**Minutes of Woolsery Parish Council Meeting held on Tuesday, 15 November 2022 in Woolsery Sports and Community Hall at 7.30pm.**

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| **Chaired by: Councillor L Spittles** | | **Clerked by: Mrs Sue Squire** | | |
| **Present: Councillors**  **B Beech**  **S Harding (District)**  **D Hancock**  **R Heywood**  **S Hill**  **L Spittles**  **1 member of the public** | | **Agenda: -**  Public Comment Session  Apologies  Declaration of Personal / Prejudicial Interests  Approval of the Minutes of the Parish Council  Meeting Minutes held on 18 October 2022  Clerk’s Report  Reports from County, District & Parish Councillors  Planning Applications  Affordable Housing  Neighbourhood Plan  Update from MXB Sub Committee  Projects  Finances  Correspondence  Response to correspondence received and included under  the Public Session  Date and time of next meeting | | |
|  |  | | | **Action:** |
| **22/23.**  **044** | **Public Comment Session.**  **22/23.044.1 The member of the public present spoke about potholes at Ashmansworthy Bridge and the surface of the road to Dipple towards the bridge is breaking up.**  Councillor Harding advised that he is continually reporting this and it was suggested that the member of the public does so also to DCC Highways:  **0345 155 1004.**  **22/23.044.2 The member of the public asked about the cleaning of gullies on the Woolsery to Bradworthy Road which was used by residents to go to Bradworthy, particularly for medical appointments.**  They were advised to report this to DCC Highways using the number above.  **22/23.044.3 Flower boxes at village entrances.** It was asked what arrangements were in place now that the Summer flowers are dying back.  The reply was that it is understood Winter and Spring flowers will be planted by the sponsors of each planter.  **22/23.044.4 Higher Town Enforcement.** This would be covered later in the meeting.  **22/23.044.05 Emails received regarding the democratic process of the Parish Council.**  The Clerk to reply that as advised previously, the Parish Council cannot comment as it is subject to legal proceedings.  **22/23.044.06 Poor standard of work regarding installation of cables by Airband.**  Councillor Spittles advised that the matter had been passed to DCC Highways for attention.  Councillor Heywood to draft a letter from the Parish Council to Ofcom conveying concern about the workmanship of Airband, for Councillors to approve at the December meeting.  **22/23.044.07 30mph speed sign on the Woolsery – Clovelly road has been knocked over.**  Councillor Harding to report.  Councillor Spittles spoke of a problem with the Give Way sign near the shop.  This to be mentioned to the MXB Representative.  **22/23.044.08 Representations regarding Bridleway No. 9, Woolsery.**  This has been advised to DCC Public Rights of Way (PRoW) Department and a  response received from the PRoW local Warden.  The unclassified lane known as Donkey Lane had also been report as having  problems.  **22/23.044.9 Correspondence together with copy correspondence to TDC**  **from a resident regarding a planning application which had been granted**  **but the occupancy was being disputed.**  This was noted. The Clerk to acknowledge receipt. | | | Clerk  RH  S Harding  Clerk  Clerk |
| **22/23.**  **045** | **Apologies.** Councillors M Hill, Raffe and Sallvidant. | | |  |
| **22/23.**  **046** | **Declaration of Personal / Prejudicial Interest.** None. | | |  |
| **22/23.**  **047** | **Approval of the Minutes of the Parish Council Meeting held on 18 October 2022.**  **Approved and signed as a correct record.**  **Proposed by Councillor Hancock**  **Seconded by Councillor Spittles and agreed with Councillor Harding abstaining.** | | |  |
| **22/23.**  **047** | **Clerk’s Report.** | | |  |
| **22/23.**  **047.1** | **Adoption of BT Telephone Box in Woolsery.**  Confirmation had been received from BT that the ownership of the telephone box to the Parish Council has been completed.  The Clerk has arranged for the structure to be included on the insurance policy.  **Proposed by Councillor Spittles to purchase a defibrillator the same as those already in the village, plus an unlocked cabinet for the device to be stored.**  **Seconded by Councillor S Hill and unanimously agreed.** | | | Clerk |
