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

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

Issue date: Wednesday 22nd September 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 29th September 2021 at 7.00pm,** 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 25th August 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. |
| **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 attached draft Terms of Reference for a potential **Defibrillator Working Group** of the parish council, to take on board the current stand-alone group’s work from this point onwards. |
| **8** | **FOOTPATH WORKS**  To consider a progress report from Cllr. Batty on action taken since the last meeting. |
| **9** | **DISABLED PARKING IN CHAWLEIGH**  To discuss the provision of disabled parking in the parish, currently. |
| **10** | **SHOP NOTICEBOARD**  To discuss the quotations received for the replacement noticeboard. |
| **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** | **ONLINE BANKING**  To receive an update from the Chairman on the progress made in enabling the council to conduct its finances online. |
| **13** | **SHOP STORAGE**  To discuss the quotations obtained for a storage unit, as discussed at the last meeting. |
| **14** | **BANK RECONCILIATION**  To approve the attached 23rd September 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 23rd September 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 – September 2021** | **152.08** | **SO** | | **Plandscape** | **Weed Spraying** | **120.00** | **1551** | | **RJ Martin** | **Locum Clerk – August 2021** | **352.05** | **1552** |  |  |  |  |  | | --- | --- | --- | --- | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2021/2022** |  |  |  | | Mid-Devon District Council | Precept | 6,500.00 |  | | Chawleigh Shop | Rent – August 21 | 170.76 |  | | Chawleigh Shop | Rent – September 21 | 213.45 |  | | NatWest Bank | Interest – August 21 | 0.03 |  | | NatWest Bank | Interest – September 21 | 0.03 |  |   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** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | **Planning Applications made since the last meeting** |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | None |  |  |   **Decisions made by Mid Devon District Council since the last meeting**   |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | 21/01245/FULL | Land at NGR 270024 111478 (Southcott Farm) Chawleigh Devon | Construction of silage pit | Permit | |
| **19** | **DATE OF NEXT MEETING**  The next meeting of Chawleigh Parish Council would be Wednesday 10th November 2021, at Chawleigh Village Hall at 7.30pm. |
| **20** | **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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| **21** | **CONFIDENTIAL MINUTES**  To approve, as a correct record, the Part 2 minutes of the Parish Council Meeting held on 25th August 2021. |
| **22** | **ANY OTHER CONFIDENTIAL MATTERS** |