

PAYHEMBURY PARISH COUNCIL
Draft Minutes of the Payhembury Parish Council Meeting held in the Parish Hall on
Wednesday 8th May 2019 at 7.30pm

1. Election of Chairman and Vice-Chairman of the council for 2019-20:
 - a. Chairman Cllr Cox elected; proposed by Cllr Leach and seconded by Cllr Eaton.
 - b. Vice-Chairman Cllr Leach elected; proposed by Cllr Cox and seconded by Cllr Eaton.
2. Declaration of Acceptance of Office by elected Councillors: signed by Cllrs Cox, Leach and Eaton
3. Co-option of new parish Councillor(s) and Declaration(s) of Acceptance of Office: 4 Councillors co-opted onto the Parish Council – Cllr Eva Ingleson, Cllr David Silver, Cllr Clare Kimber and Cllr Phil Chamberlain. Declaration of acceptance forms signed by all.
 - a. To consider booking DALC Chairmanship course for new Chairman and DALC new Councillor course for any new Councillors (£30 per person): individual Councillors to investigate whether they wish to attend and ask Clerk to book if they do. Payment for course(s) approved if required.
4. Code of Conduct, Register of Interests, Standing Orders and Parish Council policies – a reminder to all Councillors: all relevant documentation available via the Parish Council's website.
5. Apologies for absence: None
Present: Cllr Cox, Cllr Leach, Cllr Eaton, Cllr Ingleson, Cllr Silver, Cllr Kimber, Cllr Chamberlain, Cllr Skinner (EDDC), Internal Auditor, Dawn Chamberlain (Clerk) and 1 parishioner.
6. Declarations of interest: Cllr Chamberlain abstained from agenda item 12.c
7. Agree minutes of previous meeting: Minutes from the meeting on 13th March were agreed and signed.
8. Matters arising since the meeting on 13th March 2019: 1) a request from DCC to remind Councillors that the closing date for evidence forms for the definitive Map Review is 13th June and that few forms have been received so far; 2) the Neighbourhood Plan was accepted as a result of the referendum on 2nd May with 82% voting in favour.
9. Review actions from previous meeting: all actions from March minutes were either covered elsewhere on the agenda or were complete except.
 - a. Minute item 5.i - reported flooding at Higher Cheriton near the pond – **Cllr Cox to investigate after next heavy rainfall.**
 - b. Minute item 5.iii - **Clerk to add 2015 and 2016 minutes to Parish Council website.**
10. Receive reports, if available, from 1) District Councillor, 2) County Councillor, 3) Police:
 - a. Cllr Skinner gave a report on the outcome of the local and district elections on 2nd May and his view on the impact that these changes will have with regard to EDDC. Cllr Skinner also reported positive progress regarding the maintenance of a number of properties rented from EDDC (issue raised at the January meeting – minute item 4) – written report has been produced and will be sent to the Clerk shortly.
 - b. No report from County Councillor
 - c. Police report received post meeting: no reported crimes in April 2019, 2 reported incidents.
11. Public session: parishioners raised the following issues
 - a. Uneven strimming of grass near Hillside. **Clerk to check who is responsible for maintenance of this area and raise concerns with relevant person.**
 - b. Dog poo bin on new footpath apparently not being emptied. **Clerk to check with EDDC.**
 - c. Rough areas on new footpath. As the path settles in a few areas with rougher surfaces have appeared, especially near the stream. **Cllr Leach to provide scalplings and Cllr Cox to arrange working party to spread scalplings.**
 - d. Road maintenance issues. A number of issues regarding potholes and poor surfaces have been raised directly with DCC by a parishioner. The Parish Council will continue to monitor these areas and report to DCC as appropriate.
12. Finance / budgeting / Precept (statement of current financial position in Appendix A):
 - a. The Auditor reported that i) the Minutes of meetings were quite short and had been missing key financial information although this has improved in recent months and the Minutes now show a clearer grid of financial incomes and expenses together with anticipated expenses and allocated funds, ii) reclaiming of expenses by Councillors on behalf of the Council – procedures need to be tightened up and original invoices or receipts produced in all cases, iii) the names of those who have donated should be recorded in the Minutes (with their approval), iv) procedures to handle cancelled cheques need to be improved, v) to help track costs for projects it would be helpful to set reporting points, agreed in advance, for checking projects costs were on target and vi) progress is being made on Council policies but a timetable of what needs to be done and by when would be beneficial.

