

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 11th January 2023 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 Tim Cox (approved)
Present: Cllr Rob Leach (Chair of the meeting), Cllr Phil Chamberlain, Cllr Karen Edwards, Cllr Matt Rance, Cllr Paul Thomas, Cllr Susie Durant, Dawn Chamberlain (Clerk), C/Cllr Iain Chubb, D/Cllr Philip Skinner, 4 members of the public via Zoom, 0 members of the public in the hall and Cllr Bob Nelson from Broadhembury (speaker item 8).
2. Declarations of interest: Cllr Chamberlain declared an interest in item 16.
3. Record of previous meetings:
 - a. The minutes from the Parish Council meeting held on 9th November 2022 were agreed and signed.
4. Police, District Councillor and County Councillor reports:
 - a. Rural Policing Newsletters have been received for December 2022 and January 2023. They have been circulated to Cllrs and made available on the Parish Council website. The main police focus in December was on fuel and battery thefts and in January on livestock thefts.
 - b. C/Cllr Chubb gave an update on the financial position of Devon County Council. Although budgets have been squeezed, efficiencies have been found and the financial position is rosier than it was a few months ago. Cllr Chubb also encouraged the reporting of potholes (as opposed to 'road imperfections') via the online reporting system
 - c. D/Cllr Skinner gave an update on East Devon District Council. They are currently reviewing budgets and consider that their financial position is not too bad at the moment. There are a number of staffing issues which are being addressed, as are problems such as damp in the EDDC's stock of housing. A number of points were raised by Cllrs and members of the public regarding planning matters in general and planning approval for local solar farms in particular. Cllr Skinner answered these points and provided further information about the planning process. Cllr Skinner also referred to the public consultation on the emerging EDDC Local Plan, which closes on 15th January 2023.
5. Clerk's report:
 - a. Actions 9b, 10a (i-v) and 10c (i-iv) from the minutes of the Parish Council meeting on 9th November were covered later in the meeting under separate agenda items.
 - b. (Actions 8a i-ii) – A follow up letter regarding the pollution on the River Tale has been sent to South West Water, the Environment Agency and Natural England. An acknowledgement has been received from SWW. The local MP, Richard Foord, has recently tweeted his concerns about water quality. **ACTION: Clerk to contact the local MP regarding the pollution issues on the River Tale.**
 - c. The missing litter bin at the bottom of Hillside has been chased again, but without any success. D/Cllr Skinner asked if details could be sent to him so that he could follow it up. **ACTION: Clerk to send details about the missing litter bin at the bottom of Hillside to Cllr Skinner.**
6. Public participation: there were no issues raised during the public participation session.
7. Hembury Hillfort future management:
 - a. An introductory letter to the Parish Council from the President of the Devon Archaeological Society (DAS) was read to the meeting. The letter explained DAS's recent purchase of Hembury Hillfort and said that a formal press launch is due in mid-March, to which Payhembury Parish Council will be invited. DAS are happy to attend future parish council meetings or parish events to engage with the Parish Council and the public regarding the future management of Hembury Hillfort.
8. Blackdown Hills Parish Network (BHPN):
 - a. Cllr Bob Nelson, Chairman of Broadhembury Parish Council and Chairman of the Blackdown Hills AONB, gave a brief introduction to the Blackdown Hills Parish Network (BHPN), its role and its current workplan. The Blackdown Hills AONB covers 44 parishes of which 28 are signed up to the BHPN.
 - b. Only a small part of Payhembury parish (5%) lies within the Blackdown Hills AONB (mostly Hembury Hillfort). Payhembury Parish Council decided to join the BHPN and approved a payment of £50 a year for membership. **ACTION: i) Clerk to arrange membership of BHPN for Payhembury Parish Council; ii) Clerk to circulate copies of the BHPN workplan to Cllrs.**
9. Annual Parish Meeting (APM):
 - a. The Parish Council decided to ask DAS if they would consider doing a presentation event about the future management of the Hembury Hillfort in the car park of fort. **ACTION: Clerk to discuss potential presentation event in the Hembury Hillfort car park with DAS.**

