

Burlescombe Parish Council

18 November 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, 25 November 2025 at 7.00pm**. The meeting is open to the press and the public.

Yours sincerely
Susan McGeever
Parish Clerk

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 21 October 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 (Bring forward to February 2026 meeting)

7. Community Mapping

- Community mapping exercise
See Budget/Precept paper
- Review of risk register

The Clerk has had initial discussions with MDDC regarding assets within the parish and is awaiting an update to be able to bring a paper to the Parish Council. As indicated in Councillor DuChesne's report, it would be preferential for Parish Council's to take over non-statutory obligations which any Local Government Reorganisation may not feel able to take on for financial reasons. Such transfer of assets is better accomplished in 2026. Similar discussions are taking place with DCC but it is a slow process.

8. Training

Clerk Annual Review
Staffing Committee (November 2025)

Ongoing training will form part of the precept discussions but will cover Burlescombe Parish Council's contribution to Assertion 10 training for the Clerk.

9. To receive a report from the Chair

To consider the location of Parish Council meetings
Availability of Burlescombe Village Hall
Local Government Reorganisation

The Parish Council has kept abreast of all proposals for Local Government Reorganisation and the potential consequences for the Parish Council
Correspondence from FVEG

The report for June-December 2025 has been received by the Parish Council and will be published in the December issue of the Parish Magazine.
Correspondence regarding Burlescombe School

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

Planning applications:

25/01532/TPO

Proposal: Application to reduce the lateral spread of southern aspect of 1 Oak tree by 3m, protected by Tree Preservation Order 80/00004/TPO

Location: 7 Palm View Waterloo Cross Caravan Park Uffculme

Site Vicinity Grid Ref: 305393 / 113949

Parish: Burlescombe 06

Deadline for comments: 26 November 2025

25/01516/MFUL

Proposal: Creation of small ponds, wetland, swales and other nature based drainage features and associated works to enhance water quality of motorway runoff

Location: Land at NGR 304030 113398 and 304310 113504 Mountstephen and Little Turberfield Sampford Peverell

Site Vicinity Grid Ref: 304030 / 113398

Parish: Burlescombe 06

This application is part of the work of Connecting the Culm to alleviate flooding and improve water quality.

Deadline for comments: 26 November 2025

The application below has been brought to the attention of the Parish Council by the Grand Western Canal JAC group who have submitted an objection based on the impact on the country park.

25/01500/MOUT

Proposal Outline for the extension of existing business park for up to 3.9ha of employment land and up to 150 dwellings with associated infrastructure and access with all other matters reserved

Location: Land at NGR 298976 112882 (Hartnoll Farm) Tiverton Devon

Site Vicinity Grid Ref: 299032 / 112840

Parish: Halberton 25

Whilst the deadline for comments is 21 November 2025, Planning Officers have indicated that all comments up to the decision date will be considered.
As a major application, it will be go to committee.

Decision Notices:

No decision notices had been raised.

11. Highways Matters/Footpaths

11.1 Roads

Scheduling meeting with Councillor Simon Clist – February 2026.

11.2 Speed Limits / Speeding

Information on VAS units has been circulated to councillors.

DCC recently adopted 20's Plenty which means that Parish Councils will be able to work with Neighbourhood Highways Officers to reduce speed limits. However, the cost will fall to the Parish Council.

11.3 Potholes and other matters

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

Brimstone Lane potholes

The application for dragon patching on Brimstone Lane has not been accepted. Due to the category of lane (category 9) this was the only option for resurfacing. Only safety defects will be addressed and residents should continue to report any safety defects according to the policy listed on the DCC website and they will be looked at by the dedicated inspectors:

[Report a problem - Roads and transport](#)

The NHO consider that the condition of the road would not prevent access for emergency vehicles.

Water on the hill road, Burlescombe

No update received.

White lines / slow sign - Primary School, Burlescombe

With the white line team.

Water from the garages, Burlescombe

Initial investigation and clearance work has been carried out and the replacement of a piece of underground pipework is in hand.

The investigation will continue to find the point of discharge – it is not to a soakaway behind the garages as some have suggested but looking like it is along back of houses (1-6 Market Place toward Station Road).

Further update awaited from MDDC.

11.4 Footpaths

Report from Councillor Smith

11.5 Road Warden Scheme/Snow Warden Scheme

Update from Councillor McDonald

Grit bins

12. Financial matters:

12.1 VAT

Following discussions with HMRC, the VAT refunds are in hand.

12.2 Financial Report 2025-26

Lloyds Bank

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

	Less payments		
08-Oct-25	Transfer to Unity Bank		£17000.00
31-Oct-25	Service Charge		£ 4.25
	Receipts		
06-Oct-25	MDDC	Precept	£17125.00

Current account balance at 31 October 2025 **£ 352.19**

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

Unity

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

	Less payments			
		EXPENSES		
01-Oct-25	B/P to: Clerk	JUL/AUG25	-66.20	
01-Oct-25	B/P to: Westleigh URC	JUN/AUG MEETINGS	-28.00	
01-Oct-25	B/P to: DCC	64000837	-252.00	
01-Oct-25	B/P to: Nico Page	8.7.25	-450.00	
01-Oct-25	B/P to: Westleigh URC	DEFIB INS	-11.98	
01-Oct-25	S/O to: Countrywide	SJB016	-208.80	
10-Oct-25	B/P to: Clerk	SEP 25 WAGES	-324.23	
10-Oct-25	B/P to: HMRC	475PM01737213	-81.20	
31-Oct-25	Service Charge		-6.00	-1428.41
	Plus receipts			
08-Oct-25	MDDC Precept transfer	LLOYDS	17000.00	
20-Oct-25	MCDONALD SD	SLG TRAINING	210.00	17210.00

Current account balance at 30 September 2025 **£19111.93**

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

Less Payments

Plus Receipts

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

Payments since the last meeting not shown above:

03-Nov-25	S/O to: Countrywide	SJB016	-208.80	
05-Nov-25	B/P to: DALC	INV 6886 AGM	-60.00	
05-Nov-25	B/P to: DALC	INV 6849 TRAINING	-36.00	
05-Nov-25	B/P to: Westleigh URC	SEP MEETING	-14.00	
05-Nov-25	B/P to: McCabe Fencing	INV 5938	-8745.60	-9064.40
05-Nov-25	Transfer to 20531407		-5000.00	

Receipts since the last meeting not shown above:

12-Nov-25	DEVON CC	2511102-30	500.00	
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Balance at 18 November 2025 **£ 5547.53** Current

Balance at 18 November 2025 **£20607.47** Deposit

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

The budget monitoring information for a 7-month period has been forwarded to Parish Councillors.

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

HMRC (PAYE October)	£ 81.20
S McGeever (Wages October)	£324.23

Payments to approve:

G Hawkins Property Services	£ 490.00
WURC (meeting room 21/10)	£ 14.00
Clerk expenses/mileage (September/October)	£ 57.10
MDDC Grass Cutting	£1810.57
Parish Online (website)	£ 420.00

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

The Locality Budget bid for £500.00 towards the fencing at Westleigh Recreation Ground was successful.

12.3 Paperwork to add Councillor Ellis-Brookes as a signatory

To be signed again in blue in

12.4 2026/27 Precept

A provisional budget has been circulated to Parish Councils with variations for consideration.

The deadline for setting the precept is 23 January 2026 and, therefore, decisions at this meeting can be fed into a revised document for approval of January 2026 meeting.

Figures may be influenced by the resident's survey.

At the time of preparing the provisional budget, the impact of Local Government Reorganisation can only be estimated.

An informal community open session on the propose 2026/27 Precept will be held on Thursday, 4th December at 7pm in Burlescombe Village Hall with Councillors available to take questions.

12.5 Review of Asset Register

Draft document circulated.

Review of insurance policy renewal.

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

Information had been sent to the Chair and would be circulated to Parish Councillors. Final document to be published once Financial Ombudsman investigation concluded.

Bring forward to February 2026 meeting.

12.7 Contact Lloyds Bank/Financial Ombudsman

Awaiting further information.

Case logged with the Financial Ombudsman

Bring forward to February 2026 meeting.

12.8

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

Bring forward to February 2026 meeting

12.9

Consideration of a new laptop given the current computer will not support Windows 11 and support for Windows 10 is being withdrawn.

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

- Communications report
- Parish Survey results
- Broadening Parish Council reach - Mail drops and email newsletters

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

Report from Councillor McDonald

Completion of the Devon and Cornwall Annual Survey

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

Report from Councillor Box

The gate at Ebear Bridge has been repaired.

16. To receive a report on the Quarries

Report from Councillors Downing/Ellis-Brookes

Asphalt Plant relocation – letter from FVEG

Responses to residents questioned raised during Public Participation.

Other matters:

- Holcim have an internal complaints system. All concerns should be sent to Luc Phillips, Quarry Operations Manager
- Holcim's ecological person would be willing to meet at the ORL and provide advice on biodiversity, restoration etc.
- Donation requests should be submitted to Luc Phillips, Quarry Operations Manager

17. To receive a report from the Amenities Working Group

17.1 ORL

- Meeting with Holcim's Biodiversity & Restoration Advisor (Southern Sites).

- Update on bank clearing following contact by resident
Complete

- ORL Path

Update on the state of the path

- Conifers

The Clerk is in correspondence with the individual concerned.

- Quotes for tree works and risk assessment

Paper circulated to Parish Councillors

17.2 Westleigh Play Park

The annual ROSPA report has been received and circulated to Parish Councillors.

There are a number of actions including the fencing between the play park and recreation ground,

- Dog signs can be obtained from a number of outlets
[Children's Play Area Sign – No Dogs Allowed – The Sign Shed](#)

- Mossing on matting

It is recommended that the matting is regularly power washed to keep in clear of moss.

- Update on fencing

Sign at the Play Park (ROSPA Guidance - [RoSPA- Signs for play areas: Essential safety and directional signage | RoSPA](#))

WESTLEIGH PLAY PARK

This play park is operated by Burlescombe Parish Council.

To report damage or accidents, please contact the Clerk on 07887 984849.

- Update on goal post
- Volunteer to repair

22.3 Defibrillators

Bing forward to February 2026 meeting

22.4 Westleigh Telephone Box

Repairs required

18. To receive a report from MDDC Councillors Westcott and Lock
Report from Councillor Gwen DuChesne, MDDC Cabinet member for Parish and Community Engagement

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](#)
- Business Continuity Plan
- Registering assets of community value
The information can be found at [Assets of Community Value - MIDDEVON.GOV.UK](#)
- 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

December	No meeting
January	Monday 5 th
February	Tuesday 17 th
March	Tuesday 17 th
April	Tuesday 21 st
May	TBC
	TBC

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

November 2025

Communications since last meeting

1. Parish magazine – For the December issue of the Parish magazine, we shared an update that summarised key messages from the October meeting.

2. Facebook

On Facebook we have shared:

- Lots of survey reminders!
- Reminder of the Old Well Police drop in session.
- Key messages from the October Parish Council meeting, and a link to the draft minutes, once published.
- Information and agenda for the November meeting.

3. Website

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

4. Noticeboards

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

Topics for future communications

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

Westleigh Quarry Liaison

Monday 20th October (report- Judy and Lucy attended 1st part)

In the first part of the meeting under Matters Arising not covered in the Agenda. I thanked Luc and his team most profusely for the mending and much needed maintenance to Blackbridge, on behalf of the Parish Council and all residents using it, the appearance is much improved especially now the boxed out part above the bridge is no longer relevant. I stated that the crossing is much easier and was already being used daily.

I raised concerns mentioned by residents at the past two parish council meetings about trees on quarry land close to properties and covered with Ivy- these trees have been assessed by the tree specialist and branches have been removed.

On the question of dust- the monitors are showing levels not above the level even though we had such a dry period during the summer.

Blasting causing tremor and disturbance- this was within permissive limits and was not above the scale- more information in Quarry Report.

Donations have been made to Burlescombe Primary School Summer Barbecue (PTA), Taunton Scouts, Wellington Rugby Club and ladies Rugby Club.

Quarry Report- Luc P

More work has been continuing at Fenacre on the North side reducing the highest point near the Asphalt Plant.

A new system is being used in blasting called 'Double Decking' to reduce tremors. One blast on August 8th was 4.8 and Holcim were aware of the affect on some areas in Canonsleigh. Rocknell is mostly finished with quarrying, a hump near the tunnel to be removed later. Concentration in the future on rock removal in Westleigh and Fenacre. The Quarry are now using a drone for each blast- this can help in monitoring dust and help with accuracy of blasting. Sodium chloride has been added to saturate the water on the dust spraying lorry.

Highways Matters

Roads in our area still not good (pothole) issues being raised with DCC highways and CLLR Simon Clist.

Traffic movements

I mentioned still several lorries are not adhering to our agreed rules of one way system (these are private firms not Holcim Lorries).

I raised issues of noise level by some Lorries- environmental expert MDC said these were not applicable in this area. Traffic movements for this three month section have been the same as the last meeting.

Planning Matters

Myself and FVEG rep raised questions about a date for the relocation and planning permission for the Asphalt plant relocating to Broadpath.

Clive T, said that Holcim UK management had decided that because of present problems with productions and building demands being so low in the country, they are not continuing with relocation of the Asphalt Plant and it has been put on hold at present and no future date is available.

This was a big blow as a new 'bespoke' plant was to be put at Broadpath / Hillhead area and this would have reduced traffic in our area and health risk, we are extremely disappointed as this was part of the agreement with our past MP Neil Parish as we could not be given an alternative route for lorry traffic, this must be put on the agenda for discussion and reaction at the November Parsh council Meeting.
Next meeting Monday 19th January 2026 time 1pm.

October 2025 Monthly Parish Report

Gwen Duchesne, MDDC Cabinet member for Parish and Community Engagement
GDuchesne@middevon.gov.uk

Meet the Funder 22 October 2025

This was the first of what is hoped to be a series of events enabling Community Groups and those who might be able to provide funding to meet and engage. The event was well attended, in excess of 40 people – funders and community groups met and exchanged information and grant applications made.

New Resident's Survey open

The new residents survey is open. As a result of previous feedback the Council has taken a number of steps to address residents' priorities and concerns raised during previous surveys, including:
Improve leisure provision: invested in our three leisure sites with new changing facilities, improved gyms, studios and saunas as well as introduced salt based electro chlorination to the pools. A new app and swimming lesson tracker is also now live.

Reduce anti-social behaviour: working with the local police to introduce hotspot policing in Tiverton
Provide more affordable homes: sold land at Post Hill, Tiverton to facilitate the building of 70 affordable homes. Completed on new homes at St Andrews, Cullompton, Allington Terrace, Crediton, Shapland Place, Tiverton and Crofts Estate, Sandford.

Support town centres and local businesses: launched the Tiverton Work Hub and in the past year supported 342 businesses with non-financial support

Infrastructure and communities: secured £33.5 million of funding for the Cullompton Relief Road, with initial work now underway

Tackle climate change: Equivalent of 88 tonnes of CO2 saved by solar panels on council-owned properties, planted 181 large trees (each large tree is equivalent to 10 saplings), collected 262 tonnes less non-recyclable waste, equivalent to a 6.5kg reduction per household. Achieved a recycling rate of 57.9%, ranking 11 out of 197 local authorities nationally.

The new survey is available at

<https://www.middevon.gov.uk/let-s-talk-mid-devon-residents-survey-2025-now-op>

Prosper

Please see the latest workshop series available for Mid Devon businesses as part of the Prosper business support programme.

Bid Writing Masterclass, Crediton, Thursday 13th November 10-2 at The Bookery, Crediton

Practical masterclass equipping businesses and potential entrepreneurs with the tools and confidence to secure funding for their next project.

AI and Automation Workshop, Monday 24th November 9-1 at Future Skills Centre, Exeter

Practical workshop introducing businesses and potential entrepreneurs to AI and automation, with speakers from Techosaurus, Digital Link, and Cosmic.

Packaging & Waste Event (Food & Drink businesses), Stoodleigh, Tiverton

Tuesday 2nd December 10-2 at Hawke Barn in Tiverton

Find out how your Devon food or drink business can cut costs and lower its carbon footprint by improving packaging and waste management

These workshops are delivered by Prosper, a UK Shared Prosperity Funded business support programme, delivered by Devon County Council in partnership with Mid Devon District Council, East Devon District Council, and Exeter City Council.

Joint Advisory Committee Grand Western Canal (JAC GWC) 6 October

Chair Cllr Les Cruwys (MDDC), Vice Chair Simon Clist (DCC)

There was an update from Aggregate Industries re water transfer – the latest hold up was because of the backlogs at the Environment Agency – now moving forward. Mark Baker, the Grand Western Canal Manager, introduced the draft Management Plan 2026-2039. The purpose of the document is to provide a framework for the current and future management and maintenance of the Grand Western Canal Country Park. This version covers from 2026 to 2030. The plan is a statement of Devon County

Council's commitment to ensuring that the Country Park continues to provide high quality services to the citizens and visitors to Devon. The Plan can be accessed here:

[mgConvert2PDF.aspx](#)

In addition a Working Group was convened 30 October to discuss the draft Devon Local Nature Recovery Strategy.

[Devon Local Nature Recovery Strategy \(LNRS\) | Devon County Council](#)

Recycling

Following a successful pilot MDDC will be recycling pots and pans

[Mid Devon launches permanent recycling collections for unusable metal pots and pans](#)

Active Mid Devon is teaming up with Libraries Unlimited to support the community's health and wellbeing with a free drop-in event at Tiverton Library.

On Friday 7 November, from 10am until 4pm, a team from Active Mid Devon will be based in The Pod at Tiverton Library offering free health checks. **The checks include blood pressure monitoring to assess heart and artery health, and cholesterol testing** which indicates your risk of heart disease and whether lifestyle changes could help reduce it.

Read the full press release:

<https://www.middevon.gov.uk/free-health-checks-at-tiverton-library-this-november/>

www.middevon.gov.uk

Unpaid Carers

Active Mid Devon recently welcomed local unpaid carers to a special wellbeing drop-in session at Active Tiverton.

The session offered carers the chance to unwind, connect, and recharge, with activities including a free swim, a fitness class, and refreshments, alongside the opportunity to chat with care ambassadors and share experiences.

Following the event's success, Active Mid Devon is looking to host similar sessions in the future to continue supporting community wellbeing.

<https://www.middevon.gov.uk/active-mid-devon-hosts-wellbeing-drop-in-for-unpaid-carers/>

Barriers

In response to unauthorized encampments at two of its leisure sites, Mid Devon District Council is installing new preventative measures at both Active Crediton and Active Cullompton.

Height barriers will be installed at both sites to help prevent unlawful vehicle access while still allowing regular users, such as leisure members, schools, and clubs, to continue accessing facilities.

To read the full press release:

<https://www.middevon.gov.uk/council-to-install-height-barriers-at-two-leisure-sites/>

Filming in Devon - opportunity - invite to Town and Parish Council's to attend this event.

Do you have a potential film location which could be the next crime drama or period piece. Town and Parish Councils may have land or assets suitable for use as film locations — from village squares and car parks to village halls.

A few villages are already listed. Now is the perfect time to learn more about the scheme, what it means to be 'film friendly,' and the benefits it could bring to the area.

Screen Devon and Mid Devon District Council have come together to share a new approach and desire to become a film friendly region. We are inviting businesses, organisations, individuals, groups, landowners and suppliers based in Mid Devon to join us to discover what being film friendly means and to hear about the benefits of attracting Film and TV productions to the area.

You are invited to attend our FREE event on Friday 28 November 2025, at Coldharbour Mill, at 10am.

For more information see our press release: [Filming in Mid Devon - Information Event](#)

To book your place visit: [SCREEN DEVON | FILMING IN MID DEVON Tickets, Fri, Nov 28, 2025 at 10:00 AM | Eventbrite](#)

Mid Devon Mobility – meeting

[Hot Food Delivery Service | Mid Devon Mobility](#)

Local Government Reorganisation & assets

Please see message from Andrew Jarrett Deputy Chief Executive (S151).

After the State of the District Debate and to add some further clarity to some current conversations with Town/Parish Councils regarding the potential of assets sales and/or transfers I would like to provide the following advice.

With regard to Local Govt. Reorganisation (LGR) all Devon Councils are in the tranche timetabled to go-live on the 1/4/28. This means a shadow authority will be created 12 months prior to this date and will become a decision making body regarding material financial decisions/transactions of all the constituent councils. Up until this date Mid Devon will still have full decision making powers with regard to asset sales/disposals, etc.

As you would imagine the Council has various processes that relate to the sale, disposal, transfer of assets. Our financial regulations dictate who/how these agreements can be made and we also have a Capital Strategy Asset Group (CSAG) who discuss/consider the more significant decisions, before making recommendations to the relevant Committee or Cabinet Member(s). To provide some further assistance I have attached the link to some details shown in our transparency pages on the website. [MDDC transparency code assets](#)

I am sure you are well aware of the District owned assets in your Towns/Parishes – but if you need any information please feel free to contact us.

If you are interested in acquiring any key assets in your locality I would recommend, in the first instance, that you contact me, or my Deputy Paul Deal, to have an initial/exploratory conversation to discuss the “art of the possible” and we can then provide you with the necessary processes, timelines, costings, etc. in order to aid your decision making.

As part of these conversations we can also discuss how we may be able to assist you in the funding of these decisions in order to smooth the impact on your precept.