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Section 1 of the Annual Audit was completed and signed by the Chairman and the Clerk; Section 2 of the Annual Audit was completed and signed by the Chairman and RFO. **Clerk to publish relevant parts in line with Transparency code and send exemption form to external auditor.**

- b. Appendix A - statement of current financial position incorporating schedule of payments was reviewed. Approval was given for 4 upcoming expenses listed on the agenda - BHIB (annual insurance), Parish Hall (defibrillator refresher course), EDDC (dog poo bin installation and annual dog poo bin emptying). Approval was sought and given for 4 further running cost expenses not listed on the agenda – Parish Hall annual rent for Parish Council Meetings, up to £25 additional premium for BHIB insurance for the addition of the Tale War Memorial to the Insurance once it has been valued, Community Heartbeat Defibrillator Annual phone cost and Community Heartbeat Defibrillator Emergency phone system. The 4 additional expenses have been added to Appendix A in the Minutes. **Clerk to arrange valuation of Tale War Memorial.**
 - c. The Council agreed to change the Clerks payment schedule from 6-monthly in arrears to monthly in arrears and payments were approved.
 - d. The Council agreed at the March 2019 meeting to move to on-line banking to improve financial management. The Council's current bank, NatWest, do not support segregation between setting up payments and authorising payments (anyone who can login to the bank account can do anything). The Council therefore agreed to change banks from NatWest to Unity Trust Bank, subject to relevant due diligence. Unity Trust Bank are used by a large number of local councils as they provide this facility and Auditors approve the way they do things. There is a cost of £6 pcm, payable quarterly, for the account with Unity Trust Bank. The Council agreed to this amount and approved payments. **Clerk to arrange change of banks.**
 - e. The Council decided that Cllr Cox should replace Cllr Williams as a signatory to the Councils bank account. The Council also decided to add Cllr Ingleson as a third signatory. **Clerk to arrange changes with NatWest prior to change of bank.**
 - f. The Council discussed the recent CIL income of £1580.21 from EDDC. **Clerk to check with EDDC that the money can be used towards the planned play area refurbishment.** This was discussed further under item 14.f below.
 - g. The Council decided not to pursue an application to the Norman Trust at this time.
13. Planning (list of current & recent planning applications in Appendix B): planning applications in Appendix B were reviewed – no further comments were noted.
14. Parish Council Open Projects (summary table of status in Appendix C):
- a. Project 1701 – line painting: the 3 traffic cones currently in use have reduced the number of cars parking around the dangerous corner. Feedback from parishioners has been positive and some have stated that they prefer the traffic cone solution to painting lines on the road. The Council decided to add additional cones between the existing ones to deter people parking between the cones, which has happened on a couple of occasions. **Cllr Leach to implement.**
 - b. Project 1708 – Payhembury sign (flowers): **Cllr Cox to arrange planting with help from parishioners.**
 - c. Project 1709 – valuing assets: next valuation due 2021. Tale War Memorial to be valued and added to assets list. **Clerk to arrange.**
 - d. Project 1710 – Parish Hall Internet (Transparency code grant): engineer to confirm what service is available within a few days. It is hoped that the service can be ordered by mid-May. The Council approved payment for this service up to the value of the grant received last year (£600).
 - e. Project 1713 – Policies: discussed under Item 15.
 - f. Project 1714 – Play equipment: RoSPA report has a number of smaller issues that need to be looked at but none that are urgent. The provision of a basketball hoop, a zip-wire, allotments and a polytunnel were all discussed. **i) Clerk to check with the Diocese regarding what they will allow, ii) Clerk to check with EDDC regarding CIL and S106 funding for the project, iii) Cllr Leach and Cllr Eaton to form sub-group to investigate options and costs for the playing fields and play equipment and to report back at the next meeting, iv) Cllr Leach and Cllr Eaton to contact ALP Grounds Maintenance regarding possible levelling of football pitch.**
 - g. Project 1802 – Colestocks-Payhembury footpath: approval has been received for the retrospective application for funding for the footpath to go ahead. EDDC will now produce the relevant reports to assess the application.
 - h. Project 1901 – dog poo bin on new footpath: invoice for installation has not yet been received.
 - i. Project 1902 – Safety mirror on A373: **Cllr Cox to contact Cllr Disney for an update.**

