

## Minutes of Woolsery Parish Council Meeting held on Tuesday, 15 October 2024 in Bucks Cross Village Hall at 7.30pm.

<b>Chaired by: Councillor M Hill</b>		<b>Clerked by: Mrs S Squire</b>
<b>Present: Councillors</b>  <b>D Hancock</b> <b>S Harding (District) until Minute No. 24/25.79</b> <b>R Heywood</b> <b>M Hill</b> <b>S Hill</b> <b>S Salvidant during Minute No. 24/25.71.1</b> <b>L Spittles</b>  <b>County Councillor J Wilton-Love until Minute No. 24/25.74.3</b>  <b>District Councillor Dart during Minute No. 24.25.73.1 and until Minute No. 24.25.74.3</b>  <b>0 Members of the public</b>		<b>Agenda: -</b> Public Comment Session Apologies Declaration of Personal / Prejudicial Interest for items on the Agenda Minutes of the Parish Council Meeting held on 17 September 2024 to be approved and signed as a true and accurate record To consider items raised at the last meeting Clerk's Report Reports from County, District & Parish Councillors Planning Finances To consider a response to items raised under the Public Session Correspondence Received Items raised by the Clerk Date and time of next meeting
		<b>Action:</b>
1. 24/25. 68	<b>Public Comment Session.</b> None.	
24/25. 69	<b>Apologies.</b> Councillor B Beech.	
24/25. 70	<b>Declaration of Personal / Prejudicial Interest for items on the Agenda</b> 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. None.	
24/25. 71	<b>Minutes.</b>	
24/25. 71.1	<b>Minutes of the Parish Council Meeting held on 17 September 2024 to be approved and signed as a true and accurate record.</b> <b>Approved and signed as a correct record.</b> <b>Proposed by Councillor Spittles.</b> <b>Seconded by Councillor M Hill and unanimously agreed.</b>	
24/25. 72	<b>To consider items raised at the last meeting.</b>	
24/25. 72.1	<b>Road Warden Scheme.</b> Discussed under Minute No. 24/25.73.1.	
24/25. 73	<b>Clerk's Report.</b>	
24/25. 73.1	<b>Road Warden Scheme.</b> The link on DCC's website, giving more details, had been forwarded to Councillors.  The Clerk informed Councillors of numerous problems encountered trying to make arrangements for a parishioner from Clovelly to take on this role, which, to date, had extended to six months.  Whilst Councillors thought it was a good idea, it was clear that there was not enough support or information from DCC for a person or people to take it on, until the whole scheme had been restructured.	

24/25. 73.2	<b>Replied as directed to a resident regarding the offer of an informal presentation relating to onshore wind turbines, the UK energy supply and cost of living crisis.</b>	
24/25. 73.3	<b>Replied to parishioners in connection with the flowerbed on the junction of the Farmers Arms and the Clovelly Road.</b>	
24/25. 73.4	<p><b>Dog Bins.</b> TDC had been contacted regarding those in Woolsey and Bucks Mills. There has been considerable email correspondence regarding Move 2 at Manor Park, with TDC querying the reason why it was thought the current position was considered dangerous as this had never been an issue before. The Clerk had gone to great lengths to explain that Move 2 is a quieter area of the village with less traffic.</p> <p>TDC will not move the bin and a precise location, suggested by the Parish Council, is required.</p> <p>The item to be on the November Agenda after Councillors Hancock and S Hill had identified a site.</p> <p>As regards the request for an additional bin at Bucks Mills, this is not on the list for action as there are two there already. The Clerk had explained the reason for a third bin and this will be kept under review.</p>	DH & SH to report back at Nov meeting
24/25. 73.5	<b>Made payments.</b>	
24/25. 73.6	<b>Water leak outside the Manor.</b> DCC Highways have confirmed that the drains have been jetted and were both reported as operational following the latest works.	
