**Minutes of Woolsery Parish Council Meeting held on Tuesday, 16 August 2022 in Woolsery Sports and Community Hall at 7.30pm.**

**Present:** Councillors M Hill (Chairman), D Hancock, R Heywood, S Hill, L Spittles, S Salvidant (during Minute No. 22/23 – 054).

 2 Members of the public

 Mrs S Squire, Parish Clerk

**22/23 – 054 Public Comment Session**

**22/23 – 054.1 Email submitted by a resident 4 days before the meeting.**

This was received too late to discuss at this meeting.

The resident informed the Council that various issues, including the item raised may go to a Tribunal and that they were in correspondence with the Secretary of State. It was stated that the Parish Council is not following the correct protocol.

**Proposed by Councillor S Hill that due to the fact that the item will be the subject of a Tribunal, the Parish Council should not discuss it.**

**Seconded by Councillor Spittles and unanimously agreed.**

Action: The Clerk to seek legal advice from TDC.

**22/23 – 054.2 Potholes at West Ash on the road from Woolsery to Bradworthy, which is used a lot, especially by people visiting Bradworthy Surgery.**

Action: The Clerk to report these via the DCC interactive website.

**22/23 – 054.3 Flower beds around the Manor.** This item had been raised at the last meeting when it was understood that the Highways Officer was to be requested to visit due to the flower beds obstructing the view from vehicles when pulling out of the junction.

Councillor Heywood advised that this had been discussed at the MXB Meeting held earlier in the evening and it was not considered there was a problem.

**22/23 – 054.4 Unlit orange barriers on the highway.**

Councillors had not seen these on the way to the meeting.

Councillor Heywood confirmed that at the earlier MXB meeting, he had asked about this and it had been confirmed that none of the works are impeding the highway.

**22/23 – 054.5 Cages at the far end of the Manor.**

Councillors had not seen these on the way to the meeting.

**22/23 – 054.6 It was questioned why planning permission had been granted on the Manor and Farmers Arms when both buildings are listed.**

It was explained to the resident that this is something over which Woolsery Parish Council has no control and suggested that they speak to the Conservation Officer at TDC.

**22/23 – 054.7 Email from a member of the public raising a number of issues some of which were received too late to be considered at the July Meeting and the fact that attachments sent could not be opened by Councillors.**

Councillors had been circulated with a draft reply and were in agreement for it to be sent.

 Action: Clerk

 As a follow up to a comment regarding the Asset Register relating to the Upvc doors at Bucks Cross Village Hall, archive Minutes to be checked.

 Action: Councillor Spittles and the Clerk

**Two other attachments were noted.**

Councillors recalled that the Solicitor at TDC had stressed that the Parish Council should not comment on anything out of the Parish Council’s remit or where legal action has been threatened.

Action: Clerk to reply to the resident’s letter.

**22/23 – 054.8 Email requesting the Minutes of the July Parish Council Meeting,**

 **specifically relating to the consideration of Planning Application**

 **1/0350/2022/FUL – 14 Forest Lakes.**

The member of the public asks what process of due diligence was

undertaken and who conducted it on behalf of Woolsery Parish Council

before the Parish Council’s response was decided and the representation

made to TDC.

 Action: Clerk to draft a reply and circulate for approval, then send to resident.

**22/23 – 055 Apologies.** Councillor (and District) S Harding, S Raffe

County Councillor Wilton-Love

District Councillor Dart

**22/23 – 056 Declaration of Personal / Prejudicial Interest for items on the Agenda** None announced.

**22/23 - 057 Minutes of the Parish Council meeting held on 19 July 2022.**

**Approved and signed as a correct record.**

**Proposed by Councillor Spittles**

**Seconded by Councillor Hancock and unanimously agreed.**

**22/23 – 058 Clerk’s Report**

*The items listed below are for information updates only:*

**22/23 – 059.1 Adoption of BT Telephone Box in Woolsery.**

The Clerk had emailed Councillors with a selection of defibrillators with a view to making a decision on the type of machine to purchase.

Action: To be an item on the September Agenda.

**22/23 – 059.2 State of public footpath between Woolsery and Kennerland.**

There was no further information to report.

Action: Councillor Hancock offered to take photographs of the boardwalk for the Clerk to send to DCC Public Rights of Way.

**22/23 – 059.3 Internal Audit Enquiry.** Thomas Westcott had confirmed that the governance items were checked.

**22/23 – 059.4 Overnight camping in Bucks Mills Car Park.** This had been advised to TDC and passed to the Property Team who deal with car parks.

**22/23 – 059.5 Yellow painted stones.** Photographs had been supplied and the Clerk has requested Councillors to give the go ahead to report to Highways, although they are not on the highway.

It was considered that as the stones had been painted yellow, this makes them owned.

 Action: Clerk to report to Highways.

**22/23 – 059.6 SWW concrete pillar.** An accurate location was required and this was given.

 Action: Clerk to provide this for the issue to be followed up.

**22/23 – 059.7 Planning Inspectorate.** The Parish Council’s additional comments had been submitted via the website to be included with the Appeal documents.

