

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 12th July 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 Louise Scott, Dawn Chamberlain (Clerk), C/Cllr Iain Chubb and 2 members of the public via Zoom.
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 10th May 2023 were agreed and signed.
4. Police, District Councillor and County Councillor reports:
 - a. C/Cllr Chubb sent a report which was circulated to the Parish Councillors after the meeting. Cllr Chubb discussed the key points of his report at the meeting including changes brought in by the new CEO of DCC to improve efficiency, replacing of agency staff with permanent staff to reduce costs, etc. A recent Ofsted review of DCC's children's services has highlighted some issues but also identified areas of improvement. Last winter was the worst for more than 40 years for DCC Highways with around 400 potholes reported a day throughout the winter. Having spent the winter dealing with safety issues caused by the potholes, DCC Highways are now catching up with proper repairs during the summer months. Around 80% of DCC budget is spent on social care, education etc, leaving only 20% for all the other services. Resources are therefore stretched.
 - b. No report was received from D/Cllr Jefferies.
 - c. Police newsletters are being received monthly but are still very large and are difficult to make generally available. Cllr Thomas gave a report on the meeting with the Police that he attended recently on behalf of the Parish Council. The Police are hoping to start coming to Parish Council meetings again, potentially once a year. Issues with parking outside of schools are no longer the responsibility of the Police, but should be dealt with by District or County Council instead. The Police would like to encourage everyone to report any issues, as having a record of reports over time can be really helpful to them.
5. Clerk's report:

Actions from previous meeting:

 - a. (Action 7e) – blocked rain opposite Cherrybrook reported earlier in the year and checked by DCC Highways on 5th April. Work was scheduled to remove roots growing through the drain, but had not been done. The issue has been chased several times. Post meeting note: the drain was cleared on 13th July, the day after the meeting.
 - b. (Action 9a) - Land for rent beside The Old Vicarage – attempts were made to contact Savills to ask about a longer lease for allotments or whether they would be willing to sell part of the field, but no response was forthcoming. The deadline for tenders passed on 31st May and it is believed that the land has now been let for horse-grazing.
 - c. (Action 10a) – Lease for Playing Field and Tennis Court – attempts were made to contact Savills with regard to the lease on the Playing Fields and Tennis Court, but no response was forthcoming. This will be chased again shortly.
 - d. (Action 11a) - Emergency Plan – an article was published in the parish paper and notices were put on the noticeboard and Facebook regarding the development of the emergency plan with requests for volunteers. The development of the Emergency plan has now been set up as a separate project (see also item 10e below).
 - e. (Action 12a) – Assets of Community Value – The Six Bells and the Playing Fields – a new application is required for this which involves a full set of documentation for each asset. The work is underway, but not yet complete. Project actions: see also items 10a-10d below
 - f. (Action 15a) – new goalposts have been ordered and are due within 2 weeks (post meeting note: now due to be delivered on 17th July); the purchase of new footholds for the teen climber is on hold whilst quotes for a new surface are sought.
 - g. (Action 15b) – the Nature Trail was discussed further under item 10b (see below).
 - h. (Action 15c) – the new picnic bench has arrived and been installed in the playground. There have been some issues with rubbish and use of the picnic bench which was discussed under item 9a (see below).
 - i. (Action 15d) – ordering of the noticeboards was delayed as some details need to be finalised (see item 10d below).

Other items:

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- j. River Tale pollution incident w/c 15/5/23 – not storm overflow this time, but pollution from a local farm. The EA have investigated.
 - k. Playing fields litter bin – more issues with the playing field bin not being emptied were reported. EDDC have now added the bin to the regular Ottery St Mary round so should be emptied regularly from now on.
 - l. Tina Humby has stood down as the Telephone Box Librarian and Liz Mazey has taken over wef 1st June.
 - m. The Parish Council received complaints about the Party in the Park on 24th June and the noise that went on until the early hours of the morning (~3am). The complainant was advised to contact the organisers of the event or to contact EDDC regarding licensees etc. Facebook posts about the event included a few complaints but also many posts that were very positive about the event. The Parish Council were not involved in the event in any capacity.
 - n. Issues with parking on pavements and vegetation blocking pavements have been reported to the Parish Council and passed on to DCC Highways. Highways have spoken to the householders next to the pavements and the vegetation has been cut back and pavement parking has improved.
6. Public participation.
- a. No issues were raised by members of the public.
7. Planning applications (list of current and recent planning applications in Appendix A):
- a. There were no planning applications currently open for comment.
 - b. The Parish Council noted responses to planning applications dealt with under the Scheme of Delegation since the Parish Council meeting on 10th May 2023 (Section 2 of Appendix A).
8. Blackdown Hills Music Grants:
- a. The BlackDown Hills Beer Festival was originally set up to fund music in the Blackdown Hills. Now that the festival is no longer taking place, the Directors are looking to award grants twice a year from their remaining funds to support the education, learning and appreciation of music in the Blackdown Hills. The Parish Council considered the offer and recommended passing the information to a number of organisations and groups in the parish. **ACTION: Clerk to forward information about the Blackdown Hills Music Grants to relevant parish organisations and groups.**
9. Parish Issues: Route maps, Parish Council Assets, etc:
- a. The Parish Council have been contacted about suspicious activity in the area near Haskins Cross. Details have been reported to the Police who have investigated. The Parish Council decided that there was no further action they could take at this time.
 - b. Playing field rubbish: large amounts of rubbish, including cans and bottles, have been found left on and around the new picnic table in the playground. The Parish Council decided to monitor the situation for now.
 - c. Road warden: the Parish Council approved the nomination of Cllr Paul Thomas as Road Warden for Payhembury and signed the agreement between the Parish Council and DCC Highways. Relevant training will now be arranged.
 - d. Tulip tree – Waterloo Plot: some of the branches of the Tulip tree are now growing close to overhead wires and other branches are resting on the roof of the bus shelter. National Grid (previously Western Power Distribution) have checked and confirmed that the wires are telephone wires, not electrical, and therefore there is no issue with the branches being close to the wires. The Parish Council decided that the lower 4 or 5 branches of the tree need removing due to the interference they are causing with the bus shelter. **ACTION: Clerk to get a quote to have 4/5 lower branches pruned from the Tulip tree.**
10. Parish Council Open Projects:
- a. Project 1906 – Playing fields improvements:
 - i. Goalposts: 1) the goalposts have been ordered and delivery is due within the next two weeks (post meeting note: delivery now confirmed for 17th July); 2) the Parish Council agreed to install the goalposts on a Sunday morning to maximise the amount of help available; 3) the Parish Council agreed to use CIL funds, alongside the £250 grant from C/Cllr Chubb's Locality Budget, to pay for the goalposts. **ACTION: Cllr's Leach & Chamberlain to arrange installation of goalposts and Cllr Leach to provide concrete for installation.**
 - ii. Sovereign Play quote for a Zipwire (Phase2): the Parish Council agreed i) to seek two further quotes for the installation of a zipwire and ii) to investigate the possibility of installing a zipwire themselves. **ACTIONS: a) Cllr Chamberlain to contact two more play equipment suppliers and ask them to supply quotes for the installation of a zipwire; b) Cllr Cox to contact Tale Valley Trust for information on applying for a grant towards the zipwire; c) All Cllrs to research options and requirements for self-installing a zipwire; d) Clerk to check insurance and legal requirements for self-installing a zipwire.**

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- iii. The Parish Council had approved the spending of £45 for two new footholds for the teen climber at the Parish Council meeting on 10th May, but decided to put that purchase on hold subject to obtaining a quote for a new safety surface to enable the teen climber to be re-installed.

Cllr Leach left the meeting.

