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| Chaired by: Councillor M Hill | Clerked by: Mrs Sue Squire |
| Present: Councillors B Beech D Hancock R Heywood M Hill S Hill S Salvidant during Minute No. 22/23.126 L Spittles 1 member of the public | Agenda: - Public Comment Session Apologies Declarations of Interest Approval of the Minutes of the Parish Council Meeting held on 21 March 2023 Reports Planning Affordable Housing Neighbourhood Plan Small low fence around the Green Finance Parish Council Election Scheme of Delegation Correspondence Response to items raised under the Public Comment Session Date and time of next meeting |
| | Action: |
| 22/23.126 | Public Comment Session. 22/23/126.1 Potholes. Potholes, nothing had been done in Woolserly and Bradworthy. It was suggested that the resident contacts DCC Highways direct. Councillor Hancock advised he had contacted DCC Highways about builders waste which had been dumped at Ashmansworthy. 22/23.126.2 Enforcement issue at Higher Town Farm. This is to be an item on the May 2023 Agenda. 22/23.126.3 Grit Bins. The question was asked if Ashmansworthy had been included on the list for a new grit bin. The resident was informed that this was not the case and it was explained that there are restrictions on the number of bins available which could not be for every hamlet. 22/23.126.4 Woolserly Sports and Community Hall. When Woolserly had a Village Hall, the arrangements were in perpetuity. Where does this Hall stand in that regard? It was suggested that the resident contacts the Trustees of the Hall direct. |
| 22/23.127 | Apologies. District Councillor Mrs A Dart. On arrival home, the Clerk had received an email of apology from District Councillor Harding which had been sent after she had left for the meeting. |
| 22/23.128 | Declaration of Personal / Prejudicial Interest for items on the Agenda. The Chairman reminded Councillors about the importance of raising an interest. It is the responsibility of the Councillor to do this. The Clerk had sent useful information regarding declaring an interest. The Clerk advised that although this section was for Councillors to declare an interest, if, during the meeting it became apparent that they had an interest, they should raise it there and then to be recorded in this section of the meeting. Councillor Hancock declared a Personal Interest in Minute No. 22/23.131.4 |
| 22/23.129 | Minutes of the Parish Council meeting held on 21 March 2023 to be approved and signed as a true and accurate record. |

March Agenda

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| | Proposed by Councillor Beech Seconded by Councillor S Hill and unanimously agreed. | |
| 22/23. 130 | Clerk's Report. | |
| 22/23. 130.1 | Alleged breach of planning permission by the creation of a gateway in a Devon bank. TDC has been advised of the What3Words coordinates in order to follow this up. | |
| 22/23. 130.2 | Woolserly Primary School / Field. An enquiry had been included in a DALC Bulletin inviting other Clerks in Devon to contact the Parish Clerk if their Parish has a similar arrangement in place. The Clerk had received a response from Ugborough Parish Council. It would appear that their situation did not mirror Woolserly's and the paperwork which the Clerk has sent is being studied so that a response can be given. | |
| 22/23. 130.3 | Defibrillator and cabinet in former BT Telephone Box in Woolserly. The defibrillator had been fixed and a letter of thanks to be sent to the electrician for doing the work free of charge. Registration of the device was covered under Minute No. When a date is known for the official opening, Mr and Mrs Lockett to be invited in recognition of their donation of the defibrillator and the electrician. | |
| 22/23. 130.4 | Grit Bins for the Parish. The Neighbourhood Highways Officer has been Informed of the proposed locations and confirmation is awaited that this is in order. | LS to send pictures to the Clerk |
| 22/23. 130.5 | Bucks Mills Lime Kiln and surrounding area. A strong letter of complaint has been sent to TDC and a reply has been received. In the light of this, the letter to English Heritage has not been sent. Pile of stones. TDC had confirmed that the public can help themselves to this. Photographs have been provided by Councillor Spittles showing the area around the base of the lime kiln which has been paved. A shed is being constructed and it was known that people would like a community shed. | LS to put the details on Facebook |
