**There was the Annual Meeting** of **Chawleigh Parish Council** on **Wednesday 28th May 2025 at 7.30pm,** in the **Jubilee Hall, Chawleigh.**

**Members Present:** Parish Councillors Steve Godley (Chairman); Daphne Cockram; Roger Ayling; Jan Flavin; Henry Martin; Adam Westaway.

**Also Present:** County & District Cllr. Steve Keable

**In attendance:** Rob Martin (Parish Clerk)

**Three members of the general public.**

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**MINUTES**

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| **2526-001** | **ELECTION OF CHAIRMAN**  On a proposal by Cllr. Cockram, seconded by Cllr. Flavin it was **Resolved** to appoint Cllr. Godly as chairman for the coming year. |
| **2526-002** | **ELECTION OF VICE-CHAIRMAN**  On a proposal by Cllr. Ayling, seconded by Cllr. Flavin, it was **Resolved** to appoint Cllr. Cockram as the Vice-Chairman for the coming year. |
| **2526-003** | **APOLOGIES**  Apologies for absence for personal reasons had been received from Cllr. Eginton and these were accepted by the parish council. |
| **2526-004** | **RECEIPT OF AGENDAS ONLINE**  On a proposal by Cllr. Ayling, seconded by Cllr. Westaway, it was **Resolved** to continue receive agendas and supporting papers by councillors online. |
| **2526-005** | **DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**  Declarations of Personal Interest were received from:   * The Chairman in relation to anything on the playing field & CCT * Cllr. Cockram as a trustee of the Parish Lands Charity and the Playing Field Committee * Cllr. Flavin whose husband is chairman of the CCT * Cllr. Martin as a trustee of the Parish Lands Charity |
| **2526-006** | **MINUTES**  On a proposal by Cllr. Godly, seconded by Cllr. Cockram it was **Resolved** 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**   The clerk reported the following: -   * A letter had been received which outlined the tree harvesting arrangements at Eggesford Forest, part of which would require a road closure for which the date had not yet been agreed. A Walk & Talk poster had also been sent which would be put on the noticeboard. * The parish council had been signed-up as a member of the North Devon Railway Development Alliance (NDRDA), which had been acknowledged by the organization. * Countrywide Grounds Maintenance had agreed to arrange the cutting of the field in time for the Chawleigh Fair from 5th to 7th June 2025.  1. **To receive the Chairman’s Report**   The chairman reported that Devon Air Ambulance were coming to inspect the field on Wednesday 4th June, if anyone was going to be about and interested. There was no need for any parish council attendance.   1. **Other Councillor Reports**   There were no other councillor reports on matters not covered by the agenda. |
|  | *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**  Dealt with under minute 2526-004 above. |
| **2526-010** | **COUNCILLOR REPRESENTATION**  To agree councillor representations on behalf of the parish council for the coming year. |
| **2526-011** | **SIGNATORIES**  On a proposal by Cllr. Ayling, seconded by Cllr. Martin, it was **Resolved** to continue with the current signatories (Daphne Cockram, Steve Godley, Henry Martin, Janet Flavin and Rob Martin (Clerk)). |
| **2526-012** | **STANDING ORDERS**  On a proposal by Cllr. Ayling, seconded by Cllr. Martin, it was **Resolved** to adopt the revised Standing Orders which had been brought in line with the current model document. |
| **2526-013** | **FINANCIAL REGULATIONS**  On a proposal by Cllr. Ayling, seconded by Cllr. Martin, it was **Resolved** to adopt the revised Financial Regulations which had been brought in line with the current model document. |
| **2526-014** | **BUSINESS RISK ASSESSMENT 2025/2026**  Cllr. Ayling had reviewed the presented Risk Assessment and had suggested a number of additional items, including the risks involved if the clerk was unable to carry out their duties.  Cllr. Ayling wanted to know whether councillors would have access to parish council computer records if the clerk was unavailable for any reason. It was explained that all records were kept on Dropbox rather than the clerk’s laptop for security reasons. The clerk would ensure that the Dropbox access information was circulated to councillors in order for them to be able to access parish council information.  On a proposal by Cllr. Ayling, seconded by Cllr. Flavin, it was **Resolved** to update the Business Risk Assessment for the 2025/2026 year for the suggested changes and adopt it so adjusted. In addition, the clerk would prepare a list of matters to be addressed in order to ameliorate the risks identified within it, for consideration at the next meeting. |
| **2526-015** | **STATEMENT OF INTERNAL CONTROL 2024/2025**  On a proposal by Cllr. Ayling, seconded by Cllr. Flavin, it was **Resolved** to adopt the attached statement for the 2024/2025 year. |
