

## Chawleigh Parish Council

Wednesday 26<sup>th</sup> November 2025

There was a meeting of Chawleigh Parish Council on Wednesday 26<sup>th</sup> November 2025 at 7.30pm held in the Chawleigh Village Hall.

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

**Also Present:** No District/County Councillors attended

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

**No members of the public**

### MINUTES

#### 2526-102 APOLOGIES

Apologies for absence had been received from Cllrs. Flavin and Eginton. These apologies were accepted by the parish council.

District/County Cllr. Keable also apologised due to a special county council meeting on Local Government Reorganisation.

#### 2526-103 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

To receive declarations of interest in items on the agenda

- 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. Martin as a trustee of the Parish Lands Charity

#### 2526-104 MINUTES

On a proposal by Cllr. Ayling, seconded by Cllr. Martin, it was **Resolved** to approve, as a correct record, the minutes of the Parish Council Meeting held on 15<sup>th</sup> October 2025.

#### 2526-105 COUNCIL REPORTS

##### a) To receive the Clerk's Report

The clerk reported that he had received from Mid Devon DC an invoice for the verge cutting carried out on behalf of the parish council and notification of the prices for next year's work. The overall price offered was £770.45, an increase of 3% over the current year. On a proposal by Cllr. Godly, seconded by Cllr. Cockram, it was **Resolved** to continue with the work at this price. The clerk would notify MDDC accordingly.

The clerk also notified the council that he had sent the Playing Field Committee's annual return to the Charity Commission.

##### b) To receive the Chairman's Report

The chairman had nothing further to add than contained in meeting agenda items, except that Bert Batty had asked whether he would be considered as a councillor again

## Chawleigh Parish Council

Wednesday 26<sup>th</sup> November 2025

now that his health had improved. The chairman would email Bert and say he was welcome to come along and talk to councillors about it.

### c) Other Councillor Reports

Cllr. Martin expressed concern about the frequency with which the road through the village was closed resulting in the bus service being cancelled. There used to be a better diversion taken which had now been stopped and buses were now not visiting Chawleigh at all, for a period of two weeks. He had contacted Devon County Council, but had been informed that this decision was made by Stagecoach.

Cllr. Ayling had also been aware of this problem and had drawn the following road closure off from the website:

#### Planned Road Closures (Devon County Highways Map) Accessed 18 November 2025

Date	Place	Exact location	Company	Reference
21 November 2025	Lapford	Road From Orchard Cross To Higher Forches Cross	BT	BC0080GEAA1393522SB
	Chawleigh	Road From Moortown Cross To Hollow Tree Cross	BT	BC312FBCENEV9022-6
	Chawleigh	Road From Rodgemonts Cross To Moortown Cross	BT	BC112GBL26-CHUMLEGH-9022
26 November to 9 <sup>th</sup> December 2025	Chawleigh	Road From Rodgemonts Cross To Moortown Cross	BT	BC312FB-CENEV9022-5
	Chawleigh	Road From Chulmleigh Bridge To Rodgemonts Cross	BT	BC112GBL26-CHUMLGH-9022A
	Chulmleigh	Road From Chulmleigh Bridge To	BT	BC312FBCENEV9022-4
				BC312FB-CENEV9022-3

## Chawleigh Parish Council

Wednesday 26<sup>th</sup> November 2025

Hill House				
	Chulmleigh	Fore Street Hill	BT	BC312FB-CENEV9022-2
	Chulmleigh	Fore Street	BT	BC312FB-CENEV9022-1
13 to 14 <sup>th</sup> December 2025	Chawleigh	Road From Hollow Tree Cross To Portsmouth Arms Cross	South West Water	LM501NC11890631
20 <sup>th</sup> to 26 <sup>th</sup> January 2026	Chawleigh	Road From Shooting Lane Cross To Boxs Corner	BT	BC112GL6CCHMHV9004-2
	Chawleigh	Road From Boxs Corner To Labbetts Cross	BT	BC112GL6C- HMHV9004-1

Cllr. Cockram reported on matters from Cllr. Flavin. The first was about how a 20mph speed limit for the village could be introduced in Chawleigh. It was unlikely that an enforceable 20mph limit would be introduced so discussion revolved around the introduction of solar panel powered speed indicators on approaching roads. The clerk would investigate the price of such equipment and its installation.

