**There was a meeting of Chawleigh Parish Council on Wednesday 25th May 2022 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; 2 Prospective Councillors

**No members of the general public**.

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**MINUTES:**

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| **2223-001** | **ELECTION OF CHAIRMAN & VICE-CHAIRMAN**  On a proposal by Cllr. Martin, seconded by Cllr. Batty, **Steve Godly** was re-elected as **Chairman** for the coming year.  On a proposal by Cllr. Martin, seconded by Cllr. Batty, **Daphne Cockram** was re-elected as **Vice-Chairman** for the coming year. |
| **2223-002** | **APOLOGIES**  Apologies had been received from Cllr. Jan Flavin. |
| **2223-003** | **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 and the small shed as she was on both of the committees involved. * Cllr. Flavin whose husband was involved with the CCT * Cllr. Batty declared an interest in the small shed as a member of the Land and Buildings committee. |
| **2223-004** | **PARISH COUNCIL VACANCIES**  On a proposal by Cllr. Martin, seconded by Cllr. Cockram, **David Stewart** was co-opted as a councillor.  On a proposal by Cllr. Martin seconded by Cllr. Cockram, **Kriss Cottrell** was co-opted as a councillor. |
| **2223-005** | **MINUTES**  On a proposal by the Chairman it was **Resolved** to approve the minutes of the Parish Council meeting held on 13th April 2022, as a correct record. The minutes were signed by the Chairman. |
| **2223-006** | **COUNCIL REPORTS** |
|  | 1. **To receive the Clerk’s Report**   The clerk reported that:   * The **Internal Audit Report** had just been received and it contained a number of observations about procedural matters which needed to be improved. Most of these observations however related to documents that existed but had not been put on the website in time for the audit. The clerk would put this matter on the agenda for the next meeting to consider what needed to be done in the current year. One matter that he had acted on immediately, however, was to change the response to Item 3 on the Governance Return from yes to no, as suggested. This adjusted form was to be approved at this meeting in item 2223-012(a) below. * **Clerk’s** workload – The internal audit procedure had been extremely time consuming caused by the method of providing information required by the auditors. This had an impact on the amount of work done for Chawleigh Parish Council for the two months of April and May 2022. His contract is to work for 25 hours per month, but in April he had done 42.25 hours and in May to date 38 hours. He explained that this highlights the non-linear nature of clerk’s work during the year – the internal audit element of the 80 hours worked over the two months was 20 hours. * **Tree Work on Playing Field** – jog-on sunshine * He would be on **leave** all of next week.  1. **To receive the Chairman’s Report**   The Chairman reported that a project was being devised for the replacement of play equipment and the installation of some safety surfacing in the play area. This would need to be financed and could be done in stages.  As a result of this matter being reported on, District Cllr. Eginton highlighted a source of potentially funding from GWR which had a community fund for local projects. He would send the clerk and others an email to give access to the relevant web address which contained the details. There were other potential grant funders, but this would be the most immediate as its closing date was Monday 27th June 2022.   1. **Other Councillor Reports**   **Cllr. Martin** had contacted DCC Highways again about the drainage outside Butts Cottage complaining about the fact that the drain had been jetted, but by the end of the same day flood water had reappeared. This would be looked into and answered later.  He also questioned the status of some footpath work which needed to be done. Cllr. Batty explained that one problem had been difficulties in persuading a landowner to fulfil his obligations for the footpath but this person had recently passed away. Cllr. Batty explained that the PROW team at DCC were on the case and would come up with a way of sorting out the footpath involved.  **Cllr. Cockram** had received another call about dog fouling again. She had made a sign and put it up asking people to desist from this and had heard nothing since.  **Cllr. Huxley** explained that she had updated the website and had created an events page on the website. It would be good to get some information on this from village organisations. |
| **2223-007** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  The Chairman explained that the section 106 requirements had now been agreed and that planning permission was now imminent. Once that came through, the build could be started. |
|  | *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 Margaret Squires reported that she had at last taken a trip on the reopened Exeter – Okehampton rail service and thought it was brilliant. She had also been to visit the Multi-Service Hub that had been set up to provide support to children within the social care system. She also indicated that Chawleigh Parish Council should consider the applying for up to £1,000 from her Community Grant towards the Play Area refurbishment. 2. District Councillor Clive Eginton highlighted a grant source from the GWR Community Fund to which the parish council could apply for the play area refurbishment. He suggested early application would give the best chance of success.   He also stated that there was going to be Neighbourhood Walkabouts to cover the district council properties the following day. This was due to start in Lapford at 10.30 and would then move to Chawleigh following that. He would give the chairman a ring when the team arrived in Chawleigh and invite parish councillors to accompany them.  It was good news that Network Rail was now looking to invest in the local railways and he would be part of the discussion about where this investment would go.   1. Members of the public – there were no members of the public present. |
|  | *The Chairman to declare the meeting open* |
| **2223-009** | **COUNCILLOR REPRESENTATION**  The representation of the Parish Council on outside bodies was reviewed with the following results:   1. Cllr. Flavin would be the parish council representative on the Jubilee Hall Management Committee 2. Cllr. Godley would be the representative on the Playing Fields Committee 3. Cllrs. Cockram, Batty and Martin would be the representatives on the Chawleigh Parish Lands (Feofees). 4. Cllr. Cottrell would be one of the two contacts for the Devon Air Ambulance 5. Cllr. Batty would be the P3 Public Rights of Way lead councillor. 6. Cllr. Huxley would be the parish councillor on the defibrillator working group. |
