**There was a meeting of Chawleigh Parish Council on Wednesday 20th July 2022 at 7.30pm held in the Chawleigh Village Hall.**

**Members Present:** Parish Councillors Steve Godley (Chairman); Daphne Cockram; Jan Flavin; Henry Martin; Bert Batty; David Stewart.

**Also Present:**

**In attendance:** Rob Martin, Clerk

**No members of the general public**.

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**MINUTES:**

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| **2223-029** | **APOLOGIES**  Apologies had been received and were accepted from Cllrs. Cottrell and Huxley.  Apologies had also been received from County Cllr. Margaret Squires and District Cllr. Clive Eginton. |
| **2223-030** | **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. |
| **2223-031** | **PARISH COUNCILLOR VACANCY**  There had been no further interest in the existing vacancy. |
| **2223-032** | **MINUTES**  On a proposal by Cllr. Batty, seconded by Cllr. Martin it was **Resolved** that the minutes of the Annual Parish Council Meeting held on 25th May 2022 were a correct record and were signed by the Chairman as such. |
| **2223-033** | **COUNCIL REPORTS** |
|  | 1. **To receive the Clerk’s Report**   The clerk reported that   * He was now fit again after suffering from Covid but he had some catching-up to do. * In order to move the items forward, he had requested quotations from Tozers of Exeter for the preparation of the **lease for the shed** and the **lease for the shop**. The Chairman gad asked the local contact for a price for this but it would be useful to have two quotations in order to be sure best value. * He had submitted the Section 106 claim to MDDC for the playing field fencing and the response was that it was hoped to have agreement for this shortly. It was **Agreed** that the clerk would progress this once the funds had been received. * He had received a further email from the local resident who had previously written, which was about children kicking balls from the playing field into his garden. The councilllors’ views were that if you own a house next to a playing field, this is what you can expect. He had drafted a response to the resident which was adjusted appropriately, and this would be sent following this meeting.  1. **To receive the Chairman’s Report**   The Chairman reported that residents had received a letter from MDDC explaining the move to black waste bins, which would be collected every three weeks, from the current black sack arrangements every two weeks. The bins would be provided to all residents free of charge. This was the subject of District Cllr. Clive Eginton’s report.   1. **Other Councillor Reports** – councillors reported as follows:  * **Cllr. Martin** reported that the flooding outside Butts Cottage continues to be a problem. He also reported that a private No Parking sign had been erected which would have no effect and could not be enforced. * **Cllr. Cockram** reported that a parish council hedge needed to be cut back and she would contact Paul to get this done. She questioned whether he could be treated as a parish council contractor to be used as and when necessary and the clerk aske that she forward his contact details so something could eb arranged. * **Cllr. Stewart** reported on the dog mess problem which he believed was getting worse. He was told to email District Cllr. Eginton and try to arrange for the MDDC dog warden to come out and investigate. |
| **2223-034** | **CHAWLEIGH COMMUNITY TRUST (CCT)**  There was nothing further to update on for the housing project. |
|  | *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 – Cllr. Squires was not present to make a report 2. District Councillor – other than the waste collection changes mentioned in the Chairman’s report, Cllr. Eginton had reported nothing further. 3. Members of the public – No members of the public were present. |
|  | *The Chairman to declare the meeting open* |
| **2223-036** | **FOOTPATH WORKS**   1. Cllr. Batty explained that he had received some slightly confusing information from the County Council relating to P3 grant for projects on the Chawleigh Public Rights of Way (PROW). In May 2022 he had been informed that the parish council would receive a grant of £1,000 to cover projects costed at around £1,200 but in fact only £560 had been finally paid. The two quotations detailed below for some of the work totalled £780 leaving a shortfall and he had again been in touch with DCC and had been told that there would be further grant paid to cover the shortfall. The clerk referred to the P3 grant earmarked reserve which currently had an additional £331 unspent which gave an available total of £891, more than enough to enable the current proposals to be funded. 2. Cllr. Batty presented two quotations from Ian Woollacott those being:  * To replace a galvanised gate with a 2 in 1 gate complete with posts £370 plus VAT * To replace a stile with a metal kissing-gate complete with hoop £410 plus VAT   An amount of earth was required to level the site of the second gate above, which Cllr. Batty had now sourced. Ian Woollacott had already had delivery of the gates in question straight from the suppliers.  On a proposal by Cllr. Batty, seconded by Cllr. Stewart it was **Resolved** to accept the quotations and use the P3 in hand to pay for the work. |
