

Minutes of Woolsery Parish Council Meeting held on Tuesday, 19 July 2022 in Bucks Cross Village Hall at 7.30pm.

Present: Councillors M Hill (Chairman), S Harding, D Hancock, R Heywood, S Hill, S Raffe, L Spittles, S Salvidant.

District Councillor S Harding (above

4 Members of the public

Mrs S Squire, Parish Clerk

22/23 – 40 Public Comment Session

22/23 – 40.1 Thanks were expressed for the **village entrance flower beds.**

22/23 – 40.2 Potholes. Why have some been ringed in white but 20 yards along the road, an equally large hole had been left.
The parishioner was advised that Highways are responsible for the marking which is gauged by depth and severity.

22/23 – 40.3 Higher Town Farm. This was discussed under Minute No. 22/23 - 40.7.1.

22/23 – 40.4 Rainbow's End Animal Sanctuary. This was discussed under Minute No. 22/22 – 40.5

22/23 – 40.5 Change of use from dwelling to ancillary building at Brackenside.
This was discussed under Minute No. 22/23 - 40.7.

22/23 – 40.6 Flower arrangements by the Manor were obstructing the road.
The parishioner was advised that this item was to have been discussed at the MXB Meeting which was not held. MXB have been made aware of the concerns.

22/23 – 40.7 Brackenside. The Planning Application had been withdrawn and support from the Council was appreciated.

22/23 – 40.8 Representations as a result of the 2021/22 accounts / documents being posted on the website.
Action: To be an item on the August Agenda.

22/23 – 40.9 Letter dated 16/7/22 was too late to be included on the Agenda.
Councillors had not been able to open the attachment provided in an ODT format.
Action: The attachment to be converted to a PDF format and included on the September Agenda.

22/23 – 40.10 Complaint letter.

22/23 – 41 Apologies. District Councillors Boughton and Dart.

22/23 – 42 Declaration of Personal / Prejudicial Interest for items on the Agenda
None.

22/23 – 43 Minutes of the Parish Council meeting held on 21 June 2022
Approved and signed as a correct record.
Proposed by Councillor Harding
Seconded by Councillor Spittles and unanimously agreed.

22/23 – 40.7 Clerk's Report

The items listed below are for information updates only:

22/23 – 40.7.1 Freedom of Information Act Request. The Clerk has continued to be in email correspondence with the Enforcement Officer who has reiterated the same details as that given when a Freedom of Information Act request was submitted.

Councillor Hill advised he had spoken to one of the TDC Enforcement Officers who was not able to share any information. He had then tried to speak to the Monitoring Officer who was absent.

Action: Councillor Hill to forward the documents to the Monitoring Officer for comment.

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

It was understood that the building in the Higher Town Farm garden had been granted planning permission for a dependant relative who had passed away 11 years ago.

It was said that the records, which are missing, recorded that the building should be demolished due to it not being used by a dependant relative.

Standing Orders were reinstated.

22/23 – 40.7.2 Highways. The Clerk had again reported the following as a result of no action being taken by DCC Highways.

- a) **Railing and post at Venn Bridge.**
Order currently raised with contractor.
Supply chain issues with the posts not being standard but PVC posts so not held in stocks.
- b) **Large sign blown down by Storm Eunice.**
Funding allocated and works ordered to replace signage
- c) **Bucks Cross Gateway Sign on the A39 damaged by impact on 29/12/21**
Funding allocated and works ordered to replace signage
- d) **Potholes at Ashmansworthy and Dipple Bridge**
The road is known to be in poor condition but cannot be repaired at the present time.

22/23 – 40.7.3 Adoption of BT Telephone Box in Woolsery. The Clerk has emailed a scanned copy of the original request to adopt the telephone box. The sum of £1,000.00 has been transferred into the Parish Council's account towards the purchase of a defibrillator when confirmation has been received that the Parish Council own the structure.

There is a countrywide shortage of defibrillators at present.

A plaque to accompany the defibrillator was passed to Councillor M Hill for safe keeping.

Action: The Clerk to email a selection of defibrillators to Councillors.