| 22/23. 130.6 | Clothes Bank. Elm Tree Textiles have been advised that the beneficiariesshould be both Charities – Firefighters and Ambulance Staff. | |
| 22/23. 130.7 | Community Speedwatch. Details of this scheme have been received and had been circulated to Councillors ahead of the meeting. Agenda for next time to investigate smiley face signs and cost. | To be on the May Agenda |
| 22/23. 130.8 | Information Board damaged by fallen tree. TDC has been advised that the frame of the information board requires replacing. No reply has been received. This item was spoken about later in the meeting by Councillor Salvidant. | |
| 22/23. 130.9 | Hedgehogs R Us. The details have been forwarded to the Primary School. | |
| 22/23. 130.10 | Mr B C Hayden. A reply had been sent as instructed. | |
| 22/23. 130.11 | Holding email following an enquiry as to whether the Parish has a Parish Plan. This has been sent and a reply received. Separately, Councillor Heywood had forwarded details and after a discussion, a reply was drafted to conclude the matter. | |
| 22/23. 131 | Reports from County Councillor, District Councillors and Parish Councillors | |

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| 22/23. 131.1 | Councillor Heywood had not had the opportunity to draft a letter to Ofcom conveying concern about the workmanship of Airband, for approval at this meeting. | |
| 22/23. 131.2 | Councillor Heywood. Bus Shelter at East Park. There was a discussion about contacting Stagecoach and Hemmings bus companies. | Clerk to get prices for the next meeting |
| 22/23. 131.3 | Councillor Hancock. Parish Paths Partnership (P3). - Photographs of the stiles have been sent to DCC Public Rights of Way. Councillor Hancock advised that the suggested gates are not suitable for the Kennerland public footpath, and the stile suitable to let a dog go under is preferred. | Clerk to arrange site meeting with PRow Warden |
| 22/23. 131.4 | Councillor Hancock. Extreme overgrowth of vegetation. Councillor Hancock declared a personal interest in this item. The house owner had been spoken to and it had been ascertained that the hedge had never been trimmed. It was not growing over the pavement or causing a problem for people walking. However, the hedge has been trimmed to recognition of the representations. | |
| 22/23. 131.5 | Councillor M Hill – village planter sponsorship plaques. These had been fixed. | |
| 22/23. 131.6 | Councillor M Hill – ownership position with the Land Registry relating to land in Woolserly. There was a discussion regarding the triangular piece of land outside Ivy Cottage. The outcome of research did not make the ownership clear. Councillor Heywood spoke about feedback from the MXB Meeting held earlier and it had been arranged for maps to be supplied, as historic maps and MXB maps did not match. The piece of land outside Ivy Cottage was not shown nor the track from the car park to the end of the cobbles, but on the MXB maps, it is shown. | Next Agenda |
| 22/23. 131.6a | Councillor R Heywood – MXB Meeting. An update had been given to the meeting that the Manor was being completed and the area behind the Shop cleared. From the previous meeting in January, information had been requested regarding a previous planning application relating to boundary lines drawn incorrectly, and a map had been sent to clarify the position. However, further investigation is to be carried out to establish the boundary on the church side. For some time, there has been complaints about the planting which is claimed obstructs the view of the junction. MXB maintain that the planting has been agreed with DCC Highways who are happy with it. The Parish Council has requested a copy of the agreement because the Parish Council has cut the area where the grit box had previously been sited on the Manor side of Clovelly road. MXB believe the area of land to be in its ownership. The situation of ownership needs to be clarified in the event of who would be liable in the event of an accident. The Parish Council is to take this up with Highways at a meeting with historical maps available to show the boundaries. Councillor M Hill was of the opinion that the drains on the Clovelly side of the road were on the highway. If proof is found, it will be a legal case as it is in MXB Deeds. MXB think the visibility is better than it was before, but that was before the plants grow up. The bakery arrangements are on hold at present. | Clerk |
