**There was a meeting of Chawleigh Parish Council on Thursday 1st July 2021 at 6.30pm held on the Playing Field.**

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

**Also Present:** District Councillor Clive Eginton.

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

**No members of the general public**.

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**MINUTES:**

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| **2122-27** | **APOLOGIES**Apologies were received from Chris Lynden, who also tendered his resignation as a councillor. |
| **2122-28** | **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
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| **2122-29** | **MINUTES OF LAST MEETINGS**On a proposal by Cllr. Batty, seconded by Cllr. Martin, the minutes of the Annual Parish Council meeting held on 5th May 2021 were approved as a correct record. |
| **2122-30** | **COUNCIL REPORTS**1. **Clerk’s Report –** the Clerk reported that:
* he had written to the vicar about the dog mess problem and a response had been received acknowledging the problem, adding that this was an issue when getting volunteers to strim the churchyard grass. The church did not know what more could be done to stop this happening. The Clerk would write back suggesting perhaps that the churchyard was an inappropriate place for dogs to be walked.
* He had written to Mrs. Finlayson to ensure that her hedge is cut, with no response to date.
* He had submitted the AGAR for 2020/2021 and confirmation of its receipt had been received.
* There would be a need to focus on the Internal Auditor’s report and document what we are going to do about the matters brought out. He would report to the next meeting.
* In order to set up the necessary procedures for payments to accord with the Internal Auditor’s concerns, moving to online banking would help. The IA’s report considerations could then be rolled up with the necessary changes.
* A Dropbox account had been set up and was now being utilised, allowing Cllr. Swift access to the necessary files to populate the new website.
1. **Chairman’s Report** –

The Chairman reported that the Village Hall Market organisers had applied to use the playground & playing field for this event on 31st July, to which he had agreed. This was confirmed by the Council. He had also been approached and asked the same question for a wedding during Spring 2022 and, agreement to this was confirmed by the Council.He said that the public toilet attached to the village hall belonged to the Parish Council and it was necessary to employ someone to carry out the cleaning and restocking of this. He had drawn up a short job description for a caretaker/cleaner and would advertise the post on the Village Hub.There was a certain amount of weed spraying to be done and he would contact person who does this for Chulmleigh Parish Council and see whether they would work for Chawleigh Parish Council as well.1. **Other Councillor Reports** –

Dealt with Later in the Agenda. See minute 22 below. |
| **2122-31** | **CHAWLEIGH COMMUNITY TRUST (CCT)**Cllr. Flavin reported that the planning application for 10 units that had been submitted for the Trust had been recorded with her husband as the applicant, rather than the CCT. This had been notified to the planners and they had indicated the records would be corrected accordingly.The Chairman reported that the planning application had now been submitted with no objections having yet been made via the planning portal. The planning comments by the Parish Council were dealt with under minute 21 below. |
|  | *The Chairman declared the meeting out of session to allow updates from District and County Councillors and questions from any members of the public* |
| **2122-32** | **PUBLIC AND OTHER BODIES’ SESSION**District Cllr. Eginton – stated that Mid-Devon had been ranked in the top ten in a survey in The Times for eco-friendly households.County Cllr. Squires – the Chairman read an email in which Cllr. Squires said that in relation to the hedge at The Gables anyone could cut it back as long as they put the cuttings back over the hedge. Steve Tucker wants to contact the owners to recover costs from them, but their whereabouts is unknown.There were no members of the public present. |
|  | *The Chairman declared the meeting open* |
| **2122-33** | **SIGN POSTS**The Chairman had obtained a quotation from ‘The Sign Maker’ for the replacement sign posts, which had already been circulated to councillors. It had been impossible to find an alternative contractor able to undertake this work.On a proposal by the Chairman it was unanimously **Resolved** to accept the quotation from The Sign Maker in the sum of £991.08 including VAT (£825.90 excluding VAT) to manufacture the sign according to the drawing included with the quotation. The Chairman would arrange to have the sign installed. The Clerk would raise a formal order for the work. |
| **2122-34** | **NOTICEBOARD(S)**The Chairman had obtained quotations from Greenbarnes Ltd for a two-bay noticeboard in the sum of £922.93 excluding VAT and a 3-bay noticeboard in the sum of £1,247.38. Once again, further quotations had been sought, but not received. On a proposal by the Chairman, it was unanimously **Resolved** to accept the quotation for the 2-bay noticeboard. The Clerk would raise a formal order for this work. |
| **2122-35** | **DEFIBRILLATOR GROUP**On a proposal by the Chairman, it was **Resolved** that the Parish Council would treat the Defibrillator Group as a working Party of the Council and account for expenditure and income for the facility through its accounts. Terms of Reference would be drawn up for the group and Cllr. Huxley volunteered to be the Council’s representative on the working group. |
| **2122-36** | **FOOTPATH WORKS**Cllr. Batty reported on works being undertaken. There were three projects active at the moment:* 1. Jane Simpson was looking to fence off a field and put in a gate, provided by PROW, with no cost to the Parish Council
	2. Replacing the style at Greenways would again be financed by DCC directly, involving no cost to the parish council.
	3. Marches Field, PROW team want to install a Bristol Gate, and a quotation £584 including VAT (£487 excluding VAT) had been received from Ian Woolacott the contractor.

