

PAYHEMBURY PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 11th September 2019 at 7.30pm

1. Apologies for absence: Cllr Silver
2. Declarations of interest: Cllr Chamberlain in item 17d due to relationship to Clerk.
3. Agree minutes of previous meeting: the minutes from the meeting on 10th July 2019 were agreed and signed.
4. Matters arising from the previous minutes since the meeting on 10th July 2019: no matters arising.
5. Review actions from previous meeting: all actions from the July minutes were either covered elsewhere on the agenda (10d, 10h, 10i, 10k, 12a) or were complete (6a, 6b) except:
 - a. Minute item 5a – reported flooding at Higher Cheriton near pond – Cllr Cox has investigated and the problem does not appear to be too bad. The area will continue to be monitored.
 - b. Minute item 5b – uneven strimming of grass near Hillside. This appears to be due to part of the land being maintained by EDDC and part by the Parish Council with different strimming regimes. ALP Grounds Maintenance will attempt to improve the situation without taking over responsibility for the area which EDDC are responsible for.
 - c. Minute item 5c – dog poo bin on footpath not being emptied regularly – this now appears to have improved but will continue to be monitored.
 - d. Minute item 5f – Parish Council policies, procedures and protocols – list of documents required with schedule for production to be done as part of Project 1713.
 - e. Minute item 5g – request from TRIP to meet with the Parish Council to discuss further projects. **Clerk to check with TRIP and arrange accordingly.**
 - f. Minute item 6c – spoil tipping by the Colestocks sign – spoil still not removed. This has been chased again with DDC who are following it up and will report back.
 - g. Minute item 10e – the Parish Council approved the purchase of 2 loose leaf books of condolence. **Clerk to purchase.**
 - h. Minute item 13a – posts to the current village Facebook page are disappearing. **Cllr Ingleson and Clerk to look into setting up a Facebook page for the Parish Council.**
6. Receive reports, if available, from 1) District Councillor, 2) County Councillor, 3) Police:
 - a. Cllr Skinner gave a detailed report on the investigations carried out by EDDC into the maintenance of a number of properties in the parish rented from EDDC (in response to the issue being raised by a parishioner at the January Parish Council meeting). Cllr Skinner identified a comprehensive list of problems identified as needing to be addressed, together with a list of repairs already done and an assurance that the other work is in hand. The Parish Council thanked Cllr Skinner for the thoroughness of the investigation and for the response of EDDC and thanked the parishioner for raising the issue. Cllr Skinner asked the Parish Council for background information for their support for planning application 19/1152/COU, which the Parish Council provided and confirmed their full support for the application.
 - b. A report was received from Cllr Chubb via email and forwarded to the Councillors before the meeting. The report gave a brief update on the village survival guide, RD&E NHS Hospital Trust, Schools funding and a Climate Emergency update.
 - c. A police report was received for June to August 2019 showing 6 incidents (up from 5 in June-August 2018) and 3 offences (1 violence with injury, 1 vehicle offence and 1 public order offence) – down from 5 offences in June-August 2018).
7. Public session: parishioners raised the following issues
 - a. Village green and dog poo – a large amount of dog poo has been reported on the village green. **i) Clerk to put article in the Parish Paper, ii) Clerk to investigate signage to encourage people to clear up after their dogs.**
 - b. Stile onto footpath between Cokesputt and Yarrow Park reported as being very high to climb over. **Clerk to report to DCC Public Rights of Way (PRoW) and ask for it to be lowered.**
 - c. Two letters were received from a parishioner by the Parish Council prior to the meeting with a total of 8 points to be raised during the public session. All of the points on the first letter (EDDC housing, name on War Memorial, rubbish/dog poo bin emptying, Tale Noticeboard, condition of playing field, tipping in Colestocks and overgrown vegetation obscuring 30mph sign on Barrow Road) were either already in hand or were covered by other agenda items at the meeting). The second letter referred to a damaged sign to the east of Pattesons Cross. This is not in Payhembury Parish but as it is a signpost to Payhembury the **Clerk will report it via the DCC online reporting webpage** and the parishioner was asked to report it that way as well.
8. Finance / budgeting / Precept (statement of current financial position in Appendix A):
 - a. The schedule of payments within Appendix A were accepted and approved.

