

Colaton Raleigh Parish Council

Minutes of the Parish Council Meeting held at Colaton Raleigh Village Hall on Monday 13th July 2026

(Draft Minutes – the minutes will be signed as an accurate record at the next Parish Council Meeting)

Present: Cllr. R. Clay (RC) - Chair
Cllr. Christopher Pound (CP) – Vice Chair
Cllr. Stephen Manley (SM)
Cllr. Janice Papworth (JP)

In attendance: Clerk – Harriet Pipkin
Danuta Joyce – Footpaths Officer
Cllr. Melanie Martin (MM) -East Devon District Councillor
Cllr. Charlotte Fitzgerald (CF) – East Devon District Councillor
Cllr. Jess Bailey (arrived 19:42)
Members of public – 1

26.VII.1 Apologies

Apologies accepted: Cllr. J. Hart

26.VII.2 Declarations of Interest

None.

26.VII.3 To consider co-option of member/s to the Council to fill Casual Vacancies currently outstanding

Discussion around utilising other tools on how to advertise for PC members. Possible use of social media although this has its drawbacks. **Action: Clerk to look into alternative ways of getting the message out to local residents in advertising for new Parish Councillors.**

26.VII.4 Minutes of previous meeting

The minutes of the meeting held on the 11th May 2026 were approved by Council, and signed by the Chair. There were no comments.

26.VII.5 PROGRESS REPORTS

a. Refurbishment of MUGA – an email has been received to say the final sand dressing for the MUGA will be completed on Monday 20th July.

b. Playpark fence repairs – This was regarding the tightening of the line wire, this has now been completed by Halcyon Landscaping.

c. Replacement/repair of toddler swing – Two visits have now been completed by contractors (Creative Play and School Playground Specialists). Both have sent through quotes for updating the playpark, which have been forwarded on to councillors. Both quotes are comprehensive and include itemised prices for individual bits of equipment. Creative Play has also forwarded an AI generated visual of some of the proposed equipment. Creative Play have given a time scale to have the works completed in October/November 2026 and have already engaged with the Otter Inn to see about using their carpark for unloading equipment. They are also happy with utilising the pub for contractors to use facilities for lunch/bathrooms etc.

- Creative Play overall total: £14,984.00 this is for the supply and installation of the following: 1x tower jigsaw unit, 1x swinging log, 1x double cradle swing

- School Playground Specialists total: £21,769.20 this is for the supply and installation of the following: 1x timber swing 2x flat seats, embankment slide, wobble bridge and crawl net

Both quotes are **not** inclusive of VAT but do include the supply and installation as well as removal and disposal of old equipment (where applicable)

Clerk has started the process of finding out how to access the sec106 funding, firstly to check how much there is to access and also so once a decision has been made, it can be progressed.

Action: Clerk to check if the metal post shoes protect equipment adequately from a strimmer etc. and continue to seek out further information on how to access funding (sec 106). Previous works have been lottery funded. Councillors voted in favour of the Creative Play quote and agreed unanimously, pending the Sec106 funding being in place.

d. Jubilee Memorial Tap – A quote has been received from Norton memorials for the required works to the inscription on the tap. This quote is a total of £542.66 incl VAT. A previous quote was almost £700.00 from a different company. This includes comprehensive deep clean of wall plaque to remove surface debris. Re-paint existing inscription to strip the old finish where necessary and repaint all existing cut lettering in black in situ.

Action: Councillors agreed unanimously to go ahead with the works. Clerk to organise

During a meeting with Devon Highways, it was established that any form of barrier for the tap to add protection would need to be 450mm away from the road, making this an unviable solution. There could be a possibility to lift the second curb however, to act as a barrier, however this would need to be planned with a contractor for advice. For the grille, there is a standard black one available online, which could be cemented down. **Action: Clerk to request advice from Joe Truscott Delaney via email.**

e. Meadow Way Tap – CP has been to speak with the adjacent property who has completed some widening works to their driveway. The resident explained that they had left the tap as it is so not to upset the historic integrity of it. CP has asked if

they would be happy for it be rendered over to offer protection from wear, which would be agreeable. The aim would be to use lime render to prevent any water ingress in winter and hopefully stop the wall splitting apart. Concern over aesthetic look from a member of the public, suggesting it requires a better finish/additional wall to protect the tap. **Action: Clerk to check the boundary of the tap to see if this is on public land**

f. Signs to village hall and church - It has been agreed that a small sign will be installed on the grass verge by the telegraph pole, near the bus shelter, funded by the village hall – it will be a small plastic sign which is wood effect. **Action: Clerk to ensure the land belongs to the Parish Council via the Land Registry.**

