**Minutes of Woolsery Parish Council Meeting held on Tuesday, 18 October 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 from Minute No. 22/23.027**  **D Hancock**  **R Heywood**  **M Hill**  **S Hill**  **S Salvidant**  **L Spittles**  **3 members of the public** | | | **Agenda: -**  Co-option of Parish Councillor  Public Comment Session  Apologies  Declarations of Interest  Approval of the Minutes of the Parish Council  Meeting held on 26 September 2022  Clerk’s Report  Reports  Planning  Affordable Housing  Parish Plan  Old Market Drive Parking  Overgrown vegetation  Projects  Finance  Correspondence  Response to items raised under the Public Comment  Session  Date and time of next meeting | |
|  |  | | | **Action:** |
| **22/23.**  **027** | **Co-option to fill the last remaining vacant seat on the Parish Council.**  An expression of interest has been received from Mr B Beech.  **Proposed by Councillor M Hill**  **Seconded by Councillor Spittles and unanimously agreed.**  Newly elected Councillor Beech took his place around the table and signed relevant paperwork. | | | Clerk to advise TDC |
| **22/23.**  **028** | **Public Comment Session.**  **22/23.028.1 Parish News.** There is confusion about the name of the Clerk with outdated information being included in two places.  **22/23.028.2 Potholes.** It was suggested that the resident continues to report these via DCC Highways.  **22/23.028.4 Higher Town Enforcement.** Covered under Minute No. 22/23.034.3  **22/23.028.5 Letter from Woolsery Primary School.** Covered under Minute No. 22/23.042.1. | | | Clerk to advise Newsletter editor |
| **22/23.**  **029** | **Apologies.** Councillors S Harding and S Raffe. | | |  |
| **22/23.**  **030** | **Declaration of Personal / Prejudicial Interest for items on the Agenda.**  **Councillor Hancock declared a Personal Interest in Minute No. 034.1 - Planning Application being a neighbour.** | | |  |
| **22/23.**  **031** | **Minutes of the Parish Council meeting held on 26 September 2022 to be approved and signed as a true and accurate record.**  **Proposed by Councillor Spittles**  **Seconded by Councillor Hancock and unanimously agreed.** | | |  |
| **22/23.**  **032** | **Clerk’s Report.** | | |  |
| **22/23.**  **032.1** | **Adoption of BT Telephone Box in Woolsery / Installation of defibrillator.**  Confirmation had been received from BT that the telephony is due to be removed imminently.  An email on the day of the meeting asking for an update had been sent. | | | November Agenda |
| **22/23.**  **032.2** | **Overnight camping in Bucks Mills Car Park.** TDC had advised it is to review the existing signage for next Summer to include the words ‘no overnight parking’, but it will not be enforceable as no TDC Civil Enforcement Officers visit the site.  It was noted the signs already says no overnight parking.  The Clerk to ask TDC if they are agreeable in principle for a height limiter. | | | Clerk |
| **22/23.**  **032.3** | **Yellow Painted Stones.** The following reply from DCC was noted: We recognize that the condition at this location is not as we would expect, however we are only able to repair safety defects as identified in our Highway Safety Policy at this time.  The Clerk to respond: You do not appear to have responded to the request. The stones are on the road and could cause an accident. | | | Clerk |
| **22/23.**  **032.4** | **SWW Concrete Pillar.** The original email to the Customer Contact email address has been forwarded to Customer Services at South West Water. | | |  |
| **22/23.**  **032.5** | **Annual distribution of black refuse bags.**  There are 7 boxes left.  The general view of parishioners was supportive of the black bags.  ***Standing Orders were lifted to allow a member of the public to confirm that the public would like the Parish Council to continue the scheme.***  ***Standing Orders were reinstated.***    **Proposed by Councillor M Hill to purchase packs of 50 black bags and work on an alternative for 2023.**  **Seconded by Councillor Beech and unanimously agreed.**  Prices to be agreed via an online vote and ratified at the next meeting. | | | MH to prepare an A5 leaflet to hand out with bags  RH & SH to liaise and get prices  Nov Agenda |
| **22/23.**  **032.6** | **TDC Climate Emergency Declaration reply.**  A further email chasing this had been sent but no reply received. | | | Nov Agenda |
| **22/23.**  **032.7** | **Upvc Doors at Bucks Cross Village Hall.**  Councillor Spittles had researched the Trustee Minutes for the Bucks Cross Village Hall Meeting in June 2016 and the details were advised.  **Proposed by Councillor Heywood that the doors are gifted by the Parish Council to the Village Hall on the understanding that they would not be a Parish Council asset.**  **Seconded by Councillor Hancock and unanimously agreed.** | | | Clerk to inform Village Hall Committee |
| **22/23.**  **032.8** | **Dog Bins for Bucks Mills.**  TDC had been asked by email and via a telephone message if they would supply a bin and if so, the cost and if they would empty it and if so, the cost.  An answer had not yet been received. | | | November Agenda |
