

Minutes of the Annual Council Meeting of Colebrooke Parish Council held on Tuesday 17th May 2022, 7pm in the Village Hall.

Present – Cllr. Smith (Chairman); Cllr. Hodder; Cllr. Niklaus; Cllr. Johnstone; Cllr. Graham; 3 members of the public. Nicky Wallace (footpaths); Cllr. Clarke.

1) Election of Chairman Cllr. Smith

- a) Invite nominations and elect a Chairman for the year. Cllr. Smith proposed by Cllr. Hodder, no other nominations, all in favour, Cllr. Smith accepted.
- b) Receive the Declaration of Acceptance of Office by the Chairman – forwarded after the meeting by email.

2) Election of Vice Chairman – Cllr. Hodder proposed by Cllr, Smith, all in favour, Cllr. Hodder accepted.

3) Confirm appointment of signatories for cheque payments and authorised internet bank payments, currently Cllr. Smith, Cllr. Hodder, Cllr. Enderson and Cllr. Niklaus. Confirmed.

4) Appointment/Confirmation of committee representatives

- i. Planning Committee – Cllrs. Smith, Charlton-Anne, Clarke, Graham, Enderson & Johnstone.
- ii. Finance Committee – Cllr. Enderson, Niklaus, Hodder, Smith & Graham.
- iii. HR Committee – Cllr. Graham, Charlton-Anne & Hodder.
- iv. Open Spaces Committee – Cllrs. Wallace, Smith, Niklaus & Enderson.

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

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. Item 16(a) Cllr. Hodder.

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.

Parishioners brought up the issue of a planning application discussed at the April planning meeting. Cllr. Smith responded on behalf of the council. Parishioner requested Council hold a further planning meeting on this particular application. This can only be held when/if a further planning application is submitted for the site in question.

8) P3 Footpath Scheme – to receive the first report on the general state of the footpaths in the parish. Nicky Wallace has walked all the footpaths and completed the required form with comments. This is an excellent start to the P3 scheme. Ros Collins is coming to walk some of the paths this week with Nicky Wallace and discuss actions. Main issues identified are overgrowth and lack of access for dogs because of stiles. Nicky Wallace was thanked by the Chairman for her hard work in noting all the paths.

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.

Not received in time for the meeting.

10) Minutes – the minutes of the meeting held on the 15TH March 2022 were approved and signed as a true record by the Chairman.

11) Annual Internal Audit Report – completed 12th April, no issues raised. To resolve to accept this report. Resolved, proposed by Cllr. Smith, all in favour by show of hands.

12) Annual Governance Statement – circulated to councillors – to resolve to complete and approve this statement. Resolved and approved, proposed by Cllr. Smith, all in favour by show of hands.

13) Annual Accounting Statement – circulated to councillors – to resolve to agree and sign this statement. Resolved and approved, proposed by Cllr. Smith, all in favour by show of hands.

14) End of Year Bank Reconciliation and Explanation of Variances – 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. Not being opened for quite some time yet due to a lack of power for a traffic light system on safety grounds.

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. The main road side requires replacement fencing. Cllr. Smith to check; agenda July for follow up.
- ii. Replacement of play equipment – initial quote circulated prior to this meeting for a climbing frame. Cllr. Hodder would like to involve some of the young families to get their input. Agenda July for an update. Clerk to check how much S106 is still available.
- iii. Improvements at the Glade, namely a roof over the decking which could be covered by monies from Network Rail. Cllr. Hodder has submitted an application to County Cllr. Letch for some funding. Cllr. Smith proposed that monies from Network Rail be used for this project as it can be commenced in June. All agreed by show of hands – Cllr. Hodder to action.

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

None received.

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
	Linden Lea – grass cuts April	£136.00	BACs
	Employment April & May	£433.78	BACs
	BHIB Insurance	£362.26	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 resolved to accept the accounts as presented. Proposed by Cllr. Smith, all agreed by show of hands.

- 19) Insurance** – to discuss and resolve on a new insurance supplier due to unforeseen changes imposed on Council. Comparisons between 3 suppliers. Proposed to accept the quote from BHIB Insurers for £362.26 pa on a 3 year rolling contract. All agreed by show of hands.

20) VAT Claim – submitted 18th April for £3395.73. Noted.

21) Jubilee – to receive an update – Cllr. Hodder updated council on the beacon evening, the food and activities for the 2nd June. The big lunch is going ahead based on numbers of 60. The Bell has run a big article full of information. A rope for the tug of war is being sourced. Children’s games will be arranged on the day (5th June).

22) Clerk’s Report (for information only)

- i. Reminder the clerk is on annual leave from 15th July to 5th August inclusive.
- ii. Public rights for the inspection of council’s accounts will be from 6th June to 15th July.

Items for information

Cllr. Enderson is checking the cemetery charges and these will be an agenda item in July.

Cllr. Hodder brought up the issue of the poor state of the noticeboard outside the village hall – this can be replaced at a cost of approximately £500 - this needs to go ahead in order for Council to be inclusive to all parishioners regarding notices for the council. All agreed to the purchase of a new noticeboard.

Date of next meeting - 19th July 2022 at 7pm.

Meeting closed at 8.18pm

Signed.....

Date.....

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)
NALC Chief Executive's Bulletin (sent 12/04)
Flood risk strategy newsletter (sent 03/05)
ConnectMe Devon (sent 10/05)

DALC Newsletter 18 (sent 06/04)
NALC Chief Executive's bulletin (sent 03/05)
DALC Newsletter 22 (sent 06/05)
DALC Newsletter 23 (sent 13/05)