

# COLEBROOKE PARISH COUNCIL

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

8<sup>th</sup> July 2025

To Members of Colebrooke Parish Council

You are hereby summoned to attend a Meeting of Colebrooke Parish Council, **to be held on Tuesday 15<sup>th</sup> July 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

### A) Co-option to Council to fill a vacancy -

#### 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)

#### 5) Chairman's Report (for information only)

**6) Minutes** – to approve the minutes of the meeting held on the 20<sup>th</sup> May 2025

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

- 25/00860/LBC Listed building consent for the installation of 10 replacement windows, Staddons, Colebrooke.

The environmental benefits of reduced heating and cooling requirements through more thermally efficient windows, at a time when UK is seeking to reduce its overall energy use, are also a positive factor in this proposal. Supported.

## Results

- i. 25/00623/FULL Erection of dwelling, demolition of agricultural building and associated works, land at Staddons, Colebrooke.  
GRANTED

## 8) Open spaces –

- i. To consider replacing the declining cherry tree – to agree actions and associated expenditure.
- ii. To discuss the annual report received from the Play Inspection Company and make any recommendations as to works needed. Cllr. Charlton-Anne.
- iii. The roundabout – for discussion. Cllr. Charlton-Anne.
- iv. Flood risk at Penstone – to discuss.
- v. Pothole repairs

<b>9) FINANCE</b>	<i>Linden Lea – grass cuts May/June</i>	<i>308.00</i>
	<i>Play Inspection Co</i>	<i>166.80</i>
	<i>Employment June</i>	<i>259.48</i>
	<i>PAYE Q1</i>	<i>194.60</i>
	<i>Linden Lea – footpath strimming</i>	<i>110.00</i>

*Payments already made.*

*July payments*

<i>Employment July</i>	<i>259.68</i>
<i>Linden Lea – grass cuts</i>	<i>143.00</i>
<i>Clerk's expenses Q1</i>	<i>139.00</i>

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

Council to resolve to accept the accounts as presented.

**10) Grant Application** – request for a grant from south Western Ambulance Charity for £300.00.

**11) Policies** – to consider and adopt the updated versions of the listed policies:

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

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

- i. The first of three annual reports submitted to Grantscape on the 7<sup>th</sup> July by email.
- ii. Clerk's holiday from 18<sup>th</sup> to 29<sup>th</sup> August inclusive.
- iii. BT Digital switchover – information received that this will be commenced in the south-west this autumn.
- iv. <https://letstalk.middevon.gov.uk/local-government-reorganisation>  
This is the survey aimed at everyone regarding the above – please take part and make your views known.

## Councillors Reports (for information only)

### Items for information

**Date of next meeting** - 16<sup>th</sup> September 2025 at 7pm in the village hall.

**Information emails** DALC Bulletin 27 (sent 26/06)

DALC Bulletin 28 (sent 07/07)