

Clyst Honiton Parish Council



There was the Annual Meeting of Clyst Honiton Parish Council on Wednesday 20th May 2026 at 7.00pm held in the Black Horse Inn Meeting Room

Members Present: Parish Councillors Sean Wheeldon (Chairman); Mike Muir; Gary Collier; Chris Jenkins.

Also Present: No-one

In attendance: Rob Martin, Clerk

No members of the general public.

MINUTES

PUBLIC SESSION

There were no members of the public or Principal Authority councillors present.

27/001 APOLOGIES

Apologies for absence were received from Cllr. Harrison.

27/002 APPOINTMENT OF CHAIRMAN

On a proposal by Cllr. Jenkins, seconded by Cllr. Muir, it was **Resolved** that Cllr. Wheeldon continue as chairman for the coming year.

27/003 APPOINTMENT OF VICE-CHAIRMAN

On a proposal by Cllr. Jenkins, seconded by Cllr. Muir, it was **Resolved** that Cllr. Harrison continue as Vice-Chairman for the coming year.

27/004 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations of interest in items on the agenda were made.

27/005 MINUTES

On a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was **Resolved** to approve, as a correct record, the minutes of the Parish Council meetings held on 18th March 2026 & 22nd April 2026.

The clerk to investigate the possibility of signing minutes online.

27/006 CLERK'S REPORT & CORRESPONDENCE

The clerk reported that:

- there was a revised interpretation of what personal information should be contained on the Registers of Interests form with the conclusion that they should not necessarily contain councillors' home addresses. There was the option of individual councillors allowing their address to remain on the forms. It was **Agreed** that the clerk would circulate blank forms to councillors for them to complete and return if they wished to do so.
- The Information Commissioners (ICO) subscription of £47 had been made for the coming year.

- The Internal Audit had been completed with an online meeting on 29th April 2026, and the final report had been received, details in minute 27/019 below.
- Toby Russell of Devon Air Ambulance had requested a further updating session with the parish council which had been pencilled in for the next meeting, due to be 17th June 2026.

27/007**PLANNING ITEMS**

Reference	Location	Proposal
26/0756/FUL	Helicopter Airbase Devon Air Ambulance Clyst Honiton Exeter EX5 2DX	Temporary permission for 3 years - Installation of two single storey portacabins which will be used by Devon Air Ambulance's current teams for training, storage and office working/meetings. Decision: No objection
26/0963/FUL	The Lodge, Axehayes Farm, Clyst Honiton	Conversion of loft space into 2 bedrooms and shared bathroom. Decision: No objection
	Power Used Town & Country Planning Act 1990; Localism Act 2011	Risks Assessed None
	Resulting Tasks & Owner Clerk – notify EDDC	Deadline for Action 3 weeks from notification date
	Financial Implications None	Equalities Impact None

27/008 ROAD TRAFFIC ACCIDENT

Both the police and Devon County Highways had responded with neither having a record of the incident. Given that Highways had removed the damaged sign this did not appear to be consistent and the Chairman undertook to contact County Cllr. Vanstone to follow this up internally.

Power Used Highways Act 1980	Risks Assessed Not being refunded for damage
Resulting Tasks & Owner Chairman – contact Nat Vanstone	Deadline for Action 17 June 2026
Financial Implications Potential £400 to replace planter	Equalities Impact None identified

27/009 VILLAGE MAINTENANCE

Cllr. Muir reported that:

- He had conducted the usual weekly inspection of the play equipment.
- He had replaced the two broken wood sections on the platform in the playing field, using donated wood. This was work identified by the ROSPA inspector.
- He had cut the grass in front of the Duke of York, at the bus stop opposite the Exeter Inn and on the front and side of the pumping station.
- 200 plants had been acquired for the planters alongside plant food. He had received donations of £80 from three residents and containers of plants from another with the £50 coming from parish council funds. Four hours of help in planting these had been given by Kath at Clyst House.
- He had tidied up the hedge near the allotments.
- He was watering the plants daily to start with and applying plant food.
- A resident had cut the grass at the wishing well and weeded the hedge and trimmed it.
- A thank-you to those residents helping in this way should go in the next Chatter.
- He had cleaned the pedestrian crossing of gravel and undergrowth.

