

**PAYHEMBURY PARISH COUNCIL**

**Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 13<sup>th</sup> March 2019 at 7.30pm**

**AGENDA**

1. Apologies for absence.
2. Declarations of interest: to declare any personal or prejudicial interest in items on the agenda and their nature.
3. Agree minutes of previous meeting.
4. Matters arising since the meeting on 9<sup>th</sup> January 2018: Snow warden; HMRC & PAYE course.
5. Review actions from previous meeting.
6. Public session – parishioners are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.
7. Police report.
8. County Councillor’s report.
9. District Councillor’s report.
10. Local elections (2<sup>nd</sup> May): clarify which forms need to be completed to stand for election.
11. Finances - statement of current position

	Date	CQ/ BACS	Payee	Project/Category	Amount	Balance
<b>Opening balance</b>	<b>31.12.18</b>					<b>8360.03</b>
Receipts	28.12.18	BACS	Footpath donation	Footpath	50.00	8410.03
	14.1.18	CQ	Footpath donation	Footpath	70.00	8480.03
	21.1.18	CQ	Footpath donation	Footpath	100.00	8580.03
	28.1.19	CQ	Footpath donation	Footpath	50.00	8630.03
Expenses	29.1.19	693	Tale Valley Trust	Grants	-50.00	8580.03
	29.1.19	694	Ottery Help Scheme	Grants	-50.00	8530.03
	29.1.19	695	Payhembury PCC	Grants	-50.00	8480.03
	29.1.19	696	Tea & Bingo	Grants	-50.00	8430.03
	29.1.19	697	Clerk	Stationery	-9.77	8420.26
Expenses						8420.26
<b>Balance</b>	<b>6.3.19</b>					<b>8420.26</b>
Funds allocated				Clerk's salary	-747.28	7672.98
				Administration	-123.23	7549.75
				Running costs	-894.67	6655.08
		Project 1701	Line painting		-1000.00	5655.08
		Project 1708	Payhembury sign - flowers		-50.00	5605.08
		Project 1710	Parish Hall Internet (Transparency Code)		-600.00	5005.08
		Project 1712	PPC Website (Transparency Code)		-550.00	4455.08
		Project 1713	Policies		-45.00	4410.08
		Project 1901	Dog bin on new footpath		-179.00	4231.08
		Project 1902	A373 mirror		-50.00	4181.08
		Project 1903	War memorial - additional name		-130.00	4051.08
		Project 1904	Tale Bus Shelter		-2000.00	2051.08
			Contingency	10% for projects	-460.40	1590.68
<b>Available balance</b>						<b>1590.68</b>

Expected invoices in March and April – Playing field rent, insurance and RoSPA inspection, clerk’s courses, DALC membership, dog poo bin installation, clerk’s wages.

12. Finance / Budgeting / Parishes Together / Precept:
  - a. confirm decision to improve financial management by adding on-line banking.
13. Planning: minor planning applications and xx/xxx/PDQ applications processed between council meetings; major planning applications reviewed at council meetings.

App number	Minor / Major	Property	Details	Decision
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17/0220/FUL	Minor	Upton Farm	Retention of mobile home and extension as a dwelling for use in association with equestrian business	Approval retrospective (conditions)
17/2574/FUL	Major	Tuck Mill	Retention of cricket clubhouse, including sale of alcohol and toilet block/equipment store and change of use of field to allow playing of cricket from April to September	Awaiting decision
18/1808/FUL	Minor	Monkton Park Farm	Renovation and extension of existing building to create new dwelling	Refused
18/2584/FUL	Minor	Thatch, Colestocks	Retention of detached shed	Approval retrospective (conditions)
18/2668/FUL	Minor	Tarrants Farm, Payhembury	Construction of permanent agricultural worker's dwelling	Awaiting decision
18/2816/FUL	Minor	The Forge, Colestocks	Construction of 2 storey rear extension and raising of roof ridge height	Approval – standard time limit
19/0428/PDQ	Major	Higher Leyhill Farm, Broadhembury	Prior approval for a proposed change of use of agricultural building to form 1 dwelling (use class C3) and associated operational development.	PDQB prior approval granted

