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

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

Issue date: Wednesday 31st March 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 8th April 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/96391090782?pwd=WmNXZlEzWnk3SEduT3MzSElQdWdSdz09>

or alternatively

http://bit.ly/3dhLyAJ

**By Phone**

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+44 203 481 5240 United Kingdom

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Meeting ID: 963 9109 0782

Passcode: 676997

**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 6th April 2021. Any issues that have been raised will be answered by email, post or phone by midday on Tuesday 13th April 2020. |
| **4** | **MINUTES**  To approve, as a correct record, the minutes of the Parish Council meeting held on 25th February 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)** |
|  | *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** | **ASSET REGISTER AS AT 31st MARCH 2021**  To adopt the attached Asset Register and to consider the additional information it contains on the Insurable Items. |
| **8** | **FINAL ACCOUNTS 2020/21**  To consider the final accounts, to follow, and consider adopting them for 2020/2021. |
| **9** | **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/21**  Because of the lateness of the submission for 2019/2020 and the resultant Public Interest Report (PIR) the parish council may not submit just an Exemption Certificate as in previous years. Instead, it will have to go through a limited assurance review by PKF Littlejohn. The required returns are:   1. An Annual Internal Audit Report 2019/2020 2. The Annual Governance Statement 2019/2020 3. The Accounting Statements 2019/2020   These will follow the issue of the agenda, time allowing, and the council is requested to agree with, and adopt the statements prepared by the Locum Clerk. |
| **10** | **BUSINESS RISK ASSESSMENT 2020/21**  To adopt the attached risk assessment prepared by the Clerk, and consider any resultant action to be taken. |
| **11** | **MUD ON THE ROAD**  To consider the action that could be taken to reduce the effect of mud on the highway locally. |
| **12** | **PLAYING FIELD**   1. **ROSPA Report**   To consider the attached report from ROSPA and decide on resultant action to be taken.   1. **Request from WI to use the field on 4th September 2021 for the Village Produce Show**   To agree the use of the field for this purpose. |
| **13** | **WEBSITE**  To hear a report from Cllr. Swift on his work on a potential new website and agree the next steps. |
| **14** | **BANK RECONCILIATION**  To approve the 28th February 2021 Bank Reconciliation statement. (to follow) |
| **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 to 31st March 2021 (to follow) |
| **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.** | | **2020/2021** |  |  |  | | **RJ Martin** | **Locum Clerk – March 2021** | **656.25** |  | | **ROSPA** | **Play Area Inspection** | **107.40** |  | | **Stuart Swift** | **Zoom & Ionos Payments** | **19.19** |  |  |  |  |  |  | | --- | --- | --- | --- | | **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. |
| **18** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | None |  |  | |
| **19** | **DATE OF NEXT MEETING**  The Annual Parish Meeting and the Annual General Meeting of Chawleigh Parish Council is on Thursday 20th May 2021, at a time and place to be agreed. |
| **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. |