**Minutes of Woolsery Annual Parish Council Meeting held on Tuesday, 21 May 2024 in Woolsery Sports and Community Hall at 7.30pm.**

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| **Chaired by: Councillor M Hill** | | | **Clerked by: Mrs S Squire** | |
| **Present: Councillors**  **D Hancock**  **R Heywood**  **M Hill**  **S Hill**  **S Salvidant**  **L Spittles**  **2 Members of the public** | | | **Agenda: -**  Election of Chairman  Chairman to read and sign Declaration of  Acceptance of Office  Election of Vice Chairman  Vice Chairman to read and sign Declaration of  Acceptance of Office  To approve that Parish Council communications are  sent by email  Election of Parish Representatives  HR – to meet to carry out the Clerk’s annual  Appraisal  Compliance and Policies  Public Comment Session  Apologies  Declaration of Personal / Prejudicial Interest for  items on the Agenda  Approval of the Minutes of the Parish Council  Meeting held on 16 April 2024  Clerk’s Report  Reports from District and Parish Councillors  Planning  To discuss the Annual Parish Meeting held on  14/5/24  Finances  To consider a response to items raised under the  Public Session  Correspondence  Date and time of next meeting | |
|  | **Councillors brought their completed Register of Members Interests forms and handed to the Clerk.** | | | **Action:** |
| **24/25.**  **1** | **Election of Chairman.**  **Councillor Spittles proposed Councillor M Hill.**  **Seconded by Councillor Salvidant.**  **There were no other nominations and Councillor M Hill was willing to stand.**  **Unanimously agreed.** | | |  |
| **24/25.**  **2** | **The Chairman read and signed the Declaration of Acceptance of Office.** | | |  |
| **24/25.**  **3** | **Election of Vice Chairman.**  **Councillor S Hill proposed Councillor Spittles.**  **Seconded by Councillor Salvidant.**  **There were no other nominations and Councillor Spittles was willing to stand.**  **Unanimously agreed.** | | |  |
| **24/25.**  **4** | **The Vice Chairman read and signed the Declaration of Acceptance of Office.**  **Councillor Heywood gave a vote of thanks to the Chairman and Vice Chairman for their work over the last 12 months.** | | |  |
| **24/25.**  **5** | **To approve that Parish Council communications are sent by email.**  **Proposed by Councillor Spittles.**  **Seconded by Councillor S Hill and unanimously agreed.**  A form was circulated which Councillors signed. | | |  |
| **24/25.**  **6** | **Election of Parish Council Representatives:** | | |  |
|  | **P3 Parish Paths Wardens / Volunteers. Councillor Hancock.**  **Proposed by Councillor M Hill.**  **Seconded by Councillor Spittles and unanimously agreed.** | | |  |
|  | **MXB Committee. Councillors Heywood, Spittles, Hancock.**  **Proposed by Councillor M Hill.**  **Seconded by Councillor S Hill and unanimously agreed.** | | |  |
| **24/25.**  **7** | **HR – to meet to carry out the Clerk’s annual appraisal.** Councillors M  Hill and Spittles. | | | To be done in July |
| **24/25.**  **8** | **Compliance and Policies.** The following was reviewed which had been  circulated to Councillors for studying ahead of the meeting.   * Standing Orders   + - Financial Regulations     - General Risk Assessment     - Freedom of Information Act Publication Scheme     - Anti Fraud & Corruption Policy     - Grant Giving Policy – to be amended to include that an end of year report is required or attendance at the Annual Parish Meeting     - Complaints Procedure     - Equal Opportunities Policy     - Data Protection Policy     - Data Privacy Policy     - Fixed Asset Policy     - Grievance Policy     - Filming and Recording Protocol     - Retention of Documents Policy     - Safeguarding Policy     - Sickness & absence Policy     - Subject Access Requests Policy     **Proposed by Councillor Spittles that the above were approved and adopted en bloc, subject to the amendment under the Grant Giving Policy.**  **Seconded by Councillor S Hill and unanimously agreed.** | | | Clerk to amend, prepare docs for audit and upload onto the website |