22/23 – 40.7.4 Written Reports on training events attended. These have been circulated to Councillors for information and interest.

22/23 – 40.7.5 State of public footpath between Woolsery and Kennerland. The Clerk is checking the position with the DCC Public Rights of Way Department for an update to be given.

22/23 – 40.7.6 ANOB Sustainable Development Fund Application for the renewal of information boards at Bucks Mills.

Following a discussion and the fact that the information boards were not a Parish Council asset, it was felt the Parish Council should not become involved.

Action: Councillor Salvidant to contact the person who had originally suggested submitting the application suggesting that the work is done and that the Parish Council is made aware on completion.

22/23 – 40.7.7 Information Commissioner's Office (ICO). The direct debit form has been sent and confirmation expected that the Parish Council is registered with the relevant Certificate being provided.

22/23 – 40.7.8 Clothes Bank. The Trustees of the Woolsery Sports and Community Hall have no objection in principle to a clothes bank being sited in the car park, and would like to meet Councillors to discuss the location and the frequency of emptying.

Action: Councillor S Hill to liaise with the Trustees regarding a site meeting.

22/23 – 40.7.9 Website. This is now up and running again.

22/23 – 40.7.10 Audit Enquiry to the Devon Association of Local Councils

The question has been asked in connection with the type of auditor to be used.

A reply has not been received from the DALC and the Clerk has researched information from The Practitioners Guide, as follows:

Selecting and appointing an internal audit provider.

In addition to ensuring the appointed internal auditor has relevant knowledge of the public sector, there are two key principles an authority must follow in appointing an internal audit provider: independence and competence.

It goes on to give the various ways for an authority to source an internal audit service.

There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought for any internal audit service should include:

- Understanding basic book-keeping and accounting processes
- Understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management
- Awareness of relevant principles and practice of financial and other risk management
- Understanding proper practices in relation to governance and accounting requirements within the legal framework of powers of smaller authorities
- Awareness of the most recent model Standing Orders and model Financial regulations as published by NALC and how they are adopted by authorities
- Awareness of the relevance of VAT and PAYE/NI rules as applied to the authority

Action: The Clerk to ask Thomas Westcott for confirmation that the governance aspect was checked.

**22/23 -
22/23 –**

TDC Climate Emergency Declaration in connection with the UNESCO

- 40.7.11 Biosphere.**
Councillors had been circulated with a reply from TDC as to the reason the Declaration was signed.
Action: Councillor Heywood to draft a reply for Councillors to agree by email. The Clerk then to send this to TDC.

22/23 - 41 Reports from County Councillor, District Councillors and Parish Councillors.

County Councillor Wilton-Love. Not present.

District Councillor S Harding had attended an Extraordinary Meeting to discuss TDC's housing strategy as there is funding from the government to build pre-fab houses.

Currently, it costs TDC £250,000 per annum to house 60 people in temporary accommodation which is a drain on resources and the proposal is to build the houses opposite the old cattle market car park and near to Northam Town Hall / Register Office.

TDC tried to purchase Sully House with a view to converting it for housing but it did not progress and efforts are being made to find an alternative property.

TDC is committed to move the recycling centre to accommodate plans for Middle Dock.

A meeting had been held regarding a Council Tax branded income scheme which is a new programme to help those who wish to apply and TDC staff. Permission was given for a feasibility study.

There is a shared prosperity fund applied for by TDC of £1 million. A total of £11 million had been given to Devon for health and wellbeing and climate emergency.

It is hoped that any funding received could be shared with Parishes relating to a culture strategy. The Burton Art Gallery is subsidised by TDC and it would not be in conflict or competition with them.

The sign at Back Street in Woolsery had been replaced.

District Councillor Mrs A Dart – not present.

22/23 - 42 Councillor S Hill – trends regarding the black bin bags.

20 less were collected last year with some from the Bucks Cross Village Hall breakfast.

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

At the Woolsery Coffee Morning when this item was talked about, it was clear that people had come to expect this service.

Standing Orders were reinstated.

Action: To be on the August Agenda and the price paid last year.

Councillors felt it was important that should this service discontinue, that another service was provided.