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- b. The Annual Parish Meeting is to be held in April, preferably early, but avoiding Easter. **ACTION: Clerk to arrange APM dependent on the outcome of discussions from the action above.**
10. EDDC Local Plan:
- a. The emerging EDDC Local Plan includes a number of potential development sites around the north side of Feniton. Feniton Parish Council had asked for this information to be circulated in Payhembury, together with a petition against the scale of potential development which could see Feniton increase in size by up to 66%. The scale of the potential increase would impact local infrastructure and therefore would impact the parish of Payhembury.
- b. The Parish Council decided to write to EDDC regarding the potential areas of development in Feniton to stress the impact that such development would have on Payhembury, in particular with regard to road infrastructure and increased road usage, as well as concerns regarding schools and medical facilities. **ACTION: Clerk to write to EDDC to highlight concerns about the impact on Payhembury and the local infrastructure of potential large developments in the neighbouring parish of Feniton.**
11. Planning applications (list of current and recent planning applications in Appendix A):
- a. The following planning applications were reviewed at the meeting:
- i. 22/2709/FUL - Colestocks Farm Cottage, Colestocks - the Parish Council had no objections to this planning application.
- ii. 22/2776/FUL – 2 The Old Dairy, Barrow Road, Payhembury – a site visit had taken place on Sunday 8th January 2023 and the Parish Council had also received some objections to the planning application. After a discussion they decided to submit no objections to the planning application but to draw attention to 1) an error on the plan which showed the garage adjacent to the boundary when it should be away from the boundary and 2) that the roof of the garage will be a flat green roof which is not shown on the current plans. Both of these items were agreed with the applicant during the site visit.
- b. The Parish Council noted responses to planning applications dealt with under the Scheme of Delegation since the Parish Council meeting on 9th November 2022 (Section 2 of Appendix A).
12. The coronation of His Majesty, King Charles:
- a. The Parish Council decided to arrange an event similar to that held for Her Majesty, The Queen’s Platinum Jubilee in June 2022 – to include a bring your own picnic, a projector and screen to show the coronation and potentially live music. **ACTION: Clerk to ask other village organisations to be part of the coronation event and to organise it.**
13. Parish Issues: Route maps, Parish Council Assets, etc:
- a. A number of issues were raised:
- i. Minor paintwork issues on some of the older play equipment in the playground have been identified during the weekly inspections. **ACTION: Cllr Chamberlain to rectify when weather conditions permit.**
- ii. The dog sign at the entrance to the playing fields has been damaged. New signage for the playpark is going to be installed and this will be dealt with at that time;
- iii. The road from Mousehole to Spence Cross has a number of potholes and other issues. The road is a very minor road and is unlikely to be fixed by DCC Highways. A gully is needed to take water away more efficiently to prevent further damage. **ACTION: Cllr Leach to keep an eye on the road and consider potential repairs;**
- iv. Large potholes reported on the road from Tale Head Cross down to Lower Tale. **ACTION: Clerk and others to report the Tale potholes via the DCC Highways online reporting page;**
- v. Broken drain on the road by Tuckmill causing water to be forced back up through the road surface during heavy rain. **ACTION: Clerk to report the Tuckmill drain problem via the DCC Highways online reporting page;**
- vi. There is a blocked drain at Rull. **ACTION: Cllr Leach to keep an eye on the problem and to consider potential repairs later in the year if DCC Highways have repaired;**
- vii. Pergola at Tale Head Cottage – still in place despite EDDC saying it should be removed. **ACTION: Clerk to contact EDDC planning regarding the removal of the pergola.**
- b. ALP Grounds Maintenance have been responsible for the grass cutting of the public areas in the village for a number of years. The Parish Council are very happy with their work, their costs and their flexibility in responding to requests and are happy for them to continue this year. Another grounds maintenance company have asked to quote for the work and the Parish Council decided to ask them for a quote for the 2024 season for comparison purposes. **ACTION: Clerk to ask the other grounds maintenance company to quote for a grass cutting service.**

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14. Parish Council Open Projects:

