PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 11th May 2022 at 7.30pm

Members of the public are able to attend the meeting either in person in the Parish Hall or via Zoom (www.zoom.us/join). The meeting ID and password for Zoom are available hand-written on the copies of the agenda on the noticeboards or from the Clerk (payhemburypc@payhemburyparishcouncil.org.uk).

AGENDA

1. Election of Chairman and Vice-Chairman of the Council for 2022-23
2. Apologies for absence
3. Declarations of interest: Councillors are reminded to declare any personal or prejudicial interest in items on the agenda in line with the Code of Conduct.
4. Record of previous meetings:
   a. To agree the minutes from the Parish Council meeting held on 9th March 2022.
5. Police, District Councillor and County Councillor reports:
   a. To receive reports from the Police, District Councillor and County Councillor if available.
6. Clerk's report:
   a. To receive the Clerk's report, incorporating an update on actions from previous meetings.
7. Public participation: an opportunity for members of the public to raise issues of concern or interest, to ask a question or make a statement. Public participation will be conducted in accordance with Payhembury Parish Council's Standing Orders 3(a)-3(k), with no individual speaker exceeding three minutes. All public participation, and the duration of this item, will be at the discretion of the Chairman.
8. Planning applications (list of current and recent planning applications in Appendix A):
   a. To consider planning applications currently open for comment (Section 1 of Appendix A).
   b. To note the Parish Council responses to planning applications dealt with under the Scheme of Delegation since the Parish Council meeting on 9th March 2022 (Section 2 of Appendix A).
9. Her Majesty The Queen's Platinum Jubilee bank holiday celebrations:
   a. To discuss and approve purchase of prizes for the Scarecrow and Crown competitions, which form part of the celebrations.
10. Parish Council Open Projects:
    a. Project 1906 – Playing fields improvements: To receive an update on progress and to consider next steps.
    b. Project 1907 – Reducing speeding in the parish: To receive an update on progress and consider next steps.
    c. Project 1908 – Allotments: To confirm closure of this project as no suitable sites have been identified.
    d. Project 2103 – Platinum Jubilee tree planting: To consider the idea of a 'community orchard'.
11. Parish Council Administration:
    a. To adopt updated Code of Conduct (version 2.0).
    b. To review Standing Orders and Financial Regulations.
    c. To review Scheme of Delegation (General).
    d. To adopt new Asset Management policy (version 1.0).
    e. To review Asset Register.
    f. To review insurance cover.
    g. To review the Parish Council's bank mandate with regard to signatories, banking standing orders and direct debits.
    h. To review subscriptions to other bodies, eg DALC
    i. To review the Parish Council's expenditures incurred under S137 of the Local Government Act 1972
12. Annual Governance and Accountability Return for 2021/22:
    a. To receive the Internal Auditor's report.
    b. To approve the Annual Governance Statement 2021/22 (section 1 of the AGAR)
    c. To approve the Accounting Statements 2021/22 (section 2 of the AGAR).
13. Finance / budgeting / precept:
    a. To review and approve the Schedule of Payments in Appendix B.
    b. To review the Budget vs Actual report in Appendix C.

Dawn Chamberlain, Parish Clerk – 4th May 2022

The next meeting of Payhembury Parish Council will take place on Wednesday 13th July 2022, at 7.30pm in the Parish Hall.

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Appendix A – 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
SECTION 1 - Planning applications to be discussed at the meeting on 11th May 20222			
	None		
SECTION 2 - Planning applications dealt with since the Parish Council meeting on 9th March 20222			
21/3120/MFUL	Land adjacent to Peradon Farm, Clyst Hydon Construction of 49 MW solar farm, with permission being required for 40 years, comprising solar arrays, equipment housing, sub-station, fencing, CCTV, ancillary equipment and associated development. Planning application received 15th December 2021 Amended planning application received 7th April 2022	Object 26/1/22 (PC meeting 21/1/22) Amended planning application - object (21/4/22) (DP)	Awaiting decision
22/0419/LBC	Wren Cottage, Payhembury Removal of 2 no. outbuildings and re-instatement of original drive. Planning application received 16th March 2022	No objections (8/4/22) (DP)	Awaiting decision
22/0651/FUL	The Old Stable, Higher Leyhill Farm, Broadhembury Change of use of land to residential, construction of detached garage/store and associated works. Planning application received 11th April 2022	Object (27/4/22) (DP)	Awaiting decision

