

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 11th September 2024 at 7.30pm

Parish Councillors are hereby summoned to attend a meeting of Payhembury Parish Council on Wednesday 11th September, starting at 7.30pm in Payhembury Parish Hall, for the purpose of transacting the business detailed in the Agenda below.

Dawn Chamberlain

Dawn Chamberlain, Clerk to Payhembury Parish Council. 4th September 2024

Members of the public are invited to observe the meeting either in person in the Parish Hall or via Zoom (www.zoom.us/join). The meeting ID and password for Zoom are available in the Parish Paper for September 2024, on the noticeboards or on the website (<https://payhembury-pc.gov.uk/category/agendas/>).

AGENDA

1. Apologies for absence:
2. Declarations of interest: Councillors are reminded to declare any personal or prejudicial interest in items on the agenda in line with the Code of Conduct.
3. Record of previous meetings:
 - a. To agree the minutes from the Parish Council meeting held on 10th July 2024.
4. Police, District Councillor and County Councillor reports:
 - a. To receive reports from the Police, District Councillor and County Councillor if available.
5. Clerk's report:
 - a. To receive the Clerk's report, incorporating an update on actions from previous meetings.
6. Public participation: an opportunity for members of the public to raise issues of concern or interest, to ask a question or make a statement. Public participation will be conducted in accordance with Payhembury Parish Council's Standing Orders 3(a)-3(l), with no individual speaker exceeding three minutes. All public participation, and the duration of this item, will be at the discretion of the Chairman.
7. Planning applications (list of current and recent planning applications in Appendix A):
 - a. To consider planning applications currently open for comment (Section 1 of Appendix A).
 - b. To note the Parish Council responses to planning applications dealt with under the Scheme of Delegation since the Parish Council meeting on 10th July 2024 (Section 2 of Appendix A).
8. EDDC Local Plan: EDDC meeting on 23rd September to discuss site allocations for new housing:
 - a. To discuss EDDC's interest in the field beside The Old Vicarage and behind Markers Park, as a potential location for building up to 70 houses. To agree the Parish Council's response to the proposal, to be presented at the meeting on 23rd September.
9. Thermal Camera for the winter 2024/25:
 - a. To decide whether to borrow the Thermal Camera from the Blackdown Hills Parish Network for a period during the winter of 2024/25.
10. Christmas Tree on the village green 2024:
 - a. To decide whether to arrange for a Christmas Tree to be installed on the village green for December 2024.
11. VE day 80th Anniversary – 8th May 2025:
 - a. To decide whether to arrange any celebrations for the VE day 80th Anniversary on 8th May 2025, and, if so, to consider options.
12. Church Clock – Parish Council's responsibilities:
 - a. To agree what the Parish Council will, and will not, pay for with regard to the upkeep of the Church Clock.
 - b. To decide whether a formal arrangement with the Parish Church is required.
13. Road Warden's report:
 - a. To receive a progress update from the Road Warden.
14. Parish Issues: Route maps, Parish Council Assets, etc:
 - a. To discuss repairs needed to some slats on the bridge section of the wooden climbing cube in the playground.
 - b. To report any other issues identified in the parish or with the Parish Council assets and agree any actions required.
15. 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

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

- a. To receive an update on arrangements to assess Poffit Lane as a location for the Nature Trail.
- b. To review timescales for the project.

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. To receive an update on progress and review timescales.

17. Project 2305: Playing fields improvements phases 2 & 3:

Dates: start Sep 2023	original finish ---	revised finish ---
Funds: total funds £35,566.20	funds spent so far £33,783.26	funds remaining £1,782.94

- a. To consider options for the signs for the playing fields and to agree costs.
- b. To approve re-installation of junior swings with new chains and seats.

18. Project 2402: Investigate VAS:

Dates: start July 2024	original finish ---	revised finish ---
Funds: total funds £0.00	funds spent so far £0.00	funds remaining £0.00

- a. To review investigation into costs and potential sites for a VAS and agree next steps.

19. Project 2403: Village sign at Haskins Cross:

Dates: start July 2024	original finish ---	revised finish ---
Funds: total funds £0.00	funds spent so far £0.00	funds remaining 60.00

- a. To receive an update on likely costs to replace the sign (from DCC) and agree next steps.

20. Finance / budgeting / precept:

- a. To discuss purchase of the poppy wreath for Remembrance Sunday and agree any donation to RBL.
- b. To review the Parish Council's current financial position as shown in Appendix B:
 - i. To review receipts and payments from 3/7/24-4/9/24 and for authorising Cllrs to initial relevant invoices.
 - ii. To reconcile quarterly bank statements, if available, to Appendix B and sign bank statements.
 - iii. To review and approve schedule of upcoming payments.
- c. To review the Budget vs Actual report in Appendix C.

21. Parish Council administration:

- a. To adopt reviewed and updated policies: 1) Accessibility Statement for website, 2) Councillor Vacancy Policy (v1.1) and Expenses Policy (v1.1)
- b. To adopt reviewed and updated Freedom of Information Publication Scheme (v1.2)
- c. To adopt new HR policies: 1) Equality and Diversity, 2) Dignity at Work (Antibullying and Harassment), 3) Sickness & Absence and 4) Disciplinary & Grievance.
- d. Internal Auditor 2024/25: to sign the contract to appoint Deborah O'Brien as the Parish Council's Internal Auditor for the current year.

