

**Minutes of the Virtual Woolfardisworthy Parish Council held on the
16th June 2020 at 7.30pm via Zoom**

1.0 Attendance

Parish Cllrs: M Hill (Chair) Spittles (Vice-Chair), S Hill, Heywood, Ashworth, Hastings and Harding (also District Cllr)
District Cllr A Dart.

2.0 Apologies

None

3.0 Public Comment Session

None

4.0 Declaration of Personal / Prejudicial Interest for items of the agenda

Cllr S Hill for finance payment detailed below

5.0 Minutes of the previous meeting to be approved and signed as a true and accurate record

Proposed by Cllr Hill , Seconded by Cllr S Hill. All in favour. The minutes will be signed by the Chair at the next face-to-face meeting

6.0 Clerk's Report

- a) **AONB Sustainable Development Fund** - Grants are available for values of £100 - £4000, which support the AONB Management Plan priorities, with a particular focus on Biodiversity or Access, Health and WellBeing. Thoughts on projects a) Bucks Mills Fencing and b) a project involving the School, when they return, as well as Bike Racks within the Parish.
- b) **New Litter Bin @ Bucks Cross** - Ordered by Clerk, waiting for instalment when safe to do so.
- c) **Update from NALC / DALC - re PC meetings** - To continue with the use of Zoom.
- d) **Website Accessibility Regulations** - Parish Council's websites have to comply with the website accessibility regulations by September 2020. The Clerk is working on a number of different factors, and will continue to report updates. **Action: The Clerk to send Cllr Spittles details.**

7.0 Reports from County Cllr, District Cllrs and Parish Cllrs

District & Parish Cllr S Harding - Torridge District Council will hold their first full council meeting via Zoom next week.

In terms of the Parish, Cllr Harding met with Matthew Scholfield with regards to providing a quote for Bucks Mills Fencing. In order to provide an accurate quote the overgrown brambles etc will need to be cut back first. **Action: Cllr Harding to provide an update at the next meeting.**

Cllr Harding has received a complaint with regards to the bus being diverted around Manor Park, due to the road closure at Bucks. It was questioned whether the contractors had signed a S106 agreement, meaning that any damage must be put right.

Japanese Knotweed has been identified opposite South Park, at the foot of the hedge. **Action: The Clerk to clarify with Highways on whose responsibility it is to remove it, as a matter of urgency.**

District Cllr A Dart - Torridge District Council has carried out their Covid-19 risk assessment in relation to employees returning to work. The site can safely accommodate 81 employees. Councillors are not allowed to drop in any more. As reported by Cllr Harding, the first full council and C&R meetings will take place next week via Zoom.

Jenny Wallace (Head of Paid Services) has left the Council. In the interim Steve Hearst, who was the accountant and S15 officer, has filled the position. The next step is to appoint a CEO, and whether this will be an internal and external vacancy.

It has been reported that North Devon Council is short of money, Cllr Dart reassured councillors that Torridge District Council is in a good financial state.

Torridge District Council has the Covid-19 Discretionary Grant available.

The temporary police station at Severn Brethren has been approved.

Parish Councillors

Cllr Spittles

- There was an issue with regards to signs placed by Torridge District Council at Bucks Mills. These have been replaced and remain in situ.
- It was noted that second home owners were staying in Bucks Mills, which was reported to the Police.
- On Sunday evening at midnight, Highways considered it acceptable to undertake trimming.
Action: The Clerk to report to Highways.
- Park Dean will open on the 5th July, which may have any impact on Bucks Cross & Bucks Mills, with no local facilities being open. It was suggested that the Parish Council should be promoting a new message ready for the 4th July, highlighting do's and don't, etc. **The Clerk to put some words together, ready for promotion of social media and website, etc.**
- With the Bucks Cross to Woolserly road closed, it has been noted that lorries are reversing onto the main road.

Cllr M Hill

- The new flyer has been delivered throughout the Parish, with some left in the outside areas. This has seen an increase in the need for the foodbank.

8.0 Planning Applications

Applications

1/0338/2020/FUL - First floor side extension with new window (affecting a public right of way). Old School House, Bucks Cross. **The Parish Council raised no objections, stating that the public right of way must be kept clear during the building works.**

1/0388/2020/FUL - Single storey extension - The Cottage, 57 Manor Park, Woolsery. **Following discussion the agreed response was the following:**

Having reviewed the plans, the Parish Council has no comments. It appears that there are no material changes since the previous application, which was rejected by Torridge District Council.

Decisions & Appeals – FYI

1/1093/2019/FUL - Erection of 4 one-bedroom flats and associated works. Land adjacent to Woolsery Village Hall. **Application granted.**

9.0 Progress of Highways Issues

Woolsery

- a) **West End of Manor** - Due to be resurfaced in the Summer, unable to provide exact dates but it is due to be July/August.
- c) **South Park/Little Court pavement** – Due to be carried out July/August
- d) **Leeworthy Barton - State of the road (Cllr Hill)** - Visited in April and at that time there were no safety defect potholes. Patching works is not achievable within the budget. This is priority 6 for the Parish therefore Highways have focused on roads higher up the list. Can reassess if required.
- f) **Lane Mill Bridge & Pleademill Bridge** - Both require road closures. The structures team have looked at the woods and classified that as a lesser safety risk than some of the new damage coming in.

Update on Installation of Finger Posts

There has been a delay due to issues with the supply chain affected by Covid. Highways has been informed that the delivery is due next week and the works will be completed once this delivery is made. Highways will inspect the works on completion.

Bucks Cross

- a) **Fencing at Bucks Mills** – Covered above

Road Closures

Kier has applied for a road closure to complete SWW Utility Works outside Higher West Town. Road closed from Clifford Cross to West Town Cross, subject to approval from 21st September to 25th September 2020.

10. Covid-19 Updates

New Leaflet Distribution, Food Bank & Calls - This has been distributed throughout the Parish, generating an increase in demand for the foodbank and other services.

General Situation - Previously discussed above. Information circulated on local bus services.

11. Children's Skate Park or Pirate Ship (Cllr V Hastings)

The survey generated 217 results, with 199 (91.7%) supported the idea of a children's area. From the choice of a Skate Park, Pirate Ship or Activity Trail, 64.5% opted for the Skate Park. The full results are available on the Parish Council website. The next step is to identify land and funding, establish a working group to take the project forward.

12. Wildflower Project Update (Cllr L-Odgers) & Village Gateways (Cllr Hill)

Agenda for next meeting.

13. Defibrillators at Bucks and Woolsery (Cllr Hill & Clerk)

Cllr Hill has been in touch with the Community Heartbeat Trust with regards to the changes. Once the cabinet numbers are received, they will update the reporting system. Both defibs are working.

14. Affordable Housing (Update Cllr Hill)

No further updates

15. Approval of End of Year Accounts March 2020

Proposed by Cllr M Hill, seconded by Cllr Hastings. All in agreement

16. Approval of Certificate of Exemption

Proposed by Cllr Ashworth, seconded by Cllr Spittles. All in agreement.

17. Approval of Annual Governance Statement 2019/2020

Proposed by Cllr M Hill, seconded by Cllr S Hill. All in agreement.

18. Approval of Accounting Statements 2019 / 2020

Proposed by Cllr S Hill, seconded by Cllr M Hill. All in agreement.

19.0 FINANCES

Payments to be authorised

- a) Lisa Hutchings - May 2020 - £352.00
- b) HMRC 20% Tax - £88.00
- c) Thomas Westcott Chartered Accountants - Internal Audit - £324.00
- d) Devon Communities Together - Membership - £50.00
- e) Mike Smith - Refurb of Copper Hill Bench - £330.46
- f) Cllr S Hill - Food Bank (Covid) - £95.95

Cllr Ashworth proposed to authorise items a to d, seconded by Cllr Spittles, all in agreement.
Cllr S Hill proposed to authorise item d, seconded by Cllr Heywood.
Cllr Ashworth proposed to authorise item e, seconded by Cllr Hastings. All in agreement, excluding Cllr S Hill, who had declared an interest.

19.2 Income received & Bank Account Balance

Current account - £4454.92, Reserve account - £17,502.42

20.0 Correspondence

- Report by DCC Leader John Hart
- Email from Mike Smith, raising awareness of the need to cut by the overgrown hedge around the refurbished bench on Copper Hill. **Action: Cllr Harding to speak to the landowner.**

21.0 Date and Time of Next Meeting – Virtual meeting to be held on the 21st July 2020 at 7.30pm via Zoom (unless otherwise advised by the Government)