

PAYHEMBURY PARISH COUNCIL

File Note for the Advisory Meeting of the Parish Council held virtually via Zoom on Wednesday 14th July 2021 at 7.30pm

Members of Payhembury Parish Council met as an advisory group, for the purpose of reviewing the matters listed on the agenda and, where appropriate, making recommendations to the Parish Clerk to enact under the Scheme of Delegation. This was not a decision-making meeting.

1. Apologies for absence: Cllr Tim Cox, Cllr Kerron Allen, Cllr Karen Edwards, Cllr Matt Rance.
Present: Cllr Rob Leach & Cllr Phil Chamberlain; Dawn Chamberlain (Clerk), D/Cllr Phil Skinner and 4 members of the public. Cllr Leach chaired the meeting.
Cllr Eva Ingleson had tendered her resignation as a Parish Councillor on 12th July. The Casual Vacancy has been notified to Electoral Services at EDDC and the Parish Council will be notified on or after 3rd August as to whether an election is required. If no election is required then the Parish Council will try to fill the vacancy by co-option.
2. Declarations of interest: Cllr Leach declared an interest in item 10 on the agenda (The Watermeadows idea).
3. Minutes of previous meeting: The minutes from the meeting on 5th May 2021 had previously been circulated and published; Cllrs recommended that they be signed as a true record at the next full Council meeting.
4. District and County Councillor reports:
 - a. No report was available from the County Councillor.
 - b. District Councillor Phil Skinner raised the subject of the expected planning application for the Paytherden Solar Farm and asked for feedback from the Cllrs. The need for more green, environmentally friendly sources of energy was acknowledged, but the very strong objections to the current proposal from the residents of Tale was stressed, as was the support of the Parish Council for their parishioners. D/Cllr Skinner explained the need for EDDC to be able to balance the requirement for green energy against the locations to produce it, whilst also being aware of, and able to deal with, potentially more applications being made for the same areas. Government requirements and funding for green energy also need to be taken into account as does the impact on the larger Broadclyst area. D/Cllr Skinner's view was that the scale of energy requirements over the larger area needs to be identified first, together with the capacity for development in different part of the area, before any decisions can be made as to where these new facilities should be placed. The size of individual developments, and the potential for splitting them into smaller developments, can then also be considered. D/Cllr is seeking evidence to support any decision that is made.
5. Clerk's report:
 - a. No Police report received.
 - b. Actions from items 9a(i), 12a, 14b(i), 14b(ii), 14c, 15c(i), 15d(i) & 15d(ii) from the minutes of the meeting on 5th May 2021 were covered later in the meeting under separate agenda items.
 - c. (Action 6h) – no progress has been made so far with regard to the Clerk following up Jani Marok's offer to pay for a new covered village noticeboard.
 - d. (Action 9a(ii)) – reports on maintenance costs versus budget not yet produced. Preliminary work required to identify anticipated costs per asset to feed into maintenance budget.
 - e. (Action 9c) – increase in cost of the annual insurance was due to the insurers being informed that they had been using the wrong figure for the size of population of the parish. The correct figure took the insurance premium into the next band of costs.
 - f. (Action 11a(iii)) – site visit for planning application 21/0811/FUL was arranged and attended by four Cllrs.
 - g. (Action 14a) – contact details for the Plymtree Tree Warden were circulated to Councillors.
 - h. (Action 15c(ii)) – an article was placed in the Parish Paper regarding raising funds towards the playing fields improvements. No response so far.
 - i. The Six Bells pub is in the process of being sold to the current tenants. As the pub is designated as a Feature of the Community the Parish Council were approached by EDDC Planning to provide a statement to say whether the Parish Council were interested in buying the pub. The Clerk provided a statement, via email, to EDDC Planning saying the Parish Council were not interested in buying the pub. This response was based on an email consultation with the Councillors (as per the Parish Council's Scheme of Delegation) and reflected the majority view (4 out of 5 replies).
 - j. Annual audit – all paperwork completed, submitted and published as required. Acknowledgment received from the external auditor, PKF Littlejohn. The period of Public Rights is due to end on 16th July 2021.
 - k. Dog poo and litter bins – there have been reports of the dog poo bins not being emptied as they should be, in particular the new one at the village end of the footpath. This should now be sorted and it is expected that the bins should be emptied each week on a Wednesday. The litter bin in the playing fields is still not being emptied

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regularly. The contractor for EDDC told a member of the public that it is not their responsibility, however EDDC have said it is. This being followed up again.

