

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 8th September 2021, 7.30pm

This meeting was held in the Parish Hall with members of the public able to attend either in person or via Zoom.

1. Apologies for absence: none received.
Present: Cllr Tim Cox (Chair), Cllr Rob Leach (Vice-Chair), Cllr Phil Chamberlain, Cllr Karen Edwards, Cllr Matt Rance, Dawn Chamberlain (Clerk), 6 members of the public via Zoom, 0 members of the public in the hall.
Not present: Cllr Kerron Allen (apologies not received)
2. Declarations of interest: Cllr Cox declared an interest in planning application 21/0019/FUL (under item 8a) and Cllr Leach declared an interest in discussions regarding the Watermeadows (item 9a).
3. Record of previous meetings:
 - a. The minutes from the meeting on 5th May 2021 were agreed and signed.
 - b. The file note from the Parish Council advisory meeting on 14th July 2021 was approved and signed.
 - c. The file note from the Parish Council advisory meeting on 11th August 2021 was approved and signed.
4. District and County Councillor reports:
 - a. No reports were received from District Councillor Skinner or County Councillor Chubb.
5. Clerk's report:
 - a. No police report received.
 - b. Actions 10a, 11a(i)-(ii), 12a(i), 15a-c, 16a(i)-(ii) and 17a (i)-(iii) from the file note of the advisory meeting on 11th August were covered later in the meeting under separate agenda items.
 - c. (Action 7a) – Councillors were reminded of the action on them to be up to date with the Neighbourhood Plan, in preparation for discussions early next year about the potential large-scale development at Sherwood Farm and other sites identified in EDDC's recent call for sites.
 - d. (Action 8a) – (i) a draft letter to EDDC regarding the potential development site at Sherwood Farm is underway and requires further input from Cllrs, (ii) the Planning Inspectorate report from 2013, regarding 4 separate proposed developments sites surrounding Feniton, was circulated to all Cllrs and (iii) Feniton Parish Council have been contacted and Payhembury Parish Council's request to work with Feniton Parish Council on this subject will be raised at their next meeting.
 - e. (Action 12a(ii)) – the Parish Hall have been contacted to ask whether they have any plans for next year's Jubilee and a reply is awaited. The shop committee have stated they are happy to support an event if one is planned.
 - f. (Action 17a(iv)) – an article giving an update on the Playing Fields improvements was submitted to the Parish Paper.
 - g. (Action 18a) – arrangements to return to face-to-face meetings were completed and a solution found to enable hybrid meetings to take place. The solution worked well on the night and enabled those present in the hall to clearly see and hear those attending via Zoom and vice versa.
 - h. Scheme of delegation (other than planning applications) - only one action had been taken since the advisory meeting on 11th August – the payment of an invoice for materials to repair the 'Cube' in the playing fields. This decision was ratified as part of the Approval of the Schedule of Payments (item 12b of the agenda).
 - i. Paytherden Solar Farm – a face to face presentation by LightRock Power had been due to take place, initially in July and then in August. This presentation had been delayed and is now expected to take place during the week commencing 20th September.
 - j. Report of a missing bin at the bottom of Hillside – this has been reported to EDDC who are investigating whether the bin should be replaced. EDDC are also reminding their contractor that the bin in the playing fields needs to be emptied as part of their normal routine.
 - k. Old play equipment from the playing fields which is currently stored in a field in Upton needs to be removed.
ACTION: Cllr Cox to liaise with owner of the field to arrange a visit to establish next steps.
 - l. Upcoming road closures include the road past Leyhill & Uggaton Farms on 6th October and Barrow Road on Sunday 24th October. There are also references to potential closures through Luton, with delays likely, from 1st October to 19th November but no further information is currently available. If this is confirmed the information will be disseminated through the normal channels.
 - m. There have been reports of anti-social behaviour during early August in the Markers Park area, including the throwing of eggs at properties and washing pods deliberately being spilt over lawns, etc. No reports received in the last few weeks so hopefully the problem has been dealt with.
6. Public participation: nothing was raised during the public session.

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The discussion on planning application 21/0019/FUL was moved forward to this point of the meeting and the Chairman withdrew from the meeting at this stage. Cllr Leach took over as Chair and a public discussion took place, after which the Parish Council made a decision on this planning application. Cllr Cox then returned to the meeting and took over again as Chair. See item 8a below.

