

# Burlescombe Parish Council

13 May 2026

To: All Members of Burlescombe Parish Council

Dear Councillor

You are duly summoned to attend the Annual Meeting of **Burlescombe Parish Council** to be held at the Burlescombe Village Hall on **Wednesday, 20 May 2026 at 7.30pm**. The meeting is open to the press and the public.

Yours sincerely  
Susan McGeever  
**Parish Clerk**

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## AGENDA

**012/2627/1 To elect** the Chair and receive declaration of acceptance of office for 2026/27

**012/2627/2 To elect** the Vice-Chair and receive declaration of acceptance of office for 2026/27

**012/2627/3 Welcome by Chair, apologies for absence and introductions**

**012/2627/4 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.

**012/2627/5 Minutes of Previous meetings** to approve minutes of the meeting on 21 April 2026.

**012/2627/6 Matters arising from the last minutes**

Updates on matters arising from the last minutes will be raised under the appropriate agenda item. Confirmation of the relationship between the Parish Council and FVEG – BPC Chair has had a conversation with the Chair of FVEG to discuss.

**012/2627/7 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.

**012/2627/8 Matters arising from the last minutes**

Updates on matters arising from the last minutes will generally be raised under the appropriate agenda item

**012/2627/9 Annual Return**

The annual return will be prepared for the June 2026 meeting following the completion of the internal audit and submitted to the External Auditor in accordance with the timescales provided.

**012/2627/10 General Power of Competence**

The Parish Council is not eligible to adopt the General Power of Competence as the current Clerk is not CILCA qualified. The Clerk is undertaking the qualification.

## **012/2627/11 Policies and Procedures**

To review and adopt the policies of the Parish Council:

- Code of Conduct (no change)
- Standing Orders (changed 2025)
- Financial Regulations (no change)
- Risk Management Scheme (under review)
- Publication Scheme (no change)
- Privacy Notice (no change)
- Equality and Diversity Policy (no change)
- Contract of Employment (no change)
- Health & Safety Policy (no change)
- Website Accessibility Statement (no change)
- Asset Register (updated)
- Grant policy (no change)
- Protocol for Filming (no change)
- Co-option policy (no change)
- NALC staff policies (no change)
- Complaints Policy and Procedure (no change)
- Vexatious Policy (no change)
- Westleigh Play Park Risk Assessment (no change)
- IT Policy (amended version to be approved)

## **012/2627/12 Review of Committees, Working Group and Individual Roles of Parish Councillors**

A review of the current committees, working groups and individual roles, including arrangements for reporting back, should take place. For ease of the review the listing includes the names of those currently on the committees.

The Parish Council should consider if they wish to appoint any new committees.

Planning

Councillor Forward

Terms of Reference in place

To be reviewed at this meeting

Asset and Responsibilities Working Group

All parish councillors

Terms of Reference in place

Amenities Working Group

Councillor Downing

Councillor Forward

Councillor Smith

Councillor Walker

Terms of Reference in place

Highways

Councillor McDonald

Road Warden

Councillor McDonald

Snow Warden

Councillor McDonald

Flood Warden

Councillor McDonald

Police Matters

Councillor McDonald

Emergency Plan Lead

Councillor McDonald

Footpaths

Councillor Smith

Communications  
Communications Plan in place

Councillor Smith

Fast Fibre delivery

Councillor Box

**012/2627/13 Review of Parish Councillor roles on External Committees and Individual Roles of Parish Councillors**

Grand Western Canal Joint Advisory Committee

Councillor Box

Westleigh Quarry Liaison Group

Councillor Downing/  
Councillor Elliss-Brookes

Councillor Advocate Scheme

Councillor McDonald

School Liaison

Councillor Walker

St Mary's Church/Westleigh URC

Councillor Forward

The Clerk liaises with Devon County Council and Mid Devon District Council.

