

Minutes of Woolsery Parish Council Meeting held on Tuesday, 20 June 2023 in Woolsery Sports and Community Hall at 7.30pm.

Chaired by: Councillor M Hill	Clerked by: Mrs Sue Squire
<p>Present: Councillors</p> <p>B Beech D Hancock S Harding (District) R Heywood M Hill S Hill S Salvidant L Spittles</p> <p>District Councillor Andrews during Minute No. 23/24.28.3</p> <p>3 members of the public</p>	<p>Agenda: - Declaration of Acceptance of Office Forms not completed due to absent Councillor(s) Public Comment Session Apologies Declaration of Personal / Prejudicial Interest for items on the Agenda Minutes of the Annual Parish Council Meeting held on 16 May 2023 to be approved and signed as a true and accurate record Clerk's Report Reports from County, District & Parish Councillors Planning Affordable Housing Update from MXB Sub-Committee Neighbourhood Plan Finances Correspondence Received Date and time of next meeting</p>
	Action:
23/24.27	<p>Declaration of Acceptance of Office Form not completed due to absent Councillor(s). This had been extended until this meeting.</p> <p>Councillors Heywood and Salvidant, who were not present at the Annual Parish Council Meeting, completed their forms.</p>
23/24.28	<p>Public Comment Session. The following items were raised by those present:</p> <p>23/24/28.1. A member of the public raised the following:</p> <ul style="list-style-type: none"> ▪ Numerous potholes in the Parish ▪ No Parish Council Report is appearing in the Village News. The Clerk advised that the details were sent to Councillors for approval and had not been sent as a response had been awaited from everyone. It was suggested that in future, the Clerk sends this to the Chairman and Vice Chairman only ▪ A member of the public spoke in the middle of the last meeting which was not observed by the Parish Council, or by people making the comments ▪ Road Closures for Airband to carry out work. No notices had been posted to advise of this ▪ Donation request from All Saints Village News. The resident was of the opinion that this was the incorrect description and was advised by the Clerk that the wording was taken from the headed paper on which the request was sent and signed at the foot of the letter <p>23/24.28.2 A member of the public had noted that only certain things they had said were recorded in the Minutes and they intended to circulate a paper with the full details. The parishioner went on to speak about the Welsh government imposing a 20mph speed limit and Scotland is considering this and the statistics were available for all to see.</p> <p>23/24.28.3 A member of the public asked if the virtual footpath through the village could be reinstated from the shop to East Park, joining the end of the pavement. The white line marking the virtual pavement had faded. It was advised that this was a matter for DCC Highways and Cllr Harding stated that it was understood that the Authority were no longer in favour of virtual</p>

	<p>footpaths.</p> <p>Councillor M Hill gave the brief history of how the virtual footpath was installed due to a lot of building work and Councillor Heywood informed that a virtual pavement was raised some years ago.</p> <p>23/24.28.4 The Clerk had received representations, which were read to the meeting, regarding the play area in the School field which would not be available to the general public at any time due to misuse by certain individuals. This matter was further discussed later in the meeting.</p>	
23/24.28.5	<p>Email received by the Clerk regarding a broken Safety Mirror near the Primary School.</p> <p>Councillor Heywood confirmed that he had replaced this on 14/6/23.</p>	
23/24.28.6	<p>Email received by the Clerk requesting further clarification about a Parish Plan.</p> <p>The Clerk to reply that the one in the resident's possession is the last one and the one referred to in the planning response should have been the North Devon and Torridge Local Plan.</p>	Clerk
23/24.29	<p>Apologies. None received.</p>	
23/24.30	<p>Declaration of Personal / Prejudicial Interest for items on the Agenda.</p> <p>None announced.</p>	
23/24.31	<p>Minutes of the Annual Parish Council meeting held on 16 May 2023.</p> <p>Approved and signed as a correct record.</p> <p>Proposed by Councillor S Hill</p> <p>Seconded by Councillor M Hill and unanimously agreed.</p>	
