

Chawleigh Parish CouncilFriday 23rd February 2024

There was a meeting of Chawleigh Parish Council on Friday 23rd February 2024 at 7.00pm held in the Chawleigh Village Hall.

Members Present: Parish Councillors Steve Godley (Chairman); Daphne Cockram; Henry Martin; Roger Ayling; Bert Batty; Dave Stewart.

Also Present: District & County councillors did not attend.

In attendance: Rob Martin, Parish Clerk.

18 members of the general public.

MINUTES

2324-160 APOLOGIES

Apologies for absence were received from Cllrs. Eginton & Flavin.

District Cllr. Keable had also apologised for his absence.

2324-161 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

There were no declarations of interest for items on the agenda.

2324-162 COUNCIL REPORTS

a) To receive the Clerk's Report

The clerk had nothing further to report.

b) To receive the Chairman's Report

The chairman had nothing further to report.

c) Other Councillor Reports

There were no reports from other councillors.

The Chairman to declare the meeting closed

2324-163 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.

a) County Councillor

County Cllr. Squires was not present.

b) District Councillor

District Cllr. Keable was not present but had sent the council a summary of his thoughts on how the parish council could proceed with any objections it might have. He had indicated that he would 'call it in' if the planners were recommending acceptance to allow planning committee to decide on its acceptance rather than officers.

c) Members of the public

The chairman pointed out that the objections to the planning application under

Chawleigh Parish Council

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consideration 23/01869/PIP on the Planning Portal had been referenced by councillors who were aware of the opinions expressed in these objections. People were welcome to speak on the subject but should bear in mind that it would not be necessary to just read through their objection letters.

The points made by the attendees at the meeting were:

- A resident believed that you could not build outside the 30mph speed limit. The chairman explained that there was a settlement boundary for the village outside of which normal development could not take place.
- The clerk explained that the application was for Planning in Principle (PIP) on a site that was outside of the Chawleigh Settlement Boundary. A PIP application is in two stages before permission to develop is gained with the first stage being this application followed late by a full application. The parish council would have to restrict its response to the application to the elements it contains which are just the balance between a District-Wide policy to provide self-build properties against the policy for exception sites (DM6). Residents, however, would be able to include all of their concerns on their responses.
- A resident pointed out that there were already development sites in the village and that there is no need for this site to meet local need. There were no jobs and no school in the village.
- There were already two outstanding development permissions for a relatively small village so there was definitely no need for any extra.
- One resident said that he had grown up in Chawleigh and he would jump at the chance of getting a self-build plot and he thought there might others who would also.

The Chairman to reconvene the meeting

2324-164

PLANNING APPLICATIONS

To consider the following Planning Applications and to agree comments:

Planning Applications made since the last meeting

Reference	Location	Proposal
23/01869/PIP	Land and Buildings at NGR 271228 112150 (South of Shooting Lane) Chawleigh Devon	Permission in Principle for rural exception site for the erection of up to 9 Dwellings Decision: Objection on basis of no evidence supplied to justify an Exception Site
24/00274/HOUSE	5 Forestry Cottages, Chenson, Chulmleigh	Erection of a home gym/office building Decision: No objection
23/01817/FULL	Unit 2 Station Yard, Eggesford, Chulmleigh	Decision: No objection

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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.

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2324-166 **MEETING CLOSURE**
The meeting closed at 7.55pm

Signed:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Parish Paths Partnership Annual Grant Form

1/. Parish Paths Partnership: Routine Maintenance Bid - Chawleigh

a/. Do you require a P3 grant to undertake routine maintenance?

Yes No (if yes, please see the following section)

b/. Please tick the boxes below to indicate the type of work you wish to undertake with your maintenance grant:

- Repair of public rights of way furniture
- Hand clearing of spot vegetation P3 Celebratory events
- Repair and servicing of a strimmer Waymarking and replacement of 'stick on signs'
- Other.....£600 grant for this maintenance.....

2/. Parish Paths Partnership: Specified Bid Form

Bid No. 1	Date 29/2/2024	Parish Chawleigh	Path No. 17
Location. Approx 250m and 500m from south end of FP17- Arrowed on attached drawing			
Job Description & Work Details			
<p>This footpath has a copse of old trees including a memorial oak planted to celebrate the Queen. It is a regular visited site. Currently there are two wooden field gates as in locations as arrowed that are broken and have limited movement. There is a tendency for people to not close them and the fields are used for sheep grazing. Work to be carried out by a subcontractor I Woolacott with a requirement of two Bristol Gates</p>			
P3 Materials Needed Please indicate whether you can collect or require delivery - 2 Bristol gates – contractor will collect			
Estimated Cost £ 700-£800		Sum Required £0	
Parish may have some existing funds for the work			
Landowner Contacted	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Warden/P3 Officer support required
			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Outline Site Hazard Assessment			
P3 coordinator will liaise with Landowner to remove livestock for work to commence and there is lay by parking in the lane			
Payment Made	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Amount £700

Bid No. 2	Date 29/2/2024	Parish Chawleigh	Path No. 19
Location. Gulley in Greathill Copse – arrowed on attached drawing			
Job Description & Work Details			
At Greathill copse footpath 19 crosses the junction of two 'issues' streams in a gulley. Both these have grown in width over time. Landowner has placed new boundary fence and gate but there is no bridge and it has always been crossed previously only by slippery stepping stones. For safety reasons it now really requires a small bridge which can be obtained from various websites. The Landowner is prepared to instal at his cost.			
P3 Materials Needed None			
Estimated Cost £ 350-£400		Sum Required £ 350 <small>Parish may have some existing funds for the work</small>	
Landowner Contacted	Yes X	No	Warden/P3 Officer support required Yes No X
Outline Site Hazard Assessment No hazards, landowner has own public liability and will close route whist works are carried out.			
Payment Made	Yes	No X	Amount £350

