



# Coffinswell Parish Council

Serving the Communities of  
Coffinswell & Dacombe

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

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## MINUTES OF THE ANNUAL COFFINSWELL PARISH COUNCIL MEETING TUESDAY 25<sup>TH</sup> MAY 2021 AT 7:15PM IN ST BARTHOLOMEW'S CHURCH

**Present:** Cllr A Parkes (Chairman), Cllr A Brent (Vice-Chairman), Cllr S Avery, Cllr V Flower

**In attendance:** Cllr A Dewhirst (from 7:34pm), Mrs J Thompson – Clerk  
Six members of the public

- 1. Election of Chairman and signing of Declaration of Acceptance of Office.**  
Cllr S Avery proposed, and Cllr A Brent seconded that Cllr A Parkes be re-elected as Chairman. Cllr A Parkes accepted and signed the Declaration of Acceptance of Office.
- 2. Election of Vice Chairman and signing of Declaration of Acceptance of Office.**  
Cllr A Parkes proposed, and Cllr V Flower seconded that Cllr A Brent be re-elected as Vice Chairman.  
Cllr A Brent accepted and signed the Declaration of Acceptance of Office
- 3. The Chairman to open the meeting and receive apologies.**  
The Chairman opened the meeting at 7:15pm. Apologies were received from Cllr N Orchard, Cllr M Haines, and Cllr A Dewhirst (who will be late).  
The Chairman welcomed everyone back to in person meetings.
- 4. To declare any interests arising at this meeting:**  
None  
  
*The Council will adjourn for the following item:*
- 5. Reports:**
  - 5.1** County Councillor's Report – available to view on the website.
  - 5.2** District Councillor's Report – none.
  - 5.3** Police Report – no update.
  - 5.4** NHW Report – no update.*The Council will convene to conduct the following business:*
- 6. Approval to consider, amend as agreed by the Council and approve the minutes of the following meetings:**  
It was proposed by Cllr V Flower, seconded by Cllr S Avery, and agreed by all to approve the minutes of the meetings of Tuesday 6<sup>th</sup> April, Tuesday 20<sup>th</sup> April, and Tuesday 4<sup>th</sup> May 2021.
- 7. Audit 2020 – 2021**
  - 7.1** The Fixed Asset list for 2020 – 2021 was agreed by all and signed by the Clerk and the Chairman.
  - 7.2** The Summary of Receipts and Payments for 2020 – 2021 was noted.
  - 7.3** The Explanation of Variances for 2020 – 2021 was noted.

- 7.4** The Internal Audit Report was not completed and deferred until the next meeting.  
**7.5** The Annual Governance Statement was not completed and deferred until the next meeting.  
**7.6** The Annual Accounting Statement was not completed and deferred until the next meeting.  
**7.7** All Cllrs agreed for the Chairman to review all statutory documents and policies and amend if necessary; forwarding to Cllrs for approval if needed.

**8. Finance**

- 8.1** All Cllrs agreed to approve the payments required and the schedule was signed by Cllr A Parkes and Cllr A Brent.  
**8.2** All Cllrs agreed to approve the bank reconciliation for April 2021 which was signed by Cllr A Parkes.

**9. Funding & Grants**

None

**10. Footpaths and Highways:**

- 10.1** Cllr S Avery reported that we were still waiting for the gullies to be cleared. Cllr A Dewhirst replied that he had met with Highways and all gullies on the list were scheduled for intervention work (rather than just a standard clean) during which they will check that the whole system is working correctly. He also reported that blocked gullies and drains can now be reported on the 'Report a Problem' page of the DCC website.  
**10.2** There was no update on obtaining historic records for Footpath No. 1.

**11. 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.

None

**12. Parish Matters:**

- Items 12.1 to 12.4 listed below are ongoing parish matters which have not been possible to progress due to the covid lockdown restrictions and as such have been excluded from recent parish agendas. However, with the easing of restrictions these items have now been reintroduced with a view to progressing them in the coming months as appropriate.  
**12.1** It was proposed by Cllr A Brent, seconded by Cllr V Flower, and agreed by all to withdraw the proposal to purchase land at Princess Cottages.  
**12.2** There was no update on the proposal to purchase land at The Well, Coffinswell.  
**12.3** Subject to future guidelines for holding public meetings, it was agreed that in the coming months, the parish council would start working towards drafting the CIL Community Consultation.  
**12.4** As with item 12.3 the council to start working towards the Neighbourhood Plan Consultation.  
**12.5** It was agreed for Cllr A Parkes to draft an Emergency Plan.  
**12.6** It was agreed that Cllr A Parkes and the Clerk would draft an agreement for implementing the Strategic Plan's action plan.  
**12.7** There was no update on the parish council's request to TDC to increase councillor numbers.  
**12.8** There was no update on the date for the parish council's new website to go live.

*The Council will adjourn for the following item:*

**13. Planning and enforcement public question time:**

A period of five 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.

It was noted that planning application 21/00752/FUL had been amended to reduce the size of the proposed car park.

Cllrs to liaise with a resident who had offered to repair potholes at Downaway Lane.

*The Council will convene to conduct the following business:*

**14. Planning:**

To comment on the following application:  
21/00881/HOU – School House, Coffinswell  
Demolish summer house and replace with glazed potting shed.  
There were no objections to this proposal.

21/00746/HOU – Court Barton Cottage, Road from Westcombe Park to Princess Cottages  
Greenhouse, pergola, and garden shed.  
There were no objections to this proposal.

To note the following planning consent:  
21/00711/CAN – The Old Rectory, Coffinswell  
Fell one cherry and coppice one yew at 1m height.  
Teignbridge District Council does not object to this proposal

21/00594/FUL – The Field, Footland Lane  
Replacement wooden shelter  
Grant of conditional planning permission

**15. Enforcement Issues:**

Items 15.2 to 15.6 listed below are items which have been raised by this Council previously; at this time, we are awaiting further updates / information from Teignbridge District Council.

**15.1** There was no update to the various enforcement issues at Norman's, Dacombe.

**15.2** There was no update on land clearance concerns at two sites on Ridge Road since the Environment Agency started court proceedings.

**15.3** The parish council have done all they can in reporting the siting of storage containers and the building of a garage without planning permission, at Milber Lane Bungalow.

**15.4** There was no update from TDC after reporting a building and vehicle storage in Footland Lane.

**15.5** There was no update from TDC after reporting the building of stables in Footland Lane.

**15.6** There was no update from TDC regarding the planning application at Connybear Woods.

*The Council will adjourn for the following item:*

**16. General public question time:**

Ten 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.

The Chairman urged those waiting for planning decisions to follow the correct procedures and not to start work before permissions were granted.

*The Council will convene to conduct the following business:*

**17. To agree the date of the next meeting:**

Tuesday 15<sup>th</sup> June 2021 7:15 pm at St Bartholomew's Church, Coffinswell.  
The meeting ended at 8:43 pm

Signed:  
Chairman of Coffinswell Parish Council

Dated: