

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 10th January 2024, 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 Cox (approved)
Present: Cllr Rob Leach (Vice-chair & Chair of the meeting), Cllr Phil Chamberlain, Cllr Karen Edwards, Cllr Matt Rance, Cllr Paul Thomas, Cllr Louise Scott, Dawn Chamberlain (Clerk) and 1 member 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 8th November 2023 were agreed and signed.
4. Police, District Councillor and County Councillor reports:
 - a. No reports were received from the Police, D/Cllr Jefferies or C/Cllr Chubb. C/Cllr Chubb sent a 'Winter Carriageway Conditions' update from DCC Highways regarding volume of issues being reported and how these are being dealt with by DCC Highways.
5. Clerk's report:

Update on actions from previous meeting:

 - a. (Action 4a): the report requested by C/Cllr Chubb at the last meeting regarding parking and speeding issues in the village is not yet complete, but will be sent as soon as it is ready.
 - b. (Action 6a): a parish paper article was submitted regarding reporting of road maintenance issues.
 - c. (Action 9a): information regarding types and costs of VAS signs, together with guidance from DCC has been circulated to Cllrs.
 - d. (Action 11a) - EDDC Local Plan survey: the Parish Council responses to the survey submitted were submitted to EDDC. EDDC have now made the draft plan available for public feedback until 18th January.
 - e. (Action 12a): the Christmas tree was a success again this year. Enough funds should be available to do the same next year and to purchase something for the top of the tree.
 - f. (Action 13c): litter bin on the village green – EDDC have been contacted about a replacement.
 - g. Updates on other actions were given at relevant points during the meeting.

Other items:

 - h. Tulip tree in Waterloo Plot: the Tulip tree was pruned in December to lift the canopy.
 - i. Poffit Lane damage: bad weather last autumn led to the surface over a culvert at the bottom of Poffit Lane being damaged. This was fixed by the DCC PROW team in early December, however, in early January, further heavy rain caused damage to the bridge near the culvert. PROW are currently dealing with repairs to the bridge.
 - j. DCC Highways Neighbourhood Highways Officer (NHO): the current NHO, Dan Wood, is leaving his post on 21st January. His replacement will be Kyle Walker and he will take up the role from 22nd January.
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 8th November 2023 (Section 2 of Appendix A).
8. Grass cutting contract:
 - a. The Parish Council considered the three quotes received for the Grass Cutting contract (1/2/24-31/1/27) and approved awarding the contract to ALP Grounds Maintenance.
9. Thermal Imaging Camera:
 - a. Payhembury Parish Council will be borrowing the BHPN Thermal Imaging Camera for 2 weeks from 15th January. Cllr Thomas has undertaken relevant training on the use of the camera and will, after initial tests, advertise the availability of the camera to the public and undertake any assessments requested. **ACTION: Cllr Thomas to advertise availability of the BHPN Thermal Imaging camera and undertake assessments as requested.**
10. Proposed development north of Feniton:
 - a. Taylor Wimpey/Pegasus have proposed a large housing development on the north side of Feniton, either side of the road between Feniton and Colestocks. The Parish Council agreed to write a letter to Taylor Wimpey/Pegasus regarding their proposal and the potential impact on the parish of Payhembury, in particular with regard to infrastructure. **ACTION: Clerk to draft letter to Taylor Wimpey/Pegasus and circulate to Cllrs.**

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 10th January 2024, 7.30pm

11. Playing fields lease:

- a. The playing fields lease is due for renewal in August 2026. Savills have proposed a 'Letter of Intent to Renew' the lease so that the Tennis Club can apply for a grant for a new playing surface before that date. They will confirm this option after their meeting with the Diocese of Exeter on 26th January 2024. The Parish Council approved the concept of a 'Letter of Intent to Renew', subject to this being sufficient for the Tennis Club to apply for the grant they need and subject to the agreement of the Diocese of Exeter. The Tennis Club will be asked to cover any costs involved in obtaining the 'Letter of Intent to Renew'. **ACTION: Clerk to contact the Tennis Club to confirm the suitability of the 'Letter of Intent to Renew' and costs.**

12. Skittle Alley & Coconut Shy:

- a. The skittle alley and coconut shy are currently being stored at Yellingham Farm. Cllr Leach offered to store them for now whilst a longer-term storage solution is considered. **ACTION: Cllr Leach to arrange transfer of the skittle alley and coconut shy to his storage.**

13. Recent issues with flooding:

- a. There have been a number of issues of road flooding recently, some caused by blocked ditches or drains. DCC Highways have advised that is the riparian landowner's responsibility to keep ditches and drains clear, although they have, in the past, also cleared ditches. The Parish Council discussed the flooding issues and agreed that they needed more clarity on where the boundary lies between DCC Highways and the landowners for responsibility for maintenance. **ACTIONS: i) Clerk to submit Parish Paper article regarding dealing with potential flooding issues, and when any issues should be reported the Road Warden; ii) Clerk to ask C/Cllr Chubb for help in clarifying where the boundary lies between DCC Highways and landowners with regard to the responsibility for maintenance; iii) Clerk to arrange a meeting between local landowners and the new Neighbourhood Highways Officer.**

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

- a. Road Warden: Cllr Thomas is arranging his Chapter 8 training which is expected to take place in March or April. Once the training is complete the Parish Council can consider which areas of the parish require the most urgent attention. **ACTION: Cllr Thomas to complete the Chapter 8 training and advise the Parish Council when it is completed.**
- b. Working party for general maintenance – Sunday 15th February, 9.30am start. The work will include the removal of brambles at the back of the playing fields, cleaning and minor re-painting of the play equipment, removal of the remaining fenceposts and the BBQ, etc. **ACTIONS: i) Clerk to advertise the date and time of the working party in the Parish Paper and on Facebook; ii) Clerk to compile list of other general maintenance tasks that can be dealt with by the working party.**
- c. A few minor issues with the play equipment have been noted on recent inspections – these will be dealt with by the working party on 15th February 2024.

15. Project 2301: Nature Trail:

Dates: start Mar 2023	original finish ---	revised finish Mar 2025
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		

The assessment of Poffit Lane as a location for the Nature Trail has been delayed until later in the spring.

- a. The Parish Council discussed timescales for the Nature Trail project and agreed a finish date of Mar 2025.

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

- a. No progress has been made on the Emergency Plan project and an update from Cllr Rance was deferred to the next meeting. **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 Dec 2024
Funds: total funds £2,636.76	funds spent so far £0.00	funds remaining £2,636.76

- a. The Parish Council considered all the quotes received for the proposed playing fields improvements. The quotes covered several options including i) installing a zipwire, ii) installing a zipwire and re-installing the teen climber and iii) installing a zipwire, re-installing the teen climber and installing a nest swing. However, having reviewed the

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 10th January 2024, 7.30pm

condition of the teen climber, the Parish Council were no longer convinced that re-installing it was the best option. They agreed to seek updated quotes to include a new teen climber, together with a zipwire and nest swing, and that, for longevity, these should all have steel frames. **ACTION: Clerk to obtain updated quotes for steel framed zipwire, teen climber and nest swing.**

b. The Parish Council agreed a finish date for the project of December 2024.

18. Parish Council administration:

a. The date for the Annual Parish Meeting was agreed as 7pm on Wednesday 8th May, prior to the Annual Parish Council Meeting.

