

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 11th March 2020 at 7.30pm

1. Apologies for absence: Cllr Leach, Cllr Ingleson
Present: Cllr Cox, Cllr Eaton, Cllr Silver, Cllr Kimber, Cllr Chamberlain
2. Declarations of interest: none declared.
3. Agree minutes of previous meeting: the minutes from the meeting on 8th January were agreed and signed.
4. Matters arising from the previous minutes since the meeting on 8th January 2020: no matters arising
5. Review actions from previous meeting: Actions from minute items 5b, 5c, 7a, 7d, 8a, and 8c were complete (no review necessary). Actions from minute items 11c, 11d, 11e, 11g and 12a were covered elsewhere on the agenda.
 - a. Minute item 8d – Clerk to publish agreed budget on the Parish Council website – the original document was not in a suitable format for publishing. A more webpage friendly document has been produced and will be published shortly.
 - b. Minute item 9c – Clerk to make changes to the Parish Council website to publish each Councillor’s response to planning applications. This work was put on hold pending the adoption of the Parish Council ‘Scheme of Delegation – planning matters’ policy. **Clerk to update website to publish Parish Council’s collective response.**
 - c. Minute item 10b – Poor broadband issues in some parts of the Parish. **Clerk to follow up with the individuals concerned.**
 - d. Minute item 10c – proposed road closure in Colestocks for up to 6 weeks in Apr-May. There have been on-going discussions between a number of the involved parties to try to find a better way for Western Power Distribution to connect the affected property to the National Grid. It is hoped that a solution will be found shortly that will simplify the process and reduce the amount of time the road will need to be shut. The Parish Council is being kept up to date with progress, but the discussions have meant that the dates for the work have moved back to Jun-Jul and may move again.
 - e. Post-meeting note re Minute item 5b – the Parish Council’s Facebook page has been set up and is running successfully. As of 11th March it had 119 members and over 400 posts and comments and is already proving to be a valuable source of information for people.
6. Receive reports, if available, from 1) District Councillor, 2) County Councillor, 3) Police:
 - a. No report received from the District Councillor.
 - b. No report received from the County Councillor.
 - c. Police summary report for 2019 had been received prior to the meeting and circulated to Councillors. It shows no overall change in the very low levels of crime experienced in Payhembury parish.
7. Public session:
 - a. Planning application 20/0199/FUL – Cheriton Farm barns (conversion to 4 houses) – a parishioner expressed their hope that the planning application would be approved and that the buildings could be saved and rejuvenated. It was reported that there used to be very high levels of traffic to and from the farm when it was a fully working farm and that the predicted levels of traffic from the new development would not exceed that seen in the past. Cllr Skinner (EDDC) also met with the residents of Cheriton on 7th March.
 - b. Coronavirus (Covid-19) – the Parish Council and parishioners discussed how to make sure everyone was aware and up to date with relevant information. Payhembury Provisions are offering to deliver supplies to those self-isolating. It was agreed to create posters with details about the offer from the shop and to encourage people to arrange contacts to help them or for them to help others in case self-isolation is necessary. **Clerk to sort posters and arrange for distribution.**
 - c. Post meeting note – as part of the recent Definitive Map Review for Payhembury Parish a footpath was identified on Hembury Fort that was not part of the established list of footpaths. On 5th March Devon County Council’s Public Rights of Way (DCC(PRoW)) committee decided to add this footpath to the Definitive Map and Statement for Payhembury and are now proceeding with the legal work required.
8. Finance / budgeting / Precept (statement of current financial position in Appendix A):
 - a. The schedule of payments in Appendix was reviewed and approved.
 - b. The Parish Council approved a grant of £100 to the Parish Hall towards the refurbishment of the kitchen.
 - c. Post meeting note – internal auditor to be given View Only access to the on-line banking system.
9. Planning (list of current & recent planning applications in Appendix B): those arising since last meeting
 - a. 19/2766/TRE – removal of a diseased oak tree (3 Warren Close) – no objections
 - b. 20/0199/FUL – conversion of barns into 4 dwellings (Cheriton Farm) – site visit and meeting with residents of Cheriton on 22nd February. The Parish Council approve the conversion of the barns and the quality of the

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application and commend the applicant and their agent for their work. However, the Parish Council have submitted objections on the grounds of insufficient parking allocations and site access.

