

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 12th July 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 July 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 10th May 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 10th May 2023 (Section 2 of Appendix A).
8. Blackdown Hills Music Grants:
 - a. The BlackDown Hills Beer Festival was originally set up to fund music in the Blackdown Hills. Now that the festival is no longer taking place, the Directors are looking to award grants twice a year from their remaining funds to support the education, learning and appreciation of music in the Blackdown Hills. To consider whether to apply for a grant (closing date 1st September).
9. Parish Issues: Route maps, Parish Council Assets, etc:
 - a. Suspicious activity at Haskins Cross: to discuss recent suspicious activity at Haskins Cross and consider what steps to take.
 - b. Playing field rubbish: to consider what steps to take to reduce issues with rubbish etc in the playing fields.
 - c. Road Warden: to consider appointing Cllr Paul Thomas as Road Warden for Payhembury.
 - d. To report any other issues identified in the parish or with the Parish Council assets and agree any actions required.
10. Parish Council Open Projects: review dates, funds, costs for each open Parish Council project (see Appendix B):
 - a. Project 1906 – Playing fields improvements:
 - i. Goalposts: 1) to agree costs for materials to install new goalposts; 2) to arrange date etc for the installation of the new goalposts
 - ii. Sovereign Play report: to consider the report from Sovereign Play with regard to Zipwire and other potential improvements to the Playground and to agree next steps
 - iii. Teen Climber: to consider and agree next steps for the Teen Climber after taking into account the Sovereign Play report.
 - b. Project 2301 – Nature Trail: to review advice for content for the Nature Trail and agree next steps.
 - c. Project 2302 – Picnic bench (playing field): to approve closure of the project.
 - d. Project 2303 – Noticeboards:
 - i. to decide colour of noticeboards;
 - ii. to decide whether to have pinboards or magnetic backs and, if the latter, to approve expenditure on magnets for the noticeboards;
 - iii. to approve costs for concrete and wall fixings to install the noticeboards;
 - iv. to decide whether to use CIL funds to pay for the noticeboards or transfer funds from General Reserves;
 - v. to plan installation of noticeboards.
 - e. Project 2304 – Emergency Plan:
 - i. to consider the Co-ordinator role for the Community Emergency Response Team (CERT).
 - ii. to consider whether funding is required for the development of the Emergency Plan and approve amounts if needed;

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- iii. to consider whether to hold a separate budget for use if the Emergency Plan is triggered or whether to use funds from General Reserves;
- iv. in either case to decide and approve maximum amounts that can be spent under Scheme of Delegation and what these funds can be spent on.

11. Parish Food Support Database:

- a. To consider request from EDDC for information.

12. Finance / budgeting / precept:

- a. To review and approve the Schedule of Payments in Appendix C.
- b. To review the Budget vs Actual report in Appendix D.

13. Parish Council Administration:

- a. To consider paying VisionICT £75 (exc VAT) to set up a login area on the Parish Council website for documents for Councillors use.
- b. To adopt GDPR Data Protection Policy (version 1.0)

Dawn Chamberlain, Parish Clerk – 5th July 2023

The next meeting of Payhembury Parish Council is due to take place on Wednesday 13th September 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 12th July 2023 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 10th May 2023			
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; amended plans received 22nd June 2023	Original plans - no objections (23/2/23 – DP); amended plans – no objections (6/7/23 – DP)	Awaiting decision

For information:

3 planning applications decided by EDDC between 3rd May and 5th July 2023 – 22/2606/OUT (refused 23/6/23); 23/0354/FUL (approved 4/5/23) & 23/0500/FUL (approved 4/5/23)

7 planning applications awaiting a decision by EDDC/DCC on 5th July 2023 – 21/3361/LBC; 22/2709/FUL; 23/0209/FUL; 23/0210/LBC; 23/0768/FUL; 23/0573/FUL & 23/0905/FUL

Appendix B – summary status of open Parish Council projects (5th July 2023)

Project		Start date	Original Finish	Revised Finish	Funds	Funds spent	Funds remaining	Comments
1906	Playing fields improvements	Nov 2019			19983.76	17302	2681.76	Toddler area complete Jun 22; goalposts ordered (inc £250 grant); Teen climber still to be done; remaining funds to be transferred to Phase 2.
2301	Nature trail	Mar 2023			226.90		226.90	£226.90 raised from BBQ 7/5/23
2302	Picnic bench	Mar 2023	May 2023		632.00		632.00	£567 from CIL; £65 from GR for delivery. Bench ordered 5/4/23; delivered 23/5/23. Project to be closed.

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2303	Noticeboards	Mar 2023			3000.00		3000.00	Up to £2000 approved (10/5/23), exc delivery; CIL funds available + £1000 donation offered. Costs for installation to be approved.
2304	Emergency Plan	May 2023						Budget to be discussed July 2023 meeting.

