

Burlescombe Parish Council

29 December 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 Westleigh URC Hall on Monday, **6 January 2025 at 7.00pm**. The meeting is open to the press and the public.

Yours sincerely
Susan McGeever
Acting Parish Clerk

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 2 December 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

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

- Risk Assessment
- Volunteers

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

7. To receive a report from the Chair

- Councillor Training
- Appointment of a Clerk
- Website / emails
- Emails from residents
- Bus stops

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

Planning applications:

24/01690/FULL

Proposal: Replacement of fire damaged building (Use Class E)

Location: The Old Well Uffculme Cullompton

Site Vicinity Grid Ref: 305655 / 113960

Parish: Burlescombe 06

Deadline for comments: 24 December 2024 extension to 7 January 2025

24/01683/FULL

Proposal: Siting of 2 mobile homes including; storage shed; parking areas; septic tank and soakaway

Location: Land at NGR 308600 116920 (Corbett) Burlescombe

Site Vicinity Grid Ref: 308578 / 116869

Parish: Burlescombe 06

Deadline for comments: 10 January 2025

24/01740/PNCOU

Proposal: Prior notification for the change of use of redundant agricultural building to 3 dwellings under class Q

Location: Land and Buildings at NGR 307702 116591 Higher Reed Farm Burlescombe

Site Vicinity Grid Ref: 307702 / 116591

Parish: Burlescombe 06

FOR INFORMATION ONLY

Decision notices:

24/01313/LBC – APPROVED – 19 December 2024

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

Location: Rocknell Manor Farm Westleigh Tiverton Devon

9. **Highways Matters/Footpaths**

Matters pertaining to Burlescombe

- White lines at the railway bridge
- White lines at the school
- Dip at Whiteball
- Potholes
- Water on the hill road
- Road Warden Scheme
- Snow Warden Scheme
- P3 Scheme (Footpaths) and funding and PROW map
- 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
- S106 funding

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

- To review the responses to the survey

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 the Amenities Working Group

- Update on the Westleigh Play Park handover
- Update on works required at Westleigh Play Park and recreation field and consideration of quotes received
- Update on dog bin outside Westleigh recreation ground
- Update on the ORL

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

4 February 2025

Burlescombe Parish Council communications update

6 January 2024

Communications since last meeting

1. **Parish magazine** – In the January issue of the Parish magazine, we shared an update that summarised key messages from the meeting in December, as well as the updated details about Councillors' responsibilities.

2. Facebook

Topics covered by Facebook posts since the last meeting:

- Free parking in local towns over the festive period.
- Final promotion of residents' survey.
- Key updates from the 2 December meeting.
- Burlescombe traffic lights for National Grid works.
- Burlescombe Church Carol Service.
- The Tiverton Eastern Urban Extension Public Consultation.
- The date, time, location and agenda and for this meeting.

Facebook has also been a place where members of the public have posted criticisms of the Council. Just to confirm to Councillors our approach to social media, in line with the Local Government Association's guidance:

- We use it primarily to **update the community on Council activities** – meetings, decisions and actions.
- We also **share information from other organisations** that will be useful to parishioners, for example Highways updates, District and County Council updates, etc. This is on a best endeavours basis – the Parish Council is not responsible for updating everyone on everything, and does not have the resources to do so.
- We are **not required to respond to or comment on everything** on social media. Where possible, if someone raises a question, we may share information already available, however most commonly, if a parishioner raises a topic or issue it will be considered for inclusion on a future agenda and reported on through the minutes and our usual updates.
- **We do not feed social media 'trolls'** – users who are negative and abusive. We don't respond to their posts, which are designed to upset, elicit a response or to further their own goals. We will however continue to share our factual updates, some of which may address the misinformation these trolls can post. But we do not let their activities dictate our efforts or communications simply because they can be disruptive. We will however delete, block and report any individuals who are persistently abusive.

3. 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. As well as the notice of the upcoming election.

4. In-person engagements

- Councillors attended the Burlescombe Carol Service, and the one in Holcombe Rogus.
- Cllr Forward attended MP Rachel Gilmour's gathering of local councillors.

Topics for future communications

1. The Parish Precept
2. Results of our residents' survey.
3. Election for our one vacancy.

Burlescombe Parish Council residents' survey results summary

In November and December 2024, Burlescombe Parish Council ran a survey to understand residents' priorities and views.

A total of 105 people responded – online and via a paper version which was distributed at meetings and other local events.

The total number of people in the households of those who responded is between 207 and 323 people, depending on whether multiple people from the same household filled in the survey.

The key findings of the survey are:

- The three topics within the Parish Council's responsibilities that matter most to residents are: partnering with local authorities; maintenance of verges/other green spaces; and monitoring public footpaths.
- When it comes to working with other organisations, the three topics that residents most want us to focus on are: maintenance of roads and pavements; crime and disorder; and traffic, speeding, road signs and safety.
- The top three things residents would like to see improved are: the roads, more facilities (for example a shop or pub), and better public transport.

Other findings are that:

- More than 60% of respondents said they would be willing to get involved in helping to make improvements for the parish, for example taking part in litter picks, helping with maintenance or running community events.
- The top three things people like about living here are: proximity to nature and the outdoors, the quiet and the sense of community.
- Most residents want to keep up to date with Council activities through Facebook and the Parish magazine.
- Most residents would prefer to contact the Council via email when they need to, followed by the contact form on our website.
- Many residents do not attend meetings because they don't have time, and they get the information they need through other channels.