

## PAYHEMBURY PARISH COUNCIL

### Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 9<sup>th</sup> November 2022 at 7.30pm

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Members of the public are able to attend the meeting either in person in the Parish Hall or via Zoom ([www.zoom.us/join](http://www.zoom.us/join)). The meeting ID and password for Zoom are available in the Parish Paper for November 2022, hand-written on the copies of the agenda on the noticeboards or from the Clerk ([payhemburypc@payhemburyparishcouncil.org.uk](mailto:payhemburypc@payhemburyparishcouncil.org.uk)).

#### AGENDA

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 28<sup>th</sup> September 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 28<sup>th</sup> September 2022 (Section 2 of Appendix A).
8. River Tale pollution:

Payhembury Parish Council have written to South West Water, the Environment Agency and Natural England with regard to the numerous pollution incidents on the River Tale over the past two years. A reply has been received from South West Water.

  - a. To review the reply received from South West Water and to agree next steps.
9. Parish Issues: Route maps, Parish Council Assets, etc:
  - a. To report any issues identified in the parish or with the Parish Council assets and agree any actions required.
10. Parish Council Open Projects:
  - a. Project 1906 – Playing fields improvements: to receive an update on progress with 1) a potential new surface to enable the teen climbing frame to be re-installed and 2) new goalposts.
  - b. Project 2103 – Platinum Jubilee tree planting: to receive an update on the planting of two additional fruit trees in the community orchard and the replanting of two oak trees lost during the summer heatwave.
  - c. Project 2201 – Village Christmas tree: a 20ft Christmas tree has been ordered and battery-powered lights purchased and tested. Delivery of the tree is expected on 2<sup>nd</sup> December, with installation and switch-on of the lights on Saturday 3<sup>rd</sup> December.
    - i. To discuss and approve any further purchases required;
    - ii. To plan a working party to put the tree up on 3<sup>rd</sup> December and take it down again in early January.
11. Finance / budgeting / precept:
  - a. To note the national agreement of the 2022/23 pay offer for the Clerk and the associated changes to the Clerk's salary.
  - b. To review and approve the Schedule of Payments in Appendix B.
  - c. To review the Budget vs Actual report in Appendix C.
  - d. To review the draft budget for 2023/24 and recommend any additions or changes to be made.

Dawn Chamberlain, Parish Clerk – 2<sup>nd</sup> November 2022

**The next meeting of Payhembury Parish Council will take place on Wednesday 11<sup>th</sup> January 2023, 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
<b>SECTION 1 - Planning applications to be discussed at the meeting on 9<sup>th</sup> November 2022</b>			
22/2430/FUL	Oaklands, Barrow Road, Payhembury Single storey side extension and garage conversion. Planning application received 3 <sup>rd</sup> November 2022		Closing date for comments – 26 <sup>th</sup> November
<b>SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 28<sup>th</sup> September 2022 - none</b>			

**For information:**

5 planning applications decided by EDDC between 21<sup>st</sup> September and 2<sup>nd</sup> November 2022 – 22/0244/FUL (approved 18/10/22); 22/0245/LBC (approved 18/10/22); 22/1371/FUL (approved 11/10/22); 22/1724/FUL (approved 3/10/22) & 22/1747/FUL (approved 11/10/22)

3 planning applications awaiting a decision by EDDC/DCC on 2<sup>nd</sup> November 2022 – 21/3250/FUL; 21/3251/LBC & 21/3361/LBC

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

Bank Account balances on 2<sup>nd</sup> November 2022

Unity Trust Current account £1.00; Unity Trust Savings account £14909.52; Total £14910.52

