

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 13th July 2022, 7.30pm

This meeting was held in the Parish Hall with members of the public able to attend either in person. The facility to attend via Zoom was not available for this meeting.

1. Apologies for absence: Cllr Rob Leach, Cllr Phil Chamberlain, Cllr Karen Edwards, Cllr Susie Durant (all approved). Dawn Chamberlain (Clerk) was also absent so the minutes of the meeting were taken by Cllr Paul Thomas.
Present: Cllr Tim Cox (Chairman), Cllr Matt Rance, Cllr Paul Thomas and 3 members of the public.
2. Declarations of interest: no declarations of interest were made.
3. Record of previous meetings:
 - a. The minutes from the Parish Council meeting held on 11th May 2022 were agreed and signed.
 - b. The minutes from the Extra Parish Council meeting held on 1st June 2022 were agreed and signed.
4. Police, District Councillor and County Councillor reports:
 - a. The police report wasn't received until after the meeting and consisted of a request to put up posters on noticeboards and the Parish Council website.
 - b. No report was received from D/Cllr Skinner, although he sent his apologies as he was attending another meeting.
 - c. C/Cllr Chubb sent his apologies and provided a written report which was read out.
5. Clerk's report including an update on actions from the previous meeting:
 - a. There was only one action from the previous minutes – to advertise the work due to be done during May and June in the playpark, both in preparation for the new toddler area and for the installation of the new equipment. Both were advertised as requested.
6. Public participation:
 - a. Public participation with regard to the Cheriton planning application took place under item 7 on the agenda. No other issues were raised during the public participation session.
7. Planning applications (list of current and recent planning applications in Appendix A):
 - a. Planning application 22/1371/FUL (Cheriton Farm, Payhembury - new access road) was reviewed at the meeting. Residents from Cheriton who were present stated they were happy with the new plans, however they raised concerns that a) no time scale has been put on the construction of the road and they wanted to ensure it was done first so construction traffic could use it and b) the road surface is stone/sand in the application which will result in noise issues. The rest of the roads are of concrete construction and the residents asked that the new road is also constructed of concrete. The Council agreed with these observations and decided to submit a response to EDDC that included these comments whilst having no objections to the planning application in principle.
 - b. The Parish Council noted the responses made, under the Scheme of Delegation, to the planning applications received since the Parish Council meeting on 11th May 2022 (Section 2 of Appendix A).
8. River Tale Leat:
 - a. The Parish Council await a report from the Environment Agency with regard to the recently installed leat alongside the River Tale at the bottom of Poffit Lane. **ACTION: Clerk to request update from Environment Agency.**
9. Parish Issues:
 - a. The ditch just below the Rull turning, opposite Pidsleys field entrance, has been filled by tractors exiting the field. Cllr Rance asked if Cllr Leach could look at digging out this ditch. **ACTION: Request be made to Cllr Leach to look at digging out the ditch.**
 - b. Recent verge cutting was discussed and Cllr Cox asked if verge cutting could be restricted to one pass to limit wildlife concerns. **ACTION: Cllr Leach to be asked whether verge cutting could be limited to one pass.**
10. Parish Council Open Projects:
 - a. Project 1906 – Playing fields improvements: Cllr Chamberlain provided a written report about the recent installation of the new toddler area which was opened on Friday 1st July. The teen climbing frame, which had been removed to enable the new toddler area to be installed, was discussed with a view to reinstating it. **ACTION: Cllr Chamberlain to check whether it will require a new safety flooring or whether it can be re-installed on grass.**
 - b. Project 1907 – Reducing speeding in the parish: Devon County Council had received 105 applications for 20mph speed limits in response to their survey earlier in the year. They have now agreed 4 sites which they will monitor – these did not include the request for a 20mph section of road through the centre of Payhembury. Hopefully further sites will be approved in time.

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- c. Project 2103 – Platinum Jubilee tree planting: Some of the trees planted earlier in the year are wilting and may need replacing. **ACTION: i) trees to be looked at again in the autumn and replaced if necessary; ii) Cllr Thomas to trim around the trees planted in the Jubilee Copse next to Garveys.**

11. Finance / budgeting / precept:

- a. The Parish Council reviewed and approved the Schedule of Payments in Appendix B.
b. The Parish Council reviewed the Budget vs Actual report in Appendix C.

