**Minutes of Woolsery Parish Council held on Tuesday, 20 December 2022 in Woolsery Sports and Community Hall at 7.30pm.**

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| **Chaired by: Councillor M Hill** | **Clerked by: Mrs Sue Squire** |
| **Present: Councillors****B Beech****D Hancock****R Heywood****M Hill****S Hill****S Salvidant****L Spittles****1 member of the public** | **Agenda: -**Public Comment SessionApologiesDeclarations of InterestApproval of the Minutes of the Parish Council Meeting held on 15 November 2022Clerk’s ReportReports from County, District & Parish CouncillorsPlanning Applications & CorrespondenceAffordable HousingNeighbourhood PlanUpdate from MXB Sub-CommitteeFinancesCorrespondenceDate and time of next meeting |
|   |  |  **Action:** |
| **22/23.****058** | **Public Comment Session****22/23.058.1 Issues were raised were:** * **Potholes.** The parishioner was advised to report these to Highways direct.
* **Gritting.** This was raised later in the meeting
* **Mud on road from the building site.** The parishioner was advised that the road was swept every day. It was further advised that shop staff had assisted with snow and ice in the recent spell of cold weather
* **Higher Town Farm Enforcement.** No further information was available
* **Affordable Housing.** This was raised later in the meeting

**22/23.058.2 Email received regarding Affordable Housing.** It is noted that this item has been on the Parish Council Agenda for some time, but no details of the location and design of the project has been advised and it is requested that this is advised and how it meets the needs of the Parish. This was discussed under Minute No. 22/23/066.The Chairman announced that due to the complex planning applications to be considered, a number of applications would be discussed at a separate meeting.  |  |
| **22/23.****059** | **Apologies.** Councillors S Harding (District), S Raffe, County Councillor Wilton-Love, District Councillor Dart.  |  |
| **22/23.****060** | **Declaration of Personal / Prejudicial Interest for items on the Agenda.** Councillor Hill declared a Prejudicial Interest in Minute No. 22/23.070a, Finance – ratification of payment to her relating to Platinum Jubilee expenses.  |  |
| **22/23.****061** | **Minutes of the Parish Council meeting held on 15 November 2022 approved and signed as a true and accurate record.** **Proposed by Councillor Spittles****Seconded by Councillor Beech and unanimously agreed.**  |  |
| **22/23.****062** | **Clerk’s Report:** |  |
| **22/23.****062.1** | **Give Way sign near the shop.** The Clerk had contacted the MXB representative in this regard and was awaiting a reply.It was noted that the sign was missing a warning triangle.  | Clerk to request Highways to replace |
| **22/23.****062.2** | **Correspondence from a resident regarding a planning application which had****been granted but the occupancy was being disputed.** The Clerk has acknowledged receipt as directed. |  |
| **22/23.****062.3** | **Dog Bins for Bucks Mills.** TDC has been advised that the location for an additional dog bin is in the mini car park halfway up the hill. |  |
| **22/23.****062.4** | **Woolsery Primary School.** A reminder has been sent to the DALC for a reply.Councillors have been circulated with a question from the insurance company for a reply to be sent. This enquiry to be sent to the School for a response.  | Remind DALC & send enquiry to School |
| **22/23.****062.5** | **WebNos – Defibrillator Check.** Enquiries have been made regarding the reportthat the defibrillator had been deployed, but when checked, it appeared to be inworking order. The reply is that the notification WebNos get is that the Ambulance Service havesent someone to fetch the defibrillator. It is not unusual for it not to be used as itmay have been taken as a precaution. It also may be that the person neverarrived to fetch the defibrillator. As the Ambulance Service have allocated it to a job, they will de-activate it untilthey receive confirmation it has been checked. *This was noted.* |  |
| **22/23.****062.6** | **Defibrillator in former BT Telephone Box in Woolsery.** The Clerk has purchased a defibrillator and cabinet and the cost was rectified under Minute No. 22/23.070a – Finance.The parcel had not been received and the Clerk will deliver it when she attends the next meeting.  |  |
| **22/23.****062.7** | **Yellow painted stones.** A reply from the Neighbourhood Highways officer advised that the stones have been in this location for over 10 years and since their placement, no safety hazard has been picked up. Their location has notchanged and as such, there is no grounds for DCC to request removal. Further tothis, they have been placed on either private property (outside the property) or atthe end of verges where a ditch is present thus preventing the drainage beingdamaged. No further action is to be taken.  |  |
| **22/23.****062.8** | **SWW concrete pillar.** It has been ascertained the this is not a SWW structurebut the responsibility of BT, with whom the Clerk is in contact. |  |
| **22/23.****062.9** | **Bucks Mills Notice Boards.** Councillor Sallvidant has been contacted to enquire if she wishes to co-ordinate a meeting of Bucks Cross representatives to ascertain what is required.The Clerk to obtain some dates for a meeting from Chris Braund.  | Clerk |
| **22/23.****062.10** | **TDC Climate Emergency Declaration.** The reply has been circulated to Councillors. |  |
| **22/23.****062.11** | **Grass cutting responsibility at the Primary School Junction on the Clovelly to Bradworthy Road.** A reply from the Neighbourhood Highway officer advises that the visibility splays are the responsibility of Devon County Council to cut. As part of the Parish cuts these could be added and would be done once per year with a topper. These would be for safety reasons and would not be undertaken for aesthetic reasons. *This was noted.* |  |
| **22/23.****062.12** | **Black sacks**. These had been ordered and received.The distribution date was fixed as Saturday, 11 February 2023 at Woolsery Sports and Social Club.  | To be publicised in various ways |
