

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 8th March 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 Karen Edwards (approved)
Present: Cllr Tim Cox (Chair), Cllr Rob Leach (Vice-chair), Cllr Phil Chamberlain, Cllr Matt Rance, Cllr Paul Thomas, Cllr Susie Durant, Dawn Chamberlain (Clerk), C/Cllr Iain Chubb, D/Cllr Philip Skinner, 2 members of the public via Zoom and 2 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 11th January 2023 were agreed and signed.
 - b. The minutes from the Extra Parish Council meeting on 8th February were agreed and signed.
4. Police, District Councillor and County Councillor reports:
 - a. C/Cllr Chubb had provided a written report prior to the meeting which covered the extension of the £2 bus fare scheme, funding for the development of emergency plans and small-scale works and resilience equipment, an update on DCC's Fairtrade status, the 'New way to recruit and retain staff in 2023' event (24th April, Exeter Racecourse) and the need to have photo ID (or a Voter Authority Certificate) to be able to vote in person at the upcoming Local Elections on the 4th May. At the meeting he also gave information about the finances for children's services and highways and spoke about the new Chief Executive of DCC, Donna Manson, who took up her new role in February 2023.
 - b. D/Cllr Skinner gave an update on the East Devon Local Plan. Processing of the input received from the recent public consultation is on-going and is expected to take some time. Other work on the Local Plan is on-hold awaiting clarification from Central Government and the outcome of the upcoming Local Elections. Cllr Skinner also stressed the need to advertise the requirement for photo ID to be able to vote in person on 4th May.
 - c. Rural Policing Newsletters for February and March were too large to be sent by email but are available for download from the Police website.
5. Clerk's report:
 - a. Actions 12a and 14a (i-ii) from the minutes of the Parish Council meeting on 11th January were covered later in the meeting under separate agenda items.
 - b. (Action 5b) – Clerk to contact the local MP, Richard Foord, regarding the pollution issues on the River Tale. A reply from SWW was received which resulted in the action to contact the MP being put on hold for now.
 - c. (Action 5c) – information regarding the problems with resolving the missing bin at the bottom of Hillside were passed to D/Cllr Skinner as requested. No further progress has been made and the issue has been chased again.
 - d. (Actions 8b (i-ii)) – an application was submitted to join the Blackdown Hills Parish Network (BHPN) and the BHPN workplan was circulated to Councillors.
 - e. (Action 9a) – Devon Archaeological Society were approached regarding a possible presentation of their plans for Hembury Hillfort to be held in the Hembury Hillfort car park. No response was received.
 - f. (Action 9b) – the Annual Parish Meeting was arranged for 7pm on Wednesday 8th March and immediately preceded this Parish Council meeting.
 - g. (Action 10a) - EDDC Local Plan – the Parish Council's concerns regarding the potential large-scale development on the north side of Feniton, and the potential impact on the neighbouring parishes, were submitted to EDDC.
 - h. (Actions 13a (i, iii-vii)) – a number of parish issues had been raised at the last meeting – i) the paintwork on the slide and junior swing has now been touched up, iii) potholes on the road from Mousehole to Spence Cross – some have been fixed by DCC Highways, others still need attention, iv) other potholes around the parish are being reported via the DCC Highways webpage, v) the collapsed/damaged drain at Tuckmill has been reported, vi) the blocked drain at Rull was fixed by Cllr Leach but has been damaged again by other users and vii) the pergola at Tale Head Cottage, which was refused planning permission around 18 months ago, still hasn't been removed. EDDC Planning enforcement are aware and are dealing with the matter.
 - i. (Action 13b) – a second grounds maintenance company have been asked to quote in the autumn for next year's contract for comparison purposes.
 - j. (Action 14d) – potential nature trail along the Colestocks to Payhembury footpath – the school and Applepips were consulted. The school said they would make use of the trail, Applepips said they would not use the trail as a group, due the age of the children, but that they felt parents would use it with their children. **ACTION: Clerk to research costs and options for discussion at the next meeting.**