| **2526-016** | **ASSET REGISTER & INSURANCE RENEWAL**  On a proposal by Cllr. Flavin, seconded by Cllr. Cockram, it was **Resolved** to adopt the presented Asset Register and to enter a new three-year Long Term Agreement with Community First Trading with an annual premium of £836.26. |
| **2526-017** | **INTERNAL AUDIT 2024/25**  On a proposal by Cllr. Ayling, seconded by Cllr. Flavin, it was **Resolved** to adopt the 2024/2025 Internal Audit report, and it was noted that there was nothing of concern identified. The clerk was thanked for his work in achieving this. |
| **2526-018** | **FINAL ACCOUNTS 2024/25**  On a proposal by Cllr. Ayling, seconded by Cllr. Flavin, it was **Resolved** to adopt the 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.  On a proposal by Cllr. Westaway, seconded by Cllr. Cockram, it was **Resolved** to certify and publish the attached:   1. The Annual Governance Statement 2024/25 in Section 1 of the AGAR, and then 2. The Accounting Statements 2024/2025 in Section 2 of the AGAR 3. The Exercise of Public Rights statement. |
| **2526-020** | **RECURRING PAYMENTS**  On a proposal by Cllr. Cockram, seconded by Cllr. Ayling, it was **Resolved** to authorise the continuation of the following ongoing payments.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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**  A proposal had been received from Narked Design to produce a new parish council website with a .gov.uk domain to replace the one currently in use. The new website would include a ‘News’ section, allowing up to date information to be put on as regularly as needed. There would also be a new set of .gov.uk email addresses bringing the parish council into line with recommended practices for parish councils.  There were questions about iphone/ipad compatibility, whether there could be a link between the News section and other Social Media and what the cost of transferring the data from one site to the other would be.  On a proposal by Cllr. Cockram, seconded by Cllr. Ayling it was **Resolved** to have a new website built with new email addresses by Narked Design with costs being an initial £427 plus annual costs of £305. For the time being, the calendar would not be included as it would be another £100 to include, although this can be added later if required.  This would be subject to satisfactory answers being obtained on the questions mentioned above. |
| **2526-022** | **VE80 DAY REPORT/COSTS**  The chairman thanked Cllr. Ayling for all the work he did on organizing the day.  Cllr. Ayling reported that he believed that £504.45 had been spent on the day, with a £500 budget with a slight overspend. He had received a number of thank-yous for what was seen as a lovely day and seems to have gone down very well. The chairman was particularly proud of how well the children attending had behaved showing great respect for the purpose of the day. |
| **2526-023** | **PARISH DIVISION AMONGST COUNCILLORS**  Cllr. Martin circulated his analysis of how the parish area could be shared between councillors to ensure it all got some attention. After discussion, it was **Agreed** that the following allocation of highways between councillors: -   1. Dart Bridge to Eggesford and Chawleigh Week Mill Cross to Moortown Cross and Station Hill. – **Cllr. Eginton** 2. Eggesford to Nymet Bridge Cross – **Cllr. Godley** 3. Eggesford to Hollow Tree Cross and Hollow Tree Cross to Chulmleigh Bridge and Darkie Lane – **Cllr. Cockram** 4. Hollow Tree Cross to Labbetts Cross and Back Lane – **Cllr. Martin** 5. Labbetts Cross to Cobley Lane and Labbetts Cross to Handsford Stream and Burridge Moor Cross to Cheldon Bridge – **Cllr. Flavin** 6. Mounticombe Lane to The Square and Stonemill Cross to Labbetts Cross and East Leigh Lane – **Cllr. Westaway** 7. Shooting Lane and Southcott Cross to Hilltown and Southcott – **Cllr. Ayling** |
| **2526-024** | **BELLS CLOSE**  The rubbish had been cleared just after the last meeting. District Cllr. Keable had visited both the affected neighbours before the clearance with the result that Streetscene had gone right through the garden clearing everything, including two full wheelie bins which were initially missed. A further visit had resulted in both neighbours being happy with things as they are currently especially the lack of flies and fruit flies which had been a nuisance before. Cllr. Keable will make further visits to ensure that this improvement continues in the future. |
| **2526-025** | **RURAL CRIME**  Cllr. Westaway reported that the property-marking day booked for 27th May 2025 had been postponed at the last minute due to unforeseen circumstances. This would be re-booked later in the summer. |
| **2526-026** | **COUNCILLOR CO-OPTION**  There were no suggestions on potential candidates for the two vacancies. |
