

# Holcombe Burnell Parish Council

## Item 1 – Parish Path Partnership

<ros.davies@devon.gov.uk>

Sat, 11 Dec 2021 at 09:17

### **Annual Parish Paths Partnership Finance Forms**

Please find attached the annual Parish Paths Partnership Finance forms for completion over the coming months.

- Expenditure Form
- P3 Bid Form
- Guidance notes for P3 annual grant form
- P3 Bid form example
- P3 Works Summary

We would be very grateful if the information could be completed and returned by **14<sup>th</sup> February 2022**. This will allow us time to assess all the applications and arrange for the distribution of grants at the beginning of the new financial year.

Some P3 co-ordinators not only return the completed surveys but also the financial information that relates to the P3 grants held by their parish councils. As parish/town clerk you might like to liaise with your P3 Co-ordinator to decide who will be submitting the finance forms. Please note the P3 surveys have been sent to the P3 Co-ordinators by email. One or two co-ordinators will be receiving their survey forms in the coming week by post.

We regret that we are unable to award grants to those parishes that have not been able to return **both** their P3 annual finance forms and their surveys.

Please drop me an email if you have any questions or queries.

Thank you as always for all your help with the Parish Paths Partnership Scheme.

Best wishes

Ros

*[NB 5 Attachments on the original email]*

# Holcombe Burnell Parish Council

## Item 10.1 Clerk's report

### Tidy Teignbridge Local Area Clean Up Fund

<recycling@teignbridge.gov.uk>

To:recycling

Wed, 22 Dec 2021 at 11:23

Dear Clerk

Further to our email of 22nd November 2021, this is a gentle reminder that Town and Parish Councils are invited to apply for funding to improve the cleanliness of their local area, which will complement the street cleaning activities already provided by Teignbridge District Council.

Completed applications for the Tidy Teignbridge Local Area Clean Up Fund must be returned to recycling@teignbridge.gov.uk before 12 noon on Monday 31st January 2022.

We look forward to receiving your application

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### Dedicated Cllr email addresses

Suggested change after the spam email using Charles' address.

**From:** "Mark Lang (Treasurer)" >

**Subject:** Re: Importance

**Date:** 9 December 2021 at 19:34:14 GMT

**To:** Marion Bulley

**Cc:** "Charles Eden (Home Email)" <

Hi Marion,

Thanks for this. I don't believe the PC website has been hacked in any way. The scammer has simply looked on the website, taken your email addresses and impersonating Charles.

It's good that you spotted it as fake. The only way to prevent this in the future would be to remove your private emails from the website.

Charles, I have mentioned before moving to Parish Council dedicated email addresses so private addresses remain private. That would stop a scam like this but it would keep it separate from your home emails.

Mark

# Holcombe Burnell Parish Council

## Item 11 – TDC Local Plan Consultations

<sammi.early@teignbridge.gov.uk>

Mon, 15 Nov 2021 at 14:24

Dear Sir / Madam,

Teignbridge Local Plan Review (Part 3) 2020-2040: Renewable Energy, Gypsy and Traveller and Small Residential Site Options

Ten week public consultation from 15 November 2021 to 24 January 2022

Teignbridge District Council would like to invite you to comment on the Draft Local Plan (Part 3) 2020-2040 and its supporting documents. It follows on from the Draft Local Plan (Part 2), published last June which included site options for residential, employment and education development.

The Part 3 Local Plan Review document sets out further options for where different types of development could be located. The information included within the plan shows all of the development options that are available for public comment, including: potential sites for wind turbines, a potential gypsy and traveller site and potential small residential site options.

**We have prepared three documents that we are seeking your views on.** These are available to view online at [www.teignbridge.gov.uk/localplanreview](http://www.teignbridge.gov.uk/localplanreview).

- **Draft Local Plan (Part 3) 2020-2040: Renewable Energy, Gypsy and Traveller and Small Residential Site Options**
- **Strategic Environmental Assessment / Sustainability Appraisal Stage B Report** This set of reports consider the effects of the plan on the environment, people and economy, and considers reasonable alternatives.
- **Draft Habitats Regulations Assessment - Initial Site Options Screening Report** This is an assessment of site options carried out in order to assess the potential for likely significant effects on a European Wildlife Site or European Offshore Marine Site.

