

**Minutes of Woolsery Annual Parish Council Meeting held on Tuesday, 16 May 2023 in Woolsery Sports and Community Hall at 7.30pm.**

<b>Chaired by: Councillor M Hill</b>		<b>Clerked by: Mrs Sue Squire</b>
<b>Present: Councillors</b>  <b>B Beech</b> <b>D Hancock</b> <b>S Harding (District)</b> <b>M Hill</b> <b>S Hill</b> <b>L Spittles</b>  <b>5 members of the public</b>		<b>Agenda: -</b> Election of Chairman Chairman to read and sign the Declaration of Acceptance of Office Election of Vice Chairman Vice Chairman to read and sign the Declaration of Acceptance of Office Chairman's welcome to the newly elected Council Councillors to agree that communications are sent by email Declaration of Acceptance of Office Forms not completed due to absent Councillors Scheme of Delegation Review Skills Audit Election of Parish Council Representatives To identify any training needs for Councillors Compliance Public Comment Session Apologies Declaration of Interests Approval of the Minutes of the Parish Council Meeting held on 18 April 2023 Reports – Clerk, County/District/Parish Councillors Planning Affordable Housing MXB Finance Correspondence Clerk's Leave Venue of meetings for 2023/24 Date and time of next meeting
	<b>Newly elected Councillors completed their Register of Interest forms and Declaration of Acceptance of Office in the presence of a Councillor or the Clerk.</b>	<b><u>Action:</u></b>
23/24 1.	<b>Election of Chairman.</b> <b>Councillor Spittles proposed Councillor Hill.</b> <b>Seconded by Councillor Beech.</b> <b>There were no other nominations and Councillor Hill was willing to stand.</b> <b>Unanimously agreed.</b>	
23/24 2.	<b>The newly elected Chairman read and signed the Declaration of Acceptance of Office.</b>	
23/24 3.	<b>Election of Vice Chairman.</b> <b>Councillor S Hill proposed Councillor Spittles.</b> <b>Seconded by Councillor Hancock.</b> <b>There were no other nominations and Councillor Spittles was willing to stand.</b> <b>Unanimously agreed.</b>	
23/24 4.	<b>The newly elected Vice Chairman read and signed the Declaration of Acceptance of Office.</b>	

23/24 5.	<p><b>Chairman's welcome to the newly elected Council.</b> Councillor M Hill welcomed Councillors at the start of this four year term of office.</p>	
23/24 6.	<p><b>Councillors to agree that communications are sent by email.</b> <b>Proposed by Councillor Spittles, seconded by Councillor S Hill and unanimously agreed.</b> Councillors signed a form which had been prepared by the Clerk.</p>	
23/24 7.	<p><b>Declaration of Acceptance of Office Form not completed due to absent Councillor(s).</b> To agree that this is extended until the June meeting on Tuesday 20<sup>th</sup>. Failure to do this by that date will result in the Councillor losing their seat. <b>Proposed by Councillor S Hill, seconded by Councillor Spittles and unanimously agreed.</b></p>	
23/24 8.	<p><b>Scheme of Delegation Review.</b> This was adopted on 18 April 2023 to cover emergency decisions having to be made pre and post election. That period is now over and Councillors to consider that the Scheme of Delegation in its current form is no longer necessary. <b>Proposed by Councillor S Hill, seconded by Councillor Spittles and unanimously agreed.</b></p>	Clerk to update the document
23/24 9.	<p><b>Skills Audit.</b> Elected Councillors had been circulated with the form for Completion ahead of the meeting to assist in the next item.</p>	
23/24 10.	<p><b>Election of Parish Representatives</b></p> <p><b>P3 Parish Paths Warden / volunteers.</b> Councillors Hancock and Beech.</p> <p><b>MXB Committee.</b> Councillors Heywood, Spittles &amp; Hancock.</p> <p><b>Councillor Advocate Scheme.</b> Deferred.</p> <p><b>HR – to meet to carry out the Clerk's annual appraisal.</b> Councillors M Hill and Spittles.</p> <p><b>Proposed by Councillor Harding, seconded by Councillor S Hill and unanimously agreed.</b></p>	
23/24 11.	<p><b>To identify any training needs for Councillors.</b> The Clerk circulated details of training delivered by the Devon Association of Local Councils.</p>	
23/24 12.	<p><b>Compliance.</b> To review and approve the following documents which had been circulated to Councillors ahead of the meeting to study.</p> <ul style="list-style-type: none"> <li>❖ Standing Orders</li> <li>❖ Financial Regulations</li> <li>❖ General Risk Assessment</li> <li>❖ Freedom of Information Act Publication Scheme</li> <li>❖ Anti fraud and Corruption Policy</li> <li>❖ Communications Policy</li> <li>❖ Complaints Policy</li> <li>❖ Data Privacy Policy</li> <li>❖ Data Protection Policy</li> <li>❖ Dignity at Work / Bullying &amp; Harassment Policy</li> <li>❖ Equal Opportunities Policy</li> <li>❖ Fixed Asset Policy</li> <li>❖ Grant Giving Policy</li> <li>❖ Grievance Policy</li> <li>❖ Retention of Documents Policy</li> <li>❖ Safeguarding Policy</li> </ul>	Clerk to update

	<ul style="list-style-type: none"> <li>❖ Sickness and Absence Policy</li> <li>❖ Subject Access Request Policy</li> <li>❖ Protocol of filming and recording at meetings</li> </ul> <p><b>Proposed by Councillor S Hill, seconded by Councillor Spittles and unanimously agreed.</b></p>	
<p><b>23/24 13.</b></p>	<p><b>Public Comment Session.</b>  <b>23/24.13/1. Representations were heard regarding Planning Application 1/0319/2023/FUL – four holiday lodges with parking, extension to existing access – Forest Lakes, Woolsery.</b></p> <p>The resident was present to hear Councillors views when considering the Application, as the Parish Council had opposed a previous application.</p> <p>This application involves further encroaching to the resident’s property and Councillors were requested to consider how this application will affect the surrounding area. There is an incremental increase in lodges and historically, 52 lodges were refused. It was thought further applications could be submitted.</p> <p>The Chairman advised that the issues raised were something that the Parish Council had taken up with TDC on a number of occasions, to point out that the infrastructure was inadequate to carry the amount of traffic that would be using the roads. In addition, it does nothing to contribute to the area as regards economy.</p> <p>The same resident advised that two of the lodges are adjacent to a field where livestock if kept. The concern is safety, noise and disturbance from holiday makers.</p> <p>Two of the lodges are closer to neighbouring properties and despite tree screening, noise from the lodges can still be heard.</p> <p>There were some details within the application that it was felt were questionable, such as the creation of jobs and the resident could not see how this would apply to four more lodges.</p> <p>In addition, a constraint on a previous application was that the lodges were to be used for rental only and a log had to be kept as to who was staying there. It was known that lodges have been sold.</p> <p>The closing representation was in relation to the roads and wildlife, as the access to two of the lodges is over a ditch. A condition of a previous application was that an otter run was established as this animal lives at the location. It was not thought that the access for construction vehicles over the ditch would be adequate and furthermore, the ditch acts as a waterway in times of heavy rain. The resident intends to submit an objection to the planning application.</p> <p><b>23/24.13.2.</b> Representations were received about near misses due to speeding vehicles through the village, especially near the shop where there is no pavement.</p> <p>It was felt there was the potential for a serious accident on the main street, especially turning left as the shop has two entrances, one of which was felt to be dangerous on the corner as it is not possible to see traffic coming down the main street.</p> <p>It was also noted that there are 20mph speed limits in some villages around the Primary School.</p> <p>The Chairman advised that these items have been discussed on previous Agendas and would be in the future. It was noted there is no car parking spaces in the village and although Woolsery is not on the list for a future 20mph limit, this would be followed up by the Parish Council.</p>	