| **24/25.**  **9** | **Public Comment Session.**  **24/25.9.1 A member of the public from a neighbouring Parish spoke about the Net Zero campaign.**  An Overview and Scrutiny Meeting at TDC was closed down when this item was discussed, very similar to the process at DCC when Seven Concerned Citizens addressed Councillors. A Freedom of Information Request to Cornwall Council had not been answered.  The member of the public had spoken to the Seven Concerned Citizens who felt the campaign was progressing and they were willing to speak at a Public Meeting being organised in Clovelly at a date to be confirmed.  Parish Councils have listened to the representations made at various meetings.  Councillor Spittles asked how the Public Meeting would be advertised and was told that the details will be widely circulated once the date is known.  **24/25/9.2 Representations had been received advising that last year, notices from TDC had been received regarding the boats and mess on the upper area of the slipway at Bucks Mills.**  The area had started to become untidy again and the sender of the email informed that their father had a meeting with TDC when they were told the stone built shed (his) and those on either side where the only ones which could remain due to historical rights.  Photographs were supplied to the Parish Council showing two new sheds being constructed without planning permission, in a Conservation Area and the Area of Outstanding Natural Beauty.  **24/25.9.3 A parishioner had reported potholes outside their entrance on the DCC Highways website and had been given the reference number W241752407.** They had subsequently been told that no action was to be taken.  These are the potholes that were caused by the blocked drain that took a lengthy time to receive attention as it had constant flowing water over it in the Spring.  The Clerk had emailed the Neighbourhood Highways Officer asking for a further explanation as to the reason why nothing was being done. | | | MH to prepare a suitable sign to fix on the sheds |
| **24/25.**  **10** | **Apologies.** Councillors B Beech, S Harding | | |  |
| **24/25.**  **11** | **Declaration of Personal / Prejudicial Interest for items on the Agenda.** None. | | |  |
| **24/25.**  **12** | **Approval of the Parish Council Meeting held on 16 April 2024.**  **Proposed by Councillor Salvidant.**  **Seconded by Councillor Spittles and unanimously agreed.** | | |  |
| **24/25.**  **13** | **Clerk’s Report.** | | |  |
| **24/25.**  **13.1** | **Bucks Mills Pollution Incident.**  This was reported by Councillor Salvidant on Thursday, 18/4/24 at 6.45pm.  The Clerk immediately reported the details, together with pictures supplied, to the Environment Agency, South West Water and TDC.  The Environment Agency telephoned the Clerk at 8.45pm the same evening with a reference number, advising that the local team would visit the area the following morning. No team member was seen and by that time, the green frothy and foul smelling substance had washed away.  A response was received from TDC but no correspondence had been received from South West Water.  On the day of the meeting, the Clerk was copied into an email from a Citizen Science Volunteer covering rivers in Hartland and Welcombe to Westcountry Rivers Trust explaining that they had attended Woolsery Annual Parish Meeting in another capacity, when the above incident was mentioned.  On further investigation of surveys, it was discovered that there is a Citizen Science volunteer covering Bucks Mills and regular sampling is taking place.  It was requested that the volunteer contacts the Parish Clerk to potentially provide an emergency contact in the event of another spill. | | |  |
| **24/25.**  **13.2** | **Net Zero Campaign.** Correspondence from a parishioner in the neighbouring Parish of Hartland had emailed the Chairman asking if the ‘Seven Concerned Citizens’ had contacted the Parish Council.  The Clerk replied advising no contact had been received.  Subsequent to preparing the Agenda, paperwork had been received and forwarded to Councillors. The item will be on the June Agenda for further discussion. | | | June Agenda |
| **24/25.**  **13.3** | **Letter from Winkleigh Parish Council suggesting meetings similar to those**  **previously organised by TDC for the various areas.**  The Chairman has indicated that he would be interested in attending. | | |  |