	Date	Payee (reason)	Total (inc VAT)	Balance
<b>Opening balance</b>	<b>21.9.22</b>			<b>15590.86</b>
Receipts	30.9.22	Bank Interest	20.29	15611.15
	Oct-22	Donations (village christmas tree)	410.00	16021.15
	Oct-22	Donation (playing fields improvement) (box in the shop)	15.04	16036.19
Expenses	22.9.22	ICO annual registration fee (DD)	-35.00	16001.19
	28.9.22	Clerk's salary (September 2022)	-331.50	15669.69
	30.9.22	Quarterly bank charge (Jul-Sep 2022)	-18.00	15651.69
	5.10.22	Savills (6 month playing field rent)	-153.91	15497.78
	12.10.22	VisionICT (annual website support 12/22-11/23)	-225.76	15272.02
	17.10.22	Royal British Legion (Poppy Wreath & donation)	-30.00	15242.02
	28.8.22	Clerk's salary (October 2022)	-331.50	14910.52
<b>Balance</b>	<b>2.11.22</b>			<b>14910.52</b>
<i>Funds expected</i>	31.12.22	<i>Bank interest</i>	0.00	14910.52
<i>Upcoming expenses</i>	Nov-22	<i>Smith of Derby (Church clock service) - estimate</i>	-378.00	14532.52
	Nov-22	<i>Christmas Tree</i>	-100.00	14432.52
	10.11.22	<i>Clerk's expenses (stationery)</i>	-6.61	14425.91
	10.11.22	<i>Clerk's pay rise back dated to 1/4/22</i>	-212.10	14213.81
	28.11.22	<i>Clerk's salary (November 2022)</i>	-361.80	13852.01
	28.12.22	<i>Clerk's salary (December 2022)</i>	-361.80	13490.21
	31.12.22	<i>Quarterly bank charge (Oct-Dec 2022)</i>	-18.00	13472.21
	Jan-23	<i>ALP Grounds Maintenance - estimate</i>	-1000.00	12472.21
	Jan-23	<i>CloudNext (email host)</i>	-59.99	12412.22
<i>VAT to be reclaimed</i>		<i>August 2022 --&gt; (estimate)</i>	111.73	12523.95
Funds allocated		Clerk's salary	-1085.40	11438.55
		Administration	-1387.69	10050.86
		Other payments (inc S137 payments)	-284.19	9766.67
		Running costs	-1168.27	8598.40
Project 1906		Playing Fields improvements	-2501.19	6097.21
Project 2103		Platinum Jubilee trees	-69.02	6028.19
Project 2201		Christmas Tree	-310.00	5718.19
Contingency		Contingency (10% for projects)	-288.02	5430.17
<b>Closing balance</b>		(General Reserves)		<b>5430.17</b>

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**Appendix C – Budget vs Actual 2<sup>nd</sup> November 2022**

Budget item	Carried forward 2021/22	Budget for 2022/23	Other income 22/23	Total available 22/23	Payments up to 02/11/22	Funds left 02/11/22	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	2320.50	1706.50	4341.60	-314.60	Budget included £49 for potential pay rise. 2/11/22 - pay rise of £1925 applied to all pay scale points (pro-rata for 30hrs/m = £363.60pa increase).
<b>Administration</b>									
Clerk's expenses	0.00	120.00		120.00	4.80	115.20	10.31	109.69	
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	35.00	0.00	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	36.00	36.00	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	188.13	-3.13	188.13	-3.13	paid October 2022 - 7.5% increase on previous year
IT - laptop 3-yearly software	30.00	30.00		60.00	0.00	60.00	0.00	60.00	tbcf - due October 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
<b>Running costs</b>							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	315.00	0.00	Serviced in autumn; 2/11/22 - invoice not received yet
Playing field rent	32.18	330.00		362.18	153.91	208.27	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	1000.00	0.00	invoice due 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	160.00	0.00	
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
<b>Other Payments</b>									
Other payments (misc)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	some under S137
Grants/donations	50.00	200.00		250.00	0.00	250.00	250.00	0.00	some under S137 - eg village grants awarded Jan 23
Poppy Wreath	0.00	30.00		30.00	30.00	0.00	30.00	0.00	S137 - November 2022
Special Events	49.19	80.00		129.19	95.00	34.19	95.00	34.19	Jubilee prizes
P1906 - Playing fields improvements	10574.66	0.00	227.53	10802.19	8301.00	2501.19	8301.00	2501.19	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 - 2 fruit trees to be planted autumn 2022
P2201 - Christmas Tree	0.00	0.00	410.00	410.00	0.00	410.00	100.00	310.00	tbcf - expenses for lights etc expected in November 2022