The other matters were regarding overgrown shrubs & hedges, dealt with on the agenda below and a light in Butts Close which has been discussed before and will not be tackled. The chairman believed that the light might be sorted if a complaint is directed to Devon Highways as they had done previously.

*The Chairman adjourned the meeting to allow public participation*

2526-106

### 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
- b) District Councillor

Councillor Keable had apologised but had circulated his monthly report. In addition he had contacted the chairman about the rubbish at 5 Bells Close which would be cleared once again. This would happen within the next three weeks. If it is not cleared soon

## Chawleigh Parish Council

Wednesday 26<sup>th</sup> November 2025

the chairmen would chase the matter.

### c) Members of the public

There were no members of the public in attendance.

*The Chairman reconvened the meeting*

#### 2526-107 PARISH CLERK POSITION

A completed application form had been received from Lucie Moore for the clerk's position. She was already clerk to a number of parishes, including Winkleigh. It was agreed that the clerk would arrange a meeting between Lucie, the chairman and Cllr. Cockram on Tuesday 6<sup>th</sup> January 2026 at Chulmleigh Golf Course around lunchtime to discuss the job.

#### 2526-108 RISK ASSESSMENTS

On a proposal by Cllr. Martin, seconded by Cllr. Cockram, it was **Resolved** to adopt the revised version of the Business Risk Assessment Policy. The suggested actions within the policy would be enacted from this point forward.

#### 2526-109 WEBSITE

On a proposal by Cllr. Godly, seconded by Cllr. Ayling, it was **Resolved** to commission the suggested website renewal proposal by Parish Web and Host at a cost of £399 plus £100 for a News Page. The ongoing running costs to be £305 per annum. The set-up price to include migration of 3 years minutes and 5 years financial information.

#### 2526-110 HIGHWAY DIVERSIONS AND BUS SERVICES

This matter was considered under councillor reports, minute 2526-105c above.

#### 2526-111 SHOP RENT

The current rent paid by the shop amounted to £2,220 per annum, paid in weekly instalments of £42.69. The current 6-year lease was applicable from 1<sup>st</sup> April 2023, with a review clause allowing changes in conditions and rent on its third anniversary, 1<sup>st</sup> April 2026.

It was believed that as the landlord of the building, the parish council should increase the rent for inflation over the 3 years period at least with discussion resulting in a range between £45 and £50 per week, increases of 5.4% and 17.1%

Before a decision is made the clerk would investigate the amount of Building Insurance premium paid by the parish council and look at the viability to ensure whatever was decided could be afforded. A final decision would be made at the next meeting on 7<sup>th</sup> January 2026 giving nearly 3 months of notice to the shopkeeper.

#### 2526-112 POLE REMOVAL

There had been no update on the removal of the old poles.

## Chawleigh Parish Council

Wednesday 26<sup>th</sup> November 2025

### 2526-113 HEDGES

The hedges that had generated this item had now been cut back following a Facebook posting from the chairman. The Facebook posting would be repeated.

### 2526-114 DART MAGAZINE

The chairman had been approached by Sarah and Matthew Tubb as volunteers to produce the Dart Magazine for the future. A question was raised about how the production costs were to be handled, and the clerk had confirmed that it could be done through the parish council's accounts with the balance ring-fenced for its ongoing production. Like for like quotations had been obtained for the production of 250 copies per month with the cheapest being £297 but this was online with potential delays in delivery being a problem. Further quotations were being sought for alternative specifications from local firms to be sure of smooth delivery of the magazines.

The proposal had been to provide the magazine free of charge to residents whereas the previous editions had involved a small charge alongside advertisers paying for access. The various options were discussed and involved a potential charge per year/copy, advertisement charges and provision online. Potentially receiving copies by pdf was also discussed which could be done free of charge.

Once a firm proposal had been received the instigators would be invited to present their ideas to the parish council. It was expected that the first version of this would be February 2026.