| 22/23. | Councillor S Hill. | |

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| <p>131.7 (1)</p> <p>(2)</p> <p>(3)</p> | <p>Plans for the King's Coronation – these were progressing.</p> <p>A resident at Cranford is looking for a suitable location for a grit bin.</p> <p>The two current defibrillators are registered with Webnos. It had been noted that under defibrillator finder details, these were not included, only those registered with The Circuit. The Clerk to ask South West Ambulance Trust for clarification as to the appropriate websites for the defibrillators to be registered.</p> <p>The adopted phone box where the new defibrillator has been installed requires cleaning. Councillor Hancock offered to help Councillor Hill to do this.</p> | <p>Next Agenda</p> <p>Clerk</p> <p>SH / DH</p> |
| <p>22/23. 131.8</p> | <p>Councillor S Hill – Sponsorship of 2023 Planters. It had been identified that the planters at Bucks Cross are considered to be in a dangerous position, and Councillor S Hill is to speak to the landowner about a different area. She is also making enquiries about sponsorship.</p> | <p>SH</p> |
| <p>22/23. 131.9</p> | <p>Councillor Spittles – Card in Recognition of Parishioner. This had been hand delivered and much appreciated.</p> | |
| <p>22/23. 131.10</p> | <p>Councillor Spittles. Brackenside. Pictures of work notices have been forwarded to the Clerk who has sent them to TDC Conservation Officer. A reply has been received informing that the Parish Council will be reconsulted when a Heritage Statement has been provided.</p> <p>The Clerk to convey the Parish Council's concern about the work currently being undertaken on a listed building.</p> | <p>Clerk</p> |
| <p>22/23. 131.11</p> | <p>Councillor Spittles. Speeding / British Horse Society. There is email correspondence between County Councillor Wilton-Love and Councillor Spittles. In the meantime, information is being obtained about signage and how to report / register details of instances.</p> | <p>LS</p> |
| <p>22/23. 131.12</p> | <p>Councillor Salvidant. A small hole has appeared above the slipway at Bucks Mills and barriers are in place. It was thought this had been caused by the force of the sea. TDC Social Media Department has put the details on the Facebook page.</p> <p>The Clerk to contact TDC with the Parish Council's concerns that a similar situation will happen at the top of the slipway.</p> | <p>Clerk</p> |
| <p>22/23. 131.13</p> | <p>Councillor Salvidant. Councillor Spittles had spoken to people who wanted a community shed for storage on Bucks Mills beach and she had suggested they contact TDC, it being owned by the authority. There is coastal erosion along the cliffs.</p> | |
| <p>22/23. 131.14</p> | <p>Councillor Salvidant. A TDC workman is going to repair her fence which had been damaged by the fallen tree. She had noticed that the notice board, also damaged, and reported to TDC by the Clerk, had been removed, presumably for repair.</p> | |
| <p>22/23. 132</p> | <p>Planning Applications. There were no Planning Applications to consider or planning correspondence to note.</p> | |
| <p>22/23. 133</p> | <p>Affordable Housing – Councillor M Hill. There are still problems with non communication with the Housing Association, Westward Housing, who it is understood, is waiting to hear from the landlord's solicitors.</p> | <p>Next Agenda</p> |
| <p>22/23. 134</p> | <p>Neighbourhood Plan – Councillor M Hill. This is a project for the new Council and other people in the Parish who are equipped and prepared to take it on should be involved.</p> | <p>June Agenda</p> |
| <p>22/23. 135</p> | <p>Small low fence around the green. Councillor Spittles reported on a telephone call from a member of the Woolsery Sports and Community Hall Committee</p> | <p>MH to liaise with</p> |

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| | | this person |
| 22/23.136 | Finances | |