| **24/25.**  **13.4** | **DALC have been advised that the membership is not being renewed.** This has been acknowledged and the Parish Council’s details cancelled.  The Clerk read a reply received from the DALC which was considered threatening and abusive, warning against using DALC details for the benefit of her other Councils.  A strongly worded reply had been sent conveying the Clerk’s disappointment that her integrity had been questioned, considering it was an insult to her professionalism. No reply had been received and the Clerk will take this matter further by submitting a formal complaint to the DALC Chairman. | | |  |
| **24/25.**  **13.5** | **Stagecoach – no reply has been received regarding a bus mounting the**  **verge at Manor Park causing damage.**  A copy of the original email and a follow up has been sent by post to Stagecoach  requesting a reply. | | |  |
| **24/25.**  **13.6** | **Location of dog bins.** The Parish Council is still waiting to hear from TDC  whether a new dog bin will be placed in the first parking place on Bicks Mills Hill  as this is a popular place for dog walkers. | | |  |
| **24/25.**  **13.7** | **Water coming from pipe at The Manor.**  An update has been received and Councillors were circulated with the details on  4/4/24.  Thank you for reporting the damage to the road surface, I will pop out to take a look at this when I am out tomorrow. I spoke to the site manager at the Manor and it was inconclusive weather it was a pre-damaged highway pipe that was causing the ingress of water onto their property, or whether they had damaged the pipe. They reported that there was a blockage in the pipe causing it to back up, because of this I have requested jetting on the pipe. If this does not solve the issue, a CCTV survey will be required to determine a solution/ responsibility. I am hoping that this jetting will be completed within a couple of weeks, but unfortunately the gangs already have a large backlog of jobs to complete that would be prioritised over this. I will keep an eye on when this gets jetted and will decide on appropriate action following this. | | |  |
| **24/25.**  **13.8** | **Fence at South Park.** The Clerk continues to try and contact Westward Housing Association to ascertain the position. | | |  |
| **24/25.**  **13.9** | **Gabions on the cliff path towards Bucks Mills Slipway.**  A reply has been received and circulated to Councillors.  Following the visual survey today I could see no evidence of further movement of the rock gabions. These are known to have bowed soon after installation and are checked visually on an ad hoc basis.    Given the volume and consistency of rainfall over the past 6 months and recent mudslide, more regular photographic surveys will be undertaken of this footpath. It is imperative that the signage in this area is read and understood by the public and regular users. The signage is placed on a pedestrian gate which is often found removed from its hinges and placed to the side of the footpath. | | |  |
| **24/25.**  **13.10** | **Refuse collections from holiday lets.**  TDC have advised that if they are advised of properties that are holiday lets, they will investigate.  All holiday lets should have a trade waste agreement in place. If TDC are not notified by the owner of the change of use they are obviously not aware but when advised, they do investigate.    If the Parish Council know of any address that are holiday lets, they are requested to advise TDC so that they can investigate it. | | |  |
| **24/25.**  **13.11** | **Alleged unauthorised building at Cranford.**  A reply has been received from TDC’s Enforcement Officer and circulated to  Councillors for information. It informed that they had no update at the present  time.  The Clerk to reply that the matter had originally been brought to the Council’s attention when it was an A frame and the pitch of the roof had been queried. | | | Clerk |
| **24/25.**  **13.12** | **Payments made.** | | |  |
| **24/25.**  **13.13** | **Woolsery Road Issues.**  A reply has been received from DCC Highways and circulated to Councillors. | | |  |
| **24/25.**  **13.14** | **County Councillor Wilton-Love.** Email sent expressing concern that he had not  attended meetings since November 2023. A confidential email had been  received in reply.  Enquiries are being made of the local political party if a stand in will come to meetings.  The Clerk to enquire on the progress of a stand in as members of the public are also asking his whereabouts. The message to also include the Parish Council’s good wishes. | | | Clerk |
