

WOOLSERY PARISH COUNCIL.

TO ALL COUNCILLORS: You are summoned to a Parish Council Meeting on Tuesday, 16 September 2025 in Woolsery Sports and Community Hall at 7.30pm

The Agenda is below.

Sue Squire, Parish Clerk. 11 September 2025

1.	Public Comment Session.
1.1	A resident has reported damage to Lane Mill Bridge (bridge number 03175) which has been knocked by larger tractors while passing over it. The reference number given is W251888413.
1.2	Clothes Bank. A resident has contacted the Clerk due to the clothes bank being full. This is not the first occasion the contents have not been collected and the Clerk has been in contact with Elm Tree Textiles for the collection to take place which they promised would be on Wednesday, 10/9/25. <u>Members of the public are not permitted to speak after this item.</u>
2.	Declarations of Interest.
3.	Apologies.
4.	Approval of the Minutes of the Parish Council Meeting held on 15 July 2025.
5.	Reports:
5.1	County Councillor R Julian. To receive a report on the following: ▪ State of road between Woolsery and Bradworthy. (Email of 18/7/25 refers) ▪ State of road between Cranford and Bucks Cross. (Email of 19/7/25 refers) ▪ Trench across road outside Woolsery Primary School.
5.2	District Councillors Andrews; Dart; Harding.
5.3	Clerk's Report: (Where not mentioned elsewhere on the Agenda)
5.3.1	Community First. Confirmation received that the revised premium of £333.00 has been received and that the Long Term Agreement (3 years) has commenced.
5.3.2	Made payments by BACS
5.3.3	Westward Housing has been thanked for details of the cost and noted.
5.3.4	Interpretation Boards. Northern Devon Coast and National Landscape is progressing new boards.
5.3.5	Reported road condition between Cranford and Bucks Cross. The following report was received from DCC Highways on 23/7/25 and circulated to Councillors: Our Roads are inspected on a regular basis for safety defects and repaired within a policy timeframe to ensure a continued basic safety of the road network. While the condition of the roads may not be as desired in some places, regrettably there are not the funds to undertake the repairs required across all of the network at the current time. We strongly encourage reporting of potholes from members of the public. Further details can be found on our web pages at Report a problem - Roads and transport or via our call centre on 0345 155 1004. Where roads have been identified for future schemes there is no way to bring them forward without the funding being present to pay for the works.
5.3.6	Enquired about signs at Bucks Mills which have been replaced.
5.3.7	Submitted planning applications.
5.4	Parish Councillors:
5.4.1	H Freeman
5.4.2	D Hancock
5.4.3	R Heywood

5.4.4	M Hill																									
5.4.5	S Hill																									
5.4.6	S Salvidant																									
5.4.7	L Spittles ⇒ Bucks Cross Flower Planters ⇒ EA Online Reporting Service for pollution incidents on Facebook																									
6.	Matters Arising from the Minutes of 15 July 2025.																									
6.1	South West Water First Time Sewerage Application. A drop in session is being held on Tuesday, 9 September 2025 in Woolsery Sports and Community Hall between 3 and 7pm. It has been pointed out to SWW that they had said a remote meeting would be arranged for people unable to attend and it is understood that these details will be made available.																									
7.	Planning & Planning Correspondence.																									
7.1	At the time of preparing the Agenda, there were no planning applications to consider.																									
7.2	Planning Correspondence.																									
7.2.1	E/24/0100/BRE – 16 Forest Lakes, Woolsery. Councillors were circulated with a letter received from TDC Enforcement Department advising that a breach of planning was considered not to have taken place and that the file has been closed. Further reports concerning this property are not likely to be followed up.																									
7.2.2	To note that Application 1/0530/2025/FUL – Replacement extension to the rear and raising part of the main roof – South Bitworthy, Woolsery, has been granted planning permission.																									
8.	Finance.																									
8.1	Balances will be tabled.																									
8.2	Budgetary figures for June, July and August 2025; bank reconciliation and details of payment document for signature by the Chairman, Vice Chairman and Clerk will be circulated to Councillors to comply with Financial Regulations.																									
8.3	Remembrance Sunday, 9 November 2025. To consider purchasing a Poppy Wreath from the Royal British Legion shop at £19.99 plus £4.50 postage.																									
8.4	To approve and authorise the following payments. <table><tr><td>8.4.1</td><td>BACS</td><td>Mrs S Squire</td><td>August & September 2025 salary and expenses Salary. £534.39 x 2 = £1,068.78 Expenses. £1.00 & £20.30</td><td>£1,090.08</td></tr><tr><td>8.4.2</td><td>BACS</td><td>HMRC</td><td>PAYE (August and September)</td><td>£133.60</td></tr><tr><td>8.4.3</td><td>BACS</td><td>Mr R Stoneman</td><td>Grass cutting and strimming – June to August</td><td>£900.00</td></tr><tr><td>8.4.4</td><td>BACS</td><td>Woolsery Hall</td><td>Hire of Hall for July Parish Council Meeting</td><td>£16.00</td></tr><tr><td>8.4.5</td><td>BACS</td><td>Royal British Legion</td><td>Poppy Wreath</td><td>Subject to 8.3</td></tr></table> To ratify the following payment to Community Heartbeat Trust. Purchase of defibrillator pads for the defibrillator at Bucks Cross which expired on 31/8/25. £89.94	8.4.1	BACS	Mrs S Squire	August & September 2025 salary and expenses Salary. £534.39 x 2 = £1,068.78 Expenses. £1.00 & £20.30	£1,090.08	8.4.2	BACS	HMRC	PAYE (August and September)	£133.60	8.4.3	BACS	Mr R Stoneman	Grass cutting and strimming – June to August	£900.00	8.4.4	BACS	Woolsery Hall	Hire of Hall for July Parish Council Meeting	£16.00	8.4.5	BACS	Royal British Legion	Poppy Wreath	Subject to 8.3
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8.5	Maintenance of bus shelters at Bucks Cross and Woolsery.																									

