

# Burlescombe Parish Council

28 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 Westleigh URC Hall on **Monday, 5 October 2026 at 7.00pm**. The meeting is open to the press and the public.

Yours sincerely  
Susan McGeever  
**Parish Clerk**

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## AGENDA

### **016/2627/1 Welcome by Chair, apologies for absence and introductions**

Apologies received by the Clerk.

### **016/2627/2 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.

**016/2627/3 Minutes of Previous meetings** to approve minutes of the meeting on 9 September 2026.

### **016/2627/4 Matters arising from the last minutes**

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

### **016/2627/5 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.

### **016/2627/6 Emergency Planning**

Review of updated Emergency Plan including feedback from Parish Councillors.

Review of Household Emergency Plan leaflet.

Update on Community Emergency Hubs.

Date for meeting in November to be set.

Request for Holcim's Emergency Plan for Westleigh Quarry (Actioned)

Date for meeting in November to be set.

### **016/2627/7 Training**

Security and Safety Awareness presentation – information circulated to Parish Councillors

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

**016/2627/8 To receive a report from the Chair**

Delivery of fast fibre

Nothing to report for this meeting

Neighbourhood Priority Statement (Neighbourhood Plan)

Councillors Elliss-Brookes and Smith to report on survey responses.

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

NALC

Completed

Civility and Respect Pledge

Completed

Bike ramps

Awaiting further update

Creative Community Grants

To be considered

Review Parish Meeting / event dates

**016/2627/9 To consider** the Parish Council's response to the following planning applications and receive decision notices:

**Planning applications:**

New:

No new applications have been received.

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

Not on agenda for the MDDC October Planning Meeting as the tree report has only just been completed.

## **Decision notices:**

### **Appeal Decision 6011431 26/00151/PIP Land at NGR 305520 114082 North of Waterloo Court Uffculme**

The appeal notice was dismissed.

The Planning Inspectors decision has been forwarded to Parish Councillors

Other matters:

### **Plan Mid Devon Parish Councillor & Clerk Meeting**

Report from the meeting on 29 September 2026

### **Local Green Spaces**

Parish Council to consider responses to the questionnaire

### **East Cullompton and the Garden Village**

Consultation is live.

[East Cullompton & Culm Garden Village | Let's Talk Mid Devon](#)

Parish Council to consider responses to the questionnaire

### **Rural and Community Housing Seminar 2026**

Friday 2 October 2026

<https://DevonRuralCommunityHousingSeminar2026.eventbrite.co.uk>

### **Questionnaire – Mid-Devon District Council – Housing and Economic Needs Assessment**

Parish Council to consider responses to the questionnaire

### **Mid Devon District Council – Local Plan Viability Assessment - Stakeholder Providers Survey (DSP26970)**

Response submitted and circulated to Parish Councillors

### **016/2627/10 Highways Matters/Footpaths**

10.1 Roads

Councillor Forward to update on meeting with Councillor Clist

10.2 Speed Limits / Speeding

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

Exact procedure still awaited from DCC.

10.3 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 21<sup>st</sup> September until Friday 6<sup>th</sup> November from 1900hrs, weather permitting.

Road surface on approach to A38 after Burlescombe

Response awaited

Signpost at Westleigh

Reported to DCC Highways – awaiting response

Holbrook Lane Bridge which carries Holbrook Lane over the A361 below.

To enable the inspection of the bridge, we are planning to implement temporary road closure of the A361 eastbound on slip from Holbrook Lane, Sampford Peverell, EX16 7EQ for 1 night from the Thursday 15<sup>th</sup> October 2026 to Friday 16<sup>th</sup> October 2026 between the hours of 20.00 and 06.00. There will be an alternative route in place via, *Holbrook Lane Bridge, Lower Town, Turnpike, High Street, Post Hill, Bundells Road, Heathcoat Way, A361*.

10.4 Footpaths

Councillor Smith to report

10.5 Road Warden Scheme/Snow Warden Scheme/Flood Warden Scheme

Councillor McDonald update

South West Water sewage spills

Vote of no confidence in South West Water

#### **016/2627/11 Financial matters:**

The Parish Council noted the following:

##### **11.1 Financial Report 2026-27**

These figures were produced on 28 September 2026. Revised figures will be brought to the meeting.

#### **Lloyds Bank**

Current account balance at 31 August 2026 £313.94

Less payments

1/9/26 Charges £ 4.25

Receipts

**Current account balance at 28 September 2026 £309.69**

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

#### **Unity**

Current account balance at 31 August 2026 £4952.23

Payments

|           |                          |                |         |          |
|-----------|--------------------------|----------------|---------|----------|
| 01-Sep-26 | S/O to: Countrywide      | SJB016         | -216.84 |          |
| 15-Sep-26 | B/P to: PKF              | SB20261550     | -252.00 |          |
| 15-Sep-26 | B/P to: HMRC             | 475PM01737213  | -112.42 |          |
| 15-Sep-26 | B/P to: Clerk            | EXP AUG26      | -25.00  |          |
| 15-Sep-26 | B/P to: Clerk            | Aug-26         | -399.80 |          |
| 15-Sep-26 | B/P to: Westleigh URC    | AUG MEETING    | -14.00  |          |
| 15-Sep-26 | B/P to: Burlescombe Hall | MEETING 9/9/26 | -27.00  | -1047.06 |

Receipts

**Current account balance at 28 September 2026 £3905.17**

|                                                     |                  |
|-----------------------------------------------------|------------------|
| Deposit account balance at 31 August 2026           | £36940.24        |
| Payments                                            |                  |
| Receipts                                            |                  |
| <b>Deposit account balance at 28 September 2026</b> | <b>£36940.24</b> |

The cumulative bank reconciliation for September 26 will be completed, circulated and signed by the Chair.

The budget monitoring information for Months 6 will be produced and circulated to Parish Councillor.

Payments to be authorised:

|                                    |          |
|------------------------------------|----------|
| Clerk expenses/mileage (September) | £ 34.90  |
| Clerk wages (September 26)         | £479.32* |
| HMRC PAYE (September 26)           | £146.89  |
| Chair expenses (printing)          | £119.96  |

\*includes pay increase

|                                  |         |    |
|----------------------------------|---------|----|
| Countrywide (ground maintenance) | £216.84 | DD |
|----------------------------------|---------|----|

#### 11.2 External Auditor's Report

The External Auditor asked for a revised calculation for Box 3 and this produced and accepted and has been posted on the website.

The response to Section 2, Box 11 was incorrect and should be 'yes'. The wording had been changed for 2025/26.

This is noted on the External Auditor's Report and Certificate 2025/26.

This certificate together with the Notice of Conclusion of Audit has been posted on the website.

#### 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

**016/2627/12 To receive** a report a report on Parish Council Communications  
Report from Councillor Smith - See supporting documentation

**016/2627/13 To receive** a report on the Councillor Advocate Scheme/local crime  
Report from Councillor McDonald

**016/2627/14 To receive** a report on the Grand Western Canal Joint Advisory Committee  
Note the GWC JAC meeting is taking place on 5/10/26.

**016/2627/15 To receive** a report on the Quarries  
Report from Councillors Downing and Elliss-Brookes  
Quarry Residents Survey – bring forward to February 2027 meeting  
Asphalt Plant – odour complaint  
Litter from Quarry lorries

Mud on road leading from Quarry

**016/2627/16 To receive** a report from the Amenities Working Group  
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  
Completed

Leylandi trees on ORL - update from National Grid  
Trees should be cut in September  
Remaining trees – quotes received  
MDDC Expression of Interest for Burlescombe Play Park and Open Space.  
More information awaited

Fencing at the ORL  
Quotes received

Hand rail at ORL  
Repaired

Woodland Trust  
Free trees offer

ORL Survey  
Quotes received

All quotes can be viewed in this agenda (Pages 7-10)

**016/2627/17 To receive** a report from MDDC Councillors Westcott and Lock

**016/2627/18 To receive** a report from DCC Councillor Simon Clist

**016/2627/19 Items for next meeting**

**016/2627/20 Dates of the next Parish Council Meetings**

Parish Council meetings:  
Wednesday 18th November at Burlescombe & Westleigh Village Hall  
Monday 4th January at Westleigh URC Hall

Other meetings/events:  
November - Emergency Planning Public Meeting venue TBA  
TBA - Autumn Clean Up Day  
Wednesday 9th December at Burlescombe Hall - Precept Open session

ORL

## TREE QUOTES

### QUOE 1

A) Removal group of leylandii

**Sub Total: £1,350.00**

**Vat @ 20.00% £270.00**

**Grand Total: £1,620.00**

**All waste removed from site**

B) Height reduction of group of Leylandii by 50%

**Sub Total: £1,050.00**

**Vat @ 20.00% £210.00**

**Grand Total: £1,260.00**

**All waste removed from site**

Three other quotes have been requested

## FENCING QUOTES

### QUOTE 1

Remove old fencing

Supply and install 43m total height 6ft high featheredge fencing

4X4 posts cemented into ground

80m post and rail fencing

3/4inch round posts with 3 half round rails

**Materials £2,400.00**

**Labour £2,350.00**

**Sub Total: £4,750.00**

**Vat @ 20.00% £950.00**

**Grand Total: £5,700.00**

Netting extra if required **£350.00 plus vat**

### QUOTE 2

To remove the LHS fence and replace with post and rail would be £1800 + VAT.

This would be 100mm square posts with post savers set at 1.8m with post crete.

Three times sawn rails per bay.

### QUOTE 3

Further to our phone calls, the fence measurements are as follows, standing on bridge looking up the footpath with the fences in front

RHS 15m 6ft f/edge , then 80m post and rail with net on

LHS 28m 6ft f/edge,, also 2 small repairs needed to handrail on steps and top of steps

To Remove: approx £900+ vat

To replace: £900+ vat then the f/edge £2580+ vat the post and rail £1360+ vat.

To repair: not possible

## SURVEY QUOTES

### Quote 1

The preliminary ecological appraisal will include:

- i) a desk study using open-source reference material, e.g., Magic Map. Given the small scale and likely minor impacts of the proposal, a local records centre data search, for which additional fees would be required, is not considered necessary; and
- ii) an extended UK Habitat Classification Survey of the site (as defined by plans provided), including consideration of the likely presence of protected and invasive species and habitat condition assessment of terrestrial habitats (required for a Biodiversity Net Gain (BNG) calculation). Two surveys will be undertaken, one in the autumn of 2026 and one in late spring 2027. Management recommendations will be included in the report.

The UK Habitat Classification Survey can be conducted year-round. However, the best time for this survey is between April and October, when deciduous and annual plants are easier to identify. As a result, it might be challenging to perform a valid condition assessment for certain habitats outside this period. In such cases, a repeat survey within the optimal period may be necessary, which is not covered by this fee quote.

A separate River Condition Assessment, not included in this fee, would be required to inform BNG for development directly affecting rivers or their 10 m riparian zone.

A preliminary ecological appraisal report (PEAR) will be produced that includes a description of the proposal, the survey methods used, the preliminary survey results, recommendations for any further surveys required, and an ecological appraisal of potential impacts, with outline mitigation measures proposed. The primary audience for a PEAR is the client or developer and relevant members of the project team, such as the architect, planning consultant, and landscape architect. It is normally produced to inform a developer (or other client), and their design team, about the key ecological constraints and opportunities associated with a project, possible mitigation requirements and any detailed further surveys required to inform an Ecological Impact Assessment (EclA). Under normal circumstances it is not appropriate to submit a PEAR in support of a planning application because the scope of a PEAR is unlikely to fully meet planning authority requirements in respect of biodiversity policy and implications for protected species. However, if no further surveys are required and sufficient information is available to undertake an Ecological Impact Assessment (EclA), an EclA report will be produced in lieu of the PEAR, which should be sufficient to support a planning application.

The report will be consistent with current guidance and legislation, including BS 42020:2013 Biodiversity – Code of practice for planning and development. Please note the fee proposal does not include any additional surveys or work that may be required following the initial survey, e.g., reptile, dormouse, bat, or badger survey, depending on the initial findings, the results of the desk study and potential impacts of your proposal on protected species that may be present. Any recommended additional surveys are likely to be seasonally constrained and would be required to support a planning application. Biodiversity net gain calculations are also not included in this fee element.

**Subtotal - £1,546.67**

**VAT - £309.33**

**Total - £1856.00**

### Quote 2

#### Preliminary Ecological Appraisal Survey

The survey of the site will consist of a walkover assessment using The UK Habitat Classification User Manual version 2.0 (UKHab Ltd., 2023) to record and map habitats and species, including searches for features suitable for rare and/or protected species.

An initial survey will be conducted during the autumn of 2026, and another in the late spring of 2027 as per the client's request.

#### Report

The report will include a summary of the site and site evaluation and recommendations for further surveys and subsequent management/ enhancement recommendations where appropriate. The report will be produced following the completion of both site surveys.

#### Additional Information

The project will be undertaken by a suitably qualified, and where necessary licensed, in-house ecologist.

It is assumed that the client will arrange access to all parts of the survey area as required by DWC and will supply maps of an appropriate scale for the project. Dates for completion will be agreed with the client on acceptance of the quote.

Costs include for production of a finalised report unless otherwise agreed. Additional charges will apply should a draft of the report be required for comment.

The cost shall remain fixed unless the client requires additional work and/or meetings. Such additional time will be added at our standard rates. This quote is inclusive of travel time and mileage.

Two site surveys, report writing, map production & quality assurance £1,230.00

Cost excludes VAT which will be charged at the standard rate.

#### Quote 3

Thank you for your invitation to quote for the required ecological services at the above-named site.

Given the site is largely woodland, I do not believe a second site visit in spring would be necessary as it will be possible to record the habitat type and condition accurately this autumn.

| <b>Task</b>                                                                                                                                                                                                                                                                                                                                                                | <b>Cost (£)</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Preliminary Ecological Appraisal</b>                                                                                                                                                                                                                                                                                                                                    | 280             |
| Habitat Survey (UKHab, 2023) recording all habitats and noting features of particular interest. A non-exhaustive list is made of plant species found on site including invasive species and a search is conducted for evidence of (or potential for) notable or protected species. A condition assessment will also be undertaken on all recorded habitats where possible. |                 |
| <b>Ecological Report</b>                                                                                                                                                                                                                                                                                                                                                   | 250             |
| Ecological report detailing the findings of the PEA, the identification of any potential ecological constraints and any future management recommendations.                                                                                                                                                                                                                 |                 |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                               | <b>530</b>      |

## **Reports from Councillor McDonald**

### **Joint Traffic Working Group Meeting.**

15/09/26

I attended the meeting on behalf of Burlescombe Parish Council. The main topic of conversation was the raising of a petition to reduce the speed limit on Uffculme Straight from 60mph to 40mph. The wording of the petition was agreed, and this will be circulated to all neighbouring parish councils by their clerks for discussion and adoption if agreed. The aim is to then publish the petition on the various council's websites / social media in order to garner signatures.

The second major discussion was around the impact of development in and around junctions 27 and 28 of the M5, and the impact these developments will have on the road network and associated infrastructure. The details of the planned meeting of parishes to discuss these developments was circulated to members.

The date of the next meeting was agreed – 19/01/27

### **Water testing 18/09/26**

As part of a campaign by FreshWaterWatchUK, Councillor Smith and I took some water quality readings from a couple of locations within the parish.

We tested for the presence of nitrates and phosphates. Information on nitrates and phosphates, and their effects on freshwater, have been attached to this report.

The two locations tested were the small stream near to Pugham Farm, accessed via the public highway, and Fenacre Water, just south of the wastewater treatment works, accessible from the public footpath.

The concentrations of nitrates and phosphates at Pugham were low, although there is currently a very pungent smell coming from this stream, which will be reported to the Environment Agency. Although the levels of phosphates were low at Fenacre, nitrates showed as very high, indicting reduced oxygen levels in the water and a potential risk to the ecology of the waterway.

The results were uploaded to the FreshWaterWatch website, where countrywide measurements and trends will be available to study.

[Great UK WaterBlitz Results | FreshWater Watch](#)