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9. Planning (list of current & recent planning applications in Appendix B):
- Since the last meeting one planning application has been approved, one withdrawn and three refused. Seven further applications issued on or before 4th September are awaiting a decision. The Parish Council have supported or have no objections to four of these and the three remaining are being reviewed, including 19/1803/LBC which was discussed at the meeting.
 - No major planning applications arising since the last meeting.
 - The planning application for Tale Head Cottage (19/0925/PDQB) has been withdrawn by the applicant. An amended version is expected and a site visit in consultation with the residents of Tale will be arranged as appropriate.
10. Parish issues: Route maps, Parish Council Assets:
- A complaint had been received concerning the painting of the bench in Waterloo Plot. The bench was stained with a dark wood treatment to help protect it when green algae was found on it. This will fade with time and the Parish Council will continue to maintain this bench alongside other Parish assets. The plaque on the bench is cleaned regularly when the grass in the plot is cut. **Clerk to respond to the complainant.**
 - Some road signs in the parish are being obscured by overgrown vegetation (eg 30mph sign at the top of Barrow Road). These are being reported to DCC who will remove the vegetation as there are restrictions on when general hedge cutting can be done. **Clerk to put article in Parish Paper reminding people how to report these types of issues.**
 - The overgrown vegetation and defective bridges on Possets Lane were discussed. The Health and Safety issues with the bridges is now considered a matter of urgency. **Clerk to raise with DCC Public Rights of Way and with Cllr Chubb.**
 - There are now only three traffic cones in place to stop parking around the bend in the centre of the village, of which one is badly damaged. The traffic cones have helped to reduce parking, but some people are still ignoring the cones and parking dangerously. **Cllr Leach to source additional cones.**
11. Parish Council Open Projects (summary table of status in Appendix C):
- Project 1708 – Payhembury sign (flowers): a raised bed will be built with some permanent planting and some tubs of plants which can be changed as necessary. A parishioner has day lilies ready to be planted and another parishioner has offered to take on the maintenance of the tubs. The Parish Council approved reimbursements for compost, pots etc. **Councillors to clear site and build raised bed ready for planting.**
 - Project 1709 – valuing assets: parish assets need to be valued on a regular basis for insurance purposes. **Clerk to produce a schedule for valuations** as part of routine work. This project will be closed.
 - Project 1710 – Parish Hall Internet (Transparency code grant): the Parish Council feel that the responsibility for paying the on-going costs of the Parish Hall Internet should lie with the Parish Hall Committee. **Clerk to discuss with Parish Hall Committee.**
 - Project 1713 – Policies: the scope of this project has been clarified. It covers the production of a prioritised list of required documents. **Clerk to produce.** The production of those documents will be dealt with as separate work and will be costed accordingly.
 - Project 1714 – Play equipment: designs for the potential improvements to the playing fields area were presented and were well received. Feedback from parishioners is now sought before approaching the Diocese of Exeter for their approval. **i) Cllr Kimber to approach the school to get feedback from children regarding what they would like to see in the play area. ii) Clerk to produce article for Parish Paper, Noticeboard and website requesting feedback.**
 - Project 1802 – Colestocks-Payhembury footpath: funding approved by EDDC and invoice sent. Project to be closed when funds received.
 - Project 1902 – Safety mirror on A373: a post is required to mount the safety mirror. **Cllr Cox to follow up.**
 - Project 1903 – War Memorial additional name: work expected to be done week commencing 23rd September.
 - Project 1904 – Tale Bus shelter: the general site for the bus shelter has been approved by DCC and advice received regarding type of shelter. **Cllr Chamberlain to discuss exact requirements with residents of Tale.**
 - Project 1905 – DADBRF tree replacement: sites along the banks in Colestocks and the back of Hillside have been suggested for tree planting. **Clerk to contact EDDC to discuss next steps.**
12. Barrow Road speed limit:
- A solar-powered Vehicle Activated Sign (VAS) was discussed and approved at a cost of ~£1700. DCC Highways have advised that the sign would need to be on private land. **Clerk to check with DCC Highways the best**

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location for maximum effect and to ensure it meets their criteria. Landowners permission to be sought after advice from DCC Highways.

13. Safer Together: Devon & Somerset Fire & Rescue Service:

- a. the Parish Council acknowledged the strong feelings around the proposed changes to the service being provided, but decided not to provide a written response.

14. Telephone box library:

- a. The telephone box is a Parish Asset and a responsibility of the Parish Council. The library inside is for the use of anyone and the Parish Council are happy for any parishioner to add or remove books. Parish Councillors will periodically check the books in the telephone box but are happy for any parishioners to also check and change the books.

15. Definitive Map Review:

- a. A consultation on additional footpaths on Hembury Fort is underway with a deadline of 22nd November for response. **Clerk to advertise and to forward documents to adjoining parishes for their input.**

16. Able Community Care:

- a. The Parish Council decided not to take this any further as it appears to be a business rather than a support system.

