

# COLEBROOKE PARISH COUNCIL

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

10<sup>th</sup> May 2022

To Members of Colebrooke Parish Council

You are hereby summoned to attend a Meeting of Colebrooke Parish Council, **to be held on Tuesday 17<sup>th</sup> May 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

## 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. Hodder, Cllr. Enderson and Cllr. Niklaus.

### 4) Appointment/Confirmation of committee representatives

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

### 5) Apologies for absence: Cllr. Charlton-Anne. Cllr. Wallace.

### 6) 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.

**7) 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.

**8) P3 Footpath Scheme** – to receive the first report on the general state of the footpaths in the parish.

**9) County & District Councillor Reports (for information only)**

Cllr. White – to receive a report on conservation issues identified by Colebrooke Council applied to planning applications. To receive an update on Bellingate from Cllr. White with regard to access by vehicles.

**10) Minutes** – to approve the minutes of the meeting held on the 15<sup>TH</sup> March 2022

**11) Annual Internal Audit Report** – completed 12<sup>th</sup> April, no issues raised. To resolve to accept this report.

**12) Annual Governance Statement** – circulated to councillors – to resolve to complete and approve this statement.

**13) Annual Accounting Statement** – circulated to councillors – to resolve to agree and sign this statement.

**14) End of Year Bank Reconciliation and Explanation of Variances** – to be noted.

**15) Network Rail** – Accounting for monies received from Network Rail pertinent to the bridge works particularly at Penstone.

Total received over the last 3 years £4,187

Spent so far £475 on defibrillator box, £1,200 towards the path = £1,675

Balance remaining £2,512

**15a) Network Rail Crossings** – to receive an update as to when these crossings are going to be re-opened.

**16) Open Spaces** –

- i. The fence at the Millennium Garden is showing signs of rot – to consider replacing the fence. To agree actions and associated expenditure.
- ii. Replacement of play equipment – initial quote circulated prior to the meeting for a climbing frame.
- iii. Improvements at the Glade, namely a roof over the decking which could be covered by monies from Network Rail.

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

Decisions

- a) 22/00331/CAT Reduce the height of leylandii hedge and remove 9 leylandii trees within conservation area, The Oyster, Colebrooke.

NO OBJECTION

- b) 22/00601/LBC Replace ground floor window and first floor window with doors and 1 window on north west elevation, Spencer House, Coleford.

GRANTED

**18) FINANCE**

Expenditure	Play Inspection Co. – overdue	£120.00	BACs 01/04
	DALC deducted off precept	£105.17	
	Lee Accounting internal audit fee	£72.00	BACs
	Linden Lea Gardening Services	£182.99	BACs
	Employment April & May	£433.78	BACs
Income	First half precept less DALC sub	£5743.34	
	P3 footpaths grant	£2000.00	

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

- 19) Insurance** – to discuss and resolve on a new insurance supplier due to unforeseen changes imposed on Council.

- 20) VAT Claim** – submitted 18<sup>th</sup> April for £3395.73

- 21) Jubilee** – to receive an update

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

- i. Reminder the clerk is on annual leave from 15<sup>th</sup> July to 5<sup>th</sup> August inclusive.

**Items for information**

**Date of next meeting - July 2022 at 7pm. TBC**

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

DALC Newsletter 15 (sent 16/03)	Highways Road Map newsletter (sent 16/03)
NALC Chief Executive’s Bulletin (sent 28/03)	DALC Newsletter 18 (sent 06/04)
NALC Chief Executive’s Bulletin (sent 12/04)	NALC Chief Executive’s bulletin (sent 03/05)
Flood risk strategy newsletter (sent 03/05)	DALC Newsletter 22 (sent 06/05)
ConnectMe Devon (sent 10/05)	