

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 10th May 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 hand-written on the noticeboard copies of the agenda or from the Clerk (payhemburypc@payhemburyparishcouncil.org.uk).

AGENDA

1. Election of Chairman and Vice-Chairman of the Council for 2023-24
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 8th March 2023.
5. Co-option:
 - a. To co-opt to fill the vacancy on the Parish Council.
6. Police, District Councillor and County Councillor reports:
 - a. To receive reports from the Police, District Councillor and County Councillor if available.
7. Clerk's report:
 - a. To receive the Clerk's report, incorporating an update on actions from previous meetings.
8. 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.
9. Land to rent beside The Old Vicarage:
 - a. To consider supporting an application to tender for the lease of the land currently available to rent next to The Old Vicarage, for purposes such as allotments, dog-walking etc.
10. Playing Fields lease:
 - a. To consider a request from the Tennis Club to negotiate an extension to the lease for the playing fields so that grant applications can be made for a new tennis court surface.
11. Emergency Plan:
 - a. To review initial updates to the Parish Emergency Plan, and a proposed action list, with a view to potentially setting up a Working Group to update the Parish Emergency Plan in line with guidance from Devon Communities Together.
12. Assets of Community Value:
 - a. To consider whether to re-apply for Asset of Community Value status for the Six Bells Inn and for Payhembury Playing Fields.
13. 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 8th March 2023 (Section 2 of Appendix A).
14. 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.
15. Parish Council Open Projects (summary status of open Parish Council projects in Appendix B):
 - 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 and to agree next steps.
 - b. Project 2301 – Nature Trail: to consider costs and options for the nature trails and agree next steps.
 - c. Project 2302 – Picnic bench (playing field): to receive an update on progress.
 - d. Project 2303 – Noticeboards: to consider costs and options for the noticeboards and agree next steps.
16. Parish Council Administration:
 - a. To adopt updated Standing Orders (version 1.2).
 - b. To review Code of Conduct, Financial Regulations and Scheme of Delegation (General).
 - c. To review Asset Register.
 - d. To review insurance cover.
 - e. To review the Parish Council's bank mandate with regard to signatories, banking standing orders and direct debits.
 - f. To review subscriptions to other bodies, eg DALC, BHPN
 - g. To review the Parish Council's expenditures incurred under S137 of the Local Government Act 1972
17. Annual Governance and Accountability Return for 2022/23:

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 10th May 2023 at 7.30pm

- a. To receive the Internal Auditor’s report.
 - b. To approve the Annual Governance Statement 2022/23 (section 1 of the AGAR)
 - c. To approve the Accounting Statements 2022/23 (section 2 of the AGAR).
18. Finance / budgeting / precept:
- a. To consider options for the recent large CIL payment and potential large CIL payment in May 2024.
 - b. To review and approve the Schedule of Payments in Appendix C.
 - c. To review the Budget vs Actual report in Appendix D.

Dawn Chamberlain, Parish Clerk – 3rd May 2023

The next meeting of Payhembury Parish Council will take place on Wednesday 12th July 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 10th May 2023			
23/0573/FUL	<u>Colestocks Barns Colestocks Devon EX14 3JR</u> Erection of a red brick garden wall with decorative wall top railings within the property's curtilage. Pedestrian gates to match railings. Planning application received 25th April 2023		
23/0905/FUL	<u>Summers Barn, Payhembury. EX14 3HJ</u> Proposed change of use of agricultural land to garden (extension of residential curtilage) and construction of car port. Planning application received 26th April 2023		
SECTION 2 - Planning applications dealt with since the Parish Council meeting on 8th March 2023			
23/0768/FUL	<u>Land East Of Lower Cheriton Payhembury</u> Proposed construction of 1 no. dwelling (use class C3); demolition of building and associated works. Planning application received 14th April 2023	Object (25/4/23) (DP) Site visit 22/4/23	Closing date for comments 7 th May
23/0561/LBC & 23/0560/FUL	<u>Leyhill Farm, Payhembury EX14 3JG</u> Re-slating of slates to house main roof and tiles to small adjoining outbuilding (the washhouse). All existing structures to be retained and only replaced if necessary and all existing materials to be re-used where possible. Replacements on a like for like basis where necessary. Planning application received 30th March 2023	No objections (24/4/23) (DP)	Awaiting decision
23/0500/FUL	<u>Moridunum Broadhembury Honiton EX14 3LA</u> Single storey extension to provide additional living accommodation Planning application received 20th March 2023	No objections (12/4/23 - DP)	Awaiting decision
23/0354/FUL	<u>4 The Lower Mews Road Past Leyhill Farm, Payhembury, Devon.</u> Single storey extension and addition of vertically mounted solar panels to outbuilding. Planning application received 17th February 2023	No objections (10/3/23 - PC meeting 8/3/23)	Awaiting decision