	<p><b>23/24.13.3</b> A member of the public raised the state of the roads which had been spoken about many times. In particular the road at Ashmansworthy is wording away and on the Dipple road, it was in such a poor condition that a person could not travel to visit a sick relative who had since passed away. It was felt the situation of the roads was not being properly addressed.</p> <p>The meeting was told that County Councillor Wilton-Love had visited the road and was taking the matter up with DCC Highways. The road to Bradworthy was also in a very poor condition.</p>	
23/24 13.4	<p><b>Email from a resident regarding earth works taking place.</b></p> <p>The Clerk had replied, suggesting that they contact TDC Enforcement Department.</p>	
23/24 13.5	<p><b>Email from a resident regarding the light in the telephone box housing the defibrillator.</b> When the street lights are out, there is no light inside the telephone box and this could cause problems if someone needed to access it.</p> <p>The resident has suggested a battery operated sensor light. Councillors had been made aware of the problem and a solar light is being investigated by Councillors S Hill and Hancock.</p>	S Hill & DH
23/24 14.	<p><b>Apologies.</b> Councillors Heywood and Salvidant, District Councillor Dart.</p>	
23/24 15.	<p><b>Declaration of Personal / Prejudicial Interest for items on the Agenda</b></p> <p>All Members were reminded that all interests must be declared prior to the item being discussed or, if it is realised during the meeting that an interest has arisen, it must be declared at that time.</p>	
23/24 16.	<p><b>Minutes of the Parish Council meeting held on 18 April 2023 to be approved and signed as a true and accurate record.</b></p> <p><b>Proposed by Councillor Spittles, seconded by Councillor Beech and agreed with one abstention by a Councillor who was not present at the last meeting.</b></p>	
23/24 17.	<p><b>Clerk's Report.</b></p>	
23/24 17.1	<p><b>Woolsery Primary School / Field.</b> A reply from Ugborough Parish Council Clerk was awaited.</p>	
23/24 17.2	<p><b>Registration of defibrillators in the Parish / date for official opening of defibrillator in the former telephone box in Woolsery.</b></p> <p>A reply from WebNos was awaited.</p>	
23/24 17.3	<p><b>Clothes Bank.</b> The date on which the clothes bank is to be sited is expected to be advised shortly.</p>	
23/24 17.4	<p><b>Community Speedwatch – signage and costs.</b></p> <p>Councillors had been forwarded with links about the scheme, speed activation devices and signage available.</p> <p>Councillor Beech advised he is prepared to be part of a Community Speedwatch Team and will set this up.</p>	BB
23/24 17.5	<p><b>Email sent to parishioner who had enquired about a Parish Plan.</b></p>	
23/24 17.6	<p><b>Bus shelter designs and prices for a potential new structure at East Park.</b></p> <p>Councillors had been forwarded with links showing wooden and metal structures.</p>	Deferred to the June Meeting

