

**PAYHEMBURY PARISH COUNCIL**

**Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 12<sup>th</sup> January 2022, 7.30pm**

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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: Cllr Rob Leach (approved).  
Present: Cllr Tim Cox (Chair), Cllr Phil Chamberlain, Cllr Karen Edwards, Cllr Matt Rance, Cllr Paul Thomas, Dawn Chamberlain (Clerk), 6 members of the public via Zoom and 6 members of the public in the hall.
2. Declarations of interest: Cllr Chamberlain declared an interest in item 12d (reviewing and approving the budget where it covered Clerk's wages).
3. Record of previous meetings:
  - a. The minutes from the meeting on 10<sup>th</sup> November 2021 were agreed and signed.
4. Police, District Councillor and County Councillor reports:
  - a. No reports were received from the District Councillor or County Councillor. Newsletters have been received from the Police and circulated to Councillors.
5. Clerk's report including an update on previous meeting actions:
  - a. Actions 13a, 14a (i-iii), 14b, 14c, 14d (i-ii) from the minutes of the Parish Council meeting on 10<sup>th</sup> November were covered later in the meeting under separate agenda items.
  - b. (Action 6a) – the Broadhembury Repair Café has been advertised with a request for volunteer repairers. It will be re-advertised when the date has been confirmed.
  - c. (Action 8a) – empty grit bin at Markers Park was reported and has been filled.
  - d. (Action 8b) – Risk assessment completed for the Christmas Tree and lights (installation, during festive period, removal). **ACTION: The Parish Council requested that formal thanks to go to Rich and Nan Gannon for all their hard work and effort in arranging and installing the Christmas tree and lights.**
  - e. (Action 9a) – all forms and initial training completed for new Councillor Paul Thomas.
  - f. (Action 10a) – site visit arranged and completed for planning application 21/2827/FUL.
  - g. (Action 11a) – the arrangement of a meeting with Broadband companies has been delayed whilst arrangements for a meeting regarding the Paytherden Solar Farm have been put dealt with, the latter having a very short timescale to respond to.
  - h. (Action 12b) – the location of sandbags has been advertised in case of another flood event.
6. Public participation:
  - a. A lengthy discussion was held about the proposed Paytherden Solar Farm development. Various members of the public provided a range of information about the impact and spread of solar farms, with particular regard to the Clyst lowland area. All those who spoke were strongly against the proposed development and the potential that more will follow if this one is approved. The suitability of solar power farms for this area was questioned and the attention of the Parish Council was drawn to the recent Government guidelines regarding renewable energy, which appear to favour residential solar power over large scale solar farms. Questions were raised about the format of the public meeting to be held on 21<sup>st</sup> January, which will be facilitated by the Parish Council Chairman. There will be opportunities for both sides to present their information and an opportunity for questions. The deadline for comments to EDDC planning was also discussed and the Clerk and a member of the public confirmed that they both have emails from EDDC Planning that say comments will be accepted up to the end of January 2022.
7. Parish Council Casual Vacancy Co-option:
  - a. The January 2022 Parish Paper article about the casual vacancy needed to be amended at short notice to take account of the delayed delivery of the paper, as a result of the Christmas break. It was felt that this amended article did not provide sufficient information or time to fairly allow people to apply. The Parish Council therefore decided to defer the co-option of a new Councillor to the next meeting in March and to extend the deadline for applications until early March.
8. Planning applications (list of current and recent planning applications in Appendix A):
  - a. The following planning applications were reviewed at the meeting:
    - i. 21/3120/FUL – Land adjacent to Peradon Farm, Clyst Hydon – the Parish Council decided to wait until after the public meeting on 21<sup>st</sup> January to make a decision on how to respond to this planning application.  
**ACTION: Clerk to advertise Parish Council planning meeting to take place on 21<sup>st</sup> January 2022, immediately following the public meeting.**
    - ii. 21/3364/FUL – Old Stores Cottage, Payhembury - the Parish Council had no objections to this planning application.