24/25. 73.7	<p><b>Bus Shelter at East Park.</b> Minute No. 24/25. also refers. DCC Highways have advised that their new and historic records show conflicting information about whether it is public highway and further enquiries have been made with the Land Charges Team.</p> <p>On the Land Registry details, it can be seen that the freehold of the land underneath the verge appears to be currently owned by Westward Housing Group Limited.</p> <p>Once Highways has identified whether or not there are public highway rights over the verge, further information will be supplied. They have also asked if the Parish Council has any relevant information that can be provided to help with identification purposes.</p> <p>Councillor Heywood noted that this site had been on the grass cutting list for a considerable time, and the details could be misregistered. There are BT and SWW signs at the site.</p> <p>The Clerk to ask Westward Housing if they have any objections for a bus shelter at that site adjacent to their properties. The nearest resident has been approached, who does not have any objections.</p>	Clerk
24/25. 73.8	<b>Grit Bin at Cranford Water.</b> Councillors Hancock and S Hill to identify a place so that the Clerk can submit a Locality Grant application from County Councillor Wilton-Love's allocation.	DH/SH
24/25. 73.9	<b>Vacant seat on the Parish Council.</b> Councillor Spittles has arranged for this to be advertised on Facebook.	
24/25.	<b>Airband – Wayleave Request in respect of Old Market Drive.</b> A further	

73.10	<p>response from Airband has been received and circulated to Councillors, confirming that the line of the dig would go around the edge of the grassed area to save a direct line in the middle of the grass.</p> <p>Councillors did not have any objection to this.</p>	Clerk to reply
24/25. 73.11	<p><b>Overgrown trees at Old Market Drive and Church Green.</b> Map / specification / details of contractors to approach is awaited.</p>	MH
24/25. 73.12	<p><b>Maintenance of Bus Shelters in Woolsey and Bucks Cross.</b> Specification / details of contractors to approach have been approved and two contractors had been invited to provide a quotation.</p> <p>Since the publication of the Agenda, details of a further four contractors were provided to the Clerk, and they have been approached.</p> <p>Two quotations had been received and details were prepared for circulating to Councillors at the meeting with the intention of the contract being awarded.</p> <p>On the morning of the meeting, one of the contractors who had not provided a quotation advised that following a site visit, there was additional work required to that stated on the Tender document.</p> <p>The Clerk to prepare a revised Tender to include details of the extra work, send to Councillors for approval and then send to the two contractors who had expressed an interest.</p> <p>Stagecoach has been asked to update the timetable in all bus shelters. They replied that the timetable had not been amended for a considerable time and the Clerk requested that the current details are replaced, in case those present were faded.</p>	Clerk
24/25. 73.13	<p><b>Alleged unauthorised Beach Huts at Bucks Mills.</b> Photographic evidence has been supplied to TDC Enforcement Department with a request that a file is opened and an investigation commenced.</p> <p>A reply had been received that a map of the area is required for clearer identification.</p> <p>The Clerk, with the assistance of Councillor Salvidant, has supplied the What3Words location.</p>	
24/25. 73.14	<p><b>Sign cleaning by HTCD Exterior Cleaning.</b> A letter of thanks has been sent for cleaning the signs and a reply received that the company intend to clean the rest when time allows.</p>	
24/25. 73.15	<p><b>Life Education Wessex</b> has been advised that Councillors decided not to give a donation.</p>	
24/25. 74	<p><b>Reports from County, District Councillors and Parish Councillors.</b></p>	
24/25. 74.1	<p><b>County Councillor J Wilton-Love:</b></p> <ul style="list-style-type: none"> <li>▪ The Devon and Torbay Devolution Deal is going through and he is of the opinion that it will be good for Devon, and he wants to make sure we get our fair share in this part of Devon. Plymouth may join the Deal as they are not able to operate as a single authority.</li> <li>▪ SEND (Special Educational Needs Department) is due to have an Ofsted inspection. DCC has been provisionally advised by a government adviser that there is no longer any need to function under Special Measures.</li> <li>▪ Highways. The Milestone contract is ending and it has been agreed that all future highways work will be brought back into house, and the proposal is going to Cabinet in November.</li> </ul>	

<p><b>24/25. 74.2</b></p>	<p><b>District Councillors.</b>  <b>Councillor Dart:</b></p> <ul style="list-style-type: none"> <li>▪ At a full Council meeting the previous evening, TDC had potentially spent a lot of money. There had been presentations on the Appledore Clean Maritime Centre of Excellence which was not as she had thought with Plymouth and Exeter Universities being involved, but effectively businesses could rent a space and conference facilities provided.</li> <li>▪ There had been a presentation on Active Torridge, set up as an arm's length company which had been a success and was now looking at bring the Town Hall and the old Library into different use. Grants had been applied for to create a gym in the old Library and overhaul the Town Hall. A carbon grant had been successful and there was the potential for a lot of investment.</li> <li>▪ A further presentation was given on a shared prosperity fund and how the money had been spent, one of the projects being Police hubs set up in Jubilee Square, Bideford and Westward Ho!</li> <li>▪ A TDC officer is investigating a spend of £105,000 for playing fields for Torrington and Bideford. Funding is always being found for positive improvements.</li> </ul> <p><b>Councillor Harding:</b></p> <ul style="list-style-type: none"> <li>▪ He had attended an external scrutiny meeting and Devon One regarding healthcare. The presenter travelled from Plymouth to do the presentation which was recorded. Due to insufficient Councillors who attended, the meeting was not considered to be quorate. The aim was to get people fitter and more proactive</li> <li>▪ A parishioner had been assisted regarding the government's withdrawal of the winter fuel payments. TDC has a hardship fund and people were encouraged to contact TDC for help.</li> <li>▪ A local farmer, Mr Owen Bray, had recently passed away.</li> </ul>	
<p><b>24/25. 74.3</b></p>	<p><b>Parish Councillors.</b></p>	
	<p><b>M Hill</b>  <b>(1) Beach Huts at Bucks Mills.</b> Minute No. 24/25.73.13 refers. He had ascertained the maximum number of huts at the site should be three. The alleged unauthorized huts were being investigated by TDC Enforcement Department, however Councillor Salvidant had, in the past, been informed that no formal permission had been granted by TDC for any huts to be in place but that historic rights prevail.</p> <p><b>(2) Housing Needs Survey.</b> Councillors had been circulated with an email from Devon Communities Together (DCT) on 3/10/24 offering free Support for Rural Housing.  As a result of more enquiries being made of DCT, a quotation to carry out a Survey had been provided, which was circulated at the meeting.  It was recognised that a Survey needs doing but the quote was questioned as this was felt to be high.</p>	<p>MH to look into a cheaper alternative and advise at the next meeting</p>
	<p><b>D Hancock</b>  <b>Home Guard Huts.</b> It had not been possible to contact the landowner.</p>	<p>November Agenda</p>
	<p><b>S Harding.</b> Nothing to raise.</p>	
	<p><b>R Heywood</b>  <b>(1) Bus Shelter at East Park.</b> Covered under Minute No. 24/25.73.7.  <b>(2) To discuss Councillors' allowances.</b> This item was deferred until the November meeting for Councillor Heywood to provide various options.</p>	<p>RH / November Agenda</p>

	<p>After the Agenda had been prepared, the Clerk had received an item from DCC advising that the first email of the year had been sent to Snow Wardens and they wanted to be advised if the Snow Warden had received it.</p> <p>Enquiries were made with Councillor Heywood ahead of the meeting, who advised at this meeting that a parishioner had been nominated to be the Parish Snow Warden but no training had taken place. The Parish Council was content with the current arrangements.</p>	
	<p><b>S Hill.</b> Nothing to raise.</p>	
	<p><b>S Salvidant</b> spoke about the South West Water’s first time sewerage application in respect of Bucks Mills and residents had been advised that a decision would be made on 24 August 2024.</p> <p>Nothing further had been heard and there was a lot of anxiety in the village.</p> <p>It was noted that SWW had found money to do the work at Woolserly, mentioned in Minute No. 24/25.78.5.</p> <p>The information board in Bucks Mills car park is falling apart. It was recalled that this had been the subject of a possible previous grant being submitted to the former AONB by a parishioner who was on the Panel of the organisation which never materialized due to the Parish Council not being able to confirm the Board was in it’s ownership.</p> <p>The Project Manager of the former AONB, now renamed North Devon Coast National Landscape (NDCNL), had approached Clovelly Parish Council about giving a presentation of it’s work.</p> <p>Bucks Mills is also within the NDCNL and the Clerk to ask for a similar presentation to be given to Woolserly Parish Council.</p> <p>The NDCNL to be advised about the poor state of the information board, asking them to deal with it, adding there is no record of the original artwork.</p>	<p>Clerk to enquire position with contact at TDC</p> <p>Clerk</p>
	<p><b>L Spittles.</b> Hedge cutting had been carried out at a reasonable time of night this year.</p>	
