

COLEBROOKE PARISH COUNCIL

Clerk: Mrs. P. Clapham BA(Hons), Penton Chapel, Christow, Exeter, EX6 7NP
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19th May 2026

To Members of Colebrooke Parish Council

The Annual Parish Meeting is to be held first at 6.45pm on Tuesday 26th May 2026

You are hereby summoned to attend a Meeting of Colebrooke Parish Council, **to be held on Tuesday 26th May 2026 at 7.00 pm, in the Village Hall for the purpose of transacting the following business.**

Members of the public and press are invited to attend the meeting.

Penny Clapham

Penny Clapham BA(Hons) PSLCC
Clerk to the Council

ANNUAL PARISH MEETING
6.45PM IN THE VILLAGE HALL

AGENDA ANNUAL COUNCIL MEETING

1) Election of Chairman

- a) Invite nominations and elect a Chairman for the year.
- b) Receive the Declaration of Acceptance of Office by the Chairman

2) Election of Vice Chairman

3) Confirm appointment of signatories for cheque payments and authorised internet bank payments, currently Cllr. Smith, Cllr. Hann, Cllr. Charlton-Anne. To consider adding a fourth signatory.

4) Appointment/Confirmation of committee representatives

- i. Planning Committee
- ii. Finance Committee
- iii. HR Committee
- iv. Open Spaces Committee

v. Assets Committee

- 5) **Emails and the Agenda** – consent is required for Agendas and Meeting Documents to be sent to Councillors by email. To action.
- 6) **Apologies for absence:**
- 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.
- 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
- 10) **County & District Councillor Reports (for information only)**
- 11) **Minutes** – to approve the minutes of the meeting held on the 17th March 2026.
- 12) **Certificate of Exemption** – to resolve to approve the Certificate of Exemption
- 13) **Annual Internal Audit Report** – completed April, no issues raised. To resolve to accept this report.
- 14) **Annual Governance Statement** – circulated to councillors – to resolve to complete and approve this statement.
- 15) **Annual Accounting Statement** – circulated to councillors – to resolve to agree and sign this statement.
- 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 2026, thus including the first 14 days of July as required by law.
- 17) **Open Spaces** –
 - i. Toddler swing seat replacement – for discussion.
 - ii. Parish Map – to receive an update.
- 18) **PLANNING** – Mid Devon District Council have asked for observations from the parish council on the following planning applications –
 - i. 26/00383/HOUSE Erection of a conservatory and garage following removal of temporary structures, Wyllspring Lodge, Penstone.
Having reviewed the planning application, Colebrooke Parish Council views the proposed removal of temporary structures at the site and their replacement with permanent, proportionate and architecturally sympathetic structures as a positive development of this property. The garage and conservatory would appear to be in keeping with the existing property and should not have any detrimental impact on neighbouring houses. The proposal would not appear to have any impact on the highways or environmental aspects of the site; the garage will enable off-road vehicle parking in

Penstone where on-road parking is sometimes problematic. Having considered the plans, Colebrooke Parish Council is supportive of the proposal.

Emailed to Planning 31/03/26

- ii. 26/00507/FULL Construction of an outdoor sand school, Wylspring farm, Penstone
Colebrooke Parish Council has reviewed the planning application for the creation of a Sand School for horse at Wylspring Farm and, having considered the application is supportive of the proposal. The sand school is necessary for equestrian training and has been located in the most suitable area of the site, which has sloping ground. Whilst some levelling will be required to create a sufficiently flat area for the Sand School, the chosen site has kept this to a minimum. The plans have considered environmental factors, such as drainage and impact on nearby trees and have suitably mitigated these factors. Further the proposed planting will screen the sand school, both minimising any visual aspects but also preventing sand from being blown by strong wind. The proposal sites the sand school on agricultural land, is in line with planning guidelines, is proportionate and will not be used for commercial training purposes. Accordingly, Colebrooke PC is supportive of the application.

Emailed to Planning 11/05/26

Decision

- a) **26/00100/FULL** Demolition of existing barn, change of use of land to domestic garden and erection of boundary wall, Barn at Springers Brook, Coleford

GRANTED

- b) **26/00383/HOUSE** Erection of conservatory and garage following removal of temporary structures, Wylspring Lodge, Penstone

APPROVED

19) FINANCE

Expenditure	Linden Lea – 1 st April	£154.00	
	DALC annual subscription	£196.68	
	DALC – councillor training	£36.00	
	Visionict – SSL Certificates	£60.00	
	Employment April	£268.08	
	Lee Accounting – internal audit	£90.00	All paid April
	Linden Lee – 16 th April/1 st May	£308.00	
	Clear Councils Insurance	£527.05	
	Employment - May	£267.88	

Income	First half precept	£7,520.00
	VAT reclaim	£578.13

Bank statement and Reconciliation circulated to all councillors prior to this meeting.
Council to resolve to accept the accounts as presented.

20) Insurance – renewed from 1st June 2026 in a 3 year contract to 2028. £527.05 – to be agreed.

21) Policies – to agree the following are up to date

- i. Standing Orders 2025
- ii. Financial Regulations 2025
- iii. Internal Control Policy
- iv. Risk Assessments

22) Cemetery Rules – to resolve to agree the following wording to be added to the current cemetery rules.

“Council reserve the right to remove faded flowers from graves. Should artificial flowers/greenery be used, Council reserve the right to remove these if fallen into poor repair.”

23) Clerk’s Appraisal – submitted to Cllr. Johnstone in January; for action.

24) Clerk’s Report (for information only)

Items for information

Date of next meeting - 21st July 2026 at 7pm. Future meeting dates are 15th September, 17th November 2026.

Emails for information circulated prior to the meeting.

DALC Bulletin 17 (sent 03/04)

DALC Bulletin 19 (sent 17/04)

DALC Bulletin 22 (sent 11/05)