

## PAYHEMBURY PARISH COUNCIL

### Minutes of the Parish Council Meeting held online on Wednesday 8<sup>th</sup> July 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. Apologies for absence: Cllr Silver (approved); Cllr Eaton has resigned as a Parish Councillor wef 29<sup>th</sup> June 2020  
Present: Cllr Cox (Chair), Cllr Leach (Vice-Chair), Cllr Ingleson, Cllr Kimber, Cllr Chamberlain, D/Cllr Skinner, Dawn Chamberlain (Clerk), Lorinda Perry (Internal Auditor), 3 members of the public.
2. Declarations of interest: none declared at the start of the meeting (see 9d and 10a).
3. Agree minutes of previous meeting: the minutes from the meeting on 13<sup>th</sup> May 2020 were agreed and signed.
4. Matters arising from the previous minutes since the meeting on 13<sup>th</sup> May 2020: no matters arising  
Post meeting note: an issue had arisen with the solar-powered light outside of the school since the previous meeting. The shield directing the light downwards was blown off in strong winds causing a nuisance to houses opposite. Cllr Cox fitted a replacement shield.
5. Review actions from previous meeting (Appendix C): actions from minute items 12d and 12e were covered elsewhere on the agenda.
  - a. Minute item 6a - Poor broadband issues in some parts of the parish – only 2 reports received by the Clerk in response to the Parish Paper article. Clerk had been asked to follow up with individuals concerned. Individuals have been contacted and no further follow up is required at this stage.
  - b. Minute item 6b - Blocked drains at Haskins Cross have been reported. They are being cleared by Paul Thomas who lives nearby.... This should be the responsibility of DCC Highways. Clerk had been asked to follow up. DCC Highways have been contacted and are dealing with the problem and have also asked for additional help in identifying and prioritising other highways work required in the parish (see Item 11c below).
  - c. Minute item 10c - The Parish Council discussed how planning applications are communicated to parishioners. The Clerk had been asked to investigate methods of disseminating information. No progress since the previous meeting due to workload. **Clerk to investigate methods when time allows.**
  - d. Minute item 11b - 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. The draft document has been circulated and additional information added. **Cllr Chamberlain to continue developing the document with a view to adopting it at the September meeting.**
6. Receive reports, if available, from 1) District Councillor, 2) County Councillor, 3) Police:
  - a. D/Cllr Skinner reported on some of the changes within EDDC as a result of changes in political affiliations of individuals and groups, including the appointment of a new leader of the Council. D/Cllr Skinner also gave a brief description of the Greater Exeter Development Plan (GESP) which covers the next twenty years and includes Exeter, Teignbridge, Mid Devon and East Devon district councils. The plan is in an early consultation phase and further consultation with parishes and towns will follow.
  - b. No report received from the County Councillor.
  - c. Police summary report received for the period 1/5/20-5/7/20 with comparative figures for the same period in 2019 (shown here in brackets). Crimes reported: Rape 1 (0); Burglary non-dwelling 2 (0); Criminal damage 1 (0); totals 4 (0). Incidents reported: Public safety 2 (2). **Clerk to seek clarification on report.**
7. Public session: the Chairman asked that any public contributions to the planning applications to be discussed were held over until item 10 on the agenda when he would allow a separate public session. No other matters were raised during this public session.
8. Parish Council Administration:
  - a. Updated Code of Conduct was adopted.
  - b. Updated Standing Orders were adopted.
  - c. Updated Financial Regulations were adopted.
  - d. The resignation of Cllr Eaton wef 29<sup>th</sup> June 2020 has created a casual vacancy on the Parish Council. EDDC Electoral Services have been informed and parishioners have until 21<sup>st</sup> July to inform EDDC Electoral Services (in writing) if they wish a by-election to occur. If 10 or more electors request a by-election within that time the by-election will be held over to May 2021 and the council will continue with 6 Councillors until that time. If no by-election is required then, from 22<sup>nd</sup> July, the Parish Council will advertise the vacancy via the Parish Paper,

## PAYHEMBURY PARISH COUNCIL

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noticeboard and website. An extraordinary meeting will be called in mid-August to interview applicants. Three people have already expressed an interest.