### 2526-115 PLAY EQUIPMENT REPAIR

On a proposal by Cllr. Godly, seconded by Cllr, Ayling, it was **Resolved** to accept the quotation from Countrywide Grounds Maintenance for repairing the damaged play equipment in the sum of £255.15 plus VAT.

### 2526-116 PLAYING FIELD EQUIPMENT

Cllrs. Godly and Cockram had met with a representative of TK Play to discuss a revised proposal for the replacement equipment and a quotation was awaited.

At least two further quotations would be obtained from a selection of supplier, details of which had been highlighted by the clerk. The resulting quotations would be compared and a decision for choosing the best for Chawleigh would be made at a future meeting.

### 2526-117 BUDGET & PRECEPT 2026/27

To receive a report from the parish clerk on his current thoughts on a budget for the next financial year and what this might mean in terms of the precept requirement.

On a proposal by Cllr. Godly, seconded by Cllr. Ayling, it was **Resolved** to levy a precept of £17,500, resulting in a precept charge per Band D property of £65.03 and increase over the current year of 4%.

## Chawleigh Parish Council

Wednesday 26<sup>th</sup> November 2025

This increase would result in an extra £2.50 per year or £0.21 per month on Band D and £5.00 per year for Band H (£0.42 per month). It will cover inflationary pressures on the budget and ensure a robust General Reserve balance to cover unknown consequences, not the least of which is change resulting from Local Government Reorganisation.

2526-118 **BANK RECONCILIATION**

On a proposal by Cllr. Godly, seconded by Cllr. Ayling, it was **Resolved** to approve the attached 31<sup>st</sup> October 2025 Bank Reconciliation statement.

2526-119 **RECEIPTS & PAYMENTS COMPARED TO BUDGET**

The statement of Receipts and Payments compared to Budgets for the period from 1<sup>st</sup> April 2025 to 31<sup>st</sup> October 2025 was **noted**.

2526-120 **RECEIPTS & PAYMENTS SCHEDULE**

On a proposal by Cllr. Cockram, 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	Amount £	Payment No.
<b>2025/2026</b>				
Lilian Jones	Caretaker	Nov 2025	152.08	SO
RJ Martin	Salary	Nov 2025	376.85	2526-20
HMRC	Tax Deduction	Nov 2025	102.54	2526-20
Countrywide Grounds Maintenance	Grass Cutting Sept 25	Sept 2025	256.61	2526-21
Countrywide Grounds Maintenance	Grass Cutting Oct 25	Oct 2025	256.61	2526-21
Mid Devon DC	Verge cutting	2025	897.54	2526-21
Chawleigh PCC	Churchyard Grant		300.00	2526-22
British Legion Poppy Appeal	Wreath		60.00	2526-22
Lilian Jones	Caretaker	Dec 2025	152.08	SO
Jubilee Hall	Pensioners' Lunch		25.00	2526-23
RJ Martin	Salary	Dec 2025	377.05	2526-24
HMRC	Tax Deduction	Dec 2025	102.34	2526-24
IONOS	Website Domain	Nov 2025	7.80	Card
IONOS	Email Access	Nov 2025	7.20	Card
IONOS	Website Domain	Dec 2025	7.80	Card
IONOS	Email Access	Dec 2025	7.20	Card
Countrywide Grounds	Grass Cutting Nov 25	Nov 25	256.61	2526-25

Chawleigh Parish CouncilWednesday 26<sup>th</sup> November 2025

Maintenance				
Starboard Systems	Scribe Accounts		331.20	2526-26

**RECEIPTS**

Receipt from	Services	Amount £	Method
<b>2025/2026</b>			
Jane Hall	Shop Rental	256.14	BC
NatWest Bank	Interest	3.60	BC

**2526-121 PLANNING APPLICATIONS**

No applications had been received

**a) Planning Applications made since the last meeting**

Reference	Location	Proposal
None		

**b) Decisions made by Mid Devon District Council since the last meeting**

Reference	Location	Proposal	Decision
None			

**c) Other Planning Matters**

There were no other planning matters.

**2526-122 DATE OF NEXT MEETING**The next meeting of Chawleigh Parish Council is scheduled to be Wednesday 7<sup>th</sup> January 2026, in Chawleigh Village Hall at 7.30pm.**2526-123 MEETING CLOSURE**

The meeting closed at 9.05pm.

## Chawleigh Parish Council

Prepared by:

R J M J E

Date:

21.1.26

Name and Role (Clerk/RFO etc)

Approved by:

Name and Role (RFO/Chair of Finance etc)

Date:

<b>Bank Reconciliation at 30/11/2025</b>			
	Cash in Hand 01/04/2025		35,294.92
<b>ADD</b>			
	Receipts 01/04/2025 - 30/11/2025		19,717.55
<b>SUBTRACT</b>			
	Payments 01/04/2025 - 30/11/2025		11,896.17
<b>A</b>	<b>Cash in Hand 30/11/2025</b> (per Cash Book)		<b>43,116.30</b>
Cash in hand per Bank Statements			
	Petty Cash	30/11/2025	0.00
	NatWest Current	30/11/2025	0.00
	Natwest Shop	30/11/2025	10,329.12
	Natwest Savings	30/11/2025	4,187.27
	Lloyds Current	30/11/2025	28,599.91
			<b>43,116.30</b>
	Less unpresented payments		43,116.30
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>43,116.30</b>
<b>A = B Checks out OK</b>			

Chawleigh Parish Council  
 14 STATION ROAD  
 YEOFORD  
 CREDITON  
 DEVON  
 EX17 5HU

**Your Account**

**Sort Code** 30-99-50  
**Account Number** 78202260

**COMMUNITY ACCOUNT**

01 November 2025 to 30 November 2025

<b>Money In</b>	£0.00	<b>Balance on 01 November 2025</b>	£31,028.59
<b>Money Out</b>	£2,428.68	<b>Balance on 30 November 2025</b>	£28,599.91

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
10 Nov 25	IONOS CLOUD LTD. V87241341-67251092	DD		7.20	31,021.39
18 Nov 25	SERVICE CHARGES REF : 469472075	PAY		4.25	31,017.14
19 Nov 25	COUNTRYWIDE GROUND 290000001662863287 652993 -	FPO		513.22	30,503.92
19 Nov 25	MID DEVON DISTRICT 590000001666870920 20041912	FPO		897.54	29,606.38
19 Nov 25	PCC CHAWLEIGH 490000001671856437	FPO		300.00	29,306.38
19 Nov 25	RBL POPPY APPEAL 600000001666804301 TBC03	FPO		60.00	29,246.38
20 Nov 25	ROBERT JOHN MARTIN	BP		376.85	28,869.53
20 Nov 25	HM REVENUE & CUSTO	BP		102.54	28,766.99
25 Nov 25	IONOS CLOUD LTD. V77374637-66287823	DD		7.80	28,759.19
26 Nov 25	IONOS CLOUD LTD. V87241341-61309790	DD		7.20	28,751.99
28 Nov 25	LILIAN JONES	SO		152.08	28,599.91

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			



CHAWLEIGH PARISH COUNCIL  
23 FOUR WAYS DRIVE  
CHULMLEIGH  
DEVON  
EX18 7AZ

Current Account

Summary	
Statement Date	28 NOV 2025
Period Covered	31 OCT 2025 to 28 NOV 2025
Previous Balance	£10,158.36
Paid In	£170.76
Withdrawn	£0.00
New Balance	£10,329.12
BIC	NWBKGB2L
IBAN	GB42NWBK55502961058599

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If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
31 OCT 2025	BROUGHT FORWARD			10,158.36
06 NOV	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 06/11/25 0057 L2RPYZS00000004371		42.69	10,201.05
13 NOV	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 13/11/25 0049 L2RPYZS00000253305		42.69	10,243.74
20 NOV	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 20/11/25 1647 L2RPYZS00000544423		42.69	10,286.43
27 NOV	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 27/11/25 1647 L2RPYZS00000830527		42.69	10,329.12

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# Transactions

Select an account

[Balance information ↗](#)**SLA CHAWLEIGH PC**Business Reserve Account  
61032069 | 55-50-29**£4,190.87**

Available: £4,190.87

 [Search](#)**Showing:** All transactions, from 02 Nov 2025 to 02 Jan 2026

## Your transactions

Sort: Newest first ↓

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	31DEC GRS 61032069 31 Dec 2025	+£3.60 £4,190.87
	28NOV GRS 61032069 28 Nov 2025	+£3.05 £4,187.27

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All available data has been displayed.

