

**PAYHEMBURY PARISH COUNCIL**

**Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 11<sup>th</sup> March 2020 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 8<sup>th</sup> January 2020.
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.
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 approve a grant to the Parish Hall towards the refurbishment of the kitchen.
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 (Appendix B).
  - b. To consider major planning applications arising since the last meeting (none).
10. Parish issues: Route maps, Parish Council Assets: to discuss any actions needed.
11. Parish Council Open Projects – to review progress and agree next steps.
  - a. Project 1708 – Payhembury sign (flowers).
  - b. Project 1902 – Safety mirror on A373.
  - c. Project 1904 – Tale Bus shelter.
  - d. Project 1905 – DADBRF tree replacement.
  - e. Project 1906 – Playing fields improvements – discuss Savills emails regarding lease & improvements.
  - f. Project 1907 – Barrow Road speed issue.
  - g. Project 1908 – Investigate provision of allotments – consider “Vege-Link” suggestion.
12. Parish Council Administration:
  - a. To discuss the Annual Parish meeting / Sustainability Fair.
  - b. To adopt Parish Council Expenses policy.
  - c. To review and adopt updated Planning policy.

Issued by Dawn Chamberlain, Parish Clerk – 4<sup>th</sup> March 2020

**The next meeting of Payhembury Parish Council will take place on Wednesday 13<sup>th</sup> May 2020 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> March 2020

Unity Trust Current account £1.00; Unity Trust Savings account £16326.82; Total £16327.82

	Date	Payee (reason)	Total (inc VAT)	Balance
<b>Opening balance</b>	<b>3.1.20</b>			<b>18237.33</b>
Receipts				18237.33
Expenses	10.1.20	DALC planning training courses	-96.00	18141.33
	10.1.20	ALP Grounds maintenance	-900.00	17241.33
	14.1.20	Grant to Tale Valley Trust	-50.00	17191.33
	14.1.20	Grant to Tale Millers Cricket Club	-50.00	17141.33
	20.1.20	Community Heartbeat annual phone charge	-52.00	17089.33
	20.1.20	Savills - playing field rent deficit	-96.73	16992.60
	4.2.20	Grant to TRIP	-50.00	16942.60

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	4.2.20	Clerk's salary (January)	-298.80	16643.80
	2.3.20	Clerk's expenses (stationery, etc)	-17.18	16626.62
	2.3.20	Clerk's salary (February)	-298.80	16327.82
				16327.82
<b>Balance</b>	<b>4.3.20</b>			<b>16327.82</b>
<b>Expected receipts and expenses to the end of the 2019/20 financial year</b>				
<i>Funds expected</i>	<i>Mar-20</i>	<i>HMRC VAT reclaimed (1.8.19-29.2.20)</i>	<i>111.28</i>	<i>16439.10</i>
	<i>31.3.20</i>	<i>Quarterly bank interest (Jan-Mar 2020) ~£15 (estimate)</i>	<i>15.00</i>	<i>16454.10</i>
<i>Upcoming expenses</i>	<i>29.3.20</i>	<i>Savills - playing field 6 month rent</i>	<i>-153.91</i>	<i>16300.19</i>
	<i>31.3.20</i>	<i>Clerk's salary (March)</i>	<i>-298.80</i>	<i>16001.39</i>
	<i>31.3.20</i>	<i>Quarterly bank charge (Jan-Mar 2020)</i>	<i>-18.00</i>	<i>15983.39</i>
<b>Bank balance</b>	<b>31.3.20</b>			<b>15983.39</b>
		<i>Earmarked reserves</i>	<i>(12500.00)</i>	
		<i>General reserves &amp; project contingency</i>	<i>(3483.39)</i>	
<b>Expected receipts and expenses from the start of the 2020/21 financial year</b>				
<i>Funds expected</i>	<i>Apr-20</i>	<i>Precept (6 months)</i>	<i>3783.80</i>	<i>19767.19</i>
	<i>Sep-20</i>	<i>Precept (6 months)</i>	<i>3783.80</i>	<i>23550.99</i>
		<i>VAT reclaim Mar 2020 onwards</i>	<i>36.00</i>	<i>23586.99</i>
<i>Upcoming expenses</i>	<i>Apr-20</i>	<i>Playsafety - RoSPA playing fields inspection (estimate)</i>	<i>-96.00</i>	<i>23490.99</i>
	<i>Apr-20</i>	<i>DALC membership</i>	<i>-158.00</i>	<i>23332.99</i>
	<i>30.4.20</i>	<i>Clerk's salary (April)</i>	<i>-304.80</i>	<i>23028.19</i>
		<i>Grant to Parish Hall (amount tbc at meeting)</i>		<i>23028.19</i>
<i>Funds allocated</i>		<i>Clerk's salary</i>	<i>-3352.80</i>	<i>19675.39</i>
		<i>Administration</i>	<i>-1649.00</i>	<i>18026.39</i>
		<i>Running costs</i>	<i>-2243.00</i>	<i>15783.39</i>
Project 1708		<i>Payhembury sign - flowers</i>	<i>-50.00</i>	<i>15733.39</i>
Project 1902		<i>A373 mirror</i>	<i>-50.00</i>	<i>15683.39</i>
Project 1904		<i>Tale Bus Shelter</i>	<i>-2000.00</i>	<i>13683.39</i>
Project 1906		<i>Playing Fields improvements</i>	<i>-8500.00</i>	<i>5183.39</i>
Project 1907		<i>Barrow Road speed issue</i>	<i>-1700.00</i>	<i>3483.39</i>
Contingency		<i>Contingency (10% for projects)</i>	<i>-1230.00</i>	<i>2253.39</i>
<b>Closing balance</b>		<i>(General Reserves)</i>		<b>2253.39</b>

