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

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

Issue date: Wednesday 21st May 2025

*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 **Annual Meeting** of **Chawleigh Parish Council** on **Wednesday 28th May 2025 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**

**AGENDA**

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| **2526-001** | **ELECTION OF CHAIRMAN**To receive nominations from councillors for the position of Chairman of the Council. The chosen Chairman to sign a declaration of acceptance of office for the role. |
| **2526-002** | **ELECTION OF VICE-CHAIRMAN**To receive nominations from councillors for the position of Vice-Chairman of the Council. |
| **2526-003** | **APOLOGIES**To receive apologies for absence |
| **2526-004** | **RECEIPT OF AGENDAS ONLINE**To resolve that the receipt of agendas and supporting papers by councillors online satisfies the requirements of the Local Government Act 1972, Sch 12, paras 10(2)(b) (as amended by the Local Government (Electronic Communications Order) 2015) and para 26(2)(b). |
| **2526-005** | **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.  |
| **2526-006** | **MINUTES**To approve, as a correct record, the minutes of the Parish Council meeting held on 16th April 2025. |
| **2526-007** | **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 suspended* |
| **2526-008** | **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* |
| **2526-009** | **RECEIPT OF AGENDAS ONLINE**To resolve that the receipt of agendas and supporting papers by councillors online satisfies the requirements of the Local Government Act 1972, Sch 12, paras 10(2)(b) (as amended by the Local Government (Electronic Communications Order) 2015) and para 26(2)(b). |
| **2526-010** | **COUNCILLOR REPRESENTATION**To agree councillor representations on behalf of the parish council for the coming year. |
| **2526-011** | **SIGNATORIES**To consider the current signatories (Daphne Cockram, Steve Godley, Henry Martin, Janet Flavin and Rob Martin (Clerk)) and decide whether to add one to replace Bert Batty. |
| **2526-012** | **STANDING ORDERS**To review and adopt the attached revised Standing Orders which have been brought in line with the current model document. |
| **2526-013** | **FINANCIAL REGULATIONS**To review and adopt the attached revised Financial Regulations which have been brought in line with the current model document. |
| **2526-014** | **BUSINESS RISK ASSESSMENT 2025/2026**To review and adopt the attached draft Business Risk Assessment for the 2025/2026 year. |
| **2526-015** | **STATEMENT OF INTERNAL CONTROL 2024/2025**To review and adopt the attached statement for the 2024/2025 year. |
| **2526-016** | **ASSET REGISTER & INSURANCE RENEWAL**The current Asset Register is attached, with the Insurance Policy Valuations shown in the last column.The current Insurance Policy is with Zurich arranged by Community First Trading and has just finished the third year of a three-year Long-Term Agreement (LTA). Having taken out the cover for the old slide, a revised proposal has come from the same insurance company with a proposed premium of £875.99 for just one year or £836.26 per annum for a further three-year LTA. The premium for the previous year was £815.62 meaning the LTA proposal is an increase of 2.53%.To consider approving the LTA and the payment of the insurance premium of £836.26. |
| **2526-017** | **INTERNAL AUDIT 2024/25**To consider the attached Internal Audit Report from Mulberry & Co which has given the parish council a clean bill of health with no points of concern to consider. |
| **2526-018** | **FINAL ACCOUNTS 2024/25**To consider and adopt the attached 2024/2025 final accounts. |
| **2526-019** | **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024/25 EXEMPT**The parish council is exempt from making a formal External Audit return for 2024/25 as its turnover for that year was below £25,000. The Exemption Certificate had already been approved at the meeting on 16th April 2025 meeting (Minute 2425-203) and consequently submitted to PKF Littlejohn.The parish council is required to certify and publish the attached: 1. The Annual Governance Statement 2024/25 in Section 1 of the AGAR, and
2. The Accounting Statements 2024/2025 in Section 2 of the AGAR
3. The Exercise of Public Rights statement, as attached.
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| **2526-020** | **RECURRING PAYMENTS**Councillors are requested to authorise the continuation of the following ongoing payments.

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| **To Whom?** | **What For?** | **Amount £** | **Frequency** | **Payment Method** |
| Information Commissioner | Registration Fee | 47.00 | Annually | Direct Debit |
| Lilian Jones | Toilet Cleaning Contract | 152.08 | Monthly | Standing Order |
| IONOS | Email Access | 7.20 | Monthly | Ongoing Card Payment |
| IONOS | Website Access | 7.20 | Monthly | Ongoing Card Payment |
| RJ Martin | Salary | Variable | Monthly | Faster Payment |
| HMRC | Tax Deduction | Variable | Monthly | Faster Payment |

