

PAYHEMBURY PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 8th January 2020 at 7.30pm

1. Apologies for absence: Cllr Silver
Present: Cllr Cox, Cllr Leach, Cllr Ingleson, Cllr Eaton, Cllr Chamberlain, Cllr Skinner (EDDC), Cllr Chubb (DCC)
2. Declarations of interest: none declared.
3. Agree minutes of previous meeting: the minutes from the meeting on 13th November 2019 were agreed and signed.
4. Matters arising from the previous minutes since the meeting on 13th November 2019: no matters arising.

Items 5, 6 and 7 on the agenda were dealt with in reverse order at the meeting to enable planning application 19/2650/PDQ to be discussed early and during a public session.

5. Review actions from previous meeting: Actions from minute items 5c, 6b and 11a were complete (no review necessary). Actions from minute items 11f, 11g and 11h were covered elsewhere on the agenda.
 - a. Minute item 5a - request from TRIP to meet with the Parish Council to discuss further projects. Possibly arrange as part of the Annual Parish Meeting.
 - b. Minute item 5b – The Parish Council’s Facebook page (with the name of ‘Payhembury Parish’) is to be setup. **Cllr Ingleson to setup and administer with support from Clerk and Will Scott.**
 - c. Minute item 10a – road from Mousehole to Spences Cross is still in a poor condition and repairs by DCC are unlikely in the near future due to the low priority given to the road. Cllr Leach asked whether he can arrange for repairs to be done himself. **Cllr Chubb advised the Clerk to check with Phil Morgan from the Highways department of DCC.**
 - d. Minute item 10b – intermittent fault on street light by the school. A buddleia has been identified as blocking light to the light, hopefully this will be cut back soon. The street light will be monitored to see if the fault re-occurs.
6. Receive reports, if available, from 1) District Councillor, 2) County Councillor, 3) Police:
 - a. Following the public discussion about planning application 19/2650/PDQ (see below), Cllr Skinner gave a very helpful explanation of the process for prior approval planning applications and how the process differs from the normal planning application process. He answered a number of questions from members of the public to help clarify how the process works and the parts of prior approval planning applications that objections can be raised against.
 - b. Cllr Chubb explained work being done by DCC towards a Climate Change plan. He also talked about the current budget round, that budgets currently seem OK, but that schools and social care are big costs that can have a major impact on budgets at short notice. For highways, the plan is to patch a lot of the problems this year with a plan to start resurfacing roads next year. The cost efficiency of this approach was questioned by Parish Councillors as patched repairs are not perceived as lasting long enough to warrant the expense and inconvenience.
 - c. No report from the Police.
7. Public session:
 - a. Planning application 19/2650/PDQ – 14 residents from Tale attended the meeting to express their detailed and extensive objections to the planning application to convert the barn west of Tale Head Cottage into 5 properties. John Somers opened the discussion by giving a summary of the objections, followed by other residents adding additional points, information or clarification. Cllr Skinner explained the prior approval process (see above) and answered questions. The strength of feeling against the proposed development was evident and the Parish Council fully support the residents of Tale in their objections. **Clerk to make the Parish Council’s reply to EDDC planning available on the Parish Council website.**
 - b. Adrian Houselander gave an update on his pre-planning application for Little Barn at Blue Ball – an 8-week delay in the submission of the pre-application. A site visit is likely when the planning application comes through.
 - c. The stile(s) on the footpath from Cokesputt to Yarrow Park. Kissing gates have been suggested by DCC to improve access. The landowner has given permission for the change provided DCC cover the costs of the new gates.
 - d. A number of signposts were reported as being in need of repair, including a ‘slow’ sign in Upton and a sign to Payhembury on the A30 in Fairmile. The latter had been reported previously. **Clerk to report new problems and to chase previously reported ones.** Parishioners were encouraged to report any issues themselves as well.
8. Finance / budgeting / Precept (statement of current financial position in Appendix A):

PAYHEMBURY PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 8th January 2020 at 7.30pm