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

Minor planning applications (no major applications at present)

<b>App number</b>	<b>Property</b>	<b>Details</b>	<b>EDDC Decision</b>
19/2650/PDQ	Barn west of Tale Head Cottage, Payhembury	Prior approval for proposed change of use of agricultural building to form 5 no. dwellings (Use Class C3) and associated operational development	Refused (10/02/20)
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
19/2766/TRE	3 Warren Close	T3, Oak: diseased and in need of removal (no objections)	Awaiting decision
20/0199/FUL	Cheriton Farm	Proposed conversion of redundant farm buildings to four residential dwellings; demolition of attached and adjacent buildings; and associated works. (objections submitted)	Awaiting decision
20/0217/FUL	Stomorage Cottage, Colestocks	Conversion of garage to use as a holiday let or as ancillary accommodation.	Open for comments

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20/0303/FUL	Little Barn, Colestocks	Conversion and extension of barn to create a dwelling, construction of outbuilding and provision of drainage infrastructure. Site visit arranged.	Open for comments
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**Appendix C – Actions to be reviewed from minutes of meeting on 13<sup>th</sup> November 2019**

Actions to be reviewed under agenda item 5

- 8d. The Parish Council approved the budget requirement for 2020/21 and agreed a precept of £7567.60 for 2020/21. ... **Clerk to publish budget on the Parish Council website.**
- 9c. The procedure for reviewing planning applications was discussed. To improve transparency the Parish Council decided to publish each Councillor's response to planning applications on the Parish Council website. The website will also be updated to enable Parishioner's to add their own views. **Clerk to make appropriate changes to website.**
- 10b. Poor broadband issues in some parts of the Parish – only 2 reports received by the Clerk in response to the Parish Paper article. **Clerk to follow up with the individuals concerned.**
- 10c. The Parish Council have been notified of a proposed road closure in Colestocks for 6 weeks from the end of April for work by Western Power Distribution. The length of the proposed closure was questioned. **Clerk to contact Western Power Distribution and ask for an explanation (either in person at the next meeting or in writing).**

Actions complete – no review necessary

- 5b. Minute item 5b – The Parish Council's Facebook page (with the name of 'Payhembury Parish') is to be setup. **Cllr Ingleson to setup and administer with support from Clerk and Will Scott.**
- 5c. Minute item 10a – road from Mousehole to Spences Cross is still in a poor condition and repairs by DCC are unlikely in the near future due to the low priority given to the road. Cllr Leach asked whether he can arrange for repairs to be done himself. **Cllr Chubb advised the Clerk to check with Phil Morgan from the Highways department of DCC.**
- 7a. Planning application 19/2650/PDQ – ... **Clerk to make the Parish Council's reply to EDDC planning available on the Parish Council website.**
- 7d. A number of signposts were reported as being in need of repair ... **Clerk to report new problems and to chase previously reported ones.**
- 8a. Applications for a grant from the Parish Council were received from TRIP, Tale Valley Trust and Tale Millers Cricket Club. The Parish Council approved a grant of £50 to each of the applicants. **Clerk to contact the applicants.**
- 8c. A letter from Savills was discussed regarding a request from them to pay arrears of rent for the playing field dating back to 2015. The letter explained that Savills had made an error in not applying RPI to the rent over that intervening period. The Parish Council felt that, as it was Savills who made the error, Savills should be responsible for the shortfall. ... **Clerk to inform Savills.**
- 13a. VE & VJ day anniversary celebrations in 2020: **Clerk to check with the Parish Hall what they are planning to do.**

Actions covered elsewhere on agenda

- 11c. Project 1902 – Safety mirror on A373: mirror is now installed. **Cllr Cox to check costs.**
- 11d. Project 1904 – Tale Bus shelter: an offer to build the shelter for no cost has been received from a local carpenter, provided the Parish Council pay for the materials. **Clerk liaising with Tale residents to arrange.**
- 11e. Project 1905 – DADBRF tree replacement: The Woodland Trust scheme closed on 6<sup>th</sup> January for this year. ... **Clerk to follow up alternatives with EDDC Senior Aboricultural Officer.**
- 11g. Project 1907 – Barrow Road speed issue: Cllr Ingleson met with Phil Morgan of DCC Highways. Phil Morgan proposed checking whether the national speed limit applied to the roads in question due to their narrowness, and whether a lower speed limit would be more appropriate. **Cllr Ingleson to follow up.**
- 12a. The Annual Parish meeting to be booked for Saturday 28<sup>th</sup> March as part of a Food and Sustainability Fair. ... **Clerk and Cllr's to investigate options and approach potential attendees.**