

**The Annual Parish Council Meeting of
Woolfardisworthy Parish Council is to be held on
Tuesday, 20 May 2025
in
Woolsey 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: 13 May 2025

**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.**

Members to return their completed 2025/26 Register of Interest Forms to 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. Councillors to agree that Parish Council communications are sent by email.**
The Clerk will have a form for signature by each Councillor.
- 6. Compliance and Policies.**
To review and adopt the following documents, which have been circulated to Councillors for studying. It is anticipated that the documents will be adopted en bloc.
 - Code of Conduct
 - Standing Orders
 - Financial Regulations
 - General Risk Assessment
 - Freedom of Information Act Publication Scheme
 - Grant Giving Policy
 - Complaints Procedure
 - Equal Opportunities Policy
 - Data Protection Policy
 - Data Privacy Policy
 - Protocol for Filming and Recording
 - Fixed Assets
 - Bullying and Harassment
 - Disciplinary Policy
 - Grievance Policy

- Retention of Documents Policy
- Safeguarding Policy
- Sickness and Absence Policy
- Subject Access Requests Policy

7. Public Comment Session

8. Apologies.

9. 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.

10. Minutes.

10.1 Minutes of the Parish Council Meeting held on 15 April 2025 to be approved and signed as a true and accurate record.

11. Clerk's Report:

11.1 Has advised the newly co-opted Councillor that they have been appointed.

11.2 Submitted planning application responses to TDC.

11.3 Payments made.

11.4 Has informed TDC of missing signs at Bucks Mills as reported by Cllr Salvidant and this is being investigated with the relevant action to be taken.

11.5 Parish Council Insurance – renewal date is 1/6/25. A comparison quotation is being obtained from another company who specialises in providing cover for Parish Councillors and more details will be given.

12. Reports from County Councillor, District Councillors and Parish Councillors

12.1 County Councillor R Julian.

12.2 District Councillors. A written Report has been received from District Councillor Dart and has been circulated to Councillors.

12.3 Parish Councillors

D Hancock

R Heywood

M Hill. Replacement of damaged sign at Bucks Mills car park.

S Hill. To advise if people are prepared to continue sponsorship of the Woolserly planters.

S Salvidant

L Spittles.

1. To advise if Bucks Cross and District Gardening Club will look after the Bucks Cross planters.

2. To advise on her conversation with Councillor Heywood regarding the ownership of land at Old Market Drive.

13. Planning. To consider the following Planning Applications:

13 1/0355/2025/FUL Mr & Mrs Butler Erection of extension (Variation of condition 2 of planning approval 1/1057/2024/FUL) - Brambles Bucks Cross Bideford Devon EX39 5DR
 The deadline date for the Parish Council's response is 16/5/25 and the planning officer has been requested to grant an extension so that the application can be considered at this meeting.

<https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SV43T2QKKIA00>

- **1/0108/2025/FUL – Proposed ancillary accommodation at Bundys, Bucks Cross.**

The deadline date for the Parish Council's response is 26/5/25.

<https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SRH5DEQK0BD00>

- **1/0320/2025/FUL – Rebuild of existing Dutch Barn / Workshop for use as ancillary domestic storage / workshop (amended red edge) – Barn at Grid Reference 232703 119913, Woolsery. (This is a re-consultation)**
[The deadline date for the Parish Council's response is 24/5/25.](https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SU5DWLQKK8Q00)
<https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SU5DWLQKK8Q00>

13.2 Planning Correspondence: Decisions, Enforcement & Appeals.
To note the following TDC Decision Notices:

Approvals for:

- ❖ **1/0159/2024/FUL – Erection of an extension and external alterations at Whispering Winds, Bucks Cross.**
- ❖ **1/0141/2025/FUL – Change of use from agricultural to dog exercise field – land at Grid Reference 235104 121847.**
- ❖ **1/0109/2025/FUL – Relocation of field shelter for equestrian use – Bundys, Bucks Cross.**
- ❖ **1/0194/2025 – Demolition of barn and erection of 1 no. dwelling and associated works in lieu of Class Q approval 1/0377/2023/AGMB (self build) - Agricultural building at Grid Reference 232086 119103 – Woolsery.**
- ❖ **1/0267/2025/FUL – Demolition of agricultural buildings and erection of 1 dwelling house with associated works in lieu of Class Q permission (1/0545/2022/AGMB & 1/00540/2022/AGMB) (Variation of condition 2 of planning approval 1/0438/2024/FUL) – agricultural building at Grid reference 233576 119938, Woolsery.**

