

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 14th January 2026 at 7.30pm

Parish Councillors are hereby summoned to attend a meeting of Payhembury Parish Council on Wednesday 14th January 2026, 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. 8th January 2026

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 Papers for December 2025 and January 2026, 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 12th November 2025.
4. Police, District Councillor and County Councillor reports:
 - a. To receive a report from the Police – PCSO England.
 - b. To receive reports from 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 12th November 2025 (Section 2 of Appendix A).
8. Community Benefit Fund (Paytherden Solar Farm):
 - a. To discuss the potential Community Benefit Fund connected with the Paytherden Solar Farm, a third of which is being built in Payhembury parish near Tale, and agree any actions needed.
9. Parish Spring Clean 2026:
 - a. To arrange a date for the Parish Spring Clean day 2026 and to agree any actions needed.
10. Project 2402: Investigate VAS:

Dates: start July 2024	original finish ---	revised finish ---
Funds: total funds £3,162.74	funds spent so far £0.00	funds remaining £3,162.74
a. To receive an update on progress and review potential costs.		
11. Project 2501: Playing Fields lease renewal:

Dates: start July 2025	original finish August 2026	revised finish ---
Funds: total funds £2,000	funds spent so far £0	funds remaining £2,000
a. To receive an update on the project.		
12. Road Warden's report:
 - a. To receive a progress update from the Road Warden.
13. Parish Issues: Route maps, Parish Council Assets, etc:
 - a. To report any issues identified in the parish or with the Parish Council assets and agree any actions required.
14. Parish Council administration:
 - a. Annual Parish Meeting: to discuss whether to arrange an APM and, if so, to agree date and format.
 - b. Church clock servicing: to discuss whether to continue to pay for the annual Church clock service.
 - c. Website domain www.payhemburyparishcouncil.org.uk: to discuss whether to continue to retain ownership of the old website domain name.

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15. Finance / budgeting / precept:

- a. To consider grant applications received from groups connected to the parish and to approve grants.
- b. To review the Parish Council's current financial position as shown in Appendix B:
 - i. To review receipts & payments from 5/11/25-8/1/26 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.
- c. To review the Budget vs Actual report in Appendix C.
- d. To review and approve the budget for 2026/27.
- e. To set and approve the precept for 2026/27.

16. 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 11th March 2026, 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 14th January 2026 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 12th November 25			
25/2253/PDQ	<u>Apple Tree Farm Broadhembury Devon EX14 3JZ</u> Prior approval (class Q) for change of use from agricultural building to six no. dwelling houses (use class C3) with limited building operations Including alterations to fenestration, addition of rooflights & exterior cladding Planning application received 11/11/25	No objections (19/11/25)	Prior approval granted (5/1/26)
25/2449/FUL	<u>Summers Barn Payhembury Devon EX14 3HJ</u> Proposal to change the car port roof finish from tiles (as approved under 23/0905/FUL) to artificial slate. Planning application received 4/12/25	No objections (16/12/25)	Awaiting decision

For information:

2 planning applications decided by EDDC between 5th November 2025 and 8th January 2026 – 25/1905/FUL (approved 6/11/25) & 25/2253/PDQ (approved 6/1/26)

3 planning application awaiting a decision by EDDC on 8th January 2026 – 25/1623/FUL, 25/1833/FUL & 25/2449/FUL

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

Bank Account balances on 8th January 2026

Unity Trust Current account £1.00;

Unity Trust Savings account £17,914.74;

