

COLEBROOKE PARISH COUNCIL

Locum Clerk@ Mrs. P. Clapham, Penton Chapel, Christow, Exeter, EX6 7NP
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15th January 2020

To Members of Colebrooke Parish Council

You are hereby summoned to attend a Meeting of Colebrooke Parish Council, **to be held on Tuesday January 21st 2020 at Colebrooke Village Hall, 7.30 pm, for the purpose of transacting the following business.**

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

Penny Clapham

Penny Clapham
Locum Clerk to the Council

AGENDA

- 1) **To appoint a Chairman:**
- 2) **Apologies for absence:**
- 3) **Co-option to Council to fill a vacancy.**
- 4) **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.
- 5) **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.
- 6) **County & District Councillor Reports** (for information only).
- 7) **Minutes:** To approve and sign the Minutes of the meeting held on the 19th November 2019, and those HR Committee held on 9th December 2019
- 8) **Minutes of the HR Committee held on the 4th November, 18th November, 4th December 2019:** To receive and ratify these minutes.
- 9) **Resignations:** To note that Cllr. Shepherd has resigned thus creating a councillor vacancy. Mrs. Shepherd has resigned creating a vacancy for a clerk/responsible financial officer. To agree actions and associated expenditure.

10) **Appointments to Committees:** Vacancies on Finance, Planning, Asset Management following the resignation of the Chair who was Chair of all three Committees. To agree actions.

11) **Banking –**

a) To appoint two new bank signatories with immediate effect. Current bank is Lloyds, Exeter.

12) **Finance:**

Expenditure.

USB Stick	£3.53	Mrs. Shepherd
Phone charge (December)	£1.66	Mrs. Shepherd
Closing December phone bill	£tba	Mrs. Shepherd

It is not possible to make any payments until bank signatories have been agreed and accepted by the bank.

13) **Grant application:** To consider the grant application from the Citizens Advice Bureau covering the Colebrooke parish area for £250. To agree actions and associated expenditure.

14) **Coleford Play Area:** Cllr Graham to report

15) **Snow Warden:** To consider the appointment of a new Snow Warden following the resignation of Cllr. Shepherd. To agree actions.

16) **Climate Change Emergency:** To report on progress within the parish. To agree actions.

17) **Colebrooke Parish Hall:** To consider a report from the Cllrs. on the Parish Hall Committee. To agree actions.

18) **Works at Penstone Bridge:** To note the public meeting with Network Rail on 23rd January and to consider any further response from the Parish Council.

19) **Paschoe House:** To consider expressions of concern received from parishioners.

20) **Roads and Hedges in the Parish:** To receive reports from the Clerk and Councillors re the roads and hedges in the parish including concern re the mud on the roads and the size of farm vehicles

21) **Annual Parish Meeting –** to agree date, time and format of the Annual Parish Meeting.

22) **Clerk's Report –** (for information only)

Items for Information.

Date of Next Meeting: 17th March 2020, 7.30pm in the Village Hall.