

Burlescombe Parish Council

15 June 2026

To: All Members of Burlescombe Parish Council

Dear Councillor

You are duly summoned to attend a Meeting of **Burlescombe Parish Council** to be held at the Westleigh URC Hall on **Monday, 22 June 2026 at 7.00pm**. The meeting is open to the press and the public.

Yours sincerely
Susan McGeever
Parish Clerk

AGENDA

013/2627/1 Welcome by Chair, apologies for absence and introductions

Apologies received from Councillor Box

013/2627/2 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.

013/2627/3 Minutes of Previous meetings to approve minutes of the meeting on 20 May 2026.

013/2627/4 Matters arising from the last minutes

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

013/2627/5 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.

013/2627/6 Internal Audit 2025-26

To receive and approve the Internal Audit for 2025-26.

013/2626/7 Annual Governance Statement 2025-26

To consider and approve in Annual Governance Statement for 2025-26 and it be duly signed by the Chair and Clerk.

013/2626/8 Annual Accounting Statement 2025-26

To consider and approve in Annual Accounting Statement for 2025-26 as prepared by the Clerk prior to the meeting. This document should be duly signed by the Chair.

The period for the exercising of public rights will run from Wednesday, 17 June to Tuesday, 3 August 2026.

013/2627/9 Emergency Planning

Input from Parish Councillors and discussion on the date for the Emergency Plan meeting.

013/2627/10 Community Mapping

Nothing to report.

013/2627/11 Training

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

013/2627/12 To receive a report from the Chair

Delivery of fast fibre

Information awaited

Neighbourhood Plan / Housing Needs Survey

The Housing Needs Survey closed on 19 May and the report is awaited.

Neighbourhood Priority Statement

Meeting of the working group required following a gap analysis of the Housing Needs Survey and engagement with residents through a survey: Councillors Elliss-Brookes and Smith together with the Clerk

Business Continuity Plan

Nearing completion

Registering assets of community value

Discussions ongoing

Report on the Joint Traffic Working Group

Meeting held on 2 June 2026

Burlescombe Primary School

Report from Councillor Walker

Potential use of AI

It is likely that NALC will issue a Topic Note on its use.

Chair's Announcements

Community events and news.

Biodiversity Net Gain

Devon Local Nature Recovery Plan

How can the Parish Council increase its Biodiversity Net Gain and assist in the Devon Local Nature Recovery Strategy.

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

013/2627/13 To consider the Parish Council's response to the following planning applications and receive decision notices:

Planning applications:

New:

24/01847/MFUL

Proposal: Continued operation of existing anaerobic digester plant without previous limitations on power output, feedstocks and tonnages, provision of new covers to AD silage clamps and digestate storage tank and extension to CHP unit building to provide improved office and facilities space and improved parking

Location: Land at NGR 299621 112764 (Red Linhay) Crown Hill Halberton Devon

Grid Ref: 299621 : 112764

Parish: Halberton 25

Change of Description and Revised Drawings

Deadline for comments: 22 June 2026. Planning Officer advised the Parish Council will submit its comments following the meeting on 22 June 2026.

Existing

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

As requested, the Clerk wrote to the planning officer to raise concerns made at the last meeting. The Planning Officer is confirming ownership of the land and that all interested parties were contacted to pass comment. This includes those renting the garages.

Decision notices:

No decision notices have been received for this meeting.

Consultations:

MDDC LOCAL PLAN

Consultation open to 10 July 2026

[Plan Mid Devon | Let's Talk Mid Devon](#)

And publication of the [Housing and Economic Land Availability Assessment \('HELAA'\)](#).

013/2627/14 Highways Matters/Footpaths

14.1 Roads

Councillor Forward to update on meeting with Councillor Clist

14.2 Speed Limits / Speeding

Still awaiting response from DCC

20 is plenty signs

Update on condition

14.3 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 – trial excavations needed

Electronic signs on the A38

Update awaited

Drains at Cracker Corner

Update awaited

Reduced Visibility at Cracker Corner
Update awaited

Road Repairs - Appledore Hamlet to the Somerset Border

The works will take place from Monday 21st September until Friday 6th November from 1900hrs, weather permitting.

