

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 13th May 2026 at 7.30pm

Parish Councillors are hereby summoned to attend a meeting of Payhembury Parish Council on Wednesday 13th 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. 6th May 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 Paper for May 2026, 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 2026-27
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 11th March 2026.
5. Police, District Councillor and County Councillor reports:
 - a. To receive reports from the Police, District Councillor and County Councillor if available.
 - b. To receive a report from Cllr Thomas regarding the Police Advocate scheme.
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. Parish Council annual administration:
 - a. To review Code of Conduct, Standing Orders, Financial Regulations and Scheme of Delegation (General).
 - b. To review Asset Register.
 - c. To review insurance cover.
 - d. To review the Parish Council's bank mandate with regard to signatories.
 - e. To review banking standing orders and direct debits.
 - f. To review the Parish Council's expenditures incurred under S137 of the Local Government Act 1972 in financial year 2025-26.
9. Annual Governance and Accountability Return for 2025/26:
 - a. To consider the Internal Auditor's report and agree any actions needed.
 - b. To consider, approve and sign the Annual Governance Statement 2025/26 (section 1 of the AGAR).
 - c. To consider, approve and sign the Accounting Statements 2025/26 (section 2 of the AGAR).
 - d. To note dates for the 'Period for the exercise of public rights'.
10. Casual Vacancy / co-option:
 - a. To co-opt a new Parish Councillor, following the resignation of Cllr Tim Cox.
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 11th March 2026 (Section 2 of Appendix A).
12. Project 2402: Investigate VAS:

Dates: start July 2024	original finish ---	revised finish ---
Funds: total funds £4,162.74	funds spent so far £0.00	funds remaining £4,162.74
a. To receive an update on progress and review potential costs.		
13. Project 2501: Playing Fields lease renewal:

Dates: start July 2025	original finish August 2026	revised finish ---
Funds: total funds £3,000	funds spent so far £0	funds remaining £3,000

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- a. To review draft Heads of Terms provided by Savills for the new 20-year lease for the playing fields and to agree next steps.
14. Road Warden's report:
 - a. To receive a progress update from the Road Warden.
15. 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 report any other issues identified in the parish or with the Parish Council assets and agree any actions required.
16. Parish Council administration:
 - a. Internal Auditor 2026/27: Deborah O'Brien, Internal Auditor for the last three years, has now retired. To consider options for appointing a new Internal Auditor for 2026/27.
 - b. Clerk's replacement: to consider whether to review the Clerk's role and re-issue job advert or to agree an alternative approach.
17. Finance / budgeting / precept:
 - a. To review the Parish Council's current financial position as shown in Appendix B:
 - i. To review receipts and payments from 54/3/26-6/5/26 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.
 - b. To review the Budget vs Actual report in Appendix C.
18. 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 8th July 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 13th May 2026 - none			
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 11th March 2026			
26/0431/FUL	<u>Haskins Farm Payhembury Honiton EX14 3HZ</u> Construction of 1 dwelling (use class C3); demolition of buildings; and associated works. Planning application received 11/03/2026	no objections (24/03/26 - DP)	Awaiting decision
25/1623/FUL	<u>Land adjacent to Willows End, Lower Tale, Payhembury, EX14 3HL</u> Creation of new access, improvement to track, installation of an equine sand school and associated landscaping works Planning application received 28/8/25 Amended planning application received 21/1/26 Amended planning application received 22/4/26	Objections to new access	Awaiting decision

For information:

3 planning applications decided by EDDC between 4th March 2026 and 6th May 2026 – 25/1833/FUL (approved 12/3/26), 26/0013/LBC (approved 17/3/26) & 26/0043/FUL (approved 8/4/26)

3 planning applications awaiting a decision by EDDC/DCC on 6th May 2026 – 25/2449/FUL; 25/1623/FUL & 26/0431/FUL

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

Bank Account balances on 6th May 2026

Unity Trust Current account £1.00;

Unity Trust Savings account £21708.21;

