

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 13th September 2023, 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 Thomas
Present: Cllr Tim Cox (Chair), Cllr Rob Leach (Vice-chair), Cllr Phil Chamberlain, Cllr Karen Edwards, Cllr Matt Rance, Cllr Louise Scott, Dawn Chamberlain (Clerk), D/Cllr Richard Jefferies and 2 members of the public via Zoom.
2. Declarations of interest: Cllr Chamberlain declared an interest in agenda item 18 (Clerk's hours and pay).
3. Record of previous meetings:
 - a. The minutes from the Parish Council meeting held on 12th July 2023 were agreed and signed.
4. Police, District Councillor and County Councillor reports:
 - a. Links to the Police newsletters have been circulated to the Parish Councillors.
 - b. D/Cllr Jefferies was welcomed to the meeting and gave a brief summary of what he has been doing since being elected at the May elections. As a new District Councillor he has been involved with a large amount of training, but is also now part of an AONB panel, part of the licencing committee as well as being involved with Community Speedwatch and the impact of solar farm planning.
 - c. C/Cllr Chubb did not send a report and was not present at the meeting.
5. Clerk's report:

Update on actions from previous meeting:

 - a. (Action 8a) – Blackdown Hills Music Grants: information about the grants was passed to a number of village groups and organisations, a number of whom have indicated they may apply.
 - b. (Action 9d) – Tulip tree, Waterloo Plot: a quote of £150 has been received to prune the lower 4/5 branches of the Tulip tree. A suitable date for the work is currently being arranged.
 - c. (Action 9a(i)) – Project 1906 – goalposts: the new goalposts and nets were installed in the playing fields at the end of July and seem to be getting a lot of good use. Thank you to Cllrs for installing the posts and to Cllr Leach for providing concrete etc for the installation.
 - d. (Action 10d) – Project 2302 – Noticeboards: the noticeboards have been ordered and are due to be delivered on the 14th September.

Update on actions from earlier meetings:

 - e. Playing fields lease: there have been further unsuccessful attempts to contact Savills with regard to the playing fields lease and Payhembury Tennis Club's wish to apply for grants for a new surface.
 - f. Peeling paint on the gate into the gate into the toddler play area: TK Play have said they will be in the area soon and that the repair work won't take very long.
 - g. Assets of Community Value – The Six Bells and the playing fields: no progress has been made on this so far due to other work.

Other items:

 - h. Airband broadband company: Airband have contacted the Parish Council to ask if they may come to a meeting to present information about providing broadband to the parish. **ACTION: Clerk to contact Airband to find our more details about what they offer, before a decision is made to invite them to a meeting.**
 - i. Pins and the Hillside bus shelter: several times recently a parishioner has found pins scattered across the road by the Hillside bus shelter and has put them back in the pot attached to the bus shelter. The pins have now been removed completely for safe-keeping. The inside of the bus shelter is being used as a 'noticeboard' although it is not meant to be. **ACTION: Clerk to submit an article to the Parish Paper discouraging the use of the bus shelter as a noticeboard, to follow the article about the new noticeboards.**
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 12th July 2023 (Section 2 of Appendix A).
8. Street Lighting:

In response to a request from Chardstock, information had been provided about the numbers of street lights in Payhembury Parish and the times they are switched on. The information was requested with regard to Chardstock's unsuccessful request to Devon County Council for Chardstock's streetlights to be turned off earlier than they currently are.