- a. Project 1906 – Playing fields improvements: 1) new footholds still need to be purchased for the teen climber and a decision needs to be made on whether to self- install a new safety surface or whether to employ a professional to do that. **ACTION: i) Cllr Chamberlain to obtain updated costings for both options for a new safety surface for the teen climber and to circulate the information before the next meeting.** 2) new quotes for goalposts have finally been received so the grant application process can start shortly. The Councillors discussed whether nets should be included, with some concerns raised about wildlife and about damage to the nets. A decision was made to go ahead with purchasing the nets but to monitor them once they are installed and remove them if it appears there are issues. **ACTION ii) Cllr Chamberlain to arrange for the grant application for the goalposts to be submitted.**
- b. Project 2103 – Platinum Jubilee tree planting: the Parish Council approved closure of Project 2103 once the remaining two trees have been purchased and planted.
- c. Project 2201 – Village Christmas tree:
 - i. The Christmas Tree received very positive feedback. The size of the tree was good – 3 foot in the base and 13 foot above the base, giving an overall height of about 16 foot. The solid base was successful in ensuring the tree was secure without the need for additional guy ropes. The battery powered lights lasted for the full period on one set of batteries – coming on at 5pm and going off at 11pm – and provided plenty of light. Using battery lights eliminated many of the risks from last year and also meant there was no need for a licence to have mains electricity crossing the highway. All of the lights for the tree were donated, so there are sufficient funds to be carried forward to next year to pay for a tree, batteries for the lights and other decorations if needed. Suggestions for next year include obtaining a couple more sets of lights and to ensure that the lights remain on until after midnight on 31st December.
 - ii. The Parish Council decided to organise a Christmas Tree on the village green on an annual basis in future rather than having separate projects.
- d. Potential project: nature trail along the Payhembury-Colestocks footpath: the Parish Council considered a suggestion to have a nature trail along the Payhembury-Colestocks footpath. They decided to discuss the idea with other groups first, including the school and Applepips, to see if there is sufficient interest in the idea. **ACTION: Clerk to check with the school, Applepips and other interested groups to establish whether there is sufficient interest in a Nature Trail along the footpath.**

15. Parish Council administration:

- a. The Parish Council decided to defer a discussion about the use of Wordpress for the Parish Council website to the next meeting, to give more time to consider and compare the costs and implications of migrating to Wordpress versus staying with the VisionICT bespoke service.

16. Finance / budgeting / precept:

- a. The Parish Council had received three grant applications from 1) The Devon Business and Education Centre, 2) Applepips and 3) FoPS. The Parish Council agreed to add a further £150 to the grant budget, giving a total of £400 and to allocate the following grants:
 - i. The Devon Business and Education Centre - £50. The Parish Council felt The Devon Business and Education Centre could also raise funds by accepting donations from those that attended their events and perhaps by running a raffle at the events.
 - ii. Applepips - £300. The Parish Council were concerned about the future viability of Applepips and felt a larger grant was appropriate to help ensure its future.
 - iii. FoPS - £50 towards new benches.
- b. The Parish Council reviewed and approved the Schedule of Payments in Appendix B, with the following amendments: 1) the cost of grass cutting for 2022 (reduced from £1000 to £600 after receipt of invoice), 2) the amount for grants increased from £250 to £400 (see item 16a above) and 3) funds to be carried forward for next year's Christmas Tree increased from £140 to £310 (due to donation of Christmas Tree lights).
- c. The Parish Council reviewed the Budget vs Actual report in Appendix C – no issues were identified.
- d. The Parish Council reviewed and approved a budget of £9,304 for 2023/24 as detailed in the budget report. Cllr Chamberlain did not take part in discussions concerning the Clerk's wages.
- e. The Parish Council approved a precept of £9,304 for 2023/24 to cover the budget.

The meeting closed at 10:05pm.

The next meeting of Payhembury Parish Council will take place on Wednesday 8th March 2023, 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 11th January 2023			
22/2776/FUL	<u>2 The Old Dairy, Barrow Road, Payhembury</u> Rear infill two storey extension including glass conservatory, new garage outbuilding and external alterations to an existing garage to convert into a garden room. Planning application received 21st December 2022		Closing date for comments - 13th January 2023
22/2709/FUL	<u>Colestocks Farm Cottage, Colestocks</u> Rear/side single storey extension with internal alterations. Planning application received 12th December 2022	EDDC noted that Parish Council to submit comments by 13th January 2023	Closing date for comments - 4th January 2023
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 9th November 2022			
22/2553/FUL	<u>Land At Higher Leyhill Farm Broadhembury</u> Construction of building for equestrian and agricultural use, formation of new access and associated works. Planning application received 21st November 2022	No objections (9/12/22 - DP)	Awaiting decision
22/2506/FUL	<u>Oakleigh Barn Payhembury Honiton EX14 3HE</u> Erection of steel-framed implement barn for land maintenance. Planning application received 16th November 2022	Object (5/12/22 - DP) after site visit on 26/11/22	Awaiting decision