7. Parish Council Casual Vacancy Co-option:
 - a. No applications had been received for the vacant role, however one person has indicated they will submit an application in time for the November meeting. **ACTION: Clerk to re-advertise vacancy.**
8. Planning applications (list of current and recent planning applications in Appendix A):
 - a. The following planning applications were reviewed at the meeting:
 - i. 21/0019/FUL – Colestocks Farm Cottage, Colestocks - Cllr Cox withdrew from the meeting for this discussion (see note above). A number of concerns about this planning application were raised during the public session, including access (especially from the Talaton direction), ownership of the lane, inaccurate plans, the impact on a listed building, lack of screening (for the 4-fold increase in size of the polytunnels), etc. The Parish Council unanimously decided to continue to object to this planning application based on the points raised.
 - ii. 21/2176/FUL – 24 Hillside, Payhembury – the Parish Council had no objections to this planning application.
 - b. Planning applications 21/1996/FUL, 21/2002/FUL and 21/2043/FUL (Section 2 of Appendix A) had been dealt with under delegated powers since the advisory meeting on 11th August. The Parish Council ratified the decisions to submit no objections to these three planning applications.
 - c. The Parish Council ratified the decisions under delegated powers to the following planning applications received between 5th May and 11th August: 20/0199/FUL (continue to object); 21/0554/FUL, 21/0811/FUL, 21/1416/FUL, 21/1494/LBC, DCC/4237/2021, 21/1673/VAR, 21/1749/CPL, 21/1861/FUL & 21/1863/FUL (no objections).
9. The Watermeadows idea (allotments / car park / football pitch):
 - a. Cllr Leach withdrew from the meeting for this item and returned when it was completed. No progress yet. **ACTION: Cllrs Chamberlain and Rance to liaise to contact relevant people and to arrange a meeting of the Requirements Working Group.**
10. Parish Council Open Projects: (the Allotments project (1908) is currently on hold).
 - a. Project 1906 – Playing fields improvements:
 - i. Repairs to the cube and fencing have been completed and thanks were expressed to all those involved for the excellent work. The wooden structures now require treatment. **ACTIONS: (i) Cllr Leach to source materials to treat wooden items; (ii) Cllrs Cox, Chamberlain, Edwards and Rance to form working party on Saturday 11th September to treat wooden items.** Phase 1 had been on hold whilst the state of the Cube was assessed and, now that it has been repaired, work on Phase 1 can start again. Updated quotes for the toddler area are now required due to the large increase in the costs of building materials over the last year **ACTION: (iii) Cllr Chamberlain to contact TK Play and arrange for an updated quote.** A suggestion for adult equipment was put forward but it was felt that this is better left to a later date. Fund-raising for later phases was discussed. Grants are difficult to come by at the moment as many grants are being allocated towards supporting issues connected with the environment or the impact of the Covid pandemic. Several other suggestions were put forward for ways to raise funds, including asking the pub and the shop if they would be willing to have a donation/pledge box, putting signage in the park explaining the improvements planned (and pointing to where donations/pledges can be made) and further research into crowdfunding, matched funding and the National Lottery. **ACTIONS: (iv) Cllr Chamberlain to follow up quote for new goalposts so that a grant application can be submitted; (v) Clerk to ask the shop and Cllr Edwards to ask the pub if they are willing to host a donation/pledge box to help raise funds for the later phases of the playing field improvements; (vi) Clerk to put signage up in the playground detailing the planned improvements and how people can help; (vii) Clerk to circulate research findings on crowdfunding, etc.**
 - b. Project 1907 – Barrow Road speed issue:
 - i. DCC Highways have been asked about 20mph limits past the school and we are waiting for a reply. A suggestion was made to put up '20 is plenty' style boards similar to those put up in Bradnich, however it was decided to leave this until a reply had been received from DCC Highways. **ACTION: Clerk to chase DCC Highways.**
 - c. Project 2102 – Payhembury Wildlife Event – 23rd October 2021:
 - i. The Parish Council agreed that the event should consist of a series of tables, covering different areas of interest, rather than a series of talks and decided to call the event 'Wild about Payhembury'. It was agreed

