

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 13th September 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 September 2023, 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 12th July 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 12th July 2023 (Section 2 of Appendix A).
8. Street Lighting:

In response to a request from Chardstock, information has been provided to them about the numbers of street lights in Payhembury Parish and the times they are switched on. The information was requested with regard to Chardstock's unsuccessful request to Devon County Council for Chardstock's streetlights to be turned off earlier than they currently are.

 - a. To discuss the street lighting in Payhembury and whether the numbers of streetlights, and times they are switched on, is appropriate.
9. DALC AGM (27th September):
 - a. To consider whether to have representatives at the DALC AGM or to complete the Form for Proxy.
10. D-Day 80th Anniversary (6/6/24):
 - a. To consider options for marking the D-Day 80th Anniversary on 6th June 2024 - <https://www.day80beacons.co.uk/>
11. Parish Issues: Route maps, Parish Council Assets, etc:
 - a. Road Warden: to receive an update on progress with the Road Warden Scheme.
 - b. To report any other issues identified in the parish or with the Parish Council assets and agree any actions required.
12. Project 1906: Playing fields improvements:

Dates:	start Nov 2019	original finish ---	revised finish ---
Funds:	total funds £19,983.76	funds spent so far £17,302	funds remaining £2,681.76

Toddler area complete June 22; new goalposts installed July 23; teen climber still to be re-installed. Remaining funds to be transferred to Phase 2 (zipwire)

 - a. To discuss re-installation of teen climber and installation of associated safety surface.
 - b. To approve separate project for Phase 2 (zipwire).
 - c. To receive updates on the following and agree next steps:
 - i. Quotes from two play equipment suppliers for the installation of a zipwire (Sovereign Play quote already received).
 - ii. Information on applying for a grant from Tale Valley Trust towards the zipwire.
 - iii. Options and requirements for self-installing a zipwire.
 - iv. Insurance and legal requirements for self-installing a zipwire.
13. Project 2301: Nature Trail:

Dates:	start Mar 2023	original finish ---	revised finish ---
Funds:	total funds £226.90	funds spent so far £0.00	funds remaining £226.90

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£226.90 raised at the Coronation BBQ 7/5/23

- a. To receive update on the potential of a Nature Trail on Poffit Lane and agree next steps.

14. Project 2303: Noticeboards:

Dates: start Mar 2023 original finish --- revised finish ---
Funds: total funds £3,000.00 funds spent so far £0.00 funds remaining £3,000.00
£1,000 donation received, plus up to £2,000 allocated from CIL funds. Expected costs to be £2,856 to include installation costs and magnets. Noticeboards ordered, with delivery expected late September/early October.

- a. To agree costs of up to £75 for installation materials and up to £25 for magnets.
- b. To arrange a working party to install the noticeboards when they arrive.

15. Project 2304: Emergency Plan:

Dates: start May 2023 original finish --- revised finish ---
Funds: total funds £0.00 funds spent so far £0.00 funds remaining £0.00
Draft Emergency Plan has been circulated. Request for volunteers to be part of the Community Emergency Response Team advertised.

- a. To receive update on progress.
- b. To confirm who will be the Community Emergency Response Coordinator.

16. Finance / budgeting / precept:

- a. To review and approve the Schedule of Payments in Appendix B.
- b. To review the Budget vs Actual report in Appendix C.
- c. To consider options for the currently unallocated CIL funds (£14,183.80).

17. Parish Council Administration (part 1):

- a. To approve retirement of Scheme of delegation – planning matters policy.
- b. To adopt new Data retention & disposal policy & schedule policy (version 1.0).
- c. To adopt updated GDPR Privacy Statement (General) & (Staff, Contractors & Role Holders) (versions 1.1).
- d. To adopt updated GDPR Data Protection Policy (version 1.1).
- e. To adopt updated GDPR data breach policy (version 1.1).
- f. To adopt updated SAR policy & new separate SAR form (versions 1.1 & 1.0).
- g. To adopt updated Freedom of Information policy (version 1.1) and note associated ICO documents.
- h. To adopt updated Freedom of Information publication scheme (version 1.1).

