

## PAYHEMBURY PARISH COUNCIL

### Draft Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 10<sup>th</sup> July 2019 at 7.30pm

1. Apologies for absence: Cllr Leach, Cllr Silver  
Present: Cllr Cox, Cllr Ingleson, Cllr Eaton, Cllr Kimber, Cllr Chamberlain, Dawn Chamberlain (Clerk)
2. Declarations of interest: none declared.
3. Agree minutes of previous meeting: Minutes from the meeting on 8<sup>th</sup> May 2019 were agreed and signed.
4. Matters arising since the meeting on 8<sup>th</sup> May 2019: no matters arising.
5. Review actions from previous meeting: all actions from the May minutes were either covered elsewhere on the agenda or were complete except:
  - a. Minute item 9a – reported flooding at Higher Cheriton near pond – heavy rainfall is required before the potential flooding can be investigated - **Cllr Cox to investigate after next heavy rainfall.**
  - b. Minute item 11a – uneven strimming of grass near Hillside – investigations into who is responsible for maintenance in this area have been inconclusive so far. **Clerk to continue chase and raise concerns with relevant person when identified.**
  - c. Minute item 11b – Dog poo bin on new footpath not being emptied regularly – **Clerk to raise with EDDC again.**
  - d. Minute item 12d – change of banks from NatWest to Unity Trust bank – the change of banks is in progress and should be complete before the next Parish Council meeting.
  - e. Minute item 15a – Route maps – guidance/policy notes for Councillors regarding route maps is still required. This has been added to the list of policies that the Clerk is producing.
  - f. Minute item 15c – Parish Council policies, procedures and protocols. Clerk has a list of the main documents that need to be produced and is sorting order of priority. **Clerk to produce schedule for production/review of documents.**
  - g. Minute item 17 – supporting letter for TRIP’s lottery bid application – letter has been written and sent. Thanks have been received from TRIP together with a request to meet with the Parish Council to discuss further the projects that the Lottery funds will be supporting in the parish. **Cllr Cox to arrange to meet with TRIP and other connected parish representatives to discuss.**
6. Public session: parishioners raised the following issues
  - a. Road maintenance – the recent roadworks were described as a good job and were appreciated but two areas remain outstanding for repair 1) Mousehole to Spence Farm and 2) Yellingham Farm to Milton. Parishioners advised to continue reporting via the website. **Clerk to raise with DDC.**
  - b. Houses rented from EDDC – 1) an update was requested on the plans for maintenance for the relevant housing - **Clerk to chase Cllr Skinner for his report** and 2) the issue of on overgrown hedge was raised with a request to give assistance in dealing with it – **Cllr Ingleson offered a hedgetrimmer.**
  - c. Spoil tipping by the Colestocks sign – spoil is still there despite assurances from the company involved that it would be moved. **Clerk to raise with DDC.**
  - d. War memorial additional name – request for a date when this would be done – in hand and expected to be complete within a few weeks.
  - e. Flowers at the Payhembury sign – no progress so far.
  - f. Tale Noticeboard – a parishioner was thanked for his time and effort in making and installing a replacement noticeboard in Tale.
7. Receive reports, if available, from 1) District Councillor, 2) County Councillor, 3) Police: no reports received.
8. Finance / budgeting / Precept (statement of current financial position in Appendix A):
  - a. The schedule of payments within Appendix A were accepted and approved.
9. Planning (list of current & recent planning applications in Appendix B): The Parish Council were pleased to note that the cricket club have finally received approval for their planning application (17/2574/FUL). Cllr Cox summarised the findings from the recent site visit for planning application 19/1152/COU (Milton Yard) and stated the Parish Council’s support for the application. The Parish Council have also supported planning application 19/1119/FUL (Monkton Park Farm) and have raised no objections to the other planning applications listed in Appendix B.
10. Parish Council Open Projects (summary table of status in Appendix C):
  - a. Project 1701 – line painting: the traffic cones appear to be reducing (but not eliminating) parking around the dangerous corner. In light of this and potential road resurfacing work in 2020 Councillors decided to continue with the use of cones, to close this project and to transfer allocated funds to the Parish Council’s reserves.