19. Finance / budgeting / precept:

a. The Parish Council had received three grant applications from 1) Tale Valley Trust, 2) Payhembury Parish Paper and 3) Applepips. The Parish Council agreed to transfer a further £350 to the grant budget from General Reserves, giving a total of £550, and to allocate the following grants – Tale Valley Trust £250; Payhembury Parish Paper £100, Applepips £200.

b. The Parish Council reviewed the Schedule of Payments in Appendix B and approved the Schedule of Payments with three alterations – 1) the grass cutting invoice, which was received after the agenda was published, was for £700 instead of £1,100, 2) the cost for the grants to the local groups was increased from £200 to £550 (see item 19a above) and 3) the expenditure on new footholds for the teen climber was removed.

c. The Budget vs Actual report in Appendix C was reviewed – no issues were identified.

d. The Parish Council reviewed the proposed budget for 2024/25 and agreed 1) to increase the budget for grants to local groups from £200 to £550 and 2) to add an additional budget line of £1,000 towards anticipated legal fees for the playing fields lease renewal, due in August 2026. These changes increased the proposed budget from £10,963 to £12,313 for 2024/25 and this updated budget was then approved by the Parish Council.

e. The Parish Council approved a precept of £12,313 for 2024/25 to cover the budget.

f. The Parish Council approved the allocation of the currently unallocated CIL funds (£14,177.77) to Project 2305 – playing fields improvements phase 2.

20. Review actions from the meeting:

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

The meeting closed at 9.50pm.

The next meeting of Payhembury Parish Council is due to take place on Wednesday 13th March 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 10th January 2024 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 8th November 2023			
23/2341/PDR	<u>Barn Opposite Hembury Close Broadhembury Honiton EX14 3LE</u> Change of use from agriculture to a flexible commercial use, specifically a Class C1 (guesthouse) use Planning application received 7 th November 2023	Object – site visit 21/11/23 (28/11/23-DP)	Awaiting decision
23/2649/FUL & 23/2650/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; and replace guttering and downpipe on main house on south and east elevation, and internal alterations to ground floor layout Planning application received 15 th December 2023	No objections (3/1/24-DP)	Awaiting decision

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 10th January 2024, 7.30pm

For information:

2 planning applications decided by EDDC between 2nd November 2023 and 3rd January 2024 – 22/2709/FUL (refused 3/11/23) & 23/2064/FUL (approved 2/11/23)

6 planning applications awaiting a decision by EDDC/DCC on 3rd January 2024 – 21/3361/LBC, 23/0768/FUL, 23/1595/FUL, 23/2341/PDR, 23/2649/FUL & 23/2650/LBC

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

Bank Account balances on 3rd January 2024

Unity Trust Current account £1.00; Unity Trust Savings account £29,180.36; Total £29,181.36

	Date	Payee (reason)	Total (inc VAT)	Balance
Opening balance	1.11.23			30168.78
Receipts	8.12.23	HMRC VAT reclaim (Oct 23-Nov 23)	110.81	30279.59
	18.12.23	CIL payment (backdated from 2021)	303.96	30583.55
	31.12.23	Bank Interest	208.20	30791.75
Expenses	14.11.23	Clerk's expenses (stationery)	-5.12	30786.63
	14.11.23	Clerk (McAfee for Clerk's laptop)	-13.97	30772.66
	14.11.23	Clerk's payrise backdated to 1/4/23	-215.00	30557.66
	28.11.23	Clerk's salary for November 2023	-464.80	30092.86
	12.12.23	Batteries & Accessories for Christmas Tree	-32.70	30060.16
	12.12.23	Smiths of Derby (Church clock service)	-396.00	29664.16
	28.12.23	Clerk's salary for December 2023	-464.80	29199.36
	31.12.23	Quarterly bank charge (Oct-Dec 23)	-18.00	29181.36
Balance	3.1.24			29181.36
<i>Funds expected</i>	31.3.24	Bank Interest	0.00	29181.36
<i>Upcoming expenses</i>	Jan-24	ALP Grounds Maintenance (grass cutting) - estimate	-700.00	28481.36
	Jan-24	CloudNext (email hosting Feb 24-Jan 25)	-59.99	28421.37
	Jan-24	Devon Hedge Trimming Services (Tulip tree pruning) – est.	-150.00	28271.37
	Jan-24	Parish Council Grants to local groups	-550.00	27721.37
	Jan-24	Teen Climber - new footholds - estimate	0.00	27721.37
	Jan-24	Community Heartbeat (VETS phone costs) - estimate	-79.20	27642.17
	28.1.24	Clerk's salary for January 2024	-464.80	27177.37
	Feb-24	R J & F M Batchelor (Christmas tree)	-100.00	27077.37
	Feb-24	Community Heartbeat (new defibrillator pads) - estimate	-105.60	26971.77
	Feb-24	DALC (Cllr training course - part 1 of Being a Good Councillor)	-18.00	26953.77
	28.2.24	Clerk's salary for February 2024	-464.80	26488.97
<i>VAT to be reclaimed</i>		December 2023 --> (estimate)	137.92	26626.89
<i>Funds allocated</i>		Clerk's salary	-464.80	26162.09
		Administration	-1761.26	24400.83
		Other payments (inc S137 payments)	-137.52	24263.31
		Running costs	-1328.68	22934.63
		Unallocated CIL funds	-14117.77	8816.86
		Project 2301 - Nature Trail	-226.90	8589.96
		Project 2303 - Noticeboards	0.00	8589.96
		Project 2304 - Emergency Plan	0.00	8589.96
		Project 2305 - Playing fields improvements phase 2	-2468.91	6121.05
Contingency		Contingency (10% for projects)	-269.58	5851.47
Closing balance		(General Reserves)		5851.47