22/23 – 42.1 Platinum Jubilee Mugs. There is a surplus of approximately 30.

Action: Councillor S Hill to advertise them for sale at £3 each limited to a maximum of two per person.

22/23 – 41.2 Councillor Salvidant. Camper vans were parking overnight in Bucks Mills car park, owned by TDC. There are signs saying no overnight camping and there are no facilities.

Action: The Clerk to inform TDC suggesting that they consider putting a top limiter at the entrance.

22/23 – 41.3 Councillor Hancock. There are stones on the highway which have been painted yellow, causing an obstruction.

Action: Councillor S Hill will take photographs and send to the Clerk for reporting.

22/23 – 41.4 Councillor Hancock. A South West Water concrete box is projecting into the road and is to be reported.

Action: Clerk

22/23 – 43 Planning Applications. The following Applications were considered:

22/23 – 43.1 1/0350/2022/FUL – Erection of no. 1 holiday cabin – Plot 14 Forest Lakes, Woolsery.

It was resolved to reply: Woolsery Parish Council believe the application should trigger a Wildlife Survey as the proposal will have an effect on wildlife.

The application is in a sensitive area of culm grass, it is creeping urbanisation and it does nothing for the local economy.

There is a lack of infrastructure and impact highways on single track roads.

The application could impact Meresfelle Nature Reserve.

22/23 – 43.2 1/0508/2022/FUL – Proposed earthworks to create new agricultural access (pedestrian and quadbike) – land at Grid Reference 233424 118058 – Woolsery

The Parish Council has received copy correspondence from the applicant to TDC which was advised.

Standing Orders were suspended for a member of the public to comment

Standing Orders were reinstated

It was resolved to reply:

Due to its isolated location, the site can only be reached by vehicle and there is no allowance for parking on the site and there may be obstruction on the highway.

As per South West Water's comments on other applications in the same field, there is need to be mindful of the conditions they impose.

In addition, it is a very popular bridle path with horse riders, and with no drawings to scrutinise, it does not show the effect on the bridleway.

22/23 – 43.3 1/0690/2022/FUL – Retrospective application for creation of driveway and change of use of land from agricultural to domestic for erection of domestic dog kennels / aviary (Variation of condition 2 of Planning Approval 1/1245/2021/FUL to allow access to holiday unit – Walland Barn, Bucks Cross

It was resolved to reply:

Woolsery Parish Council is not in favour of the removal of Condition 2.

22/23 – 43.4 1/0692/2022/FUH – Demolition of single storey lean-to and erection of two storey extension (Variation of condition 2 of Planning Approval 1/0294/2021/FUH) – Moormans, Woolsery

It was resolved to reply:

Woolsery Parish Council cannot imagine there are reasons for objections, but It is difficult to comment on this because of inadequate details with lack of dimensions showing the headroom.

It is considered that the plans are of very poor quality.

**22/23 – 43.5 Planning Correspondence: Decisions, Enforcement & Appeals.
The following TDC Decision Notices were noted:**

Approvals for:

- ◆ **1/0301/2022/FUL** – Extension to existing porch on west elevation, single storey extension to the south and conversion of attached side barn to create additional accommodation – Cranford Barn, Cranford
- ◆ **1/0455/2022/FUL** – Erection of garage with workshop over positioned on existing drive access (resubmission of 1/0949/2021/FUL) – The Old Stables, Woolsery
- ◆ **1/0540/2022/AGMB** – Prior notification for the change of use of agricultural building to 1 no. dwelling house and associated building operations under Class Q – agricultural buildings Grid Reference 233576 119938
- ◆ **1/0545/2022/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 233576 119938

Withdrawn Application:

- ◆ **1/1002/2021/FULM** – Change of use from dwelling (C3) to ancillary building in relation to the caravan park (Sui-Generis) and redevelopment of use of land for the siting of 16 holiday lodges (affecting a Public Right of Way) (additional information) – Brackenside, Bucks Cross

Planning Appeal:

Planning Application 1/0838/2021/FUL

Appeal Reference: APP/W1145/W/22/3294552

Appeal Start Date: 8th July 2022

Date: 8th July 2022

Proposal: Change of use of land to Animal Rescue Centre including erection of office building and animal shelters

Location: Land At Grid Reference 233424 118058, Woolsery

The Planning Inspectorate has decided to determine the appeal on the basis of an exchange of written statements by the parties and a site visit by an inspector.