Bid No.	Date	Parish	Path No.
Location.			
Job Description & Work Detail:			
P3 Materials Needed Please indicate whether you can collect or require delivery			
Estimated Cost £		Sum Required £ <small>Parish may have some existing funds for the work</small>	
Landowner Contacted	Yes	No	Warden/P3 Officer support required Yes No
Outline Site Hazard Assessment			
Payment Made	Yes	No	Amount £

clerk@chawleighparishcouncil.uk

From: StreetScene <streetscene@middevon.gov.uk>
Sent: 21 March 2024 10:52
To: hemyockpc@gmail.com; clerk@chawleighparishcouncil.uk; clerk@bradninch-tc.gov.uk; clerk@bamptontowncouncil.gov.uk; clerk@burlescombe.org; clerk@cheritonbishop-pc.org.uk; cfitzparishclerk@outlook.com; coplestoneparishcouncil@gmail.com; townclerk@crediton.gov.uk; town.clerk@cullomptontowncouncil.gov.uk; clerk@halbertonparishcouncil.gov.uk; hemyockpc@gmail.com; clerk@holcomberogus-pc.gov.uk; clerk@lapfordparishcouncil.org.uk; clerk@morchardbishop-pc.org.uk; clerk.oakfordpc@gmail.com; puddingtonpc@gmail.com; sampevclerk@outlook.com; parishclerk@sandfordparishcouncil.gov.uk; shobrookepc@outlook.com; clerk@silvertownparishcouncil.org.uk; Assistant@tivertontowncouncil.gov.uk; clerk@uffculmeparishcouncil.gov.uk; wembworthypc@btinternet.com; clerk@willand-pc.org.uk
Subject: RE:

Good Morning

We have been made aware of an error in the recent letters sent to you regarding the Public Space Protection Order covering Mid Devon. Where the current PSPO excludes dogs from enclosed play areas this exclusion will remain in place unless otherwise requested to be amended. We are not looking to amend the PSPO to allow dogs on leads in enclosed play areas as the original letter suggested. If you have any questions in respect of this please contact me.

Kind Regards

Luke

Luke Howard | Environment and Enforcement, Grounds Maintenance and Street Cleansing Manager | Mid Devon District Council | Unit 3 Carlu Close | Hitchcocks Business Park | Willand | EX15 3FA
Switchboard: 01884 255255 | e-mail: lhoward@middevon.gov.uk

Save time and do it online <https://www.middevon.gov.uk>

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This email message has been scanned for the presence of computer viruses. However, Mid Devon District Council does not accept any liability in respect of damage caused by any virus that is not detected.

I am writing to you about the Mid Devon (Public Spaces Protection) (Dog Control) Order 2021 which is due to expire on the 7th October 2024.

The Order requires that dogs must be on the lead when in the Public Park at Chawleigh - Play Area as shown edged red on the plan [attached to this email]. I understand you are either the owner of the land or are in control of it.

The Council is considering whether the Order should be extended (beyond 2021) and if extended whether it should be varied.

Please can you inform me if you wish the requirement in the Order, for dogs to be on leads when on your land, to continue beyond the 7th October 2024?

If you wish the requirement to continue please can you let me have your views as to why it should continue? It would be helpful if you could let me know if there have been any problems with dogs and dog mess on your land. If possible please provide details of any incidents with dogs that have taken place

Please can you respond to me within 28 days?