| **2526-027** | **PUBLIC RIGHTS OF WAY (PROW)**   1. There were no candidates for the parish council PROW representative. 2. Linked to a) there was the question of whether the strimmer should be given back to DCC. On the basis of the unlikely recruitment of someone to look after the PROWs, on a proposal by the chairman, seconded by Cllr. Ayling, it was **Resolved** to return the strimmer to DCC. Cllr. Ayling would organize the return of the strimmer. |
| **2526-028** | **JUBILEE HALL WATER**  The next water bill had not yet been received, so this would have to wait until it came. |
| **2526-029** | **WELCOME BOOK UPDATE**  Cllr. Ayling reported that 250 had been produced and circulated. It was now apparent that some of the information on this had to be updated. He had prepared a revised version which would be sent to the chairman to print off a few copies of the new version. |
| **2526-030** | **GRANT APPLICATION - HOSPICECARE**  On a proposal by the chairman, seconded by Cllr. Flavin, it was **Resolved** that the grant would not be paid because the applicant was Exeter-based which would not provide a service to the people of Chawleigh.  A review of the overall finance available for grants would be on the agenda for the next meeting. |
| **2526-031** | **REPLACEMENT PLAY EQUIPMENT**  Cllr. Cockram had sent an application to Tesco for grant towards the proposed new equipment and there would be a chance for children to choose what was wanted from various potential suppliers by means of a questionnaire. The aim would be to apply for Lottery funding with some evidence of consultation to back it up. |
| **2526-032** | **CHAWLEIGH COMMUNITY LAND TRUST UPDATE**  The chairman reported that the Trust had acquired the necessary land and initial groundwork had started. The plan was to start building work by July 2025 and there will be a village meeting to discuss this sometime later in June. |
| **2526-033** | **TELEPHONE BOX**  There had been a local volunteer offering to paint the box, but the chairman had undertaken to get the appropriate paint. |
| **2526-034** | **HIGHWAYS**  To Back Lane repair was not very good but there would be little chance of getting a better job done in the circumstances. The county council were looking to change the contracting arrangements to being in-house for the future as the standard of contract work was generally very poor. |
| **2526-035** | **2024/2025 RECEIPTS AND PAYMENTS TO DATE**  On a proposal by Cllr. Ayling, seconded by Cllr. Cockram, it was **Resolved** to adopt the following attached statements for the current year as at 30th April 2025.   1. Bank Reconciliation 2. Receipts & Payments compared to Budgets |
| **2526-036** | **RECEIPTS & PAYMENTS SCHEDULE**  On a proposal by Cllr. Ayling, seconded by Cllr. Martin, it was **Resolved** to approve the payment of the invoices on the schedule below for the period since the last meeting: - |
|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 | | Glenis & Keith Bibby | VE Day Music | Singing | 45.00 | 2526-08 | | Jubilee Hall | Venue Hire | Lunch Club | 25.00 | 2526-10 | | Jubilee Hall | Venue Hire | PC 28/04/25 | 30.00 | 2526-10 | | Daphne Cockram | Spring Clean Materials | 26/04/25 | 49.18 | 2526-11 |  |  |  |  |  | | --- | --- | --- | --- | | **RECEIPTS** |  |  |  | | **Receipt from** | **Services** | **Amount**  **£** | **Method** | | **2025/2026** |  |  |  | | Mid Devon DC | Precept | 8,160.00 | BGC | | HMRC | VAT Refund | 952.91 | BGC | | NatWest | Interest | 4.17 | BGC | | Chawleigh Village Shop | Shop Rent | 170.76 | BGC | |
| **2526-037** | **PLANNING APPLICATIONS**   1. To consider the following Planning Applications and to agree comments: |
|  | |  |  |  | | --- | --- | --- | | **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  **Decision: Neutral** | | 25/00543/FULL | Land at NGR 268394 111153 Copper Beech Eggesford Devon | Construction of new vehicular access and parking and siting of 3 static caravans  **Decision: Objection,** on the basis outlined by the Eggesford Parish Meeting Chairman |  1. Decisions made by Mid Devon District Council since the last meeting  |  |  |  |  | | --- | --- | --- | --- | | **Reference** | **Location** | **Proposal** | **Decision** | | 25/00645/PNAG | Land and Buildings at NGR 269090 112090 Nethercott Farm Chawleigh Devon | Prior Notification for the erection of extension to a general purpose agricultural  storage building | Prior Approval not Required | |
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| **2526-038** | **MEETING DATES**  The following list of dates for meetings during the coming year was adopted  28th May 2025 AGM/APM  16th July 2025  27th August 2025  15th October 2025  26th November 2025 |
| **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**  The meeting closed at 9.35pm |

Signed:…………………………………

Date:……………………………………

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