| **2223-037** | **DEFIBRILLATOR WORKING GROUP**  The Chairman had collected £80 from the defibrillator contribution box in the shop and the Quiz Night had collected £108.50, and both had now been transferred to the parish council bank account for this purpose. The clerk stated that the funds now available in the Defibrillator Reserve, including these sums, was £2,338.10.  The Chairman reported that the current defibrillator on the wall of the shop was subject to a lease agreement that was due to expire early in 2023 and he would get a copy of that agreement to the clerk. He believed that there should be a second defibrillator in the village and that this could be arranged as an addition to the current arrangement. The owners of the Earl of Portsmouth Inn had agreed that this could be sited on the wall of the pub to make it freely available for the community. All agreed that this would be a good place to instal the additional equipment.  On a proposal by the Chairman, seconded by Cllr. Flavin, it was **Resolved** to instal the second defibrillator on the wall of the Earl of Portsmouth wall with the arrangements being the same as the original one, subject to the necessary funds being available. |
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| **2223-038** | **FINAL ACCOUNTS 2021/22 – AGAR EXEMPTION CERTIFICATE & INTERNAL AUDIT REPORT**  The following matters relating to the end of year accounts and returns were presented by the clerk:   1. **AGAR EXEMPTION CERTIFICATE** – The clerk had received an email from the external auditors indicating that it was eligible to send an Exemption Return in instead of having a review carried out. This would mean there would be no fee involved rather than a charge of £200 plus VAT. The clerk had circulated a completed Exemption Certificate. On a proposal by the Chairman, it was **Resolved** to adopt, sign and submit the Exemption Certificate which had to be with PKF Littlejohn by 26th July to be acceptable. 2. **INTERNAL AUDIT REPORT** – The clerk had circulated the list of Internal Audit Observations which formed part of the final report, together with his draft answers to each of the observations made and action that would be taken.   The table of observations and responses is as follows:-   |  |  | | --- | --- | | **Audit Recommendation** | **Parish Council Response** | | The Council to ensure that Minutes of meetings are signed in accordance with the legislative requirements. In particular Minutes of meetings should be initialled on each page and signed and dated on the final page. | This did not happen during lockdown, but is happening now. The signed minutes will also now be shown on the website. | | The Council MUST put in place a process for the regular review of Standing Orders. It may be appropriate for this to be carried out on an annual basis, for example at the Annual Meeting of the Council. | The disruption caused by the covid lockdowns meant that normal cyclical activities were not always followed. The Standing Orders and Financial Regulations have been reviewed in the 2022 Annual Meeting in May 2022 and will be on the agenda in future years at least once a year. | | The Council to put in place a process for the regular review of Financial Regulations. It may be appropriate for this to be carried out on an annual basis, for example at the Annual Meeting of the Council. | The disruption caused by the covid lockdowns meant that normal cyclical activities were not always followed. The Standing Orders and Financial Regulations have been reviewed in the 2022 Annual Meeting in May 2022 and will be on the agenda in future years at least once a year. | | Council to formally review and, if appropriate, approve the bank signatory arrangements. | During lockdown there have been problems getting bank signatories changed, with the fact that they can only be done in person at the bank, which is 15 miles form the parish. Online applications have failed on three occasions to get the changes made. The parish council reviewed its signatories despite this in May 2022. | | The Council to ensure that the appropriate Power under which grants are made is recorded in the Minutes of the meeting in which the grants are approved. | A fair point, which will be rectified in the future. | | The Council to review the level of its Fidelity insurance and consider whether it is adequate to cover the value of cash and bank balances held. | This will be part of a complete Insurance Cover Review for 2022/23 | | Prior to approval of the Accounting Statements the year end bank reconciliation should be subject to independent review and be signed and dated as evidence of this review. | Remote meetings are again the reason, but this is now being done. | | The Council MUST publish the Accounting Statements in accordance with the requirements of the Transparency Code for Smaller Authorities | The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The accounting statements are now being published | | The Council MUST publish the Annual Governance Statement in accordance with the requirements of the Transparency Code for Smaller Authorities | The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The governance statements are now being published | | The Council MUST publish the Internal Audit Report in accordance with the requirements of the Transparency Code for Smaller Authorities | The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The internal audit reports are now being published | | The Council MUST publish the Notice for the Period of Exercise of Public Rights | The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The Notices are now being published | | In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes. | This will be done | | The Council MUST publish the Annual Governance Statement on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations | The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The Governance Statements are now being published | | The Council MUST publish the External Auditors report on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations | The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The External Auditors Reports are now being published | | The Council MUST publish the Notice of Conclusion of Audit on its website in accordance with the requirements of Regulation 16 of the Accounts and Audit Regulations | The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The Notices are now being published |   The majority of these perceived failings were caused by a combination of the disruption to normal activities caused by the Covid lockdowns and restrictions alongside the development of a new website which is still being gradually populated with information. These things are not going to occur again, in the near future. |
