

**PAYHEMBURY PARISH COUNCIL**

**Minutes of the Parish Council Meeting held online on Wednesday 11<sup>th</sup> November 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: none  
Present: Cllr Tim Cox (Chair), Cllr Rob Leach (Vice-Chair), Cllr Eva Ingleson, Cllr Clare Kimber, Cllr Phil Chamberlain, Cllr Kerron Allen, Cllr Karen Edwards, Dawn Chamberlain (Clerk), 7 members of the public
2. Declarations of interest: Cllr Leach declared an interest in item 7 on the agenda and Cllr Chamberlain declared an interest in item 9a.
3. Agree minutes of previous meeting: the minutes from the meeting on 9<sup>th</sup> September were agreed and signed.
4. Receive reports, if available, from 1) District Councillor and 2) County Councillor: No reports received.
5. Receive Clerk's report:
  - i. No police report received.
  - ii. Actions 8a, 13a, 13b, 13c and 13d from the minutes of the September meeting were covered later in the meeting under separate agenda items.
  - iii. (Action 12b) – Cllr Cox has collected 100 empty sandbags from EDDC. Cllr Leach has arranged the filling of some sandbags already and has a list of volunteers for a future working group to fill more. Cllr Cox and volunteers are arranging for the painting of the bus shelter and fencing in Waterloo Plot. Other wooden assets (eg in noticeboards and the cube in the playground) to be assessed to see if they also need treatment. Another volunteer has offered help with the treatment of the wooden assets in the parish. **ACTION: Cllr Cox to liaise with the new volunteer.**
  - iv. (Action 14b) – the Parish Council Twitter feed (@PayhemburyPC) is now up and running and has been embedded into the home page of the Parish Council website so that it automatically updates. As of the 11<sup>th</sup> November 2020 the account had 12 followers and others viewing it through the website.
  - v. Snow Warden – Andrew Renshaw volunteered to be the parish's Snow Warden last year, but it was not possible for the relevant training to be done in time for last winter. Covid has made training this year complicated, but basic training is currently underway together with the production of a snow plan. The Clerk has also done the training so that between them the Clerk and Snow Warden can train volunteers.
  - vi. The Parish Council have received confirmation that the Appeal to the Secretary of State regarding planning application 19/2650/PDQ has been successful, despite the many objections from residents, the Parish Council and EDDC planning authority.
  - vii. Road closures – still no further update on the proposed 6 weeks closure in Colestocks. Two further road closures have been advised – 1) 2<sup>nd</sup> Feb 2021 – Spence Cross to Lower Cheriton Cross & The Forge to The Haven (replacement of BT poles) and 2) 15<sup>th</sup>-19<sup>th</sup> Feb 2021 – Payhembury Cross to Markers Park (electricity supply alteration to the shop). These will be advertised on the website, via Facebook and Twitter and in the Parish Paper nearer the time.
6. Public session:
  - i. Grass verges – a question was raised about the maintenance of the verges and banks, whether that was done yearly or 3-yearly by Highways and whether the Parish Council or individuals do any work in between. Currently Highways try to deal with verges and banks on a 3-5 year rolling program. In the past the Parish Council did deal with some issues as a previous Councillor had a small digger for the work. At present, other than individuals dealing with their own banks and verges, there is no additional work being done by the Parish Council. This might be an area for the Parish Council to look into in the future. A parishioner keeps the stream clear to minimise the possibility of flooding and the Parish Council would like to thank him for the work he does.
  - ii. Payhembury sign flowers – this area has been looked after beautifully by Bill and Olwen Eaton. Funds had been set aside towards the maintenance of this area, originally as a separate project and then transferred to the Asset Maintenance fund. Bill and Olwen have said they may need the funds in the next calendar year towards fencing posts etc.
7. The Watermeadows idea (allotments / car park / football pitch): (Cllr Leach withdrew from the meeting for item 7)
  - a. The Terms of Reference for the working group to consider a) the requirements for parking, allotments and a football pitch in the parish and b) to consider the suitability of the Watermeadows site, were presented to the meeting and to the members of the public present. The Terms of Reference were approved and adopted by the

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Parish Council and will be made available on the Parish Council website **ACTION: Clerk to implement.** A suggestion to have some open public sessions on Zoom was made and it was agreed this was a good idea once further information and numbers were available for discussion.