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- a. The Parish Council discussed the street lighting in Payhembury and decided to seek further information about lighting times, costs, LEDs, light pollution, etc. **ACTION: Clerk to contact C/Cllr Chubb for information on lighting times, costs, etc for street lighting in Payhembury.**
9. DALC AGM (27th September):
- a. DALC are holding their AGM on 27th September. The Parish Council considered whether to send a representative of the Council to the AGM and whether to complete the Form for Proxy and decided that neither of the actions were necessary.
10. D-Day 80th Anniversary (6/6/24):
- a. The Parish Council discussed the D-Day 80th Anniversary next year (6/6/24) and decided not to organise any special events for that anniversary. However they suggested that an event for the 80th anniversary of VE Day in 2025 might be a more appropriate event.
11. Parish Issues: Route maps, Parish Council Assets, etc:
- a. Cllr Thomas wasn't present at the meeting so no update on progress with the Road Warden Scheme was received.
- b. A number of items were raised concerning the playing fields and the Parish Council agreed a working party should be arranged to do the work. It was decided that a date for the working party would be set at the November Parish Council meeting. The items included:
- i) The school have removed a large tree from their grounds as part of the installation of their new Peace Garden. The tree is currently in a pot but will need to be planted out into a new location and they have offered the tree to the Parish Council to plant in the playing fields.
 - ii) Brambles behind the new goalposts need to be removed – this work was delayed from the Big Help Out in May due to birds nesting.
 - iii) Metal posts connected with the previous fencing are still in place and need to be removed.
- c. Recently obscene graffiti was found on the back of the toddler swing in the playing fields. The graffiti has now been removed. **ACTION: Clerk to submit article to the Parish Paper and on the Payhembury Parish Facebook group about the graffiti on the swing.**
- d. The climber cube has a couple of bits of wood on the top that need replacing. **ACTION: Cllr Cox to arrange replacement of the identified damaged wooden parts on the climber cube.**
12. Project 1906: Playing fields improvements:
- | | | |
|-------------------------------|----------------------------|---------------------------|
| Dates: start Nov 2019 | original finish --- | revised finish --- |
| Funds: total funds £19,983.76 | funds spent so far £17,302 | funds remaining £2,681.76 |
- Toddler area complete June 22; new goalposts installed July 23; teen climber still to be re-installed. Remaining funds to be transferred to Phase 2 (zipwire)
- a. The Parish Council agreed to close Project 1906 and start a new project for Phase 2 of the playing fields improvements. Phase 2 will cover the installation of the zipwire and the potential re-installation of the teen climber.
- b. The insurance company have confirmed that they will only provide insurance cover to the Parish Council for play equipment that is professionally installed, including the zipwire, teen climber and any associated safety surfaces. Cllr Leach's construction company may be able to professionally install the play equipment. **ACTIONS: i) Cllr Leach to check with his insurers whether his company is insured to install play equipment; ii) Clerk to check with the Parish Council's insurers whether play equipment must be installed by play equipment suppliers.**
- c. Quotes for a zipwire – the Parish Council have a quote from Sovereign Play for the installation of a wooden zipwire. Further quotes are required and these should include a quote from TK Play (who installed the toddler area) and Online Playgrounds (who have a metal version of the zipwire). Two quotes should be requested i) just for the equipment and ii) for the equipment and its installation. **ACTION: Cllr Chamberlain to contact TK Play, Online Playgrounds and other companies, if appropriate, to ask for quotes.**
- d. An application is being made to Tale Valley Trust for a grant towards the new zipwire. **ACTION: Cllr Chamberlain to provide Cllr Cox with details of potential costs as soon as possible.**
- e. The Parish Council noted that sufficient funds to be able to install the zipwire may not be available until 2024.

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Dates: start Mar 2023	original finish ---	revised finish ---
Funds: total funds £226.90	funds spent so far £0.00	funds remaining £226.90

£226.90 raised at the Coronation BBQ 7/5/23

- a. A new date is to be arranged to walk Poffit Lane, with the Land Manager and local nature expert, to assess how a Nature Trail can be incorporated. **ACTION: Cllr Cox to arrange a date to walk Poffit Lane and advertise the date to interested parties.**

14. Project 2303: Noticeboards:

Dates: start Mar 2023	original finish ---	revised finish ---
Funds: total funds £3,000.00	funds spent so far £0.00	funds remaining £3,000.00

£1,000 donation received, plus up to £2,000 allocated from CIL funds. Expected costs to be £2,856 to include installation costs and magnets. Noticeboards ordered, with delivery expected 14th September.