Kind Regards

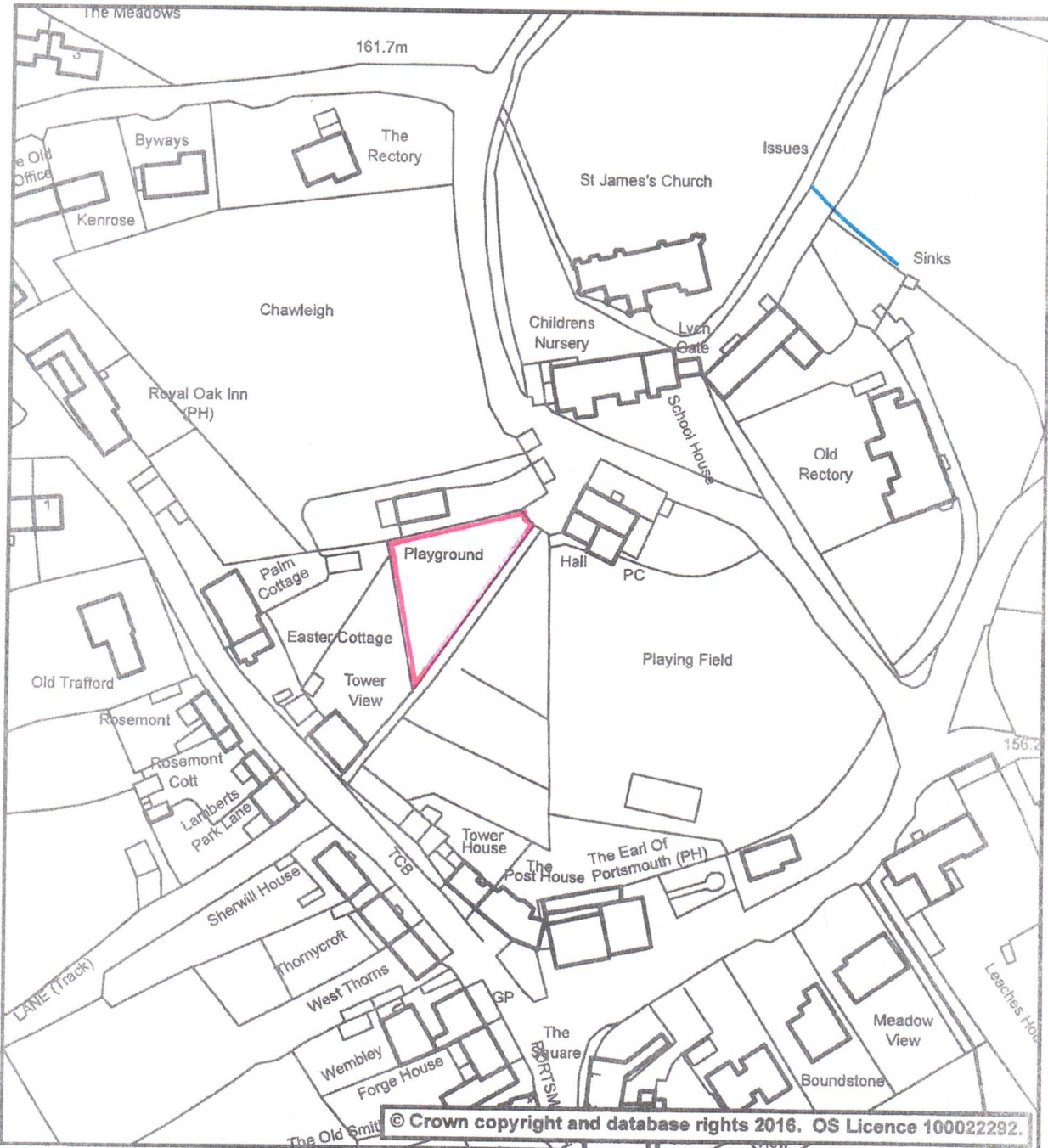
Luke Howard

Environment and Enforcement Manager



Phoenix House
Phoenix Lane, Tiverton EX16 6PP

Tel: 01884 255255 Website: www.middevon.gov.uk



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Play Area - Chawleigh	
Scale: 1:1,250	Date: 18/01/2021
Drg. No: Not Set	User Name: sdenham

I am writing to you about the Mid Devon (Public Spaces Protection) (Dog Control) Order 2021 which is due to expire on the 7th October 2024.

The Order requires that dogs must be on the lead when in the Public Park at Chawleigh – Recreation Ground as shown edged red on the plan [attached to this email]. I understand you are either the owner of the land or are in control of it.

The Council is considering whether the Order should be extended (beyond 2021) and if extended whether it should be varied.

Please can you inform me if you wish the requirement in the Order, for dogs to be on leads when on your land, to continue beyond the 7th October 2024?

If you wish the requirement to continue please can you let me have your views as to why it should continue? It would be helpful if you could let me know if there have been any problems with dogs and dog mess on your land. If possible please provide details of any incidents with dogs that have taken place

Please can you respond to me within 28 days?