14.4 Footpaths

P3 2026/27

Purchas order received and actioned.

PROW funding

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

14.5 Road Warden Scheme/Snow Warden Scheme/Flood Warden Scheme

Councillor McDonald update

South West Water sewage spills

013/2627/15 Financial matters:

The Parish Council noted the following:

15.1 Financial Report 2026-27

Lloyds Bank

Current account balance at 30 April 2026 £ 330.94

Less payments

Service charge (1/5) £ 4.25

Receipts

Current account balance at 31 May 2026 £ 326.69

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

Unity

Current account balance at 30 April 2026 £8907.70

Payments

01-May-26	B/P to: Countrywide	INV 673664	-8.04	
01-May-26	B/P to: Clerk	MARCH 26 EXP	-31.10	
01-May-26	B/P to: Westleigh URC	Mar-26	-14.00	
01-May-26	S/O to: Countrywide	SJB016	-216.84	
22-May-26	B/P to: HMRC	475PM01737213	-112.22	
22-May-26	B/P to: Clerk	WAGE - APRIL 26	-400.00	
22-May-26	B/P to: Four Seasons	BPC 9061	-408.00	
22-May-26	B/P to: Amazon (via Clerk)	COMPUTER	-349.00	
22-May-26	B/P to: Amazon (via Clerk)	COMPUTER CASE	-12.94	
22-May-26	B/P to: Burlescombe Hall	MEETING 20.5.26	-36.00	
22-May-26	B/P to: Westleigh URC	APRIL MEETING	-14.00	
22-May-26	B/P to: Clerk	EXPENSES APR 26	-31.10	
22-May-26	B/P to: Clerk	TELEPHONE SIGN	-29.40	
22-May-26	B/P to: SafetySigns	4815162	-34.64	
31-May-26	Service Charge		-7.00	-1704.28

Receipts

12-May-26 Credit Wayleave 11.92

Current account balance at 31 May 2026 £7215.34

Deposit account balance at 30 April 2026	£31807.29
Less Payments	
Plus Receipts	
Deposit account balance at 31 May 2026	£31807.29

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

The budget monitoring information for Month 2 has been produced and circulated to Parish Councillor.

Receipts and payments made in June

Payments:

Clerk wages*	£399.80
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HMRC PAYE	£112.42
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*new rate

Countrywide (grass cutting)	£216.84
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Payments to be authorised:

Bulescombe (Meeting room)	£ 36.00
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Clerk expenses/mileage	£ 31.10*
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DALC (membership)	£387.65
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* The mileage rate of 45p per mile has been increased to 55p per mile with effect from 1 April 2026.

Data protection fee: Your payment is due

The fee of £52.00 is due on 10/7/2026 but a direct debit was sent to Unity Trust Bank.

Clerk chasing.

15.3 Review of Asset Register

The Asset Register has been updated and circulated.

15.4 Computer

A full refund for the computer that did not arrive has been received and a new purchase being made.

Any differential in cost will be advised at the June Meeting

Other matters:

Jackalope Grant and Confirmation of Outcomes

and

Historic website / emails

Update

Defibrillators

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

The handover is being undertaken

Contact with Lloyds Bank/Financial Ombudsman

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

Other matters:

- Noticeboards and their upkeep

- Grants and sponsorship – next steps

013/2627/16 To receive a report a report on Parish Council Communications

Report from Councillor Smith - See supporting documentation

013/2627/17 To receive a report on the Councillor Advocate Scheme/local crime
Report from Councillor McDonald

013/2627/18 To receive a report on the Grand Western Canal Joint Advisory Committee
Report from Councillor Box

The following application has been raised:

25/00292/FULL

Proposal: Change of use of B2/B8 to Sui Generis to include the erection of office and store, detached double cart lodge for domestic use, replacement bat roosting building and associated works

Location: Crown Hill Timber Crown Hill Halberton Tiverton

Grid Ref: 299684 : 112870

Parish: Halberton 25

Revised Drawings

Deadline for comments: 26 June 2026

013/2627/19 To receive a report on the Quarries
Report from Councillors Downing and Elliss-Brookes
Holcim Letter response

013/2627/20 To receive a report from the Amenities Working Group
See report attached to this agenda.

