

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 9th November 2022 at 7.30pm

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

1. Apologies for absence: Cllr Matt Rance (approved)
Present: Cllr Tim Cox (Chair), Cllr Rob Leach (Vice-chair); Cllr Phil Chamberlain, Cllr Karen Edwards, Cllr Paul Thomas, Cllr Susie Durant, Dawn Chamberlain (Clerk), D/Cllr Philip Skinner, 1 member of the public via Zoom and 0 members of the public in the hall.
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 28th September 2022 were agreed and signed.
4. Police, District Councillor and County Councillor reports:
 - a. Rural Policing Newsletters have been received for October and November 2022 and will be made available on the Parish Council website.
 - b. D/Cllr Skinner gave an update on the emerging EDDC Local Plan and the scale of development that EDDC will need to plan for. The latest version of the plan has now been made available for Public Consultation, with a closing date for comments of 15th January 2023.
 - c. No report received from the County Councillor.
5. Clerk's report:
 - a. Actions 9a, 12a (i-iv), 14a (i-iv), 15a (i-iv) and 15c (i-ii) from the minutes of the Parish Council meeting on 28th September were covered later in the meeting under separate agenda items.
 - b. (Action 5c) – email regarding blocked drain and hedge cutting has been forwarded to Cllr Leach as requested.
 - c. (Actions 8a i-ii) – The Parish Council's decision to rename the playpark as the Queen Elizabeth playpark has not yet been advertised. A sign still needs to be sourced.
 - d. (Action 10a) – a letter has been sent to the Devon Archaeological Society (DAS), in reply to their letter, to express interest in holding a meeting or hosting a presentation to find out more about the plans DAS have for the future management of Hembury Fort.
 - e. (Action 11a) – Cllr Cox is in the progress of arranging the move of the Defibrillator from its current site to a more visible site on the outside wall of Payhembury Provisions Community Shop. A new sign needs to be purchased for the new site.
 - f. (Action 13b) – Cllr Leach will provide costs for a bridge, etc for the new permissive path between the village and Upton next spring, nearer the time that work is expected to take place.
 - g. The dog poo bin on the footpath has been reported as not being emptied again, after a long time with no issues. The full bin was reported and a Facebook post published to encourage members of the public to report any full dog poo bins they find, via the EDDC website.
 - h. The missing litter bin at the bottom of Hillside has been chased again, but without any success.
 - i. A letter has been received from Buckingham Palace in response to the letter of condolence that the Parish Council sent, after the passing of Her Majesty, Queen Elizabeth.
6. Public participation: there were no issues raised during the public participation session.
7. Planning applications (list of current and recent planning applications in Appendix A):
 - a. The following planning applications were reviewed at the meeting:
 - i. 22/2430/FUL – Oaklands, Barrow Road, Payhembury – the Parish Council had no objections to this planning application
 - ii. 22/2340/AGR – Oakwood, Payhembury – this planning application had been received after the publication of the agenda. The Parish Council decided to consider the application and agreed that they had no objections.
 - b. No planning applications had been dealt with under delegated powers since the Parish Council meeting on 28th September 2022 (Section 2 of Appendix A).
8. River Tale pollution:
 - a. Payhembury Parish Council had written to South West Water, the Environment Agency and Natural England with regard to the numerous pollution incidents on the River Tale over the past two years. The Parish Council considered the response received from South West Water and felt that it implied that not much would be done in the short term to alleviate the problem. South West Water's aim is to have no more than 20 pollution incidents per year, however the River Tale currently has >200 incidents per year. **ACTIONS: i) Cllr Edwards to provide information to be included in a follow-up letter to the three companies; ii) Clerk to write to SWW, EA and NE again to stress the need for more urgent action.**

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9. Parish Issues: Route maps, Parish Council Assets, etc:

- a. The four actions from the last meeting with regard to repairs, etc in the playing fields have all been completed – i) a longer bolt has been installed to secure the monkey bars, ii) the rusty metal triangle behind the community orchard has been removed, iii) the missing spring on the lower gate has been replaced and iv) the bare areas of earth have been re-seeded.
- b. The frame of the junior swings needs some repairs to the paintwork. **ACTION: Cllr Chamberlain to paint the relevant parts of the junior swing frame.**