Appendix B amended following the Parish Council meeting – 1) grass cutting costs reduced from £1,100 to £700, 2) Parish Council grants to local groups increased from £200 to £550, 3) Teen Climber footholds no longer required.

PAYHEMBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 10th January 2024, 7.30pmAppendix C – Budget vs Actual 3rd January 2024

Budget item	Carried forward 2022/23	Budget for 2023/24	Other Income 2023/24	Total available 2023/24	Payments up to 03/01/24	Funds left 03/01/24	Payments expected (EOY)	Funds expected available (EOY)	Comments (tbcf - to be carried forward to next year (Earmarked Reserves); excess funds not required will be transferred to General Reserves in-year) all figures excluding VAT
Clerk's salary	0.00	4600.00		4600.00	3784.80	815.20	5179.20	-579.20	underbudgeted due to pay rise £1 p/h plus inc to 35h/m from 1/10/23
Administration									
Clerk's expenses	0.00	100.00		100.00	10.10	89.90	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
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	45.00	155.00	parts 1-3 of training course, part 4 due April 24
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	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	11.64	78.36	11.64	78.36	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	330.00	16.00	330.00	16.00	Church Clock serviced in late 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	invoice due Jan 24
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	27.25	298.92	110.58	215.59	tbcf - was Project 2201; now routine, funded by donations from 2022
Other Payments									
Chairman's Allowance	0.00	0.00	100.00	100.00	0.00	100.00	0.00	100.00	Allowance approved mtg 8/11/23
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	30.00	0.00	30.00	0.00	S137 - October 2023
Special Events	34.19	65.00	100.00	199.19	161.67	37.52	161.67	37.52	tbcf - additional £100 expenditure approved at meeting 8/3/23 for prizes
Projects									
P1906 - Playing fields imp.	3119.04	0.00	-2419.04	700.00	700.00	0.00	700.00	0.00	Sep 23 - project closed, remaining funds vired to Project 2305 (Phase 2)
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	2775.98	2775.98	2775.98	0.00	2775.98	0.00	NP March 2023 (->£2000 CIL; plus donation £1000) - project complete
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	2513.91	2513.91	0.00	2513.91	45.00	2468.91	NP September 2023, funds transferred from Phase 1 (Project 1906)
Pxxxx - Defibrillator replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	tbcf - defib replacement due ~27/28, cost ~£1000, start to save from 24/25
Unallocated CIL funds	0.00	0.00	14117.77	14117.77	0.00	14117.77	0.00	14117.77	Funds awaiting allocation

PAYHEMBURY PARISH COUNCIL
Minutes of the Parish Council Meeting held in the Parish Hall on Wednesday 10th January 2024, 7.30pm
Appendix C – Budget vs Actual 3rd January 2024

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