

Colaton Raleigh Parish Council

Minutes of the Parish Council Meeting held at Colaton Raleigh Village Hall on Monday 11th May 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)
Cllr. John Hart (JH)

In attendance: Clerk – Harriet Pipkin
Cllr. Melanie Martin (MM) -East Devon District Councillor
Danuta Joyce (DJ) Footpaths Officer
Cllr. Charlotte Fitzgerald (arrived at 20:55)
Members of public – 2

26.iii.1 Apologies

Apologies noted: Ed Suttie (Footpaths Officer)
Cllr. Jess Bailey

26.v.1 Election of Chair

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

26.v.2 Chair to sign Declaration of Acceptance

Duly signed.

26.v.3. Election of Vice Chair

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

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

Duly signed.

26.v.6 Declarations of Interest

Potential interest expressed, to be discussed at the next meeting.

26.v.7 Minutes of previous meeting

The minutes of the meeting held on the 9th March 2026 were approved by Council, and signed by the Chair.

25.v.8 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)** – Rob Clay
- e. **Defibrillator** – Susan Marshall
- f. **Asset Register** – Christopher Pound
- g. **Website/Transparency/GDPR** – John Hart
- 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

All of the above were elected, on the proposal of CP, seconded by RC and agreed nem con.

25.v.9 Nominations for Voluntary Footpath (P3) Warden/s

Ed Suttie and Danuta Joyce were unanimously re-elected

25.v.10 Review of following policies, procedures and regulations:

None.

26.v.11 PROGRESS REPORTS

- a) **Refurbishment of MUGA** – There is still a final sand dressing to be completed. **Action: Clerk to chase this and ensure any work completed should be checked as there has been a number of months since the initial work was carried out and there is concern about weeds.**
- b) **Playpark fence repairs** – Top line of wire needs to be tightened. **Action: Clerk to ensure Halcyon are aware and complete this at their next visit.**
- c) **Replacement/repair of toddler swing considerations around new playpark equipment** – Clerk met with a rep from the School Playground specialists on 29.04.26. He has inspected the grounds and was very complimentary of the overall playpark offering. He will put together an itemised quote for the requested items (toddler swing, slide and some wooden equipment for the rear of the park). The clerk also noted that the wooden surfboard at the back of the park has rotted through and therefore that would also need replacing. Councillors have suggested other options for playpark upgrades, which include a potential tunnel through the slide mound; an additional slide on the other side of the mound. **Action: Clerk to chase and book in site surveys with other contractors (Creative Play/Wicksteed) for comparison quotes and circulate quotes once received.**
- d) **Jubilee Memorial Tap** – CP has discussed the restoration of the plaque with a company, clerk has sent images of the site to progress conversations around costs of the restoration.
- e) **Village Tap (Meadow Way)** – This has not yet been advanced and there is currently no further update on advice regarding repairs/support for the wall.
- f) **Signs to Village Hall & Church (RC)** - Unfortunately, the signs do not work on the bus stop. It has been suggested that a sign on the telegraph pole may be more suitable as the bus shelter is not a tenable solution. **Action: Clerk to check the boundary of the land for the bus shelter.**

26.v.12 MATTERS REQUIRING DISCUSSION

- A. **Grant application from Exmouth & District Community (£116.98)** – While this was approved at the previous meeting, due to a technical issue and email outage, there was a delay to the payment being made. **Action: Clerk to pay invoice and publish information on the service on notice boards.**
- B. **Village Pound** – Following the March meeting, the clerk has been in touch with Clare James from Clinton Devon Estates to discuss the future of The Pound. Clare is very keen to work with the Parish Council and has suggested a meeting to discuss a management plan for the site moving forwards. Within this meeting, a plaque being installed on the site would also be discussed. Listing the building would be a complex process and it was noted that it could have the potential for making repairs more difficult to complete in the long run. **Action: Clerk to set up a meeting between Clare James and CP to discuss.**
- C. **Hedges along Church Road** – Clerk has exchanged emails with Tom Cox from Devon Highways regarding the reported overgrown hedges along Church Road. He has recently completed a site visit and has explained that while there are some overgrown areas, there are no significant concerns at this moment in time. Highways would not push for these to be cut back at present, due to the time of year being a key nesting season for birds and therefore, there would only be intervention if hedges were to meet a defective criteria, as per their highway safety policy. This can be revisited in the autumn. It was also noted that Tom Cox will investigate the blocked catch-pit on Hawkerland Road.
- D. **Jubilee Memorial Tap**
 - I. **Restoration of the plaque** - CP has possibly found another contractor and will pursue and feedback in due course. **Action: clerk and CP are corresponding on this moving forward.**
 - II. **Replacement of the grille below from further damage (SM)** – There is no response from Devon Highways as of yet. Small boulders have been placed in front of the tap to discourage parking but these are gradually being removed.
- E. **Monkey lane junction flooding:** An email has been sent to Tom Cox from Devon Highways with regards to the flooding issue. **Action: Clerk to seek advice on who may be responsible for digging out the ditch and register for the Devon Highways online case number page for online reporting.**

