

Minutes of the meeting of Colebrooke Parish Council held on Tuesday 16th September 2025 at 7pm in the Village Hall.

Present – Cllr. Smith (Chairman); Cllr. Green; Cllr. Doornbos; Cllr. Johnstone; Cllr. Manning; 2 members of the public; Cllr. Gaston; Penny Clapham (Clerk) .

1) Apologies for absence: Cllr. Enderson. Cllr. Charlton-Anne. Cllr. Hann. District Cllr. Chenore.
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 regarding one of the planning applications under discussion tonight. The planned barn is going to be very close to our house.

4) County & District Councillor Reports (for information only) report to be advised. Council are disappointed that County Cllr. Cairey did not make his apologies or attend this meeting, neither has he submitted a written report.

5) Chairman's Report (for information only) The roundabout has been fixed. Removed the dodgy picnic table from the Millenium Green. The bus stop is going to be repainted. Potholes are yet to be started.

6) Minutes –the minutes of the meeting held on the 15th July 2025 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 –

- i. 25/01189/FULL Formation of additional HGV parking spaces from 10 to 12, CC Haulage & Sons Ltd., Colebrooke.
Cllr. Gaston considers that to increase the hard standing is not appropriate.
Colebrooke Council notes the planning application made by CC Haulage to provide 2 additional parking spaces for HGVs within their existing yard area. The additional spaces would not appear to have a detrimental impact on the local area as they will be well back from the roadside and largely out of sight. The plans state that no additional vehicles will be using these spaces and that their purpose is to address parking during the day when vehicles return for fuel or to complete paperwork. The plans also state that no additional traffic will result for the provision of these additional spaces and that the number of HGV journeys on local roads may actually reduce with drivers able to take rest periods at the yard, rather than driving to Bow to rest up. It is assumed that, if the new parking is approved, this would not be used as a justification to support an increase in HGV fleet size at the site.
Colebrooke Parish Council would, therefore, on the basis of these assumptions, and the desire to support local business, **support** the application.

- ii. 25/01249/FULL Erection of an agricultural livestock building, land at north of Redhill Thatch, Colebrooke
Cllrs. are to do a site visit and report back. The result of this will be on the next agenda.
- iii. 25/00755/MFUL Variation of condition (2) of planning permission 18/01800/MFUL (Construction of an on-farm anaerobic digestion plant and associated infrastructure) to allow the substitution of previously approved site plan, to include the addition of CO2 recovery infrastructure, land at East of Lords Meadow Industrial Estate, Crediton.
No comment
- iv. 25/01249/FULL Erection of dung storage building, Land at Landsend Farm, Colebrooke. Next agenda for the result of a site meeting.

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 Wylspring 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 + VAT. Cllr. Smith proposed the MOT provided this makes our website compliant with the new regulations.
- 9) **Storage for Council archives** – for discussion and action. Clerk to ask village hall for permission to site a lockable cabinet and to check on their insurance.
- 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. Colin Langton to replace the seat as it has disintegrated.

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
	<i>All paid September 2025</i>

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

12) Open spaces –

- i. Medlar Tree as a replacement, cost £92.95 probably available in October. To be ordered.
- ii. Cemetery noticeboard – for discussion as to a replacement. 2 x A4 size noticeboard. Glass front. Aluminium as the others.
- iii. Bench in the cemetery which is now considered to be unsafe. Already dealt with.
- iv. Wet pour kit for repairs to the gaps in the surfacing – order now or in the spring? Check with Cllr. Charlton-Anne. Clerk to action.

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. Noted.

14) Employment Pay Award 2025/26 – for discussion – an increase of 60p per hour for 4 hours per week. Resolved to pay this award, proposed by Cllr. Smith, all in favour by show of hands.

15) Policies – updated and/or checked policies to be agreed. Agreed by all.

- i. Privacy Policy
- ii. IT Policy
- iii. 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.
- iii. Exeter's bid – how does Council feel about this as Clerk is attending a meeting on Thursday hosted by DALC.

Councillors Reports (for information only)

Meeting closed at 8pm

Signed.....

Date.....

Date of next meeting - 18th November 2025 at 7pm in the village hall. Finance meeting 6.30pm prior to this meeting.

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)

DALC Bulletin 39 (sent 16/09)