

Colaton Raleigh Parish Council

Minutes of the Parish Council Meeting held at Colaton Raleigh Village Hall on Monday 12th May 2025 at 7.35pm

(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)
Cllr. John Hart (JH)

In attendance: Clerk – Susan Tyrrell
Cllr. Jess Bailey (JB) – Devon County Councillor (8.30pm)
Cllr. Melanie Martin (MM) -East Devon District Councillor (7.45pm)
Cllr. Charlotte Fitzgerald (CF) – East Devon District Councillor (7.45pm)
Danuta Joyce (DJ) -Footpaths Officer
Members of public – 6

25.v.1 Election of Chair

Robert Clay - proposed by CP seconded by JP , duly elected.

25.v.2 Chair to sign Declaration of Acceptance

Duly signed.

25.v.3. Election of Vice Chair

Christopher Pound proposed by RC seconded by SM , duly elected.

25.v.4 Vice Chair to sign Declaration of Acceptance

Duly signed.

25.v.5 Apologies

Apologies noted: Ed Suttie

25.v.6 Declarations of Interest

JP declared a personal interest in item 13a.

25.v.7 To consider co-option of member/s to the Council to fill Casual Vacancies currently outstanding

No request for an election following Mark Stoyles resignation was received by EDDC, and the parish council is now able to co-opt for this and the other remaining vacancies.

25.v.8 Minutes of previous meeting

The minutes of the meeting held on the 10th March 2025 were approved by Council, and signed by the Chair.

The Chair, with Council's approval, brought forward item 13a for discussion.

25.v.13 PLANNING MATTERS

a. To consider applications/appeals received:

Appeal against the decision made by East Devon District Council to refuse planning permission:

APP/U1105/W/25/3364822 – Roseleigh, Church Road, Colaton Raleigh, EX10 0LH

Proposed dwelling with associated driveway and private garden

Councillors discussed the application at length and listened to representations made by members of the public.

RESOLUTION: The Parish Council maintains its objection to the application, and will be preparing a response for submission to the Inspector. This will include a request for the appeal procedure to be changed to a Hearing, and a request to be notified of the Inspector's site visit.

ACTION: Clerk to liaise with Councillors and prepare appropriate comments.

5 members of the public left the meeting, and matters continued in the order listed on the Agenda.

25.v.9 Election of Representing Officers - The following were duly elected:

- a. **Village Hall** – Robert Clay
- b. **Highways** – Stephen Manley
- c. **Playpark** – Stephen Manley
- d. **Emergency Planning (inc. brooks, ditches, gulleys)** – Janice Papworth & Rob Clay
- e. **Defibrillator** – Robert Clay
- f. **Asset Register** – Christopher Pound
- g. **Website/Transparency/GDPR** – Rob Clay
- h. **Colaton Raleigh Charities** – Christopher Pound
- i. **Police Liaison** – Janice Papworth
- J. **Section 106/CIL working group** – Janice Papworth & Robert Clay
- k. **Heaths to Sea** – John Hart and Danuta Joyce

25.v.10 Nominations for Voluntary Footpath (P3) Warden/s

Ed Suttie and Danuta Joyce were unanimously re-elected.

25.v.11 Review of following policies, procedures and regulations:

a. **Standing Orders**

RESOLUTION: Adoption of the revised Standing Orders proposed by CP, seconded by SM. Proposal unanimously approved by all Councillors.

25.v.12 PROGRESS REPORTS

a. **To receive any available updates regarding the proposal to install a new bus shelter on Exmouth Road**

No further correspondence has been received from British Telecom.

ACTION: JB will contact BT Openreach on the Parish's behalf. David Reed MP will be copied into correspondence and asked to support the Council's request. (Clerk)

25.v.13 PLANNING MATTERS

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

None.

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

25/0406/FUL – Orchard Barn, Sanctuary Lane, Woodbury Salterton, EX5 1ET

Siting of three ancillary containers for use in conjunction with existing holiday accommodation business to provide site manager accommodation, an office and laundry

Submission: Colaton Raleigh Parish Council have no objection to the proposal but, should the application be approved, would like a condition imposed that if the site ceases to be used as holiday accommodation then these containers should be removed forthwith (28.4.25)

25/0756/FUL – Higher Barn, Sidmouth Road, Aylesbeare, EX5 2JJ

Demolition of existing chalet dwelling and erection of the replacement dwelling. Change of use of land to residential garden.

