

Burlescombe Parish Council

14 April 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, 21 April 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 March 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

6. Emergency Planning

Next steps:

- Muster points - update from the Chair
- Draft Emergency Plan – circulated to parish councillors – additional information relating to the Quarry and the Canal have been added. Decision on which parish councillors will be part of the Community Response Team.
A public meeting would take place before the plan could be completed.
- Report from the Chair on the Devon Community Resilience Forum (see appendix)

7. Community Mapping

- Community mapping exercise
Information had been received from DCC on the land and assets they hold in the parish. Information was already held on MDDC land and assets.
- 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 AGAR for 2025/26 will ask councils to confirm whether they meet these requirements.

To confirm compliance, your council will need to meet all four criteria:

- A council-owned domain-based email address
- A website that meets accessibility regulations, the relevant Transparency Code, and documentation as specified in the Freedom of Information Act
- Clear arrangements for data protection (DPA and GDPR)
- An IT policy

The current GDPR documentation has been circulated to parish councillors.

The clerk had circulated the NALC recommended IT policy which would need to be adapted to meet Burlescombe Parish Council's procedures and then adopted at this meeting.

Planning

Councillors Forward and Elliss-Brookes would report on the MDDC Planning Training that took place on Thursday, 26 March 2026.

9. To receive a report from the Chair

- Delivery of fast fibre

- VE Day Flag

- Neighbourhood Plan / Housing Needs Survey

The Parish Council was awaiting the dates when the survey would become live so that it could be promoted to residents. Devon Communities Together were looking to attend an event in the parish.

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

- Business Continuity Plan

The Clerk will circulate a draft document 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://www.middevon.gov.uk/assets-of-community-value)

- Spring Clean Up Day – 26 April 2026

All

- Biodiversity Net Gain and Promoting Nature

This item would be covered under the ORL.

- Meetings

Parish Council meetings after May - proposal to move to a 6-week cycle for full parish meetings - revisit planning committee members

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

Planning applications:

26/00368/TELCOM

Proposal: Prior notification for the installation of 1 20m monopole, 3 antennas, 1 600mm dish and 1 equipment cabinet and associated ancillary works following removal of 1 17.7m monopole, 3 antennas and 2 cabinets

Location: Telecommunications Mast at NGR 307009 115761 Pound Farm Burlescombe

Site Vicinity Grid Ref: 307009 / 115761

Parish: Burlescombe 06

Deadline for comments: 1 April 2026 – extension requested

Decision Notices:

26/00151/PIP – REFUSAL – 11 March 2026

Proposal: Permission in Principle for the erection of up to 3 dwellings

Location: Land at NGR 305520 114082 North of Waterloo Court Uffculme Devon

26/00061/PNCOU – REFUSAL – 13 March 2026

Proposal: Prior Approval for the change of use of 2 agricultural buildings to 4 dwellings under Class Q

Location: Land and Buildings at NGR 306361 116702 Moor Farm Westleigh Devon

25/01740/HOUSE – APPROVED – 27 March 2026

Proposal: Erection of 2 extensions following removal of existing conservatory and erection of outbuilding for storage use

Location: Locks Cottage Westleigh 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

Response from Seddons:

If you could let us know where you propose to put them up, and then we can either get our board man to come along and do the job, or you can oversee it yourselves. If the boards that you have are not looking that clean and tidy any more, then we do have spare ones here that we can supply.

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](#)

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.

Clerk expenses/mileage	£ 31.10
Countrywide (new contract)	£ 8.04

The standing order will be amended to reflect the 2026/27 contract.

Burlescombe VH has been booked for the Annual Parish Meeting at a cost of £36.00.

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

The budget monitoring information for the 12-month period will be provided as a separate document.
Year end information will be provided as a separate document.

Agreed change to clerk's hours:

The Clerk's hours will increase to 28 hours per month from 1 April 2026.

The number of hours will be kept under review and can be reduced if the perceived workload does not increase through Local Government Reorganisation.

28 hours x 17.85 = £499.80 per month

The Clerk worked an additional 14.5 hours over the agreed 19.5 hours to 31 March 2026 following the previous agreed additional payment.

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

The Clerk will purchase the computer early in the financial year 2026-27.

Other matters:

Jackalope Grant and Confirmation of Outcomes

Consideration of response received.

Historic website / emails

Consideration of response received.

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.

Invoice awaited for spare defibrillator pads.

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 (glass ordered)

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
Reports from Councillor Downing and Elliss-Brookes (see report in appendix)
Letters to Holcim
- 17. To receive** a report from the Amenities Working Group
Report from the Chair (see report in appendix)
Holcim Wildlife Fund Application
Biodiversity Net Gain
Dog sign for Westleigh Play Park
- 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**

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>

APPENDIX

Emergency Plan

On Thursday 26th March I attended the Devon Community Resilience Forum at Teign Valley Village Hall which was hosted by Devon Communities Together.

There were several stands in the hall where I spoke amongst others with a representative from Devon County Council Highways - who advised that potholes are fixed on a strictly prioritised basis according to risk. She also said that any pot holes that a Road Warden filled in would be covered by DCC insurance. Mentioned that having a Flood Warden was also a good idea in response to the changing climate and that there were funds that could be applied for to help with training and equipment.