	The Clerk has contacted HTCD Exterior Decorating for an update and quotation if necessary following agreement that the structures would be inspected 6 months after the refurbishment had been carried out. To agree any work identified.
8.6	Mr B Trevor - Tree Work Estimate. For the removal of dead Cherry on green outside church and small trees on school green pruned and lifted to improve: £180.00 To approve the quotation.
8.7	2024/25 Audit. Confirmation from external auditor P K F Littlejohn LLP that they 'have received and logged the notification of exempt status for the year ended 31 March 2025 submitted to us for Woolsery (Torridge) Parish Council. By notifying us that Woolsery (Torridge) Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by us for this reporting year'.
8.8	Torridge Volunteer Cars. Letter of thanks for grant.
9.	To consider a response to items raised under the Public Session.
10.	Correspondence. Various emails and publications have been circulated to Councillors.
10.1	Ministry of Housing, Communities and Local Government. Consultation outcome on remote attendance and proxy voting in local authorities: consultation results and government response. Email circulated to Councillors on 22/7/25 giving a link to the above which confirms that: The government is of the view that in-person authority meetings remain vital for local democracy, but that hybrid and remote attendance, and proxy voting, will enable local authorities in England to develop more modern, accessible, and flexible working practices. We have carefully considered arguments for and against remote attendance and proxy voting, and we plan to legislate to support permanent provision in relation to both policies, when parliamentary time allows. On remote attendance, we plan to permit local authorities to develop their own locally appropriate policies, if they decide to hold remote meetings. On proxy voting, we plan to require principal (unitary, upper and second-tier) councils to implement proxy voting schemes, to provide consistency for members who are absent when they become a new parent, or for serious or long-term illness. We plan for this requirement to apply to meetings of full council. For all other meetings, proxy voting may be used but will not be required, and substitute or pairing schemes may be more appropriate. We plan for other local authorities not listed above to be enabled but not required to implement proxy voting schemes, for any of their meetings, in the context of member absences for serious or long-term illness or becoming a new parent. We plan to work collaboratively with the sector to develop clear and supportive guidance in relation to both remote attendance and proxy voting policies.
10.2	TDC. New Street Naming and Numbering Policy. Email circulated to Councillors for information on 16/7/25.
10.3	DCC. Transport Coordination Service, Devon County Council. Email regarding service changes from 31/8/25 circulated to Councillors on 18/8/25. There are minor changes to the service from Barnstaple to Hartland (Stagecoach) in that it no longer serves the Atlantic Academy as it has its own transport.
11.	Parish Council Website. The latest 2025 edition of the Practitioners' Guide brings important updates for authorities preparing Annual Governance and Accountability Returns (AGAR) for financial years starting on or after 1 April 2025. The most notable changes to the Practitioners' Guide this year are: ▪ Email management – every authority must now have a generic email account hosted on an authority-owned domain, e.g. clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com ▪ New Assertion – a new Assertion 10 has been added to clarify data compliance, previously covered under Assertion 3.

	▪ Updated Assertion – Guidance on Assertion 9 (Trust Funds) has been updated to reflect changes to the AGAR for 2025/26 when Cell 11a and Cell 11b will. Be replaced with a single Cell 11. These updates streamline processes, enhance transparency, and improve governance standards to help ensure your authority is ready for these changes. In addition, an IT Policy is required and after carrying out research, the Clerk has written a Policy tailored for this Parish Council which has been circulated for Councillors to study ahead of the meeting. To consider the future requirements of the website and the adoption of an IT Policy.
12.	Date and time of next meeting: Tuesday, 21 October 2025 at 7.30pm in Bucks Cross Village Hall.