Cotleigh Parish Council

Minutes of the Annual Cotleigh Parish Council Meeting held at Cotleigh Village Hall at 7.30pm on Wednesday 20th May 2026.

26/05/1 Election of Chair: Cllr Henley was proposed by Cllr Young and seconded by Cllr George.

26/05/2 Declaration of Acceptance of Office: The Declaration of Acceptance of Office was signed by Cllr Henley and the clerk.

26/05/3 Election of Vice Chair: Cllr George was proposed by Cllr Young and seconded by Cllr Broom.

Present: Cllrs: Nigel Young, Chris Henley (Chair), Sophie George, Martyn Broom, EDDC Cllr Levine, Helen Gwinnett (Footpath Warden), and Kerry Kennell (Locum Clerk)

26/05/4 Apologies: Cllr Bob Carter, EDDC Cllr Colin Brown. DCC Cllr Cathy Connor advised she would try and make the meeting but had other parish council meetings on the same evening.

26/05/5 Declarations of Interest on Agenda Items: Cllr Broom declared an interest in planning application 26/0855/FUL.

26/05/6 Agreeing Minutes of the meeting on Wednesday 11th March 2026: The minutes of 11th March 2026 were reviewed and then signed as a true record of the meeting.

Meeting suspended for comments and questions to be received from the public. There were none present.

26/05/7 Business remaining from previous meetings:

- **Follow up on complaint to Devon County Council regarding potholes – the response from Highways was reviewed.**
  The Council expressed their disappointment at the inadequate response that they received from DCC.

26/05/8 Matters raised by the Chair: Cllr Henley thanked Cllr Young for his contribution as Chair of the Parish Council for the past few years. There was a discussion regarding the ongoing concerns regarding two councillors having to empty the dog bins. It was AGREED that the Clerk will write to Environmental Health copying in EDDC Streetscene to raise concern that this is against health and safety regulations. The Council purchased the bins in good faith that EDDC would empty them but this has never happened. The bins are regularly full demonstrating the need for them.

26/05/9 Councillors' Reports: There was nothing to report.

26/05/10 To receive an update regarding the Clerk/RFO vacancies and make decisions as appropriate There have been two applicants and it is intended that interviews will be held on Friday 29th May.

26/05/11 District and County Councillors' Reports: EDDC Levine gave an update on Local

Government reorganisation and the impact on EDDC. Clarification on which scheme will be followed is expected in July. EDDC will not be approving their Local Plan until the end of the year. Cllr Connor sent a written report which was read out. Cllr Henley thanked Cllr Levine for his regular attendance at Cotleigh Council meetings.

26/05/12 Community Police Officer's Report: There was no report.

26/05/13 Clerks Report: The Clerk had nothing to report.

26/05/14 Audit 2025/26

a. Certificate of Exemption – it was agreed that as there are no changes to the income of the parish council a Certificate of Exemption would be completed.
b. Annual Internal Report 2025/26 was reviewed.
c. Annual Governance Statement 2025/26 was completed and approved.
d. Accounting Statements 2025/26 were reviewed and approved.

26/05/15 Planning

26/0134/LBC
South Wood Farm Cotleigh Devon EX14 9HU
Dismantle chimney stacks down to approximately first floor level, or to the lowest level at which sound construction is confirmed; rebuild chimney to a higher level; new lead flashing and reinstate lead glazing in 1no. window (Hall W1.G.E) on front ground floor east elevation & 1no. window (Middle bedroom W2.1.E) on the front first floor east elevation.
The Council has no comment.
26/0855/FUL
Wellhayes Farm Cotleigh EX14 9HT
Change of use from an agricultural barn to a rural workers dwelling
The Council support the application. *Cllr Broom abstained.*

26/05/16 Finance Report & Accounts Paid The balance of the account is £12,821.20.
The following payments were AGREED:
Cheque number 500005 – Locum Clerks salary (March) £175.24
Cheque number 500006 – HMRC £43.80
Cheque number 500007 – Insurance renewal £172.16
Cheque number 500008 – Microsoft Office £84.99
Cheque number 500009 – DALC membership £115.46

26/06/17 Highways:
It was AGREED that the Clerk will write to the DCC Neighbourhood Highways Officer to register the Council's dissatisfaction with the condition of the highways throughout the parish and in particular: Viney Lane, Stadbury Lane, Church Lane, Cleverhayes Lane, Hills Lane and road from Four Cross to Cleave Cross. The Council would welcome a visit from the new East Area manager to express their concerns – either during the day or to attend the next Council meeting.

26/05/18 Footpaths: The walking group is going from strength to strength. It was noted that the gate is being left open on Footpath 10 (from the green to The Goyle) and residents are reminded to ensure that it is kept shut.

26/05/19 Website: There is no update.

26/05/20 Correspondence: There was none.

Dates of future meetings:

2026
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 7.53pm.

Signed Chair……15th July 2026