

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 13th March 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 March 2024, 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 January 2024.
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(l), 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. DBEC Time Together programme:
 - a. To receive a briefing on the Devon Business & Education Centre's Time Together programme.
8. 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 January 2024 (Section 2 of Appendix A).
9. Road Warden's report:
 - a. To receive an update from the Road Warden with regard to training.
 - b. To consider which areas of the parish require the most urgent attention once the Road Warden is trained and agree next steps.
10. Lane from Spence Cross to Lower Cheriton:

The lane from Spence Cross to Lower Cheriton is in poor repair. Parts of it are collapsing and some parts flood badly, especially near Ellis's pond.

 - a. To consider what steps the Parish Council can take to arrange urgent repairs to the road.
11. Road through Lower Tale:

There have been a number of recent mud-slips from the steep banks onto the road through Lower Tale.

 - a. To consider what steps the Parish Council can take to minimise mud-slips and to ensure the road is cleared promptly.
12. Police & Crime Commissioners elections – 2nd May 2024:
 - a. To consider a request from the 20's Plenty group to contact the candidates and ask them to 'pledge to support the presumption of 20mph, increases in roads policing budgets and to upgrade dash cam reporting systems'.
13. Blackdown Hills Parish Network:
 - a. To receive an update from the BHPN management plan review workshop on 28th February.
14. Parish Issues: Route maps, Parish Council Assets, etc:
 - a. To discuss further bramble clearing in the playing fields and arrange a date for a working party.
 - b. 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		

 - a. To receive an update on arrangements to assess Poffit Lane as a location for the Nature Trail.
 - b. To review timescales for the project.
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 on progress and review timescales.

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17. Project 2305: Playing fields improvements phase 2:
 Dates: start Sep 2023 original finish --- revised finish ---
 Funds: total funds £16,631.68 funds spent so far £0.00 funds remaining £16,631.68
- 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 review and adopt the Parish Council Risk Assessment (new document).
 - b. To review and adopt the Internal Control document (new document).
 - c. To review and adopt the Risk Management Policy (new document).
 - d. To review and adopt the updated Complaints Policy & Procedure.
 - e. To review and adopt the updated Playground & Maintenance policy.
 - f. To review and adopt the Risk Assessment for the Playground (new document).
 - g. To review membership of the Blackdown Hills Parish Network and DALC.
 - h. To consider the impact of moving the Parish Council’s email addresses to a ‘.gov.uk’ format inline with the anticipated changes to the Joint Panel on Accountability and Governance guidance and agree next steps.
19. Finance / budgeting / precept:
- a. To approve transfer of funds from General Reserves to Chairman’s Allowance to return the total available to £100.
 - b. To consider approving the annual spine point increase to the Clerk’s wages with effect from 1st April 2024.
 - c. To consider purchasing a dedicated Parish Council phone and associated ongoing costs for the Clerk.
 - d. To consider the EDDC recently notified large increase in cost for emptying dog poo bins and to decide whether to retain the current number of bins and emptying schedule.
 - e. To review and approve the Schedule of Payments in Appendix B.
 - f. To review the Budget vs Actual report in Appendix C.
20. Review actions from the meeting:
- a. To review actions from the meeting.

Dawn Chamberlain, Parish Clerk – 6th March 2024

The next meeting of Payhembury Parish Council is due to take place on Wednesday 8th May 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 13th March 2024 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 10th January 2024			
24/0136/FUL	<u>Tinkers Barn, Payhembury EX14 3JQ</u> Part garage conversion, first floor extension over existing garage and single storey rear extension and the introduction of solar panels Planning application received 24 th January 2024	No objections (19/2/24 – DP)	Awaiting decision
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 Amended planning application received 26 th January 2024	Object to original (DP after site visit - 7/8/23)	Awaiting decision
24/0183/TRE	<u>2 Warren Close, Payhembury, Devon EX14 3NA</u> T1, Oak : 20% crown thinning of 12-13m span, reducing growth by between 1-2.5m, maximum diameter of cut 100mm. Planning application received 31 st January 2024	No objections (19/2/24-DP)	Awaiting decision

For information:

4 planning applications decided by EDDC between 3rd January 2024 and 6th March 2024 – 23/0768/FUL (refused 30/1/24), 23/2341/PDR (prior approval granted 4/1/24), 23/2649/FUL (approved 31/1/24) & 23/2650/LBC (approved 31/1/24)

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4 planning applications awaiting a decision by EDDC/DCC on 6th March 2024 – 21/3361/LBC, 24/0136/FUL, 23/1595/FUL & 24/0183/TRE

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

Bank Account balances on 6th March 2024

Unity Trust Current account £1.00;

Unity Trust Savings account £26,820.43;

