

PAYHEMBURY PARISH COUNCIL

Draft Minutes of Payhembury Parish Council meeting held on Wednesday 12th July at 7.30pm in the Parish Hall

1. **Apologies for absence:** Louise Scott, Cllr Eaton
2. **Present:** Cllr Williams, Cllr Leach, Cllr Cox, Cllr Lorimer, Cllr Disney
3. **Agree minutes of previous** meeting
4. **Public session:** Mr B Bird provided feedback that he thought the community coffee morning was excellent. The issue of the vegetation in the stream was raised and he agreed to investigate and confirm who is responsible. He also offered to refurbish the parish council notice board. Cllrs agreed to accept his kind offer.
5. **Police report:** None
6. **County Councillor's Report:** Cllr Chubb introduced himself. He apologised for the fact that he would not always attend Payhembury Parish Council meetings as he covers a large number of parishes, most of which meet during the second week of the month. Item 12 on the agenda was discussed (see below)
7. **District Councillor's Report:** Cllr Skinner reported on the relocation of EDDC offices from Knowle to split sites in Honiton and Exmouth. Exmouth likely to be open this autumn whilst Honiton will open in 2019/20. Approximately two thirds of EDDC staff will be in Honiton. Cllr Skinner also reported a planned boundary change of the Tale Vale ward which would remove Awliscombe and gain Talaton.
8. **Finances** Bank Balance as at 5th July 2017: £13274.17

	Date	Cheque No.	Payee	Project	Amount
Paid	10.5.17	625	L Scott	Clerk's salary	£113.75
	10.5.17	626	L Scott	Annual meeting	£11.07
Unpaid	3.7.17	627	L Scott	Postage	£8.78
	5.7.17	628	DALC	Clerk's course + publications	£61.05
Receipts	21.6.17			Groundwork/ Neighbourhood Plan	£4890
				DALC Transparency Code	– £2708
Total					£13274.17

Invoices expected: None

Lorinda Perry reported that the layout of the finances in the agenda is much improved. She will email clerk with suggested further minor alterations.

9. **Playing Fields:** Clerk to respond to playing fields committee thanking them for all their hard work over the years and accepting their kind offer to cut the grass until the end of the year. Cllrs agreed that the parish council should take responsibility for grass cutting and this to be added to the general grass cutting contract from next year. In December, Clerk to obtain quotes from Mike Jarvis, Adrian le Page and others to service the contract in 2018. Checking of play equipment to be undertaken as part of the monthly assets check (currently undertaken by Cllr Williams). \$106 funds to be used to purchase new equipment in the future.

10. **Transparency Code Grant:** Cllrs agreed to the notional breakdown. Cllr Lorimer to action the website transfer (checking that the new company will import legacy PDF files). Lorinda Perry will provide suggestions to Clerk on laptops. Cllrs agreed that as the laptop will need to be passed on if the Clerk changes it should be Windows based. Cllr Williams also suggested that minimising the ongoing cost of consumables should be a significant consideration in choosing a printer. Cllr Disney offered to provide the Clerk with a laminator. Cllr Williams to contact the Parish Hall committee regarding provision of Wi-Fi in the hall. The main capital cost is likely to be the provision of a new phone line.

11. **Policies:** Planning policy has been finalised

Major disaster response plan exists. Clerk to contact Ian Derbyshire to see if he has an electronic version.

Other required policies are a Communications strategy and, if the Clerk is confirmed as an employee, policies associated with employment (bullying and harassment, grievance and disciplinary, equal opportunities etc.)

Clerk to add these as a project with a cost estimated from the agreed hourly rate.

12. **Uggaton Cross:** Highway repair work is due to take place at the end of August.

13. **Line painting / parking in centre of the village:** Cllr Chubb recommended the school raising a safety issue with education might have more leverage on highways. Cllr Williams to approach the school. Cllr Chubb to be cc'd on future communication with DCC on this.

