

**Minutes of the meeting of the Annual Parish Meeting and the Annual Council Meeting of Colebrooke Parish Council held on Tuesday 21<sup>st</sup> May 2024 commencing with the Annual Council Meeting at 6.30pm.**

No comments brought to Council's attention for **the Annual Parish Meeting.**

**Annual Council Meeting**

**Present** – Cllr. Smith; Cllr. Wallace; Cllr. Gaston; Cllr. Manning; Cllr. Green; Cllr. Enderson; Cllr. Hann; 1 member of the public; Penny Clapham (Clerk). Nicky Wallace P3 footpath warden.

**1) Election of Chairman**

- a) Invite nominations and elect a Chairman for the year. Cllr. Wallace nominated Cllr. Smith. There being no other nominations Cllr. Smith accepted the role.
- b) Receive the Declaration of Acceptance of Office by the Chairman. Received from Cllr, Smith.

**2) Election of Vice Chairman** Cllr. Smith nominated Cllr. Wallace who accepted the role.

**3) Confirm appointment** of signatories for cheque payments and authorised internet bank payments, currently Cllr. Smith, Cllr. Wallace, Cllr. Enderson, Cllr. Charlton-Anne. Confirmed.

**4) Appointment/Confirmation of committee representatives**

- i. Planning Committee - Cllr. Johnstone (Chair), Cllr. Charlton-Anne, Cllr. Gaston, Cllr. Green
- ii. Finance Committee – Cllr. Wallace (Chair), Cllr. Smith, Cllr. Johnstone, Cllr. Green
- iii. HR Committee - Cllr. Johnstone (Chair), Cllr. Hann, Cllr. Charlton-Anne
- iv. Open Spaces Committee – Cllr. Enderson, Cllr. Manning, Cllr. Charlton-Anne
- v. Assets Committee as above – Cllr. Enderson, Cllr. Manning, Cllr. Charlton-Anne

**5) Emails and the Agenda** – consent is required for Agendas and Meeting Documents to be sent to Councillors by email. To action. Councillors consented to receive all papers by email.

**6) Apologies for absence:** Cllr. Johnstone. County Cllr. Letch. Cllr. Charlton-Anne. Apologies and reasons given accepted.

**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. None declared.

**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. Nicky Wallace walks the footpaths regularly; annually completes a survey form as to what needs to be done in the next financial year. Strimming

is always a problem. There is an outstanding issue of a grant of 10k. towards drainage and resurfacing; the current P3 part of Highways are being unresponsive. Some of the paths on Mr. Pitts land are not protected from stock or from planting, making the paths impossible to use at times. Cllr. Smith thanked Nicky Wallace on behalf of everyone in the parish.

**10) Connectivity in the Parish** – to consider how to take this further forward – refer to email sent by Cllr. Wallace to Cllr Letch. Cllr. Wallace reported that Cllr. Letch is still on the case. There appears to be no knowledge of who is failing just wish it could all be sorted out.

**11) County & District Councillor Reports (for information only)**

County Cllr. Letch's April report sent to councillors by email on 24<sup>th</sup> April.

**12) Minutes** –the minutes of the meeting held on the 19th March 2024 were approved and signed by the Chairman as a true record.

**13) Certificate of Exemption** – to resolve to approve the Certificate of Exemption. Resolved. Proposed by Cllr. Smith, all in favour by show of hands.

**14) Annual Internal Audit Report** – completed in April, no issues raised. To resolve to accept this report. Resolved. Proposed by Cllr. Smith, all in favour by show of hands.

**15) Annual Governance Statement** – circulated to councillors – to resolve to complete and approve this statement. Resolved no issues. Proposed by Cllr. Smith, all in favour by show of hands.

**16) Annual Accounting Statement** – circulated to councillors – to resolve to agree and sign this statement. Resolved. Proposed by Cllr, Smith, all agreed by show of hands.