The next meeting of Payhembury Parish Council will take place on Wednesday 14th September 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 |
|--|---|---|--|
| SECTION 1 - Planning applications to be discussed at the meeting on 13th July 2022 | | | |
| 22/1371/FUL | <u>Cheriton Farm, Payhembury</u> Formation of entrance, access road and associated works. Planning application received 22nd June 2022 | | Closing date for comments – 15 th July 2022 |
| SECTION 2 - Planning applications dealt with since the Parish Council meeting on 11th May 2022 | | | |
| 22/1126/FUL | <u>Hembury Tale, Broadhembury</u> Erection of a general purpose agricultural building and creation of new access. Planning application received 24th May 2022 | No objections (16/6/22) (DP) | Awaiting decision |
| 22/0989/MRES | <u>Slade Barton, Payhembury</u> Reserved matters comprising access, appearance, landscaping, layout and scale for redevelopment of the farmyard at Slade Barton providing 8 new homes, replacement commercial premises and a new farmhouse farm office and ancillary buildings and a village car park and parking for existing dwellings; and associated infrastructure 20/055/MOUT Planning application received 12th May 2022 | Comments submitted, more to follow (4/6/22) (PC meeting 1/6/22) | Awaiting decision |
| 22/0962/FUL | <u>Tale Head Cottage, Payhembury</u> Construction of gazebo Planning application received 6th May 2022 | No objections (30/5/22) (DP) | Approved - standard time limit (4/7/22) |
| 22/0917/FUL | <u>Higher Leyhill Farm, Broadhembury</u> New carport and garden shed. Planning application received 6th May 2022 | No objections (30/5/22) (DP) | Approved - standard time limit (1/6/22) |

For information:

10 planning applications awaiting a decision by EDDC/DCC on 6th July 2022 – 21/3120/MFUL; 21/3250/FUL; 21/3251/LBC; 21/3361/LBC; 22/0244/FUL; 22/0245/LBC; 22/0419/LBC; 22/0989/MRES; 22/1126/FUL & 22/1371/FUL

4 planning applications decided by EDDC between 4th May 2022 and 6th July 2022 – 22/0917/FUL (approved 1/6/22); 22/0087/LBC (approved 21/6/22); 22/0651/FUL (approved 29/6/22) & 22/0962/FUL (approved 4/7/22)

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

Bank Account balances on 6th July 2022

Unity Trust Current account £1.00;

Unity Trust Savings account £20314.30;

Total £20315.30

| | Date | Payee (reason) | Total (inc VAT) | Balance |
|----------------------------|---------------|--|-----------------|-----------------|
| Opening balance | 4.5.22 | | | 21705.71 |
| Receipts | 30.6.22 | Quarterly bank interest | 18.01 | 21723.72 |
| Expenses | 13.5.22 | Community Heartbeat (annual cost for VETS system) | -120.00 | 21603.72 |
| | 13.5.22 | BHIB Insurance | -458.67 | 21145.05 |
| | 13.5.22 | Clerk's expenses (stationery) | -5.75 | 21139.30 |
| | 28.5.22 | Clerk's salary (May 2022) | -331.50 | 20807.80 |
| | 6.6.22 | Parish Hall (hire of hall 2021-22) | -48.00 | 20759.80 |
| | 28.6.22 | Clerk's salary (June 2022) | -331.50 | 20428.30 |
| | 30.6.22 | Quarterly bank charge (Apr-Jun 2021) | -18.00 | 20410.30 |
| | 5.7.22 | Refund to Clerk for Jubilee Amazon vouchers | -95.00 | 20315.30 |
| Balance | 6.7.22 | | | 20315.30 |
| <i>Funds expected</i> | 30.9.22 | Bank interest | 0.00 | 20315.30 |
| | 1.9.22 | Precept (6 months) | 4469.50 | 24784.80 |
| <i>Upcoming expenses</i> | Jul-22 | TK Play Ltd (remaining balance for playing fields phase 1) | -9961.20 | 14823.60 |
| | 28.7.22 | Clerk's salary (July 2022) | -331.50 | 14492.10 |
| | 28.8.22 | Clerk's salary (August 2022) | -331.50 | 14160.60 |
| <i>VAT to be reclaimed</i> | | April 2022 --> (estimate) | 1729.31 | 15889.91 |
| <i>Funds allocated</i> | | Clerk's salary | -2369.50 | 13520.41 |
| | | Administration | -1689.39 | 11831.02 |
| | | S137 payments | -329.19 | 11501.83 |
| | | Running costs | -2937.18 | 8564.65 |
| Project 1906 | | Playing Fields improvements | -2486.15 | 6078.50 |
| Project 2103 | | Platinum Jubilee trees | -69.02 | 6009.48 |
| Contingency | | Contingency (10% for projects) | -255.52 | 5753.96 |
| Closing balance | | (General Reserves) | | 5753.96 |

