

# Burlescombe Parish Council

14 October 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, 21 October 2025 at 7.00pm**. The meeting is open to the press and the public.

Yours sincerely  
Susan McGeever  
**Parish Clerk**

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## AGENDA

### 1. Apologies

### 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 approve minutes of the meeting on 23 September 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

### 6. Emergency Planning

Next steps:

- Muster points (Councillor Forward)
- Draft Emergency Plan

### 7. Community Mapping

- Community mapping exercise
- Review of risk register

### 8. Training

Clerk Annual Review  
Staffing Committee

Ongoing training will form part of the precept discussions.

**9. To receive a report from the Chair**

Devon and Somerset Fire and Rescue Service- Community Conversations event  
Community Conversations online event - 7 November 2025 at 12:00pm  
LGR Briefing with Devon County Council  
Hosted by DALC – on 20th October, 2pm -3pm  
Devon Local Nature Recovery Strategy (LNRS)  
Public consultation - 1st October to 5th November 2025 -  
[www.naturerecoverydevon.org.uk](http://www.naturerecoverydevon.org.uk)  
State of the District Debate  
Responses to questions on Local Government Reorganisation  
To consider the location of Parish Council meetings  
Availability of Burlescombe Village Hall

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

**Planning applications:**

There are no planning applications to consider.

**Decision Notices:**

**25/00879/FULL – APPROVED – 10 October 2025**

Proposal: Erection of dog kennels for commercial use to include change of use of land  
Location: Land at NGR 307375 114966 (Southdown) Burlescombe Devon

**11. Highways Matters/Footpaths**

11.1 Roads

Update on scheduling meeting with Councillor Simon Clist.

11.2 Speed Limits / Speeding

Residents email.

VAS units will be part of the precept discussion.

11.3 Potholes and other matters

The matters below have all been followed up again with DCC Highways and MDDC.

Brimstone Lane potholes

Water on the hill road, Burlescombe

Water from the garages, Burlescombe

Matrix sign - A38, Main Road

Hedges - Burlescombe

White lines / slow sign - Primary School, Burlescombe

Drainage on the road from Burlescombe to Appledore

Trip hazard outside the school – rectified within 24 hours

11.4 Footpaths

A broken footpath gate in Canonsleigh has been reported and it is due to be mended.

11.5 Road Warden Scheme/Snow Warden Scheme

Update from Councillor McDonald

## 12. Financial matters:

### 12.1 VAT

The VAT refunds are being actioned

### 12.2 Financial Report 2025-26

#### Lloyds Bank

**Current account balance at 31 August 2025** **£ 246.95**

|           |                  |   |      |
|-----------|------------------|---|------|
|           | Less payments    |   |      |
| 01-Sep-25 | Service Charge   | £ | 4.25 |
| 09-Sep-25 | O/draft Interest | £ | 0.01 |
| 09-Sep-25 | Returned DD      | £ | 7.00 |
| 30-Sep-25 | Service Charge   | £ | 4.25 |

Receipts

**Current account balance at 30 September 2025** **£ 231.44**

The account is being kept open whilst discussions on the complaint are ongoing.

#### Unity

**Current account balance at 31 August 2025** **£2309.70**

|           |                          |                 |         |         |
|-----------|--------------------------|-----------------|---------|---------|
|           | Less payments            |                 |         |         |
| 01-Sep-25 | B/P to: Clerk            | DEFIB SPACE     | -88.79  |         |
| 01-Sep-25 | B/P to: Clerk            | HCE DEFIB       | -98.40  |         |
| 01-Sep-25 | B/P to: Clerk            | JUL EXPENSES    | -25.00  |         |
| 01-Sep-25 | B/P to: Internal Auditor | INTERNAL AUDIT  | -175.00 |         |
| 01-Sep-25 | S/O to: Countrywide      | SJB016          | -208.80 |         |
| 03-Sep-25 | B/P to: ICO              | ICO:00010823538 | -52.00  |         |
| 03-Sep-25 | B/P to: HMRC             | 475PM01737213   | -67.20  |         |
| 03-Sep-25 | B/P to: Clerk            | AUGUST 25 WAGES | -269.37 |         |
| 03-Sep-25 | B/P to: Countrywide      | INV 644333      | -0.72   |         |
| 30-Sep-25 | Service Charge           |                 | -6.00   | -991.28 |
|           | Plus receipts            |                 |         |         |
| 19-Sep-25 | Credit                   | Wayleave        | 11.92   |         |
| 30-Sep-25 | Transfer from 20531407   |                 | 2000.00 | 2011.92 |

