

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 13th November 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 13th September 2019.
5. Review actions from previous meeting (Appendix C).
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.
 - a. Will Scott to present his proposals for the Sustainability Event that he plans to run on 11th January 2020.
8. Finance / budgeting / Precept (statement of current financial position in Appendix A):
 - a. To review and approve the schedule of payments within Appendix A.
 - b. To discuss CIL payments and approve earmarking the funds for the playing fields improvements project.
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 (none).
 - c. To receive a presentation from Adrian and Alison Houselander on their pre-planning application for their barn conversion at Blue Ball.
10. Parish issues: Route maps, Parish Council Assets: to discuss any actions needed.
 - a. To discuss maintenance of the street light by the school.
11. Parish Council Open Projects – to review progress and agree next steps.
 - a. Project 1708 – Payhembury sign (flowers).
 - b. Project 1710 – Parish Hall Internet (Transparency code grant).
 - c. Project 1713 – Policies: list of policies etc required has been produced. To approve closure of project.
 - d. Project 1902 – Safety mirror on A373.
 - e. Project 1903 – War Memorial additional name.
 - f. Project 1904 – Tale Bus shelter.
 - g. Project 1905 – DADBRF tree replacement.
 - h. Project 1906 – Playing fields improvements.
 - i. Project 1907 – Barrow Road speed issue.
12. Allotments:
 - a. To discuss requests to provide allotments in the parish.
13. Parish Council Administration: (Financial Regulations review postponed)

Issued by Dawn Chamberlain, Parish Clerk – 6th November 2019

**The next meeting of Payhembury Parish Council will take place on Wednesday 8th January 2020
at 7.30pm in the Parish Hall**

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

Bank Account balances on 6th November 2019

Natwest £0.00; Unity Trust Current account £1.00; Unity Trust Savings account £18271.63; Total £18272.63

	Date	CQ/BACS	Payee (reason)	Total (inc VAT)	Balance
Opening balance	4.9.19				12287.29
Receipts	30.9.19		Bank interest	3.36	12290.65
	1.10.19		EDDC (S106 funds)	7708.07	19998.72

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	4.10.19		Natwest bank correction	0.40	19999.12
	23.10.19		CIL payment (April-Sept 2019)	684.69	20683.81
Expenses	18.9.19	BACS	Clerk's additional pay for August	-99.60	20584.21
	23.9.19	BACS	VisionICT (website accessibility statement)	-54.00	20530.21
	23.9.19	BACS	Fine Memorials (bal. - War Memorial name)	-77.28	20452.93
	29.9.19	SO	Savills (6 months playing field rent)	-132.50	20320.43
	30.9.19		Bank charges (1 month)	-6.00	20314.43
	2.10.19	BACS	Clerk's salary (September)	-298.80	20015.63
	8.10.19	BACS	Clerk (reimbursed for Poppy Wreath)	-34.00	19981.63
	8.10.19	BACS	Clerk (reimbursed for Books of Condolence)	-54.00	19927.63
	8.10.19	BACS	Clerk's expenses (stamps, phone etc)	-14.20	19913.43
	25.10.19	BACS	VisionICT (ann. supp. website Dec19-Nov 20)	-210.00	19703.43
	30.10.19	BACS	DALC training courses	-132.00	19571.43
	5.11.19	BACS	Clerk's salary (October)	-298.80	19272.63
					19272.63
Balance	6.11.19				19272.63
<i>Upcoming expenses</i>	<i>Nov-19</i>	<i>BACS</i>	<i>Clerk (reimbursed for dog poo signs)</i>	<i>-8.28</i>	<i>19264.35</i>
	<i>1.12.19</i>	<i>BACS</i>	<i>Clerk's salary (November)</i>	<i>-298.80</i>	<i>18965.55</i>
	<i>Dec-19</i>		<i>DALC planning training courses</i>	<i>-96.00</i>	<i>18869.55</i>
	<i>Dec-19</i>		<i>ALP Grounds maintenance (estimate)</i>	<i>-700.00</i>	<i>18169.55</i>
	<i>31.12.19</i>		<i>Bank charges (3 months)</i>	<i>-18.00</i>	<i>18151.55</i>
	<i>1.1.19</i>	<i>BACS</i>	<i>Clerk's salary (December)</i>	<i>-298.80</i>	<i>17852.75</i>
Funds expected	Nov-19		HMRC VAT to be reclaimed (1.4.19-31.7.19)	169.82	18022.57
	Mar-20		HMRC VAT to be reclaimed (1.8.19-28.2.20)	110.09	18132.66
Funds allocated			Clerk's salary	-896.40	17236.26
			Administration	-218.00	17018.26
			Running costs	-362.50	16655.76
Project 1708			Payhembury sign - flowers	-50.00	16605.76
Project 1710			Parish Hall Internet (Transparency Code)	-600.00	16005.76
Project 1713			Policies	-45.00	15960.76
Project 1902			A373 mirror	-50.00	15910.76
Project 1904			Tale Bus Shelter	-2000.00	13910.76
Project 1906			Playing Fields improvements	-8500.00	5410.76
Project 1907			Barrow Road speed issue	-1700.00	3710.76
Contingency			Contingency (10% for projects)	-1294.50	2416.26
Closing balance			(General Reserves)		2416.26