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Appendix C – Budget vs Actual 6th July 2022

| Budget item | Carried forward 2021/22 | Budget for 2022/23 | Other income 22/23 | Total available 22/23 | Payments up to 06/07/22 | Funds left 06/07/22 | Payments expected (EOY) | Funds expected available (EOY) | Comments (tbcf - to be carried forward to next year; excess funds not required will be transferred to General Reserves in-year) all figures excluding VAT |
|--|-------------------------|--------------------|--------------------|-----------------------|-------------------------|---------------------|-------------------------|--------------------------------|---|
| Clerk's salary | 0.00 | 4027.00 | | 4027.00 | 994.50 | 3032.50 | 3978.00 | 49.00 | Budget includes funds for potential pay rise |
| Administration | | | | | | | | | |
| Clerk's expenses | 0.00 | 120.00 | | 120.00 | 4.60 | 115.40 | 4.60 | 115.40 | |
| PPC Insurance | 0.00 | 430.00 | | 430.00 | 458.67 | -28.67 | 458.67 | -28.67 | BHIB email dated 23/4/22 - >10% inc in premiums |
| 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 | 107.95 | 84.05 | 107.95 | 84.05 | Zoom subs. (50% reduction); Parish Hall - 4 meetings in 2021/22 |
| DALC subscription | 0.00 | 161.00 | | 161.00 | 161.00 | 0.00 | 161.00 | 0.00 | |
| ICO registration fee | 0.00 | 35.00 | | 35.00 | 0.00 | 35.00 | 35.00 | 0.00 | paid Sept 22 by DD |
| Councillor & Clerk training | 0.00 | 200.00 | | 200.00 | 0.00 | 200.00 | 0.00 | 200.00 | no training so far this year |
| 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 - may be offset by bank interest income |
| Election expenses | 500.00 | 150.00 | | 650.00 | 0.00 | 650.00 | 0.00 | 650.00 | tbcf - 4-year rolling pot to reach £800 |
| IT - email provision | 0.00 | 42.00 | | 42.00 | 0.00 | 42.00 | 49.99 | -7.99 | paid Jan 23; first inc for a couple of years |
| IT - website support costs | 0.00 | 185.00 | | 185.00 | 0.00 | 185.00 | 175.00 | 10.00 | paid Oct 22 |
| IT - laptop 3-yearly software | 30.00 | 30.00 | | 60.00 | 0.00 | 60.00 | 0.00 | 60.00 | tbcf - due 2023 - October 3 year-pot |
| IT - laptop replacement | 100.00 | 50.00 | | 150.00 | 0.00 | 150.00 | 0.00 | 150.00 | tbcf - laptop now 4 years old, build fund for replacement |
| Running costs | | | | | | | | 0.00 | |
| EDDC dog bin emptying | 0.00 | 295.00 | | 295.00 | 0.00 | 295.00 | 300.00 | -5.00 | inc to £100 per bin wef 1/4/22 (letter dated 4/4/22) |
| Church clock service | 0.00 | 315.00 | | 315.00 | 0.00 | 315.00 | 305.00 | 10.00 | Serviced in mmm/yy |
| Playing field rent | 32.18 | 330.00 | | 362.18 | 0.00 | 362.18 | 307.82 | 54.36 | tbcf - due Mar & Sep, built in contingency for backdated rent rise. |
| Playing field RoSPA inspection | 0.00 | 85.00 | | 85.00 | 80.50 | 4.50 | 80.50 | 4.50 | Insp = March; invoice paid in April |
| Grass cutting | 0.00 | 1000.00 | | 1000.00 | 0.00 | 1000.00 | 955.00 | 45.00 | |
| Ditch clearing | 150.00 | 150.00 | | 300.00 | 0.00 | 300.00 | 0.00 | 300.00 | tbcf |
| Defibrillator phone costs | 0.00 | 160.00 | | 160.00 | 100.00 | 60.00 | 152.00 | 8.00 | |
| Defibrillator consumables & training | 0.00 | 100.00 | | 100.00 | 0.00 | 100.00 | 0.00 | 100.00 | tbcf |
| Assets maintenance | 0.00 | 500.00 | | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | tbcf |
| Other Payments | | | | | | | | | |
| Poppy Wreath | 0.00 | 30.00 | | 30.00 | 0.00 | 30.00 | 30.00 | 0.00 | S137 - November |
| Grants to village clubs | 50.00 | 200.00 | | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | S137 - awarded Jan 23 |
| Other S137 payments | 49.19 | 0.00 | | 49.19 | 0.00 | 49.19 | 0.00 | 49.19 | S137 |
| Other non-S137 payments | 0.00 | 80.00 | | 80.00 | 95.00 | -15.00 | 95.00 | -15.00 | Jubilee prizes |
| Grants | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| P1906 - Playing fields improvements | 10574.66 | 0.00 | 212.49 | 10787.15 | 8301.00 | 2486.15 | 8301.00 | 2486.15 | tbcf |
| P2103 - Platinum Jubilee tree planting | 29.02 | 0.00 | 40.00 | 69.02 | 0.00 | 69.02 | 0.00 | 69.02 | tbcf |