23/24 17.7	<b>P3 Public Rights of Way.</b> The Clerk has advised the DCC Warden about the most suitable stiles for dogs and requested a site meeting with Councillor Hancock.	
23/24 17.8	<b>MXB – maps of ownership and confirmation of planting from DCC Highways.</b> The Agent had been requested to advise if Deeds and written permission from Highways was available.	
23/24 17.9	<b>Brackenside.</b> There had been correspondence with TDC Conservation Officer.  <b>The following planning application had been received and was considered.</b> <b>1/1302/2021/LBC – Structural repair works (amended plans and information) – Brackenside, Bucks Cross.</b>  <b>Proposed by Councillor Spittles to reply: Woolsey Parish Council feel that the Heritage Statement and Design &amp; Access Statement are inadequate for the Parish Council to make any assessment as to what work is currently being undertaken or approved to be undertaken.</b> <b>Seconded by Councillor M Hill and unanimously agreed.</b>	District Cllr Harding to take this up with the Conservation Officer
23/24 17.10	<b>Danger at Bucks Mills Slipway.</b> This had been repaired.	
23/24 17.11	<b>Fixed asset spreadsheet in liaison with Councillor S Hill.</b> <b>Proposed by Councillor Spittles, seconded by Councillor M Hill and unanimously agreed.</b>	
23/24 18.	<b>Reports from County Councillor, District Councillor and Parish Councillors.</b>	
23/24 18.1	<b>County Councillor J Wilton-Love.</b> Not present.	
23/24 18.2	<b>District Councillor Harding.</b> The first meeting of the new Council at TDC would be held the following week. A Committee is being formed in connection with the Levelling Up Fund of which TDC and 19 other places will share a total of £400 million.	
23/24 18.3	<b>Parish Councillors</b>	
23/24 18.3.1	<b>B Beech.</b> During the discussion of an application in April, he had mentioned the 45% and 28% degree rule.	BB & June Agenda
23/24 18.3.2	<b>D Hancock – P3 Parish Paths Partnership included in Clerk's Report.</b>	
23/24 18.3.3	<b>S Harding.</b> No items to report as a Parish Councillor.	
23/24 18.3.4	<b>R Heywood – not present.</b>	
23/24 18.3.5	<b>M Hill</b> <b>(1) Affordable Housing.</b> Discussed under Minute No. 23/24.20. <b>(2) Neighbourhood Plan.</b> Due to a full Agenda, this item will be on the June Agenda when steps will be taken to set up a separate Sub Committee. <b>(3) Small low fence around the Old Market Drive Green.</b> This matter to be on the June Agenda.	June Agenda  June Agenda
23/24	<b>S Hill</b>	

<p>18.3.6</p>	<p><b>(1) grit bin location at Cranford.</b> A response from a parishioner was awaited.</p> <p><b>(2) cleaning of adopted telephone box assisted by Councillor Hancock had been carried out.</b></p> <p><b>(3) 2023 Planters.</b> Those at Venn and Clovelly entrances will continue to be sponsored. The planter on the Bradworthy road does not have a sponsor at present and more enquiries are being made relating to the Bucks Cross entrance. At the request of one sponsor, Councillor S Hill will obtain a water butt.</p> <p><b>(4) Fixed asset spreadsheet.</b> This had been covered under Minute No. 23/24.17.11.</p> <p><b>(5) The Coronation celebrations went well.</b> There had been no further information about the mugs which had been ordered despite the Clerk making two enquiries, and she will continue to follow this up.</p>	<p>June Agenda</p> <p>June Agenda</p> <p>SH</p> <p>Clerk</p>
<p>23/24 18.3.6</p>	<p><b>S Salvidant.</b> <b>Notice board at Bucks Mills.</b> This had been repaired and was back in place.</p>	
<p>23/24 18.3.7</p>	<p><b>L Spittles</b></p> <p><b>(1) Pictures of the grit bin at Bucks Mills proposed to be moved to the car park had been sent to the Clerk for further attention.</b></p> <p><b>(2) Free stone for members of the public at Bucks Mills had not been put on Facebook, because all the stone had already been removed.</b></p> <p><b>(3) Signage / how to report or register details of instances when horses have been frightened by speeding vehicles.</b> People had been encouraged to report instances. Councillor S Hill spoke about three horse riders who were not paying attention to the road conditions but they were not all in Woolserly.</p> <p><b>(4) The Parish Council's grass cutting contractor</b> is experiencing difficulty getting a vehicle onto the big verge at Bucks Cross until it is firmer and flatter due to agricultural vehicles parking there when it is wet.</p> <p><b>(5) There had been a number of vehicular accidents at Bucks Cross recently.</b></p>	<p>S Harding to speak to the farming community</p>
<p>23/24 19.</p>	<p><b>Planning Applications.</b> The following were considered:</p>	
<p>23/24 19.1</p>	<ul style="list-style-type: none"> <li>▪ <b>1/0319/2023/FUL – Four holiday lodges with parking, extension to existing access – Forest Lakes, Woolserly</b> Councillors were given the opportunity to give their opinion and previous representations were spoken about, with the now additional information during the public session that an otter run had been established as a result of a condition from a previous application. In addition, a previous caveat had stated that the lodges should be rented, not sold. It was felt that the cost of the infrastructure would not have any local benefit.</li> </ul> <p><b>Proposed by Councillor S Hill to recommend refusal. Seconded by Councillor Spittles and unanimously agreed.</b></p> <p>District Councillor Harding will make enquiries about calling the application in.</p> <p>Councillors felt that a site visit would be beneficial for the final wording of the Parish Council's response to be compiled and the Clerk to request a visit involving a maximum of 4 Councillors on Sunday, 21 May 2023 at</p>	



	11am.	
23/24 19.1	<ul style="list-style-type: none"> <li>▪ <b>1/0377/2023/AGMB – Prior Notification for the change of use of agricultural building to 1 no. dwelling house and associated building operations under Class Q – Barn at Higher Fordmill Farm, Woolsery, EX39 5RF.</b>  <b>Proposed by Councillor S Hill to respond:</b>  <b>Woolsery Parish Council would like to comment on the standard of the Bat and Nesting Bird Survey as it is felt it does not reflect the wildlife in that area with Barn Owls being recorded as having a habitat at the site but the only reference quoted is dated 1991 – 2010 and the only Bat survey referenced being from 2003, both well outside the area of the application. We are particularly concerned that the conclusion of the report is that "Whilst it is understood only Barn A will be converted, noise and disturbance during the construction phase and then during the operational phase, is likely to permanently exclude this pair."</b>   <b>In addition, the proposal is creating an access onto an unclassified and poorly maintained road which is prone to flooding.</b>   <b>Seconded by Councillor Beech and agreed with one abstention.</b></li> </ul>	
23/24 19.2	<b>Planning Correspondence: Decisions, Enforcement &amp; Appeals.</b>	
23/24 19.2.1	<p><b>The following TDC Planning Decision Notices were noted:</b></p> <p><b>Refusals for:</b>  <b>Application 1/1181/2022/OUT</b> – Outline application for 5 no. dwellings with all matters reserved except access – land to the West of Cranford House, Cranford, Woolsery.</p> <p><b>Application 1/0118/2023/AGMB</b> – Prior notification for the change of use of agricultural building to 1 no. dwelling house and associated building operations under Class Q – Westcountry Nurseries, Woolsery.</p>	
23/24 19.2.2	<b>Enforcement – Higher Town Farm.</b> A new officer at TDC was now dealing with this case, who intended to make a site visit to enquire the position from the landowner.	
23/24 20.	<b>Affordable Housing – Councillor M Hill.</b> It was understood that the contact person would be available to speak to the day after the meeting.	
23/24 21.	<b>No update from MXB Sub Committee as no meeting had been held ahead of this meeting.</b>	
23/24 22.	<b>Finances.</b>	
23/24 22.1	<p><b>Payments to be authorised:</b>  <b>Proposed by Councillor Spittles</b>  <b>Seconded by Councillor S Hill and unanimously agreed.</b></p> <p>a. <b>Sue Squire:</b>  May 2023 salary £480.62  Expenses (broadband, mileage, stationery, photocopying) £32.69 <b>£513.31</b></p> <p>b. <b>HMRC PAYE</b> <b>£120.20</b></p> <p>c. <b>Woolsery Village Hall</b> Hire of room for meetings March &amp; April <b>£56.00</b></p> <p>d. <b>123 Reg</b> Website domain name renewal on 27/5/23 <b>£14.39</b></p> <p>The following invoice had been received after the Agenda had been prepared:</p>	Clerk to deal with payments and audit

