

PAYHEMBURY PARISH COUNCIL

**Draft Minutes of the Payhembury Parish Council Meeting held on Wednesday 13th March 2019 at 7.30pm
in the Parish Hall**

1. Apologies for absence: Cllr Disney, Cllr Skinner
Present: Cllr Williams, Cllr Cox, Cllr Ingleson, Cllr Leach, Dawn Chamberlain (Clerk)
2. Declarations of interest: none declared.
3. Agree minutes of previous meeting: Minutes from the meeting on 9th January 2019 were agreed and signed.
4. Matters arising since the meeting on 9th January 2019: Andrew Renshaw approved as parish Snow Warden – training by DCC being arranged; HMRC & PAYE course for Parish Clerk approved – course booked for 19th March 2019.
5. Review actions from previous meeting: actions reviewed. Actions carried forward from January minutes
 - i) Minute item 4 – reported flooding at Higher Cheriton near the pond – **Cllr Disney to investigate. Clerk to check progress.**
 - ii) Minute item 9 – possible mobile phone solution for broadband - **Clerk to investigate.**
 - iii) Minute item 10 – **Clerk to add 2015 and 2016 minutes to website.**
 - iv) Minute item 12 – retrospective S106 funding for footpath – currently with EDDC. **Clerk to chase.**
 - v) Minute item 14 – **Clerk to establish current situation regarding allocation of route maps before May election.**
 - vi) Minute item 21 – Safety mirror on A373 – **Cllr Disney to install when appropriate. Clerk to check progress.**
 - vii) Minute item 22 – additional name for War Memorial – **Clerk to arrange for this to happen.** To be completed before November 2019.
 - viii) Minute item 23 – investigate S106 funding for the playing field project. On hold until S106 funding for footpath has been resolved.
6. Public session: parishioners raised the following issues
 - i) The poor condition of roads around the parish, in particular with regard to potholes. Parishioners were asked to report all known potholes and other issues via the DCC online reporting webpage (link available via the Parish Council website). The Parish Council will contact DCC direct once potholes have been reported. **Clerk to email DCC when appropriate.**
 - ii) The poor condition of the playing field and a report in February that the grass needed cutting. The Council reminded parishioners that a project is in hand for this year to improve conditions on the playing field but this is dependent on getting suitable funding. Grass cutting and maintenance is contracted out and the contractor had been informed of the request by a parishioner to cut the grass, however weather conditions were not suitable at this time.
 - iii) The amount of litter around the village and along the new footpath - a parishioner was thanked by the Council for his efforts in collecting and disposing of litter.
 - iv) An update was requested regarding the maintenance of a number of properties rented from EDDC – the information was passed to the District Councillor after the last meeting. **Clerk to contact Cllr Skinner for an update.**
 - v) A lack of knowledge by some parishioners of various local agencies and funds that can help in times of need. The Ottery Help Scheme, TRIP and the Payhembury Relief Fund were discussed. **Clerk to add links and information to Parish Council website about all 3. Cllr Cox to contact Ottery Help Scheme and TRIP to ask if they would like to come to the Parish Meeting on 30th March to advertise what they do.**
7. Police report: (report received post meeting)

Crimes reported 1/3/2018-28/2/2019

	1 st Mar 2018 – 28 th Feb 2019	1 st Mar 2017 – 28 th Feb 2018	% difference
Violence with injury	3	0	-
Violence without injury	3	4	-25.0%
Other theft	3	2	50.0%
Criminal damage	1	0	-
Total	10	6	66.7%

Incidents reported 1/3/2018-28/2/2019

	1 st Mar 2018 – 28 th Feb 2019	1 st Mar 2017 – 28 th Feb 2018	% difference
Antisocial behaviour	1	1	0.0%
Crime Recorded	2	1	100.0%
Public safety	10	12	-16.7%

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Transport	2	6	-66.7%
Total	15	20	-25.0%

8. County Councillor's report: no report received
9. District Councillor's report: no report received
10. Local elections (2nd May): nomination packs for Parish and District councillors are available from the Parish Clerk. A number of current councillors will not be standing for re-election.

