

# Payhembury Parish Council

## Business Plan 2019-2022

### 1. What is a Parish Council Business Plan

The Parish Council Business Plan sets the Parish Council's vision for the parish, its purpose, values, objectives and key priorities for the next three years. The aim of the Business Plan is to give Payhembury's parishioners' a clear understanding of what the Parish Council does and what it is trying to achieve. It details what the Parish Council intends to focus on over the next three years. The Business Plan is a live document that will be reviewed annually, used to drive the budget process, plan activities for the coming year and enable the Parish Council to monitor its progress against key priorities.

### 2. Why has the Parish Council decided to produce a Business Plan

Having an agreed strategy provides a framework for the Parish Council to work within, enabling it to operate in a more consistent and co-ordinated way, to be proactive rather than reactive in its decision-making. The Parish Council has based the Plan on understanding the community's needs gathered from day-to-day involvement with residents and other key organisations within Payhembury Parish. At the same time, the Business Plan will help the local community to have a better understanding of what the Parish Council does and also clarify what it doesn't do; in other words to explain what issues fall under the responsibility of other delivery bodies such as East Devon District Council (EDDC) or Devon County Council (DCC). The Business Plan is a statement of intent; however, Payhembury Parish Council may have to make decisions contrary to our stated commitments if events such as budget constraints, new legislation or changes in council policies make that necessary. Any changes will, however, be reflected in an updated plan. It will be a 'live' document, which the Parish Council will update, enabling it to track, and monitor its progress against the key priorities. Because the Business Plan will be publicly available, Payhembury parishioners will also be able to monitor progress.

### 3. Overview of the Council

There are three tiers of local government, each with different responsibilities.

Payhembury Parish Council is the first and local tier, with an important role to play in promoting the village of Payhembury and the hamlets of Higher Cheriton, Lower Cheriton, Colestocks, Higher Tale, Lower Tale and Upton and the outlying areas (Parish) representing their interests and supporting the work of different groups within the community.

East Devon District Council (EDDC) is the second tier and is responsible for services including housing and environmental services. EDDC is also responsible for strategic planning policies for all development (including housing and employment sites) via its Local Plan whilst taking into consideration the Payhembury Neighbourhood Plan that was adopted by referendum on 2<sup>nd</sup> May 2019.

Finally, Devon County Council's (DCC) responsibilities include highways, relating to both roads and footways (pavements), education, health and social services, public rights of way and libraries.

Residents elect seven Parish Councillors every four years. The Parish Council elects a Chairman and ViceChairman annually at the Annual Parish Council Meeting in May. The Parish Council reports to

# Payhembury Parish Council

## Business Plan 2019-2022

the electorate at the Annual Parish Meeting held in March. Councillors are unpaid. Councillors commit their time to improving Payhembury Parish and maintaining it as an attractive and sustainable place in which to live, visit and do business. Elections are held every four years, they were last held in May 2019. The next election will be in May 2023.

The Parish Council owns and maintains a number of assets in the Parish. The Parish Council hold these assets on behalf of the community and are responsible for maintaining their value.

The full Parish Council meets on the second Wednesday of alternate months, starting in January, in Payhembury Parish Hall. All meetings are open to the public with a period set aside for members of the public to address the Parish Council.

The Parish Council works to its Standing Orders and Financial Regulations, these lay down the rules by which it operates and conducts its business. The Parish Council also expect Parish Councillors to adhere to the Parish Council's Code of Conduct adopted from EDDC.

#### 4. The Parish Council Staff

The Parish Council currently employs 1 part-time administration employee – the Clerk to the Parish Council. The Clerk administers the Parish Council business and must carry out all the functions required by law. The Clerk is the Parish Council's "Proper Officer" and only the Clerk can sign official documents on behalf of Parish Council. The Clerk is also the Parish Council's Responsible Financial Officer (RFO). The Parish Council uses contractors for a number of tasks including grounds maintenance services.

#### 5. Financial Information

##### 5.1 Income:

The residents of Payhembury (mainly through the 'precept') fund the Parish Council. The precept is the local tax levied by the Parish Council that EDDC collects on our behalf as part of the Council Tax bill.

##### 5.2 Expenditure:

The budgeted expenditure for the Parish Council in 2019/20 was £8250.00. This expenditure is funded by £6590.00 from Payhembury council taxpayers (via the precept) with the rest coming from allocated reserves.

The main items of expenditure are:

- Clerk's salary and administrative expenses
- General running costs including DALC subs, insurance, Parish Hall rent, grass cutting and other grounds maintenance, emptying of dog bins, servicing of church clock, playing field rent and RoSPA inspections, poppy wreath, councillor training, etc.

# Payhembury Parish Council

## Business Plan 2019-2022

- One-off projects (e.g. playing fields refurbishment, Tale Bus Shelter) where funds are held in earmarked reserves and are often funded by separate grants or other fundraising initiatives as required.

The Parish Council have fully allocated the budget for this year. The Parish Council aims to maintain an unallocated reserve of around £5000 in case there is a major problem that affects the Parish Council's business. This could be any disaster that requires major emergency funding. All other funds are allocated with some projects on hold until further funding can be sourced.

### 6. Parish Council responsibilities

The Parish Council has the following responsibilities:

- The management, maintenance and development of open spaces including: the Playing Field and Play area, the Payhembury War Memorial, the Village Green, Waterloo Plot.
- Ownership and maintenance of bus shelters
- The provision of small community grants
- Submitting comments on all planning applications and change of use applications in the parish as a consultee of the local planning authority (EDDC)
- The provision of dog fouling bins
- The provision and maintenance of benches

The Parish Council also represents the parish on a number of external organisations. The Parish Council looks to reflect the views of the community by liaising with other public bodies and commenting on key strategic issues such as housing, planning, highways social services and education. Administrating parish council business, managing council finances, project managing, keeping residents informed of decisions and proposals that may affect them and dealing with enquiries is a core function that promotes the efficient and effective running of the council.

### 7. Parish Council Governance

Good Governance Objectives:

Payhembury Parish Council aims to be a professional, competent and caring Parish Council, to be open and accountable in all it does and to ensure the sound financial management of Parish Council resources. The Parish Council aims to:

- Be well-informed about the needs and opinions of the parish's residents and businesses by consulting them on major issues
- Improve services to the public by encouraging members and staff to develop their skills by undertaking appropriate training
- Ensure we give Councillors the opportunity to keep abreast of new opportunities and policy
- Be a good and fair employer by providing fulfilling work opportunities and conditions for its staff
- Continuously promote public participation in all Parish Council meetings and initiatives
- Deal with enquiries and fault reports from members of the public speedily and efficiently
- Be an effective custodian of the Parish Council's property and documents

# Payhembury Parish Council

## Business Plan 2019-2022

### 8. A focus for the Parish Council's actions

The Parish Council has identified key priorities which it wishes to concentrate on over the next three years.

- To improve the facilities in the playing fields to be enjoyed by a wider age group
- To refresh the current play equipment in the play area
- To provide a bus shelter at Tale Head for students waiting for the school bus.
- To improve safety in the centre of the village by addressing parking issues.

#### **Version History**

Version no.	Adopted	Changes	Review date
V0.1		Initial version	draft