Recent transactions may be subject to confirmation or could be returned that they can subsequently be reversed from your account.



Chat to Cora

**Chawleigh Parish Council**  
**Net Position by Cost Centre and Code - All Cost Centres and Codes**

**Cost Centre Name****Administration**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>		
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Precept		16,320.00	16,320.00			
2	Grants General		450.00				-450.00
8	Interest		35.00	33.21			-1.79
9	Donations Defibrillator						
10	Section 106 Income						
21	Clerk's Salary			5,655.00	4,241.25		1,413.75
22	National Insurance			100.00	73.23		26.77
23	Clerk's Expenses			150.00			150.00
24	Training & Development			300.00			300.00
31	External Audit						
32	Internal Audit			146.00	146.25		-0.25
33	Information Commissioner			47.00	47.00		
34	Insurance Premium			836.00	836.26		-0.26
35	Elections						
36	Printing			100.00	55.26		44.74
37	Stationery			50.00			50.00
38	Postage			50.00			50.00
39	Refreshments			350.00	185.00		165.00
40	Venue Hire			954.00	158.10		795.90
41	IT - Emails & Website						
42	IT - Hardware			450.00	355.90		94.10
43	IT - Software			231.00	231.00		
51	Subscription - DALC			54.00	54.00		
52	Subscription - SLCC						
53	Subscription - Other						
103	Community Shed Legal						
128	VAT Refund						
130	Bank Charges			51.00	38.25		12.75
131	Chawleigh Welcome Leafl			100.00	94.16		5.84
132	Community Equipment			450.00	449.98		0.02
			<b>16,805.00</b>	<b>£16,353.21</b>	<b>10,074.00</b>	<b>£6,965.64</b>	<b>2,656.57</b>

**Chawleigh Village Shop**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7	Shop Rent		2,220.00	1,664.91	
71	Village Shop Maintenance			226.00	226.47
72	Village Shop Improvement				-555.09
73	Village Shop Support Grar				-0.47
			<b>2,220.00</b>	<b>£1,664.91</b>	<b>226.00</b>
					<b>£226.47</b>
					<b>-555.56</b>

**Village Maintenance**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
3	Grants - PROW				
5	Section 106 Income				
60	Public Toilet Cleaner			1,825.00	1,368.72
61	Public Toilet Consumables			200.00	69.49
62	Public Toilet Maintenance			200.00	
81	Play Equipment Inspector			110.00	
82	Play Equipment Maintenar				200.00
83	Play Equipment Purchase				110.00
84	Playing Field Grass Cuttin			2,340.00	
85	Playing Field Maintenance			1,912.53	
86	Village Maintenance			80.00	
87	Devon Air Ambulance Ligh			79.18	
88	Village Improvements				0.82
89	Telephone Kiosk Maintene				
90	Verge Cutting			748.00	
91	Weed Spraying			300.00	0.05
92	Noticeboards				300.00
93	Tree Surgery				
94	Public Rights of Way				
95	Defibrillator		400.00	331.00	-69.00
101	Community Shed Mainten				
102	Community Shed Rent			60.00	60.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Chawleigh Parish Council**  
**Net Position by Cost Centre and Code - All Cost Centres and Codes**

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**Cost Centre Name**

	400.00	£331.00	5,863.00	£4,177.87	1,616.13
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Village Services		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
Code	Title		Budget	Actual	Budget	Actual	
6	Events Income						
111	Events Expenditure						
121	Parish Grant Rent				533.00	532.68	0.32
122	Parish Grant Precept				500.00		500.00
123	Churchyard Grant			300.00	300.00		
124	Hot Lunch Club Venue			300.00	25.00		275.00
125	Poppy Appeal			50.00	50.00		
126	Warm Room						
127	Capital Grants						
129	Donations						
					1,683.00	£907.68	775.32
<b>NET TOTAL</b>		<b>19,425.00</b>	<b>£18,349.12</b>	<b>17,846.00</b>	<b>£12,277.66</b>	<b>4,492.46</b>	

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)