| **24/25.**  **13.15** | **Fence blown down affecting a Public Right of Way.** A response had been  received as a result of the Parish Council’s letter and Councillors had been  advised of the position.  Councillor Hancock informed that the fence, although not repaired, had been  moved and was not causing an obstruction. | | |  |
| **24/25.**  **14** | **Reports from District and Parish Councillors.** | | |  |
| **24/25.**  **14.1** | **District Councillors.** Not present. | | |  |
| **24/25.**  **14.2** | **Parish Councilllors:** | | |  |
|  | **M Hill.** No items to raise. | | |  |
|  | **B Beech.** Apologies given. | | |  |
|  | **D Hancock. Parking issues has resolved itself.**   1. **Dog bins.** Discussed earlier in the meeting. 2. **Overgrown fence obstructing the footpath at 27a Manor Park.** 3. **Street lights on.** He will provide column numbers for Clerk to report. | | | 2. Clerk to write letter for him to deliver.  3. Clerk |
|  | **S Harding. Play Area.** Not present. | | |  |
|  | **R Heywood.**   1. **Bus Shelter at East Park.** He was continuing to work on the finer details and get peoples thoughts. 2. **Disputed landownership bordering Woolsery’s Manor House.** Enquiries continued to be made. 3. **Occupation of field next to the Potting Shed.** The occupant had been spoken to who had confirmed they do not reside there. 4. **MXB Telegraph Pole.** A response is awaited from Emily Harman (MXB). 5. **Water leak.** This is being monitored by DCC. | | |  |
|  | **S Hill.**   1. **Village Planters.** Responses from possible sponsors were awaited. It   was known that one person did not wish to continue and a replacement was being sourced.  **2. Clothes Bin.** The sticker on the front is flapping. | | | RH to fix. |
|  | **S Salvidant.** She had contacted TDC about the notice by Bucks Mills car park, giving the regulations about parking and no overnight parking, which was no longer in place.  TDC had informed that there was nothing that could be done as the matter was the responsibility of another Department.  There was then a discussion about Councillor M Hill replicating the original sign which can still be viewed on the internet. | | |  |
|  | **L Spittles.** Nothing to raise. | | |  |
| **15.** | **Planning.** There were no planning applications to consider. | | |  |
| **15.1** | **Planning Correspondence: Decisions, Enforcement & Appeals.**  **The following TDC Decision Notice was noted:**  **Approval for Application 1/0159/2024/FUL – Erection of an extension and external alterations at Whispering Winds, Bucks Cross.** | | |  |
| **15.2** | **TDC.** Email regarding Planning Application consultee access changes.  Email circulated to Councillors on 16/5/24. The question had been asked if  residents could still send representations using pen and paper and the reply was  ‘This change will only affect consultees, the public can still submit  representations via, post, email or through the portal.  It had been noted that the Appeal in respect of Wendon Cottage, a holiday  cottage, had been decided, although the Parish Council had not been notified of  the outcome.  The Clerk to request TDC to ensure that the Parish Council is informed of Appeal outcomes and to ask why it was not informed when Appeals are submitted. | | | Clerk |
| **16.** | **To discuss the Annual Parish Meeting held on 14 May 2024.**  The Clerk had sent emails of thanks to those representing the various Organisations who took part.  Feedback for this event has been excellent.  Councillors feedback was positive acknowledging that the spinoffs as a result would be beneficial to the Parish.  The Clerk was thanked for organising the event. | | |  |
| **17.** | **Finances.** | | |  |
