

## PAYHEMBURY PARISH COUNCIL

### Minutes of the Parish Council Meeting held online on Wednesday 9<sup>th</sup> September 2020 at 7.30pm

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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: none  
Present: Cllr Tim Cox (Chair), Cllr Rob Leach (Vice-Chair), Cllr Eva Ingleson, Cllr Clare Kimber, Cllr Phil Chamberlain, Cllr Kerron Allen, D/Cllr Philip Skinner, Dawn Chamberlain (Clerk), 13 members of the public
2. Declarations of interest: Cllr Leach declared an interest in item 8 on the agenda and Cllr Chamberlain declared an interest in items 10a and 10b on the agenda.
3. Agree minutes of previous meeting: the minutes from the meeting on 19<sup>th</sup> August 2020 were agreed and signed.
4. Receive reports, if available, from 1) District Councillor and 2) County Councillor: No reports received at this stage of the meeting. D/Cllr Skinner joined the meeting a little later and gave his report under item 9 of the agenda.
5. Receive Clerk's report: this is the first meeting where a Clerk's report was given. The report is intended to include any police reports received, updates on actions from the previous minutes (unless they are covered by other agenda items) and other updates as available.
  - i. No police report received.
  - ii. (Action 5d) Asset Register updates are ongoing. It had been hoped to have the register ready for this meeting, but it has been delayed until the November meeting.
  - iii. (Action 11a) Pub use of the area around the War Memorial – the pub has verbally confirmed their insurance is in place and the Clerk will finalise the risk assessment for the use of the area. The Parish Council's insurers (BHIB) have been informed. Use of the area is likely to diminish as winter approaches.
  - iv. (Action 11b) the playpark re-opened on 18<sup>th</sup> July. Prior to re-opening repairs were made to the Cube, the rotten picnic bench was removed, a risk assessment was completed and signs put in place about the use of the playpark under COVID-19 restrictions. Replacement signs are needed as the current ones are water damaged. Servicing of the swings is in hand as part of phase 1 of the playpark improvements.
  - v. (Action 11c) Information on which are the key roads in the parish, where repairs are needed, flooding areas etc was provided to DCC Highways for their 'Doing what matters' project. The Parish Council is waiting to hear back.
  - vi. (Action 11d) Road closures in Colestocks- no further update available on the proposed 6-week closure. A short closure (3<sup>rd</sup>-5<sup>th</sup> August) took place to enable safety work on overhead wires.
  - vii. Parish Council website – 1) the government's requirement for the websites of public bodies to be accessible comes into effect on 23<sup>rd</sup> September 2020. The Accessibility Statement is in place and the majority of the webpages are 95-98% accessible. Some items are exempt from accessibility so 100% accessibility is not likely. Final work on identifying those items and fixing any other issues is underway and expected to be complete by 23<sup>rd</sup>. 2) A new webpage has been added to provide Councillors with the main documents etc they require in one place. A New Councillor Induction guide has been added.
  - viii. The Clerk will be attending a webinar training course on 'Effective communications and engagement in a post-lockdown world' on 11<sup>th</sup> September.
  - ix. The bench in Waterloo plot has been removed without permission. Some information was provided during the meeting to enable the Parish Council to follow up what has happened to the bench.
  - x. There have been reports that the dog poo bins were not being emptied. EDDC were asked to investigate and they have spoken to their contractor to ensure the bins are emptied regularly.
  - xi. The Parish Council have been given 6 display/noticeboards with 3 sets of lights. The Parish Hall committee have kindly offered storage for the noticeboards in one of the Parish Hall sheds.
6. Public session: the Chairman asked that any public contributions for the Watermeadows idea were held over until item 8 on the agenda. No other matters were raised during this public session.
7. Parish Council Administration (part 1):
  - a. EDDC confirmed on 7<sup>th</sup> September that a by-election had not been requested and that the Parish Council were able to co-opt to fill the current Councillor vacancy. Four applications had been received for the role. Three of the four applicants were present at the meeting and each gave a brief speech about themselves. After a couple of rounds of voting Karen Edwards was co-opted onto the Parish Council as a result of the Chairman's casting vote. Thanks were expressed to the other candidates for their applications.

