**To: all Members of Chawleigh Parish Council**

For information: County and District Ward Members, press and public

Issue date: Wednesday 17th May 2023

*The Parish Council is grateful for the attendance and reports presented by both Councillors and external organisations. Due to the large number of issues affecting the Parish, it would be most appreciated if reports could be kept concise and to the point.*

You are hereby summoned to attend the **Annual Meeting** of **Chawleigh Parish Council** on **Wednesday 24th May 2023 at 7.30pm,** in the Jubilee Hall, Chawleigh, for the purpose of transacting the business on the following agenda.

**Rob Martin**

**Clerk to Chawleigh Parish Council**

**AGENDA**

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| **2324-001** | **ELECTION OF CHAIRMAN**  To receive nominations from councillors for the position of Chairman of the Council. The chosen Chairman to sign a declaration of acceptance of office for the role. |
| **2324-002** | **RECEIPT OF REGISTERS & DECLARATIONS FROM ALL COUNCILLORS**  The Clerk to receive completed declarations of acceptance of office and Registers of Interests from all councillors. |
| **2324-003** | **APOLOGIES**  **To receive apologies for absence**  Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member’s absence are acceptable. |
| **2324-004** | **ELECTION OF VICE-CHAIRMAN**  To receive nominations from councillors for the position of Vice-Chairman of the Council. |
| **2324-005** | **CO-OPTION OF ADDITIONAL COUNCILLOR(S)**  To consider any applications for co-option onto the council for the vacancies unfilled by the election process. |
| **2324-006** | **RECEIPT OF AGENDAS ONLINE**  To resolve that the receipt of agendas and supporting papers by councillors online satisfies the requirements of the Local Government Act 1972, Sch 12, paras 10(2)(b) (as amended by the Local Government (Electronic Communications Order) 2015) and para 26(2)(b). |
| **2324-007** | **ELECTION EXPENSES FORMS**  The clerk to remind councillors tat they must return the elections expenses forms to the District Council, even if they are nil returns, within 28 days of the election. |
| **2324-008** | **DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**  **To receive declarations of interest in items on the agenda**  Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council’s Code of Conduct, members are required to declare any interests that are not currently entered in the member’s register of interests or if he/she has not notified the Monitoring Officer of it. |
| **2324-009** | **GENERAL POWER OF COMPETENCE**  The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 give parish councils the ability to use the General Power of Competence.  The attached report outlines the details of the power and the proof of the clerk’s qualification is also attached.  The Council to resolve to adopt the General Power of Competence, forthwith. |
| **2324-010** | **MINUTES**  To approve, as a correct record, the minutes of the Parish Council meeting held on 12th April 2023. |
| **2324-011** | **COUNCIL REPORTS** |
|  | 1. **To receive the Clerk’s Report** 2. **To receive the Chairman’s Report** 3. **Other Councillor Reports** – to receive any reports from councillors on matters the council could consider at future meetings and to report on any meetings attended on behalf of the council. |
| **2324-012** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  To receive a verbal update. |
|  | *The Chairman to declare the meeting suspended* |
| **2324-013** | **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 2. District Councillor 3. Members of the public   Any reports previously received from County and District Councillors will be assumed to have been read. |
|  | *The Chairman to declare the meeting open* |
| **2324-014** | **COUNCILLOR REPRESENTATION**  To agree councillor representations on behalf of the parish council for the coming year. |
| **2324-015** | **INSURANCE RENEWAL**  The current Insurance Policy is with Zurich arranged by Community First Trading and is in the second year of a three-year Long-Term Agreement. The clerk has notified the insurer of changes to the cover required to incorporate recent additions to the asset register and has requested that the Fidelity Guarantee be raised to £50,000 from £25,000 to be sufficient to cover the current level of balances.  To approve the payment of the insurance premium of £713.36 plus any adjustment necessary for the additional cover. |
| **2324-016** | **INTERNAL AUDIT 2022/23**  To consider the attached Internal Audit Report from Mulberry & Co and in particular action to be taken in the ‘Points Carried Forward’ table on page 13 of the report. |
| **2324-017** | **FINAL ACCOUNTS 2022/23**  To consider and adopt the attached 2022/2023 final accounts. |
| **2324-018** | **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23**  The parish council is required to certify the attached:   1. 2022/23 Certificate of Exemption – AGAR Form 2, on the basis that the turnover for the year was less than £25,000. 2. Annual Governance Statement 2022/23, and 3. Accounting Statements 2022/2023 |
