

# COLEBROOKE PARISH COUNCIL

Clerk: Mrs. P. Clapham BA(Hons), Penton Chapel, Christow, Exeter, EX6 7NP  
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14th May 2024

To Members of Colebrooke Parish Council

You are hereby summoned to attend a Meeting of Colebrooke Parish Council, **to be held on Tuesday 21st May 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 ANNUAL COUNCIL MEETING

### 1) Election of Chairman

- a) Invite nominations and elect a Chairman for the year.
- b) Receive the Declaration of Acceptance of Office by the Chairman

### 2) Election of Vice Chairman

- 3) **Confirm appointment** of signatories for cheque payments and authorised internet bank payments, currently Cllr. Smith, Cllr. Wallace, Cllr. Enderson, Cllr. Charlton-Anne.

### 4) Appointment/Confirmation of committee representatives

- i. Planning Committee
- ii. Finance Committee
- iii. HR Committee
- iv. Open Spaces Committee
- v. Assets Committee

- 5) **Emails and the Agenda** – consent is required for Agendas and Meeting Documents to be sent to Councillors by email. To action.

- 6) **Apologies for absence:** Cllr. Johnstone.

- 7) 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.
- 8) 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.
- 9) P3 Footpath Scheme** – to receive a report if available
- 10) Connectivity in the Parish** – to consider how to take this further forward – refer to email sent by Cllr. Wallace to Cllr Letch.
- 11) County & District Councillor Reports (for information only)**  
County Cllr. Letch’s April report sent to councillors by email on 24<sup>th</sup> April.
- 12) Minutes** – to approve the minutes of the meeting held on the 19th March 2024.
- 13) Certificate of Exemption** – to resolve to approve the Certificate of Exemption
- 14) Annual Internal Audit Report** – completed April, no issues raised. To resolve to accept this report.
- 15) Annual Governance Statement** – circulated to councillors – to resolve to complete and approve this statement.
- 16) Annual Accounting Statement** – circulated to councillors – to resolve to agree and sign this statement.
- 17) End of Year Bank Reconciliation and Explanation of Variances** – to be noted.
- 18) Notice of Public Rights and Publication of Council’s accounts** – to resolve to agree the dates of publication from 3rd June to 12th July 2024, thus including the first 14 days of July as required by law.
- 19) Open Spaces** –
- i. Noticeboard issues at Coleford. To consider the purchase of a new notice board. To agree actions and associated expenditure.
- 20) PLANNING** – Mid Devon District Council have asked for observations from the parish council on the following planning applications –
- a) 24/00709/FULL Erection of agricultural livestock building, Horwell Barton, Colebrooke
  - b) 24/00710/FULL Erection of agricultural building (2) Horwell Barton, Colebrooke
  - c) 24/00719/FULL Erection of roof over existing concrete yard, Colebrooke

#### **Decisions**

- a) 24/00421/FULL Erection of a building over existing silage clamp, Brooks Farm C

APPROVED

- b) 24/00429/Full As above B APPROVED  
c) 24/00427Full As above A APPROVED

## 21) FINANCE

<b>Expenditure</b>	DALC – subscription off precept	£158.00	deducted nett
	Linden Lea – grass cuts 13/04	£140.00	BACs 24/04
	Employment April	£251.13	NACs 24/04
	ICO – data protection subscription	£35.00	DD 05/05
	<i>To be authorised at this meeting</i>		
	DALC VAT to be paid direct	£23.84	BACs
	Linden Lea – grass cuts 25/04	£140.00	BACs
	Lee Accounting – internal audit	£84.00	BACs
	Clear Councils – insurance renewal	£409.76	BACs
	Employment May	£251.03	BACs

Income	First half precept recd.	£5658.43	BACs
	HMRC VAT refunded	£2227.64	BACs

Bank statement and Reconciliation circulated to all councillors prior to this meeting.  
Council to resolve to accept the accounts as presented.

**22) Insurance** – renewed from 1<sup>st</sup> June 2024 third year of a three year contract. To be noted.

**23) Complaints Policy** – to consider the amendments to this policy.

**24) .gov.uk email address & domain** – There is encouragement for all councils to change to .gov.uk domain and email addresses and currently there is £100 available as a grant towards these costs. For discussion and action.

## 25) Clerk's Report (for information only)

- i) Clerk's holiday August 2 weeks commencing Monday 5<sup>th</sup> August.
- ii) Request to bring forward the November meeting date to the 12<sup>th</sup> November in order for the clerk to attend a 5<sup>th</sup> birthday in France.
- iii) Requested a start date from Somerset Landscapes for the play equipment.
- iv) Local Council Clerk Week 10-14 June – a celebration of the work that local council clerks do for both their councils and their communities.

## Items for information

**Date of next meeting - 16th July 2024 at 7pm. Future meeting dates are 17<sup>th</sup> September, 19th November 2024.**

## Emails for information circulated prior to the meeting.

DALC Newsletter 13 (sent 18/04)	DALC Newsletter 16 (sent 24/04)
Mid Devon Matters newsletter (sent 14/05)	DALC Newsletter 28 (sent 14/05)
Climate Emergency May news (sent 14/05)	