Total £21709.21

Date	Payee (reason)	Receipts	Expenses (inc VAT)	Balance
Receipts and expenses - 4th March 2026 to 6th May 2026				
Opening balance	4.3.26			16413.54
12.3.26	Community Heartbeat (Emergency Phone Rental)		-72.00	16341.54
12.3.26	BHPN (annual subscription)		-25.00	16316.54
13.3.26	Clerk (refund for Parish Council mobile phone credit)		-48.00	16268.54
25.3.26	Savills (playing field rent up to 6.8.26)		-114.69	16153.85
28.3.26	Clerk's salary & wfh allowance for March 2026		-538.70	15615.15
31.3.26	Unity Trust Bank (quarterly interest)	87.06		15702.21
31.3.26	Unity Trust Bank (monthly bank charges)		-7.00	15695.21
1.4.26	EDDC (precept)	7799.00		23494.21
1.4.26	DALC (annual membership)		-349.67	23144.54
2.4.26	Parish Hall (for Parish Council meetings Apr 25-Mar26)		-72.00	23072.54
2.4.26	Playsafety (RoSPA playing fields inspection)		-138.00	22934.54
7.4.26	ALP Grounds Maintenance (grass cutting - March)		-110.00	22824.54
8.4.26	Deborah O'Brien (Internal Audit)		-160.00	22664.54
22.4.26	HMRC (Employers NI contributions)		-45.75	22618.79
28.4.26	Clerk's salary & wfh allowance for April 2026		-547.10	22071.69
29.4.26	Clerk (refund for Zoom subscription)		-83.94	21987.75
29.4.26	Community Heartbeat (new pads for defibrillator)		-171.54	21816.21
29.4.26	Paul Thomas (refund for Parish Spring Clean refreshments)		-100.00	21716.21
31.4.26	Unity Trust Bank (monthly bank charges)		-7.00	21709.21
Balance	6.5.26			21709.21
Funds expected and upcoming expenses 6th May 2026 to 8th July 2026				
May-26	HMRC (VAT reclaim submitted 1.5.26)	131.26		21840.47
May-26	ALP Grounds Maintenance (repair of bank in playing field)		-300.00	21540.47
14.5.26	Clear Councils (annual insurance)		-722.48	20817.99
14.5.26	Community Heartbeat (VETS telephone system)		-120.00	20697.99
14.5.26	CloudNext (2nd site hosting)		-7.20	20690.79
14.5.26	CloudNext (.gov.uk domain registration fee)		-60.00	20630.79
28.5.26	Clerk's salary & wfh allowance for May 2026		-547.10	20083.69
31.5.26	Unity Trust Bank (monthly bank charges)		-7.00	20076.69
Jun-26	ALP Grounds Maintenance (grass cutting - April & May) - estimate		-250.00	19826.69
Jun-26	Eyelid Productions (annual support for .gov.uk website)		-100.00	19726.69
28.6.26	Clerk's salary & wfh allowance for June 2026		-547.10	19179.59
30.6.26	Unity Trust Bank (quarterly interest)			19179.59
30.6.26	Unity Trust Bank (monthly bank charges)		-7.00	19172.59
1.7.26	EDDC (dog bin emptying) - estimate		-787.20	18385.39
Expected balance	8.7.26			18385.39
Expected receipts	EDDC (precept) - 1st Sep	7799.00		26184.39
	Bank Interest (Sep 26, Dec 26 & Mar 27)	0.00		26184.39
	VAT to be reclaimed (May 2026 -->)	162.04		26346.43
Funds allocated	Clerk's salary		-5262.95	21083.48
	Administration		-2064.56	19018.92
	Other payments (inc S137 payments)		-877.52	18141.40
	Running costs		-2761.57	15379.83
	Unallocated CIL funds		0.00	15379.83
	Project 2402 - Investigate VAS		-4162.74	11217.09
	Project 2501 - Playing fields lease renewal		-3000.00	8217.09
	Project - defibrillator replacement		-600.00	7617.09
Contingency	Contingency (10% for projects)		-776.27	6840.82
EOY closing balance	(General Reserves)			6840.82

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Appendix C – Budget vs Actual 6th May 2026 (including expected payments up to 8th July 2026)