| **22/23.**  **032.9** | **Cleaning of the Bus Shelter at Bucks Cross.** After a search, TDC have advised that it does not own the bus shelter and have concluded that it belongs to DCC. Due to their Tough Choices regime, it was considered they would not have the resources to carry out this work.  The Clerk to approach DCC to enquire, on the grounds of a duty of care and a health hazard, if they would do this. | | | Clerk |
| **22/23.**  **032.10** | **Grass cutting at the School junction – Clovelly – Bradworthy Road.**  A reply from DCC was awaited. | | |  |
| **22/23.**  **032.11** | **Grit Bin.** An email from the Neighbourhood Highway Officer (NHO) advised that the matter has been assessed and passed to development control.  The NHO has looked at the location and would suggest that it is accessible to the public for use whilst not impeding any highway users, so would not oppose the new location once applied for.  The Clerk checked with Highways about reference to applying for the new location and was advised that a follow up email from Development Control could be expected in confirmation once they had checked that MXB had gained permission, as has already been confirmed on a number of occasions. | | | November Agenda |
| **22/23.**  **032.12** | **Clothes Bank.** A Risk Assessment had been provided for completion.  Councillor S Hill will provide photographs to the Clerk for this to be progressed. | | | SH |
| **22/23.**  **032.13** | **Bucks Mills – First Time Sewerage.**  The Clerk had replied to SWW as directed and the following response had been received:  SWW’s agreement in principle to provide a scheme is a notable step forward. I have asked and will continue to seek further detail from them, and yes I will of course pass any relevant information on to you. | | |  |
| **22/23.**  **032.14** | **Bradworthy Parish Council – Community Speedwatch Group.**  It was noted that a reply had been sent advising that Woolsery Parish Council was not interested in taking up the suggestion. | | |  |
| **22/23.**  **032.15** | **Bucks Mills Notice Boards.** After a search of the Asset Register, TDC advise that this was inconclusive.  The Authority has no objections to a grant funding application being submitted in the name of the Parish Council and TDC has confirmed that it would not be its intention to refurbish them.  Councillor Salvidant did not think the wooden frame and legs were included in the grant funding application.  **Proposed by Councillor Heywood to support the funding application to renew the signs if it includes the whole of them, including the frame and supports.**  **Seconded by Councillor M Hill and unanimously agreed.** | | | Clerk to liaise with AONB member |
| **22/23.**  **033** | **Reports.** | | |  |
| **22/23.**  **033.1** | **County Councillor J Wilton Love.** Not present. | | |  |
| **22/23.**  **033.** | **District Councillors.** Not present. | | |  |
| **22/23.**  **033.3** | **Parish Councillors.**  **Councillor Spittles.**  1. As an alternative for the black refuse bag scheme, bike racks in the village and at the Woolsery Sports & Community Hall to be an Agenda item for the November meeting.  2. Suggested that the Minutes format could be like Parkham Parish Council and Councillors did not have any objections.  3. There had been an enquiry as to why the Minutes are not posted on the website until after they are approved. It was noted that the Minutes are published once ratified.  The Minutes of MXB Meetings to be included.  The Clerk to prepare notes of Parish Council Meetings for display in the Parish.  4. There had been theft from a camper van at Melbury Woods, Powlers Piece.  5. After a problem with the Website, it was now up and running.  **Councillor S Hill**  1. Regarding Minutes and Agenda, abridged notes are to be sent to Councillors for sign off and included in the E-Newsletter.  2. There had been an enquiry as to whether the Council supports a 40mph speed limit petition circulated from Bucks Straight to Horns X.  This is a DCC highways issue and any representations should be directed to the County Councillor.  3. Coronation of King Charles III.  **Councillor Hancock**  1. Parking at entrance to Manor Park opposite East Park making it dangerous for vehicles to exit and enter.  2. Street cleaner in Woolsery. Some areas are being cleaned but others not attended to.  Councillor Hancock will speak to the person.  **Councillor Heywood.**  1. Out of date Parish Council contact details on the notice board.  **Councillor Salvidant.**  1. She had written to owner of the Fitzroy barometer regarding it being a listed building asset but not had a response.  Councillor Spittles to add it to the Listed Building Register. | | | November Agenda  Clerk  Clerk to contact PCSO  Clerk/Cllrs  Clerk to advise PCSO  DH  Clerk to prepare new list  LS |
| **22/23.**  **034** | **Planning.** | | |  |
| **22/23.**  **034.1** | **The following Planning Application was considered:**   * **1/0940/2022/CPL –** Certificate of proposed lawful use for commencement of Planning Approval 1/0096/2009/FUL – barn at Wendon Cottage, Woolsery.   *The Parish Council was not a statutory consultee on this application.*   * **1/0927/2022/FUH – 3 Beauville Close, Woolsery.**   Councillor Hancock declared a personal interest as a neighbour.  **It was resolved to reply ‘no comment’.** | | | To be ratified at the Nov Meeting |