Appendix B – Planning Applications awaiting decision (or recently decided)

Minor planning applications (no major applications at present)

App number	Property	Details	EDDC Decision
19/1053/FUL	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)	Approved
19/1210/FUL	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.	Approved
19/1211/LBC	Tuck Mill Farm, Payhembury	Alteration and extension to existing barn/s to achieve double garage, laundry, home office, workshop and tractor shed;	Approved with conditions

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		conversion of existing agricultural building to studio and proposed garages; removal of timber portal barn. (no objections from Parish Council)	
19/1803/LBC	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).	Approved with conditions
19/1818/PDQ	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).	PDQB prior approval granted
19/2029/FUL	Tarrants Farm, Payhembury	General purpose agricultural building	Approved with conditions
19/1152/COU	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
19/1490/FUL	Higher Leyhill Farm, Broadhembury	Detached single storey dwelling (to replace barn which has prior approval for conversion). (Site meeting – Parish Council have no objections). Amendments sent out 1 st November 2019	Awaiting decision
19/1908/FUL	1 The Old Dairy, Barrow Road, Payhembury	Revision of 16/2956/PDQ to include reduction of footprint and addition of internal first floor to Plot C, change of use on remaining section of existing barn to create garage and machinery store.	Awaiting decision
19/1916/COU	The Old Dairy, Barrow Road, Payhembury	Application to extend the residential curtilage of Barns A, B and C that has been granted under previous permission 16/2956/PDQ.	Awaiting decision
19/2074/FUL	Milton Farm Fisheries, Payhembury	Payhembury - New access to holiday homes (retrospective).	Awaiting decision
19/2409/PDQ	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.	Awaiting decision

Appendix C – Actions to be reviewed from minutes of meeting on 11th September 2019

5. Review actions from previous meeting:

- e. Minute item 5g – request from TRIP to meet with the Parish Council to discuss further projects. **Clerk to check with TRIP and arrange accordingly.**
- g. Minute item 10e – the Parish Council approved the purchase of 2 loose leaf books of condolence. **Clerk to purchase.**
- h. Minute item 13a – posts to the current village Facebook page are disappearing. **Cllr Ingleson and Clerk to look into setting up a Facebook page for the Parish Council.**

7. Public session:

- a. Village green and dog poo – a large amount of dog poo has been reported on the village green. i) **Clerk to put article in the Parish Paper,** ii) **Clerk to investigate signage to encourage people to clear up after their dogs.**
- b. Stile onto footpath between Cokesputt and Yarrow Park reported as being very high to climb over. **Clerk to report to DCC Public Rights of Way (PRoW) and ask for it to be lowered.**
- c. Two letters were received from a parishioner by the Parish Council prior to the meeting with a total of 8 points to be raised during the public session. All of the points on the first letter (EDDC housing, name on War Memorial, rubbish/dog poo bin emptying, Tale Noticeboard, condition of playing field, tipping in Colestocks and overgrown vegetation obscuring 30mph sign on Barrow Road) were either already in hand or were covered by other agenda items at the meeting). The second letter referred to a damaged sign to the east of Pattesons Cross. This is not in Payhembury Parish but as it is a signpost to Payhembury the **Clerk will report it via the DCC online reporting webpage** and the parishioner was asked to report it that way as well.