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- b. The Parish Council noted the responses made under delegated powers to the following planning applications received between 3<sup>rd</sup> November 2021 and 12<sup>th</sup> January 2022: 21/1835/FUL, 21/2827/FUL, 21/2931/FUL, 21/3250/FUL, 21/3251/LBC (no objections) and 21/3245/CPE (did not feel qualified to comment).
9. Parish Issues: Route maps, Parish Council Assets:
- a. Annual Parish Meeting: the meeting is to be arranged for a weekday evening in April and to incorporate two speakers from the Wild about Payhembury event. **ACTION: Clerk to arrange.**
- b. Village Green and Waterloo Plot grass cutting: leaving the Village Green uncut for August and September 2021 was very popular with many parishioners. The Parish Council are aware of the support for re-wilding and supporting biodiversity, but also the need to keep the centre of the village looking tidy. The decision was taken to continue with the previous agreement for a wild area between the Welcome sign and the tree on the Village Green and to extend this around the tree to create a circular wild area in the centre of the green. The rest of the Village Green to be mowed as normal except during August and September when it will be left un-mowed. Waterloo Plot to be re-wilded, but a clear path to the bench should be maintained. **ACTION: Clerk to inform ALP Grounds Maintenance and those involved in re-wilding the centre of the Village Green.**
10. The Watermeadows idea (allotments / car park / football pitch):
- a. The need to have a working group to establish the requirement for allotments, car park and football pitch was discussed. It was decided that a working group was no longer required as the waiting list for allotments provides evidence of a requirement for allotments, the on-going issue with the use of the Parish Hall car park and parking on the roads indicates a car parking issue (although does not quantify it) and the responses received from parishioners indicates no desire for a full-scale football pitch. The suitability of The Watermeadows site for allotments and/or car parking was then considered. The feedback received from parishioners suggests that the site is not suitable for allotments due to the potential for flooding and that there is no drive or willingness in the parish to take this site forward as a possible solution to either of these two requirements. The Parish Council expressed their thanks to Rob Leach for his very kind offer of the land to try to alleviate these issues, but they decided to decline the offer and to look for alternative sites. **ACTION: Clerk to advertise that the Parish Council are looking for alternative sites and suggestions (see also item 11d).**
11. Parish Council Open Projects: (the Allotments project (1908) is currently on hold).
- a. Project 1906 – Playing fields improvements:
- i. Current funds available are £18,875.66 in the bank account, £211 in cash (from donations, money raised from the raffle at the Wild about Payhembury event and a donation from the Market and Mingle event) plus pledges of £240 giving a total of £19,326.66, of which £11,075.55 comes from CIL payments which are restricted in what they can be spent on. An updated quote has been received from TK Play for the equipment for the Toddler Area taking into account recent increases in material costs. The Parish Council agreed to go ahead with placing the order for the equipment and to arrange a date for installation (probably around May 2022). Some remedial work will be needed before installation and it was agreed that the current toddler swings would not be removed until the new ones have been installed. Some remedial work is also needed on the chains of the larger swings. **ACTION: (i) Order to be placed with TK Play for Toddler Area equipment. (ii) Cllr Chamberlain to arrange both sets of remedial work. (iii) Clerk to check if RoSPA inspection can be moved until after installation of new equipment.**
- b. Project 1907 – Barrow Road speed issue:
- i. The Parish Council have recently received information from the organisation ‘20s plenty in Devon’, which campaigns for a speed limit of 20mph to be normal on residential streets and through town and village centres. The Parish Council support the aims of the organisation and agreed to find out how to get involved. **ACTION: Clerk to contact ‘20s plenty in Devon’ and follow up next steps.**
- ii. Funds have previously been earmarked to purchase a VAS for Barrow Road to try to persuade drivers to slow down. The Parish Council decided not to purchase a VAS and agreed to transfer the allocated funds into General Reserves.
- c. Project 2102 – Wild about Payhembury – 20<sup>th</sup> November 2021:
- i. The Wild about Payhembury event was deemed to have been a success and a follow-up set of short talks by some of those who presented at the event was agreed. The first of these is scheduled to be as part of the Annual Parish Meeting (see item 9a above). The project was closed.
- d. Project 2103 – Platinum Jubilee tree planting:
- i. A very successful session was held on 4<sup>th</sup> December to clear space in the Jubilee Copse just south of Garvey’s Furniture in Upton. Around 15 small whips were planted with a further 3-4 larger trees due to be planted in the next week or so to finish the planting in the copse. It was clear that was a great deal