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to approach a number of people and groups that covered a wide range of wildlife and environmental topics. The Parish Council were keen to engage with the school and possibly to be able to display wildlife or environmental-themed artwork by the schoolchildren. There was also a suggestion to include a hands-on area (eg making bug hotels) or to include something with a wow factor that would help draw people to the event. **ACTIONS: (i) Clerk to liaise with school; (ii) Cllr Cox to contact Tale Valley Trust, Escot and Broadhembury Parish Council; (iii) Clerk to contact a list of other potential attendees; (iv) Cllr Leach to investigate possibilities and costs for a 'wow' presentation.** The event will include a raffle to raise funds towards the playing fields improvements. **(v) Clerk to advertise the event in the Parish Paper and to request donations of raffle prizes, (vi) Clerk to contact PTFA to see if they would be willing to do teas and coffees.**

d. Project 2103 – Platinum Jubilee tree planting:

- i. The Parish Council are keen to plant trees as part of The Queen's Green Canopy initiative, in particular oak trees, and agreed a budget of £200 towards the trees. Cllr Leach has offered sites including along the Payhembury – Colestocks footpath or in the field overlooked by Hillside and is happy with whichever the Parish Council choose. **ACTION: Clerk to submit Parish Paper article explaining the tree planting, asking for suggestions of other sites (especially from the hamlets in the parish) and whether anyone would like to sponsor or donate towards a tree.** Adrian Houselander kindly donated £100 towards a Jubilee tree with the remainder of the funds going towards treatment for the recently repaired Cube in the playing fields. **ACTION: Cllr Leach to research prices for approx. 6' saplings.**
- ii. The Parish Council did not discuss whether to apply for National Lottery funding towards tree-planting costs as funding had already been discussed.

11. Parish Issues: Route maps, Parish Council Assets:

- a. Broadhembury Parish Council are applying for a grant for funding to improve parish engagement with biodiversity on the Upper Tale. They have approached Payhembury Parish Council to see if they would like to be involved, possibly with surveying and cleaning. **ACTION: Cllr Cox to clarify what this would involve and to invite them to the 'Wild about Payhembury' event on 23rd October.**
- b. At the last meeting Cllr Rance offered to produce notes to put on the windscreens of cars that were parking dangerously on the corner opposite the shop. It was decided that this might not be as effective as hoped so it was agreed to withdraw this option and to purchase some more traffic cones instead. **ACTION: Cllr Leach to find out costs of more traffic cones.**
- c. The Assets and Responsibilities register was reviewed and the frequency of checking, and the person responsible for checking, each of the items on the list was agreed. **ACTION: (i) Clerk to update and circulate register.** A phone app to record the checking of assets and responsibilities can be produced for ~£10, which the Parish Council approved. **ACTION: (ii) Clerk to provide relevant information to Cllr Rance; (iii) Cllr Rance to organise the apps development.** The playing fields require weekly checking. **ACTION: (iv) Clerk to produce and circulate rota.**

12. Finance / budgeting / precept:

- a. It was agreed to add Cllr Rance as a fourth bank signatory to the Unity Trust bank accounts. **ACTION: Clerk to arrange.**
- b. The Parish Council reviewed and approved the Schedule of Payments in Appendix B.
- c. The Parish Council ratified the Schedule of Payments presented at the advisory meeting on 14th July (Appendix B of the file note for the advisory meeting).
- d. The Budget vs Actual report in Appendix C was reviewed. No unexpected issues were identified.

13. Parish Council administration:

- a. The Parish Council had received a request to write to Jurassic Fibre regarding the potential installation of fibre in the parish. It is believed that Aylesbeare Parish Council had a positive response when they did this. **ACTION: Clerk to consult with Aylesbeare Parish Council and to write to Jurassic Fibre.**
- b. The Playground Inspection, Maintenance and Risk Management Policy was adopted.
- c. The updates to the Death of a Senior Figure Protocol were not ready in time so this was deferred to the next meeting.
- d. The Parish Council decided to put the work of updating the Parish Emergency Plan on hold for now. **ACTION: Clerk to circulate template to Cllrs for them to review.**

The next meeting of Payhembury Parish Council will take place on Wednesday 10th November 2021, at 7.30pm in the Parish Hall.

