

**The Annual Parish Council Meeting of  
Woolfardisworthy Parish Council is to be held on  
Tuesday, 21 May 2024  
in  
Woolsery 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: 15 May 2024

**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 2024/25 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. **To approve that Parish Council communications are sent by email.**
6. **Election of Parish Representatives:**
  - P3 Parish Paths Warden / volunteers.**
  - MXB Committee.**
7. **HR – to meet to carry out the Clerk’s annual appraisal.** Councillors M Hill and Spittles.
8. **Compliance and Policies.** To review the following, which are expected to be approved en bloc. The documents are being circulated to Councillors to study ahead of the meeting.
  - Standing Orders
  - Financial Regulations
  - General Risk Assessment
  - Freedom of Information Act Publication Scheme
  - Anti Fraud & Corruption Policy
  - Grant Giving Policy
  - 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

## 9. Public Comment Session

## 10. Apologies.

## 11. 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.

## 12. Minutes.

### 12.1 Minutes of the Parish Council Meeting held on 16 April 2024 to be approved and signed as a true and accurate record.

## 13. Clerk's Report:

### 13.1 Bucks Mills Pollution Incident

### 13.2 Net Zero campaign

### 13.3 Letter from Winkleigh Parish Council suggesting meetings similar to those previously organised by TDC for the various area.

### 13.4 DALC have been advised that the membership is not being renewed. This has been acknowledged and the Parish Council's details cancelled.

### 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.

### 13.6 Location of dog bins. Councillor M Hill is providing a map for the Clerk to send to TDC.

### 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.

### 13.8 Fence at South Park. The Clerk will advise the position.

### 13.9 Gabions on the cliff path towards Bucks Mills Slipway. A reply has been received and circulated to Councillors.

### 13.10 Refuse collections from holiday lets. A reply from TDC is still awaited.

### 13.11 Alleged unauthorised building at Cranford. A reply has been received from TDC's Enforcement Officer and circulated to Councillors for information.

### 13.12 Payments made

### 13.13 Woolserly Road Issues. A reply has been received from DCC Highways and circulated to Councillors.

### 13.14 County Councillor Wilton-Love. Email sent expressing concern that he has not attended meetings since November 2023. A confidential email has been received in reply.

### 13.15 Fence blown down affecting a Public Right of Way. A response has been received as a result of the Parish Council's letter and Councillors have been advised of the position.

## 14. Reports from District Councillors and Parish Councillors

### 14.1 District Councillors.

### 14.2 Parish Councillors

#### M Hill

- B Beech** (1) Community Speed Watch.  
(2) Parking problems in Manor Park.

#### D Hancock

- S Harding** (1) Play Area

- R Heywood** (1) Bus Shelter at East Park  
(2) Disputed landownership bordering Woolserly's Manor House  
(3) Occupation of field next to the Potting Shed  
(4) MXB telegraph pole  
(5) Water leak

- S Hill** Village Planters

## S Salvidant

### L Spittles

15. **Planning.** At the time of preparing the Agenda, there were no planning applications to consider.
- 15.1 **Planning Correspondence: Decisions, Enforcement & Appeals.**  
**To note the following TDC Decision Notice:**
- 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 has been asked if residents can still send representations using pen and paper and a reply is awaited.
16. **To discuss the Annual Parish Meeting held on 14 May 2024.**  
The Clerk has sent emails of thanks to those representing the various Organisations who took part.  
Feedback for this event has been excellent.

### 17. Finances.

#### 17.1 Payments to be authorised:

- a. **Sue Squire:**
- |   |         |                |
|---|---------|----------------|
| May 2024 salary                           | £511.13 |                |
| Expenses (broadband/photocopying/mileage) | £ 40.40 | <b>£551.53</b> |
- b. **HMRC PAYE** **£127.60**
- c. **Woolserly Sports & Community Hall.**
- |  |               |
|--|---------------|
| Hire of Hall for Parish Council meeting & black bag distribution | <b>£48.00</b> |
|--|---------------|
- d. **123 Reg.** The domain name for the Woolserly Parish Council website will automatically renew on 27/5/24 at a cost of **£11.99**
- e. **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 3<sup>rd</sup> and final year.
- f. **Payment of 2023/24 Grants**

<b>Local Organisations</b>	
Woolserly Primary School	£150.00
1 <sup>st</sup> Woolserly Scout Group	£150.00
The Good Companions	£100.00
All Hallows Church	£150.00
Friends of Woolserly School (FOWS)	£150.00
Woolserly Youth Club	£150.00
Bucks Cross Village Hall	£150.00
Project Linus	£150.00
<b>External Organisations</b>	
Torrige, North, Mid and West Devon Citizens Advice	£150.00
South West Heritage Trust – North Devon Record Office	£ 50.00
Torrige Volunteer Cars	£150.00

#### g. **Payment of Councillors allowances for 2024/25:**

<b>Chairman</b>	<b>£200.00</b>
<b>Councillors</b>	<b>£100.00 x 7 (one vacancy on the Parish Council at present)</b>

h. **Income and Bank Account Balances** – to be tabled

**17.2 To approve the accounts for the year ended 31 March 2024.**

**17.3 2023/24 Audit.**

**17.3.1 To approve 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.

**17.3.2 To approve Section 1 – Annual Governance Statement on the Annual Governance and Accounting Return**

**17.3.3 To approve Section 2 – Accounting Statements on the Annual Governance and Accounting Return**

**17.3.4 To approve the 2024 Statement of Internal Control**

**17.3.5 To approve the date for the exercise of electors rights as being 3 June to 12 July 2024.**  
The Clerk will have a laminated Notice for the notice board for display.

**17.4 2024/25 Precept.** To note 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.**

**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.

**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 15<sup>th</sup> 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. A response is requested by 20/5/24.

**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.peninsulatrtransport.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 have been circulated to Councillors.
- 20. Date and time of next meeting:** Tuesday, 18 June 2024 at Woolsey Sports and Community Hall at 7.30pm.