

## PAYHEMBURY PARISH COUNCIL

### Draft Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 13<sup>th</sup> November 2019 at 7.30pm

1. Apologies for absence: Cllr Cox, Cllr Ingleson, Cllr Chamberlain, Cllr Chubb (DCC)  
Present: Cllr Leach, Cllr Eaton, Cllr Silver, Cllr Kimber, Cllr Skinner (EDDC), Dawn Chamberlain (Clerk). Meeting was chaired by Cllr Leach as Vice-Chairman as the Chairman was unable to attend.
2. Declarations of interest: none declared.
3. Agree minutes of previous meeting: the minutes from the meeting on 13<sup>th</sup> September 2019 were agreed and signed.
4. Matters arising from the previous minutes since the meeting on 13<sup>th</sup> September 2019: no matters arising.
5. Review actions from previous meeting: all actions from the September minutes were either covered elsewhere on the agenda (11a-e, 11g, 11i-j, 12a) or were complete (5g, 7c, 10a, 10b, 10c, 10d, 15a) except:
  - a. Minute item 5e - request from TRIP to meet with the Parish Council to discuss further projects. The clerk has had some discussions with TRIP regarding a meeting but no date has yet been arranged. **Clerk to follow up.**
  - b. Minute item 5h - posts to the current village Facebook page are disappearing. A Facebook page for the Parish Council will be setup with the name 'Payhembury Parish'. **Cllr Ingleson to setup and administer with support from Clerk and Will Scott.**
  - c. Minute item 7a - Village green and dog poo – a large amount of dog poo has been reported on the village green. Article published in Parish Paper and signs sourced. **Clerk to purchase signs now payment has been approved.**
  - d. Minute item 7b - Stile onto footpath between Cokesputt and Yarrow Park reported as being very high to climb over. Clerk investigated but did not report to DCC PRoW as the stile does not appear high. The parishioner was advised to contact PRoW direct if they still have an issue with the height of the stile.
6. Receive reports, if available, from 1) District Councillor, 2) County Councillor, 3) Police.
  - a. Cllr Skinner gave a quick summary of the governance reviews taking place at EDDC after the change in leadership of the council as a result of the election in May. Areas covered included recycling, climate change and budget shortfall. He also explained the Exeter Area housing strategy which covers four councils (East Devon, Mid Devon, Exeter and Teignbridge) and how the councils are working together to meet a target of 57000 new houses over the combined area.
  - b. A short report (due to purdah) was received from Cllr Chubb and was forwarded to Councillors after the meeting. The report gave an update on progress with rolling out broadband and mentioned a couple of companies that were instrumental in that work together with a useful website for updates. Cllr Chubb also drew attention to the need to report any Highways issues now so they can be taken into consideration as budgeting time is approaching. Cllr Chubb also provided some information and links for project funding for small rural businesses and for schools. **Clerk to make these various website links available via the Parish Council website.**
  - c. No police report was received.
7. Public session: parishioners raised the following issues (items a and b below)
  - a. Recent road closures – a parishioner raised concerns about the lack of notice regarding recent road closures and the length of time they took. These issues have already been raised with DCC and South West Water on behalf of the Parish Council and the parishioner was advised to contact them themselves if they have anything further they feel they can add to help.
  - b. Social housing on Hillside – a parishioner raised concerns about the maintenance for a number of properties for which EDDC is responsible. EDDC dealt very effectively with a number of issues that were raised in January and the parishioner was advised to pass relevant details for these new issues to Cllr Skinner who will investigate.
  - c. Will Scott gave a presentation on his 'Payhembury Sustainability Fair' that he is running on January 11<sup>th</sup>. Will has kindly offered to donate any funds raised towards the playing fields project, in particular a piece of play equipment (to be decided which later). The Parish Council wish him well for the fair and will help with advertising it via the website and the new Facebook page.
8. Finance / budgeting / Precept (statement of current financial position in Appendix A):
  - a. The schedule of payments within Appendix A were accepted and approved.
  - b. The earmarking of the CIL payments for 2019/20, totally £799.89, for the playing fields improvements project was approved by the Council.
9. Planning (list of current & recent planning applications in Appendix B):
  - a. Since the last meeting two planning applications have been approved (19/1053/FUL & 19/1210/FUL), three approved with conditions (19/1211/LBC, 19/1803/LBC & 19/2029/FUL) and one with PDQB prior approval granted (19/1818/PDQ). Six further applications issued on or before 6<sup>th</sup> November 2019 are awaiting a decision by EDDC. The Parish Council have done site visits for two (19/1152/COU & 19/1490/FUL) and have

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supported or had no objections to these and 3 others (19/1908/FUL, 19/1916/COU & 19/2074/FUL). A response to the sixth (19/2409/PDQ) is due shortly.