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- j. Project 1903 – War Memorial additional name: **Clerk to arrange.**
 - k. Project 1904 – Tale Bus shelter: it was decided to consult the residents of Tale regarding requirements for the proposed Bus Shelter. **Clerk to put an article in the Parish Paper.**
15. Parish issues: Route maps, Parish Council Assets:
- a. Route map allocation – Cllr Cox (Colestocks and Tuck Mill); Cllr Leach (Spences Cross); Cllr Chamberlain (Tale); Cllr Ingleson (Victoria Dairy area); Cllr Silver (Cheriton). **i) Clerk to produce policy for route maps, ii) Cllrs to regularly review their areas, especially after bad weather.**
 - b. Cllr Kimber agreed to be responsible for maintaining the Asset Register and for the regular monitoring of the assets. **Cllr Kimber.**
 - c. The Council agreed to spread the review of documentation over a period of time with a schedule of one a meeting. **Clerk to produce schedule of what is to be reviewed when.**
 - d. At the March meeting the Council requested a parishioner to review what repairs were required to Higher Tale noticeboard. The parishioner reported that the noticeboard is beyond repair and the Council therefore decided to replace the noticeboard. **Clerk to find information on provision of other noticeboards and potential costs for replacement.**
16. Broadband update:
- a. Update from Voneus – they expect to have funding in place by the end of May. They will then be able to do the work on Talaton Church and the work for Payhembury is an extension of that so will be done at roughly the same time. Both are on their urgent list and will be the first work that they carry out.
17. Letter from TRIP: the Council are happy to support TRIP’s bid for Lottery funding. **Clerk to ask TRIP for guidance on what is required in supporting letter.**
18. DADBRF replacement tree scheme: the DADBRF scheme for tree replacement (run by EDDC and DCC) is on hold until the planting time in autumn. New project to be set up, with a budget of £0, to find locations for the trees once they are available again. **Clerk to setup.**
19. Correspondence:
- a. Primary school bus drop off – issues with traffic in Parish Hall car park – passed to Parish Hall Committee
 - b. Request to cut grass on playing fields (25th March) – passed to ALP Grounds Maintenance
 - c. Reply from Neil Parish (28th March) – waiting for reply from DCC.
 - d. Copies of letters sent to DCC by a parishioner re potholes (March/April) – Councillors monitoring roads.
 - e. Dangerous wall in Higher Cheriton (April) – passed to EDDC (who are liaising with the owner)
 - f. Email from parishioner re dog poo bin not being emptied (21st April) – **Clerk following up**

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

	Date	CQ/BACS	Payee (reason)	Total (inc VAT)	Balance
Opening balance	6.3.19				8420.26
Receipts	1.4.19	SO	Precept	3295.00	11715.26
	15.4.19	BACS	HMRC (VAT reclaim Oct 18-Mar 19)	928.35	12643.61
	16.4.19	BACS	DCC (reimbursement for Landmark trees)	75.00	12718.61
	29.4.19	BACS	EDDC (CIL Payment)	1465.01	14183.62
	30.4.19	BACS	EDDC (CIL Payment)	115.20	14298.82
Expenses	25.3.19	SO	Savills (playing field rent)	-132.50	14166.32
	25.3.19	698	Playsafety Ltd (RoSPA inspection of playing fields)	-90.60	14075.72
	29.3.19	699	Clerk (reimbursed for Landmark trees)	-78.00	13997.72
	31.3.19	700	Clerk (Salary)	-747.28	13250.44
	31.3.19	701	DALC (Clerk's basic course)	-36.00	13214.44
	2.4.19	702	DALC (Clerk's HMRC course)	-48.00	13166.44
	2.4.19	703	DALC (membership)	-153.99	13012.45
Balance	2.5.19				13012.45
<i>Upcoming expenses</i>	<i>May</i>		<i>BHIB (Insurance 2019-20)</i>	<i>-372.19</i>	<i>12640.26</i>