| 22/23.136.1 | <p>a. Sue Squire: April 2023 salary £480.82 Expenses £ 32.40 £513.22 HMRC PAYE £120.00</p> <p>Proposed by Councillor S Hill to authorize the above payments. Secoded by Councillor Hancock and unanimously agreed.</p> <p>b. Income and Bank Account Balances. NatWest Current Account as at 18/4/23: £336.15 NatWest Savings Account as at 18/4/23: £23,589.57 This has earned £20.59 monthly interest.</p> <p>It will be necessary to transfer some funds from the Savings Account to the Current Account to meet the payments.</p> <p>c. 2022/23 Audit. In preparation for this, the Clerk had circulated the Asset Register for Councillors to check that the details are in order. Subsequently Councillor S Hill had prepared a spreadsheet. and approve at this meeting.</p> <p>d. 2022/23 Internal Auditor. The Clerk has ascertained that Thomas Westcott is prepared to carry this out at a fee of £295 + VAT. This was a lower price than last year, thought to be because the Clerk would be transferring the internal audit of her other Councils to this form.</p> <p>Proposed by Councillor M Hill that Thomas Westcott is appointed to be the internal auditor for 2022/23. Secoded by Councillor Spittles and unanimously agreed.</p> | The asset spread sheet to be updated by SH to show the address of the Village Green as Old Market Drive |
| 22/23.137. | <p>Parish Council Election. The election is uncontested with eight of the nine seats being filled and the following are deemed to have been elected: B Beech D Hancock S Harding R Heywood M Hill S Hill S Salvidant L Spittles</p> <p>The vacant seat is to be filled by co-option.</p> | |
| 22/23.138 | <p>Scheme of Delegation. In preparation for the 2023 Parish Council Election period, and any emergency which may arise, Councillors to considered the adoption of a document to cover any eventualities between the date of this meeting and the date of the Annual Parish Council Meeting on Tuesday, 16 May 2023 which will be the first meeting of the newly elected Council when its Constitution for the next four years will be carried out, when it is expected that the Scheme will be discontinued.</p> <p>The document had been circulated for studying ahead of the meeting.</p> <p>Proposed by Councillor M Hill to adopt the Scheme for Delegation Secoded by Councillor Spittles and unanimously agreed.</p> | |
| 22/23.139 | Correspondence received. Emails from various agencies have been forwarded to Councillors. | |

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| 22/23. 139.1 | All Hallows Church Coronation Celebration Service – Sunday 7 May 2023 at 11am. Invitation for Councillors to attend. | |
| 22/23. 139.2 | <p>South West Water First Time Sewerage Application for Bucks Cross. An email received on the day of the meeting informed that South West Water had commissioned an engineering company to provide an outline design and drawings for a sewerage scheme to serve Bucks Mills.</p> <p>Recent CCTV surveys had been undertaken to establish the condition of the un-commissioned sewer that runs from Bucks Cross to Bucks Mills. This will likely be utilized as part of the scheme, providing it is serviceable. It remains an option to open the scheme to include Bucks Cross.</p> <p>The current schedule is for the outline design to be completed by the end of June 2023. A site meeting has been requested when Woolsery and Parkham Parish Councils will be invited. The timeline is dependent on negotiations with landowners but once accepted by South West Water, it will enable to scheme to go out to tender.</p> | |
| 22/23. 140 | Response to correspondence received and included under the Public Comment Session. None applicable. | |
| 22/23. 141 | <p>Date and time of next meeting: Tuesday, 16 May 2023 at 7.30pm at Woolsery Sports and Community Hall.</p> <p>This will be the Annual Parish Council Meeting, and is the first meeting of the newly elected Parish Council and where the Council will be Constituted for the next four years.</p> <p>Current Councillors remain in office until Tuesday 9 May 2023 and newly elected Councillors assume office from that date.</p> <p>The meeting ended at 9.20pm.</p> | Venue of meetings to be on the May Agenda |
| <p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of the Parish Council Meeting held on 21 March 2023 ➤ Payments ➤ Appointment of Thomas Westcott to be the internal auditor for 2022/23 ➤ Adoption of the Scheme of Delegation | | |
| These Minutes are agreed by those present as being a true record. | | |
| Signed: Chair of Woolsery Parish Council. | Date: | |