

# COLEBROOKE PARISH COUNCIL

Clerk: Mrs. P. Clapham BA(Hons), Penton Chapel, Christow, Exeter, EX6 7NP  
TeL: 07903 172174 Email: clerk@colebrookeparishcouncil.org.uk

9<sup>th</sup> March 2022

To Members of Colebrooke Parish Council

You are hereby summoned to attend a Meeting of Colebrooke Parish Council, **to be held on Tuesday 15<sup>th</sup> March 2022 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 from 6.30pm

### COUNCIL AGENDA

- 1) **Apologies for absence:** Cllr. Clarke.
- 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.
- 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.
- 4) **County & District Councillor Reports (for information only)**
- 5) **Minutes** – to approve the minutes of the meeting held on the 18<sup>th</sup> January 2022
- 6) **Grant application** – grant request from Citizens Advice for £250.00. To agree actions and associated expenditure.

7) **NS & I** – to agree actions with regard to the NS & I account currently standing at £ tba.

8) **Highway matters** –

- i. The Green and access
- ii. Access from Bellingate to the village
- iii. P3 Footpath Co-ordinator and agreement for signing

9) **Platinum Jubilee** – To date, there will be a Beacon Bonfire on 2<sup>nd</sup> June at 9.45pm to coincide with national activities. As this is a council activity, a risk assessment will be raised. Food will be available at cost to purchasers/bring your own chair/drinks to this wonderful event. A Bring and Share Lunch will be held on Sunday 5<sup>th</sup> June based at the Village Hall from 12.30pm, again to coincide with national activities. After lunch and subject to weather, activities to include children's sack race/egg and spoon/apple bobbing/possibly a tug of war to finish. Cllr. Hodder and Cllr. Clarke to further report to Council.

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

- i. 22/00346/FULL Siting of cabin and shower block for use as holiday let, Woodland at NGR 274700 98186 Common Plantation, Colebrooke.

**Decisions**

- a) 21/02309/FULL Installation of 54 ground mounted solar panels, Staddons, Colebrooke  
APPROVED
- b) 21/02499/HOUSE + LBC Retention of an extension, Staddons, Colebrooke.  
APPROVED
- c) 21/02561 HOUSE + LBC Alterations to external doors/windows, Staddons, Colebrooke  
APPROVED

11) **FINANCE**

Expenditure	Employment February & March	£459.28	BACs
	PAYE Q4	£166.80	BACs
	Visionict website hosting & support to 2023	£150.00	BACs
	Clerk's Expenses Q4	£79.20	BACs
Income	Locality budget towards footpath	£500.00	
	Depost account interenst to 31 <sup>st</sup> Dec	£00.54	

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

12) **Play Area** – to consider the annual inspection report on the play area.

13) **Asset Register** – to check and resolve to agree the updated register.

14) **Risk Assessments** – to check and resolve to agree both the Council and the Open Spaces risk assessments currently in place.

15) **Noticeboard outside Village Hall** – to consider replacing this noticeboard. To agree actions and associated expenditure.

**16) Plan Mid Devon Consultation** – for comments if applicable.

**PART II**

Council are excluding members of the public and the press to progress a matter of a confidential nature. Public Bodies (Admissions to Meetings Act) 1960.  
Local Government Act 1972, ss 100 and 102.

**17) Annual review of Clerk’s salary and pay grade** – for discussion.

**18) Clerk’s Report (for information only)**

- a. Confirmation has been sent to the Play Inspection Company on our rolling repeat order for them to carry out the next inspection as required of the playground and equipment – cost £100.00.
- b. Clerk’s request to attend the SLCC training seminar to be held in Exeter, 25<sup>th</sup> May, shared cost with Bampton Town Council @ £67.50 + VAT.
- c. Holiday request, 18<sup>th</sup> July to 5<sup>th</sup> August inclusive. No clerk in attendance for the July meeting on the 19<sup>th</sup>.

**Items for information**

**Date of next meeting - 17<sup>th</sup> May 2022 at 7pm.**

**Email communications since the last meeting**

DALC Newsletter 7 (sent 04/02)	Devon Climate Emergency News (sent 04/02)
DALC Newsletter 8 (sent 11/02)	NALC Chief Executive’s Bulletin (sent 15/02)
DALC Newsletter 10 (sent 18/02)	