

**Minutes of Woolsery Parish Council Meeting held on Monday, 26 September 2022 in Woolsery Sports and Community Hall at 7.30pm.**

**The September Meeting had been rescheduled due to the national period of mourning following the death of her late Majesty, Queen Elizabeth II.**

**Present:** Councillors M Hill (Chairman), D Hancock, S Harding (District), R Heywood, S Hill, L Spittles, S Salvidant.

4 Members of the public

Mrs S Squire, Parish Clerk

**22/23 - 071 Public Comment Session**

**22/23 – 071.1 Problems with a vehicle being parked on the green at Old Market Drive**

Councillor M Hill advised this would be raised later in the meeting as he had also received representations, as had Councillor S Hill.

**22/23 – 071.2 Complaint about the meeting not being properly advertised.** An email had been sent to the Clerk on the day of this meeting setting out the situation.

The parishioner was advised that it had not been possible to advertise the meeting on the Parish Council website due to a technical problem but it had been advertised on the notice board, in Woolsery village shop, Bucks Cross Post Office and Facebook.

**22/23 – 071.3 Potholes on the road to the bridge at Ashmansworthy.**

The resident was advised that they could report these direct by telephoning DCC Highways.

**22/23 – 071.4 A parishioner asked if the gullies were going to be cleared** and was advised that the main road gullies are being attended to at the present time.

**22/23 – 071.5 Tall plants growing opposite the Primary School on the higher part of the junction at Farmers Arms corner.**

The resident was advised that this had been dealt with before the last meeting with MXB and again at an MXB meeting before this meeting.

It was not felt there was a problem.

It transpired there had been confusion with this subject. The tall plants causing visibility issues were on the lower side of the Farmers Arms junction (LHS when at the junction), not the higher side (Manor House side).

**22/23 - 072 Apologies.** Councillor Raffe and District Councillor Dart.

**22/23 - 073 Declaration of Personal / Prejudicial Interest for items on the Agenda**  
None.

**22/23 - 074 Minutes of the Parish Council meeting held on 16 August 2022.**

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

**Proposed by Councillor Spittles**

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

Councillor Harding abstained from voting as he was not present at the meeting.

**22/23 – 075 Clerk's Report**

**22/23 – 075.1 Legal advice from the Solicitor at TDC regarding representations from a member of the public which could be the subject of a Tribunal or legal action.**

The reply was that a Council would not publicly discuss a matter that was currently the subject of legal proceedings / potential legal proceedings in a public meeting.

**22/23 – 075.2 Potholes reported at West Ash.** Reported to Highways and reference number W221541567 given.

**22/23 – 075.3 Two separate replies sent to a member of the public who had raised a number of issues, some of which had been received too late to be considered at the July**

**meeting (letter 1), and the fact that attachments sent could not be opened by Councillors (letter 2).**

**22/23 – 075.4 Upvc doors at Bucks Cross Village Hall.**

Minutes still being researched to gain further information.

**22/23 – 075.5 Enquiry from a member of the public regarding the decision made relating to Planning Application at 14 Forest Lakes.**

The drafted agreed reply had been sent.

**22/23 – 075.6 Adoption of BT Telephone Box in Woolserly.**

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

**Proposed by Councillor Spittles to purchase the same make as those already in the Parish at a cost of £1,130.00 and £165.00 for a cabinet, subject to BT confirming the timeline of removal of the telephony from the phone box. Seconded by Councillor S Hill and unanimously agreed.**

**22/23 – 075.7 State of public footpath between Woolserly and Kennerland.**

Councillor Hancock had forwarded photographs of the existing boardwalk to the Clerk who has sent them to DCC Public Rights of Way. The boardwalk had been replaced.

**22/23 – 075.8 Overnight camping in Bucks Mills Car Park.** The Clerk has asked the TDC car park team for an update, which had been followed up with a reminder and a reply has yet to be received.

**22/23 – 075.9 Yellow painted stones.** These have been reported to Highways by the Clerk. Reference No. W221541675 given.

**22/23 – 075.10 SWW concrete pillar.** The co-ordinates have been passed to South West Water for further investigation. As no reply was received, the Clerk had telephoned South West Water and it was suggested that the details were emailed.

**22/23 – 075.11 Clothes Bank in aid of the Firefighters Charity in the overflow car park at Woolserly Sports and Community Hall.**

The Fire Fighters Charity had been advised that the Hall Trustees are in agreement for the Bank to be sited in the car park, with the What3Words given.