- b. Cllrs Allen and Chamberlain agreed to represent the Parish Council on the working and group. It was agreed that the next step is to identify the others members of the working group.
8. Parish Council Administration:
- a. The updated Payhembury Emergency Plan (amendment 3) was approved by the Parish Council. The only changes from the previous version were updates to section 6 (names and contact details of relevant individuals).
  - b. The Clerk gave a brief overview on the use of personal email addresses and the added complications that can arise when FOI and SAR requests are received. Dedicated email addresses for Councillors are strongly recommended by authorities such as the ICO and NALC. The recommendation is that corporate email addresses should be used for all Council business, which would also allow for FOI and SAR requests to be more easily dealt with after a Councillor has stood down. The Parish Council already owns the domain 'www.payhemburyparishcouncil.org.uk' and therefore the cheapest option is to use that for email addresses. VisionICT (website host) recommended using an alternative cheaper provider as a host for emails. CloudNext (who are used by many other Parish and Town Councils) have quoted £39.99 per annum for this service for up to 25 emails addresses. The Parish Council approved the change to corporate email addresses, the use of CloudNext as email hosts and the format of email addresses for Councillors as 'firstname.surname@payhemburyparishcouncil.org.uk'. **ACTION: Clerk to implement.**
9. Finance / budgeting / precept (statement of current financial position in Appendix A):
- a. The schedule of payments in Appendix A was reviewed and approved. The VAT reclaim scheduled for November may be delayed to allow for further invoices with VAT to be received (from DALC for training courses). (Cllr Chamberlain approved the schedule except for payments to the Clerk).
10. Planning (list of current & recent planning applications in Appendix B):
- a. Planning application 20/1086/FUL (Talewater Mill conversion to a residential dwelling) was reviewed at the meeting. The Parish Council had no objections to the planning application.
11. Parish issues: Route maps, Parish Council Assets:
- a. The very poor state of the roads through Lower Tale has been raised as an issue by parishioners. The road has been identified on the 'Doing What Matters' plan with DCC Highways, but the Parish Council are waiting for further information from DCC Highways. **ACTION: Cllr Chamberlain to chase and highlight the urgent need for repairs.** Parishioners were encouraged to report any problems they find either via the DCC Highways site for reporting issues or to the Clerk.
  - b. There have been reports of repeated problems with dog mess on Hillside and of dogs loose on the road causing issues to vehicles. The Parish Council have a spare sign regarding dog mess that can be put up now. **ACTION: Cllr Ingleson to identify where to put sign.** Further signs with stronger messages can be obtained if required. The possibility of installing another dog poo bin was discussed, but the Parish Council felt further information was needed before committing to additional expense. **ACTION: Cllr Ingleson to post on Facebook regarding dog mess and whether another dog poo bin is wanted.**
  - c. The Parish Council discussed the current arrangements for grass cutting on the playing fields, the village green and Waterloo Plot. They are happy with the arrangements and agreed to continue to use ALP Grounds Maintenance for the work. There were also discussions about allowing some areas to become 'meadow' verges by reducing the number of times a year they were cut. The edge of the playing fields has an issue with overgrowing brambles making it difficult to get behind the tennis courts, etc. Removal of the brambles should be delayed until the spring when the ground is better able to cope with mechanical equipment. **ACTION: Clerk to ask for a quote from ALP Grounds Maintenance to cut back the brambles.**
12. Parish Council Open Projects: (the Allotments project (1908) is currently on hold).
- a. Project 1904 – Tale Bus shelter: materials to build the bus shelter are being sourced. **ACTION: Cllr Allen to follow up.**
  - b. Project 1905 – DADBRF tree replacement: Devon Wildlife Trust (DWT) held a free tree giveaway on 23<sup>rd</sup> October for members of the public to collect trees to plant. For farmers and landowners Treescapes advisory visits are available – one local farmer has taken advantage of this and was very impressed with the help offered, others are looking into it. The Parish Council want to identify other potential sites for planting trees

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and will advertise in the February Parish Paper for suggestions, ready to provide information to DWT by the end of March 2021.

- c. Project 1906 – Playing fields improvements: Cllr Chamberlain presented a summary document explaining the proposed 4 phases of the playing fields improvements. **ACTION: Clerk to make document available on the website.** The phases are hoped to be roughly one a year, but that is dependent on raising the funds required for each phase. The Parish Council have the funds for phase 1 (mainly new goalposts, repair of swings and a new toddler area) and it is hoped that work will start in spring 2021. Some preparatory work will be required beforehand including the removal of the current fencing (volunteers to help with this work have been identified). **ACTION: Cllr Chamberlain to liaise with T.K. Play to arrange dates for work to start.**
- d. Project 1907 – Barrow Road speed issue: Cllr Ingleson is working on a petition about speed the village and it will be available in the shop for people to sign before Christmas. The first aim is to try to reduce the speed past the school to 20mph in line with many other areas. **ACTION: 1) Cllr Ingleson to produce petition, make available in the shop and advertise on Facebook & noticeboard, 2) Clerk to advertise via Twitter and to write article for the January Parish Paper.** C/Cllr Chubb and DCC Highways to be contacted with signed petition early next year.

