**There was a meeting of Chawleigh Parish Council on Wednesday 13th April 2022 at 7.30pm held in the Chawleigh Village Hall.**

**Members Present:** Parish Councillors Daphne Cockram; Henry Martin; Jan Flavin; Andrea Huxley.

**Also Present:** District Cllr. Clive Eginton

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

**Also:** Two prospective councillors as members of the general public.

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**MINUTES:**

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|  | In the absence of Cllr. Godly, the Chairman, Cllr. Cockram took the chair for this meeting. |
| **2122-190** | **APOLOGIES**  Apologies had been received from Cllrs. Steve Godly and Bert Batty.  Apologies had also been received from County Cllr. Margaret Squires. |
| **2122-191** | **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 |
| **2122-192** | **PARISH COUNCILLOR VACANCY**  Two electors were in attendance bidding to become councillors to fill two of the vacancies currently on the council.  **David Stewart** introduced himself and outlined the skills he could offer the parish council which included youth work and neighbourhood watch involvement, as well as being a teacher in a local school.  **Kriss Cottrell** introduced himself and highlighted that he had been working in the village shop and the defibrillator group with previous experience as a chef.  The parish councillors present thanked the two candidates for attending and indicated that a decision on whether to co-opt one or both of them to the council would be made at the next meeting following further considerations by all of the current councillors, not those present at this meeting. |
| **2122-193** | **MINUTES OF LAST MEETINGS**  On a proposal by the Chairman, the minutes of the Parish Council meeting held on 9th March 2022 were approved as a correct record and signed. |
| **2122-194** | **COUNCIL REPORTS**   1. **Clerk’s Report –** the clerk reported that he had:  * Been in correspondence with the two potential councillor candidates and given them both an introductory pack. * Prepared the 2021/2022 final accounts and the Annual return. The paperwork would be submitted to the Internal Auditor so that they could hopefully be finalised at the May meeting and submitted for approval by the end of May 2022. * Been notified that the Annual Return final date would be 30th June 2022. * Arranged for the Society of local Council Clerks fee to be shared with his other parishes in proportion to the salaries paid by each. Clyst Honiton Parish Council would pay the combined fee of £234 for the year and the Chawleigh share would be £51 compared with an individual potential fee of £112. * Completed the payroll year-end and submitted the returns to HMRC. * The grass cutting orders had been prepared for both MDDC and Plandscape and sent to both organisations. * Prepared and submitted the yea-end VAT return with the PC being owed £1,218.27 by HMRC.   Cllr. Cockram asked the clerk whether the section 106 grant had been claimed to cover the fencing replacement work and he said that he had received a quotation on a two-line email which needed to be more formal. He would contact the contractor and ensure the claim is made as soon as possible.   1. **Chairman’s Report**   The Chairman was not present.   1. **Other Councillor Reports**   Cllr. Martin questioned the new list of meetings dates the clerk had circulated. He had included the changes requested for both July and December 2022 and he would send the list around once more and include them in the appropriate part of these minutes. He also questioned why the CCT project was being delayed and District Cllr. Eginton explained that his understanding was that it was all due to the Section 106 funds that were being requested by MDDC for local infrastructure. |
| **2122-195** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  Dealt with in minute 2122-194 c) above. |
|  | *The Chairman declared the meeting out of session to allow updates from District and County Councillors and questions from any members of the public* |
| **2122-196** | **PUBLIC AND OTHER BODIES’ SESSION**  **County Council**  County Cllr. Squires was not present.  **District Council**  District Cllr. Eginton highlighted the fact that small electrical equipment can be left for the normal bin collectors to take. The District Council had since its inception taken 38.3 tonnes of such equipment towards a target of 59 tonnes by September 2022, so all such equipment should be left from now on in an attempt to reach the recycling target.  On a personal note, he had now been appointed to the MDDC Cabinet for the Working Environment and Support Services. He has also been appointed as Deputy Leader of the council.  **Members of the Public**  There were no further questions from the members of the public present. |
|  | *The Chairman declared the meeting open* |
| **2122-197** | **FOOTPATH WORKS**  Cllr. Batty had been unable to attend the meeting but he had left an envelope for each councillor containing a report and plasticised maps showing four walks within the parish which he intended to leave available for people in the shop.  As far as the future P3 claims were concerned, the clerk would write to PROW to ask whether they were expecting any paperwork for the claims made by Cllr. Batty for the coming year.  Concerns were expressed about what the purpose of the maps was and whether this was the best way of producing them. The fact that these were to be covered in plastic was not acceptable nowadays. It was decided that this should be discussed further at the next meeting when an appropriate article for the parish magazine could be devised as well. |
| **2122-198** | **DEFIBRILLATOR WORKING GROUP**  There had been no meeting since the last parish council. The cost of a second defibrillator would be partly covered by a DCC grant. |
