

## Payhembury Parish Council

### Draft minutes of a Payhembury Parish Council meeting held on Wednesday 9<sup>th</sup> September 2015 at 7.30pm in the Parish Hall.

1. Apologies for absence: Cllr Diviani, PC Vickery, PCSO Anning.
2. The minutes of the previous meeting were agreed as correct and signed.
3. Public Session. David Curran asked for an update on the village pavement. Clerk reported that DCC Highways has stated they wish to carry out the pavement design work in house, in order to save costs as opposed to PPC outsourcing this element. A site visit is being arranged for September, and it is anticipated the full costs and a timescale can be decided upon at this stage, as well as a plan of how to incorporate community assistance. Funds from both the Locality fund and S106 funding can not be applied for until Highways has set out the full costs involved.
4. Police Report: The Clerk read out the Police report. Since the last meeting there had been 3 reported incidents. 1 report of a domestic assault - ABH; 1 report of common assault during a medical incident; 1 attempted burglary into a garage.
5. County Council Report: none submitted
6. District Council Report: Cllr Skinner reported on the Neighbourhood Planning meeting he organised within his ward. Many Cllrs from Payhembury Parish Council attended. He wanted to highlight that a Neighbourhood Plan doesn't have to be produced by the Parish Council, a Neighbourhood Forum could be established. Grass Cutting at Hillside: unsure if it is owned by EDDC, but they take responsibility for cutting it. Clerk to e-mail Cllrs Skinner & Diviani asking what EDDC & DCC own within the parish.
7. Matters Arising: Parish road warden. Adrian Le Page has expressed an interest in becoming the Parish's road warden. Clerk to book a training course and provide him with more information. Parish route maps. All Cllrs now have their routes to check before each Parish Council meeting. The idea is to mark drains, pot holes, erosion and any other notable information on the maps. In addition, the information should be e-mailed to the Clerk marking those that are a priority. Road in village corner. Highways has finally levelled the road. Grass cutting at Hillside. As above (District Council report).
8. Planning:

App number	Property	Details	Decision
15/1210/FUL	Mousehole Farm,	Construction of garage / workshop	Awaiting decision
15/1105/FUL	The Annexe, Lower Tale Farm	2 Dormers, 4 roof lights & conservatory extension	Awaiting decision (plans amended)
15/1668/PDQ	Upton Farm, Payhembury	Conversion of agricultural building into new dwelling.	Awaiting decision
15/1680/FUL	Brookdale, Payhembury	Construction of a detached dwelling and access bridge	Awaiting decision
15/1988/FUL	1 Warren Close, Payhembury	Construction of a single storey side extension	Awaiting decision

9. Finances: Annual return – The Auditors have returned the Annual Return. There had been no queries or issues, so no additional charge. The Auditors recommended our fixed assets be reported each year in the Assets sections. Npower Invoice – no action to report.

Bank Balance as at 28<sup>th</sup> August: £4,873.87

Date		Receipts	Payments	Balance
	Bal brought forward			<b>6,172.11</b>
23.07.15	Chq: 561 AON UK Ltd (Insurance)		398.39	
10.08.15	Chq. 562 Smith of Derby (church clock)		306.00	
11.08.15	Chq. 558 DALC (Subscription)		138.85	
11.08.15	Chq. 560 M. Disney (MD Glass – tel box)		455.00	
				4,873.87
<b>Unpresented items</b>				
02.07.15	Chq: 559 Sue Morris (Clerk expenses)		43.95	
20.07.15	Chq: 563 Sue Morris (Clerk expenses)		52.50	
20.07.15	Chq: 564 Derriford Hospital Kidney Unit		40.00	
29.07.15	Feniton Parish Council (Parishes Together))	541.20		
01.09.15	EDDC Precept	2,726.65		
01.09.15	EDDC CTDG	55.50		
<b>TOTAL</b>				<b>8,060.77</b>

#### Budget

	Year 2015/2016			
	BUDGET	SPEND TO END MAR	Difference £	Difference %
<b>Receipts</b>				
Precept	£ 5,453.30	£ 2,726.67	£ 2,726.63	50%
Grants	£ 111.00	£ 55.50	£ 55.50	50%
Others	£ -	£ -	£ -	
C&E Receipts	£ 329.46	£ -	£ -	0%
<b>Total</b>	<b>£ 5,893.76</b>	<b>£ 2,782.17</b>	<b>£ 3,111.59</b>	<b>53%</b>
<b>Payments</b>				
Clerk's Salary	£ 1,312.50	£ -	£ 1,312.50	100%
Admin	£ 781.07	£ 604.26	£ 176.81	23%
S137 Payments	£ -	£ -	£ -	
Running Costs	£ 854.50	£ 255.00	£ 599.50	70%
Other Payments	£ 303.50	£ 379.17	-£ 75.67	-25%
Grants	£ 420.00	£ 40.00	£ 380.00	90%
VAT	£ 81.22	£ 156.25	-£ 75.03	-92%
<b>Total</b>	<b>£ 3,752.79</b>	<b>£ 1,434.68</b>		<b>0%</b>
<b>BALANCE</b>	<b>£ 2,140.97</b>	<b>£ 1,347.49</b>		<b>0%</b>