22. Review actions from the meeting:

- a. To review actions from the meeting.

The next meeting of Payhembury Parish Council is due to take place on Wednesday 13th November 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 11 th September 2024 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 10 th July 2024 - none			

For information:

4 planning applications decided by EDDC between 3rd July 2024 and 4th September 2024 – 24/0136/FUL (refused 12/7/24), 24/0741/FUL (approved 19/7/24), 24/0980/PDQ (refused 25/7/24) & 24/1010/PDQ (approved 11/7/24)

1 planning application withdrawn by applicant between 3rd July 2024 and 4th September 2024 – 24/0722/FUL

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3 planning applications awaiting a decision by EDDC/DCC on 4th September 2024 – 21/3361/LBC, 24/0762/FUL & 24/1162/FUL

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

Bank Account balances on 4th September 2024

Unity Trust Current account £11.00; Unity Trust Savings account £11,522.10; Total £11,522.10

Date	Payee (reason)	Receipts	Expenses (inc VAT)	Balance
Receipts and expenses - 3rd July to 4th September				
Opening balance	3.7.24			44910.52
11.7.24	ALP Grounds Maintenance (grass cutting May & June 24)		-225.00	44685.52
11.7.24	DALC (Cllr training 12/6/24 & 18/6/24)		-132.00	44553.52
11.7.24	Eyelid Productions (new website & 1st year support)		-750.00	43803.52
11.7.24	Clerk (refund for mobile phone credit)		-40.00	43763.52
15.7.24	EDDC (S106 funds towards zipwire)	3479.67		47243.19
23.7.24	Wicksteed Ltd (Project 2305 - post-installation inspection)		-459.90	46783.29
25.7.24	Smith of Derby (Church clock service & repair)		-210.00	46573.29
28.7.24	Clerk's salary & wfh allowance for July 2024		-492.50	46080.79
14.8.24	HMRC VAT reclaim (June & July 24)	140.32		46221.11
14.8.24	PKF Littlejohn (external audit)		-252.00	45969.11
20.8.24	Wicksteed Ltd (Project 2305 - installation of new play equipment)		-40080.01	5889.10
28.8.24	Clerk's salary & wfh allowance for August 2024		-492.50	5396.60
1.9.24	EDDC (Precept)	6156.50		11553.10
4.9.24	Parish Paper annual payment		-250.00	11303.10
Balance	4.9.24			11303.10
Funds expected and upcoming expenses 4th September to 13th November 2024				
Sep-24	HMRC VAT reclaim (August 24)	6722.00		18025.10
12.9.24	ALP Grounds Maintenance (grass cutting July & August 24) – est.		-250.00	17775.10
22.9.24	ICO annual registration fee (direct debit)		-35.00	17740.10
28.9.24	Clerk's salary & wfh allowance for September 2024		-492.50	17247.60
29.9.24	Savills (playing field rent Sep 24 - Mar 25)		-153.91	17093.69
30.9.24	Unity Trust Bank (quarterly bank charges)		-18.00	17075.69
30.9.24	Unity Trust Bank (quarterly bank interest)			17075.69
Oct-24	Royal British Legion (poppy wreath)		-30.00	17045.69
Oct-24	EDDC (dog bin emptying) - estimate		-573.60	16472.09
Oct-24	ALP Grounds Maintenance (playing fields bramble clearing) – est.		-75.00	16397.09
28.10.24	Clerk's salary & wfh allowance for October 2024		-492.50	15904.59
31.10.24	Unity Trust Bank (monthly bank charges)		-6.00	15898.59
Expected balance	13.11.24			15898.59
Expected receipts	Bank Interest (Dec 24 & Mar 25)	0.00		15898.59
	VAT to be reclaimed (September 2024 -->)	95.60		15994.19
Funds allocated	Clerk's salary		-2647.50	13346.69
	Administration		-1675.07	11671.62
	Other payments (inc S137 payments)		-437.52	11234.10
	Running costs		-2230.91	9003.19
	Unallocated CIL funds		0.00	9003.19
	Project 2301 - Nature Trail		-226.90	8776.29
	Project 2304 - Emergency Plan		0.00	8776.29
	Project 2305 - Playing fields improvements phases 2 & 3		-1782.94	6993.35
	P2402 - Investigate VAS		0.00	6993.35
	P2403 - Village sign at Haskins Cross		0.00	6993.35
	Project - Playing fields lease renewal		-1000.00	5993.35
	Project - defibrillator replacement		-200.00	5793.35
Contingency	Contingency (10% for projects)		-320.98	5472.37
EOY closing balance	(General Reserves)			5472.37

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Appendix C – Budget vs Actual 4th September 2024 (including expected payments up to 13th November 2024)

