

PAYHEMBURY PARISH COUNCIL

Notice of the Parish Council Meeting to be held in the Parish Hall on Wednesday 8th July 2026 at 7.30pm

Parish Councillors are hereby summoned to attend a meeting of Payhembury Parish Council on Wednesday 8th July 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. 1st July 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 July 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 13th May 2026.
4. Police, District Councillor and County Councillor reports:
 - a. To receive reports from District Councillor, County Councillor and Police 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 13th May 2026 (Section 2 of Appendix A).
8. Community Benefit Fund (Paytherden Solar Farm):
 - a. To discuss the proposed agreement for a Community Benefit Fund connected with the Paytherden Solar Farm, and, if approved, to sign the agreement.
 - b. If the agreement is approved and signed: To discuss setting up a project to manage the Community Benefit Fund, and steps required to identify suitable sub-projects for the funds within the defined criteria.
9. 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, review potential costs and agree next steps.
10. 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

 - a. To review the proposed lease for the Playing Fields and Tennis Court, covering the period 8th August 2026 to 7th August 2046, and to do one of the following:
 - i. If the proposed lease is approved by the Parish Council and the lease is ready to be signed: To sign the Playing Fields & Tennis Court Lease; or
 - ii. If the proposed lease is approved by the Parish Council, but is not ready to be signed: To agree which Councillors will sign the lease when it is ready for signing, subject to any agreed changes; or
 - iii. If the proposed lease is not approved by the Parish Council: To identify what changes are required and to agree which Councillors will sign the lease once the required changes are made.
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 issues identified in the parish or with the Parish Council assets and agree any actions required.

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13. Parish Council administration:

- a. Internal Auditor: to review quotes received for the role of Internal Auditor for the financial year 2026/27 and, if agreed, to appoint an Internal Auditor.
- b. To review the Parish Council's Asset Management Policy.
- c. To review the Parish Council's Complaints Policy.

14. Finance / budgeting / precept:

- a. To approve a transfer of £68.61 from General Reserves to Playing Field rent to cover the increased rent for the rest of the financial year 2026/27.
- b. To review the Parish Council's current financial position as shown in Appendix B:
 - i. To review receipts & payments from 6/5/26-1/7/26 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.

15. 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 September 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 8th July 2026			
26/1018/VAR	<u>2 The Old Dairy, Barrow Road, Payhembury, Devon. EX14 3HX</u> Variation of condition 2 (approved plans) on planning permission 22/2776/FUL (rear infill two storey extension including glass conservatory, new garage outbuilding and external alterations to an existing garage to convert into a garden room) for a design change from glass to a timber-clad extension (to match existing), and a flat single-ply roof. Planning application received 23 rd June 2026		Closing date for comments (16/7/26)
SECTION 2 - Planning applications dealt with under scheme of delegation since the Parish Council meeting on 13th May 2026			
26/0852/FUL & 26/0853/LBC	<u>The Granary Payhembury Honiton EX14 3JG</u> Enlargement to existing single-storey rear extension with limited internal modifications and the addition of solar panels. Planning application received 22 nd May 2026	No objections (10/6/26 – DP)	Awaiting decision

For information:

One planning application decided by EDDC between 6th May 2026 and 1st July 2026 – 26/0431/FUL

5 planning application awaiting a decision by EDDC on 1st July 2026 – 25/1623/FUL, 25/2449/FUL, 26/0852/FUL, 26/0853/LBC & 26/1018/VAR

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

Bank Account balances on 1st July 2026

Unity Trust Current account £1.00;

Unity Trust Savings account £19,342.47;