- a. The Parish Council agreed to spend up to £75 on installation costs for the three new noticeboards and up to £25 on magnets for the boards.
- b. The existing noticeboards will need to be removed to enable the new noticeboards to be installed. The Tale Noticeboard will be fixed to a wall and should be straight-forward. The other two noticeboards are concreted into the ground and may need equipment to remove the concrete lumps. If this cannot be done safely beforehand, it could be done on the week of the 23rd-27th October when that section of road will be closed to traffic for the installation of a new sewer connection. **ACTIONS: i) Cllrs to investigate whether the current posts can be safely removed now or whether to delay until 23rd-27th October; ii) Cllrs to agree a date to install the new noticeboards once the old posts have been removed.**

15. Project 2304: Emergency Plan:

Dates: start May 2023	original finish ---	revised finish ---
Funds: total funds £0.00	funds spent so far £0.00	funds remaining £0.00

Draft Emergency Plan has been circulated. Request for volunteers to be part of the Community Emergency Response Team advertised.

- a. The draft Emergency Plan has been circulated and is awaiting feedback.
- b. Cllr Leach agreed to become the Community Emergency Response Coordinator.

16. Finance / budgeting / precept:

- a. The Parish Council reviewed and approved the Schedule of Payments in Appendix B. A previously approved cost for materials to install the goalposts was not needed as the materials were donated. A possible additional cost of £12 was identified and approved, to pay for the Parish Hall for the Resus evening on 18th September (from the Defibrillator Consumables & Training budget).
- b. The Parish Council reviewed and approved the Budget vs Actual report in Appendix C.
- c. The Parish Council did not consider options for the currently unallocated CIL funds (£14,183.80) at this meeting

17. Parish Council Administration (part 1):

- a. The Parish Council approved the retirement of Scheme of delegation – planning matters policy.
- b. The Parish Council approved the adoption of the following new and updated policies (items 17b-h on the agenda):
- Data retention & disposal policy & schedule policy (version 1.0).
 - GDPR Privacy Statement (General) & (Staff, Contractors & Role Holders) (versions 1.1).
 - GDPR Data Protection Policy (version 1.1).
 - GDPR data breach policy (version 1.1).
 - SAR policy & new separate SAR form (versions 1.1 & 1.0).
 - Freedom of Information policy (version 1.1) and note associated ICO documents.
 - Freedom of Information publication scheme (version 1.1).

18. Parish Council Administration (part 2):

- a. The Parish Council approved an increase to the Clerk's remunerated hours from 30hours per month to 35 hours per month, to take effect from 1st October 2023.

19. Review actions from the meeting:

- a. The actions from the meeting were reviewed and agreed.

The meeting closed at 8:50pm.

The next meeting of Payhembury Parish Council is due to take place on Wednesday 18th November 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 13th September 2023 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 12th July 2023			
23/1595/FUL	<u>Swallows Nest, Payhembury, Devon EX14 3HJ</u> Proposed conversion of outbuilding to garage, office, gym and annexe Planning application received 24 th July 2023	Object (7/823 – DP, after site visit 31/7/23)	Awaiting decision
23/1640/LBC	<u>Charnwood, Payhembury EX14 3HR</u> Works to rear east elevation to include: replace roof and install rooflight on (primary lean-to); remove existing (secondary lean-to) and construct new extension; replace render on (primary lean-to); replace 1no. window on (primary lean-to) south elevation; elevation and replace guttering and downpipe on main house on south and east elevation and internal alterations to ground floor layout Planning application received 14 th August 2023	No objections (4/6/23 – DP)	Awaiting decision

For information:

2 planning applications decided by EDDC between 5th July 2023 and 6th September – 23/0561/LBC (approved 9/8/23) & 23/0905/FUL (approved 2/8/23)

8 planning applications awaiting a decision by EDDC/DCC on 6th September 2023 – 21/3361/LBC; 22/2709/FUL; 23/0209/FUL; 23/0210/LBC; 23/0573/FUL; 23/0768/FUL; 23/1595/FUL & 23/1640/LBC

Appendix B – statement of current financial position incorporating schedule of paymentsBank Account balances on 6th September 2023

Unity Trust Current account £1.00; Unity Trust Savings account £34,472.21; Total £34,473.21