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| **2526-021** | **REPLACEMENT WEBSITE & EMAILS** To consider the proposal for a new website constructed by Narked Design as per the attached paperwork.To consider changing the domain to .gov.uk in accordance with the advice from the NALC |
| **2526-022** | **VE80 DAY REPORT/COSTS** To hear a report on the VE80 event and clear up any loose ends. |
| **2526-023** | **PARISH DIVISION AMONGST COUNCILLORS** To receive a report from Cllr. Martin on a suggested division of the parish area between councillors, to ensure that every part is covered by someone. |
| **2526-024** | **BELLS CLOSE** To hear an update on the problem of rubbish accumulating at properties in Bells Close, Chawleigh. |
| **2526-025** | **RURAL CRIME** To receive a report from Cllr. Westaway on the property-marking day carried out at his property on 27th May 2025. |
| **2526-026** | **COUNCILLOR CO-OPTION**To consider further action to be taken to encourage residents to volunteer to become councillors.  |
| **2526-027** | **PUBLIC RIGHTS OF WAY (PROW)**1. To consider further action to be taken to encourage a volunteer to become the Chawleigh PROW representative.
2. To consider the future ownership and storage of the PROW strimmer, currently in Cllr. Ayling’s shed.
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| **2526-028** | **JUBILEE HALL WATER** To consider the latest invoice from Southern Water and the implications of the charge. |
| **2526-029** | **WELCOME BOOK UPDATE** To hear a report on the latest position with the publishing and distribution of the Welcome Book. |
| **2526-030** | **GRANT APPLICATION - HOSPICECARE** To consider the attached application from Hospiscare and decide whether a grant is appropriate. |
| **2526-031** | **REPLACEMENT PLAY EQUIPMENT**To receive an update on the progress of a potential grant application and action to take to move the project forward. |
| **2526-032** | **CHAWLEIGH COMMUNITY LAND TRUST UPDATE**To hear an update on the current position with the housing project. |
| **2526-033** | **TELEPHONE BOX**To consider action to get the telephone box painted/maintained.  |
| **2526-034** | **HIGHWAYS**To discuss the inadequate Back Lane repair and what can be done about it. |
| **2526-035** | **2024/2025 RECEIPTS AND PAYMENTS TO DATE**To adopt the following attached statements for the current year as at 30th April 2025.1. Bank Reconciliation
2. Receipts & Payments compared to Budgets
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| **2526-036** | **RECEIPTS & PAYMENTS SCHEDULE**To approve the payment of the invoices on the schedule below for the period since the last meeting: - |
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| **PAYMENTS** |  |  |  |  |
| **Payment to** | **Services** | **Month or Ref** | **Amount****£** | **Reference** |
| **2025/2026** |  |  |  |  |
| Countrywide GM | Grass Cutting | April 2025 | 256.61 | 2526-04 |
| RJ Martin | Salary | May 2025 | 365.10 | 2526-05 |
| HMRC | Tax Deduction | May 2025 | 91.40 | 2526-05 |
| HMRC | Employers NI | May 2025 | 5.92 | 2526-05 |
| Jubilee Hall  | Room Hire | 26 April 2025 | 30.00 | 2526-06 |
| Mulberry & Co | Internal Audit  | 2025/2026 | 175.50 | 2526-07 |
| Community First Trading Ltd | Insurance Premium June 2025 | 2025/2026 | 836.26 | 2526-07 |
| Town & Town | VE Day Music | 000312866 | 100.00 | 2526-07 |
| IONOS | Emails  | May 2025 | 7.20 | DD |
| Lilian Jones | Cleaner | May 2025 | 152.08 | SO |
| IONOS | Website  | May 2025 | 7.20 | DD |
| Dropbox | Annual Subscription | 2025/26 | 95.88 | Card |
| Lloyds Bank  | Service Charge | April 2025 | 4.25 | DD |

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| **RECEIPTS** |  |  |  |
| **Receipt from** | **Services** | **Amount****£** | **Method** |
| **2025/2026** |  |  |  |
| Mid Devon DC | Precept | 8,160.00 | BGC |
| HMRC | VAT Refund | 952.91 | BGC |
| NatWest | Interest | 170.76 | BGC |
| Chawleigh Village Shop | Shop Rent | 4.17 | BGC |

In addition, payments will be made for invoices received since the agenda was set. |
| **2526-037** | **PLANNING APPLICATIONS**1. To consider the following Planning Applications and to agree comments:
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| **Reference** | **Location** | **Proposal** |
| 25/00470/MOUT | Land at NGR 270904 112818 (The Barton) Belle Vue Chawleigh Devon | Variation of conditions 9, 10 and 16 of planning permission 19/00718/MOUT (Outline for the erection of 26 dwellings) to allow for the excavation of the first 10 m of the approved access into the site, together with associated 1st phase of kerb edging, prior to any other development taking place |

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

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| --- | --- | --- | --- |
| **Reference** | **Location** | **Proposal** | **Decision** |
| None |  |  |  |

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| **2526-038** | **MEETING DATES**To adopt the following list on dates for meetings during the coming year:28th May 2025 AGM/APM |
| **2526-039** | **DATE OF NEXT MEETING**The next Meeting of Chawleigh Parish Council is on Wednesday 16th July 2025, at 7.30pm in the Chawleigh Jubilee Hall. |
| **2526-040** | **CLOSURE OF MEETING** |