

## PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 11<sup>th</sup> September 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 from the previous minutes since the meeting on 10<sup>th</sup> July 2019.
5. Review actions from previous meeting (Appendix D).
6. Receive reports, if available, from 1) District Councillor, 2) County Councillor, 3) Police.
7. 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.
8. Finance / budgeting / Precept (statement of current financial position in Appendix A):
  - a. To review and approve the schedule of payments within Appendix A.
9. 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.
  - b. To consider major planning applications arising since the last meeting.
  - c. To discuss application 19/0925/PDQB – Tale Head Cottage.
10. Parish issues: Route maps, Parish Council Assets: discuss any actions needed.
  - a. To discuss the bench in Waterloo plot and the complaint received about its recent painting.
  - b. To discuss options for dealing with the obstruction of road signs by vegetation (eg 30mph sign at the top of Barrow Road).
  - c. To discuss overgrown vegetation and defective bridges on Possets Lane.
  - d. To discuss replacing damaged traffic cones around the bend in the centre of the village.
11. Parish Council Open Projects – to review progress and agree next steps (summary table of status in Appendix C)
  - a. Project 1708 – Payhembury sign (flowers).
  - b. Project 1709 – valuing assets: to clarify when this project is expected to happen and what it should achieve.
  - c. Project 1710 – Parish Hall Internet (Transparency code grant): to discuss what happens with regard to paying for the internet after the grant funds have been spent.
  - d. Project 1713 – Policies: to clarify the scope of this project.
  - e. Project 1714 – Play equipment: presentation of potential designs for improvements to the playing fields area. To discuss options for consultation.
  - f. Project 1802 – Colestocks-Payhembury footpath: to receive update on S106 retrospective funding application.
  - g. Project 1902 – Safety mirror on A373.
  - h. Project 1903 – War Memorial additional name.
  - i. Project 1904 – Tale Bus shelter: to report on site meeting with DCC Highways and to discuss options for the shelter.
  - j. Project 1905 – DADBRF tree replacement.
12. Barrow Road speed limit:
  - a. To discuss options to reduce traffic speeds on Barrow Road. To consider a Vehicle Activated Sign at a cost of ~£1700. To consider setting this work up as a project.
13. Safer Together: Devon & Somerset Fire & Rescue Service - Service Delivery Operating Model Consultation:
  - a. To discuss proposed changes to the above service and the Parish Council's response to Devon & Somerset Fire & Rescue service.
14. Telephone box library:
  - a. To discuss responsibility for maintaining and refreshing the library.
15. Definitive Map Review:
  - a. To discuss the consultation on the footpath to be re-introduced on Hembury Fort.
16. Able Community Care:
  - a. To discuss leaflets, stickers etc received, how to best make them available and whether further resources are required.
17. Parish Council Administration:

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- a. To review and adopt the Parish Council 3-year Business Plan
- b. To approve the attendance of Cllr Cox on the DALC Chairman’s course in October and Cllrs Kimber and Ingleson on the DALC planning course in November. To consider whether the DALC course on Budgets and Precept would be useful for the Chairman and/or Clerk.
- c. To discuss the Parish Council website – a) to approve paying VisionICT to produce the required Accessibility Statement on the website by 23<sup>rd</sup> September 2019; b) to discuss options for addressing issues identified within the Accessibility Statement by 20<sup>th</sup> September 2020; c) to discuss future developments including i) pages for current and past Parish Council projects and ii) improvements to useful information for parishioners.
- d. To discuss the workload and hours of the clerk.

Issued by Dawn Chamberlain, Parish Clerk – 4<sup>th</sup> September 2019

**The next meeting of Payhembury Parish Council will take place on Wednesday 13<sup>th</sup> November 2019 at 7.30pm in the Parish Hall**

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

Bank Account balances on 4<sup>th</sup> September 2019

Natwest £3890.69; Unity Trust Current account £0.30; Unity Trust Savings account £8396.30; Total £12287.29