**Current account balance at 30 September 2025** **£3330.34**

**Deposit account balance at 31 August 2025** **£17504.93**

|           |                     |   |         |
|-----------|---------------------|---|---------|
|           | Less Payments       |   |         |
| 30-Sep-25 | Transfer            | £ | 2000.00 |
| 30-Sep-25 | Interest adjustment | £ | 0.12    |
|           | Plus Receipts       |   |         |
| 30-Sep025 | Interest            | £ | 102.66  |

**Deposit account balance at 30 September 2025** **£15607.47**

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

The budget monitoring information for a 6-month period has been forwarded to Parish Councillors.

The following payments have been set up/made to meet statutory obligations:

|   |         |
|---|---------|
| HMRC (PAYE September)                           | £ 81.20 |
| S McGeever (Wages September plus NALC increase) | £324.23 |

#### Direct Debits

Countryside (grass cutting) **£208.80**

|                                    |         |
|------------------------------------|---------|
| Payments to approve:               |         |
| WURC (meeting room 23/9)           | £ 14.00 |
| Clerk expenses/mileage (September) | £ 0.00  |
| DALC (Chair training – 6849)       | £ 36.00 |
| DALC (AGM attendance – 6886)       | £ 60.00 |

The second precept payment has been made of £17125.00

Statutory payments for the Clerk wages and HMRC will be made at the beginning November.

12.3 Paperwork to add Councillor Elliss-Brookes as a signatory  
Forwarded to Unity Trust Bank

12.4 2026/27 Precept

- Precept Comparison Report -Draft document circulated.
- Next steps in the Precept setting process
- Is there anything else that needs maintenance during the next financial year? e.g. existing recreational assets / historical assets
- Impact of Local Government Reorganisation

12.5 Review of Asset Register  
Draft document circulated.

12.6 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  
Draft document circulated.

12.7 Contact Lloyds Bank/Financial Ombudsman  
Awaiting further information.

Case logged with the Financial Ombudsman

12.8

Bank transactions and review of Councillor Walker's report and actions needed

**13. To receive** a report on Parish Council Communications (see supporting documentation)

- Communications report
- Parish Survey

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

**15. To receive** a report on the Grand Western Canal Joint Advisory Committee  
Report from Councillor Box

**16. To receive** a report on the Quarries  
Report from Councillors Downing/Elliss-Brookes

**17. To receive** a report from the Amenities Working Group  
The Amenities Working Group met on 14 October 2025

22.1 ORL

What is the ORL to Burlescombe Parish? It is a community recreational space and a nature reserve.

What do we need to do to make the best of it for the community and for the environment?

- Identify any urgent issues that need attending to this side of winter - do we need a tree report?
- Advice from a biodiversity specialist about how best to manage the nature reserve habitat - can Holcim help us with an expert resource?
  - Identify tasks that would form an ongoing maintenance programme for the recreational areas and nature reserve that we would need to employ someone to do in FY26/27
  - Consider what maintenance a Community Task Force could do.
  - Investigate grants and funding
  - Investigate how we can align with the Devon Local Nature Recovery Strategy (LNRS)

- Update on bank clearing following contact by resident  
Update on works

- ORL Path  
Update on the state of the path

22.2 Westleigh Play Park  
Update on fencing

Update on goal post  
Volunteer to repair

22.3 Defibrillators  
Update

22.4 Westleigh Telephone Box  
Repairs required

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

**19. To receive** a report from DCC Councillor Simon Clist

**20. Items for next meeting**

- Historic website / emails
- Delivery of fast fibre
- VE Day Flag
- Report from Clerk on Neighbourhood Plan / Housing Needs Survey  
Housing needs Survey information can be found at [Mid Devon Local Housing Needs Assessment - MIDDEVON.GOV.UK](https://www.middevon.gov.uk/mid-devon-local-housing-needs-assessment)
- Business Continuity Plan
- Registering assets of community value  
The information can be found at [Assets of Community Value - MIDDEVON.GOV.UK](https://www.middevon.gov.uk/assets-of-community-value)
- S106 Funding
- Possibility of recording Westleigh Play Park inspections on Burlescombe Parish Council website
- Noticeboards and their upkeep
- Grants and sponsorship – next steps

