

Draft minutes of Payhembury Parish Council AGM held on Wednesday 13th May 2015 at 7.30pm in the Parish Hall.

1. Apologies for absence: Cllr Diviani, PCSO Anning, PC Vickery

2. Minutes of the previous meeting were signed as correct

3. Election of Chair and Vice Chair: Di Somers confirmed she would be standing down as Chair of the Parish Council and asked for nominations for her successor. Cllr Leach nominated Cllr Keith Williams, which was seconded by Cllr Hynam. No further nominations were received so Cllr Williams was confirmed as Chair of Council.

Cllr Williams nominated Cllr Rob Leach to be Vice Chair of Council, which was seconded by Cllr Disney. No further nominations were received, so Cllr Leach was confirmed as Vice Chair.

Cllr Williams took the Chair and started by thanks Di Somers for her 16 years of service on the Parish Council. It was agreed she has been an excellent, fair and diplomatic Chair and that the village has benefited greatly from her commitment.

He also offered thanks to Clare Doble, Clive Fowler and Jon Somers all of whom stood down as Councillors – their input has been much valued.

Cllr Williams then welcomed the new Councillors from the election – Tim Cox and Paul Hynam, and asked for agreement from the Council for 2 new Councillors to be co-opted: Mary Lorimer and Bill Eaton, all from within the Parish.

Register of Acceptance of Office forms were circulated and signed by all Councillors

Register of Interests forms to be circulated via e-mail and to be completed and returned to EDDC

4. Public Session: Lorinda Perry reported that Plymtree Parish Council has obtained an agreement from Devon County Council allowing them to carry out Chapter 8 work on the roads within their parish. Clerk to contact Plymtree Parish to discuss further.

David Curran wished to draw the Council's attention to the recycling lorries that are not properly emptying bins, allowing rubbish to be scattered through the village. Cllr Skinner has agreed to look into the problem and report back to David.

Jon Somers outlined his plans for a Community Play in the Village reflecting on those from the village who fought in World War 1 on 19th & 20th September. There will be a need for temporary road closures. The Parish Council confirmed they would be happy to support the event.

5. Police report: None provided.

6. County Council Report: The Clerk will circulate Cllr Diviani's report to the new Councillors.

7. District Council Report: Cllr Skinner congratulated the Parish on forming a new Council and gave thanks to the retiring Councillors, particularly Di Somers as Chair.

He wished to raise the consultation for changes to electoral boundaries for Devon County Council and the possibility over the next 5 years of 2 tier authorities becoming Unitaries.

The Chair decided to move item 13 up the Agenda to obtain Cllr Skinner's input. The Draft East Devon Local Plan has been circulated for consultation. The original summary in the plan for Payhembury is no longer appropriate as the Local Plan has changed. Payhembury may now find itself classified as 'countryside' in planning terms. Cllr Skinner suggested the Council may wish to establish a Neighbourhood Plan to allow some flexibility. Agreed to try & arrange a Tale Vale ward meeting regarding Neighbourhood Plans and the latest Local Plan changes, asking Clare Rodway from East Devon to speak. Cllr Skinner to establish a date. Clerk to re-circulate the Local Plan e-mail.

8. Matters Arising: Parish Route Maps: The Chair outlined to new members the requirement for each Cllr to walk their Parish section before each meeting, and perhaps after bad weather. It would be useful to outline all drains, pothole, blocked ditches etc. on the maps. Clerk to provide new Cllrs with their maps once received from retiring Cllrs. Route Maps to be added as a regular Agenda item.

Village Pavements: The Clerk updated the meeting that unfortunately Highways have confirmed they do not have funds to assist the project. In addition, they have increased the cost of the pavement to £16,000 and suggested the Parish may incur £5,000 of design costs. Clerk to investigate the following: details of what 'design work' is required; Can the S106 money be used for design work, to request a full breakdown of costs to establish where costs can be saved, ask Tom Vaughan (Highways) to look for funds in other budgets as originally agreed, keep Cllr Diviani informed.

David Curran offered to raise the problem at the next meeting of Payhembury Provisions to see if they could donate some funds. Suggestions of contacting the Heathcoat Amery Trust and the Plunkett Foundation were made. Clerk to pursue.

