

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 28th September 2022 at 7.30pm

The Parish Council meeting which was due to take place on Wednesday 14th September 2022 has been re-scheduled to Wednesday 28th September 2022. 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 in the Parish Paper for September 2022, hand-written on the copies of the agenda on the noticeboards or from the Clerk (payhemburypc@payhemburyparishcouncil.org.uk).

AGENDA

Her Majesty, Queen Elizabeth II: Prior to the commencement of the meeting a one-minute silence will be observed to pay respects to Her Majesty, Queen Elizabeth II following her death on 8th September 2022.

1. Apologies for absence
2. 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.
3. Record of previous meetings:
 - a. To agree the minutes from the Parish Council meeting held on 13th July 2022.
4. Police, District Councillor and County Councillor reports:
 - a. To receive reports from the Police, District Councillor and County Councillor if available.
5. Clerk's report:
 - a. To receive the Clerk's report, incorporating an update on actions from previous meetings.
6. 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.
7. 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 13th July 2022 (Section 2 of Appendix A).
8. Her Majesty, Queen Elizabeth II:
 - a. To discuss whether to mark the death of Her Majesty, Queen Elizabeth II in some way, for example purchase of a bench, planting a tree, etc.
9. River Tale pollution:
 - a. To discuss information provided by Broadhembury Parish Council regarding the dumping of sewage into the River Tale and decide on what action to take. On average there has been some discharge on 23 days each month for the last two years, sometimes for a few minutes, sometimes for hours – there is no record of volume.
10. Hembury Fort:
 - a. To discuss the recent purchase of Hembury Fort by the Devon Archaeological Society. DAS have expressed a wish to work with the Parish Council and other relevant bodies with regard to the longer-term management of the fort.
11. Defibrillator:
 - a. To discuss the current location of the defibrillator and potential alternative sites.
 - b. To discuss the defibrillator VETS phone system and whether to continue to provide that service (annual cost £52).
12. Christmas tree / lights:
 - a. To discuss Christmas decorations on the village green for this year and what options to consider.
13. Environmental improvements in the parish:
 - a. To receive a presentation from Cllr Leach regarding the environmental work he is currently undertaking as part of the Countrywide Stewardship Scheme.
 - b. To discuss how the Parish Council can help to maximise the benefit for the parish.
14. Parish Issues: Route maps, Parish Council Assets, etc:
 - a. To discuss playpark issues identified during weekly inspections and decide on what repairs are required.
15. Parish Council Open Projects:
 - a. Project 1906 – Playing fields improvements: 1) to discuss a potential new surface to enable the teen climbing frame to be re-installed; 2) to discuss next steps towards phase 2 of the playing fields improvements; 3) to discuss progress with new goalposts.

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 28th September 2022 at 7.30pm

- b. Project 1907 – Reducing speeding in the parish: 1) To receive an update on progress and consider next steps.
 - c. Project 2103 – Platinum Jubilee tree planting: 1) To discuss the planting of two more fruit trees in the community orchard; 2) to discuss potential replanting of trees lost during the summer heatwave.
16. 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.
 - c. To decide whether to remain opted-in to the SAAA appointed external auditor for the next 5 years or whether to opt-out.
17. Parish Council administration:
- a. To adopt GDPR Data Breach Notification policy

Dawn Chamberlain, Parish Clerk – 21st September 2022

The next meeting of Payhembury Parish Council will take place on Wednesday 9th November 2022, at 7.30pm in the Parish Hall.

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 28th September 2022 - none			
SECTION 2 - Planning applications dealt with since the Parish Council meeting on 13th July 2022			
22/1371/FUL	<u>Cheriton Farm, Payhembury</u> Formation of entrance, access road and associated works. Planning application received 22nd June 2022 Amended planning application received 10th August 2022	No objections to original, some comments 15/7/22 (PC meeting 13/7/22) Amended plans - no objections (23/8/22) (DP)	Awaiting decision
22/1569/FUL	<u>Upton Ley Farm, Payhembury</u> General purpose agricultural livestock building. Planning application received 21st July 2022	No objections (13/8/22) (DP)	Approved with conditions (6/9/22)
22/1724/FUL	<u>Oaklands, Barrow Road, Payhembury</u> Log cabin to front garden. Planning application received 18th August 2022	No objections (7/9/22) (DP)	Awaiting decision
22/1747/FUL	<u>Tarrants Farm, Payhembury</u> Erection of a general purpose agricultural building. Planning application received 11th August 2022	No objections (30/8/22) (DP)	Awaiting decision

For information:

8 planning applications awaiting a decision by EDDC/DCC on 21st September 2022 – 21/3250/FUL; 21/3251/LBC; 21/3361/LBC; 22/0244/FUL; 22/0245/LBC; 22/1371/FUL; 22/1724/FUL & 22/1747/FUL

5 planning applications decided by EDDC between 6th July and 21st September 2022 – 21/3120/MFUL (approved 28/7/22); 22/0419/LBC (approved 22/7/22); 22/0989/MRES (approved 13/7/22); 22/1126/FUL (approved 25/8/22); 22/1569/FUL (approved 6/9/22)

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

Bank Account balances on 21st September 2022

Unity Trust Current account £1.00; Unity Trust Savings account £15589.86; Total £15590.86

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	6.7.22			20315.30
Receipts	12.8.22	HMRC VAT reclaim (Apr 22 - Jul 22)	1790.26	22105.56
	1.9.22	Precept (6 months)	4469.50	26575.06
Expenses	16.7.22	TK Play Ltd (remaining balance for playing fields phase 1)	-9961.20	16613.86
	16.7.22	EDDC (dog bin emptying 22/23)	-360.00	16253.86

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 28th September 2022 at 7.30pm

	28.7.22	Clerk's salary (July 2022)	-331.50	15922.36
	28.8.22	Clerk's salary (August 2022)	-331.50	15590.86
Balance	21.9.22			15590.86
<i>Funds expected</i>	30.9.22	<i>Bank interest</i>	0.00	15590.86
<i>Upcoming expenses</i>	22.9.22	<i>ICO annual registration fee (DD)</i>	-35.00	15555.86
	28.9.22	<i>Clerk's salary (September 2022)</i>	-331.50	15224.36
	29.9.22	<i>Savills (6 month playing field rent)</i>	-153.91	15070.45
	30.9.22	<i>Quarterly bank charge (Jul-Sep 2022)</i>	-18.00	15052.45
	Oct-22	<i>VisionICT (annual website support 12/22-11/23) - estimate</i>	-210.00	14842.45
	Oct-22	<i>Smith of Derby (Church clock service) - estimate</i>	-366.00	14476.45
	28.8.22	<i>Clerk's salary (October 2022)</i>	-331.50	14144.95
	Nov-22	<i>Clerk (refund for poppy wreath) - estimate</i>	-30.00	14114.95
<i>VAT to be reclaimed</i>		<i>August 2022 --> (estimate)</i>	96.00	14210.95
<i>Funds allocated</i>		<i>Clerk's salary</i>	-1706.50	12504.45
		<i>Administration</i>	-1461.19	11043.26
		<i>Other payments (inc S137 payments)</i>	-299.19	10744.07
		<i>Running costs</i>	-2178.27	8565.80
Project 1906		<i>Playing Fields improvements</i>	-2486.15	6079.65
Project 2103		<i>Platinum Jubilee trees</i>	-69.02	6010.63
Contingency		<i>Contingency (10% for projects)</i>	-255.52	5755.11
Closing balance		<i>(General Reserves)</i>		5755.11

PAYHEMBURY PARISH COUNCIL

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Appendix C – Budget vs Actual 21st September 2022

Budget item	Carried forward 2021/22	Budget for 2022/23	Other income 22/23	Total available 22/23	Payments up to 21/09/22	Funds left 21/09/22	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	1657.50	2369.50	3978.00	49.00	Budget includes funds for potential pay rise
Administration									
Clerk's expenses	0.00	120.00		120.00	4.80	115.20	4.80	115.20	
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	107.95	84.05	107.95	84.05	Zoom subscription (50% reduction); Parish Hall - 4 meetings in 2021/22
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 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 Oct 2023 - 3 year-pot
IT - laptop replacement	100.00	50.00		150.00	0.00	150.00	0.00	150.00	tbcf - laptop now 5 years old (bought Oct 2017), build fund for replacement
Running costs							0.00		
EDDC dog bin emptying	0.00	295.00		295.00	300.00	-5.00	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	Serviced in autumn
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 expected 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	
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	
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	tbcf
Other Payments									
Poppy Wreath	0.00	30.00		30.00	0.00	30.00	30.00	0.00	S137 - November
Grants to village clubs	50.00	200.00		250.00	0.00	250.00	250.00	0.00	S137 - awarded Jan 23
Other S137 payments	49.19	0.00		49.19	0.00	49.19	0.00	49.19	S137
Other non-S137 payments	0.00	80.00		80.00	95.00	-15.00	95.00	-15.00	Jubilee prizes
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 towards next phase of improvements
P2103 - Platinum Jubilee tree planting	29.02	0.00	40.00	69.02	0.00	69.02	0.00	69.02	tbcf