26.v.13 PLANNING MATTERS

- a. **To consider applications/appeals received**

None.
- 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)**

26/0281/FUL – Oaklands Garage, Oaklands Service Station Sidmouth Road Aylesbeare EX5 2JJ
No decision has been made yet on this project proposal, however there have been a number of objections listed. This includes the concerns raised by CR Parish Council. SM will speak with Tom Cox from Devon Highways regarding previously discussed, more prominent signage for this services, due to previously discussed concerns.
- d. **To note approvals/refusals by EDDC since last meeting**

26/0228/FUL – Froginwell Vineyard, Sanctuary Sleeps Sanctuary Lane Woodbury Salterton Exeter EX5 1ET Construction of a pod to be used as an office/laundry – approved.

26.v.14 CORRESPONDENCE (not already circulated) and any response/s required

- I. **Devon Association of Local Councils membership** – Renewal cost for 2026/27 is £303.67

- II. **Robot Hayes planning concerns** – Clerk has received an email from a concerned resident. He has expressed some concerns around the temporary planning agreement at the Robot Hayes site. Since the granting of the temporary planning permission, there has been a notable change in scale and nature of activities on the site. There seems to have been recent earthworks; areas of hard standing and the formation of a track, extending to approximately 100m. This planning application was previously objected to by the Parish Council and a site visit has been requested by the resident to assess whether the development is in keeping with what was previously approved. SM & CP are happy to attend the site, along with MM. MM has suggested also taking a planning officer along too. **Action: Clerk to email MM, who will secure a planning officer to attend. Thursday and Friday are usually the best days. Clerk will also email the resident to ensure they are in the loop of what has been discussed.**
- III. **Email from the East Devon National Landscape Fund** - Unfortunately, the application window for this funding closed on May 10th. However, this could be something the PC could utilise for next year. The application process is simple and the EDNL would fund a percentage of a project, if it adhered to their guidelines. The basic parameters for the fund are:
- Supporting nature/wildlife and its diversity
 - Raising awareness and encouragement for engagement in the environment
 - Improving access, restoring or enhancing village features, facilities or networks
 - Develop heritage/cultural features or events and celebrate local communities
- IV. **Email from David Whelan – Emergency Planning & Community Safety Manager ‘Noise Action Week’**
Noise action week runs from Monday 11th May to Friday 15th May 2026.
EDDC Environmental Health Team invite you to come and chat with the team, learn how we investigate noise complaints, demonstrate the noise recording equipment we use and give advice and support. The sessions are open to everyone, including residents and we welcome you to share this invite with anyone who may be interested.
The two sessions will be running in the **Otter Room** at Blackdown House, Honiton on:
Tuesday 12th May between 10:00 – 13:00 and Thursday 14th May between 13:00 and 16:00
- V. **Otter Vally Association AGM** – Wednesday 13th May 07:30pm Peter Hall Budleigh Salterton
- VI. **Parking concern email** – A concern has been raised with regards to parking near the village hall, opposite the junction to Shepards Lane. In the last 6 months, there has been an increase in large vehicles parking in these spaces, which is creating an obstruction to the junction. It is also making parking difficult for other residents. Unfortunately, as with previous parking concerns raised we have limited capacity as a Parish Council to control parking. A request for double yellow lines would like a long time to approve and due to there not being local resources to monitor this, it may not help in the long run. **Action: Clerk to respond to the email and explain the limited ability to control parking. However, the Parish Council will contact Clinton Devon Estates to forward on concerns as the vehicles creating the obstruction belong to estate tenants.**

26.v.15 CLERKS REPORT

- I. **ROSPA Play Safety** – Clerk has received the safety report. **Action: Clerk to make notes on this and use this to discuss further quotes for repairs**
- II. **Audit** – Internal audit with NSG Financials has been completed. No anomalies to report. Sign off required for the AGAR paperwork for the external audit. This must be submitted and published no later than 1st July. A small amount of overtime has been required to complete all of the tasks associated with the audit.