For information:

12 planning applications awaiting a decision by EDDC/DCC on 3rd May 2023 – 21/3361/LBC; 22/2709/FUL; 22/2606/OUT; 23/0209/FUL; 23/0210/FUL; 23/0354/FUL; 23/0500/FUL; 23/0560/FUL; 23/0561/LBC; 23/0573/FUL; 23/0768/FUL & 23/0905/FUL

1 planning application decided by EDDC between 1st March 2023 and 3rd May 2023 – 23/0153/FUL (approved 7/3/23)

Appendix B – summary status of open Parish Council projects (3rd May 2023)

Project		Start date	Original Finish	Revised Finish	Funds	Funds spent	Funds remaining	Comments
1906	Playing fields improvements	Nov 2019			19721.04	16602.00	3119.04	Toddler area complete Jun 22; Teen climber still to be done; grants for goalposts applied for (tbc)

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 10th May 2023 at 7.30pm

2301	Nature trail	Mar 2023						Budget not set yet; funds expected from Coronation BBQ; CIL funds may be available
2302	Picnic bench	Mar 2023	May 2023		632.00		632.00	£567 from CIL; £65 from GR for delivery. Bench ordered 5/4/23; delivery by 17/5/23
2303	Noticeboards	Mar 2023						Budget not yet set; CIL funds available + £1000 donation offered

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

Bank Account balances on 3rd May 2023

Unity Trust Current account £1.00; Unity Trust Savings account £16282.92; Total £16283.92

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	1.3.23			12797.07
Receipts	6.3.23	HMRC VAT reclaim (1.8.22-28.2.23) - submitted 1/3/23	140.56	12937.63
	31.3.23	Bank interest	59.61	12997.24
	1.4.23	Precept (6 months)	4652.00	17649.24
	24.4.23	Donation for Zoom subscription	59.95	17709.19
Expenses	10.3.23	BHPN annual subscription	-50.00	17659.19
	25.3.23	Savills (Playing field rent Apr 23-Sep 23)	-153.91	17505.28
	28.3.23	Clerk's Salary for March 2023	-361.80	17143.48
	31.3.23	Quarterly bank charge (Jan-Mar 2023)	-18.00	17125.48
	4.4.23	Parish Hall (rent for Parish Council meetings 22-23)	-72.00	17053.48
	5.5.23	Playsafety (RoSPA playing fields inspection)	-115.20	16938.28
	5.5.23	DALC membership	-214.02	16724.26
	25.4.23	Clerk - refund for Zoom subscription	-71.94	16652.32
	28.4.23	Clerk's Salary for April 2023	-368.40	16283.92
Balance	3.5.23			16283.92
<i>Funds expected</i>	1.9.23	<i>Precept (6 months)</i>	4652.00	20935.92
	May-23	<i>CIL payment</i>	15421.94	36357.86
	Jun-23	<i>Bank interest</i>	0.00	36357.86
<i>Upcoming expenses</i>	May-23	<i>Community Heartbeat (VETS system annual cost) - estimate</i>	-132.00	36225.86
	May-23	<i>Clerk - refund for Amazon vouchers for Coronation event</i>	-80.00	36145.86
	May-23	<i>Clerk - refund for chocolate prizes for Coronation event</i>	-35.00	36110.86
	May-23	<i>Hire of Bouncy Castle</i>	-80.00	36030.86
	May-23	<i>BHIB (insurance)</i>	-486.56	35544.30
	May-23	<i>Earth Anchors (picnic bench)</i>	-758.40	34785.90
	28.5.23	<i>Clerk's Salary for May 2023</i>	-368.40	34417.50
	Jun-23	<i>Live4soccer (Project 1906 - goalposts)</i>	-840.00	33577.50
	Jun-23	<i>Concrete for new goalposts</i>	-75.00	33502.50
	28.6.23	<i>Clerk's Salary for June 2023</i>	-368.40	33134.10
	30.6.23	<i>Quarterly bank charge (Apr-Jun 2023)</i>	-18.00	33116.10
<i>VAT to be reclaimed</i>		<i>March 2023 --> (estimate)</i>	346.10	33462.20
Funds allocated		Clerk's salary	-3494.80	29967.40
		Administration	-2071.05	27896.35
		Other payments (inc S137 payments)	-230.00	27666.35
		Running costs	-3673.17	23993.18
		Project 1906 - Playing Fields improvements	-2344.04	21649.14
		Project 2301 - Nature Trail	0.00	21649.14
		Project 2302 - Picnic Bench (playing field)	0.00	21649.14
		Project 2303 - Noticeboards	0.00	21649.14
Contingency		Contingency (10% for projects)	-234.40	21414.74
Closing balance		(General Reserves)		21414.74

