

Burlescombe Parish Council

11 February 2025

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 on Tuesday, **18 February 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 21 January 2025.

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:

- Vexatious policy
- Complaints policy
- Volunteering policy

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

Acting Parish Clerk to prepare a report on the deletion of historic Clerk emails, deletion of councillor in boxes, deletion of files from council laptop and the handover from previous Parish Council to the caretaker Parish Council. Extensive consultation with DALC, NALC and

other Clerks together with discussions with solicitors. Mechanism/document needs to be put in place to ensure that Parish Council property is protected.

- Emails from residents
- Report from the DALC Devolution discussion
- Emergency Plan
Parish Council proposal that Councillor McDonald take the lead in emergency planning.
The Acting Parish Clerk would provide a copy of the current DCT Emergency Plan template (actioned).
The Emergency Plan was a community project and funding was available for meetings and equipment.
- Consultations
Devon and Somerset Fire and Rescue Service
MDDC Community Risk Register
- Acting Parish Clerk to contact Rachel Gilmour's office to arrange a meeting. (actioned)
- Delivery of fast fibre
Information received from Connecting Devon and Somerset
- Updating the Burlescombe Parish Risk Register

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

Acting Parish Clerk to report at the next meeting on the notification process for planning applications.

MDDC Planning send out both Consultation Requests and Decision Notices together with details of any Appeals, Withdrawals of applications, PNAG requests etc

These are forwarded to all Parish Councillors and placed on the agenda for the next meeting providing the deadline for comments falls within the timescales of the meeting. Where a deadline for comments is before the next meeting, the Acting Parish Clerk requests an extension. These are normally granted.

Acting Parish Clerk to advise regarding the inclusion of a Planning Guide on the BPC website

It would be advantageous to put a link to the MDDC Planning Portal on the BPC website together with a list of material planning considerations that would be taken into consideration by the Planning Officers to assist residents when responding to a planning application.

Planning applications:

There are no planning applications to consider.

Call for Sites

Mid Devon District Council is launching a new Call for Sites 06 February – 14 March 2025. This will help us understand the most recent information on available sites across Mid Devon and help inform the development of our Local Plan. The Call for Sites provides individuals and organisations with the opportunity to suggest sites that they think have the potential to be developed for housing, economic or other uses. We are particularly interested in hearing about small and medium sized sites as these have wider benefits such as supporting small and medium enterprises, providing opportunities for self and custom build as well as community led schemes.

Decision notices:

24/00635/MFUL – APPROVED – 23 January 2025

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

24/01690/FULL – APPROVED – 24 January 2025

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

Location: The Old Well Uffculme Cullompton Devon

24/01740/PNCOU – APPROVED – 3 February 2025

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 Devon

24/01432/FULL – APPROVED – 7 February 2025

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

24/01683/FULL – APPROVED – 7 February 2025

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

Location: Land at NGR 308600 116920 (Corbett) Burlescombe Devon

24/01277/FULL – APPROVED – 7 February 2025

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 Devon

9. Highways Matters/Footpaths

Matters pertaining to Burlescombe Parish Council

A request for DCC Highways to update on actions taken or plans to take action following a previous report from BPC on the state of the roads, including the refilling of grit bins. See below

- White lines at the railway bridge
Completed
- White lines at the school
Would need to be requested
- Dip at Whiteball
The dip in the road on the A38 and the various defects have all been put forward for patching and are now with our network response team. Unfortunately, exact timeframes on when they will be completed are not available. To note this is outside of Burlescombe Parish
- Potholes
Repairs are taking place to the A38 as a temporary measure
- Water on the hill road, Burlescombe
DCC and MDDC are both investigating the matter and the water from the Garages
- Road Warden Scheme
Chapter 8 training to be arranged
- Snow Warden Scheme
- P3 Scheme (Footpaths) and funding and PROW map
The new PROW maps have been received from DCC.
Negotiations with DCC are ongoing regarding the P3 Scheme form that was submitted in March 2024 and looked to recoup monies from previous years. Invoices have been submitted for 2023-24 and 2024-25. Work is ongoing to obtain invoices for previous years.
- Speed limits
Petition (numbers are important so that it can be raised at a DCC Cabinet Meeting by the DCC District Councillor)
Community Speedwatch (Halberton PC are setting up training – potential to join this session if the Speedwatch group has been set up with requires four known volunteers)
- Traffic volumes and parking in Burlescombe, as well as the issue opposite the road to Tiverton Parkway (in the parish of Sampford Peverell)
The issues in Sampford Peverell are on the agenda for Sampford Peverell Parish Council and include double yellow lines and restricted parking hours