The Charity has been made aware of the Trustees concern that the Bank would overflow and donations left around it, and this is being addressed by the Charity and Clerk with Elm Textiles who collect the clothes and more detailed arrangements are awaited from them when arrangements have been made to site the Bank.

**22/23 – 075.12 Primary School Warning Light.** The Clerk attempted to report this via the DCC interactive website but required a photograph and accordingly she contacted Councillor S Hill, who has provided this for the matter to receive further attention. DCC Highways Reference No. W221541552.

**22/23 – 075.13 Dog bins for Bucks Mills.** The Clerk has circulated details to Councillors from Glasdon UK and Advancedscape.

District Councillor Harding had asked TDC if the authority would supply a bin and arrange collections from it but no reply has been received.

**22/23 – 075.14 Cleaning of the bus shelter at Bucks Cross.** The Clerk has enquired from TDC Waste Department if it would allow its operatives to undertake this task with a follow up reminder for a reply. District Councillor Harding has also made enquiries but no reply has been received.

**22/23 – 075.15 Bucks Mills Notice Boards.** The Clerk has contacted TDC to ascertain if the notice boards are an asset on their Register but no reply has been received. The resident who suggested submitting an application for refurbishment is seeking a meeting between him, Councillor Salvidant and others but it was felt that a Parish Councillor should not take part in a meeting as they are not an asset. He has been made aware that the notice boards do not belong to the Parish Council and when TDC

have finally confirmed whose asset the boards are, a TDC Councillor should attend the meeting.

**22/23 – 075.16 Grass Cutting Tender details checked relating to the Farmers Arms Junction.**

Highways have been invited to give an opinion and clarify if it is the Parish Council's responsibility to cut the grass.

In addition, the Clerk has advised Highways that the grit bin has been removed from its original location (and where this may still be noted on Highway records) to a site across the road, to enable the work by MXB to be carried out. Highways have been advised that the Parish Council does not have any objections to the bin being sited in the current location and has requested confirmation that it is in order with them.

The Clerk had printed grass cutting maps for the exact location to be identified.

Councillor Heywood advised that at the August MXB meeting, it had been confirmed that in conjunction with Highways, agreement had been reached for a planting regime as it currently stands, and he clarified that as a Parish Council, this was its responsibility for the cutting.

The MXB representative confirmed an agreement with Highways which had relinquished the Parish Council's responsibility towards it, and MXB had to submit a planting plan to which Highways had agreed on the corner outside the Farmers Arms.

Councillor M Hill commented that if MXB does not keep the planting trimmed, the same problem would present itself next year.

Councillor S Hill had taken photographs and would send to the Clerk for the situation to be clarified with Highways.

**Action: Councillor S Hill to send photos and Clerk to contact Highways.**

***At this point in the meeting, a member of the public interrupted the proceedings and it was necessary for the Chairman to issue a warning that if the disruption continued, the process of being excluded from future meetings would commence.***

**22/23 – 075.17 2021/22 Audit.** It was noted that external auditors P K F Littlejohn LLP have acknowledged the Certificate of Exemption.

It was further note that the period for the exercise of electors rights concluded on 11/8/22.

**22/23 – 075.18 Display of approved Minutes – Parish Council notice board in the village.**

The Clerk has obtained permission from the Vicar and Churchwarden that a copy of the Minutes can be put in the church for people to read, particularly those who do not have access to a computer.

The Clerk has circulated details of notice boards to Councillors should it be decided to purchase a larger one.

**Action: To be an item on the October Agenda.**

**22/23 – 075.19 Dell Vostro 5115 Laptop.** Hartland Parish Council has agreed to purchase the device for £450.00.

The Clerk has issued an Invoice which is to be dealt with at Hartland Parish Council meeting on 1 October.

**22/23 – 075.20 Asset Register.**

The event gazebo, originally purchased for the Queen's Platinum Jubilee celebrations, has been added to the list, noting that it could be used for community events.

The Asset Register had been circulated to Councillors, updated to include the Village Green, two benches outside the Parish Church and one bench at East Park. Councillors to approve the details or suggest further expansion of the details.

Barometer. The Clerk had sent details to TDC's Conservation Officer whose reply had been circulated to Councillors.

**Action: Councillor Spittles, Salviant and the Clerk to liaise regarding adding the item to the Listed Building details and advising the owner.**

Councillor M Hill had obtained details of ownership of the Village Green at Old Market Drive which shows the Parish Council as the owner. This is where the vehicle is parked which was the subject of a parishioner's representations at the start of the meeting and which was further discussed later in the meeting.

