

*Notice is hereby given that*

**The Annual Parish Council Meeting of  
Woolfardisworthy Parish Council is to be held on  
Tuesday, 16 May 2023  
in Woolsery Sports and Community Hall at 7.30pm  
All Councillors are hereby summoned to attend for the  
purposes of the following business.**

Members of the press and public are also invited to attend.

*Sue Squire*

Sue Squire, Parish Clerk for the Parish Council

Date: 10 May 2023

**Members of the public wishing to speak on any item on the Agenda may do so under 'Representations from the Public'. The time limit for speaking is limited to 3 minutes. The public are not permitted, under Standing Orders, to speak or take part in the meeting before or after this item.**

## **AGENDA**

**Newly elected Councillors to complete their Register of Interest forms and Declaration of Acceptance of Office in the presence of a Councillor or the Clerk.**

- 1. Election of Chairman**
- 2. Chairman to read and sign the Declaration of Acceptance of Office**
- 3. Election of Vice Chairman**
- 4. Vice Chairman to read and sign the Declaration of Acceptance of Office**
- 5. Chairman's welcome to the newly elected Council**
- 6. Councillors to agree that communications are sent by email.**  
The Clerk will have a form for signature by each Councillor.
- 7. Declaration of Acceptance of Office Form not completed due to absent Councillor(s).**  
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.
- 8. Scheme of Delegation Review.** 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.
- 9. Skills Audit.** Elected Councillors have been circulated with the form for completion ahead of the meeting to assist in the next item.

10. **Election of Parish Representatives**  
**P3 Parish Paths Warden / volunteers**  
**MXB Committee**  
**Councillor Advocate Scheme**  
**HR – to meet to carry out the Clerk’s annual appraisal**
11. **To identify any training needs for Councillors**
12. **Compliance.** To review and approve the following documents which will be circulated to Councillors ahead of the meeting to study.  
It is expected that the above will be approved en bloc.
  - ❖ Standing Orders
  - ❖ Financial Regulations
  - ❖ General Risk Assessment
  - ❖ Freedom of Information Act Publication Scheme
  - ❖ Anti fraud and Corruption Policy
  - ❖ Communications Policy
  - ❖ Complaints Policy
  - ❖ Data Privacy Policy
  - ❖ Data Protection Policy
  - ❖ Dignity at Work / Bullying & Harassment Policy
  - ❖ Equal Opportunities Policy
  - ❖ Fixed Asset Policy
  - ❖ Grant Giving Policy
  - ❖ Grievance Policy
  - ❖ Retention of Documents Policy
  - ❖ Safeguarding Policy
  - ❖ Sickness and Absence Policy
  - ❖ Subject Access Request Policy
  - ❖ Protocol of filming and recording at meetings
13. **Public Comment Session**
- 13.1 **Email from a resident regarding earth works taking place.**  
The Clerk has replied, suggesting that they contact TDC Enforcement Department.
- 13.2 **Email from a resident regarding the light in the telephone box housing the defibrillator.** 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.  
The resident has suggested a battery operated sensor light. Councillors have been made aware of the problem with a view to getting this addressed as soon as possible.
14. **Apologies.** Councillor Salvidant.
15. **Declaration of Personal / Prejudicial Interest for items on the Agenda**  
All Members are 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.
16. **Minutes of the Parish Council meeting held on 18 April 2023 to be approved and signed as a true and accurate record.**
17. **Clerk’s Report**
- 17.1 **Woolsery Primary School / Field**

- 17.2 Registration of defibrillators in the Parish / date for official opening of defibrillator in the former telephone box in Woolsery**
- 17.3 Clothes Bank**
- 17.4 Community Speedwatch – signage and costs will be advised**
- 17.5 Email sent to parishioner who had enquired about a Parish Plan**
- 17.6 Bus shelter designs and prices for a potential new structure at East Park**
- 17.7 P3 Public Rights of Way.** The Clerk has advised the DCC Warden about the most suitable stiles for dogs and requested a site meeting with Councillor Hancock.
- 17.8 MXB – maps of ownership & confirmation of planting from DCC Highways**
- 17.9 Brackenside.**
- 17.10 Danger at Bucks Mills slipway**
- 17.11 Fixed asset spreadsheet in liaison with Councillor S Hill**
- 18. Reports from County Councillor, District Councillors and Parish Councillors**
- 18.1 County Councillor J Wilton-Love**
- 18.2 District Councillors**
- 18.3 Parish Councillors Councillors:**
- B Beech**
- D Hancock – P3 Parish Paths Partnership included in Clerk’s Report**
- S Harding**
- R Heywood (1) Letter to Ofcom**
- M Hill (1) Affordable Housing (below)**  
**(2) Neighbourhood Plan on June Agenda due to a full Agenda for this Meeting**  
**(3) Small low fence around the Green. Report on liaison with a Woolsery Sports & Community Hall Committee Members**
- S Hill – (1) grit bin location at Cranford;**  
**(2) cleaning of adopted telephone box assisted by Councillor Hancock**  
**(3) 2023 Planters, specifically at Bucks Cross**  
**(4) Fixed asset spreadsheet**
- S Salvidant – notice board at Bucks Mills**
- L Spittles (1) Grit bin pictures for the Clerk**  
**(2) free stone for members of the public at Bucks Mills on Facebook**  
**(3) signage / how to report or register details of instances when horses have been frightened by speeding vehicles**
- 19. Planning Applications.** To consider the following:
- **1/0319/2023/FUL – Four holiday lodges with parking, extension to existing access – Forest Lakes, Woolsery**  
[The deadline date for the Parish Council’s response is 27 May 2023.  
https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage](https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage)

- 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, Woolserly, EX39 5RF  
The deadline date for the Parish Council's response is 18 May 2023  
<https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

## 19.2 Planning Correspondence: Decisions, Enforcement & Appeals.

To note the following TDC Decision Notice:

**Refusals for:**

**Application 1/1181/2022/OUT** – Outline application for 5 no. dwellings with all matters reserved except access – land to the West of Cranford House, Cranford, Woolserly.

**Application 1/0118/2023/AGMB** – Prior notification for the change of use of agricultural building to 1 no. dwelling house and associated building operations under Class Q – Westcountry Nurseries, Woolserly.

**Enforcement – Higher Town Farm**

20. **Affordable Housing.** Councillor M Hill

21. **No Update from MXB Sub-Committee as no meeting had been held**

22. **Finances**

### 22.1 Payments to be authorised:

- Sue Squire:**

May 2023 salary	£480.62	
Expenses (broadband, mileage, stationery, photocopying)	£32.69	<b>£513.31</b>
- HMRC PAYE** **£120.20**
- Woolserly Village Hall** Hire of room for meetings March & April **£ 56.00**
- 123 Reg** Website domain name renewal on 27/5/23 **£ 14.39**
- Councillors Allowances for 2022/23 (backdated) and 2023/24** **£TBA**
- Payment of 2023/24 Grants**

<b>Local Organisations</b>	
Woolserly Primary School	£150.00
1 <sup>st</sup> Woolserly Scout Group	£150.00
The Good Companions	£100.00
All Hallows Church	£150.00
Friends of Woolserly School (FOWS)	£150.00
Woolserly Youth Club	£150.00
Bucks Cross Village Hall	£150.00
Project Linus	£150.00
<b>External Organisations</b>	
Torridge, North, Mid and West Devon Citizens Advice	£150.00
South West Heritage Trust – North Devon Record Office	£ 50.00
Torridge Volunteer Cars	£150.00

- Income and Bank Account Balances** – to be tabled

- 22.2 To approve the accounts for the year ended 31 March 2023**
- 22.3 2022/23 Audit.**
- 22.3.1 To approve the Certificate of Exemption**
- 22.3.2 To approve Section 1 of the Annual Governance and Accountability Return**
- 22.3.3 To approve Section 2 of the Annual Governance and Accountability Return**
- 22.3.4 To approve the 2023 Statement of Internal Control**
- 22.3.5 To approve the dates for the exercise of electors rights**
- 22.4 To note that the sum of £7,501.00 has been credited to the current account in respect of the first tranche of the 2023/24 Precept.**
- 23. Correspondence received.** Emails from various agencies have been forwarded to Councillors.
- 23.1 TDC.** 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.
- 23.2 TDC.** 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.
- 24. Clerk's Leave: Saturday 27 May to Sunday 4 June 2023 inclusive  
Saturday, 19 August to Monday 28 August 2023 inclusive  
Saturday 14 October to Sunday 29 October 2023 inclusive**
- 25. Venue of Meetings for 2023/24.**
- 26. Date and time of next meeting:** Tuesday, 20 June 2023 at 7.30pm at Woolserly Sports and Community Centre.