23/24.32	<p>Clerk's Report.</p>	
23/24.32.1	<p>Scheme of Delegation. The document had been updated to show it is no longer in force.</p>	
23/24.32.2	<p>Compliance and Policies adopted at the last meeting had been updated.</p>	
23/24.32.3	<p>Woolsery Primary School / Field. The Clerk had not been able to obtain any further information from the Parish Council which had a similar problem.</p>	
23/24.32.4	<p>Registration of defibrillators in the Parish / date for official opening of defibrillator in the former telephone box in Woolsery.</p> <p>Webnos. As a result of an email and telephone call to the organisation, a return call has been received when it was explained that due to a number of problems currently being experienced with The Circuit, it was not recommended that the defibrillators are registered with them.</p> <p>Webnos and The Circuit are working together to provide a dual, not duplicate, service, thought to be available in September.</p> <p>Meanwhile, Webnos will send a form for the Clerk to complete for the new defibrillator to be registered.</p>	MH to contact Webnos about the registration
23/24.32.5	<p>Clothes Bank. A reply is awaited to two telephone calls and two text messages as to the present position and when the clothes bank is expected to be delivered.</p>	
23/24.32.6	<p>Grit Bins. The Clerk is in liaison with the Neighbourhood Highways Officer who has requested that a locality grant application is completed and submitted to DCC, which is in the process of being done.</p>	
23/24.32.7	<p>Coronation Mugs.</p> <p>The company who manufacturers the mugs have apologized to the Clerk that they have not responded to numerous emails which enquired the status of the order.</p> <p>A proof of the mug has now been prepared and forwarded to Councillors.</p> <p>Production will commence immediately and it will not be necessary for the invoice to be</p>	Clerk to confirm

	<p>paid before this, as is usually the case. Proposed by Councillor Spittles to approve the proof. Seconded by Councillor Hancock and unanimously agreed.</p>	<p>that the proof is acceptable</p>
<p>23/24.33</p>	<p>Reports from County Councillor, District Councillors and Parish Councillors</p>	
<p>23/24.33.1</p>	<p>County Councillor J Wilton-Love. Not present.</p>	
<p>23/24.33.2</p>	<p>District Councillors: Councillor Harding advised that newly elected Councillors were being allocated to Committees. He continues to be on the External Scrutiny Committee and on the Crematorium Committee, shared jointly with North Devon Council. There is an arrangement at the North Devon Crematorium that metal from cremations is sold and the proceeds given to Charities. Approximately £4,000 a quarter is given in this way. Councillor Harding has a planned meeting with the Leader of TDC. He had spoken to the Conservation Officer regarding Brackenside who is trying to obtain more information. It appears that sub contractors are being hired by sub contractors. Some rules have been changed which has caused a certain amount of problems. Any work that is done must be advised to the Local Authority but it was not thought this was the case and inspections are difficult without the necessary information and back up from the Enforcement and Legal Departments. It was known that English Heritage have deemed that the work is necessary. The Clerk confirmed that the response from the Parish Council to the latest amendments for the Brackenside application has been sent to the Planning Officer. Councillor Andrews advised she had come to listen.</p>	
<p>23/24.33.3</p>	<p>Parish Councillors</p>	
<p>23/24.33.3.1</p>	<p>B Beech: (1) Reported on a conversation with a parishioner regarding a dog waste bin in Manor Park. This led to certain disagreement and it had been noted that the bin was moved the following day. The previous siting of the bin was close to the pick up point for children catching the school bus. The Clerk to inform TDC that the bins require emptying on a more frequent basis. Councillor Heywood informed that certain individuals had been seen filling the bin en masse. In the course of conversation with the parishioner and Councillor Beech, the subject of parking and the problems which it causes by vehicles being left on the road, had also been raised. Councillor Beech had researched the conditions of planning consent for an extension