

**Minutes of the Virtual Woolfardisworthy Parish Council held on the
21st July 2020 at 7.30pm via Zoom**

1.0 Attendance

Parish Cllrs: M Hill (Chair) Spittles (Vice-Chair), S Hill, Ashworth and Harding (also District Cllr)
A member of the public.

2.0 Apologies

Parish Cllr Heywood.

3.0 Public Comment Session

None

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

Cllr Spittles declared an interest for item 12 below and 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) **End of Year Accounts & Certificate of Exemption** - Completed and submitted to PFK Littlejohns, and published on website.
- b) **Highways cutting at midnight** - Highways stated that cutting adjacent to properties should not take this time of night. Kieran Stanbury will ask the team to investigate.
- c) **Cutting of hedgerow by bench at Copper Hill (Cllr S Harding)** - No response from the landowner and aware of health issues. Cllr's Hill, Harding & Ashworth are willing to cut back the hedgerow, Cllr Harding to arrange disposal of green waste. **Action: Cllr Harding to arrange disposal of green waste and Cllrs' to set a date.**
- d) **Resignation of Cllr I Lucas-Odgers** - Resignation received and circulated to Cllrs. **Action: The Clerk to inform Torridge District Council.**

7.0 Reports from County Cllr, District Cllrs and Parish Cllrs

District & Parish Cllr S Harding - Torridge District Council held their Full Council Meeting, where they reviewed the implications of free parking in the towns for two hours or 30 minutes.

The Slipway at Westward Ho! is in progress.

Bideford could potentially receive High Street Funding, this alongside the new plans for Brunswick Wharf and Appledore Shipyard will be good for the area.

Parish Councillors

Cllr Spittles

- The road to Bucks Mills has been surveyed by Highways.
- Any concerns re second home owners have been passed to the Police. It was noted that Bucks Mills has been very busy.
- Cllr Spittles has reported a couple of trees with Ash Dieback.

Cllr Hewyood (via email)

Reported a problem with the road between Lower and Higher Venn [between Woolsery and Duerdon Cross]. The trench across the road has sunk again and more importantly, an adjacent drain has sunk causing quite a danger. **Action: The Clerk to report to Highways.**

8.0 Planning Applications

Applications

None

Decisions & Appeals – FYI

1/0388/2020/FUL - First floor side extension with new window (affecting the public right of way). Old School House, Bucks Cross. **Application granted.**

9.0 Progress of Highways Issues

Woolsery

- a) **New Village Sign (West Town)** - This has now been moved and not hiding the 30mph sign.

Bucks Cross

- a) **Fencing at Bucks Mills** – Quote of £700 received from Matt Schofield for the cutting back of overgrowth, in order to get to the fencing. It was considered that the potential cost of the fencing project could be expensive. Cllr M Hill considered that it was the responsibility of Highways.

Action: The Clerk to write to Highways including photographs.

- b) **Refuge at A39 Bucks Cross** - Email from Highways states:

The stage three safety audit has been completed with issues and conclusions split into three; 1) Lack of a cross facility in Bucks Cross, 2) Previous S106/278 agreement and 3) Extension of 40mph limit.

Conclusions on the above elements include:

- 1) The road, including narrow central hatching appears to be a standard 7.3m wide. This is not wide enough to safely provide a refuge which would need to be at least 2.5m wide for pedestrians to use safely and maintain a minimum of 3m carriageway width.

A problem with providing dropped kerbs as an uncontrolled crossing point will be the hatching in

the centre leading to the possibility of pedestrians waiting in the hatched areas to cross the road.

Whilst it may take time on occasions to cross the road it is not inherently dangerous. It would benefit from having pedestrian refuge installed to aid the crossing of the A39, but this would not be a casualty reduction scheme as all casualty reduction sites are prioritised by the severity and number of collisions occurring at the location.

The installation of a pedestrian refuge would have a number of engineering challenges, any change to the width of the road could decrease the inter-visibility for vehicles entering the A39 from the side roads, introducing danger that is not currently there. Not currently an option without major road realignment.

- 2) It has been difficult to identify a site where a crossing pedestrian refuge may be placed. This will be reviewed as part of the Stage 4 Road Safety Audit.
- 3) This will be reviewed at part of the Stage 4 Road Safety Audit.

Whilst this process is a low one it is required to ensure that if any alterations are made that they do not detrimentally affect any road users. The Stage 4 Road Safety Audit is currently being undertaken and is due to be completed and published early 2021.

Action: For the Parish Council to pursue the requirement for dropped kerbs.

