**There was a meeting of Chawleigh Parish Council on Wednesday 15th December 2021 at 7.30pm held in the Chawleigh Village Hall.**

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

**Also Present:** No-one

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

**No members of the general public**.

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**MINUTES:**

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| **2122-124** | **APOLOGIES**  No apologies had been received from parish councillors.  Apologies had been received from District Cllr. Clive Eginton and County Cllr. Margaret Squire. |
| **2122-125** | **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 |
| **2122-126** | **PARISH COUNCILLOR VACANCY**  The Clerk explained that he had already started the process of finding a replacement councillor following the resignation of Stuart Swift. An advertisement offering residents a potential by-election had been placed on the noticeboard and on the website. This would stay there until the deadline of 31st December 2021 following which, if no by-election was called, the parish council would fill the vacancy by co-opting someone.  The Parish Council unanimously wished Stuart the best and thanked him for his time with the parish council. Cllr. Batty was tasked with purchasing a card on behalf of all councillors to express those thanks. |
| **2122-127** | **MINUTES OF LAST MEETINGS**  On a proposal by Cllr. Martin, seconded by Cllr. Flavin, the minutes of the Parish Council meeting held on 10th November 2021 were approved as a correct record and signed by the Chairman. |
| **2122-128** | **COUNCIL REPORTS**   1. **Clerk’s Report –** the Clerk reported that  * The PAYE problem had finally been sorted the previous day when a phone call with HMRC finally made the system work. * The parish council computer was showing signs of its age and was becoming very slow to use. He had identified the model he wanted and would come back to Council with a suggestion and prices. He knew that John Lewis had been competitive in the past and offered an additional year’s warranty, so he would start there. The guideline price from John Lewis was £667 net of VAT.  1. **Chairman’s Report**   The Chairman had nothing further to report.   1. **Other Councillor Reports**  * Cllr. Cockram reported on the lack of action resulting from reporting on the highway reporting website and the metal barriers outside the nursery which needed refurbishment or replacement. The barriers would be on the agenda for a meeting in the new year. |
| **2122-129** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  The Chairman reported that Mid Devon Council had asked the CCT for a two-month extension to sort out the Section 106 agreement. This period would then end on 14 February 2022 as a result. The planning application was now still open for consultation as a result. |
|  | *The Chairman declared the meeting out of session to allow updates from District and County Councillors and questions from any members of the public* |
| **2122-130** | **PUBLIC AND OTHER BODIES’ SESSION**  **District Council**  District Cllr. Eginton had sent no report.  **County Council**  County Cllr. Squires had sent no report. |
|  | *The Chairman declared the meeting open* |
| **2122-131** | **FOOTPATH WORKS**  Cllr. Batty reported that he would carry on and do the P3 grant application. On a proposal by Cllr. Batty, seconded by Cllr. Huxley, it was unanimously **Resolved** that Cllr. Batty should continue to manage the P3 process for the parish council and make next year’s grant application. |
| **2122-132** | **INTERNAL AUDIT**  The clerk had researched the availability of Internal Auditors for the current year, with limited success. Having circulated a proposal from IAC, on a proposal from Cllr. Batty, seconded by the Chairman, it was **Resolved** that IAC should be appointed Internal Auditor for a three-year period. The preference would be for a joint audit contract alongside Lapford, Rackenford and Clyst Honiton Parish Councils where two days would be booked the cost to be split equally between them. The charge for this would then be £188.82. |
| **2122-133** | **WEBSITE**  The Clerk and Cllr. Huxley had conducted a zoom meeting with Stuart Swift to be briefed on the maintenance of the website. They both agreed that an appropriate way of updating the site would be possible. The Clerk would try to get some files on the site, in a simple to access way, and this would be reviewed later. |
| **2122-134** | **QUEEN ELIZABETH II PLATINUM JUBILEE CELEBRATION**  It was **Agreed** that the commemorative tree would be planted in the plantation with the aim to get it planted in early March 2022. |
| **2122-135** | **HIGHWAY DRAINAGE AT BUTTS COTTAGE AND ON A377 AT EGGESFORD**  The continued matter of highway drainage problems being unresolved after such a long time was now concerning. It was **Agreed** that the clerk would write to Margaret Squires to express these concerns in the strongest possible way and insist on permanent solutions being found. |
| **2122-136** | **LAND OFF SCHOOL CLOSE**  There were a number of matters of concern over this proposal from LiveWest to build 26 affordable homes on this site. It was believed that the parish council had a lot of questions to be answered before it could decide one way or the other. It was **Agreed** that a representative from LiveWest be invited to a meeting with councillors in the new year (19th January was the preferred date) to outline in more detail what was being proposed and be available for councillor’s questions. |
| **2122-137** | **BANK RECONCILIATION**  The attached Bank Reconciliation for the month ended 30th November 2021, was N**oted**. |
| **2122-138** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**  The attached statement of Receipts and Payments compared to Budgets was **Noted**. |
| **2122-139** | **RECEIPTS & PAYMENTS SCHEDULE**  On a proposal by the Cllr. Flavin, seconded by Cllr. Batty, the payments in the table below were unanimously **Approved** |
|  | |  |  |  |  | | --- | --- | --- | --- | | **PAYMENTS** |  |  |  | | **Payment to** | **Services** | **Amount**  **£** | **Payment No.** | | **2020/2021** |  |  |  | | **Lilian Jones** | **Caretaker – December 2021** | **152.08** | **SO** | | **RJ Martin** | **Clerk’s Salary December 2021** | **307.45** | **212206** | | **HMRC** | **Tax Deduction** | **76.80** | **212206** | | **Mid Devon District Council** | **Grass Verge Cutting 2021/2022** | **596.09** | **212208** |  |  |  |  |  | | --- | --- | --- | --- | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2020/2021** |  |  |  | | **None** |  |  |  |   Payment items in **bold** will be made following the meeting. |
| **2122-140** | **2022/23 ANNUAL BUDGET AND PRECEPT**  On a proposal by the Chairman, it was unanimously **Resolved** that the precept would be set at **£13,567** which would result in an unchanged Council Tax Band D charge of £52.84. |
| **2122-141** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 21/01988/FULL | Land at NGR 268201 111840 (North West of Higher Ford House) Chawleigh Devon | Retention of vehicular access, parking area and gate  **Decision: On a proposal by Cllr. Martin, seconded by Cllr. Flavin the council would OBJECT to the application on the basis that it has never been an access in the past.** | | 21/02112/HOUSE | Cobbles Chawleigh Chulmleigh | Erection of two storey extension  **Decision: No comment** | | 21/02130/LBC | Toatley Farm Chawleigh  Chulmleigh | Listed Building Consent for erection of single storey extension to include  internal alterations to ground and first floor layout  **Decision: No comment** | | 21/02129/HOUSE | Toatley Farm Chawleigh  Chulmleigh | Erection of single storey extension  **Decision: No comment** |   **Decisions made by Mid Devon District Council since the last meeting**   |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | None |  |  |  | |
| **2122-142** | **DATE OF NEXT MEETING**  The next meeting of Chawleigh Parish Council would be Wednesday 26th January 2022, at Chawleigh Village Hall at 7.30pm. |
| **2122-143** | **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 were no confidential matters to consider. |
| **2122-144** | **MEETING CLOSURE**  The meeting closed at 8.45pm. |

Signed:………………………

Print:…………………………

Date:…………………………

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