PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held online on Wednesday 5th May 2021 at 7.30pm

AGENDA

Due to the COVID-19 restrictions physical Parish Council meetings cannot take place for the time being. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow virtual meetings to be held provided they are open to the public. Payhembury Parish Council are holding online, virtual meetings using Zoom. Information on how to take part in these meetings is available on the Parish Noticeboard, the Parish Council website (**http://www.payhemburyparishcouncil.org.uk/Online_meetings_using_Zoom_31320.aspx**), the Payhembury Parish Facebook page and in the Parish Paper. Meeting IDs and passwords will be advertised on the Parish Noticeboard and, where possible, in the Parish Paper. Alternatively, contact the Parish Clerk for a link to the meeting and the meeting ID and password (**payhemburypc@googlemail.com**). Meetings are recorded for the purposes of producing the minutes and the recording will be deleted once the minutes are completed.

AGENDA

1. Election of Chairman and Vice-Chairman of the Council for 2021-22.
2. Apologies for absence.
3. Declarations of interest - to declare any personal or prejudicial interest in items on the agenda and their nature.
   a. To consider requests for dispensations.
4. Agree minutes of previous meeting.
5. Receive reports, if available, from 1) District Councillor and 2) County Councillor (subject to purdah).
6. Receive Clerk's report – incorporating actions from last minutes and police report (if available).
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. Parish Council Administration:
   a. To adopt updated Standing Orders (version 1.1).
   b. To review Code of Conduct & Financial Regulations.
   c. To adopt Scheme of Delegation (General).
   d. To review Scheme of Delegation (planning matters).
   e. To review list of assets – deferred to July meeting
9. 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 bank signatories, bank standing orders and bank direct debits.
   c. To confirm arrangements for insurance cover.
   d. To review S137 expenditure.
   e. To approve decision to continue with annual Zoom subscription (contrary to decision at March meeting).
   f. To review and approve the schedule of payments within Appendix A.
10. Parish Council Casual Vacancy co-option:
    a. To consider the Casual Vacancy co-option application forms received by 28th April 2021 and to co-opt a new Councillor.
11. Planning (list of current & recent planning applications in Appendix B):
    a. To review planning applications arising since the last meeting (Appendix B).
12. The Watermeadows idea (allotments / car park / football pitch):
    a. To receive a progress report.
13. Paytherden Solar Farm proposal:
    a. To discuss next steps.
14. Parish issues: Route maps, Parish Council Assets: to discuss any actions needed.
    a. To discuss next steps to identify and appoint a parish Tree Warden.

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b. To discuss parking issue opposite the shop (again).

15. Parish Council Open Projects – to review progress and agree next steps (the Allotments project (1908) is currently on hold).
    a. Project 1904 – Tale Bus shelter – to receive report on installation of new bus shelter.
    b. Project 1905 – DADBRF tree replacement – to receive report and consider closing project
    c. Project 1906 – Playing fields improvements – to discuss response to RoSPA report; to receive report on next steps.
    d. Project 1907 – Barrow Road speed issue – to receive report on next steps.
    e. Project 2101 – New dog poo bin at village end of footpath – to receive update on progress.

Issued by Dawn Chamberlain, Parish Clerk – 28th April 2021

The next meeting of Payhembury Parish Council will take place on Wednesday 14th July 2021 at 7.30pm (location to be confirmed)

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

Bank Account balances on 28th April 2021

Unity Trust Current account £1.00; Unity Trust Savings account £27338.20; Total £27339.20

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	**3.3.21**			**24193.41**
Receipts	11.3.21	HMRC - VAT reclaim (March 2020 - February 2021)	221.49	24414.90
	31.3.21	Bank Interest	0.00	24414.90
	1.4.21	Precept (6 months)	4294.50	28709.40
Expenses	18.3.21	Community Heartbeat VETS phone cost	-62.40	28647.00
	25.3.21	Savills (6-month playing field rent)	-153.91	28493.09
	28.3.21	Clerk's salary for March 2021	-312.30	28180.79
	31.3.21	Quarterly bank charge (Jan-Mar 2021) & overdrawn charge	-18.09	28162.70
	1.4.21	Playsafety Ltd (RoSPA report)	-94.80	28067.90
	1.4.21	Community Heartbeat (new battereies for defibrillator)	-223.20	27844.70
	8.4.21	Clerk - refund for black tablecloth	-8.99	27835.71
	8.4.21	Clerk - refund for black photo frame	-3.99	27831.72
	9.4.21	DALC membership	-173.92	27657.80
	28.4.21	Clerk's salary for April 2021	-318.60	27339.20
Balance	**28.4.21**			**27339.20**
Funds expected	1.9.21	Precept (6 months)	4294.50	31633.70
		Bank interest	0.00	31633.70
Upcoming expenses	6.5.21	Clerk - refund for Zoom subscription	-71.94	31561.76
	May-21	Community Heartbeat (VETS telephone system)	-100.00	31461.76
	May-21	Tale Bus Shelter invoice (Project 1904)	-2000.00	29461.76
	May-21	EDDC (Dog bin emptying*3)	-340.20	29121.56
	May-21	BHIB Insurance	-415.63	28705.93
	May-21	EDDC - dog poo bin installation (Project 2101)	-180.00	28525.93
	28.5.21	Clerk's salary for May 2021	-318.60	28207.33
	28.6.21	Clerk's salary for June 2021	-318.60	27888.73
	30.6.21	Unity Trust quarterly bank charge	-18.00	27870.73
Funds allocated		Clerk's salary	-2984.20	24886.53
		Administration	-1591.05	23295.48
		S137 payments	-279.19	23016.29
		Running costs	-2061.92	20954.37
Project 1906		Playing Fields improvements	-15506.56	5447.81
Project 1907		Barrow Road speed issue	-1700.00	3747.81

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Contingency		Contingency (10% for projects)	-1720.66	2027.15
Closing balance		**(General Reserves)**		**2027.15**

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

(PC Meeting) = Parish Council response submitted after public Parish Council meeting.
(DP) = Parish Council response submitted under delegated powers.

App number	Property Details	Parish Council response & date	EDDC Decision
Planning applications to be discussed at the Parish Council meeting 5th May 2021			
21/0410/VAR	Little Cote, Broadhembury Variation of condition 3 (approved plans) of planning permission 17/1897/FUL (Convert and extend existing workshop and studio (former stable) to create a new double garage and workshop) to alter the garage roof profile to increase the depth of the garage) Planning application received 21st April 2021		
21/1043/FUL	Monkton Park Farm, Payhembury Renovation of existing agricultural buildings with new link extension to create a new dwelling. Planning application received 13th April 2021		
Planning applications received and dealt with since the Parish Council meeting on 10th March 2021			
21/0674/FUL	Tale Head Cottage, Payhembury Retention of pergoda Planning application received 9th March 2021	Object 29/03/21 (PC meeting 17/03/21)	Awaiting decision
20/0199/FUL	Cheriton Farm, Payhembury Proposed conversion of redundant farm buildings to three residential dwellings; demolition of attached and adjacent buildings; and associated works. Planning application received 9th March 2021 (original planning application submitted February 2020 for 4 dwellings)	Object 22/03/21 (PC meeting 17/03/21) Site visit & meeting with residents 22/2/20. Objections submitted 26/2/20 (DP)	Awaiting decision

2 planning applications open for comments to EDDC – 21/0410/VAR, 21/1043/FUL

10 planning applications awaiting a decision by EDDC – 19/1152/COU, 20/0199/FUL, 20/1086/FUL, 20/1599/FUL, 20/2550/FUL, 21/0019/FUL, 21/0216/FUL, 21/0449/FUL, 21/0554/FUL, 21/0674/FUL

3 planning applications decided by EDDC since last meeting – 20/0550/MOUT*, 21/0114/FUL, 21/0205/FUL
(* approved at EDDC planning committee in July 2020, updated to approved with conditions on 7th April 2021).