**There was a meeting of Chawleigh Parish Council on Wednesday 9th March 2021 at 7.30pm held in the Chawleigh Village Hall.**

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

**Also Present:** County Cllr. Margaret Squires; District Cllr. Clive Eginton (from 8.10pm)

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

**No members of the general public**.

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**MINUTES:**

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| **2122-166** | **APOLOGIES**  Apologies had been received from Cllr. Jan Flavin. |
| **2122-167** | **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 |
| **2122-168** | **PARISH COUNCILLOR VACANCY**  The Clerk and the Chairman had received no applications for the vacant councillor positions. It would be necessary to make the request a higher profile so the Clerk would expand the website presentation to make it more obvious and inviting whilst the Chairman would put something on Facebook to try and encourage local people to participate. |
| **2122-169** | **MINUTES OF LAST MEETINGS**  On a proposal by the Chairman, the minutes of the Parish Council meeting held on 26th January 2022 were approved as a correct record and signed. |
| **2122-170** | **COUNCIL REPORTS**   1. **Clerk’s Report –** the clerk reported that he had  * Sent the requested invoices to DCC for the PROW P3 grant and was awaiting payment. * Bought the laptop as agreed at the last meeting but had to go to Argos as John Lewis was out of stock at the time. The only difference was that it had cost an extra £3.95 to cover delivery, the prices were otherwise as per the report. * Received a sum of £2,149.60 into the bank account with no information as to its source. The Chairman had attended the Defibrillator Group prior to this meeting and he confirmed that this was its money, which the parish council would ring-fence for further defibrillator needs. * He would ensure that a Defibrillator Group item would be placed on future Council agendas to take reports from the group and to take actions accordingly. * Placed a report on the Part 2 agenda relating to the NJC/NALC agreement to a 1.75% pay increase for Clerks effective from 1st April 2021. * Circulated the ROSPA Play inspection report and would draw up a list of the work that needed doing from that to reduce risk.  1. **Chairman’s Report**   The Chairman reported on the Defibrillator Group which had met earlier which had discussed the provision of a second defibrillator in Chawleigh which could possibly be located on the wall of the Earl of Portsmouth Inn. He would discuss this with the new owners in due course.  County Cllr. Squires indicated that an application to her Community Grant Fund for financial support to a new defibrillator might be successful.   1. **Other Councillor Reports**   Cllr. Martin expressed his disappointment with the felling of the Walnut tree at Calverleigh House. He had videos he had taken of the storm damage around the parish which he would share with Cllr. Batty  Cllr. Huxley had pictures taken of a metal footbridge that had been damaged on a village PROW by a tree falling in the recent high winds. She would share the picture with Cllr. Batty who would look to get the finance to repair the bridge. |
| **2122-171** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  The Chairman reported that MDDC had requested a further extension to 7th April 2022 to complete the planning process because the Section 106 agreement had still not been agreed. |
|  | *The Chairman declared the meeting out of session to allow updates from District and County Councillors and questions from any members of the public* |
| **2122-172** | **PUBLIC AND OTHER BODIES’ SESSION**  **County Council**  County Cllr. Squires summarised her already circulated report saying that the first part was in relation to highways. She said that a session with Steve Tucker and her could be arranged if there was somewhere local to meet over a cup of coffee to discuss highway matters.  The second part was about the employment by DCC of apprentices, under the national scheme.  **District Council**  District Cllr. Eginton explained that he had nothing further to report and councillors had no questions for him. |
|  | *The Chairman declared the meeting open* |
| **2122-173** | **FOOTPATH WORKS**  Cllr. Batty reported that the Clerk had submitted invoices on behalf of the parish council to obtain the extra P3 grant.  He also mentioned the problems with a footpath in Eggesford which had a number of styles broken and needed substantial work doing, which the PROW team would undertake as a County Hall project rather than as part of the P3 process. |
| **2122-174** | **PLAYING FIELD**  The original reason for having this item on the agenda was to consider fencing that was believed to have been blown over by the recent high winds. It transpired however that the fences had been deliberately taken down before the winds and had now been re-erected. |
| **2122-175** | **CHAWLEIGH PARISH LANDS CHARITY TRUSTEES**  On a proposal by the Chairman, it was **Resolved** that the parish council representatives on this charity would be Cllrs. Batty, Cockram and Martin. The Clerk would notify the charity of this. |
| **2122-176** | **VILLAGE SHOP RENT REVIEW**  The 5-year lease held by the village shop required that a rent review should be conducted for years 1,3 and 5 and the coming year was year 5. There was no defined mechanism for how this lease would be reviewed other than for it to be done in discussion with the tenant.  The Clerk pointed out that, in order to ensure it is fulfilling its duty to the council taxpayers of Chawleigh, the parish council should be aware of what the current market rent was for a shop in this location. This would require a formal valuation to be provided which would involve a cost and he advised this be done in time for the setting of a new lease next year.  Although the current lease did not have such a provision it is customary for such agreements to have a review mechanism referencing an index such as the Consumer Price Index (CPI). The CPI to January 2022 stands at a 4.9% increase over the twelve-month period.  The current rent was £42.69 per week, amounting to £2,220 per annum, which was the same rent as when the lease was granted, 4 years ago. There was no wish to compromise the future of the shop, but there had to be a balance drawn with the parish council. It was believed that the shop should produce the last set of appropriate accounts to indicate how much scope there was for an increase in rent.  It was true also that the shop had benefitted from the additional storage unit, so the rent should reflect that addition, in the future.  On a proposal by the Chairman it was **Resolved** that the tenant be approached with a request to provide at least one year’s accounts together with the possibility of an increase of 5% (raising the annual rent to £2,330).  The result of this conversation and additional information would be presented to the Parish Council for its meeting on 13th April 2022 at which a final decision would be made and be applied to the rents due from 1st May 2022. |