Total £26,821.43

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	3.1.24			29181.36
Receipts		none		29181.36
Expenses	12.1.24	CloudNext (email hosting)	-59.98	29121.38
	12.1.24	ALP Grounds Maintenance (grass cutting 2023)	-700.00	28421.38
	12.1.24	Applepips (Parish Council grant)	-200.00	28221.38
	15.1.24	Tale Valley Trust (Parish Council grant)	-250.00	27971.38
	15.1.24	Payhembury Parish Paper (Parish Council grant)	-100.00	27871.38
	22.1.24	Community Heartbeat (VETS phone system)	-62.40	27808.98
	28.1.24	Clerk's salary for January 2024	-464.80	27344.18
	14.2.24	Louise Scott (Chairman's Allowance)	-39.95	27304.23
	28.1.24	Clerk's salary for February 2024	-464.80	26839.43
	6.3.24	DALC (Cllr training course - part 1 of Being a Good Councillor)	-18.00	26821.43
Balance	6.3.24			26821.43
Expected receipts and expenses to the end of the 2023/24 financial year				
<i>Funds expected</i>	31.3.24	Bank Interest	0.00	26821.43
<i>Upcoming expenses</i>	Mar-24	Devon Hedge Trimming Services (Tulip tree pruning) - estimate	-150.00	26671.43
	Mar-24	R J & F M Batchelor (Christmas tree)	-100.00	26571.43
	Mar-24	Community Heartbeat (new defibrillator pads)	-105.60	26465.83
	Mar-24	DALC (Cllr training course - part 2 of Being a Good Councillor)	-18.00	26447.83
	Mar-24	BHPN Annual subscription	-50.00	26397.83
	25.3.24	Savills (playing fields rent Mar-Sep 2024)	-153.91	26243.92
	28.3.24	Clerk's salary for March 2024	-464.80	25779.12
	31.3.24	Quarterly Bank Charge (Jan-Mar 2024)	-18.00	25761.12
Bank balance	31.3.24			25761.12
		Earmarked reserves	(19409.28)	
		General reserves & project contingency	(6351.84)	
Expected receipts and expenses from the start of the 2024/25 financial year				
<i>Funds expected</i>	1.4.24	Precept (6 months)	6156.50	31917.62
	Apr-24	VAT reclaim (Dec 23 - Mar 24)	132.11	32049.73
	Apr-24	CIL payment		32049.73
	1.9.24	Precept (6 months)	6156.50	38206.23
<i>Upcoming expenses</i>	Apr-24	Parish Hall (rent for Parish Council meetings May 23-Mar 24)	-72.00	38134.23
	Apr-24	Playsafety (RoSPA playing fields inspection) - estimate	-121.20	38013.03
	Apr-24	DALC membership - estimate	-310.00	37703.03
	Apr-24	Clerk - refund for Zoom subscription	-71.94	37631.09
	Apr-24	DALC (Cllr training course - part 3 of Being a Good Councillor)	-18.00	37613.09
	Apr-24	DALC (Cllr training course - part 4 of Being a Good Councillor)	-18.00	37595.09
	28.4.24	Clerk's Salary for April 2024	-472.50	37122.59
	May-24	Community Heartbeat (VETS system annual cost) - estimate	-132.00	36990.59
	May-24	BHIB (insurance) - estimate	-511.00	36479.59
<i>VAT to be reclaimed</i>		April 2024 --> (estimate)	105.19	36584.78
<i>Funds allocated</i>		Clerk's salary	-5482.50	31102.28
		Administration	-2318.41	28783.87
		Other payments (inc S137 payments)	-677.57	28106.30
		Running costs	-3563.77	24542.53
		Unallocated CIL funds	0.00	24542.53
		Project 2301 - Nature Trail	-226.90	24315.63
		Project 2304 - Emergency Plan	0.00	24315.63
		Project 2305 - Playing fields improvements phase 2	-16631.68	7683.95
		Playing Fields lease renewal	-1000.00	6683.95
		Defibrillator replacement	-200.00	6483.95
<i>Contingency</i>		Contingency (10% for projects)	-1859.00	4624.95
Closing balance		(General Reserves)		4624.95

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Appendix C – Budget vs Actual 6th March 2024

Budget item	Carried forward 2022/23	Budget for 2023/24	Other Income 2023/24	Total available 2023/24	Payments up to 06/03/24	Funds left 06/03/24	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	4714.40	-114.40	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	15.00	185.00	30.00	170.00	parts 1-2 of training course, parts 3-4 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	49.99	0.01	49.99	0.01	paid annually in January
IT - website support costs	0.00	207.00		207.00	258.13	-51.13	258.13	-51.13	paid annually in October; 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- no inc 23/24, but big inc due in 24/25 & 25/26
Church clock service	0.00	346.00		346.00	330.00	16.00	330.00	16.00	Church Clock serviced in December 2023
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	700.00	400.00	700.00	400.00	invoice for 2023 paid in January 2024
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	152.00	24.00	152.00	24.00	Annual phone rental - defib (May) and VETS (January)
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	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	39.95	60.05	39.95	60.05	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	550.00	-350.00	550.00	-350.00	some under S137 - village grants awarded Jan 24, increase app. 10/1/24
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	16631.68	16631.68	0.00	16631.68	0.00	16631.68	NP September 2023, funds transferred from Phase 1 (Project 1906) & CIL
Unallocated CIL funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Funds awaiting allocation