

**Minutes of Woolfardisworthy Parish Council held on the  
18<sup>th</sup> February 2020 at 7.30pm at Bucks Cross Village Hall**

**1.0 Attendance**

Parish Cllrs: Spittles (Vice-Chair), M Hill, S Hill, Lucas-Odgers, Ashworth, Hastings and Harding (also District Cllr)

PSCO Liz Rendell and members of the public

**2.0 Apologies**

Parish Cllr Heywood and District Cllr Boughton

**3.0 Public Comment Session**

Cllr Spittles read out the public participation below, which was put on the seats of the public, as well as published on the Parish Council's website.

**PUBLIC PARTICIPATION**

For the attention of members of the public.

Thank you for attending the meeting this evening. Members of the public are reminded that they can make representations under the 'Public Participation' slot at the beginning of the meeting and speak for a maximum of 3 minutes.

After that, it is expected that members of the public will sit quietly and listen to the proceedings, not interrupt, not chat to the person next to them and not try to gain the attention of a Councillor.

You must treat people with respect and ensure that what you say is factually correct.  
You must not make derogatory or defamatory remarks.

These instances make it difficult for Councillors to concentrate and the Clerk to minute the meeting.

If the Chair feels that the member of the public is affecting the Council's ability to function, then they may be asked to leave.

Thank you for your co-operation.

**Residents of Bucks Mills**

In attendance with reference to item 11 on the agenda, Bucks Mills Drainage Issues. Apologies for those who were unable to attend. There are mixed opinions with regards to the drainage issues, with concerns about the financial costs.

Cllr Spittles stated that the first step is to submit a joint "first time sewerage" application with Parkham Parish Council, to South West Water (SWW). On receiving an application, SWW will carry out a detailed assessment to determine whether a public sewer is the most cost effective and practical way to provide Bucks Mills with satisfactory drainage.

### **Parishioner**

Asked whether the Council had received the email dated 15<sup>th</sup> February, providing an update regarding the Local Government Ombudsman.

It was stated that work at the front of the Manor has caused utter confusion in the village this week, with no structure. Parking Sunday lunch time meant that cars were grid lock and the bus could not get through. The developer has put a gateway over the front of the Manor drive, from the Church Wall to Ivy Cottage which is outside their boundary. All of which is included in the complaint to the Local Government Ombudsman.

The Manor land registry is controlled by Ordnance Survey Map, not the architect's interpretation of the boundary.

It was stated that he had read the minutes of the extra ordinary meeting with Torridge District Council's Solicitor and Monitoring Officer, he said "I will say this to you, it is about time you started acting properly in representing the Parish and the community, and not your own individual interests".

### **Parishioner**

Raised concerns with regards to potholes, questioning whether anything was going to be done in the village. Bradworthy PC are meeting with Highways next week, could Woolserly not ask for the Head of Highways to visit the Parish, looking at the numerous potholes. This will be discussed under Highways on the agenda.

Fingerposts – Is there an update? The Clerk stated that the order has been placed with Highways, and that the work will be carried out by the end of the financial year. The Parish Council will continue to liaise with Highways to ensure that the work is carried out.

It was asked why the Parish news states that the February meeting is at Woolserly Sports & Community Hall. The Clerk stated that the Parish news has a new editor, and that it could have been editor error.

Another Parishioner (outside of his 3 minutes) shouted at Cllrs, asking why the agenda stated the meeting was at Woolserly Sports & Community Hall. The Vice-Chair warned the individual that he had already had his opportunity to speak and not to continue. This was ignored, and he continued to state the meeting should be null and void, as that it does not comply with the law.

This was followed by a verbal disagreement between the Parishioner and a member of the Public, which lead to it being taken outside and was consequently dealt with by the arrival of the Devon & Cornwall PCSO who was attending the meeting to give their report.