10. Parish Council Open Projects:

- a. Project 1906 – Playing fields improvements:
 - i. A new quote is required for the goalposts so that the grant application can be submitted. **ACTION: i) Cllr Chamberlain to get a new quote and then apply for the grant;**
 - ii. the teen climbing frame is to be re-installed, but requires some new footholds. **ACTION: ii) Cllr Chamberlain to source replacement footholds.** A new safety surface will be required for the teen climber when it is re-installed. **ACTION: iii) Cllr Chamberlain to confirm costs and to arrange a working party to re-install the teen climber and to lay a new safety surface.**
 - iii. The Parish Council aim to have goalposts and teen climber installed/re-installed by the end of January 2023, weather permitting.
 - iv. Phase 2 is the aerial runway. Further fund-raising and further investigation into costs, etc is required, including whether it is possible to self-install. **ACTION: iv) Cllr Chamberlain to research costs and options for installation of an aerial runway.**
 - v. Tale Valley Trust may be able to provide a grant towards the next phase of the playing fields improvements. **ACTION: v) Clerk to contact Tale Valley Trust regarding a potential grant once costs are clearer.**
- b. Project 2103 – Platinum Jubilee tree planting: the two additional fruit trees in the community orchard and the replanting of two oak trees lost during the summer heatwave will take place when conditions are suitable.
- c. Project 2201 – Village Christmas tree: the Parish Council have received £410 in donations towards the village Christmas tree and would like to thank all those who donated for their generosity. A 20ft Christmas tree has been ordered and battery-powered lights purchased and tested. Delivery of the tree is due on 2nd December with the switch-on of the lights at 5pm on Saturday 3rd December. The Parish Council approved the purchase of further LED battery-powered lights and a feature ornament for the top of the tree (star, angel?) **ACTIONS: i) Cllr Thomas to liaise with the supplier of the Christmas tree to arrange delivery, ii) Cllr Leach to provide a base for the tree, iii) Cllr Leach to source LED battery powered lights and ornament for the top of the tree, iv) Clerk to inform the pub about the switch-on of the Christmas tree lights.** The Parish Council agreed that the tree will be taken down on 6th January 2023.

11. Finance / budgeting / precept:

- a. The Parish Council noted the national agreement of the 2022/23 pay offer for the Clerk and the associated changes to the Clerk's salary.
- b. The Parish Council reviewed and approved the Schedule of Payments in Appendix B. They also approved an additional upcoming expense of ~£12.50 for a new sign to go with the defibrillator when has been moved.
- c. The Parish Council reviewed the Budget vs Actual report in Appendix C – no issues were identified.
- d. The Parish Council reviewed the draft budget for 2023/24. No additions or changes were identified at this stage. The final budget will be reviewed at the Parish Council meeting in January 2023.

The meeting closed at 8.45pm.

The next meeting of Payhembury Parish Council will take place on Wednesday 11th January 2023, 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.

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App number	Property Details	Parish Council response & date	EDDC Decision
SECTION 1 - Planning applications to be discussed at the meeting on 9th November 2022			
22/2430/FUL	<u>Oaklands, Barrow Road, Payhembury</u> Single storey side extension and garage conversion. Planning application received 3 rd November 2022		Closing date for comments – 26 th November
22/2340/AGR	<u>Oakwood, Payhembury</u> Proposed steel framed building. Planning application received 8 th November 2022		Closing date for comments – 22 nd November
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 28th September 2022 - none			

For information:

5 planning applications decided by EDDC between 21st September and 2nd November 2022 – 22/0244/FUL (approved 18/10/22); 22/0245/LBC (approved 18/10/22); 22/1371/FUL (approved 11/10/22); 22/1724/FUL (approved 3/10/22) & 22/1747/FUL (approved 11/10/22)

3 planning applications awaiting a decision by EDDC/DCC on 2nd November 2022 – 21/3250/FUL; 21/3251/LBC & 21/3361/LBC

Appendix B – statement of current financial position incorporating schedule of payments**Bank Account balances on 2nd November 2022**

Unity Trust Current account £1.00; Unity Trust Savings account £14909.52; Total £14910.52