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 10th May 2023 at 7.30pm

Appendix D – Budget vs Actual 3rd May 2023

Budget item	Carried forward 2022/23	Budget for 2023/24	Other Income 2023/24	Total available 2023/24	Payments up to 03/05/23	Funds left 03/05/23	Payments expected (EOY)	Funds expected available (EOY)	Comments (tbcf - to be carried forward to next year (Earmarked Reserves); excess funds not required will be transferred to General Reserves in-year) all figures excluding VAT
Clerk's salary	0.00	4600.00		4600.00	368.40	4231.60	4420.80	179.20	Budget included £179 for potential pay rise.
Administration									
Clerk's expenses	0.00	100.00		100.00	0.00	100.00	0.00	100.00	
PPC Insurance	0.00	505.00		505.00	0.00	505.00	486.56	18.44	Budgeted for up to 10% increase - actual increase was ~6%
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	212.00		212.00	131.95	80.05	131.95	80.05	Zoom subscription (50% reduction); Parish Hall - 6 meetings in hall 23/24
DALC subscription	0.00	178.00		178.00	188.01	-10.01	188.01	-10.01	Budgeted for up to 10% increase - actual increase was ~17%
BHPN subscription	0.00	0.00	50.00	50.00	0.00	50.00	50.00	0.00	this year paid for from General Reserves
ICO registration fee	0.00	40.00		40.00	0.00	40.00	40.00	0.00	to be paid Sept 23 by DD - should have £5 discount for 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	0.00	72.00	72.00	0.00	due 30/6, 30/9, 31/12, 31/3 - more than offset by bank interest income
Election expenses	650.00	150.00		800.00	0.00	800.00	0.00	800.00	tbcf - 4-year rolling pot to reach £800
IT - email provision	0.00	50.00		50.00	0.00	50.00	49.99	0.01	to be paid Jan 24
IT - website support costs	0.00	207.00		207.00	0.00	207.00	207.00	0.00	to be paid October 2023
IT - laptop 3-yearly software	60.00	30.00		90.00	0.00	90.00	0.00	90.00	tbcf - due October 2023 - 3 year-pot
IT - laptop replacement	150.00	50.00		200.00	0.00	200.00	0.00	200.00	tbcf - laptop now 5 years old (bought Oct 2017), build fund for replacement
Running costs								0.00	
EDDC dog bin emptying	0.00	330.00		330.00	0.00	330.00	330.00	0.00	budgeted 10% increase
Church clock service	0.00	346.00		346.00	0.00	346.00	346.00	0.00	Service due around Nov 23
Playing field rent	54.36	363.00		417.36	0.00	417.36	307.82	109.54	tbcf - due Mar & Sep, built in contingency for expected backdated rent rise.
Playing field RoSPA inspection	0.00	100.00		100.00	96.00	4.00	96.00	4.00	Insp = March; invoice paid in April
Christmas Tree	326.17	0.00		326.17	0.00	326.17	83.33	242.84	tbcf - was Project 2201; now routine, funded by donations from 2022
Grass cutting	0.00	1100.00		1100.00	0.00	1100.00	1100.00	0.00	
Ditch clearing	300.00	0.00		300.00	0.00	300.00	0.00	300.00	tbcf - aim to hold ~£300
Defibrillator phone costs	0.00	176.00		176.00	0.00	176.00	176.00	0.00	
Defibrillator consumables & training	87.64	100.00		187.64	0.00	187.64	0.00	187.64	tbcf - to cover batteries (4yr), pads (2yr) & training as required
Assets maintenance	500.00	100.00		600.00	0.00	600.00	0.00	600.00	tbcf - aim to hold ~£500
Other Payments									
Other payments (misc)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
Grants/donations	0.00	200.00		200.00	0.00	200.00	200.00	0.00	some under S137 - eg village grants awarded Jan 23
Poppy Wreath	0.00	30.00		30.00	0.00	30.00	30.00	0.00	S137 - November 2023
Special Events	34.19	65.00	95.81	195.00	0.00	195.00	195.00	0.00	tbcf - additional £100 expenditure approved at meeting 8/3/23 for prizes
Projects									
P1906 - Playing fields improvements	3119.04	0.00	0.00	3119.04	0.00	3119.04	775.00	2344.04	tbcf - next phase of improvements; grants applied for to cover goalposts
P2301 - Nature Trail	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	new project March 2023 - no funds allocated yet
P2302 - Picnic Bench (playing field)	567.00	0.00	65.00	632.00	0.00	632.00	632.00	0.00	new project March 2023 (£567 CIL; £65 GR for delivery)
P2303 - Noticeboards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	new project March 2023 - no funds allocated yet, donation ->£1000 offered