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

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

Issue date: Wednesday 3rd November 2021

*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 meetingof **Chawleigh Parish Council** on **Wednesday 10th November 2021 at 7.30pm,** to be held in accordance with current Covid lockdown regulations at: **Chawleigh Village Hall** for the purpose of transacting the business on the following agenda.

**Rob Martin**

**Locum Clerk to Chawleigh Parish Council**

**AGENDA**

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| **1** | **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. |
| **2** | **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.  |
| **3** | **MINUTES**To approve, as a correct record, the minutes of the Parish Council Meeting held on 29th September 2021. |
| **4** | **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.
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| **5** | **CHAWLEIGH COMMUNITY TRUST (CCT)**To receive an update on the CCT activity since the last meeting. |
|  | *The Chairman to declare the meeting closed* |
| **6** | **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* |
| **7** | **DEFIBRILLATOR GROUP**To consider the current position with absorbing this groups activities into parish council business and make decisions on resultant action. |
| **8** | **FOOTPATH WORKS**To consider a progress report from Cllr. Batty on action taken since the last meeting. |
| **9** | **2020/2021 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**To consider the attached external auditor’s comments on the return for last year and discuss the remedies to put in place for the current year. |
| **10** | **ELECTRICITY SUPPLY FOR SHOP STORAGE FACILITY**To agree on the suggested provision of electricity supply to the new shop storage unit. |
| **11** | **WEBSITE**To hear an update by Cllr. Swift on the current status of the new website and work needed to ensure it is kept up to date. |
| **12** | **QUEEN ELIZABETH II PLATINUM JUBILEE CELEBRATIONS**To further consider the options for celebrating this Jubilee. |
| **13** | **HIGHWAY DRAINAGE AT BUTTS COTTAGE**To consider the continued saga of work required to stop the flooding problem at this location. |
| **14** | **BANK RECONCILIATION**To approve the attached 31st October 2021 Bank Reconciliation statement |
| **15** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**To receive the statement of Receipts and Payments compared to Budgets for the period from 1st April 2021 to 31st October 2021 (attached) |
| **16** | **RECEIPTS & PAYMENTS SCHEDULE**To approve the payment of the invoices on the schedule below for the period since the last meeting, as below: |
| **17** |

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| **PAYMENTS** |  |  |  |
| **Payment to** | **Services** | **Amount****£** | **Payment No.** |
| **2021/2022** |  |  |  |
| **Lilian Jones** | **Caretaker – November 2021** | **152.08** | **SO** |
| Discount Displays | Shop Noticeboard | 153.54 | 212201 |
| Devon Containers | Shop Storage Unit (Shop a/c) | 3,300.00 | 212202 |
| **PKF Littlejohn** | **External Audit** | **240.00** | **212203** |
| **Greenbarnes Ltd** | **Wooden Noticeboard** | **1,107.51** | **212203** |
| **RJ Martin** | **Locum Clerk – October 2021** | **466.50** | **212204** |
| **RJ Martin** | **Clerk’s Salary November 21** | **384.25** | **212204** |
| **HMRC** | **Tax Deduction** |  | **212204** |
| **Plandscape** | **Grass Cutting** | **315.00** | **212204** |

***One of the Plandscape payments within the £315 item above includes the month of April 2021, which has already been paid by cheque, but has not been cleared. This cheque is now more than 6 months old and is considered cancelled, so the payment is being replicated here.***

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| **RECEIPTS** |  |  |  |
| **Receipt from** | **Services** | **Amount****£** | **Method** |
| **2021/2022** |  |  |  |
| HMRC | Back-Dated VAT Reclaim | 3,872.79 | BGC |
| HMRC | VAT Reclaim Apr-Sept 21 | 886.24 | BGC |
| Chawleigh Shop | Rent – October 21 | 170.76 | FP |
| NatWest Bank | Interest – October 21 | 0.03 | 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. |
| **18** | **2022/23 ANNUAL BUDGET AND PRECEPT**To consider the attached report and analyses in order to decide on a budget and precept level for the next financial year. |
| **19** | **PLANNING APPLICATIONS**To consider the following Planning Applications and to agree comments: |
|  | **Planning Applications made since the last meeting** |
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| **Reference** | **Location** | **Proposal** |
| 21/01929/LBC | Oak Barn Chawleigh Chulmleigh Devon EX18 7HJ |  Listed Building Consent for replacement of damaged window **19th November 2021** |
| 21/02126/FULL | The Earl of Portsmouth Chawleigh Chulmleigh Devon EX18 7HJ | Installation of replacement windows and formation of 2 new windows opening on the East elevation**18th November 2021** |

**Decisions made by Mid Devon District Council since the last meeting**

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| **Reference** | **Location** | **Proposal** | **Decision** |
| 21/01289/LBC  | Leaches House Chawleigh Chulmleigh Devon EX18 7HH | Listed Building Consent for renovation works to barn | Permit |

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| **20** | **DATE OF NEXT MEETING**The next meeting of Chawleigh Parish Council would be Wednesday 15th December 2021, at Chawleigh Village Hall at 7.30pm.  |
| **21** | **CONFIDENTIAL MATTERS**Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.The Council to decide whether to close the meeting to the public and press on the basis of confidential personal details that need to be considered. |

**CONFIDENTIAL AGENDA**

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| **22** | **CONFIDENTIAL MINUTES**To approve, as a correct record, the Part 2 minutes of the Parish Council Meeting held on 25th August 2021. |
| **23** | **CLERK’S CONTRACT OF EMPLOYMENT**To agree and sign the contract of employment, copy attached. |
| **24** | **ANY OTHER CONFIDENTIAL MATTERS** |