	Carried forward 2023/24	Budget for 2024/25	Other Income 2024/25	Total available 2024/25	Payments up to 13/11/24	Funds left 13/11/24	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	5955.00		5955.00	3307.50	2647.50	5670.00	285.00	excess for budgeted 5% pay rise
Administration									
Clerk's expenses	0.00	100.00	220.00	320.00	153.33	166.67	253.33	66.67	£220 added from GR 5/24 to cover wfh allowance (wef 5/24)
PPC Insurance	0.00	511.00		511.00	611.81	-100.81	611.81	-100.81	Budgeted for up to 5% increase - actual increase was ~26%
Audit costs	200.00	200.00		400.00	370.00	30.00	370.00	30.00	internal & external audit for 2023-24
Parish Hall rent	0.00	212.00		212.00	136.95	75.05	136.95	75.05	Zoom subscription (50% reduction); Parish Hall - 6 meetings in hall 23/24
DALC subscription	0.00	265.00		265.00	271.99	-6.99	271.99	-6.99	Budgeted for up to 41% increase - actual increase was ~45%
BHPN subscription	0.00	50.00		50.00	0.00	50.00	50.00	0.00	on budget
ICO registration fee	0.00	40.00		40.00	35.00	5.00	35.00	5.00	paid Sept 24 by DD - £5 discount for DD
Councillor & Clerk training	0.00	200.00		200.00	110.00	90.00	110.00	90.00	Cllr training 12/6/24; 18/6/24
Bank charges	0.00	72.00		72.00	42.00	30.00	72.00	0.00	quarterly until 30/9, then monthly; cost more than offset by bank interest
Election expenses	800.00	0.00		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	50.15	-0.15	150.14	-100.14	to be paid Jan 25
IT - website support costs	0.00	198.00		198.00	100.00	98.00	100.00	98.00	paid Jul 24; email & website costs now merging
IT - laptop 3-yearly software	78.36	30.00		108.36	0.00	108.36	0.00	108.36	tbcf - McAfee renewal Nov 23, MS-Office to be replaced in 2025
IT - laptop replacement	200.00	50.00		250.00	0.00	250.00	0.00	250.00	tbcf - laptop now ~7 years old (bought Oct 2017), build fund for replacement
Running costs							0.00		
EDDC dog bin emptying	0.00	347.00		347.00	478.00	-131.00	478.00	-131.00	budgeted 5.2% increase; email 29/2/24 from EDDC saying ~45% increase
Church clock service	0.00	347.00		347.00	175.00	172.00	175.00	172.00	Church clock serviced when repaired in Jul 24
Playing field rent	109.54	380.00		489.54	153.91	335.63	307.82	181.72	tbcf - due Mar & Sep, built in contingency for expected backdated rent rise.
Playing field RoSPA inspection	0.00	101.00		101.00	98.00	3.00	98.00	3.00	Insp = March 24; invoice paid in April 24
Grass cutting	0.00	1100.00		1100.00	665.00	435.00	915.00	185.00	invoices now bi-monthly just before the next Parish Council meeting
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	175.00		175.00	100.00	75.00	165.00	10.00	May - annual VETS system; Jan - annual emergency phone system
Defibrillator consumables/training	187.64	100.00		287.64	108.95	178.69	108.95	178.69	tbcf - to cover batteries (4yr-due 4/25), pads (2yr-due 2/26) & training as req.
Assets maintenance	450.00	50.00		500.00	0.00	500.00	0.00	500.00	tcbf - aim to hold ~£500
Christmas Tree	298.92	0.00		298.92	83.33	215.59	201.66	97.26	tbcf - was Project 2201; now routine, funded by donations from 2022
Other Payments									
Chairman's Allowance	100.00	0.00		100.00	0.00	100.00	0.00	100.00	
Other payments (misc)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
Grants/donations	0.00	550.00		550.00	250.00	300.00	550.00	0.00	some under S137 - eg village grants awarded Jan 25; Parish Paper contribution
Poppy Wreath	0.00	30.00		30.00	30.00	0.00	30.00	0.00	S137 - October 2024
Special Events	37.52	0.00	100.00	137.52	0.00	137.52	0.00	137.52	tbcf
Projects									
P2301 - Nature Trail	226.90	0.00	0.00	226.90	0.00	226.90	0.00	226.90	NP March 2023 - funds from Coronation BBQ
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	16631.68	0.00	18934.52	35566.20	33783.26	1782.94	33783.26	1782.94	NP September 2023, funds from Project 1906, CIL, S106 & donations
P2401 - website & email upgrade	0.00	0.00	650.00	650.00	650.00	0.00	650.00	0.00	NP May 2024, completed mid-June, closed July
P2402 - Investigate VAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NP July 2024
P2403 - Village sign (Haskins Cross)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NP July 2024
Playing Fields lease renewal	0.00	1000.00	0.00	1000.00	0.00	1000.00	0.00	1000.00	tbcf - funds for playing fields lease renewal from 24/25 (due Aug 2026)
Defibrillator replacement	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	tbcf - defib replacement due ~27/28, cost ~£1000, start fund raise from 24/25
Unallocated CIL funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Funds awaiting allocation