	Date	CQ/BACS	Payee (reason)	Total (inc VAT)	Balance
<b>Opening balance</b>	<b>3.7.19</b>				<b>9815.60</b>
Receipts	2.9.19		Precept	3295.00	13110.60
Expenses	15.7.19	717	EDDC (dog bin installation) - Project 1901	-214.91	12895.69
	15.7.19	718	EDDC (dog bin emptying *2)	-210.00	12685.69
	13.8.19	BACS	Clerk's salary (July)	-199.20	12486.49
	3.9.19	BACS	Clerk's salary (August)	-199.20	12287.29
					12287.29
<b>Balance</b>	<b>4.9.19</b>				<b>12287.29</b>
Upcoming expenses	15.9.19		Clerk (refund for 2 Books of Condolence)	-57.00	12230.29
	23.9.19		VisionICT (website Accessibility statement)	-54.00	12176.29
	29.9.19		Savill's (playing field rent)	-132.50	12043.79
	30.9.19		Bank charges (2 months)	-12.00	12031.79
	Sept		Clerk's expenses (stationery, phone)	-96.43	11935.36
	Sept		Fine Memorials (bal. War Memorial add. name)	-77.28	11858.08
	1.10.19		VisionICT (website annual support Dec 19-Nov 20)	-210.00	11648.08
	1.10.19		Clerks Salary (September)	-199.20	11448.88
	Oct		Clerk (refund for Poppy Wreath)	-33.00	11415.88
	1.11.19		Clerks Salary (October)	-199.20	11216.68
Funds expected			S106 retrospective grant for footpath	7708.07	18924.75
			HMRC VAT to be reclaimed (1.4.19-31.8.19)	170.48	19095.23
Funds allocated			Clerk's salary	-996.00	18099.23
			Administration	-21.13	18078.10
			Running costs	-2236.10	15842.00
Project 1708			Payhembury sign - flowers	-50.00	15792.00
Project 1710			Parish Hall Internet (Transparency Code)	-600.00	15192.00
Project 1713			Policies	-45.00	15147.00
Project 1902			A373 mirror	-50.00	15097.00
Project 1904			Tale Bus Shelter	-2000.00	13097.00
Contingency			Contingency (10% for projects)	-274.50	12822.50

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Closing balance					<b>12822.50</b>
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**Appendix B – Planning Applications awaiting decision (or recently decided)**

<b>App number</b>	<b>Minor / Major</b>	<b>Property</b>	<b>Details</b>	<b>EDDC Decision</b>
19/0925/PDQB	Minor	Tale Head Cottage, Payhembury	Prior Approval for proposed change of use of agricultural building to form 5no. dwellings (Use Class C3) and associated operational development	Withdrawn
19/0945/LBC	Minor	Lower Milton, Payhembury	Install new window at first floor on west elevation. Amendments to approved application 18/1449/LBC (convert barn to dwelling) : revision of W1, W3, W4, W5 and D1 on east elevation and amend rooflights from Lumen to The Rooflight Company. (no objections from Parish Council)	Approved with conditions
19/1053/FUL	Minor	Gooselands (Barn B), Tarrants Farm Cottage, Payhembury	Conversion and extension of Barn B to form 1no. dwelling, change of use of agricultural land to garden and provision of parking and bin storage areas and package treatment plant (no objections from Parish Council)	Awaiting decision
19/1119/FUL	Minor	Monkton Park Farm, Payhembury	Removal of two barns, renovation and extension of existing C20 building to create a dwelling and alterations to the access (supported by Parish Council)	Refused
19/1152/COU	Minor	Milton Yard, Payhembury	Use of land for the siting of a residential mobile home to be used as an agricultural worker's dwelling for a temporary period of three years in association with a proposed goat rearing enterprise and use of adjacent land as garden and for parking (site visit – Parish Council support application)	Awaiting decision
19/1199/PDQ	Minor	Higher Leyhill Farm, Broadhembury	Prior approval for proposed change of use of agricultural building to form 1 no dwelling (Use Class C3) and associated operational development under Class Q (a) and (b) (no objections from Parish Council)	Refused
19/1210/FUL	Minor	Tuck Mill Farm, Payhembury	Alteration and extension to existing barn/s to achieve double garage, laundry, home office, workshop and tractor shed; conversion of existing agricultural building to studio and proposed garages; removal of timber portal barn.	Awaiting decision
19/1211/LBC	Minor	Tuck Mill Farm, Payhembury	Alteration and extension to existing barn/s to achieve double garage, laundry, home office, workshop and tractor shed; conversion of existing agricultural building to studio and proposed garages; removal of timber portal barn. (no objections from Parish Council)	Awaiting decision
19/1456/PDQ	Minor	Apple Tree Farm, Broadhembury	Prior approval for proposed change of use of agricultural building to 1 no dwelling (Use Class C3) and associated operational development. (no objections from Parish Council)	Refused
19/1490/FUL	Minor	Higher Leyhill Farm, Broadhembury	Detached single storey dwelling (to replace barn which has prior approval for conversion). (Site meeting – Parish Council have no objections)	Awaiting decision
19/1803/LBC	Minor	Thatch, Colestocks	Demolition of existing garage and rear single storey extension with replacement proposed single storey side extension and single storey rear extension and internal alterations (revision to consent 18/0662/FUL and 18/0663/LBC).	Awaiting Decision
19/1818/PDQ	Minor	Higher Leyhill Farm, Broadhembury	Prior approval for proposed change of use of agricultural building to 1 no dwelling (Use Class C3) and associated operational development. under Class Q (a) and (b).	Awaiting decision

**Appendix C – Summary status of Parish Council current projects**

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Project		Start	Original Finish	Revised Finish	Funds	Spent	Remaining	Comments
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	Awaiting invoice
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	Awaiting payment from S106 funds
1902	A373 mirror				50.00	0	50	
1903	War memorial - additional name	Jan 19	Oct 19		130.00	64.40	65.60	Awaiting date for work to be done
1904	Tale Bus Shelter				2000.00	0	2000	Approval for site, decide on shelter
1905	DADBRF tree replacement	May 19			0	0	0	First suggestions received.

