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

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

Issue date: Thursday 7rd April 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 7th April 2022 at 7.30pm,** to be held 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 the application(s) made for co-option as a Parish Councillor. |
| **4** | **MINUTES**  To approve, as a correct record, the minutes of the Parish Council Meeting held on 9th March 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 receive a report from Cllr. Batty on the current situation regarding P3 grant authorisations. |
| **9** | **DEFIBRILLATOR WORKING GROUP**  To receive a report from the group. The defibrillator has now been moved. |
| **10** | **ASSET REGISTER**  To adopt the attached asset register as at 31st March 2022. |
| **11** | **BUSINESS RISK ASSESSMENT**  To adopt the attached Business Risk Assessment and to note the recommendations within it. |
| **12** | **STATEMENT OF INTERNAL CONTROL**  To adopt the attached statement as a review of the current position. |
| **13** | **SMALL SHED LEASE**  The attached email from the parish lands trustees outlines a decision made by them to lease the shed to the parish council. The Parish Council should consider whether it wants to instruct solicitors to draw up the lease which would involve an estimated once-off cost of around £900, plus an annual rent of £52 per annum. |
| **14** | **FENCE BETWEEN WALL AND GATE TO FIELD**  To consider a suggestion from Cllr. Flavin about this fence. |
| **15** | **NEW BENCH OPPOSITE HOLLOWTREE FARM**  To consider installing a replacement bench in this position. |
| **16** | **DRAINAGE AT BUTTS COTTAGE**  To receive a further update on this problem. |
| **17** | **BARRIER OUTSIDE OF NURSERY** |
| **18** | **WEBSITE & SOCIAL MEDIA**  To discuss what could be further done to improve the parish council’s electronic profile. |
| **19** | **JUBILEE CELEBRATIONS**  To receive an update on the progress to date and review what there is still to do. |
| **20** | **BANK RECONCILIATION**  To approve the attached 31st March 2022 Bank Reconciliation statement |
| **21** | **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 31st March 2022 (attached).  The analysis contains a draft set of final accounts which will be adopted at the Annual Parish Council meeting in May. There is a need to look at the earmarked reserves analysis further to truly see what the General Reserve really amounts to. |
| **22** | **RECEIPTS & PAYMENTS SCHEDULE**  To approve the payment of the invoices on the schedule below for the period since the last meeting, as below: |
| **23** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **PAYMENTS** | |  |  |  | | **Payment to** | | **Services** | **Amount**  **£** | **Payment No.** | | **2022/2023** | |  |  |  | | **IONOS** | | **Website Domain** | **2.40** | **CARD** | | **IONOS** | | **Email Access** | **2.40** | **CARD** | | **Zoom** | | **Access** | **14.39** | **CARD** | | **Lilian Jones** | | **Caretaker – April 2022** | **152.08** | **SO** | | **McAfee** | | **2-year Computer Safety** | **59.99** | **DC2223-01** | | **Jan Flavin** | | **Purchase of Jubilee Tree** | **35.00** | **2223-01** | | **Clyst Honiton Parish Council** | | **SLCC Share of Subscription** | **51.00** | **2223-01** | | **Steve Godley** | | **Marquee Deposit** | **404.46** | **2223-01** | | **Denby Smith Electrical** | | **Moving Defibrillator** | **105.00** | **2223-01** | | **RJ Martin** | | **Clerk’s Salary April 2022** | **312.80** | **2223-02** | | **HMRC** | | **Tax Deduction** | **78.20** | **2223-02** | | **DALC** | | **Subscription 2022/23** | **150.35** | **2223-03** | |  |  | |  |  | | **RECEIPTS** |  | |  |  | | **Receipt from** | **Services** | | **Amount**  **£** | **Method** | | **2021/2022** |  | |  |  | | Devon County Council | P3 Grant | | 300.00 | BGC | | Chawleigh Shop | Rent | | 170.76 | SO | | Natwest Bank | Interest | | 0.03 | BGC |   In addition, payments will be made for invoices received since the agenda was set.  Payment items in **bold** will be made following the meeting. |
| **24** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | **Planning Applications made since the last meeting** |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 22/00486/HOUSE | Ford Moor Cottage Eggesford,  Chulmleigh | Erection of single storey extension |   **Decisions made by Mid Devon District Council since the last meeting**   |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | 22/00243/OUT | Holly House, Chawleigh, Chulmleigh Devon | Outline for the erection of 2 dwellings | Approval | |
| **25** | **DATE OF NEXT MEETING**  The Annual meeting of Chawleigh Parish Council would be Wednesday 25th May 2022, in Chawleigh Village Hall at 7.30pm. |
| **26** | **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. |
| **27** | **MEETING CLOSURE** |