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 8th March 2023 at 7.30pm

- k. Local Elections on 4th May 2023 – nomination forms are available and need to be submitted to EDDC between 27th March and 4th April.
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):
- Planning application 23/0354/FUL – 4 The Lower Mews – was reviewed and the Parish Council had no objections to the application.
 - The Parish Council noted responses to planning applications dealt with under the Scheme of Delegation since the Parish Council meeting on 11th January 2023 (Section 2 of Appendix A).
8. The Coronation of His Majesty, King Charles – events planned for Sunday 7th May and Monday 8th May:
- Sunday 7th May, from 12.30 onwards – a Bring-Your-Own picnic in the Parish Hall, with teas and coffees (provided by FoPS), a bar (provided by the Parish Hall committee) and BBQ beefburgers available. Cllr Leach offered to provide the burgers and Payhembury Provisions offered to provide the baps - cost £2.50 with funds raised to go towards the Nature Trail project. **ACTION: i) Cllr Leach and Cllr Rance to organise the BBQ and run it on the day.** Applepips to be approached to see if they would like to run a raffle. **ACTION: ii) Clerk to contact Applepips about the raffle.** ‘Best dressed royal’ competition (any royal, any era) – 1st prize £50, 2nd prize £20, 3rd prize £10 and £20 for chocolates for other participants. **ACTION: iii) Clerk to advertise the Bring-Your-Own picnic event and organise competition prizes.**
 - Monday 8th May – ‘Helping Out’ volunteering events, followed by a cream tea in the Parish Hall (provided by the church). Parish Council to organise three potential ‘Helping Out’ events – bramble clearing in the playing fields, painting of Hillside bus shelter and roadside clearing on Barrow Road to prevent blocking of drains. People to be encouraged to ‘Help Out’ in other ways if they prefer, eg help a neighbour, organise a different event (eg litter pick), etc. The cream tea is for everyone involved with any ‘Helping Out’ event on the day – not just the ones organised by the Parish Council. **ACTIONS: i) Cllr Cox to organise and co-ordinate bramble clearing, ii) Cllr Chamberlain to organise and coordinate the painting of the Hillside bus shelter, iii) Cllr Leach and Cllr Thomas to organise and coordinate the roadside clearing on Barrow Road, iv) Clerk to advertise ‘Helping Out’ events and cream tea.**
9. Picnic bench for playing fields:
- The Parish Council had received requests for a picnic bench in the playing fields to replace the old wooden one that was removed last year due to being rotten. They considered various alternatives of shape and material and decided to buy a recycled plastic octagonal brown picnic bench at a cost of ~£567. It was agreed that the funds for this purchase would come from the recently received CIL payment, currently allocated to the playing fields improvements, and they approved the transfer of the funds to the new project. **ACTION: Clerk to arrange purchase of picnic bench.**
10. Noticeboards:
- The Parish Council maintains three noticeboards in the parish – the Parish Council noticeboard, the village noticeboard and the Tale noticeboard. The Parish Council noticeboard is in need of some minor maintenance, the village noticeboard is not protected from the weather and needs replacing (some time ago a parishioner offered to pay for a new weatherproof noticeboard) and the Tale noticeboard (which was replaced by a parishioner about 3-4 years ago) is also in need of replacement. The Parish Council considered an initial report on the types, cost and potential providers of noticeboards and decided they needed more detailed information before making a decision. **ACTIONS: i) Clerk to produce a detailed report on noticeboards, including the possibility of a combined Parish Council and village noticeboard, ii) Clerk to contact the parishioner who offered to pay for a new noticeboard regarding potential costs.**
11. Zoom:
- The Parish Council discussed the ability to hold hybrid meetings, through the use of Zoom. They agreed to continue to provide this facility and a parishioner kindly offered to pay for the next year’s Zoom subscription.
12. Parish Issues: Route maps, Parish Council Assets, etc:
- Problems with the drains by the shop and down the road were raised.
 - A parishioner has expressed interest in The Emergency Plan and may be willing to review it. **ACTION: Clerk to contact the parishioner about reviewing the Emergency Plan.**
13. Parish Council Open Projects:
- Project 1906 – Playing fields improvements: no progress has been made on the project since the last full Parish Council meeting, ie 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 need to be source so

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 8th March 2023 at 7.30pm

that the grant application process can start. **ACTION: ii) Cllr Chamberlain to arrange for the grant application for the goalposts to be submitted.**

- b. Project 2103 – Platinum Jubilee tree planting: the two remaining fruit trees were purchased and planted in February 2023. Funds of £22.02 remain allocated to this project and the Parish Council agreed to transfer these to General Reserves and to close the project. If the purchase of further trees is approved later in the year, the funds will come from General Reserves.

14. Finance / budgeting / precept:

- a. The Parish Council noted the spine point increase in the Clerk's wages with effect from 1st April 2023.
- b. The Parish Council reviewed and approved the Schedule of Payments in Appendix B, with the following amendments: 1) the transfer of CIL funds from the Playing Fields improvements project to the picnic bench project and 2) the transfer of funds from the Platinum Jubilee Trees project to General Reserves.
- c. The Parish Council reviewed the Budget vs Actual report in Appendix C – no issues were identified.

