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

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

Issue date: Wednesday 23rd June 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 **Thursday 1st July 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 Annual Meeting held on 5th May 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)** |
|  | *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** | **SIGN POSTS**To consider quotations for new sign posts. |
| **8** | **NOTICEBOARD(S)**To consider quotations for replacement/new noticeboards. |
| **9** | **DEFIBRILLATOR GROUP**To consider a proposal by for the group to become affiliated in some way to the parish council. |
| **10** | **FOOTPATH WORKS**To consider quotations obtained by Cllr Batty for works on footpaths, financed from the P3 funds. |
| **11** | **TELEPHONE KIOSK**To consider additional uses for the telephone kiosk. |
| **12** | **PLAY AREA IMPROVEMENTS**To consider the following:1. Replacement of wire fencing on the play area, potentially using Section 106 finance.
2. Update on the provision of a Table-Tennis table for the play area.
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| **13** | **VILLAGE TIDY-UP**To consider carrying out a village tidy-up. |
| **14** | **ONLINE BANKING**To consider the attached report from the Locum Clerk on his proposals for introducing online banking. |
| **15** | **WEBSITE**To hear a report from Cllr. Swift on his work on a potential new website and agree the next steps. |
| **16** | **QUEEN ELIZABETH II PLATINUM JUBILEE 2022**To consider whether tree planting, or other event, should be planned for the Queen’s Jubilee. |
| **17** | **BANK RECONCILIATION**To approve the 31st May 2021 Bank Reconciliation statement. |
| **18** | **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 May 2021. |
| **19** | **RECEIPTS & PAYMENTS SCHEDULE**To approve the payment of the invoices on the schedule below for the period since the last meeting, as below: |
| **20** |

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| **PAYMENTS** |  |  |  |
| **Payment to** | **Services** | **Amount****£** | **Payment No.** |
| **2021/2022** |  |  |  |
| Community First Trading | Insurance Premium | 813.39 | **1540** |
| RJ Martin | Locum Clerk – May 2021 | 274.65 | **1541** |
| Dropbox | Service Access | 95.88 | **1541** |
| Melanie Bickell | Internal Audit Services | 150.00 | **1542** |
| **Laura Cockram** | **Caretaker – July 2021** | **120.00** | **SO** |
| **RJ Martin** | **Locum Clerk – June 2021** | **Tba** |  |

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| **RECEIPTS** |  |  |  |
| **Receipt from** | **Services** | **Amount****£** | **Method** |
| **2021/2022** |  |  |  |
| HMRC | VAT Refund | 990.80 | BAC |
| Chawleigh Shop  | Rent – April 2021 | 213.45 | BAC |
| Chawleigh Shop  | Rent – May 2021 | 170.76 | BAC |
| NatWest Bank | Interest – April 2021 | 0.04 | BAC |
| NatWest Bank | Interest – May 2021 | 0.03 | BAC |

In addition, payments will be made for invoices received since the agenda was set.Payment items in **bold** will be made following the meeting. |
| **21** | **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** |
| 21/00967/MFUL | Land at NGR 270775 112743 (West of School Close) Chawleigh Devon | Erection of 8 affordable dwellings and 2 affordable flats with associated roaddrainage and landscaping works |

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

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| **Reference** | **Location** | **Proposal** | **Decision** |
| 21/00600/HOUSE | Meadow View Chawleigh Chulmleigh Devon | Erection of single storey rear extension and replacement of 1.2m fence with 1.8 close-boarded fence along East boundary | Approved |
| 21/00777/HOUSE | Mai Beaute Lodge Chawleigh Chulmleigh Devon | Erection of car port and repositioning of existing shed | Approved |

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| **22** | **DATE OF NEXT MEETING**The next Meeting of Chawleigh Parish Council is scheduled for Thursday 12th August 2021, at Chawleigh Village Hall at 7.30pm.  |
| **23** | **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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| **24** | **CONFIDENTIAL MINUTES**To approve, as a correct record, the Part 2 minutes of the Parish Council Annual Meeting held on 5th May 2021. |
| **25** | **FUTURE CLERKING**To receive the attached report from the Locum Clerk on the future clerking arrangements for Chawleigh Parish Council. |
| **26** | **ANY OTHER CONFIDENTIAL MATTERS** |