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

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

Issue date: Wednesday 24th January 2024

*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 31st January 2024 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** |
| **2324-136** | **APOLOGIES**To receive apologies for absence |
| **2324-137** | **DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**To receive declarations of interest in items on the agenda  |
| **2324-138** | **MINUTES**To approve, as a correct record, the minutes of the Parish Council Meeting held on 13th December 2023. |
| **2324-139** | **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.
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|  | *The Chairman to declare the meeting closed* |
| **2324-140** | **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* |
| **2324-141** | **FOOTPATH WORKS**To receive a report from Cllr. Batty on the PROW work undertaken and in hand and to discuss the P3 grant returns for PROW work during 2024/2025. |
| **2324-142** | **TREE SURGERY**To receive a report on the progress on the church tree with Ash die-back and what is being done about it. |
| **2324-143** | **CHAWLEIGH VILLAGE STORE**To receive an update from the clerk on the production of monitoring information for the shop subsidy.  |
| **2324-144** | **MOBILE LIBRARY SERVICE CESSATION**To consider, in the light of the mobile library service withdrawal, whether the parish council could enable a local book sharing facility in Chawleigh. Devon County Council has a grant scheme offering up to £300 for any local library alternatives to be set up. |
| **2324-145** | **WEBSITE UPDATING**To hear concerns from Cllr. Ayling on the delays in updating the website and discuss solutions. |
| **2324-146** | **GOVERNANCE – POLICY REVIEWS**Cllr. Ayling has started to review some of the current parish council policies and the clerk is working on Standing Orders and Financial Regulations based on models produced by the NALC. To discuss the priorities for reviewing the policies and to adopt any that are produced in time for the meeting. |
| **2324-147** | **GRASS CUTTING**To discuss the grass cutting and weed-killing arrangements for the playing field for the coming year. |
| **2324-148** | **VILLAGE SPRING CLEAN**To set a date for the annual Village Spring Clean which has been earmarked for either 27th April or 4th May 2024. |
| **2324-149** | **BUS SHELTER**To hear an update on the repair of the bus shelter windowpane. |
| **2324-150** | **BACK LANE TRAFFIC**Cllr. Cockram would like action taken to stop the back lane from being used as a cut-through and to reduce traffic speed. |
| **2324-151** | **BUTTS CLOSE MDDC LAND – DOG WALKING**To consider what action can be taken to ease the concerns of Butts Close residents about the use of the land by the general public. |
| **2324-152** | **ROAD CLOSURE**To consider the recent chaos caused by the unannounced road closure in the village and what action can be taken to ensure it does not happen again. |
| **2324-153** | **SHED LEASE**To consider entering into a Licence to Occupy agreement with the Lands Charity rather than the lease originally proposed. |
| **2324-154** | **BANK RECONCILIATION**To approve the attached 31st December 2023 Bank Reconciliation statement |
| **2324-155** | **RECEIPTS & PAYMENTS COMPARED TO BUDGET**To receive the statement of Receipts and Payments compared to Budgets for the period from 1st April 2023 to 31st December 2023 (attached). |
| **2324-156** | **RECEIPTS & PAYMENTS SCHEDULE**To approve the payment of the invoices on the schedule below for the period since the last meeting, as below: |
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| **PAYMENTS** |  |  |  |
| **Payment to** | **Services** | **Amount****£** | **Payment No.** |
| **2023/2024** |  |  |  |
| Lilian Jones | Caretaker – January 2024 | 152.08 | SO |
| RJ Martin  | Salary January 2024 | 332.92 | 2324-29 |
| HMRC | Tax Deduction January 2024 | 83.20 | 2324-29 |
| IONOS | Website Domain – Jan 2023 | 4.80 | Card |
| IONOS | Email Access – Jan 2023 | 7.20 | Card |
| Scribe | Accounting System | 543.60 | 2324-30 |
| Lapford Village Store | Final instalment of subsidy | 2,000.00 | Transfer |
|  |  |  |  |
|  **RECEIPTS** |  |  |  |
| **Receipt from** | **Services** | **Amount****£** | **Method** |
| **2023/2024** |  |  |  |
| Jane Hall | Shop Rental | 170.76 | BAC |
| NatWest Bank | Interest | 4.70 | BAC |

In addition, payments will be made for invoices received since the agenda was set. |
| **2324-157** | **PLANNING APPLICATIONS**To consider the following Planning Applications and to agree comments: |
|  | 1. **Planning Applications made since the last meeting**
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| **Reference** | **Location** | **Proposal** |
| 23/01817/FULL | Unit 2 Station Yard Eggesford | Erection of industrial unit |

1. **Decisions made by Mid Devon District Council since the last meeting**

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| **Reference** | **Location** | **Proposal** | **Decision** |
| 23/01738/HOUSE | Lakemoor Eggesford Chulmleigh Devon | Erection of an extension | Full Permission Granted |
| 23/01641/ARM | Land at NGR 270843 112725 (East of Holly House) Bells Close Chawleigh Devon | Reserved Matters for the erection of 2 dwellings following Outline approval23/00335/OUT | Approval of Reserved Matters |

1. **Other Planning Matters**

None |
| **2324-158** | **DATE OF NEXT MEETING**The next meeting of Chawleigh Parish Council is scheduled to be Wednesday 27th March 2024, in Chawleigh Village Hall at 7.30pm. |
| **2324-159** | **MEETING CLOSURE** |