**17) End of Year Bank Reconciliation and Explanation of Variances** – noted.

**18) 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. Resolved and the notice is on the council website.

**19) Open Spaces –**

- i. Noticeboard issues at Coleford. To consider the purchase of a new notice board. To agree actions and associated expenditure. There are 3 assorted notice boards currently at Coleford, suggest they are all replaced with 1 double notice board. Cllr. Smith will look into options and then decide. Resolved to agree the spend on this so that the board can be purchased without the financial request having to come back to council in July.

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

- a) 24/00709/FULL Erection of agricultural livestock building, Horwell Barton, Colebrooke
- b) 24/00710/FULL Erection of agricultural building (2) Horwell Barton, Colebrooke
- c) 24/00719/FULL Erection of roof over existing concrete yard, Colebrooke  
Supported.

**Decisions**

- a) 24/00421/FULL Erection of a building over existing silage clamp, Brooks Farm C  
APPROVED
- b) 24/00429/Full As above B    APPROVED

c) 24/00427Full As above A APPROVED

## 21) FINANCE

<b>Expenditure</b>	DALC – subscription off precept	£158.00	deducted nett
	Linden Lea – grass cuts 13/04	£140.00	BACs 24/04
	Employment April	£251.13	NACs 24/04
	ICO – data protection subscription	£35.00	DD 05/05

### *To be authorised at this meeting*

	DALC VAT to be paid direct	£23.84	BACs
	Linden Lea – grass cuts 25/04	£140.00	BACs
	Linden Lea – grass cuts 16/05	£140.00	BACs
	Lee Accounting – internal audit	£84.00	BACs
	Clear Councils – insurance renewal	£409.76	BACs
	Employment May	£251.03	BACs

Income	First half precept recd.	£5658.43	BACs
	HMRC VAT refunded	£2227.64	BACs

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.

**22) Insurance** – renewed from 1<sup>st</sup> June 2024 third year of a three year contract. Noted.

**23) Complaints Policy** – to consider the amendments to this policy. Proposed by Cllr. Wallace to accept this policy. Resolved. All agreed by show of hands.

**24) .gov.uk email address & domain** – There is encouragement for all councils to change to .gov.uk domain and email addresses and currently there is £100 available as a grant towards these costs. For discussion and action. Clerk to request a costing for the July meeting.

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

- i) Clerk's holiday August 2 weeks commencing Monday 5<sup>th</sup> August. Agreed.
- ii) Request to bring forward the November meeting date to the 12<sup>th</sup> November in order for the clerk to attend a 5<sup>th</sup> birthday in France. Agreed.
- iii) Requested a start date from Somerset Landscapes for the play equipment.
- iv) Storage for Council archive accounts and documents? Ask village hall.
- v) Local Council Clerk Week 10-14 June – a celebration of the work that local council clerks do for both their councils and their communities.

## Items for information

Welcome to Colebrooke sign with planter at the bottom of the churchyard is not owned by the Council. This is not set in the ground so requires watering. Cllr. Enderson stated that the council sponsored the sign/planter. July agenda to check out self-watering systems.

Cllr. Hann has looked into the EPC listings of local properties. These are on the low side. Cllr. Hann wondered if there was any help available to residents to possibly upgrade on the EPC.

Cllr. Smith mentioned the letter from Penstone Ridge regarding the access lane. The letter mentioned the amount of traffic using the lane and its current poor state. Once the traffic ceases the lane can be restated.

Meeting closed at 8.20pm.

Signed.....

Date.....

**Date of next meeting - 16th July 2024 at 7pm. Future meeting dates are 17<sup>th</sup> September, 12th November 2024.**

**Emails for information circulated prior to the meeting.**

DALC Newsletter 13 (sent 18/04)

DALC Newsletter 16 (sent 24/04)

Mid Devon Matters newsletter (sent 14/05)

DALC Newsletter 28 (sent 14/05)

Climate Emergency May news (sent 14/05)