**012/2627/14 Emergency Planning**

Date for the Emergency Plan meeting

**012/2627/15 Community Mapping**

Discussions ongoing – bring forward to next meeting agenda

**Review of risk register**

The updated risk register would be reviewed at the May meeting.

**012/2627/16 Training**

A training policy document would be reviewed at the May meeting.

**012/2627/17 To receive a report from the Chair**

Delivery of fast fibre

Information awaited

Neighbourhood Plan / Housing Needs Survey

The Housing Needs Survey closes on 19 May

Neighbourhood Priority Statement

Meeting of the working group required: Councillors Elliss-Brookes and Smith together with the Clerk

Business Continuity Plan

Almost completed

Registering assets of community value

Discussions ongoing

Spring Clean Up Day

Report from Councillor Forward

- Meetings

Discussion on meetings per year.

**012/2627/18 To consider** the Parish Council's response to the following planning applications and receive decision notices:

**Planning applications:**

**26/00580/MFUL**

Proposal: Variation of Condition 17 of planning permission 22/02374/MFUL (Construction and operation of a solar photovoltaic (PV) farm together with associated works, equipment and infrastructure) to allow the development to commence prior to the provision of off-site highway passing places, with the works to be completed within 12 months of the development first being operational

Location: Land at NGR 301974 110937 Dean Hill Road Willand

Grid Ref: 301974 / 110937

Parish: Halberton 25

Deadline for comments: 14 May 2026 extension to 22 May 2026

**26/00604/FULL**

Proposal: Erection of one dwelling and associated works

Location: Former Garages and Forecourt South View Westleigh

Site Vicinity Grid Ref: 306041 / 116837

Parish: Burlescombe 06

Deadline for comments: 20 May 2026 extension to 22 May 2026

**26/00607/FULL**

Proposal: Erection of a farm produce shed with associated parking and picnic area

Location: Land at NGR 306566 114419 (Appledore Farm) Appledore

Site Vicinity Grid Ref: 306329 / 114436

Parish: Burlescombe 06

Deadline for comments: 22 May 2026

**Decision notices:**

**26/00368/TELCOM – APPROVED – 1 May 2026**

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 Devon

**012/2627/19 Highways Matters/Footpaths**

19.1 Roads

Councillor Forward to update on meeting with Councillor Clist

19.2 Speed Limits / Speeding

Still awaiting response from DCC

20 is plenty signs

Update on condition

19.3 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.

Electronic signs on the A38

Update awaited

Drains at Cracker Corner

Update awaited

11.4 Footpaths

P3 2026/27

Awaiting purchase order

PROW funding

The Clerk was awaiting the paperwork to cover 2025/26 path maintenance of £900.00.

11.5 Road Warden Scheme/Snow Warden Scheme/Flood Warden Scheme

Councillor McDonald update

**012/2627/20 Financial matters:**

The Parish Council noted the following:

20.1 Financial Report 2025-26 (Year End)

The accounts are with the internal auditor. Report awaited.

20.2 Financial Report 2026-27

**Lloyds Bank**

Current account balance at 31 March 2026 £ 330.94

Less payments

Service charge (30/4) £ 4.25

Receipts

**Current account balance at 30 April 2026 £ 326.69**

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

**Unity**

Current account balance at 31 March 2026 £2146.58

Payments

01-Apr-26 S/O to: Countrywide SJB016 -208.80

13-Apr-26 B/P to: HMRC 475PM01737213 -69.60

13-Apr-26 B/P to: Clerk MAR 26 WAGES -278.48

30-Apr-26 Service Charge -7.00

30-Apr-26 Transfer to 20531407 -14000.00 -14563.88

Receipts

15-Apr-26 MDDC CREDITORS REF - 00052 21325.00

**Current account balance at 30 April 2026 £ 8907.70**

Deposit account balance at 31 March 2026	£17807.29
Less Payments	
Plus Receipts	
30-Apr-26      Transfer	£14000.00
<b>Deposit account balance at 30 April 2026</b>	<b>£31807.29</b>

The cumulative bank reconciliation for April 26 had been completed and was duly signed by the Chair.

