

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 12th March 2025 at 7.30pm

Parish Councillors are hereby summoned to attend a meeting of Payhembury Parish Council on Wednesday 8th March 2025, 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. 6th March 2025

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 March 2025, 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 8th January 2025.
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 8th January 2025 (Section 2 of Appendix A).
8. EDDC Local Plan:
 - a. To discuss the East Devon Local Plan Regulation 19 consultation and the Parish Council response.
9. Devolution:
 - a. To discuss the Government's devolution white paper, the subsequent proposals from District and County Councils, DALC's work on behalf of Town & Parish Councils and the Parish Council's next steps.
10. Village Spring Clean (16th March 2025):
 - a. To discuss final arrangements for the Village Spring Clean on Sunday 16th March.
11. Road Warden's report:
 - a. To receive a progress update from the Road Warden.
12. Parish Issues: Route maps, Parish Council Assets, etc:
 - a. To report any other issues identified in the parish or with the Parish Council assets and agree any actions required.
13. 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. To receive an update on arrangements to assess Poffit Lane as a location for the Nature Trail. b. To review timescales for the project.		
14. 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.		
15. Project 2402: Investigate VAS:

Dates: start July 2024	original finish ---	revised finish ---
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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.

16. Project 2403: Village signs at Haskins Cross & Colestocks:

Dates: start July 2024 original finish --- revised finish ---

Funds: total funds £500.00 funds spent so far £0.00 funds remaining £0.00

- a. To receive an update on progress with replacing/repairing signs at Haskins Cross and in Colestocks and agree next steps.

17. Parish Council administration:

- a. Blackdown Hills Parish Network: to review the letter from BHPN regarding changes to simplify the way BHPN works and their request for a nominated representative for the Parish Council. All Parishes with a full or partial footprint in the Blackdown Hills National Landscape are now considered to be a member unless they choose not to be.
- b. To review membership of DALC for the financial year 2025/26.
- c. To review the Parish Council's Internal Control document.
- d. To review the Parish Council Risk Assessment.
- e. To review the Playing Fields Risk Assessment.
- f. To review the Volunteering Risk Assessment.
- g. To review and adopt the Pensions Policy (new document).

18. Finance / budgeting / precept:

- a. To discuss valuation of the War Memorial and insurance.
- b. To approve the annual spine point increase to the Clerk's wages with effect from 1st April 2025.
- c. To review the Clerk's working from home allowance.
- d. To consider whether to set up a direct debit to pay Employer's National Insurance contributions from April 2025.
- e. To review the Parish Council's current financial position as shown in Appendix B:
 - i. To review receipts & payments from 2/1/25-5/3/25 and for authorising Cllrs to initial relevant invoices.
 - ii. To reconcile available bank statements to Appendix B and sign bank statements.
 - iii. To review and approve schedule of upcoming payments.
- f. To review the Budget vs Actual report in Appendix C.

19. 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 14th May 2025, 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 12th March 2025			
25/0343/FUL	Little Fort, Barrow Road, Payhembury, Devon. EX14 3HX Demolition of existing garage and outbuildings and construction of new garage with workshop and home office and gym/games room accommodation above walls to replace cement existing cob walls to replace cement and internal structural support integration Planning application received 25/02/25	Site visit 9 th March	Closing date for comments 20 th March
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 8th January 2025			
24/2546/FUL	Utopia Higher Leyhill Farm Broadhembury Honiton EX14 3JY Change of use of land to residential and construction of extension and garage, and retention of hard standing Planning application received 07/01/2025	no objections (30/01/25 - DP)	Approved with conditions (19/2/25)
25/0012/FUL	Gooselands Payhembury Honiton EX14 3HJ Demolition of pole barn, and replacement car port and storage building Planning application received 10/01/2025	no objections (30/01/2025)	Approved with

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			conditions (26/2/25)
25/0195/FUL	<u>Tale Head Cottage Payhembury Honiton EX14 3HL</u> Proposal for the replacement 3no. ground floor windows and repair of rear stable doors; timber cill extensions to 4no. first floor windows, lime render existing cob walls to replace cement Planning application received 06/02/2025	no objections (11/02/2025)	Awaiting decision
25/0196/LBC	<u>Tale Head Cottage Payhembury Honiton EX14 3HL</u> Proposal for the replacement 3no. ground floor windows and repair of rear stable doors; timber cill extensions to 4no. first floor windows, lime render existing cob walls to replace cement existing cob walls to replace cement and internal structural support integration Planning application received 06/02/2025	no objections (11/02/2025)	Awaiting decision

For information:

7 planning applications decided by EDDC between 2nd January 2025 and 5th March 2025 – 21/3361/LBC (withdrawn), 24/2266/FUL (approved 21/2/25), 24/2313/FUL (approved 27/1/25), 24/2428/PDR (prior approval granted 14/1/25), 24/2481/FUL (refused 23/1/25), 24/2546/FUL (approved 19/2/25) & 25/0012/FUL (approved 26/2/25)

4 planning applications awaiting a decision by EDDC/DCC on 5th March 2025 – 24/1880/LBC, 25/0195/FUL, 25/0196/LBC & 25/0343/FUL

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

Bank Account balances on 5th March 2025

Unity Trust Current account £1.00; Unity Trust Savings account £13,636.37; Total £13,637.37

