

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 8th November 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 November 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 13th September 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 13th September 2023 (Section 2 of Appendix A).
8. DBEC Time Together Programme:
 - a. To receive a presentation from Devon Business & Education Centre on their Time Together Programme.
9. Parking and speeding issues:

The Parish Council have received numerous complaints again about parking in the centre of the village and the speed of traffic through the village.

 - a. To review previous attempts at finding a solution, in order to identify if there are any other potential options and to agree next steps.
10. Blackdown Hills Parish Network – thermal imaging camera:

BHPN now have a Thermal Imaging Camera which can be borrowed by Parish Councils in the AONB to enable a nominated representative to carry out simple heat loss surveys of properties on behalf of the owners.

 - a. To decide whether the Parish Council would like to offer this service to parishioners. If so, to agree a nominated representative for training and agree next steps.
11. EDDC Local Plan survey of Parish Council's Neighbourhood Plans intentions:

EDDC have asked all Parish & Town Councils to complete a survey about their intentions with regard to their Neighbourhood Plan.

 - a. To consider the Parish Council's response to the survey.
12. Christmas Tree on the village green 2023:
 - a. To discuss installation of the Christmas Tree and the switching on of the Christmas Tree lights.
13. Parish Issues: Route maps, Parish Council Assets, etc:
 - a. Road Warden: to receive an update on progress with the Road Warden Scheme.
 - b. To discuss arrangements for a working party to tidy the playing fields area, including removal of brambles etc.
 - c. To consider a request for the Parish Council to ask EDDC to remove the litter bin from the village green.
 - d. To report any other issues identified in the parish or with the Parish Council assets and agree any actions required.
14. 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
	£226.90 raised at the Coronation BBQ 7/5/23		

 - a. To receive an update on assessing Poffit Lane as a location for the Nature Trail and agree next steps.
 - b. To review timescales for the project.
15. Project 2303: Noticeboards:

Dates:	start Mar 2023	original finish ---	revised finish ---
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Funds: total funds £3,000.00 funds spent so far £2775.98 funds remaining £75
(plus £149.02 returned to CIL funds)

£1,000 donation received, plus up to £2,000 allocated from CIL funds. Noticeboards delivered in September, with corrected headerboards delivered 2 weeks later. The village and Parish Council noticeboards were installed 23rd/24th October. The Tale noticeboard to be installed very shortly.

- a. To approve closure of the project once the Tale noticeboard has been installed.

16. 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 was been circulated. Request for volunteers to be part of the Community Emergency Response Team advertised. Cllr Leach to be Community Emergency Response Coordinator.

- a. To receive update on progress.

17. Project 2305: Playing fields improvements phase 2:

Dates: start Sep 2023 original finish --- revised finish ---
Funds: total funds £2,636.76 funds spent so far £0.00 funds remaining £2,636.76

One quote for a zipwire received, others being sought. Funds transferred in from closure of Project 1906 (phase 1), but further funds will be needed.

- a. To receive updates on the following and agree next steps:
 - i. Quotes from 2 more play equipment suppliers for the installation of a zipwire (1 quote already received).
 - ii. Information on applying for a grant from Tale Valley Trust towards the zipwire.
 - iii. Insurance status of Cllr Leach’s company with regard to installing a zipwire and/or safety surfaces.
- b. To discuss potential re-installation of teen climber and installation of associated safety surface.

18. Finance / budgeting / precept:

- a. To consider whether to introduce a Chairman’s Allowance (LGA 1972, s.15(5)) and, if so, to agree criteria.
- 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 consider options for the currently unallocated CIL funds.
- e. To review the draft budget for 2024/25.

19. Parish Council Administration:

- a. To consider quotes received for the role of Internal Auditor for the financial year 2023/24 and to appoint an Internal Auditor.
- b. To discuss grass cutting contract and agree grass cutting regime, length of contract etc.
- c. To adopt new Grant Awarding policy.
- d. To adopt new Biodiversity policy.
- e. To adopt new Chairman’s Allowance policy (subject to decision at item 17a of the agenda).

20. Review actions from the meeting:

- a. To review actions from the meeting.

Dawn Chamberlain, Parish Clerk – 2nd November 2023

The next meeting of Payhembury Parish Council is due to take place on Wednesday 10th January 2024, 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 8th November 2023 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 13th September 23			
23/2064/FUL	<u>Milton Furze Payhembury Devon EX14 3HE</u> Demolition of pole barn and erection of new barn on old footprint Planning application received 3 rd October 2023	No objections (20/10/23)	Awaiting decision
23/0768/FUL (amended)	<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 14 th April 2023	Object - site visit 22/4/23 (25/4/23-DP) Amended plans – object (20/10/23)	Awaiting decision

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Amended planning application received 9 th October 2023		
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For information:

4 planning applications decided by EDDC between 6th September and 2nd November 2023 – 23/0209/FUL & 23/0210/LBC (approved 20/9/23), 23/0573/FUL (refused 1/11/23) & 23/1640/LBC (approved 11/10/23)

5 planning applications awaiting a decision by EDDC/DCC on 2nd November 2023 – 21/3361/LBC, 22/2709/FUL, 23/0768/FUL, 23/1595/FUL & 23/2064/FUL

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

Bank Account balances on 2nd November 2023

Unity Trust Current account £1.00; Unity Trust Savings account £30,167.78; Total £340,168.78

