

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 14th May 2025 at 7.30pm

Parish Councillors are hereby summoned to attend a meeting of Payhembury Parish Council on Wednesday 14th May, 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. 7th May 2025

Re-issued 8th May with additional agenda item

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 May 2025, on the noticeboards or on the website (<https://payhembury-pc.gov.uk/category/agendas/>).

AGENDA

1. Election of Chairman and Vice-Chairman of the Parish Council for 2025-26
2. Apologies for absence
3. 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. Councillors are reminded to review their Register of Interests and update as necessary.
4. Record of previous meetings:
 - a. To agree the minutes from the Parish Council meeting held on 12th March 2025.
5. Police, District Councillor and County Councillor reports:
 - a. To receive reports from the Police, District Councillor and County Councillor if available.
6. Clerk's report:
 - a. To receive the Clerk's report, incorporating an update on actions from previous meetings.
7. 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.
8. Speeding in the parish:
 - a. To discuss incidents of speeding through the village and consider options to reduce both the number of incidents and the speeds of the vehicles (see also item 14 on the agenda).
9. Parish Council annual administration:
 - a. To adopt updated Standing Orders (version 1.4) and updated Financial Regulations (version 2.1).
 - b. To review Code of Conduct and Scheme of Delegation (General).
 - c. To review Asset Register.
 - d. To review insurance cover.
 - e. To review the Parish Council's bank mandate with regard to signatories.
 - f. To review banking standing orders and direct debits.
 - g. To review the Parish Council's expenditures incurred under S137 of the Local Government Act 1972 in financial year 2024-25.
10. Annual Governance and Accountability Return for 2024/25:
 - a. To consider the Internal Auditor's report and agree any actions needed.
 - b. To consider, approve and sign the Annual Governance Statement 2024/25 (section 1 of the AGAR).
 - c. To consider, approve and sign the Accounting Statements 2024/25 (section 2 of the AGAR).
11. 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 12th March 2025 (Section 2 of Appendix A).
12. 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.		

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13. 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.
14. Project 2402: Investigate VAS: (see also item 8 on the agenda)

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.
15. 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.
16. Road Warden's report:
 - a. To receive a progress update from the Road Warden.
17. Parish Issues: Route maps, Parish Council Assets, etc:
 - a. To review the RoSPA report from the recent inspection of the playing fields and to agree any actions needed to address any issues raised.
 - b. To discuss installing fencing at the back of the playing fields, where the recent clearance of brambles has exposed a large drop.
 - c. To discuss a request from members of the public to grow wildflowers on the village green or in Waterloo Plot.
 - d. To report any other issues identified in the parish or with the Parish Council assets and agree any actions required.
18. Parish Council administration:
 - a. Internal Auditor 2025/26: to decide whether to appoint the 2024/25 Internal Auditor for the financial year 2025/26.
 - b. To adopt the new Gift & Hospitality policy (version 1.0).
19. Finance / budgeting / precept:
 - a. To discuss costs incurred for the Village Spring Clean (16th March 2025).
 - b. To consider a grant application from Payhembury Primary School for funds towards a Year 6 trip to Wimbledon. This year the school have been successful in their application for discounted school group tickets for the All England Lawn Tennis Championships in July.
 - c. To note payment of the Internal Auditor's invoice using Scheme of Delegation.
 - d. To review the Parish Council's current financial position as shown in Appendix B:
 - i. To review receipts and payments from 5/3/2025-7/5/2025 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.
 - iv. To approve transfer of funds from General Reserves to the following budgets to cover larger than expected invoices: 1) DALC £6.00; 2) PlaySafety £2.00; 3) Clear Councils Insurance £66.53; 4) ICO registration fee increase £7.00 = total £81.53.
 - e. To review the Budget vs Actual report in Appendix C.
20. Casual Vacancy / co-option:
 - a. To consider potential applicants for co-option to the role of Cllr, following the resignation of Cllr Louise Scott.
21. 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 9th July 2025, 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 14th May 2025			
25/0900/VAR	<u>Land and building at Cheriton Farm, Lower Cheriton, Payhembury</u> Variation of condition number 2 (approved plans) on planning permission 24/1911/FUL (Construction of 1 no. dwelling (use class C3); demolition of building and associated works) Proposal includes re-positioning of dwelling, design changes to the building, and erection of a detached carport Planning application received 01/05/25		Closing date for comments 24 th May
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 12th March 2025			
25/0825/PDR	<u>Spence Cross Farm, Payhembury, Honiton EX14 3JH</u> Prior notification for change of use of agricultural building to light industrial (no retail use) use class E(g)(iii) and storage or distribution use class B8. Planning application received 10/04/2025	no objections (29/04/25 - DP)	Awaiting decision

