**Minutes of the Virtual Meeting of Colebrooke Parish Council held on Tuesday 19th May 2020 at 7pm.**

Present: Cllr. Smith (Chairman); Cllr Hodder; Cllr. Graham; Cllr. Enderson; Cllr. Niklaus; Cllr. Charlton-Anne; Cllr. Clarke; Penny Clapham (Clerk) 2 members of the public; District Cllr. White; County Cllr. Way

1. **Apologies for absence:** None.
2. **Co-option to Council to fill two vacancies.**

Cllr. Smith proposed Mark Wallace and Tracey Bragg to be co-opted to fill the two vacancies for councillors. All agreed by show of hands. Both co-optees signed the acceptance forms.

1. **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. None declared.
2. **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).**

County Cllr. Way updated Council on matters relating to County Hall, particularly with regard to grants that have been distributed. The Covid-19 pandemic is financially very concerning for the county..

1. **Minutes: To approve the Minutes of the meeting held on the 17th March 2020.** Approved. The minutes will be signed at the first available non-virtual meeting.
2. **Insurance –** to check insurance quotations received for renewal from 1st June 2020.

Three quotes having been obtained and circulated prior to this meeting, Council agreed to renew insurance with Community First for one year, to review May 2021. All agreed by show of hands.

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

Cllr. Hodder reported that the works have not been going forward due to the lockdown in place.

At present there is no knowledge as to when they will start again.

District Cllr. White arrived at 7.40pm.

Cllr. White reported on the green burial site planning application, regarding the private water supply in situ. Confirmed that Mid Devon DC have allocated grant funding, having received additional monies from Government.

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.

NOT SUPPORTED. Council have concerns as it has been ascertained that a private water supply, still in use, has been found 132 metres from the proposed site. There is not enough supplied information on future infrastructure. Further expressed concerns about proposed physical changes at Elley Cross.

**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

Community First Insurance £203.58 BACs

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

**Receipts** First half precept £5500.00 DD

Sale of filing cabinet + inks £130.00

Sale of printer £30.00

Council resolved to accept the accounts – all agreed by show of hands.

1. **VAT return –** created and submitted to HMRC for a refund of £205.77. Noted.
2. **Certificate of Exemption for an External Audit –**  Resolved that the figures on the certificate of exemption are correct. All in favour by show of hands. Chairman signed the certificate.
3. **Annual Governance Statement –**  Resolved. The annual governance statement was signed by the Chairman.
4. **Annual Accounting Statement –**  Resolved. The annual accounting statement was signed by the Chairman.
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

All policies agreed by show of hands and will be published on the website.

1. **Consultation on Public Space Protection Order –** circulated by email prior to this meeting. Council considered that individual responses would be more appropriate.
2. **Clerk’s Report – (for information only)**

No report this month.

Cllr. Niklaus wished to publicly thank Cllr. Graham and all the helpers within the community for all they have done to keep everyone safe and looked after during the past few weeks of the pandemic. Thank you. These thanks were echoed by all the other councillors.

**Chairman’s update (for information only)**

The subject of the over-growth along the parish footpaths was brought to Council’s attention. The paths are cut variously by either Devon CC or Mid Devon CC. Due to the pandemic, the cutting season has been slightly delayed but should now be happening all over the County – this only happens twice a year.

Council will discuss the P3 footpath scheme at the July meeting – it would be very useful to have a parish footpath warden. More details in July.

**Items for Information.**

The next meeting of Colebrooke Parish Council will be on Tuesday 21st July at 7.00pm. This may also be a virtual meeting.

Date of agreeing the virtual minutes…………………………

Signed…………………………………….. Date…………………………………..