| **2223-010** | **INSURANCE RENEWAL**  Two like-for-like quotations had been received for the insurance cover beginning 1st June 2022. These are summarised as follows:   |  |  |  | | --- | --- | --- | | **Company** | **One Year Premium** | **3-Year LTA** | | Community First | £726.13 | £689.80 | | Gallagher | £994.99 | £994.99 |   The previous 3-year long term agreement (LTA) had been with Community First and the premium for last year was £813.39  On a proposal by Cllr. Batty, seconded by Cllr. Martin it was **Resolved** to purchase the Community First policy using the 3-year LTA which means the premium would be £689.80. |
| **2223-011** | **FINAL ACCOUNTS 2021/22**  On a proposal by the Chairman, it was **Resolved** to adopt the final accounts, as presented. |
| **2223-012** | **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22**   1. On a proposal by Cllr. Batty, seconded by Cllr. Martin it was **Resolved** to adopt and submit the **Annual Governance Statement 2021/2022**, with the answer to item 3 being ‘no’. The clerk would submit an explanation of why this was the case and what would be done in future to rectify the omission. 2. On a proposal by Cllr. Batty, seconded by Cllr. Martin it was **Resolved** to adopt and submit the **Accounting Statements 2021/2022** and supporting papers. |
| **2223-013** | **RECURRING PAYMENTS**  On a proposal by Cllr. Martin, seconded by Cllr. Huxley it was **Resolved** to authorise the following recurring payments. The clerk would look to get agreement to merging the Zoom access into one organised and paid for by him and charged equally to his four councils.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |   The Chairman questioned whether Zoom access was required. On a proposal by Cllr. Martin, seconded by Cllr. Huxley it was **Agreed** that the clerk would investigate the possibility of having one parish council Zoom account between the four parishes he is clerk for and reduce the cost to each one. |
| **2223-014** | **JUBILEE CELEBRATIONS**  The Chairman stated that things appeared to be going ahead well. Cllr. Cockram outlined the details of which tasks had been allocated to individuals and what still needed to be organised. A further message would be put out asking for volunteers for Saturday particularly. |
| **2223-015** | **STANDING ORDERS**  On a proposal by Cllr. Martin, seconded by Cllr. Batty it was **Resolved** to adopt the Standing Orders for the coming year. |
| **2223-016** | **FINANCIAL REGULATIONS**  On a proposal by Cllr. Martin, seconded by Cllr. Batty it was **Resolved** to adopt the attached Financial Regulations which had been altered to accommodate online payments and the use of a debit card. |
| **2223-017** | **SIGNATORIES**   1. On a proposal by Cllr. Martin, seconded by Cllr. Huxley, it was **Resolved** to confirm the signatories for the NatWest Account Daphne Cockram; Stephen Godly and Henry Martin. 2. On a proposal by Cllr. Martin, seconded by Cllr. Huxley, it was **Resolved** to confirm Robert Martin, the Clerk, as a signatory in addition to the councillors named above.   The mandate form to add the addition signatory was then signed by the existing signatories. |
| **2223-018** | **DEFIBRILLATOR WORKING GROUP**  The group had not met since the last council meeting, so there was nothing to report. |
| **2223-019** | **FOOTPATH WORKS**  Cllr. Batty explained the P3 PROW grant scheme run by Devon County Council with the relevant officer’s name being Ros Davies. He outlined the award for the general maintenance of PROWs of £600 and also further funding for specific projects for the current year. He had been told that CPC had been allocated £1,000 but had not yet been formally told which means no work had yet been ordered. He had worked with Cllr. Huxley to get the maps out for walks around the parish. |
| **2223-020** | **SMALL SHED LEASE**  The clerk reported that he had contacted Maria de Leiburne, solicitor at Mid Devon District Council asking whether they could provide a service to help write the draft lease, but she had replied to say that no such service was offered. The Chairman believed there was someone in the village that could do this and he would ask them whether this was so. |
| **2223-021** | **SHOP LEASE**  The clerk needed to get a copy of the current signed lease, which the chairman would try to get from Jane at the shop.  On a proposal by Cllr. Cockrell, seconded by the Cllr. Stewart it was **Resolved** that the rent remain at £2,220 per annum (£42.69 per week) for the remainder of the lease and that a full rental valuation be undertaken in time for the renewal negotiations later in the year. |
| **2223-022** | **2022/2023 RECEIPTS AND PAYMENTS TO DATE**  The following attached statements for the current year, as at 30th April 2022, were **Adopted**   1. Bank Reconciliation 2. Receipts & Payments compared to Budgets |
| **2223-023** | **RECEIPTS & PAYMENTS SCHEDULE**  On a proposal by Cllr. Batty, seconded by Cllr. Stewart it was **Resolved** to authorise the following payments. |
| **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 | 2223-08 | | HMRC | Tax Deduction June 22 | 78.20 | 2223-08 | | Community First Trading | Insurance Premium | 689.80 | 2223-09 | | Justin Parish | Repair to Metal Barrier | 276.00 | 2223-09 | | Daphne Cockram | Jubilee Celebration Supplies | 249.06 | 2223-10 |  |  |  |  |  | | --- | --- | --- | --- | | **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. The following Planning Application Decisions were **Agreed**: |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 22/00816/FULL | Fieldmarsh Chawleigh Chulmleigh | Erection of stable complex, comprising 3 stables and tack room,  workshop/shed and hay barn  **Decision: No Comments** | |
|  | 1. Decisions made by Mid Devon District Council since the last meeting were **noted**  |  |  |  |  | | --- | --- | --- | --- | | **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 17th 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.  There were no confidential matters to be considered. |
| **2223-028** | **CLOSURE OF MEETING**  The meeting was closed at 8.50pm |

Signed:………………………

Print:…………………………

Date:…………………………

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