- b. No major planning applications arising since the last meeting.
- c. Adrian Houselander gave a presentation on the proposals for Little Barn at Blue Ball. These plans are currently at the pre-planning stage but appear sympathetic and in keeping for the location. The Parish Council will wait for the full application and then do a site visit, but liked what they saw from the pre-planning diagrams.

#### 10. Parish issues: Route maps, Parish Council Assets:

- a. Road from Mousehole to Spences Cross has a broken drain and is in poor condition. Drain is expected to be fixed shortly. **Cllr Leach to follow up.**
- b. The street light by the school has an intermittent fault where sometimes it does not come on. It is solar-powered and the likely problem is that not enough light is reaching the solar panels, partly due to leaves and dirt on the solar panels and partly due to overhanging trees. **i) Cllr Eaton to clean the solar panels, ii) Clerk to contact the school about cutting back the tree.**

#### 11. Parish Council Open Projects:

- a. Project 1708 – Payhembury sign (flowers): a lot of work has been done clearing and planting this area and it is looking a lot better. The Parish Council expressed their thanks to Olwen Eaton for her hard work. Further plants are available for planting from Lorinda Perry.
- b. Project 1710 – Parish Hall Internet (Transparency code grant): post-meeting note – the broadband into the Parish Hall is due to go live on 27<sup>th</sup> November 2019. **Clerk to arrange transfer of funds.**
- c. Project 1713 – Policies: list of policies etc required has been produced. An action plan for their production has been written and the work will be done as part of normal workload where possible. If extra time is required for urgent production to meet necessary deadlines then the Clerk will ask the Parish Council to approve payment for additional hours.
- d. Project 1902 – Safety mirror on A373: no progress.
- e. Project 1903 – War Memorial additional name: F. Lane's name was added to the War Memorial on 23<sup>rd</sup> September 2019 and was read out with the other names at the Remembrance Service on 10<sup>th</sup> November. An article will be published in the December Parish paper and this project closed.
- f. Project 1904 – Tale Bus shelter: no progress in recent months. **Clerk to liaise with Tale residents.**
- g. Project 1905 – DADBRF tree replacement: autumn and spring are the time to plant the trees. **Clerk to contact EDDC to discuss next steps.**
- h. Project 1906 – Playing fields improvements: a lot of good feedback and suggestions have been received from parishioners of all ages. **i) Clerk to seek supporting letters from the church and school. ii) Clerk to contact Savills (agents for the Diocese of Exeter) with proposals and supporting evident to assess their likely response.**
- i. Project 1907 – Barrow Road speed issue: Cllr Ingleson meeting with Phil Morgan of DCC on 6<sup>th</sup> December to discuss siting of VAS sign.

#### 12. Allotments:

- a. There have been requests from 5 people for an allotment in the parish, ranging from quite small (6m by 4m) to a large allotment with room for a polytunnel. The Parish Council have contacted the Diocese of Exeter to see if they might be willing to rent out part of the field next to The Old Vicarage, but in the meantime other possible sites are being investigated. S106 funds may be available to support this depending on the outcome. A new project to be setup for this.

**The next meeting of Payhembury Parish Council will take place on Wednesday 8<sup>th</sup> January 2020 at 7.30pm in the Parish Hall**

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

Bank Account balances on 6<sup>th</sup> November 2019

Natwest £0.00; Unity Trust Current account £1.00; Unity Trust Savings account £18271.63; Total £18272.63

