

COLEBROOKE PARISH COUNCIL

Clerk: Mrs. P. Clapham BA(Hons), Penton Chapel, Christow, Exeter, EX6 7NP
TeL: 07903 172174 Email: clerk@colebrookeparishcouncil.org.uk

14th May 2025

To Members of Colebrooke Parish Council

You are hereby summoned to attend a Meeting of Colebrooke Parish Council, **to be held on Tuesday 20th May 2025 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. 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. Charlton-Anne

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) County & District Councillor Reports (for information only)

11) Minutes – to approve the minutes of the meeting held on the 18th March 2025.

12) Annual Internal Audit Report – completed April, no issues raised. To resolve to accept this report.

13) Annual Governance Statement – circulated to councillors – to resolve to complete and approve this statement.

14) Annual Accounting Statement – circulated to councillors – to resolve to agree and sign this statement.

15) End of Year Bank Reconciliation and Explanation of Variances – to be noted.

16) 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.

17) PLANNING – Mid Devon District Council have asked for observations from the parish council on the following planning applications –

- i. 25/00251/FULL Change of use of land to domestic to include the formation of vehicular access and parking area, land at NGR 277196 101025, Coleford (due 12th May)
APPROVED
- ii. 25/00321/LBC Listed building consent for extension to west stone wall and erection of plant room, Paschoe House, Bow. (due 15th May)
- iii. 25/00623/FULL Erection of dwelling, demolition of agricultural building and associated works, Land at NGR 274978 99138 Staddons, Colebrooke

Decisions

- i. **24/01845/PNCOU** Prior notification of change of use of agricultural building to 5 dwellings under Class Q, Land and buildings, Combe Head Meadow, Bow
APPROVED
- ii. 25/00153/HOUSE Erection of timber framed hay/feed store and animal shelter, Fairfield, Colebrooke.
GRANTED

- iii. 25/00291/CLP Redlands, Penstone – certificate of lawful use/the proposed development is lawful.

18) FINANCE

Expenditure	April payments already made	Employment	£259.68
		Linden Lea	£220.00
		DALC	£190.89
		HiLine	£696.48
		A.Deptford	£268.80
	Employment May	£259.68	BACs
	Linden Lea – grass cuts	£154.00	BACs

Income	First half precept recd.	£6767.00	BACs
	HMRC VAT refunded	£212.71	BACs

Bank statement and Reconciliation for April 2025 circulated to all councillors prior to this meeting.
Council to resolve to accept the accounts as presented.

19) Insurance – renewed from 1st June 2024 third year of a three year contract. To be noted and paid.

20) Policies – to consider and adopt the most updated versions if ready in time for the meeting.

- i. Financial Regulations
- ii. Standing Orders
- iii. Internal Control Policy

21) Clerk's Report (for information only)

- i. Notice of closure of bridleway 25 for SWW works 11/08 to 15/08.

Items for information

Date of next meeting - 16th July 2025 at 7pm. Future meeting dates are 17th September, 19th November 2024.

Emails for information circulated prior to the meeting.

DALC bulletin 20 (sent 13/05)