

## PAYHEMBURY PARISH COUNCIL

### Minutes of the Parish Council Meeting held online on Wednesday 13<sup>th</sup> May 2020 at 7.30pm

This meeting was held online (using Zoom) in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 act.

1. Election of Chairman and Vice-Chairman of the Council for 2020-21:  
Chairman: Cllr Cox - proposed by Cllr Leach, seconded by Cllr Eaton (Cllr Cox had indicated his willingness to stand again prior to the meeting).  
Vice-Chairman: Cllr Leach - proposed by Cllr Chamberlain, seconded by Cllr Ingleson.
2. Apologies for absence: Cllr Cox  
Present: Cllr Leach (Chair), Cllr Ingleson, Cllr Eaton, Cllr Silver, Cllr Kimber, Cllr Chamberlain, Dawn Chamberlain (Clerk), 2 members of the public.
3. Declarations of interest: none declared.
4. Agree minutes of previous meeting: the minutes from the meeting on 11<sup>th</sup> March were agreed and will be signed after the meeting.
5. Matters arising from the previous minutes since the meeting on 11<sup>th</sup> March 2020: no matters arising.
6. Review actions from previous meeting (Appendix C): actions from minute items 5b, 7b, 9e, 11b and 12a were complete (no review necessary). Actions from minute items 11a, 11c, 11e and 11g were covered elsewhere on the agenda.
  - a. Minute item 5c - 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. Ongoing.**
  - b. Minute item 10a - Blocked drains at Haskins Cross have been reported. They are being cleared by Paul Thomas who lives nearby and he has obtained 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. Ongoing**
7. Receive reports, if available, from 1) District Councillor, 2) County Councillor, 3) Police: no reports received.
8. Public session: no matters were raised during the public session.
9. Finance / budgeting / precept (statement of current financial position in Appendix A):
  - a. Annual audit reports - deferred to July's meeting in accordance with 'The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020' legislation.
  - b. The Parish Council agreed to change from an annual insurance arrangement with BHIB to a 3-yearly arrangement. Insurance payments will still be made annually (and will increase next year and the year after in line with inflation) but overall the total will be less than 3 separate years.
  - c. The CIL payment from Oct 19 – Mar 20 (£6906.56) has been allocated to the 'Project 1906 – Playing Fields improvement' budget. This was a much larger than expected payment and has been accepted with caution for now.
  - d. The schedule of payments in Appendix A was reviewed and approved.
10. Planning (list of current & recent planning applications in Appendix B):
  - a. No new planning applications had been received since the Parish Council planning meeting on 6<sup>th</sup> May 2020.
  - b. The minutes from the Parish Council planning meeting on the 6<sup>th</sup> May were approved and will be signed after the meeting.
  - c. The Parish Council discussed how planning applications are communicated to parishioners. The Parish Council website and noticeboard are the main places to advertise upcoming planning applications with the Parish Paper an alternative if timings allow. The Payhembury Parish facebook page is a less reliable method due to the facebook algorithm which decides what is displayed. Alternatives such as a Whatsapp group, an email list and a newsletter through the letterbox were suggested. **Clerk to investigate methods.**
11. Parish issues: Route maps, Parish Council Assets:
  - a. Proposed 6 week road closure in Colestocks – no further update on this closure. It is believed that Western Power are not working at present and therefore that this closure will be delayed.
  - b. Cllr Chamberlain shared a draft updated Assets Register aimed at helping with identifying and valuing assets. **Cllr Chamberlain to send to other Councillors for their input.**
12. Parish Council Open Projects:

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- a. Project 1708 – Payhembury sign (flowers): the area around the sign is looking very good with more work planned by Bill and Olwen Eaton. No invoice for plants etc so far as many have been donated, but some costs for wood and shrubs is anticipated later in the year to be paid for from the ‘Assets Maintenance’ budget. Funds allocated to this project to be transferred to the ‘Assets Maintenance’ budget and this project closed.
- b. Project 1904 – Tale Bus shelter: the bus shelter is under construction and Cllr Leach has offered scalplings for it to stand on when required.
- c. Project 1905 – DADBRF tree replacement: ongoing investigating of sources for trees for autumn planting. Some donations of saplings may also be available.
- d. Project 1906 – Playing fields improvements: no major issues identified by the RoSPA report, however some low-level remedial work may be required in the short term. An extension to the lease for the land may be required before work can start on replacing the play equipment which will delay the improvements. **Cllr Chamberlain to report on what low-level remedial work is needed. Clerk to chase Savills about the lease.**
- e. Project 1907 – Barrow Road speed issue: no progress. Broadhembury also have an issue with vehicle speed in Luton. **Clerk to liaise with Broadhembury Parish Council. Clerk to raise the issue with the County Councillor (C/Cllr Chubb).**
- f. Project 1908 – Provision of allotments: the original proposal was for an area at the end of Church Lane to be used for allotments, however an alternative site has been identified and EDDC have been asked for pre-planning advice regarding the site. If pre-planning advice is positive, then full planning will be applied for. There are 8 names on the waiting list for an allotment so far, with a variety of allotment sizes required and a request for a communal polytunnel. The ‘Vege-Link’ suggestion was advertised in the Parish Paper – no garden offers have been received yet and only 1 person looking for space.