26.v.16 REPORTS (for information)

A. County Councillor – JB

Library’s Update

I spoke at the special meeting of the DCC Corporate Infrastructure Scrutiny Committee on 29 April, which was convened following the public consultation on the future of Devon’s libraries. This consultation received an unprecedented 25,000 responses.

The purpose of the meeting was to consider the consultation outcomes and the recommendations due to go to Cabinet in May. However, the scrutiny report provided was extremely limited in detail, leaving little scope for meaningful scrutiny.

The Committee resolved that:

- The Cabinet decision should be deferred to allow full pre-decision scrutiny
- Statutory library hours across Devon should not be reduced

At the time of writing, it is unclear whether a further scrutiny meeting will be scheduled or whether the decision will proceed directly to Cabinet on 20 May.

Local Plan

I attended the East Devon District Council (EDDC) Strategic Planning Committee on 5 May.

A key update is that the Government has extended the deadline for submitting local plans under the transitional arrangements. These transitional arrangements allow councils to benefit from comparatively lower housing targets (although still significant). The new deadline is 31st December 2026.

This extension gives EDDC additional time to complete its work. However, it also means East Devon remains highly vulnerable to speculative development in the interim.

Local Government Re-organization

We are currently awaiting the Government’s decision on the reorganisation of local government in Devon, which is expected in June or July. Whatever the outcome, significant changes are anticipated, with the existing two-tier system set to be replaced by unitary authorities.

Elections to the new councils are expected to take place in May 2027. These councils will initially operate in “shadow” form, before assuming full responsibilities in April 2028.

DCC Locality Budget

My DCC locality budget is re-opening today 11th May [Locality budgets - Democracy in Devon](#). It is available to parish councils as well as community groups etc. Please contact me if you would like further information

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

- I. MM has met with Andrew King, who is the assistant director for housing. A follow-up meeting has been suggested for representatives including RC to plan for a new tree to replace the one which was cut down at Eden Way.
- II. MM is chasing the journalist, following the meeting which took place around the traffic issues at Hawkerland Road
- III. A committee has met to recommend the toilets in Budleigh Salterton are handed to Budleigh Salterton Town Council after reorganisation, with a dowry.
- IV. A representative from Clinton Devon Estates came to East Budleigh PC meeting to discuss the development of 16 units below Syon House in East Budleigh. MM has seen plans and feels it is a lovely looking plan with a little pond etc. which will add to the area.

C. **Police – JP – JP** is attending a meeting scheduled for 29th July. This is a councillor advocate meeting.

D. **Village Hall – RC** – Currently, there is nothing to report. The village hall committee are organising a picnic, the date is to be confirmed.

E. **Footpaths (DJ/ES)** – Part of the river has been diverted quite visibly during works completed by DCC.

There is a tree down at the Newton Poppleford end of footpath one. This has been registered back in march but is yet to be moved. There has also been no repair equipment provided yet from the P3 funding **Action: Clerk to chase.**

F. **Playing Field (SM)** – Nothing to report

G. **Highways – (SM/JP) –**

- I. Ongoing damage to property on Hawkerland Road: Wall of Edna's property hit again by a large articulated vehicle that had been delivering to The Old Saw Mills Industrial Estate. Damage was done whilst the vehicle was exiting Hawkerland Road. Vehicle did not stop, just drove off without reporting damage - Wall debris left in road / Vehicle details were not recorded. Again this demonstrates the ongoing danger to property and residents, whose general safety is at risk due to oversized vehicles using a road that is not fit for the purpose of accessing the Old Sawmills Industrial Estate!
- II. Onsite meeting with Highways to look at suitable positioning of Roadside Village Gateway postponed to the 22nd May '26.
- III. Still waiting for Highways to confirm a date for the installation of a Speed Radar box on Exmouth Road to assess overall speed of traffic using Exmouth Road through Colaton Raleigh. This is taking a long time to confirm
- IV. Response received from Highways stating that it will not be possible to install a Pedestrians on Road sign on Hawkerland Road. SM will continue to push for a suitable resolution.
- V. Response required re kerb requirements next to Tap on corner of Church Road & Exmouth Road.
- VI. Volume of traffic, both commercial & agricultural, using Hawkerland Road to access The Old Sawmills Ind Estate is generally increasing . A lot of these drivers : vehicles show a total disregard for the immediate safety of residents and property and without wanting to tempt fate it is sadly only a matter of time before there is a serious incident involving a vehicle and pedestrians on this road.

