

# Burlescombe Parish Council

DRAFT MINUTES

Meeting of Burlescombe Parish Council  
on Monday, 5 August 2024 at Westleigh URC Hall

Present: Councillors Forward (Chair), Downing, Eaves, Farley, Palmer, Scott and Smith together with MDDC Councillors Lock and Westcott.

Councillor Forward opened the meeting at 7pm and welcomed all those present.

Councillors Farley and Palmer signed the Declaration of Acceptance of Office in accordance with the dispensation granted at the meeting on 6 July 2024.

## **05082024/1 Apologies**

Apologies had been received from DCC Councillor Radford.

## **05082024/2 Declarations of Interest/Dispensations**

Councillor Forward declared an interest in Items 5 and 11 and would not take part in the discussion and/or vote.

## **05082024/3 Minutes of Previous meeting**

Councillor Downing proposed and Councillor Eaves seconded the proposal that the minutes of the meeting of 6 July 2024 were a true record of proceedings and it was unanimously RESOLVED by those who had been present at the meeting that the proposal be accepted.

Councillor Palmer requested clarification on two items in the minutes and these would be addressed in the Working Group meeting and reported at the next Parish Council meeting.

## **05082024/4 Public Participation**

No comments were received from the members of the public present.

## **05082024/5 To appoint a representative to the Grand Western Canal Joint Advisory Committee**

Councillor Eaves proposed that Councillor Palmer be the representative on the Grand Western Canal Joint Advisory Committee and Councillor Farley act as a back-up in the event Councillor Palmer could not attend a meeting.

This proposal was seconded by Councillor Scott and it was unanimously RESOLVED by those able to vote that the proposal be accepted.

## **05082024/6 To appoint a communications officer**

Councillor Forward proposed that Councillor Smith, given her experience, be appointed the communications officer. This proposal was seconded by Councillor Scott and it was unanimously RESOLVED by those able to vote that the proposal be accepted.

## **05082024/7 To receive the report from the representatives of the Westleigh Quarry Liaison Group**

Councillor Downing read out her report referring to the Devon Minerals Plan 2011-2033 and noting that liaison group had been formed to allow for scrutiny of the providers and the site operations. The group comprised of members of Devon County Council, Mid Devon District Council, the Environment Agency and local Parish Councils and organisations. The liaison group covered sites at Westleigh, Broadpath, Viridor Landfill and Kent Farm Quarry which was currently mothballed. The sites were owned by Aggregate Industries (subsidiary of a Swiss/French company), Viridor and Hansons (a Dutch company).

Councillors Downing and Scott had attended the meeting which had included a tour of Westleigh Quarry. The meeting had also been attended by DCC Highways and the new manager of the site.

A 3m bund to decrease the amount of noise affecting Canonsleigh. Dust from Westleigh Quarry and from the rock crushing plant was being monitored, problems had arisen because of a dry period of weather (water used to 'damp down').

The condition of the road from the quarry up through Burlescombe to the A38 was of particular concern. There were also concerns about the 'give way' signs at the Railway Bridge. Improvements would be funded by the quarry.

The independent report on the bridge over the canal recommended that it was closed off until repairs could be undertaken. Timescales were not known as this was not a priority item.

The preparation of asphalt for the M5 increased night traffic movements and the plant would move to Broadpath between January and March 2026. It was noted there were 135 lorry movements per day.

A grant of £1600 had been received by the Parish Council from Aggregate Industries to maintain Westleigh Play Park and a grant of £1000 had been given to the Canal Trust.

The next meeting was likely to take place on 14 October 2024 and there would be a meeting regarding Broadpath.

Councillor Forward thanked Councillor Downing for her report.

#### **05082024/8 To approve the Terms of Reference for the Asset and Responsibilities Working Group and appoint its Leader**

The Clerk had prepared and circulated the Terms of Reference for the Asset and Responsibilities Working Group to all Parish Councillors.

Councillor Forward noted that the working group could not make any decisions or approve any expenditure. All decisions and expenditure had to go a full Parish Council meeting as recommendations and be approved at such a meeting. For transparency, the agenda and minutes of the working group would be published on the Parish Council website, when operational.

Councillor Forward proposed and Councillor Farley seconded the proposal that the Terms of Reference for the Asset and Responsibilities Working Group (see attachment to the minutes) be approved and the Parish Council unanimously RESOLVED to accept the proposal.

Councillor Smith proposed and Councillor Farley seconded the proposal that Councillor Forward be appointed the leader of the Asset and Responsibilities Working Group. It was unanimously RESOLVED by those able to vote that the proposal be accepted.

#### **05082024/9 To receive a report from the Chair on:**

Councillor Forward reported as follows:

The Play Park refurbishment had been undertaken/completed by Mid Devon District Council.

A basketball net and backboard previously purchased by the Parish Council required fitting in the Play Park

#### **Action: Councillor Eaves**

The Old Railway Line tree works to remove a tree branch that was blocking the path and the rest of the tree that had been deemed unsafe had been completed. The works came under the £500 limit for three quotes and had been undertaken under MDDC'S 5-day notice procedure on health and safety grounds. The wood from the tree had remained on site and a decision would be required on what should happen to the wood.

The Quarry Steps had been subject to remedial action to the steps and fencing which had been undertaken by Aggregate Industries. Councillor Eaves believed further work was required. Councillor Downing advised that this had been requested and Councillor Forward understood the work had been carried out.

**05082024/10 Financial matters**

**To approve the following expenditure:**

- SJM Tree Services £480.00

Councillor Forward proposed and Councillor Eaves seconded the proposal that the payment be made to SJM Tree Services. The Parish Council RESOLVED to make the payment with one abstention. It was noted that the £80 VAT could be reclaimed by the Parish Council.

SJM Tree Services were aware that the Parish Council had to sort out the signatories for the bank account before payment could be made.

**To consider the following:**

- Offer of goal posts

Councillor Forward proposed and Councillor Palmer seconded the proposal that the offer of goal posts be accepted. The Parish Council unanimously RESOLVED to accept the offer.

**To agree the remuneration package for the Temporary Parish Clerk in situ from June 2024**

The Parish Council noted that the temporary parish clerk worked for several parish councils who had approved different pay scales. The Parish Council believed that the offer of Grade 16 would be appropriate.

**Action: To be formally proposed and voted on at the next meeting**

**To agree the signatories for the Parish Council bank account(s)**

The Parish Clerk recommended that a minimum of four Parish Councillors be nominated as signatories on the bank account to allow for absences over any given year. One signatory should be the Chair.

Councillor Forward proposed and Councillor Farley seconded the proposal that the signatories should be the Chair and Councillors Eaves, Palmer and Scott. The Parish Council unanimously RESOLVED to accept the proposal.

The temporary Parish Clerk had spoken to Lloyds Bank and would work with them to obtain access to the bank accounts and update the signatories.

**Action: Clerk**

**05082024/11 Items for next meeting:**

The following items were noted for the next meeting together with those listed in the minutes of the meeting on 5 August 2024:

- consultation on proposal to change conservation area of Grand Western Canal
- prescription drugs left at the canal (the authorities had been informed)

**05082024/12 Dates of the next Parish Council Meetings**

The next meeting would take place on 11 September 2024 at Burlescombe Village Hall.

Councillor Forward thanked the Acting Parish Clerk and closed the meeting at 7.35pm.

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Chair