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

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

Issue date: Thursday 19th May 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 **Annual Meeting** of **Chawleigh Parish Council** on **Wednesday 25th May 2022 at 7.30pm,** in the Jubilee Hall, Chawleigh, for the purpose of transacting the business on the following agenda.

**Rob Martin**

**Clerk to Chawleigh Parish Council**

**AGENDA**

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| --- | --- |
| **2223-001** | **ELECTION OF CHAIRMAN & VICE-CHAIRMAN**  To receive nominations from councillors on these two roles and elect a Chairman and Vice Chairman for 2022/2023. |
| **2223-002** | **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. |
| **2223-003** | **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. |
| **2223-004** | **PARISH COUNCIL VACANCIES**  To discuss whether to co-opt the two candidates who put themselves forward as potential councillors at the last meeting. The two men were **David Stewart** and **Kriss Cottrell**. This would leave one remaining vacancy to be filled. |
| **2223-005** | **MINUTES**  To approve, as a correct record, the minutes of the Parish Council meeting held on 13th April 2022. |
| **2223-006** | **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. |
| **2223-007** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  To receive a verbal update. |
|  | *The Chairman to declare the meeting suspended* |
| **2223-008** | **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* |
| **2223-009** | **COUNCILLOR REPRESENTATION**  To agree councillor representations on behalf of the parish council for the coming year. |
| **2223-010** | **INSURANCE RENEWAL**  To consider the two quotations from Community Insurance (attached) and Came & Co (to follow) and to decide which one to accept for the coming year. To also consider whether to enter a 3-year Long Term Agreement with the resultant reduction in premium. |
| **2223-011** | **FINAL ACCOUNTS 2021/22**  To consider the final accounts attached and consider adopting them for 2021/2022. |
| **2223-012** | **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22**  The parish council is required to agree the attached:   1. Annual Governance Statement 2021/2022, and 2. Accounting Statements 2021/2022 |
| **2223-013** | **RECURRING PAYMENTS**  Councillors are requested to authorise the continuation of the following ongoing payments.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **To Whom?** | **What For?** | **Amount £** | **Frequency** | **Payment Method** | | Information Commissioner | Registration Fee | 35.00 | Annually | Direct Debit | | Lilian Jones | Toilet Cleaning Contract | 152.08 | Monthly | Standing Order | | IONOS | Email Access | 2.40 | Monthly | Ongoing Card Payment | | IONOS | Website Access | 4.80 | Monthly | Ongoing Card Payment | | Zoom | Online Meetings | 14.39 | Monthly | Ongoing Card Payment | | RJ Martin | Salary | 312.80 | Monthly | Faster Payment | | HMRC | Tax Deduction | 78.20 | Monthly | Faster Payment | |
| **2223-014** | **JUBILEE CELEBRATIONS**  To receive a verbal report on the progress made on the preparations for the weekend and consider anything further for the parish council to do. |
| **2223-015** | **STANDING ORDERS**  To adopt the attached Standing Orders for the coming year or suggest any changes. |
| **2223-016** | **FINANCIAL REGULATIONS**  To adopt the attached Financial Regulations for the coming year or suggest any changes. |
| **2223-017** | **SIGNATORIES**   1. To confirm the required signatories for the NatWest Account from the list of councillors:- Daphne Cockram; Stephen Godly; Bert Batty; Henry Martin; Jan Flavin; Andrea Huxley 2. To confirm the addition of Robert Martin, the Clerk, as a signatory, and to sign the mandate form, accordingly. |
| **2223-018** | **DEFIBRILLATOR WORKING GROUP**  To hear a report on any activities undertaken or needed to be taken by the Working Group. |
| **2223-019** | **FOOTPATH WORKS**  To hear a report from Cllr. Batty on the progress on work on the Public Rights of Way in the parish. |
| **2223-020** | **SMALL SHED LEASE**  To consider a report from the clerk on any progress with the proposed lease. |
| **2223-021** | **SHOP LEASE**  To hear a report on the discussions held with the shopkeeper on the rent review for the current year and discuss action needed for a new lease for April 2023. |
| **2223-022** | **2022/2023 RECEIPTS AND PAYMENTS TO DATE**  To adopt the following attached statements for the current year as at 30th April 2022.   1. Bank Reconciliation 2. Receipts & Payments compared to Budgets |
| **2223-023** | **RECEIPTS & PAYMENTS SCHEDULE**  To approve the payment of the invoices on the schedule below for the period since the last meeting, as below: |
| **2223-024** | |  |  |  |  | | --- | --- | --- | --- | | **PAYMENTS** |  |  |  | | **Payment to** | **Services** | **Amount**  **£** | **Reference** | | **2022/2023** |  |  |  | | Lilian Jones | Toilet Cleaning Contract | 152.08 | SO | | Hine Marquees | Jubilee Marquee | 943.74 | 2223-05 | | IONOS | Email Access April 22 | 2.40 | Card | | IONOS | Website Access April 22 | 4.80 | Card | | RJ Martin | Salary May 22 | 312.80 | 2223-06 | | HMRC | Tax Deduction May 22 | 78.20 | 2223-06 | | Robert Dyas | Bench | 144.94 | 2223-07 | | **IONOS** | **Email Access May 22** | **32.40** | **Card** | | **IONOS** | **Website Access May 22** | **24.12** | **Card** | | **RJ Martin** | **Salary June 22** | **312.80** | **2223-07** | | **HMRC** | **Tax Deduction June 22** | **78.20** | **2223-07** | | **Community First Trading or alternative Co.** | **Insurance Premium** | **726.13 or lower** | **2223-08** | | **Justin Parish** | **Repair to Metal Barrier** | **276.00** | **2223-08** |  |  |  |  |  | | --- | --- | --- | --- | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2022/2023** |  |  |  | | Mid Devon DC | Precept | 6,783.50 | BGC | | HMRC | VAT Refund | 1,218.27 | 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. |
| **2223-025** | **PLANNING APPLICATIONS**   1. To consider the following Planning Applications and to agree comments: |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 22/00816/FULL | Fieldmarsh Chawleigh Chulmleigh | Erection of stable complex, comprising 3 stables and tack room,  workshop/shed and hay barn |  1. Decisions made by Mid Devon District Council since the last meeting  |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | 22/00674/NMA | Shirwell House Chawleigh Chulmleigh | Non Material Amendment for 20/00055/FULL to allow straightening of  rear wall (South East Elevation), no change scale/mass as front wall to  move back commensurately | Permission Granted | | 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 | No Objection to Works | |
| **2223-026** | **DATE OF NEXT MEETING**  The next Meeting of Chawleigh Parish Council is on Wednesday 29th June 2022, at 7.30pm in the Chawleigh Jubilee Hall. |
| **2223-027** | **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 confidential personal details that need to be considered. |
| **2223-028** | **CLOSURE OF MEETING** |