

WOOLSERY PARISH COUNCIL.

TO ALL COUNCILLORS: You are summoned to a Parish Council Meeting on Tuesday, 15 July 2025 in **Woolsery Sports and Community Hall** at 7.30pm (not Bucks Cross Village Hall as originally planned due to Hall renovations).

The Agenda is below.

Sue Squire, Parish Clerk. 8 July 2025

1.	Public Comment Session. <u>Members of the public are not permitted to speak after this item.</u>
2.	Declarations of Interest.
3.	Apologies. Councillor Hancock.
4.	Approval of the Minutes of the Parish Council Meeting held on 17 June 2025.
5.	Reports:
5.1	County Councillor R Julian.
5.2	District Councillors Andrews; Dart; Harding.
5.3	Clerk's Report: (Where not mentioned elsewhere on the Agenda)
5.3.1	Is in correspondence with Community First, the Parish Council's insurers regarding cover for assets. More details will be given.
5.3.2	Made payments by BACS
5.3.3	Westward Housing. Correspondence regarding Lease and legal fees in relation to the proposed new bus shelter at East Park. The reply received is that Westward Housing do not have any objections but require the Parish Council to cover the valuation and Westward's legal fees and they would also want specific terms in the Lease such as the Parish Council to cover all maintenance and repair to the bus shelter. The valuation fee is £650.00 plus VAT. The legal fees are £1,000.00 plus VAT. To make a decision as to whether to proceed.
5.3.4	Interpretation Boards. A reminder has been sent to North Devon Coastal Landscape for the present position.
5.4	Parish Councillors:
5.4.1	H Freeman
5.4.2	D Hancock. Apologies sent.
5.4.3	R Heywood ⇒ Bus Shelter at East Park. Clarification of the position regarding Highways and TDC ⇒ Wording from Highways regarding land outside the Parish Church
5.4.4	M Hill ⇒ Information on land ownership outside the Parish Church after checking details on the Land Registry website
5.4.5	S Hill ⇒ Has reported to the Clerk that the clothes bank is full. The Clerk has made arrangements for it to be emptied.
5.4.6	S Salvidant
5.4.7	L Spittles

	⇒ Bucks Cross Flower Planters. It has been established that the planters require the services of a professional gardener. The Clerk has checked that it is in order to use some of the £200.00 funding from District Councillor Dart's allocation for this purpose, which has been confirmed. ⇒ Query from a resident of Bucks Mills regarding trade waste.			
6.	Matters Arising from the Minutes of 17 June 2025.			
6.1	South West Water First Time Sewerage Application. The Clerk was requested to chase SWW about the promised meeting following the Team meeting. A reply was received asking for availability of a venue in 2 or 3 weeks for a drop in session from 3 – 8. The Clerk sent details of Woolsery Sports and Community Hall booking link and further details are awaited from SWW as to the date chosen.			
7.	Planning & Planning Correspondence.			
7.1	To consider the following Applications: ▪ 1/0544/2025/LBC – Conversion of shippon to 1 no. dwelling – Barn at Grid Reference 234739 117648, Woolsery. The deadline date for the Parish Council's response is 28/7/25. https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage ▪ 1/0516/2025/FUL – Conversion of shippon to 1 no. dwelling (self build) – Barn at Grid Reference 234739 117648, Woolsery. The deadline date for the Parish Council's response is 28/7/25. https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage ▪ 1/0530/2025/FUL – Replacement extension to the rear and raising part of the main roof – South Bitworthy, Woolsery. The deadline date for the Parish Council's response is 20/7/25. https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage			
7.2	Planning Correspondence.			
7.2.1	TCD Enforcement Department. E/25/0061/LIS – Lime Kiln, Bucks Mills. An email has been received from the Enforcement Officer following the Parish Council reporting an alleged breach of planning. The following reply has been received: The works carried out at the above site which included the clearing of vegetation was an essential step to enable a full inspection of the Kiln. An experienced conservation-accredited structural engineer has been overseeing the matter. On this basis, it is considered that there is no breach to the listed building and the above case will be closed.			
8.	Finance.			
8.1	Balances will be tabled.			
8.2	Budgetary figures for June 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	To approve and authorise the following payments.			
	8.3.1	BACS	Mrs S Squire	July 2025 salary and expenses Salary Expenses

	8.3.2	BACS	HMRC	PAYE	£
	8.3.3	BACS	Westcotts	2024/25 Internal Audit Fee	£
	8.3.4	BACS	Woolsery Hall	Hire	£
	A thank you letter has been received from Torridge Volunteer Cars for the annual grant.				
8.4	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.				
8.5	2024/25 Audit. The internal audit had been completed by Westcotts and no issues were raised. The Clerk had sent the Certificate of Exemption to the external auditors, P K F Littlejohn LLP by the deadline date of 1 July 2025.				
8.6	HMRC VAT Reclaim. To note that the sum of £171.00 was credited to the Parish Council's Current Account on 19/6/25 for the period 1/1/25 to 31/5/25 bringing the reclaim available up to date.				
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	Taw and Torridge Motor Club. Letter from Holsworthy Motor Club is holding it's 'Roger Pole Taw and Torridge Classic Reliability Trial' on 14 September 2025 and part of the route, involving approximately 80 motorcycles and cars, will be through Woolsery. The Club has consulted Devon County Council, Devon and Cornwall Constabulary and all households who may be affected.				
10.2	TDC. Residents invited to have their say on the future of local government in Devon. The email was circulated to Councillors on 8/7/25. The consultation is running until 11 August 2025. To consider whether replying as individual and / or on behalf of the Parish Council.				
10.3	EA Online Reporting Service – Westcountry Rivers Trust. A local volunteer has provided the following information: 'You may remember being invited to help us test the pilot of the EA online service for reporting water pollution. Whether you had a chance to use it during the pilot or not, we have been asked to pass on thanks for being part of the trial group. The reports and feedback received have been essential in helping to shape this service. The EA have asked us to announce that the pilot phase has finished, and the service is now live and available 24/7 with no access code needed. Anyone can report water pollution via Report an environmental problem - GOV.UK . They have also published a blog and have set up a Community Engagement HQ page which has more information about the online service'.				
10.4	State of road between Woolsery and Bradworthy. Bradworthy Parish Council have advised that an email of representation has been sent to County Councillor Julian, as follows: 'We have been contacted by Woolsery Parish Clerk to alert you to the condition of the road between our Parish Bradworthy and Woolsery. It was felt that if we work in collaboration, we may get some progress on the repair of this road. These roads have been a contention for far too long.				

	We understand that the lanes around our Parish are not high priority, and fall below the category for repair in this financial year and that some repairs have been undertaken. But we would stress that as a Parish Council we get a large number of complaints about the condition of these lanes in particular the road from Three Lane End to Whitely Cross which forms part of the main route to Woolsery for our Parishioners. The road from Ashmansworthy Bridge up the hill to Woolsery is also considered a hazard for road users. As a Parish Council we have a duty to pass on these complaints and our concerns. As a Parish Council we acknowledge the importance of the Road Warden Scheme and are going to push forward with trying to establish an “Inter Parish” Road Warden team that we feel will enable safer and quicker repairs of minor issues and we are in the process of contacting adjacent Parishes to gauge any interest. Obviously, we would appreciate any help and advice that you can offer on both the repairs and the Road Warden Scheme’.
10.5	HM Treasury. Reply to the Parish Council's letter in connection with Farm Inheritance Tax, circulated to Councillors on 7/7/25.
11.	Clerk's Leave. Wednesday, 30 July to Sunday 17 August 2025 inclusive and Friday, 22 August.
12.	Date and time of next meeting: Tuesday, 16 September 2025 at 7.30pm in Woolsery Sports and Community Hall. There is an August recess and no meeting will be held.