18. Parish Council Administration (part 2):

- a. To review Clerk’s hours and pay.

19. Review actions from the meeting:

- a. To review actions from the meeting.

Dawn Chamberlain, Parish Clerk – 6th September 2023

The next meeting of Payhembury Parish Council is due to take place on Wednesday 8th November 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 13th September 2023 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 12th July 2023			
23/1595/FUL	<u>Swallows Nest, Payhembury, Devon EX14 3HJ</u> Proposed conversion of outbuilding to garage, office, gym and annexe Planning application received 24 th July 2023	Object (7/823 – DP, after site visit 31/7/23)	Awaiting decision
23/1640/LBC	<u>Charnwood, Payhembury EX14 3HR</u> Works to rear east elevation to include: replace roof and install rooflight on (primary lean-to); remove existing (secondary lean-to) and construct new extension; replace render on (primary lean-to); replace 1no. window on (primary lean-to) south elevation; elevation and replace guttering and downpipe on main house on south and east elevation and internal alterations to ground floor layout Planning application received 14 th August 2023	No objections (4/6/23 – DP)	Awaiting decision

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For information:

2 planning applications decided by EDDC between 5th July 2023 and 6th September – 23/0561/LBC (approved 9/8/23) & 23/0905/FUL (approved 2/8/23)

8 planning applications awaiting a decision by EDDC/DCC on 6th September 2023 – 21/3361/LBC; 22/2709/FUL; 23/0209/FUL; 23/0210/LBC; 23/0573/FUL; 23/0768/FUL; 23/1595/FUL & 23/1640/LBC

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

Bank Account balances on 6th September 2023

Unity Trust Current account £1.00; Unity Trust Savings account £34,472.21; Total £34,473.21