Action: Councillor M Hill to email photographs to the Clerk showing more buildings. He passed the site when the temperature was 30 degrees and no one was present.

The Clerk to forward these to TDC Enforcement Department for following up.

***Standing Orders were lifted to enable a member of the public to speak.***

They had spoken to the owner in the gateway of the site. No animals could be seen.

***Standing Orders were reinstated.***

Councillor Heywood informed that concerns regarding the welfare of animals should be directed to the Animal Plant and Health Agency (Apha.gov.uk and as the RSPCA cannot act, any concerns should be reported to APHA (customeradvice@apha.gov.uk)

**22/23 - 060 Reports from County Councillor, District Councillors and Parish Councillors**

**22/23 – 060.1 Councillor Salivdant** spoke about the Limekiln area at Bucks Mills where TDC officers had been seen on site, who felt the signage was not clear as to exactly where people are not allowed to go.

A number of people were in the area at the time, including at the waterfall where two males were seen to fill their water bottles.

**22/23 – 060.2 Councillor S Hill – trends regarding the black bin bags.**

Action: To be an item on the September Agenda.

**22/23 – 060.3 Councillor S Hill – 20 Platinum Jubilee mugs were left should anyone wish to purchase them.**

**22/23 – 060.4 Councillor S Hill – Clothes Bank –** she had met with the Trustees of Woolsery Sports and Community Hall and agreement reached for the bin to be sited in the overflow car park.

Action: Clerk to give the location to the Firefighters Trust who are to supply the bin.

 In addition, the Clerk to discuss the frequency of collection, as the Trustees had some concerns that clothes would be dumped around the bin if it was full.

**22/23 – 060.5 Councillor S Hill.** The Primary School warning light sign between Woolsery Sports and Community Hall and the School required the letters to be replaced as they were worn away.

Action: Clerk to report to Highways.

**22/23 – 060.6 Councillor Spittles** had asked Councillor Harding, in his capacity as District Councillor about the provision of two dog bins at Bucks Mills, one in the square and one at the bottom.

Action: Clerk to obtain costings should TDC be unable to help.

**22/23 – 060.7 Councillor Spittles** had asked Councillor Harding, in his capacity as District Councillor, about cleaning the bus shelter at Bucks Cross, east bound as the person who has undertaken this in the past wishes to finish.

It was noted that TDC empties the litter bin beside the bus shelter.

 Action: Clerk to enquire from TDC if this was something they could and would undertake.

**22/23 – 060.8 Councillor Spittles** had received a message regarding overhanging hedges and vegetation in the vicinity of Copper Hill, which was on private property and the responsibility of the house holder. There was also a decaying tree which was causing concern.

Action: Councillor M Hill to inspect and report at the next meeting.

**22/23 – 060.9 Councillor Spittles** had notified Highways that the national speed limit sign near the Merry Harriers requires putting back into place.

**22/23 – 060.10 Councillor Salvidant – Bucks Mills Notice Boards.**

She had contacted the resident who had originally suggested that an AONB SDF (Sustainable Development Fund) grant was submitted to refurbish the boards, explaining that the Parish Council were not in a position to approve the work as the boards are not owned by the Parish council.

Action: Clerk to contact the resident to enquire if the application originally submitted will be sufficient to be progressed as the deadline has passed and the reason why it was suggested that the Parish Council submit the application.

**22/23 – 060.11 Councillor Heywood – TDC Climate Emergency Declaration.**

A suggested draft had been circulated and agreed which was then submitted to TDC by the Clerk and a reply is awaited.

**22/23 - 061 Planning Applications.** The following Application was considered:

**1/0765/2022/SOLPD –** Notification for prior approval for the installation of solar photovoltaic (PV) equipment on roof of building – Higher West Town, Woolsery, EX39 5QU

**Although the Parish Council is not a consultee for the Application, comments can be submitted.**

**It was resolved to reply ‘no objections’.**

Action: Clerk to submit to TDC Planning Department.

**22/23 - 062 Planning Correspondence: Decisions, Enforcement & Appeals.**

There were no TDC Decision Notices to note.

**22/23 - 063 Progress of Highway Issues**

**Bucks Cross -**

* **Bucks Mills - Waterfall Sign.** Councillor M Hill – this was in abeyance.

**22/23 - 064 Affordable Housing.** Councillor M Hill advised that three quotations were awaited relating to testing the sound.

**22/23 - 065 Parish Plan.** Councillor M Hill advised that it had not been possible to agree a date in September as a number of TDC officers were on leave.

Action: To be an item on the September Agenda with a view to a date for a Public Meeting to be agreed.