14. **Clerk's employment status and salary:** Clerk had recently informed Cllrs that at a DALC training course she was told that the Clerk is an employee of the PC and should have a contract with associated employment rights. Cllrs were previously unaware of this, as was Cllr Skinner, who advised contacting Mark Williams (EDDC CEO) and cc Karen Jenkins (EDDC) to confirm. Cllrs agreed that whatever the response the PC needed to move to a position which is legally compliant as quickly as possible. Cllr Williams to send email, as proposed, and once response is received move forward as a matter of priority.

15. **Parish Issues**: Route maps, Parish Council Assets: Cllr Lorimer reported that following drainage works on the road along the ridge past Blue Anchor larger than normal puddles had appeared in places. This to be monitored. No other issues reported.

Cllr Lorimer to thank Clare Taylor for arranging the engraving of the Tale War Memorial.

16. **Planning**

App number	Property	Details	Decision
17/0119/CPE	Fourways Cottage Colestocks	Certificate of lawfulness for the established use (10+ years) of an area of land as domestic garden	Decided Appeal status unknown
17/0675/PDQ	Upton Farm	Prior approval for conversion of agricultural building to a dwelling and associated operational development	Decided Appeal status unknown
17/0220/FUL	Upton Farm	Retention of mobile home and extension as a dwelling for use in association with equestrian business	Awaiting decision
17/1325/PDQB	Upton Farm	Prior approval for conversion of agricultural building to a dwelling (use class C3) and associated operational development	Awaiting decision
17/0581/FUL	Lower Milton	Construction of access drive and replacement gates	Withdrawn
17/0500/PDQ and 17/0529/PDQ	Higher Tale	Prior approval for proposed change of use of agricultural building to form 1 no dwelling and associated operational development	Refused - both
17/1235/FUL	4 Church Lane	Single storey rear extension, front dormers, extended front eaves and addition of a porch	Awaiting decision
17/1266/FUL	Monkton Park Farm	Creation of field access track	Awaiting decision

17. **Open Projects**

2017/2018		Status
Project 1	Line painting	No funds currently available
Project 2	Waterloo plot rail painting	Rob Leach overseeing
Project 3	Bus shelter - ALP	Adrian le Page to quote
Project 4	Salt bin	Talking to EDDC re replacing
Project 5	War memorial	Cllr Cox reported that the grant application has been sent off although it could take a few months before a response is received
Project 6	Uggaton Cross	License completed and work to start end of August
Project 7	Parishes Together - grass cutting & ditch clearing	Ongoing
Project 8	Playing field gates	Completed
Project 9	Payhembury sign - flowers	Planting to be directly into ground rather than in a trough. Cllr Disney offered to supply weed liner. Cllr Disney to contact Cllr Cox.
Project 10	Valuing Assets	
Project 11	Parish Hall Internet - TC	To be agreed July 2017 meeting
Project 12	Neighbourhood Plan	Cllr Williams reported that policies are now being written
Project 13	Clerk's Equipment - TC	To be agreed July 2017 meeting
Project 14	PPC Website- TC	To be agreed July 2017 meeting

Cllr Williams reported a proposal from Plymtree PC to use Parishes Together funds next year for night-time air ambulance landing sites. Cllr Williams to express our interest to Plymtree and request further information.

Clerk to add new projects on Policies and play equipment.

18. **Broadband**: Cllr Williams reported that he has written to the CEO of Openreach regarding the status of superfast broadband in the village. This resulted in a site visit and residents meeting by the area manager and engineer. Residents

were informed that everyone downstream of cabinet 4 will eventually be connected. There was no intention to connect those upstream (Barrow Rd, Warren Close etc.) as it is not commercially viable for them to do so. A solution is possible involving a spur fibre along the poles. Openreach will put some money into this but won't fund it completely. Openreach are calculating the cost and will come back to residents soon. Cllr Disney reported that it might be possible for Upton residents to achieve some speed up, he will report at next meeting.

19. **Correspondence** - Email from Marjorie Southall: Marjorie Southall reported that the hedge had been cut but not to the floor and there were still patches (around posts etc.) that were sticking out. Cllr Williams to contact Cllr Leach and propose setting up a working party.

The next meeting of Payhembury Parish Council will take place on Wednesday 13th September 2017 at 7.30pm in the Parish Hall

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