	Carried forward 2025/26	Budget for 2026/27	Other Income 2026/27	Total available 2026/27	Payments up to 08/07/26	Funds left 08/07/26	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	6890.00		6890.00	1627.05	5262.95	6519.54	370.46	pay rise to be paid (plus backdated) after Government announcement
Administration									
Clerk's expenses	0.00	340.00		340.00	60.00	280.00	280.00	60.00	
PPC Insurance	0.00	746.00		746.00	722.48	23.52	722.48	23.52	small decrease from previous year (after 16% inc last year)
Audit costs	0.00	180.00		180.00	160.00	20.00	160.00	20.00	only internal audit required this year
Parish Hall rent	0.00	144.00		144.00	141.95	2.05	141.95	2.05	Zoom subs (50% reduction); Parish Hall - 6 meetings 26/27
DALC subscription	0.00	307.00		307.00	303.99	3.01	303.99	3.01	Invoice slightly lower than budget
BHPN subscription	0.00	25.00		25.00	0.00	25.00	25.00	0.00	Feb 25 - change from subs to donation of £25 (minute ref 2025-03-12/17a)
ICO registration fee	0.00	52.00		52.00	0.00	52.00	47.00	5.00	£5 saving for paying by DD; budget was for full amount
Councillor & Clerk training	0.00	200.00		200.00	0.00	200.00	0.00	200.00	
Bank charges	0.00	84.00		84.00	21.00	63.00	84.00	0.00	£7 a month
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	30.04	282.00		312.04	156.00	156.04	263.98	48.06	tbcf to cover multi-year costs - inc domain reg *3, hosting *2 websites
IT - laptop & software upgrades	0.00	65.00		65.00	0.00	65.00	0.00	65.00	tbcf - new laptop & software Oct 2026; build fund for future upgrades
Running costs							0.00		
EDDC dog bin emptying	0.00	656.00		656.00	656.00	0.00	656.00	0.00	
Church clock service	0.00	420.00		420.00	0.00	420.00	420.00	0.00	service only
Playing field rent	312.12	419.00		731.12	0.00	731.12	307.82	423.30	tbcf - due Mar & Sep, built in contingency for expected backdated rent rise.
Playing field RoSPA inspection	0.00	118.00		118.00	115.00	3.00	115.00	3.00	Insp = March 26; invoice paid in April 26
Grass cutting	300.00	1000.00		1300.00	660.00	640.00	1260.00	40.00	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	100.00	75.00	165.00	10.00	May - annual VETS system; Jan - annual emergency phone system
Defibrillator consumables/ training	115.00	115.00		230.00	142.95	87.05	142.95	87.05	tbcf - batteries (4-yr-due 11/28), pads (2yr-due 4/28) & training as req.
Assets maintenance	410.21	90.00		500.21	0.00	500.21	0.00	500.21	tbcf - aim to hold ~£500
Christmas Tree	8.19	0.00		8.19	0.00	8.19	123.33	-115.14	tbcf - was Project 2201; now routine, funded by donations from 2022
Other Payments									
Chairman's Allowance	100.00	0.00		100.00	100.00	0.00	100.00	0.00	
Other payments (misc)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
Grants/donations	50.00	660.00		710.00	0.00	710.00	610.00	100.00	some under S137 - eg village grants awarded Jan 27; Parish Paper contribution
Poppy Wreath	0.00	30.00		30.00	0.00	30.00	30.00	0.00	S137 - October 2026
Special Events	37.52	0.00		37.52	0.00	37.52	0.00	37.52	tbcf
Projects									
P2402 - Investigate VAS	3162.74	1000.00	0.00	4162.74	0.00	4162.74	0.00	4162.74	tbcf - NP July 2024 - includes excess funds from Projects 2305 & 2403
P2501 - Playing Fields leasere renewal	2000.00	1000.00	0.00	3000.00	0.00	3000.00	4550.00	-1550.00	tbcf - funds for playing fields lease renewal from 24/25 (due Aug 2026)
Defibrillator replacement	400.00	200.00	0.00	600.00	0.00	600.00	0.00	600.00	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