Cotleigh Parish Council

Locum Clerk to the Council: Kerry Kennell, Courtmoor Farm, Upottery, Honiton, Devon, EX14 9QA. Telephone 07921394143
Email clerk@cotleighparishcouncil.gov.uk

You are duly summoned to attend a meeting of Cotleigh Parish Council to be held at **7.30pm** on **Wednesday 11th March 2025 at Cotleigh Village Hall.**

The order of business may be changed by a decision of the Council and by resolution without notice.

1. Apologies for Absence
2. Declarations of Interest on Agenda Items

Meeting suspended for comments and questions to be received from the public

3. Agreeing Minutes of 14th January 2026
4. Matters Arising from meeting 14th January 2026
    a. Village Hall Display – To receive an update from Cllr Carter
    b. Follow-up on complaint to Devon County Council regarding potholes
5. Clerk to the Council
    a. To note resignation of the Clerk
    b. To formalise appointment of Locum Clerk and agree terms and conditions
    c. To agree job advert for replacement Clerk
6. Planning:
    Mr David Sykes
    26/0236/FUL
    The Old Rectory Cotleigh Honiton EX14 9HF
    Demolition of existing side extension and construction of single storey side and rear extension.
7. Matters raised by the Chair
8. Councillors' Reports
9. County Councillors Reports
10. District Councillors report
11. Community Police Officer's Report
12. Footpath Warden Report
13. IT Policy 2026 – Adoption (Assertion 10)
14. Clerk's Report-Authorise payment for Microsoft Office £84.99
15. HMRC credit balance-To note the existence of a credit balance on the Council's PAYE account and to agree how this should be managed going forward.
16. Accounts to be paid:
    Clerk's wages (January-Feb) - £437.83
    Village Hall- £105
    Grit bins-£700

17. Highways -Temporary Traffic Regulation Order – Road Past Woolhayes Farm and road from Four Cross to Cleave Cross
18. Correspondence-Feedback Survey re Storm Chandra and Storm Ingrid recovery- via email to councillors
19. Website
20. Dates for next meetings



Kerry Kennell
Locum Clerk to Cotleigh Parish Council
6th March 2026