

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 11th January 2023 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 in the Parish Paper for December 2022, hand-written on the copies of the agenda on the noticeboards or from the Clerk (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 9th November 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. Hembury Fort future management:
 - a. To receive an initial report from Devon Archaeological Society (DAS) regarding the future management of Hembury Fort. DAS are now the owners of Hembury Fort and Hembury Fort is the only part of Payhembury Parish which lies within the Blackdown Hills Parish Network (BHPN) area.
8. Blackdown Hills Parish Network (BHPN):
 - a. To receive a presentation from Cllr Bob Nelson (Chairman of Broadhembury Parish Council) on the work of the BHPN.
 - b. To consider whether Payhembury Parish Council should join the BHPN.
9. Annual Parish Meeting (APM):
 - a. To consider including a presentation to the public from DAS about the future management of Hembury Fort as part of the Annual Parish Meeting.
 - b. To agree a date and format for the Annual Parish Meeting.
10. EDDC Local Plan:
 - a. To consider information from Feniton Parish Council regarding numerous potential development sites around the north and west of Feniton and the potential impact on surrounding parishes.
 - b. To agree a Parish Council response to EDDC regarding the proposals for Feniton in the emerging EDDC Local Plan.
11. 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 November 2022 (Section 2 of Appendix A).
12. The coronation of His Majesty, King Charles:
 - a. To consider whether the Parish Council wish to mark the event of the coronation of His Majesty, King Charles and, if so, to decide in what way.
13. 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.
 - b. To discuss the grass cutting contract for 2023 and agree contractor.
14. 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: previous meeting approved the expenditure of the remaining funds on two more fruit trees for the community orchard. To approve closure of this project once these trees have been purchased and planted.
 - c. Project 2201 – Village Christmas tree:
 - i. To review how the well things went and to note suggestions for next year;
 - ii. To decide if the Parish Council will organise a Christmas Tree on the village green on an annual basis.

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- d. Potential project: nature trail along the Payhembury-Colestocks footpath: to review suggestion for a nature trail and assess potential costs.
- 15. Parish Council administration:
 - a. To consider potential advantages and costs of migrating the Parish Council website to Wordpress.
 - b. To approve costs for migration, if applicable.
- 16. Finance / budgeting / precept:
 - a. To consider grant applications received from groups connected to the parish and to approve grants.
 - 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 and approve the budget for 2023/24.
 - e. To set and approve the precept for 2023/24.

Dawn Chamberlain, Parish Clerk – 5th January 2023

The next meeting of Payhembury Parish Council will take place on Wednesday 8th March 2023, 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 11th January 2023			
22/2776/FUL	<u>2 The Old Dairy, Barrow Road, Payhembury</u> Rear infill two storey extension including glass conservatory, new garage outbuilding and external alterations to an existing garage to convert into a garden room. Planning application received 21st December 2022		Closing date for comments - 13th January 2023
22/2709/FUL	<u>Colestocks Farm Cottage, Colestocks</u> Rear/side single storey extension with internal alterations. Planning application received 12th December 2022	EDDC noted that Parish Council to submit comments by 13th January 2023	Closing date for comments - 4th January 2023
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 9th November 2022			
22/2553/FUL	<u>Land At Higher Leyhill Farm Broadhembury</u> Construction of building for equestrian and agricultural use, formation of new access and associated works. Planning application received 21st November 2022	No objections (9/12/22 - DP)	Awaiting decision
22/2506/FUL	<u>Oakleigh Barn Payhembury Honiton EX14 3HE</u> Erection of steel-framed implement barn for land maintenance. Planning application received 16th November 2022	Object (5/12/22 - DP) after site visit on 26/11/22	Awaiting decision

For information:

4 planning applications decided by EDDC between 3rd November and 5th January 2023 – 21/3250/FUL (approved 24/11/22); 21/3251/LBC (approved 24/11/22); 22/2340/AGR (approved 23/11/22) & 22/2430/FUL (approved 28/11/22)

5 planning applications awaiting a decision by EDDC/DCC on 5th January 2023 – 21/3361/LBC; 22/2506/FUL; 22/2553/FUL; 22/2709/FUL & 22/2776/FUL

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

Bank Account balances on 5th January 2023

Unity Trust Current account £1.00;		Unity Trust Savings account £13559.05;		Total £13560.05
	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	2.11.22			14910.52
Receipts	31.12.22	Bank Interest	46.62	14957.14
Expenses	11.11.22	Clerk's expenses (stationery)	-6.61	14950.53
	11.11.22	Clerk's pay rise back dated to 1/4/22	-212.10	14738.43
	17.11.22	Smith of Derby (Church clock service)	-376.80	14361.63
	28.11.22	Clerk's salary (November 2022)	-361.80	13999.83
	28.12.22	Clerk's salary (December 2022)	-361.80	13638.03
	31.12.22	Quarterly bank charge (Oct-Dec 2022)	-18.00	13620.03
	5.1.23	CloudNext - email hosting from Feb 2023-Jan 2024	-59.98	13560.05
Balance	5.1.23			13560.05
<i>Funds expected</i>	31.3.23	<i>Bank interest</i>	0.00	13560.05
<i>Upcoming expenses</i>	Jan-23	<i>Refund for payment for new defibrillator sign</i>	-14.83	13545.22
	Jan-23	<i>Christmas Tree lights (estimate)</i>	-170.00	13375.22
	Jan-23	<i>Christmas Tree</i>	-100.00	13275.22
	Jan-23	<i>Annual grass cutting</i>	-1000.00	12275.22
	Jan-23	<i>S137 grants to clubs etc</i>	-250.00	12025.22
	Jan-23	<i>VETS phone cost</i>	-72.00	11953.22
	28.1.23	<i>Clerk's Salary for January 2023</i>	-361.80	11591.42
	28.2.23	<i>Clerk's Salary for February 2023</i>	-361.80	11229.62
<i>VAT to be reclaimed</i>		<i>August 2022 --> (estimate)</i>	135.52	11365.14
<i>Funds allocated</i>		<i>Clerk's salary</i>	-361.80	11003.34
		<i>Administration</i>	-1387.69	9615.65
		<i>Other payments (inc S137 payments)</i>	-34.19	9581.46
		<i>Running costs</i>	-1095.91	8485.55
Project 1906		Playing Fields improvements	-2501.19	5984.36
Project 2103		Platinum Jubilee trees	-69.02	5915.34
Project 2201		Christmas Tree	-140.00	5775.34
Contingency		Contingency (10% for projects)	-271.02	5504.32
Closing balance		(General Reserves)		5504.32

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Appendix C – Budget vs Actual 5th January 2023

Budget item	Carried forward 2021/22	Budget for 2022/23	Other income 22/23	Total available 22/23	Payments up to 05/01/23	Funds left 05/01/23	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	3256.20	770.80	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).
Administration									
Clerk's expenses	0.00	120.00		120.00	10.31	109.69	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	54.00	18.00	72.00	0.00	due 30/6, 30/9, 31/12, 31/3 - more than 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
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	314.00	1.00	314.00	1.00	Serviced in November 2022
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; 5/1/23 - invoice not yet received
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	12.36	87.64	tbcf
Assets maintenance	0.00	500.00		500.00	0.00	500.00	0.00	500.00	tbcf
Other Payments									
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 spring 23
P2201 - Christmas Tree	0.00	0.00	410.00	410.00	0.00	410.00	270.00	140.00	tbcf - estimate - 5/1/23 invoices for lights & tree not yet received