**14. Open Projects**

Project		Start	Original Finish	Revised Finish	Funds	Spent	Remaining	Comments
1701	Line painting				1000.00	0	1000	DDC not supporting
1708	Payhembury sign - flowers				50.00	0	50	
1709	Valuing Assets				0.00	0	0	
1719	Parish Hall Internet (Transparency Code)				600.00	0	600	
1712	PPC Website (Transparency Code)				1200.00	650	550	website launched
1713	Policies				45.00	0	45	
1714	Play Equipment				198.62	383.57	-184.95	Awaiting funding (S106)
1802	Colestocks - Payhembury footpath	Jul 18		Dec 18	7025.00	8068.07	-1043.07	S106 funding (retrospective application)
1901	Dog bin on new footpath	Dec 18	Jan 19	Feb 19	179.00	0	179	Installed 14/2/19
1902	A373 mirror				50.00	0	50	
1903	War memorial - additional name	Jan 19	Oct 19		130.00	0	130	
1904	Tale Bus Shelter				2000.00	0	2000	

\* Funds include PPC budget, grants and donations.

\*\*Negative amounts remaining = overspend.

- Project 1701 – line painting: discuss DDC's response to line painting request on the bend by the village green.
- Project 1708 – Payhembury sign (flowers): discuss next steps.
- Project 1710 – Parish Hall Internet (Transparency code grant): update on progress (Cllr Williams).
- Project 1712 – PCC website (Transparency code grant): discuss content for additional page for useful links for parishioners, eg planning links, survey links sent by EDDC and DCC, etc. Discuss overlap with village website.
- Project 1714 – Play equipment: RoSPA inspection taking place in March. Discuss next steps and sources of funding, including S106 funding.
- Project 1802 – Colestocks-Payhembury footpath: S106 retrospective funding application – update.
- Project 1901 – dog poo bin on new footpath: installed on 14<sup>th</sup> Feb. Weekly emptying initially appears to be sufficient. Discuss whether to approve funding to increase to 3 times a week if required.
- Project 1902 – Safety mirror on A373: discuss progress.
- Project 1904 – Tale Bus shelter: consider sources of funding.

15. Neighbourhood plan (Project 1602): development of plan completed, referendum on accepting the plan is expected on 2<sup>nd</sup> May. Discuss advertising the referendum.

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16. Broadband update
17. Annual meeting 2019 (30<sup>th</sup> March): update on arrangements, finalise remaining things to be done.
18. Landmark tree and DADBRF tree replacement scheme: Landmark tree to be sourced by Clerk and costs passed to EDDC for reimbursement. Discuss planting of tree as part of footpath opening on 30<sup>th</sup> March. As part of the Ash dieback replacement scheme EDDC are able to provide small (~2 year old) saplings of a variety of trees. Some possible locations on banking along footpath have been identified. Discuss whether there are other locations in the parish that could benefit from additional planting of trees.
19. Parish issues: Route maps, Parish Council Assets: discuss any actions needed.
  - a. Higher Tale War Memorial: listing confirmed from 28<sup>th</sup> Feb. To be added to list of Parish Assets and added to insurance.
  - b. Parish noticeboards: consider state of Parish noticeboard at Higher Tale and whether repairs are needed; establish ownership of large general noticeboard in village centre, in particular with regard to maintenance; add noticeboards to Parish assets list and insurance cover?
20. Youth Councillor: discuss whether to pursue the idea of a youth councillor or investigate other ways of engaging younger members of the community.
21. Tennis Club: potential handover of responsibility for tennis club to the Parish Council.
22. Bonfires: concerns raised by a parishioner about bonfires and what is being burned. Discuss what options are available.
23. Policies and procedures: annual review of Planning Policy and Procedures document. Updated to include use of Parish Council website to improve transparency. Review document.
24. Correspondence
  - a. Request for location of old minutes – some documents traced to Devon Archives, but exactly what needs to be clarified.
  - b. Request from Norton Memorials, Axminster for contact details with regard to adding an inscription to a headstone in the churchyard – passed to the Vicar.
  - c. Request for information about previous councillors and when they served – very little information available.
  - d. Report of rotten wood on bridges and handrails on Posset's Lane – reported to Public Rights of Way section of DCC who were already aware.
  - e. Request to fix fence between Greenstone's and the Parish Hall – passed to Parish Hall committee.
  - f. Request to cut grass on playing fields – passed to ALP Grounds Maintenance.
  - g. Thanks received from Tea and Bingo and Ottery Help Scheme for grants given in January 2019.

Issued by Dawn Chamberlain, Parish Clerk - 6th March 2019

**The next meeting of Payhembury Parish Council will take place on Wednesday 8<sup>th</sup> May 2019  
at 7.30pm in the Parish Hall**