| **22/23.**  **047.2** | **Overnight camping in Bucks Mills Car Park.** The Clerk has replied to TDC as directed and a reply has been received advising that officers from TDC had visited the car park.  One of the conclusions was that it was not recommended that a height restrictor should be fixed, as it would prevent legitimate non-offending car park users from safely accessing and enjoying the facility.  In addition, the width restricting bollards and tight car park access and egress provision should be sufficient from preventing larger vehicles from entering the car park.  TDC had asked for confirmation of frequency that the woods were being used for toilet purposes and if there is a particular area of concern, a What3words reference would be helpful. TDC can request that the Operational Services Team visits the site to clear up any future isolated incidents, which any number of  preventative measures would not completely negate. *This was noted.* | | |  |
| **22/23.**  **047.3** | **Yellow Painted Stones.** A reply from the Neighbourhood Highways Officer had advised that the site had been visited but the stones could not be located.  As a result, the Clerk had replied clarifying the situation and mentioned a reply from South West Water who had replied regarding the concrete pillar (Minute No. 22/23.047.4 refers), and reference had been made regarding these stones which it was felt could be mistaken for a fire hydrant.  The Clerk to advise that the What3words reference is  mattress.workroom.disarmed. | | | Clerk |
| **22/23.**  **047.4** | **SWW Concrete Pillar.**  A SWW technician had carried out a site visit, and advised that SWW does not have any posts in this area as the main is in the field and a post would not be required. | | | S Hill to confirm |
| **22/23.**  **047.5** | **Bucks Mills Notice Boards – Funding Application.**  TDC had advised that after a search of its Asset Register, it was inconclusive as to whether the notice boards belong to the authority.  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.  Between meetings, the Clerk had emailed the Bucks Cross resident who had originally raised this issue, offering to submit the funding application, and advising TDC’s reply to which a response had been received indicating that a meeting with Bucks Cross representatives should be held to agree what is wanted and the hope was expressed that Councillor Salvidant could co-ordinate this. | | | Clerk to contact Cllr SS |
| **22/23.**  **047.6** | **TDC Climate Emergency Declaration.**  A further reminder had been sent to TDC, pointing out that this matter was raised 4 months ago and that 4 reminders have been sent.  A reply had been received advising there was not any more that could be added from what had already been provided. The email went on to say:  ‘Looking at the wider context – nature recovery and the UK’s Nature Recovery Network is a major commitment in the government’s 25 Year Environment Plan  and enacted by the Environment Act 2021. As a public authority in England we have a duty to have regard to conserving biodiversity as part of our policy or decision making, this includes support for nature recovery.    We are funding partners of the Biosphere and supported development of the Nature Recovery Plan. The plan is a pioneer in this approach that supports us to meet our biodiversity obligations under the Environment Act 2021.    The Nature Recovery Plan was drawn up by the Nature recovery group of the Biosphere Partnership. It has a series of sub groups that developed each of the plan chapters (woodlands, grasslands, wetlands etc). They included stakeholders as well as experts and agencies including the NFU. Officers from the joint North Devon/Torridge planning policy team provided expertise in relation to biodiversity and spatial planning.  The email concluded by pointing out that the plan was subject to a 6 week consultation phase that was published by the Biosphere partners and given this process, it was hard to agree with the criticism levelled against it by Councillors. | | | Clerk to forward reply to Cllrs |
