

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 10th January 2024 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 December 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 8th November 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 8th November 2023 (Section 2 of Appendix A).
8. Grass cutting contract:
 - a. To consider quotes received for the Grass Cutting contract 1/2/24-31/1/27 and to award the contract.
9. Thermal Imaging Camera:
 - a. To receive an update on the loan of the BHPN Thermal Imaging Camera to the Parish Council and agree next steps.
10. Proposed development north of Feniton:

Taylor Wimpey/Pegasus have proposed a large housing development on the north side of Feniton, either side of the road between Feniton and Colestocks.

 - a. To consider writing to Taylor Wimpey/Pegasus regarding their proposal and the potential impact on the parish of Payhembury.
11. Playing fields lease:

The playing fields lease is due for renewal in August 2026. Savills have proposed a 'Letter of Intent' to renew the lease so that the Tennis Club can apply for a grant for a new playing surface before that date.

 - a. To consider whether a 'Letter of Intent' is the right approach and, if so, consider any potential costs involved.
12. Skittle Alley & Coconut Shy:
 - a. To discuss the skittle alley and coconut shy and agree what actions the Parish Council can take to preserve them.
13. Recent issues with flooding:
 - a. To consider recent issues with blocked ditches causing flooding in parts of the parish and agree any actions.
14. Parish Issues: Route maps, Parish Council Assets, etc:
 - a. Road Warden: to receive an update on progress with the Road Warden Scheme and to consider which areas of the parish require the most urgent attention.
 - b. To confirm arrangements for a working party on 11th February to tidy the playing fields area, including removal of brambles etc.
 - c. To report any other issues identified in the parish or with the Parish Council assets and agree any actions required.
15. 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		

The assessment of Poffit Lane as a location for the Nature Trail has been delayed.

 - a. To review timescales for the project.

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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
 a. To receive an update from Cllr Rance and review timescales.
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
 a. To consider quotes received for phase 2 of the playing fields improvements and agree next steps.
 b. To review timescales for the project.
18. Parish Council administration:
 a. To agree date and format for the Annual Parish Meeting.
19. Finance / budgeting / precept:
 a. To consider grant applications received from groups connected to the parish and to approve grants.
 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 review and approve the budget for 2024/25.
 e. To set and approve the precept for 2024/25.
 f. To consider options for the currently unallocated CIL funds.
20. Review actions from the meeting:
 a. To review actions from the meeting.

Dawn Chamberlain, Parish Clerk – 3rd January 2024

The next meeting of Payhembury Parish Council is due to take place on Wednesday 13th March 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 10th January 2024 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 8th November 2023			
23/2341/PDR	<u>Barn Opposite Hembury Close Broadhembury Honiton EX14 3LE</u> Change of use from agriculture to a flexible commercial use, specifically a Class C1 (guesthouse) use Planning application received 7 th November 2023	Object – site visit 21/11/23 (28/11/23-DP)	Awaiting decision
23/2649/FUL & 23/2650/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; and replace guttering and downpipe on main house on south and east elevation, and internal alterations to ground floor layout Planning application received 15 th December 2023	No objections (3/1/24-DP)	Awaiting decision

For information:

2 planning applications decided by EDDC between 2nd November 2023 and 3rd January 2024 – 22/2709/FUL (refused 3/11/23) & 23/2064/FUL (approved 2/11/23)

6 planning applications awaiting a decision by EDDC/DCC on 3rd January 2024 – 21/3361/LBC, 23/0768/FUL, 23/1595/FUL, 23/2341/PDR, 23/2649/FUL & 23/2650/LBC

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

Bank Account balances on 3rd January 2024

Unity Trust Current account £1.00; Unity Trust Savings account £29,180.36; Total £29,181.36

