

Clyst Honiton Parish Council



There was a meeting of Clyst Honiton Parish Council on Wednesday 24th June 2026 at 7.00pm held in the Black Horse Inn Meeting Room

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

Also Present: Toby Russell (Devon Air Ambulance)

In attendance: Rob Martin, Clerk

One member of the general public.

MINUTES

PUBLIC SESSION

The member of the public present attended to answer questions on planning application 26/0854/FUL below.

27/027	DEVON AIR AMBULANCE Toby Russell representing The Devon Air Ambulance Trust (DAAT) wished to update the parish council on the current situation regarding the potential move of the DAAT headquarters. He circulated schematic drawings of the proposed project explaining that there was a need to find a new site because the shared arrangement with the Devon & Cornwall Police Helicopter service had come to an end. In addition, the staffing levels had increased from two to eighteen over the years. In addition, the aim was to provide overall operational improvement with training facilities and better facilities all round. The building would be modular build which would reduce the construction timetable.
27/028	APOLOGIES There were no apologies for absence.
27/029	DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY) No declarations of interest in items on the agenda were made.
27/030	MINUTES On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison, it was Resolved to approve, as a correct record, the minutes of the Annual Parish Council meeting held on 20 th May 2026.
27/031	CLERK'S REPORT & CORRESPONDENCE The clerk explained that the updates for most items were on the agenda. He explained that, in relation to Cllr. Colliers stated intention to cease being a councillor, until he formally resigned the casual vacancy process could not be started.
27/032	PLANNING ITEMS
Reference	Location

Sam 16/9/26

BGX/DCC/4470/2026
(Devon County Council
Application)

Rock Solid Processing Ltd,
Unit 12, Stuart Way,
Hill Barton,
EX5 1DR

Variation of Conditions 8 and 12 of
planning permission DCC/4135/2019 to
increase the approved throughput of the
IBA facility from 90,000 tonnes per annum
to 150,000
tonnes per annum

26/0854/FUL

1 School Cottage
Clyst Honiton
Exeter
EX5 2LZ

**Decision: Objection on the basis of the
highway impact**

Construction of detached residential
dwelling

Decision: Support

Power Used Town & Country Planning Act 1990; Localism Act 2011	Risks Assessed None
Resulting Tasks & Owner Clerk – notify EDDC & DCC	Deadline for Action 3 weeks from notification date
Financial Implications None	Equalities Impact None

27/033

ROUNABOUT INSTALLATION

An official order had been placed with Creative Play Ltd for the installation of the new roundabout in accordance with minute 27/010. Cllr. Muir had accompanied the representative carrying out a site survey and it had been confirmed that the expected start date was 31st August 2026.

Power Used Local Government (Miscellaneous Provisions) Act 1976, s.19	Risks Assessed Site inspection done.
Resulting Tasks & Owner Nothing to do until the contractor, Create Play, make arrangements for installation.	Deadline for Action 31 August 2026
Financial Implications £12,932 final price with £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.

27/034

ROAD TRAFFIC ACCIDENT

Cllr. Wheeldon had been conversing with County Cllr. Gent about the replacement of the sign and planter. He would request that, in the event of no information being found on the culprit, he would request a community grant for the planter.

Power Used Highways Act 1980	Risks Assessed Not being refunded for damage
Resulting Tasks & Owner Chairman – contact county councillors and request finance	Deadline for Action 15 July 2026
Financial Implications Potential £400 to replace planter	Equalities Impact None identified

27/035

VILLAGE MAINTENANCE

Cllr. Muir reported that he had:

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- Undertaken the usual weekly visual inspection of the play equipment
- Met with the representative from Creative Play
- Watered the plants very regularly
- Cut the grass on the bank opposite the entrance to St Michaels Hill
- Cut the grass from the Slate Company to the pumping station
- Trimmed overhanging bramble on paths within the village

He and Cllr. Wheeldon believed that the old zipwire platform needed some attention, suggesting that some marine ply would be required. Cllr. Jenkins undertook to source the materials and arrange with the others to get the job done.

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. Cllrs. Jenkins/Muir obtain marine play and effect repair.	Deadline for Action 15 July 2026
Financial Implications Cost of Marine play.	Equalities Impact CHPC has responsibility to all of the community, including those who are less able.

27/036

POLICY REVIEW

A review of parish council policies had been undertaken and made available to councillors. The list below details the policies involved.