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	May		Payhembury Hall (hire for defibrillator refresher)	-15.00	12625.26
	May		EDDC (dog bin installation) - Project 1901	-179.00	12446.26
	May		EDDC (dog bin emptying *2)	-173.00	12273.26
	May		Parish Hall Rent for Council meetings	-72.00	12201.26
	May		BHIB additional premium for Tale War Memorial	-25.00	12176.26
	May		Community Heartbeat Emergency Phone cost	-52.00	12124.26
	May		Community Heartbeat Emergency telephone system	-100.00	12024.26
	8.5.19		Clerks Salary (April)	-199.20	11825.06
	1.6.19		Clerks Salary (May)	-199.20	11625.86
	1.7.19		Clerks Salary (June)	-199.20	11426.66
Funds expected			Precept due start of September	3295.00	14721.66
			HMRC VAT to be reclaimed (1.4.19-2.5.19)	28.00	14749.66
Funds allocated			Clerk's salary	-1792.80	12956.86
			Administration	-128.84	12828.02
			Running costs	-2982.93	9845.09
Project 1701			Line painting	-1000.00	8845.09
Project 1708			Payhembury sign - flowers	-50.00	8795.09
Project 1710			Parish Hall Internet (Transparency Code)	-600.00	8195.09
Project 1713			Policies	-45.00	8150.09
Project 1902			A373 mirror	-50.00	8100.09
Project 1903			War memorial - additional name	-130.00	7970.09
Project 1904			Tale Bus Shelter	-2000.00	5970.09
Contingency			Contingency (10% for projects)	-387.50	5582.59
Closing balance					5582.59

Appendix B – Planning Applications open for comment (or very recently closed)

App number	Minor / Major	Property	Details	EDDC Decision
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 (Parish Council – application supported)	Awaiting decision
18/2620/LBC	Minor	Wren Cottage, Payhembury	Variations to windows, floor levels and internal walls (no objections from Parish Council)	Awaiting decision
18/2668/FUL*	Minor	Tarrants Farm, Payhembury	Construction of permanent agricultural worker's dwelling *April 2019 amended plans (no objections from Parish Council)	Awaiting decision
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. (no objections from Parish Council)	PDQB prior approval granted

Appendix C – Summary status of Parish Council current projects

Project		Start	Original Finish	Revised Finish	Funds	Spent	Remaining	Comments
1701	Line painting				1000.00	0	1000	DDC not supporting; traffic cones being used at present
1708	Payhembury sign - flowers				50.00	0	50	Flowers to be planted shortly

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1709	Valuing Assets				0.00	0	0	Due 2021, Tale War Memorial to be added shortly
1710	Parish Hall Internet (Transparency Code)				600.00	0	600	Service expected to be ordered shortly
1713	Policies				45.00	0	45	Schedule for updating current and producing new policies to be produced
1714	Play Equipment				198.62	383.57	-184.95	Sub-group to report on options
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; awaiting invoice
1902	A373 mirror				50.00	0	50	Update being sought
1903	War memorial - additional name	Jan 19	Oct 19		130.00	0	130	Arrangements to made shortly to add name
1904	Tale Bus Shelter				2000.00	0	2000	Residents of Tale to be consulted on requirements

* Funds include PPC budget, grants and donations.

**Negative amounts remaining = overspend.

The next meeting of Payhembury Parish Council will take place on Wednesday 10th July 2019
at 7.30pm in the Parish Hall