#### 9. Finance / budgeting / precept (statement of current financial position in Appendix A):

- a. (i) The Internal Auditor gave her report on the Parish Councils' finances for the year 2019/20. There have been 2 major changes during the course of 2019/20 on the financial side of the council's business – 1) the switch from NatWest Bank to Unity Trust Bank (enabling online banking, payments by BACS, the ability to earn a small amount of interest as well as making payments more secure and quicker) and 2) the payment of the Clerk's salary through the HMRC online portal, enabling the Parish Council to keep up to date with NI and PAYE when applicable. Improvements during the year include reclaiming of VAT being up to date and done on a regular basis, improved budgeting processes with ring-fencing of monies for projects and the formalising and updating of existing procedures and the addition of more. Suggestions to streamline operations included setting up a standing order (say on 28<sup>th</sup> of each month) to pay the Clerk's wages, seeking written clarification from EDDC on CIL payment statements in April 2019 (statements do not match what they have paid PPC) (post-meeting note – confirmation of payment amounts received by email from EDDC) and Clerk to clarify the position on VAT and PAYG mobile calls and to reclaim VAT where possible. The Internal Auditor signed page 4 of the AGAR report online and showed Councillors that she had done so.  
(ii) The Parish Council approved the Certificate of Exemption (p3), Section 1 (p5) and Section 2 (p6) of the AGAR report. The Clerk signed pages 3, 5 & 6 of the AGAR report before the meeting and passed the documents to the Chairman who signed them during the meeting and showed both signatures to Councillors.
- b. Bank interest (£23.98) to the end of June 2020 had not been included in the schedule of payments in Appendix A on the agenda. Appendix A of the minutes has been updated to include the bank interest. The invoice for the hire of the Parish Hall has been received to cover all 6 scheduled meetings for the year although 2 of the meetings could not take place in the hall as it was shut due to COVID-19 restrictions. The Parish Council agreed to pay the amount in full to help support the Parish Hall financially. The schedule of payments in Appendix A was reviewed and approved.  
Post meeting note (20<sup>th</sup> July 2020) – the invoice for the Parish Hall hire (received early July) covered the period up to and including March 2020 and not the period through to July as previously thought. It therefore covered 6 meetings that were held in the Parish Hall.
- c. There is a requirement for all councils to be registered with the Information Commissioner's Office (ICO) for GDPR regulation purposes. The annual fee is £40, but this is reduced to £35 if the payment is setup as a direct debit. The Parish Council approved the setting up of a direct debit for this payment.
- d. This item was not on the agenda. The Chairman informed the Parish Council that a donation of £1000 had been received from the village shop, Payhembury Provisions, towards Parish Council running costs. The Parish Council approved a payment of £500 to the Clerk to cover up to 50 hours of overtime during April, May and June 2020 spent bringing many of the Parish Council's policy documents up to date, in particular the 3 governance documents. Cllr Chamberlain declared an interest at this point and was not involved in the discussion.

#### 10. Planning (list of current & recent planning applications in Appendix B):

- a. Planning application 20/1307/FUL was received on 2<sup>nd</sup> July so was not included on the agenda (published 1<sup>st</sup>). The Parish Council felt that 6 days was enough notice to include a discussion on this planning application at the meeting. Cllr Ingleson declared an interest as the property borders her own and she provided information about the site but did not take part whilst the other Councillors considered their response. Planning application 20/0969/FUL was received the day before the meeting and will be considered at a later date.
  - 20/1185/FUL – Tale End, Payhembury – General purpose agricultural storage building - The Chairman opened a public session for the planning application. Planning permission had been given in 2016 to convert two redundant barns on the site to residential dwellings. The Town and Country Planning Order (2015) says that 10 years should elapse before new agricultural buildings can be constructed on a site where redundant barns have been converted. The Parish Council decided to object to the planning application on the grounds that this requirement was not met. Further information about covenants, etc was considered but is not something that Parish Councils can take into account when deciding their response to a planning application. However, it was agreed to pass on the details to the planning authority.
  - 20/1307/FUL – 2, The Old Dairy, Barrow Road, Payhembury – Construction of garage - The position of the proposed garage is very close the boundary wall of a building on the adjoining property and would prevent access to the boundary wall for maintenance purposes. Runoff from the roof of the garage would also

## PAYHEMBURY PARISH COUNCIL

### Minutes of the Parish Council Meeting held online on Wednesday 8<sup>th</sup> July 2020 at 7.30pm

cross the boundary. The Parish Council do not object to the building of a garage but do object on the grounds that its location blocks access to the other building. As with the previous planning application, details of covenants will be passed to the planning authority.

- b. The appeal to the Secretary of state regarding the planning application for Monkton Park Farm has been dismissed despite support from the Parish Council. The appeal to the Secretary of State for the Tale Head Barn conversion has not yet started but the Parish Council will consider if any further comments are required to add to their previous objections to the application.