**22/23 - 066 Update from MXB Sub-Committee held ahead of this Parish Council Meeting (Cllr Heywood)**

* The planters on the village entrance by the farm had been done
* The planning application in respect of the Bakery was still being considered by TDC and is depending on if the variation for the opening times can be extended
* The planning application in respect of new agricultural buildings was still outstanding due to new methane regulations coming into force
* Completion of the shop suites, The Old Smithy and Potting Shed were expected to be finished in September
* Gabion baskets – this was an incorrect description and related to herras fencing. It was confirmed there was no scaffolding impinging on highways and nothing is likely to impinge on the public highways in the near future
* Because no meeting was held in July, enquiries were asked about the overgrowth on the verge opposite the Primary School going up the hill on the right hand side, and it had been confirmed that the landscape architects were confident it was well within the bounds of regulations, but MXB were willing to check with Highways to ensure that the flower beds by the Farmers Arms were not obstructing the view from vehicles when pulling out of the junction.
* At the meeting held earlier, the verge area was discussed as originally the Parish Council had been responsible for trimming this area, and where the grit bin had been situated. This had been moved from its original location when the work was done to the other side of the road. Nothing had been said that this was in a dangerous place and it was felt it could stay there.

It was confirmed that everything MXB had done has been agreed with Highways.

* It had been pointed out at the earlier meeting to the MXB representative that there had been concern of having been notified about the safety issue at the junction and the fact that the Parish Council had been responsible for this area. Again, it was confirmed that everything had gone through Highways to ensure all was in order. The visibility was considered to be in order.

Action: Clerk to check the grass cutting tender details relating to the Farmers Arms Junction and to invite Highways to give an opinion and clarify if it is the Parish Council’s responsibility to cut the grass.

In addition, the Clerk to advise that the grit bin has been removed and that the Parish Council have no objections to it being sited there.

***Standing Orders were lifted to enable a member of the public to speak.***

The resident was of the opinion that the landscape architects did not advise TDC properly and that there would be low growing plants so as not to obscure visibility.

***Standing Orders were reinstated.***

**22/23 - 067 Projects**

a. Planting of Wildflowers. Councillor Raffe was not present but it was noted that the names of the firms who had sponsored the planters were required so that these could be put on notices to acknowledge their involvement.

**22/23 - 068 Finances**

**22/23 – 068.1 Payments by BACS to be authorised:**

**Proposed by Councillor Spittles to approve the following.**

**Seconded by Councillor S Hill and unanimously agreed.**

1. **Sue Squire:**

August 2022 salary £439.68

Expenses (broadband, mileage, photocopying) £ 19.90 **£459.58**

**Councillor S Raffe** Reimbursement for flowers in planters **£117.92**

**Woolsery Sports & Community Hall** Hire for May & June meetings **£56.00**

b. **Income and Bank Account Balances:**

**NatWest Current Account: £5,170.23**

**NatWest Savings Account: £18,036.48**

**22/23 – 068.2 2021/22 Internal Audit.** It was noted that the period of Exercise for Electors Rights during the audit process ends on 11 August 2022 and the Clerk wishes to prepare notices for the website and notice boards. She has asked the DALC for relevant wording, as conclusion of audit notices are provided for Councils who are subject to an external audit, but not Councils who can exempt themselves from external audit due to its income and expenditure being under £25,000.00.

Action: Display of approved Minutes to be an item on the September Agenda, as requested by Councillor M Hill as the current notice board is too small to accommodate them.

Meanwhile, the Clerk to ask if a copy can be displayed in the Parish Church for the benefit of residents who cannot access the Parish Council website.

**22/23 – 068.3 To make a decision regarding the Dell Vostro 5515 Laptop to sell this**

 **asset to Hartland Parish Council.**

The laptop was purchased in November 2019 and is the only laptop that is a Parish Council asset.

Extensive research on refurbished laptops to get a realistic price should it be offered for sale, had been carried out.

**Proposed by Councillor M Hill to offer the laptop to Hartland Parish Council** **for £450.00 with no warranty.**

**Seconded by Councillor Hancock and unanimously agreed and that the Chairman has discretionary powers to agree a different price if necessary.**

Action: Clerk to contact the Clerk of Hartland Parish Council requesting the item is included on the next Agenda.

**22/23 – 068.4 Letters of thanks** received for donations from South West Heritage Trust for the support of the North Devon Record Office and Citizens Advice and Woolsery Scout Group.

**22/23 - 069 Correspondence received.** Emails from various agencies have been forwarded to Councillors.

**22/23 – 069.1 TDC –** Torridge District Council and North Devon Council have adopted a joint Statement of Community Involvement and an Affordable Housing Supplementary Planning Document.

**22/23 – 069.2 Bucks Mills.** Councillors have been copied into correspondence regarding the condition of the historic lime kiln. Minute No. 22/23 – 060.1 refers.

**22/23 – 069.3 Response to correspondence received and included under the Public**

**Comment Session.** This had been covered earlier in the meeting and arrangements made for a reply to be sent.

**22/23 - 070 Date and time of next meeting:** Tuesday, 20 September 2022 at 7.30pm at Woolsery Sports and Community Hall.

 Councillor Spittles gave her apologies in advance for this meeting.

 The meeting ended at 9.28pm.

**Summary of decisions:**

* **An item under representations from a member of the public not to be discussed due to the possibility of legal action or a Tribunal**
* **Minutes of the Parish Council Meeting held on 19 July 2022**
* **Planning**
* **Payments**
* **Hartland Parish Council to be invited to purchase the Dell Vostro 5515 laptop for a sum of £450.00**

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**Chairman Date**