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8. The Watermeadows proposal (allotments / car park / football pitch): Cllr Leach withdrew for this item on the agenda and took no part in the meeting.
- a. The Chairman gave a brief explanation of the current position which is that the land had been offered as a gift to the Parish as a potential solution to a perceived requirement for allotments, car parking and a football pitch, that free pre-planning advice was sought from EDDC to see if the idea was feasible and that the Parish Council is now at the stage of engaging with the parish to find out people's views about the use of the site for any or all of those ideas. The August Parish Paper article asking for people's thoughts on the idea produced a lot of feedback and the Parish Council thanked everyone for their input so far. A parishioner referred to the minutes from the meeting on 13<sup>th</sup> May 2020 which said that if pre-planning was positive then full planning would be applied for. The Clerk apologised for the mistake in the minutes from 13<sup>th</sup> May – it should have said if pre-planning was positive then full planning could be applied for (if the idea was to go ahead). There was a wide-ranging discussion between Councillors and members of the public covering the suitability of the site, the need for each of the three ideas individually, the need to adhere to the Neighbourhood Plan and the need for the Parish Council to seek further views from the parish. The requirement to engage with the wider parish and especially with age groups not currently well represented was stressed, as was the need to improve engagement with the parish generally. The requirement to consider the provision of allotments has been established, with a waiting list of nine people so far. There has been a long-standing issue with parking in the village (which was also raised as part of the Neighbourhood Plan) but the level of need has not been quantified. The requirement for a full-size football pitch has not yet been established. The Parish Council will consider quantifying the requirement for car parking as the top priority, the allotments as a second priority and establishing the requirement for a full-size football pitch as a lower priority. The Parish Council agreed that a working group should be formed to include volunteers and representatives from village organisations to work with the Parish Council to identify requirements. **Cllrs Cox, Chamberlain and Allen to setup a working group to investigate the issues raised by the Watermeadows idea and to invite appropriate interested parties to join. Clerk to produce an article for the Parish Paper on the discussions at the meeting.**
9. The Greater Exeter Strategic Plan (GESP):
- a. D/Cllr Skinner gave an overview of GESP, detailing some of the benefits of the plan including the inclusion of employment land, new infrastructure and improvements to existing infrastructure, items which are often missing from development plans. D/Cllr Skinner then gave an update on the recently announced government's paper on potential devolution and the possibility of a whole Devon Unitary Authority covering 1.2 million people. The government's preference is for Unitary Authorities of 300k-500k people and the four areas that are part of the GESP (East Devon, Mid Devon, Teignbridge and Exeter) have a total of ~480k people. This could potentially be one of the new Unitary Authorities if devolution was to come about, however devolution in the rest of Devon would be more complicated to resolve in that case. However, with both East Devon and Mid Devon District Councils pulling out of the GESP, it is not clear that these four areas could work together as one Council. For now the GESP is now in limbo, but there is still a requirement to build ~53,000 in the GESP area over the next 20 years.
10. Finance / budgeting / precept (statement of current financial position in Appendix A): Cllr Chamberlain withdrew for items 10a and 10b and took no part in the meeting.
- a. The setting up of a direct debit to pay the Clerk's wages (as recommended by the Internal Auditor) was approved.
- b. The new pay rates for the Clerk effective from 1<sup>st</sup> April (in line with the Local Government Services Pay Agreement 2020-21, issued 24<sup>th</sup> August 2020) were noted.
- c. The schedule of payments within Appendix A was reviewed and approved. The Parish Council agreed to purchase the poppy wreath as normal, but no information is available yet about the Remembrance Day event.
11. Planning (list of current & recent planning applications in Appendix B):
- a. The following planning applications were reviewed at the meeting:
- 20/1599/FUL – Apple Tree Farm, Broadhembury – construction of permanent agricultural workers dwelling in place of previously approved dwelling – the Parish Council support the application for the new building with the caveat that, as part of this planning application, the footings already in place for the previously approved building are removed to avoid a second building being built.
  - 20/1753/FUL – 1, The Old Dairy, Payhembury – construction of garage – The Parish Council have no objections to this planning application.

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- b. Planning Application 19/2650/PDQ has been referred to the Secretary of State on appeal against EDDC's refusal. The Parish Council continue to object to this planning application and the Clerk was asked to send comments to EDDC re-iterating the Parish Council's objections.

**12. Parish issues: Route maps, Parish Council Assets:**

- a. The Parish Council has a number of wooden assets, e.g. bus shelters, benches, fencing, etc, that are in need of treatment and on-going regular maintenance. The Parish Council decided to set up a working group to enable this work to be done (see below).
- b. Recent flooding events have depleted the Parish Council's supply of sandbags. **Clerk to arrange for additional sandbags from EDDC.** Cllr Leach offered to supply sand, but volunteers are needed for a working group to help with filling the sandbags. **Clerk to write an article for the Parish Paper asking for volunteers for working groups for both the maintenance of the wooden assets and the filling of sandbags.**

**13. Parish Council Open Projects:**

- a. Project 1904 – Tale Bus shelter: no further progress. **Cllr Allen to follow up.**
- b. Project 1905 – DADBRF tree replacement: Devon Wildlife Trust have provided information on ways to source trees. **Clerk to provide a summary of the information to Councillors.**
- c. Project 1906 – Playing fields improvements: no progress since the last meeting in August. **Cllr Chamberlain to produce summary document of what has happened so far for the website. Cllr Leach and Cllr Chamberlain to liaise with T.K. Play regarding the next stage.**
- d. Project 1907 – Barrow Road speed issue: Cllr Ingleson is producing a petition to reduce the road speeds though the village. **Cllr Ingleson to circulate the draft petition to other Councillors.**
- e. Project 1908 – Provision of allotments: – this project is on hold and is dependent on the outcome of the investigations underway regarding the ideas for the Watermeadows (see item 8 above).