<p>24/25.75</p>	<p><b>Planning. The following applications were considered:</b></p> <p><b>1/0794/2024/FUL – Demolish existing Nissan Hut and erection of 1 no. log cabin dwelling (self build) – Building a Dipple Farm, Woolserly.</b>  The deadline date for the Parish Council’s response is 14 October 2024 and the planning officer has agreed to extend this so that the application can be considered at this meeting.</p> <p><b>Proposed by Councillor Spittles to reply: Woolserly Parish Council is minded to object on the grounds that there is insufficient information on the self-build aspect, its relevance, the height of the building and long term use of it. In addition to this, it is in the open countryside.</b>  <b>Seconded by Councillor M Hill and unanimously agreed.</b></p> <p><b>1/0733/2024/FUL – Change of use from an existing caravan business site to an operational depot (sui generis) – Land at Grid Reference 235373 122670, Hill Top Caravans, Bucks Cross.</b>  The deadline date for the Parish Council’s response is 11 October 2024 and the planning officer has agreed to extend this so that the application can be considered at this meeting.</p> <p><b>Proposed by Councillor S Hill to reply: Woolserly Parish Council note that it is a one track road that will be used by an assortment of vehicles, no details</b></p>	<p>Clerk to upload the responses onto the TDC planning portal</p>

	<p>have been given of the number or type of vehicles using the site, on a 9 – 5 basis, apart from in times of emergency, for the Council to make an informed decision. It is a gas company sited in an area that does not have mains gas. Seconded by Councillor M Hill and unanimously agreed.</p> <p>1/0836/2024FUL – Installation of PVCu conservatory to the front of the property – Knivers Meadow, Woolsery. The deadline date for the Parish Council's response is 28 October 2024. Proposed by Councillor S Hill to reply: No objections. Seconded by Councillor Spittles and unanimously agreed.</p>																																													
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24/25. 75.2	<p>TDC. Letter regarding Listed Buildings and Conservation Areas in Torridge District, circulated to Councillors on 8/10/24.</p> <p>Councillors felt it was very useful. It was noted that TDC was already investigating breaches of planning.</p>																																													
24/25. 75.3	<p>The following TDC Decision Notice was noted:</p> <p>Approval for Application 1/0661/2024/FUL – Construction of 1 no. dwelling (self build) – land at Higher Ashmansworthy, Woolsery.</p> <p>District Councillor Harding become involved when it was known that the planning officer was minded to recommend refusal. The application was heard at the Plans Committee, District Councillor Harding address the Committee, who subsequently granted planning consent.</p>																																													
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24/25. 76.1	<p><b>Payments to be authorised:</b></p> <p>Proposed by Councillor S Hill, seconded by Councillor Salvidant and unanimously agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">a. <b>Sue Squire:</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">October 2024 salary</td> <td style="text-align: right;">£510.93</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Expenses (broadband/photocopying/mileage)</td> <td style="text-align: right;">£15.75</td> <td style="text-align: right;"><b>£526.68</b></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">b. <b>HMRC PAYE</b></td> <td></td> <td></td> <td style="text-align: right;"><b>£127.60</b></td> </tr> <tr> <td style="padding-left: 20px;">c. <b>123 Reg.</b> Website Domain Renewal.</td> <td></td> <td></td> <td style="text-align: right;"><b>£ 11.99</b></td> </tr> <tr> <td style="padding-left: 20px;">d. <b>Bucks Cross Village Hall.</b> Hire of Hall on 15/10/24 <i>Not £25.00 as stated on the Agenda.</i></td> <td></td> <td></td> <td style="text-align: right;"><b>£ 15.00</b></td> </tr> <tr> <td style="padding-left: 20px;">e. <b>2024/25 Precept.</b> It was noted that TDC had credited the Parish Council's bank account with the second tranche of the Precept, amounting to £7,501.00.</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">f. <b>Income and Bank Account Balances:</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">NatWest Business Current Account as at 15 October 2024:</td> <td style="text-align: right;">£7,662.09</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">NatWest Business Savings Account as at 15 October 2024:</td> <td style="text-align: right;">£18,633.81</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Interest earned for the month of September 2024 was</td> <td style="text-align: right;">£23.40.</td> <td></td> <td></td> </tr> </table>	a. <b>Sue Squire:</b>				October 2024 salary	£510.93			Expenses (broadband/photocopying/mileage)	£15.75	<b>£526.68</b>		b. <b>HMRC PAYE</b>			<b>£127.60</b>	c. <b>123 Reg.</b> Website Domain Renewal.			<b>£ 11.99</b>	d. <b>Bucks Cross Village Hall.</b> Hire of Hall on 15/10/24 <i>Not £25.00 as stated on the Agenda.</i>			<b>£ 15.00</b>	e. <b>2024/25 Precept.</b> It was noted that TDC had credited the Parish Council's bank account with the second tranche of the Precept, amounting to £7,501.00.				f. <b>Income and Bank Account Balances:</b>				NatWest Business Current Account as at 15 October 2024:	£7,662.09			NatWest Business Savings Account as at 15 October 2024:	£18,633.81			Interest earned for the month of September 2024 was	£23.40.			Clerk to make payments by BACS
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24/25. 78	<b>Correspondence received.</b> Emails from various agencies have been forwarded to Councillors.	