Proposal – investigate the setting up of an independent charitable trust to manage parish council amenities

Charitable Trusts - Information from DALC.

Proposal – to strengthen working relationship between Burlescombe & Westleigh Village Hall and the Parish Council

Proposal – Clerk to contact Holcim regarding removal of buddleia growing in the Tar Plant walls on ORL

Other matters

Replacing Westleigh Play Park fence

Erecting the 'no dogs' sign at Westleigh Play Park

Leylandi trees on ORL - update from National Grid

National Grid has always approved the cutting of trees, as the lines run over the road/properties, alongside a primary school, and over Parish Council land that's a designated permissive/public footpath.

MDDC Expression of Interest for Burlescombe Play Park and Open Space.

Westleigh URC Hall – registering as an Asset of Community Value

013/2627/21 To receive a report from MDDC Councillors Westcott and Lock

013/2627/22 To receive a report from DCC Councillor Simon Clist

013/2627/23 Items for next meeting

013/2627/24 Dates of the next Parish Council Meetings

Parish Council meetings:

Monday 3rd August at Westleigh URC Hall

Wednesday 9th September at Burlescombe & Westleigh Village Hall

Monday 5th October at Westleigh URC Hall
Wednesday 18th November at Burlescombe & Westleigh Village Hall
Monday 4th January at Westleigh URC Hall

Other meetings/events:

Saturday 8th August - Summer Clean Up Day
September - Emergency Planning Public Meeting venue TBA
TBA - Autumn Clean Up Day
Wednesday 9th December at Burlescombe Hall - Precept Open session

BPC Amenities Working Group, Thursday 4th June 2026

Councillors Forward, Walker, Downing and Ellis-Brookes

Funding for amenities

Discussion about the issue of how the Parish Council is not eligible to apply for lots of funding. Talked about how a group separate from the Council would have access to a greater number of funding options e.g. how Holcombe secured funding for their playpark renovation.

An option is to set up an independent charitable trust to manage the parish amenities which would have a separate board of trustees. South Zeal recreation ground charitable trust was given as an example.

There are a number of considerations - Need to check the process for the transfer assets to a charitable trust along with legal implications. How would costs be handled, could on be viable if volunteers came forward, what would the involvement of the Parish Council look like?

Other examples given of similar arrangements are CHAT (church housing) the climbing wall in the old community centre in Tiverton and the Ayshford trust.

The proposal from the Amenities Working Group to take to the next Parish council meeting is a recommendation to do some discovery work on how this might work in our community. Look to groups that have done this before for examples of best practice and check if DALC has any guidance.

Also noted that the planning application to Mid Devon for the BMX track on the ORL is still on the portal and that the facility did get permission with some conditions.

Burlescombe & Westleigh Village Hall

Discussion about how important an asset this is for our community with regards to emergency planning and being a “front door” to information sharing with residents. Talked about how we would welcome the opportunity to strengthen the working relationship between the hall committee and the parish council and mentioned how it worked in other Parishes, e.g. Uffculme where nominated parish councillors form part of the committee.

The proposal from the Amenities Working Group is to reach out to the Village Hall committee to discuss further.

Fence in Westleigh play park

Fence down the middle of the play park was identified in the ROSPA safety report as needing repair. It wasn't replaced during the last works due to funding restraints.

The proposal from the Amenities Working Group is to ask the Clerk to instigate the procurement process. Query raised if procedurally we could use the same contractor? Clerk to advise, and if not obtain three quotes for a like for like replacement.

Buddleia growing in the Tar Plant walls, ORL - next steps

Issues to be managed – roots of the plant undermining the industrial heritage asset, and any remedial action needs to comply with our health and safety obligations.

The proposal from the Amenities Working Group is to ask the Clerk to ask Holcim if they will remove it for us. If not, look to obtain a quote for stump grinding as part of the leylandii removal works.

AOB

Filling the hole in the bank on the ORL – Cllr Downing mentioned she had some logs that could be suitable following the recommendation from Holcim Biodiversity expert. To be considered as an activity for the Summer Clean Up Day