Flooding was a recurring theme on a number of other stands and it's apparent this will be an increasing problem so perhaps the council should consider whether we want to specifically nominate a flood warden? I picked up a number of leaflets which I will share.

There was also a company there who are based in Willand and sell radios. We talked about how important communication is in an emergency and how difficult it can be should there be a long term power outage. My key takeaway is whether the council should consider applying for funding to buy radios. And also whether that should be extended to the Clerk's other Parish Councils therefore creating a wider communications network that could be used in the event of an emergency?

There were a number of talks - a presentation on Community Emergency Hubs and we as a council are already putting in motion discussions on how these might work in our Parish. Another talk was on wildfires on Dartmoor which although not relevant for our Parish was interesting nonetheless. They talked about how new fire risk warning signs were going to be put up ahead of the summer and also how dangerous portable bbqs were, especially when not used with care. It was mentioned that more should be done at point of sale to educate people on their responsibilities and what can happen should they not be put out properly which I thought was a great idea.

I also made contact with a representative from Devon Communities Together who has specific responsibility for community buildings - I discussed our thoughts about trying to have Westleigh URC Hall designated as an asset of community value and some suggestions were made which I will be following up on.

Interesting event with more food for thought to help us along in our Emergency Planning journey

Emma Forward
Chair
Burllescombe Parish Council

QUARRY

Meeting with the representative from Heidelberg (Friday 20th March 2026)

Representative for Heidelberg (formally Hanson Quarry) re- town farm Sand Quarry (on the left as you go towards A38 from Burlescombe). This Quarry is 'Mothballed' at present.

Ian will contact the company Landscape Architect as to the trimming back of Chestnut trees and he will contact Mid Devon Council as to trimming the verge and cutting back the self-seeded Blackthorn bushes near the road on the left before the woodlands Industrial Unit.

In discussion he also said if required this site will open again in the distant future, especially if building work advances.

Ian showed me where a plan and information is available in emergencies- this should be included in the Emergency plan as silt/sand (quick sand) lakes are a danger for anyone trespassing (especially children) . It would also be helpful if BPC sent an email to MDC as well as the quarry company to ask for blackthorn and verge to be trimmed as it is close to a busy road used by the Quarry Lorrie's as well as village traffic.

Cllr Judy Downing

Report- Hillhead and Broadpath - Quarry Liaison Meeting - Monday March 23rd 2026

Broadpath Landfill Site

A report had been sent by Valencia- now own the site (previously owned by Viridor) and a report was also received by the Environmental Agency.

There was much discussion by the liaison Group about concerns as to leachate from the site and it was felt the report from Valencia (a firm in Leeds!) was inadequate.

The committee requested that both a representative from Valencia and the Environmental Agency attend the next meeting.

DCC will not permit planning permission for the solar panel site (on the landfills site) until all the problems of leachate etc are dealt with.

Hillhead Operations report

Forty-two and half thousand tons of sand and gravel quarried between January and February 2026. There was a problem with flooding in the floor of the quarry because of excessive rain this winter - problem receding.

A still press plant was added in January.

Houndaler

Now working on Phase 8- soils will be removed in the Summer with attention to Dormice Protection. Vegetation to be trimmed.

200 young trees have been planted on Quarry land (behind the Old Well Garden Centre).

I bought up again BPC's concern about no date for the new Asphalt plant to be put at the old composting plant and lack of true reasons for the Asphalt plant being de-commissioned in Westleigh.

Next Liaison meeting will be in July at 3pm- date to be confirmed.

ORL

Biodiversity

On Thursday 26th March I had an opportunity for an impromptu site visit with Holcim's Biodiversity expert, to the ORL. We walked the length of the path and discussed our proposed works at the Spring Clean Up Day as well as giving his advice on what else we could consider to promote Biodiversity in the area.

Wildlife area

He felt that the fenced off area on the left between the path and Bray Close would benefit from having more light let in. This could be achieved by coppicing some trees and clearing some glade areas of ivy and undergrowth. He recommended then plug planting with native woodland species to create diversity of habitat. He also thought we should consider removing the hawthorn trees. These actions would then encourage more butterfly life and other insects. He also talked about installing birch bird boxes which are made from hollowed out silver birch branches.

Hole in bank

His recommendation was to fill the hole with wood first and then dig round with the soil that's already there to alleviate the issue

Buddleia by old Tar Plant

His recommendation here was to cut down the stems and then treat the stumps using something like round up. He said that if the stumps were drilled or cut first this would make the treatment more effective.

Picnic area

His advice was to define a boundary around the tables and then stick to keeping just that area clear of growth.

I then asked if he thought there were any other quick wins that we could consider and he suggested bat boxes and planting bulbs for flowers in spring.

He also suggested that we should apply to the Holcim Wildlife Enhancement Fund again for money to help with the improvements.

I asked if he had any concerns with any of what we were proposing to do on our Clean Up day and he said that as long as it was done as soon as possible and with care then there were no issues.

I thanked him for his time and he said he'd be happy to help guide us with our efforts. Next steps are to undertake the Spring Clean Up activities and review quotes for the outstanding tree works so we can then decide what else we can achieve and when.

Emma Forward

Chair

Burlescombe Parish Council