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of enthusiasm and willingness from parishioners to get involved with events like this. The Parish Council decided to try to find other potential sites, corners of fields, etc that could be planted with trees.

**ACTION: Clerk to add request for site locations for trees to the article about allotment / car parking land (see 10a above).** The Parish Council have a donation and four pledges for larger Jubilee trees.

**ACTION: Cllr Cox to consult with Rob Leach regarding potential sites for the larger Jubilee trees along the footpath.**

12. Finance / budgeting / precept:

- a. Two grant applications had been received, one from TRIP and one from Tea and Bingo. The Parish Council decided to give a grant of £50 to each of the two applicants and also to give a grant of £50 to The Ottery Help Scheme which also supports people in the parish. They decided to hold the remaining £50 of the grant fund for now and to carry it forward to next year.
- b. The Parish Council reviewed and approved the Schedule of Payments in Appendix B.
- c. The Parish Council reviewed the Budget vs Actual report in Appendix C. No unexpected issues were identified.
- d. The Parish Council reviewed and approved a budget of £8,939 for 2022/23. Cllr Chamberlain did not take part in discussions concerning the Clerk's wages.
- e. The Parish Council approved a precept of £8,939 for 2022/23 to cover the budget.
- f. Cllr Rance confirmed that he was happy to be the 4<sup>th</sup> bank signatory. **ACTION: Clerk to arrange.**

The meeting closed at 9.35pm.

**The next meeting of Payhembury Parish Council will take place on Wednesday 9<sup>th</sup> March 2022, at 7.30pm in the Parish Hall.**

**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
<b>SECTION 1 - Planning applications to be discussed at the meeting on 12<sup>th</sup> January 2022</b>			
21/3120/FUL	<u>Land adjacent to Peradon Farm, Clyst Hydon</u> Construction of 49 MW solar farm, with permission being required for 40 years, comprising solar arrays, equipment housing, sub-station, fencing, CCTV, ancillary equipment and associated development. Planning application received 15th December 2021	Public meeting on Friday 21 <sup>st</sup> January.	Consultation expiry date 7 <sup>th</sup> January. EDDC have said they will accept comments up to the end of January as no decision will be made before February.
21/3364/FUL	<u>Old Stores Cottage, Payhembury</u> Proposed first floor extension over existing garage. Planning application received 6th January 2022		Consultation expiry date 29 <sup>th</sup> January 2022
<b>SECTION 2 - Planning applications dealt with under Scheme of Delegation since the advisory meeting on 10<sup>th</sup> November 2021</b>			
21/2827/FUL	<u>2 Spence Cross, Payhembury</u> Rear extension to terrace cottage in excess of 3m. Planning application received 29th October 2021	No objections (21/11/21) after site visit (13/11/21) (DP)	Approved standard time limit (8/12/21)
21/2931/FUL	<u>Fourways Cottage, Colestocks</u> Single storey rear extension to a semi-detached house in excess of three metres. Planning application received 17th November 2021	No objections (6/12/21) (DP)	Approved - standard time limit (20/12/21)
21/1835/FUL	<u>Yellingham Farm, Payhembury</u> Change of use from agricultural barn to use class E(b) (catering venue) Planning application received 14th September 2021 Amended planning application received 17th December 2021	Original application - no objections (7/10/21) (DP); Amended plans – no objections (7/1/22) (DP)	Awaiting decision
21/3245/CPE	<u>Greenhayes, Broadhembury</u>	The Parish Council do not feel qualified to	Awaiting decision