**Action: The Land Registry details require correcting relating to the address of the Parish Council. Councillor M Hill to do this.**

**22/23 - 076 Reports from County Councillor, District Councillors and Parish Councillors**

**22/23 – 076.1 County Councillor Wilton-Love.** Not present.

**22/23 – 076.2 District Councillor Harding.** At a full TDC meeting a mid-term financial report was given. There is a 70% decrease in private owned property rentals and 69 households are in temporary accommodation which is having an impact on TDC's finances. To balance the books, savings had to be made, one of those being that Parish Halls that are zero rated for business rates will now be rated. Councillor Harding voted against this, recognising that they are a main community hub. During Covid, each Parish Hall received £2,000 each.

Councillor M Hill asked if **Small Business Rate Relief** would apply and was advised no decision had been made on this.

Car park fees are increasing. It may not be necessary to close swimming pools despite the increase in electricity costs to heat them.

Regarding the repair of the Lime Kiln at Bucks Mills, the gates preventing access will only be there for the duration of the repair.

Councillor Salvident felt there should be a suitable explanation on the gates.

Councillor S Hill had enquired if Council Minutes could be published within an e-newsletter and confirmation as to whether this is feasible is awaited.

**22/23 – 076.3 Councillor Heywood** asked if there had been a reply from TDC regarding the question relating to the authority signing the Climate Emergency Declaration.

**Action: As no reply had been received, the Clerk to send a reminder.**

**22/23 – 076.4 Councillor Hancock** had received representations about vehicles parking opposite East Park.

**22/23 – 076.5 Councillor M Hill** had also received representations regarding parking on the Green in Old Market Drive. Councillor Harding advised he had spoken to the resident and was told he was using it while refurbishing a property, but now this had been done, the parking was continuing.

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

The resident explained the position. At first it was a car parked there, now a van and 4 or 5 vehicles were parked for a birthday party.

Children play on the Green and people walk their dogs and photographic evidence can be provided if necessary. Vehicles drive over the green to park outside the resident's property and have even driven along the pavement to exist at the corner by the garages.

***Standing Orders were reinstated.***

Councillor M Hill gave the historical details involving a distribution hub where a substantial sum of money would have been involved to move it.

It was acknowledged that the area was a good place for children to play and it was known that the Primary School would like to open up the school playing fields but there was concern about damage to polytunnels.

Councillor M Hill suggested the construction of a low fence to indicate the area is for pedestrians only, then enhance it by turning it into a children's play area.

Councillor Heywood suggested putting a bollard in the corner by the garages to indicate it is a no parking area.

**Action: Councillor M Hill to draft a letter and copy in relevant authorities, including the Police but will speak to the vehicle owner face to face first.**

**To be an item on the October Agenda.**

**22/23 – 076.6 Councillor S Hill – provision of black bin bags to local residents.**

**Proposed by Councillor S Hill that prices are obtained by the Clerk and emailed to Councillors with a view to a vote by email for Councillors to give thoughts.**

**Action: Councillors were to also canvas opinions as to alternatives to black bags if decided not to go ahead with them to be discussed at the next meeting.**

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

**22/23 – 076.7 Councillor M Hill – photographs taken showing more buildings at the Animal Rescue Centre site to be sent to the Clerk to follow up with the Enforcement Department.**

**Action: This item was deferred. To be an item on the October Agenda.**

**22/23 – 076.8 Councillor M Hill – inspection of overhanging hedges and vegetation in the vicinity of Copper Hill, together with opinion of decaying tree.**

**Action: This item was deferred. To be an item on the October Agenda.**

**22/23 - 077 Planning Applications.**

**22/23 – 077.1** The following Application was considered:

**1/1221/2021/FUL – Erection of one replacement dwelling and increased residential curtilage with parking pursuant to approval 1/0080/2020/AGMB) (Amended Plans) – Little Acres, Woolsery**

**Proposed by Councillor S Hill to respond as follows:**

**It is the understanding of Woolsery Parish Council that permitted development under Class Q requires the conversion of the agricultural building, therefore the existing agricultural Building needs to be redeveloped using the same building footprint.**

**If the pre-application is approved but the building then moves position entirely, is this still permitted under Class Q?**