26.VII.6 MATTERS REQUIRING DISCUSSION

a. The Pound - This month, CP has met with Clare James from Clinton Devon Estates. A maintenance plan has been agreed for The Pound, along with CDE's support a plaque to be installed at The Pound. CDE would like to see a draft of this before it is installed. This will be organised by the PC

As part of the maintenance plan, CP will get a quote for remaining pointing work to be completed; CDE has organised for the area to be strimmed twice annually.

CP did not ask if there would be allowance for access to repairs from the inside if required, but has since put this in an email.

The PC is really pleased that progress has been made and is appreciative that there has been positive discussion around the preservation of The Pound from CDE. **Action: CP to look into contractors for the re-pointing work and communicate with Clare James on this. Clerk will conduct some research on any available funding or grants which may support restoration works**

b. Vision ICT – A complaint has been raised and this has been passed up the chain at vision ICT, there was only a limited time of a full outage and this is to be acknowledged.

c. Parish magazine – CP is awaiting further information on cost of this going forward, however at present CR only has a ½ page of space. **Action: Clerk to email publisher and check on deadlines for entries, also to check if there could be the possibility for adding our agenda for PC meetings/how much space is available**

d. Adjustments to reserves (defibrillators/VAS) – The previous defibrillator was donated by The British Heart Foundation, which means it would not now be replaced by them due to proximity of another defibrillator being installed. It would be good to look at any potential for other charities/funding opportunities for a replacement defibrillator. The current one has been used twice in two years and is a valuable asset. Current reserve is £230.00 a replacement would cost near to £1000.00. **Action: RC to check with BHF to see when defibrillators require replacing. This current one is regularly checked by RC to ensure it is working. Batteries were replaced on this last year**

The VAS has recently been having issues with batteries, it has now been established that there is a threshold where it needs to be charged for over 12hrs. No new batteries required yet. This could be left as it is at £300.00 (this would pay for two batteries).

e. Robot Hayes – the query is being dealt with by the planning department following a meeting

f. Seasonal flooding at Monkey Lane junction – Clerk has signed up to the online portal with Devon Highways and report has been submitted. From current advice, the ditch may be the responsibility of the council to clear, but we are still awaiting confirmation of this

26.VII.7 PLANNING MATTERS

7. Planning Matters

a. To consider applications received

- I. Ref. No: 26/1097/FUL Land And Building At Winkleigh Lane Woodbury. Change of use and conversion of building to 1 no. dwelling and associated works**
- II. Ref. No: 26/1001/CPE Stowford House Colaton Raleigh Sidmouth EX10 0JB. Certificate of existing lawfulness for the continued use of a barn as ancillary to the host dwelling.**

Both of the above applications were forwarded on to councillors for comment, there were no comments for either application to report.

b. To consider applications received after agenda publication (subject to circulation prior to meeting)

None.

c. To note applications/appeal/comments since the last meeting (considered under delegated authority)

None.

d. To note approvals/refusals by EDDC since last meeting

None.

e. To note response from Planning Inspector re Appeal Hearing

None.

26.VII.8. Correspondence (not already circulated) and any response/s required

A. Urgent request for renewal of road markings at Halfway House Junction

An email has been sent through from Sally Mynard, owner (and resident) of Alpine Park Cottages, to Cllr Jess Bailey and clerks of both Colaton Raleigh and Aylesbeare Parish Councils. She has highlighted the urgent need for the inspection and possible renewal of road markings at the Halfway House junction. The email explains the fact that this is a very busy junction, which has only become busier due to other road closures. The main concern is that the existing road markings have become so worn; along with the increased quantity of signage (both advertising and diversion signs) is creating problems and distractions for drivers and has the potential to cause another serious accident.