| **17.1** | **Payments to be authorised:**  **Proposed by Councillor Spittles that payments under A – E were approved and authorised.**  **Seconded by Councillor M Hill and unanimously agreed.**   1. **Sue Squire:**   May 2024 salary £511.13  Expenses (broadband/photocopying/mileage) £ 40.40 **£551.53**   1. **HMRC** PAYE **£127.60** 2. **Woolsery Sports & Community Hall.**   Hire of Hall for Parish Council meeting & black bag distribution **£48.00**   1. **123 Reg.** The domain name for the Woolsery Parish Council website   will automatically renew on 27/5/24 at a cost of **£11.99**   1. **Community First Insurance.** Renewal date 1/6/24. **£282.41**   Councillors have been circulated with the details of cover.  The insurance is with a Long Term Agreement this being the 3rd and final year.   1. **Payment of 2023/24 Grants. Proposed by Councillor S Hill that the listed payments were made. Seconded by Councillor Spittles and unanimously agreed.**  |  |  | | --- | --- | | **Local Organisations** |  | | Woolsery Primary School | £150.00 | | 1st Woolsery Scout Group | £150.00 | | The Good Companions | £100.00 | | All Hallows Church | £150.00 | | Friends of Woolsery School (FOWS) | £150.00 | | Woolsery Youth Club | £150.00 | | Bucks Cross Village Hall | £150.00 | | Project Linus | £150.00 | |  |  | | **External Organisations** |  | | Torridge, North, Mid and West Devon Citizens Advice | £150.00 | | South West Heritage Trust – North Devon Record Office | £ 50.00 | | Torridge Volunteer Cars | £150.00 |  1. **Payment of Councillors allowances for 2024/25: It was noted that the amounts to be paid were not as shown on the Agenda, and that the Chairman would receive £400.00 and Councillors £200.00.**   **The arrangements for the payments when made for 2023/24 were reviewed from the Minutes of the Annual Parish Council Meeting last year.**  **Proposed by Councillor S Hill that the payments were approved. Seconded by Councillor Spittles and unanimously agreed.**  **Chairman £400.00**  **Councillors £200.00 x 7 (one vacancy on the Parish Council at present)**  **h. Income and Bank Account Balances:**  **NatWest Current Account as at 21/5/24: £7,506.45**  **NatWest Business Reserve Account as at 21/5/24: £20,261.06** | | | Clerk |
| **17.2** | **Approval of the accounts for the year ended 31 March 2024.**  The details had been circulated to Councillors ahead of the meeting.  **Proposed by Councillor M Hill.**  **Seconded by Councillor Salvidant and unanimously agreed.** | | |  |
| **17.3** | **2023/24 Audit.** | | |  |
| **17.3.1** | **Approval of the Certificate of Exemption on the Annual Governance and**  **Accounting Return.**  The Parish Council is eligible to exempt itself as income / expenditure did not  exceed £25,000 in the last financial year.  **Proposed by Councillor S Hill.**  **Seconded by Councillor Heywood and unanimously agreed.** | | | Clerk to prepare docs for external / internal auditor and upload to website |
| **17.3.2** | **Approval of Section 1 – Annual Governance Statement on the Annual Governance and Accounting Return.**  **Proposed by Councillor Spittles.**  **Seconded by Councillor Salvidant and unanimously agreed.** | | |  |
| **17.3.3** | **Approval of Section 2 – Accounting Statements on the Annual Governance and Accounting Return.**  **Proposed by Councillor Spittles.**  **Seconded by Councillor Hancock and unanimously agreed.** | | |  |
| **17.3.4** | **Approval of the 2024 Statement of Internal Control.**  **Proposed by Councillor Spittles.**  **Seconded by Councillor S Hill and unanimously agreed.** | | |  |
| **17.3.5** | **Approval of the date for the exercise of electors rights as being 3 June to 12 July 2024.**  The Clerk had a laminated Notice for the notice board for display.  **Proposed by Councillor Spittles.**  **Seconded by Councillor M Hill and unanimously agreed.** | | |  |
| **17.4** | **2024/25 Precept.** It was noted that the first tranche of the Precept, amounting to  £7,501.00 has been credited to the Parish Council’s bank account.  The second tranche is due to be received at the end of September. | | |  |
| **18.** | **To consider a response to items raised under the Public Session.** None. | | |  |
| **19.** | **Correspondence received.** Emails from various agencies have been forwarded to Councillors. | | |  |
| **19.1** | **SWW First Time Sewerage Application at Bucks Mills.**  The Environmental Protection and Community Safety Team Leader at TDC has  advised that the scheme is now going through the internal governance approval  process for official sign off and if approved, is likely to be implemented in the  2025/26 maintenance programme.  The Clerk to enquire what happened about the Public Consultation and speaking  to local residents who have important local knowledge. | | | Clerk |