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	Certificate of lawfulness for the occupation of a dwelling in breach of a planning condition (Condition 1 of the Consent dated 15 August 1966) restricting occupation of the dwelling to "persons employed or last employed locally in agriculture as defined by Section 221 of the Town and Country Planning Act, 1962" including "the dependants of such persons aforesaid". Planning application received 20th December 2021	comment on this planning application (7/1/22) (DP)	
21/3250/FUL & 21/3251/LBC	<u>Thatch, Colestocks</u> Demolition of existing garage with replacement proposed single storey side/rear extension, roof lantern to kitchen, raising chimney height to NE (party wall) and new cowl to chimney on SW elevation, re-render existing cottage with lime render and replacement 1st floor window to south west elevation. Planning application received 20th December 2021	No objections (11/1/22) (DP)	Awaiting decision

**For information:**

6 planning applications awaiting a decision by EDDC/DCC on 5<sup>th</sup> January 2022 – 21/1835/FUL; 21/2780/FUL; 21/3120/MFUL; 21/3245/CPE; 21/3250/FUL & 21/3251/LBC

5 planning applications decided by EDDC between 3<sup>rd</sup> November 2021 and 5<sup>th</sup> January 2022 – 20/1599/FUL (approved 3/12/21); 21/0019/FUL (approved 17/12/21); 21/2557/FUL (approved 6/12/21); 21/2827/FUL (approved 8/12/21) & 21/2931/FUL (approved 20/12/21)

**Appendix B – statement of current financial position incorporating schedule of payments**Bank Account balances on 5<sup>th</sup> January 2022

Unity Trust Current account £1.00;

Unity Trust Savings account £28076.22;

Total £28077.22

	Date	Payee (reason)	Total (inc VAT)	Balance
<b>Opening balance</b>	<b>3.11.21</b>			<b>29335.31</b>
Receipts	31.12.21	Bank interest (Dec)	1.74	29337.05
Expenses	11.11.21	Poppy wreath for Remembrance Sunday	-30.00	29307.05
	12.11.21	Clerk's expenses (printer ink)	-63.99	29243.06
	12.11.21	Clerk's expenses (stationery)	-17.43	29225.63
	12.11.21	Clerk's salary correction	-17.10	29208.53
	24.11.21	Community Heartbeat (Defibrillator pads)	-105.60	29102.93
	28.11.21	Clerk's salary (November 2021)	-319.50	28783.43
	15.12.21	DALC (Councillor training course)	-48.00	28735.43
	15.12.21	EDDC (dog poo bin emptying*3)	-320.71	28414.72
	28.12.21	Clerk's salary (December 2021)	-319.50	28095.22
	31.12.21	Quarterly bank charges (4th Sep - 4th Dec)	-18.00	28077.22
<b>Balance</b>	<b>5.1.22</b>			<b>28077.22</b>
<i>Funds expected</i>	<i>Jan-22</i>	<i>Bank interest (Mar)</i>	<i>0.00</i>	<i>28077.22</i>
<i>Upcoming expenses</i>	<i>7.1.22</i>	<i>ALP Grounds Maintenance (grass cutting)</i>	<i>-955.00</i>	<i>27122.22</i>
	<i>Jan-22</i>	<i>EDDC (dog poo bin installation - Project 2101) - estimate</i>	<i>-180.00</i>	<i>26942.22</i>
	<i>Jan-22</i>	<i>Parish Hall (hall hire for Wildlife event) - estimate</i>	<i>-30.00</i>	<i>26912.22</i>
	<i>Jan-22</i>	<i>Grants to village and other groups</i>	<i>-200.00</i>	<i>26712.22</i>
	<i>26.1.22</i>	<i>CloudNext (email hosting)</i>	<i>-47.98</i>	<i>26664.24</i>
	<i>28.1.22</i>	<i>Clerk's salary (January 2022)</i>	<i>-319.50</i>	<i>26344.74</i>
	<i>Feb-22</i>	<i>Community Heartbeat (phone rental)- estimate</i>	<i>-62.40</i>	<i>26282.34</i>
	<i>28.2.22</i>	<i>Clerk's salary (February 2022)</i>	<i>-319.50</i>	<i>25962.84</i>
<i>VAT to be reclaimed</i>		<i>June 2021 --&gt;</i>	<i>301.16</i>	<i>26264.00</i>
<i>Funds allocated</i>		<i>Clerk's salary</i>	<i>-414.70</i>	<i>25849.30</i>
		<i>Administration</i>	<i>-1162.21</i>	<i>24687.09</i>
		<i>S137 payments</i>	<i>-19.19</i>	<i>24667.90</i>
		<i>Running costs</i>	<i>-344.09</i>	<i>24323.81</i>