| **22/23.**  **034.2** | **Planning Correspondence.**  There were no TDC Decision Notices to note. | | |  |
| **22/23.**  **034.3** | **Update from Councillor M Hill regarding the enforcement case at Higher Town.**  He had been advised that the TDC Enforcement Officer dealing with the case was no longer working in the Enforcement Department.  The new officer dealing with the case will need at least a month to disseminate all the information. | | |  |
| **22/23.**  **034.4** | **A reply from a TDC Planning Officer relating to the Parish Council’s response to the Little Acres application.** *Noted.* | | |  |
| **22/23.**  **035** | **Affordable Housing.**  Councilllor M Hill advised this was progressing. | | |  |
| **22/23.**  **036** | **Parish Plan.** Councillor M Hill felt more research should be done before we go for full public meeting in January or February.  He suggested a setting up Sub Committee of 3 people to look at other plans and advice from officers.  The Sub Committee to comprise Councillors M Hill, Beech and S Hill.  Terms of Reference would not be required as it would be a fact finding mission.  Councillor M Hill to obtain literature and circulate to Councillors and arrange a meeting before the November Parish Council Meeting and report at that time.  He will also speak to a person involved with the Winkleigh Neighbourhood Plan. | | | MH / BB/ SH  MH |
| **22/23.**  **037** | **Old Market Drive Parking.** Councillor M Hill had tried unsuccessfully to contact the owner of the vehicle.  ***Standing Orders were lifted for a member of the public to give more information, and then reinstated.***  There was concern that the motorist is driving across the pavement which is illegal and children are playing nearby.  Members of the public should inform the Police if anyone is seen illegally driving across the land. | | | MH to write to owner of vehicle |
| **22/23.**  **038** | **Inspection of overhanging hedges and vegetation in the vicinity of Copper Hill, together with opinion of decaying tree.**  Councillor M Hill considered the tree is not decaying.  The Clerk to request the owner of the hedge to make arrangements for this to be cut back. | | | Clerk |
| **22/23.**  **039** | **Projects.** | | |  |
| **22/23.**  **039.1** | **Village Gateway Planters – Sponsorship Plaques.**  Councillor Raffe advised the following businesses had sponsored a planter:   * Overleigh Meadow Plants, Hanging Baskets & Patio Pots * MXB * Merry Harriers Garden Centre * Woolsery Parish Council * Asta | | | Clerk to pass details to MH for plaques to be produced |
| **22/23.**  **039.2** | **Replacement notice board at Woolsery.** | | | November Agenda |
| **22/23.**  **039.3** | **Asset Register.** A spreadsheet had been compiled by Councillor S Hill.   * Councillors to update as necessary. * Christmas lights to be deleted. * Gazebo to be stored in Woolsery Sports and Community Hall * Query regarding the concrete Bus Shelter at Bucks Cross pending confirmation of ownership * Other areas of land to be checked by Councillor M Hill with the Land Registry   ***Standing Orders were lifted to enable a member of the public to advise that Parish Council archive Minutes are stored in the upstairs room of Woolsery Sports and Community Hall, and then reinstated.*** | | | MH |
| **22/23.**  **040** | **Finance.** | | |  |
| **22/23.**  **040.1** | **Payments to be authorised:**  **Proposed by Councillor S Hill**  **Seconded by Councillor Hancock and unanimously agreed**  **Sue Squire** November Salary £439.68.  Expenses (broadband, mileage, photocopying) £19.90 **£459.58**    **Poppy Wreath** Amount reimbursed to Mrs S Squire **£23.98** | | |  |
| **22/23.**  **040.2** | **Income and Bank Account Balances.**  **Income: £7,501 TDC 50% Precept**  **£450.00 Hartland Parish Council for laptop**  **£3.23 interest in the Business Reserve Account**  **Current Account as at 18 October 2022: £13,122.23**  **Business Reserve Account as at 18 October 2022: £17,006.13** | | |  |
| **22/23.**  **041** | **Correspondence.** Emails from various agencies had been forwarded to Councillors | | |  |
| **22/23.**  **042** | **Response to correspondence received and included under the Public**  **Comment Session.**  **22/23.042.1 Letter from Woolsery School.**  The Clerk to ask for clarification as to what they are asking the Parish Council to  do and what cost is involved.  Also, an enquiry to be made about the key holder of the Devon Air Ambulance  Night Landing Site. | | | Clerk |
| **22/23.**  **043** | **Date and time of next meeting:** Tuesday, 15 November 2022 at 7.30pm at Woolsery Sports and Community Hall.  The meeting ended at 9.47pm. | | |  |
| **Summary of Decisions:**   * **Co-option of Councillor B Beech to fill the last remaining vacant seat on the Parish Council** * **Minutes of the Parish Council Meeting held on 26 September 2022** * **150 packs of black refuse bags to be purchased for distribution to residents** * **Upvc doors at Bucks Cross Village Hall to be gifted by the Parish Council to the Hall Committee** * **Support for the funding application for the refurbishment of the Bucks Mills notice boards** * **Planning** * **Payments** | | | | |
| **These Minutes are agreed by those present as being a true record.** | | | | |
| Signed:  Chair of Woolsery Parish Council. | | Date: | | |