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

Bank Account balances on 5th July 2023

Unity Trust Current account £1.00; Unity Trust Savings account £29417.01; Total £29418.01

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	3.5.23			16283.92
Receipts	9.5.23	CIL payment	15421.94	31705.86
	15.5.23	Grant from C/Clr Chubb's Locality Budget (for goalposts)	250.00	31955.86
	15.5.23	Cash from BBQ (for Nature Trail)	226.90	32182.76
	15.5.23	Cash from box in shop (for Playground Improvements)	12.72	32195.48
	8.6.23	VAT reclaim (Mar 23-May 23 inc)	206.43	32401.91
	30.6.23	Bank interest	139.86	32541.77
Expenses	15.5.23	Clerk (refund for Coronation competition prize)	-50.00	32491.77
	15.5.23	Clerk (refund for Coronation competition prize)	-20.00	32471.77
	15.5.23	Clerk (refund for Coronation competition prize)	-10.00	32461.77
	15.5.23	Clerk (refund for Coronation competition prize)	-14.00	32447.77
	15.5.23	BHIB (insurance)	-486.56	31961.21
	23.5.23	Earth Anchors (picnic bench)	-758.40	31202.81
	26.5.23	Community Heartbeat (VETS system annual cost)	-120.00	31082.81
	28.5.23	Clerk's Salary for May 2023	-368.40	30714.41
	14.6.23	Live4soccer (Project 1906 - goalposts)	-840.00	29874.41
	26.6.23	Paul Hurford (bouncy castle hire on 7th May 2023)	-70.00	29804.41
	28.6.23	Clerk's Salary for June 2023	-368.40	29436.01
	30.6.23	Quarterly bank charge (Apr-Jun 2023)	-18.00	29418.01
Balance	5.7.23			29418.01
<i>Funds expected</i>	1.9.23	<i>Precept (6 months)</i>	4652.00	34070.01
	Jul-23	<i>VAT reclaim (Jun 23 only)</i>	140.00	34210.01
	Sep-23	<i>Bank interest</i>	0.00	34210.01
<i>Upcoming expenses</i>	Jul-23	<i>Concrete to install new goalposts - estimate</i>	-75.00	34135.01
	Jul-23	<i>Teen Climber - new footholds - estimate</i>	-45.00	34090.01
	Jul-23	<i>EDDC (dog poo bin emptying) - estimate</i>	-396.00	33694.01
	Jul-23	<i>Earth Anchors (noticeboards) - estimate of Council's costs</i>	-2000.00	31694.01
	28.7.23	<i>Clerk's salary for July 2023</i>	-368.40	31325.61
	Aug-23	<i>Concrete and wall fixings for new noticeboards - estimate</i>	-75.00	31250.61
	28.8.23	<i>Clerk's salary for August 2023</i>	-368.40	30882.21
<i>VAT to be reclaimed</i>		<i>July 2023 --> (estimate)</i>	66.00	30948.21
<i>Funds allocated</i>		<i>Clerk's salary</i>	-2758.00	28190.21
		<i>Administration</i>	-2131.00	26059.21
		<i>Other payments (inc S137 payments)</i>	-267.52	25791.69
		<i>Running costs</i>	-3353.17	22438.52
		<i>Project 1906 - Playing Fields improvements</i>	-2561.76	19876.76
		<i>Project 2301 - Nature Trail</i>	-226.90	19649.86
		<i>Project 2302 - Picnic Bench (playing field)</i>	0.00	19649.86
		<i>Project 2303 - Noticeboards</i>	0.00	19649.86
		<i>Project 2304 - Emergency Plan</i>	0.00	19649.86
<i>Contingency</i>		<i>Contingency (10% for projects)</i>	-256.18	19393.68
Closing balance		(General Reserves)		19393.68

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Appendix C – Budget vs Actual 5th July 2023

Budget item	Carried forward 2022/23	Budget for 2023/24	Other Income 2023/24	Total available 2023/24	Payments up to 05/07/23	Funds left 05/07/23	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	1105.20	3494.80	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	486.56	18.44	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	18.00	54.00	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	100.00	76.00	166.00	10.00	Annual phone rental due Jan 24
Defibrillator consumables & training	87.64	100.00		187.64	0.00	187.64	0.00	187.64	tbcf - to cover batteries (4yr), pads (2yr - due Oct 23) & training as required
Assets maintenance	500.00	100.00		600.00	0.00	600.00	0.00	600.00	tcbf - 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	161.67	33.33	161.67	33.33	tbcf - additional £100 expenditure approved at meeting 8/3/23 for prizes
Projects									
P1906 - Playing fields improvements	3119.04	0.00	262.72	3381.76	700.00	2681.76	820.00	2561.76	tbcf - next phase of improvements; grants applied for to cover goalposts
P2301 - Nature Trail	0.00	0.00	226.90	226.90	0.00	226.90	0.00	226.90	NP March 23: no funds allocated yet
P2302 - Picnic Bench (playing field)	567.00	0.00	65.00	632.00	632.00	0.00	632.00	0.00	NP March 23: (£567 CIL; £65 GR for delivery)
P2303 - Noticeboards	0.00	0.00	2075.00	2075.00	0.00	2075.00	2075.00	0.00	NP March 23: -> £2000 approved (10/5/23), plus donation ->£1000 offered
P2304 - Emergency Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NP May 23: funding to be discussed at July 2023 meeting