**Would this not then be a new application without Class Q remit?**

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

**22/23 – 077.2 Planning Correspondence: Decisions, Enforcement & Appeals.**

**The following TDC Decision Notices were noted:**

**Approvals for:**

- **1/0692/2022/FUH** – Demolition of single storey lean-to and erection of two storey extension (Variation of condition 2 of Planning Approval 1/0294/2021/FUH) – Moormans, Woolsery
- **1/0690/2022/FUL** – Retrospective application for creation of driveway and change of use of land from agricultural to domestic for erection of domestic dog kennels/aviary (Variation of condition 2 of Planning Approval 1/1245/2021/FUL to allow access to holiday unit) – Walland Barn, Bucks Cross
- **1/0350/2022/FUL** – Erection of no. 1 holiday cabin – Plot 14, Forest Lakes, Woolsery
- **1/0765/2022/SOLPD** – Notification for prior approval for the installation of solar photovoltaic (PV) equipment on roof of building – Higher West Town, Woolsery.

**22/23 – 077.3 Higher Town Enforcement.** Councillor M Hill had not been able to speak to the relevant TDC officer.

**22/23 - 078 Affordable Housing.** Councillor M Hill advised that testing and evaluations were taking place and the project was moving on to next step.

**22/23 - 079 Councillor Heywood reported on an MXB Sub-Committee meeting held ahead of the Parish Council meeting.**

Nothing much had changed since the last meeting.

Works had started on the church where MXB is providing the contractors and materials that are required to the Lady Chapel which are expected to last seven weeks, weather permitting.

The planting had been mentioned. The perennials are expected to die back and the suggestion was made to monitor and discuss the feeling around it to potentially discuss any visibility issues in the future.

**22/23 - 080 Projects**

- a. Plaques for village gateway planters. Councillor Raffe is to clarify the wording for the plaques.

**22/23 - 081 Finances**

**22/23 – 081.1 The following payments were approved and authorised.  
Proposed by Councillor S Hill  
Seconded by Councillor Spittles and unanimously agreed.**

a. **Sue Squire:**

September 2022 salary	£439.68	
Expenses (broadband, mileage, photocopying)	£ 19.90	<b>£459.58</b>

**Hartland Parish Council Memorial Plaque** for defibrillator to be situated in Woolserly adopted telephone box **£18.00**

**Woolserly Sports and Community Hall.** Hire of Hall for August & September meetings **£42.00**

b. **Income and Bank Account Balances**

**NatWest Current Account as at 26 September 2022: £17,522.48**

**NatWest Business Reserve Account as at 26 September 2022: £5,171.23**

- c. **Smaller Authorities' Audit Appointments (SAAA).** Option to opt out of the SAAA central external auditor appointment arrangements. Councillors had been circulated with the details and the Clerk recommended that Woolserly Parish Council remains opted in.

**Proposed by Councillor S Hill to remain opted in.  
Seconded by Councillor Spittles and unanimously agreed.**

**22/23 – 082 Correspondence received.** Emails from various agencies have been forwarded to Councillors.

**22/23 – 083 Bucks Mills – First Time Sewerage.** It was noted that a letter from TDC has been sent to owners of relevant dwellings within Bucks Mills. TDC has invited Members to comment.  
**Action: The Clerk to reply that it was hoped the project would be completed soon.**

**22/23 – 084 Email from a member of the public expressing an interest in being co-opted onto the Parish Council.** They have been invited to the meeting to observe the Parish Council at work.

**Standing Orders were lifted for the public to enquire about the Parish Council election in May 2023.**

The Clerk clarified the details.

**Standing Orders were reinstated.**

**22/23 – 085 Bradworthy Parish Council** is considering setting up a Speedwatch group and Woolserly Parish Council has been asked if there could be an opportunity to establish a team involving surrounding Parishes.

**Proposed by Councillor S Hill not to proceed.  
Seconded by Councillor S Harding and unanimously agreed.**

**Action: The Clerk to reply accordingly.**

**22/23 – 086 Date and time of next meeting:** Tuesday, 18 October 2022 at 7.30pm at Woolserly Sports and Community Hall.

The meeting ended at 9.15pm.

**Summary of decisions:**

- **Minutes of the Parish Council Meeting held on 16 August 2022**
- **Purchase of a defibrillator and cabinet for the telephone box in Woolserly**
- **Price to be obtained for black refuse bags and Councillors to advise if in agreement**
- **Planning**
- **Payments**
- **The Parish Council to remain opted in with the SAAA**
- **Not to proceed with joining a Community Speedwatch Group**

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**Chairman**

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**Date**