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	5.7.23			29418.01
Receipts	11.7.23	VAT reclaim (Jun 23 only)	140.00	29558.01
	2.8.23	Donation towards new Noticeboards (Project 2303)	1000.00	30558.01
	1.9.23	Precept (6 months)	4652.00	35210.01
Expenses	28.7.23	Clerk's salary for July 2023	-368.40	34841.61
	28.8.23	Clerk's salary for August 2023	-368.40	34473.21
Balance	6.9.23			34473.21
<i>Funds expected</i>	<i>Sep-23</i>	<i>Bank interest</i>	<i>0.00</i>	<i>34473.21</i>
	<i>Oct-23</i>	<i>CIL payment</i>	<i>0.00</i>	<i>34473.21</i>
<i>Upcoming expenses</i>	<i>Sep-23</i>	<i>Teen Climber - new footholds - estimate</i>	<i>-45.00</i>	<i>34428.21</i>
	<i>Sep-23</i>	<i>EDDC (dog poo bin emptying) - estimate</i>	<i>-396.00</i>	<i>34032.21</i>
	<i>Sep-23</i>	<i>Earth Anchors (noticeboards)</i>	<i>-3307.20</i>	<i>30725.01</i>
	<i>Sep-23</i>	<i>Concrete and wall fixings for new noticeboards - estimate</i>	<i>-75.00</i>	<i>30650.01</i>
	<i>Sep-23</i>	<i>Magnets for new Noticeboards (Project 2303)</i>	<i>-25.00</i>	<i>30625.01</i>
	<i>Sep-23</i>	<i>Clerk's expenses (stationery)</i>	<i>-7.00</i>	<i>30618.01</i>
	<i>Sep-23</i>	<i>VisionICT (Cllr login area)</i>	<i>-90.00</i>	<i>30528.01</i>
	<i>22.9.23</i>	<i>ICO annual registration fee (Direct Debit)</i>	<i>-35.00</i>	<i>30493.01</i>
	<i>28.9.23</i>	<i>Clerk's salary for September 2023</i>	<i>-368.40</i>	<i>30124.61</i>
	<i>29.9.23</i>	<i>Savills (Playing Field rent Oct 23-Mar 24)</i>	<i>-153.91</i>	<i>29970.70</i>
	<i>30.9.23</i>	<i>Quarterly bank charge (Jul-Sep 23)</i>	<i>-18.00</i>	<i>29952.70</i>
	<i>Oct-23</i>	<i>Devon Hedge Trimming Services (Tulip tree pruning)</i>	<i>-150.00</i>	<i>29802.70</i>
	<i>Oct-23</i>	<i>VisionICT (annual website support 12/23-11/24)</i>	<i>-248.40</i>	<i>29554.30</i>
	<i>Oct-23</i>	<i>Royal British Legion (Poppy Wreath & donation)</i>	<i>-30.00</i>	<i>29524.30</i>
	<i>Oct-23</i>	<i>Christmas tree</i>	<i>-100.00</i>	<i>29424.30</i>
	<i>Oct-23</i>	<i>Batteries & Accessories for Christmas Tree</i>	<i>-50.00</i>	<i>29374.30</i>
	<i>Oct-23</i>	<i>Smiths of Derby (Church clock service)</i>	<i>-415.20</i>	<i>28959.10</i>
	<i>28.10.23</i>	<i>Clerk's salary for October 2023</i>	<i>-368.40</i>	<i>28590.70</i>
<i>VAT to be reclaimed</i>		<i>July 2023 --> (estimate)</i>	<i>760.64</i>	<i>29351.34</i>
<i>Funds allocated</i>		<i>Clerk's salary</i>	<i>-2021.20</i>	<i>27330.14</i>
		<i>Administration</i>	<i>-1865.17</i>	<i>25464.97</i>
		<i>Other payments (inc S137 payments)</i>	<i>-237.52</i>	<i>25227.45</i>
		<i>Running costs</i>	<i>-2569.93</i>	<i>22657.52</i>
		<i>Unallocated CIL funds</i>	<i>-14183.80</i>	<i>8473.72</i>
		<i>Project 1906 - Playing Fields improvements</i>	<i>-2636.76</i>	<i>5836.96</i>
		<i>Project 2301 - Nature Trail</i>	<i>-226.90</i>	<i>5610.06</i>
		<i>Project 2303 - Noticeboards</i>	<i>-144.00</i>	<i>5466.06</i>
		<i>Project 2304 - Emergency Plan</i>	<i>0.00</i>	<i>5466.06</i>
Contingency		Contingency (10% for projects)	-300.77	5165.29
Closing balance		(General Reserves)		5165.29

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Appendix C – Budget vs Actual 6th September 2023

Budget item	Carried forward 2022/23	Budget for 2023/24	Other Income 2023/24	Total available 2023/24	Payments up to 06/09/23	Funds left 06/09/23	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	1842.00	2758.00	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	5.83	94.17	
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	35.00	5.00	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	282.00	-75.00	to be paid October 2023; inc Cllr login area
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 ~6 years old (bought Oct 2017), build fund for replacement
Running costs								0.00	
EDDC dog bin emptying	0.00	330.00		330.00	330.00	0.00	330.00	0.00	budgeted 10% increase; 6/9/23 - invoice not yet received
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
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	150.00	450.00	tbcf - aim to hold ~£500; tree pruning (£150)
Christmas Tree	326.17	0.00		326.17	0.00	326.17	133.33	192.84	tbcf - was Project 2201; now routine, funded by donations from 2022
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	745.00	2636.76	tbcf - phase 1 (teen climber); phase 2 (zipwire)
P2301 - Nature Trail	0.00	0.00	226.90	226.90	0.00	226.90	0.00	226.90	NP March 2023 - funds from Coronation BBQ
P2302 - Picnic Bench (playing field)	567.00	0.00	65.00	632.00	632.00	0.00	632.00	0.00	NP March 2023 (£567 CIL; £65 GR for delivery) - project complete
P2303 - Noticeboards	0.00	0.00	3000.00	3000.00	2756.00	244.00	2856.00	144.00	NP March 2023 - --> £2000 approved (10/5/23), plus donation £1000
P2304 - Emergency Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NP May 2023