

## Payhembury Parish Council

**Draft Minutes of a Payhembury Parish Council Committee meeting held on Wednesday 10<sup>th</sup> May 2017 at 7.30pm in the Parish Hall.**

**1. Apologies:** Cllr Leach, Cllr Cox

**2. The minutes** of the previous meeting were agreed as correct and signed.

**3. Election of Officers:** Keith Williams was re-elected as Chair having been proposed by Tim Cox and seconded by Bill Eaton, Rob Leach was re-elected as Vice-Chair having been proposed by Keith Williams and seconded by Mary Lorimer.

**4. Public Session:** It was requested that instructions for use of the defibrillator be published in the Parish Paper, Cllr Cox to action.

PC Anning stressed the benefit of having a defibrillator in the village.

There were some concerns regarding the telephone linked to the defibrillator, Cllr Cox has checked and seems to be functioning well, Community Heartbeat will double check. In any case, the access code is now with the defibrillator.

**5. Police Report:** PC Anning reported that a total of 6 crimes were reported in Payhembury during 2016/17, this compared to 4crimes the previous year. Report attached.

**6. County Council Report:** No report received

**7. District Council Report:** No report received

**8. Internal Auditors Report:** The Auditor reported that VAT had not been claimed since March 2013, there is just less than to £3000 available to claim, although much of this is only the result of the last Financial Year. It was noted that the Clerk was missing a month's pay, it was agreed that she should be paid. The Auditor said she was keen to see time scales attached to the Council's intention to produce written Policies and Procedures. Clerk to explore templates on the DALC website. Cllr Eaton said that Olwen Eaton might be able to help with writing up the policies.

It was agreed that an item on the next PPC Agenda would be the agreement of Policy areas, followed be meetings to draw up draft policies and finally produce final Policy documents.

Following this report it was agreed to hold an Extraordinary meeting to give the Clerk more time to complete end of year finances.

**9. Finances:** Bank Balance at 3 May 2017: £5680.17

Date		Receipts	Payments	Balance
	Bal brought forward			11489.19
7.3.2017	607- Savills, Playing Field Insurance		132.50	
7.3.2017	608- ALP Ground Maintenance		390.00	
8.3.2017	609 – Devon Communities Together NP		3907.20	
8.3.2017	610 – Tim Cox- cement for street light		26.64	
8.3.2017	611 – Parish Hall Hire – Defib Training		30.00	
13.3.2017	612 – DALC Membership 2017/18		144.62	
17.3.2017	613 – Smokeless Energy – Defib install		190.80	
17.3.2017	614 – Smiths of Derby – Church Clock Service		325.20	
21.3.2017	615 – Ri8chard Batten – Plant Hire		912.00	
21.3.2017	616 – D& H Plant Hire		76.20	
21.3.2017	617 – Groundworks – NP Grant repayment		804.80	
3.4.2017	Precept	2946.00		
3.4.2017	CTDG Payment	18.00		
17.4.2017	621- EDDC-Dog Bin Emptying		84.00	
17.4.2017	622- Chq cancelled – wrong payee			
17.4.2017	623- Clerk – Ink and printer paper		53.00	
21.4.2017	624- Georgina Richards – Playing field gates		1685.00	
3.5.2017	618 – Clerk – Photos for Annual Meeting		11.06	
<b>Total</b>				<b>£5680.17</b>

**10. Parishes Together:** Our grant of £614 has been awarded

**11. Broadband update:** The green box near the school is now activated and certain houses in the village are achieving good speeds. A number of parishioners had asked the PC to take up the issue of those in the village yet to be connected, Cllr Williams to write to Chief Executive of Openreach.

**12. Neighbourhood Plan:** £804 of unused grant has been repaid.

Follow-up meetings regarding Renewables and Business Needs have been held.

**13. Village Tree Thank You:** This was combined with May Day celebrations and went well.

**14. Annual Meeting:** Plans are all in place.

**15. Website:** Two options for the future of the Parish Council website were discussed. Firstly, to leave things as they are but enable the Clerk to update the PPC area of the Payhembury website. Secondly, taking the PPC area away from the community site and paying a web designer to set up an independent site for PPC. Whilst both options could work it was agreed that option 2 was favourable as it keeps things watertight and transparent. Talks will be held with Vision ICT (a specialist web designer for Parish Council websites) to discuss how we would manage our legacy, what length of contract would be required, costings, domain name availability. Cllr Lorimer to contact Vision ICT to confirm that they would import legacy data (e.g. PDFs of PC minutes)

The benefits of using Facebook, Twitter and other Social Media to raise PPC profile were discussed.

**16. Village sign – Summer Flowers:** It was agreed that some floral enhancement of the new village sign would be attractive. Cllr Cox will look into the possible options, spending on the project to be somewhere between £20-40.

**17. Parish Issues: Route maps, Assets, Sand bags:** Potholes continue to be a problem – the need to report to DCC was stressed. It was recommended that Assets be valued on a two yearly basis for insurance purposes.

#### **18. Planning:**

App number	Property	Details	Decision
16/2986/PDQA	Tale House Farm	Change of use, agricultural to residential	Decided Appeal status - unknown
17/0119/CPE	Fourways Cottage Colestocks	Certificate of lawfulness for the established use (+10 years) of an area of land as domestic garden	Awaiting Decision
17/0675/PDQ	Upton Farm	Prior approval for conversion of agricultural building to a dwelling and associated operational development	Awaiting decision
17/0438/FUL	Brookdale	Single storey extension	Approved
17/0220/FUL	Upton Farm	Retention of mobile home and extension as a dwelling for use in association with equestrian business	Awaiting decision
17/0581/FUL	Lower Milton	Construction of access drive and replacement gates	Awaiting decision
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	Awaiting decision
DCC/3969/2017	Payhembury Primary	Construction of a new modular classroom. Removal of a section of existing outdoor classroom structure and reconstruction over existing hard surfaced play area	Awaiting decision

**19. Matters arising:** **Parking, War Memorial, Defibrillator, Playing Field Gate** An entry to go in the Parish Paper regarding the new gates and outlining how they were financed i.e. PPC and Payhembury Provisions. Clerk to specifically invite Cllr Chubb to next PC meeting to discuss deadlock regarding yellow lines opposite the shop.

**20. Parish Hall / School Car Park:** Nothing to report

**21. Uggaton Cross:** Clerk has completed the necessary paperwork agreeing to pay for the survey; this will take place late May or early June. Clerk to inform Cllr Disney when dates are confirmed.

#### **22. Open Projects:**

Project	Description	Start date	Target finish date
Uggaton Cross road closure	Road closed. Highways to invest in a Badger survey and repair work	July 2013	2017
Parish Council Policies	Obtain guidance re: policies required by Parish Councils	January 2015	Autumn 2017
Village Tree thank you	To hold a celebratory event to thank the tree donors	May 2016	Completed May 2017
Parishes Together 2017/18	Grass Cutting & ditch clearing	Apr 2017	March 2018
Broadband	To improve the broadband signal in the village	May 2016	Ongoing
Village parking	Install signs/yellow lines to improve parking	July 2016	Ongoing
War memorial	Assess memorial. Apply for funds if work req'd	Mar 2016	Ongoing
Rail painting at Waterloo Cross		April 2017	
Bus shelter painting		April 2017	
Salt Bin replacement		April 2017	

**19. Correspondence:** None

The next meeting of Payhembury Parish Council will take place on Wednesday 12<sup>th</sup> July 2017 at 7.30pm in the Parish Hall