For information:

3 planning applications decided by EDDC between 5th March 2025 and 7th May 2025 – 24/1880/LBC (approved 29/4/25), 25/0195/FUL (approved 8/4/25) & 25/0196/LBC (approved 8/4/25)

3 planning applications awaiting a decision by EDDC/DCC on 7th May 2025 – 25/0343/FUL; 25/0825/PDR & 25/0900/VAR

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

Bank Account balances on 7th May 2025

Unity Trust Current account £1.00;

Unity Trust Savings account £19,156.03;

Total £19,157.03

Date	Payee (reason)	Receipts	Expenses (inc VAT)	Balance
Receipts and expenses - 5th March 2025 to 7th May 2025				
Opening balance	5.3.25			13637.37
14.3.25	Clerk (refund for Clerk's mobile phone credit)		-48.00	13589.37
25.3.25	Savills (playing field rent for Mar-Sep 25)		-153.91	13435.46
26.3.25	BHPN (annual subscription/donation)		-25.00	13410.46
28.3.25	Clerk's salary & wfh allowance for March 2025		-514.55	12895.91
31.3.25	Unity Trust Bank (monthly bank charges)		-6.00	12889.91
31.3.25	Unity Trust Bank (quarterly bank interest)	89.15		12979.06
1.4.25	Precept	7328.00		20307.06
2.4.25	Parish Hall (hall hire Apr 2024-Mar 2025 inc)		-72.00	20235.06
2.4.25	ALP Grounds Maintenance (bramble clearing)		-75.00	20160.06
8.4.25	DALC (annual membership)		-335.78	19824.28
8.4.25	PlaySafety (RoSPA inspection of playing fields)		-134.40	19689.88
8.4.25	Deborah O'Brien (Internal Audit)		-170.00	19519.88
16.4.25	Donation towards Zoom costs	64.95		19584.83
28.4.25	Clerk's salary & wfh allowance for April 2025		-522.60	19062.23
29.4.25	Clerk (refund for Zoom costs)		-77.94	18984.29
30.4.25	Unity Trust Bank (monthly bank charges)		-6.00	18978.29
7.5.25	HMRC VAT reclaim (November 24-April 25) - submitted 1/5/25	178.74		19157.03
Balance	7.5.25			19157.03
Funds expected and upcoming expenses 7th May 2025 to 9th July 2025				
May-25	HMRC Employers NI contributions for April 2025		-12.99	19144.04
May-25	RJ & FM Batchelor (Christmas Tree Nov 24) - estimate		-100.00	19044.04
May-25	ALP Grounds Maintenance (grass cutting March & April 2025)		-150.00	18894.04
May-25	Clear Councils (annual insurance)		-709.53	18184.51
May-25	Community Heartbeat (VETS telephone system)		-120.00	18064.51
May-25	CloudNext (2nd domain hosting)		-7.20	18057.31
May-25	Clerk (stationery expenses)		-6.95	18050.36
28.5.25	Clerk's salary & wfh allowance for May 2025		-522.60	17527.76
31.5.25	Unity Trust Bank (monthly bank charges)		-6.00	17521.76
Jun-25	HMRC Employers NI contributions for May 2025		-12.99	17508.77
28.6.25	Clerk's salary & wfh allowance for June 2025		-522.60	16986.17
30.6.25	Unity Trust Bank (monthly bank charges)		-6.00	16980.17
30.6.25	Unity Trust Bank (quarterly interest)			16980.17
Jul-25	HMRC Employers NI contributions for June 2025		-12.99	16967.18
Jul-25	ALP Grounds Maintenance (grass cutting for May & June)		-225.00	16742.18
Jul-25	Eyelid Productions (annual support costs for website)		-105.00	16637.18
Expected balance	9.7.25			16637.18
Expected receipts	Precept (Sep 25)	7328.00		23965.18
	Bank Interest (Sep 25, Dec 25 & Mar 26)	0.00		23965.18
	VAT to be reclaimed (May 2025 -->)	38.89		24004.07
Funds allocated	Clerk's salary		-4986.23	19017.84
	Administration		-2304.43	16713.41
	Other payments (inc S137 payments)		-717.52	15995.89
	Running costs		-3251.35	12744.54
	Unallocated CIL funds		0.00	12744.54
	Project 2301 - Nature Trail		-226.90	12517.64
	Project 2304 - Emergency Plan		0.00	12517.64
	P2402 - Investigate VAS		-2746.12	9771.52
	P2403 - Village sign at Haskins Cross		-500.00	9271.52
	Project - Playing fields lease renewal		-2000.00	7271.52
	Project - defibrillator replacement		-400.00	6871.52
Contingency	Contingency (10% for projects)		-587.30	6284.22
EOY closing balance	(General Reserves)			6284.22

