

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held online on Wednesday 13th January 2021 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 Eva Ingleson, Cllr Clare Kimber, Cllr Kerron Allen (all approved)
Present: Cllr Tim Cox (Chair), Cllr Rob Leach (Vice-Chair), Cllr Phil Chamberlain, 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 12.
3. Agree minutes of previous meeting: the minutes from the meeting on 11th November 2020 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:
 - a. No police report received.
 - b. Actions 11a, 11b, 12a, 12c and 12d from the minutes of the November meeting were covered later in the meeting under separate agenda items.
 - c. (Action 5 iii) – the bus shelter in Waterloo Plot has been painted – thanks to Clive Fowler, Brian Salter and Tim Cox for their hard work.
 - d. (Actions 7a & 12c) – the following documents have been made available on the Parish Council website - 1) the Terms of Reference for the Requirements Group (looking into a) the requirements for parking, allotments and a football pitch and b) the suitability of the The Watermeadows site) and 2) Payhembury Village Playpark project 2020-2024.
 - e. (Action 8b) – the setting up of corporate email addresses for Parish Councillors and Clerk is progressing slowly.
 - f. (Action 11c) – awaiting quote to remove brambles from around the playing fields.
 - g. (Post meeting action) - Christmas Lights were found and put up on the tree on the village green. New batteries and chargers donated.
 - h. Road closures – 1) the potential 6-week closure of the road through Colestocks will no longer happen as a less disruptive alternative has been found, 2) there have been a number of occasions where dates of proposed road closures have changed with little or no notice to the Parish Council and additional road closures have occurred without notice (not including emergency closures). **ACTION: Clerk to follow up with Western Power and DCC Highways.**
6. Public session:
 - a. Light up Payhembury – the Parish Council were asked for their blessing on an initiative to 'Light up Payhembury' for Christmas 2021 after the success of additional lighting on houses for Christmas 2020. Many thanks to everyone who helped to make Payhembury look so cheerful over the Christmas period, and especial thanks to Rich and Nan Gannon who provided many of the sets of lights. The initiative is being organised and sponsored by a group of residents, with no cost to the Parish Council, and may include a tree on the village green. The Parish Council gave their blessing to the initiative. **ACTION: Rich Gannon to organise and coordinate the initiative. Clerk to check licence requirements and insurance cover.**
7. The Watermeadows idea (allotments / car park / football pitch): (Cllr Leach withdrew from the meeting for item 7)
 - a. Not a lot of progress since the last Parish Council meeting. The first meeting of the Requirements Group to be arranged and, ideally, to take place before the next Parish Council meeting in March. **ACTION: Cllr Chamberlain to arrange**
8. Parish Council Administration:
 - a. The GDPR Privacy statements for 1) residents and members of the public and 2) Councillors, staff, contractors and role holders were adopted by the Parish Council. It was noted that a couple of amendments may be required shortly (due to changes caused by Brexit), after updated guidance is received from NALC.
9. Planning (list of current & recent planning applications in Appendix B):
 - a. There were no planning applications for review at the meeting. One planning application (20/2550/FUL) had been dealt with since the last meeting, under delegated powers, and the Parish Council confirmed the response given.
10. Parish issues: Route maps, Parish Council Assets:

PAYHEMBURY PARISH COUNCIL

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- a. In response to feedback from parishioners the Parish Council agreed to arrange for the installation of a new dog poo bin at the Payhembury village end of the footpath between the village and Colestocks. **ACTION: Clerk to arrange for dog poo bin installation.** A suggestion was made to see if children at the primary school might like to produce some posters to encourage use of the dog poo bins. It was felt that now was not the right time to pursue this idea due to the current COVID-19 restrictions, but maybe later in the year. Another site that doesn't have a dog poo bin is Hembury Fort which lies within the parish. **ACTION: Clerk to investigate the possibility of a dog poo bin in the car park.**
 - b. Road from Mousehole Cross to Spence Cross – needs to have concrete gutters put in to take water away and prevent more potholes occurring. Cllr Leach has investigated the logistics of repairing the road himself, but it is not viable. Cllr Chamberlain shared a map from the DCC Highways 'Doing What Matters' scheme that showed DCC Highways acknowledged the road from Mousehole Cross to Spence Cross was a priority for repair, as was the road through Tale. **ACTION: Clerk to arrange a meeting between the Parish Council and DCC Highways to discuss next steps. Cllr Cox to phone Phil Morgan from DCC Highways.**
 - c. Flooding problems outside Warren Close – believed to be due to a broken pipe in a field near the road. DCC Highways cleared the problem a few weeks ago to alleviate the flooding, but won't do so again. It is the responsible of the farmer who owns the field to repair the pipe and it appears that repairs may be underway. **ACTION: Cllr Chamberlain to discuss with DCC Highways about adding the flooding issue at Warren Close to the Doing What Matters map.**
11. Parish Council Open Projects: (the Allotments project (1908) is currently on hold).
- a. Project 1904 – Tale Bus shelter: materials are now available and work has started on constructing the shelter. The original site for the shelter was agreed with DCC Highways, who own the land, but the site may cause issues with hedge-cutting. **ACTION: Clerk to ask Cllr Allen to look at ensuring the shelter fits onto the site without adversely affecting the farmer.**
 - b. Project 1905 – DADBRF tree replacement: sites for trees to be identified. **ACTION: Clerk to put article in February Parish Paper asking for suggestions.**
 - c. Project 1906 – Playing fields improvements: COVID-19 restrictions and issues and the winter weather have delayed progress on phase 1 of the playing fields improvements. A meeting is expected with the supplier in March to discuss implementing their part of phase 1. In the meantime, progress can be made towards procuring and installing new goal posts. **ACTION: Cllrs Leach and Chamberlain to arrange.** Fundraising towards the later phases of the proposed improvements was discussed. It was agreed to hold a separate meeting to look at the different alternatives available and to bring suggestions to the next Parish Council meeting. **ACTION: Cllr Chamberlain to organise. Cllrs to look into options. Clerk to find information on fund-matching from EDDC or DCC**
 - d. Project 1907 – Barrow Road speed issue: Cllr Ingleson has a 'Payhembury Speed Reduction' petition ready but it was decided not to make the paper version available in the shop until after lockdown has lifted. The possibility of an online petition was discussed to compliment the paper version and to reach a wider audience. **ACTION: Cllr Ingleson to look into whether an online petition is possible.**
12. Finance / budgeting / precept (statement of current financial position in Appendix A):
- a. As part of the review of the schedule of upcoming payments the Parish Council discussed the awarding of grants to groups connected to the parish. The Parish Council approved a grant of £100 to the Payhembury Relief in Need fund and £50 each to TRIP and the Ottery Help Scheme. The rest of the schedule was reviewed and approved. (Post meeting note – thanks were received from all three groups).
 - b. The Clerk presented the proposed budget for 2021/22. The Parish Council made some minor adjustments and added in the costs for the provision and emptying of the new dog poo bin, agreed earlier in the meeting (item 10a). The Parish Council were concerned about increases in the precept during the current difficult times, but felt an average increase (for a Council Tax Band D house) of ~£2.67 per year (or 5p a week) was acceptable. The Parish Council approved the budget of £8589 to cover costs for the financial year 2021/22.
 - c. The Parish Council approved a precept of £8589 to cover the costs identified in the budget. **ACTION: Clerk to inform EDDC of the required precept.**