Kind Regards

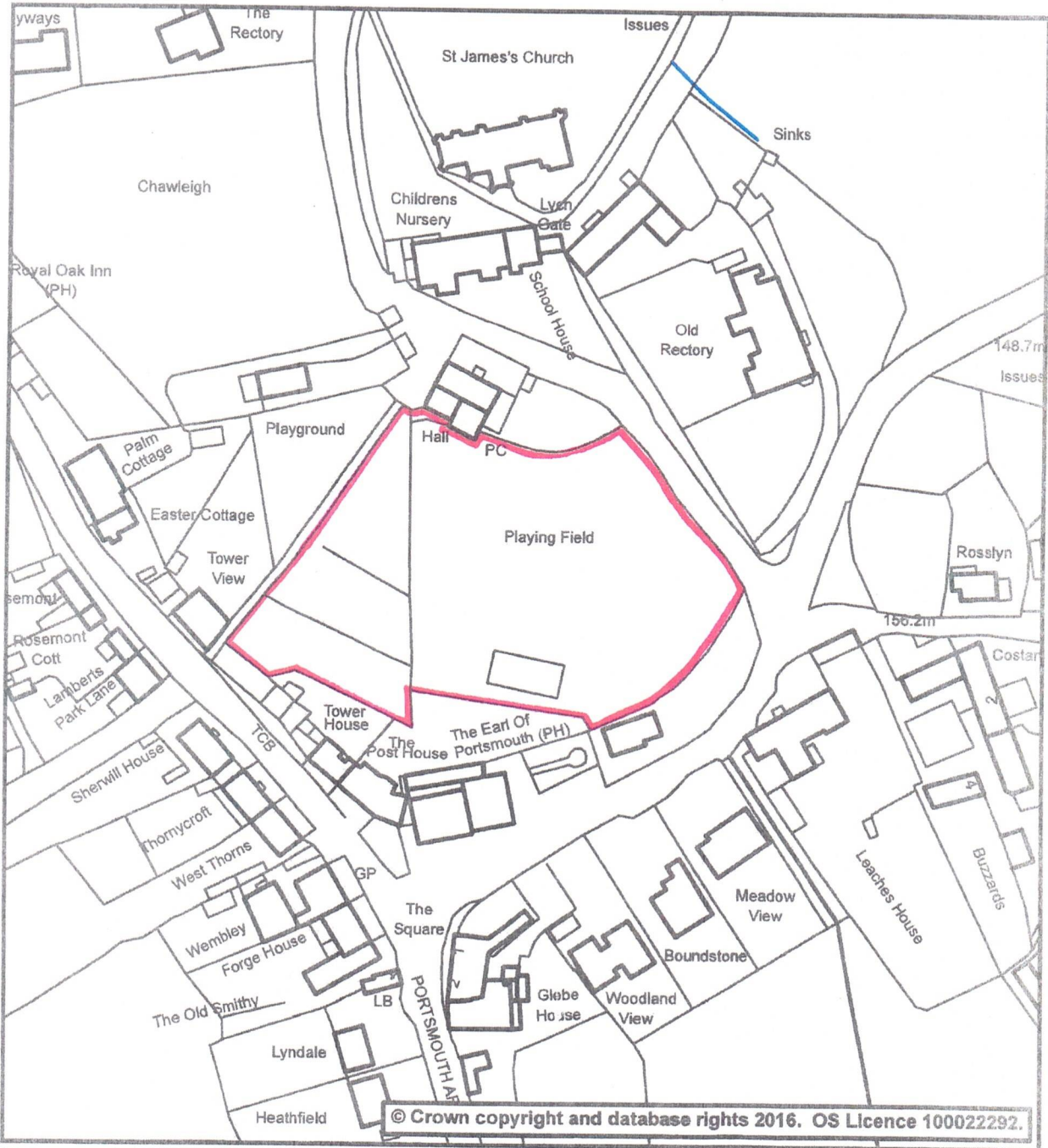
Luke Howard

Environment and Enforcement Manager



Phoenix House
Phoenix Lane, Tiverton EX16 6PP

Tel: 01884 255255 Website: www.middevon.gov.uk



Recreation Ground - Chawleigh	
Scale: 1:1,250	Date: 17/03/2021
Drg. No: Not Set	User Name: sdenham

RESERVES AND FINANCIAL STRATEGY

Author: Rob Martin, Clerk and Responsible Financial Officer				
Date	Version	Status	Description	
07/09/19	0.1	Draft	Draft document circulated to councillors.	
12/09/19	1.0	Final	Document approved at the council meeting with amendments held on 12 September (Minute: 19.236).	
20/03/24	0.2	Revised draft now including financial strategy	Draft document circulated to councillors.	
27/03/24	2.1	Final	Document approved at the council meeting with amendments held on 27/03/24	
<p>Review Cycle: Financial strategy should be reviewed yearly at the Annual Meeting of the Council or in response to new or amended statutory requirements. Next review due March 2025.</p> <p>Legislation and Regulation: The National Association of Local Councils (NALC) Joint Panel on Accountability and Governance (JPAG) 2023 edition of the <i>Practitioners' Guide</i>; Local Government Act 2003; Local Government Finance Act 1992;</p>				

2324-176.2

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1. INTRODUCTION

The purpose of this policy is to set out how Chawleigh Parish Council (the Council) will determine and review the level of any financial reserves and its financial strategy for the following year.

The National Association of Local Councils (NALC) has published the Joint Panel on Accountability and Governance (JPAG) 2023 edition of the *Practitioners' Guide* states:

- The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves.
- It is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.
- Smaller authorities have no specific right to accumulate funds via the precept.
- All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

2. TYPES OF RESERVES

	Reserves can be categorised as: General – This is a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing. Contingency – This is a reserve to cushion the impact of unexpected events or emergencies. Earmarked – This is a means of building up funds to meet known or predicted requirements. Earmarked reserves are accounted for separately but remain legally part of the General Fund. Ringfenced – These are monies or grants allocated for a specific project only and cannot be used for any other purpose. Election – These comprise the reasonable costs of holding local council elections which can be fully recharged by the District Council to the Council, if they so determine.
2.1	
2.2	Any decision to set up or extinguish a reserve must be made by the Council.
2.3	Expenditure from reserves can only be authorised by the Council.
2.4	Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked or ringfenced reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

2.5	All reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various reserves and the purpose for which they are held.
2.6	There is no specified minimum level of reserves that a Parish Council should hold and it is the responsibility of the Responsible Finance Officer to advise the Council about the level of reserves and to ensure that there are procedures in place for their establishment and use.
2.7	The Council's Financial Risk Assessment will be reviewed as part of the budgeting and year end accounting procedures in order to identify planned and unplanned expenditure items and thereby indicate an appropriate level of reserves.
2.8	The level of financial reserves held by the Council will be reviewed and agreed by the Council during the discussions held regarding the setting of the budget for the next financial year.
2.9	The Council's annual budget report will include a financial reserves statement showing the estimated opening balances for the year ahead, the addition to/withdrawal from balances, and the estimated end of year balance. A statement will also be included commenting on the adequacy of general balances and provisions in respect of the forthcoming financial year.

3. GENERAL RESERVES

3.1	General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, to offset the budget requirement if necessary, or can be held in case of unexpected or unforeseen liabilities or emergency and uninsured situations.
3.2	The level of General Reserves to be held by the Council is at least half of the annual precepted figure, i.e. to fully cover six months' expenditure, but no more than the whole of the annual precepted figure, i.e. 12 months' expenditure.
3.3	The primary means of building General Reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.
3.4	Setting the level of General Reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

3.5	If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.
3.6	Even at times when extreme pressure is put on the Council's finances, the Council must keep a minimum balance sufficient to pay two month's expenditure in the General Reserves at all times.

4. CONTINGENCY RESERVES

4.1	Contingency reserves are used to cushion the impact of unexpected liabilities or emergencies, including future claims to enable the Council to meet the excesses not covered by insurance.
4.2	Any contingency liabilities would be covered by funds held in the General Reserves.

5. EARMARKED RESERVES

5.1	Earmarked reserves will be established on a "needs" basis, in line with anticipated requirements. They represent amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year.
5.2	Earmarked reserves can be held for several reasons: As renewals to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets. As a means of carrying an underspend forward – some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources. Other earmarked reserves may be set up from time to time to meet known or predicted liabilities as a means of building up funds or of re-allocating specific funds from one year to the next.
5.3	When establishing an earmarked reserve, the Council will set out: the reason/purpose of the reserve; how and when the reserve can be used; any procedures for the management and control of the reserve; and a process and timescale for review of the reserve to ensure continuing relevance and adequacy.
5.4	If earmarked reserves are used to meet short-term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished.