| **19.2** | **Actions by Neighbourhood Highways Officer:**  I have raised a scheme to put in a new gully outside South Park at the dropped curb but progress of this scheme will depend on whether SWW allow us to run this gully into their manhole for their combined system that is 1.5m away. If this is possible there is chance that this scheme may be able to go ahead this financial year as it will not be too costly. Unfortunately if SWW deny the request this will increase the cost as we will have to join into the existing highway system on the other side of the highway, this will mean the scheme will have to await funding in the future like many other similar locations.    The manhole issue should be dealt with by our highway inspectors responding to your enquiry W241738808, so we will wait to see what they respond to you with.    Our jetting gang attended the issue outside the Manor on the 15th and have advised that there is no blockage and the system is running as intended, this should mean no more water comes out of the private pipe. I will monitor this as I am driving past for a while longer before requesting that the pipe from the private property is removed from the highway. Please forward to me any reports that water is still coming from this private pipe. | | |  |
| **19.3** | **TDC – Survey entitled Torridge Playing Pitch Strategy.** Email received  and circulated to Councillors on 26/4/24. | | |  |
| **19.4** | **Western Gateway and Peninsula Transport STBs publish Electric**  **Vehicle Charging Study.** Email circulated to Councillors on 10/5/24.  The study can be found at  <https://www.peninsulatransport.org.uk/electric-vehicle-charging/> | | |  |
| **19.5** | **North Devon Record Office.** Invitation to view some unique items from its  extensive collections, with a short introductory talk by Scott Pettitt, Head of Devon  Archives & Local Studies, plus an optional strongroom tour on Tuesday, 18/6/24  between 2-4pm. Space is limited and only 2 or 3 people from each organisation  invited can be accommodated. | | |  |
| **19.6** | **Airband.** Wayleave request for an Airband Fibre Connection at Old Market Drive. Full details had been circulated to Councillors.  The Clerk to request further clarification and assurance as to whether a cable running under the ground across the grassed area would impact on a future play area with metal equipment.  A request that Airband checks this situation with National Grid to be included in the reply.  The Parish Council’s preference to be given that the cable is routed around the edge of the site, asking how the cable from the main supply will be routed into a house, e.g. another pole and will it only serve one property or future properties in the vicinity.  The question also to be asked if there will be similar circumstances if more people have an Airband connection. | | | Clerk |
| **19.7** | **Email from Councillor S Harding, received on the morning of the meeting.**  This had been circulated to Councillors and discussed around the table.  The Clerk to draft a reply to incorporate Councillors’ feelings on the issues raised and to convey the disappointment and dismay of the Parish Council at what it considered was unfair and unwarranted comments. | | | Clerk |
| **20.** | **Date and time of next meeting:** Tuesday, 18 June 2024 at Woolsery Sports and Community Hall at 7.30p.m.  The meeting ended at 9.35pm. | | |  |
| **Summary of Decisions:**   * **Election of Chairman and Vice Chairman** * **Parish Council communications to be sent to Councillors by email** * **Parish Council Representatives on P3 and MXB** * **Compliance and Policies** * **Minutes of the Parish Council Meeting held on 16 April 2024** * **Payments, incorporating grants and Councillors Allowance** * **Accounts for the year ended 31 March 2024** * **Certificate of Exemption on the Annual Governance and Accountability Return (AGAR)** * **Sections 1 and 2 of the AGAR** * **2024 Statement of Internal Control** * **Dates for the exercise of electors rights** | | | | |
| **These Minutes are agreed by those present as being a true record.** | | | | |
| Signed:  Chair of Woolsery Parish Council. | | Date: | | |