



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

Coffinswell Parish Council

Serving the Communities of
Coffinswell & Dacombe

AGENDA FOR THE COFFINSWELL ANNUAL PARISH COUNCIL MEETING TUESDAY 20th MAY 2025 AT 7PM IN ST BARTHOLOMEW'S CHURCH

You are hereby summoned to attend the Annual Meeting of the Council, which is to be held at St Bartholomew's Church, Coffinswell on Tuesday 20th May 2025 at 7pm for the purpose of transacting the following business:

- 1. Election of Chair and signing of Declaration of Acceptance of Office.**
- 2. Election of Vice Chair and signing of Declaration of Acceptance of Office.**
- 3. The Chairman will open the meeting and receive apologies.**
- 4. Co-option of a new Councillor**
(The Council will adjourn to discuss and vote)
- 5. Election of new Councillor and signing of Declaration of Acceptance of Office**
- 6. To declare any interests arising at this meeting.**
- 7. Reports:**
 - 5.1** County Councillors' report.
 - 5.2** District Councillors' report.
 - 5.3** Police Advocate and Neighbourhood Watch reports and updates.
- 8. 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 - Annual Parish Meeting.
- 9. Finance**
 - 7.1** To agree and approve the payments schedule.
 - 7.2** To agree and approve the bank reconciliations for March (year-end) and April 2025.
 - 7.3** To note the final quarterly budget update for the year 2024-5
 - 7.4** To review and approve the Insurance Renewal for the Parish Council (1st June 2025)
- 10. Audit 2024-25**
 - 8.1** To approve and sign the Annual Governance Statement
 - 8.2** To approve and sign the Accounting Statement
 - 8.3** To agree the Fixed Assets List.
- 11. Funding & Grants:**
 - 9.1** To receive an update on grants received.
- 12. Footpaths & Highways:**
 - To receive an update on any other highways issues.

- Road closure St. Marychurch Road and Ridgeway Lane - to connect new electricity power cable to solar park - Date closure 26th May – 10th June 2025

13. 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.

14. Parish Matters:

12.1 To discuss ownership of the Phone Box in Coffinswell.

12.2 Councillors' Roles and responsibilities

12.3 To discuss Parish Council IT/email requirements.

12.4 To agree to approve the reviewed Financial Regulations Policy.

12.5 To agree to approve the reviewed Risk Management Policy & Risk Assessment.

12.6 To agree to approve the reviewed Privacy Policy

15. 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.

16. Planning:

11.1 To discuss the following planning applications:

25/00568/HOU and 25/00568/LBC – Apple Acre, Dacombe

Two storey rear extension with glazed link and associated landscaping.

- Comments to TDC by 22nd May 2025

25/00529/HOU – Kates Meadow, Dacombe.

Proposed – Conservatory

- comments to TDC by 29th May 2025

11.2 To note the following Decision notice(s)

24/02094/FUL – High Meadow, Coffinswell.

Decision – refusal of Demolition of existing house and construction of replacement self-build dwelling with detached garage and annex

17. Correspondence received by the Parish Clerk

18. Enforcement Issues:

15.1 To receive any updates on outstanding enforcement issues.

19. General Public Question Time:

A period of 5 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.

20. To note the date of the next meeting:

Tuesday 17th June 2025

Signed: *L Moore*

Clerk to Coffinswell Parish Council

Dated: Tuesday, 13th May 2025