For information:

9 planning applications awaiting a decision by EDDC/DCC on 4th May 2022 – 21/3120/MFUL; 21/3250/FUL; 21/3251/LBC; 21/3361/LBC; 22/0087/LBC; 22/0244/FUL; 22/0245/LBC; 22/0419/LBC & 22/0651/FUL

3 planning applications decided by EDDC between 2nd March 2022 and 4th May 2022 – 21/3245/CPE (approved 31/3/22); 21/3364/FUL (approved 23/3/22) & 22/0242/FUL (approved 16/3/22)

1 appeal to the Secretary of State – 21/0811/FUL – appeal dismissed

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

Bank Account balances on 4th May 2022

Unity Trust Current account £1.00; Unity Trust Savings account £21704.71; Total £21705.71

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	**2.3.22**			**26172.84**
Receipts	4.3.22	Donation for Jubilee Tree	100.00	26272.84
	10.3.22	VAT reclaim (Jun 21 - Feb 22)	331.16	26604.00
	31.3.22	Quarterly bank interest	13.57	26617.57
	1.4.22	Precept (6 months)	4469.50	31087.07
	19.4.22	Donation for Jubilee Tree	40.00	31127.07
	19.4.22	Donation towards playing fields improvements	212.49	31339.56
	20.4.22	VAT reclaim (Mar 22)	1660.20	32999.76
Expenses	17.3.22	Tim Cox (refund for trees from Gardening Express)	-46.98	32952.78
	17.3.22	Tim Cox (refund for trees from Adams Apples)	-44.00	32908.78
	25.3.22	Savills (6-month playing field rent)	-153.91	32754.87
	26.3.22	TK Play Ltd (50% deposit for playing fields phase 1)	-9961.20	22793.67
	26.3.22	Clerk's pay award backdated to 1/4/21	-68.40	22725.27
	28.3.22	Clerk's salary for March 2022	-319.50	22405.77
	31.3.22	Quarterly bank charge (Jan-Mar 2021)	-18.00	22387.77
	12.4.22	Playsafety (RoSPA playing fields inspection) - estimate	-96.60	22291.17
	12.4.22	DALC membership	-182.02	22109.15
	25.4.22	Clerk - refund for Zoom subscription	-71.94	22037.21
	28.4.22	Clerk's salary (April 2022)	-331.50	21705.71
Balance	**4.5.22**			**21705.71**
Funds expected	*30.6.22*	*Bank interest*	*0.00*	*21705.71*
	1.9.22	*Precept (6 months)*	*4469.50*	*26175.21*
Upcoming expenses	*May-22*	*Community Heartbeat (annual cost for VETS system)*	*-120.00*	*26055.21*
	May-22	*BHIB Insurance*	*-458.67*	*25596.54*
	May-22	*Clerk's expenses (stationery)*	*-6.00*	*25590.54*
	28.5.22	*Clerk's salary (May 2022)*	*-331.50*	*25259.04*
	28.6.22	*Clerk's salary (June 2022)*	*-331.50*	*24927.54*
	30.6.22	*Quarterly bank charge (Apr-Jun 2021)*	*-18.00*	*24909.54*
	Jun-22	*Parish Hall (hire of hall 2021-22)*	*-72.00*	*24837.54*
	Jun-22	*TK Play Ltd (remaining balance for playing fields phase 1)*	*-9961.20*	*14876.34*
VAT to be reclaimed		*April 2022 --> (estimate)*	*1729.31*	*16605.65*
Funds allocated		Clerk's salary	*-3032.50*	*13573.15*
		Administration	*-1748.04*	*11825.11*
		S137 payments	*-409.19*	*11415.92*
		Running costs	*-2937.18*	*8478.74*
Project 1906		Playing Fields improvements	*-2486.15*	*5992.59*
Project 2103		Platinum Jubilee trees	*-69.02*	*5923.57*
Contingency		Contingency (10% for projects)	*-255.52*	*5668.05*
Closing balance		(General Reserves)		**5668.05**

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Appendix C – Budget vs Actual 4th May 2022

Budget item	Carried forward 2021/22	Budget for 2022/23	Other income 22/23	Total available 22/23	Payments up to 06/07/22	Funds left 06/07/22	Payments expected (EOY)	Funds expected available (EOY)	Comments (tbcf - to be carried forward to next year; excess funds not required will be transferred to General Reserves in-year) all figures excluding VAT
Clerk's salary	0.00	4027.00		4027.00	994.50	3032.50	3978.00	49.00	Budget includes funds for potential pay rise
Administration									
Clerk's expenses	0.00	120.00		120.00	6.00	114.00	6.00	114.00	
PPC Insurance	0.00	430.00		430.00	458.67	-28.67	458.67	-28.67	BHIB email dated 23/4/22 - >10% inc in premiums
Audit costs	200.00	0.00		200.00	0.00	200.00	0.00	200.00	tbcf - in case of external audit
Parish Hall rent	0.00	192.00		192.00	131.95	60.05	131.95	60.05	Zoom subscription (50% reduction); Parish Hall costs 21/22 estimated
DALC subscription	0.00	161.00		161.00	161.00	0.00	161.00	0.00	
ICO registration fee	0.00	35.00		35.00	0.00	35.00	35.00	0.00	paid Sept 22 by DD
Councillor & Clerk training	0.00	200.00		200.00	0.00	200.00	0.00	200.00	no training booked or taken so far this year
Bank charges	0.00	72.00		72.00	18.00	54.00	72.00	0.00	due 30/6, 30/9, 31/12, 31/3 - may be offset by bank interest income
Election expenses	500.00	150.00		650.00	0.00	650.00	0.00	650.00	tbcf - 4-year rolling pot to reach £800
IT - email provision	0.00	42.00		42.00	0.00	42.00	49.99	-7.99	paid Jan 23; first inc for a couple of years
IT - website support costs	0.00	185.00		185.00	0.00	185.00	175.00	10.00	paid Oct 22
IT - laptop 3-yearly software	30.00	30.00		60.00	0.00	60.00	0.00	60.00	tbcf - due 2023 - 3 year-pot
IT - laptop replacement	100.00	50.00		150.00	0.00	150.00	0.00	150.00	tbcf - laptop now 4 years old, build fund for replacement
S137									
Poppy Wreath	0.00	30.00		30.00	0.00	30.00	30.00	0.00	
Grants to village clubs	50.00	200.00		250.00	0.00	250.00	250.00	0.00	awarded in Jan 23
Special events	49.19	80.00		129.19	0.00	129.19	0.00	129.19	tbcf - eg Platinum Jubilee
Running costs							0.00		
EDDC dog bin emptying	0.00	295.00		295.00	0.00	295.00	300.00	-5.00	inc to £100 per bin wef 1/4/22 (letter dated 4/4/22)
Church clock service	0.00	315.00		315.00	0.00	315.00	305.00	10.00	date of service varies, cost estimated from last year
Playing field rent	32.18	330.00		362.18	0.00	362.18	307.82	54.36	tbcf - due Mar & Sep, built in contingency for backdated rent rise.
Playing field RoSPA inspection	0.00	85.00		85.00	80.50	4.50	80.50	4.50	insp = March; invoice paid in April
Grass cutting	0.00	1000.00		1000.00	0.00	1000.00	955.00	45.00	invoice expected Dec 22/Jan 23
Ditch clearing	150.00	150.00		300.00	0.00	300.00	0.00	300.00	tbcf
Defibrillator phone costs	0.00	160.00		160.00	100.00	60.00	152.00	8.00	invoice expected May 22
Defibrillator consumables & training	0.00	100.00		100.00	0.00	100.00	0.00	100.00	tbcf
Assets maintenance	0.00	500.00		500.00	0.00	500.00	0.00	500.00	tcbf
Other Payments									
OP01 - Other payments	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
Grants	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
P1906 - Playing fields improvements	10574.66	0.00	212.49	10787.15	8301.00	2486.15	8301.00	2486.15	tbcf
P2103 - Platinum Jubilee tree planting	29.02	0.00	40.00	69.02	0.00	69.02	0.00	69.02	tbcf