Power Used Open Spaces Act 1906	Risks Assessed Village becoming unkempt and overgrown with no planting
Resulting Tasks & Owner Cllr. Muir – continue inspections and maintenance of village.	Deadline for Action 22 May 2026
Financial Implications None	Equalities Impact DCC has responsibility to all of the community, including those who are less able.

27/010 PLAY EQUIPMENT

Cllr. Jenkins had obtained three quotations for the supply and installation of a roundabout on the playing field with a preference for one with full accessibility by those less mobile. The quotation summary is as follows:

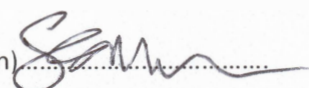
Supplier	Equipment Included	Surfacing	Total (ex VAT)
Outdoor Places	Toddler unit + roundabout	Grass mats	£13,500
Rhino Play	Roundabout only	Grass mats	£12,272
Creative Play (Option 1)	Wheelchair roundabout	Wetpour	£19,195
Creative Play (Option 2)	Wheelchair roundabout	Grass mats	£13,207

Cllr. Jenkins had liaised with the chairman on the financial position of the three companies and jointly they had concluded that the longest standing company with a sound balance sheet was Creative Play which was the only one providing the accessible equipment. Subsequent exchanges with Creative Play resulted in their price being reduced slightly to £12,932 excluding VAT for the supply and installation of the Wheelchair Roundabout with grass safety mats. A reserve of £14,435 had been set up from finances from outside sources including CIL which meant that this item could be funded from the reserve without being taken from precept funds. On a proposal by Cllr. Jenkins, seconded by Cllr. Wheeldon, it was **Resolved** to accept the quotation from Creative Play and the clerk was instructed to place an order for installation work to begin as soon as possible.

Power Used Local Government (Miscellaneous Provisions) Act 1976, s.19	Risks Assessed Potential for land to be too sloping, advice from potential installers being taken
Resulting Tasks & Owner Cllrs. Jenkins and Muir to liaise with installers and to gather quotations. Clerk to write report for April meeting	Deadline for Action 30 April 2026
Financial Implications £14,235 in reserve for provision of play equipment.	Equalities Impact In accordance with the parish council draft Equalities Policy the equipment has deliberately been to provide a roundabout for wheelchair participants.

27/011 SIGNATORIES

The live signatories at the date of the meeting were Sue Hales (no longer a councillor), Cllr. Harrison and the clerk. It was **Agreed** that this should change so that:



- Sue Hales be removed.
- Sean Wheeldon and Chris Jenkins be added as signatories.
- The move to online payments authorisation should be made.

In conclusion, the bank signatories would be Grant Harrison, Sean Wheeldon, Chris Jenkins and the clerk.

Power Used Accounts and Audit Regulations 2015 Smaller Authorities Practitioners' Guide 2025	Risks Assessed Not having the correct councillors set up as signatories. Being unable to access the accounts with absences
Resulting Tasks & Owner Clerk – set up new councillors	Deadline for Action 17 June 2026
Financial Implications Nothing directly	Equalities Impact Nothing particular

27/012 REVIEW OF STANDING ORDERS

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was **Resolved** to adopt the revised Standing Orders.

Power Used Accounts and Audit Regulations 2015 Smaller Authorities Practitioners' Guide 2025	Risks Assessed Standing Orders have to be reviewed annually to avoid potential illegal action.
Resulting Tasks & Owner Clerk – publish adopted reviewed Standing Orders	Deadline for Action 17 June 2026
Financial Implications Nothing	Equalities Impact Nothing particular

27/013 REVIEW OF FINANCIAL REGULATIONS

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was **Resolved** to adopt the revised Financial Regulations.