*Afternote: The Clerk was unable to comment due to the situation, however wanted to state that the initial agenda issued on the 11<sup>th</sup> February 2020 (five clear days prior to the meeting), unfortunately did state Woolserly Sports & Community Hall. However, this was noticed and immediately changed on the 12<sup>th</sup> February 2020, with the agenda being reissued on the website, noticeboards and to Cllrs. The 12<sup>th</sup> February 2020, gave four clear days prior to the meeting, and therefore is within the law, adhering to the Parish Council's Standing Order below:*

***3.B - The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.***

***3.C - The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The***

*minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].*

#### **4.0 Election of Chair**

Cllr M Hill stated that he would act as Chair until May 2020. Proposed by Cllr Spittles and seconded by Cllr Harding. For: 5 Abstained: 1. **Cllr Hill became Chair and signed the Declaration of Acceptance of Office.**

#### **5.0 Declaration of Personal / Prejudicial Interest for items of the agenda**

Cllrs Hasting and Lucas-Odgers declared an interest for items 9a planning application 1/0034/2020/FUL and item 15 on the agenda.

Individual Cllrs declared an interest for their Councillor Allowances, item 17 on the agenda.

#### **6.0 Minutes of the previous meeting to be approved and signed as a true and accurate record**

Proposed by Cllr Spittles, Seconded by Cllr S Hill. All in favour, with Cllrs Ashworth and Lucas-Odgers abstaining as they were not present at the meeting.

#### **7.0 Minutes of the extra-ordinary meeting 4<sup>th</sup> February 2020 to be approved and signed as a true and accurate record**

Proposed by Cllr Spittles, Seconded by Cllr Ashworth. All in favour, with Cllr Lucas-Odgers abstaining as not present at the meeting.

#### **8.0 Changes to the Agenda Order**

Cllr Spittles proposed that Item 16 on the agenda "Reports from County, District and Parish Cllrs" be moved to item 7, before Clerk's report, allowing a statement to be read. Seconded by Cllr M Hill. All agreed.

#### **9.0 Reports from County Cllr, District Cllrs and Parish Cllrs**

Cllr Spittles read the following statement:

Mr Willetts' continued vexatious and factually incorrect correspondence, comments and behaviour in the meetings have affected me personally. I have been insulted both in the public meetings by Mr Willetts and in emails from him that have been sent to our Clerk and shared with my fellow councillors. I do not accept his apology in the email dated 22<sup>nd</sup> Jan 2020 following his verbally aggressive comment made towards me during the January meeting as he went on to try and justify his apology with further factually incorrect statements regarding my right to discuss issues that affect Bucks Mills and Bucks Cross. His latest email dated 15<sup>th</sup> February 2020 accuses me of bias in favour of MXB Devon Operations Limited; I completely refute this suggestion and believe that we should represent all our Parishioners not just the ones that share Mr Willetts' views. I have therefore tried to ensure in discussions on the matter that all points of view are represented. As the correspondence amounts to libel I will of course be seeking legal advice.

I would ask that the Chair puts forward a proposal supporting my statement above, and should Mr Willetts continue to obstruct the transaction of business at a meeting or behave offensively or improperly, the Chairman will adhere to the Parish Council's Standing Orders, Disorderly Conduct at Meetings Items 2,a, b and c (as detailed below)

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

In terms of ongoing complaints raised by Mr Willetts, I would also propose a motion that the Parish Council will not enter into any correspondence regarding complaints / issues that have already been previously dealt with, or those that sit outside the remit of the Parish Council.

### **Proposals**

I would ask that the Chair puts forward a proposal supporting my statement above, and should Mr Willetts continue to obstruct the transaction of business at a meeting or behave offensively or improperly, the Chairman will adhere to the Parish Council's Standing Orders, Disorderly Conduct at Meetings Items 2,a, b and c (as detailed above)

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Proposed by Cllr Spittles and seconded by Cllr Harding. All in agreement.

Cllr M Hill stated that Parish Councillors are volunteers who give up their time freely, representing the views of the Parish. Respect is given to the public, and therefore Parish Councillors should also receive respect from the public.