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

- a. The Parish Council have been asked by The Six Bells pub if they could place tables on the village green on Wednesday, Friday and Saturday nights up to 9pm. They also requested if the raised area around the War Memorial could be used instead of the village green during wetter weather to prevent damage to the grass. The landlord of the pub has been asked to confirm that his insurance would cover his use of those spaces. **Clerk to check with BHIB that the pub insurance is sufficient. Clerk to add statement to the Parish Council website saying the Parish Council are supporting the pub by allowing this use. Clerk to write article for the Parish Paper for the same.**
- b. The re-opening of the playground was discussed. It was decided that a number of issues identified in the recent RoSPA report needed addressing before the playground could re-open. The swings need to be serviced (**Cllr Chamberlain to arrange**); the rotten wood on the cube needs to be replaced (**Cllr Cox to source replacement wood and Cllrs Cox, Leach and Chamberlain to do the repairs**) and the rotten trestle table needs to be removed (**Cllr Leach to arrange**). Government guidance and insurance company requirements for the safe re-opening of playgrounds during the current COVID-19 pandemic mean that additional signage is required regarding the safe use of the equipment by users (**Clerk to arrange suitable signage**). Once the repairs are complete and the signs are in place it should be possible for the playground to re-open.
- c. DCC Highways have requested input from the Parish Council to their "Doing What Matters" project. This entails the Parish Council identifying the roads most used, known issues on roads and footways and drainage issues. DCC Highways will then add this to other data they hold to help prioritise highways repairs. Cllr Chamberlain had prepared a draft map for discussion (using the template supplied by DCC Highways) and additional issues were identified during the meeting. The combination of the draft map and the additional issues was approved by the Parish Council. **Cllr Chamberlain to update the map with the additional issues to send to DCC Highways.**
- d. Two road closures are expected in Colestocks – one in early August for overhead safety work and the other, much longer closure, to attach a property to the national grid. A letter had been received from a parishioner questioning why two closures were necessary and why one closure could not be used for both works. The reason is the safety work needs to be done urgently, whereas no date or final route has been decided for the work to attach the property to the national grid. **Clerk to continue to liaise with Western Power Distribution and DCC Highways.**

#### 12. Parish Council Open Projects:

- a. Project 1904 – Tale Bus shelter: no further progress at present.
- b. Project 1905 – DADBRF tree replacement: no further progress at present.
- c. Project 1906 – Playing fields improvements: the land for the playing field, tennis court and playground is rented from the Diocese of Exeter. Savills, the agents for the Diocese of Exeter, have indicated that the replacement of the playground equipment can go ahead provided the Parish Council accept responsibility for removing all of the equipment etc should the lease on the land not be extended when it comes up for renewal in 2026 (although this is considered very unlikely to happen). **Clerk to forward previous information to Cllr Leach. Cllr Leach to form working group to sort plans for new playground. Cllr Chamberlain to help Cllr Leach.**
- d. Project 1907 – Barrow Road speed issue: speed issues through the centre of the village have also been raised as a concern by a parishioner. A speed survey was done 3 or 4 years ago - **Clerk to find report and circulate.** The Parish Council feel that the speed through the village should be reduced to 20mph, with the 30mph signs moved back to the village entry signs at both ends of the village. The speed limits on the roads leading to village are currently set to national speed limits but this may be too high. **Clerk to liaise with DCC Highways to find out whether the signs can be moved and whether the speed limits can be changed. Clerk to follow up contact with C/Cllr Chubb regarding speed limits.**
- e. Project 1908 – Provision of allotments: the original aim of this project was to identify whether potential locations existed to provide allotments for the parish. The very generous offer of 2 acres of land in the

**PAYHEMBURY PARISH COUNCIL**

**Minutes of the Parish Council Meeting held online on Wednesday 8<sup>th</sup> July 2020 at 7.30pm**

meadows by Cllr Leach to provide allotments, a level football pitch and additional village car parking means the remit of the project has expanded and the project will be renamed accordingly. EDDC planning authority were approached for pre-planning advice to see whether, in principle, the suggested plans for the site might be given planning permission. Their response was fairly positive and therefore the Parish Council have decided to seek feedback from parishioners regarding the plans. **Clerk to produce article for the Parish Paper asking for feedback on the ideas. Clerk to add information to Parish Council website.**

The meeting closed at 10.20pm.

**The next meeting of Payhembury Parish Council will take place on Wednesday 9<sup>th</sup> September 2020 at 7.30pm (location to be confirmed)**

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

Bank Account balances on 1<sup>st</sup> July 2020

Unity Trust Current account £1.00;                      Unity Trust Savings account £24664.11;                      Total £24665.11