Comments can be made on any or all of the documents listed above using the following methods:

- Online survey at [www.teignbridge.gov.uk/localplanreview](http://www.teignbridge.gov.uk/localplanreview)
- Email [localplanreview@teignbridge.gov.uk](mailto:localplanreview@teignbridge.gov.uk)
- In writing by post to Local Plan Review, Spatial Planning and Delivery, Forde House, Brunel Road, Newton Abbot, TQ12 4XX

The consultation runs for ten weeks from 12noon Monday 15 November 2021 until 12noon on Monday 24 January 2022.

There are additional technical reports which provide further background evidence of the work carried out to produce the third part of the plan but where comments are not being sought. These include:

**Low Carbon Report** - The study identifies how and where low carbon development could feature in the district under the updated Local Plan. Through this research Exeter University has identified areas where natural sources of energy exist and where solar or wind renewable energy could be generated. The areas identified in the report take account of "constraints", or sensitivities, such as avoiding grade 1 agricultural land, avoiding impacts on air traffic, woodland, avoiding internationally and nationally designated wildlife areas, and

# Holcombe Burnell Parish Council

minimum distances from sensitive receptors such as houses, roads, railways and heritage assets.

Need to Know Guide - As the Draft Local Plan (Part 3) is quite long and complex, we have produced a short 'Need to Know' Guide, which summarises all the information about the Plan in a straightforward, jargon-free way.

To keep up to date on news of the Local Plan Review, please check:

- Teignbridge Local Plan webpage [www.teignbridge.gov.uk/localplanreview](http://www.teignbridge.gov.uk/localplanreview)
- Twitter: [www.twitter.com/planteignbridge](http://www.twitter.com/planteignbridge)
- Facebook: [www.facebook.com/planteignbridge](http://www.facebook.com/planteignbridge)
- Local Press and Media.

If you have any questions, please contact the Local Plan Team on 01626-215768 or email [localplanreview@teignbridge.gov.uk](mailto:localplanreview@teignbridge.gov.uk).

Please note that comments cannot be treated as confidential, and anonymous or verbal comments cannot be taken into consideration. Comments will be published on our website excluding phone numbers, email addresses and signatures. Comments made will be available to view online at [www.teignbridge.gov.uk/localplanreview](http://www.teignbridge.gov.uk/localplanreview) later in the Local Plan review process, once they have been reviewed and considered.

Inappropriate comments including those which are racist, sexist, xenophobic, defamatory, prejudiced or otherwise likely to cause offence will be removed and not considered.

All comments must be received during the consultation period. Any responses received after this deadline may not be considered.

If you need this information in another format, or have any queries please email [localplanreview@teignbridge.gov.uk](mailto:localplanreview@teignbridge.gov.uk) or call 01626 215768.

We look forward to hearing from you.

Yours sincerely

Local Plan Team

Spatial Planning and Delivery

Tel: 01626 215768

# Holcombe Burnell Parish Council

## Item 12.2 Budget and Precept

<b>Holcombe Burnell Budget 2022-33</b>						
	2019 -20	2020-21	2021-22		2022-23	
<b>Detail</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual to Nov</b>	<b>Full Year Fcast</b>		<b>Budget</b>
Insurance	£ 339	£ 350	£ 583	£ 583		£ 700
Courses/training	£ 50	£ 75		£ -		£ -
Hall Hire	£ 55	£ 55	£ 199	£ 199		£ 120
Elections	£ 205	£ 50	£ 300	£ 300		£ 250
dog mess bin	£ 143	£ 130	£ 165	£ 165		£ 180
Play Area Inspection	£ 72	£ 75	£ 86	£ 86		£ 100
Play area revamp	£ 6,680					
Grass Cutting, Repairs & Footpaths	£ 400	£ 920	£ 1,736	£ 1,900		£ 1,900
Cllr Travel	£ -	£ 50		£ -		£ -
Software Subscriptions			£ 55	£ 55		£ 120
Staff Costs (Pay, Pension & Tax)	£ 2,999	£ 3,798	£ 1,949	£ 2,900		£ 3,200
S137	£ -	£ -		£ -		£ -
Int Auditor exps	£ 15	£ 20	£ 17	£ 17		£ 20
DALC	£ 125	£ 130		£ 148		£ 148
printing donation	£ 120	£ -		£ -		£ -
Poppy Wreath	£ 25	£ 25	£ 25	£ 25		£ 25
church grant	£ 260	£ -		£ -		£ -
defib	£ 200	£ 97	£ 72	£ 72		£ 75
Misc incl stationery & stamps	£ 673	£ 629	£ 206	£ 240		£ 500
Queen's Platinum Jubilee	£ -	£ -	£ -	£ -		£ 250
<b>Totals</b>	<b>£ 12,361</b>	<b>£ 6,404</b>	<b>£ 5,395</b>	<b>£ 6,690</b>		<b>£ 7,588</b>
<b>Reserves</b>						
Election reserves		£ 700		£ 1,000		
Play Area reserves		£ 140		£ 140		
P3 reserves		£ 1,521		£ 1,371		
Defib funds		£ 50		£ -		
CIL		£ 7,738		£ 7,738		
<b>Ringfenced reserves</b>		<b>£ 10,150</b>		<b>£ 10,250</b>		
<b>General reserves</b>		<b>£ 5,745</b>		<b>£ 4,197</b>		
<b>Precept</b>						
Total Precept	£ 4,960	£ 5,060		£ 5,060		
Tax base households	262.7	268.1		257.3		
per Band D Household per year	£ 18.88	£ 18.87		£ 19.67		
<b>Precept options for 2022-23</b>						
	<b>No increase on 2021-22</b>		<b>5% increase on 2021-22</b>		<b>To meet Budget (47%)</b>	
per Band D Household per year	£19.67		£20.65		£28.97	
Tax base households	261.9		261.9		261.9	
Total Council Income	£5,152		£5,408		£7,588	