Date	Payee (reason)	Receipts	Expenses (inc VAT)	Balance
Receipts and expenses - 2nd January 2025 to 5th March 2025				
Opening balance	2.1.25			15295.93
9.1.25	ALP Grounds Maintenance (grass cutting for Nov & Dec 2024)		-35.00	15260.93
9.1.25	Clerk (refund for batteries for Christmas Tree lights)		-49.80	15211.13
9.1.25	Clerk's expenses (stationery)		-6.10	15205.03
9.1.25	CloudNext (Parish Council emails & website hosting 2/25-1/26)		-119.98	15085.05
14.1.25	Parish Council grant Tale Millers Cricket Club		-100.00	14985.05
14.1.25	Parish Council grant Parochial Church Council (weather vane)		-200.00	14785.05
14.1.25	Community Heartbeat (Emergency Phone Rental)		-62.40	14722.65
28.1.25	Clerk's salary & wfh allowance for January 2025		-514.55	14208.10
31.1.25	Unity Trust Bank (monthly bank charges)		-6.00	14202.10
11.2.25	Clerk (refund for new playing field signs - Project 2304)		-44.18	14157.92
28.2.25	Clerk's salary & wfh allowance for February 2025		-514.55	13643.37
28.2.25	Unity Trust Bank (monthly bank charges)		-6.00	13637.37
Balance	5.3.25			13637.37
Funds expected and upcoming expenses 5th March to the end of the 2024/25 financial year				
13.3.25	BHPN (annual subscription/donation)		-50.00	13587.37
13.3.25	Clerk (refund for Clerk's mobile phone credit)		-48.00	13539.37
25.3.25	Savills (playing field rent for Mar-Sep 25)		-153.91	13385.46
28.3.25	Clerk's salary & wfh allowance for March 2025		-514.55	12870.91
31.3.25	Unity Trust Bank (monthly bank charges)		-6.00	12864.91
31.3.25	Unity Trust Bank (interest)			12864.91
Mar-25	RJ & FM Batchelor (Christmas Tree) - estimate		-100.00	12764.91
Mar-25	ALP Grounds Maintenance (playing fields bramble clearing) – est.		-75.00	12689.91
Bank balance EOY				12689.91
	Earmarked reserves		(6008.18)	
	General reserves & project contingency		(6681.73)	
Funds expected and upcoming expenses from the start of the 2025/26 financial year to 14th May 2025				
1.4.25	Precept	7328.00		20017.91
Apr-25	HMRC VAT reclaim (Nov 24 - Mar 25)	116.24		20134.15

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Apr-25	Parish Hall (for Parish Council meetings Apr 24-Mar 25)		-72.00	20062.15
Apr-25	DALC annual membership - estimate		-343.20	19718.95
Apr-25	Playsafety (RoSPA playing fields inspection)		-132.00	19586.95
Apr-25	Clerk (refund for Zoom subscription)		-77.94	19509.01
28.4.25	Clerk's salary & wfh allowance, and employers NI contributions		-535.49	18973.52
30.4.25	Unity Trust Bank (monthly bank charges)		-6.00	18967.52
Apr-25	EDDC CIL payment (if applicable)			18967.52
Expected balance	14.5.25			18967.52
Expected receipts	Precept (Sept 25)	7328.00		26295.52
	Bank Interest (Jun, Sep, Dec 25 & Mar 26)	0.00		26295.52
	VAT to be reclaimed (April 2025 -->) - estimate	92.19		26387.71
Funds allocated	Clerk's salary		-6017.51	20370.20
	Administration		-3214.41	17155.79
	Other payments (inc S137 payments)		-717.52	16438.27
	Running costs		-3767.28	12670.99
	Unallocated CIL funds		0.00	12670.99
	Project 2301 - Nature Trail		-226.90	12444.09
	Project 2304 - Emergency Plan		0.00	12444.09
	P2402 - Investigate VAS		-2746.12	9697.97
	P2403 - Village signs (Haskins Cross & Colestocks)		-500.00	9197.97
	Project - Playing fields lease renewal		-2000.00	7197.97
	Project - defibrillator replacement		-400.00	6797.97
Contingency	Contingency (10% for projects)		-564.61	6233.36
EOY closing balance	(General Reserves)			6233.36

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Appendix C – Budget vs Actual 5th March 2025 (including expected payments up to 31st March 2025)

	Carried forward 2023/24	Budget for 2024/25	Other Income 2024/25	Total available 2024/25	Payments up to 31/03/25	Funds left 31/03/25	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	5934.60	20.40	5934.60	20.40	excess after pay rise
Administration									
Clerk's expenses	0.00	100.00	220.00	320.00	298.41	21.59	298.41	21.59	£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	50.00	0.00	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	140.00	60.00	140.00	60.00	Cllr training 12/6/24; 18/6/24; 14/10/24
Bank charges	0.00	72.00		72.00	71.40	0.60	71.40	0.60	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	150.14	-100.14	150.14	-100.14	paid Jan 25; email & website costs now merging
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	477.00	-130.00	477.00	-130.00	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	307.82	181.72	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	770.00	330.00	770.00	330.00	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	152.00	23.00	152.00	23.00	May - annual VETS system; Jan - annual emergency phone system
Defibrillator consumables &	187.64	100.00		287.64	331.45	-43.81	331.45	-43.81	tbcf - batteries (due 4/25, needed 11/24), pads (2yr-due 2/26) & training as
Assets maintenance	450.00	50.00		500.00	33.20	466.80	33.20	466.80	tbcf - aim to hold ~£500
Christmas Tree	298.92	0.00		298.92	208.16	90.76	208.16	90.76	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	550.00	0.00	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	17188.40	33820.08	33820.08	0.00	33820.08	0.00	NP September 2023, funds from Project 1906, CIL, S106 & donations - closed
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	1746.12	1746.12	0.00	1746.12	0.00	1746.12	NP July 2024
P2403 - Village signs	0.00	0.00	500.00	500.00	0.00	500.00	0.00	500.00	NP July 2024 – Haskins Cross & Colestocks
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