A request for Parish Councils to discuss and complete a survey on Devon's Climate Emergency Response was received after publication of the meeting agenda so was not included. Due to the short notice of the closing date the Parish Council decided to discuss it anyway and asked Cllr Edwards to provide a response on behalf of the Parish Council.

ACTION: Cllr Edwards

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held online on Wednesday 13th January 2021 at 7.30pm

**The next meeting of Payhembury Parish Council will take place on Wednesday 10th March 2021
at 7.30pm (location to be confirmed)**

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

Bank Account balances on 6th January 2021

Unity Trust Current account £1.00;		Unity Trust Savings account £25127.63;		Total £25128.63
	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	4.11.20			26752.93
Receipts	5.1.21	Parishioner donation towards Play Equipment project	100.00	26852.93
Expenses	28.11.20	Clerk's Salary for November 2020	-312.30	26540.63
	4.12.20	Refund for McAfee for Clerk's laptop	-24.99	26515.64
	4.12.20	DALC - Good Councillor training course 1	-18.00	26497.64
	7.12.20	DALC - Good Councillor training courses 2 & 3	-36.00	26461.64
	28.12.20	Clerk's Salary for December 2020	-312.30	26149.34
	31.12.20	Quarterly bank charge	-18.00	26131.34
	5.1.21	ALP Grounds Maintenance (grass cutting service)	-950.00	25181.34
	6.1.21	Clive Fowler - refund for materials for bus shelter maint.	-52.71	25128.63
Balance	6.1.21			25128.63
<i>Funds expected</i>	28.2.21	VAT reclaim Mar 2020 onwards	204.39	25333.02
<i>Upcoming expenses</i>	Jan-21	Community Heartbeat VETS phone cost	-52.00	25281.02
	Jan-21	Grants to village and other groups	-200.00	25081.02
	Jan-21	Corporate email hosting (CloudNext)	-39.99	25041.03
	Jan-21	Bill & Olwen Eaton - Payhembury Sign flowers	-50.00	24991.03
	28.1.21	Clerk's salary for January 2021	-312.30	24678.73
	Feb-21	DALC training course 4	-18.00	24660.73
	28.2.21	Clerk's salary for February 2021	-312.30	24348.43
Funds allocated		Clerk's salary	-312.30	24036.13
		Administration	-774.79	23261.34
		S137 payments	-30.00	23231.34
		Running costs	-238.03	22993.31
Project 1904		Tale Bus Shelter	-2000.00	20993.31
Project 1906		Playing Fields improvements	-15506.56	5486.75
Project 1907		Barrow Road speed issue	-1700.00	3786.75
Contingency		Contingency (10% for projects)	-1920.66	1866.09
Closing balance		(General Reserves)		1866.09

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
Planning applications to be discussed at the Parish Council meeting 13th January 2021			
	none		
Planning applications received since the last Parish Council meeting on 11th November 2020			
20/2550/FUL	<u>Stomorage Cottage, Colestocks</u> Conversion of garage to use as a holiday let or as ancillary accommodation (revision of 20/0217/FUL) Planning application received 4 th December 2020	No objections (attention drawn to important use of gateway as a passing place on narrow road) 19/12/20 (DP)	Awaiting decision

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held online on Wednesday 13th January 2021 at 7.30pm

Planning applications awaiting a decision by EDDC – 19/1152/COU, 20/0199/FUL, 20/0550/MOUT*, 20/1086/FUL, 20/1599/FUL, 20/2550/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 - 20/0969/FUL

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