

Burlescombe Parish Council

28 October 2024

To: All members of Burlescombe Parish Council

Dear Councillor

You are duly summoned to attend a meeting of the **Burlescombe Parish Council** to be held in Roger William's Room at Burlescombe Village Hall on Monday, **4 November 2024 at 7.00pm**. The meeting is open to the press and the public.

Yours sincerely
Susan McGeever
Acting Parish Clerk

AGENDA

Uncontested Election

New duly elected parish councillors to sign the Declaration of Acceptance of Office of Parish Councillor prior to the meeting.

1. Apologies/Introduction of new council members

2. Declarations of Interest/Dispensations

To receive any declarations of interest relating to business to be conducted at this meeting and
To consider any dispensation requests and confirm any relevant dispensations.

3. Minutes of Previous meetings: to ratify the decisions made at and approve minutes of the meeting on 7 October 2024.

4. Public Participation

Members of the public may speak for a period of 3 minutes on matters they wish to bring to the attention of the Parish Council and these matters may be related to the item on the agenda.

Unless the Chair elects to put down standing orders, members of the public may not speak during the remainder of the meeting.

5. Matters arising from the last minutes

Updates on matters arising from the last minutes will generally be raised under the appropriate agenda item

6. To elect a new Vice Chair(s)

7. To consider and approve adopting core documents in line with NALC model documents

- Code of Conduct
- Standing Orders
- Financial Regulations

Further core documentation will be prepared for the next Parish Council meeting.

8. To receive a report from the Chair on:

- Maps of the Parish
- Update on the Westleigh Play Park handover
- Update on works required at Westleigh Play Park and recreation field
- Update on signage at Westleigh (footpath/bins)
- Councillor Training
- Appointment of a Clerk
- Website / emails
- Emails from residents
- Bus stops
- Potential parish survey to identify resident's key concerns

9. To consider the Parish Council's response to the following planning applications and receive decision notices:

Planning applications:

24/00635/MFUL

Proposal: Erection of storage and manufacturing unit to include formation of parking area and associated works

Location: Land at NGR 308248 116493 West of Woodlands Business Park Burlescombe Devon Grid

Ref: 308248 : 116493

Parish: Burlescombe 06

Deadline for comments: 23 October 2024 – extension agreed to 5 November 2024

24/01432/FULL

Proposal: Change of use of land for the siting of 3 additional traveller pitches to include associated garden areas

Location: Land at NGR 308614 116898 (Corbett) Burlescombe Devon

Site Vicinity Grid Ref: 308578 / 116869

Parish: Burlescombe 06

Deadline for comments: 11 November 2024

24/01313/LBC

Proposal: Listed Building Consent for the retention of internal and external alterations to the outbuilding

Location: Rocknell Manor Farm Westleigh Tiverton

Site Vicinity Grid Ref: 305003 / 116674

Parish: Burlescombe 06

Deadline for comments: 19 November 2024

Decision notices:

DAHX/DCC/4358/2023 – 23/10/2024 - REFUSED

Retention of existing deposition and temporary landfill site for the deposition of additional inert waste and a construction waste recycling facility with associated works including temporary buildings, access and landscaping, at Land at Greenway, Uplowman, Tiverton

10. Highways Matters/Footpaths

- a) Parish Council response to the Devon and Torbay Local Transport Plan 4 (LTP4)

- b) Parish Council response to the Devon Countrywide Local Cycling and Walking Infrastructure Plan

- c) Matters pertaining to Burlescombe
 - Need for a Roads Working Group
 - White lines at the railway bridge and school
 - Dip at Redball
 - Welcome to Devon sign
 - Potholes
 - Road Warden scheme
 - Snow Warden scheme
 - P3 Scheme (Footpaths)
 - Speed limits in the village

11. Financial matters:

- Update of obtaining access to the bank account
- Addition of signatories to the bank account
- Update on financial situation and invoices for payment
- MDDC ground maintenance contract
- Request for grant funding from CHAT
- Consideration of the budget and precept

12. To receive the report from the Communications Officer (see supporting documentation)

13. To receive a report on the Councillor Advocate Scheme/local crime

- Appointment of a Parish Councillor as representative on the Scheme

14. To receive a report on the Grand Western Canal Joint Advisory Committee

15. To receive a report on the Quarries

16. To receive a report from MDDC Councillors Westcott and Lock

17. To receive a report from DCC Councillor Ray Radford

18. Items for next meeting

19. Dates of the next Parish Council Meetings

2 December 2024

Burlescombe Parish Council communications update

4 November 2024

Communications since last meeting

1. **New website** – our new website www.burlescombeparishcouncil.gov.uk is now live. It includes information about who we are, what we do, meeting information, links to online services from DCC and MDDC, and more.
2. **Parish magazine** – In the November issue of the Parish magazine, we shared an update that summarised key messages from the meeting on 7 October and other recent activities.
3. **Facebook**

Topics covered by Facebook posts since the last meeting:

- Hillhead quarry extension and drop-in session information.
- A quarterly summary of what we've been focusing on since elected.
- Information about the three vacancies, the election and the result.
- Our presence at the Burlescombe Halloween Market.
- Covid and flu vaccination information.
- Road closure and diversion information.

Our reach continues to grow, with more and more people seeing our content. More than 800 people have seen a communication from us in the last month.

4. Noticeboards

In line with our approved comms plan, agendas and minutes have been posted in the Westleigh, Burlescombe, Appledore and Ayshford noticeboards. Notices of vacancies and the election were also posted.

5. In person engagements

- The drop-in session ahead of the last meeting saw a few members of the public come along to talk to councillors.
- Councillors Forward and Smith attended the Halloween Market on 26 October in Burlescombe. We had a good level on engagement with parishioners, the key topic that came up was the roads – maintenance and safety in particular.

Future communications

1. Website development – we'll continue to add to the site and will be promoting it across all channels to encourage people to visit.
2. Residents' survey – pending approval of the research item on the agenda, we'll promote our residents' survey through all available channels.
3. Parish magazine – The December issue deadline is on 10th of the month, we'll include an update from this meeting, details about our new members and contact details, and new website details.
4. Facebook:
 - a. A summary of key messages from this meeting and informal drop-in session.
 - b. Promotion of our new website
 - c. Any other topics that arise that warrant a standalone post.
5. Noticeboards – agendas and minutes.