

COLEBROOKE PARISH COUNCIL

Clerk: Mrs. P. Clapham BA(Hons), Penton Chapel, Christow, Exeter, EX6 7NP
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9th July 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 July 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) **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.
- 3) **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.
- 4) **County & District Councillor Reports (for information only).** Cllr. Letch's June report circulated 25/06.
- 5) **Chairman's Report (for information only)**
- 6) **Minutes** – to approve the minutes of the meeting held on the 21st May 2024.
- 7) **PLANNING** – Mid Devon District Council have asked for observations from the parish council on the following planning applications –

Decisions

- i. 24/00120/FULL Installation of 22 ground mounted solar panels, Penstone Barton, Colebrooke.

GRANTED

- ii. 24/00585/HOUSE replacement of existing entrance gate pots and fence, The Priory Grange, Combe House, Coleford

GRANTED

23/00004/TPO not expedient and therefore not confirmed.

24/00001/TPO made and in place dated 22/05/2024 for smaller group of trees within the land lying to the east of Sunnyview, Penstone.

8) FINANCE

Expenditure	CTP payment to Grantscape to release the grant for the play equipment	
	£2,888.00	BACs 13/06
Somerset Landscapes Ltd	£20,400.00	BACs 18/06
Linden Lea – grass cuts 30/05	£140.00	BACs 18/06
Play Inspection Co	£162.00	BACs 18/06
Employment June & July	£501.86	BACs
PAYE Q1	£188.20	BACs
Clerks Expenses Q1	£91.95	BACs
Linden Lea – grass cuts 13/06	£190.00	BACs
Somerset Landscapes – balance	£28,643.10	BACs

Income

Bank statement and Reconciliation circulated to all councillors prior to this meeting.

Council to resolve to accept the payments account as presented.

9) Budget – to receive the first quarter actual spend vs budget.

10) Playground and new equipment –

- To receive an update and final report on this project. To agree a formal opening of the new equipment.
- To consider the issue of dog poo being left beside the bin – signage for the play area regarding ‘no dogs’
- Insurance policy updated to reflect the new equipment – no additional charge being made by Council’s insurers.

11) Play Inspections – to consider if Council should move away from Play Inspection Co to Sovereign Play under a 5 year contract costing £399 + VAT one off fee.

14) .gov.uk domain name – to consider changing to a .gov.uk domain instead of .org.uk. One off cost of £125 but could get a grant of £100 towards this. Renewal every two years @ £65 + VAT and each email would cost £20 + VAT pa. Suggest clerk@colebrookeparishcouncil.gov.uk

15) Council’s Insurance – Successfully renewed until 1st June 2025. Currently within a 3 year contract. To discuss whether it would be a good idea to do auto-renew, or canvass around the insurers next spring.

16) Credit/debit card purchases – should any goods be bought by a councillor for the council on a personal credit or debit card, though the councillor can be reimbursed, Council cannot reclaim VAT on said goods. It is best practice if all such purchases are requested through the Clerk. To be noted.

17) Council archive storage – to consider requesting the village hall for a space for a locking cabinet in which to store Council documents. These should not be kept in either a clerk’s or a councillor’s home due to changes of personnel.

18) Policies and updates –

- i. Planning Policy; to consider and resolve to adopt this policy circulated to all councillors prior to this meeting.
- ii. Financial Regulations – to resolve to adopt the updated Financial Regulations.

19) Clerk’s Report (for information only)

- i. The external auditor has accepted the Exemption Certificate for Council and no further actions are required for the last financial year.
- ii. Attended the joint Devon/Cornwall SLCC branch training meeting 26th June. Insurance, audit and procurement were among the discussion topics.
- iii. Council’s asset register has been updated with the new additions of play equipment. Insurers advised of the additions.

Items for information

Dates of next meetings - Tuesday 17th September 2024 at 7pm in the Village Hall. Tuesday 12th November 2024

Information emails

DALC Bulletin 23 (sent 06/06)
DALC Bulletin 24 (sent 13/06)
DALC Bulletin 26 (sent 27/06)

ConnectMe Devon (sent 11/06)
DALC Bulletin 25 (sent 19/06)