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	6.9.23			34473.21
Receipts	30.9.23	Bank Interest	208.25	34681.46
	6.10.23	HMRC VAT reclaim (Jul 23-Sep 23)	566.37	35247.83
Expenses	15.9.23	Earth Anchors (noticeboards)	-3307.20	31940.63
	15.9.23	Clerk's expenses (stationery)	-7.00	31933.63
	15.9.23	VisionICT (Cllr login area)	-84.00	31849.63
	22.9.23	ICO annual registration fee (Direct Debit)	-35.00	31814.63
	28.9.23	Clerk's salary for September 2023	-368.40	31446.23
	29.9.23	Savills (Playing Field rent Oct 23-Mar 24)	-153.91	31292.32
	30.9.23	Quarterly bank charge (Jul-Sep 23)	-18.00	31274.32
	11.10.23	Magnets for new Noticeboards (Project 2303)	-23.98	31250.34
	11.10.23	VisionICT (annual website support 12/23-11/24)	-225.76	31024.58
	11.10.23	Royal British Legion (Poppy Wreath & donation)	-30.00	30994.58
	28.10.23	Clerk's salary for October 2023	-429.80	30564.78
	1.11.23	EDDC (dog poo bin emptying)	-396.00	30168.78
Balance	1.11.23			30168.78
<i>Funds expected</i>	31.12.23	Bank Interest	0.00	30168.78
<i>Upcoming expenses</i>	10.11.23	Clerk's expenses (stationery)	-5.12	30163.66
	10.11.23	Clerk (McAfee for Clerk's laptop)	-13.97	30149.69
	Nov-23	Clerk's payrise backdated to 1/4/23 - estimate	-215.00	29934.69
	28.11.23	Clerk's salary for November 2023	-464.80	29469.89
	Nov-23	Devon Hedge Trimming Services (Tulip tree pruning)	-150.00	29319.89
	Nov-23	Teen Climber - new footholds - estimate	-45.00	29274.89
	Nov-23	Concrete and wall fixings for new noticeboards - estimate	-75.00	29199.89
	Nov-23	Christmas tree	-100.00	29099.89
	Nov-23	Batteries & Accessories for Christmas Tree	-50.00	29049.89
	Nov-23	Smiths of Derby (Church clock service)	-415.20	28634.69
	Nov-23	DALC (Cllr training course)	-48.00	28586.69
	28.12.23	Clerk's salary for December 2023	-464.80	28121.89
	31.12.23	Quarterly bank charge (Jul-Sep 23)	-18.00	28103.89
	Jan-24	ALP Grounds Maintenance (grass cutting) - estimate	-1100.00	27003.89
	Jan-24	CloudNext (email hosting Feb 24-Jan 25)	-59.99	26943.90
<i>VAT to be reclaimed</i>		October 2023 --> (estimate)	212.35	27156.25
<i>Funds allocated</i>		Clerk's salary	-1394.40	25761.85
		Administration	-1733.93	24027.92
		Other payments (inc S137 payments)	-237.52	23790.40
		Running costs	-1459.93	22330.47
		Unallocated CIL funds	-14188.81	8141.66
		Project 2301 - Nature Trail	-226.90	7914.76
		Project 2303 - Noticeboards	0.00	7914.76
		Project 2304 - Emergency Plan	0.00	7914.76
		Project 2305 - Playing fields improvements phase 2	-2636.76	5278.00
Contingency		Contingency (10% for projects)	-300.77	4977.23
Closing balance		(General Reserves)		4977.23

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Appendix C – Budget vs Actual 2nd November 2023

Budget item	Carried forward 2022/23	Budget for 2023/24	Other Income 2023/24	Total available 2023/24	Payments up to 01/11/23	Funds left 01/11/23	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	2640.20	1959.80	5179.20	-579.20	Pay rise £1 p/h plus inc to 35h/m from 1/10/23
Administration									
Clerk's expenses	0.00	100.00		100.00	5.83	94.17	10.10	89.90	
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 (expected next year)
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 22/23
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 (approved Mar 23)
ICO registration fee	0.00	40.00		40.00	35.00	5.00	35.00	5.00	paid Sept 23 by DD - £5 discount for DD
Councillor & Clerk training	0.00	200.00		200.00	0.00	200.00	40.00	160.00	1 training course
Bank charges	0.00	72.00		72.00	36.00	36.00	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	258.13	-51.13	258.13	-51.13	October 2023; additional cost for Cllr login area (app 7/23)
IT - laptop 3-yearly software	60.00	30.00		90.00	0.00	90.00	13.97	76.03	McAfee renewal only, MS-Office to be replaced in 2025
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	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	153.91	263.45	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 23; invoice paid in April 23
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	88.00	99.64	tbcf - to cover batteries (4yr), pads (2yr - due Feb 24) & 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	30.00	0.00	30.00	0.00	S137 - October 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 imp. phase 1	3119.04	0.00	-2374.04	745.00	700.00	45.00	745.00	0.00	Sep 23 - project closed, net funds (In £262.72, out £2636.76) to Project 2305
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	2850.98	2850.98	2775.98	75.00	2850.98	0.00	NP March 2023 - --> £2000 CIL 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
P2305 - Playing fields imp. phase 2	0.00	0.00	2636.76	2636.76	0.00	2636.76	0.00	2636.76	NP September 2023, funds transferred from Phase 1 (Project 1906)
Unallocated CIL funds	0.00	0.00	14188.81	14188.81	0.00	14188.81	0.00	14188.81	Funds awaiting allocation