Document	Review Period Years	Next Review Due
Members' Code of Conduct	3	June 2029
Anti-Bribery Policy	3	June 2029
CCTV Policy	3	June 2029
Bullying Policy	3	June 2029
Community Engagement Policy	3	June 2029
Document Retention Policy	3	June 2029
Communications Policy	3	June 2029
Clerk's Expenses Policy	3	June 2029
Data Protection Policy	3	June 2029
Complaints Procedure	3	June 2029
Disciplinary Procedure	3	June 2029
Freedom of Information Policy	3	June 2029
Grievance Procedure	3	June 2029
Equalities & Diversity Policy	3	June 2029
Health & Safety Policy	3	June 2029
IT Policy	3	June 2029
Lone Working Policy	3	June 2029
Training Policy	3	June 2029
Meeting Protocol	3	June 2029
Risk Management Policy	3	June 2029
Recording of Meetings Protocol	3	June 2029
Stress Policy	3	June 2029
Whistleblowing Policy	3	June 2029

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	Scheme of Delegation	3	June 2029
	On a proposal by Cllr. Jenkins, seconded by Cllr. Wheeldon, it was Resolved to adopt the policies as they stand and to replace those on the website forthwith. A further, more detailed, review of each policy would be undertaken over the next few months to ensure compliance with all current legislation.		
	Power Used Data Protection, FOI, employment legislation	Risks Assessed Not having up to date policies in place	
	Resulting Tasks & Owner Councillors – look in detail at policies Clerk – get these policies on the website	Deadline for Action 16 September 2026	
	Financial Implications None	Equalities Impact Contained within the policies	
27/037	COMMUNITY FACILITY An email response from Jamie Quinton, the East Devon planner designated to give the pre-application advice, had been received and circulated. In this advice, it was clear that before an outline planning application could be submitted there was a need to clearly determine what would be required and could be built on the playing field. Measurements of the site showed that a maximum width for the building would be around 12 meters, fronting onto the highway. This would be assumption when considering the position and sizing of the building. In order to proceed with this, Modulek, a modular building company had been contacted and had supplied examples of its community buildings with associated costs. From this, a rough cost of £3.5K to £4K per square metre could be used for overall budget reasons. Using data on the hall size required for the population of a parish such as Clyst Honiton the conclusion was that the overall size would be assumed to be 12 metres by 8 metres (96 m²) On a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was Resolved that the clerk would continue using his contact at the modular building company to progress this and that some of the NDO money may be needed for the drawings and formal application to East Devon. No parking would be provided on site as it was just for village use. (On-street disabled parking could be designated as part of the build.). Outline Planning would be applied for as soon as the necessary information was available.		
	Power Used Local Government Act 1972 Section 144 Local Government (Miscellaneous Provisions) Act 1976	Risks Assessed Full Risk assessments to be undertaken at each stage. No risks at this stage.	
	Resulting Tasks & Owner Clerk – follow-up on action	Deadline for Action 15 July 2026	
	Financial Implications Potential planning application fees and supporting document production	Equalities Impact The project will be fully in compliance with Equalities legislation.	
27/038	BANK RECONCILIATION The Bank Reconciliation for 31st May 2026 was adopted.		
27/039	RECEIPTS & PAYMENTS COMPARED WITH BUDGET To receive and note the statement of receipts and payments compared with budget for the period between 1st April and 31st May 2026.		

27/040 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Jenkins, seconded by Cllr. Muir, 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 £
2026/2027		
Lloyds Bank	Interest – PC Instant Access	8.83
Lloyds Bank	Interest – CA Instant Access	3.77

PAYMENTS

Payment to	Services	Month or Reference	Amount £
2026/2027			
RJ Martin	Salary	June 2026	864.47
HMRC	Tax Deduction	June 2026	209.60
HMRC	NI	June 2026	94.66
2627-08Countrywide GM	Grass Cutting	May 2026	129.71
The Black Horse	Room Hire	20 May 2026	23.90
Adobe	Adobe Professional	June 2026	19.97
Simon A Martin	Payroll Services	June 2026	8.00
Royal Mail	Postage	Bank Letter	3.20
Cash	Petty Cash Top-Up	Transfer	100.00
Sean Wheeldon	Stationery	Chatter Fund	37.38

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

27/041 COUNCILLOR REPORTS

Cllr. Wheeldon was concerned that there was a need to ensure that the new equipment maintenance was properly reserved for. The clerk to work up a Reserves and Renewals reserve to ensure that all equipment repairs were provided for on and ongoing basis.

27/042 DATE OF NEXT MEETING

The next scheduled meeting (AGM) is on **Wednesday 15th July 2026** and will be held in the Black Horse meeting room starting at 7pm

27/043 PARISH COUNCIL MEETING CLOSURE

The meeting closed at 9.05pm


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