| **2223-039** | **NOTICEBOARD REPAIRS**  Cllr. Flavin explained that the door of one of the new noticeboards was broken and that this seemed to be something that should not happen to a fairly new item. The clerk asked for a picture of the damage and would contact the supplier to persuade them to replace the board. |
| **2223-040** | **PLAY EQUIPMENT REPLACEMENT**  This agenda item was to consider a quotation from TK Play to supply and install a large climbing structure on the play area to replace the existing and discuss possible action.  The clerk questioned the relationship between the parish council and the Playing Field Charity (No.1083248). There appeared to be no hard and fast rules being applied in relation to the responsibilities of the charity and the parish council which concerned him. He discussed the need to be certain which organisation was going to replace this equipment in order to be sure that any VAT reclaims were made appropriately indicating that there might be a case for a Sole Trusteeship to be taken up. Councillors undertook to supply the clerk with the charity scheme in place so that he might investigate further, potentially to discuss the situation with the Charity Commission if that was appropriate.  The clerk’s advice was for the charity to continue to make a grant claim for the replacement equipment once the exact quotation was finalised. |
| **2223-041** | **QUEEN ELIZABETH’S PLATINUM JUBILEE CELEBRATIONS**  The weekend went very well with the parish council’s net financial contribution falling well below the £500 originally earmarked for the purpose. The clerk suggested that a short report be drawn up to be placed on the website to outline what a success it was. |
| **2223-042** | **SMALL SHED LEASE**  Further to the clerk’s report above, it was expected that there would be two prices for this work available to enable it to be done. The Chairman suggested that the period of the lease would be best being less than 7 years to avoid complications with its status. |
| **2223-043** | **WEBSITE & SOCIAL MEDIA**  The clerk reported that the necessary financial documentation had now been placed on the website and there would be further items as the process came to a close. |
| **2223-044** | **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.  On a proposal by the Chairman, seconded by Cllr. Martin it was **Resolved** to increase the Fidelity Guarantee Insurance cover to £50,000 to have immediate effect. |
| **2223-045** | **BANK RECONCILIATION**  The 30th June 2022 Bank Reconciliation statement was **Approved**. |
| **2223-046** | **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**  The statement of Receipts and Payments compared to Budgets for the period from 1st April 2022 to 30th June 2022 was **Approved** |
| **2223-047** | **CHURCHYARD GRANT**  This matter was not discussed. |
| **2223-048** | **RECEIPTS & PAYMENTS SCHEDULE**  On a proposal by Cllr. Cockram, seconded by Cllr. Batty the following list of payments was **Approved** and the receipts were **Noted.** |
|  | |  |  |  |  | | --- | --- | --- | --- | | **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 | | Chic Flower Designs t/a Plandscape | Weed Spraying | 120.00 | 2223-13 | | **RJ Martin** | **Clerk’s Salary August 2022** | **312.80** | **2223-14** | | **HMRC** | **Tax Deduction August 2022** | **78.20** | **2223-14** | | **St. John’s Ambulance** | **Attendance at Jubilee Event** | **288.00** | **2223-15** | |
|  | |  |  |  |  | | --- | --- | --- | --- | | **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 | | Devon County Council | P3 Grant | 560.00 | BACS | | Steve Godley | Defibrillator Collection | 80.00 | FPI | |
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| **2223-049** | **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  **Decision: No Comment** | | 22/01202/FULL | Fox & Hounds Country Hotel  Eggesford  Chulmleigh | Change of use of function room to self-contained flat  **Decision: No Comment** | | 22/01344/CAT | Leaches House  Chawleigh  Chulmleigh | Notification to crown thin by 25%, reduce and lift the crown of 2 Walnut trees by 1-3 metres within the Conservation Area.  **Decision: No Comment** | | 22/01273/HOUSE | Four Winds  Chawleigh  Chulmleigh | Erection of an extension, porch and alterations.  **Decision: No Comment** |   The decisions made by Mid Devon District Council since the last meeting below were **Noted.**   |  |  |  |  | | --- | --- | --- | --- | | **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 | | 22/01015/HOUSE | Fieldmarsh  Chawleigh  Chulmleigh | Re-roofing of main dwelling, reconfiguration and extension of garage roof  and replacement of conservatory with sun room | Full Permission  Granted | |
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| **2223-050** | **DATE OF NEXT MEETING**  The next meeting of Chawleigh Parish Council is scheduled to be Wednesday 28th September 2022, in Chawleigh Village Hall at 7.30pm. |
| **2223-051** | **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. |
| **2223-052** | **MEETING CLOSURE**  The meeting closed at 8.55pm |

Signed:………………………

Print:…………………………

Date:…………………………

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