5.5	All earmarked reserves will be recorded on a schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held.
6. RINGFENCED RESERVES	
6.1	Ringfenced reserves are allocated for a specific project only and cannot be used for any other purpose.
6.2	Ringfenced reserves will not be replenished.
7. ELECTION RESERVES	
7.1	Some Parish Councils hold an election reserve, as all reasonable costs of holding local council elections can be fully recharged by Mid Devon District Council to the Council, if they so determine.
7.2	The seats on the Council are rarely contested in practice, in which case there is no requirement to hold an election. The Council does not therefore hold election reserves.
7.3	Any unexpected election costs would be covered by funds held in the General Reserves.
8. OPPORTUNITY COST OF HOLDING RESERVES	
8.1	In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy.
8.2	However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if these funds were used to repay debt, the opportunity cost would equate to the saving on the payment of interest and the minimum revenue provision, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the Council with no reserves to cover unforeseeable short-term funding gaps which may occur; and they would have to be replenished in the following year.
8.3	Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

2324 -176.2

9. FINANCIAL STRATEGY 2024/25

9.1	In the 2024/25 financial year, it is anticipated that the Council will have reserves of under £40,000, some will be held towards future replacement of playground equipment which is in excess of this amount.
9.2	As from 1 April 2024, the Council will continue to maintain a current account with NatWest for everyday treasury management. Maintain a NatWest current account for payment of rent from Chawleigh village shop. No interest is paid to these accounts. Maintain an interest paying accounts with Nat West and Lloyds Bank. NatWest and Lloyds have a single banking licence and therefore the monies held in each of these banks are covered for up to £85,000 under the Financial Services Compensation Scheme. The money is instantly accessible. Money can be taken out with no notice or penalty by post, online or by telephone. It could take at least eight working days for the funds to be transferred. Interest is paid at 0.80% gross/AER.
9.3	This Investment Strategy meets the priorities of achieving a return on the investment commensurate with the proper levels of security and liquidity.

Commented [R1]: Rob is this correct?

Commented [R2]: Rob info please

10. REVIEW AND AMENDMENT OF THE FINANCIAL STRATEGY

10.1	At the end of the financial year, the Responsible Financial Officer will report on the financial and any investment activity to the Council.
10.2	The financial and any investment Strategy will be reviewed on an annual basis before the start on the next financial year and approved by the Council.
10.3	The Council reserves the right to make variations to the financial and investment Strategy at any time, subject to the approval of the Council. Any variations will be made available to the public.

Chawleigh Parish Council Privacy Statement

The Parish Council is committed to keeping your personal information accurate and up to date. We will not keep your information longer than necessary.

This privacy notice explains how we use your personal information and the ways in which we protect your privacy. This notice applies to all personal data collected for or on behalf of the Parish Council. This includes information collected by letter, email, face to face, telephone or online.

By using our site you agree to accept this privacy notice. This notice may be reviewed from time to time so please check back here each time you submit personal data to us.

How we use your personal information

We collect and use your personal information so we can provide you with statutory and other services. We use your information for the purpose for which you provided the information, including the delivery of services to you.

We use your information in the following ways:

General:-

- Inform and provide services to you.
- Verify your identity if you ask us for services.
- Aid investigation of any concerns or complaints you may have about the Parish Council.
- Where otherwise allowed under law. For further information on the General Data Protection Regulation (GDPR), please refer to the Information Commissioner's website.

Employees:-

- Communications in relation to your employment and performing duties.
- Payroll, Benefits and Expenses processing.

Councillors:-

- Communication on Parish Council business.
- Provision of information to the Returning Officer of the Principal Authority in accordance with statutory requirements of your appointment as a local councillor.

We do not disclose your information without your explicit consent except in a small number of situations where disclosure is allowed by law, or where we have good reason to believe that failing to do so would put you or someone else at risk.

The Parish Council is obliged to protect public funds. We may use personal information to help us to detect and prevent fraud and ensure public money is spent in the most appropriate and cost-effective way. In order to achieve this, we may share information with other organisations which audit or administer public fun

Data processed by the Parish Council

General:-

- Names, titles, photographs.
- Contact details such as addresses, telephone numbers and email addresses.

Chawleigh Parish Council Privacy Statement

Employees:-

- Data required in connection with employment by the Parish Council - such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details and dependants. Identifiers such as passport numbers, taxpayer identification numbers, tax reference codes, national insurance numbers
- Financial information such as pay and pay records, tax code, tax and benefits contributions, expenses claimed.

Councillors:-

- Data required by the Councillors Code of Conduct.

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The information we collect may be shared with other government bodies or agencies appointed to act on their behalf.

We will only share your personal information when we are permitted to or are required to by law or we have your consent to do so as required by law.

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Correspondence sent to you or you send to us may be kept as a record of contact. We may also store your contact details for future use if required. Sensitive or confidential information will only be communicated by the postal service. If you need to send us sensitive information, we recommend using the postal service.

Your rights

You can ask us to stop processing your personal data in relation to any Parish Council service. This may delay or prevent us delivering a service to you. We will try to meet your request but we may be required to hold or process information to meet our legal duties.

You are entitled to request access to and a copy of any information we hold about you.

If you find that the information that the Parish Council holds about you is no longer accurate, you have the right to ask to have this corrected. We may not always be able to change or remove the information. However, we will correct factual inaccuracies and may include your comments in the records.

Queries and complaints

If you would like further information or have a complaint about any of the details in this notice, please contact us by email or post (details below).

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Chawleigh Parish Council Privacy Statement

Contact Details: Chawleigh Parish Council Clerk:

Rob Martin: Phone: 07768 829511 E mail: clerk@chawleighparishcouncil.uk

14, Station Road, Yeoford, Crediton, Devon EX17 5HU

Adopted	At Full Parish Council Meeting 27/03/2024	Review	May 2027
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clerk@chawleighparishcouncil.uk

From: Daphne Cockram <dcockram@chawleighparishcouncil.uk>
Sent: 11 March 2024 20:50
To: Steve Godly; Henry Martin; Bert Batty; Jan Flavin; Chawleigh; Clive Eginton; Roger Ayling; David Stewart
Subject: Re: Grass cutting

Countrywide makes sense. Does that include the spraying?
Daphne

On 08/03/2024 07:45 GMT Steve Godly <sgodly@chawleighparishcouncil.uk> wrote:

Morning all

Had quote via Rob from Countrywide grounds maintenance (CW). There quote as is, is about £1 k a year cheaper than other quotes.

Ben tucker is £3360

Scott is £3240.

The CW quote needs bit of tweaking, but taking a couple of bits off & adding a couple of bits should not make to much difference to the quote.

I'm going to speak to CW chap today.

Can you let me know your views asap, as the grass is growing!!

Thanks

Steve

Sent from my iPhone

Daphne
Councillor Chawleigh Parish Council

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CW Countrywide™

GROUNDS MAINTENANCE

Wildflower

Pressure Washing

Landscaping

Garden Design

Ponds

Patios

Grounds Maintenance

Resin Surfacing

Planting

Decking

Gritting

Artificial Grass

Fencing

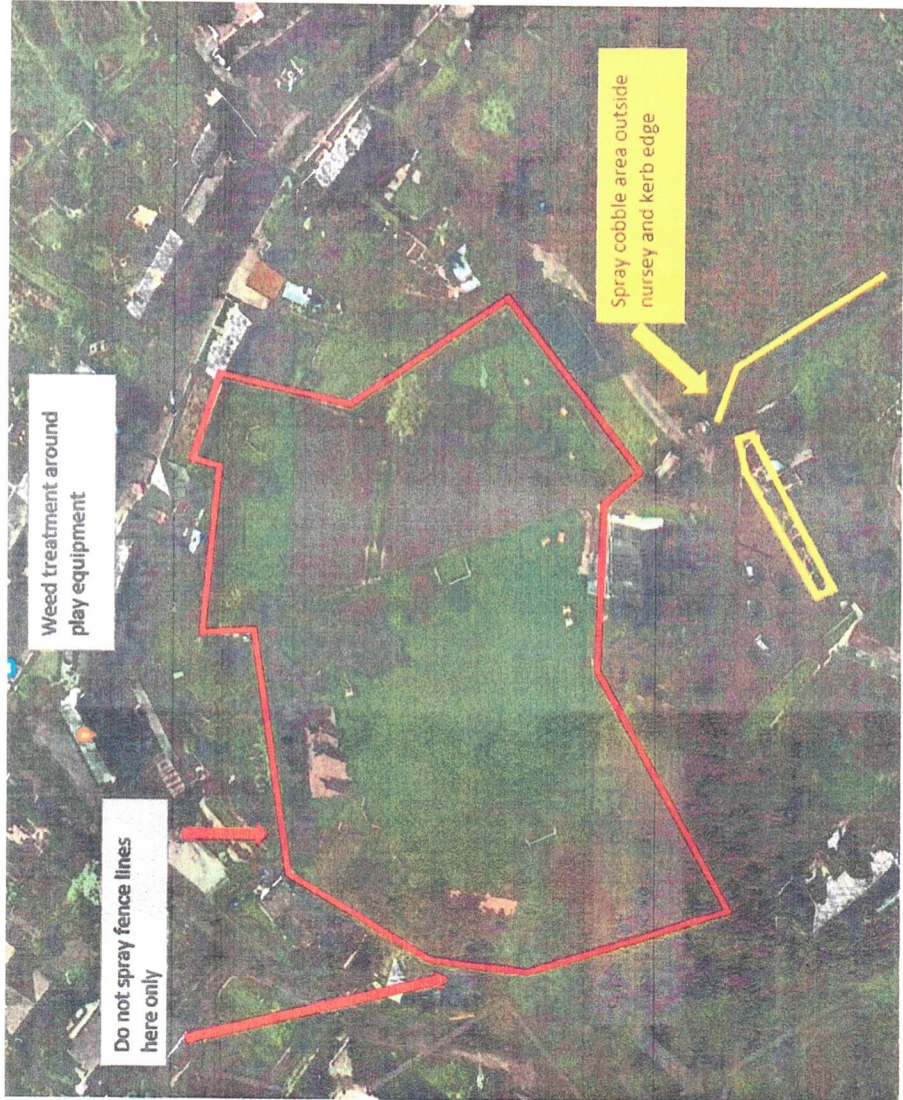
Turfing

Lawn Treatments

Tree Work

Site Documents

Site Map



Weed treatment around play equipment

Do not spray fence lines here only

Spray cobble area outside nursesey and kerb edge

What's Included in Your Schedule of Works

For further detail of works listed in the table below, please reference the specific task in question within "Services We Can Provide" section at the beginning of this document.

Works Included	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Annual Visits
Grass Cutting - Cut & Drop			2	2	2	2	2	2	2	2			16
Grass Cutting - Strimming			2	2	2	2	2	2	2	2			16
Litter Picking			2	2	2	2	2	2	2	2			16
Hardstandings - Weed Spraying			2	2	2	2	2	2	2	2			16
Hedge Maintenance - Trim - Hedge Cutter		1						1					2

Total Price of Contract

Annual Cost (exc. VAT)	£2,421.72
Monthly Cost (exc. VAT)	£201.81

Terms And Conditions

Quote Validity - This proposal is valid for 30 days from the date on this quotation.

