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

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

Issue date: Wednesday 6th December 2023

*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 **Meeting** of **Chawleigh Parish Council** on **Wednesday 13th December 2023 at 7.30pm,** in the Jubilee Hall, Chawleigh, for the purpose of transacting the business on the following agenda.

**Rob Martin**

**Clerk to Chawleigh Parish Council**

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|  | **AGENDA** |
| **2324-116** | **APOLOGIES**  To receive apologies for absence |
| **2324-117** | **DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**  To receive declarations of interest in items on the agenda |
| **2324-118** | **MINUTES**  To approve, as a correct record, the minutes of the Parish Council Meeting held on 27th September 2023. |
| **2324-119** | **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. |
|  | *The Chairman to declare the meeting closed* |
| **2324-120** | **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* |
| **2324-121** | **FOOTPATH WORKS**  To receive a report from Cllr. Batty on the PROW work undertaken and in hand. In addition, to consider a proposed letter to landowners to clear a section of PROW between Gables and the Old Chapel. |
| **2324-122** | **ROAD SIGNS**  To consider the replacement of broken road signs. |
| **2324-123** | **BUS SHELTER**  To receive an update from the chairman on the repairs. |
| **2324-124** | **MUD ON ROAD**  To consider the mud on the highway where the hedge has been taken down. |
| **2324-125** | **SHED LEASE**  To consider updates on the progress of this lease. |
| **2324-126** | **BANK RECONCILIATION**  To approve the attached 30th November 2023 Bank Reconciliation statement |
| **2324-127** | **RECEIPTS & PAYMENTS COMPARED TO BUDGET**  To receive the statement of Receipts and Payments compared to Budgets for the period from 1st April 2023 to 30th November 2023 (attached). |
| **2324-128** | **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.** | | **2023/2024** |  |  |  | | Lilian Jones | Caretaker – December 2023 | 152.08 | SO | | RJ Martin | Salary December 2023 | 332.92 | 2324-24 | | HMRC | Tax Deduction December 2023 | 83.20 | 2324-24 | | IONOS | Website Domain – Dec 2023 | 4.80 | Card | | IONOS | Email Access – Dec 2023 | 7.20 | Card | | MDDC | Verge Cutting | 656.28 | 2324-27 | | Lapford Parish Council | Training | 100.00 | 2324-28 | | Lapford Village Store | Two instalments of subsidy | 3,000.00 | Transfer | |  |  |  |  | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2023/2024** |  |  |  | | Jane Hall | Shop Rental | 213.45 | BAC | | NatWest Bank | Interest | 4.86 | BAC |   In addition, payments will be made for invoices received since the agenda was set. |
| **2324-129** | **PLANNING APPLICATIONS**  To consider the following Planning Applications and to agree comments: |
|  | 1. **Planning Applications made since the last meeting** |
|  | |  |  |  | | --- | --- | --- | | **Reference** | **Location** | **Proposal** | | None |  |  |  1. **Decisions made by Mid Devon District Council since the last meeting**  |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | 23/01540/HOUSE | Oak Barn  Chawleigh  Chulmleigh  Devon | Erection of double garage with games room above | Full Permission Granted |  1. **Other Planning Matters**   None |
| **2324-130** | **2024/2025 BUDGET AND PRECEPT**  To consider the attached analyses of a draft Outturn for the current year and a budget for the next year alongside the effect of both on the Reserves Balances and to decide on the Precept requirement for 2024/25. |
| **2324-131** | **MEETING DATES 2024**  To agree the upcoming meeting Dates for the next year, as below:  31st January 2024, 27th March 2024, 15th May 2024, 26th June 2024, 7th August 2024, 18th September 2024, 30th October 2024, 27th November 2024, 4th December 2024. |
| **2324-132** | **DATE OF NEXT MEETING**  The next meeting of Chawleigh Parish Council is scheduled to be Wednesday 31st January 2024, in Chawleigh Village Hall at 7.30pm. |
| **2324-133** | **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 confidential business and personal details that need to be considered. |
| **2324-134** | **RACKENFORD VILLAGE STORE AND POST OFFICE**  To receive updates on the payment of the subsidy and the resultant effects on the trading activity in the store. |
| **2324-135** | **MEETING CLOSURE** |