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

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

Issue date: Thursday 18th January 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 meeting **of Chawleigh Parish Council** on **Thursday 25th February 2021 at 7.30pm,** to be conducted remotely using Zoom, for the purpose of transacting the business on the following agenda.

**Rob Martin**

**Locum Clerk to Chawleigh Parish Council**

**To Join:**

**From Web Browser**

<https://zoom.us/j/99351583958?pwd=UUdtZDFPcXZMZmkxcjA3dVJLV2hXQT09>

**By Phone**

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+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 993 5158 3958

Passcode: 198887

**AGENDA**

|  |  |
| --- | --- |
| **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** | **ELECTRONIC PUBLIC PARTICIPATION**  Due to the Corona virus pandemic and current Government guidelines the meeting will be held remotely on the Zoom platform. Please see separate notice on instructions how to attend the meeting. Questions can be also be emailed to stevegodly@hotmail.co.uk or phoned through to Steve Godly (07768 415 936) by midday on Tuesday 23rd February 2021. Any issues that have been raised will be answered by email, post or phone by midday on Tuesday 30th February 2020. |
| **4** | **MINUTES**  To approve, as a correct record, the minutes of the Parish Council meeting held on 8th December 2020. |
| **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)** |
|  | *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* |
| **6** | **DOG FOULING**  To consider action that can be taken to address the recent issues of Dog Fouling around the village, including on private land. |
| **7** | **PUBLIC RIGHTS OF WAY (PROW)**  To agree the paperwork for last year. |
| **8** | **LAMINATOR**  To hear a proposal from the Chairman to purchase a laminator. |
| **9** | **WEBSITE**  To hear a report from Cllr. Swift on his work on a potential new website and agree the next steps. |
| **10** | **EARL OF PORTSMOUTH PRESERVATION SOCIETY (EoPPS)**  To hear a report from the Chairman on his progress on a possible survey form. |
| **11** | **GRAFFITI**  To determine the reporting status of the graffiti on the bridge, including whether it is actually in the parish, or not. |
| **12** | **VILLAGE SPRING CLEAN**  To consider whether to hold the event this year and, if so, how it is going to be managed in a socially distanced way. |
| **13** | **DRAINAGE OUTSIDE BUTTS COTTAGE**  To consider action to be taken on the continued highway flooding problem outside the cottage. |
| **14** | **FINAL ACCOUNTS 2018/2019 & 2019/2020**  To adopt the final accounts attached for two financial years, in order to be able to complete the 2019/2020 Annual Governance and Accountability Return (AGAR), see below. |
| **15** | **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/2020**  To approve:   1. The Certificate of Exemption 2. The Annual Governance Statement 3. The Accounting Statements |
| **16** | **BUDGET 2021/2022**  To adopt the attached budget analysis to ensure clarity following the last meeting and to consider any subsequent adjustments. |
| **17** | **BANK RECONCILIATION**  To approve the 31st January 2021 Bank Reconciliation statement. |
| **18** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**  To receive the attached statement of Receipts and Payments compared to Budgets for the period from 1st April to 31st January 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** | |  |  |  |  | | --- | --- | --- | --- | | **PAYMENTS** |  |  |  | | **Payment to** | **Services** | **Amount**  **£** | **Payment No.** | | **2020/2021** |  |  |  | | RJ Martin | Locum Clerk - January 2021 | 862.50 |  | | RJ Martin | Expenses | 1.83 |  | | Zoom | Meeting Access | 14.39 |  | |  | Shop Repairs |  |  |  |  |  |  |  | | --- | --- | --- | --- | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2020/2021** |  |  |  | | 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. |
| **21** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | None |  |  | |
| **22** | **DATE OF NEXT MEETING**  The next scheduled remote meeting of Chawleigh Parish Council is on Thursday 13th April 2021, at 7.30pm. |
| **23** | **MEETING CLOSURE** |