

COLEBROOKE PARISH COUNCIL

Clerk: Mrs. P. Clapham BA(Hons), Penton Chapel, Christow, Exeter, EX6 7NP
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9th January 2024

To Members of Colebrooke Parish Council

You are hereby summoned to attend a Meeting of Colebrooke Parish Council, **to be held on Tuesday 16th January 2024 at 7.00 pm, in the Village Hall for the purpose of transacting the following business.**

Members of the public and press are invited to attend the meeting.

Penny Clapham

Penny Clapham BA(Hons) PSLCC
Clerk to the Council

AGENDA

- 1) **Apologies for absence:**
- 2) **Co-option to Council** – to receive applications for the councillor vacancy.
- 3) **Declarations of Interest:** In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declarations of Interests must be notified to the Monitoring Officer at Mid Devon District Council within 28 days of the change.
- 4) **Public Discussion:** An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda, or any matter of interest to the parish. The period of time designated for public participation shall not exceed 10 minutes. Reminder that members of the public are not allowed to raise issues when the Council is in committee.
- 5) **County & District Councillor Reports (for information only)**
- 6) **Chairman's Report (for information only)**
- 7) **Minutes** – to approve the minutes of the meeting held on the 21st November 2023.
- 8) **Play Equipment** – The application has been received by the Suez Fund and put forward for consideration.

- 9) PLANNING** – Mid Devon District Council have asked for comments from the parish council on the following planning applications –
- i. 23/01954/FULL Erection of a dwelling and garage following demolition of existing barn (Barn 1) utilising the Class Q fallback position, Pennyland Farm, Yeoford.
 - ii. 23/01956/FULL Erection of a dwelling and garage following demolition of existing barn (Barn 3) utilising the Class Q fallback position, Pennyland Farm, Yeoford.
 - iii. 23/01652/FULL Erection of an agricultural and livestock building, Easterbrooke Lane, Colebrooke, additional drawings and information.
- 10) Planning Protocol** – to re-consider the ‘comment’ for planning applications as per the protocol adopted 8th February 2023.
- 11) Reserves Policy** – draft policy for discussion and agreement.
- 12) FINANCE**
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|-------------|---|---------|------|
| Expenditure | Linden Lea – hedge cutting | £280.00 | BACs |
| | Employment Dec inc agreed pay increase | £363.13 | BACs |
| | PAYE Q3 | £209.20 | BACs |
| | <i>Paid 12th December 2023</i> | | |
| | Clerk’s Expenses Q2 & Q3 | £220.49 | BACs |
| | Employment January | £250.93 | BACs |
| | SLCC Clerk’s membership (shared) | £121.50 | BACs |
| Income | | | |
- Bank statement and Reconciliation circulated to all councillors prior to this meeting.
Council to resolve to accept the accounts as presented.
- 13) Finance Estimates & Reserves** – circulated prior to this meeting. For discussion prior to setting the budget.
- 14) Budget 2024/2025** – to resolve to agree the final budget as presented.
- 15) Precept 2024/2025** – to resolve to set the precept request for the next financial year. To agree for the subscription to DALC to be taken from the first payment of the precept.
- 16) NS&I Monies** – the closure of this account has resulted in a sum of £1273.57 being transferred to Council’s bank. To resolve to pay these monies over to the Village Hall as per the original agreement pertinent to the Trust. This will then clear the Council of any further responsibility to funds that are not actually theirs.
- 17) Bank Signatories** – to consider a replacement bank signatory for R. Hodder.
- 18) Internal Control Policy** – to agree the Internal Control Policy is fit for purpose.
- 19) Internal Auditor** – to resolve to agree the appointment of Hania Lee of Lee Accounting as Council’s internal auditor for year ending 31st March 2024.
- 20) Emergency Plans** – to consider creating an emergency plan for the parish.
- 21) Clerk’s Report (for information only)**

- i. Your Clerk has booked to attend the Practitioners Conference 31st January and 1st February – please would you consider paying 40% of the cost (shared with Bampton) £144.00 + VAT.

Items for information

Date of next meeting - Tuesday 19th March 2024 at 7pm.

Information emails

Devon Climate emergency newsletter (sent 12/12) DALC bulletin 54 (sent 12/12)