- b. Project 2301 – Nature Trail: Cllr Cox had received advice that the Colestocks to Payhembury footpath had a limited variety of species and habitats for a Nature Trail. It was considered that the potential permissive path to Upton would have a better variety if the path happens. The Parish Council decided to expand the remit of the trail to include other aspects such as agriculture & farm management, why the land looks as it does, etc. **ACTION: Cllr Cox to seek further feedback and advice from the local nature expert based on the expanded remit for the trail.**
 - c. Project 2302 – Picnic bench (playing field): the picnic bench has been installed and is being regularly used. The Parish Council agreed to close this project.
 - d. Project 2303 – Noticeboards: the purchase of the three noticeboards was approved at the Parish Council meeting on 10th May with a few outstanding details to be confirmed. The Parish Council have now approved i) the colour of the noticeboards to be green; ii) all three noticeboards to have magnetic backs instead of pinboards (a cost saving of £284, but approval was also given to spend up to £30 for magnets for the noticeboards); iii) costs of up to £75 towards wall fittings and concrete to install the noticeboards; iv) to pay for the noticeboards partly from a very generous donation from a parishioner and partly from CIL funds and v) to discuss arrangements for installation at the September Parish Council meeting as delivery is expected to be 6-8 weeks. **ACTION: Cllr Scott to check with the owner of the building in Tale which the noticeboard is due to go on that they are happy for that to happen (to replace an existing noticeboard).**
 - e. Project 2304 – Emergency Plan:
 - i. Co-ordinator role for the Community Emergency Response Team (CERT) – the Parish Council agreed that some-one central to the village was best placed for this role and decided to ask Cllr Leach to consider the role. **ACTION: Cllr Leach to consider the role of Co-ordinator for the Community Emergency Response Team.**
 - ii. The Parish Council considered whether funds were required for the development of the Emergency Plan and decided that no funds were required at this time. It was noted that grants may be available, via Devon Communities Together, towards resilience equipment if required.
 - iii. The Parish Council considered whether to hold a separate budget for use if the Emergency Plan was triggered and decided not to hold a separate budget. It was felt that DCC and EDDC would be responsible for providing many resources that might be required, eg equipment to clear roads etc, and that resources from the parish would be forthcoming if required. General Reserves could be used if needed.
 - iv. The Parish Council decided not to agree any specific spending limits under the Scheme of Delegation.
11. Parish Food Support Database:
- a. EDDC had asked whether Payhembury Parish Council would consider having a foodbank in the parish. The Parish Council considered the request and decided that this was not appropriate for the parish. They noted that foodbanks are already available in Honiton and Ottery St Mary and that Payhembury has the long-standing ‘Payhembury-in-Need’ fund to support parishioners who require it.
12. Finance / budgeting / precept:
- a. The Parish Council reviewed and approved the Schedule of Payments in Appendix C and wished to express their thanks to C/Cllr Chubb for his grant towards the new goalposts.
 - b. The Parish Council reviewed the Budget vs Actual report in Appendix D. No unexpected issues were identified.
13. Parish Council Administration:
- a. The Parish Council agreed a payment of £75 to VisionICT to set up a Councillors login area on the website to enable Councillors to access documents. This area is to replace the current Google Drive and OneDrive system that is not working well.
 - b. The Parish Council adopted the GDPR Data Protection Policy (version 1.0).

The meeting closed at 9:20pm.

The next meeting of Payhembury Parish Council is due to take place on Wednesday 13th September 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 12th July 2023 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 10th May 2023			
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; amended plans received 22nd June 2023	Original plans - no objections (23/2/23 – DP); amended plans – no objections (6/7/23 – DP)	Awaiting decision

For information:

3 planning applications decided by EDDC between 3rd May and 5th July 2023 – 22/2606/OUT (refused 23/6/23); 23/0354/FUL (approved 4/5/23) & 23/0500/FUL (approved 4/5/23)

7 planning applications awaiting a decision by EDDC/DCC on 5th July 2023 – 21/3361/LBC; 22/2709/FUL; 23/0209/FUL; 23/0210/LBC; 23/0768/FUL; 23/0573/FUL & 23/0905/FUL

Appendix B – summary status of open Parish Council projects (5th July 2023)

Project		Start date	Original Finish	Revised Finish	Funds	Funds spent	Funds remaining	Comments
1906	Playing fields improvements	Nov 2019			19983.76	17302	2681.76	Toddler area complete Jun 22; goalposts ordered (inc £250 grant); Teen climber still to be done; remaining funds to be transferred to Phase 2.
2301	Nature trail	Mar 2023			226.90		226.90	£226.90 raised from BBQ 7/5/23
2302	Picnic bench	Mar 2023	May 2023		632.00		632.00	£567 from CIL; £65 from GR for delivery. Bench ordered 5/4/23; delivered 23/5/23. Project to be closed.
2303	Noticeboards	Mar 2023			3000.00		3000.00	Up to £2000 approved (10/5/23), exc delivery; CIL funds available + £1000 donation offered. Costs for installation to be approved.
2304	Emergency Plan	May 2023						Budget to be discussed July 2023 meeting.