# Holcombe Burnell Parish Council

## Item 12.3 Invoice for Grounds Maintenance

Joshua Bush <joshuabush970@gmail.com>  
 To:Jim Roberts    Fri, 26 Nov 2021 at 10:37

Hi Jim, I hope you are well. I have November's hours for you.  
 It will be the final cuts of the year until next spring now.  
 I have one last job of leaf clearing the park which will be  
 sometime in December as a one off.

17.11.21 Strimming and clearing all area's.  
 2hrs x £32.50 = £65

24.11.21 Strimming and clearing all area's  
 2hrs x £32.50 = £65

Total amount for November 2021 = £130  
 Kind regards  
 Josh - 19 Mill Meadow, Ashburton, TQ137RN  
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Joshua Bush<joshuabush970@gmail.com>  
 To:Jim Roberts    Sun, 12 Dec 2021 at 17:58

Hi Jim, just sending over my hours for December.

Leaf clearing and strimming around play area at the village hall.  
 08.12.21 2hrs x £32.50 = £65

Kind regards and happy Christmas! Josh.  
 -----

Total November & December = £195

January's Parish Council meeting - para 12.3		Cheque no. _____	
Noted by cheque signatories			
Signature	.....	.....	.....
	Cllr	Cllr	Cllr
Date	.....	.....	.....

# Holcombe Burnell Parish Council

## Agenda Item 12.4 - Payments

Devon Association of Local Councils  
 Devon Rural Hub  
 Cheriton Bishop  
 DE  
 EX6 6JH  
 +44 1392241131  
 enquiries@devonalc.org.uk  
 VAT Registration No.: 972 098 196  
 Company Registration No. 12545316

### VAT Invoice

INVOICE TO  
 Mr James Roberts  
 Holcombe Burnell Parish  
 Council  
 8 Little Silver  
 Exeter  
 Devon  
 EX4 4HU

INVOICE NO. 3400  
 DATE 10/11/2021  
 DUE DATE 10/12/2021  
 TERMS Net 30

DESCRIPTION	AMOUNT	VAT
Attendance of Jim Roberts on the Internal Controls webinar on 09/09	30.00	20.0% S
SUBTOTAL		30.00
VAT TOTAL		6.00
TOTAL		36.00
BALANCE DUE		<b>£36.00</b>

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	6.00	30.00

Please make cheques payable to Devon Association of Local Councils and BACS payments, using your invoice number as a reference, to:

Account number: 68792768  
 Sort Code: 30-84-67

VAT Number : 972 098 196  
 Company Number: 12545316

January's Parish Council meeting - para 12.4      Cheque no. \_\_\_\_\_  
 Noted by cheque signatories

Signature	.....	.....	.....
	Cllr	Cllr	Cllr
Date	.....	.....	.....

