

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 8th March 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 March 2023, handwritten 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 11th January 2023.
 - b. To agree the minutes from the Extra Parish Council meeting held on 8th February 2023.
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 11th January 2023 (Section 2 of Appendix A).
8. Coronation weekend events (May 6th-8th):
 - a. To review current plans for events over the Coronation weekend and to consider options for entertainment / competitions etc.
9. Picnic bench for playing fields:
 - a. To consider whether to purchase a new picnic bench, or other seating, for the playing fields and, if agreed, to approve level of expenditure.
10. Noticeboards:
 - a. To consider potential options for noticeboard replacements and decide whether to proceed or seek further information.
11. Zoom:
 - a. To consider whether to continue with the Zoom subscription to enable hybrid meetings or whether to withdraw this facility.
12. 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.
13. 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 decide whether to use remaining funds to purchase one more tree or transfer remaining funds to general reserves.
14. Finance / budgeting / precept:
 - a. To note spine point increase in Clerk's wages from 1st April 2023
 - b. To review and approve the Schedule of Payments in Appendix B.
 - c. To review the Budget vs Actual report in Appendix C.

Dawn Chamberlain, Parish Clerk – 1st March 2023

The next meeting of Payhembury Parish Council is due to take place on Wednesday 10th May 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
SECTION 1 - Planning applications to be discussed at the meeting on 8th March 2023			
23/0354/FUL	<u>4 The Lower Mews Road Past Leyhill Farm, Payhembury, Devon. EX14 3JP</u> Single storey extension and addition of vertically mounted solar panels to outbuilding Planning application received 17 th February 2023		Closing date for comments – 12 th March 2023
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 11th January 2023			
22/2709/FUL	<u>Colestocks Farm Cottage, Colestocks</u> Rear/side single storey extension with internal alterations. Planning application received 12 th December 2022	No objections (13/1/23 – meeting 11/1/23)	Awaiting decision
22/2776/FUL	<u>2 The Old Dairy, Barrow Road, Payhembury, Devon. EX14 3HX</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 21 st December 2022	No objections (13/1/22 – meeting 11/1/23)	Approved – standard time limit (7/2/23)
22/2606/OUT	<u>1 Warren Close, Payhembury, Honiton EX14 3NA</u> Outline application with all matters reserved to demolish existing storage sheds and greenhouse and construct new two storey dwelling Planning application received 24 th January 2023	Object (13/2/23 – meeting 8/2/23)	Awaiting decision
23/0153/FUL	<u>Rull Cottage, Payhembury, Honiton EX14 3JQ</u> Construction of PVC extension to rear of property. Solid roof construction. PVC windows / door frames. Rendered external masonry. Planning application received 27 th January 2023	No objections (17/2/23 – DP)	Awaiting decision
23/0209/FUL & 23/0210/LBC	<u>Cheriton Farm, Payhembury, Devon EX14 3JJ</u> Demolition of an attached shed; replacement of existing porch; re-roofing of corrugated sections with new rooflights; provision of bathrooms at first floor level, and minor associated internal alterations Planning application received 3 rd February 2023	No objections (23/2/23 – DP)	Awaiting decision

For information:

3 planning applications decided by EDDC between 4th January and 1st March 2023 – 22/2506/FUL (approved 23/2/23); 22/2553/FUL (approved 13/1/23) & 22/2776/FUL (approved 7/2/23)

7 planning applications awaiting a decision by EDDC/DCC on 1st March 2023 – 21/3361/LBC; 22/2709/FUL; 22/2606/OUT; 23/0153/FUL; 23/0209/FUL; 23/0210/LBC & 23/0354/FUL

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

Bank Account balances on 1st March 2023

Unity Trust Current account £1.00; Unity Trust Savings account £12796.07; Total £12797.07

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	5.1.23			13560.05
Receipts	14.2.23	CIL payment	1184.85	14744.90
Expenses	10.1.23	ALP Grounds Maintenance (grass cutting)	-600.00	14144.90
	18.1.23	Parish Council grant to Applepips	-300.00	13844.90
	18.1.23	Parish Council grant to FoPS	-50.00	13794.90
	18.1.23	Clerk refund for defibrillator sign	-14.83	13780.07
	24.1.23	RJ & FM Batchelor (Christmas Tree)	-100.00	13680.07
	28.1.23	Clerk's Salary for January 2023	-361.80	13318.27
	31.1.23	Community Heartbeat (annual phone costs)	-62.40	13255.87
	2.2.23	Parish Council grant to DBEC	-50.00	13205.87