Payment agreed for following invoices: Savills (Playing Fields rent): £132.50; Clerk's Salary: £656.25.  
 10. Neighbourhood Plan: The Chair summarised the main points from the Neighbourhood Plan meeting on 3<sup>rd</sup> September for those unable to attend. Cllr Tim Cox proposed that Payhembury Parish Council go ahead with producing a Neighbourhood Plan, all Cllrs in agreement. Clerk to put a note in the Parish Paper asking for volunteers to form part of the forum that will develop the plan. All to approach people with appropriate skills set. Clerk to research adopted plans.

11. Village Pavement: As discussed in Public Session above
12. East Devon Villages Plan Consultation: Further to the Parish's decision to produce a Neighbourhood Plan, it was thought unnecessary to comment on the Villages plan.
13. Waterloo Plot shelter: Cllr Leach to obtain a timescale from Luton Saw Mills who are kindly cutting the wood for the shelter. Once known, a working party date to be set to build the shelter. Publish the date in the Parish Paper to encourage more volunteers. Tel. Box: Cllr Cox will approach The Lyons Club re: funds for a defibrillator. Cllr Hynam to approach RD&E for community training support. Cllr Cox also volunteered to put book shelves in the telephone box so it can be used as a book exchange box. Clerk to put a note in the Parish Paper once shelves are up.
14. Cherry Tree replacement: Clerk reported on the positive response received from the request for donations towards a replacement tree. Heather Wallace had contacted the Council as her Mother had planted the original tree almost 50 years ago and is interested in the purchase of the new tree. Clerk to pursue further and to contact Chew Valley Trees who specialise in mature trees. Cllr Eaton offered to arrange for the felling and disposal of the existing Cherry Tree.
15. Parishes Together Fund: Clerk reported that EDDC has confirmed the remaining money from the Knotweed eradication project can be provided to Tale Valley Trust for their continuing work. Clerk to contact TVT. Payhembury's PTF money for the current year has been received. Clerk to contact Feniton to agree work schedule. Clerk to contact new Clerk for Plymtree to re-confirm desire to support their bid for the next year's PTF (road work supplies).
16. Parish Issues: Church Lane – Cllr Eaton raised the poor state of Church Lane and the lack of a yellow no parking box at the top of the lane. PPC has previously been unable to establish who owns the top half of the lane. Cllr Eaton believes it is a shared ownership between the Church and the pub. Clerk to contact Highways to inform them of the poor state of the road, and the need for the no parking box. Posts around the green: TVCT has requested the village green posts be taken down for their forthcoming play. PPC agree to this in principal, however the costs to be covered by TVCT and the insurance cover to be thoroughly checked prior to their removal.
17. PPC Assets: Cllr Williams confirmed all in order. Tale War Memorial: Some information has become available re: the war memorial. The community within Tale has suggested they will be keen to preserve the memorial as a community project. Cllrs agreed to add Tale War memorial to the PC Insurance if it's not already insured elsewhere.
18. On-going projects:

Project	Description	Start date	Target finish date
Uggaton Cross road closure	Road closed. Highways to invest in a Badger survey and repair work	July 2013	2016
Village Pavement	To gain funding for Highways to lay a pavement in the village centre	Nov 2013	2015
Mousehole	To sort drainage to avoid localised flooding	Nov 2012	Parishes Together funding to cover costs. March 2016
Shelter in Waterloo Plot	To build an open shelter.	Jan 2015	September 2015
Parishes Together	Funds to carry out ditch and drain clearing	Mar 2013	March 2016
Parish Council Policies	Obtain guidance re: policies required by Parish Councils	January 2015	November 2015
Cherry Tree	To raise funds to purchase a replacement tree for Village green	May 2015	Spring 2016
Christmas Lights	To investigate & purchase suitable solar lights	March 2015	December 2015
Street Lighting	To install 1 additional light in village centre	Nov 2014	March 2016

19. Correspondence: EE presentation to be circulated to all Cllrs.

**The next meeting of Payhembury Parish Council will take place on Wednesday 11<sup>th</sup> November 2015 at 7.30pm in the Parish Hall**