Action: Clerk will submit online report supporting this on behalf of the PC and respond to the email from Sally Mynard.

B. Cutting of footpaths

An email has been received from David Merrifield expressing concern about the footpath between The Otter pub and Eden Way being so overgrown it is impassible. **Action: DJ will put a note on the footpaths to recommend this for cutting**

C. Proposed move of bus stop query

An email has been received from Kathryn Jones, following on from an earlier email, expressing concerns around the proposal to move the bus stop closer to the top of Church Road. She has observed that there has been a man measuring up for a bus stop in the proposed location. **Action: Clerk to contact Kathryn Jones in response and explain her concerns have been noted. A formal proposal has not yet been submitted for comment to the PC. Clerk to chase JB with regard to the plan/next steps moving forwards.**

D. Local Government Reorganisation

Email forwarded on to councillors regarding a briefing via Microsoft Teams, this is on the Local Government Reorganisation decision. This email only contains a link and no time/date. Clerk has chased this up for further details

26.VII.9. Clerk's Report

- a) Clerk would like to request permission for the purchase of a laptop case for the parish council owned laptop. This is to keep it secure when bringing it to and from meetings etc. – approved unanimously, using a budget of up to £30.00
- b) All of the audit paperwork is completed and submitted, with the relevant accounting information published on the website
- c) An enquiry has been sent to the P3 mailbox regarding the awaited materials for repairs. Once any information has been received it will be forwarded on to ES & DJ
- d) An email has been sent to DALC regarding the request for information re Highways and potential claims for damages caused by vehicles on the public highway. Their response is as follows: *We wouldn't have specific guidance in relation to this matter I'm afraid. I am unsure who you have been liaising with, but we recommend you liaise with your County Councilor to make enquiries etc. or your designated Neighborhood Highway Officer to take this up on your behalf.* A link was also included for DCC's website in relation to NHO details.

26.i.10 REPORTS (for information)

a. County Councillor – JB

- a) **Village gateways:** There may be a possibility for a contribution from the localities budget for this project (£1,500). There is also the possibility to use some SIL funding. The final quotation is pending and this will all be dependent on the approval from landowners.
- b) **SCARF speed survey** – results requested before the October meeting.
- c) **Tipton St John** – DCC is holding a drop in event on Thursday 16th July regarding an application for a school on a new site in Tipton. This will be held in the village hall in Tipton from 2:30-6pm
- d) **Otter Catchment** – Climate resistance meeting on natural flood resistance. PC should have been receiving emails from Westcountry Rivers trust. Potential for them to be holding an open day to show results. JB will chase this up as clerk has not been receiving any updates. **Action: Clerk to look into signing up for a newsletter**

b. District Councillor/s (Report from Cllr. Melanie Martin)

- MM will be meeting with D&C police re anti-social behaviours from drivers. If anyone is suffering from this behaviour (speeding on a roads/misuse of carparks, particularly in Lime Kiln car park). Please send any information on to MM. There has been reports of unsafe driving and anti-social behaviour, particularly during the early hours of the morning. Devon and Cornwall Police are looking at solutions to prevent the behaviours moving forwards.

Report from Cllr. Charlotte Fitzgerald:

- Local Government Reorganisation announcement is to be made next week, including a briefing for town and parish councils. How this will impact residents directly is yet to be made clear

c. Police – JP

- There will be a meeting held at the end of July for East Devon. It was pointed out that this could be used as an opportunity to raise the issue of dumped car in the village (Exmouth Road) which has no tax/MOT

d. Village Hall – RC

- On the 19th September there is a planned gathering in the church grounds with food and music (details of this can be found on Facebook)