Submission: No objections to proposal (28.4.25)

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

25/0016/FUL Robot Hayes, Sidmouth Road, Aylesbeare – approved with conditions 17.4.25

- MM had been in attendance at the delegated planning meeting when this application was decided and explained the rationale behind EDDC's decision. She was asked to look into the regulations that apply to allotment holders.

25/0028/FUL The Firs, Woodbury Salterton – approved with conditions 4.3.25

24/1749/FUL Grindlebrook Farm, Sidmouth Road, Aylesbeare – Retrospective approval with conditions 24.2.25

25.v.14 MATTERS REQUIRING DISCUSSION

a. To discuss any necessary actions arising from the 2025 RoSPA report.

RC has completed some minor repairs.

The toddler swing requires one of the A-frame posts to be replaced and quotations for a new A-frame were presented to Council.

RESOLUTION: Councillors reviewed the quotations but considered a more competitive price might be obtained from a local carpenter.

ACTION: RC to make further investigation of local contractors/carpenters and report at next meeting.

b. Village tidy up prior to Open Gardens event on Saturday 14th June

An Open Gardens event, in aid of Hospiscare, is to be held in the village on the weekend of 14th/15th June.

A large number of visitors can be expected and parking arrangements have been made in the field at the side of the playpark, with overflow parking in the field behind the church. Refreshments will be served in the village hall.

ACTION: Working party, including RC and SM, will clear the areas by both bus shelters (Exmouth Road) on Saturday 7th June, 10am. A request for further volunteers to assist was made by RC.

c. Parish Magazine (following retirement of editor at the end of the year)

Councillors noted that the current editor of the parish magazine will be retiring at the end of the year, and that the publication may cease as a result. It was suggested that Colaton Raleigh might put together an A4 sheet if this occurs

RESOLUTION: Councillors agreed that it was too early to make any decisions, but that the matter should be kept under review.

d. Condition of Village Pound

Councillors were informed that part of the metal roof on the n/e corner needs replacing and as a consequence, is exposing two sections of wall. The eastern wall is cob and stonework and needs to be protected from the elements. CP proposed that a letter was sent to Clinton Devon Estates asking them to arrange for the necessary repairs with their tenant. Consideration was also given to the erection of an informative sign nearby, outlining the history of village pounds.

RESOLUTION: Councillors unanimously agreed that a letter should be sent to CDE.

ACTION: Clerk to write to CDE accordingly. CP to investigate wording and cost of an appropriate sign.

e. To report on meeting with David Reed MP

Councillors received a report from SM following the roadside meeting on the 10th April 2025, attended by SM, JB, RC, the Clerk, and Cllr. Riddell. This had been a constructive meeting, mainly to discuss issues on Hawkerland Road and surrounding areas. David had clearly stated his support, and promised to assist in arranging meetings with CDE and DCC Highways (once the elections had taken place).

ACTION: JB will contact the new Highways Portfolio holder after the meeting of new Council members on the 22nd of May, when appointments will be made. David Reed MP will be informed of the meeting and be invited to attend.

25.v.15 CORRESPONDENCE (not already circulated) and any response/s required

- A response was received from resident regarding the Council's request to clear debris left by their contractor on the verges in Shepherds Lane.

ACTION: Clerk to reply with acknowledgement.

- Phone call from resident concerning a possible planning infringement in Sidmouth Road.

ACTION: Clerk to contact HR for further information.

- Notification of extension to 11th December 2025 relating to the temporary closure of part of Back Lane.
- Community Resilience Event at Newton Poppleford on 20th May (JP will attend on Council's behalf.)

25.v.16 CLERKS REPORT

- CP has been monitoring the ash trees along F11. The tree surgeon does not feel that any work is necessary until later in the year, but the trees will be inspected again at the end of June by the tree surgeon and CP. Consideration should be given to the weather conditions if trees need to be felled.

RESOLUTION: Await further report, and discuss at next meeting.

