**COLEBROOKE PARISH COUNCIL**  
Clerk: Mrs. P. Clapham, Penton Chapel, Christow, Exeter, EX6 7NP  
TeL: 07903 172174 Email: clerk@colebrookeparishcouncil.org.uk

12th May 2020

To Members of Colebrooke Parish Council

You are hereby summoned to attend a Virtual Meeting of Colebrooke Parish Council, **to be held on Tuesday 19th May 2020 at 7.00 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

<https://us02web.zoom.us/j/84198869944?pwd=OHNKTVdTazBlZ0FaRXlycjdYVlVDQT09>

**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.

1. **County & District Councillor Reports (for information only).**
2. **Minutes: To approve the Minutes of the meeting held on the 17th March 2020.**
3. **Insurance –** to check insurance quotations received for renewal from 1st June 2020.
4. **Penstone Bridge & Network Rail Works –** to receive an update on the progress of these works.

1. **PLANNING –** Mid Devon District Council have asked for comments from the parish council on the following planning applications;-
2. 20/00616/FULL Change of use of land from agriculture to green burial site, Tree Tops Farm, Colebrooke.

**Decisions:**

1. 20/00302/HOUSE Erection of side extension, Beechway, Coleford.

**APPROVED**

1. 20/00571/PNAG Prior notification of the erection of an agricultural building, Butsford Barton.

No objection – prior approval not required.

**10) FINANCE –**

**Expenditure** Employment April & May £416.00 BACs

Zoom payment by Clerk £143.88 BACs

B. Watson – grass cuts tba BACs

DALC annual sub £98.40 BACs

Refund to S. Smith less sales £370.00 BACs (completed)

**Receipts** First half precept £5500.00 DD

Sale of filing cabinet + inks £130

1. **VAT return –** created and submitted to HMRC for a refund of £205.77. To be noted.
2. **Certificate of Exemption for an External Audit –** to resolve that the figures on the certificate of exemption are correct and for the certificate to be signed.
3. **Annual Governance Statement –** to resolve to agree the annual governance statement.
4. **Annual Accounting Statement –** to resolve to agree the annual accounting statement.
5. **Updated policies to be agreed:** circulated prior to this meeting.
6. Asset register policy
7. Absence & Sickness Policy
8. Bullying & Harassment Policy
9. Disciplinary Policy
10. **Consultation on Public Space Protection Order –** circulated by email prior to this meeting.
11. **Clerk’s Report – (for information only)**

**Items for Information.**

Date and time of Next Meeting: to be advised.