

COLEBROOKE PARISH COUNCIL

Locum Clerk: Mrs. P. Clapham, Penton Chapel, Christow, Exeter, EX6 7NP
TeL: 01647 253066 Email: clerk@colebrookeparishcouncil.org.uk

10th March 2020

To Members of Colebrooke Parish Council

You are hereby summoned to attend a Meeting of Colebrooke Parish Council, **to be held on Tuesday March 17th 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. Apologies for absence:**
- 2. Co-option to Council to fill two vacancies.**
- 3. 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.
- 4. 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.
- 5. General Power of Competence –** Council to affirm that they are able to use the General Power of Competence per the Localism Act S1-8, having sufficient elected councillors and a qualified Clerk.
- 6. County & District Councillor Reports (for information only).**
- 7. Minutes: To approve and sign the Minutes of the meeting held on the 21st January and the 18th February 2020.**
- 8. Strategic Documents –**
 - a) Standing Orders – to resolve to approve the updated Standing Orders.
 - b) Financial Regulations – to resolve to approve the updated Regulations.

- c) Model Publication Scheme – to resolve to approve the updated Scheme.
- d) Colebrooke Data Protection Policy Statement and Privacy Notice.

9. Colebrooke Parish Hall – to inform regarding ownership and liability to all members of the Council.

10. Colebrooke Cemetery – to consider the digitisation of the cemetery burial map, create a database and maplink by Pear Technology for a total cost of £1,000. Annual technical support at a cost of £150 per annum. To agree actions and associated expenditure.

11. Coleford Play Area – confirmed \$106 monies available at £7199.24.
To take as read the notes from the Playground meeting of 12th February 2020.
To agree actions and associated expenditure.

12. Penstone Bridge & Network Rail Works – to receive an update on the progress of these works.

13. PLANNING – Mid Devon District Council have asked for comments from the parish council on the following planning applications;-

- i. 20/00302/HOUSE Erection of a side extension, Beechway, Coleford.

14. FINANCE –

Expenditure	Locum Clerk Expenses January	£507.54	BACs
	Employment February & March	£416.00	BACs
	HMRC Q4	£104.00	BACs
	Visionict website hosting to March 21	£150.00	BACs
	Visionict writing accessibility statement	£54.00	BACs
	Visionict updating website	£180.00	BACs

15. Appointment of an Internal Auditor – to consider and agree the appointment of Hania Lee, Lee Accounting as Council’s internal auditor for 2019/2020.

16. Website & Accessibility Statement – the website is being updated and the required Accessibility Statement has been added. – to be noted.

17. Highways – Drainage maintenance responsibilities information from Highways – to be noted.

18. Clerk, Responsible Finance Officer – to confirm Penny Clapham in post as Clerk/RFO and to sign the contract of employment.

19. Clerk’s Report – (for information only)

- i) Woodland Trust – Cllr. Hodder’s application for trees has been successful. They will be available in the autumn for planting out. More information nearer the time.

Items for Information.

Date of Next Meeting: 19th May 2020, 7.30pm in the Village Hall. This will be the Annual Council Meeting.

Email information to Councillors
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