**14. Parish Council Administration (part 2):**

- a. The Parish Council considered the recommendations in the 'Payhembury Parish Council – Social Media' report on the potential use of Social Media to improve communications. They approved the setting up of a Twitter account and linking it to the Parish Council website. **Clerk to implement.**
- b. Parish Councils now have the choice of either continuing to keep their signed, paper copies of the minutes of Parish Council meetings in a hardback book or to keep the minutes in a loose-leaf folder, with the potential to bind into 'books' at a later date. The Parish Council agreed to use the latter approach when the current Parish Council minute book is full, which is expected to be in November 2020.

**The next meeting of Payhembury Parish Council will take place on Wednesday 11<sup>th</sup> November 2020 at 7.30pm (location to be confirmed)**

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

**Bank Account balances on 2<sup>nd</sup> September 2020**

Unity Trust Current account £1.00; Unity Trust Savings account £28251.98; Total £28252.98

	Date	Payee (reason)	Total (inc VAT)	Balance
<b>Opening balance</b>	<b>1.7.20</b>			<b>24665.11</b>
Receipts	10.7.20	Donation from Payhembury Provisions	1000.00	25665.11
	1.9.20	Precept (6 months)	3783.80	29448.91
Expenses	24.7.20	Payhembury Parish Hall hire (Apr19-Mar 20)	-72.00	29376.91
	24.7.20	Tim Cox - refund for wood to repair play equipment	-14.33	29362.58
	24.7.20	Clerk - overtime	-500.00	28862.58
	7.8.20	Clerk's salary (July)	-304.80	28557.78
	2.9.20	Clerk's salary (August)	-304.80	28252.98
<b>Balance</b>	<b>2.9.20</b>			<b>28252.98</b>
<i>Funds expected</i>	<i>Oct-20</i>	<i>CIL payment (amount unknown)</i>		<i>28252.98</i>
	<i>1.11.20</i>	<i>VAT reclaim Mar 2020 onwards</i>	<i>126.27</i>	<i>28379.25</i>
<i>Upcoming expenses</i>	<i>Sep-20</i>	<i>Clerk - backpay from LGS pay agreement 20-21</i>	<i>-37.50</i>	<i>28341.75</i>

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	Sep-20	Registration fee for ICO (GDPR)	-40.00	28301.75
	Sep-20	Smith of Derby - clock service	-295.00	28006.75
	Sep-20	Clerk's expenses	-3.85	28002.90
	28.9.20	Clerk's Salary (September)	-312.30	27690.60
	29.9.20	Savills (playing field rent - 6m in advance)	-153.91	27536.69
	30.9.20	Quarterly bank charges (4th Jun - 4th Sep)	-18.00	27518.69
	28.10.20	Clerk's salary (October)	-312.30	27206.39
	Oct-20	Clerk - refund for Poppy Wreath	-34.00	27172.39
	Oct-20	VisionICT - website annual support 12/20-11/21	-210.00	26962.39
Funds allocated		Clerk's salary	-1561.50	25400.89
		Administration	-947.79	24453.10
		S137 payments	-130.00	24323.10
		Running costs	-1288.97	23034.13
Project 1904		Tale Bus Shelter	-2000.00	21034.13
Project 1906		Playing Fields improvements	-15406.56	5627.57
Project 1907		Barrow Road speed issue	-1700.00	3927.57
Contingency		Contingency (10% for projects)	-1910.66	2016.91
<b>Closing balance</b>		(General Reserves)		<b>2016.91</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 9<sup>th</sup> September 2020</b>			
20/1753/FUL	<u>1, The Old Dairy, Payhembury</u> Construction of garage		
20/1599/FUL	<u>Apple Tree Farm, Broadhembury</u> Construction of permanent agricultural workers dwelling in place of previously approved agricultural workers dwelling under planning permission ref. 12/1246/FUL, retaining agricultural occupancy restriction		
<b>Planning applications responded to since the last Parish Council meeting on 8<sup>th</sup> July 2020</b>			
20/1444/LBC	<u>Milton Farm, Payhembury</u> Replace annex roof	No objections 26/8/20 (DP)	Awaiting decision
20/1339/FUL	<u>Stomorage Cottage, Colestocks</u> Construction of single storey rear extension, front porch, alterations to roof over existing utility room and provision of cladding	No objections 6/8/20 (DP)	Approved – standard time limits 25/8/20
20/1307/FUL	<u>2 The Old Dairy, Payhembury</u> Construction of garage	Objection to site of garage 24/7/20 (Mtg 8/7/20)	Approved – standard time limits 10/8/20
20/1185/FUL	<u>Tale End, Payhembury</u> Construction of permanent agricultural workers dwelling in place of previously approved agricultural workers dwelling under planning permission ref. 12/1246/FUL, retaining agricultural occupancy restriction	Objected 9/7/20 (Mtg 8/7/20)	Awaiting decision
20/0969/FUL	<u>Higher Leyhill Farm, Payhembury</u> Construction of one residential dwelling and associated works, including demolition of barn and change of use of agricultural land to garden (alternative to residential change of use of agricultural building to one dwelling under Class Q, approval reference: 19/1818/PDQ)	No objections 20/7/20 (DP)	Awaiting decision

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<b>Previous planning applications awaiting a decision from EDDC</b>			
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
20/0550/MOUT (amended plans 2nd 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
20/0199/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
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