**There was a meeting of Chawleigh Parish Council on Wednesday 12th April 2023 at 7.30pm held in the Chawleigh Village Hall.**

**Members Present:** Parish Councillors Steve Godley (Chairman); Daphne Cockram; Bert Batty; Jan Flavin; Henry Martin; David Stewart.

**Also Present:** District Cllr. Clive Eginton

**In attendance:** Rob Martin (Parish Clerk)

**Two members of the general public**.

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**MINUTES:**

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| **2223-146** | **APOLOGIES**  Cllr. Flavin had indicated that she might not make it in which case she would apologise. Apologies had been received from County Cllr. Squires. |
| **2223-147** | **DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**  The following non-pecuniary declarations were made:   * The Chairman in relation to anything on the playing field & CCT * Cllr. Cockram in relation to anything on the playing field and the small shed as she was on both of the committees involved. * Cllr. Flavin whose husband was involved with the CCT * Cllr. Martin as a trustee of the Parish Lands Charity * Cllr. Batty as a trustee and secretary of the Parish Lands Charity |
| **2223-148** | **MINUTES**  On a proposal by Cllr. Batty seconded by Cllr. Martin it was **Resolved** to approve, as a correct record, the minutes of the Parish Council Meeting held on 22nd February 2023. |
| **2223-149** | **COUNCIL REPORTS** |
|  | 1. **To receive the Clerk’s Report**   The clerk had nothing further to report other than the agenda items.   1. **To receive the Chairman’s Report**   The chairman wanted to be sure that the future meeting dates had been agreed and proposed that the following dates be agreed:  24th May; 12th July; 16th August; 27th September; 8th November 2023 with 20th December and January still to be set.  ***(Post Meeting Note: the clerk has other commitments on 12th July and 20th December, so proposes the following dates:*** *24th May;* ***28th June****; 16th August; 27th September; 8th November;* ***13th December*** *2023 and* ***31st January 2024.)***  The new defibrillator has now been installed on the wall of the Earl of Portsmouth. The parish council wishes to thank those in charge of both the Shop and the Earl of Portsmouth for bearing the energy cost of the two defibrillators without charge. In addition, Denby Smith was thanked for fitting the new defibrillator to the EoP without charge.   1. **Other Councillor Reports** – Cllr. Cockram said that Cllr. Flavin had questioned whether progress had been made with the dog and rubbish bins. The clerk had sent a map to Cllr. Martin who had indicated where they were. Once this had been done, he could schedule them and report to the District Council.   Cllr. Stewart had now gained access to the website and was now a willing volunteer to help manage it. |
| **2223-150** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  There had been no further updates. |
|  | *The Chairman to declare the meeting closed* |
| **2223-151** | **PUBLIC AND OTHER BODIES’ SESSION**  To hear reports from and allow questions to be asked to District and County Councillors and to take any questions from members of the public.   1. County Councillor – no report had been received. 2. District Councillor – District Cllr. Eginton reported that there was now an Independent administration but no major decisions were being made during Purdah. 3. Members of the public had no questions. |
|  | *The Chairman to declare the meeting open* |
| **2223-152** | **FOOTPATH WORKS**  Cllr. Batty explained that there was outstanding work which would cost less than £500, for which the quotation had not been submitted. He would sort this out when the quote had been received. He had experienced difficulty in getting hold of the County PROW staff and had seen nothing relating to the P3 Grant scheme for this year. The clerk would ask Margaret Squires about this and he pointed out that the parish council still had £911 in reserve from the previous year for PROW work, although £500 or so of that would be taken from the work in progress. |
| **2223-153** | **GRASS CUTTING**  Plandscape, the grass cutting contractor for the last few years, had now gone into administration and were no longer trading which has meant obtaining a different contractor to cut the Chawleigh Playing Field.  The chairman had obtained two quotations one from Hooper Services from Sandford at £2,200 with 10 cuts, strimming, litter picks and 2 weed sprays whilst the other quote from Branch Above was £2,150 (both excluding VAT). On the basis of his experience with the two contractors, the chairman expressed a preference for Branch Above to do the work. On a proposal by the Cllr. Cockram, seconded by Cllr. Stewart it was **Resolved** to award the contract to Branch Above. |
| **2223-154** | **TREES**  The Chairman had been working with the District Tree Officer on the removal of the Ash trees and there had been no objections to their removal. The contractor Four Seasons would look to get the work done before the Coronation celebrations, although that might be weather dependent. |