## 21. Dates of the next Parish Council Meetings

|          |                           |
|----------|---------------------------|
| November | Tuesday 25 <sup>th</sup>  |
| December | No meeting                |
| January  | Monday 5 <sup>th</sup>    |
| February | Tuesday 17 <sup>th</sup>  |
| March    | Tuesday 17 <sup>th</sup>  |
| April    | Tuesday 21 <sup>st</sup>  |
| May      | Tuesday 19 <sup>th</sup>  |
|          | Thursday 21 <sup>st</sup> |

**NOTE: DUE TO THE LIMITED SPACE ON THE NOTICEBOARDS ALL REPORTS ASSOCIATED WITH THIS AGENDA CAN BE FOUND ON THE WEBSITE [https:// burlescombeparishcouncil.gov.uk](https://burlescombeparishcouncil.gov.uk)**

## **Burlescombe Parish Council communications update**

October 2025

### **Communications since last meeting**

1. **Parish magazine** – For the September issue of the Parish magazine, we shared an update that summarised key messages from the August meeting. We also included the details for the survey.

### **2. Facebook**

On Facebook we have shared:

- Westleigh play park replacement updates.
- Old Well Police drop in session.
- Key messages from the September Parish Council meeting, and a link to the draft minutes, once published.
- A post highlighting a broken gate on a public footpath.
- Devon Local Nature Partnership's pot about their Recovery Strategy and public consultation.
- Information about our residents' survey, and later a reminder that being abusive in responses will not be tolerated.

### **3. Website**

News stories have been published so people can catch up on what happened at the previous meeting and are aware of this October meeting.

And a news story about the launch of the survey.

### **4. Noticeboards**

Notices, agendas and minutes continue to be posted in the Westleigh, Burlescombe, Appledore and Ayshford noticeboards, where space allows.

A poster with a QR code to complete the survey has also been put up in the noticeboards.

### **Topics for future communications**

Residents' survey, the precept for 2026/27, Grants process, emergency planning, newsletter (if progresses), and any other matters arising.

### **Proposal to further develop our communications approach**

In line with the communication plan developed in September 2024, the Council will continuously look to improve communication with the community.

Having focused on creating our new website and introducing a regular rhythm of updates through key channels, it is timely to consider further developments for 2026.

Currently our electronic communications have focused on our website and Facebook, however, there are a good deal of parishioners who are online but not on Facebook. It is not realistic to expect people to proactively visit our website without any prompts and as such, two developments are proposed.

1. We develop a newsletter that collates key updates and distributes them directly to people's email addresses. It could include summary information and links to the website for more detail.
2. We print a small card to deliver to homes across the parish, that includes key information, and how to sign up for the newsletter.

Considerations:

- What platforms do other councils use for newsletters?
- Cost and useability? Looks like our email provider has a service for £2.40 a month that might be one good option to explore.
- Would a no-cost solution be viable from a GDPR and user-friendly perspective?

**The Amenities Working Group (Cllrs Downing, Walker, Ellis-Brookes, Forward) met again to continue their work on Community Mapping, Risk Register and Asset Register.**

**Community Mapping**

From the Community Mapping exercise the following areas were identified as requiring budget consideration

- Maintenance costs for the noticeboards in Westleigh, Burlescombe, Appledore and Ayshford
- Costs of maintenance for the ORL – suggestion of a contingency fund being allocated for emergency tree works
- Existing defib maintenance costs / any possible additional defibs procurement and maintenance costs
- Bus stops in Westleigh and Burlescombe – maintenance costs
- Westleigh Phone Box – maintenance costs
- Westleigh Play Park – maintenance costs / contingency fund for equipment replacement when it reaches end of life

**Risk Register review**

From reviewing the Risk Register the following areas were identified as requiring budget consideration

- ORL Tree Risk Assessment
- Westleigh Play Park accident liability cover
- Westleigh Play Park annual RoSPA inspection
- Possible contingency funding for acquisition and maintenance of assets as a result of the Local

**Government Reorganisation**

Cllr Elliss Brookes agreed to review the wording of the amends that were made to the document at the meeting. Final version of Risk Register to be brought to the November Parish Council meeting.

**Asset Register**

Cllr Elliss Brookes agreed to review the Asset Register in light of the discussions held and to bring back to the November Parish Council meeting

This was a really valuable exercise that has provided us with some good foundational information and I am very grateful to Councillors for giving up their time in order to complete it.

Report compiled by Emma Forward, Chair, Burlescombe Parish Council – 14<sup>th</sup> October 2025