- c. 20/0217/FUL – conversion of garage to holiday let or ancillary accommodation (Stomorage Cottage, Colestocks) – after discussions with the immediate neighbours the Parish Council have no objections.
- d. 20/0303/FUL – conversion of a barn into a 2-bed dwelling (Little Barn, Colestocks) - site visit 6th March. The Parish Council support this planning application.
- e. 19/1119/FUL – this planning application was supported by the Parish Council in June 2019, but refused by EDDC planning. The Parish Council have been informed that an appeal has gone to the Secretary of State.
Clerk to submit a further comment to say that the applicants continue to have the full support of the Parish Council.

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

- a. Blocked drains at Haskins Cross have been reported. They are being cleared by Paul Thomas who lives nearby and he is obtaining a long high pressure drain hose to help which he has kindly offered for others in the parish to use if needed. This should be responsibility of DCC Highways. **Clerk to follow up.**

11. Parish Council Open Projects:

- a. Project 1708 – Payhembury sign (flowers): **Cllr Eaton to sort invoice for work and materials.** Project to be closed once invoice is paid; on-going maintenance will be covered from the 'Assets Maintenance' budget.
- b. Project 1902 – Safety mirror on A373: the safety mirror is doing a great job making the junction safer. **Cllr Cox to check on costs.** Post meeting note – no costs identified in putting the mirror up, funds to be transferred to General Reserves and the project closed.
- c. Project 1904 – Tale Bus shelter: the residents of Tale have a carpenter who will build the shelter, with the Parish Council paying for materials. Waiting for information on costs. **Clerk to chase.**
- d. Project 1905 – DADBRF tree replacement: it is coming to the end of the planting season so deferred to the autumn. Clerk liaising with EDDC to source trees.
- e. Project 1906 – Playing fields improvements: planning permission is needed for the levelling of the playing field – **Clerk to start planning application.** Possibility of staggering the work – maybe concentrate on new play equipment and fencing first whilst issues with the lease are resolved. **Clerk to clarify details regarding lease extension.**
- f. Project 1907 – Barrow Road speed issue: no progress.
- g. Project 1908 – Investigate provision of allotments: Cllr Leach has very kindly offered a parcel of land at the end of Church Lane to be used for allotments subject to the agreement of the residents of Church Lane. The residents had no objections in principal, but had concerns about wear and tear on the unadopted road and the creation of additional parking which could be used by people not using the allotments. A suggestion of having a lockable gate with parking behind (therefore only for allotment users) was an acceptable solution. **Clerk to check if planning permission is required for this.** A Management Committee for the unadopted road was suggested and that part of the rent from the allotments would be contributed to that committee towards any future work required on the road. **Cllr Eaton to follow up with the residents of Church Lane.** The Parish Council had also received a suggestion for a 'Vege-Link' setup whereby individuals with space in their gardens link up with those looking for garden space. **Clerk to advertise in the Parish Paper to gauge level of interest.**

12. Parish Council Administration:

- a. Annual Parish meeting / Sustainability Fair: booked for 10-12 on 28th March with numerous local groups, societies and small businesses attending. **Cllrs to be available to talk to parishioners. Clerk to produce a display of recent achievements and future plans.**
- b. The Parish Council 'Expenses' policy was adopted.
- c. The Parish Councils 'Scheme of Delegation – planning matters' was adopted.

The next meeting of Payhembury Parish Council will take place on Wednesday 13th May 2020 at 7.30pm in the Parish Hall

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

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Bank Account balances on 4th March 2020

Unity Trust Current account £1.00; Unity Trust Savings account £16326.82; Total £16327.82

