

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 8th November 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 Chamberlain and Cllr Scott (approved)
Present: Cllr Tim Cox (Chair), Cllr Rob Leach (Vice-chair), Cllr Karen Edwards, Cllr Matt Rance, Cllr Paul Thomas, Dawn Chamberlain (Clerk), C/Cllr Iain Chubb 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 13th September 2023 were agreed and signed.
4. Police, District Councillor and County Councillor reports:
 - a. C/Cllr Chubb reported that Devon County Council are undergoing a restructure in order to save money and to be able to set a balanced budget for next year. Some difficult decisions will have to be made with regard to the services and levels of services that can be maintained. Cllr Chubb also reported that the DCC Highways team has been under immense pressure this year dealing with serious weather events and the damage caused. Routine planned maintenance has suffered as a consequence, but Cllr Chubb re-iterated the need to continue reporting any issues on the roads. DCC Highways will continue to try to deal with maintenance issues as quickly as possible, but 'risk-to-life' issues take priority. Cllrs raised the village parking and speeding issues (see item 9 below) with Cllr Chubb and he requested that a report be sent to him with evidence of the issues so that he can take it to the relevant DCC Highways and Traffic Orders Committee. **ACTION: Clerk to compile and send report to C/Cllr Chubb showing a) evidence of parking and speeding issues in the village and b) the desired extent of yellow lines around the corner opposite the village green.**
 - b. D/Cllr Jefferies did not send a report and was not at the meeting.
 - c. No police reports or newsletters had been received.
5. Clerk's report:

Update on actions from previous meeting:

 - a. (Action 5h) – Airband's request to do a presentation to the Parish Council: Airband have been contacted twice since the last meeting with a request for more information about the service they provide, but have not replied.
 - b. (Actions 5i & 11c): Parish paper articles submitted regarding 1) Hillside bus shelter's use as a noticeboard and the issue with pins being scattered across the road and 2) graffiti on the toddler swing in the playground.
 - c. (Action 8a – Street lighting: C/Cllr Chubb and DCC Street Lighting team have provided information about the street lighting in Payhembury and will provide an update when work to upgrade the streetlights is due to take place (expected in 2024).
 - d. Updates on other actions given at relevant points during the meeting.

Other items:

 - e. Tale Head Cottage gazebo/ pergola: this structure is still in place despite being refused planning permission in July 2021. EDDC have said that the owners have until the end of the month (November 2023) to tell EDDC that they are complying.
 - f. Tale post box: Tale post box has been reported to Royal Mail as it is in poor condition and requires maintenance.
6. Public participation.
 - a. The very poor state of the road from Lower Tale to Tale Head Cross was raised, together with road maintenance issues on a number of other roads in and around Tale. Blocked drains are also contributing to the problems. **ACTION: Clerk to submit Parish Paper article encouraging reporting of all road maintenance issues and providing links and contact details for doing so.**
 - b. Issues with parking and speeding in the village were also raised and further discussion took place under item 9 below.
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 13th September 2023 (Section 2 of Appendix A).
8. DBEC Time Together Programme:
 - a. The presentation from Devon Business & Education Centre on their Time Together Programme was deferred until the March 2024 meeting.

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The Parish Council have received numerous complaints again about parking in the centre of the village and the speed of traffic through the village.

- a. The Parish Council requested a report be sent to C/Cllr Chubb providing evidence of the issues (see item 4a above). The Parish Council agreed to investigate again the possibility of vehicle activated speed (VAS) signs at both ends of the village. **ACTIONS: i) Clerk to research options and costs for types of VAS (eg smiley face, speed of vehicle, etc), preferably solar-powered; ii) Clerk to check with DCC the requirements for siting of VAS signs.**

10. Blackdown Hills Parish Network – thermal imaging camera:

BHPN now have a Thermal Imaging Camera which can be borrowed by Parish Councils in the AONB to enable a nominated representative to carry out simple heat loss surveys of properties on behalf of the owners.

- a. The Parish Council agreed that they would like to be able to offer this service to parishioners and that Cllr Thomas will undertake the relevant training. **ACTION: Cllr Thomas to contact BHPN to arrange training in using the Thermal Imaging Camera and, once trained, to advise what the next steps are.**

11. EDDC Local Plan survey of Parish Council's Neighbourhood Plans intentions:

EDDC have asked all Parish & Town Councils to complete a survey about their intentions with regard to their Neighbourhood Plan.

