

Colaton Raleigh Parish Council

Minutes of the Parish Council Meeting held at Colaton Raleigh Village Hall on Monday 3rd November 2025 at 7.30pm

(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)

In attendance: Clerk – Susan Tyrrell
Cllr. Melanie Martin (MM) -East Devon District Councillor (left meeting at 8.50pm)
Cllr. J. Bailey (JB) – Devon County Council (left meeting at 8.50pm)
Members of public – 2

25.xi.1 Apologies

Apologies accepted: Cllr. J. Papworth, Cllr. J. Hart

Apologies noted: D.Joyce (Footpaths Officer), Cllr. C. Fitzgerald (EDDC)

25.xi.2 Declarations of Interest

None.

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

No applications received.

25.xi.4 Minutes of previous meeting

The minutes of the meeting held on the 14th September 2025 were approved by Council, and signed by the Chair.

The chair noted that they had not included the thanks given to the Clerk, on behalf of the Council, following the announcement of her retirement at the end of the year.

25.xi.5 PROGRESS REPORTS

a. Refurbishment of MUGA

The contractors have started, and will return after the 10th of September to complete the work.

ACTION: Clerk to continue to chase.

25.xi.6 MATTERS REQUIRING DISCUSSION

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

JB has contacted Mark Phillips, the Integrated Transport Officer at Devon Highways. Reply awaited.

b. Section 106 funding

To consider quotation/s for new playpark equipment and replacement/repair of toddler swing

RESOLUTION: It was agreed that contractors would be asked to provide firm quotations following site visits, to include a metal swing, new slide and rocker.

ACTION: Clerk was asked to action.

c. Village Pound

To receive an update relating to permission for signage

Permission to place the sign on the wire fencing was refused by SJB Foods.

ACTION: RC will see if there is another location for the sign and report back at the next meeting.

d. Jubilee Memorial Tap – to receive an update

i. To consider quotations for restoration of the plaque

One quotation had been received in the sum of £800. The second company declined to carry out the work, citing the softness of the granite, and proposed instead adding a separate granite or slate slab on top. No quotation was provided. Councillors regarded this proposal to be most unsatisfactory.

RESOLUTION: To be considered at a future meeting.

ii. Replacement of grille beneath tap (SM)

SM will follow this up with the company referred to below.

iii. Protection of memorial from future damage

SM reported that company originally approached had gone into liquidation. He had since contacted a company in Cullompton who would provide a quotation following receipt of a drawing.

ACTION: **SM** to provide company with drawing.

e. To approve costing for application to close F11 whilst tree works are taking place

RESOLUTION: Councillors approved the payment of Devon District Council's application fee of £300.

f. To receive an update on meeting with Carl Harrison (DCC) regarding the request for placement of TPO's on 'landmark' trees in the village

RC, MM and DJ had met on site with Carl Harrison, who had suggested a replacement tree for the maple that had been cut down earlier in the year. He also advised that he will begin the process of a TPO for the maple tree on the corner of Brook Lane/Eden Way.

g. To receive an update on Devolution proposals and the reorganisation of local councils.

CP reported on the meeting he attended at EDDC offices on October 20th. The final decision on the matter will be made by the Government. East Devon's preferred option is to include Exeter within a larger East/West Devon area, stretching from Axminster to Barnstaple. It was further noted that detailed consideration of the implications was not available, possibly due to uncertainty about whether the proposal will proceed. MM reported that EDDC would be discussing this next week when more updates may be available. East Devon has not been formally designated by the UK Government's Devolution Priority Programme which means it does not expect to have elections next year, and has made a request for Councillors to stay in their roles for an additional year, meaning no additional expense of running two elections.

h. To agree Parish Council meeting dates for 2026/27

RESOLUTION: Councillors agreed the following dates.

Monday 12th January 2026

Monday 9th March 2026

Monday 11th May 2026

Monday 13th July 2026

Monday 14th September 2026

Monday 9th November 2026

Annual Parish Meeting – Monday 20th April 2026

ACTION: **Clerk** to book the Village Hall.

25.xi.7 PLANNING MATTERS

a. To consider applications/appeals received:

25/1291/ADV Oakland Service Station, Sidmouth Road, Aylesbeare. Appeal against EDDC refusal decision for erection of an illuminated D6 small format advertisement display.

No further comments.

25/2184/FUL Dunsmore Farm, Sanctuary Lane, Woodbury. Demolition of agricultural buildings and the construction of 1 no. dwelling with associated works, following the grant of prior approval (ref. 25/1049/PDQ)

Submission: No objections.

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)

None

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

25/0051/FUL Stables at Winkleigh Lane, Woodbury - Refused 22.9.25

25.xi.8 CORRESPONDENCE (not already circulated) and any response/s required

- Woodbury Neighbourhood Plan – consultation closed 27.11.25
- Email from Woodbury Clerk advising that they were reviewing their maintenance arrangements and enquiring whether the Parish Council would be interested in contributing towards the cost of employing a maintenance staff member one day a week. **Action:** **Clerk** to thank the Woodbury Clerk but respond that the parish council considered the cost to be prohibitive.
- Devon Countryside Access Forum applications invited for members. Closing date 30.11.25.
- Email from Adrian Priest, CDE Estates Surveyor, regarding repairs to the roof of the Pound. A contractor has inspected the building and quotations are being prepared. **CP** stated that the Pound would have originally had open walling and the roof is

not an essential part of the building. It might, however, be the only way of preserving the walls until, one day, they are properly capped, possibly at time of consideration for Listing.

25.xi.9 CLERKS REPORT

- Otter to Ex meeting was held on the 29th September. RC and Clerk were unable to attend.
- Further investigation with Devon Highways reveals that the boulders placed on the verge outside of Otter Farm House are on private land.
- Parish Magazine – a new editor has been found. The magazine will be published bi monthly and will go to all homes in the village, there will be no paper insert for Colaton Raleigh. The December edition will now cover two months December/January 26. It was noted that insertion dates would need to be monitored.
- Items that will be sent to Devon Records Office in the new year:
 - Acquisition of land for bus shelter
 - Transfer of garden of remembrance
 - Audit files 2009/2019
 - CRPC Minutes 2009/2019
 - Colaton Raleigh Commons Registration (Commons Ref. Act 1965)
 - Local Government Boundaries Review and electoral arrangements inc. 1961 census
 - Cemetery correspondence (extension to churchyard) 1987/93
 - Colaton Raleigh Poor Rate Book (October 1925/March 1926)
 - CRPC Receipts & Payments book 1917/1959
 - Budleigh Salterton Urban District Water Maps dated 1924 (10 in total)
 - Exmouth Urban Water District Plans & Sections relating to parish of Colaton Raleigh dated 1910 (4 in total)
- Other documents will be securely destroyed in accordance with the Document Retention Policy

25.xi.10 REPORTS (for information)

a. County Councillor – JB

- Highways – see item 10h
- Bridge at Dotton – JB was asked to chase for any progress
- Red Bridge (N.P parish) DCC is progressing but it is unlikely that anything will happen until 2027.
- Bridge at Newton Poppleford, near Woodleys timber yard – DCC are doing work on the project.
- Report on Climate Resistant Otter Catchment Project (CROC) – attached

JB gave her personal thanks to the Clerk for her help and support over the past 5 years.

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

Eden Way – MM has submitted a 'Councillor General Enquiry' to EDDC regarding the redecoration of the bungalows. Andy King (Assistant Director for Housing) has replied advising that at present there is no allocated budget for external decoration this financial year. Preparation of next year's budget is underway, however, EDDC are unable to confirm whether funding will be available. MM will continue to chase.

A planning application is being considered for the second phase of the toilet project at Budleigh Salterton (steamer steps). On behalf of the district councillors, MM thanked the Clerk for all of the help she had given them.

c. Police – JP

JP attended a Police Advocate Meeting in Cranbrook on the 30th September. A new inspector has been appointed to our community policing area and, as such, regular local meetings are starting up again. There are 9 neighbourhood officers and 2 PCSO's assigned to our area which covers a large part of East Devon. As well as Colaton Raleigh, this includes Exmouth, Cranbrook, Broadclyst and will also include the new town Marlcombe. The only discussion relevant to Colaton Raleigh was about parking and JP explained the issues in the village. The hatched areas and any yellow lines are not enforced by the police but by Devon County Council (Highways) who have limited resources. The Inspector suggested that the parish council write letters to residents explaining the issues caused by parking on the hatching and left letters on car windscreens. He also suggested posting photos of offending cars on social media in order to educate drivers. Councillors discussed both suggestions but did not feel they could be actioned.

d. Village Hall – RC

i. To consider repair or replacement of notice board.

