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

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

Issue date: Wednesday 21st September 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 28th September 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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| --- | --- |
| **2223-053** | **THE DEATH OF QUEEN ELIZABETH ll**  The Chairman to announce a two-minute silence in memory of the late queen and to proclaim Charles lll as her successor.  To also consider whether the parish council wishes to provide something to commemorate the life of the Queen. |
| **2223-054** | **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. |
| **2223-055** | **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. |
| **2223-056** | **PARISH COUNCILLOR VACANCY**  To consider any application(s) made for co-option as a Parish Councillor. |
| **2223-057** | **MINUTES**  To approve, as a correct record, the minutes of the Annual Parish Council Meeting held on 20th July 2022. |
| **2223-058** | **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. |
| **2223-059** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  To receive an update on the CCT activity since the last meeting. |
|  | *The Chairman to declare the meeting closed* |
| **2223-060** | **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* |
| **2223-061** | **FOOTPATH WORKS**  To receive a report from Cllr. Batty on the current situation regarding the work to be done for which the parish council has P3 grant allocated. |
| **2223-062** | **DEFIBRILLATOR REPLACEMENT**  To consider the renewal of the contract for the current defibrillator at a cost of £1,800 for a three-year contract and to install a further unit at an additional cost of £1,000 for the same period, starting from January 2023. |
| **2223-063** | **INTERNAL AUDIT**  The company which provided the obligatory Internal Audit service for 2021/2022 has now indicated that it will not be providing this service for the current year. There is a shortage of people providing this service across the country, but the clerk has located a company known to him who have offered to carry the audit out for 2022/2023 and beyond. The company is Mulberry & Co. based in Hampshire and they charge £60 per hour and expect the charge to be around 4 hours per annum, or £240.  The parish council is asked to appoint Mulberry & Co. for the current year’s Internal Audit on this basis. |
| **2223-064** | **ASH DIE-BACK**  There have been reports that there are a number of Ash trees on community land suffering from Ash Die-Back and that these should be removed before they become dangerous. The first step is probably to have the trees assessed by a professional and to consider the necessary action resulting from their report. Guidance is required from the parish council. |
| **2223-065** | **REPLACEMENT PLAY EQUIPMENT**  Notwithstanding the complications related to the responsibility for equipment outlined in the Charity Scheme discussed in the Clerk’s Report, some of the equipment on the children’s play area needs to be replaced. A quotation had been received from TK Play for this to happen in the sum of £16,520 (excl.VAT). The parish council needs to consider how this work would be funded and whether it is a council role or that of the charity to undertake. |
| **2223-066** | **ADULT FITNESS EQUIPMENT**  The parish council is aske to consider the feasibility and desire to provide some adult fitness equipment and consider how this would be funded. |
| **2223-067** | **REPLACEMENT BINS**  The need for some current dog bins to be replaced with better solutions has been raised. The parish council should consider whether it wants to do this and how it would be funded. |
| **2223-068** | **CHURCHYARD MAINTENANCE**  The parish council can make funds available to enable churchyards to be maintained and has in the past paid a grant to the PCC for this to happen. Councillors are asked to consider making such a grant (£300) to St James Parish Church, Chawleigh. |
| **2223-069** | **RECOVERY DEVON**  To receive an oral report from Cllr. Huxley who went to the Mid Devon well-being fayre in June 2022 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. |
| **2223-070** | **SHOP LEASE**  No action has yet been undertaken in relation to the renewal of the shop lease. The first stage would be get a rental valuation for the shop from a professional valuer. Once that is known then negotiations could be undertaken with the shopkeeper on what should be built into the lease and then a solicitor can be approached with the agreed heads of terms. An indication from Tozers of Exeter is that this lease would cost around £2,000 to prepare which perhaps should be funded from the accumulated Shop Account balance. Councillors are required to provide guidance. |