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	11.2.23	Tim Cox - refund for 2 fruit trees for community orchard	-47.00	13158.87
	28.2.23	Clerk's Salary for February 2023	-361.80	12797.07
Balance	1.3.23			12797.07
Expected receipts and expenses to the end of the 2022/23 financial year				
<i>Funds expected</i>	<i>Mar-23</i>	<i>HMRC VAT reclaim (1.8.22-28.2.23) - submitted 1/3/23</i>	140.56	12937.63
	<i>Mar-23</i>	<i>Bank interest</i>	0.00	12937.63
<i>Upcoming expenses</i>	<i>Mar-23</i>	<i>BHPN annual subscription</i>	-50.00	12887.63
	<i>25.3.23</i>	<i>Savills (Playing field rent Apr 23-Sep 23)</i>	-153.91	12733.72
	<i>28.3.23</i>	<i>Clerk's Salary for March 2023</i>	-361.80	12371.92
	<i>31.3.23</i>	<i>Quarterly bank charge (Jan-Mar 2023)</i>	-18.00	12353.92
Bank balance	31.3.23			12353.92
		<i>Earmarked reserves</i>	(6070.42)	
		<i>General reserves & project contingency</i>	(6283.50)	
Expected receipts and expenses from the start of the 2023/24 financial year				
<i>Funds expected</i>	<i>1.4.23</i>	<i>Precept (6 months)</i>	4652.00	17005.92
	<i>1.9.23</i>	<i>Precept (6 months)</i>	4652.00	21657.92
<i>Upcoming expenses</i>	<i>Mar-23</i>	<i>Parish Hall (rent for Parish Council meetings 22-23)</i>	-72.00	21585.92
	<i>Apr-23</i>	<i>Playsafety (RoSPA playing fields inspection) - estimate</i>	-120.00	21465.92
	<i>Apr-23</i>	<i>DALC membership - estimate</i>	-213.60	21252.32
	<i>Apr-23</i>	<i>Clerk - refund for Zoom subscription</i>	-71.94	21180.38
	<i>28.4.23</i>	<i>Clerk's Salary for April 2023</i>	-368.40	20811.98
	<i>May-23</i>	<i>Community Heartbeat (VETS system annual) - estimate</i>	-132.00	20679.98
	<i>May-23</i>	<i>BHIB (insurance) - estimate</i>	-505.00	20174.98
<i>VAT to be reclaimed</i>		<i>March 2023 --> (estimate)</i>	89.59	20264.57
<i>Funds allocated</i>		<i>Clerk's salary</i>	-4231.60	16032.97
		<i>Administration</i>	-2089.05	13943.92
		<i>Other payments (inc S137 payments)</i>	-329.19	13614.73
		<i>Running costs</i>	-3673.17	9941.56
<i>Project 1906</i>		<i>Playing Fields improvements</i>	-3686.04	6255.52
<i>Project 2103</i>		<i>Platinum Jubilee trees</i>	-22.02	6233.50
<i>Contingency</i>		<i>Contingency (10% for projects)</i>	-370.81	5862.69
Closing balance		<i>(General Reserves)</i>		5862.69

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Appendix C – Budget vs Actual 1st March 2023

Budget item	Carried forward 2021/22	Budget for 2022/23	Other income 22/23	Total available 22/23	Payments up to 31/03/23	Funds left 31/03/23	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	4341.60	-314.60	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	179.95	12.05	179.95	12.05	Zoom subscription (50% reduction); Parish Hall - 6 meetings in hall 22/23
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	72.00	0.00	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	49.99	-7.99	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	307.82	54.36	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	600.00	400.00	600.00	400.00	fewer than normal cuts partly due to very hot summer 2022
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	152.00	8.00	152.00	8.00	
Defibrillator consumables & training	0.00	100.00		100.00	12.36	87.64	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	50.00	-50.00	50.00	-50.00	to cover BHPN membership
Grants/donations	50.00	200.00		250.00	400.00	-150.00	400.00	-150.00	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	tbcf - Jubilee prizes
P1906 - Playing fields improvements	10574.66	0.00	1412.38	11987.04	8301.00	3686.04	8301.00	3686.04	tbcf towards next phase of improvements
P2103 - Platinum Jubilee tree planting	29.02	0.00	40.00	69.02	47.00	22.02	47.00	22.02	tbcf - 2 fruit trees planted Feb 23
P2201 - Christmas Tree	0.00	0.00	410.00	410.00	83.83	326.17	83.83	326.17	tbcf - provision of Christmas Tree to be routine from next year