

COLEBROOKE PARISH COUNCIL

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

9th September 2025

To Members of Colebrooke Parish Council

You are hereby summoned to attend a Meeting of Colebrooke Parish Council, **to be held on Tuesday 16th September 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

- 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 15th July 2025
- 7) **PLANNING** – Mid Devon District Council have asked for observations from the parish council on the following planning applications –
 - i. 25/01189/FULL Formation of additional HGV parking spaces from 10 to 12, CC Haulage & Sons Ltd., Colebrooke.

Results

- a) 25/00965/FUL Erection of an agricultural storage building and associated works, land at Staddons.
GRANTED

Appeal decision APP/Y1138/W/25/3367603 Wyllspring Farm, Penstone for prior notification for change of use of an agricultural building to two dwellings under Class Q

Appeal Dismissed

- 8) **Website and compliance** – for discussion. The current website could have an MOT at a cost of £145 or a new up to date compliant website at a cost of £499 +

- 9) **Storage for Council archives** – for discussion and action

- 10) **Seat replacement in the cemetery** – this refers to the oak seat supplied by Colin Langton in memory of his mother. He has replaced this seat before (the original being in place in 1993). He is requesting advice regarding replacement, either by him or by Council. To agree actions.

11) FINANCE	<i>Linden Lea – grass cuts</i>	<i>£220.00</i>
	<i>Visionict – email address</i>	<i>£6.00</i>
	<i>AA Deptford – defib battery/pads</i>	<i>£349.14 all paid 31st July 2025</i>

Payments List 15th August 2025

Employment August	£259.48
Lee Accounting – audit	£86.40
Visionict – email hosting	£240.00

All paid September 2025

PKF Littlejohn – external audit	£378.00
Employment September	£259.68
PAYE Q2	£194.60
Linden Lea – grass cuts etc	tba
	<i>To be authorised 16th September</i>

Income

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

12) Open spaces –

- Medlar Tree as a replacement, cost £92.95 probably available in October
- Cemetery noticeboard – for discussion as to a replacement.
- Bench in the cemetery which is now considered to be unsafe.
- Wet pour kit for repairs to the gaps in the surfacing – order now or in the spring?

- 13) **External Audit** – Council have been signed off by PKF Littlejohn with no issues raised – to be noted.
Notice of conclusion of audit published on the website 2nd September.

14) Employment Pay Award 2025/26 – for discussion

15) Policies – updated and/or checked policies to be agreed

- Privacy Policy
- IT Policy
- Inventory of Data Schedule

- iv. Data Protection Policy

16) Clerk's Report (for information only)

- i. Financial Services Compensation Scheme 2025 completed online for Unity Trust Bank and submitted.
- ii. Letter of thanks received from SW Ambulance Charity and circulated to councillors 14th August.

Councillors Reports (for information only)

Items for information

Date of next meeting - 18th November 2025 at 7pm in the village hall.

Information emails

DALC Bulletin 31 (sent 24/07)

DALC Bulletin 32 (sent 28/07)

Mid Devon Council press release – working together.

DALC Bulletin 37 (sent 02/09)