For information:

4 planning applications decided by EDDC between 3rd November and 5th January 2023 – 21/3250/FUL (approved 24/11/22); 21/3251/LBC (approved 24/11/22); 22/2340/AGR (approved 23/11/22) & 22/2430/FUL (approved 28/11/22)

5 planning applications awaiting a decision by EDDC/DCC on 5th January 2023 – 21/3361/LBC; 22/2506/FUL; 22/2553/FUL; 22/2709/FUL & 22/2776/FUL

Appendix B – statement of current financial position incorporating schedule of paymentsBank Account balances on 5th January 2023

Unity Trust Current account £1.00;

Unity Trust Savings account £13559.05;

Total £13560.05

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	2.11.22			14910.52
Receipts	31.12.22	Bank Interest	46.62	14957.14
Expenses	11.11.22	Clerk's expenses (stationery)	-6.61	14950.53
	11.11.22	Clerk's pay rise back dated to 1/4/22	-212.10	14738.43
	17.11.22	Smith of Derby (Church clock service)	-376.80	14361.63
	28.11.22	Clerk's salary (November 2022)	-361.80	13999.83
	28.12.22	Clerk's salary (December 2022)	-361.80	13638.03
	31.12.22	Quarterly bank charge (Oct-Dec 2022)	-18.00	13620.03
	5.1.23	CloudNext - email hosting from Feb 2023-Jan 2024	-59.98	13560.05
Balance	5.1.23			13560.05
<i>Funds expected</i>	<i>31.3.23</i>	<i>Bank interest</i>	<i>0.00</i>	<i>13560.05</i>
<i>Upcoming expenses</i>	<i>Jan-23</i>	<i>Refund for payment for new defibrillator sign</i>	<i>-14.83</i>	<i>13545.22</i>
	<i>Jan-23</i>	<i>Christmas Tree</i>	<i>-100.00</i>	<i>13445.22</i>
	<i>Jan-23</i>	<i>Annual grass cutting</i>	<i>-600.00</i>	<i>12845.22</i>
	<i>Jan-23</i>	<i>S137 grants to clubs etc</i>	<i>-400.00</i>	<i>12445.22</i>
	<i>Jan-23</i>	<i>VETS phone cost</i>	<i>-72.00</i>	<i>12373.22</i>
	<i>28.1.23</i>	<i>Clerk's Salary for January 2023</i>	<i>-361.80</i>	<i>12011.42</i>
	<i>28.2.23</i>	<i>Clerk's Salary for February 2023</i>	<i>-361.80</i>	<i>11649.62</i>
<i>VAT to be reclaimed</i>		<i>August 2022 --> (estimate)</i>	<i>135.52</i>	<i>11785.14</i>
Funds allocated		Clerk's salary	-361.80	11423.34

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		Administration	-1387.69	10035.65
		Other payments (inc S137 payments)	-34.19	10001.46
		Running costs	-1095.91	8905.55
Project 1906		Playing Fields improvements	-2501.19	6404.36
Project 2103		Platinum Jubilee trees	-69.02	6165.34
Project 2201		Christmas Tree	-310.00	6335.34
Contingency		Contingency (10% for projects)	-288.02	6047.32
Closing balance		(General Reserves)		6047.32

Amendments to Schedule of Payments made prior to approval, as detailed in Minute item 16b and shown in table above.

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Appendix C – Budget vs Actual 5th January 2023

Budget item	Carried forward 2021/22	Budget for 2022/23	Other income 22/23	Total available 22/23	Payments up to 05/01/23	Funds left 05/01/23	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	3256.20	770.80	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 inc.).
Administration									
Clerk's expenses	0.00	120.00		120.00	10.31	109.69	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	54.00	18.00	72.00	0.00	due 30/6, 30/9, 31/12, 31/3 - more than 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	314.00	1.00	314.00	1.00	Serviced in November 2022
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; 5/1/23 - invoice not yet received
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	12.36	87.64	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 spring 23
P2201 - Christmas Tree	0.00	0.00	410.00	410.00	0.00	410.00	270.00	140.00	tbcf - estimate - 5/1/23 invoices for lights & tree not yet received