**There was a meeting of Chawleigh Parish Council on Wednesday 10th November 2021 at 7.30pm held in the Chawleigh Village Hall.**

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

**Also Present:** District Councillor Clive Eginton

**In attendance:** Rob Martin, Locum Clerk

**No members of the general public**.

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**MINUTES:**

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| **2122-102** | **APOLOGIES**  Apologies from Cllrs. Bert Batty, Andrea Huxley & Stuart Swift were received and accepted.  Apologies had also been received from County Councillor Margaret Squire. |
| **2122-103** | **DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**  Non-pecuniary interests were declared by:   * The Chairman in relation to anything on the playing field * Cllr. Cockram in relation to anything on the playing field * Cllr. Flavin whose husband was involved with the CCT |
| **2122-104** | **MINUTES OF LAST MEETINGS**  On a proposal by Cllr. Martin, seconded by Cllr. Cockram, the minutes of the Parish Council meeting held on 29th September 2021 were approved as a correct record and signed by the Chairman. |
| **2122-105** | **COUNCIL REPORTS**   1. **Clerk’s Report –** the Clerk reported that:  * The Mid Devon Public Spaces Protection Order (PSPO) was now published and councillors had received a copy. In addition a question had been raised by EDDC asking whether the parish council wanted signage at each of the two sites specifically included in the Order, at Chawleigh Play Area and Recreation Ground. It was unanimously **Agreed** that this signage was needed. * Angharad Williams the Development Management Manager at MDDC had written asking whether she could make contact and come to a meeting to answer planning questions. All thought this was a good idea. * An approach had been made by MDDC Housing team offering assistance with any community-led affordable housing projects. It was **Agreed** that this was not necessary for Chawleigh. * A letter from Mr & Mrs Watson had been received complaining that an anonymous objection to the CCT housing project. The Clerk would respond to them explaining that it was normal for anonymous correspondence to be destroyed, and to explain the correct way to make such an objection. * The Clerk had not received anything on the upcoming road closure.  1. **Chairman’s Report**   The Chairman had a quote for new fencing in the playing field, which was the subject of a potential Section 106 claim. The fencing would be green, with green metal posts and would be 6ft high and was replace the current broken fence. The cost would be £2,800 plus VAT. The Clerk would investigate the process for claiming the Section 106 funds held by MDDC. The Chairman would ensure that he got a formal quotation to enable this.  The ownership of the concrete shed was still uncertain and the Chairman undertook to try, once again, to get agreement so that it could be used for something.   1. **Other Councillor Reports**  * Cllr. Flavin had been approached because the signs to the public toilets were not explicit enough and the toilet entrance cannot be seen without an additional sign. The Chairman undertook to provide another sign. A road sign had been turned around and the Chairman would take his car and see what needed to be done. * Cllr. Martin questioned whether more had been heard about the illegal entrance. The legal process was going through the motions so it was still unresolved. * Cllr. Cockram had no further questions. |
| **2122-106** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  The Chairman reported that the CCT AGM had taken place on Monday 8th November and all appeared to be going well. The planning portal had the CCT application live until 15th November so nothing would happen before that. |
|  | *The Chairman declared the meeting out of session to allow updates from District and County Councillors and questions from any members of the public* |
| **2122-107** | **PUBLIC AND OTHER BODIES’ SESSION**  **District Council**  District Cllr. Eginton reported that MDDC had finalised its new Code of Conduct, having changed the threshold for reporting by councillors of gifts received from £25 to £50.  The Chawleigh housing walk-about had taken place, with the result that the boat had now disappeared.  **County Council**  County Cllr. Squires had sent no report. |
|  | *The Chairman declared the meeting open* |
| **2122-108** | **DEFIBRILLATOR GROUP**  The Terms of Reference had been sent to the group, but there had been no response to date. The Clerk would send a reminder and say that the proposal to move the defibrillator to the front of the shop would be best done when the current three-year agreement came to an end, next year. |
| **2122-109** | **FOOTPATH WORKS**  Cllr. Batty was not present, so there was nothing further to report.  The Clerk also stated that the expected additional £150 for the previous work had still not been received from the County Council. He would get Bert to chase this matter up with the PROW team to expedite this. |
| **2122-110** | **2020/2021 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**  The clerk explained that despite having followed the advice given by the external auditors in March/April 2021, following the problems experienced with the previous clerk not submitting the previous year’s forms on time, the report had been negative in a number of respects.  The proposed action was to make sure that the form for the current year was completed as per the guidance given and that the necessary items were reviewed by the council before the financial year-end in March 2022. This was unanimously **Agreed**. |
| **2122-111** | **ELECTRICITY SUPPLY FOR SHOP STORAGE FACILITY**  The Chairman said that he had arranged for the electricity supply to the new storage facility to be connected. This was unanimously **Approved.** |
| **2122-112** | **WEBSITE**  Cllr. Huxley had written to the clerk explaining that she had put the latest agenda and minutes on the site, but was experiencing some minor problems with the process. The clerk has yet to ‘meet’ Cllrs. Swift and Huxley to educate himself on the updating process, but this would happen shortly. |
| **2122-113** | **QUEEN ELIZABETH II PLATINUM JUBILEE CELEBRATION**  Councillors considered the possibilities for planting a commemorative tree as part of the celebration, particularly potential locations. The conclusion was that a request for suggestions from the community would be placed on the village hub, as it might have to be on private land somewhere accessible to the public. The parish council had earmarked £500 towards more general community celebrations. |
| **2122-114** | **HIGHWAY DRAINAGE AT BUTTS COTTAGE**  The clerk confirmed that the pictures of the flooding of the highway immediately following the County Council’s attempts to jet the drain, which Cllr. Martin had been told would definitely solve the problem.  The clerk would write to County Councillor Squire explaining that this problem had existed for years and was no nearer being solved. A lasting solution has to be found. |
| **2122-115** | **BANK RECONCILIATION**  The attached Bank Reconciliation for the month ended 30th October 2021, was N**oted**. |
| **2122-116** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**  The attached statement of Receipts and Payments compared to Budgets was **Noted**. |
| **2122-117** | **RECEIPTS & PAYMENTS SCHEDULE**  On a proposal by the Cllr. Martin, seconded by Cllr. Flavin, the payments in the table below were unanimously **Approved** |
|  | |  |  |  |  | | --- | --- | --- | --- | | **PAYMENTS** |  |  |  | | **Payment to** | **Services** | **Amount**  **£** | **Payment No.** | | **2020/2021** |  |  |  | | **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** | **307.40** | **212204** | | **HMRC** | **Tax Deduction** | **76.85** | **212204** | | **Plandscape** | **Grass Cutting** | **315.00** | **212204** | | **IONOS** | **Website** | **2.40** | **DD** | | **IONOS** | **Emails** | **2.40** | **DD** | | **ZOOM** | **Access** | **14.99** | **DD** | | **Royal British Legion** | **Poppy Appeal** | **25.00** | **212205** | | **Denby Smith Electrical** | **Shop Storage Supply** | **268.32** | **212205** | | **Chawleigh Jubilee Hall** | **Parish Council and Lunch Club** | **130.00** | **212205** |  |  |  |  |  | | --- | --- | --- | --- | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2020/2021** |  |  |  | | **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** |   Payment items in **bold** will be made following the meeting. |
| **2122-118** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 21/01929/LBC | Oak Barn Chawleigh Chulmleigh Devon EX18 7HJ | Listed Building Consent for replacement of damaged window  **Decision: Support** | | 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  **Decision: Support and make point that majority of properties in the Conservation Area already have UPVC windows.** |   **Decisions made by Mid Devon District Council since the last meeting**   |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | 21/01289/LBC | Leaches House Chawleigh Chulmleigh Devon EX18 7HH | Listed Building Consent for renovation works to barn | Permit | |
| **2122-119** | **DATE OF NEXT MEETING**  The next meeting of Chawleigh Parish Council would be Wednesday 15th December 2021, at Chawleigh Village Hall at 7.30pm. |
| **2122-120** | **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 **Resolved** to close the meeting to the public and press on the basis of confidential personal details that need to be considered. |
| **2122-120** | **MEETING CLOSURE**  The public section of the meeting closed at 9.38pm. |
|  | **PART 2 SUMMARY** |
| **2122-121** | **CONFIDENTIAL MINUTES**  The minutes of the meeting held on 29th September were **Agreed** |
| **2122-122** | **STAFFING MATTER**  Rob Martin was appointed as Parish Clerk and is contract of employment was signed. |
| **2122-123** | **OTHER CONFIDENTIAL MATTERS**  There were no other confidential matters considered. |

Signed:………………………

Print:…………………………

Date:…………………………

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

**CONFIDENTIAL MINUTES**

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| **2122-121** | **CONFIDENTIAL MINUTES**  On a proposal by Cllr. Martin, seconded by Cllr. Flavin, the Part 2 minutes of the Parish Council Annual Meeting held on 29th September 2021 were **Approved**. |
| **2122-122** | **CLERK’S CONTRACT**  On a proposal by the Chairman, it was unanimously agreed to appoint Rob Martin as Parish Clerk with effect from 1st November and the contract was signed. Rob was welcomed as the new Clerk. |
| **2122-123** | **CONFIDENTIAL MEETING CLOSURE**  The meeting closed at 9.42pm |

Signed:………………………

Print:…………………………

Date:…………………………