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

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

Issue date: Thursday 3rd March 2022

*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 meetingof **Chawleigh Parish Council** on **Wednesday 9th March 2022 at 7.30pm,** to be held in accordance with current Covid lockdown advice at: **Chawleigh Village Hall** for the purpose of transacting the business on the following agenda.

**Rob Martin**

**Clerk to Chawleigh Parish Council**

**AGENDA**

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| **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** | **PARISH COUNCILLOR VACANCY**  To consider how people are to be encouraged to consider co-opting onto the parish council to fill the four current vacancies. |
| **4** | **MINUTES**  To approve, as a correct record, the minutes of the Parish Council Meeting held on 19th January 2022. |
| **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)**  To receive an update on the CCT activity since the last meeting. |
|  | *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* |
| **8** | **FOOTPATH WORKS**  To consider a report from Cllr. Batty on action taken since the last meeting. |
| **9** | **PLAYING FIELD**  To consider the extent of damage caused by recent windy conditions. |
| **10** | **CHAWLEIGH PARISH LANDS CHARITY TRUSTEE**  To consider the attached email and nominate potential future parish council representatives for the charity. |
| **11** | **VILLAGE SHOP RENT REVIEW**  To consider the rent for the shop collected by the parish council as its annual rent review. |
| **12** | **VILLAGE SHOP STORAGE**  To consider the repairs necessary to make the storage unit watertight and usable. |
| **13** | **MDDC GRASS CUTTING**  To consider the recent email from MDDC and decide whether the grass cutting contract should be continued. |
| **14** | **BARRIER OUTSIDE OF NURSERY**  To decide on repairs to be carried out on the barrier. |
| **15** | **WEBSITE CONTENTS**  To hear a report from Cllr. Huxley on possible extensions to the information contained on the parish council website to improve community engagement. |
| **16** | **JUBILEE CELEBRATIONS**  To report on the tree planting and the preparations for the village celebration day. |
| **17** | **BANK RECONCILIATION**  To approve the attached 28th February 2022 Bank Reconciliation statement |
| **18** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**  To receive the statement of Receipts and Payments compared to Budgets for the period from 1st April 2021 to 28th February 2022 (attached) |
| **19** | **RECEIPTS & PAYMENTS SCHEDULE**  To approve the payment of the invoices on the schedule below for the period since the last meeting, as below: |
| **20** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **PAYMENTS** | |  |  |  | | **Payment to** | | **Services** | **Amount**  **£** | **Payment No.** | | **2021/2022** | |  |  |  | | **IONOS** | | **Website Domain** | **2.40** | **CARD** | | **IONOS** | | **Email Access** | **2.40** | **CARD** | | **Zoom** | | **Access** | **14.39** | **CARD** | | **Lilian Jones** | | **Caretaker – March 2022** | **152.08** | **SO** | | **RJ Martin** | | **Clerk’s Salary March 2022** | **312.80** | **212212** | | **RJ Martin** | | **Salary Backpay April 21 to February 22** | **27.15** | **212212** | | **HMRC** | | **Tax Deduction** | **84.80** | **212212** | | **PKF Littlejohn** | | **External Audit 2019/2020** | **336.00** | **212213** | | **D. Cockram – Brunel Engraving Co. Limited** | | **Jubilee Tree Plaque** | **39.84** | **212213** | | **RECEIPTS** |  | |  |  | | **Receipt from** | **Services** | | **Amount**  **£** | **Method** | | **2021/2022** |  | |  |  | | 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. |
| **21** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | **Planning Applications made since the last meeting** |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 21/02112/HOUSE | Cobbles,  Chawleigh, Chulmleigh, Devon | Erection of two storey extension  **17th February 2022** | | 22/00243/OUT | Holly House,  Chawleigh, Chulmleigh,  Devon | Outline for the erection of 2 dwellings  **28th February 2022** | | 22/00273/FULL | Land and Buildings at NGR 268288 112148 (Nethercott)  Eggesford  Devon | Variation of condition 2 of planning permission 21/00848/FULL to allow  substitution of plans  **1st March 2022** | | 22/00447/CAT | Playing Field at  NGR 271251 112551  R/o Mai Beaute Lodge, Chawleigh  Devon | Notification of intention to remove 1 Beech tree and cut back overhanging  branches of 1 Sycamore tree within the Conservation Area  **23rd March 2022** |   **Decisions made by Mid Devon District Council since the last meeting**   |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | None |  |  |  | |
| **22** | **DATE OF NEXT MEETING**  The next meeting of Chawleigh Parish Council would be Wednesday 13th April 2022, at Chawleigh Village Hall at 7.30pm.  (**Please Note**: this is a week earlier than on the schedule due to Annual Leave requirements) |
| **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 any confidential matters that need to be considered. |
|  | **CLERK’S SALARY AWARD – APRIL 2021**  To receive a report on the NJC agreement for clerk’s salaries and agree the change in salary resulting from the agreement. An analysis is attached. |
| **23** | **MEETING CLOSURE** |