- a. Applications for a grant from the Parish Council were received from TRIP, Tale Valley Trust and Tale Millers Cricket Club. The Parish Council approved a grant of £50 to each of the applicants. **Clerk to contact the applicants.**
 - b. The grant application process was discussed and it will continue unchanged. Procedure to be documented in due course.
 - c. The schedule of payments in Appendix A was reviewed. The estimated cost of grounds maintenance on the schedule on the agenda was £700. The Parish Council approved an increase to £900 at the meeting to reflect the recently received invoice which showed additional requested work being carried out during the year. The rest of the schedule was approved. A letter from Savills was discussed regarding a request from them to pay arrears of rent for the playing field dating back to 2015. The letter explained that Savills had made an error in not applying RPI to the rent over that intervening period. The Parish Council felt that, as it was Savills who made the error, Savills should be responsible for the shortfall. The Parish Council acknowledge the increase in rent going forward with effect from the March 2020 payment. **Clerk to inform Savills.**
 - d. The Parish Council approved the budget requirement for 2020/21 and agreed a precept of £7567.60 for 2020/21. This represents an increase of £977.60 compared to the precept for 2019/20 (an increase of 14.8%). The increase is due to a number of reasons including the increase in Clerk's hours, inflation increases and budgeting for future longer-term expenses. **Clerk to publish budget on the Parish Council website.**
9. Planning (list of current & recent planning applications in Appendix B):
- a. Since the last meeting 5 planning applications have been approved by EDDC – 19/1490/FUL & 19/1916/COU (with conditions), 19/1908/FUL (retrospectively with conditions), 19/2074/FUL (retrospectively with no conditions) and 19/2409/PDQ (prior approval granted). One application is outstanding (19/1152/COU) and one new application received (19/2650/PDQ – see above).
 - b. No major planning applications arising since the last meeting.
 - c. The procedure for reviewing planning applications was discussed. To improve transparency the Parish Council decided to publish each Councillor's response to planning applications on the Parish Council website. The website will also be updated to enable Parishioner's to add their own views. **Clerk to make appropriate changes to website.**
10. Parish issues: Route maps, Parish Council Assets:
- a. The plaque on the bench in Waterloo plot has been cleaned.
 - b. Poor broadband issues in some parts of the Parish – only 2 reports received by the Clerk in response to the Parish Paper article. **Clerk to follow up with the individuals concerned.**
 - c. The Parish Council have been notified of a proposed road closure in Colestocks for 6 weeks from the end of April for work by Western Power Distribution. The length of the proposed closure was questioned. **Clerk to contact Western Power Distribution and ask for an explanation (either in person at the next meeting or in writing).**
11. Parish Council Open Projects:
- a. Project 1708 – Payhembury sign (flowers): the Parish Council expressed their thanks to Olwen Eaton for the work she has done. More flowers and bark are available if required.
 - b. Project 1710 – Parish Hall Internet (Transparency code grant): funds have been transferred to the Parish Hall Committee and the internet is now working. Project to be closed.
 - c. Project 1902 – Safety mirror on A373: mirror is now installed. **Cllr Cox to check costs.**
 - d. Project 1904 – Tale Bus shelter: an offer to build the shelter for no cost has been received from a local carpenter, provided the Parish Council pay for the materials. **Clerk liaising with Tale residents to arrange.**
 - e. Project 1905 – DADBRF tree replacement: The Woodland Trust scheme closed on 6th January for this year. A number of limitations with the scheme were identified, including lack of choice of trees and a difficult application process. **Clerk to follow up alternatives with EDDC Senior Arboricultural Officer.**
 - f. Project 1906 – Playing fields improvements: plans were sent to Savills at the beginning of December and receipt acknowledged.
 - g. Project 1907 – Barrow Road speed issue: Cllr Ingleson met with Phil Morgan of DCC Highways. Phil Morgan proposed checking whether the national speed limit applied to the roads in question due to their narrowness, and whether a lower speed limit would be more appropriate. **Cllr Ingleson to follow up.**
 - h. Project 1908 – Investigate provision of allotments: a location to site allotments is proving difficult to find. The Parish Council asked Cllr Leach whether he would be able to help and he suggested a possibility of ½ an acre at

PAYHEMBURY PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 8th January 2020 at 7.30pm

the end of Church Lane (provided the residents of Church Lane were happy with the suggestion). The Parish Council will continue to look for other possible sites.