Total £17,915.74

Date	Payee (reason)	Receipts	Expenses (inc VAT)	Balance
Receipts and expenses - 5th November 2025 to 8th January 2026				
Opening balance	5.11.25			19201.93
13.11.25	Cllr Thomas (refund for postcrete - Project 2403)		-32.94	19168.99
13.11.25	Clerk (refund for stationery)		-5.12	19163.87
28.11.25	Clerk's salary & wfh allowance for November 2025		-538.70	18625.17
30.11.25	Unity Trust Bank (monthly bank charges)		-6.00	18619.17
2.12.25	ALP Grounds Maintenance (grass cutting Oct & Nov 2025)		-75.00	18544.17
2.12.25	Clerk (refund for Christmas Tree baubles - 1st set)		-22.99	18521.18
2.12.25	Clerk (refund for Christmas Tree baubles - 2nd & 3rd set)		-45.98	18475.20
9.12.25	DALC (Cllr training course - Good Councillor)		-48.00	18427.20
16.12.25	Clerk (refund for batteries for Christmas Tree lights)		-30.13	18397.07
17.12.25	DALC (Cllr training course - Planning)		-42.00	18355.07
28.12.25	Clerk's salary & wfh allowance for December 2025		-538.70	17816.37
31.12.25	Unity Trust Bank (quarterly interest)	105.27		17921.64
31.12.25	Unity Trust Bank (monthly bank charges)		-6.00	17915.64
Balance	8.1.26			17915.64
Funds expected and upcoming expenses 8th January 2026 to 11th March 2026				
Jan-26	ALP Grounds Maintenance (repair of bank in playing field)		-300.00	17615.64
Jan-26	RJ & FM Batchelor (Christmas Tree 2025)		-100.00	17515.64
Jan-26	CloudNext (email & website hosting Feb 2026-Jan 2027)		-119.98	17395.66
Jan-26	Community Heartbeat (Emergency Phone Rental)		-78.00	17317.66
15.1.26	Parish Council grants to local groups (estimate)		-300.00	17017.66
22.1.26	HMRC (Employers NI contributions) - estimate		-45.75	16971.91
28.1.26	Clerk's salary & wfh allowance for January 2026		-538.70	16433.21
31.1.26	Unity Trust Bank (monthly bank charges)		-6.00	16427.21
1.2.26	HMRC VAT reclaim (September 2025 - January 2026)	146.03		16573.24
28.2.26	Clerk's salary & wfh allowance for January 2026		-538.70	16034.54
28.2.26	Unity Trust Bank (monthly bank charges)		-7.00	16027.54
Expected balance	11.3.26			16027.54
Expected receipts	Bank Interest (Mar 26)	0.00		16027.54
	VAT to be reclaimed (February 2026 -->)	8.00		16035.54
Funds allocated	Clerk's salary		-690.05	15345.49
	Administration		-1193.84	14151.65
	Other payments (inc S137 payments)		-137.52	14014.13
	Running costs		-1450.21	12563.92
	Unallocated CIL funds		0.00	12563.92
	Project 2402 - Investigate VAS		-3162.74	9401.18
	P2501 - Playing fields lease renewal		-2000.00	7401.18
	Project - defibrillator replacement		-400.00	7001.18
Contingency	Contingency (10% for projects)		-556.27	6444.91
EOY closing balance	(General Reserves)			6444.91

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Appendix C – Budget vs Actual 8th January 2026 (including expected payments up to 11th March 2026)

	Carried forward 2024/25	Budget for 2025/26	Other Income 2025/26	Total available 2025/26	Payments up to 11/03/26	Funds left 11/03/26	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	5842.95	690.05	6361.65	171.35	pay rise paid from August (plus backdated)
Administration									
Clerk's expenses	0.00	340.00		340.00	230.20	109.80	290.20	49.80	
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	485.00	-95.00	485.00	-95.00	internal & external audit for 2024-25; external more exp than expected.
Parish Hall rent	0.00	144.00	64.95	208.95	136.95	72.00	136.95	72.00	Zoom subs (50% red.) - covered by donation; Parish Hall - 6 meetings 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	25.00	25.00	Feb 25 - change from subs to donation of £25 (minute ref 2025-03-12/17a)
ICO registration fee	0.00	40.00		40.00	47.00	-7.00	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	75.00	125.00	75.00	125.00	
Bank charges	0.00	72.00		72.00	67.00	5.00	74.00	-2.00	monthly; cost more than offset by bank interest, inc to £7 from 1/2/26
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	229.96	30.04	229.96	30.04	inc domain reg *3 (1 annual, 2 biennial), hosting *2 websites
IT - laptop 3-yearly software	108.36	30.00		138.36	34.98	103.38	34.98	103.38	tbcf - McAfee renewal Nov 23, new laptop & software Oct 2026
IT - laptop replacement	250.00	50.00		300.00	257.51	42.49	257.51	42.49	tbcf - new laptop purchased Oct 2026.
Running costs									
EDDC dog bin emptying	0.00	624.00		624.00	624.00	0.00	624.00	0.00	paid Jul 25
Church clock service	0.00	365.00	170.00	535.00	569.00	-34.00	569.00	-34.00	Service £399, church donation £170 for new motor
Playing field rent	181.72	399.00		580.72	153.91	426.81	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	820.00	180.00	820.00	180.00	invoices now bi-monthly
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	165.00	10.00	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	106.59	410.21	106.59	410.21	tbcf - aim to hold ~£500
Christmas Tree	174.09	0.00		174.09	165.90	8.19	165.90	8.19	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	104.17	-104.17	104.17	-104.17	Food & drink for the Village Spring Clean - 16th March 2025
Grants/donations	0.00	550.00		550.00	910.00	-360.00	910.00	-360.00	some under S137 - eg village grants awarded Jan 26; Parish Paper contribution
Poppy Wreath	0.00	30.00		30.00	30.00	0.00	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	-226.90	0.00	0.00	0.00	0.00	0.00	NP March 2023 - funds from Coronation BBQ; project closed 12/11/25
P2304 - Emergency Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NP May 2023; project closed 9/7/25
P2402 - Investigate VAS	1746.12	1000.00	416.62	3162.74	0.00	3162.74	0.00	3162.74	NP July 2024 - includes excess funds from Projects 2305 & 2403
P2403 - Village signs	500.00	0.00	-416.62	83.38	83.38	0.00	83.38	0.00	NP July 2024 - funds from Locality Budget grant; project closed 12/11/25
P2501 - Playing Fields leaserenewal	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