\* Funds include PPC budget, grants and donations.

\*\*Negative amounts remaining = overspend.

**Appendix D – Actions to be reviewed from minutes of meeting on 10<sup>th</sup> July 2019**

5. Review actions from previous meeting:

- a. Minute item 9a – reported flooding at Higher Cheriton near pond – heavy rainfall is required before the potential flooding can be investigated - **Cllr Cox to investigate after next heavy rainfall.**
- b. Minute item 11a – uneven strimming of grass near Hillside – investigations into who is responsible for maintenance in this area have been inconclusive so far. **Clerk to continue chase and raise concerns with relevant person when identified.**
- c. Minute item 11b – Dog poo bin on new footpath not being emptied regularly – **Clerk to raise with EDDC again.**
- f. Minute item 15c – Parish Council policies, procedures and protocols. Clerk has a list of the main documents that need to be produced and is sorting order of priority. **Clerk to produce schedule for production/review of documents.**
- g. Minute item 17 – supporting letter for TRIP’s lottery bid application – letter has been written and sent. Thanks have been received from TRIP together with a request to meet with the Parish Council to discuss further the projects that the Lottery funds will be supporting in the parish. **Cllr Cox to arrange to meet with TRIP and other connected parish representatives to discuss.**

6. Public session:

- a. Road maintenance – the recent roadworks were described as a good job and were appreciated but two areas remain outstanding for repair 1) Mousehole to Spence Farm and 2) Yellingham Farm to Milton. Parishioners advised to continue reporting via the website. **Clerk to raise with DDC.**
- b. Houses rented from EDDC – 1) an update was requested on the plans for maintenance for the relevant housing - **Clerk to chase Cllr Skinner for his report** and 2) the issue of an overgrown hedge was raised with a request to give assistance in dealing with it – **Cllr Ingleson offered a hedgetrimmer.**
- c. Spoil tipping by the Colestocks sign – spoil is still there despite assurances from the company involved that it would be moved. **Clerk to raise with DDC.**

10. Parish Council Open Projects:

- d. Project 1710 – Parish Hall Internet (Transparency code grant): phone line now installed, payment being sorted and then broadband will be ordered. The Parish Council holds £600 of transparency grant towards these costs. **Clerk to clarify who pays after the £600 runs out.**
- e. Project 1713 – Policies: the draft ‘Death of senior figure’ protocol was discussed. **Clerk to investigate and potentially obtain Books of Condolence in preparation.**

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- h. Project 1901 – dog poo bin on new footpath: invoices for installation and emptying now received. However it is reported that the bin is not being emptied weekly as per contract. **Clerk to raise with EDDC.**
- i. Project 1902 – Safety mirror on A373: a post is required to mount the safety mirror. **Cllr Cox to follow up.**
- k. Project 1904 – Tale Bus shelter: it appears that DDC own the land that the students wait on. **Clerk to liaise with Highways at DDC to establish procedures.** Once things can progress **Cllr Chamberlain to liaise with residents of Tale for next steps.**

#### 12. Barrow Road speed limit:

- a. It was agreed that the speed of some drivers on the narrow road was unacceptable and that measures need to be taken to reduce speeds. Pedestrians, cyclists and horse riders have all reported near misses with fast moving vehicles and it was also noted that Barrow Road forms part of the Sustrans 2 Cycle route. The 30mph sign at the north end of the village is currently at the top of Barrow Road, however there are a number of houses before that, with more being built. Moving the speed sign back to the village sign was considered a good idea as it would slow drivers earlier. Another potential option discussed was active speed warning signs similar to those in Dulford (signs that show the vehicles speed and indicate when slowing down is required). Introducing traffic calming measure such as road humps is expensive and causes other issues and reducing the speed limit to maybe 20mph is a long and complex process. **Cllr Cox to contact the Highways department at DDC to discuss the best short term options and longer term potential options if they are required.**

#### 13. Advertising of public consultation events:

- a. The Parish Council website, noticeboards and parish paper are currently used to advertise these events. To improve distribution further it was agreed that they should be advertised on the village website and via the village Facebook and Instagram accounts. **Clerk to provide relevant information to the village website and to Cllr Ingleson for publication on social media.**