**13. Parish Council Administration:**

- a. The existing Standing Orders contain items that should be in the Financial Regulations. Therefore, the updated Standing Orders could not be adopted until these items are transferred to the Financial Regulations. Updated Financial Regulations will be presented for adoption at the July meeting together with the updated Standing Orders.
- b. The ‘Standing Orders – remote meetings addendum 2020-05’ was adopted.

**The next meeting of Payhembury Parish Council will take place on Wednesday 8<sup>th</sup> July 2020 at 7.30pm (location to be confirmed)**

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

Bank Account balances on 6<sup>th</sup> May 2020

	Date	Payee (reason)	Total (inc VAT)	Balance
<b>Opening balance</b>	<b>4.3.20</b>			<b>16327.82</b>
Receipts	9.3.20	VAT reclaim (Aug 19-Feb 20)	111.28	16439.10
	31.3.20	Bank interest	16.74	16455.84
	1.4.20	Precept (6 months)	3783.80	20239.64
	23.4.20	CIL payment (Oct 19-Mar 20)	6906.56	27146.20
Expenses	29.3.20	Savills - playing field 6 month rent	-153.91	26992.29
	31.3.20	Quarterly bank charge (Jan-Mar 2020)	-18.00	26974.29
	3.4.20	DALC annual membership	-163.73	26810.56
	3.4.20	PlaySafety - RoSPA playing fields inspection	-90.60	26719.96
	3.4.20	Clerk's salary (March)	-298.80	26421.16
	4.5.20	Clerk's salary (April)	-304.80	26116.36
	4.5.20	Clerk - refund for Zoom subscription	-71.94	26044.42
<b>Balance</b>	<b>6.5.20</b>			<b>26044.42</b>
<i>Funds expected</i>	<i>Sep-20</i>	<i>Precept (6 months)</i>	<i>3783.80</i>	<i>29828.22</i>
		<i>VAT reclaim Mar 2020 onwards</i>	<i>82.22</i>	<i>29910.44</i>
<i>Upcoming expenses</i>	<i>May-20</i>	<i>EDDC - dog bin emptying *2</i>	<i>-218.40</i>	<i>29692.04</i>

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	May-20	Payhembury Parish Hall - grant for new kitchen	-100.00	29592.04
	May-20	Payhembury Parish Hall - hire for Council meetings	-72.00	29520.04
	May-20	Community Heartbeat - VETS telephone system	-100.00	29420.04
	May-20	BHIB - annual insurance	-376.01	29044.03
	May-20	Smith of Derby - clock service	-295.00	28749.03
	1.6.20	Clerk's salary (May)	-304.80	28444.23
	30.6.20	Quarterly bank charge (Apr-Jun 2020)	-18.00	28426.23
	1.7.20	Clerk's salary (June)	-304.80	28121.43
Funds allocated		Clerk's salary	-2444.40	25677.03
		Administration	-1123.04	24553.99
		S137 payments	-159.17	24394.82
		Running costs	-1404.82	22990.00
Project 1708		Payhembury sign - flowers	-50.00	22940.00
Project 1904		Tale Bus Shelter	-2000.00	20940.00
Project 1906		Playing Fields improvements	-8500.00	12440.00
Project 1907		Barrow Road speed issue	-1700.00	10740.00
Contingency		Contingency (10% for projects)	-1230.00	9510.00
<b>Closing balance</b>		(General Reserves)		<b>9510.00</b>

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

App number	Property	Details	EDDC Decision
19/2766/TRE	3 Warren Close	T3, Oak: diseased and in need of removal (no objections)	Approved with conditions (04/03/20)
20/0217/FUL	Stomorage Cottage, Colestocks	Conversion of garage to use as a holiday let or as ancillary accommodation.	Approved with conditions (02/04/20)
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 adjacent land as garden and for parking (site visit – Parish Council support application)	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
20/0303/FUL	Little Barn, Colestocks	Conversion and extension of barn to create a dwelling, construction of outbuilding and provision of drainage infrastructure. Site visit arranged.	Awaiting decision
20/0418/FUL	Blue Anchor, Payhembury	Conversion of existing outbuilding and raising of roof to provide ancillary accommodation and replacement of septic tank with sewerage treatment plant.	Awaiting decision
20/0550/MOUT	Slade Barton, Payhembury	Outline planning application with all matters reserved for redevelopment of the existing farmyard and business units to provide: up to 9 dwellings, 480 sq metres B1(a) and B2 floor space and farm office, meeting room, workshop and garage; village car park and parking for existing dwellings; and associated infrastructure.	Awaiting decision
20/0689/FUL	Spring Willow, Payhembury	Construction of wooden garage/workshop.	Awaiting decision