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- b. Project 1708 – Payhembury sign (flowers): Councillors decided to review at a time more appropriate for planting.
  - c. Project 1709 – valuing assets: assets not due to be revalued until 2021.
  - d. Project 1710 – Parish Hall Internet (Transparency code grant): phone line now installed, payment being sorted and then broadband will be ordered. The Parish Council holds £600 of transparency grant towards these costs. **Clerk to clarify who pays after the £600 runs out.**
  - e. Project 1713 – Policies: the draft 'Death of senior figure' protocol was discussed. **Clerk to investigate and potentially obtain Books of Condolence in preparation.**
  - f. Project 1714 – Play equipment: Cllr Eaton reported that a diagram is being produced to show proposed changes to the playing field area. The diagram should be ready for the next meeting and there would then be a period of consultation with the parish before the Diocese were approached for their views. Once an overall plan had been agreed funding could then be sourced. There was an additional discussion concerning the potential inclusion of allotments or a community garden. It is anticipated that this will be a 2-3 year project.
  - g. Project 1802 – Colestocks-Payhembury footpath: EDDC formal reports awaiting final sign off for S106 retrospective funding application.
  - h. Project 1901 – dog poo bin on new footpath: invoices for installation and emptying now received. However it is reported that the bin is not being emptied weekly as per contract. **Clerk to raise with EDDC.**
  - i. Project 1902 – Safety mirror on A373: a post is required to mount the safety mirror. **Cllr Cox to follow up.**
  - j. Project 1903 – War Memorial additional name: this has been arranged and it is expected that the work will take place during the next 3-4 weeks.
  - k. Project 1904 – Tale Bus shelter: it appears that DDC own the land that the students wait on. **Clerk to liaise with Highways at DDC to establish procedures.** Once things can progress **Cllr Chamberlain to liaise with residents of Tale for next steps.**
  - l. Project 1905 – DADBRF tree replacement: one specific location noted (back of Hillside by the car park). Cllr Ingleson and Cllr Leach have also noted other, more generic areas that would benefit from more trees.
11. Parish issues: Route maps, Parish Council Assets:
- a. No issues raised on route maps or parish assets
  - b. Standing Orders (version 1.1) adopted by the Parish Council
12. Barrow Road speed limit:
- a. It was agreed that the speed of some drivers on the narrow road was unacceptable and that measures need to be taken to reduce speeds. Pedestrians, cyclists and horse riders have all reported near misses with fast moving vehicles and it was also noted that Barrow Road forms part of the Sustrans 2 Cycle route. The 30mph sign at the north end of the village is currently at the top of Barrow Road, however there are a number of houses before that, with more being built. Moving the speed sign back to the village sign was considered a good idea as it would slow drivers earlier. Another potential option discussed was active speed warning signs similar to those in Dulford (signs that show the vehicles speed and indicate when slowing down is required). Introducing traffic calming measure such as road humps is expensive and causes other issues and reducing the speed limit to maybe 20mph is a long and complex process. **Cllr Cox to contact the Highways department at DDC to discuss the best short term options and longer term potential options if they are required.**
13. Advertising of public consultation events:
- a. The Parish Council website, noticeboards and parish paper are currently used to advertise these events. To improve distribution further it was agreed that they should be advertised on the village website and via the village Facebook and Instagram accounts. **Clerk to provide relevant information to the village website and to Cllr Ingleson for publication on social media.**
14. Broadband update:
- a. Update from Voneus – same as last month but 2 months later – they now expect to have funding by the end of July and will then process Talaton and Payhembury as a matter of urgency.

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

	Date	CQ/BACS	Payee (reason)	Total (inc VAT)	Balance
Opening balance	2.5.19				11547.44
Receipts					11547.44

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Expenses	24.5.19	704	Parish Hall Rent for Council meetings	-72.00	11475.44
	25.5.19	705	Community Heartbeat Emergency Phone cost	-52.00	11423.44
	25.5.19	706	Community Heartbeat Emergency telephone system	-100.00	11323.44
	25.5.19	707	BHIB (Insurance 2019-20)	-372.19	10951.25
	25.5.19	708	Smith of Derby (Church clock service)	-344.40	10606.85
	25.5.19	709	Clerks Salary (April)	-199.20	10407.65
	1.6.19	710	Clerks Salary (May)	-199.20	10208.45
	12.6.19	711	Community Heartbeat Defibrillator new pads	-87.00	10121.45
	12.6.19	712	Clerks expenses	-14.37	10107.08
	24.6.19	713	Parish Hall rent for Defibrillator training	-15.00	10092.08
	25.6.19	714	Fine memorials 1st payment for additional name	-77.28	10014.80
	1.7.19	715	Clerks Salary (June)	-199.20	9815.60
Balance	<b>3.7.19</b>				9815.60
Upcoming expenses	July		EDDC (dog bin installation) - Project 1901	-179.00	9636.60
	July		EDDC (dog bin emptying *2)	-173.00	9463.60
	1.8.19		Clerks Salary (July)	-199.20	9264.40
	1.9.19		Clerks Salary (August)	-199.20	<b>9065.20</b>
Funds expected			Precept due start of September	3295.00	12360.20
			HMRC VAT to be reclaimed (1.4.19-30.6.19)	99.66	12459.86
Funds allocated			Clerk's salary	-1394.40	11065.46
			Administration	-115.85	10949.61
			Running costs	-2618.93	8330.68
Project 1701			Line painting	-1000.00	7330.68
Project 1708			Payhembury sign - flowers	-50.00	7280.68
Project 1710			Parish Hall Internet (Transparency Code)	-600.00	6680.68
Project 1713			Policies	-45.00	6635.68
Project 1902			A373 mirror	-50.00	6585.68
Project 1903			War memorial - additional name	-65.60	6520.08
Project 1904			Tale Bus Shelter	-2000.00	4520.08
Contingency			Contingency (10% for projects)	-381.06	4139.02
Closing balance					<b>4139.02</b>

