

PAYHEMBURY PARISH COUNCIL
Notice of the Annual Parish Council Meeting to be held in the Parish Hall on
Wednesday 8th May 2019 at 7.30pm

AGENDA

1. Election of Chairman and Vice-Chairman of the council for 2019-20.
2. Declaration of Acceptance of Office by elected Councillors.
3. Co-option of new parish Councillor(s) and Declaration(s) of Acceptance of Office.
 - a. To consider booking DALC Chairmanship course for new Chairman and DALC new Councillor course for any new Councillors (£30 per person).
4. Code of Conduct, Register of Interests, Standing Orders and Parish Council policies – a reminder to all Councillors.
5. Apologies for absence.
6. Declarations of interest - to declare any personal or prejudicial interest in items on the agenda and their nature.
7. Agree minutes of previous meeting.
8. Matters arising since the meeting on 13th March 2019.
9. Review actions from previous meeting:
 - a. Actions covered by other items on the agenda – items 5.ii; 5.iv; 5.v; 5.vi; 5.vii; 12; 14a-h; 16.
 - b. Actions completed – items 15; 17; 18(1)
 - c. Actions to be reviewed - items 5.i; 5.iii; 6.i; 6.iv; 6.v; 18(2); 19.a; 19.b; 20; 21; 22
10. 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.
11. Receive reports, if available, from 1) District Councillor, 2) County Councillor, 3) Police.
12. Finance / budgeting / Precept (statement of current financial position in Appendix A):
 - a. To receive the Internal Auditors Report and to approve the Annual Audit Section 1 & section 2.
 - b. To review and approve the schedule of payments within Appendix A.
 - c. To consider changing clerks payment schedule from 6-monthly to either monthly or bi-monthly as a result of registering as an employer with HMRC and approve payments if agreed.
 - d. To consider whether to change banks from NatWest to Unity Trust Bank to provide suitable on-line banking.
 - e. To agree new account signatories and sign forms as appropriate.
 - f. To discuss CIL payments from EDDC and how to use them.
 - g. To discuss Norman Trust grant and whether to apply.
13. Planning (list of current & recent planning applications in Appendix B):
 - a. To review minor and xx/xxx/PDQ planning applications arising since the last meeting – 3 applications.
 - b. To consider major planning applications arising since the last meeting - none
14. Parish Council Open Projects – to review progress on projects (summary table of status in Appendix C)
 - a. Project 1701 – line painting: to discuss a) use of traffic cones, b) reply from Neil Parish MP and c) next steps.
 - b. Project 1708 – Payhembury sign (flowers): to discuss next steps.
 - c. Project 1709 – valuing assets: to review status of project.
 - d. Project 1710 – Parish Hall Internet (Transparency code grant): to review update on progress.
 - e. Project 1713 – Policies: discuss under Item 15 on agenda.
 - f. Project 1714 – Play equipment: to a) review RoSPA report from March and decide on plan of action, b) discuss next steps and sources of funding, including S106 funding.
 - g. Project 1802 – Colestocks-Payhembury footpath: to receive update on S106 retrospective funding application.
 - h. Project 1901 – dog poo bin on new footpath: to receive update on payment for dog poo bin.
 - i. Project 1902 – Safety mirror on A373: to discuss progress.
 - j. Project 1903 – War Memorial additional name: to receive update on progress.
 - k. Project 1904 – Tale Bus shelter: to consider sources of funding.
15. Parish issues: Route maps, Parish Council Assets: discuss any actions needed.
 - a. To discuss re-allocation of route maps to Councillors.
 - b. To decide who will take over the monthly review of the asset register.
 - c. To discuss schedule for reviewing Parish Council documentation.
 - d. To receive a report from a parishioner regarding repairs required to Higher Tale noticeboard.
16. Broadband update:

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- a. To receive update on progress with Voneus.
- b. To discuss possible mobile phone solution for broadband.
- 17. Letter from TRIP: to discuss request for support for a Lottery Fund bid.
- 18. DADBRF replacement tree scheme: to discuss setting up as a project.
- 19. Correspondence
 - a. Primary school bus drop off – issues with traffic in Parish Hall car park – passed to Parish Hall Committee
 - b. Request to cut grass on playing fields (25th March)
 - c. Reply from Neil Parish (28th March)
 - d. Copies of letters sent to DCC by a parishioner re potholes (March/April)
 - e. Dangerous wall in Higher Cheriton (April)
 - f. Email from parishioner re dog poo bin not being emptied (21st April)