to a property which was that parking would be on the driveway and details of this was circulated at the meeting. Councillor Spittles had noted the conditions of the consent in the delegated Report. This should have been included and cannot be enforced. Standing Orders were lifted to allow a member of the public to speak. It was stated that County Councillor Wilton-Love was correct in what he had advised. It is in the Highway Code and one of the actions that should be done is for junctions to have warning signs to make it clear that motorists should not park there. Standing Orders were reinstated. (2) Community Speed Watch. Councillor Beech had partially completed the application form. The co-ordinator must be approved and accepted by the Police and must be a</p>	<p>Clerk</p> <p>Clerk to contact Cty Cllr W-L</p>

	<p>Member of the Speedwatch and / or Neighbourhood Watch. When they have been accepted, training can be given.</p> <p>Proposed by Councillor Spittles that the name of the scheme should be 'Woolserly Parish'. Seconded by Councillor S Hill and unanimously agreed.</p> <p>(3) Details regarding the 45% and 28% degree rule relating to planning had been circulated to Councillors.</p>	<p>Clerk to advise BB the number of households in the Parish</p>
<p>23/24. 33.3.2</p>	<p>Councillor Hancock:</p> <p>(1) Had noticed that the 30mph sign in Old Market Drive had been knocked down. This was reported to Highways by Councillor Beech and the necessary action taken.</p> <p>(2) The relocation of the dog waste bin, mentioned earlier in the meeting, has resulted in this obscuring a sign.</p>	
<p>23/24. 33.3.3</p>	<p>Councillor Harding:</p> <p>(1) Had meeting with a TDC officer with a special responsibility for playing fields. This was in connection with the school field, where representations had been received and reported on earlier in the meeting.</p> <p>TDC was keen that funding should be directed for the top and bottom of the field for play equipment and Councillor Harding intended to speak to the head teacher about this.</p> <p>(2) Parking at Bucks Cross. He had spoken to the farming community regarding large vehicles parked causing problems for the grass cutting contractor.</p> <p>(3) RNLI consultation on the Lifesaving Effect Review with particular reference to the Clovelly lifeboat.</p>	
<p>23/24. 33.3.4</p>	<p>Councillor Heywood</p> <p>(1) Letter to Ofcom. This will be circulated to Councillors for approval and will also include the road closure notices but no work is then carried out, mentioned in the Public Session.</p> <p>(2) Bus Shelter at East Park. Further enquiries are to be made.</p>	<p>RH</p> <p>RH</p>
<p>23/24. 33.3.5</p>	<p>Councillor M Hill.</p> <p>(1) Affordable Housing. An update is expected by the end of the week.</p> <p>(2) Small low fence around the Green. It had been acknowledged that there is nowhere suitable for children to play and Councillor Hill had noted that Councillor Harding had reported earlier regarding possible funding for play equipment on the School field, where the insurance aspect would need to be organised before any firm plans were made.</p> <p>Councillor Hill will attend the next meeting of Woolserly Sports and Community Hall as it had been intimated that possible funding could be available from its resources.</p> <p>Both sites (school field and Village Green) were felt to be suitable.</p>	<p>Clerk to invite Head Teacher to next meeting or provide written report</p>
<p>23/24. 33.3.6</p>	<p>Councillor Spittles. Hedge cutting was taking place at 12.40am which was a disturbance for people in the vicinity.</p> <p>There was then a discussion about the deterioration in standards of the Council hedge cutting in recent years.</p> <p>She would take a picture and send to the Clerk for representations to be made about a noticed deterioration in the work over the last few years.</p>	<p>LS / Clerk</p>
<p>23/24. 33.3.7</p>	<p>Councillor Salvidant enquired how much of the recycling is going to landfill.</p> <p>Councillor Harding confirmed that none did but a TDC Report had said that the material not deemed recyclable went to an incinerator or landfill.</p> <p>She intended to go to the meeting on 28 June 2023 regarding the South West Water First Time Sewerage Application.</p>	

	It was pleasing to see how much tidier it looks at Bucks Mills.	