| **22/23.****063** | **Reports from County Councillor, District Councillors and Parish Councillors** |  |
| **22/23.****063.1** | **Councillor Heywood** is drafting a letter to Ofcom conveying concern about theworkmanship of Airband, for approval at this meeting.The Clerk was asked to send the correspondence from Georgeham ParishCouncil so that the problems experienced in that Parish could be seen.  | Clerk |
| **22/23.****063.2** | **Councillor Heywood – Snow and Ice**The Council expressed its deep gratitude and thanks to Councillor Heywood for allhis efforts during the recent cold weather involving snow and ice. **A formal vote of thanks was proposed by Councillor Hill, seconded by****Councillor Hancock and agreed.**Councillor Hill advised he had received two telephone calls from the previousClerk who had been contacted by DCC relating to a problem in the Parish wherethe collection of poultry was at risk due to the bad state of the lane through whicheight articulated lorries had to travel. Councillor Heywood gave more details, the action taken and the successfuloutcome. The Clerk to place an order for more grit salt to be delivered to CouncillorHeywood. It was noted that the Parish has a Snow Warden but he is not DCCHighways trained.The Clerk to make enquiries about additional grit bins for Woolsery (not specificlocation yet decided) and Bucks Cross. As a result of Councillor Spittles requesting the Clerk to enquire if the road fromWoolsery to Clovelly could be gritted, a reply had been received advising that addition of routes for such reasons is not straightforward and would not besupported. The current primary salting network provides the residents routes to reach bothPowlers Piece and the A39 thus two ways of access. Adding routes is very expensive to run and is not done reactively following theweather we have had. Parishes on the Snow Warden scheme can order a tonne of salt in 25kg bags which can then be distributed around the Parish as requested and moreinformation on this had been given to Councillors.It was noted that the problem which arose when this road was inaccessible wasthat it cuts the village off of the bus route.The suggestion was that DCC Highways is requested to reconsider the grittingroute to switch the Bucks Cross to Woolsery road for gritting to the Woolsery toClovelly Cross Road. Before this is initiated, the public to be consulted first andthis would be done on Saturday, 11 February 2023 when the black refuse bagsare distributed.  | Clerk to ask DCC to amend contact details for Woolsery Parish CouncilClerkClerkLeaflets to be prepared for the public |
| **22/23.****063.3** | **Councillor Harding** has confirmed he has reported that the 30mph speed sign onthe Woolsery – Clovelly road has been knocked over. |  |
| **22/23.****063.4** | **Councillor Hancock** advised he had not had the opportunity of speaking to the car owner in Manor Park, whose vehicle involving a white long wheel based Transit and two cars are causing problems accessing and exiting Manor Park. The situation arises when a property is let for AirBnB. Separately, the Clerk had enquired if the PCSO has had the opportunity to visitthe area now that she is back out on patrol and a reply had been received thatshe had carried out a site visit on 17/12/22 at approximately midday and at thetime of the visit, there was no obstruction. The PCSO had asked if there was a particular day or time that it is causing anissue and was it the same vehicles/persons. If so, had they been spoken to.Regarding the assumption that Civil Enforcement Officers would not visit thevillage if double yellow lines were in force, the PCSO advised that the Parish Council can request enforcement in the village or local area following this link:<https://www.devon.gov.uk/roadsandtransport/report-a-problem/> | DHClerk to reply giving details of the vehicles, best time to see the problem and confirm that attempts are being made to contact the owners |
| **22/23.****063.5** | **Councillor Spittles** had not been able to find any details within the planning documents relating to the Atlantic Academy in respect of street lighting on Bucks straight which is currently on all the time. Only details of the lights at the School could be referenced. The Clerk to contact DCC Street Lighting Department to advise that one light situated at the turn off for the old road is no longer facing downwards, suggesting that it has moved. This could have implications for the flight path of various species of bats in the area. At the same time, enquiries to be made as to the frequency that the lights are on. | Clerk |
| **22/23.****063.6** | **Councillor M Hill** advised that the village planter sponsorship plaques will be able to be completed on receipt of the correct full name of one of the sponsors.  | SS to advise |
| **22/23.****063.7** | **Councillor M Hill** advised that in relation to checking with the Land Registryregarding the ownership position of Parish Council owned land in Woolsery, heintends to contact TDC about this.   |  |
| **22/23.****063.8** | **Councillor M Hill** wishes to raise liaison with DCC Highways following problemsexperienced on the roads in the Parish during the recent ice and snow. This item had been covered under Minute No. 22/23.063.2. |  |
| **22/23.****063.9** | **Councillor Spittles** requested the Clerk to ask DCC Highways to grit theWoolsery to Clovelly road during the recent ice and snow to enable residents toaccess the A39 via this route. It was noted at the time that this road is not on aprimary salting route. This item had been discussed under Minute No.22/23/063.2. |  |
| **22/23.****063.10** | **Councillor Salvidant.** Since the work on the Lime Kiln at Bucks Mills had beencompleted, it had been noticed that a pile of rock had been left around the seat and a large pile of black rubble had been deposited in the car park.  | SS to send pictures to Clerk for this to be followed up |
| **22/23.****064** | **Planning Applications.**  |  |
| **22/23.****064.1** | * **1/1123/2022/FUL –** Installation of ground source heat pump system, alterations and additions to existing Manor House and outbuildings (Variation of condition 2 of planning permission 1/0724/2022/LBC) – site of Manor Inn, Woolsery.