| **22/23.**  **047.7** | **Upvc Doors at Bucks Cross Village Hall.**  The Committee has been advised that the doors have been gifted by the Parish Council to the Committee and confirmation is awaited that the item has been accepted. | | |  |
| **22/23.**  **047.8** | **Dog Bins for Bucks Mills.**  TDC say there is a bin in the car park which they empty and a general waste bin at the entrance to the slip at Bucks Mills.  This can be used for a dual purpose and the TDC officer is arranging for signage to be put on the general waste bin indicating this, which the crew will do.  As a result, money can be saved by not having to purchase a new bin or make arrangements for collection, as the facility is already in place.  A reply to be sent pointing out that it is the mini car park halfway up the hill where the dog bin is required.  Councillor Harding advised that he had spoken to a member of Waste & Recycling Department in this connection. | | | Clerk |
| **22/23.**  **047.9** | **Cleaning of the Bus Shelter at Bucks Cross.**  A reply had been received from DCC advising the Authority did not know who installed the shelter, adding that DCC does not have an expenditure budget for bus shelter maintenance.  Details of two companies who carry out this type of work – Clearchannel and Fernbank where the maintenance and cleaning is funded by advertising revenue.  If it was considered that the shelter is unsafe, the Highways Neighbourhood Team could be asked to remove it or if Councillors are interested, enquiries could be made of Fernbank as to whether they wanted to replace it with one of their shelters, but they already have a list of 40 shelters to install plus 60 bus stop poles for this year in Devon and this does not include Torbay and Cornwall. | | |  |
| **22/23.**  **047.10** | **Grass Cutting at School Junction – Clovelly to Bradworthy Road.**  As no reply has been received resulting from a telephone enquiry to DCC Highways, the Clerk has sent an email requesting clarification, copying in the Neighbourhood Highways Officer. | | |  |
| **22/23.**  **047.11** | **Grit Bin outside the Primary School.**  As the promised reply from Development Control has not materialized as confirmed when she spoke to Highways on the phone, the Clerk has requested a response by the December meeting in writing, copying in the Neighbourhood Highways Officer. | | |  |
| **22/23.**  **047.12** | **Theft from vehicles at Melbury Woods.**  The PCSO had checked the system and could see a few vehicle related crimes from August/September, one of which involved the theft of tools.  If the thefts are continuing it was stressed that these are reported to the Police by calling 101 or following this link: <https://www.service.police.uk/ro/report/ocr/af/how-to-report-a-crime/?frc=50> | | |  |
| **22/23.**  **047.12** | **Abridged Minutes.** Done and approved. | | |  |
| **22/23.**  **047.13** | **Parking at entrance to Manor Park.**  The PCSO had enquired if it was the same vehicles involved, and questioned whether double yellow lines would help. Councillors did not feel this would solve the problem as it is not enforceable.  The PCSO will monitor the area when back on patrol at the end of November.  Councillor Hancock advised that the situation had deteriorated with several near misses being reported.  One property is an AirBnB whose visitors park in the drive and the owners park in the road. | | | DH to speak to car owner |
| **22/23.**  **047.14** | **Up to date list of Councillors’ contact details.** Done. | | |  |
| **22/23.**  **047.15** | **Overgrown vegetation – Copper Hill.** Letter written to house owner. | | |  |
| **22/23.**  **047.16** | **Woolsery Primary School.** Reply received from the Chair of Governors which has been circulated to Councillors.  At the suggestion of Cllrs Spittles and Salvidant, the Clerk has between meetings, sent the letter to the DALC and the PC’s insurers for comment and replies are awaited. | | |  |
| **22/23.**  **048** | **Reports from County Councillor, District Councillors and Parish Councillors.** | | |  |
| **22/23.**  **048.1** | **County Councillor J Wilton-Love.** Not present. | | |  |
