

Minutes of the meeting of Colebrooke Parish Council held on Tuesday 16th January 2024 7pm in the village hall

Present – Cllr. Smith (Chairman); Cllr. Johnson; Cllr. Enderson; Cllr. Charlton-Anne; Cllr. Green; 4 members of the public; Cllr. Wallace; Cllr. Mann; Penny Clapham (Clerk).

- 1) **Apologies for absence:** Cllr. Gaston. Apologies accepted.
- 2) **Co-option to Council** – to receive applications for the councillor vacancy. Martin Hann attended the meeting and was proposed by Cllr. Smith, all in favour by show of hands. The acceptance of office document was signed by Cllr. Hann.
- 3) **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. Cllr. Hann, agenda item 9 iii.
- 4) **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.

Parishioner mentioned blocked drains causing problems around Coleford – they have been reported to Highways. Also that there are many thatched properties but the fire hydrants are no longer painted, should the fire service be on top of this. Cllr. Smith did mention the volunteer who clears ditches around the parish.

Cllr. Wallace informed Council that once a year the drains get cleared out. Last done April 2023. Most likely to be done April 2024.

- 5) **County & District Councillor Reports (for information only)** Cllr. Letch report circulated early January.
- 6) **Chairman's Report (for information only)** Cllr. Smith is compiling a list of grit bins and will produce a map. To consider producing a map to show all the assets of the Council. March agenda to photo all councillors for the website.
- 7) **Minutes** –the minutes of the meeting held on the 21st November 2023 were agreed and signed by the Chairman as a true record.
- 8) **Play Equipment** – The application has been received by the Suez Fund and put forward for consideration. Well done to all involved in putting this application forward. March agenda.

This item moved up to be in front of Planning.

- 9) **Planning Protocol** – to re-consider the 'comment' for planning applications as per the protocol adopted 8th February 2023. Cllr. Smith explained the reasons behind the planning protocol. Cllr. Hann considers that parish councils should take more of a voice and make representations; Cllr. Charlton-Anne agreed. Cllr. Wallace commented that Council should revert to more constructive comments so that the planners take notice of Council's comments. This change was proposed by Cllr. Smith – Council will revert to comments such as 'support', 'object', 'no objection' or 'no comment'. All in favour by show of hands. Cllr. Hann abstained.

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

- i. 23/01954/FULL Erection of a dwelling and garage following demolition of existing barn (Barn 1) utilising the Class Q fallback position, Pennyland Farm, Yeoford.
SUPPORT – the design makes the buildings more usable.
- ii. 23/01956/FULL Erection of a dwelling and garage following demolition of existing barn (Barn 3) utilising the Class Q fallback position, Pennyland Farm, Yeoford.
SUPPORT – the design makes the buildings more usable.
- iii. 23/01652/FULL Erection of an agricultural and livestock building, Easterbrooke Lane, Colebrooke, additional drawings and information.
Standing orders suspended for parishioner to speak.
Standing orders resumed.
OBJECTION as submitted in November and repeated here.
Council question the suitability of the location of this proposed building and observe that this proposed building will be on a skyline, away from the other farm buildings, and clearly visible with no declared landscaping or hedging. Council would support this application if the building were to be placed lower down the hill adjacent to the current barn, giving less visual impact.

11) Reserves Policy – draft policy for discussion and agreement. Cllr. Wallace agreed the policy with half a year’s monies as general reserves. Cllr. Wallace proposed acceptance; all agreed by show of hands.

12) FINANCE

Expenditure	Linden Lea – hedge cutting	£280.00	BACs
	Employment Dec inc agreed pay increase	£363.13	BACs
	PAYE Q3	£209.20	BACs
	<i>Paid 12th December 2023</i>		
	Clerk’s Expenses Q2 & Q3	£220.49	BACs
	Employment January	£250.93	BACs
	SLCC Clerk’s membership (shared)	£121.50	BACs
	Microsoft 365 subscription (to Clerk)	£59.99	BACs
	Practitioners Conference	£164.40	BACs
	NS&I funds to village hall	£1273.57	BACs

Income

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

Council resolved to accept the accounts as presented. Proposed by Cllr. Smith, all agreed by show of hands.

13) Finance Estimates & Reserves – circulated prior to this meeting. For discussion prior to setting the budget. Cllr. Wallace explained the figures as presented. Cllr. Hann asked if there were any other capital projects to be forthcoming. The document was noted.

14) Budget 2024/2025 – to resolve to agree the final budget as presented. Cllr. Wallace reported. The Finance Committee reviewed the budget in November, removing the amount for election contingency pro tem in order to set a careful budget leading to keeping the precept flat. Resolved and ; Cllr. Wallace proposed the budget be accepted, all agreed by show of hands.

15) Precept 2024/2025 – to resolve to set the precept request for the next financial year. Resolved to set the precept as the current year of £11,565. Proposed by Cllr. Smith. To agree for the subscription to DALC to be taken from the first payment of the precept. All agreed by show of hands.

16) NS&I Monies – the closure of this account has resulted in a sum of £1273.57 being transferred to Council’s bank. To resolve to pay these monies over to the Village Hall as per the original agreement pertinent to the Trust. This will then clear the Council of any further responsibility to funds that are not actually theirs. Cllr. Enderson explained how the NS&I monies came about. Resolved to transfer the money to the village hall. Proposed by Cllr. Smith and all agreed by show of hands.

17) Bank Signatories – to consider a replacement bank signatory for R. Hodder. Cllr. Wallace to be the replacement signatory.

18) Internal Control Policy – to agree the Internal Control Policy is fit for purpose. Noted with an amendment suggested by Cllr. Wallace.

19) Internal Auditor – to resolve to agree the appointment of Hania Lee of Lee Accounting as Council’s internal auditor for year ending 31st March 2024. Agreed.

20) Emergency Plans – to consider creating an emergency plan for the parish. Not at present. Scenarios discussed.

21) Clerk’s Report (for information only)

- i. Your Clerk has booked to attend the Practitioners Conference 31st January and 1st February – please would you consider paying 40% of the cost (shared with Bampton) £144.00 + VAT. Agreed.

Items for information

Meeting closed at 8.15pm

Signed.....

Date.....

Date of next meeting - Tuesday 19th March 2024 at 7pm.

Information emails

Devon Climate emergency newsletter (sent 12/12) DALC bulletin 54 (sent 12/12)

DALC Bulletin (sent 11/01)

Brief update on the Crediton Master Plan (sent 11/01)