**There was a remote meeting of Chawleigh Parish Council on Thursday 8th April 2021 at 7.30pm held on ZOOM**

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

**Also Present:** District Councillor Clive Eginton; County Councillor Margaret Squires.

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

**One member of the general public**.

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**MINUTES:**

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| **1** | **APOLOGIES**  There were no councillor apologies. |
| **2** | **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 EOPSS |
| **3** | **ELECTRONIC PUBLIC PARTICIPATION**  Due to the Corona virus pandemic and current Government guidelines the meeting was held remotely on the Zoom platform. |
| **4** | **MINUTES OF LAST MEETINGS**  On a proposal by the Chairman, seconded by Cllr. Martin, the minutes of the Parish Council meeting held on 25th February 2021 were approved as a correct record. |
| **5** | **COUNCIL REPORTS**   1. **Clerk’s Report –** the Clerk had nothing to report other than the items on the agenda. 2. **Chairman’s Report** – the Chairman had nothing further to report. 3. **Other Councillor Reports** – no councillors had reports, other than those on the agenda |
| **6** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  The Chairman reported that, subject to some questions still to be answered, the planning application was just about ready to go. District Cllr. Eginton confirmed that he had been informed that it was unlikely to be a problem application and that the anticipated decision would more than likely come through within the normal 8-week timescale for planning applications. |
|  | *The Chairman declared the meeting out of session to allow updates from District and County Councillors and questions from any members of the public* |
| **7** | **PUBLIC AND OTHER BODIES’ SESSION**  District Cllr. Eginton reported on three things:   * Letter relating to virtual meetings ending on 6th May 2021, so Annual Meeting has to be held before that date. MDDC just having meetings in June rather than May.   County Cllr. Squires reported that:   * In Purdah, so just questions.   The member of the public present earlier had left the meeting by this point. |
| **8** | **DOG FOULING**  There needed to be an ongoing monitor of the situation to try and reduce the problem. Councillors were requested to be aware and report any incidences as they happened. |
| **9** | **ASSETS REGISTER**  As part of his work on the accounts, the Clerk had worked on the Assets Register, with a view to tie up the record required for the Annual Return with Insurance Renewal due from the end of May 2021.  The following discussion on the contents of the Assets Register concluded that there were items missing, such as ‘Roy’s seat’ and the replacement of the old slide with a new one. There was also the valuation of the War Memorial for insurance purposes and the number and situation of some noticeboards which would mean it would have to be revised before the insurance renewal date at the end of May 2021.  Once the changes had been made, they would be circulated to members so that the register could be adopted as a final correct record. |
| **10** | **FINAL ACCOUNTS 2020/21**  The final bank statements were not available yet, so the final accounts had not been completed. |
| **11** | **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/21**  The AGAR is based on the Final Accounts, so this had not yet been completed for the same reason. |
| **12** | **BUSINESS RISK ASSESSMENT 2020/21**  On a proposal by the Chairman, seconded by Cllr. Warne it was **Resolved** to adopt the attached risk assessment prepared by the Clerk. |
| **13** | **MUD ON THE ROAD**  A complaint had been made to the Chairman about the state of the roads. The facts are that this is down to the farmers locally and that they should solve the problems, with jet-washers or something similar rather than just putting signs up after the event. There is little the parish council can do, other than encourage local farmers to take some action.  The Clerk would write to the County Councillor and ask about the DCC policy on this subject. |
| **14** | **PLAYING FIELD**   1. **ROSPA Report**   The Chairmanreport appeared to have nothing of significance on the report. The Clerk asked about a plan for the play area, which councillors believed had been prepared and had already been sent to East Devon DC. He also mentioned the possibility of Section 106 money being available for such work which would enable that plan to be started. He would investigate the current position and try to reinvigorate the plan, if he could locate it.   1. **Request from WI to use the field on 4th September 2021 for the Village Produce Show**   On a proposal by Cllr. Cockram, it was agreed that the request be granted, with the proviso that appropriate insurance was in place and that whatever Covid regulations were in place at that time, if any, were complied with.  Cllr. Cockram would send the request email to the Clerk who would reply on behalf of the parish council. |
| **15** | **WEBSITE**  Cllr. Swift reported on his work on a potential new website:   1. The existing BT Click website would be turned off as at 24th May 2021, so there was a need to organise something before then. Cllr. Swift had downloaded the contents of the current site as back-up in case the alternative was not in place when it was switched off. 2. The MDDC free platform that he considered at the last meeting was the front-runner foe a new website was not going to be satisfactory, given the obstacles being put in place by MDDC. He was therefore proposing that the inexpensive alternative offered by IONOS would be the best vehicle for him to work with. This would bring the website in line with the email service, also provided by IONOS. The cost would be £2 +VAT per calendar month for the first year, rising to £4 +VAT per calendar month thereafter, alongside a £65 annual charge. 3. Once agreed, he would start working on the work. 4. He would provide the lattice work of the website, which he would do in liaison with Cllr. Huxley, but he would need the Clerk to provide the substantial content required for the website.   The Clerk would investigate the option of using Dropbox to store the parish council computer records in the Cloud, making access available to councillors and using this as an access point for uploading files for input to the parish council website. |
| **16** | **BANK RECONCILIATION**  The Bank Reconciliation statement was approved. |
| **17** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**  The statement of Receipts and Payments compared to Budgets for the period from 1st April to 31st March 2021 was received |
| **18** | **RECEIPTS & PAYMENTS SCHEDULE**  To approve the payment of the invoices on the schedule below for the period since the last meeting, as below: |
|  | |  |  |  |  | | --- | --- | --- | --- | | **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** |  | | **Amazon** | **Laminator** | **39.09** |  |  |  |  |  |  | | --- | --- | --- | --- | | **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. |
| **19** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
| **20** | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | None |  |  | |
| **21** | **DATE OF NEXT MEETING**  The Annual Parish Meeting and the Annual General Meeting of Chawleigh Parish Council is on Thursday 5th May 2021, at 7pm 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 **Resolved** to close the meeting to the public and press on the basis of confidential personal details that need to be considered. |
| **23** | **MEETING CLOSURE**  The public section of the meeting closed at 8.37pm. |