- c) **Bucks Cross Speeding** - In order to raise a SCARF, the previous Highways Officer stated that he would undertake a speed gun session, ascertaining the extent of the problem. **Action: The Clerk to liaise with Highways, as this may be covered by the Stage 4 Road Safety Audit above.**

Road Closures

28th July - 11th August - Manor Park, Woolsery. To enable pothole repair. The alternative, signed, route for vehicles will be via - MANOR PARK, CRANFORD WATER BRIDGE TO FARMERS ARMS, FERNLEA TO AUCTION WAY.

10. Covid-19 Updates

Food Bank & Calls - Being used and will continue as a service through Covid. **Action: The Clerk to send the contact details provided by Cllr L Spittles to Cllr S Hill, and upload onto the website.**

General Situation - The government message still stands, with the Parish Council reminding people to remain alert and safe. Any updates are placed on the website and Facebook page.

11. Update on Virtual Parish Council Meetings from DALC, including Future Parish Council Face-to-Face Meetings - Covid Guidance

The Government's Act of Parliament and Legislation passed in April 2020 states the Local Authorities (including Parish Council meetings) will continue to hold virtual meetings up to May 2021. The Parish Clerk has drafted Covid guidance for Face-to-Face meetings, which is to be reviewed and implemented by Cllrs ahead of next year.

12. Parish Council Website - Website Accessibility Regulations - September 2020

a) **Technical changes required by Kieran Spittels - £12.00 x 18i hrs - £216.00** - Authorisation of the quote proposed by Cllr Ashworth, seconded by Cllr M Hill. Councillors, excluding Cllr L Spittles (who declared an interest), were in agreement.

b) **Website updates by the Clerk** - Completed

c) **Website Accessibility Statement** - To be presented at August meeting

13. Japanese Knotweed

Cllr Heywood's email noted that the matter is in hand. Cllr M Hill will liaise with Cllr Heywood. In the interim it was agreed to send a letter to Devon County Council. **Action: The Clerk and Cllr Hill to submit a letter, copy to County Cllr Inch.**

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

Agenda for next meeting.

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

Agenda for next meeting.

16. Affordable Housing (Update Cllr Hill)

No further updates, due to Torridge District Council not holding face-to-face meetings with landowners. **Action: Cllr Harding to liaise with Rachel Webdale with regards to face-to-face meetings.**

17. Establishment of working group with MXB Devon Operations

Action: Cllr M Hill to liaise with Emily Harmon at MXB Devon Operations.

18. Black Bag Distribution – addition of food caddy bags and how will it be carried out in 2020

There is enough Black Bags for distribution in 2020, however it was also suggested that the Parish Council may wish to distribute food caddy bags.

The quote for food caddy bags received 21/07/2020 included:

7 Litre Liners

Packaging:

- A. 26 bags per roll, 80 rolls per carton, 48 cartons per pallet – (99,840 Liners)
- B. 52 bags per roll, 40 rolls per carton, 48 cartons per pallet – (99,840 Liners)

Colour: Green with Dark Green Print

Print: Standard Compost Bag Print

Quantity: 1 pallet

Price: £18.00 per 1000 Liners

Full Pallet Price: £1797.12 + VAT

Action: The Clerk to establish from Torridge District Council if food caddy bags are widely used in the Parish, including guidance from DALC on safety measures for the distribution of the Black Bags in terms of Covid compliance.

19.0 FINANCES

Payments to be authorised

- a) Lisa Hutchings - June 2020 - £352.00
- b) HMRC 20% Tax - £88.00
- c) The Community Heartbeat Trust - Battery for Bucks Mills - £282.00
- d) Robert Stoneman - Grass Cutting, March - June 2020 - £1250.00
- e) Cllr S Hill - Food Package (Covid) - £30.44 and Travel Expenses £21.15 - Total of £51.50

Cllr Ashworth proposed to authorise items a to d, seconded by Cllr S Harding, all in agreement.

Cllr Spittles proposed to authorise item d, seconded by Cllr Ashworth, all in agreement, excluding Cllr S Hill who declared an interest.

19.1 Income received & Bank Account Balance

Current account - £3431.84, Reserve account - £17,502.42

20.0 Correspondence

- Mr Willetts email 27th June 2020 - The Parish Council responded via a letter 15th July.
- Healthy Start - Supporting Young Children
- Overhanging hedges - Copper Hill and end of Manor Park

21.0 Date and Time of Next Meeting – Virtual meeting to be held on the 18th August 2020 at 7.30pm via Zoom (unless otherwise advised by the Government)