Site Visit Access Requirements – Should our team not be able to access one more area of the grounds where scheduled dates have been pre-agreed, this will be a chargeable visit. Should our visit require pre-visit sign in / site specific training procedures beyond what was originally agreed, this could incur an additional charge.

VAT - All prices contained within this quotation exclude the current rate of VAT.

Payment Terms – Unless otherwise stated, invoices are raised monthly in arrears and are payable as a one 12th equal payments each calendar month, via BACS Transfer, with 30 days payment terms.



Pre-Contract and Remedial Works - It is particularly important that you ensure the incumbent contractor leaves the site at the specification we are quoting for and that all works are complete and up to date. Where appropriate, a remedial quote has been included outlining the work required to bring the site up to the required standard, as seen at the time of the site visit. You may either ensure the incumbent carries out this work or alternatively we can do the work required with a view to your being able to recover the cost from them.

Contract Amendments - Where a change to the agreed specification is required by the customer, we need this in writing with 14days notice and we reserve the right to charge any additional work / administration at the appropriate rate.

Notice and Cancellation - The contract is valid for a minimum of 12 months from commencement. Under normal conditions it is not feasible to cancel the contract before this date unless mutually agreed. Where such agreement is made, we will, where appropriate, charge the balance between the monthly invoicing at 1/12th of the contract value and the value of the visits made and works completed.

Public Liability Insurance

We have in place Public Liability and Employers Liability insurance cover with an indemnity limit of £10m covering any one occurrence.

<p>Our Ref: 27622511 28th February 2023</p>	 <p>ApolloInsurance City Centre, 2nd Floor, 200 Broad Street, Bristol, BS1 4JF</p>
<p>To whom it may concern</p>	<p>357 Briarcliffe Road Burnley BB10 1TX</p>
	<p>01282 416050</p>
	<p>e: info@apolloinsurance.co.uk w: www.apolloinsurance.co.uk</p>
<p>Dear Simon,</p>	
<p><u>CONFIRMATION OF INSURANCE COVER</u></p>	
<p>We act as insurance brokers to the following organisations and have pleasure in confirming their liability insurance cover. The following information is provided as a summary only and reference should be made to the policy for the full terms and conditions of cover.</p>	
<p>Insured:</p>	<p>Countrywide Grounds Maintenance Limited</p>
<p>Business:</p>	<p>Grounds Maintenance and Winter Services</p>
<p>Period:</p>	<p>1st March 2023 until and including the 29th February 2024</p>
<p>Insurer:</p>	<p>AXA Insurance UK plc and Zurich Insurance plc</p>
<p>Policy No:</p>	<p>YB CMC 6870965 and AP820301</p>
<p>Indemnity Limits:</p>	<p>Employers Liability £ 10,000,000 any one occurrence Public Liability £ 10,000,000 any one event</p>
<p>Excess:</p>	<p>£1,000 each and every claim in respect of third party property damage</p>
<p>Conditions:</p>	<p>Indemnity to Principals 004 – Tunnelling and Drilling Exclusion 009 – Alarm Installation Exclusion 810 - Tree felling condition Excluding Professional Indemnity Otherwise as per insurers policy wording</p>
<p>The policies do not contain any exclusions relating to licensed premises.</p>	
<p>There is no height restriction on the policies.</p>	
<p>The above particulars are accurate at the date of signature and no obligation is imposed on the signatory to advise of any alterations.</p>	
<p>We trust the aforementioned is satisfactory, however should you require any further information please do not hesitate to contact the office.</p>	
<p>Yours sincerely</p>	
<p><small>Apollo Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority v4 01.06.22 Apollo Insurance is a trading style of Apollo Insurance Brokers Limited Registered in England & Wales No 02968164 Registered office as above.</small></p>	
	
<p>PROTECTION PROSPERITY PEACE OF MIND</p>	
<p>www.apolloinsurance.co.uk</p>	



2 The Orchard, Hitchcocks Business Park, Uffculme, EX15 3FH

Tel: 01884 840753

www.countrywidegrounds.com

2324-180

CHAWLEIGH PARISH COUNCIL

BANK RECONCILIATION AS AT 31 MARCH 2024

			£	£
Bank Balances	31 March 2024			
	Natwest Current Account		5,429.25	
	Lloyds Current Account		16,319.44	
	Shop Account		7,695.45	
	Savings Account		4,095.40	
			<u> </u>	33,539.54
Uncleared Payments				
	Lilian Jones	Cleaner		
			March 2024 Charge	152.08
			<u> </u>	152.08
TOTAL BALANCES				<u>33,387.46</u>
Balance at 1/4/2022		Current Account	22,897.68	
		Shop Account	10,560.95	
		Savings Account	4,045.61	
			<u> </u>	37,504.24
Plus Receipts			21,293.67	
Less Payments			(25,410.45)	
				(4,116.78)
TOTAL BALANCES				<u>33,387.46</u>
Reconciliation				<u> </u>



