

Minutes of Woolsery Annual Parish Council Meeting held on Tuesday, 24 May 2022 in Woolsery Sports and Community Hall at 7.30pm.

The meeting had been rescheduled from 17 May 2022 with the agreement of the Chairman.

Present: Councillors Harding, D Hancock (after Minute No. 5), M Hill, S Hill, S Raffe, S Salvidant

District Councillor S Harding (above)

1 Member of the public

Mrs S Squire, Parish Clerk

- 22/23 – 1 Election of Chairman**
Councillor Salvidant proposed Councillor M Hill.
Seconded by Councillor Raffe.
There were no other nominations and Councillor Hill was willing to stand.
Unanimously agreed.
- 22/23 – 2 The Chairman read and signed the Declaration of Office witnessed by Councillor Salvidant.**
- 22/23 – 3 Election of Vice Chairman**
It was known that Councillor Spittles was willing to stand.
There were no other nominations.
Proposed by Councillor Salvidant.
Seconded by Councillor S Hill and unanimously agreed.
- 22/23 – 4 Vice Chairman will read and sign the Declaration of Acceptance of Office at the next meeting when she is present.**
- 22/23 – 5 Co-option of Parish Councillor**
Mr D Hancock had expressed an interest in being co-opted, details of which had been circulated to Councillors.
Proposed by Councillor S Hill.
Seconded by Councillor Salvidant and unanimously agreed.

Newly co-opted Councillor Hancock took his place around the table and signed the relevant documents.
- 22/23 – 6 Election of Parish Representatives.** Not applicable.
- 22/23 – 7 Agreement by Councillors to receive communications by email**
Proposed by Councillor Harding.
Seconded by Councillor S Hill and unanimously agreed.
- 22/23 – 8 Public Comment Session**
22/23 – 8.1 Representations received regarding Delphi Estates Land Registration – Woolsery.
Councillors recalled that the previous owners closed Bumpy Lane.
The correspondence was noted.
- 22/23 – 8.2 Potholes.** The Woolsery side of Ashmansworthy going up the hill and also the area around Dipple which has previously been reported.
Action: Clerk to report via the DCC interactive map on the website.
- 22/23 – 8.3 Rainbows End Animal Sanctuary.** The present position was asked.
This was further discussed under Minute No. 22/23 – 12.9.

- 22/23 – 8.4 Is a licence required for a camp site?**
It was understood that the site in question was registered.
As regards the residential cabin, this had been notified to TDC, as confirmed by District Councillor Harding.
- 22/23 – 8.5 Higher Town Farm.** This item was further discussed under Minute No. 22/23 – 12.8.
- 22/23 – 8.6 Will the Parish Plan item be on the June Agenda.**
Action: The Clerk to reply in the affirmative to an email from a parishioner.
- 22/23 – 8.7 What is the arrangement for draft Minutes to be uploaded on the website.**
Action: The Clerk to advise that only approved Minutes are included on the website.
- 22/23 – 9 Apologies**
Councillors Heywood and Spittles, County Councillor Wilton-Love, District Councillors Boughton and Dart.
- 22/23 – 10 Declaration of Personal / Prejudicial Interests.** None announced.
- 22/23 – 11 Approval of the Minutes of the Parish Council meeting held on 19 April 2022.**
Approved and signed as a correct record.
Proposed by Councillor Harding.
Seconded by Councillor Salvidant and unanimously agreed.
- 22/23 – 12 Clerk's Report.**
- 22/23 – 12.1 Freedom of Information Act request.** The Clerk has requested the assistance of the Enforcement Officer who is looking into this, but is now on leave. A response is expected by the June Parish Council meeting.
- 22/23 – 12.2 Highways.**
- a) **Road between Woolsery and Bradworthy.** Two emails have been sent to Bradworthy Parish Council but no response has been received.
Action: District Councillor Harding will raise this when he is at the next meeting.
- b) **Railing and post at Venn Bridge.** Reported via the DCC interactive map and reference number W221510656 given. According to the interactive map, the item is currently under investigation with an estimated assessment date of 7 June 2022.
- c) **Large sign blown down by Storm Eunice.** Reported via the DCC interactive map and reference number W 221510658. The Clerk contacted Highways on the morning of the meeting to enquire the current position which was that the details had been passed to the non safety lining / signs team. The officer at Highways has sent a reminder for the work to be done.
- 22/23 – 12.3 Adoption of BT telephone box in Woolsery.** Confirmation is awaited from BT that the telephony has been removed.
- 22/23 – 12.4 Bucks Mills – Fencing.** The Neighbourhood Highways Officer had provided photos and an estimated map of the fencing which DCC will be replacing where safety issues have been highlighted.
The carriageway has been marked to show the extent of the fencing works that will be funded.

The Woodland Trust had set aside a grant and if to be used with these works, the Parish will need to highlight which sections of further fencing they would like to be completed as this funding will not cover the rest of the works.

Action: The Clerk to advise that the Parish Council is interested in being involved and enquire the price per metre for fencing to be installed.

22/23 – 12.5 Enquiry regarding charge of hire of room for meetings.

The invoice for the hire of the Hall is correct and can be paid.

22/23 – 12.6 Beach Huts at Bucks Mills. TDC has replied and the details circulated to Councillors.

We are planning to send out a communication to all occupiers of the sheds setting out the Council's position but given the complexities of the situation with ownership issues etc we have referred this to our Legal team for comment and are chasing them to respond prior to issuing the letter.

Action: District Councillor Harding to make more enquiries at TDC.

Action: The Clerk to express the Parish Council's concern about the dangerous structures to TDC.

22/23 – 12.7 Impact damage to Bucks Cross Village Gateway.

While speaking to Highways regarding an update about the directional sign which had been blown down during Storm Eunice, as no data was appearing on the interactive website, the Clerk asked for an update on this item.

The details had been passed at the time (beginning of January 2022) to the non safety lining / signs team with a reference number of W221476917. A reminder is being sent by the DCC Highways administration officer enquiring when the damaged sign will be removed and a replacement fixed.

22/23 – 12.8 Enforcement – Higher Town Farm. The Clerk is in correspondence with TDC Enforcement Officers and a reply is expected on their return from leave.

22/23 – 12.9 Rainbows End Animal Rescue Centre. TDC Legal Department has been requested to give advice on a proposed Facebook post. The reply advised against this as it is an ongoing planning/enforcement matter. Any post could mention that the Parish Council has received representations which have been referred to the relevant authority to investigate. No reference should be made to opinion as this could cause difficulties if the allegations cannot be confirmed.

It was understood that there is no human presence during the night.

A public right of way is blocked at the site.

The RSPCA are aware of the situation and members of the public should contact the organisation if they are concerned about animal welfare as a result of lack of facilities. Consideration could be given to contacting the media if the RSPCA does not feel they should take the matter further.

Standing Orders were suspended to allow a member of the public to speak.

It was suggested that if the media were involved, this may have an effect on how TDC are dealing with the matter.

Standing Orders were reinstated.

22/23 - 12.10 Defibrillator in the telephone box. It has been ascertained that the Lockett Family are donating £3,000 towards defibrillators in Hartland, Woolsery and Welcombe.

The funds will be transferred to the Hartland Parish Clerk who will transfer £1,000 to Woolsery and Welcombe Parish Councils.

When the defibrillator is installed, a photo opportunity is requested.

22/23 - 12.11 Written Reports on training events attended – to follow

22/23 – 13 Reports from County Councillor, District Councillors and Parish Councillors.

22/23 – 13.1 District Councillor Harding:

As a result of the Annual Meeting, the same leadership applies.

There had been a seminar relating to the proposed White Cross Floating Wind Farm in the Atlantic off Lundy.

22/23 – 13.2 Councillor Raffe. A member of the public had mentioned the state of the footpath from Woolsery to Kennerland.

This had been included in his P3 Report and he had asked the DCC Public Rights of Way Warden for an update.

22/23 - 13.1 Councillor Salvidant – SWW Sewage Application for Bucks Mills.

It had been advised on the day of the meeting that SWW had agreed the application in principle.

Councillor Salvidant had asked for an AONB Sustainable Development Fund Application to be circulated to Councillors by the Clerk on the afternoon of the meeting.

A local resident on the AONB panel was of the opinion that funding could be applied for to replace the information boards at Bucks Mills where the deadline was 1 June 2022.

Councillor Salvidant asked for assistance in getting information as to who did the original artwork.

Proposed by Councillor Harding, seconded by Councillor Raffe and unanimously agreed to proceed with submitting the application, which had been partially completed by the local resident.

Action: Clerk to submit the form by the deadline date.

22/23 - 13.2 Councillor Spittles. Report on North Devon UNESCO Biosphere Team Webinar.

Deferred to the June meeting.

22/23 – 14 Planning Applications. The following were considered:

22/23 – 14.1 1/0455/2022/FUL – Erection of garage with workshop over position on existing drive access (resubmission of 1/0949/2021/FUL) – The Old Stables, Woolsery

It was resolved to reply: No comment.

Action: Clerk

1/0394/2022/FUL – Retrospective application for the creation of drive way to serve Walland Barn and holiday cottage (engineering works) and erection of domestic dog kennels / aviary (resubmission of 1/1245/2021/FUL) – Walland Barn, Bucks Cross

It was resolved to reply: Woolsery Parish Council is not in favour of the change to remove condition 2.

Action: Clerk

22/23 – 14.2 Planning Correspondence: Decisions, Enforcement & Appeals.

The following TDC Decision Notice was noted:

Approval for:

Application 1/0239/2022/FUL – Repair and rebuilding of storm damaged outbuilding / shed with replacement roofing – Mill Cottage, Bucks Mills, Bideford.

22/23 – 15 Progress of Highway Issues

a. Priority Roads for 2022/23. The list had been recirculated to Councillors and suggestions made.

Action: The Clerk to advise the Neighbourhood Highway Officer that the three priority roads are:

Woolsery to Bradworthy
Woolsery to Bucks Cross
Woolsery to Hartland

Bucks Cross

- Bucks Mills - Waterfall Sign.

Action: Councillor M Hill to send a design to TDC for approval with the words 'Please be advised that the standard of this water cannot be guaranteed to meet current drinking water standards'.

22/23 – 16 Affordable Housing. Councillor M Hill. This is ongoing.

22/23 – 17 17. Update from MXB Sub-Committee held ahead of this Parish Council Meeting.

The meeting was postponed to June due to difficulties for members to meet and there being nothing of particular note to discuss.

Works are currently continuing as planned.

22/23 – 18 Projects

a. Planting of Wildflowers. Councillor Raffe advised that the Merry Harriers and the Springfield Nursery and Overleigh Meadow Plants had sponsored a planter each. He was waiting for a decision from MXB and should they not wish to be involved, the third planter would be sponsored by Woolsery Parish Council.

22/23 – 19 The Queen's Platinum Jubilee

Councillor S Hill advised as follows:

- The Scouts had done a leaflet drop to publicise the events
- The grant application submitted to Asda by Councillor S Hill had been successful with £580.00 being awarded towards the cost of the celebrations
- There will be a picnic on Sunday 5 June as part of the Big Jubilee Lunch
- Parking to be organised as space is limited. The details will be put on Facebook
- Old style games had been arranged

Separately, an invitation had been received from the Churchwarden of All Hallows Church for the Chairman and Councillors to join a service on Sunday, 5 June at 11am to celebrate Her Majesty's Jubilee celebration. The service will be entirely focused on the Jubilee and it is hoped that the Chairman or another Councillor would like to say a few words to the congregation.

Councillor M Hill advised he would attend to represent the Parish Council.

Action: The Clerk to advise the Churchwarden.

162 Jubilee mugs had been ordered and due to supply problems, it is doubtful that they can be produced and delivered in time for the Jubilee and the estimated delivery date is the week after.

Action: Clerk to advise the firm that due to a two week half term, delivery to the school, would have to be no earlier than the week commencing 13 June.

Surplus mugs will be given to families who do not have children in pre-school and primary school.

22/23 – 20 Finances

22/23 – 20.1 Payments

The following payments were approved and authorised:

Proposed by Councillor Harding

Seconded by Councillor S Hill

a. Sue Squire:

May 2022 salary	£439.68	
Expenses (broadband, mileage, photocopying)	£ 27.25	£466.93

b. Woolsery Village Hall Hire of room for meetings **£ 42.00**

c. 123 Reg Website domain name renewal on 27/5/22 **£ 14.39**

The Clerk has received a telephone call from 123 Reg who has requested that Councillors consider upgrading or renewing the website which was constructed in 2011.

When the call is received, the Clerk to ask for a price to upgrade.

d. To ratify a payment to HMRC for PAYE due on a quarterly basis
£109.92

It was not necessary to ratify this payment as in January 2022, in addition to the £109.92 being paid (not the one referred to above), a further £439.68 had been paid, effectively bringing the payment of all PAYE up to date until January 2023 and no further payment is required until 19 April 2023.

e. To ratify a payment to Dash UK in respect of Jubilee mugs £743.40

As it had not been possible for the Clerk to pay this by a BACS transfer from the Parish Council's bank account, due to online banking difficulties, this was paid from her own account, and is to be reimbursed with this payment.

f. Community First Insurance Renewal Premium. The details had been circulated to Councillors on 23/5/22, which had been received that day.

Proposed by Councillor Harding to renew at a premium of £282.41 and take out a 3 year Long Term Agreement.

Seconded by Councillor S Hill and unanimously agreed.

The annual premium was £297.28.

Payment of 2022/23 Grants

Local Organisations	
Woolsery Primary School	£150.00
1 st Woolsery Scout Group	£150.00
The Good Companions	£100.00
All Hallows Church	£150.00
Friends of Woolsery School (FOWS)	£150.00
Woolsery Youth Club	£150.00
Bucks Cross Village Hall	£150.00
Project Linus	£150.00

External Organisations	
Torrige, North, Mid and West Devon Citizens Advice	£150.00
South West Heritage Trust – North Devon Record Office	£ 50.00
Torrige Volunteer Cars	£150.00

f. Income and Bank Account Balances

NatWest Current Account as at 24 May 2022	£9,577.11
NatWest Business Reserve Account as at 24 May 2022	£18,031.94

22/23 – 20.2 Approval of the accounts for the year ended 31 March 2022
Proposed by Councillor Harding, seconded by Councillor M Hill and unanimously agreed.

The Clerk advised that she had not seen a payment to the Information Commissioner's Office in respect of Data Protection Registration.

Action: The Clerk to check with the former Clerk that this is in place.

Proposed by Councillor S Hill to proceed with registration if necessary. Seconded by Councillor M Hill and unanimously agreed and that the Chairman and Vice Chairman should sign a direct debit mandate for the annual fee of £35 (when paid by direct debit).

22/23 0 20.3 2021/22 Audit.

22/23 - 20.3.1 Approval of the Certificate of Exemption

Proposed by Councillor Hancock

Seconded by Councillor S Hill and unanimously agreed.

22/23 - 20.3.2 Approval of Section 1 of the Annual Governance and Accountability Return

Proposed by Councillor Harding

Seconded by Councillor Raffe and unanimously agreed.

22/23 - 20.3.3 Approval of Section 2 of the Annual Governance and Accountability Return

Proposed by Councillor S Hill

Seconded by Councillor Hancock and unanimously agreed.

22/23 - 20.3.4 Approval of the 2022 Statement of Internal Control

Proposed by Councillor Harding

Seconded by Councillor S Hill and unanimously agreed.

22/23 - 20.4 It was noted that the sum of £7,501.00 has been credited to the current account in respect of the first tranche of the 2022/23 Precept.

22/23 – 21 Correspondence received. Emails from various agencies had been forwarded to Councillors.

22/23 - 21.1 Bradworthy Parish Council. Email received advising that several years ago, Woolsery Parish Council agreed to give its TAP (Town and Parish Fund) monies to Bradworthy towards the provision of some outdoor adult gym equipment.

The project is not now going to proceed and Bradworthy Parish Clerk is ascertaining from TDC if the monies can be diverted to a different project.

In the meantime, Woolsery Parish Council will receive its contribution of £1,000. The Parish Council will be advised when TDC has indicated what can be done with the funds.

22/23 – 21.2 Councillor Raffe spoke about a Clothes Bank which had been discussed in the past.

Action: The Clerk to investigate an organisation who would be willing to provide a receptacle for items to be left.

22/23 – 22 Date and time of next meeting: Tuesday, 21 June 2022 at 7.30pm at Woolsery Sports and Community Centre.

The meeting ended at 9.44pm.

Councillor Salvidant gave her apologies in advance.

Summary of Decisions:

- **Election of Chairman and Vice Chairman**
- **Co-option of Dale Hancock as a Parish Councillor**
- **Agreement by Councillors to receive communications by email**
- **Approval of the Minutes of the Parish Council Meeting held on 19 April 2022**
- **Submission of an application form to the AONB Sustainable Development Fund for new information boards at Bucks Mills**
- **Planning**
- **Payments including the 2022/23 grants to organisations**
- **Approval of the accounts for the year ended 31 March 2022**
- **Approval of the Certificate of Exemption within the Annual Governance and Accountability Return**
- **Approval of Sections 1 and 2 of the Annual Governance and Accountability Return**
- **Approval of the 2022 Statement of Internal Control**

Chairman

Date