Cotleigh Parish Council

Minutes of the Cotleigh Parish Council Meeting held in Cotleigh Village Hall at 7.30pm on Wednesday 11th March 2026

Present: Cllrs: Bob Carter, Sophie George, Martyn Broom, EDDCs Cllr Yehudi Levine and EDDC Cllr Colin Brown, Helen Gwinnett (Footpath Warden) and Kerry Kennell (Locum Clerk)

The meeting was chaired by Cllr George

26/03/01 Apologies: Cllrs Chris Henley and Nigel Young (Chair)

26/03/02 Declarations of Interest on Agenda Items: No interests were declared.

Meeting suspended for comments and questions to be received from the public: Nothing was raised.

26/03/03 Agreeing Minutes of 14th January 2026: The Minutes of the Cotleigh Parish Council Meeting held on 14th January 2026 were reviewed and signed by the Chair as a true record of the meeting.

26/03/04 Matters Arising from Minutes of 14th January 2026

a. – Village Hall Display Cllr Carter has created another display.

b. – Follow up on complaint to Devon County Council regarding potholes – the response from Highways was reviewed. The Council considered the response received from Devon County Council Highways to the formal complaint submitted regarding the condition of potholes within the parish. Councillors agreed that the response was completely unacceptable, noting that it failed to address the specific issues raised by the Council and appeared to be a generic restatement of policy rather than a meaningful engagement with the concerns of Cotleigh residents. It was agreed that the Clerk will write to Rob Richards, Deputy Director of Highways, to express the Council's dissatisfaction with the response, and to request appropriate action. The communication will be copied to Richard Foord MP to ensure the matter receives wider attention.

26/03/05 Clerk to the Council

a. To note the resignation of the Clerk It was noted that the Clerk had resigned with effect from 28th February 2026.

b. **To formalise appointment of Locum Clerk and agree terms and conditions** It was RESOLVED that Kerry Kennell would be appointed for three months as Locum Clerk whilst a replacement is sought. It was RESOLVED that this would be on the same basis as the Clerk – 4 hours per week on Scale point 7. It was RESOLVED that the Locum Clerk will be set up as an authorised user of the bank account.

c. To agree Job Advert for replacement clerk It was AGREED that the same job advert and description will be used. It will be advertised with DALC and local Council clerks will be approached to see if they are interested in taking on another parish.

26/03/06 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.

The Council has no objection to this application.

26/03/07 Matters raised by the Chair:
There were none.

26/03/08 Councillors Reports:
Nothing was reported.

26/03/09 County Councillor Report:
Cllr Connor sent a written report which was shared with the Council.

26/03/10 District Councillors Reports:
EDDC Cllr Brown had nothing to report. EDDC Cllr Levine has spoken to waste collection to ensure that items are not left behind by the recycling lorries.

26/03/11 Community Police Officer's Report:
No report received.

26/03/12 Footpath Warden Report:
Helen reported that the Ladies walking group on a Wednesday morning is going from strength to strength and they have been walking on the roads rather than footpaths due to the wet conditions. Anyone interested in joining the group can contact Helen by email or telephone.

26/03/13 IT Policy 2026 – Adoption (Assertion 10)
It was RESOLVED to adopt the IT Policy.

26/03/14 Clerk's Report: It was AGREED to authorise payment for Microsoft Office £84.99

26/03/15 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 The Clerk will investigate where the credit balance has come from as the Council uses HMRC to calculate staff payments.

26/03/16 Accounts to be paid:

The following payments were agreed:

Cheque number 500001 Clerk's wages (January-Feb) - £437.83
Cheque number 500002 Village Hall hire - £105.00
Cheque number 500003 DCC (Grit bin) - £700.00
Cheque number 500004Bob Carter (village hall display) £88.00

26/03/17 Highways -Temporary Traffic Regulation Order – Road Past Woolhayes Farm and road from Four Cross to Cleave Cross

26/03/19 Correspondence-Feedback Survey re Storm Chandra and Storm Ingrid recovery-via email to councillors
Put on Facebook.
Chase Tom Aldridge regarding flooding – cattle grid filled up.

26/03/20 Website: Nothing to report.

26/03/22

Date of future meetings:
2026
Annual Parish Council Meeting Wednesday 20 May 7.00 pm
Annual Parish Meeting Wednesday 20 May 8.00pm
Wednesday 15 July – 7.30 pm
Wednesday 23 September – 7.30 pm
Wednesday 11 November – 7.30 pm

2027
Wednesday 13 January – 7.30 pm
Wednesday 10 March – 7.30 pm

The meeting ended at 8.15pm

Signed Chair……..May 2026

DRAFT