| **2122-199** | **ASSET REGISTER**  On a proposal by Cllr. Flavin, seconded by Cllr. Martin it was **Resolved** to adopt the presented Asset Register. There would be a need to further refine this to ensure that the insurance cover reflected that in the Asset Register. |
| **2122-200** | **BUSINESS RISK ASSESSMENT**  On a proposal by Cllr. Martin, seconded by Cllr. Flavin it was **Resolved** to adopt the presented Business Risk Assessment. |
| **2122-201** | **STATEMENT OF INTERNAL CONTROL**  On a proposal by Cllr. Huxley, seconded by Cllr. Martin it was **Resolved** to adopt the presented Statement of Internal Control to be included with the Internal Audit submission. |
| **2122-202** | **SMALL SHED LEASE**  Cllrs. Cockram and Martin declared Personal Interest in this item as Parish Lands trustees.  There had been previous agreement between the two bodies regarding the payment of a rent of £52 per year on a lease between the Parish Lands Trust and the Parish Council and that the latter would pick up the cost of the lease preparation. There was concern that the indication was that the cost of the lease preparation was estimated to be around £900 plus VAT.  The clerk suggested that the legal department of MDDC might be able to help to get the lease in place and District Councillor would let him know whether this would be possible and would forward the necessary contact details. |
| **2122-203** | **FENCE BETWEEN WALL AND GATE TO FIELD**  Cllr. Flavin had been asked to find out whether this fence belonged to the parish council or the village hall. The strong consensus was that this fence belonged to and was the responsibility of the village hall committee. |
| **2122-204** | **NEW BENCH OPPOSITE HOLLOWTREE FARM**  The bench in question had been removed as part of the spring clean event and the question was whether it was time to replace it. On a proposal by the Chairman, it was unanimously **Resolved** to replace the bench possibly with one that had some form of Platinum Jubilee inscription. The clerk had just ordered a wooden bench complete with this sort of symbolism and would send details to all about what this looked like. The overall cost would be below a total of £600 to be installed after getting email agreement of councillors and the clerk was delegated with the task of making it happen. |
| **2122-205** | **DRAINAGE AT BUTTS COTTAGE**  This problem still existed and the clerk was instructed to write to County Cllr. Squires to emphasise, once again, that this needs to be rectified. |
| **2122-206** | **BARRIER OUTSIDE OF NURSERY**  Cllr. Cockram had asked for a quotation to repair and repaint the fencing ad she would chase the contractor to get this to the clerk. The clerk was delegated to get this task completed quickly, subject to the cost being reasonable. |
| **2122-207** | **WEBSITE AND SOCIAL MEDIA**  This had already been covered under the PROW item. |
| **2122-208** | **JUBILEE CELEBRATIONS**  Cllr. Cockram had produced a draft programme for the Jubilee weekend which it was agreed was a good start. Once it had been developed further the clerk would ensure it went on the website. |
| **2122-209** | **BANK RECONCILIATION**  The attached Bank Reconciliation for the period ended 31st March 2022, was N**oted**. |
| **2122-210** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**  The attached statement of Receipts and Payments compared to Budgets was **Noted**. |
| **2122-211** | **RECEIPTS & PAYMENTS SCHEDULE**  On a proposal by the Cllr. Martin, seconded by Cllr. Flavin, the payments in the table below were unanimously **Approved** |
|  | |  |  |  |  | | --- | --- | --- | --- | | **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** | **42.99** | **2223-01** | | **Clyst Honiton Parish Council** | **SLCC Share of Subscription** | **51.00** | **2223-01** | | **Hine Marquees** | **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** | | **Chawleigh Jubilee Hall** | **Room Hire** | **140.00** | **2223-04** | | **Mrs. D. Cockram** | **Spring Clean Refreshments** | **33.20** | **2223-04** | | **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 | | **2022/2023** |  |  |  | | Mid Devon District Council | Precept | 6,783.50 | BAC |   Payment items in **bold** will be made following the meeting. |
| **2122-212** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 22/00486/HOUSE | Ford Moor Cottage Eggesford,  Chulmleigh | Erection of single storey extension  **Decision: No Objection** | | 22/00726/HOUSE | Toatley Farm  Chawleigh | Single Storey extension  **Decision: No Objection** |   **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 | |
| **2122-213** | **DATE OF NEXT MEETING**  The next meeting of Chawleigh Parish Council would be the Annual Council Meeting on Wednesday 25th May 2022, in Chawleigh Village Hall at 7.30pm.  It was also agreed that the Annual Parish Meeting would be on the same evening starting at 6.30pm.  The revised Meeting Date list for 2022 would be as follows:  25th May 2022 – Annual Parish Meeting and Annual Council Meeting  29th June 2022 – Ordinary Meeting  17th August 2022 – Ordinary Meeting  28th September 2022 – Ordinary Meeting  9th November 2022 – Ordinary Meeting  14th December 2022 – Ordinary Meeting  **In addition, the possible dates in the remainder of the 2022/2023 year can be:**  25th January 2023 – Ordinary Meeting  8th March 2023 – Ordinary Meeting  19th April 2023 – Ordinary Meeting  24th May 2023 – Annual Parish Meeting and Annual Council Meeting |
| **2122-214** | **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. |
| **2122-215** | **MEETING CLOSURE**  The meeting closed at 9.00pm. |

Signed:………………………

Print:…………………………

Date:…………………………

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