- l. There had been a report of the footpath between the village and Colestocks being used as a bridleway. Cllr Leach (the landowner) has no problem with horses using the footpath due to the dangerous nature of the road, however there could be issues if pedestrians meet horses along the path.
 - m. A report had been received that long grass around the new Tale Bus Shelter was affecting visibility for people coming up the hill from the north. After consulting with DCC Highways, it was agreed that residents can cut the grass provided they do not go onto the road. Residents from Tale are arranging for this to be done.
 - n. The Parish Council were contacted for advice on nuisance bonfires, with a request to advertise the EDDC guidance for having bonfires. Links to the EDDC guidance were advertised on the Payhembury Parish facebook group and in the Parish Paper.
 - o. Work on asset records, etc is taking precedence over work on policy documentation for now, but it is hoped that further progress on policy documents will be made soon.
 - p. The Parish Council now have access to a free copy of the mapping tool Parish Online. It is hoped to be able to produce some useful information in map format on the Parish Council website in the near future.
6. Public participation: no matters were raised during the public participation session.
7. Neighbourhood Plans and the new Local Plan for East Devon:
- a. EDDC had provided three documents about Neighbourhood Plans and the new Local Plan for East Devon - 1) An Introduction to the New Local Plan Presentation - Ed Freeman, 2) Neighbourhood Planning in East Devon Presentation - Angela King and 3) NP Webinar Q&A Schedule v1.0). After a brief discussion the Councillors recommended deferring this item to the next meeting.
8. Potential building site between Feniton and Colestocks:
- a. Three documents had been received from the Feniton's Future group on 26th March - 1) Feniton's Future, 2) Response to Taylor Wimpey Strategic Land and 3) TW Update Feniton – Jan 2021. The Councillors recommended deferring further discussions to the next meeting, when more Councillors are present, and that this should include discussing whether to hold a public consultation meeting to establish what actions parishioners want the Parish Council to take on this matter.
9. Paytherden Solar Farm proposal:
- a. It was felt that this subject had been fully covered during the District Councillor report. The Parish Council's support for the Tale residents was reiterated.
10. The Watermeadows idea (allotments / car park / football pitch):
- a. Cllr Leach withdrew from the meeting for this discussion. Cllr Chamberlain reported no progress and recommended deferring this item to the next meeting.
11. Wild about Devon webinar 28th June:
- a. Wild About Devon is a new initiative to help communities and Parish and Town Councils take action for wildlife and help tackle the Ecological and Climate Emergencies. Their website, <https://www.devonlnp.org.uk/take-action/communities/>, brings together a lot of information, guidance and support. Cllr Rance had expressed interest in this area, but, as he wasn't present at this meeting, it was recommended to defer further discussion on this to the next meeting. **ACTION: Clerk to submit an article on Wild About Devon for the next Parish Paper.** Hopefully the article will produce some feedback from parishioners for inclusion in the discussions.
12. Her Majesty, The Queen's Platinum Jubilee celebrations – 2nd-5th June 2022:
- a. There are a number of national initiatives planned over the next year and over the extended bank holiday weekend in 2022 to celebrate Her Majesty, The Queen's Platinum Jubilee. The Councillors recommended checking if other groups in the parish had any plans and to defer further discussion until the next meeting. **ACTION: Clerk to contact relevant groups.**
13. Planning applications:
- a. There were no planning applications for discussion at the meeting. Four planning applications had been received since the agenda was published and these will be dealt with under the Scheme of Delegation.
 - b. The Councillors reviewed the planning applications dealt with under the Scheme of Delegation since the meeting on 5th May (listed in Appendix A) and recommended that the decisions be ratified at a future meeting.
14. Finance / budgeting / precept:
- a. The schedule of payments in Appendix B was reviewed and it was recommended that it be approved at a future meeting.
 - b. The Budget vs Actual report in Appendix C was reviewed and it was recommended that it be approved at a future meeting. The Internal Auditor had recommended the inclusion of a Budget vs Actual report in the

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finance section of meetings, and approved the format of the new report. The budget for assets maintenance is currently a single combined pot of money for all assets, but is recommended to be split into individual budgets for each asset. **ACTION: Clerk to produce a report on previous expenditures on each asset for input to the budget discussions for next financial year.**