| **2223-155** | **RATS**  The Chairman had been requested to do something about the rats seen in the village. The district councillor indicated that this would not be something done by their operatives but would have to be arranged privately. The only time Mid Devon DC would carry out rat control would be for council-owned properties. |
| **2223-156** | **ASSET REGISTER**  There were a number of changes that were not correct and this would be corrected and the asset register considered again prior to the insurance premium being payable. |
| **2223-157** | **BUSINESS RISK ASSESSMENT**  On a proposal by Cllr. Batty, seconded by Cllr. Martin it was **Resolved** to adopt the Risk assessment as presented. |
| **2223-158** | **STATEMENT OF INTERNAL CONTROL**  On a proposal by Cllr. Cockram, seconded by Cllr. Stewart it was **Resolved** to adopt the Statement of Internal Control. |
| **2223-159** | **CORONATION CELEBRATIONS**  Cllr. Cockram presented the proposed celebration leaflets which were agreed by councillors. The Chairman would get the leaflets printed.  On a proposal by the Chairman it was **Resolved** pay the expenses incurred to date by Cllr. Cockram of £150.52, plus around £250 on mugs, £100.00 for the village hall plus £50 on the clear-up food. |
| **2223-160** | **SHOP LEASE**  The lease had been signed, but an additional independent solicitor still had to sign an additional document before this was complete. |
| **2223-161** | **SHED LEASE**  The solicitor was awaiting a draft lease from those representing the Parish Lands Charity when last questioned on this. Cllr. Batty spoke to the Parish Lands solicitor two weeks before and was told that the lease was about to be sent, but it was still unclear as to the precise current position. The clerk would write to Lindsay on Monday next, once she returns from leave and see whether this had happened. |
| **2223-162** | **END OF YEAR BANK RECONCILIATION**  The 31st March 2023 Bank Reconciliation statement was adopted. |
| **2223-163** | **END OF YEAR RECEIPTS & PAYMENTS COMPARED TO BUDGET**  The statement of Receipts and Payments compared to Budgets for the period from 1st April 2022 to 31st March 2023 was approved. |
| **2223-164** | **RECEIPTS & PAYMENTS SCHEDULE**  On a proposal by Cllr. Stewart seconded by Cllr. Batty it was **Resolved** that the payments listed below be paid.  The Zoom subscription would be cancelled forthwith. |
|  | |  |  |  |  | | --- | --- | --- | --- | | **PAYMENTS** |  |  |  | | **Payment to** | **Services** | **Amount**  **£** | **Payment No.** | | **2023/2024** |  |  |  | | Lilian Jones | Caretaker – April 2023 | 152.08 | SO | | RJ Martin | Salary April 2023 | 332.92 | 2324-02 | | HMRC | Tax Deduction | 83.20 | 2324-02 | | IONOS | Website Domain – April 2023 | 4.80 | Card | | IONOS | Email Access – April 2023 | 3.60 | Card | | Zoom | Access – April 2023 | 15.59 | Card | | ROSPA | Annual Inspection | 115.20 | 2324-01 | | DALC | Subscription | 183.25 | 2324-01 | | Clyst Honiton Parish Council | SLCC Subscription | 44.00 | 2324-01 | | Steve Godly | Stationery | 55.74 | 2324-03 | | Steve Godly | Goalposts | 343.00 | 2324-03 | | Daphne Cockram | Coronation Event Supplies | 150.52 | 2324-03 | |  |  |  |  | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2023/2024** |  |  |  | | Mid Devon District Council | Precept – Half-year | 7,085.00 | BGC | |
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| **2223-165** | **DRAFT FINAL ACCOUNTS 2022/2023**  The draft final accounts were **noted** before they are submitted to the Internal Auditor. |
| **2223-166** | **DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN – EXEMPTION**  The draft Exemption Certificate was **noted** before submission to the Internal Auditor. |
| **2223-167** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | 1. **Planning Applications made since the last meeting** |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 23/00335/OUT | Holly House  Chawleigh  Chulmleigh | Outline for the erection of 2 dwellings (Revised Scheme)  **Decision: Objection on the basis of the previous objection matters of scale, access etc** |  1. **Decisions made by Mid Devon District Council since the last meeting**  |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | 22/01949/LBC | Old Hall  Chawleigh  Chulmleigh  Devon | Listed Building Consent to repair two timber roof trusses | LBC Granted | | 22/01661/FULL | West Hill  Chawleigh  Chulmleigh  Devon | Conversion of threshing barn to residential annex and conversion of cellar barn to  holiday accommodation | Full Permission | | 22/01662/LBC | West Hill  Chawleigh  Chulmleigh  Devon | Listed Building Consent for the Conversion of threshing barn to residential annex and conversion of cellar barn to  holiday accommodation | LBC Granted |  1. **Other Planning Matters**   None |
| **2223-168** | **DATE OF NEXT MEETING**  The **Annual Parish Council** and the **Annual Meeting of Chawleigh Parish Council** will be Wednesday 24th May 2023, in Chawleigh Village Hall starting at 7.00pm. |
| **2223-169** | **MEETING CLOSURE**  The meeting closed at 8.36pm |

Signed:………………………

Print:…………………………

Date:…………………………

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST**