

Minutes of the meeting of Colebrooke Parish Council held on Tuesday 17th March, 7.30pm in the Village Hall, Colebrooke.

Present: Cllr. Smith (Chairman); Cllr. Hodder; Cllr. Graham; Cllr. Enderson; Cllr. Niklaus; Cllr. Clarke; Cllr. Charlton-Anne; Penny Clapham (Clerk) District Cllr. White. 1 member of the public.

1. **Apologies for absence:** County Cllr. Way.
2. **Co-option to Council to fill two vacancies.** Postponed to another meeting as no applicants able to attend.
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. Cllr. Charlton-Anne, agenda item 10.
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.

Parishioner updated Council regarding the large tankers accessing the village. The newer tankers are slightly larger but more efficient, with two axles, so better for both the roads and the fields. Cllr. Charlton-Anne asked if there was provision for cleaning the roads after the vehicle has gone through. Efforts are made to keep roads and verges as clear as possible.

5. **General Power of Competence** – Council affirmed 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).**
District Cllr. White – As the virus is moving quickly Mid Devon DC are stopping most meetings except cabinet and planning. There could be issues about any meetings being quorate. After an analysis of the workforce, the District Council can continue to function with up to a third of the workforce off; Government are looking into whether or not virtual meetings could be legal. District Council are looking at planting 50,000 trees district wide.
- 7) **Minutes: the Minutes of the meetings held on the 21st January and the 18th February 2020** were Agreed and signed by the Chairman as true records.
- 8) **Strategic Documents** –
 - a) Standing Orders – to resolve to approve the updated Standing Orders. Agreed.
 - b) Financial Regulations – to resolve to approve the updated Regulations. Agreed.
 - c) Model Publication Scheme – to resolve to approve the updated Scheme. Agreed.
 - d) Colebrooke Data Protection Policy Statement and Privacy Notice. Some amendments to be collated by the Clerk.
- 9) **Colebrooke Parish Hall** – to inform regarding ownership and liability to all members of the Council.

The parish council are the custodian trustees of the parish hall and have no liability. Council grant £1500 annually to the village hall. The grant will be actioned as soon as funds allow.

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. Actions. Cllr. Emmerson will put the information from the map onto an excel spreadsheet. The map, which is in a distressed condition should then be copied.

11) Coleford Play Area – confirmed S106 monies available at £7199.24.

To take as read the notes from the Playground meeting of 12th February 2020. Cllr. Graham circulated the most recent report from the working group. Suggested a community consultation when circumstances allow. Actions: to develop the report further so plans will be ready once a community consultation can take place. Council thanks Emily Trace for her hard work on the plans so far.

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

The bridge is now being built; the piling is also continuing. The workmen are being helpful locally, though there is some encroachment on the parking during the day. The weekend the bridge goes in, the car park will have to be completely cleared. Adjoining roadways will have to be cleaned up once the works have been finished.

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.
Supported.

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

Council resolved to accept the accounts. All in favour by show of hands.

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. Approved.

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

17) Highways – Drainage maintenance responsibilities information from Highways – noted.

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

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.

Chairman’s report (for information only)

The WI have approached the chairman about where they could plant a tree and bulbs to celebrate an anniversary year. Suggestions made and will be communicated to the WI.

Coronavirus discussion – to compose a leaflet, use the printer and distribute by the end of the week.

Meeting closed at 9pm

Signed.....

Date.....

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

DALC Newsletter 4 & numerous information leaflets regarding the coronavirus.