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

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

Issue date: Thursday 29th April 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 Annual Meeting **of Chawleigh Parish Council** on **Wednesday 5th May 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**

**AGENDA**

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| --- | --- |
| **1** | **ELECTION OF CHAIRMAN & VICE-CHAIRMAN**  To receive nominations from councillors on these two roles and elect a Chairman and Vice Chairman for 2021/2022. |
| **2** | **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. |
| **3** | **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. |
| **4** | **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 4th May 2021. Any issues that have been raised will be answered by email, post or phone by midday on Tuesday 12th May 2021. |
| **5** | **MINUTES**  To approve, as a correct record, the minutes of the Parish Council meeting held on 8th April 2021. |
| **6** | **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. |
| **7** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  To receive a verbal update. |
|  | *The Chairman to declare the meeting closed* |
| **8** | **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* |
| **9** | **COUNCILLOR REPRESENTATION**  To agree councillor representations on behalf of the parish council for the coming year. |
| **10** | **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. |
| **11** | **FINAL ACCOUNTS 2020/21**  To consider the final accounts attached and consider adopting them for 2020/2021. |
| **12** | **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/21**  The Clerk has submitted an Exemption Certificate for 2019/2020, which has avoided the External Auditors sending a Public Interest Report (PIR) to the parish council. Because of missing the deadlines, however, the parish council may not submit just an Exemption Certificate for 2020/2021, as in previous years. Instead, it will have to go through a limited assurance review, by PKF Littlejohn as if it had a larger turnover.  The parish council is required to agree the attached:   1. Annual Governance Statement 2020/2021, and 2. Accounting Statements 2020/2021 |
| **13** | **HIGHWAYS**  To receive a report from Cllr. Godley about highways issues at Eggesford. |
| **14** | **WEBSITE**  To hear a progress report from Cllr. Swift on his work on a potential new website and agree the next steps. |
| **15** | **DROPBOX**  To provide file security and ease of access for designated councillors, including Cllr. Swift for the website, the Clerk has signed up for a Dropbox account which enables the parish council’s computer records to be held, and backed-up, in the cloud. He has just opened a free option for the time being, which has limited storage capacity of just 2 GB of data and the message that this is being approached is coming through already.  Increasing the capacity under the lowest priced ‘Dropbox Plus’ account requires an annual payment of £79.90 plus VAT per annum, but increases the storage by the factor of 1,000 to 2 TB.  The Clerk is recommending this upgrade and councillors are asked to agree. |
| **16** | **DOG FOULING**  To receive an update on the current situation. |
| **17** | **RAT INFESTATION**  To receive a report from Cllr. Cockram on this. |
| **18** | **RECEIPTS & PAYMENTS SCHEDULE**  To approve the payment of the invoices on the schedule below for the period since the last meeting, as below: |
| **19** | |  |  |  | | --- | --- | --- | | **PAYMENTS** |  |  | | **Payment to** | **Services** | **Amount**  **£** | | **2021/2022** |  |  | | **Mid Devon DC** | **Grass Cutting** | **575.98** | | **Zoom** | **Remote Access (Direct Debit)** | **14.39** | | **L Cockram** | **Caretaker (Standing Order)** | **120.00** | | **DALC** | **Subscription** | **142.29** | | **MAT Electrics** | **DAA Lighting Service** | **107.94** | | **RJ Martin** | **Locum Clerk Services** | **tba** |  |  |  |  |  | | --- | --- | --- | --- | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2021/2022** |  |  |  | | Mid Devon DC | Precept | 6,500.00 | BACS |   In addition, payments will be made for invoices received since the agenda was set.  Payment items in **bold** will be made following the meeting. |
| **20** | **PLANNING APPLICATIONS**  a) To consider the following Planning Applications and to agree comments: |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | None |  |  |   b) Potential planning issues on land opposite Higher Ford. |
| **21** | **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. |
| **22** | **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. |