Parishes Together: Clerk confirmed that the Payhembury / Feniton bid for work to drains and ditches had been successful. Awaiting further information from Feniton and the funds.

Christmas Lights: Dan Palmer has agreed to look at using solar lights on the Cherry Tree at Christmas.

Street Lighting: Western Power has confirmed they have a pole outside the school. Clerk to now ask if an additional street light would be possible for the village centre.

9. Planning: Clerk reported that the Enforcement Officer will be coming out to inspect the wall of Acacia Cottage, and will update the council after the visit.

App number	Property	Details	Decision
14/2662/FUL	Milton Yard, Payhembury	Retention of mobile home	Withdrawn
14/2797/FUL	Tale Head Cottage, Payhembury	Change of use from agricultural land into garden; removal & replanting of hedgerow	Refused
15/0140/FUL	Willow Lodge, Payhembury	Construction of detached house & garage to replace mobile home	Approved
15/0301/FUL	Tuck Mill, Payhembury	Conversion of existing barns to form 3 dwellings	Awaiting decision
15/0679/PMB	Victoria Dairy Payhembury	Change of use for 3 buildings to houses	Prior Approval granted

10. Finance: To approve the Annual Return. The Internal Auditor, Lorinda Perry, confirmed the audit had been completed. She was unable to recommend signing it off due to one missing receipt to the value of £20 for Clerks expenses. As cheque signatories, Di Somers and Rob Leach confirmed they had seen the receipt at the time the cheque was signed, the Clerk having lost it at a later stage. With this information, Lorinda was able to recommend the Audit be approved.

The Audit highlighted points for the Council to consider. Councillors & Clerk must provide VAT receipts if submitting receipts for expenses in order for the full VAT to be reclaimed. Progress has been made on the budget, however it requires greater use for setting the Precept each year.

The Council agreed the Annual Return and Lorinda Perry was thanked, once again for her contribution to the Council in this way, and for her commitment to the meetings.

Bank signatories: a replacement is required due to Di Somers retiring. Cllr Williams agreed to become a signatory. It was agreed to have a 3rd signatory, but to keep the number per cheque at 2.

The Clerk updated the meeting that the Npower invoice dispute (overcharging and charging for period when the telephone box had been disconnected) has not yet been resolved.

Bank Balance as at 30th April 2015: £6,172.11

Date		Receipts	Payments	Balance
	Bal brought forward			5,547.24
16.03.15	Chq. 547 Parish Paper grant		250.00	
16.03.15	Chq. 548 OSM Help scheme grant		30.00	
16.03.15	Chq. 549 CAB East Devon		30.00	

17.03.15	Chq. 546 Clerk expenses (bench and bulbs)		351.55	
23.03.15	Chq. 556 Smiths Gore		132.50	
25.03.15	Chq. 555 EDDC Dog Bins		84.00	
25.03.15	Chq. 557 Clerks salary		656.25	
26.03.15	Chq. 552 Parish Hall rent		63.00	
31.03.15	Chq. 553 ALP Maintenance (Grass cutting)		285.00	
31.03.15	Chq. 554 ALP Maintenance (Village green posts)		165.00	
01.04.15	EDDC CTDG	55.50		
01.04.15	EDDC Precept	2,726.67		
01.04.15	Chq. 550 Tale Valley Trust		30.00	
17.04.15	Chq. 551 Payhembury Church Co		80.00	

Agreement was made to pay the following Invoices: DALC Subscription 15/16: £138.85; Clerks expenses: £43.95 (leaflet printing, laminating pouches, ink cartridges); Mid Devon Glass £455.00 (less deposit £227.50); AON Insurance renewal: £398.39 once the bank signatories had been changed.

11. Budget: Year end budget.

	Year 2014/2015			
	BUDGET	SPEND TO END MAR	Difference £	Difference %
Receipts				
Precept	£ 4,987.50	£ 5,058.75	£ 71.25	1%
Grants	£ 159.60	£ 131.00	-£ 28.60	-18%
Others	£ -	£ -	£ -	
C&E Receipts	£ -	£ 633.87	£ 633.87	
Total	£ 5,147.10	£ 5,823.62	£ 676.52	13%
Payments				
Clerk's Salary	£ 1,250.00	£ 1,312.50	£ 62.50	5%
Admin	£ 861.98	£ 708.08	-£ 153.90	-18%
S137 Payments	£ -	£ -	£ -	
Running Costs	£ 954.72	£ 1,103.78	£ 149.06	16%
Other Payments	£ 17.00	£ 985.54	£ 968.54	5697%
Grants	£ 420.00	£ 420.00	£ -	0%
VAT	£ 110.86	£ 239.10	£ 128.24	116%
Total	£ 3,614.56	£ 4,769.00	£ 1,154.44	32%
BALANCE	£ 1,532.54	£ 1,054.62	-£ 477.92	-31%

12. Waterloo Plot / Telephone Box: Anticipate being able to 'open' the reformed Waterloo Plot on 20th June 2015. Jobs still to do include: fencing along the stream (Rob Leach to source wood); Gate for Plot (Mark Disney has); Patio Slabs (Rob Leach has); supplies to secure the bench with plaque mounted (Mark Disney to source). Rob & Mark to agree a working party date to then be circulated to the rest of the Council.

Shelter: unlikely to be ready for the re-opening however the resources are all in place – Rob Leach donating the wood and the slates for the roof, Luton Saw Mill has offered to cut the wood and Dan Wadsworth and Rob Leach are liaising on a design. Will require a team working party to construct. It was suggested that Grant be informed of the plans with his house being closest to the Plot.

Cllr Mark Disney confirmed the 'Telephone' signs for the box will be ready for the opening in June. Cllr Paul Hynam suggested the box be used for a community defibrillator. All agreed it would be an excellent use for the box. Cllr Hynam to make look into the details, costs and security of it.

13. Draft East Devon Local Plan: discussed in District Council Report section – as detailed above.

14. Parish Issues: Cherry Tree. A parishioner had expressed concern at the state of the Cherry Tree on the Village Green. A tree surgeon inspected it some time ago and confirmed it was not in the best of health. Clerk to look into the cost of purchasing a mature tree, but it was feared it may be too great for the Council. Clerk to put a notice in the Parish Paper outlining the dilemma and asking if anyone wishes to bequeath money for a replacement to get in touch. State of road in village centre. The dip in the road on the corner by the Village Green is getting worse. During her site visit in January 2015, Helen Selby from Highways confirmed that the road could be patched to level it. Clerk to contact Helen Selby to ask for a progress report.

15. PPC Assets: Cllr Keith Williams reported that all assets were in good condition. Clerk reported that a value had been obtained for insurance purposes for the War Memorial (£90,000) and the Payhembury stone (£1,500). Clerk to update Insurers with these values.

16. On-going projects:

Project	Description	Start date	Target finish date
Uggaton Cross road closure	Road closed due to pot holes formed across a Badger run. Require Highways to invest in a Badger survey and repair work	July 2013	2016
Village Pavement	To gain funding and permission from Highways to lay a pavement in the village centre	Nov 2013	2015
Mousehole	To sort drainage to avoid localised flooding	Nov 2012	Anticipate Parishes Together funding to cover any costs involved. March 2016
Waterloo Plot	To clear and tidy the Plot to make an open space accessible for all	March 2014	Re-opening of Waterloo Plot – 20 th June
Shelter in Waterloo Plot	To build an open shelter to be positioned in Waterloo Plot.	January 2015	September 2015
Telephone Box	Disconnect & re-decorate the Telephone Box	Nov 2012	Ready for opening of Waterloo Plot – 20 th June 2015
Parishes Together	Bid for funding to carry out ditch and drain clearing	March 2013	March 2016
Valuing of Assets	Obtain up to date values of Parish Council assets for Insurance purposes	May 2014	Completed May 2015
Parish Council Policies	Obtain guidance re: policies required by Parish Councils	January 2015	November 2015

17. Correspondence: the Clerk notified the meeting of a letter received from Payhembury Church of England Primary School informing the Parish Council of an open consultation regarding the proposed Federation with Awliscombe Church of England Primary School. Cllrs were also notified of Councillor Seminar Days organised by EDDC.

**The next meeting of Payhembury Parish Council will take place on Wednesday 8th July 2015 at
7.30pm in the Parish Hall**