23/24. 33.3.8	<p>Councillor S Hill:</p> <p>(1) There was still no feedback from residents in the Cranford area of the Parish regarding a grit bin.</p> <p>(2) No suitable light had been found for the recently installed defibrillator in the phone box.</p> <p>(3) Planters. It was not necessary to obtain this as Councillor Harding was helping.</p>	
23/24. 34	Planning	
23/24. 34.1	<p>The following planning application was considered:</p> <p>1/0267/2023/FULM – Extension to cheese storage building (affecting a Public Right of Way). Agricultural building at Higher Alminstone Farm, Woolsery, EX39 5PX.</p> <p>Proposed by Councillor Harding to respond ‘The Parish Council has no comment to make’. Seconded by Councillor Spittles and unanimously agreed.</p>	Clerk
23/24. 35	<p>Planning Correspondence: Decisions, Enforcement & Appeals.</p> <p>23/24.35.1 Approval for Application 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 – agricultural building at Grid Reference 232086 119103. Barn at Higher Fordmill Farm, we commented, not on planning portal and on delegated report it says there was nothing received from us.</p> <p>23/24.35.2 Enforcement – Higher Town Farm – no further information has been received from TDC.</p> <p>23/24.35.3 Forest Lakes Application. Councillor Harding was asked why he had withdrawn the ‘Call In’ and not consulted or advised the Parish Council before making the decision. The situation had been discussed with fellow District Councillor Dart. It was felt that the application would be approved either by the planning officer or if the call in had succeeded and it went before the Plans Committee.</p> <p>Councillor S Hill asked if the Parish Council should have been involved in the decision not to call the application in, as it had specifically requested this. In reply, Councillor Harding expressed his regret that he did not inform Councillors and, when asked if there was a repeat situation, confirmed that Councillors would be told.</p> <p>With regard to the Freedom of Information Act request, where the deadline date was 21 June 2023, the Clerk to respond: ‘The reply is that the Minutes are now in the public domain and therefore the Freedom of Information Act is fulfilled’.</p>	Clerk
23/24. 36	Affordable Housing – Councillor M Hill. Covered earlier in the meeting.	
23/24. 37	<p>Update from MXB Sub Committee – no meeting had been held and there was nothing new to update.</p> <p>At the last meeting and relevant to this meeting where there had been complaints about the height of the growth of plants outside The Manor, it was advised that MXB had stated they had evidence that the organisation had always owned it, but maps from 1980 and 1974 do not show this, and the situation requires correction.</p> <p>The Farmers Arms boundary is to the edge of the road. The 1990 map shows where the gate was at the end of the drive.</p> <p>To devoid liability, the Parish Council should insist that the area is cut on The Manor side, as it was shown that it was the Parish Council’s liability, but the Land Registry details</p>	

	<p>contradict this.</p> <p>The growth of plants over 600mm high should not be allowed.</p> <p>The Clerk to contact MXB explaining that the Parish Council has been contacted where it is considered there could be a danger with the request that they alter the planting or cut the plants to enable maximum visibility.</p> <p>The Parish Council has been informed of a danger and it has previously been responsible for this visibility splay and are currently exploring our legal liabilities to that effect.</p> <p>The plans show low lying shrubs and were not included in the planning.</p> <p><i>Standing Orders were lifted to allow a member of the public to speak.</i></p> <p>Even with a high vehicle, there are problems seeing around the vegetation. The question was asked as to how planning permission could have been granted to remove the curtilage of The Manor, a Listed Building, to make space for flowers.</p> <p>Councillor Heywood was interested in this aspect and had carried out some investigation. It seems to have been negotiated with Highways without anyone else's involvement.</p> <p><i>Standing Orders were reinstated.</i></p>							
23/24. 38	Neighbourhood Plan. Deferred to the next meeting.							
23/24. 39	Finances.							
