

Clyst Honiton Parish Council Annual Meeting 20th MAY 2026

To: all Members of Clyst Honiton Parish Council

For information: County and District Ward Members, press and public

Issue date: Wednesday 13th May 2026

The Parish Council is grateful for the attendance and reports presented by both Councillors and external organisations. Due to the large number of issues affecting the Parish, it would be most appreciated if reports could be kept concise and to the point.

You are hereby summoned to attend the
Annual Meeting of Clyst Honiton Parish Council
on **Wednesday 20th May 2026 at 7.00pm**
in the Function Room of **The Black Horse** at Sowton

Rob Martin

Clerk to Clyst Honiton Parish Council

Agenda No.	Agenda Item		Target Times pm
	PUBLIC SESSION		7.00
	Before the start of council business, members of the public have the opportunity to discuss their concerns about items on the agenda or matters of council business they want to raise. This session will be restricted to a maximum of 10 minutes, with a maximum of 3 minutes per speaker.		
27/001	APOLOGIES	To receive apologies for absence.	7.10
27/002	APPOINTMENT OF CHAIRMAN		
27/003	APPOINTMENT OF VICE-CHAIRMAN		
27/004	DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)		
	To receive declarations of interest in items on the agenda		
27/005	MINUTES	To approve, as a correct record, the minutes of the Parish Council meetings held on 18 th March 2026 & 22 nd April 2026.	7.15
27/006	CLERK'S REPORT & CORRESPONDENCE		7.20
	To receive a report from the clerk on activities undertaken since the last meeting and to review the attached Action List.		
27/007	PLANNING ITEMS		7.25
Reference	Location	Proposal	
26/0756/FUL	Helicopter Airbase Devon Air Ambulance Clyst Honiton Exeter	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	

Clyst Honiton Parish Council Annual Meeting 20th MAY 2026

	EX5 2DX	office working/meetings.	
27/008	ROAD TRAFFIC ACCIDENT To consider the latest position on locating the culprit of the damage to the parish council planter and decide on the next course of action.		7.30
27/009	VILLAGE MAINTENANCE To hear a report from Cllr. Muir on his work in the parish since the last meeting and to consider any further matters to be addressed.		7.35
27/010	PLAY EQUIPMENT To consider the attached report produced by Cllr. Jenkins on the received quotations for a roundabout and to decide on the next actions.		7.40
27/011	SIGNATORIES To review the bank signatories for the parish council.		7.45
27/012	REVIEW OF STANDING ORDERS To review the attached Standing Orders.		7.50
27/013	REVIEW OF FINANCIAL REGULATIONS To review the attached Financial Regulations.		
27/014	STATEMENT OF INTERNAL CONTROL 2025/2026 To consider and adopt the attached statement.		7.55
27/015	RECEIPT OF AGENDAS AND MINUTES ONLINE The parish clerk sends the agendas and minutes to councillors online. To approve the continuation of this practice going forward.		
27/016	REPRESENTATIVES ON OUTSIDE BODIES The parish council annual meeting is the place for the representation on outside bodies to be determined.		8.00
27/017	BUSINESS RISK ASSESSMENT To consider and adopt the attached Risk assessment.		
27/018	ASSET REGISTER & INSURANCE 2026/2027 To consider and adopt the attached updated Asset Register in order to enable the Insurance Policy to include the correct cover.		8.05
27/019	2025/2026 INTERNAL AUDIT REPORT To consider the internal audit report for 2025/2026 and consider the action to be taken.		8.10
27/020	INFORMATION TECHNOLOGY POLICY In order to comply with the requirements of Assertion 10 of the Governance Return, to adopt the attached IT Policy.		8.15

Clyst Honiton Parish Council Annual Meeting 20th MAY 2026

27/021	2025/2026 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) a) Annual Governance Statement – to approve the statement in section 1 of the AGAR for 2025/2026 b) Accounting Statements – to approve the accounting statements in section 2 of the AGAR for 2025/2026 c) Electors' Rights – to approve the declaration of Electors' Rights for the 2025/2026 AGAR and Accounts.	8.20
27/022	BANK RECONCILIATION & RECEIPTS & PAYMENTS MONITOR To receive and adopt the attached bank reconciliation and monitor statement for the period from 1 st April 2026 to 30 th April 2026.	8.30
27/023	RECEIPTS & PAYMENTS SCHEDULE To approve the payment of the invoices on the schedule below for the period since the last meeting:	8.35

RECEIPTS

Receipt from	Services	Amount £	Method
2026/2027			
None			

PAYMENTS

Payment to	Services	Month or Reference	Amount £	Payment No.
2026/2027				
RJ Martin	Salary	May 2026	864.47	2627-03
HMRC	Tax Deduction	May 2026	209.60	2627-03
HMRC	NI	May 2026	94.66	2627-03
Countrywide GM	Grass Cutting	May 2026	129.71	2627-03
Mulberry LAS	Internal Audit	2025/26	214.50	2627-04
Community First Trading	Insurance Premium	2026/27	663.25	2627-04
Countrywide Grounds Maintenance	Grass Cutting	April 2026	134.45	2627-04
Adobe	Adobe Professional	April 2026	19.97	Card

27/024	COUNCILLOR REPORTS To receive a report from the chairman and to consider matters from councillors for inclusion on the agendas for future meetings	8.45
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	8.50
27/026	PARISH COUNCIL MEETING CLOSURE	9.00