**There was a meeting of Chawleigh Parish Council on Wednesday 26th January 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:** District Cllr. Clive Eginton

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

**Two members of the general public**.

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**MINUTES:**

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| **2122-145** | **APOLOGIES**  No apologies had been received from parish councillors.  Apologies had been received from County Cllr. Margaret Squire. |
| **2122-146** | **DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**  Non-pecuniary interests were declared by:   * The Chairman in relation to anything on the playing field & CCT * Cllr. Cockram in relation to anything on the playing field * Cllr. Flavin whose husband was involved with the CCT |
| **2122-147** | **PARISH COUNCILLOR VACANCY**  The District Council had responded to the clerk saying that no call for a by-election had been called so the three vacancies currently held could all be filled by co-option. The clerk had placed an article to this effect on the website with a link to application forms and eligibility criteria with a closing date of 28th February 2022, with a view to considering applications at the parish council meeting on 9th March 2022. |
| **2122-148** | **MINUTES OF LAST MEETINGS**  On a proposal by Cllr. Batty, seconded by Cllr. Huxley, the minutes of the Parish Council meeting held on 15th December 2021 were approved as a correct record and signed by the Chairman. |
| **2122-149** | **COUNCIL REPORTS**   1. **Clerk’s Report –** the clerk reported that he had received a poster about general public consultations on Plan Mid Devon together with notification about consultations specifically for parish councils on 3rd and 8th February 2022 on zoom between the hours of 5 and 6pm.   He also reported that he had received confirmation that the defibrillator group wished to operate as part of the parish council. The group would act as a working party of the parish council and Cllrs. Godley and Huxley would attend meetings as the parish council representatives. The questions from the current group were whether a small petty cash sum could be provided for small purchases and could the defibrillator be on front of shop and not tucked around the side? It was **Agreed** that these would be done with arrangements to be made , due with the clerk.  The current defibrillator fund balance should be transferred into its bank account and this will be shown as a ring-fenced earmarked reserve.   1. **Chairman’s Report**   The Chairman had nothing further to report.   1. **Other Councillor Reports**   Cllr. Flavin questioned whether there was going to be a spring-clean day this year. It was **Agreed** that there should be and that the best date would be Saturday 9th April 2022, from 11.30am to 1.30pm. The thoughts were that this should be on the agenda for the 9th March meeting and tea/coffee and bacon rolls should be supplied, but only after the work was done. The Chairman undertook to get this information in the magazine and on the hub.  Cllr. Cockram stated that there was a lot of rubbish accumulating on the bank at the edge of the playing field. The Chairman undertook to clear this rubbish. She also brought up the subject of a rent review for the shop due in April/May 2022, which would be on the agenda for March. The storage unit for the shop had a few leaks and the Chairman would look at getting this sorted. She also asked about the Section 106 application for the fencing and the Chairman undertook to verify the quotation received for the work, so that the application could be made.  Cllr. Martin raised the matter of a footpath sign that was pointing in the wrong direction which Cllr. Batty undertook to sort out. |
| **2122-150** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  The Chairman reported that there had been no further progress since the last meeting and it was just a case of due process being undertaken before work could begin. |
|  | *The Chairman declared the meeting out of session to allow updates from District and County Councillors and questions from any members of the public* |
| **2122-151** | **PUBLIC AND OTHER BODIES’ SESSION**  **District Council**  District Cllr. Eginton reported on MDDC undertaking an Electoral Review, looking at boundaries within the district, but this did not look as though it would affect Chawleigh.  **County Council**  County Cllr. Squires had sent no report. |
|  | *The Chairman declared the meeting open* |
| **2122-152** | **FOOTPATH WORKS**  Cllr. Batty wished to sort out the current financial position on P3 grant from DCC. He had talked to DCC staff who explained that there was a general PROW maintenance grant of £600 that came through automatically, but the extra site-specific grant was subject to receiving an invoice from the parish council. The extra £150, which was now to be £300, had been granted for the current year and the clerk would raise an invoice and submit it for payment.  Cllr. Batty had drawn up a claim for next year which included the £600, plus a number of site-specific items for a further sum. He would ensure the clerk received a copy of the claim once it was sent. |
| **2122-153** | **REPLACEMENT LAPTOP**  The clerk had circulated a report with the agenda on his proposal to replace the current parish council laptop with a Lenovo IdeaPad 5i laptop, Intel i7 Core Processor, 8GB RAM, 512GB SSD, 15.6” Full HD in Graphite Grey. This would be purchased from John Lewis and, together with an annual subscription for Office 365 would cost £829.98 including VAT, which would result in a net cost of £691.66.  The purchase would be financed using the earmarked reserve for this of £500, resulting in a charge against this year’s precept of £191.66.  On a proposal by Cllr. Flavin, seconded by Cllr. Huxley, it was unanimously **Resolved** to make this purchase. |