23/24. 39.1	<p>Councillors considered a request for a donation from All Saints Church Village Newsletter.</p> <p>A letter of request and a copy of the latest set of accounts had been circulated to Councillors.</p> <p>Proposed by Councillor Salvidant to donate £125.00 as a one off and invite the organisation to apply for a grant next year at the same time as other organisations. Seconded by Councillor S Harding, and agreed, with one abstention.</p>							
23/24. 39.2	<p><u>Payments to be authorised:</u></p> <p>Proposed by Councillor S Hill, seconded by Councillor Spittles and unanimously agreed</p> <p>a. Sue Squire:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">June 2023 salary</td> <td style="text-align: right;">£480.62</td> </tr> <tr> <td style="padding-left: 20px;">Expenses (broadband, mileage, stationery, photocopying)</td> <td style="text-align: right;">£32.69</td> </tr> <tr> <td></td> <td style="text-align: right;">£513.31</td> </tr> </table> <p>b. HMRC PAYE £120.20</p> <p>c. All Saints Church Village Newsletter Donation £125.00</p> <p>d. <u>Income and Bank Account Balances</u> –</p> <p>NatWest Current Account as at 20/6/23: £5,082.01</p> <p>NatWest Reserve Account as at 20/6/23: £23,130.30.</p> <p>Interest of £22.44 has been earned this month.</p>	June 2023 salary	£480.62	Expenses (broadband, mileage, stationery, photocopying)	£32.69		£513.31	
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	£513.31							
23/24. 40	Correspondence received. Emails from various agencies have been forwarded to Councillors.							
23/24. 40.1	<p>South West Water First Time Sewerage Application. An update from South West Water had been received as follows:</p> <ul style="list-style-type: none"> • The existing sewer up to Bucks Cross had been surveyed. • The need for 2 pumping stations had been confirmed • There is liaison with The Woodland Trust • There are ongoing enquiries with suppliers including National Grid • Ecological and Geotechnical initial investigations are being planned • Topographical and ground radar surveys are being planned • Drawings are being produced that will show the basic layout of the proposed 							

	<p>system</p> <ul style="list-style-type: none"> The key next stage is to establish the size and location of the proposed sewage works There is to be a site meeting on 28/6/23. Councillors Salvidant and M Hill would attend to represent Woolsery Parish Council and District Councillors Andrews and Harding would also be present. 	
23/24. 40.2	<p>20's plenty campaign. Email and attachments from the Sustainability Officer at Totnes Town Council.</p> <p>All but one Councillor would support it, if it was enforceable.</p>	
23/24. 40.3	<p>RNLI. Bideford Bay Lifesaving Effect Review. Letter setting out the details had been circulated. A representative of the RNLI would be attending a meeting at Hartland on 29/6/23. Councillors M Hill and Harding planned to attend.</p> <p>It was known that Sir Geoffrey Cox MP KC would be visiting Clovelly Lifeboat Station on 30/6/23.</p> <p>Clovelly Parish Council has sent a strong letter to the RNLI objecting to any plans for the removal of the Clovelly lifeboat.</p>	<p>Clerk to send a strong letter of objection to the RNLI. Circulate to Cllrs first.</p>
23/24. 40.4	<p>Airband. Notification of installation under telecommunications code system operators of one 10.5 metre wooden pole to be installed with 9 metres above ground at 12 Manor Park, Woolsery, EX39 5RH.</p> <p>Proposed by Councillor Harding to object and question Airband how they can demonstrate there is no alternative site.</p> <p>Seconded by Councillor Hancock and unanimously agreed.</p>	<p>Clerk</p>
23/24. 41	<p>Date and time of next meeting:</p> <p>Tuesday, 18 July 2023 at 7.30pm at Bucks Cross Village Hall.</p> <p>The meeting ended at 9.26pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of the Annual Parish Council Meeting held on 16 May 2023 ➤ Proof of design for Coronation Mugs ➤ Community Speedwatch Group to be named 'Woolsery Parish' ➤ Planning ➤ Donation to All Saints Church Village Newsletter ➤ Payments ➤ Send objection to Airband regarding the proposed pole at 12 Manor Park, Woolsery 		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: Chair of Woolsery Parish Council.</p>		<p>Date:</p>