| **2223-071** | **SMALL STORAGE SHED LEASE**  A detailed letter had been received from Lindsay Stone, of Hotchkiss Warburton Solicitors, outlining the costs and work involved in drawing up this lease. In the letter, Lindsay quoted a figure of £548 for the parish council work and stated that the cost of the charity’s legal expenses would be £820. In total a budget of £1,500 would cover this with disbursements. An indicative figure from Tozers of Exeter was in the order of £2,000 plus the charity costs so what was being offered appeared to be good value.  The parish council is requested to consider the appointment of Hotchkiss Warburton for the preparation and activation of th |
| **2223-072** | **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. |
| **2223-073** | **BANK RECONCILIATION**  To approve the attached 21st September 2022 Bank Reconciliation statement |
| **2223-074** | **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 21st September 2022 (attached). |
| **2223-075** | **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 – August 22 | | 4.80 | DC2223-11 | | IONOS | Email Access – August 22 | | 2.40 | DC2223-11 | | Zoom | Access – August 22 | | 14.39 | DC2223-12 | | Land Search Online | Playing Field Search | | 23.94 | DC2223-15 | | Lilian Jones | Caretaker – August 2022 | | 152.08 | SO | | Lilian Jones | Caretaker – September 2022 | | 152.08 | SO | | RJ Martin | Salary September 2022 | | 312.80 | 2223-16 | | HMRC | Tax Deduction | | 78.20 | 2223-16 | | IONOS | Website Domain – Sept 22 | | 4.80 | DC2223-13 | | IONOS | Email Access – Sept 22 | | 2.40 | DC2223-13 | | Zoom | Access – Sept 22 | | 14.39 | DC2223-14 | | **Lilian Jones** | **Caretaker – October 2022** | | **152.08** | **SO** | | **RJ Martin** | **Salary October 2022** | | **312.80** | **2223-17** | | **HMRC** | **Tax Deduction** | | **78.20** | **2223-17** | | **IONOS** | **Website Domain – October 22** | | **4.80** | **DC2223-16** | | **IONOS** | **Email Access – October 22** | | **2.40** | **DC2223-16** | | **Zoom** | **Access – October 22** | | **14.39** | **DC2223-17** | |  | |  |  |  | | **RECEIPTS** | |  |  |  | | **Receipt from** | | **Services** | **Amount**  **£** | **Method** | | **2022/2023** | |  |  |  | | Steve Godly | | St John’s Ambulance Donation | 240.00 | BAC | | Devon County Council | | P3 PROW Grant | 800.00 | BAC | | Mid Devon District Council | | Section 106 Grant | 2,800.00 | BAC | | Steve Godly | | Defibrillator Funds | 285.00 | BAC |   In addition, payments will be made for invoices received since the agenda was set.  Payment items in **bold** will be made following the meeting. |
| **2223-076** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | 1. **Planning Applications made since the last meeting** |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | 22/01529/FULL | Box’s Corner,  Fiddlecott Lane,  Chawleigh | Erection of an agricultural building 534sqm for use as TB isolation unit for calves | | 22/01402/FULL | Forest Cabin  Chenson | Installation of monitoring borehole 20m depth with cabinet above on plinth and standpipe |  1. **Decisions made by Mid Devon District Council since the last meeting**  |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | 22/01312/NMA | The Lakes,  Chawleigh | Non Material Amendment to revise the elevations to include a corner window with cladding board finish over | NMA Granted | | 22/00780/HOUSE | Butts Cottage,  Chawleigh | Erection of conservatory | Full Permission Granted | | 22/01202/FULL | Fox & Hounds Country Hotel,  Eggesford | Change of use of function room to self-contained flat for staff accommodation | Full Permission Granted | | 22/01344/CAT | Leaches House,  Chawleigh | Notification of intention to crown thin by 25% reduce an lift the crown of 2 Walnut trees by 1-3 metres within a Conservation Area | No Objection to works | | 21/02448/FULL | Eggesford Close,  Eggesford | Erection of Dwelling | Full Permission Granted | | 22/01273/HOUSE | Four Winds,  Chawleigh | Erection of an extension, porch and alterations | Full Permission Granted |  1. **Other Planning Matters**   Land off School Close – Leaflet and update. |
| **2223-077** | **DATE OF NEXT MEETING**  The next meeting of Chawleigh Parish Council is scheduled to be Wednesday 9th November 2022, in Chawleigh Village Hall at 7.30pm. |
| **2223-078** | **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. |
| **2223-079** | **MEETING CLOSURE** |