12. Parish Council Administration:

- a. The Annual Parish meeting to be booked for Saturday 28th March as part of a Food and Sustainability Fair. Will Scott's Sustainability Event (originally planned for 11th January) had to be postponed and he is happy for it to be part of this bigger event. A number of suggestions for additional attendees were discussed by the Parish Council, especially in connection with local food production, showcasing of suppliers for the shop, climate change or sustainable energy. **Clerk and Cllr's to investigate options and approach potential attendees.**
- b. The Freedom of Information policy was adopted, together with the associated Model Publication Scheme and the Publication Scheme for Payhembury Parish Council.
- c. The Complaints policy was adopted.

13. VE & VJ day anniversary celebrations in 2020:

- a. **Clerk to check with the Parish Hall what they are planning to do.**

The next meeting of Payhembury Parish Council will take place on Wednesday 11th March 2020 at 7.30pm in the Parish Hall

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

Bank Account balances on 2nd January 2020

Natwest £0.00; Unity Trust Current account £1.00; Unity Trust Savings account £18236.33; Total £18237.33

	Date	CQ/BACS	Payee (reason)	Total (inc VAT)	Balance
Opening balance	6.11.19				19272.63
Receipts	18.11.19		HMRC VAT reclaim (1.4.19-31.7.19)	169.82	19442.45
	31.12.19		Bank Interest (Oct-Dec 19)	18.76	19461.21
Expenses	26.11.19		Parish Hall (Transparency Code funds for Internet)	-600.00	18861.21
	2.12.19		Clerk (reimbursed for dog poo signs)	-8.28	18852.93
	2.12.19		Clerk's salary (November)	-298.80	18554.13
	31.12.19		Bank charges (4/9-4/12 2019)	-18.00	18536.13
	2.1.20	BACS	Clerk's salary (December)	-298.80	18237.33
Balance	2.1.20				18237.33
<i>Upcoming expenses</i>	<i>Jan-20</i>		<i>DALC planning training courses</i>	<i>-96.00</i>	18141.33
	<i>Jan-20</i>		<i>ALP Grounds maintenance (estimate)</i>	<i>-900</i>	17241.33
	<i>Jan-20</i>		<i>Grants to village clubs</i>	<i>-150.00</i>	17091.33
	<i>Feb-20</i>		<i>Clerk's Salary for January 2020</i>	<i>-298.80</i>	16792.53
	<i>Mar-20</i>		<i>Clerk's Salary for February 2020</i>	<i>-298.80</i>	16493.73
Funds expected	Mar-20		HMRC VAT to be reclaimed (1.8.19-28.2.20)	110.09	16603.82
Funds allocated			Clerk's salary	-298.80	16305.02
			Administration	-218.00	16087.02
			Running costs	-212.50	15874.52
Project 1708			Payhembury sign - flowers	-50.00	15824.52
Project 1902			A373 mirror	-50.00	15774.52
Project 1904			Tale Bus Shelter	-2000.00	13774.52
Project 1906			Playing Fields improvements	-8500.00	5274.52
Project 1907			Barrow Road speed issue	-1700.00	3574.52
Contingency			Contingency (10% for projects)	-1230.00	2344.52
Closing balance			(General Reserves)		2344.52

PAYHEMBURY PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 8th January 2020 at 7.30pm

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

Minor planning applications (no major applications at present)

App number	Property	Details	EDDC 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 st November 2019	Approved with conditions (10/12/19)
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.	Approved retrospectively with conditions (19/11/19)
19/1916/COU	The Old Dairy, Payhembury	Application to extend the residential curtilage of Barns A, B and C that has been granted under previous permission 16/2956/PDQ.	Approved with conditions (5/12/19)
19/2074/FUL	Milton Farm Fisheries, Payhembury	Payhembury - New access to holiday homes (retrospective).	Approved retrospective with no conditions (25/11/19)
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.	Decided – PDQB prior approval granted (24/12/19)
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
19/2650/PDQ	Barn west of Tale Head Cottage, Payhembury	Prior approval for proposed change of use of agricultural building to form 5 no. dwellings (Use Class C3) and associated operational development	Awaiting decision