| **2122-177** | **VILLAGE SHOP STORAGE**  The storage unit had been leaking, making it unusable for storage, but the Chairman said that this had now been resolved. |
| **2122-178** | **MDDC GRASS VERGE CUTTING AND PLANDSCAPE GRASS CUTTING**   1. MDDC had submitted a quotation for the parish council for the cutting of verges in village in the sum of £513.06 for the coming year. 2. Plandscape had submitted a quotation for the cutting of the playing field in the sum of £918.75 for the coming year. 3. Plandscape had also submitted a quotation of £100.00 for one weed spray on the playing field.   On a proposal by Cllr. Batty, seconded by Cllr. Huxley it was **Resolved** to accept all three of these quotations. Th Clerk would raise Purchase Orders for each task. |
| **2122-179** | **BARRIER OUTSIDE OF NURSERY**  The barrier outside of the nursery was bent and tatty and it was **Agreed** that it needed repair. The work would include the replacement of the bent panel and a complete repaint. Cllr. Cockram would investigate local contractors willing and able to do the work and it delegated to the Clerk, in conjunction with Cllr. Cockram to get the job done. |
| **2122-180** | **WEBSITE CONTENTS**  Cllr. Huxley was concerned that the website’s Search Engine Optimization (SEO) was not very good, mainly caused by the lack of hits it was getting. This was the reason that a google search would not bring the website to the top of the list, meaning people were more likely to go to the Mid Devon website when searching for Chawleigh Parish Council.  Cllr. Huxley believed that the website address should be more prominently displayed on Facebook and other social media, so that the number of hits it got were increased which would in turn improve the SEO. This was also down to its content being very dry currently and putting more interesting things on it would improve its visibility.  The Clerk would work with Cllr. Huxley to improve the content of the website and the Chairman undertook to put the website address on all the postings made on social media. |
| **2122-181** | **JUBILEE CELEBRATIONS**  The Chairman summarised the things that had been organised:   * The Jubilee tree planting would take place on Saturday 12th March 2022 at 3pm. * The beacon lighting was in hand * The Jubilee lunch was being organised   These events would all be organised under the name of the parish council, so that insurance cover would be provided for all volunteers. |
| **2122-182** | **BANK RECONCILIATION**  The attached Bank Reconciliation for the period ended 28th February 2022, was N**oted**. |
| **2122-183** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**  The attached statement of Receipts and Payments compared to Budgets was **Noted**. |
| **2122-184** | **RECEIPTS & PAYMENTS SCHEDULE**  On a proposal by the Cllr. Batty, seconded by Cllr. Martin, the payments in the table below were unanimously **Approved** |
|  | |  |  |  |  | | --- | --- | --- | --- | | **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** | | **Playsafety t/a ROSPA** | **Inspection** | **109.20** | **212214** | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2021/2022** |  |  |  | | **None** |  |  |  |   Payment items in **bold** will be made following the meeting. |
| **2122-185** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 21/02112/HOUSE | Cobbles,  Chawleigh, Chulmleigh, Devon | Erection of two storey extension  **Decision: No Objection** | | 22/00243/OUT | Holly House,  Chawleigh, Chulmleigh,  Devon | Outline for the erection of 2 dwellings  **Decision: No Objection** | | 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  **Decision: No Comment** | | 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  **Decision: No Objection**  **With the comments that:-**   * **The applicant does not own the trees, they are on public land managed by the parish council playing field committee** * **The photographs used in the application were not up to date and did not reflect the position following the last work on the trees** * **The Beech Tree removal was regrettable, but probably necessary** * **The Sycamore lopping should be the minimum necessary and that the tree surgeon should ensure that the tree crown remained balanced.** * **The work should be completely at the cost to the applicant.** * **There would be a need to close the playing field whilst the work was being undertaking.** * **As a result, the applicant would need to communicate with the Parish Council before work commenced.** |   **Decisions made by Mid Devon District Council since the last meeting**   |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | None |  |  |  | |  |  |  |  | |
| **2122-186** | **DATE OF NEXT MEETING**  The next meeting of Chawleigh Parish Council would be Wednesday 13th April 2022, in Chawleigh Village Hall at 7.30pm. |
| **2122-187** | **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 was one confidential matter to consider. |
| **2122-188** | **CLERK’S SALARY AWARD – APRIL 2021**  On a proposal by Cllr. Batty, seconded by Cllr. Martin it was **Resolved** to apply the agreed increase in salary, as from 1st April 2021. |
| **2122-189** | **MEETING CLOSURE**  The meeting closed at 9.10pm. |

Signed:………………………

Print:…………………………

Date:…………………………

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