If the Parish Council wishes to make comments, or modify/withdraw its previous representations, this can be done on the Planning Inspectorate website.

Initially, all representations had to be received by 30 August 2022 but this had been changed to 12 August.

Standing Orders were suspended for a member of the public to comment.

Standing Orders were reinstated.

**It was resolved to submit the following further comment:
Woolsery Parish Council wishes to add to its comments that there is no water and electricity on the site.**

22/23 - 44 Progress of Highway Issues

Priority Roads in Woolsery. As a result of forwarding details of three roads selected, the DCC Neighbourhood Highways Officer as responded as follows: "These will be considered, unfortunately the works at Bucks Mills are extensive which is meaning schemes in other parishes are not being delivered next year. Without knowing budgets for future financial years at this time, I am unable to confirm when any of these schemes are likely to be delivered. The Woolsery to Bucks Cross is likely to be a higher priority for funding with the section being on the salting network".

Bucks Cross

Bucks Mills - Waterfall Sign. Councillor M Hill advised this had not been able to be progressed.

22/23 - 45 Affordable Housing. Councillor M Hill advised the details there with the Solicitors.

22/23 - 46 Parish Plan. Councillor M Hill. The date for a Public Meeting when officers from TDC will come and explain the details, is to be agreed at the August meeting.

Action: August Agenda.

22/23 - 47 Update from MXB Sub-Committee held ahead of this Parish Council Meeting (Cllr Heywood) The meeting had not been held.

22/23 - 48 Projects

a. Planting of Wildflowers. Councillor Raffe.
Councillor M Hill had prepared temporary signs to show the names of the sponsors which were handed to Councillor Raffe.

If sponsors wish to continue, winter flowering flowers will be planted.

Action: Councillor Raffe to contact MXB regarding sponsorship and finalise the names on the signs.

22/23 - 49 Finances

22/23 - 49.1 Payments to be authorised:

Proposed by Councillor S Hill, seconded by Councillor Spittles and unanimously agreed.

a. **Sue Squire:**

July 2022 salary	£439.68	
Expenses (broadband, mileage, photocopying)	£ 19.90	£459.58

Thomas Westcott Accountants Audit of 2021/22 accounts **£270.00**

Mr R Stoneman Grass cutting contract (1/2 year invoice) **£1,300.00**

b. **Income and Bank Account Balances**

NatWest Current Account as at 19 July 2022	£ 7,200.81
NatWest Reserve Account as at 19 July 2022	£18,035.00

- 22/23 – 49.2 2021/22 Internal Audit.** It was noted that this had been completed.
The Certificate of Exemption had been forwarded to external auditors P K F Littlejohn LLP
The Notice for the Exercise of Electors Rights is on display at various locations in the Parish and on the website
Applicable documents have been uploaded on the website
- 22/23 - 50 Correspondence received.** Emails from various agencies have been forwarded to Councillors.
- 22/23 – 50.1 Go North Devon.** Request for donation and leaflet detailing the work they do. *Noted.*
- 22/23 – 50.2 Airband Community Internet.** The Clerk has forwarded contact details to Councillors relating to poles being erected, possibly without permission.
- 22/23 - 51 Response to correspondence received and included under the Public Comment Session.**
Action: Councillors and the Clerk to draft a response.
- 22/23 - 52 Clerk's Leave: Saturday 6 August to Sunday 14 August 2022 inclusive and Monday, 22 August 2022.**
On Tuesday, 23 August 2022 the Clerk will not be at her desk from 11am for the rest of the day due to retinal eye screening.
- 22/23 - 53 Date and time of next meeting:** Tuesday, 16 August 2022 at 7.30pm at Woolserly Sports and Community Hall.

The meeting ended at 9.47pm.

Summary of Decisions:

- **Minutes of the Parish Council Meeting held on 21 June 2022**
- **Planning**
- **Payments**

Chairman

Date