



Coffinswell Parish Council

Serving the Communities of
Coffinswell & Dacombe

The Girl Bunting is the UK's rarest farmland bird. The entire breeding population is found between Exeter and Plymouth.

AGENDA FOR THE COFFINSWELL PARISH COUNCIL MEETING TUESDAY 17th JUNE 2025 AT 7PM IN ST BARTHOLOMEW'S CHURCH

You are hereby summoned to attend a meeting of the Council, which is to be held at St Bartholomew's Church, Coffinswell on Tuesday 17th June 2025 at 7pm for the purpose of transacting the following business:

- 1. The Chairman will open the meeting and receive apologies.**
- 2. To declare any interests arising at this meeting.**
- 3. Reports:**
 - 3.1** County Councillors' report.
 - 3.2** District Councillors' report.
 - 3.3** Police Advocate and Neighbourhood Watch reports and updates.
- 4. Approval to consider, amend as agreed by the Council and approve the minutes of the following meetings:**

Tuesday 18th March 2025;
Tuesday, 15th April 2025
Tuesday, 20th May 2025
- 5. Finance**
 - 5.1** To agree and approve the payments schedule.
 - 5.2** To agree and approve the bank reconciliation for May 2025.
 - 5.3** To receive the budget update for period 1st April 2025 to 31st May 2025.
- 6. Audit 2024-25**
 - 6.1** To note the Internal Auditor's Report
 - 6.2** To approve and sign the Certificate of Exemption
 - 6.3** To approve and sign the Annual Governance Statement
 - 6.4** To approve and sign the Accounting Statement
 - 6.5** To note the Explanation of Variances
 - 6.6** To note the List of Items of Expenditure of £100+ for the year ending 31st March 2025
 - 6.7** To agree the Fixed Assets List to period 31st March 2025.
- 7. Funding & Grants:**

To receive any updates on funding and grants.

8. Footpaths & Highways

To receive any updates on footpaths and highways issues.

9. To note any correspondence received

To include any other items that do not relate to planning or enforcement, plus any other standing orders that have been omitted on this agenda, that should be otherwise included.

10. Parish Matters:

10.1 To discuss and agree the 2026 meeting dates.

10.2 Councillors' Roles and responsibilities

10.3 To discuss Parish Council IT/email requirements.

10.4 To receive any further updates on parish matters.

11. Correspondence received by the Parish Clerk

12. Planning & Enforcement Public Question Time:

A period of 10 minutes will be allowed for members of the public to ask questions or make comment regarding planning applications and/or enforcement issues that affect Coffinswell Parish Council.

13. Planning:

13.1 To note the grant of conditional planning decision on the following planning application:

25/00529/HOU – Kates Meadow, Dacombe.

Proposed – Conservatory

13.2 To note any planning applications since the Agenda preparation

14. Enforcement Issues:

14.1 To receive any updates on outstanding enforcement issues.

15. General Public Question Time:

A period of 10 minutes will be allowed for members of the public to ask questions or make comment on the work of Coffinswell Parish Council or on matters arising that affect the Council.

16. To note the date of the next meeting:

Tuesday 16th September 2025

Signed: *L Moore*

Clerk to Coffinswell Parish Council

Dated: Tuesday, 10th June 2025