**Appendix B – Planning Applications awaiting decision (or recently decided)**

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)	Approved – retrospective with conditions
18/2620/FUL	Minor	Wren Cottage, Payhembury	Variations to windows, floor levels and internal walls (no objections from Parish Council)	Approved with conditions
18/2668/FUL*	Minor	Tarrants Farm, Payhembury	Construction of permanent agricultural worker's dwelling *April 2019 amended plans (no objections from Parish Council)	Approved with conditions
19/0925/PDQB	Minor	Tale Head Cottage, Payhembury	Prior Approval for proposed change of use of agricultural building to form 5no. dwellings (Use Class C3) and associated operational development	Awaiting decision
19/0945/LBC	Minor	Lower Milton, Payhembury	Install new window at first floor on west elevation. Amendments to approved application 18/1449/LBC (convert barn to dwelling) : revision of W1, W3, W4, W5 and D1 on east elevation and amend rooflights from Lumen to The Rooflight Company. (no objections from Parish Council)	Awaiting decision

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19/1053/FUL	Minor	Gooselands (Barn B), Tarrants Farm Cottage, Payhembury	Conversion and extension of Barn B to form 1no. dwelling, change of use of agricultural land to garden and provision of parking and bin storage areas and package treatment plant (no objections from Parish Council)	Awaiting decision
19/1119/FUL	Minor	Monkton Park Farm, Payhembury	Removal of two barns, renovation and extension of existing C20 building to create a dwelling and alterations to the access (supported by Parish Council)	Awaiting decision
19/1152/COU	Minor	Milton Yard, Payhembury	Use of land for the siting of a residential mobile home to be used as an agricultural worker's dwelling for a temporary period of three years in association with a proposed goat rearing enterprise and use of adjacent land as garden and for parking (site visit planned)	Awaiting decision
19/1168/DEM	Minor	Land at Higher Leyhill Farm, Broadhembury	Demolition of agricultural timber frame pole barn. (no objections from Parish Council)	Decided – prior approval not required
19/1199/PDQ	Minor	Higher Leyhill Farm, Broadhembury	Prior approval for proposed change of use of agricultural building to form 1 no dwelling (Use Class C3) and associated operational development under Class Q (a) and (b) (no objections from Parish Council)	Awaiting decision
19/1210/FUL	Minor	Tuck Mill Farm, Payhembury	Alteration and extension to existing barn/s to achieve double garage, laundry, home office, workshop and tractor shed; conversion of existing agricultural building to studio and proposed garages; removal of timber portal barn.	Awaiting decision
19/1211/LBC	Minor	Tuck Mill Farm, Payhembury	Alteration and extension to existing barn/s to achieve double garage, laundry, home office, workshop and tractor shed; conversion of existing agricultural building to studio and proposed garages; removal of timber portal barn. (no objections from Parish Council)	Awaiting decision

**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
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	
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; awaiting invoice
1902	A373 mirror				50.00	0	50	
1903	War memorial - additional name	Jan 19	Oct 19		130.00	64.40	65.60	Awaiting date for work to be done
1904	Tale Bus Shelter				2000.00	0	2000	Ownership of land?
1905	DADBRF tree replacement	May 19			0	0	0	First suggestions received.

\* Funds include PPC budget, grants and donations.

\*\*Negative amounts remaining = overspend.

**The next meeting of Payhembury Parish Council will take place on Wednesday 11<sup>th</sup> September 2019 at 7.30pm in the Parish Hall**