24/25. 78.1	<b>TDC – Emergency Plan.</b> Email from the newly appointed Emergency Planning Officer circulated to Councillors on 23/9/24.  Councillors considered following up the details to compile an Emergency Plan for the Parish and decided to ask for a presentation to be given.	Clerk
24/25. 78.2	<b>TDC – Annual Rough Sleeper Estimate.</b> Since Autumn 2010 all local authorities have been required to submit an annual figure indicating the numbers of people sleeping rough in their area. TDC is carrying out an evidence-based estimate including a spotlight count and the typical night chosen is 11 November into the morning of 12 November when the details will be reported to a TDC meeting that day. Any rough sleepers known in the area is requested to be reported by 6 November.	Clerk to advise TDC there were no known rough sleepers
24/25. 78.3	<b>Devon Countywide Local Cycling and Walking Infrastructure Plan (LCWIP).</b> Email dated 30/9/24 circulated to Councillors. A public consultation is running from 1/10/24 to 30/11/24 and Councillors will reply individually.  Councillor M Hill spoke about a couple who walk from Cranford to Bucks Cross in the morning, walking on the wrong side, not against the traffic. He was concerned for them, especially as the mornings were getting darker and he intended to give them reflective arm bands so that they will be better seen.	MH
24/25. 78.4	<b>Consultation on the draft Devon and Torbay Local Transport Plan.</b> Email dated 30/9/24 circulated to Councillors. A public consultation is running from 1/10/24 to 30/11/24 and Councillors will reply individually.	
24/25. 78.5	<b>The following item was received after the Agenda had been published: South West Water – upgrading sewerage system in Woolsery.</b> Circulated to Councillors. The Clerk to enquire if it will increase the possibility of more houses being built, what the benefits will be and, accepting the infrastructure will be upgraded, is it storm drains?	Clerk
24/25. 79	<b>Items raised by the Clerk.</b>	
24/25. 79.1	<b>Laying of Poppy Wreath on Remembrance Sunday.</b> Councillor M Hill will lay this on behalf of the Parish Council. The Wreath to be delivered to Councillor Hancock.	MH
24/25. 79.2	<b>Christmas Tree for Woolsery Green.</b> Proposed by Councillor M Hill, seconded by Councillor Spittles and unanimously agreed that the Clerk order a tree for the Parish on the same basis as last year.	Clerk
24/25. 79.3	<b>Black bag distribution for February or March 2025.</b> To discuss whether to repeat this event and if so, to consider making arrangements for a date for this to take place.	Deferred to the Nov meeting
24/25. 79.4	<b>Dates of 2025 meetings in Woolsery Sports and Community Hall and Bucks Cross Village Hall.</b> The third Tuesday of the month with the exception of August when there will be a recess. Meetings at Bucks Cross Village Hall suggested to be in January, April, July and October.	Clerk to book the Halls

24/25. 79.5	<b>Date of Annual Parish Meeting and whether to follow the same format as the 2024 meeting when organisations are invited to have a table and promote themselves with material and props.</b>	Deferred to the Nov meeting
24/25. 80	<b>Date and time of next meeting:</b> Tuesday, 19 November 2024 at Woolserly Sports and Community Hall at 7.30pm during which the 2025/26 Precept and Budget will be set.  The meeting ended at 9.32pm.	
<b>Summary of Decisions:</b> <ul style="list-style-type: none"> <li>➤ <b>Minutes of the Parish Council Meeting held on 17 September 2024</b></li> <li>➤ <b>Planning</b></li> <li>➤ <b>Payments</b></li> <li>➤ <b>Order Christmas Tree</b></li> </ul>		
<b>These Minutes are agreed by those present as being a true record.</b>		
Signed: Chair of Woolserly Parish Council.	Date:	