Issued by Dawn Chamberlain, Parish Clerk – 2nd May 2019

Appendix A – statement of current financial position incorporating schedule of payments

| | Date | CQ/BACS | Payee (reason) | Total (inc VAT) | Balance |
|--------------------------|---------------|-------------|--|-----------------|-----------------|
| Opening balance | 6.3.19 | | | | 8420.26 |
| Receipts | 5.4.19? | SO | Precept | 3295.00 | 11715.26 |
| | 6.4.19 | BACS | DCC (reimbursement for Landmark trees) | 75.00 | 11790.26 |
| | 29.4.19 | BACS | EDDC (CIL Payment) | 1465.01 | 13255.27 |
| | 30.4.19 | BACS | EDDC (CIL Payment) | 115.20 | 13370.47 |
| Expenses | 25.3.19 | SO | Savills (playing field rent) | -132.50 | 13237.97 |
| | 25.3.19 | 698 | Playsafety Ltd (RoSPA inspection of playing fields) | -90.60 | 13147.37 |
| | 29.3.19 | 699 | Clerk (reimbursed for Landmark trees) | -78.00 | 13069.37 |
| | 31.3.19 | 700 | Clerk (Salary) | -747.28 | 12322.09 |
| | 31.3.19 | 701 | DALC (Clerk's basic course) | -36.00 | 12286.09 |
| | 2.4.19 | 702 | DALC (membership) | -153.99 | 12132.10 |
| | 2.4.19 | 702 | DALC (Clerk's HMRC course) | -48.00 | 12084.10 |
| Balance | 2.5.19 | | | | 12084.10 |
| <i>Upcoming receipts</i> | <i>April</i> | <i>BACS</i> | <i>HMRC (VAT reclaim Oct 18-Mar 19)</i> | <i>928.35</i> | <i>13012.45</i> |
| <i>Upcoming expenses</i> | <i>May</i> | | <i>BHIB (Insurance 2019-20)</i> | <i>-372.19</i> | <i>12640.26</i> |
| | <i>May</i> | | <i>Payhembury Hall (hire for debribulator refresher)</i> | <i>-20.00</i> | <i>12620.26</i> |
| | <i>May</i> | | <i>EDDC (dog bin installation) - Project 1901</i> | <i>-179.00</i> | <i>12441.26</i> |
| | <i>May</i> | | <i>EDDC (dog bin emptying *2)</i> | <i>-173.00</i> | 12268.26 |
| Funds expected | | | Precept due start of September | 3295.00 | 15563.26 |
| | | | HMRC VAT to be reclaimed (1.4.19-2.5.19) | 28.00 | 15591.26 |
| Funds allocated | | | Clerk's salary | -2390.40 | 13200.86 |
| | | | Administration | -128.84 | 13072.02 |
| | | | Running costs | -3231.93 | 9840.09 |
| Project 1701 | | | Line painting | -1000.00 | 8840.09 |
| Project 1708 | | | Payhembury sign - flowers | -50.00 | 8790.09 |
| Project 1710 | | | Parish Hall Internet (Transparency Code) | -600.00 | 8190.09 |
| Project 1713 | | | Policies | -45.00 | 8145.09 |
| Project 1902 | | | A373 mirror | -50.00 | 8095.09 |
| Project 1903 | | | War memorial - additional name | -130.00 | 7965.09 |
| Project 1904 | | | Tale Bus Shelter | -2000.00 | 5965.09 |
| Contingency | | | Contingency (10% for projects) | -387.50 | 5577.59 |
| Closing balance | | | | | 5577.59 |

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Appendix B – Planning Applications open for comment (or very recently closed)

| App number | Minor / Major | Property | Details | EDDC Decision |
|--------------|---------------|-----------------------------------|--|-----------------------------|
| 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 (Parish Council – application supported) | Awaiting decision |
| 18/2620/FUL | Minor | Wren Cottage, Payhembury | Variations to windows, floor levels and internal walls (no objections from Parish Council) | Awaiting decision |
| 18/2668/FUL* | Minor | Tarrants Farm, Payhembury | Construction of permanent agricultural worker's dwelling *April 2019 amended plans (no objections from Parish Council) | Awaiting decision |
| 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. (no objections from Parish Council) | PDQB prior approval granted |

Appendix C – Summary status of Parish Council current 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 | |
| 1713 | Policies | | | | 45.00 | 0 | 45 | |
| 1714 | Play Equipment | | | | 198.62 | 383.57 | -184.95 | Awaiting funding (S106); RoSPA report received |
| 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; awaiting invoice |
| 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.

The next meeting of Payhembury Parish Council will take place on Wednesday 10th July 2019 at 7.30pm in the Parish Hall