Power Used Accounts and Audit Regulations 2015 Smaller Authorities Practitioners' Guide 2025	Risks Assessed Financial Regulations have to be reviewed annually to avoid potential illegal action.
Resulting Tasks & Owner Clerk – publish adopted reviewed Financial Regulations	Deadline for Action 17 June 2026
Financial Implications Nothing	Equalities Impact Nothing particular

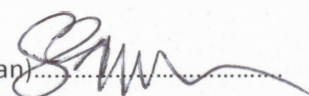
27/014 STATEMENT OF INTERNAL CONTROL 2025/2026

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was **Resolved** to adopt the Statement of Internal Control.

Power Used Accounts and Audit Regulations 2015 Smaller Authorities Practitioners' Guide 2025	Risks Assessed To avoid a lack of good internal control.
Resulting Tasks & Owner Clerk – Publish Internal Control Statement	Deadline for Action 17 June 2026
Financial Implications Nothing	Equalities Impact Nothing particular

27/015 RECEIPT OF AGENDAS AND MINUTES ONLINE

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was **Resolved** to continue to receive agendas and minutes online.



Power Used Accounts and Audit Regulations 2015 Smaller Authorities Practitioners' Guide 2025	Risks Assessed An internal audit report has to be obtained before the AGAR is submitted for external audit.
Resulting Tasks & Owner Clerk – change Acceptance of Office forms and draw up an IT Policy.	Deadline for Action 17 June 2026
Financial Implications Nothing	Equalities Impact Nothing particular

27/016 REPRESENTATIVES ON OUTSIDE BODIES

The following people were chosen as representatives for the parish council:

- Exeter Airport Consultative Committee – Cllr. Jenkins
- Hill Barton Liaison Group – Cllrs. Wheeldon and Jenkins
- Police Liaison Committee – Cllr. Jenkins

Power Used Clyst Honiton Parish Council Standing Orders	Risks Assessed Prevent a lack of local representation
Resulting Tasks & Owner Clerk – ensure notifications are sent to the right councillor	Deadline for Action Ongoing
Financial Implications Nothing	Equalities Impact Nothing particular

27/017 BUSINESS RISK ASSESSMENT

On a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was **Resolved** to adopt the 2026-27 Risk Assessment.

Power Used Accounts and Audit Regulations 2015 Smaller Authorities Practitioners' Guide 2025	Risks Assessed Business Risk Assessment has to be reviewed annually.
Resulting Tasks & Owner Clerk – publish adopted risk assessment	Deadline for Action 30 June 2026
Financial Implications Nothing	Equalities Impact Nothing particular

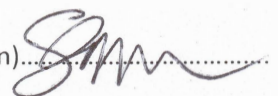
27/018 ASSET REGISTER & INSURANCE 2026/2027

The Asset Register had been circulated which had identified the level of insurance cover for the 'All Risks' items. In order to be sure the cover was correct a number of items (particularly the removed zipwire) were taken off and the Memorial Garden added in.

On a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins it was **Resolved** to:

- Further reduce the capital value insured by £3,410 due to the MUGA equipment not requiring cover.
- Obtain a revised quotation for the premium due as a result of a)
- Instruct the clerk to make payment of the revised premium and to enter into a 3-year Long Term Agreement
- Add the capital cost of the new roundabout when it has been installed and taken over by the parish council and pay any additional premium due at that time.

Power Used Accounts and Audit Regulations 2015 Transparency Code for Smaller Authorities	Risks Assessed Asset Register not published Correct items to be insured Insurance Premium to be paid
Resulting Tasks & Owner	Deadline for Action



Clerk – arrange for revised cover to be priced, pay the resulting premium for LTA and ensure Asset Register is published.	01 June 2026
Financial Implications 2026-27 premium £570	Equalities Impact Nothing particular

27/019 2025/2026 INTERNAL AUDIT REPORT

The Internal Audit Report had been circulated and the matters highlighted were as follows:

Audit Point	Internal Audit Findings	Council comments
B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend the Acceptance of Office form is amended to include formal acceptance to receive information by electronic means in the form “ <i>As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time.</i> ”	The Acceptance of Office forms have now been altered, and this wording will be used forthwith.
O. DIGITAL AND DATA COMPLIANCE	The council doesn’t have an IT Policy in place and has therefore failed to meet the requirements of Governance Assertion 10. The council must adopt and publish an IT Policy.	An IT Policy has been adopted at the meeting of 20 th May 2026, minute number 27/020