10. Financial matters:

Actions:

- Acting Parish Clerk to prepare a report into why it took so long to get access to the bank account for review at a Parish Council meeting

Given the need for GDPR, this report will be circulated to Parish Councillors. A brief resume will be included in the minutes of the meeting.

- Contact Lloyds Bank/Financial Ombudsman as the time taken has impeded the proper running of the council and the compensation does not reflect the time taken to resolve the matter and the risk to public funds.

The Acting Parish Clerk has contacted Lloyds and the matter of further compensation is being reviewed.

- A review of banking procedures and interest rates would be placed on the agenda of the next meeting.

All Parish Councils should operate a dual signature for all cheques. The Unity Trust Bank has a simple system and the bank is used by many Parish Councils. Its systems are fully compliant with Parish Council Financial Regulations. The Parish Council will move to Unity Trust Bank following the resolution of matters with Lloyds Bank. As agreed, there will be four signatories on the account and the Acting Parish Clerk will administer the banking,

- It was felt prudent to reconcile the actual bank transactions to both the cash book and the cheque book to verify the correctness of the accounts prepared from by the Acting Parish Clerk from the cash book. Councillor Walker to report.

- Request for grant funding from CHAT

To be considered by the Parish Council

- S106

Discussions ongoing

- Appointment of an internal auditor

Recommendation from the Clerk to use the auditor for Halberton and Sampford Peverell

- Precept

The Precept paperwork was submitted on time and a statement has been prepared and sent to MDDC regarding the increase in precept

- Grass-cutting contracts

The contracts have been received from MDDC and Countrywide for review

- Quote for footpath maintenance

The footpath man has provided a quote of £1050.00 for 2025-26. This can be reclaimed via the P3 scheme

- Consider the Internal Auditors report

The Parish Council has sought to put measures in place to cover the majority of the points raised in the report. With regard to the paying of contracts in advance, the Parish Council would use its best endeavours to impress upon contractors that they had a moral duty to reimburse the Parish Council and the parishioners for any service which had been withdrawn (Action: Acting Parish Clerk to prepare correspondence)

- VAT reimbursement scheme update

The invoices are in place to reclaim funds for 2023-4 and 2024-25. The Parish Council is endeavouring to obtain copies of invoices for 2022-23.

A Financial Report

		Current account bank balance at 31/12/24	£11724.64	
		Less payments plus receipts		
30/01/2025	SO	COUNTRYSIDE GROUND	154.40	
27/01/2025	FPO	MS JUDY T DOWNING (hall hire)	10.00	
27/01/2025	FPO	MID DEVON DISTRICT (uncontested election)	154.70	
27/01/2025	FPO	WESTLEIGH URC HALL HIRE 2/12-1/6	42.00	
27/01/2025	FPO	PCC OF BURLESCOMBE CEMETERY GRANT	500.00	
24/01/2025	TFR	F/FLOW AGGREGATE I CASH DONATION (play park)		1603.00