17. Parish Council Administration:

- a. The Parish Council 3-year Business Plan was adopted.
- b. The Parish Council approved the attendance of Cllr Cox on the DALC Chairman’s course in October, Cllr Cox and the Clerk on the DALC Budgets and Precepts course on October and Cllrs Kimber and Ingleson on the DALC planning course in November.
- c. The Parish Council approved paying VisionICT to produce an Accessibility Statement on the website by 23rd September 2019 (the statement is a legal requirement). Work identified in the Accessibility Statement will be done by the Clerk over the next year. Further developments to the website to enhance its content and to provide more useful information to parishioners will be treated as a separate project and costed accordingly.
- d. The workload and hours of the Clerk were discussed. The Parish Council decided that the increased workload, in part due to the introduction of the Parish Council website, meant that the hours the Clerk is required to work should be increased from an average of 20 hours per month to an average of 30 hours per month. The Parish Council asked that this be effective from 1st August 2019 and approved the increased costs in wages.

The next meeting of Payhembury Parish Council will take place on Wednesday 13th November 2019 at 7.30pm in the Parish Hall

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

Bank Account balances on 4th September 2019

Natwest £3890.69; Unity Trust Current account £0.30; Unity Trust Savings account £8396.30; Total £12287.29

	Date	CQ/BACS	Payee (reason)	Total (inc VAT)	Balance
Opening balance	3.7.19				9815.60
Receipts	2.9.19		Precept	3295.00	13110.60
Expenses	15.7.19	717	EDDC (dog bin installation) - Project 1901	-214.91	12895.69
	15.7.19	718	EDDC (dog bin emptying *2)	-210.00	12685.69
	13.8.19	BACS	Clerk's salary (July)	-199.20	12486.49
	3.9.19	BACS	Clerk's salary (August)	-199.20	12287.29
					12287.29
Balance	4.9.19				12287.29
Upcoming expenses	15.9.19		Clerk (refund for 2 Books of Condolence)	-57.00	12230.29
	23.9.19		VisionICT (website Accessibility statement)	-54.00	12176.29
	29.9.19		Savill's (playing field rent)	-132.50	12043.79

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	30.9.19		Bank charges (2 months)	-12.00	12031.79
	Sept		Clerk's expenses (stationery, phone)	-96.43	11935.36
	Sept		Fine Memorials (bal. War Memorial add. name)	-77.28	11858.08
	1.10.19		VisionICT (website annual support Dec 19-Nov 20)	-210.00	11648.08
	1.10.19		Clerks Salary (September)	-199.20	11448.88
	Oct		Clerk (refund for Poppy Wreath)	-33.00	11415.88
	1.11.19		Clerks Salary (October)	-199.20	11216.68
Funds expected			S106 retrospective grant for footpath	7708.07	18924.75
			HMRC VAT to be reclaimed (1.4.19-31.8.19)	170.48	19095.23
Funds allocated			Clerk's salary	-996.00	18099.23
			Administration	-21.13	18078.10
			Running costs	-2236.10	15842.00
Project 1708			Payhembury sign - flowers	-50.00	15792.00
Project 1710			Parish Hall Internet (Transparency Code)	-600.00	15192.00
Project 1713			Policies	-45.00	15147.00
Project 1902			A373 mirror	-50.00	15097.00
Project 1904			Tale Bus Shelter	-2000.00	13097.00
Contingency			Contingency (10% for projects)	-274.50	12822.50
Closing balance					12822.50

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

App number	Minor / Major	Property	Details	EDDC Decision
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	Withdrawn
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)	Approved with conditions
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)	Refused
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 – Parish Council support application)	Awaiting decision
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)	Refused
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	Awaiting decision

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			proposed garages; removal of timber portal barn. (no objections from Parish Council)	
19/1456/PDQ	Minor	Apple Tree Farm, Broadhembury	Prior approval for proposed change of use of agricultural building to 1 no dwelling (Use Class C3) and associated operational development. (no objections from Parish Council)	Refused
19/1490/FUL	Minor	Higher Leyhill Farm, Broadhembury	Detached single storey dwelling (to replace barn which has prior approval for conversion). (Site meeting – Parish Council have no objections)	Awaiting decision
19/1803/LBC	Minor	Thatch, Colestocks	Demolition of existing garage and rear single storey extension with replacement proposed single storey side extension and single storey rear extension and internal alterations (revision to consent 18/0662/FUL and 18/0663/LBC).	Awaiting Decision
19/1818/PDQ	Minor	Higher Leyhill Farm, Broadhembury	Prior approval for proposed change of use of agricultural building to 1 no dwelling (Use Class C3) and associated operational development. under Class Q (a) and (b).	Awaiting decision

Appendix C – Summary status of Parish Council current projects

Project		Start	Original Finish	Revised Finish	Funds	Spent	Remaining	Comments
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	Awaiting invoice
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	Awaiting payment from S106 funds
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	Approval for site, decide on shelter
1905	DADBRF tree replacement	May 19			0	0	0	First suggestions received.

* Funds include PPC budget, grants and donations.

**Negative amounts remaining = overspend.