25.v.17 REPORTS (for information)

a. County Councillor – JB

I am delighted to have been re-elected to Devon County Council on 1st May securing 2997 votes (Reform secured 983, Conservatives 486, Lib Dems 197 and Labour 70). Thank you so much to everyone who voted for me and supported me. I am currently going through an induction process along with all DCC councillors. I know that Colaton Raleigh PC are planning to convene a meeting with the new portfolio holder for highways. The portfolio holder will be appointed at the annual council meeting of 22nd May.

I have spoken to John Galt from the flood team today. He has delivered a letter drop today to the residents in Colaton Raleigh who initially expressed an interest in the property resilience scheme but have not yet signed up. I understand DCC has given a deadline of the end of May to sign up.

I am attending the first Climate Resistant Otter Catchment Natural Flood Management project board meeting this Thursday.

Please spread the word about the community resilience meeting (including flood management) on Tuesday 20th May from 6pm to 8pm at the Pavilion Back Lane Newton Poppleford. I will be there and understand reps from DCC flood team will be there but I understand that DCC highways are not planning to attend – but I am writing to ask that they do!

b. District Councillor/s

Annual report from Cllr. Melanie Martin attached.

c. Police - JP

Previous meeting was cancelled, no date has been given for a new meeting.

d. Village Hall

No report available.

e. Footpaths – ED/JP

Definitive Map Review - Request made in the annual review documents, FP27, for a short section on the common which is always noted as overgrown to be re-routed to nearby track.

DCC have concluded that there is no change to the definitive map for Colaton Raleigh. If any landowner actions made it difficult to use the tract, which is unlikely on common land, then DCC can be required to clear the Definitive line. As long as the path is on the Definitive Map then it is legally protected into the future, and at no danger of being lost.

P3 forms - Submitted and acknowledged. John Boyd will be doing some site visits over the coming weeks of some of the issues raised in our survey but otherwise he is happy with everything we have reported and will be issuing a payment very shortly. A request has been made for materials, including anti-slip deck strip, footpath disc signs and footbridge deck boards so that a response can be made more quickly and more directly to any problems as they arise.

JP reported that two of the boards on F11 bridge are loose – DJ will inspect.

f. Playing Field

RC and the Clerk met a representative from Outdoor Carpets (the original contractors) on Saturday to review the condition of the MUGA. It is recommended that the surface is professionally deep cleaned by brush machine and redressed with specialist sports sand, at a cost of £1520 plus VAT. This needs to be done in very dry conditions.

RESOLUTION: Councillors unanimously approved the utilisation of CIL funding for this project, and accepted the quotation from Outdoor Carpets in the sum of £1520 plus VAT.

ACTION: Clerk to progress, ensuring that the project is eligible for CIL funding, before placing order for work.

g. Highways – SM

Councillors received a report from SM.

- The wall on the corner of Hawkerland Road is currently being repaired.
- On 8th May, a car on Hawkerland Road was hit and badly damaged by a large tractor with ploughing equipment which failed to stop. CDE have accepted liability.

ACTION: SM to reinstate incident log.

- Feedback is still awaited from Tom Cox (DCC Highways) regarding the proposal to install village gateways.
- ACTION: SM and JB to chase.**

- There has still been no response from Tom Vaughn (DCC Highways) following the report sent to him in July 2022 outlining highway and safety issues in the village.
ACTION: SM and JB to ensure the report is brought to the attention of the new Portfolio Holder for Highways.
- Resurfacing of Exmouth Road – Tom Cox has reported that any works are now not likely until at least 2026/27.
ACTION: JB to apply pressure and include concerns about the junction with Church Road.
- Vegetation around the safety mirror at the junction of Exmouth Road/Hawkerland Road needs to be cut back 10 to 15ft.
ACTION: Clerk to instruct Halycon to arrange for this to be done as soon as possible.
- The permissive path from the Drupe Farm to F11 needs to be resurfaced. This will need permission from CDE. JB offered to assist with funding from her Locality Budget. (It was noted that this might be in the remit of the Heaths and Sea remit to inspect permissive paths.)
ACTION: SM to obtain costings for surfacing treatments. To be discussed at next meeting.

Cllr. Fitzgerald left the meeting at 9.25pm.

