

Minutes of the meeting of Colebrooke Parish Council held on Tuesday 16th July 2024 7pm in the Village Hall.

Present – Cllr. Smith (Chairman) Cllr. Wallace; Cllr. Johnstone; Cllr. Manning; Cllr. Green; Cllr. Charlton-Anne; Cllr. Hann; District Cllr. Binks; Penny Clapham (clerk); 1 member of the public.

- 1) Apologies for absence:** Cllr. Gaston. Cllr. Enderson. Apologies accepted for the reasons given.
- 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. None declared.
- 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.

Parishioner mentioned dog waste and the play park at Coleford. District Cllr. Binks opined there would be an installation and collection cost for an additional bin outside the play park gates. Clerk will check with Mid Devon Council regarding a separate bin sited outside the play area and signage to say 'no dogs' in the play area.

Parishioner has spoken to Highways about the drains which are not necessarily cleared out. Could there be a tag on each drain so that it is identified as to who has cleared the drains and when. Cllr. Binks informed that Highways photograph those drains that have been cleared.

Memorial benches on some of the walks was requested – suggested down near Penstone. Could be one at the car park in Penstone, near to the notice board. Agenda September.

- 4) County & District Councillor Reports (for information only).** Cllr. Letch's June report circulated 25/06. District Cllr. Binks reported on the Three Rivers project now defunct which has cost the District Council over £3 million. Cllr. Wallace asked what the £3 million could have been spent on – all other services possibly. There are now checks and safeguards in place. Cllr. Binks explained further and the fact that from the Three Rivers developments there are now 61 affordable properties in Tiverton. Cllr. Binks continued his report – large investment in the leisure centres mainly 'green' all bar Cullompton are profit-making. State of the District debate was held. Recycling system is working very well. Cllr. Hann asked about the Cullompton leisure centre and Cullompton. Cllr. Binks responded with the Garden Village and the new builds being put in this area.

- 5) Chairman's Report (for information only)** The noticeboard picture was shown at a cost of £1350.00 +VAT. Having already been approved this will now be ordered by the Clerk.
- 6) Minutes** –the minutes of the meeting held on the 21st May 2024 were approved and signed by the Chairman as a true record.
- 7) PLANNING** – Mid Devon District Council have asked for observations from the parish council on the following planning applications –

Decisions

- i. 24/00120/FULL Installation of 22 ground mounted solar panels, Penstone Barton, Colebrooke.

GRANTED

- ii. 24/00585/HOUSE replacement of existing entrance gate pots and fence, The Priory Grange, Combe House, Coleford
GRANTED
- iii. 24/00710/FULL Erection of agricultural livestock building, Horwell Barton, Colebrooke
GRANTED
- iv. 24/00709/full Erection of agricultural livestock building, land at Horwell Barton, Colebrooke.
GRANTED
- v. 24/00713/FULL Erection of roof over existing concrete yard, Horwell Barton, Colebrooke
GRANTED

23/00004/TPO not expedient and therefore not confirmed.

24/00001/TPO made and in place dated 22/05/2024 for smaller group of trees within the land lying to the east of Sunnyview, Penstone. **Noted.**

8) FINANCE

Expenditure	CTP payment to Grantscape to release the grant for the play equipment		
		£2,888.00	BACs 13/06
	Somerset Landscapes Ltd	£20,400.00	BACs 18/06
	Linden Lea – grass cuts 30/05	£140.00	BACs 18/06
	Play Inspection Co	£162.00	BACs 18/06
	Employment June & July	£502.06	BACs
	PAYE Q1	£188.20	BACs
	Clerks Expenses Q1	£91.95	BACs
	Linden Lea – grass cuts 13/06	£190.00	BACs
	Linden Lea grass cuts – July	£160.00	BACs
	Somerset Landscapes – balance	£28,643.10	BACs
	Somerset Landscapes – inspection	£517.20	BACs
Income	Suez Community Fund grant	£25,873	

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

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

Cllr. Wallace has verified the bank statements as per the financial regulations.

9) Budget –first quarter actual spend vs budget was received and accepted.

10) Playground and new equipment –

- a) To receive an update and final report on this project. To agree a formal opening of the new equipment. Cllr. Smith congratulated Cllr. Charlton-Anne for all his hard work towards this objective. An inspection has been done, and all has been passed. Cllr. Smith will check on dates in August for a grand opening.
- b) To consider the issue of dog poo being left beside the bin – signage for the play area regarding ‘no dogs’. Clerk to action.
- c) Insurance policy updated to reflect the new equipment – no additional charge being made by Council’s insurers.

11) Play Inspections – to consider if Council should move away from Play Inspection Co to Sovereign Play under a 5 year contract costing £399 + VAT one off fee. More information required. September agenda.

14) .gov.uk domain name – to consider changing to a .gov.uk domain instead of .org.uk. One off cost of £125 but could get a grant of £100 towards this. Renewal every two years @ £65 + VAT and each email would cost £20 + VAT pa. Suggest clerk@colebrookeparishcouncil.gov.uk
Cllr. Wallace proposed Colebrooke.gov.uk. Proposed and all agreed by show of hands.

15) Council's Insurance – Successfully renewed until 1st June 2025. Currently within a 3 year contract. To discuss whether it would be a good idea to do auto-renew, or canvass around the insurers next spring. If auto renew would Council have a fix for the next 3 years. Clerk to action.

16) Credit/debit card purchases – should any goods be bought by a councillor for the council on a personal credit or debit card, though the councillor can be reimbursed, Council cannot reclaim VAT on said goods. It is best practice if all such purchases are requested through the Clerk. Noted.

17) Council archive storage – to consider requesting the village hall for a space for a locking cabinet in which to store Council documents. These should not be kept in either a clerk's or a councillor's home due to changes of personnel. Clerk to ask village hall for a space for a lockable fireproof cabinet.

18) Policies and updates –

- i. Planning Policy; to consider and resolve to adopt this policy circulated to all councillors prior to this meeting. Adopted.
- ii. Financial Regulations – to resolve to adopt the updated Financial Regulations. Adopted.

19) Clerk's Report (for information only)

- i. The external auditor has accepted the Exemption Certificate for Council and no further actions are required for the last financial year.
- ii. Attended the joint Devon/Cornwall SLCC branch training meeting 26th June. Insurance, audit and procurement were among the discussion topics.
- iii. Council's asset register has been updated with the new additions of play equipment.
- iv. Crediton Cluster meeting – was 15th July next meeting 16th September – does Colebrooke wish to be involved? Cllr. Wallace will attend the next meeting.
- v. Strimming works and contact with P3. This has greatly improved since an intervention by Cara at DALC.
- vi. DALC wish to feature our play area and how we achieved it in their Annual Report. Attending a forum meeting on 18th July reference to Highways so will pass on some information then.

Items for information

Cllr. Wallace – ask Cllr. Letch for a progress update on broadband.

Cllr. Manning regarding the grass beside the old school – who cuts? Clerk to ask Linden Lea to cut this piece.

Meeting closed at 8.18pm.

Signed.....

Date.....

Dates of next meetings - Tuesday 17th September 2024 at 7pm in the Village Hall. Tuesday 12th November 2024

Information emails

DALC Bulletin 23 (sent 06/06)

DALC Bulletin 24 (sent 13/06)

DALC Bulletin 26 (sent 27/06)

ConnectMe Devon (sent 11/06)

DALC Bulletin 25 (sent 19/06)