The budget monitoring information for Month 1 has been produced and circulated to Parish Councillors and duly noted.

Payments made from April not shown above:

01-May-26	S/O to: Countrywide	SJB016	-216.84
	B/P to: Westleigh		
01-May-26	URC	Mar-26	-14.00
01-May-26	B/P to: Clerk	MARCH 26 EXP	-31.10
01-May-26	B/P to: Countrywide	INV 673664	-8.04

Receipts and payments made in May

Payments:

Clerk wages*	£400.00
HMRC PAYE	£112.22
*new rate	

Receipts:

Wayleave	£ 11.92
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Payments to be authorised:

URC (Meeting room)	£ 14.00
Clerk expenses/mileage	£ 31.10
Dog sign for Westleigh Play Park	£ 34.64
Glass for Telephone Box	£ 29.40
Computer	£349.00
Computer bag	£ 12.94

12.3 Review of Asset Register

Ongoing

12.4 Computer

To be purchased prior to the meeting.

Other matters:

**Jackalope Grant and Confirmation of Outcomes**

and

**Historic website / emails**

Update

**Defibrillators**

The Clerk advised the invoice was awaited for spare defibrillator pads.

The handover is being undertaken

**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)

**012/2627/21 To receive** a report a report on Parish Council Communications  
Report from Councillor Smith - See supporting documentation

**012/2627/22 To receive** a report on the Councillor Advocate Scheme/local crime  
Report from Councillor McDonald

**012/2627/23 To receive** a report on the Grand Western Canal Joint Advisory Committee  
Report from Councillor Box

**012/2627/24 To receive** a report on the Quarries  
Report from Councillors Downing and Ellis-Brookes  
Holcim Letter

**012/2627/25 To receive** a report from the Amenities Working Group  
Report from Councillor Forward  
Westleigh Play Park fence  
Leylandi tree quotes  
Arranging Amenities Working Group meeting to discuss future of maintaining community assets  
No dogs sign for Westleigh Play Park

**012/2627/26 To receive** a report from MDDC Councillors Westcott and Lock

**012/2627/27 To receive** a report from DCC Councillor Simon Clist

**012/2627/28 Items for next meeting**

**012/2627/29 Dates of the next Parish Council Meetings**

## **Burlescombe Parish Council communications update**

May 2026

### **Communications since last meeting**

#### **1. Parish magazine**

A summary of April's meeting will be in the June issue of the magazine, which will be out soon.

#### **2. Website and Facebook**

Our standard approach for significant updates is to add a news item to our website, share that story on our Facebook page and share into the local Facebook Group. This month we have shared:

- Updates from the April meeting.
- Spring clean-up day success story.
- Housing Needs Survey promotion.
- Information about the Annual meetings.
- MDDC post about Crisis & Resilience Fund and Oil Support Scheme

#### **3. Noticeboards**

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

#### **4. Email newsletter**

An email newsletter went out on 13 May containing links to news articles on: The summary and minutes from the April meeting, Housing Needs Survey information, Spring Clean-Up report and photos, annual meetings date and agendas.

##### **Subscriptions**

- 43 residents are subscribed to the newsletter.
- A further 15 have filled in the form but not yet confirmed their subscription, we'll continue to emphasise the importance of clicking the link in the confirmation email.
- Councillors continue to deliver postcards around the parish to spread awareness.

##### **Newsletter stats**

- 75% per cent of recipients opened the April newsletter
- 17% clicked on a link in the newsletter

#### **5. New Visit Mid Devon Website**

We were contacted by MDDC about a refreshed Visit Mid Devon website, on which there is a page dedicated to our parish.

The website:

- Acts as a digital front door for Mid Devon
- Showcases towns, villages, walks, attractions and events
- Supports local tourism, hospitality and leisure businesses

We have sent some updates to the text and photos to ensure it reflects our area as best as possible. Once it is updated and relaunched, we will share with residents and add a link on the Parish Council website.