Total £19,343.47

Date	Payee (reason)	Receipts	Expenses (inc VAT)	Balance
Receipts and expenses - 6th May 2026 to 1st July 2026				
Opening balance	6.5.26			21709.21
7.5.26	HMRC (VAT reclaim submitted 1.5.26)	131.26		21840.47
15.5.26	Clear Councils (annual insurance)		-722.48	21117.99
15.5.26	CloudNext (2nd site hosting)		-7.20	21110.79
15.5.26	CloudNext (.gov.uk domain registration fee)		-60.00	21050.79
15.5.26	Clerk's salary increase backdated to 1st April 2026		-26.60	21024.19
28.5.26	Clerk's salary & wfh allowance for May 2026		-573.70	20450.49
31.5.26	Unity Trust Bank (monthly bank charges)		-7.00	20443.49
2.6.26	ALP Grounds Maintenance (grass cutting - April & May)		-320.00	20123.49
19.6.26	Donation towards Christmas Tree	200.00		20323.49
23.6.26	Smith of Derby (Church Clock service)		-502.80	19820.69
28.6.26	Clerk's salary & wfh allowance for June 2026		-573.70	19246.99
30.6.26	Unity Trust Bank (quarterly interest)	103.48		19350.47
31.4.26	Unity Trust Bank (monthly bank charges)		-7.00	19343.47
Balance	1.7.26			19343.47
Funds expected and upcoming expenses 1st July 2026 to 9th September 2026				
Jul-26	Community Heartbeat (VETS telephone system)		-120.00	19223.47
Jul-26	ALP Grounds Maintenance (repair of bank in playing field)		-300.00	18923.47
Jul-26	Eyelid Productions (annual support for .gov.uk website)		-100.00	18823.47
Jul-26	Birketts Solicitors (fees for Playing Field Lease)		-2400.00	16423.47
Jul-26	Surveyors (fees for Playing Fields Lease)		-900.00	15523.47
Jul-26	DALC (Good Councillor training course)		-48.00	15475.47
Jul-26	EDDC (dog bin emptying) - estimate		-787.20	14688.27
Jul-26	Clerk's expenses (A4 paper & stamp) - estimate		-10.00	14678.27
22.7.26	HMRC (Employers NI contributions)		-61.65	14626.62
28.7.26	Clerk's salary & wfh allowance for July 2026		-573.70	14052.92
31.7.26	Unity Trust Bank (monthly bank charges)		-7.00	14045.92
Aug-26	VAT to be reclaimed (May 2026 --> July 2026)	804.20		14850.12
Aug-26	ALP Grounds Maintenance (grass cutting - June & July)		-250.00	14600.12
Aug-26	CloudNext (www.payhembury.org.uk domain fee)		-9.58	14590.54
8.8.26	Savills (Playing Field rent 8/8/26-28/9/26) - estimate		-99.73	14490.81
28.8.26	Clerk's salary & wfh allowance for August 2026		-573.70	13917.11
31.8.26	Unity Trust Bank (monthly bank charges)		-7.00	13910.11
1.9.26	Precept	7799.00		21709.11
Expected balance	8.9.26			21709.11
Expected receipts	Bank Interest (Sep 26, Dec 26 & Mar 27)	0.00		21709.11
	VAT to be reclaimed (August 2026 -->)	1.59		21710.70
Funds allocated	Clerk's salary		-4381.78	17328.92
	Administration		-1952.57	15376.35
	Other payments (inc S137 payments)		-877.52	14498.83
	Running costs		-2122.84	12375.99
	Unallocated CIL funds		0.00	12375.99
	Project 2402 - Investigate VAS		-4162.74	8213.25
	Project 2501 - Playing fields lease renewal		-250.00	7963.25
	Project - defibrillator replacement		-600.00	7363.25
Contingency	Contingency (10% for projects)		-501.27	6861.98
EOY closing balance	(General Reserves)			6861.98

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Appendix C – Budget vs Actual 1st July 2026 (including expected payments up to 9th September 2026)

	Carried forward 2025/26	Budget for 2026/27	Other Income 2026/27	Total available 2026/27	Payments up to 08/09/26	Funds left 08/09/26	Payments expected (EOY)	Funds expected available (EOY)	Comments (<i>tbcf</i> - 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	2875.90	4014.10	6875.10	14.90	pay rise to be paid (plus backdated) after Government announcement
Administration									
Clerk's expenses	0.00	340.00		340.00	110.00	230.00	290.00	50.00	wfh allowance, stationery, etc
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	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	40.00	160.00	40.00	160.00	course 6/7/26
Bank charges	0.00	84.00		84.00	35.00	49.00	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	163.99	148.05	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	419.00	1.00	419.00	1.00	service only
Playing field rent	312.12	419.00		731.12	99.73	631.39	799.73	-68.61	tbcf - change of fee
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	980.00	320.00	1280.00	20.00	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	200.00	208.19	0.00	208.19	123.33	84.86	tbcf - donation recvd June 26
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	2750.00	250.00	2750.00	250.00	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