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	3.1.20			18237.33
Receipts				18237.33
Expenses	10.1.20	DALC planning training courses	-96.00	18141.33
	10.1.20	ALP Grounds maintenance	-900.00	17241.33
	14.1.20	Grant to Tale Valley Trust	-50.00	17191.33
	14.1.20	Grant to Tale Millers Cricket Club	-50.00	17141.33
	20.1.20	Community Heartbeat annual phone charge	-52.00	17089.33
	20.1.20	Savills - playing field rent deficit	-96.73	16992.60
	4.2.20	Grant to TRIP	-50.00	16942.60
	4.2.20	Clerk's salary (January)	-298.80	16643.80
	2.3.20	Clerk's expenses (stationery, etc)	-17.18	16626.62
	2.3.20	Clerk's salary (February)	-298.80	16327.82
				16327.82
Balance	4.3.20			16327.82
Expected receipts and expenses to the end of the 2019/20 financial year				
<i>Funds expected</i>	<i>Mar-20</i>	<i>HMRC VAT reclaimed (1.8.19-29.2.20)</i>	<i>111.28</i>	<i>16439.10</i>
	<i>31.3.20</i>	<i>Quarterly bank interest (Jan-Mar 2020) ~£15 (estimate)</i>	<i>15.00</i>	<i>16454.10</i>
<i>Upcoming expenses</i>	<i>29.3.20</i>	<i>Savills - playing field 6 month rent</i>	<i>-153.91</i>	<i>16300.19</i>
	<i>31.3.20</i>	<i>Clerk's salary (March)</i>	<i>-298.80</i>	<i>16001.39</i>
	<i>31.3.20</i>	<i>Quarterly bank charge (Jan-Mar 2020)</i>	<i>-18.00</i>	<i>15983.39</i>
Bank balance	31.3.20			15983.39
		<i>Earmarked reserves</i>	<i>(12500.00)</i>	
		<i>General reserves & project contingency</i>	<i>(3483.39)</i>	
Expected receipts and expenses from the start of the 2020/21 financial year				
<i>Funds expected</i>	<i>Apr-20</i>	<i>Precept (6 months)</i>	<i>3783.80</i>	<i>19767.19</i>
	<i>Sep-20</i>	<i>Precept (6 months)</i>	<i>3783.80</i>	<i>23550.99</i>
		<i>VAT reclaim Mar 2020 onwards</i>	<i>36.00</i>	<i>23586.99</i>
<i>Upcoming expenses</i>	<i>Apr-20</i>	<i>Playsafety - RoSPA playing fields inspection (estimate)</i>	<i>-96.00</i>	<i>23490.99</i>
	<i>Apr-20</i>	<i>DALC membership</i>	<i>-158.00</i>	<i>23332.99</i>
	<i>30.4.20</i>	<i>Clerk's salary (April)</i>	<i>-304.80</i>	<i>23028.19</i>
		<i>Grant to Parish Hall (amount tbc at meeting)</i>		<i>23028.19</i>
<i>Funds allocated</i>		<i>Clerk's salary</i>	<i>-3352.80</i>	<i>19675.39</i>
		<i>Administration</i>	<i>-1649.00</i>	<i>18026.39</i>
		<i>Running costs</i>	<i>-2243.00</i>	<i>15783.39</i>
Project 1708		Payhembury sign - flowers	-50.00	15733.39
Project 1902		A373 mirror	-50.00	15683.39
Project 1904		Tale Bus Shelter	-2000.00	13683.39
Project 1906		Playing Fields improvements	-8500.00	5183.39
Project 1907		Barrow Road speed issue	-1700.00	3483.39
Contingency		Contingency (10% for projects)	-1230.00	2253.39
Closing balance		(General Reserves)		2253.39

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

Minor planning applications (no major applications at present)

App number	Property	Details	EDDC 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	Refused (10/02/20)
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	Awaiting decision

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		adjacent land as garden and for parking (site visit – Parish Council support application)	
19/2766/TRE	3 Warren Close	T3, Oak: diseased and in need of removal (no objections)	Awaiting decision
20/0199/FUL	Cheriton Farm	Proposed conversion of redundant farm buildings to four residential dwellings; demolition of attached and adjacent buildings; and associated works. (objections submitted)	Awaiting decision
20/0217/FUL	Stomorage Cottage, Colestocks	Conversion of garage to use as a holiday let or as ancillary accommodation.	Open for comments
20/0303/FUL	Little Barn, Colestocks	Conversion and extension of barn to create a dwelling, construction of outbuilding and provision of drainage infrastructure. Site visit arranged.	Open for comments