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Appendix A – Planning Applications awaiting decision (or recently decided)

(PC Meeting) = 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
SECTION 1 - Planning applications to be discussed at the meeting on 8th September 2021			
21/0019/FUL	<u>Colestocks Farm Cottage, Colestocks</u> Alterations to vehicular access, widening and re-alignment of access track and provision of 2no parking spaces and turning area for Colestocks Farm Cottage; construction of polytunnel; provision of 3no shepherds huts for tourist accommodation, including laying out of associated parking area (comprising 6no spaces) and turning area. Planning application received 22nd January 2021 Amended planning application received 20th August 2021	Original application - Object 28/2/21 (PC meeting 17/2/21)	Consultation expiry date 3rd September 2021 (1 week extension granted, new date 10th September 2021)
21/2176/FUL	<u>24 Hillside, Payhembury</u> Construction of single storey front extension. Planning application received 13th August 2021		Consultation expiry date 9th September 2021
SECTION 2 - Planning applications dealt with under Scheme of Delegation since the advisory meeting on 11th August 2021			
21/1996/FUL	<u>Spence Cross Farm House, Payhembury</u> Erection of roof over existing silage pit. Planning application received 29th July 2021	No objections 13/8/21 (DP)	Awaiting decision
21/2002/FUL	<u>Spence Cross Farm House, Payhembury</u> A steel lean-to to a silage pit cover. Planning application received 29th July 2021	No objections 13/8/21 (DP)	Awaiting decision
21/2043/FUL	<u>3 The Old Dairy, Payhembury</u> Construction of residential annex. Planning application received 13th August 2021	No objections 2/9/21 (DP)	Awaiting decision

3 planning applications open for comments to EDDC on 1st September 2021 – 21/0019/FUL (closing date extended to 10/9/21); 21/2043/FUL (closing date 5/9/21); 21/2176/FUL (closing date 9/9/21)

6 planning applications awaiting a decision by EDDC/DCC on 1st September 2021 – 20/1599/FUL, 21/1673/VAR; 21/1861/FUL; 21/1863/FUL; 21/1996/FUL; 21/2002/FUL

2 planning applications decided by EDDC between 4th August 2021 and 1st September 2021 – 21/0554/FUL (approved with conditions 12/8/21); 21/1749/CPL (withdrawn 20/8/21)

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

Bank Account balances on 1st September 2021

	Date	Payee (reason)	Total (inc VAT)	Balance
Unity Trust Current account			£1.00;	
Unity Trust Savings account			£27396.33;	
				Total £27397.33
Opening balance	7.7.21			24193.91
Receipts	1.9.21	Precept (6 months)	4294.50	28488.41
Expenses	28.7.21	Clerk's salary for July 2021	-318.60	28169.81
	28.8.21	Clerk's salary for August 2021	-318.60	27851.21
	28.8.21	Tim Cox (refund for materials to repair the Cube)	-453.88	27397.33
Balance	1.9.21			27397.33
<i>Funds expected</i>	<i>Oct-21</i>	<i>CIL payment (amount unknown)</i>	<i>0.00</i>	<i>27397.33</i>
		<i>Bank interest (Sep, Dec & Mar)</i>	<i>0.00</i>	<i>27397.33</i>
<i>Upcoming expenses</i>	<i>Sep-21</i>	<i>EDDC (dog poo bin emptying*3) - estimate</i>	<i>-340.20</i>	<i>27057.13</i>
	<i>Sep-21</i>	<i>EDDC (dog poo bin installation - Project 2101) - estimate</i>	<i>-180.00</i>	<i>26877.13</i>

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	Sep-21	Smith of Derby (Clock Service) - estimate	-355.20	26521.93
	22.9.21	ICO annual fee	-35.00	26486.93
	28.9.21	Clerk's salary (September 2021)	-318.60	26168.33
	29.9.21	Savills (playing field rent - Oct 21 to Mar 22)	-153.91	26014.42
	30.9.21	Quarterly bank charges (4th Jun - 4th Sep)	-18.00	25996.42
	23.10.21	Parish Hall (hall hire for Wildlife event) - estimate	-30.00	25966.42
	28.10.21	Clerk's salary (October 2021)	-318.60	25647.82
	Oct-21	Clerk (refund for poppy wreath)	-30.00	25617.82
	Oct-21	VisionICT (annual website support - 12/21/-11/22)	-210.00	25407.82
VAT to be reclaimed		June 2021 -->	226.24	25634.06
Funds allocated		Clerk's salary	-1709.80	23924.26
		Administration	-1363.05	22561.21
		S137 payments	-219.19	22342.02
		Running costs	-1405.09	20936.93
Project 1906		Playing Fields improvements	-15506.56	5430.37
Project 1907		Barrow Road speed issue	-1700.00	3730.37
Contingency		Contingency (10% for projects)	-1720.66	2009.71
Closing balance		(General Reserves)		2009.71