13/01/2025	FPO	MID DEVON DISTRICT (contested election)	5118.84
13/01/2025	FPO	MID DEVON DISTRICT(grass cutting)	1768.62
13/01/2025	FPO	MRS SUSAN MCGEEVER COMMUNITY FIRST insurance	309.96
13/01/2025	FPO	B&WESTLEIGH HALL INVOICE 04/11/24 room hire	30.00
13/01/2025	FPO	LOCAL AUTHORITY TE website	300.00
13/01/2025	FPO	WESTLEIGH URC HALL HIRE 7/10	21.00
13/01/2025	FPO	WESTLEIGH URC HALL HIRE 5/8	38.50
13/01/2025	FPO	B&WESTLEIGH HALL INVOICE 11/09/24 hall hire	25.00
13/01/2025	FPO	SJM TREE SERVICES ORL emergency tree work	480.00
13/01/2025	FPO	WESTLEIGH URC HALL HIRE 25/6	14.00
13/01/2025	FPO	WESTLEIGH URC GRANT	300.00
13/01/2025	FPO	WESTLEIGH URC EFIB INSURANCE	11.31
		Current account balance at 31 January 2025	£4049.41
		Deposit account balance at 31 December 2024	£5816.49
		Receipts (interest)	£ 4.94
		Deposit account balance at 31 January 2025	£5821.43

The cumulative bank reconciliation will be brought to the meeting for signature by the Chair.

Invoice outstanding for payment (bank details now known)

Nico Page (Footpaths) £360.00

Invoices for approval

Burlescombe & Westleigh Community Hall £ 18.00

Westleigh URC £ 14.00

The Acting Parish Council will circulate hours worked and expenses to the Parish Council prior to the meeting.

The Parish Council will be actively investigating potential grants for projects in the parish.

- 11. To receive** a report on Parish Council Communications (see supporting documentation)
- updating of the website with all core documents approved

- 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

Planning appeal relating to the canal:

24/00045/MOUT

Proposal: Outline for the erection of up to 100 dwellings to include the conversion of Tidcombe Hall and outbuildings, provision of community growing area, public open space, associated infrastructure, ancillary works and access with all other matters reserved Location: Tidcombe Hall Tidcombe Lane Tiverton

Application No: 24/00045/MOUT

Appeal Ref No. APP/Y1138/W/24/3358001

Appellants Name: Tidcombe Holdings

Deadline for comments 20 February 2025

Disposal of The Moorings

Councillor Slade has advised that The Moorings has been taken off the disposal list. The list was compiled by Officers of Devon County Council and not the Land and Property Committee.

The Committee have agreed with Officers that land and properties will not be placed on the list unless consultation has first taken place with interested parties.

14. To receive a report on the Quarries

- Funds received relating to Westleigh Play Park

The funds have now been paid into the Parish Council bank account and will go into an Earmarked Reserve for the upkeep of the play park

- Offer of assistance with fencing

Dates to be agreed

- Ongoing closure of Black Bridge

Response awaited to the letter sent by the Parish Council

15. To receive a report from the Amenities Working Group

- Update on the Westleigh Play Park handover

A letter of handover is awaited from MDDC besides the safety audits, the Parish Council will also be responsible for the grass cutting and the emptying of the bin. Costs awaited.

- Update on works required at Westleigh Play Park and recreation field and consideration of quotes received

Aggregate Industries have offered volunteering hours/labour from the quarry to assist with erecting the fence at the Play Park in Westleigh. Mutually convenient time to carry out the work to be agreed.

- Update on dog bin outside Westleigh recreation ground

- Cost to supply and install a Glasdon Topsy Royale bin (any bin will do) and slab = £249.78

Cost to supply and install dog bin = £316.81

Plus ground anchor = £89.00

Total = £405.81

Cost to empty 1x bin once a week will be = £260.00

The Parish already pay £260.00 per year to empty the play area bin. So the price in total for the 2 bins will be £520.00 per year.

MDDC are removing the sticker

- Update on Burlescombe

In principle, MDDC would not be adverse to the levelling of an area of Burlescombe recreation ground for sport. There is \$106 funding available dependent on costs.

- 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

TBA

To set a date for the Annual Parish Meeting/Community Showcase