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	5.7.23			29418.01
Receipts	11.7.23	VAT reclaim (Jun 23 only)	140.00	29558.01
	2.8.23	Donation towards new Noticeboards (Project 2303)	1000.00	30558.01
	1.9.23	Precept (6 months)	4652.00	35210.01
Expenses	28.7.23	Clerk's salary for July 2023	-368.40	34841.61
	28.8.23	Clerk's salary for August 2023	-368.40	34473.21
Balance	6.9.23			34473.21
<i>Funds expected</i>	Sep-23	Bank interest	0.00	34473.21
	Oct-23	CIL payment	0.00	34473.21
<i>Upcoming expenses</i>	Sep-23	Teen Climber - new footholds - estimate	-45.00	34428.21
	Sep-23	EDDC (dog poo bin emptying) - estimate	-396.00	34032.21
	Sep-23	Earth Anchors (noticeboards)	-3307.20	30725.01
	Sep-23	Concrete and wall fixings for new noticeboards - estimate	-75.00	30650.01
	Sep-23	Magnets for new Noticeboards (Project 2303)	-25.00	30625.01
	Sep-23	Clerk's expenses (stationery)	-7.00	30618.01
	Sep-23	VisionICT (Cllr login area)	-90.00	30528.01
	22.9.23	ICO annual registration fee (Direct Debit)	-35.00	30493.01
	28.9.23	Clerk's salary for September 2023	-368.40	30124.61
	29.9.23	Savills (Playing Field rent Oct 23-Mar 24)	-153.91	29970.70
	30.9.23	Quarterly bank charge (Jul-Sep 23)	-18.00	29952.70

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	Oct-23	Devon Hedge Trimming Services (Tulip tree pruning)	-150.00	29802.70
	Oct-23	VisionICT (annual website support 12/23-11/24)	-248.40	29554.30
	Oct-23	Royal British Legion (Poppy Wreath & donation)	-30.00	29524.30
	Oct-23	Christmas tree	-100.00	29424.30
	Oct-23	Batteries & Accessories for Christmas Tree	-50.00	29374.30
	Oct-23	Smiths of Derby (Church clock service)	-415.20	28959.10
	28.10.23	Clerk's salary for October 2023	-368.40	28590.70
VAT to be reclaimed		July 2023 --> (estimate)	760.64	29351.34
Funds allocated		Clerk's salary	-2021.20	27330.14
		Administration	-1865.17	25464.97
		Other payments (inc S137 payments)	-237.52	25227.45
		Running costs	-2569.93	22657.52
		Unallocated CIL funds	-14183.80	8473.72
		Project 1906 - Playing Fields improvements	-2636.76	5836.96
		Project 2301 - Nature Trail	-226.90	5610.06
		Project 2303 - Noticeboards	-144.00	5466.06
		Project 2304 - Emergency Plan	0.00	5466.06
Contingency		Contingency (10% for projects)	-300.77	5165.29
Closing balance		(General Reserves)		5165.29

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Appendix C – Budget vs Actual 6th September 2023

Budget item	Carried forward 2022/23	Budget for 2023/24	Other Income 2023/24	Total available 2023/24	Payments up to 06/09/23	Funds left 06/09/23	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	1842.00	2758.00	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	5.83	94.17	
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	35.00	5.00	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	282.00	-75.00	to be paid October 2023; inc Cllr login area
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 ~6 years old (bought Oct 2017), build fund for replacement
Running costs							0.00		
EDDC dog bin emptying	0.00	330.00		330.00	330.00	0.00	330.00	0.00	budgeted 10% increase; 6/9/23 - invoice not yet received
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
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	150.00	450.00	tbcf - aim to hold ~£500; tree pruning (£150)
Christmas Tree	326.17	0.00		326.17	0.00	326.17	133.33	192.84	tbcf - was Project 2201; now routine, funded by donations from 2022
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	745.00	2636.76	tbcf - phase 1 (teen climber); phase 2 (zipwire)
P2301 - Nature Trail	0.00	0.00	226.90	226.90	0.00	226.90	0.00	226.90	NP March 2023 - funds from Coronation BBQ
P2302 - Picnic Bench (playing field)	567.00	0.00	65.00	632.00	632.00	0.00	632.00	0.00	NP March 2023 (£567 CIL; £65 GR for delivery) - project complete
P2303 - Noticeboards	0.00	0.00	3000.00	3000.00	2756.00	244.00	2856.00	144.00	NP March 2023 - --> £2000 approved (10/5/23), plus donation £1000
P2304 - Emergency Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NP May 2023