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Print:…………………………

Date:…………………………

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

**CONFIDENTIAL MINUTES**

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| **21** | **PAYMENT TO JULIET CROSS**  A report had been circulated by the Locum Clerk on evaluating the amount of work done for the Parish Council that she had not been paid for.  There were a number of matters to be taken into account including the potential loss of VAT reimbursement, the additional costs for audit work and the difficulties caused to councillors and others coping with an uncertain situation, countered by the fact that when she was good, she was very good.  After considering the report, on a proposal by the Chairman, seconded by Cllr. Flavin it was unanimously **Resolved** to offer Dr. Juliet Cross an ex-gratia payment of £1,500, in full and final settlement of sums owing, on the condition that the outstanding paperwork was returned before payment would be made. She would be offered a month from the receipt of the letter to return the paperwork which, if she failed to deliver in that time, would mean formal legal action to be started to enforce compliance. If the Parish Council did not receive the paperwork in that time, no payment would be made. |
| **22** | **LOCUM CLERK**  The Locum Clerk had circulated a report outlining his thoughts on progress to date and things still to be done.  It was **AGREED** that the Locum Clerk would be employed on the existing self-employed basis for the period ending 30 June 2021, following which there would be further review on how the parish council would be managed going forward.  During the ensuing period, the Locum Clerk would bring forward a report on the introduction of Online Banking and how this could be operated in a secure and professional way. He would also move the computer files onto Dropbox with access for all councillors. |
| **23** | **CONFIDENTIAL MEETING CLOSURE**  The meeting closed at 9.20pm |

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