

Burlescombe Parish Council

2 September 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 Burlescombe & Westleigh Community Hall on **Wednesday, 9 September 2026 at 7.00pm**. The meeting is open to the press and the public.

Yours sincerely
Susan McGeever
Parish Clerk

AGENDA

015/2627/1 Welcome by Chair, apologies for absence and introductions

Apologies received by the Clerk.

015/2627/2 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.

015/2627/3 Minutes of Previous meetings to approve minutes of the meeting on 3 August 2026.

015/2627/4 Matters arising from the last minutes

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

015/2627/5 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.

015/2627/6 Emergency Planning

Parish Councillors undertook to provide any Burlescombe specific concerns for inclusion in the plan, including the Town Farm Sand Quarry, and the Community Mapping project could also be used to identify concerns.

Date for meeting in October to be set. Devon Communities Together can attend.

015/2627/7 Community Mapping

Nothing to report for this meeting

015/2627/8 Training

DALC Annual General Meeting - Wednesday 7 October 2026 – Clerk attending.

015/2627/9 To receive a report from the Chair

Delivery of fast fibre

BT Open Reach engineers active in Westleigh during August

Neighbourhood Plan / Housing Needs Survey
The final report has been made available.

Neighbourhood Priority Statement
Councillors Elliss-Brookes and Smith to report on feedback to initial document

Business Continuity Plan
Nearing completion

Registering assets of community value
Discussions ongoing

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](#)
Brought forward

Local Government Reorganisation
Information on the new wards from MDDC has been circulated to Parish Councillors.

MDDC has requested feedback from Parish and Town Councils to understand their concerns and a meeting is being organised in September. Burlescombe attendance has been confirmed to MDDC. Final date awaited.

NALC
NALC is encouraging parish and town councils to [complete a new national survey](#) on council services, staffing, budgets and governance. The survey, developed by the Improvement and Development Board's Data Task Force, will help build a comprehensive picture of the sector.
The Clerk has provided further information as requested.

Civility and Respect Pledge
Brought forward to this meeting.

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Bike ramps
MDDC have advised they were not aware of any ramps or works to remove them.

Local Green Spaces

As part of the evidence gathering for Plan Mid Devon, MDDC is undertaking a review of Local Green Space designations across the district and inviting parish councils to nominate additional sites for consideration. This will take the form of a 6-week consultation in September and October, with details circulated through Parish Clerks.

Interim Warding Arrangements

015/2627/10 To consider the Parish Council's response to the following planning applications and receive decision notices:

Planning applications:

New:

26/01162/PNAG

Proposal: Prior Approval for the erection of an agricultural storage building

Location: Land at NGR 307428 115815 Velhay Burlescombe

Site Vicinity Grid Ref: 318270 / 117089

Parish: Burlescombe

INFORMATION ONLY

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

Information awaited on the date it will go to the Planning Committee.

Decision notices:

No decision notices have been received.

015/2627/11 Highways Matters/Footpaths

11.1 Roads

Councillor Forward to update on meeting with Councillor Clist

11.2 Speed Limits / Speeding

Information on 20s Plenty has been circulated to Parish Councillors.

Exact procedure still awaited from DCC.

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 both Clerk and NHO has chased

Water from the garages, Burlescombe

Ongoing investigations – trial excavations needed – handed to MDDC Housing Service

Drains 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.

Damage to wall at Westleigh
Forwarded to Holcim. The wall has been made safe and will be mended.

Road surface on approach to A38 after Burlescombe
Response awaited

Signpost at Westleigh
Reported to DCC Highways – awaiting response

11.4 Footpaths
Councillor Smith to report

11.5 Road Warden Scheme/Snow Warden Scheme/Flood Warden Scheme
Councillor McDonald update

The Clerk has completed the Road Warden Survey.

Enquiry from Holcombe Rogus Parish Council about joint participation in Road Warden Scheme

South West Water sewage spills

Vote of no confidence in South West Water

Grey water tanks
New builds are designed with attenuation ponds to take clean water run off..

015/2627/12 Financial matters:

The Parish Council noted the following:

12.1 Financial Report 2026-27

Lloyds Bank

Current account balance at 31 July 2026	£313.94
Less payments	
Receipts	

Current account balance at 30 August 2026	£313.94
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The account is being kept open whilst discussions on the complaint are ongoing.

Unity

Current account balance at 31 July 2026	£8682.47
Payments	

	S/O to:		
03-Aug-26	Countrywide	SJB016	-216.84
11-Aug-26	B/P to: Clerk	EXPENSES	-40.30

	B/P to: Westleigh	DEFIB		
11-Aug-26	URC	INSURANCE	-12.71	
	B/P to: Westleigh	MEETING		
11-Aug-26	URC	JUNE26	-14.00	
11-Aug-26	B/P to: HMRC	475PM01737213	-112.42	
11-Aug-26	B/P to: Clerk	JUL 26 WAGES	-399.80	
11-Aug-26	B/P to: Clerk	COMPUTER	-11.00	
11-Aug-26	B/P to: Nico Page	11.7.26	-500.00	
31-Aug-26	Service Charge		-7.00	-1314.07
10-Aug-26	Transfer		-5000.00	-6314.07
Receipts				
	VAT		2583.83	
Current account balance at 30 August 2026			£4952.23	
Deposit account balance at 31 July 2026			£31940.24	
Payments				
Receipts				
	Transfer		£ 5000.00	
Deposit account balance at 30 August 2026			£36940.24	

The cumulative bank reconciliations for July and August 26 had been completed and will be signed by the Chair.

The budget monitoring information for Months 4 and 5 have been produced and circulated to Parish Councillor.

Payments to be authorised:

URC (Meeting room)	£ 14.00
URC (Defib insurance)	£ 12.71
Clerk expenses/mileage (August)	£ 25.00 (expenses)
Clerk wages (August 26)	£399.80
HMRC PAYE (August 26)	£112.42

12.2 Review of Asset Register

A further update has been undertaken and circulated.

12.3 NALC pay increase

Information on the pay increase has been circulated to Parish Councillors which should be back dated to 1 April 2026.

Current scale and pay rate: Scale 23 - £17.85

New pay rate: £18.44

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

015/2627/13 To receive a report a report on Parish Council Communications

Report from Councillor Smith - See supporting documentation

015/2627/14 To receive a report on the Councillor Advocate Scheme/local crime

Report from Councillor McDonald

015/2627/15 To receive a report on the Grand Western Canal Joint Advisory Committee

Report from Councillor Box

015/2627/16 To receive a report on the Quarries

Report from Councillors Downing and Elliss-Brookes

Quarry Residents Survey

Asphalt Plant – odour complaint

Litter from Quarry lorries

015/2627/17 To receive a report from the Amenities Working Group

Report on meeting on 17 August 2026.

Bank on stairs by Black Bridge

Report on Parish Clean-Up Day – 8 August 2026

Report from Councillor Walker

Charitable Trusts

Matting at Burlescombe Play Area

MDDC are scheduled to replace the matting in this financial year using the S106 monies.

Other matters

Replacing Westleigh Play Park fence – Clerk has spoken to the contractor who has confirmed he is available for a meeting

Leylandi trees on ORL - update from National Grid

Trees should be cut in September

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

Fencing at the ORL – quotes have been requested

Hand rail at ORL – being repaired by Holcim

Woodland Trust – Free trees offer

015/2627/18 To receive a report from MDDC Councillors Westcott and Lock

015/2627/19 To receive a report from DCC Councillor Simon Clist

015/2627/20 Items for next meeting

015/2627/21 Dates of the next Parish Council Meetings

Parish Council meetings:

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:

October - Emergency Planning Public Meeting venue TBA

TBA - Autumn Clean Up Day

Wednesday 9th December at Burlescombe Hall - Precept Open session

Amenities Working Group (AWG) Report

Monday 17th August 2026 – 7pm to 8pm

Councillors present

Lucy Elliss Brookes

Judy Downing

Emma Forward

Helen Walker

1. Discussion on registering Westleigh URC Hall as a community asset.

Agreed vital to explore this fully as the URC Hall is the only 3rd space in Westleigh and will also feature in our Emergency Plan e.g. warm/cool space, community muster point

Correspondence has been received from URC Synod Solicitor.

Actions

Verify the usage of the hall in the context of church and non church affiliated events (LEB/EF)

Confirm role of Westleigh URC Hall in Parish Emergency Plan and revisit Community Asset

Registration discussion after this is decided.

2. Discussion on schedule of works for the Old Railway Line, Burlescombe (ORL)

In preparation for budget discussions later in the year the AWG discussed the next works that will require expenditure. The following were identified:

- a. Leylandii trees – budgeted for 26/27 financial year. Waiting for electricity board trimming to take place in September before requote process for revised works. Point made that more cost effective to have multiple tree works completed at the same time.

Recommendation: tree report to be revisited to identify which other tree works should be included in the revised quoting process for leylandii removal.

- b. Banks – discussion amongst councillors leading to a **recommendation that no works on banks need to be budgeted for in 27/28 financial year**

- c. Fences – concern that fencing on left hand side of ORL when walking away from Black Bridge is leaning over quite considerably in places. Discussion on whether this fencing needs to be replaced or just removed. Noted that of the £6500 allocated in this financial year for ORL maintenance only £340 has been spent so we should have funds to cover but also noted that they leylandii removal costs are still unknown. Also discussion about what might happen with the fence on the right hand side by the water tower as this will most likely need to be removed to enable the works on the leylandii. Provision for this to be added to leylandii quote

Recommendation: Quotes to be obtained to remove the left hand side fence.

Recommendation: Replacement fencing specification to be added to leylandii quote

- d. Signage – discussion about putting up signs at Tar Plant and Water Tower that inform on their industrial heritage. Warning signs might also be required if we remove the fence on left hand side.

Action – LEB to raise with Holcim possibility of them providing signs for the community on the ORL

3. Charitable Trust Report

Helen Walker put together a very informative paper that was circulated to councillors to educate us on what a charitable trust is and how the various options might work. This paper will also form part of this report.

Our motivation for exploring this avenue is that a Parish Council has limited options and has to abide by strict rules around fundraising. Significant future expenditure is expected for maintaining amenities e.g. Westleigh Play Park equipment reaching end of life, plus future expenditure might be required for improving amenities e.g. if the Parish Council does take on Burlescombe Play Park and Open Space from MDDC as a result of Local Government Reorganisation.

With the current arrangement of the Parish Council having sole responsibility for these costs a large proportion will have to be raised via the precept (the part of the Council Tax that provides Parish Council funds).

A key point in setting up a charitable trust is that it would be completely independent of the Parish Council therefore providing many more options for fundraising through for example sponsorship by local businesses and access to a wider range of community grants.

A charitable trust would require appointing trustees to run it so will need significant community involvement to be viable, however the Parish Council could be able to offer support if required. The other unknown of setting up a Charitable Trust is the costs involved and this would need to be thoroughly investigated beforehand.

The AWG agreed that our next step in evaluating this process would be to reach out to other Parish Councils who have done something similar to learn about their experiences.

There will be a further discussion on this at the next Full Council meeting on 9th September.

The other point raised was S106 money that has currently been earmarked by MDCC for replacing the safety matting at Burlescombe Play Park.

Action – to ask Clerk to follow up on when these works will be carried out.