| **2122-154** | **WEBSITE & PARISH COUNCIL EMAILS**  The website updating is gradually being done. There was an issue in that using search sites such as Google, putting Chawleigh Parish Council in resulted in the Mid Devon Council website appearing first. This was largely down to not having many hits on the parish council site yet. There would need to be an attempt to persuade people to visit the new website through the hub etc and the Chairman agreed to put a link to the website on there.  The clerk had set up parish council specific email addresses for each councillor and would be circulating these following this meeting. It is important that, once this is done, the new ones are used exclusively for parish business. |
| **2122-155** | **JUBILEE TREE PURCHASE**  Cllr. Flavin had circulated a picture of an Oak tree which she was suggesting would be the best variety for this jubilee memorial tree. The tree would be bought at a cost of £35 and there would be a need to set a planting date.  It was **Agreed** that the planting date would be Saturday 12th March 2022 at 11am. A map of the location would be needed to help people locate the position. This would be advertised in the magazine and the hub.  Cllr. Cockram believed that a plaque would be needed to show the purpose of the tree for the future. It was **Agreed** that this was a good plan and the cost would be funded from the £500 earmarked for the jubilee celebrations.  There was a general discussion about other celebrations nearer to the anniversary weekend which it was believed should be for families. It was suggested that advertising a Bring and Share lunch on Sunday 4th June 2022. It was concluded that the day would set aside for a community event and this needed to be organised with an informal discussion before the next parish council meeting. It was **Agreed** to organise a Coffee Morning on 1st March at 11.30 to discuss the Jubilee celebrations. |
| **2122-156** | **PARKING OUTSIDE THE NURSERY/HALL**  Cllr. Flavin was concerned about a campervan that had parked in the car park. The Chairman had looked into the matter and believed that this was not illegal and was not something the parish council should get involved in. |
| **2122-157** | **NOTICEBOARD OUTSIDE THE HAIRDRESSERS**  Cllr. Flavin believed that this noticeboard had doors that were jammed thereby making the noticeboard unusable. Cllr. Cockram said that she had recently used the noticeboard and pointed out that the doors were sliding ones which requires opening the left door first. It was agreed that the noticeboard looked a bit tired and needed some attention. The Chairman said that he would apply some varnish to make it look better. |
| **2122-158** | **LAND OFF SCHOOL CLOSE**  A presentation by LiveWest had been made to councillors on 19th January relating to a proposal to build 26 affordable homes on this site. The councillors had requested that consideration be given to including the option of providing homes for people wishing to down-size and stay within the parish. Feedback had been received subsequently that this would be part of the proposals going forward.  It was important that the parish council keeps its powder dry until a formal planning application is submitted. A watching brief would be undertaken in the meantime. |
| **2122-159** | **BANK RECONCILIATION**  The attached Bank Reconciliation for the period ended 19th January 2022, was N**oted**. |
| **2122-160** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**  The attached statement of Receipts and Payments compared to Budgets was **Noted**. |
| **2122-161** | **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.** | | **2021/2022** |  |  |  | | Lilian Jones | Caretaker – January 2022 | 152.08 | SO | | **Lilian Jones** | **Caretaker – February 2022** | **152.08** | **SO** | | RJ Martin | Clerk’s Salary January 2022 | 307.45 | 212209 | | HMRC | Tax Deduction | 76.80 | 212209 | | **RJ Martin** | **Clerk’s Salary February 2022** | **307.45** | **212210** | | **HMRC** | **Tax Deduction** | **76.80** | **212210** | | **John Lewis Ltd** | **Laptop Purchase** | **829.98** | **Card** | | **Chawleigh Jubilee Hall** | **Meetings** | **120.00** | **212211** | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2021/2022** |  |  |  | | **None** |  |  |  |   Payment items in **bold** will be made following the meeting. |
| **2122-162** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 22/00072/LBC | Pouncers Farmhouse Pouncers,  Chawleigh  Devon | Listed Building Consent for the recording and consolidation of remains of farmhouse  **Decision: No comment** | | 21/02448/FULL | Land at NGR 268209 111511  Eggesford Close Eggesford  Devon | Erection of a dwelling  **Decision: No comment** |   **Decisions made by Mid Devon District Council since the last meeting**   |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | 21/02126/FULL | The Earl of Portsmouth Chawleigh Chulmleigh Devon | Installation of replacement windows and formation of 2 new windows opening on the East elevation | Permitted | | 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 | Withdrawn | | 21/02129/HOUSE | Toatley Farm Chawleigh  Chulmleigh | Erection of single storey extension | Withdrawn | |
| **2122-163** | **DATE OF NEXT MEETING**  The next meeting of Chawleigh Parish Council would be Wednesday 9th March 2022, at Chawleigh Village Hall at 7.30pm. |
| **2122-164** | **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. |
| **2122-165** | **MEETING CLOSURE**  The meeting closed at 9.10pm. |

Signed:………………………

Print:…………………………

Date:…………………………

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