### **10.0 Clerk's Report**

- a) Northern Devon Right to Travel Campaign – Meeting 29<sup>th</sup> February, 11am at Barnstaple Library. Cllr M Hill will attend.
- b) Revised priority roads submitted to Highways – Manor Park was added as a priority and submitted to Highways.
- c) Response from MXB re request for a) schedule of works and b) cleaning of roads – Circulated to Councillors prior to the meeting, no questions were raised.

### **11.0 Resignation of Parish Clerk – Next Steps**

The Parish Clerk read a statement and thanked Parish Councillors for their support over the past 12 years.

In terms of next steps, it was agreed to establish a sub-committee to review and shortlist applications for interview, this will include Cllrs M Hill, I Lucas-Odgers and L Spittles. It was agreed that the closing date for applications should be three weeks. **Action: The Clerk to revise the Job Advert, sending to the Sub-Committee for approval. Once agreed, vacancy to be advertised. The Clerk will also liaise with other**

## **Clerks in relation to taking the minutes for the March meeting.**

### **12.0 Report by PSCO Liz Rendell**

Over the last 3 months there has been 10 crimes within the Parish, 2 theft, 7 domestic related and 1 burglary (non-dwelling). Details of the Devon & Cornwall Alert Service was left, which is available on the Parish Council website.

Cllr Hill asked what was the quickest way to contact the Police. In an emergency dial 999, if not a crime, for example reporting of something or passing on information, then contact or email 101 – [101@dcpolice.co.uk](mailto:101@dcpolice.co.uk) or report online: <https://services.devon-cornwall.police.uk/crimereporting/>

For intelligence or information only email: [torridge@devonandcornwall.pnn.police.uk](mailto:torridge@devonandcornwall.pnn.police.uk)

### **13.0 Planning Applications**

#### **Applications**

1/0034/2020/FUL – Variation of condition 2 (approved plans) pursuant of application 1/0012/2019/FUL. Land at grid reference 233062 121070, Copper Close, Woolsery. Submission date 28<sup>th</sup> February 2020.

**No objections were raised by the Parish Council.**

1/0080/2020/AGMB – Prior notification for the change of use of agricultural building to 1 dwelling under Class Q and associated operational development. Barn at Little Acres, Woolsery. Submission date 1<sup>st</sup> March 2020. **No objections were raised by the Parish Council.**

#### **Decisions & Appeals – FYI**

None.

### **14.0 Progress of Highways Issues**

#### **Woolsery**

- a) Pleadmill Bridge (collapsed drain) – Has been inspected by Highways, with work to be carried out.
- b) Lane Mill Bridge (parapet wall) - Has been inspected by Highways, with work to be carried out.
- c) Woolsery School (Sign not working) – This has been reported to Highways, although it was noted that it was flashing.
- d) Merry Harriers Corner - Completed by Highways.

Cllr Harding noted that Highways are reviewing plans for dragon patching in the area. Potholes should be reported online, by the Parish Council and residents alike. If it is a safety defect it will be fixed.

In terms of meeting with Highways, this has already taken place with Woolsery Parish Council. The Parish Council will continue to work with Kieran Stanbury, in order to ensure that issues are addressed.

#### **Ashmansworthy**

- a) Ashmansworthy, pothole near bridge – reported to Highways.
- b) Ashmansworthy Cross to Dipple Flooding – Action: **Cllr Heywood and Cllr Harding to undertake a site visit prior to the next meeting.**

#### **Bucks Cross**

- a) Fencing at Bucks Mills – update on sections needing more immediate attention (Cllr Harding): Unfortunately, those approached are unable to undertake the work. Cllr Spittles recalled that in the Council’s original discussions both Highways and the Woodland Trust had offered to contribute towards the cost **Action: Cllr Harding is to liaise with Steve Smallridge. The Clerk to also forward the email from the Woodland Trust contractor.**
- b) Bucks Cross Speeding - To raise area as a SCARF a speed gun will need to be complete. To agree to write to Highways asking them to undertake a speed gun session. **Action: This was agreed, the Clerk to email Mr Stanbury with regards to a speed gun session.**

#### **15.0 Bucks Mills Drainage Issues – To agree whether to submit the First Time Sewerage joint application with Parkham Parish Council**

There are new additional rules for small sewage discharges. This came into force on 1<sup>st</sup> January 2020 and prohibits any discharge to a watercourse unless it is via a package treatment system (to BS EN 12566 with discharge not exceeding 5m<sup>3</sup> per day).