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

Bank Account balances on 5th July 2023

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	3.5.23			16283.92
Receipts	9.5.23	CIL payment	15421.94	31705.86
	15.5.23	Grant from C/Clr Chubb's Locality Budget (for goalposts)	250.00	31955.86
	15.5.23	Cash from BBQ (for Nature Trail)	226.90	32182.76
	15.5.23	Cash from box in shop (for Playground Improvements)	12.72	32195.48
	8.6.23	VAT reclaim (Mar 23-May 23 inc)	206.43	32401.91
	30.6.23	Bank interest	139.86	32541.77
Expenses	15.5.23	Clerk (refund for Coronation competition prize)	-50.00	32491.77
	15.5.23	Clerk (refund for Coronation competition prize)	-20.00	32471.77
	15.5.23	Clerk (refund for Coronation competition prize)	-10.00	32461.77
	15.5.23	Clerk (refund for Coronation competition prize)	-14.00	32447.77
	15.5.23	BHIB (insurance)	-486.56	31961.21
	23.5.23	Earth Anchors (picnic bench)	-758.40	31202.81
	26.5.23	Community Heartbeat (VETS system annual cost)	-120.00	31082.81
	28.5.23	Clerk's Salary for May 2023	-368.40	30714.41
	14.6.23	Live4soccer (Project 1906 - goalposts)	-840.00	29874.41
	26.6.23	Paul Hurford (bouncy castle hire on 7th May 2023)	-70.00	29804.41
	28.6.23	Clerk's Salary for June 2023	-368.40	29436.01
	30.6.23	Quarterly bank charge (Apr-Jun 2023)	-18.00	29418.01
Balance	5.7.23			29418.01
<i>Funds expected</i>	1.9.23	<i>Precept (6 months)</i>	4652.00	34070.01
	Jul-23	<i>VAT reclaim (Jun 23 only)</i>	140.00	34210.01
	Sep-23	<i>Bank interest</i>	0.00	34210.01
<i>Upcoming expenses</i>	Jul-23	<i>Concrete to install new goalposts - estimate</i>	-75.00	34135.01
	Jul-23	<i>Teen Climber - new footholds - estimate</i>	-45.00	34090.01
	Jul-23	<i>EDDC (dog poo bin emptying) - estimate</i>	-396.00	33694.01
	Jul-23	<i>Earth Anchors (noticeboards) - estimate of Council's costs</i>	-2000.00	31694.01
	28.7.23	<i>Clerk's salary for July 2023</i>	-368.40	31325.61
	Aug-23	<i>Concrete and wall fixings for new noticeboards - estimate</i>	-75.00	31250.61
	28.8.23	<i>Clerk's salary for August 2023</i>	-368.40	30882.21
<i>VAT to be reclaimed</i>		<i>July 2023 --> (estimate)</i>	66.00	30948.21
<i>Funds allocated</i>		<i>Clerk's salary</i>	-2758.00	28190.21
		<i>Administration</i>	-2131.00	26059.21
		<i>Other payments (inc S137 payments)</i>	-267.52	25791.69
		<i>Running costs</i>	-3353.17	22438.52
		<i>Project 1906 - Playing Fields improvements</i>	-2561.76	19876.76
		<i>Project 2301 - Nature Trail</i>	-226.90	19649.86
		<i>Project 2302 - Picnic Bench (playing field)</i>	0.00	19649.86
		<i>Project 2303 - Noticeboards</i>	0.00	19649.86
		<i>Project 2304 - Emergency Plan</i>	0.00	19649.86
Contingency		Contingency (10% for projects)	-256.18	19393.68
Closing balance		(General Reserves)		19393.68

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Appendix C – Budget vs Actual 5th July 2023

Budget item	Carried forward 2022/23	Budget for 2023/24	Other Income 2023/24	Total available 2023/24	Payments up to 05/07/23	Funds left 05/07/23	Payments expected (EOY)	Funds expected available (EOY)	Comments (<i>tbcf - to be carried forward to next year (Earmarked Reserves); excess funds not required will be transferred to General Reserves in-year</i>) <i>all figures excluding VAT</i>
Clerk's salary	0.00	4600.00		4600.00	1105.20	3494.80	4420.80	179.20	Budget included £179 for potential pay rise.
Administration									
Clerk's expenses	0.00	100.00		100.00	0.00	100.00	0.00	100.00	
PPC Insurance	0.00	505.00		505.00	486.56	18.44	486.56	18.44	Budgeted for up to 10% increase - actual increase was ~6%
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	212.00		212.00	131.95	80.05	131.95	80.05	Zoom subscription (50% reduction); Parish Hall - 6 meetings in hall 23/24
DALC subscription	0.00	178.00		178.00	188.01	-10.01	188.01	-10.01	Budgeted for up to 10% increase - actual increase was ~17%
BHPN subscription	0.00	0.00	50.00	50.00	0.00	50.00	50.00	0.00	this year paid for from General Reserves
ICO registration fee	0.00	40.00		40.00	0.00	40.00	40.00	0.00	to be paid Sept 23 by DD - should have £5 discount for 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 - more than offset by bank interest income
Election expenses	650.00	150.00		800.00	0.00	800.00	0.00	800.00	tbcf - 4-year rolling pot to reach £800
IT - email provision	0.00	50.00		50.00	0.00	50.00	49.99	0.01	to be paid Jan 24
IT - website support costs	0.00	207.00		207.00	0.00	207.00	207.00	0.00	to be paid October 2023
IT - laptop 3-yearly software	60.00	30.00		90.00	0.00	90.00	0.00	90.00	tbcf - due October 2023 - 3 year-pot
IT - laptop replacement	150.00	50.00		200.00	0.00	200.00	0.00	200.00	tbcf - laptop now 5 years old (bought Oct 2017), build fund for replacement
Running costs							0.00		
EDDC dog bin emptying	0.00	330.00		330.00	0.00	330.00	330.00	0.00	budgeted 10% increase
Church clock service	0.00	346.00		346.00	0.00	346.00	346.00	0.00	Service due around Nov 23
Playing field rent	54.36	363.00		417.36	0.00	417.36	307.82	109.54	tbcf - due Mar & Sep, built in contingency for expected backdated rent rise.
Playing field RoSPA inspection	0.00	100.00		100.00	96.00	4.00	96.00	4.00	Insp = March; invoice paid in April
Christmas Tree	326.17	0.00		326.17	0.00	326.17	83.33	242.84	tbcf - was Project 2201; now routine, funded by donations from 2022
Grass cutting	0.00	1100.00		1100.00	0.00	1100.00	1100.00	0.00	
Ditch clearing	300.00	0.00		300.00	0.00	300.00	0.00	300.00	tbcf - aim to hold ~£300
Defibrillator phone costs	0.00	176.00		176.00	100.00	76.00	166.00	10.00	Annual phone rental due Jan 24
Defibrillator consumables & training	87.64	100.00		187.64	0.00	187.64	0.00	187.64	tbcf - to cover batteries (4yr), pads (2yr - due Oct 23) & training as required
Assets maintenance	500.00	100.00		600.00	0.00	600.00	0.00	600.00	tcbf - aim to hold ~£500
Other Payments									
Other payments (misc)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
Grants/donations	0.00	200.00		200.00	0.00	200.00	200.00	0.00	some under S137 - eg village grants awarded Jan 23
Poppy Wreath	0.00	30.00		30.00	0.00	30.00	30.00	0.00	S137 - November 2023
Special Events	34.19	65.00	95.81	195.00	161.67	33.33	161.67	33.33	tbcf - additional £100 expenditure approved at meeting 8/3/23 for prizes
Projects									
P1906 - Playing fields improvements	3119.04	0.00	262.72	3381.76	700.00	2681.76	820.00	2561.76	tbcf - next phase of improvements; grants applied for to cover goalposts
P2301 - Nature Trail	0.00	0.00	226.90	226.90	0.00	226.90	0.00	226.90	NP March 23: no funds allocated yet
P2302 - Picnic Bench (playing field)	567.00	0.00	65.00	632.00	632.00	0.00	632.00	0.00	NP March 23: (£567 CIL; £65 GR for delivery)
P2303 - Noticeboards	0.00	0.00	2075.00	2075.00	0.00	2075.00	2075.00	0.00	NP March 23: -> £2000 approved (10/5/23), plus donation ->£1000 offered
P2304 - Emergency Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NP May 23: funding to be discussed at July 2023 meeting