15. Parish Council administration:

- a. Regular checking of Parish Council assets: Assets can be split into two groups – ‘playground equipment’ and ‘other assets’. The insurance policy states that ‘playground equipment’ should be inspected at least every 7 days, but gives no timescales for inspecting ‘other assets’. Various options for checking the ‘playground equipment’ weekly were discussed but further information is required, in particular regarding potential costs, for those options. The Councillors recommended deferring further discussion to the next meeting to allow time to obtain more information. **ACTION: (i) Clerk to source costs for regular checks by a professional body. (ii) Clerk to investigate further how neighbouring parishes handle this.**
- b. Training for playground inspections: The RoSPA accredited training course for the regular inspection of the playground equipment - <https://www.rosipa.com/safety-training/play/routine-playground-inspection-course-one-day> - is expensive at £285 per person. The recommendation was to wait until further information is available regarding the various options discussed above before deciding whether this course was necessary.
- c. Emergency Plan: Feedback from Devon Communities Together (DCT), as a result of attending the ‘Keeping your Emergency Plan up to date’ webinar on 9th July, has indicated that the Payhembury Emergency Plan is good as an overview but requires more detail in a number of areas. DCT have offered help and guidance. **ACTION: Clerk to scope amount of work required.**

16. Parish Issues: Route maps, Parish Council Assets:

- a. Parking on the blind corner opposite the shop: DCC Highways will not allow double yellow lines to be painted around the corner to stop people parking dangerously. Various options to help reduce parking were discussed, including more bollards, signs, etc. The connection between the parking issue and the speed of traffic through the village was also discussed. Cllr Ingleson was the person leading the project on reducing speed through the village, but she has now resigned as a Cllr. It was recommended that this topic be deferred to the next meeting and that the parking and speed issues should be combined into one project (see 17b below).
- b. Report of broken glass found on the playing fields: this is the second time that broken glass has been reported in the playing fields. The Parish Council will monitor the situation to see if this becomes a more frequent event and will consider options to deal with it if it does. **ACTION: Clerk to put an article in the Parish Paper to warn people and to ask for future occurrences to be reported.**

17. Parish Council Open Projects: (the Allotments project (1908) is currently on hold).

- a. Project 1906 – Playing fields improvements: Cllr Chamberlain recommended that a new plan is required that concentrates on dealing with remedial work first. In particular replacing the cube, but also replacing the goalposts, repairing the swings and dealing with other issues raised in the RoSPA report from March 2021. A new quote is required for goalposts so that an application for a grant can be submitted. **ACTION: Cllr Chamberlain to obtain quote and arrange grant application.** Cllr Leach offered to help with the concrete bases for the new goalposts. Cllr Chamberlain presented some potential options for the cube replacement. Current funds should be sufficient to do all of this work, but this will mean putting the new toddler area on hold for now. **ACTION: Cllr Chamberlain to talk to TK Play about new priorities.**
- b. Project 1907 – Barrow Road speed issue: no progress on speed petition to extend the 30mph area or to reduce the speed past the school to 20mph. Possible locations for flash signs to reduce speed mentioned – top of Barrow Road and opposite the telephone box. Recommendation to defer this to the next meeting and merge with parking issue opposite shop (see 16a above).

18. Next meeting:

- a. Recommendation to hold an Advisory Meeting on 11th August via Zoom to deal with the deferred items from this meeting and to hold a Face-to-Face meeting on 9th September to include potential co-option.

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
Planning applications dealt with since the Parish Council meeting on 5 th May 2021			