On receiving an application for first time sewerage, the Water Company will carry out a detailed assessment to determine whether a public sewer is the most cost effective and practical way to provide Bucks Mills with satisfactory drainage. There is no cost involved at this stage.

Parkham Parish Council met on the 17/02/2020 and voted in favour of a joint application with Woolsery Parish Council to South West Water.

Cllr Lucas-Odgers proposed to submit the First Time Sewerage joint application with Parkham Parish Council to South West Water. Seconded by Cllr Ashworth. All in favour. **Action: The Clerk to return the signed letter to Torridge District Council.**

#### **16.0 Bucks Mills Beach Clean Station (Cllr Spittles)**

Cllr Spittles has received correspondence from Louise Leonard with regards to placing a Beach Clean Station at Bucks Mills. There is no cost involved, however it would require someone to put out and bring in the station daily. It was noted that the station can be fixed, which would be mean a weekly check.

The Chair suspend Standing Orders to allow the residents of Bucks Mills to speak. It was noted that a bin had been previously placed on the beach, but no one wanted to bring it up! People are aware of the environment, bringing litter of the beach, which is they left at the top.

**Action: Cllr Spittles to liaise with residents.**

#### **17.0 Leads for previous Chair roles**

- Highways – Cllr Harding – Cllr M Hill stated that he would support Cllr Harding with reference to the A39.
- Precis of minutes for village news – Cllr L Spittles
- E-Newsletters – Cllr Lucas-Odgers and Cllr S Hill
- Defib Check at Woolsery Hall – Cllr M Hill
- Defib at Ivy Cottage – Cllr S Harding

Thanks were given to the previous Chair, Cllr S Hamilton, for her hard work and dedication.

## **18.0 Defibrillators**

At email was received from The Community Heartbeat Trust with regards to the First Aid Kits for the defibs at Bucks and Woolsery. Cllr Spittles and Cllr Hill will sort.

## **19.0 Working relationship with MXB (Cllr Spittles)**

Recent Parish Council meetings have seen a lot of time being taken up dealing with different issues regarding the developments within the Parish. It was suggested that in order to save time, a sub-committee should be established, to deal with issues or matters raised, bringing a report to the Full Council meeting.

Developing an objective working relationship with MXB is the way forward, and the reason why a sub-committee should be put into place. It would also give parishioners a point of contact to discuss any matters. It was noted, and as detailed in the Standing Orders, that non-councillors can sit on the group, therefore it was suggested that the Parish Council should liaise with MXB to establish whether a representative would want to sit on the sub-committee.

Cllr Spittles proposed that the Council should establish a sub-committee, whose remit is to deal with any matters relating to MXB. Seconded by Cllr S Harding. All in favour. Once established, the committee will need to determine their terms of reference.

**Action: Agenda item for next meeting. Cllr Spittles to liaise with MXB on this proposal.**

## **20.0 Reports from County Cllr, District Cllrs and Parish Cllrs**

No report from County.

**District Cllr Harding** – Will be attending a course on the Constitution. Busy working with Highways.

### **Parish Councillors**

#### **Cllr Lucas-Odgers**

Asked whether there was more that could be done to reach out to the community, to raise awareness of the work of the Parish Council, but also to understand what residents want from the Parish Council. This could include things, such as holding a surgery where people can come and have a chat, a community day, or something with community groups and the youth etc.