e. Footpaths

- DJ has reported Some works have been done on cutting back the footpaths along the river to Otterton.
- Overgrowth on the permissive path to Drupe Farm has been reported by a local resident. **Action: DJ will flag this with Ed and report it on the portal**
- Public footpath along the river by Dotton has been ploughed up which is causing a hazard for walkers. DJ has taken photographs, which will be sent on to Sam Briant-Evans (director of agriculture for CDE)
- During the meeting with Clare James, CP discussed the Dotton Footbridge. CDE are working with DCC and the Environment Agency on river erosion

f. Playing Field

- Gates need to be realigned since fence has been repaired. **Action: Clerk to speak to Halcyon Landscaping to realign the gates, the lever and catch do not meet**

g. Highways – SM/JP

- Proposals for village gateways have been sent through, the next step will be to contact residents/CDE regarding plans. RC and SM to visit residents & write to CDE

- Ongoing issues with property damage to walls on both sides of the junction, including more damage having been done within the last two weeks. There has been an article published in Devon Live (17th May) on this issue. SM feels this should be taken further and potentially engage with BBC Spotlight for further coverage
- Tom Cox from Devon Highways has been contacted regarding VAS data being sent through to the PC prior to the October SCARF meeting. A three week timeline has now been set, if no further details materialise, the PC will submit a freedom of information request
- CP raised an issue with verge trimming at the top of the village, having stopped between the Colaton Raleigh sign and Break Lane. SM will look into reporting this and try to get it resolved. SM has also been maintaining the plants at the top of the road as well as cleaning the sign and cutting back some of the vegetation

f. Heaths to Sea Landscape Recovery Project – JH/DJ

Nothing to report until DEFRA respond to CDE's proposal in the autumn

g. Speed Watch – DJ

Three sessions were completed in June on Friday/Monday/Tuesday where there were a total of 8 speeding cars. There were all recorded during the Monday morning session. DJ will schedule in more recording sessions this month at rush hour timings. National speed watch is next Wednesday (22.07), unfortunately a session is not possible on the day but one will be set up as close to as possible

26.VII.11. Financial Matters

a. To approve the following payments:

Clerks Expenses	£52.00
North Devon Council (Payroll x2)	£710.04
Halcyon Landscaping (Grounds Maintenance)	£136.52
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Village Plants	£19.00
The Paint Shed – Wood Protection	£29.39
Colaton Raleigh Village Hall	£30.00
Norton Memorials (deposit for Jubilee Tap)	£271.33

i. Payments In

£36.00 – paid in. This was from DALC as there was an error with a duplicated invoice

i. Bank Balances

Colaton Raleigh Community Account	£8,425.06
Business Premium ME	£20,461.33

ii. Reserve Balances

P3	£2686.25
Emergency Plan	£457.34
VAS	£300.00
Defibrillator	£231.52
Playpark Equipment	£966.00
CIL	£6,627.71
Devon Communities Together	£815.00
Contested election	£750.00

26.VII.12. Public Questions

- A big thank you to Helen Sweet for her work planting the troughs & re-painting a bench
- DJ: Ragwort has grown prolifically on the land behind Paradise Cottages and this is throwing seeds into neighbouring paddocks. It is a legal requirement to remove such plant if it borders livestock grazing areas. Owner of the land could be traced through the unsuccessful planning application. **Action: Clerk to research legislation on private land and try to contact someone around the removal of it**
- The rill at the top of the village is posing a flood risk. The rill is blocked significantly but there is a struggle clearing this due to tying it in with hedge cutting. **Action: Clerk to look up who held the responsibility of the rill including engaging with Tom Cox at Devon Highways, to see if this is within their remit**

26.VII.13. Councillors reports and items for future agenda

- Clare James has offered to attend any council meetings if there is any issue which involves the estate, which we feel she may be able to shed light on. A big thank you to Clare for this offer

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

Councillors are respectfully reminded that this is not an opportunity for debate or decision making

26.VII.14. Date of Next Meeting

- i. Monday 14th September 2026

The meeting closed at 21:19pm (Cllr Fitzgerald left @ 21:45)

Harriet Pipkin Clerk to Colaton Raleigh Parish Council,

Harriet Pipkin, Parish Clerk, can be contacted by telephone on 07966 768832
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