	Date	CQ/BACS	Payee (reason)	Total (inc VAT)	Balance
<b>Opening balance</b>	<b>4.9.19</b>				<b>12287.29</b>
Receipts	30.9.19		Bank interest	3.36	12290.65
	1.10.19		EDDC (S106 funds)	7708.07	19998.72
	4.10.19		Natwest bank correction	0.40	19999.12
	23.10.19		CIL payment (April-Sept 2019)	684.69	20683.81
Expenses	18.9.19	BACS	Clerk's additional pay for August	-99.60	20584.21
	23.9.19	BACS	VisionICT (website accessibility statement)	-54.00	20530.21
	23.9.19	BACS	Fine Memorials (bal. - War Memorial name)	-77.28	20452.93
	29.9.19	SO	Savills (6 months playing field rent)	-132.50	20320.43
	30.9.19		Bank charges (1 month)	-6.00	20314.43
	2.10.19	BACS	Clerk's salary (September)	-298.80	20015.63
	8.10.19	BACS	Clerk (reimbursed for Poppy Wreath)	-34.00	19981.63
	8.10.19	BACS	Clerk (reimbursed for Books of Condolence)	-54.00	19927.63
	8.10.19	BACS	Clerk's expenses (stamps, phone etc)	-14.20	19913.43
	25.10.19	BACS	VisionICT (ann. supp. website Dec19-Nov 20)	-210.00	19703.43
	30.10.19	BACS	DALC training courses	-132.00	19571.43
	5.11.19	BACS	Clerk's salary (October)	-298.80	19272.63
					19272.63
<b>Balance</b>	<b>6.11.19</b>				<b>19272.63</b>
<i>Upcoming expenses</i>	<i>Nov-19</i>	<i>BACS</i>	<i>Clerk (reimbursed for dog poo signs)</i>	<i>-8.28</i>	<i>19264.35</i>
	<i>1.12.19</i>	<i>BACS</i>	<i>Clerk's salary (November)</i>	<i>-298.80</i>	<i>18965.55</i>
	<i>Dec-19</i>		<i>DALC planning training courses</i>	<i>-96.00</i>	<i>18869.55</i>
	<i>Dec-19</i>		<i>ALP Grounds maintenance (estimate)</i>	<i>-700.00</i>	<i>18169.55</i>
	<i>31.12.19</i>		<i>Bank charges (3 months)</i>	<i>-18.00</i>	<i>18151.55</i>
	<i>1.1.19</i>	<i>BACS</i>	<i>Clerk's salary (December)</i>	<i>-298.80</i>	<i>17852.75</i>
Funds expected	Nov-19		HMRC VAT to be reclaimed (1.4.19-31.7.19)	169.82	18022.57
	Mar-20		HMRC VAT to be reclaimed (1.8.19-28.2.20)	110.09	18132.66
Funds allocated			Clerk's salary	-896.40	17236.26
			Administration	-218.00	17018.26
			Running costs	-362.50	16655.76
Project 1708			Payhembury sign - flowers	-50.00	16605.76
Project 1710			Parish Hall Internet (Transparency Code)	-600.00	16005.76
Project 1713			Policies	-45.00	15960.76
Project 1902			A373 mirror	-50.00	15910.76
Project 1904			Tale Bus Shelter	-2000.00	13910.76
Project 1906			Playing Fields improvements	-8500.00	5410.76
Project 1907			Barrow Road speed issue	-1700.00	3710.76
Contingency			Contingency (10% for projects)	-1294.50	2416.26
<b>Closing balance</b>			(General Reserves)		<b>2416.26</b>

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

Minor planning applications (no major applications at present)

App number	Property	Details	EDDC Decision
19/1053/FUL	Gooselands (Barn B), Tarrant's 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)	Approved

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19/1210/FUL	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.	Approved
19/1211/LBC	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)	Approved with conditions
19/1803/LBC	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).	Approved with conditions
19/1818/PDQ	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).	PDQB prior approval granted
19/2029/FUL	Tarrants Farm, Payhembury	General purpose agricultural building	Approved with conditions
19/1152/COU	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
19/1490/FUL	Higher Leyhill Farm, Broadhembury	Detached single storey dwelling (to replace barn which has prior approval for conversion). (Site meeting – Parish Council have no objections). Amendments sent out 1 <sup>st</sup> November 2019	Awaiting decision
19/1908/FUL	1 The Old Dairy, Barrow Road, Payhembury	Revision of 16/2956/PDQ to include reduction of footprint and addition of internal first floor to Plot C, change of use on remaining section of existing barn to create garage and machinery store.	Awaiting decision
19/1916/COU	The Old Dairy, Barrow Road, Payhembury	Application to extend the residential curtilage of Barns A, B and C that has been granted under previous permission 16/2956/PDQ.	Awaiting decision
19/2074/FUL	Milton Farm Fisheries, Payhembury	Payhembury - New access to holiday homes (retrospective).	Awaiting decision
19/2409/PDQ	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.	Awaiting decision