**Action: Cllr Lucas-Odgers to draft a proposal for the March meeting. Agenda item.**

#### **Cllr Hastings**

Is interested in trying to get a Skate Park or Pirate Ship for the children of the Parish. Cllr Hastings is aware that need will have to be demonstrated for any proposal. **Action: Cllr Hastings to draft a proposal, so that it can be an agenda item for the March meeting.**

#### **Cllr M Hill**

Raised awareness of potential affordable housing on Mr Leonard's land by the Woolsery Sports & Community Hall. Cllr M Hill circulated an image of the plan, a possibility of six units. A pre-assessment has been carried out and Rachel Webdale is aware. Cllr M Hill stated that it is not at the stage for further discussion, but that he wanted to keep the Parish Council informed.

**Action: Cllr M Hill to circulate the letter from Torridge District Council to Parish Councillors.**

### **Cllr Spittles**

Proposed that the item “reports from County Cllr, District Cllr and Parish Cllrs” should be moved further up the agenda, after Clerk’s report. Seconded by Cllr Luas-Odgers. All in favour.

### **21.0 FINANCES**

#### **Payments to be authorised**

- a) Lisa Hutchings, January 2020 - £459.23
- b) HMRC 20% Tax, January 2020 - £114.81
- c) Lisa Hutchings, Postage - £13.10
- d) Society of Local Council Clerks - £109.00

**Cllr Luas-Odgers proposed to authorise items a to d, seconded by Cllr Ashworth. All in favour.**

- e) Contribution from Cllr Youth Project Budget - £450.00, made payable to Woolserly Youth Group  
**Cllr Lucas-Odgers proposed to authorise item e, seconded by Cllr Hastings. All in favour.**

#### **Councillor Allowances 2019 \*\*Councillors declared an interest and did not vote for their own expenses\*\***

Mrs S Hamilton (Chair Allowance) - £400.00 - **Cllr Spittles proposed to authorise, seconded by Cllr Lucas-Odgers. Agreed.**

Cllr L Spittles - £200.00 - **Cllr S Harding proposed to authorise, seconded by S Hill. Agreed.**

Cllr A Ashworth - £100.00 - **Cllr M Hill proposed to authorise, seconded by S Harding. Agreed.**

Cllr S Harding - £100.00 (pro-rata for 6 months) - **Cllr Spittles proposed to authorise, seconded by M Hill. Agreed.**

Cllr I Lucas-Odgers - £100.00 (pro-rata for 6 months) – **Cllr Spittles proposed to authorise, seconded by S Harding. Agreed.**

Cllr R Heywood - £140.00 - **Cllr S Hill proposed to authorise, seconded by S Harding. Agreed.**

Cllr V Hastings - £66.66 (pro-rata) - **Cllr Spittles proposed to authorise, seconded by Lucas-Odgers. Agreed.**

Cllr S Hill - £66.66 (pro-rata) - **Cllr V Hastings proposed to authorise, seconded by S Hill. Agreed.**

#### **21.1 Income received & Bank Account Balance**

No income received. Current account £4807.51 Reserve account - £20,827.06

#### **21.2 Grass Cutting Contract with Robert Stoneman – To be approved**

A review of the contract, which stands at £2500.00, no change in cost. Proposed by Cllr Ashworth, seconded by Cllr Harding. All in favour.

#### **22.0 Correspondence**

- Emails from D Willetts forwarded by Clerk: 18/01/2020, 24/01/2020, 26/01/2020, 06/02/2020, had been previously acknowledge and emailed to all Councillors.
- Email Colin Pomeroy – Bench repair, Copper Hill, opposite Auction Way. Cllr L Spittles proposed to ask Mr Smith to submit a quotation for the work. Seconded by Cllr Harding. All in favour. **Action: The Clerk to write to Mr Smith.**

#### **23.0 Publications received (will be available to look at prior or after the meeting)**

#### **24.0 Date and Time of Next Meeting – 17<sup>th</sup> March 2020 at 7.30pm at Woolserly Sports & Community Hall**