Power Used Accounts and Audit Regulations 2015 Smaller Authorities Practitioners’ Guide 2025	Risks Assessed An internal audit report has to be obtained before the AGAR is submitted for external audit. Suggested changes should be acted on otherwise accounts will be ‘qualified’
Resulting Tasks & Owner Clerk – change Acceptance of Office forms and draw up an IT Policy.	Deadline for Action 17 June 2026
Financial Implications Nothing	Equalities Impact Nothing particular

27/020 INFORMATION TECHNOLOGY POLICY

A draft IT Policy had been circulated to councillors and some changes to wording had been incorporated in the text.

In order to comply with the requirements of Assertion 10 of the Governance Return, on a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was **Resolved** to adopt the revised IT Policy.

Power Used Accounts and Audit Regulations 2015 Smaller Authorities Practitioners’ Guide 2025	Risks Assessed Not having an IT Policy in place
Resulting Tasks & Owner	Deadline for Action

Clerk – publish the adopted IT Policy	31 March 2027
Financial Implications Nothing directly	Equalities Impact Potential serious breach of law if information stored on IT equipment used wrongly

27/021 2025/2026 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

a) Annual Governance Statement

On a proposal by Cllr. Collier, seconded by Cllr. Muir, it was **Resolved** to approve the statement in section 1 of the AGAR for 2025/2026

b) Accounting Statements

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was **Resolved** to approve the accounting statements in section 2 of the AGAR for 2025/2026

c) Electors' Rights

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir it was **Resolved** to approve the declaration of Electors' Rights for the 2025/2026 AGAR and Accounts.

Power Used Accounts and Audit Regulations 2015 Smaller Authorities Practitioners' Guide 2025	Risks Assessed Not submitting AGAR by deadline Not publishing Electors' Rights by deadline
Resulting Tasks & Owner Clerk – ensure the forms are correct and submitted and published accordingly	Deadline for Action 30 June 2026
Financial Implications Audit Fee £210 Potential fine for late submission £100+	Equalities Impact Nothing particular

27/022 BANK RECONCILIATION & RECEIPTS & PAYMENTS MONITOR

The bank reconciliation and monitor statement for the period from 1st April 2026 to 30th April 2026 were received and **noted**.

27/023 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was **Resolved** to approve the payment of the invoices on the schedule below for the period since the last meeting:

RECEIPTS

Receipt from	Services	Amount £
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2026/2027

None

PAYMENTS

Payment to	Services	Month or Reference	Amount £
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2026/2027

RJ Martin	Salary	May 2026	864.47
HMRC	Tax Deduction	May 2026	209.60
HMRC	NI	May 2026	94.66
Mulberry LAS	Internal Audit	2025/26	214.50
Community First Trading	Insurance Premium	2026/27	574.56

Countrywide Grounds Maintenance	Grass Cutting	May 2026	134.45
Adobe	Adobe Professional	May 2026	19.97

Power Used Local Government Act 1972	Risks Assessed Not making payment of amounts due
Resulting Tasks & Owner Clerk – ensure payments are made	Deadline for Action asap
Financial Implications Each payment has a budget	Equalities Impact Nothing particular

27/024 COUNCILLOR REPORTS

The chairman highlighted that it was quite possible that the parish church would close its doors within the foreseeable future so the Parish Council would have to consider the position of the toilet provided within the churchyard and whether it should take this over.

The chairman's attention had been drawn to some slabs on St Michaels Hill which it was feared could be dangerous. Cllr. Jenkins undertook to look at this and report back.

Cllr. Collier announced that he very reluctantly would have to stand down as a councillor due to family commitments. The chairman would liaise with him to confirm this and to see if there would be a potential recruit available.

27/025 DATE OF NEXT MEETING

The next scheduled meeting (AGM) is on **Wednesday 17th June 2026** and will be held in the Black Horse meeting room starting at 7pm

27/026 PARISH COUNCIL MEETING CLOSURE

The meeting closed at 8.40pm.

Signed:.....



Date:.....

