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

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

Issue date: Wednesday 22nd June 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 29th June 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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| **2223-029** | **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. |
| **2223-030** | **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. |
| **2223-031** | **PARISH COUNCILLOR VACANCY**  To consider any application(s) made for co-option as a Parish Councillor. |
| **2223-032** | **MINUTES**  To approve, as a correct record, the minutes of the Annual Parish Council Meeting held on 25th May 2022. |
| **2223-033** | **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. |
| **2223-034** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  To receive an update on the CCT activity since the last meeting. |
|  | *The Chairman to declare the meeting closed* |
| **2223-035** | **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* |
| **2223-036** | **FOOTPATH WORKS**  To receive a report from Cllr. Batty on the current situation regarding P3 grant authorisations. |
| **2223-037** | **DEFIBRILLATOR WORKING GROUP**  To receive a report from the group. The defibrillator has now been moved. |
| **2223-038** | **INTERNAL AUDIT REPORT**  To consider the attached Internal Auditor report for the 2021/22 financial year and the clerk’s responses to the matters highlighted within it. |
| **2223-039** | **RECOVERY DEVON**  To receive an oral report from Cllr. Huxley who went to the Mid Devon well-being fayre on Saturday and spoke with someone from Recovery Devon ( <https://recoverydevon.co.uk/>) who is looking to bring more communities together, ultimately to help people access services or groups to help them improve mental health and how best to do this. This could be something based on a parish rather than village level - still in its initial stages. |
| **2223-040** | **QUEEN ELIZABETH’S PLATINUM JUBILEE CELEBRATIONS**  To receive feedback on the events that took place and consider the final financial situation. |
| **2223-041** | **SMALL SHED LEASE**  To hear what progress has been made in drawing this lease up. |
| **2223-042** | **WEBSITE & SOCIAL MEDIA**  To hear a report from Cllr. Huxley and the clerk on what has changed on this in the time since the last meeting. |
| **2223-043** | **FIDELITY GUARANTEE INSURANCE**  One of the matters highlighted by the Internal Audit Report was that this element of the Insurance Policy was inadequate. This is to cover the loss of Parish Council money caused by councillors or the clerk. The limit on this is set at £25,000 whereas the accepted guidance is that it should be the sum of the reserves at the beginning of the financial year (£34,751) plus half of the precept for the year (£6,784). This amounts to £41,535 for the current year.  The recommendation is that this limit is raised from £25,000 to £50,000, effective immediately. |
| **2223-044** | **BANK RECONCILIATION**  To approve the attached 31st May 2022 Bank Reconciliation statement |
| **2223-045** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**  To receive the statement of Receipts and Payments compared to Budgets for the period from 1st April 2022 to 31st May 2022 (attached). |
| **2223-046** | **CHURCHYARD GRANT**  To consider whether to award a grant to the PCC under Section 214(6) of the LGA 1972 towards the maintenance of the churchyard. |
| **2223-047** | **RECEIPTS & PAYMENTS SCHEDULE**  To approve the payment of the invoices on the schedule below for the period since the last meeting, as below: |
|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **PAYMENTS** |  | |  |  | | **Payment to** | **Services** | | **Amount**  **£** | **Payment No.** | | **2022/2023** |  | |  |  | | IONOS | Website Domain June 2022 | | 4.80 | DC2223-06 | | IONOS | Email Access June 2022 | | 2.40 | DC2223-06 | | Zoom | Access June 2022 | | 14.39 | DC2223-07 | | Lilian Jones | Caretaker – June 2022 | | 152.08 | SO | | Lilian Jones | Caretaker – July 2022 | | 152.08 | SO | | Dropbox | Annual Access | | 95.88 | DC2223-08 | | IONOS | Website Domain July 2022 | | 4.80 | CARD | | IONOS | Email Access July 2022 | | 2.40 | CARD | | Zoom | Access July 2022 | | 14.39 | CARD | | **RJ Martin** | **Clerk’s Salary July 2022** | | **312.80** | **2223-12** | | **HMRC** | **Tax Deduction July 2022** | | **78.20** | **2223-12** | | **IAC Audit & Consultancy Ltd** | **Internal Audit 2021/22** | | **219.44** | **2223-11** | |  | |  |  |  | | **RECEIPTS** | |  |  |  | | **Receipt from** | | **Services** | **Amount**  **£** | **Method** | | **2022/2023** | |  |  |  | | Chawleigh Jubilee Committee | | Contribution to Costs | 1,123.50 | Cheque | | Quiz Night | | Defibrillator Fund | 108.50 | FPI |   In addition, payments will be made for invoices received since the agenda was set.  Payment items in **bold** will be made following the meeting. |
| **2223-048** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | **Planning Applications made since the last meeting** |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 22/01015/HOUSE | Fieldmarsh  Chawleigh  Chulmleigh | Re-roofing of main dwelling, reconfiguration and extension of garage roof  and replacement of conservatory with sun room | | 22/01202/FULL | Fox & Hounds Country Hotel  Eggesford  Chulmleigh | Change of use of function room to self-contained flat |   **Decisions made by Mid Devon District Council since the last meeting**   |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | 22/00760/CAT | Old Hall Chawleigh Chulmleigh Devon | Notification of intention to fell one Ash tree and remove lower branches of one  Sycamore tree within a Conservation Area | No Objection to work | | 21/00967/MFUL | Land at NGR 270775 112743 (West of School Close) Chawleigh Devon | Erection of 8 affordable dwellings and 2 affordable flats with associated road  drainage and landscaping works | Full Permission  Granted | | 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- Erection of a dwelling and formation of new access and track with associated works following demolition of existing barn | Full Permission  Granted | | 22/00726/HOUSE | Toatley Farm  Chawleigh  Chulmleigh  Devon | Erection of single storey extension (Revised scheme) | Full Permission  Granted | | 22/00727/LBC | Toatley Farm  Chawleigh  Chulmleigh  Devon | Listed Building Consent for erection of single storey extension to include internal  alterations to ground and first floor layout (Revised scheme) | Listed Building Consent Granted | | 22/00486/HOUSE | Ford Moor Cottage Eggesford  Chulmleigh  Devon | Erection of single storey extension | Full Permission  Granted | |
| **2223-049** | **DATE OF NEXT MEETING**  The Annual meeting of Chawleigh Parish Council would be Wednesday 17th August 2022, in Chawleigh Village Hall at 7.30pm. |
| **2223-050** | **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. |
| **2223-051** | **MEETING CLOSURE** |