RC advised that the notice board at the village hall was rotting. A quotation had been received for a replacement aluminium board of similar size, priced at £428 plus £30 delivery and VAT. This would need permission from the Village Hall Committee who were also considering replacement of their own noticeboard.

RESOLUTION: Await notification from the Village Hall Committee and take forward to next meeting for approval. Care should be taken with the installation of the board on the wall and it was suggested that the village hall committee be asked to install it.

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

e. Appointment of Internal Auditor

RESOLUTION: Councillors approved the appointment of NSG Financial Services as the parish council's internal auditor for the year 2025/26.

f. To consider draft budget for 2026/27

The Clerk circulated draft 2026/27 budget figures for consideration. Budget and precept to be finalised in January meeting.

25.xi.12 PUBLIC QUESTIONS

- A resident asked if the rill could be dug out and hedges cut.
ACTION; Take forward to next agenda.

25.xi.13 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS

- Concern being expressed by residents about the dumping of window frames and general rubbish on the land immediately behind 1 Hardys Court.
ACTION: Take forward to next agenda.
- **SM** will replant the trough at the top of the village.
- It was noted that interference to the VAS was being caused by an adjacent shrub which needs cutting back.
- Clinton Devon Estates have cut their hedges on Wrinkley Lane and Brake Lane. The **Clerk** was asked to remind them about the hedge on the permissive path between the Otter PH and Drupe Court.

The Chair then made a presentation to the Clerk, Susan Tyrrell, expressing the parish council's thanks and appreciation for her support and work during the past 8 years.

25.xi.14 DATE OF NEXT MEETING – Monday 12th January 2026 at 7.30pm in Village Hall.

25.xi.15 Exclusion of Public and Press

The Council **RESOLVED** that, in accordance with the Public Bodies (Admissions to Meetings) act 1960, the public and press be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

25.xi.16 Appointment of a new Parish Clerk and Responsible Financial Officer

Councillors **RESOLVED** to appoint Mrs. Harriet Pipkin to the position of Colaton Raleigh Parish Clerk and Responsible Financial Officer, with effect from the 1st of December 2025. Terms of employment were discussed and agreed.

The meeting closed at 9.25pm.

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

Catchment: Colaton Raleigh

DELIVERY UPDATE continued....

- **Agricultural Land: Soil sampling, water infiltration rates and Visual Evaluation of Soil Structure (VESS) are scheduled for autumn 2025.** These assessments will help identify areas where soil structure can be improved, which can impact surface runoff and infiltration. In addition, several stream sections within farm land have been identified as suitable locations for the installation of leaky dams, which can slow flow, reduce downstream flood risk, and promote sediment deposition.



soil compaction caused by poor soil management



MONITORING UPDATE

- At the base of the sub-catchment, an Environment Agency gauging station has been **recording water levels and flow since 1973** and therefore has established a robust hydrological baseline.
- The University of Exeter is working with the delivery team to **finalise locations for paired monitoring sensors**, to be installed above and below intervention sites. These will track water levels and flow.
- A **water quality sonde was installed at the base of the catchment for the first 6 months** of the project, as a baseline, and will be redeployed for the latter 6 months of the project period, to denote NBS benefit
- **Water quality sampling**, recording and visual assessments are also taking place at the base of the catchment and further plans for water quality recording is planned to accompany the paired monitoring sites.
- A **rain gauge** will also be installed to improve understanding of localised rainfall across the catchment.
- The University of Plymouth are undertaking both **agricultural and heathland plot work alongside sediment fingerprinting studies.** Complementary Signal Crayfish INNS (Invasive non-native species) presence/absence studies are also underway through the Environment Agency F&B Team.



University of Exeter



UNIVERSITY OF PLYMOUTH



Environment Agency

