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

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

Issue date: Wednesday 8rd December 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 15th December 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** | **PARISH COUNCILLOR VACANCY**  To consider the action necessary to fill the councillor vacancy created by the resignation of Stuart Swift. |
| **4** | **MINUTES**  To approve, as a correct record, the minutes of the Parish Council Meeting held on 10th November 2021. |
| **5** | **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. |
| **6** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  To receive an update on the CCT activity since the last meeting. |
|  | *The Chairman to declare the meeting closed* |
| **7** | **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* |
| **8** | **FOOTPATH WORKS**  To consider a report from Cllr. Batty on action taken since the last meeting and to agree to request a further £600 in P3 grant for additional works. |
| **9** | **INTERNAL AUDIT 2021/2022**  To agree to appoint IAC as Internal Auditors for a 3-year period in line with the information already circulated. The precise cost will be dependent of the three other parish councils managed by the Clerk agreeing to do the same. The range of cost will be from £285 to go it alone down to £182.88 for the arrangement described. |
| **10** | **WEBSITE**  To hear an update from the clerk and Cllr Huxley on their zoom meeting with former Cllr. Swift about the process of updating the new website. |
| **11** | **QUEEN ELIZABETH II PLATINUM TREE PLANTING**  To consider whether to plant a tree on private land as per the attached email from Cllr. Flavin. |
| **12** | **HIGHWAY DRAINAGE AT BUTTS COTTAGE AND ON THE A377 AT EGGESFORD**  To consider further options for encouraging Devon County Highways to undertake necessary work to solve the ongoing drainage problems at these two locations. |
| **13** | **LAND OFF SCHOOL CLOSE**  To consider a possible response to the email from LiveWest, copy attached, on its proposal to build 26 affordable homes on this site. |
| **14** | **BANK RECONCILIATION**  To approve the attached 30th November 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 30th November 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** | |  |  |  |  | | --- | --- | --- | --- | | **PAYMENTS** |  |  |  | | **Payment to** | **Services** | **Amount**  **£** | **Payment No.** | | **2021/2022** |  |  |  | | **Lilian Jones** | **Caretaker – December 2021** | **152.08** | **SO** | | **RJ Martin** | **Clerk’s Salary December 21** | **307.45** | **212206** | | **HMRC** | **Tax Deduction** | **76.80** | **212206** | | **Mid Devon District Council** | **Grass Verge Cutting 2021/2022** | **596.09** | **212208** |  |  |  |  |  | | --- | --- | --- | --- | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2021/2022** |  |  |  | | None |  |  |  |   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 adopting the budget for 2022/2023 and setting the precept accordingly. |
| **19** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | **Planning Applications determined since the last meeting** |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 21/01988/FULL | Land at NGR 268201 111840 (North West of Higher Ford House) Chawleigh Devon | Retention of vehicular access, parking area and gate | | 21/02112/HOUSE | Cobbles Chawleigh Chulmleigh | Erection of two storey extension | | 21/02130/LBC | Toatley Farm Chawleigh  Chulmleigh | Listed Building Consent for erection of single storey extension to include  internal alterations to ground and first floor layout | | 21/02129/HOUSE | Toatley Farm Chawleigh  Chulmleigh | Erection of single storey extension |   **Decisions made by Mid Devon District Council since the last meeting**   |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | None |  |  |  | |
| **20** | **DATE OF NEXT MEETING**  The next meeting of Chawleigh Parish Council would be Wednesday 26th January 2022, 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 any confidential matters that need to be considered. |
| **22** | **MEETING CLOSURE** |