# Holcombe Burnell Parish Council

## Item 12.5, 6 & 7

### Clerk Expenses, Pay, Pension and Tax November & December 2021

(for January's meeting)

Gross Pay	Hourly rate (NJC SCP Band 6) £10.21 x 18 =	£ 183.78
per month	Use of home as office allowance	£ 15.00
	Total (carried forward to HMRC Basic PAYE software)	£ 198.78

Holcombe Burnell Parish Council			
<b>Mr James Philip Roberts</b>		8 Little Silver EXETER EX4 4HU	
		8 Little Silver EXETER EX4 4HU	
Payments		Deductions	
Taxable Pay	£198.78	Income Tax	£37.60
		Employee NIC	£0.00
		Pension - "Net Pay"	£10.11
<b>Total Payments</b>	<b>£198.78</b>	<b>Total Deductions</b>	<b>£47.71</b>
		<b>Net Pay £151.07</b>	
Payment Date	30/11/2021	National Insurance Category	A
Payment Period	Month 8	National Insurance Number	XXXXXXXXXX
Employer PAYE Reference	120/WE26936	Tax Code	BR WKS0E03
Payroll ID	002		

Holcombe Burnell Parish Council			
<b>Mr James Philip Roberts</b>		8 Little Silver EXETER EX4 4HU	
		8 Little Silver EXETER EX4 4HU	
Payments		Deductions	
Taxable Pay	£198.78	Income Tax	£37.60
		Employee NIC	£0.00
		Pension - "Net Pay"	£10.11
<b>Total Payments</b>	<b>£198.78</b>	<b>Total Deductions</b>	<b>£47.71</b>
		<b>Net Pay £151.07</b>	
Payment Date	31/12/2021	National Insurance Category	A
Payment Period	Month 9	National Insurance Number	XXXXXXXXXX
Employer PAYE Reference	120/WE26936	Tax Code	BR WKS0E03
Payroll ID	002		

November (Month 04) take home pay from HMRC payslip	£ 151.07
December (Month 05) take home pay from HMRC payslip	£ 151.07

<b>Reimbursements</b> Cash paid to D Rudland via M Long at Nov meeting	£ 35.00
Payment for Land Registry search (see attached)	£ 3.00

Payable to J P Roberts      Cheque no \_\_\_\_\_      **Total £ 340.14**

### Peninsula Pensions (Devon County Council Pension Fund)

Employee's contribution	5.5% of £ 183.78 x 2	£ 20.22
Employer's contribution	21.1% of £ 183.78 x 2	£ 77.56
	Cheque no _____	<b>Total £ 97.78</b>

### Income Tax (from payslips)

November	£37.60	
December	£37.60	Cheque no _____ <b>Total £ 75.20</b>

January's Parish Council mtg - para 12.5, 6 & 7 Cheque nos. \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_  
Noted by cheque signatories

Signature			
	.....	.....	.....
	Cllr	Cllr	Cllr
Date			
	.....	.....	.....



# Holcombe Burnell Parish Council

## Receipt for Land Registry search

shopper@worldpay.com <shopper@worldpay.com>  
To:clerkhb@yahoo.co.uk Mon, 8 Nov 2021 at 18:06

## Transaction Confirmation

Your transaction has been processed by WorldPay, on behalf of HM Land Registry.

Payment will only be taken once the document requested from Land Registry has been successfully delivered to you. Please note that if you did not select to download the document payment will not be taken.

### Transaction details:

*your payment was authorised for GBP 3.00*

*for REGISTER VIEW*

*From: HM Land Registry*

*Merchant's cart ID:*

0001636394729902r5LqHyDQGcqE6jI2wL7HiQx2Fc5ufab1LD1\_FGGZ

*Pre-Authorisation Date/Time: 08/Nov/2021 18:06:28*

*WorldPay's transaction ID: 27094952350*

This is not a tax receipt.

## Enquiries

This confirmation only indicates that your transaction has been processed successfully. It does not indicate that your order has been accepted. It is the responsibility of HM Land Registry to confirm that your order has been accepted, and to deliver any goods or services you have ordered.

If you have any questions about your order, please email HM Land Registry at:

[findapropertysupport@landregistry.gov.uk](mailto:findapropertysupport@landregistry.gov.uk), with the transaction details listed above.

Alternatively, refer to the 'Contact us' page on the Land Registry 'Find a Property' service website.

Thank you for shopping with HM Land Registry.

When you submit your transaction for processing by WorldPay you confirm your acceptance of WorldPay's shopper privacy policy, a copy of which can be viewed at: <http://www.worldpay.com/shopper/privacy/>

To find out more about how your transaction was processed, visit WorldPay's Frequently Asked Questions at: <http://www.worldpay.com/shopper/faqs/>

For further information about Verified By Visa authentication and details on how you can enrol, please click the logo.