After the meeting there was a discussion about Christmas tree lights and where they are. **ACTION: Clerk to investigate.**

**The next meeting of Payhembury Parish Council will take place on Wednesday 13<sup>th</sup> January 2021 at 7.30pm (location to be confirmed)**

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

Bank Account balances on 4<sup>th</sup> November 2020

Unity Trust Current account £1.00; Unity Trust Savings account £26751.93; Total £26752.93

	Date	Payee (reason)	Total (inc VAT)	Balance
<b>Opening balance</b>	<b>2.9.20</b>			<b>28252.98</b>
Receipts	30.9.20	Bank interest - currently 0% interest rate	0.00	28252.98
Expenses	15.9.20	Clerk's backpay from LGS pay award 20-21	-37.50	28215.48
	15.9.20	Clerk's expenses	-3.85	28211.63
	28.9.20	Clerk's Salary for September 2020	-312.30	27899.33
	29.9.20	Playing field 6-monthly rent	-153.91	27745.42
	30.9.20	Quarterly bank charge	-18.00	27727.42
	2.10.20	Church Clock Service	-355.20	27372.22
	12.10.20	Registration fee for ICO (GDPR)	-35.00	27337.22
	26.10.20	Refund for Poppy Wreath	-30.00	27307.22
	26.10.20	Website annual support 12/20-11/21	-210.00	27097.22
	26.10.20	Refund for Office 2019 for Clerk's laptop	-31.99	27065.23
	28.10.20	Clerk's salary for October 2020	-312.30	26752.93
<b>Balance</b>	<b>4.11.20</b>			<b>26752.93</b>
<i>Funds expected</i>	<i>30.11.20</i>	<i>VAT reclaim Mar 2020 onwards</i>	<i>180.64</i>	<i>26933.57</i>
<i>Upcoming expenses</i>	<i>Nov-20</i>	<i>Refund for McAfee for Clerk's laptop</i>	<i>-29.99</i>	<i>26903.58</i>
	<i>28.11.20</i>	<i>Clerk's salary for November 2020</i>	<i>-312.30</i>	<i>26591.28</i>
	<i>28.12.20</i>	<i>Clerk's salary for December 2020</i>	<i>-312.30</i>	<i>26278.98</i>
	<i>31.12.20</i>	<i>Quarterly bank charge</i>	<i>-18.00</i>	<i>26260.98</i>
	<i>Jan-20</i>	<i>Grass cutting for 2020 (estimate)</i>	<i>-900.00</i>	<i>25360.98</i>
<i>Funds allocated</i>		<i>Clerk's salary</i>	<i>-936.90</i>	<i>24424.08</i>
		<i>Administration</i>	<i>-834.79</i>	<i>23589.29</i>
		<i>S137 payments</i>	<i>-230.00</i>	<i>23359.29</i>
		<i>Running costs</i>	<i>-388.97</i>	<i>22970.32</i>
<i>Project 1904</i>		<i>Tale Bus Shelter</i>	<i>-2000.00</i>	<i>20970.32</i>
<i>Project 1906</i>		<i>Playing Fields improvements</i>	<i>-15406.56</i>	<i>5563.76</i>
<i>Project 1907</i>		<i>Barrow Road speed issue</i>	<i>-1700.00</i>	<i>3863.76</i>

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<i>Contingency</i>		<i>Contingency (10% for projects)</i>	<i>-1910.66</i>	<i>1953.10</i>
<b>Closing balance</b>		<i>(General Reserves)</i>		<b>1953.10</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.

<b>App number</b>	<b>Property Details</b>	<b>Parish Council response &amp; date</b>	<b>EDDC Decision</b>
<b>Planning applications to be discussed at the Parish Council meeting 11<sup>th</sup> November 2020</b>			
20/1086/FUL	<u>Talewater Mill, Talewater</u> Conversion of mill to residential dwelling and annexe Planning application received 30th October 2020		
<b>Planning applications received since the last Parish Council meeting on 9<sup>th</sup> September 2020</b>			
20/2121/FUL	<u>Apple Tree Farm, Broadhembury</u> Demolition of agricultural barn and construction of new dwelling (alternative to conversion under planning permission 20/1126/FUL) Planning application received 7th October 2020	No objections 30/10/20 (DP)	Awaiting decision
20/1861/FUL	<u>Quinces, Tale, Payhembury</u> Installation of 5 velux windows (roof lights) and 1 standard window on the gable end of the property. Planning application received 8th September 2020	No objections 1/10/20 (DP)	Approved - standard time limit 6/10/20
20/0969/FUL	<u>Higher Leyhill Farm, Broadhembury</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) Planning application received 7th July 2020 <b>Updated planning application with amended plans received 12th October 2020</b>	No objections to original planning application 30/7/20 (DP) No objections to updated planning application 26/11/20 (DP)	Awaiting decision

Planning applications still awaiting a decision by EDDC – 19/1152/COU, 20/0199/FUL, 20/0550/MOUT\*, 20/1599/FUL, 20/2121/FUL (\* approved at planning committee in July 2020, but not updated as such on EDDC planning portal)

Planning applications decided by EDDC since last meeting - 20/1126/FUL, 20/1185/FUL & 20/1444/LBC, 20/1753/FUL & 20/1861/FUL