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

The meeting of the Stakeholder Advisory Group due to take place in April was postponed and rearranged for the 1st July. Discussion is likely to include details of the proposed land management plan, subject to approval by land managers and CDE trustees, input from stakeholders on the proposed engagement plan for the next 20-30 years, and details regarding the next round of community engagement in the last two weeks of July and throughout August to share the final proposed plans with the public.

i. Speedwatch – DJ

One session has taken place since the last meeting; March – 1 car out of 221 vehicles passing in one direction was recorded speeding. The session in April was cancelled due to lack of volunteers. The new member of the team will be fully trained after the next session taking place this month. A request for a Police presence at a session has been requested.

Councillors Jess Bailey and Melanie Martin left meeting at 9.30pm.

25.v.18 FINANCIAL MATTERS

a. Review of Financial Regulations and Risk Assessment

RESOLUTION: Councillors unanimously approved the adoption of the revised Financial Regulations and Risk Assessment.

b. Review of Asset Register

RESOLUTION: Councillors reviewed and approved the Asset Register dated 31.3.25

c. Confirmation of Parish Council insurance 2025/26

i. Approval of annual renewal premium and/or reduction for long term agreement

RESOLUTION: Proposal to accept renewal of a 3 year long term agreement with Zurich Insurance at a cost of £652.87 proposed by CP, seconded by RC (unanimous approval).
(Expiry 31.3.26 Policy no. YLL-2720869483)

d. Annual Audit and End of Year Accounts

i. Approve Certificate of Exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Authority's gross income for the year or gross annual expenditure for the year did not exceed £25,000

RESOLUTION: Councillors gave unanimous approval.

ACTION: Clerk to submit to external auditor – PKF Littlejohn.

ii. Acceptance of Internal Auditors Report for the End of Financial Year Accounts 2024-25

RESOLUTION: Councillors gave unanimous approval.

iii. Approve Annual Governance Statement 2024-25

RESOLUTION: Councillors gave unanimous approval.

iv. Review and approve Accounting Statement 2024-25

RESOLUTION: Councillors gave unanimous approval.

e. To approve payments out

Halycon Landscaping	£263.01
NDC – payroll	£526.68
S. Tyrrell – Clerks expenses	£167.91
NSG Financials (Audit)	£189.00
RoSPA Play Safety	£139.20
Zurich Insurance	£652.87
Colaton Raleigh Village Hall	£30.00
Devon Assoc. of Local Councils	£303.60

To note the following payment made under delegated authority

Mrs. Pidgeon (Bus shelter cleaning) £165.00

f. Payments In	EDDC	£6,183.45 (part precept)
	HMRC	£851.35 (VAT refund)
	Western Power	£3.02 (wayleave)
	EDDC	£1320.37 (CIL payment)

g. Bank balance	Current Account	£15,091.80	as at 11th May 2025
	Deposit Account	£15,193.90	

Councillors unanimously approved the transfer of £5,000 from the current account to the deposit account.

h. Reserve Balances £12,858.48

P3	£2686.25
Emergency Plan	£482.00
VAS	£300.00
Defibrillator	£231.52
Playpark Equipment	£966.00
CIL	£6,627.71
Devon Communities Together	£815.00
Contested election	£750.00

i. To appoint new bank signatory

RESOLUTION: Councillors unanimously approved the appointment of Janice Papworth.

ACTION: Clerk to submit necessary paperwork to Barclays Bank.

25.v.19 PUBLIC QUESTIONS

DJ reported that the OVA now has 45 trained volunteers who will be monitoring the water quality of the River Otter, testing on a regular basis, from Honiton down to Clamour Bridge. Details can be found on the OVA website.

25.v.20 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS

JP reported that the management of The Otter Pub had confirmed the premises could be used as a place of refuge in the event of an emergency.

SM raised the question of how the Parish Council might encourage greater public participation in its meetings, noting the currently low level of attendance and evident lack of interest amongst residents, including to becoming a Parish Councillor. Greater visibility of Parish Councillors at local events should be encouraged.

25.v.21 DATE OF NEXT MEETING – Monday 14th July 2025

Meeting closed at 9.50pm.

Susan Tyrrell, Parish Clerk, can be contacted by telephone on 01395 568166

or by email at: clerk@colatonraleigh-pc.gov.uk

Website www.colatonraleigh-pc.gov.uk