| **22/23.**  **048.2** | **District Councillor Harding.**   * At a full TDC meeting a Rural Prosperity funding application for Victoria Park in Bideford and the Pannier Market at Torrington had been submitted. * A briefing had been given from Active Torridge, an arms length company TDC has formed for Leisure Centres in Bideford, Torrington and Holsworthy. More usage is being arranged including hydrotherapy. The electricity costs are locked in for a few months. * TDC agreed to designate the Parish of Parkham for Neighbourhood Planning purposes. * A presentation was given by Inspector Davies of Devon and Cornwall Police who advised there is an increase in crime including some hate crime. There is no County Lines information or intelligence. * At an internal scrutiny meeting, grounds maintenance was discussed. A quantity of equipment had been stolen for which an insurance claim was made. Next year, the grounds maintenance team was hoping to take on apprentices. | | |  |
| **22/23.**  **048.3** | **Parish Councillors:**  **Councillor Beech.** A property in Abbots Close had been empty for a year and Council Tax is being made. The neighbouring property is experiencing damp from the empty house and as a result, TDC has written to the owner.  It was suggested that the person being affected by the damp contacts TDC again asking that Environmental Health is advised.  **Councillor** **Heywood.** It had been noticed that the lights along Bucks straight were on all the time.  Councillor Spittles to check the planning details and forward to the Clerk for this to be reported. | | | LS / Clerk |
| **22/23.**  **048.3.1** | Councillor S Hill – Research had been carried out and costing circulated to Councillors. The best price was £2.52 for 2 rolls of 40 bags from Shella Trading.  **Proposed by Councillor Spittles to order 50 boxes.**  **Seconded by Councillor Hancock and unanimously agreed.**  The wording of the leaflets to accompany the bags, previously circulated to Councillors, to be slightly amended. | | | Clerk |
| **22/23.**  **048.3.2** | Councillor S Hill – Clothes Bank. Photographs of the site to accompany the Risk Assessment were being provided. | | |  |
| **22/23.**  **048.3.3** | Councillor D Hancock had spoken to the Street Cleaner who confirms he is paid a nominal fee by TDC and concentrates his efforts on the middle part of the village. | | |  |
| **22/23.**  **048.3.4** | Councillor Spittles is in contact with the Braund Society relating to the Fitzroy  barometer which is to be added to the Listed Building Register.  Separately, she had ascertained that the machinery for repairing the Lime Kiln  which is in a dangerous condition at Bucks Mills was too big which delayed the  closure of the slipway. | | |  |
| **22/23.**  **048.5** | **Councillor M Hill** had confirmed when sending his apologies that a letter had  been sent to the vehicle owner regarding unacceptable parking at Old Market  Drive. | | |  |
| **22/23.**  **048.6** | **Councillor M Hill.** It was not known if sponsorship plaques had been produced  After being sent the details by the Clerk in connection with village gateway  planters. | | |  |
| **22/23.**  **048.7** | **Councillor M Hill.** It was not known if the areas of land had been checked with the Land Registery. | | |  |
| **22/23.**  **049** | **Planning Applications.**  **22/23.049.1** The following Application was considered:  **1/1020/2022/FUL – Erection of commercial storage building – CES Wise**  **Shotblast Services, Newpark Workshop, Woolsery, EX39 5QT**  **Proposed by Councillor S Hill that a response of No Comment is submitted.**  **Seconded by Councillor Harding and unanimously agreed.**  **To ratify the response of ‘no comment’ relating to Application 1/0927/2022/FUL – extension and demolition of garage roof, extension of bedroom, form new parking space and installation of new beech hedge – 3 Beuvron Close, Woolsery**  **Proposed by Councillor Spittles, seconded by Councillor Beech and unanimously agreed.**  **22/23.049.2 Planning Correspondence: Decisions, Enforcement &**  **Appeals.**   * **Approval for 1/0927/2022/FUL – above.** * **Approval for 1/0508/2022/FUL – Proposed earthworks to create new agricultural access (pedestrian and quadbike) – land a Grid Reference 233424 118058, Woolsery.**   **22/23/049.3 Higher Town Enforcement.** Councillor Harding advised that the owner is trying to obtain planning permission for change of use in order to offer accommodation to a Ukrainian family for which the Rotary Club had donated furniture which was being stored at the property.  Councillor Harding further advised that there is an appeal in process. It was understood that the agricultural tie has been removed. | | |  |