On a proposal by Cllr. Martin, seconded by Cllr. Swift it was **Resolved** to accept this quotation for the gate. The P3 grant position was that there was £400 remaining from the 2020 grant and a further £150 had been received for the current year. Cllr. Batty had applied for an additional grant of £150 which had been granted, but not yet received. This means that a total of £700 would be available for the current year for such work. |
| **2122-37** | **TELEPHONE KIOSK**It was agreed that the proposal from a parishioner to use the kiosk as a plant-share facility would be accepted. |
| **2122-38** | **PLAY AREA IMPROVEMENTS**1. There was a proposal for the replacement of wire fencing along the edge of the playing field, potentially funded by Section 106 finance for which quotations had not yet been sought.
2. A project existed for the provision of a Table-Tennis table for the play area and this had already been ordered, but not yet installed. The finance for this had already been acquired and was currently contained within the reserves.
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| **13** | **VILLAGE TIDY-UP**On a proposal by Cllr. Flavin, seconded by Cllr. Cockram it was **Resolved** to conduct a village tidy-up sooner rather than later. MDDC would supply the appropriate equipment for this to happen. |
| **2122-39** | **ONLINE BANKING**On a proposal by Cllr. Martin, seconded by Cllr. Huxley it was **Resolved** to sign up for online banking. The Chairman wanted to be sure that a specified councillor would periodically go online to ensure that nothing untoward was going on. Modus operandi would be written-up by the Clerk alongside the setting-up of the facility. |
| **2122-40** | **WEBSITE**Cllr. Swift stated that the original website had been taken down by BT. A new website was now live at <https://chawleighparishcouncil.org/> and some of the data was now accessible. Further work needed to be done, but this had been a good start. Authority was given to the Clerk to work alongside Cllrs. Swift and Huxley to sort out what was needed from here. |
| **2122-41** | **QUEEN ELIZABETH II PLATINUM JUBILEE 2022**A suggestion had been made to plant a tree to celebrate the Queen’s Jubilee. It was **Agreed** that a memorial tree should be planted potentially sited on the site of the new CCT housing. It was also **Agreed** that details could be finalised in a meeting prior to the next council meeting at 6.30pm. |
| **2122-42** | **BANK RECONCILIATION**The 31st May 2021, Bank Reconciliation statement was **approved**.  |
| **2122-43** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**The statement of Receipts and Payments compared to Budgets for the period from 1st April to 31st May 2021 was received |
| **2122-44** | **RECEIPTS & PAYMENTS SCHEDULE**The payments in the table below were unanimously **Approved** |
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| **PAYMENTS** |  |  |  |
| **Payment to** | **Services** | **Amount****£** | **Payment No.** |
| **2020/2021** |  |  |  |
| 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** | **371.25** | **1543** |
| **Stuart Swift** | **Ionos & Zoom** | **58.79** | **1544** |
| **Steve Godley** | **999 Inks** | **58.79** | **1545** |

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| **RECEIPTS** |  |  |  |
| **Receipt from** | **Services** | **Amount****£** | **Method** |
| **2020/2021** |  |  |  |
| 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 |

Payment items in **bold** will be made following the meeting. |
| **2122-45** | **PLANNING APPLICATIONS**To consider the following Planning Applications and to agree comments: |
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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 |
| **Decision:**On a proposal by Cllr. Martin, seconded by Cllr. Batty, it was **Resolved** to actively support this application on the basis that it will provide truly affordable property for local people only. Having declared a personal interest because of her husband’s involvement in the project, Cllr. Flavin abstained from this decision. |

**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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| **2122-46** | **COUNCILLORS REPORTS**Cllr. Flavin questioned whether a stationary White Van had the right to park for a long time. The answer was that if the vehicle in taxed and insured and is not causing an obstruction, the owner has the right to park it if not in a controlled area.Cllr. Martin asked about specific verge/hedge cutting, which the Chairman undertook to sort out.Cllr. Cockram asked the Locum Clerk to update the Playing Field Charity accounts for the Charity Commission. He said he would do so if he could find the access information. Cllr. Cockram also asked about the storage shed which had some time ago been gifted to the Parish Council by the vicar. It was currently on the lease of the Nursery School, but not used by them, so the idea was to lease it to the parish council and would be used to store community equipment. The Locum Clerk would email the vicar to put things in place. |
| **2122-47** | **DATE OF NEXT MEETING**The next meeting of Chawleigh Parish Council is to be on Wednesday 25th August 2021, at 7pm in Chawleigh Village Hall. |
| **2122-48** | **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 **Resolved** to close the meeting to the public and press on the basis of confidential personal details that need to be considered. |
| **2122-49** | **MEETING CLOSURE**The public section of the meeting closed at 8.16pm. |

Signed:………………………

Print:…………………………

Date:…………………………

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

**CONFIDENTIAL MINUTES**

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| **2122-50** | **CONFIDENTIAL MINUTES**On a proposal by Cllr. Batty, seconded by Cllr. Flavin, the Part 2 minutes of the Parish Council Annual Meeting held on 5th May 2021 were **Approved**. |
| **2122-51** | **FUTURE CLERKING**The Clerk had circulated a report on the experience of being Chawleigh Parish Council’s Locum Clerk to the end of June 2021. He had been asked to review this and the broad conclusion drawn was that he enjoyed working with the councillors and, whilst it was true that a good number of matters had been brought up to date, there were still many matters still to be addressed.It was **Agreed** that Rob Martin continue as a temporary Locum Clerk, on a self-employed basis for the next three months, at which time the extent of catch-up work would be clearer. It would be reviewed again at the end of September 2021. |
| **2122-52** | **ANY OTHER CONFIDENTIAL MATTERS** District Cllr. Eginton outlined the result of the District Council walk-around that had been conducted looking at potentially vacant properties. Three properties had been the focus of this activity, these being 8 Butts Close, 3 Sunny Court and 9 Butts Close. The first of these was being advertised in Devon Home Choices in this week, the second was the subject of a change of occupant, but the third had the situation whereby the registered occupant insisted they were in occupation. As the rent was being paid there was nothing that could be done to relet the last one. |
| **2122-53** | **CONFIDENTIAL MEETING CLOSURE**The meeting closed at 8.30pm |

Signed:………………………

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Date:…………………………