	<p><b>Proposed by Councillor Spittles, seconded by Councillor M Hill to approve the following payment:</b></p> <p>e. <b>Community First Insurance.</b> Renewal premium due on 1/6/23 <b>£282.41</b></p> <p>f. <b>Councillors Allowances for 2022/23 (backdated) and 2023/24 £200.00 per Councillor and £400.00 for the Chairman.</b>  <b>Proposed by Councillor Spittles, seconded by Councillor S Hill and unanimously agreed.</b></p> <p>g. <b>Payment of 2023/24 Grants</b>  <b>Proposed by Councillor S Hill, seconded by Councillor Spittles and unanimously agreed.</b></p> <table border="1" data-bbox="336 555 1311 1048"> <thead> <tr> <th colspan="2"><b>Local Organisations</b></th> </tr> </thead> <tbody> <tr><td>Woolsery Primary School</td><td>£150.00</td></tr> <tr><td>1<sup>st</sup> Woolsery Scout Group</td><td>£150.00</td></tr> <tr><td>The Good Companions</td><td>£100.00</td></tr> <tr><td>All Hallows Church</td><td>£150.00</td></tr> <tr><td>Friends of Woolsery School (FOWS)</td><td>£150.00</td></tr> <tr><td>Woolsery Youth Club</td><td>£150.00</td></tr> <tr><td>Bucks Cross Village Hall</td><td>£150.00</td></tr> <tr><td>Project Linus</td><td>£150.00</td></tr> <tr><td></td><td></td></tr> <tr> <th colspan="2"><b>External Organisations</b></th> </tr> <tr><td>Torrige, North, Mid and West Devon Citizens Advice</td><td>£150.00</td></tr> <tr><td>South West Heritage Trust – North Devon Record Office</td><td>£ 50.00</td></tr> <tr><td>Torrige Volunteer Cars</td><td>£150.00</td></tr> </tbody> </table> <p>The Clerk advised that the 2022/23 grant to Woolsery Youth Club had not been made as the bank details were not recorded in the NatWest 'previous payments' and there had been no response to a request for the details.</p> <p><b>Proposed by Councillor Spittles that payment for the 2022/23 and 2023/24 financial years totalling £300.00 is made.</b>  <b>Seconded by Councillor S Hill and unanimously agreed.</b></p> <p>g. <b>Income and Bank Account Balances:</b>  <b>NatWest Current Account as at 16 May 2023: £7,703.93</b>  <b>NatWest Savings Account as at 16 May 2023: £23,107.86</b>  Interest of £18.29 earned this month.</p>	<b>Local Organisations</b>		Woolsery Primary School	£150.00	1 <sup>st</sup> 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			<b>External Organisations</b>		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	
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<p>23/24 22.2</p>	<p><b>To approve the accounts for the year ended 31 March 2023.</b>  <b>Proposed by Councillor S Hill</b>  <b>Seconded by Councillor Hancock and unanimously agreed.</b></p>																													
<p>23/24 22.3</p>	<p><b>2022/23 Audit</b></p>																													
<p>23/24 22.3.1</p>	<p><b>To approve the Certificate of Exemption.</b>  Woolsery Parish Council is eligible to do this as the income / expenditure is less than £25,000 per annum.  <b>Proposed by Councillor M Hill</b>  <b>Seconded by Councillor Spittles and unanimously agreed.</b></p>																													
<p>23/24 22.3.2</p>	<p><b>To approve Section 1 of the Annual Governance and Accountability Return</b>  <b>Proposed by Councillor Spittles</b>  <b>Seconded by Councillor M Hill and unanimously agreed.</b></p>																													
<p>23/24 22.3.3</p>	<p><b>To approve Section 2 of the Annual Governance and Accountability Return</b></p>																													