- a. The Parish Council considered the questions of the survey and agreed their answers. **ACTION: Clerk to submit the Parish Council's answers to the EDDC Local Plan survey.**

12. Christmas Tree on the village green 2023:

- a. Arrangements will be made for the Christmas Tree to be delivered on Friday 1st December. It was suggested that the tree be decorated under cover, before being transported to the village green for installation in time for the switch on of the Christmas Tree lights at 5pm on Saturday 2nd December. **ACTIONS: i) Cllr Thomas to arrange delivery of the Christmas Tree; ii) Clerk to arrange for the Christmas tree lights to be switched on at 5pm on Saturday 2nd December.**

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

- a. Road Warden: Cllr Thomas has completed the online safety training course and now needs do the Chapter 8 Signing, Lighting and Guarding course. **ACTION: Cllr Thomas to investigate the options for Chapter 8 training including those which were suggested by DCC Highways.**
- b. The Parish Council agreed for a working party to be organised to i) clear brambles around the edge of the playing fields, ii) clean, repaint and do other minor maintenance on the play equipment in the playground and iii) to clear undergrowth, etc from around the saplings in the Jubilee Copse. The date of Sunday 11th February 2024 was agreed for this work. **ACTION: Clerk to advertise the working party in the January Parish Paper and to ask for volunteers to help.**
- c. The Parish Council had received a request for the EDDC litter bin on the village green to be removed. Whilst the Parish Council agreed that the current bin is unsightly, they felt that the bin provides a useful function, is well used and a bin should remain. **ACTION: Clerk to ask EDDC if there are other, better options for litter bins.**
- d. There are a number of minor issues with play equipment in the playground, which have been reported as part of the weekly inspections. These will be addressed as part of the working party on 11th February (see 13b above).

14. Project 2301: Nature Trail:

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. Cllr Cox has, so far, been unsuccessful in arranging a date to walk Poffit Lane with interested parties, including the Land Manager and a local nature expert, to assess its potential as a location for the Nature Trail. **ACTION: Cllr Cox to continue trying to arrange a suitable date to assess Poffit Lane as a location for a Nature Trail.**
- b. The timescales for the project will be reviewed once the assessment of Poffit Lane has taken place.

15. Project 2303: Noticeboards:

Dates: start Mar 2023	original finish ---	revised finish ---
Funds: total funds £3,000.00	funds spent so far £2775.98	funds remaining £75
(plus £149.02 returned to CIL funds)		

£1,000 donation received, plus up to £2,000 allocated from CIL funds. Noticeboards delivered in September, with corrected headerboards delivered 2 weeks later. The village and Parish Council noticeboards were installed by Cllr Cox and Cllr Chamberlain on 23rd/24th October. The Tale noticeboard to be installed on Friday 10th November 2024 by Cllr Cox and Cllr Thomas.

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- a. The Parish Council approved the closure of this project once the Tale noticeboard has been installed. Materials for the installation of the noticeboards, ie concrete, were kindly donated by Cllr Leach and therefore the funds allocated and approved to pay for this will be returned to the unallocated CIL fund.

16. 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 was been circulated. Request for volunteers to be part of the Community Emergency Response Team advertised. Cllr Leach to be Community Emergency Response Coordinator.

- a. There has been little progress with the development of the Emergency Plan over the last few months. **ACTION: Cllr Rance to liaise with Steve Jones to assess what work needs doing next on the Emergency Plan.**

17. Project 2305: Playing fields improvements phase 2:

Dates: start Sep 2023	original finish ---	revised finish ---
Funds: total funds £2,636.76	funds spent so far £0.00	funds remaining £2,636.76

Funds transferred in from the closure of Project 1906 (phase 1), but further funds will be needed.

- a. The following updates were received:
- i. Quotes for the installation of a zipwire: two quotes have now been received, and a third company has been approached for a quote. **ACTION: Clerk to circulate the third zipwire quote once received.**
 - ii. Cllr Cox is investigating a potential grant from Tale Valley Trust towards the zipwire. **ACTION: Cllr Cox to follow up potential grant for the zipwire from Tale Valley Trust.**
 - iii. Cllr Leach confirmed that Slade Properties insurance would cover the installation of a zipwire and/or safety surfaces if required.
- b. If a suitable safety surface could be installed, the Parish Council would like to re-install the teen climber. **ACTION: Clerk to check costs for installing a suitable safety surface, and for re-installing the teen climber, with the three companies who are involved with providing quotes for a zipwire.**

The Parish Council paused the meeting to think about Lorinda Perry who passed away at 00:05am on Tuesday 7th November 2024 after a long illness. Lorinda had been the Internal Auditor for the Parish Council for many years, as was her father before her, before she stood down after the 2022/23 audit. Lorinda did so much for the parish and for the Parish Council and she will be very greatly missed.