The meeting closed at 8:40pm.

The next meeting of Payhembury Parish Council is due to take place on Wednesday 10th May 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.

App number	Property Details	Parish Council response & date	EDDC Decision
SECTION 1 - Planning applications to be discussed at the meeting on 8th March 2023			
23/0354/FUL	<u>4 The Lower Mews Road Past Leyhill Farm, Payhembury, Devon. EX14 3JP</u> Single storey extension and addition of vertically mounted solar panels to outbuilding Planning application received 17 th February 2023		Closing date for comments – 12 th March 2023
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 11th January 2023			
22/2709/FUL	<u>Colestocks Farm Cottage, Colestocks</u> Rear/side single storey extension with internal alterations. Planning application received 12 th December 2022	No objections (13/1/23 – meeting 11/1/23)	Awaiting decision
22/2776/FUL	<u>2 The Old Dairy, Barrow Road, Payhembury, Devon. EX14 3HX</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 21 st December 2022	No objections (13/1/22 – meeting 11/1/23)	Approved – standard time limit (7/2/23)
22/2606/OUT	<u>1 Warren Close, Payhembury, Honiton EX14 3NA</u> Outline application with all matters reserved to demolish existing storage sheds and greenhouse and construct new two storey dwelling Planning application received 24 th January 2023	Object (13/2/23 – meeting 8/2/23)	Awaiting decision
23/0153/FUL	<u>Rull Cottage, Payhembury, Honiton EX14 3JQ</u> Construction of PVC extension to rear of property. Solid roof construction. PVC windows / door frames. Rendered external masonry. Planning application received 27 th January 2023	No objections (17/2/23 – DP)	Awaiting decision
23/0209/FUL & 23/0210/LBC	<u>Cheriton Farm, Payhembury, Devon EX14 3JJ</u> Demolition of an attached shed; replacement of existing porch; re-roofing of corrugated sections with new rooflights; provision of bathrooms at first floor level, and minor associated internal alterations Planning application received 3 rd February 2023	No objections (23/2/23 – DP)	Awaiting decision

For information:

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 8th March 2023 at 7.30pm

3 planning applications decided by EDDC between 4th January and 1st March 2023 – 22/2506/FUL (approved 23/2/23); 22/2553/FUL (approved 13/1/23) & 22/2776/FUL (approved 7/2/23)

7 planning applications awaiting a decision by EDDC/DCC on 1st March 2023 – 21/3361/LBC; 22/2709/FUL; 22/2606/OUT; 23/0153/FUL; 23/0209/FUL; 23/0210/LBC & 23/0354/FUL

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

Bank Account balances on 1st March 2023

Unity Trust Current account £1.00;

Unity Trust Savings account £12796.07;