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10. Parish issues: Route maps, Parish Council Assets:

- a. A complaint had been received concerning the painting of the bench in Waterloo Plot. The bench was stained with a dark wood treatment to help protect it when green algae was found on it. This will fade with time and the Parish Council will continue to maintain this bench alongside other Parish assets. The plaque on the bench is cleaned regularly when the grass in the plot is cut. **Clerk to respond to the complainant.**
- b. Some road signs in the parish are being obscured by overgrown vegetation (eg 30mph sign at the top of Barrow Road). These are being reported to DCC who will remove the vegetation as there are restrictions on when general hedge cutting can be done. **Clerk to put article in Parish Paper reminding people how to report these types of issues.**
- c. The overgrown vegetation and defective bridges on Possets Lane were discussed. The Health and Safety issues with the bridges is now considered a matter of urgency. **Clerk to raise with DCC Public Rights of Way and with Cllr Chubb.**
- d. There are now only three traffic cones in place to stop parking around the bend in the centre of the village, of which one is badly damaged. The traffic cones have helped to reduce parking, but some people are still ignoring the cones and parking dangerously. **Cllr Leach to source additional cones.**

11. Parish Council Open Projects:

- a. Project 1708 – Payhembury sign (flowers): a raised bed will be built with some permanent planting and some tubs of plants which can be changed as necessary. A parishioner has day lilies ready to be planted and another parishioner has offered to take on the maintenance of the tubs. The Parish Council approved reimbursements for compost, pots etc. **Councillors to clear site and build raised bed ready for planting.**
- b. Project 1709 – valuing assets: parish assets need to be valued on a regular basis for insurance purposes. **Clerk to produce a schedule for valuations** as part of routine work. This project will be closed.
- c. Project 1710 – Parish Hall Internet (Transparency code grant): the Parish Council feel that the responsibility for paying the on-going costs of the Parish Hall Internet should lie with the Parish Hall Committee. **Clerk to discuss with Parish Hall Committee.**
- d. Project 1713 – Policies: the scope of this project has been clarified. It covers the production of a prioritised list of required documents. **Clerk to produce.** The production of those documents will be dealt with as separate work and will be costed accordingly.
- e. Project 1714 – Play equipment: designs for the potential improvements to the playing fields area were presented and were well received. Feedback from parishioners is now sought before approaching the Diocese of Exeter for their approval. **i) Cllr Kimber to approach the school to get feedback from children regarding what they would like to see in the play area. ii) Clerk to produce article for Parish Paper, Noticeboard and website requesting feedback.**
- g. Project 1902 – Safety mirror on A373: a post is required to mount the safety mirror. **Cllr Cox to follow up.**
- i. Project 1904 – Tale Bus shelter: the general site for the bus shelter has been approved by DCC and advice received regarding type of shelter. **Cllr Chamberlain to discuss exact requirements with residents of Tale.**
- j. Project 1905 – DADBRF tree replacement: sites along the banks in Colestocks and the back of Hillside have been suggested for tree planting. **Clerk to contact EDDC to discuss next steps.**

12. Barrow Road speed limit:

- a. A solar-powered Vehicle Activated Sign (VAS) was discussed and approved at a cost of ~£1700. DCC Highways have advised that the sign would need to be on private land. **Clerk to check with DCC Highways the best location for maximum effect and to ensure it meets their criteria.** Landowners permission to be sought after advice from DCC Highways.

15. Definitive Map Review:

- a. A consultation on additional footpaths on Hembury Fort is underway with a deadline of 22nd November for response. **Clerk to advertise and to forward documents to adjoining parishes for their input.**