13. Finances

13.1 Payments to be authorised:

a. Sue Squire:			
May 2025 salary	£511.13		
Expenses (broadband/photocopying/mileage)	£ 16.50		£527.63
b. HMRC PAYE			
			£127.60
c. Woolsery Sports and Community Hall. Hire for March & May			
			£ 32.00
d. 123 Reg. Domain renewal			
			£ 12.99
e. Mr B Trevor. Tree work as agreed			
			£380.00
f. Insurance Renewal Premium. Item 11.5 refers.			
			£TBA

g. Income and Bank Account Balances – to be tabled

13.2 To approve details of the Asset Register as at 31 March 2025.

13.3 To approve the accounts for the year ended 31 March 2025.

13.4 2024/25 Audit.

13.4.1 To approve the Certificate of Exemption of the Annual Governance and Accounting Return.

13.4.2 To approve Section 1 Annual Governance of the Annual Governance and Accounting Return.

13.4.3 To approve Section 2 – Accounting Statements of the Annual Governance and Accounting Return.

13.4.4 To approve the 2025 Statement of Internal Control

- 13.4.5 To approve the dates for the exercise of electors rights being Monday 3 June 2025 to Friday 14 July 2025.** The Clerk will bring a laminated copy of the Notice for the notice board.
- 13.4.6 2025/26 Precept.** To note that the first tranche of the Precept, amounting to £9,000.00 has been credited to the Parish Council's Current Account by TDC.
- 14. To consider a response to items raised under the Public Session.**
- 15. Correspondence received.** Emails from various agencies have been forwarded to Councillors.
- 15.1 SWW First Time Sewerage Application at Bucks Mills.** A response has been received from SWW and further information is expected.
- 15.2 Message from the Neighbourhood Highways Officer regarding potholes and state of the road in the Parish and the neighbouring Parish of Bradworthy.**
This year anything below a Category 8 is not getting funding. That is most of the lanes and the funding for the roads above Category 8 isn't even enough for all the staff to have a scheme each.
He has put in a bid for a route based works for Woolsery – Bucks Cross to Cranford to Woolsery back to the A39. It is for patching with a view to surface dressing. This is number 15 out of 59 similar schemes in the whole of the County and there is no guarantee that there will be enough in the budget by the time number 15 is reached.
He has spoken to his colleague about the Bradworthy road and has been assured that some schemes will be put together for those roads, although the same criteria applies as for the Bucks Cross to Cranford road.
- 15.3 Community Heartbeat Trust.** Email, forwarded to Councillor S Hill who sends reports to the Community Heartbeat Trust following checking that the device is in working order, advising that the defibrillator situated at Woolsery Sports and Community Hall must also now be registered with The Circuit, which is an online system operated by the **British Heart Foundation**. The Circuit allows for the Ambulance Service to directly inform Guardians when the defibrillator they are responsible for may have been deployed and needs checking. It also allows Guardians to directly inform the Ambulance Service when their defibrillator is unavailable. This direct approach can reduce the delay between incidents and action.
- 15.4 North Devon Coast National Landscape – Bioblitz 27/28 June at Bucks Mills and Interpretation Boards.** Email forwarded to Councillors on 2/5/25 for further discussion. Further correspondence has been received regarding the event and circulated to Councillors on 15/05/25.
- 15.5 Mr B Trevor, Tree Surgeon.** Message received while doing planned work at the request of the Parish Council that a cherry tree is dead near the church entrance and another in a similar condition near a Sweet Chestnut. The Clerk has requested a quote for removal, expected to be received to discuss further at this meeting.
- 16. Date and time of next meeting:** Tuesday, 17 June 2025 at Woolsery Sports and Community Hall at 7.30pm.