- The council discussed a suggestion by MM around residents putting up signs on private land for pedestrians in road etc. MM suggested the idea to raise the profile of the issue.

- Road cleanliness could do with improving - however RC and a team of others cleared a lot of litter which has now been disposed of during the parish tidy up

- **Action: Clerk to request some advice from DALC on responsibility of Highways for damages done to adjacent properties.**

H. **Heaths to Sea Landscape Recovery Project – (JH/DJ) -**

- A press release has been sent out following proposals being submitted to DEFRA. Once they have been reviewed (6-9months from March) an update will be provided detailing what happens next. There is a comprehensive article and information on the Heaths2Sea website. **Action: Clerk will circulate the email from Beth Humphries to councillors.**

I. **Speed Watch – (DJ)** Since the last meeting, there have been two sessions in March from the Speed Watch team, where a total of 449 vehicles were recorded with a total of 4 speeding vehicles. There was also a date in April, where 218 vehicles were recorded passing, with 2 speeding vehicles. Overall, there seems to be an increase in volume of traffic but a decrease in vehicles exceeding the speed limit.

J.

26.v.17 FINANCIAL MATTERS

a. To approve the following payments:

- Colaton Raleigh Village Hall Bookings	£30.00
- ROSPA Play Safety Inspection	£142.80
- Halcyon Landscaping x2 Invoices	£266.38
- Payroll	£710.04
- Devon Association of Local Councils Renewal	£303.67
- Training Costs	£72.00

- Clerks Expenses	£194.11
- EDDC (dog bin maintenance 26-27)	£499.20
- Halcyon Landscaping (April)	£136.52
- NSG Financials	£400.00
Total	£2,754.72

i. Payments In

- £6,312.50 (precept first instalment - 01.04.26)
- £3.02 (wayleave agreement cheque received, but not yet paid in)
- £241.83 (HMRC VAT repayment – 17.04.26)

i. Bank Balances

Business Current Account	£11,336.76
Business Savings Account	£20,425.33

ii. Reserve Balances

P3	£2686.25
Emergency Plan	£457.34
VAS	£300.00
Defibrillator	£231.52
Playpark Equipment	£966.00
CIL	£6,127.71
Devon Communities Together	£815.00
Contested election	£750.00

26.v.18 AGAR & Internal Audit – Annual Audit and End of Year Accounts

- I. Approval of asset register – **Outcome: approved (dated 31.03.26)**
- II. Approve Certificate of Exemption from a limited assurance review (authorities gross income for the year or gross annual expenditure for the year did not exceed £25,000). This is in line with Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. **Outcome: Approved. Action: Clerk to submit to external auditor PKF Littlejohn**
- III. Acceptance of the Internal Auditors report for the end of financial year 2025-26 – **Outcome: Councillors approved.**
- IV. Approve Annual Governance Statement 2025-26 **Outcome: Approved**
- V. Review and approve accounting statement 2025-26 **Outcome: Approved**

All end of year accounts and documents relating to the asset register and audit are freely available on the Colaton Raleigh Parish Council website.

26.v.19 PUBLIC QUESTIONS

None.

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

- I. Cllr Charlotte Fitzgerald – Due to attending Otterton APM, apologised for being late. CF shared results of a housing needs survey for Otterton. Results from this survey showed 21% of respondents knew someone who has needed to leave the village due to needing housing and 24.7% are struggling renters of working age. Based on the data provided, Otterton would need 7 new houses each year, to ensure there is affordable housing allocations for local people.
- II. Vision ICT – issues relating to lack of service during the months of February/March was discussed at length. The following was agreed:
 - Clerk would attempt to claim some form of refund of the subscription costs (pro-rata) for the days lost
 - A claim should be attempted for the hours of the clerks time wasted due to the outage and failure of service
 - That all future problems experienced by councillors be dealt with by them directly, liaising with Vision ICT’s customer relations department (support@visionict.com)

Items for the next agenda:

- III. Cost of the Parish Magazine - CP
- IV. Suggestion for adjustments to be made to some of the allocated reserves balances i.e. VAS/Defibrillator, due to both of these possibly needing repairs or replacements – SM

26.v.21 Date of Next Meeting - Monday 13th July 2026

Cllr MM. left the meeting at 21:10

Meeting Closed: 21:47

Harriet Pipkin Clerk to Colaton Raleigh Parish Council,

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

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