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	1.11.23			30168.78
Receipts	8.12.23	HMRC VAT reclaim (Oct 23-Nov 23)	110.81	30279.59
	18.12.23	CIL payment (backdated from 2021)	303.96	30583.55
	31.12.23	Bank Interest	208.20	30791.75
Expenses	14.11.23	Clerk's expenses (stationery)	-5.12	30786.63
	14.11.23	Clerk (McAfee for Clerk's laptop)	-13.97	30772.66
	14.11.23	Clerk's payrise backdated to 1/4/23	-215.00	30557.66
	28.11.23	Clerk's salary for November 2023	-464.80	30092.86
	12.12.23	Batteries & Accessories for Christmas Tree	-32.70	30060.16
	12.12.23	Smiths of Derby (Church clock service)	-396.00	29664.16
	28.12.23	Clerk's salary for December 2023	-464.80	29199.36
	31.12.23	Quarterly bank charge (Oct-Dec 23)	-18.00	29181.36
Balance	3.1.24			29181.36
<i>Funds expected</i>	31.3.24	<i>Bank Interest</i>	0.00	29181.36
<i>Upcoming expenses</i>	Jan-24	<i>ALP Grounds Maintenance (grass cutting) - estimate</i>	-1100.00	28081.36
	Jan-24	<i>CloudNext (email hosting Feb 24-Jan 25)</i>	-59.99	28021.37
	Jan-24	<i>Devon Hedge Trimming Services (Tulip tree pruning) – est.</i>	-150.00	27871.37
	Jan-24	<i>Parish Council Grants to local groups</i>	-200.00	27671.37
	Jan-24	<i>Teen Climber - new footholds - estimate</i>	-45.00	27626.37
	Jan-24	<i>Community Heartbeat (VETS phone costs) - estimate</i>	-79.20	27547.17
	28.1.24	<i>Clerk's salary for January 2024</i>	-464.80	27082.37
	Feb-24	<i>R J & F M Batchelor (Christmas tree)</i>	-100.00	26982.37
	Feb-24	<i>Community Heartbeat (new defibrillator pads) - estimate</i>	-105.60	26876.77
	Feb-24	<i>DALC (Cllr training course - part 1 of Being a Good Councillor)</i>	-18.00	26858.77
	28.2.24	<i>Clerk's salary for February 2024</i>	-464.80	26393.97
<i>VAT to be reclaimed</i>		<i>December 2023 --> (estimate)</i>	137.92	26531.89
Funds allocated		Clerk's salary	-464.80	26067.09
		Administration	-1761.26	24305.83
		Other payments (inc S137 payments)	-137.52	24168.31
		Running costs	-1328.68	22839.63
		Unallocated CIL funds	-14117.77	8721.86
		Project 2301 - Nature Trail	-226.90	8494.96
		Project 2303 - Noticeboards	0.00	8494.96
		Project 2304 - Emergency Plan	0.00	8494.96
		Project 2305 - Playing fields improvements phase 2	-2468.91	6026.05
Contingency		Contingency (10% for projects)	-269.58	5756.47
Closing balance		(General Reserves)		5756.47

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Appendix C – Budget vs Actual 3rd January 2024

Budget item	Carried forward 2022/23	Budget for 2023/24	Other Income 2023/24	Total available 2023/24	Payments up to 03/01/24	Funds left 03/01/24	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	3784.80	815.20	5179.20	-579.20	underbudgeted due to pay rise £1 p/h plus inc to 35h/m from 1/10/23
Administration									
Clerk's expenses	0.00	100.00		100.00	10.10	89.90	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
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	45.00	155.00	parts 1-3 of training course, part 4 due April 24
Bank charges	0.00	72.00		72.00	54.00	18.00	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	11.64	78.36	11.64	78.36	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	330.00	0.00	330.00	0.00	budgeted 10% increase
Church clock service	0.00	346.00		346.00	330.00	16.00	330.00	16.00	Church Clock serviced in late Nov 23
Playing field rent	54.36	363.00		417.36	153.91	263.45	153.91	263.45	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	invoice due Jan 24
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	tcbf - aim to hold ~£500; tree pruning (£150)
Christmas Tree	326.17	0.00		326.17	27.25	298.92	110.58	215.59	tbcf - was Project 2201; now routine, funded by donations from 2022
Other Payments									
Chairman's Allowance	0.00	0.00	100.00	100.00	0.00	100.00	0.00	100.00	Allowance approved mtg 8/11/23
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	100.00	199.19	161.67	37.52	161.67	37.52	tbcf - additional £100 expenditure approved at meeting 8/3/23 for prizes
Projects									
P1906 - Playing fields imp.	3119.04	0.00	-2419.04	700.00	700.00	0.00	700.00	0.00	Sep 23 - project closed, remaining funds vired to Project 2305 (Phase 2)
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	2775.98	2775.98	2775.98	0.00	2775.98	0.00	NP March 2023 (->£2000 CIL; plus donation £1000) - project complete
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	2513.91	2513.91	0.00	2513.91	45.00	2468.91	NP September 2023, funds transferred from Phase 1 (Project 1906)
Pxxxx - Defibrillator replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	tbcf - defib replacement due ~27/28, cost ~£1000, start to save from 24/25
Unallocated CIL funds	0.00	0.00	14117.77	14117.77	0.00	14117.77	0.00	14117.77	Funds awaiting allocation