NatWest

Transactions

Your transactions

Account type: **Business Current**

Account number: **06109314**

Sort code: **555029**

Account name: **SLA CHAWLEIGH PC**

Date: **21 Mar 2024**

Showing: **21 Feb 2024 to 20 Mar 2024, All Transactions**

Date	Type	Description	Paid in	Paid out	Balance
20 Mar 2024	DPC	TAX DEDUCTION , 120PS00612467 , VIA ONLINE - PYMTB, FP 20/03/24 40 , 14023136165642000N		£88.20	£5,436.45
20 Mar 2024	DPC	ROB MARTIN , SALARY MAR 24 , VIA ONLINE - PYMTB, FP 20/03/24 40 , 09023136158282000N		£352.93	£5,524.65
19 Mar 2024	DPC	JUBILEE HALL , CHAWLEIGH PARISH C, VIA ONLINE - PYMT , FP 19/03/24 10 , 36143753449360000N		£120.00	£5,877.58
14 Mar 2024	POS	5548 12MAR24 , IONOS CLOUD LTD , GLOUCESTER GB		£4.80	£5,997.58
11 Mar 2024	POS	5548 08MAR24 , MCAFEE.COM , MCAFEE.COM/ , MAHON, CORK IE		£109.99	£6,002.38
11 Mar 2024	POS	5548 10MAR24 , MICROSOFT*M , ICROSOFT 36 , MSBILL.INFO GB		£79.99	£6,112.37
29 Feb 2024	S/O	LILIAN JONES , SALARY , FP 29/02/24 30 , 54023205063617000N		£152.08	£6,192.36

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Transactions

Your transactions

Account type: **Business Current**

Account number: **61058599**

Sort code: **555029**

Account name: **SLA CPC COMMUNITY BU**

Date: **21 Mar 2024**

Showing: **21 Feb 2024 to 20 Mar 2024, All Transactions**

Date	Type	Description	Paid in	Paid out	Balance
14 Mar 2024	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 14/03/24 1648 , 400000001315773393	£42.69		£7,695.45
07 Mar 2024	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 07/03/24 0117 , 100000001303431444	£42.69		£7,652.76
29 Feb 2024	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 29/02/24 0208 , 200000001297721702	£42.69		£7,610.07
22 Feb 2024	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 22/02/24 1648 , 400000001302555338	£42.69		£7,567.38

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2724-780



Transactions

Your transactions

Account type: **Business Reserve Account**
Account number: **61032069**
Sort code: **555029**
Account name: **SLA CHAWLEIGH PC**
Date: **21 Mar 2024**

Showing: 21 Feb 2024 to 20 Mar 2024, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
29 Feb 2024	INT	29FEB GRS 61032069	£4.71		£4,095.40

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CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31 March 2024

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget %
RECEIPTS				
2,220	Shop Rent	2,220	2,134.50	96
13,567	Precept	14,170	14,170.00	100
18	Interest	50	49.79	100
5,524	Grants & Other Donations	1,558	1,557.60	100
948	Defibrillator Donations	350	476.00	136
1,743	VAT	2,906	2,905.78	100
-	Section 106 Income	-	-	-
24,019	TOTAL Receipts	21,253	21,293.67	100
PAYMENTS				
Administration				
-	External Audit	-	-	-
183	Internal Audit	225	225.00	100
35	ICO	35	35.00	100
-	Email/Website	-	-	-
690	Insurance	809	808.55	100
-	Elections	147	147.35	100
230	IT&C	280	860.91	307
-	Printing	-	-	-
-	Office Consumables	100	46.45	46
-	Postage	-	-	-
33	Refreshments	-	-	-
270	Venue Hire/Zoom	600	501.50	84
Clerk & Councillors				
4,993	Clerk's Salary	5,300	5,293.56	100
-	NI	-	-	-
-	Locum Clerk	-	-	-
100	Clerk's Expenses	150	-	-
-	Councillor Expenses	-	-	-
-	Councillor Allowances	-	-	-
-	Training & Development	100	100.00	100
Subscriptions				
133	DALC/NALC	161	161.00	100
51	SLCC	44	44.00	100
-	The Dart	-	-	-
Public Toilets				
1,825	Cleaner	2,130	1,824.96	86

CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31 March 2024

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget %
24	Consumables	100	76.26	76
-	Maintenance	-	-	-
	Village Shop			
122	Shop Maintenance	-	-	-
-	Storage Facility	-	-	-
-	Subsidy	5,000	5,000.00	100
	Playing Field			
-	Annual Inspection	96	96.00	100
-	Grass Cutting	1,920	1,800.00	94
-	DAA Light Maintenance	-	-	-
40	General Maintenance	-	-	-
121	Picnic Benches	-	-	-
2,800	Play Equipment	-	-	-
-	Goalpost	286	285.84	100
	Telephone Kiosk			
-	Maintenance	-	-	-
	Community Storage			
820	Solicitors Fees	1,400	756.00	54
	Maintenance			
230	Council Asset Inspection	-	-	-
513	Verge Cutting	547	546.90	100
-	Landscaping	-	-	-
100	Weed Spraying	375	375.00	100
-	Highway Improvements	-	-	-
-	Noticeboard	-	-	-
-	Tree Surgery	2,304	2,304.00	100
798	PROW Improvements	1,096	1,095.83	100
2,888	Defibrillator	28	27.50	100
	Events			
1,625	QE2 Platinum Jubilee	-	-	-
-	Coronation Celebration	669	668.76	100
	Grants & Donations			
-	Parish Grant	-	-	-
300	Churchyard Grant	300	300.00	100
208	Hot Lunch Venue	400	370.00	93
-	CCT	-	-	-
-	Hall Refurbishment	-	-	-
25	Poppy Appeal (S137)	25	25.00	100
-	General Donations (S137)	-	-	-

CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31 March 2024

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget %
-	Warm Room	-	-	-
2,111	VAT	1,800	1,635.08	91
21,266	TOTAL Payments	26,426	25,410.45	
(2,753)	Net Payments/(Receipts)	5,172	4,116.78	
(34,751)	Balance b/f	(37,504)	(37,504.24)	
(2,753)	Net Payments/(Receipts)	5,230	4,116.78	
(37,504)	Current Balance	(32,274)	(33,387.46)	