| **2324-019** | **RECURRING PAYMENTS**  Councillors are requested to authorise the continuation of the following ongoing payments.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **To Whom?** | **What For?** | **Amount £** | **Frequency** | **Payment Method** | | Information Commissioner | Registration Fee | 35.00 | Annually | Direct Debit | | Lilian Jones | Toilet Cleaning Contract | 152.08 | Monthly | Standing Order | | IONOS | Email Access | 2.40 | Monthly | Ongoing Card Payment | | IONOS | Website Access | 13.24 | Monthly | Ongoing Card Payment | | RJ Martin | Salary | 332.92 | Monthly | Faster Payment | | HMRC | Tax Deduction | 83.20 | Monthly | Faster Payment | |
| **2324-020** | **CORONATION CELEBRATIONS**  To receive a verbal report on the event and potential financial requirements from the parish council. |
| **2324-021** | **SIGNATORIES**  To confirm the required signatories for the NatWest Account from the list of councillors:- Daphne Cockram; Stephen Godly; Bert Batty; Henry Martin; Jan Flavin; Andrea Huxley |
| **2324-022** | **DEFIBRILLATOR WORKING GROUP**  To hear a report on any activities undertaken or needed to be taken by the Working Group. |
| **2324-023** | **ROSPA REPORT**  To consider the attached ROSPA report for the playground equipment and decide what action to take as a result. |
| **2324-024** | **FOOTPATH WORKS**  To hear a report from Cllr. Batty on the progress on work on the Public Rights of Way in the parish. |
| **2324-025** | **SMALL SHED LEASE**  To consider a report from the clerk on any progress with the proposed lease. |
| **2324-026** | **SHOP LEASE**  The new lease for the shop has now been completed, and a copy of this is attached for information. Council to note this. |
| **2324-027** | **2023/2024 RECEIPTS AND PAYMENTS TO DATE**  To adopt the following attached statements for the current year as at 30th April 2023.   1. Bank Reconciliation 2. Receipts & Payments compared to Budgets |
| **2324-028** | **RECEIPTS & PAYMENTS SCHEDULE**  To approve the payment of the invoices on the schedule below for the period since the last meeting, as below: |
|  | |  |  |  |  | | --- | --- | --- | --- | | **PAYMENTS** |  |  |  | | **Payment to** | **Services** | **Amount**  **£** | **Reference** | | **2023/2024** |  |  |  | | IONOS | Emails April 2023 | 2.40 | DD | | IONOS | Website April 2023 | 13.24 | DD | | IONOS | Emails May 2023 | 2.40 | DD | | IONOS | Website May 2023 | 13.24 | DD | | RJ Martin | Salary April 2023 | 332.92 | 2324-02 | | HMRC | Tax Deduction April 2023 | 83.20 | 2324-02 | | DALC | Annual Subscription | 183.25 | 2324-01 | | ROSPA Playsafety | Annual Inspection | 115.20 | 2324-01 | | Clyst Honiton PC | SLCC Subscription Share | 44.00 | 2324-01 | | S Godley – Viking | Cartridges | 55.74 | 2324-03 | | S Godley – Quickplay | Football Goalpost | 343.00 | 2324-03 | | D Cockram | Coronation Event Supplies | 150.52 | 2324-03 | | Maria Hill | Coronation Mugs | 240.00 | 2324-04 | | A Branch Above | Grass Cutting | 216.00 | 2324-04 | | **Hotchkiss Warburton** | **Shop Lease** | **907.20** | **2324-05** | | **Mulberry & Co** | **Internal Audit 2022/23** | **270.00** | **2324-05** | | **Chawleigh Village Store** | **Public Toilet Expenses** | **50.26** | **2324-05** | | **RJ Martin** | **Salary May 2023** | **332.92** | **2324-06** | | **HMRC** | **Tax Deduction May 2023** | **83.20** | **2324-06** | | **Jubilee Hall** | **Hire Charges** | **240.00** | **2324-07** | | **A Branch Above** | **Grass Cutting & Weed Spraying** | **426.00** | **2324-07** | | **D. Cockram** | **Coronation Food** | **50.68** | **2324-07** | | **RJ Martin** | **Salary June 2023** | **332.92** | **2324-08** | | **HMRC** | **Tax Deduction June 2023** | **83.20** | **2324-08** | | **Community First Trading Ltd** | **Insurance Premium June 2023** | **808.55** | **2324-09** |  |  |  |  |  | | --- | --- | --- | --- | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2023/2024** |  |  |  | | Mid Devon DC | Precept | 7,085.00 | BGC | | HMRC | VAT Refund | 1,586.34 | BGC |   In addition, payments will be made for invoices received since the agenda was set.  Payment items in **bold** will be made following the meeting. |
| **2324-029** | **PLANNING APPLICATIONS**   1. To consider the following Planning Applications and to agree comments: |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 23/00624/FULL | Land at NGR 271434 112444 (Barns Court) Chawleigh | Erection of lodge for use as holiday let | | 23/00335/OUT | Holly House  Chawleigh  Chulmleigh | Outline for the erection of 2 dwellings (Revised Scheme) |  1. Decisions made by Mid Devon District Council since the last meeting  |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | None |  |  |  | |
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| **2324-30** | **MEETING DATES**  To adopt the following list on dates for meetings during the coming year:  28th June 2023  16th August 2023  27th September 2023  8th November 2023  13th December 2023  31st January 2024  13th March 2024  24th April 2024  29th May 2024 AGM/APM |
| **2324-031** | **DATE OF NEXT MEETING**  The next Meeting of Chawleigh Parish Council is on Wednesday 28th June 2023, at 7.30pm in the Chawleigh Jubilee Hall. |
| **2324-032** | **CLOSURE OF MEETING** |