

Burlescombe Parish Council

9 March 2026

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, 17 March 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 17 February 2026.

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

Potholes on A38 raised in Public Participation – See Item 4 in the last minutes

6. Emergency Planning

Next steps:

- Muster points - update from the Chair
- Draft Emergency Plan – circulated to parish councillors including information received from the Quarry.

A date for a public meeting needs to be set.

7. Community Mapping

- Community mapping exercise
The Clerk has written to DCC to understand the land and assets they hold in the parish.
- Review of risk register
The Clerk was updating the risk register as part of the review of policies and procedures.

8. Training

Assertion 10

The Clerk had completed training on Assertion 10 and would be preparing a report for the March meeting.

A Bring Your Own Device Policy has been circulated to Parish Councillors for review/approval.

Planning

MDDC Planning Training will take place on Thursday, 26 March 2026.

Public Spaces in Crisis: Libraries, Leisure & Parks at Risk — Can Councils Save Them?

Report from Councillor Forward.

9. To receive a report from the Chair

- Delivery of fast fibre

- VE Day Flag

- Neighbourhood Plan / Housing Needs Survey

MDDC and Devon Communities Together will be undertaking a Housing Needs Survey for the parishes of Burlescombe, Halberton, Sampford Peverell and Uplowman. Each parish will receive its own data.

The Parish Council is asked to assist with its promotion.

The Clerk has circulated further information relating to Neighbourhood Priority Statements.

- Business Continuity Plan

The Clerk will circulate a draft prior to the meeting.

- Registering assets of community value

Update from Councillor Forward.

The information can be found at [Assets of Community Value - MIDDEVON.GOV.UK](https://assets.middevon.gov.uk)

- Sewage discharge

Correspondence received from South West Water

- Spring Clean Up Day

Councillor Smith

- Correspondence from residents

Village Flooding Concerns

- Local Government Reorganisation

Parish Council response

- Report from DALC Biodiversity webinar

Actions to be taken

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

Planning applications:

There have been no new planning applications received.

National Planning Policy Framework ("the Framework")

The Clerk has submitted a short response focussing on the concerns relating to inadequate roads and services and the impact new housing will have on existing residents.

Caravan site and mobile homes policy consultation

Mid Devon District Council is currently consulting on a draft Caravan site and mobile homes policy. If you would like to view / comment on the draft you may do so on our website here:

<https://letstalk.middevon.gov.uk/caravan-site-policy>.

The closing date for the consultation is 8th April 2026.

Decision Notices:

26/00005/HOUSE – APPROVED – 2 March 2026

Proposal: Installation of dormer windows and roof lights to facilitate loft conversion; alterations to existing garden room; kitchen extension; infill extension to incorporate and conversion of existing barn to domestic space

Location: Ayshford House Westleigh Tiverton Devon

26/00045/LBC – APPROVED – 9 March 2026

Proposal: Listed Building Consent for replacement of 4 windows on front elevation and rear external door

Location: Great Southdown Farm & Cottage Burlescombe Tiverton Devon

11. Highways Matters/Footpaths

11.1 Roads

Scheduling meeting with Councillor Simon Clist

Update from Councillor Forward

11.2 Speed Limits / Speeding

A response is still awaited from DCC in respect of the cost of introducing a 20mph limit.

20 is plenty signs

Next steps

11.3 Potholes and other matters

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

A38

Repairs have been carried out to the A38 and it is scheduled for re-surfacing.

Brimstone Lane potholes

Parish Council and public to continue reporting potholes online:

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

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.

Overgrown hedges by railway bridge

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

11.4 Footpaths

Report from Councillor Smith

There is one more footpath to walk and the P3 forms can then be submitted to DCC.

PROW funding – Purchase Order received for £280. Further request submitted to cover path maintenance of £900.00 – awaited.

12.2 Review of Asset Register
Draft document circulated.
Return of Parish Council Hardware

The insurance policy has been updated to reflect current assets.

12.3 Computer
Purchase in 2025/26 or 2026/27.

Other matters:

Jackalope Grant and Confirmation of Outcomes

Minute content sent and reply awaited.

Historic website / emails

Minute content sent and reply awaited.

Defibrillators

The handover of the defibrillators has been actioned and is ongoing.

No response had been received from the Devon Health & Wellbeing Board – Clerk has contacted the SW Ambulance Trust.

Contact with Lloyds Bank/Financial Ombudsman

The case is ongoing – further information awaited from Lloyds Bank.

- Noticeboards and their upkeep
- Grants and sponsorship – next steps
- Repairs to Westleigh Telephone Box

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

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 Councillor Downing and Elliss-Brookes

Letters to Holcim

17. To receive a report from the Amenities Working Group

The Amenities Working Group is meeting on 16 March 2026 and the minutes will be circulated to all parish councillors prior to the meeting and form part of the minutes of the meeting.

Any recommendations contained within those minutes will be discussed by the Parish Council and decisions taken.

Holcim Wildlife Fund Application

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

21. Dates of the next Parish Council Meetings

April	Tuesday 21 st
May	Wednesday, 20 th

The Annual Parish Meeting will take place on Wednesday, 20th May 2026 prior to the Annual Meeting of the Parish Council.

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>