| **22/23.**  **050** | **Affordable Housing.** Councillor M Hill had advised the arrangements were progressing well. | | |  |
| **22/23.**  **051** | **Neighbourhood Plan.** Councillor M Hill had advised that no Sub Committee  Meeting had been held as it was hoped to get another person involved and in  addition, more information was being obtained before arrangements for a public  meeting could be organised. | | |  |
| **22/23.**  **052** | **Update from MXB Sub-Committee held ahead of this Parish Council**  **Meeting (Cllr Heywood)**  The bakery planning appeal was still being considered because of a complication nationally regarding new planning laws.  Work was taking place on extending the store and cold room at the back of the shop.  Next year the shop will be closed for a new Post Office to be installed and temporary facilities will be provided.  At the Manor, the steels have been completed and work on the new roof started.  The Potting Shed has almost been completed, with cobbling to be finished and the temporary storage containers moved.  A new website was being constructed.  It had been suggested that no meeting was held in December unless something needed to be raised, and the next meeting would be in January 2023. | | |  |
| **22/23.**  **053** | **Projects**  **Consideration of a replacement notice board for Woolsery**  As the Minutes are going in the church and shop, it was considered there was no need for a replacement. | | |  |
| **22/23.**  **054** | **Finances** | | |  |
| **22/23.**  **054.1** | **Payments to be authorised.**  **Proposed by Councillor Spittles**  **Seconded by Councillor S Hill and unanimously agreed.**  a. **Sue Squire:**  November 2022 salary £439.68  Expenses (broadband, mileage, photocopying) £ 19.90 **£459.58**  b. **Income and Bank Account Balances as at 15/11/22.**  **NatWest Current £17,011.67.** £15,000 to be transferred to the Savings A/ct.  **NatWest Savings £13,100.75** | | |  |
| **22/23.**  **054.2** | **Devon Communities Together.**  The Clerk has been in email correspondence with the organisation who had  requested that the renewal of the membership was outstanding.  The Clerk advised that her other Parishes did not pay a membership fee but still  received emails.  Councillors did not wish to renew the membership at a cost of £50.00. | | |  |
| **22/23.**  **055** | **Correspondence received.** Emails from various agencies have been forwarded to Councillors. | | |  |
| **22/23.**  **055.1** | **All Hallows Church Remembrance Sunday Service.** Invitation for the  Chairman to attend the service and lay a wreath on behalf of the Parish Council. | | |  |
| **22/23.**  **055.2** | **TDC Annual Rough Sleeper Estimate / Count.** Councillors had been advised  of the details and confirmation was given that no known rough sleepers had been  in the Parish the night before the meeting. | | |  |
| **22/23.**  **055.3** | **WebNos.** Email regarding notification that the defibrillator has been deployed  and may have been used with a request that the defibrillator is checked and a site  check reported online to WebNos.  Councillor Spittles has ordered replacement pads for the Bucks Cross  defibrillator. | | | Clerk to check which defib |
| **22/23.**  **055.4** | **TDC.** Works at Bucks Mills Lime Kiln scheduled over concerns for structural  stability, commencing on 31 October 2022. | | |  |
| **22/23.**  **056** | **Response to correspondence received and included under the Public**  **Comment Session.** None. | | |  |
| **22/23.**  **057** | **Date and time of next meeting:** Tuesday, 20 December 2022 at 7.30pm at  Woolsery Sports and Community Hall.  The meeting ended at 8.59pm. | | |  |
| **Summary of Decisions:**   * **Minutes of the Parish Council Meeting held on 18 October 2022** * **Purchase of a defibrillator and internal unlocked cabinet, the same make as those already in the Parish** * **Planning** * **Payments** | | | | |
| **These Minutes are agreed by those present as being a true record.** | | | | |
| Signed:  Chair of Woolsery Parish Council | | | Date: | |