18. Finance / budgeting / precept:

- a. The Parish Council approved the introduction of a Chairman's Allowance (LGA 1972, s.15(5)) to the value of £100. It was agreed that expenditure under the Chairman's Allowance would be in consultation with the Clerk and that the allowance could be topped up subject to agreement at the next Parish Council meeting.
- b. The Schedule of Payments in Appendix B was reviewed and approved. It was noted that three payments had come in at less than the amount approved at the September meeting. The payment for the Clerk's wages was higher than the amount initially approved in September. This was because the schedule of payments in September was approved before the Parish Council approved an increase in the Clerk's remunerated hours. Upcoming expenses include an expected payment for concrete for the installation of the noticeboards – this payment is no longer required as the materials have been donated (see item 15a above). The Parish Council also noted the national agreement of the 2023/24 pay offer for the Clerk, backdated to 1st April 2023, and the associated changes to the Clerk's salary.
- c. The Budget vs Actual report in Appendix C was reviewed. The largest difference between budget and actual spend is for the Clerk's wages and is due to a bigger than expected Government pay rise and an increase in remunerated hours from 30 to 35 per month with effect from 1st October 2023.
- d. The Parish Council have £14,188.81 of unallocated CIL funds and are considering using some of the funds towards the zipwire (Project 2305).
- e. The Parish Council reviewed the draft budget which has a potential increase of ~18% on the precept. They considered using funds from General Reserves to reduce the increase in precept, but felt that wasn't appropriate at this stage.

19. Parish Council Administration:

- a. The Parish Council considered three quotes received for the role of Internal Auditor for 2023/24 and agreed to appoint Deborah O'Brien.
- b. The Parish Council discussed the specification for the grass cutting contract and agreed a change to the timings for cutting the grass on the village green. For 2024 onwards the village green should not be cut during May (No Mow May) but should be cut at all other times to keep the centre of the village looking smart. No other

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changes were required. **ACTION: Clerk to advertise grass cutting contract and request quotes to be submitted.**

- c. The Parish Council approved the adoption of the new Grant Awarding policy.
- d. The Parish Council approved the adoption of the simpler new Biodiversity policy.
- e. The Parish Council approved the adoption of the new Chairman's Allowance policy (subject to details agreed at item 18a above).

20. Review actions from the meeting:

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

The meeting closed at 9.30pm.

The next meeting of Payhembury Parish Council is due to take place on Wednesday 10th January 2024, 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 November 2023 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 13th September 23			
23/2064/FUL	<u>Milton Furze Payhembury Devon EX14 3HE</u> Demolition of pole barn and erection of new barn on old footprint Planning application received 3 rd October 2023	No objections (20/10/23)	Awaiting decision
23/0768/FUL (amended)	<u>Land East Of Lower Cheriton Payhembury</u> Proposed construction of 1 no. dwelling (use class C3); demolition of building and associated works Planning application received 14 th April 2023 Amended planning application received 9 th October 2023	Object - site visit 22/4/23 (25/4/23-DP) Amended plans – object (20/10/23)	Awaiting decision

For information:

4 planning applications decided by EDDC between 6th September and 2nd November 2023 – 23/0209/FUL & 23/0210/LBC (approved 20/9/23), 23/0573/FUL (refused 1/11/23) & 23/1640/LBC (approved 11/10/23)

5 planning applications awaiting a decision by EDDC/DCC on 2nd November 2023 – 21/3361/LBC, 22/2709/FUL, 23/0768/FUL, 23/1595/FUL & 23/2064/FUL

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

Bank Account balances on 2nd November 2023

Unity Trust Current account £1.00; Unity Trust Savings account £30,167.78; Total £30,168.78

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	6.9.23			34473.21
Receipts	30.9.23	Bank Interest	208.25	34681.46
	6.10.23	HMRC VAT reclaim (Jul 23-Sep 23)	566.37	35247.83
Expenses	15.9.23	Earth Anchors (noticeboards)	-3307.20	31940.63
	15.9.23	Clerk's expenses (stationery)	-7.00	31933.63
	15.9.23	VisionICT (Cllr login area)	-84.00	31849.63
	22.9.23	ICO annual registration fee (Direct Debit)	-35.00	31814.63
	28.9.23	Clerk's salary for September 2023	-368.40	31446.23
	29.9.23	Savills (Playing Field rent Oct 23-Mar 24)	-153.91	31292.32
	30.9.23	Quarterly bank charge (Jul-Sep 23)	-18.00	31274.32
	11.10.23	Magnets for new Noticeboards (Project 2303)	-23.98	31250.34