Total £12797.07

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	5.1.23			13560.05
Receipts	14.2.23	CIL payment	1184.85	14744.90
Expenses	10.1.23	ALP Grounds Maintenance (grass cutting)	-600.00	14144.90
	18.1.23	Parish Council grant to Applepips	-300.00	13844.90
	18.1.23	Parish Council grant to FoPS	-50.00	13794.90
	18.1.23	Clerk refund for defibrillator sign	-14.83	13780.07
	24.1.23	RJ & FM Batchelor (Christmas Tree)	-100.00	13680.07
	28.1.23	Clerk's Salary for January 2023	-361.80	13318.27
	31.1.23	Community Heartbeat (annual phone costs)	-62.40	13255.87
	2.2.23	Parish Council grant to DBEC	-50.00	13205.87
	11.2.23	Tim Cox - refund for 2 fruit trees for community orchard	-47.00	13158.87
	28.2.23	Clerk's Salary for February 2023	-361.80	12797.07
Balance	1.3.23			12797.07
Expected receipts and expenses to the end of the 2022/23 financial year				
<i>Funds expected</i>	<i>Mar-23</i>	<i>HMRC VAT reclaim (1.8.22-28.2.23) - submitted 1/3/23</i>	<i>140.56</i>	<i>12937.63</i>
	<i>Mar-23</i>	<i>Bank interest</i>	<i>0.00</i>	<i>12937.63</i>
<i>Upcoming expenses</i>	<i>Mar-23</i>	<i>BHPN annual subscription</i>	<i>-50.00</i>	<i>12887.63</i>
	<i>25.3.23</i>	<i>Savills (Playing field rent Apr 23-Sep 23)</i>	<i>-153.91</i>	<i>12733.72</i>
	<i>28.3.23</i>	<i>Clerk's Salary for March 2023</i>	<i>-361.80</i>	<i>12371.92</i>
	<i>31.3.23</i>	<i>Quarterly bank charge (Jan-Mar 2023)</i>	<i>-18.00</i>	<i>12353.92</i>
Bank balance	31.3.23			12353.92
		<i>Earmarked reserves</i>	<i>(6048.40)</i>	
		<i>General reserves & project contingency</i>	<i>(6305.52)</i>	
Expected receipts and expenses from the start of the 2023/24 financial year				
<i>Funds expected</i>	<i>1.4.23</i>	<i>Precept (6 months)</i>	<i>4652.00</i>	<i>17005.92</i>
	<i>1.9.23</i>	<i>Precept (6 months)</i>	<i>4652.00</i>	<i>21657.92</i>
<i>Upcoming expenses</i>	<i>Mar-23</i>	<i>Parish Hall (rent for Parish Council meetings 22-23)</i>	<i>-72.00</i>	<i>21585.92</i>
	<i>Apr-23</i>	<i>Playsafety (RoSPA playing fields inspection) - estimate</i>	<i>-120.00</i>	<i>21465.92</i>
	<i>Apr-23</i>	<i>DALC membership - estimate</i>	<i>-213.60</i>	<i>21252.32</i>
	<i>Apr-23</i>	<i>Clerk - refund for Zoom subscription</i>	<i>-71.94</i>	<i>21180.38</i>
	<i>28.4.23</i>	<i>Clerk's Salary for April 2023</i>	<i>-368.40</i>	<i>20811.98</i>
	<i>May-23</i>	<i>Community Heartbeat (VETS system annual) - estimate</i>	<i>-132.00</i>	<i>20679.98</i>
	<i>May-23</i>	<i>BHIB (insurance) - estimate</i>	<i>-505.00</i>	<i>20174.98</i>
<i>VAT to be reclaimed</i>		<i>March 2023 --> (estimate)</i>	<i>89.59</i>	<i>20264.57</i>
<i>Funds allocated</i>		<i>Clerk's salary</i>	<i>-4231.60</i>	<i>16032.97</i>
		<i>Administration</i>	<i>-2089.05</i>	<i>13943.92</i>
		<i>Other payments (inc S137 payments)</i>	<i>-329.19</i>	<i>13614.73</i>
		<i>Running costs</i>	<i>-3673.17</i>	<i>9941.56</i>
<i>Project 1906</i>		<i>Playing Fields improvements</i>	<i>-3119.04</i>	<i>6822.52</i>
<i>Project 2103</i>		<i>Platinum Jubilee trees</i>	<i>0.00</i>	<i>6822.52</i>
<i>Project 2302</i>		<i>Picnic bench for playing field</i>	<i>567.00</i>	<i>6255.52</i>
<i>Contingency</i>		<i>Contingency (10% for projects)</i>	<i>-368.60</i>	<i>5886.92</i>
Closing balance		(General Reserves)		5886.92

Amendments to Schedule of Payments made prior to approval, as detailed in Minute item 14b and shown in table above.

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 8th March 2023 at 7.30pmAppendix C – Budget vs Actual 1st March 2023

Budget item	Carried forward 2021/22	Budget for 2022/23	Other income 22/23	Total available 22/23	Payments up to 31/03/23	Funds left 31/03/23	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	4341.60	-314.60	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	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	179.95	12.05	179.95	12.05	Zoom subscription (50% reduction); Parish Hall - 6 meetings in hall 22/23
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	72.00	0.00	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	49.99	-7.99	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	307.82	54.36	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	600.00	400.00	600.00	400.00	fewer than normal cuts partly due to very hot summer 2022
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	152.00	8.00	152.00	8.00	
Defibrillator consumables & training	0.00	100.00		100.00	12.36	87.64	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	50.00	-50.00	50.00	-50.00	to cover BHPN membership
Grants/donations	50.00	200.00		250.00	400.00	-150.00	400.00	-150.00	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	tbcf - Jubilee prizes
P1906 - Playing fields improvements	10574.66	0.00	1412.38	11987.04	8301.00	3686.04	8301.00	3686.04	tbcf towards next phase of improvements
P2103 - Platinum Jubilee tree planting	29.02	0.00	40.00	69.02	47.00	22.02	47.00	22.02	tbcf - 2 fruit trees planted Feb 23
P2201 - Christmas Tree	0.00	0.00	410.00	410.00	83.83	326.17	83.83	326.17	tbcf - provision of Christmas Tree to be routine from next year

PAYHEMBURY PARISH COUNCIL
Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 8th March 2023 at 7.30pm

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