	Date	Payee (reason)	Total (inc VAT)	Balance
<b>Opening balance</b>	<b>6.5.20</b>			<b>26044.42</b>
Receipts	30.6.20	Quarterly bank interest	23.98	26068.40
Expenses	15.5.20	EDDC - dog bin emptying *2	-218.40	25850.00
	15.5.20	Payhembury Parish Hall - grant for new kitchen	-100.00	25750.00
	15.5.20	Community Heartbeat - VETS telephone system	-100.00	25650.00
	19.5.20	BHIB - annual insurance	-357.29	25292.71
	5.6.20	Clerk's salary (May)	-304.80	24987.91
	31.3.20	Quarterly bank charge (Jan-Mar 2020)	-18.00	24969.91
	1.7.20	Clerk's salary (June)	-304.80	24665.11
<b>Balance</b>	<b>1.7.20</b>			<b>24665.11</b>
<i>Funds expected</i>	<i>Sep-20</i>	<i>Precept (6 months)</i>	<i>3783.80</i>	<i>28448.91</i>
		<i>VAT reclaim Mar 2020 onwards</i>	<i>82.22</i>	<i>28531.13</i>
<i>Upcoming expenses</i>	<i>Jul-20</i>	<i>Payhembury Parish Hall - hire for Council meetings</i>	<i>-72.00</i>	<i>28459.13</i>
	<i>Jul-20</i>	<i>Smith of Derby - clock service</i>	<i>-295.00</i>	<i>28164.13</i>
	<i>1.8.20</i>	<i>Clerk's salary (July)</i>	<i>-304.80</i>	<i>27859.33</i>
	<i>Aug-20</i>	<i>Registration fee for ICO (GDPR)</i>	<i>-40.00</i>	<i>27819.33</i>
	<i>1.9.20</i>	<i>Clerk's salary (August)</i>	<i>-304.80</i>	<i>27514.53</i>
Funds allocated		Clerk's salary	-1834.80	25679.73
		Administration	-1144.00	24535.73
		S137 payments	-160.00	24375.73
		Running costs	-1455.00	22920.73
Project 1904		Tale Bus Shelter	-2000.00	20920.73
Project 1906		Playing Fields improvements	-15406.56	5514.17
Project 1907		Barrow Road speed issue	-1700.00	3814.17
Contingency		Contingency (10% for projects)	-1910.66	1903.51
<b>Closing balance</b>		(General Reserves)		<b>1903.51</b>

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

(Mtg) = Parish Council response submitted after public Parish Council meeting.

(DP) = Parish Council response submitted under delegated powers.

App number	Property Details	Parish Council response & date	EDDC Decision
<b>Planning applications to be discussed at the Parish Council meeting 8<sup>th</sup> July 2020</b>			

**PAYHEMBURY PARISH COUNCIL**

**Minutes of the Parish Council Meeting held online on Wednesday 8<sup>th</sup> July 2020 at 7.30pm**

20/1185/FUL	<u>Tale End, Payhembury</u> General purpose agricultural storage building		
20/1307/FUL	<u>2 The Old Dairy, Barrow Road, Payhembury</u> Construction of garage		
<b>Planning applications dealt with under delegated powers since the last Parish Council meeting (13<sup>th</sup> May 2020)</b>			
20/0550/MOUT (amended plans 2 <sup>nd</sup> June)	<u>Slade Barton, Payhembury</u> 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.	Original application supported 11/5/20 (Mtg 6/5/20) No objections to amendments 16/6/20 (DP)	Awaiting decision
20/1126/FUL	<u>Apple Tree Farm, Broadhembury</u> Creation of a dwelling house within an agricultural barn.	Site visit 17/6/20. Application supported 1/7/20 (DP)	Awaiting decision
<b>Previous planning applications awaiting a decision from EDDC</b>			
19/1152/COU	<u>Milton Yard, Payhembury</u> 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 8/7/19. Application supported 10/7/19 (DP)	Awaiting decision
20/0199/FUL	<u>Cheriton Farm</u> Proposed conversion of redundant farm buildings to four residential dwellings; demolition of attached and adjacent buildings; and associated works.	Site visit & meeting with residents 22/2/20. Objections submitted 26/2/20 (DP)	Awaiting decision
<b>Planning applications with recent EDDC decisions</b>			
20/0303/FUL	<u>Little Barn, Colestocks</u> Conversion and extension of barn to create a dwelling, construction of outbuilding and provision of drainage infrastructure.	Site visit 6/3/20. Application supported 23/3/20 (Mtg 11/3/20). Amended plans supported 28/5/20 (DP)	Approved with conditions (18/06/20)
20/0418/FUL	<u>Blue Anchor, Payhembury</u> Conversion of existing outbuilding and raising of roof to provide ancillary accommodation and replacement of septic tank with sewerage treatment plant.	No objections 7/5/20 (Mtg 6/5/20)	Approved with conditions (24/06/20)
20/0689/FUL	<u>Spring Willow, Payhembury</u> Construction of wooden garage/workshop.	No objections 7/5/20 (Mtg 6/5/20)	Approved with conditions (19/05/20)