	<b>Proposed by Councillor Hancock Seconded by Councillor M Hill and unanimously agreed.</b>	
23/24 22.3.4	<b>To approve the 2023 Statement of Internal Control Proposed by Councillor Harding Seconded by Councillor M Hill and unanimously agreed.</b>	
23/24 22.3.5	<b>To approve the dates for the exercise of electors rights.</b> This would be from Monday 5 June 2023 to Friday 14 July 2023. The Clerk had prepared the Notices for display on the notice boards from 1 June 2023. <b>Proposed by Councillor S Hill Seconded by Councillor Spittles and unanimously agreed.</b>	
23/24 22.4	<b>It was noted that the sum of £7,501.00 had been credited to the current account by TDC in respect of the first tranche of the 2023/24 Precept.</b>	
23/24 23.	<b>Correspondence Received.</b> Emails from various agencies have been forwarded to Councillors.	
23/24 23.1	<b>TDC.</b> Email and a follow up email from District Councillor Dart regarding the Publication of a five year land supply statement for North Devon and Torridge.	
23/24 23.2	<b>TDC.</b> Email advising that '28 day notices' have been placed on the fly tipping which is located across from the sheds at Bucks Mills.  The shed owners have been notified so that they are aware and have time to remove anything that belongs to them.	
23/24 24.	<b>Clerk's Leave:</b> - <b>Saturday 27 May to Sunday 4 June 2023 inclusive</b> - <b>Saturday, 19 August to Monday 28 August 2023 inclusive</b> - <b>Saturday 14 October to Sunday 29 October 2023 inclusive</b>	
23/24 25.	<b>Venue of Meetings for 2023/24.</b> <b>February, March, April, May, June, August, September, November, December at Woolsery Spots and Community Hall.</b>  <b>July, October, January and April at Bucks Cross Village Hall.</b>	<b>Clerk to book</b>
23/24 26.	<b>Date and time of next meeting:</b> Tuesday, 20 June 2023 at 7.30pm at Woolsery Sports and Community Centre.  The meeting ended at 9.14p.m	
<b>Summary of Decisions:</b>		
<ul style="list-style-type: none"> <li>➤ <b>Election of Councillor M Hill as Chairman</b></li> <li>➤ <b>Election of Councillor Spittles as Vice Chairman</b></li> <li>➤ <b>Agreement that Parish Council communications are sent by email</b></li> <li>➤ <b>Declaration of Acceptance of Office form deadline to be extended to 20 June 2023</b></li> <li>➤ <b>Scheme of Delegation cancelled as no longer necessary</b></li> <li>➤ <b>Election of Parish Representatives</b></li> <li>➤ <b>Adoption of Compliance and Policies, following a review</b></li> <li>➤ <b>Minutes of the Parish Council meeting held on 18 April 2023</b></li> <li>➤ <b>Responses for Planning Applications 1/1302/2021/LBC – Brackenside; 1/0319/2023/FUL – Forest Lakes and 1/0377/2023/AGMB – Higher Fordmill Farm</b></li> <li>➤ <b>Payments including renewal of insurance premium; Councillors allowances for 2022/23 and 2023/24; 2023/24 grants and 2 years grants for Woolsery Youth Club due to the 2022/23 grant not being paid because no bank details were known</b></li> <li>➤ <b>Accounts for the year ended 31 March 2023</b></li> <li>➤ <b>Certificate of Exemption on the 2022/23 Annual Governance and Accountability Return</b></li> </ul>		

- **Section 1 – Governance Statement on the 2022/23 Annual Governance and Accountability Return**
- **Section 2 – Accounting Statement on the 2022/23 Annual Governance and Accountability Return**
- **2023 Statement of Internal Control**
- **Dates for the exercise of electors’ rights to be 5 June 2023 to 14 July 2023**

**These Minutes are agreed by those present as being a true record.**

Signed:  
Chair of Woolsery Parish Council.

Date: