

Burlescombe Parish Council

22 December 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 **Monday, 5 January 2026 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 25 November 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 (Bring forward to February 2026 meeting)
- Draft Emergency Plan (Bring forward to February 2026 meeting)

7. Community Mapping

- Community mapping exercise (Bring forward to February 2026 meeting)
- Review of risk register (Bring forward to February 2026 meeting)

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8. Training

The need for ongoing training has been part of the precept discussions and a budget allocated.

9. To receive a report from the Chair

Review Councillors role allocations.

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

Planning applications:

No planning applications have been received for Burlescombe, however, the Parish Council has noted applications in neighbouring parishes.

Decision Notices:

No decision notices had been received.

11. Highways Matters/Footpaths

11.1 Roads

Scheduling meeting with Councillor Simon Clist (Bring forward to February 2026)

11.2 Speed Limits / Speeding

Reducing speed limit in Burlescombe to 20mph (raised by resident at Nov meeting)

11.3 Potholes and other matters

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

Brimstone Lane potholes

Parish Council and public to continue reporting potholes online:

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

Water on the hill road, Burlescombe

The drains at the top of the hill have been cleared.

White lines / slow sign - Primary School, Burlescombe

This is with the white line team – no update received.

Water from the garages, Burlescombe

Ongoing investigations - further update awaited from MDDC.

Blocked drain by Poacher's Pocket on A38

Drains cleared and jetted

Overgrown hedges by railway bridge

Reported to DCC – Parish Council to write a letter – landowner is responsible

11.4 Footpaths

Report from Councillor Smith

PROW funding

11.5 Road Warden Scheme/Snow Warden Scheme

Update from Councillor McDonald

Grit bins

12. Financial matters:

12.1 VAT

The paperwork for the VAT refunds has been submitted to HMRC.

12.2 Financial Report 2025-26

The Financial Report will be provided as a separate document prior to the meeting so that the statements ending 31 December 2025 can be included. This document will be uploaded to the website.

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

The budget monitoring information for the 8-month period and 9-month period will be provided as a separate document prior to the meeting so that the statements ending 31 December 2025 can be included. This document will be uploaded to the website.

12.3 Paperwork to add Councillor Elliss-Brookes as a signatory
Update on adding Councillor Elliss-Brookes as a signatory.

12.4 2026/27 Precept

Following the informal community open session, the Parish Council will make any adjustments to the proposed 2026/27 budget and it will then be approved ready for submission by 23 January 2026.

12.5 Review of Asset Register

Draft document circulated.

Review of insurance policy renewal.

12.6 Computer

Clerk to provide Parish Councillors with three quotes.

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

- Communications report
- Next steps with volunteer groups
- Email newsletters and mail drop

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

16. To receive a report on the Quarries

- Asphalt Plant - agree next steps
- Concerns over the increasing number of lorries to/from the chicken farm along the top road in Westleigh with insufficient passing spots resulting in residential driveways being used
- Vibration
- Dust
- Grit bins at Black Bridge

17. To receive a report from the Amenities Working Group

17.1 ORL

- Update on meeting with Holcim's Biodiversity & Restoration Advisor (Southern Sites)
- Update on conifers
- Update on risk assessment
- Update on works to oak tree
- update on condition of the path

17.2 Westleigh Play Park

Update on actions from the annual ROSPA report:

- Fencing
- Dog signs
- Mossing on matting
- Fixing the goal posts

- Repairs to equipment

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](http://MidDevonLocalHousingNeedsAssessment-MIDDEVON.GOV.UK)
- Business Continuity Plan
- Registering assets of community value
The information can be found at [Assets of Community Value - MIDDEVON.GOV.UK](http://AssetsOfCommunityValue-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
- 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
- Contact Lloyds Bank/Financial Ombudsman
- Bank transactions and review of Councillor Walker’s report and actions needed
- Defibrillators
- Repairs to Westleigh Telephone Box

21. Dates of the next Parish Council Meetings

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)