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	21.9.22			15590.86
Receipts	30.9.22	Bank Interest	20.29	15611.15
	Oct-22	Donations (village Christmas tree)	410.00	16021.15
	Oct-22	Donation (playing fields improvement) (box in the shop)	15.04	16036.19
Expenses	22.9.22	ICO annual registration fee (DD)	-35.00	16001.19
	28.9.22	Clerk's salary (September 2022)	-331.50	15669.69
	30.9.22	Quarterly bank charge (Jul-Sep 2022)	-18.00	15651.69
	5.10.22	Savills (6 month playing field rent)	-153.91	15497.78
	12.10.22	VisionICT (annual website support 12/22-11/23)	-225.76	15272.02
	17.10.22	Royal British Legion (Poppy Wreath & donation)	-30.00	15242.02
	28.8.22	Clerk's salary (October 2022)	-331.50	14910.52
Balance	2.11.22			14910.52
<i>Funds expected</i>	31.12.22	Bank interest	0.00	14910.52
<i>Upcoming expenses</i>	Nov-22	Smith of Derby (Church clock service) - estimate	-378.00	14532.52
	Nov-22	Christmas Tree	-100.00	14432.52
	10.11.22	Clerk's expenses (stationery)	-6.61	14425.91
	10.11.22	Clerk's pay rise back dated to 1/4/22	-212.10	14213.81
	28.11.22	Clerk's salary (November 2022)	-361.80	13852.01
	28.12.22	Clerk's salary (December 2022)	-361.80	13490.21
	31.12.22	Quarterly bank charge (Oct-Dec 2022)	-18.00	13472.21
	Jan-23	ALP Grounds Maintenance - estimate	-1000.00	12472.21
	Jan-23	CloudNext (email host)	-59.99	12412.22
<i>VAT to be reclaimed</i>		August 2022 --> (estimate)	111.73	12523.95
Funds allocated		Clerk's salary	-1085.40	11438.55
		Administration	-1387.69	10050.86
		Other payments (inc S137 payments)	-284.19	9766.67
		Running costs	-1168.27	8598.40
Project 1906		Playing Fields improvements	-2501.19	6097.21
Project 2103		Platinum Jubilee trees	-69.02	6028.19
Project 2201		Christmas Tree	-310.00	5718.19
Contingency		Contingency (10% for projects)	-288.02	5430.17
Closing balance		(General Reserves)		5430.17

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Appendix C – Budget vs Actual 2nd November 2022

Budget item	Carried forward 2021/22	Budget for 2022/23	Other income 22/23	Total available 22/23	Payments up to 02/11/22	Funds left 02/11/22	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	2320.50	1706.50	4341.60	-314.60	Budget included £49 for potential pay rise. 2/11/22 - pay rise of £1925 applied to all pay scale points (pro-rata for 30hrs/m = £363.60pa increase).
Administration									
Clerk's expenses	0.00	120.00		120.00	4.80	115.20	10.31	109.69	
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 subscription (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	35.00	0.00	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	36.00	36.00	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	188.13	-3.13	188.13	-3.13	paid October 2022 - 7.5% increase on previous year
IT - laptop 3-yearly software	30.00	30.00		60.00	0.00	60.00	0.00	60.00	tbcf - due October 2023 - 3 year-pot
IT - laptop replacement	100.00	50.00		150.00	0.00	150.00	0.00	150.00	tbcf - laptop now 5 years old (bought Oct 2017), build fund for replacement
Running costs								0.00	
EDDC dog bin emptying	0.00	295.00		295.00	300.00	-5.00	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	315.00	0.00	Serviced in autumn; 2/11/22 - invoice not received yet
Playing field rent	32.18	330.00		362.18	153.91	208.27	307.82	54.36	tbcf - due Mar & Sep, built in contingency for expected 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	1000.00	0.00	invoice due Dec 22/Jan 23
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	160.00	0.00	
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									
Other payments (misc)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	some under S137
Grants/donations	50.00	200.00		250.00	0.00	250.00	250.00	0.00	some under S137 - eg village grants awarded Jan 23
Poppy Wreath	0.00	30.00		30.00	30.00	0.00	30.00	0.00	S137 - November 2022
Special Events	49.19	80.00		129.19	95.00	34.19	95.00	34.19	Jubilee prizes
P1906 - Playing fields improvements	10574.66	0.00	227.53	10802.19	8301.00	2501.19	8301.00	2501.19	tbcf towards next phase of improvements
P2103 - Platinum Jubilee tree planting	29.02	0.00	40.00	69.02	0.00	69.02	0.00	69.02	tbcf - 2 fruit trees to be planted autumn 2022
P2201 - Christmas Tree	0.00	0.00	410.00	410.00	0.00	410.00	100.00	310.00	tbcf - expenses for lights etc expected in November 2022