The deadline date for the Parish Council’s response is 30/12/22. This item was deferred to an additional Parish Council meeting fixed for Thursday, 5 January 2023.  | Clerk to request TDC for extension to the deadline |
| **22/23.****064.2** | * **1/1158/2022/FUL – Erection of 4 no. holiday lodges – land at Merry Harriers, Woolsery.**

The deadline date for the Parish Council’s response is 30/12/22. This item was deferred to an additional Parish Council meeting fixed for Thursday, 5 January 2023.  | Clerk to request TDC for extension to the deadline |
| **22/23.****064.3** | * **1/1023/2022/FUL – Part retrospective application for the change of use of agricultural land to residential garden – land at 3 Lower Town, Woolsery**

**Proposed by Councillor S Hill to respond ‘No comment’.****Seconded by Councillor Hancock and unanimously agreed.** | Clerk  |
| **22/23.****064.4** | * **Outline application for 5 no. dwellings with all matters reserved except access – land to the West of Cranford House, Cranford, Woolsery.**

The deadline date for the Parish Council’s response is 7/1/23. This item was deferred to an additional Parish Council meeting fixed for Thursday, 5 January 2023.  |  |
| **22/23.****065** | **Planning Correspondence: Decisions, Enforcement & Appeals.** None. |  |
| **22/23.****066** | **Affordable Housing.** Councillor M Hill had been unable to contact Westward Homes, the Housing Association linked with this project.In answer to the enquiry advised under Minute No. 22/23.058.2, a reply to be sent advising that the site is on land East of the Woolsery Sports and Community Hall on the Bradworthy road. There will be various sizes of social housing, the designof which is not yet available. An Affordable Housing Survey carried out several years ago identified there was a need for affordable housing in the Parish, and Councillor M Hill was of the opinion that another Survey should be carried out.  |  |
| **22/23.****067** | **Councillor M Hill - Neighbourhood Plan.** Councillor M Hill was in the process ofobtaining further information so that when a Public Meeting is held, all details willbe available.Councillors discussed the planning situation relating to government changes. |  |
| **22/23.****068** | **Councillor M Hill** stressed that people out walking in the dark should wearreflective clothing so that they can be seen easily.Additionally, Councillor Heywood suggested that when the sun is setting, peopleshould be aware of where they are walking as at this time of year, the sun is lowand sometimes impedes the sight of motorists.  |  |
| **22/23.****069** | **Councillor M Heywood – Update on MXB Meeting.** No December meeting had been held. Details of the shop closure resulting in the Post Office being temporarily closedare given in Minute No. 22/23.071.2. |  |
| **22/23.****070** | **Payments to be authorised including ratification of three payments:****Councillor S Hill declared a Prejudicial Interest in a ratification payment to her and did not vote.** **Proposed by Councillor Spittles, seconded by Councillor Hancock and agreed.**1. **Sue Squire:**

December 2022 salary £439.68Expenses (broadband, mileage, photocopying) £ 19.90 **£459.58****Stacey’s Christmas Tree Farm** Supply of one Christmas Tree **£92.00** **Community Heartbeat** Defibrillator pads for Bucks Mills **£63.60****Mr R Stoneman** Grass cutting (2nd invoice) **£1,500.00****The following payment for defibrillator and cabinet was****ratified as per above: £1,738.80**(Defibrillator £975.00; unlocked cabinet £459; VAT £289.80;  Carriage £15.00)**The following two ratify two payments agreed in June 2022****were ratified as per the above:** **Red Smart - Platinum Jubilee Printing £ 48.50****Cllr S Hill Requisites for the Platinum Jubilee £168.99**1. **Income and Bank Account Balances:**

**NatWest Current Account as at 20/12/22: £2,398.37****NatWest Business Reserve Account as at 20/12/22: £25,021.46** 1. **To set the 2023/24 Budget & Precept.**

The Clerk’s salary review was carried out under Part II Confidential and the expenditure payments were included in the 2023/24 column but not formally agreed.The Precept will be agreed at the meeting on 19 January 2023 when TDC has provided the Parish Ready Reckoner to enable Councillors to see the effects of different Precept levels, which had been delayed due to the full Council meeting having to be postponed because of bad weather on the scheduled meeting evening. 1. **Parish Council Annual Grants.** A new deadline date for applications to be received was fixed at 11 February 2023.
2. **Notification of external auditor appointment for the 2022/23 financial year for the 5 year period until 2026/27.** To note that P K F Littlejohn LLP has been appointed following a procurement exercise to appoint auditors to each contract area. *This was noted.*
 | ClerkClerk to forward Precept Ready Reckoner from TDC when receivedPrecept & budget to be approved on 19/1/23 |
| **22/23.****071** | **Correspondence received.** Emails from various agencies have been forwarded to Councillors. |  |
| **22/23.****071.1** | **Devon Communities Together.** Details of a community resilience planning andflood warden training workshop on 28/3/23 at Weare Giffard commencing at 5pm(postponed from September due to the death of HM The Queen). *This was noted.* |  |
| **22/23.****071.2** | **Post Office – Branch Temporary Closure of Woolsery Post Office & Stores.**The branch is closing temporarily due to extensive building works and to allow for the refurbishment of the works to take place. The Post Office will close onMonday, 9 January 2022 at 4pm. As a result of the refurbishment work at the Woolsery branch, the Post Office hastemporarily changed the opening days and hours of the Mobile services at Shebbear, Langtree and Buckland Brewer. This will allow Woolsery customers to have access to a Post Office service during the closure period and these changes which will take effect from Tuesday 10 January 2023. It is envisaged that the work will take approximately two months to complete,following which the service will re-open on Monday 13 March 2023 at 9am and the Mobile services at Shebbear, Langtree and Buckland Brewer will resume to operate with the original opening times from this date. The postmaster will temporarily operate the Mobile Van from outside the branch premises on Wednesdays between 9am and 5pm and Saturdays between 9am and 1pm. This Mobile Van service will be temporarily offered from Wednesday 11 January 2023 until Saturday 11 March 2023. |  |
| **22/23.****071.3** | **DCC Public Rights of Way Department.** Annual Parish Paths Partnership Survey and Finance Forms for completion by 13 February 2023. Councillor Raffe will complete the survey forms as Footpath Warden and the Clerk will complete the expenditure form. |  |
| **22/23.****071.4** | **Response to correspondence received and included under the Public Comment Session.**This had been covered under Minute No. 22/23.066. |  |
| **22/23.****071.5** | **Airband.** Email received regarding the prior notification for proposed installationunder telecommunications code system operators of five 10.5mtr wooden poles installed with 9 mtrs above ground.A 28 day notice has been provided in respect of the location at Bucks Cross,Woolfardisworthy, Cranford, EX39 5QL. | Clerk to send email to Councillors |
| **22/23.****072** | **Date and time of next meeting:** **(1) Meeting to consider planning applications – Thursday 5 January 2023 at****7.30pm in Woolsery Sports and Community Hall.****(2) Scheduled Parish Council Meeting - Tuesday, 17 January 2023 at 7.30pm** **at Woolsery Sports and Community Hall.** The meeting ended at 9.49pm.  |  |
| **Summary of Decisions:** * **Minutes of the Parish Council Meeting held on 15 November 2022**
* **Formal vote of thanks to Councillor Heywood for his work during the snow and ice**
* **One planning application**
* **Payments and ratification of one recent and two historic payments**
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| **These Minutes are agreed by those present as being a true record.** |
| Signed:Chair of Woolsery Parish Council. | Date: |