11. Finances - statement of current position:

	Date	CQ / BACS	Payee	Project/Category	Amount	Balance
Opening balance	31.12.18					8360.03
Receipts	28.12.18	BACS	Footpath donation	Footpath	50.00	8410.03
	14.1.18	CQ	Footpath donation	Footpath	70.00	8480.03
	21.1.18	CQ	Footpath donation	Footpath	100.00	8580.03
	28.1.19	CQ	Footpath donation	Footpath	50.00	8630.03
Expenses	29.1.19	693	Tale Valley Trust	Grants	-50.00	8580.03
	29.1.19	694	Ottery Help Scheme	Grants	-50.00	8530.03
	29.1.19	695	Payhembury PCC	Grants	-50.00	8480.03
	29.1.19	696	Tea & Bingo	Grants	-50.00	8430.03
	29.1.19	697	Clerk	Stationery	-9.77	8420.26
Expenses						8420.26
Balance	6.3.19					8420.26
Funds allocated				Clerk's salary	-747.28	7672.98
				Administration	-123.23	7549.75
				Running costs	-1027.17	6522.58
		Project 1701	Line painting		-1000.00	5522.58
		Project 1708	Payhembury sign - flowers		-50.00	5472.58
		Project 1710	Parish Hall Internet (Transparency Code)		-600.00	4872.58
		Project 1712	PPC Website (Transparency Code)		-550.00	4222.58
		Project 1713	Policies		-45.00	4277.58
		Project 1901	Dog bin on new footpath		-179.00	4098.58
		Project 1902	A373 mirror		-50.00	4048.58
		Project 1903	War memorial - additional name		-130.00	3918.58
		Project 1904	Tale Bus Shelter		-2000.00	1918.58
			Contingency	10% for projects	-460.40	1458.18
Available balance						1458.18

Expected invoices in March and April – Playing field rent, RoSPA inspection, clerk's courses, DALC membership, dog poo bin installation, clerk's wages.

12. Finance / Budgeting / Parishes Together / Precept: decision to improve financial management by adding on-line banking was approved. **Clerk to implement.**
13. Planning: minor planning applications and xx/xxx/PDQ applications processed between council meetings; major planning applications reviewed at council meetings.

App number	Minor / Major	Property	Details	Decision
17/0220/FUL	Minor	Upton Farm	Retention of mobile home and extension as a dwelling for use in association with equestrian business	Approval retrospective (conditions)
17/2574/FUL	Major	Tuck Mill	Retention of cricket clubhouse, including sale of alcohol and toilet block/equipment store and change of use of field to allow playing of cricket from April to September	Awaiting decision
18/1808/FUL	Minor	Monkton Park Farm	Renovation and extension of existing building to create new dwelling	Refused
18/2584/FUL	Minor	Thatch, Colestocks	Retention of detached shed	Approval retrospective (conditions)

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18/2668/FUL	Minor	Tarrants Farm, Payhembury	Construction of permanent agricultural worker's dwelling	Awaiting decision
18/2816/FUL	Minor	The Forge, Colestocks	Construction of 2 storey rear extension and raising of roof ridge height	Approval – standard time limit
19/0428/PDQ	Major	Higher Leyhill Farm, Broadhembury	Prior approval for a proposed change of use of agricultural building to form 1 dwelling (use class C3) and associated operational development.	PDQB prior approval granted

Major applications were discussed. Council fully supports the Tuck Mill cricket ground application and has no objection to the Higher Leyhill Farm application.

14. Open Projects

Project		Start	Original Finish	Revised Finish	Funds *	Spent	Remaining **	Comments
1701	Line painting				1000.00	0	1000	DDC not supporting
1708	Payhembury sign - flowers				50.00	0	50	
1709	Valuing Assets				0.00	0	0	
1719	Parish Hall Internet (Transparency Code)				600.00	0	600	
1712	PPC Website (Transparency Code)				1200.00	650	550	website launched
1713	Policies				45.00	0	45	
1714	Play Equipment				198.62	383.57	-184.95	Awaiting funding (S106)
1802	Colestocks - Payhembury footpath	Jul 18		Dec 18	7025.00	8068.07	-1043.07	S106 funding (retrospective application)
1901	Dog bin on new footpath	Dec 18	Jan 19	Feb 19	179.00	0	179	Installed 14/2/19
1902	A373 mirror				50.00	0	50	
1903	War memorial - additional name	Jan 19	Oct 19		130.00	0	130	
1904	Tale Bus Shelter				2000.00	0	2000	

* Funds include PPC budget, grants and donations.

**Negative amounts remaining = overspend.

- a. Project 1701 – line painting: the Council were disappointed by DCC's decision not to support painting lines around the corner opposite the village green. The Council decided to obtain traffic cones to use as a temporary measure to stop the dangerous parking. **Clerk to liaise with Cllr Disney to obtain traffic cones. Cllr Williams to draft a letter to Neil Parish.**
- b. Project 1708 – Payhembury sign (flowers): surface in front of sign to be scraped when diggers are available. Blocking plants to be planted through membrane with bark to cover. **Cllr Leach to facilitate** with the help of a parishioner.
- c. Project 1710 – Parish Hall Internet (Transparency code grant): no further progress.
- d. Project 1712 – PCC website (Transparency code grant): website has been live since 1st December. New page added recently with useful links for parishioners. Further new pages planned including one for the Definitive Map Review. New pages and maintenance of existing pages will now be part of on-going website support. Project to be formally closed and remaining funds transferred for on-going IT support of website and equipment. **Clerk to update finances and project list accordingly.**
- e. Project 1714 – Play equipment: RoSPA inspection taking place in March. When report is received a plan will be required for any repairs until development funding is available. **Clerk to forward report to Councillors when available. Councillors to consider plan of action for any repairs.**
- f. Project 1802 – Colestocks-Payhembury footpath: S106 retrospective funding application is currently with EDDC and has been escalated to a higher level. **Clerk to check on progress.**
- g. Project 1901 – dog poo bin on new footpath: the bin was installed on 14th February and is being emptied weekly. This appears to be sufficient at present. Awaiting invoice from EDDC.
- h. Project 1902 – Safety mirror on A373: **Clerk to check progress with Cllr Disney.**

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- i. Project 1904 – Tale Bus shelter: the Council decided to put the funding for the Tale Bus Shelter on hold until other funding issues have been resolved.
15. Neighbourhood plan (Project 1602): the referendum has been confirmed by EDDC for the 2nd May 2019. **Clerk to advertise** via the Parish Paper, the Parish Council noticeboard and via the Parish Council website.
16. Broadband update: Voneus contacted again on 4th March – they still have no update. **Clerk to follow up again.**
17. Annual meeting 2019 (30th March): timetable for the day – 9am setup hall, 10am-11am Parish Meeting, 11am walk down to footpath, 11.15 footpath opening and walk along to far end, 11.30 planting of Landmark tree, 12 clear hall. **Clerk to source ribbon for opening and photos for Parish Council table. Cllr Williams to produce a Parish Council List of Achievements. Clerk to investigate publicity for the event.**
18. Landmark tree and DADBRF tree replacement scheme: the Council decided on a Lime as the Landmark tree. **Clerk to liaise with EDDC to obtain the tree for the 30th March.** The provisions of small (~year old) saplings by EDDC as part of the DADBRF was discussed. Locations need to be identified. **Clerk to advertise in the Parish Paper and collate responses.**
19. Parish issues: Route maps, Parish Council Assets: no general issues raised other than potholes already addressed in public session.
 - a. Higher Tale War Memorial: listing confirmed from 28th Feb. **Clerk to add to Parish Assets list, arrange valuation and check insurance.**
 - b. Parish noticeboards: Councillors agreed to a parishioner checking the Parish noticeboard at Higher Tale and reporting back at the next meeting regarding any repairs required. **Clerk to add all parish noticeboards to Parish Assets list and check insurance.**
20. Youth Councillor: **Parish Council to raise youth engagement at the Parish Meeting on 30th March and try to identify a “point of contact” to engage younger members of the community, particularly the teenagers.**
21. Tennis Club: **Clerk to clarify the work involved with being responsible for the tennis club.**
22. Bonfires: concerns raised by a parishioner about bonfires and what is being burned. Advice was given at the time and **Clerk to add relevant contact information to the Useful Links section of the website.**
23. Policies and procedures: annual review of Planning Policy and Procedures document. Updated to include use of Parish Council website to improve transparency. Document reviewed and approved.
24. Correspondence:
 - a. Report received regarding maintenance required on some properties rented from EDDC – report forwarded to Cllr Skinner as agreed at previous meeting.
 - b. Request for location of old minutes – some documents traced to Devon Archives, but exactly what needs to be clarified.
 - c. Request from Norton Memorials, Axminster for contact details with regard to adding an inscription to a headstone in the churchyard – passed to the Vicar.
 - d. Request for information about previous councillors and when they served – very little information available.
 - e. Report of rotten wood on bridges and handrails on Posset’s Lane – reported to Public Rights of Way section of DCC who were already aware.
 - f. Request to fix fence between Greenstone’s and the Parish Hall – passed to Parish Hall committee.
 - g. Request to cut grass on playing fields – passed to ALP Grounds Maintenance.
 - h. Thanks received from Tea and Bingo and Ottery Help Scheme for grants given in January 2019.

**The next meeting of Payhembury Parish Council will take place on Wednesday 8th May 2019
at 7.30pm in the Parish Hall**