

## **Minutes of the Annual Council Meeting of Colebrooke Parish Council held on Tuesday 20<sup>th</sup> May 2025, 7pm in the Village Hall.**

**Present** – Cllr. Smith; Cllr. Hann; Cllr. Johnson; Cllr. Enderson; Cllr. Gaston; District Cllr. Binks; Cllr. Manning; Penny Clapham (Clerk).

Cllr. Smith thanked all the councillors and the clerk for their hard work in the previous council year. Cllr. Smith then read an email from Mark Wallace as to his resignation.

### **1) Election of Chairman**

- a) Invite nominations and elect a Chairman for the year. Cllr. Johnson proposed Cllr. Smith, there being no other nominations Cllr. Smith accepted.
- b) Receive the Declaration of Acceptance of Office by the Chairman, Received

### **2) Election of Vice Chairman** – Cllr. Smith proposed Cllr. Charlton-Anne in his absence.

### **3) Confirm appointment** of signatories for cheque payments and authorised internet bank payments, currently Cllr. Smith, Cllr. Enderson, Cllr. Charlton-Anne. To add a fourth signature Cllr. Hann.

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

- i. Planning Committee Cllr. Johnson (Chair), Cllr. Gaston, Cllr. Green, Cllr. Charlton-Anne.
- ii. Finance Committee Cllr. Hann, (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 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. Agreed.

### **6) Apologies for absence.** Cllr. Charlton-Anne. Cllr. Green. District Cllr. Chenore. Apologies accepted for the reasons given.

### **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. Not available at present.

### **10) County & District Councillor Reports (for information only)**

District Cllr. Binks, having been absent due to illness has nothing to report this meeting. An email from Cllr. Chenore was discussed.

- 11) Minutes** –the minutes of the meeting held on the 18th March 2025 were approved and signed by the chairman as a true record.
- 12) Annual Internal Audit Report** – completed April, no issues raised. To resolve to accept this report. Resolved, all agreed by show of hands.
- 13) Annual Governance Statement** – circulated to councillors – to resolve to complete and approve this statement. Resolved. Proposed by Cllr. Smith, all agreed by show of hands.
- 14) 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.
- 15) End of Year Bank Reconciliation and Explanation of Variances** – to be noted. Noted.
- 16) Notice of Public Rights and Publication of Council's accounts** – to resolve to agree the dates of publication from 3rd June to 14th July 2025, thus including the first 14 days of July as required by law. Resolved.
- 17) PLANNING** – Mid Devon District Council have asked for observations from the parish council on the following planning applications –
- i. 25/00251/FULL Change of use of land to domestic to include the formation of vehicular access and parking area, land at NGR 277196 101025, Coleford (due 12<sup>th</sup> May)  
**APPROVED**
  - ii. 25/00321/LBC Listed building consent for extension to west stone wall and erection of plant room, Paschoe House, Bow. (due 15<sup>th</sup> May)  
**No objection**
  - iii. 25/00623/FULL Erection of dwelling, demolition of agricultural building and associated works, Land at NGR 274978 99138 Staddons, Colebrooke  
**No objection**

#### **Decisions**

- i. **24/01845/PNCOU** Prior notification of change of use of agricultural building to 5 dwellings under Class Q, Land and buildings, Combe Head Meadow, Bow  
**APPROVED**
- ii. 25/00153/HOUSE Erection of timber framed hay/feed store and animal shelter, Fairfield, Colebrooke.  
**GRANTED**
- iii. 25/00320/HOUSE Construction of outdoor swimming pool, erection of associated plant room, alterations of wall to south, extension to east and west stone walls and associated landscaping works, Paschoe House, Bow  
**GRANTED**
- iv. 25/00291/CLP Redlands, Penstone – certificate of lawful use/the proposed development is lawful.

#### **18) FINANCE**

<b>Expenditure</b>	<i>April payments already made</i>	<i>Employment</i>	<i>£259.68</i>
		<i>Linden Lea</i>	<i>£220.00</i>

	<i>DALC</i>	<i>£190.89</i>	
	<i>HiLine</i>	<i>£696.48</i>	
	<i>A.Deptford</i>	<i>£268.80</i>	
Employment May	£259.68		BACs
Linden Lea – grass cuts	£154.00		BACs
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Clear Councils – insurance	£521.76		BACs

Income	First half precept recd.	£6767.00	BACs
	HMRC VAT refunded	£212.71	BACs

Bank statement and Reconciliation for April 2025 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.

**19) Insurance** – renewed from 1<sup>st</sup> June 2025 To be noted and paid. Clear Councils £521.76.

**20) Policies** – to consider and adopt the most updated versions if ready in time for the meeting.

Agenda July for the updated versions.

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

**21) Clerk's Report (for information only)**

- i. Notice of closure of bridleway 25 for SWW works 11/08 to 15/08.

#### Items for information

**Date of next meeting - 15th July 2025 at 7pm. Future meeting dates are 16<sup>th</sup> September, 18th November 2025.**

Meeting closed at 7.54pm

Signed.....

Date.....

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

DALC bulletin 20 (sent 13/05)

DALC Bulletin 21 (sent 20/05)