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Appendix C – Budget vs Actual 7th May 2025 (including expected payments up to 9th July 2025)

	Carried forward 2024/25	Budget for 2025/26	Other Income 2025/26	Total available 2025/26	Payments up to 09/07/25	Funds left 09/07/25	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	6533.00		6533.00	1546.77	4986.23	6187.08	345.92	excess to allow for pay rise
Administration									
Clerk's expenses	0.00	340.00		340.00	65.93	274.09	285.93	54.07	
PPC Insurance	0.00	643.00		643.00	709.53	-66.53	709.53	-66.53	budgeted for 5% inc; actual inc was 16%
Audit costs	0.00	390.00		390.00	170.00	220.00	380.00	10.00	internal & external audit for 2024-25
Parish Hall rent	0.00	144.00		144.00	136.95	7.05	136.95	7.05	Zoom subs (50% reduction) - covered by donation; Parish Hall - 6 mtgs 25/26
DALC subscription	0.00	286.00		286.00	292.00	-6.00	292.00	-6.00	Invoice slightly higher than budget
BHPN subscription	0.00	50.00		50.00	0.00	50.00	50.00	0.00	Feb 25 - change from subs to donation of £25 (minute ref 2025-03-12/17a)
ICO registration fee	0.00	40.00		40.00	0.00	40.00	47.00	-7.00	inc for renewals wef 17/2/25 to £47 pa by DD (inc £5 discount); due Sep 25
Councillor & Clerk training	0.00	200.00		200.00	0.00	200.00	0.00	200.00	
Bank charges	0.00	72.00		72.00	18.00	54.00	72.00	0.00	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 & website	0.00	260.00		260.00	111.00	149.00	210.99	49.01	to be paid Jun 25 & Jan 26; tbcf for biennial .gov.uk domain fee
IT - laptop 3-yearly software	108.36	30.00		138.36	0.00	138.36	0.00	138.36	tbcf - McAfee renewal Nov 23, MS-Office to be replaced in 2025
IT - laptop replacement	250.00	50.00		300.00	0.00	300.00	0.00	300.00	tbcf - laptop now ~7 years old (bought Oct 2017), build fund for replacement
Running costs							0.00		
EDDC dog bin emptying	0.00	624.00		624.00	0.00	624.00	624.00	0.00	
Church clock service	0.00	365.00		365.00	0.00	365.00	365.00	0.00	service due July 2025
Playing field rent	181.72	399.00		580.72	0.00	580.72	307.82	272.90	tbcf - due Mar & Sep, built in contingency for expected backdated rent rise.
Playing field RoSPA inspection	0.00	110.00		110.00	112.00	-2.00	112.00	-2.00	Insp = March 25; invoice paid in April 25; 1 extra piece of equipment
Grass cutting	0.00	1000.00		1000.00	450.00	550.00	875.00	125.00	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	0.00	115.00		115.00	0.00	115.00	0.00	115.00	tbcf - batteries (4-yr-due 11/28), pads (2yr-due 2/26) & training as req.
Assets maintenance	466.80	50.00		516.80	0.00	516.80	0.00	516.80	tbcf - aim to hold ~£500
Christmas Tree	174.09	0.00		174.09	83.33	90.76	208.16	-34.07	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	0.00	550.00	550.00	0.00	some under S137 - eg village grants awarded Jan 25; Parish Paper contribution
Poppy Wreath	0.00	30.00		30.00	0.00	30.00	30.00	0.00	S137 - October 2025
Special Events	37.52	0.00		37.52	0.00	37.52	0.00	37.52	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
P2402 - Investigate VAS	1746.12	1000.00	0.00	2746.12	0.00	2746.12	0.00	2746.12	NP July 2024 - excess funds from Project 2305
P2403 - Village signs	500.00	0.00	0.00	500.00	0.00	500.00	0.00	500.00	NP July 2024 - funds from Locality Budget grant
Playing Fields lease renewal	1000.00	1000.00	0.00	2000.00	0.00	2000.00	0.00	2000.00	tbcf - funds for playing fields lease renewal from 24/25 (due Aug 2026)
Defibrillator replacement	200.00	200.00	0.00	400.00	0.00	400.00	0.00	400.00	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