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	11.10.23	VisionICT (annual website support 12/23-11/24)	-225.76	31024.58
	11.10.23	Royal British Legion (Poppy Wreath & donation)	-30.00	30994.58
	28.10.23	Clerk's salary for October 2023	-429.80	30564.78
	1.11.23	EDDC (dog poo bin emptying)	-396.00	30168.78
Balance	1.11.23			30168.78
<i>Funds expected</i>	31.12.23	Bank Interest	0.00	30168.78
<i>Upcoming expenses</i>	10.11.23	Clerk's expenses (stationery)	-5.12	30163.66
	10.11.23	Clerk (McAfee for Clerk's laptop)	-13.97	30149.69
	Nov-23	Clerk's payrise backdated to 1/4/23 - estimate	-215.00	29934.69
	28.11.23	Clerk's salary for November 2023	-464.80	29469.89
	Nov-23	Devon Hedge Trimming Services (Tulip tree pruning)	-150.00	29319.89
	Nov-23	Teen Climber - new footholds - estimate	-45.00	29274.89
	Nov-23	Concrete and wall fixings for new noticeboards - estimate	-75.00	29199.89
	Nov-23	Christmas tree	-100.00	29099.89
	Nov-23	Batteries & Accessories for Christmas Tree	-50.00	29049.89
	Nov-23	Smiths of Derby (Church clock service)	-415.20	28634.69
	Nov-23	DALC (Cllr training course)	-48.00	28586.69
	28.12.23	Clerk's salary for December 2023	-464.80	28121.89
	31.12.23	Quarterly bank charge (Jul-Sep 23)	-18.00	28103.89
	Jan-24	ALP Grounds Maintenance (grass cutting) - estimate	-1100.00	27003.89
	Jan-24	CloudNext (email hosting Feb 24-Jan 25)	-59.99	26943.90
<i>VAT to be reclaimed</i>		October 2023 --> (estimate)	212.35	27156.25
<i>Funds allocated</i>		Clerk's salary	-1394.40	25761.85
		Administration	-1733.93	24027.92
		Other payments (inc S137 payments)	-237.52	23790.40
		Running costs	-1459.93	22330.47
		Unallocated CIL funds	-14188.81	8141.66
		Project 2301 - Nature Trail	-226.90	7914.76
		Project 2303 - Noticeboards	0.00	7914.76
		Project 2304 - Emergency Plan	0.00	7914.76
		Project 2305 - Playing fields improvements phase 2	-2636.76	5278.00
<i>Contingency</i>		Contingency (10% for projects)	-300.77	4977.23
Closing balance		(General Reserves)		4977.23

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Appendix C – Budget vs Actual 1st November 2023

Budget item	Carried forward 2022/23	Budget for 2023/24	Other Income 2023/24	Total available 2023/24	Payments up to 01/11/23	Funds left 01/11/23	Payments expected (EOY)	Funds expected avail. (EOY)	Comments
Clerk's salary	0.00	4600.00		4600.00	2640.20	1959.80	5179.20	-579.20	Pay rise £1 p/h plus inc to 35h/m from 1/10/23
Administration									
Clerk's expenses	0.00	100.00		100.00	5.83	94.17	10.10	89.90	
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 (expected next year)
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 22/23
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 (approved Mar 23)
ICO registration fee	0.00	40.00		40.00	35.00	5.00	35.00	5.00	paid Sept 23 by DD - £5 discount for DD
Councillor & Clerk training	0.00	200.00		200.00	0.00	200.00	40.00	160.00	1 training course
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 - 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	258.13	-51.13	258.13	-51.13	October 2023; additional cost for Cllr login area (app 7/23)
IT - laptop 3-yearly software	60.00	30.00		90.00	0.00	90.00	13.97	76.03	McAfee renewal only, MS-Office to be replaced in 2025
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
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	153.91	263.45	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 23; invoice paid in April 23
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	88.00	99.64	tbcf - to cover batteries (4yr), pads (2yr - due Feb 24) & 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 24
Poppy Wreath	0.00	30.00		30.00	30.00	0.00	30.00	0.00	S137 - October 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 imp. phase 1	3119.04	0.00	-2374.04	745.00	700.00	45.00	745.00	0.00	Sep 23 - project closed, net funds (In £262.72, out £2636.76) to Project 2305
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	2850.98	2850.98	2775.98	75.00	2850.98	0.00	NP March 2023 - --> £2000 CIL 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
P2305 - Playing fields imp. phase 2	0.00	0.00	2636.76	2636.76	0.00	2636.76	0.00	2636.76	NP September 2023, funds transferred from Phase 1 (Project 1906)
Unallocated CIL funds	0.00	0.00	14188.81	14188.81	0.00	14188.81	0.00	14188.81	Funds awaiting allocation