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20/0199/FUL	<u>Cheriton Farm, Payhembury</u> Proposed conversion of redundant farm buildings to three residential dwellings; demolition of attached and adjacent buildings; and associated works. 1) Original planning application submitted February 2020 for 4 dwellings 2) Updated planning application received 9th March 2021 3) Amended plans received 21st May 2021	1) Site visit & meeting with residents 22/2/20. Objections submitted 26/2/20 (DP); 2) Updated plans - object 22/03/21 (PC meeting 17/3/21); 3) Amended plans - object (2/6/21) (DP)	Awaiting decision
21/0674/FUL	<u>Tale Head Cottage, Payhembury</u> Retention of pergola Amended planning application received 5th May 2021, original planning application received 9th March 2021	Object to amended application 06/05/21 (PC meeting 05/05/21); Object to original application 29/03/21 (PC meeting 17/03/21)	Awaiting decision
21/0811/FUL	<u>Land and Buildings opposite Hembury Close, Broadhembury</u> Demolition of an existing barn and construction of a 4 bedroom dwelling in its place. Planning application received 30th April 2021	No objections (21/5/21) after site visit (15/5/21) (DP)	Refused (16/6/21)
21/1416/FUL	<u>1 The Old Dairy, Barrow Road, Payhembury</u> Construction of garage. Planning application received 1st June 2021	No objections 25/7/21 (DP)	Awaiting decision
21/1494/LBC	<u>Payhembury VC School, Payhembury</u> Replace 10no. windows: 4no. north elevation; 2no. west elevation and 4no. north east elevation. Replace 3no. doors on north east elevation; remove ceilings and plasterboard at ground level and install cowls on 2no. chimneys. Planning application received 11th June 2021	No objections 1/7/21 (DP)	Awaiting decision
DCC/4237/2021	<u>Payhembury VC School, Payhembury</u> Replacement of single glazed timber windows and doors and one single glazed crittall with double glazed timber windows and double glazed timber door Planning application received 8th June 2021	No objections 1/7/21 (DP)	Awaiting decision (by DCC)
21/1643/FUL	<u>Land west of Tuck Mill Cottage, Payhembury</u> New purpose agricultural building. Planning application received 23rd June 2021 - believed withdrawn 1/7/21		Withdrawn 1/7/21
21/1673/VAR	<u>Little Barn, Payhembury (incorrectly listed as Blue Ball on the application)</u> Variation of condition No. 2 (approved plans) of planning permission ref: 20/0303/FUL to allow for the addition of a front storm canopy, enlargement of store to form rear utility space including addition of rear roof light, and internal alterations. Planning application received 2nd July 2021	No objections (6/7/21) (DP)	Consultation expiry date 25th July 2021

2 planning applications open for comments to EDDC – 21/1673/VAR (closing date 25/7/21), 21/1643/FUL (closing date 16/7/21 but believed withdrawn 1/7/21)

9 planning applications awaiting a decision by EDDC/DCC – 20/0199/FUL, 20/1599/FUL, 21/0019/FUL, 21/0216/FUL, 21/0554/FUL, 21/0674/FUL, 21/1416/FUL, DCC/4237/2021, 21/1494/LBC

7 planning applications decided by EDDC since last meeting – 19/1152/COU (approved with conditions 13/5/21), 20/1086/FUL (approved with conditions 24/6/21), 20/2550/FUL (approved with conditions 4/5/21), 21/0410/VAR (approved with conditions 20/5/21), 21/0449/FUL (refused 30/6/21); 21/0811/FUL (refused 16/6/21), 21/1043/FUL (approved with conditions 27/5/21)

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

Bank Account balances on 7th July 2021

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	28.4.21			27339.20
Receipts	11.6.21	HMRC - VAT reclaim (March 2021 - May 2021)	117.48	27456.68
	31.6.21	Bank Interest	0.00	27456.68
Expenses	17.5.21	Clerk - refund for Zoom subscription	-71.94	27384.74
	17.5.21	Community Heartbeat (VETS telephone system)	-120.00	27264.74
	25.5.21	Elliot Lee (Tale Bus Shelter)	-2000.00	25264.74
	28.5.21	BHIB Insurance	-415.63	24849.11
	28.5.21	Clerk's salary for May 2021	-318.60	24530.51
	28.6.21	Clerk's salary for June 2021	-318.60	24211.91
	30.6.21	Unity Trust quarterly bank charge	-18.00	24193.91
Balance	7.7.21			24193.91
Funds expected	1.9.21	Precept (6 months)	4294.50	28488.41
		Bank interest	0.00	28488.41
Upcoming expenses	Jul-21	EDDC (Dog bin emptying*3)	-340.20	28148.21
	Jul-21	EDDC - dog poo bin installation (Project 2101)	-180.00	27968.21
	28.7.21	Clerk's salary for July 2021	-318.60	27649.61
	28.8.21	Clerk's salary for August 2021	-318.60	27331.01
Funds allocated		Clerk's salary	-2347.00	24984.01
		Administration	-1591.05	23392.96
		S137 payments	-279.19	23113.77
		Running costs	-2061.92	21051.85
Project 1906		Playing Fields improvements	-15506.56	5545.29
Project 1907		Barrow Road speed issue	-1700.00	3845.29
Contingency		Contingency (10% for projects)	-1720.66	2124.63
Closing balance		(General Reserves)		2124.63

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Appendix C – Budget vs Actual 7th July 2021

Budget item	Carried forward 2020/21	Budget for 2021/22	Total available 21/22	Payments up to 07/07/21	Funds available 07/07/21	Payments expected (EOY)	Funds expected available (EOY)	Comments (tbcf - to be carried forward to next year)
Clerk's salary	0.00	3940.00	3940.00	955.80	2984.20	3823.20	116.80	Excess = additional funds budgeted for potential pay rise
Administration								
Clerk's expenses	0.00	120.00	120.00	0.00	120.00	0.00	120.00	
PPC Insurance	0.00	385.00	385.00	415.63	-30.63	415.63	-30.63	Insurance increase due to corrections made to policy
Audit costs	200.00	0.00	200.00	0.00	200.00	0.00	200.00	tbcf - carried forward in case external audit required
Parish Hall rent	0.00	192.00	192.00	59.95	132.05	59.95	132.05	includes Zoom subscription
DALC subscription	0.00	150.00	150.00	154.00	-4.00	154.00	-4.00	annual subscription increase higher than expected
ICO registration fee	0.00	35.00	35.00	0.00	35.00	35.00	0.00	due Oct 2021
Councillor & Clerk training	0.00	200.00	200.00	0.00	200.00	0.00	200.00	
Bank charges	0.00	72.00	72.00	18.00	54.00	72.00	0.00	due 30/9, 31/12, 31/3
Election expenses	250.00	250.00	500.00	0.00	500.00	0.00	500.00	tbcf - 4-year rolling pot to reach £1000
IT - email provision	0.00	40.00	40.00	0.00	40.00	39.99	0.01	due Feb 22
IT - website support costs	0.00	180.00	180.00	0.00	180.00	175.00	5.00	due Oct 21
IT - laptop 3-yearly software	0.00	30.00	30.00	0.00	30.00	0.00	30.00	tbcf - due 2023 - 3 year-pot
IT - laptop replacement	50.00	50.00	100.00	0.00	100.00	0.00	100.00	tbcf - laptop now 4 years old, build fund for replacement
S137								
Poppy Wreath	0.00	30.00	30.00	0.00	30.00	30.00	0.00	
Grants to village clubs	0.00	200.00	200.00	0.00	200.00	200.00	0.00	
Special events	30.00	30.00	60.00	10.81	49.19	10.81	49.19	tbcf - eg Platinum Jubilee
Running costs						0.00		
EDDC dog bin emptying	0.00	280.00	280.00	0.00	280.00	283.50	-3.50	awaiting invoice, final figure may vary
Church clock service	0.00	305.00	305.00	0.00	305.00	296.00	9.00	due by autumn 21
Playing field rent	0.00	340.00	340.00	0.00	340.00	307.82	32.18	due Mar & Sep, built in contingency for rent rise.
Playing field RoSPA inspection	0.00	80.00	80.00	79.00	1.00	79.00	1.00	
Grass cutting	0.00	1000.00	1000.00	0.00	1000.00	950.00	50.00	Due Jan 2022
Ditch clearing	0.00	150.00	150.00	0.00	150.00	0.00	150.00	tbcf??
Defibrillator phone costs	0.00	160.00	160.00	100.00	60.00	152.00	8.00	
Defibrillator consumables & training	40.00	40.00	80.00	186.00	-106.00	186.00	-106.00	tbcf – inc. budget for next year to cover cost of batteries
Assets maintenance	56.92	150.00	206.92	0.00	206.92	0.00	206.92	tbcf
Other Payments								
P1904 - Tale Bus Shelter	2000.00	0.00	2000.00	2000.00	0.00	2000.00	0.00	Project now closed
P1906 - Playing fields improvements	15506.56	0.00	15506.56	0.00	15506.56	0.00	15506.56	tbcf
P1907 - Barrow Road speed issue	1700.00	0.00	1700.00	0.00	1700.00	0.00	1700.00	tbcf
P2101 - New dog poo bin	0.00	180.00	180.00	0.00	180.00	180.00	0.00	Project now closed