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Project 1906		Playing Fields improvements	-18875.66	5448.15
Project 1907		Barrow Road speed issue	-1700.00	3748.15
Project 2103		Platinum Jubilee trees	-40.00	3708.15
Contingency		Contingency (10% for projects)	-2061.57	1646.58
<b>Closing balance</b>		<b>(General Reserves)</b>		<b>1646.58</b>

DRAFT

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**Draft minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 12<sup>th</sup> January 2022, 7.30pm**  
**Appendix C – Budget vs Actual 5<sup>th</sup> January 2022**

Budget item	Carried forward 2020/21	Budget for 2021/22	Other income 21/22	Total available 21/22	Payments up to 05/01/22	Funds left 05/01/22	Payments expected (EOY)	Funds expected available (EOY)	Comments (tbcf - to be carried forward to next year) all figures excluding VAT
Clerk's salary	0.00	3940.00		3940.00	2886.30	1053.70	3844.80	95.20	Excess = budgeted allowance for potential pay rise
<b>Administration</b>									
Clerk's expenses	0.00	120.00		120.00	67.84	52.16	67.84	52.16	
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 - in case of external audit
Parish Hall rent	0.00	192.00		192.00	59.95	132.05	59.95	132.05	includes Zoom 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	35.00	0.00	35.00	0.00	paid Sept 21
Councillor & Clerk training	0.00	200.00		200.00	70.00	130.00	70.00	130.00	2 training courses
Bank charges	0.00	72.00		72.00	54.00	18.00	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 Jan 22
IT - website support costs	0.00	180.00		180.00	175.00	5.00	175.00	5.00	paid 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
<b>S137</b>									
Poppy Wreath	0.00	30.00		30.00	30.00	0.00	30.00	0.00	purchase Nov 21
Grants to village clubs	0.00	200.00		200.00	0.00	200.00	200.00	0.00	awarded in Jan 22
Special events	30.00	30.00		60.00	10.81	49.19	40.81	19.19	tbcf - eg Platinum Jubilee, Wildlife Event (Oct 21)
<b>Running costs</b>							0.00		
EDDC dog bin emptying	0.00	280.00		280.00	267.26	12.74	267.26	12.74	paid Dec 21 - third bin pro-rata for part of year
Church clock service	0.00	305.00		305.00	305.00	0.00	305.00	0.00	Serviced in Oct 21
Playing field rent	0.00	340.00		340.00	153.91	186.09	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	955.00	45.00	
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	Due Feb 22
Defibrillator consumables & training	40.00	40.00		80.00	274.00	-194.00	274.00	-194.00	increase budget for next year to cover cost of batteries
Assets maintenance	56.92	150.00	60.00	266.92	440.75	-173.83	440.75	-173.83	tbcf - overspend (playpark repairs); inc budget next year; £60 donation
<b>Other Payments</b>									
OP01 - Other payments	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
Grants	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
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	3369.10	18875.66	0.00	18875.66	0.00	18875.66	tbcf; inc CIL payment of £3369.10 in Oct 21; does not include cash donations or pledges
P1907 - Barrow Road speed issue	1700.00	0.00		1700.00	0.00	1700.00	0.00	1700.00	tbcf - discuss at meeting Jan 22
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	40.00	40.00	0.00	40.00	0.00	40.00	Project started Aug 21 - no budget; donation of £40