

# Burlescombe Parish Council

25 November 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 Westliegh URC on Monday, **2 December 2024 at 7.00pm**. The meeting is open to the press and the public.

Yours sincerely  
Susan McGeever  
**Acting Parish Clerk**

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## AGENDA

### 1. Apologies/Update on the Parish Council vacancy

### 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 4 November 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

- Litter pick proposal (Councillor Downing)
- Delivery of fast fibre (Councillor Box/Connecting Devon and Somerset update)
- Appointment of Parish Councillors to the Amenities Working Group and date for the next meeting to discuss the takeover of the Play Park
- Annual Parish Meeting/Community Showcase
- Park Wood
- Old Railway Line – Amenities Working Group to carry out an inspection and invite other local experts

### 6. To consider and approve adopting core documents in line with NALC model documents/ recommendations:

- Employment Contract
- Staff policies
- Co-option policy

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

**7. To receive a report from the Chair on:**

- Update on councillor vacancy
- Working relationship between chair, vice and clerk
- Update on the Westleigh Play Park handover
- Update on works required at Westleigh Play Park and recreation field
- Update on dog bin outside Westleigh recreation ground
- Councillor Training
- Appointment of a Clerk
- Website / emails
- Emails from residents
- Bus stops
- Survey

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

**Planning applications:**

**24/01277/FULL**

Proposal: Change of use of ground floor of existing pub (Use Class Sui Generis) to create 4 dwellings (Use Class C3)

Location: The Ayshford Arms Burlescombe Tiverton

Site Vicinity Grid Ref: 307274 / 117003

Parish: Burlescombe 06

Deadline for comments: 28 November 2024 – extension to 4 December 2024

**Existing 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

The missing information has now been uploaded to the portal and a further comment can be sent to the Planning Officer.

**Decision notices:**

No decision notices have been received.

**9. Highways Matters/Footpaths**

Matters pertaining to Burlescombe

- Appointment of a Parish Council representative for Highways Matters
- White lines at the railway bridge
- White lines at the school
- Dip at Whiteball
- Welcome to Devon sign
- Potholes
- Water on the hill road
- Road Warden Scheme
- Snow Warden Scheme
- P3 Scheme (Footpaths)
- Speed limits

- Parking at top of Hensons Drive, Westleigh

**10. Financial matters:**

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

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

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

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

- Appointment of a Parish Councillor(s) as representative(s) on the Joint Advisory Committee
- Public Consultation on Area B of the Tiverton Eastern Urban Extension. This runs from 20th November 2024 to 10th January 2025. The link to the online information about the Consultation is; <https://letstalk.middevon.gov.uk/tiveueareabmasterplan>

**14. To receive** a report on the Quarries

- Appointment of a Parish Councillor as the second representative

**15. To receive** a report from MDDC Councillors Westcott and Lock

**16. To receive** a report from DCC Councillor Ray Radford

**17. Items for next meeting**

**18. Dates of the next Parish Council Meetings**

6 January 2024

# Burlescombe Parish Council communications update

2 December 2024

## Communications since last meeting

**1. The residents' survey** – our residents' survey is live. It has been promoted via the parish magazine, our website, noticeboards and Facebook.

At time of writing (24 Nov), we have 54 responses, out of an electorate of 770 people.

Ideally, we would like to see that rise to over 200 responses over the next two weeks, to give us a good level of confidence that the results are representative.

**2. Parish magazine** – In the December issue of the Parish magazine, we shared an update that summarised key messages from the meeting on 4 November, as well as the information about the survey, and the updated details for the council members.

## 3. Facebook

Topics covered by Facebook posts since the last meeting:

- M5 closure and diversion information.
- Notice of election.
- Promotion of survey.
- Outcome of election (in development at time of writing).
- Agenda for the 2 December meeting (also to be published at time of writing).

## 4. Noticeboards

In line with our approved comms plan and requirements, notices, agendas and minutes have been posted in the Westleigh, Burlescombe, Appledore and Ayshford noticeboards.

## 5. In-person engagements

- The drop-in session ahead of the last meeting saw a couple members of the public come along to talk to councillors.
- Councillors attended the Burlescombe Christmas Evening Market Saturday 30 November (planned at time of writing).

## Future communications

1. Co-option process for our one vacancy – we'll promote through all our channels how people who want to be considered for the vacancy can put themselves forward.

2. Residents' survey – will keep promoting this as much as possible through our channels – if all Councillors can speak to people and encourage them to complete it, that will assist. Paper copies will still be available at the Pop-Inn (pop-up pub night) in Burlescombe Hall on Friday 6 December 6.30-9.30pm.

3. Parish magazine – The January issue deadline is on 10th of the month, we'll include an update from this meeting, as well as co-option info.

4. Facebook:

- a. A summary of key messages from this meeting and informal drop-in session.
- b. Final push for the survey completion.
- c. Co-option info.
- d. Any other topics that arise that warrant a standalone post.

5. Noticeboards – agendas, minutes and any election notices.