

## **WOOLSERY PARISH COUNCIL.**

**TO ALL COUNCILLORS:** You are summoned to a Parish Council Meeting on Tuesday, 16 December 2025 in Woolsery Sports and Community Hall at 7.30pm

The Agenda is below.

*Sue Squire*, Parish Clerk. 9 December 2025

<b>1.</b>	<b>Public Comment Session.</b>  <b><u>Members of the public are not permitted to speak after this item.</u></b>
<b>2.</b>	<b>Declarations of Interest.</b>
<b>3.</b>	<b>Apologies.</b>
<b>4.</b>	<b>Approval of the Minutes of the Parish Council Meeting held on 18 November 2025.</b>
<b>5.</b>	<b>Reports:</b>
<b>5.1</b>	<b>County Councillor R Julian.</b> <b>To receive a report on the following:</b> <ul style="list-style-type: none"> <li>▪ <b>State of road between Woolsery and Bradworthy.</b> (Email of 18/7/25 refers). As a result of the Clerk's enquiries, the Neighbourhood Highways Officer responded and the details were circulated to Councillors on 21/11/25.</li> <li>▪ <b>State of road between Cranford and Bucks Cross.</b> (Email of 19/7/25 refers, Item 5.3.3. below and a response from the Neighbourhood Highways Officer as a result of the Clerk's enquiries on 24/11/25 circulated to Councillors on 21/11/25.</li> <li>▪ <b>Trench across road outside Woolsery Primary School.</b></li> </ul>
<b>5.2</b>	<b>District Councillors Andrews; Dart; Harding.</b> A written Report has been received from Councillor Dart and circulated to Councillors.
<b>5.3</b>	<b>Clerk's Report:</b> (Where not mentioned elsewhere on the Agenda)
<b>5.3.1</b>	Made <b>payments</b> by BACS
<b>5.3.2</b>	Submitted the response for a <b>Planning Application.</b>
<b>5.3.3</b>	<b>The Clerk reported the rough surface of the road between Bucks Cross and Cranford on 19/11/25.</b> Reference No. W251908429 was given and a follow up email dated 24/11/25 advised that repairs had been carried out.
<b>5.3.4</b>	<b>Interpretation Boards.</b> To note that Councillor Spittles has provided wording of the original Boards which has been forwarded to North Devon Coast National Landscape.
<b>5.3.5</b>	<b>Rough Sleeper Estimate.</b> A response has been submitted to TDC advising that there were no known rough sleepers in the Parish on the night of 12 November into the morning of 13 November.
<b>5.4</b>	<b>Parish Councillors: All to advise if the grit bins in the Parish have been checked.</b>
<b>5.4.1</b>	H Freeman. <ul style="list-style-type: none"> <li>⇒ Given details of the Defibrillator in the centre of Woolsery to the Clerk so that it can be registered with The Circuit. The Serial Number is required before this can be completed.</li> <li>⇒ To confirm that she has reported potholes and rough surfaces in the area via the DCC website.</li> </ul>
<b>5.4.2</b>	D Hancock. <ul style="list-style-type: none"> <li>⇒ Confirmation that the telephone box in the centre of Woolsery has been pressure washed ahead of the refurbishment by HTDC.</li> </ul>
<b>5.4.3</b>	R Heywood. <ul style="list-style-type: none"> <li>⇒ To confirm that the Christmas Tree has been put up on the Village Green.</li> </ul>
<b>5.4.4</b>	M Hill.

	⇒ Affordable Housing.
<b>5.4.5</b>	<p>S Hill.</p> <p>⇒ Has been in email correspondence with the Clerk regarding the possible wording for submission to the Planning Inspectorate in respect of a planning appeal relating to Application 1/0141/2025/FUL – change of use from agricultural to dog exercise field – land at grid reference 235104 121847, Woolsery. As the Parish Council's original response was 'No Comment', no further action was taken.</p> <p>⇒ Has included the telephone box on the Asset Register.</p>
<b>5.4.6</b>	<p>⇒ S Salvidant. Reported to the Clerk that a gate at Bucks Mills has been damaged by stormy weather. The Clerk has reported this to TDC requesting repair. It was damaged by bad weather in April 2024 and repaired in July 2024.</p>
<b>5.4.7</b>	<p>L Spittles.</p> <p>⇒ Attendance at Torridge Parish Councils Collaborative Group meeting at Langtree on 20/11/25 where a talk on the Precept was given</p> <p>⇒ Surplus bulbs. To confirm that these were taken to a coffee morning for residents' use.</p>
<b>6.</b>	<b>Matters Arising from the Minutes of 18 November 2025.</b>
<b>6.1</b>	<b>Parish Council Website.</b> This is in the process of being constructed.
<b>6.2</b>	<p><b>South West Water First Time Sewerage Application.</b></p> <p>To note email correspondence between Parkham Parish Council and South West Water regarding the frequency of their Investment Planning Committee Meetings, which confirm that the last of those for 2025 has been held and it is likely to be January before any recommendations can be put to the Committee, as it is the intention that residents are contacted again to confirm their intention of wishing to be connected to any new sewerage system, as some have changed their minds since the previous letter.</p>
<b>6.3</b>	<p><b>Refurbishment of the telephone box in the centre of Woolsery.</b></p> <p>To note that HTDC Exterior Cleaning has been advised that the quotation in the sum of £440.00 has been accepted.</p> <p>To note that the Clerk is in email correspondence with the Conservation Officer at TDC regarding the work to be carried out on the structure and that HTDC is aware that the work cannot commence until approval is received from the Conservation Officer.</p>
<b>7.</b>	<b>Planning &amp; Planning Correspondence.</b>
<b>7.1</b>	<p><b>To consider the following Applications:</b></p> <ul style="list-style-type: none"> <li> <p><b>1/0544/2025/LBC – Conversion of shippon to 1 no. dwelling – barn at Grid Reference 234739 – 117648, Woolsery.</b></p> <p>The deadline for the Parish Council's response is 14/12/25 and the planning officer has granted an extension so that the application can be considered at this meeting.</p> <p><a href="https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage">https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage</a></p> </li> <li> <p><b>1/0516/2025/FUL – Conversion of shippon to 1 no. dwelling (self build), Dipple Farm.</b></p> <p>The deadline for the Parish Council's response is 14/12/25 and the planning officer has granted an extension so that the application can be considered at this meeting.</p> <p><a href="https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage">https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage</a></p> </li> </ul> <p>To note that the Parish Council is not a statutory consultee in respect of Application 1/0882/2025/CPE – Certificate of existing lawful use or operation to confirm commencement of planning approval 1/1221/2021/FUL – barn at Grid Reference 232778 121250, Woolsery.</p>

7.2	<b>Planning Correspondence.</b> To note the following TDC Decision Notice: <b>Refusal for Application 1/0769/2025/FUL – New agricultural storage building (affecting a Public Right of Way) – land at Grid Reference 232732 120949, Woolsery.</b>																							
8.	<b>Finance.</b>																							
8.1	<b>Balances will be tabled.</b>																							
8.2	<b>Budgetary figures for November 2025; bank reconciliation and details of payment document for signature by the Chairman, Vice Chairman and Clerk will be circulated to Councillors to comply with Financial Regulations.</b>																							
8.3	<b>To approve and authorise the following payments.</b> <table border="1"> <tr> <td>8.3.1</td><td>BACS</td><td>Mrs S Squire</td><td>December 2025 salary and expenses Salary. £534.39 Expenses. £ 18.70</td><td>£553.09</td></tr> <tr> <td>8.3.2</td><td>BACS</td><td>HMRC</td><td>PAYE</td><td>£133.60</td></tr> <tr> <td>8.3.3</td><td>BACS</td><td>Stacey's Christmas Trees</td><td>Provision of one 15ft Noordman Fir for the Village Green</td><td>£177.00</td></tr> </table> <p><b>To ratify the following payment made on 21/11/25, agreed by Councillors via email.</b> The invoice had been sent but did not reach the Clerk and was unable to be agreed at the November Parish Council meeting</p> <table border="1"> <tr> <td>8.3.4</td><td>BACS</td><td>HTCD Exterior Cleaning Services</td><td>6 monthly maintenance of 3 bus shelters in the Parish, as previously agreed and as per the quotation</td><td>£210.00</td></tr> </table>				8.3.1	BACS	Mrs S Squire	December 2025 salary and expenses Salary. £534.39 Expenses. £ 18.70	£553.09	8.3.2	BACS	HMRC	PAYE	£133.60	8.3.3	BACS	Stacey's Christmas Trees	Provision of one 15ft Noordman Fir for the Village Green	£177.00	8.3.4	BACS	HTCD Exterior Cleaning Services	6 monthly maintenance of 3 bus shelters in the Parish, as previously agreed and as per the quotation	£210.00
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8.4	<b>To set the 2026/27 Precept and Budget.</b> All those present, except Parish Councillors, will be asked to leave the room while the Clerk's salary is discussed and reviewed.																							
9.	<b>To consider a response to items raised under the Public Session.</b>																							
10.	<b>Correspondence.</b> Various emails and publications have been circulated to Councillors.																							
10.1	<b>TDC.</b> Town and Parish Settlement Survey. Forms for completion detailing village facilities and other information were circulated to Councillors on 22/11/25. The deadline for submitting is 30/1/26.																							
11.	<b>Date and time of next meeting: Tuesday, 20 January 2026 at 7.30pm in Bucks Cross Village Hall.</b>																							