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Appendix C – Budget vs Actual 1st September 2021

Budget item	Carried forward 2020/21	Budget for 2021/22	Total available 21/22	Payments up to 01/09/21	Funds left 01/09/21	Payments expected (EOY)	Funds expected available (EOY)	Comments (tbcf - to be carried forward to next year) All costs exc VAT
Clerk's salary	0.00	3940.00	3940.00	1593.00	2347.00	3823.20	116.80	Excess = additional funds budgeted for potential pay rise
Administration								
Clerk's expenses	0.00	120.00	120.00	0.00	120.00	0.00	120.00	
PPC Insurance	0.00	385.00	385.00	415.63	-30.63	415.63	-30.63	Insurance increase due to corrections made to policy
Audit costs	200.00	0.00	200.00	0.00	200.00	0.00	200.00	tbcf - carried forward in case of external audit
Parish Hall rent	0.00	192.00	192.00	59.95	132.05	59.95	132.05	includes Zoon subscription
DALC subscription	0.00	150.00	150.00	154.00	-4.00	154.00	-4.00	annual subscription increase higher than expected
ICO registration fee	0.00	35.00	35.00	0.00	35.00	35.00	0.00	due Sep 2021
Councillor & Clerk training	0.00	200.00	200.00	0.00	200.00	0.00	200.00	
Bank charges	0.00	72.00	72.00	18.00	54.00	72.00	0.00	due 30/6, 30/9, 31/12, 31/3
Election expenses	250.00	250.00	500.00	0.00	500.00	0.00	500.00	tbcf - 4-year rolling pot to reach £1000
IT - email provision	0.00	40.00	40.00	0.00	40.00	39.99	0.01	due Feb 22
IT - website support costs	0.00	180.00	180.00	0.00	180.00	175.00	5.00	due Oct 21
IT - laptop 3-yearly software	0.00	30.00	30.00	0.00	30.00	0.00	30.00	tbcf - due 2023 - 3 year-pot
IT - laptop replacement	50.00	50.00	100.00	0.00	100.00	0.00	100.00	tbcf - laptop now 4 years old, build fund for replacement
S137								
Poppy Wreath	0.00	30.00	30.00	0.00	30.00	30.00	0.00	purchase Oct
Grants to village clubs	0.00	200.00	200.00	0.00	200.00	200.00	0.00	awarded in January
Special events	30.00	30.00	60.00	10.81	49.19	40.81	19.19	tbcf - eg Platinum Jubilee, Wildlife Event (Oct 21)
Running costs						0.00		
EDDC dog bin emptying	0.00	280.00	280.00	0.00	280.00	283.50	-3.50	awaiting invoice, final figure may vary
Church clock service	0.00	305.00	305.00	0.00	305.00	296.00	9.00	due by autumn 21
Playing field rent	0.00	340.00	340.00	0.00	340.00	307.82	32.18	tbcf - due Mar & Sep, built in contingency for rent rise.
Playing field RoSPA inspection	0.00	80.00	80.00	79.00	1.00	79.00	1.00	Insp = March; invoice paid in April
Grass cutting	0.00	1000.00	1000.00	0.00	1000.00	950.00	50.00	
Ditch clearing	0.00	150.00	150.00	0.00	150.00	0.00	150.00	tbcf??
Defibrillator phone costs	0.00	160.00	160.00	100.00	60.00	152.00	8.00	
Defibrillator consumables & training	40.00	40.00	80.00	186.00	-106.00	186.00	-106.00	increase budget for next year to cover cost of batteries
Assets maintenance	56.92	150.00	206.92	378.24	-171.32	378.24	-171.32	tbcf - overspend on playpark repairs; inc budget new FY
Other Payments								
P1904 - Tale Bus Shelter	2000.00	0.00	2000.00	2000.00	0.00	2000.00	0.00	Project now closed
P1906 - Playing fields improvements	15506.56	0.00	15506.56	0.00	15506.56	0.00	15506.56	tbcf
P1907 - Barrow Road speed issue	1700.00	0.00	1700.00	0.00	1700.00	0.00	1700.00	tbcf
P2101 - New dog poo bin	0.00	180.00	180.00	0.00	180.00	180.00	0.00	Project now closed
P2102 - Wildlife Event Oct 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Project started Aug 21 - no budget
P2103 - Platinum Jubilee tree planting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Project started Aug 21 - no budget