Woodbury Parish Council

(serving Exton, Woodbury and Woodbury Salterton)

Anne-Marie Bates, Clerk to the Council
Woodbury Parish Council Offices,
Greenside, Greenway, Woodbury, Devon EX5 1LP

Telephone: 01395 233791
Email: clerk@woodburyparishcouncil.gov.uk

Dear Councillor

Members of Woodbury Parish Council are hereby summoned to attend the **Full Council Meeting** on **Monday 20th March 2023** at **7.30pm** in **The Church Rooms** for the purposes of transacting the following business.
Under the Local Government Act 1972 Schedule 12 p10 (2), a Council cannot lawfully decide any matter that is not specified on the agenda. Members of the press and public are welcome to attend.

A M Bates

Mrs. Anne-Marie Bates
Clerk to the Council

9th March 2023

The openness of Local Government Bodies Regulations 2014 allows the filming, photographing or making an audio recording of proceedings at the meeting or providing commentary orally or in writing so that the report or commentary is available as the meeting takes place or later to a person not present. Confidential or exempt information excluded.

Parish Council Meeting on Monday 20th March 2023

AGENDA

1. Apologies for absence

2. Approval of Minutes

2.1 To approve, as a true record, the minutes of the Full Council Meeting held on **Monday 13th February 2023** (Previously circulated).

3. To receive member's declarations of interest and dispensations in items on the agenda.

4. Public Participation session
There will be 15 minutes available for this session where by members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker or time as permitted by the Chairman.

5. To receive the Clerk's progress report (appendix 1).

6. To receive reports
(a) Chairman
(b) Parish Councillors
(c) Representatives on Outside Bodies

Chairman: Cllr. Mrs. C. McGauley (Woodbury) Vice Chairman: Cllr. P. Bricknell (Woodbury Salterton)
Exton Cllrs: Mrs. S. Cole, P. Jordan, G. Murrin
Woodbury Cllrs: D. Atkins, R. Ball, Mrs. S. Knighton, R. Parr, J. Pyne, A. Wills
Woodbury Salterton Cllrs: S. Andrews, G. Jung

FINANCE, GOVERNANCE

7. Finance (appendix 2).

7.1 Members to ratify the Staffing, Finance and Policy (SFP) Committee's recommendation for successful applications for the Community Fund and Coombe Farm Solar Farm Fund. Members to agree that this will be in the future the responsibility of the SFP Committee.

7.2 Members to consider application from Woodbury Tennis Club for a grant from the Coombe Farm Solar Farm Fund (additional information now available).

7.3 Members to view and agree the payments to be made in **March 2023.**

7.4 Members to agree the bank reconciliations for February 2023 and Trail Balances. (previously distributed).

7.5 Members to review and agree the following Policy and Procedures:

i) Annual Investment Strategy
ii) Disciplinary / Grievance Policy
iii) Risk Management Policy and Risk Register
iv) Standing Orders
v) Financial Regulations
vi) Code of Conduct

DECISION ITEMS

8. Planning (appendix 3).

8.1 Members to consider and make comments to East Devon District Council (EDDC) on applications received.

8.2 Members to ensure conditions relating to approved planning applications have been considered before reporting any anomalies, also to monitor appeals.

9. Flower Street car park (appendix 4).

9.1 Members to approve wording for the new sign for Flower Street car park and receive a general update.

Chairman: Cllr. Mrs. C. McGauley (Woodbury) Vice Chairman: Cllr. P. Bricknell (Woodbury Salterton)
Exton Cllrs: Mrs. S. Cole, P. Jordan, G. Murrin
Woodbury Cllrs: D. Atkins, R. Ball, Mrs. S. Knighton, R. Parr, J. Pyne, A. Wills
Woodbury Salterton Cllrs: S. Andrews, G. Jung

10. To Receive Reports

(a) County Councillors
(b) District Councillors

FOR NOTING

11. Committee / Working Groups - Minutes and Reports / Correspondence (**appendix 5**).

11.1 Members to note the following minutes (previously circulated)

(i) Planning Committee – 27.02.2023
(ii) Staffing, Finance & Policy Committee – 27.02.2023

11.2 Correspondence received and items to note.

12. Items Public Forum / Items for next agenda

12.1 Members of the public to raise any other matters.

12.2 Members to forward items for the next agenda.

13. Date of future meetings

13.1 Members to confirm when the following meetings will take place;

i)	Annual Parish Meeting	Monday 17th April 2023	7pm
ii)	Full Council Meeting	Monday 17th April 2023	7.30pm
iii)	Annual Meeting of the Council	Monday 22nd May 2023	7.30pm

(All above meeting will be held at The Church Rooms, Woodbury)

To note: Monday 27th March 2023

Planning Committee, 7.30pm (Cllr Mrs. S Knighton to lead)
Staffing, Finance & Policy Committee, 8.15pm

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APPENDIX 1 –

Meeting date	Task Name	Minute reference and details	Action taken (text)
11.10.2021	Credit Card	FC21/70.6 – set up	In progress
08.11.2021	Play Inspections	FC21/95 arrange play inspections	Maintenance Contractor has started to work through list.
11.07.2022	The Green	FC22/58.1 – Queens Jubilee Bench	Delivered, awaiting position and installation
10.10.2022	The Green / Car park	FC22/77.1 – Specifications	Barrier has been ordered and Contractor been notified and sent a Contract to sign for the refurbishment of the car park. Residents to be notified.
13/02/2023	Tree	FC22/134.3	Kings Coronation – Tree /Plaque to be sourced.
13.02.2023	Bonds Lane / Watery Lane potential footpath/cycleway connection	FC22/137.1 – Funding	Ownership of Watery Lane is being investigated. There is a PROW footpath 5 that is adjacent.
13.02.2023	Rydon Lane	FC22/137.2 – Funding	The SFP Committee did not have to consider assisting to fund the Rydon Lane improvement project due to a shortfall as DCC confirmed that this project was now fully funded.
13/02/2023	Resurface of footway	FC22/137.3	Between Mirey Lane and the Church Rooms. DCC Highways has been notified that the PC will fund and County Cllrs will contribute. Awaiting confirmation of start date.

13/02/2023	New Signs	FC22/137/4	New “Welcome” signs at Gilbrook / Broadway and from Woodbury Salterton to Woodbury. DCC Highways have been notified, awaiting confirmation. Exton Signs are in good condition. Woodbury Salterton signs – some are hidden in the hedges – to be investigated further.
FC22/138.1	Barrier	Flower Street car park	Awaiting date of delivery
FC22/138.2	Refurb	Flower Street car park	Contract been notified, awaiting return of signed Contract of Works and start date.
FC22/138.3	Wall / Sign	Flower Street car park	Awaiting start date / New sign working to be agreed
24.01.2023		• Devon Resilience Innovation Project site visit – Exton Flood Issues	**Gale Alexander (Devon Resilience Innovation Project Officer)** Discussing flooding issues in Exton. Gale would like to work with and engage with an Exton Flood Group and involve the community in co-creating a flood plan and look at the Natural Flood Management options that are available through their project

To Note:
The sewers drain leading up to the Woodbury Community Playing Fields has been inspected and the contractor tried to clear it but he thinks the drain might have collapsed. He is returning with a larger pumping machine and will let us know results.

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APPENDIX 2 – FINANCE

7.1 Community Fund

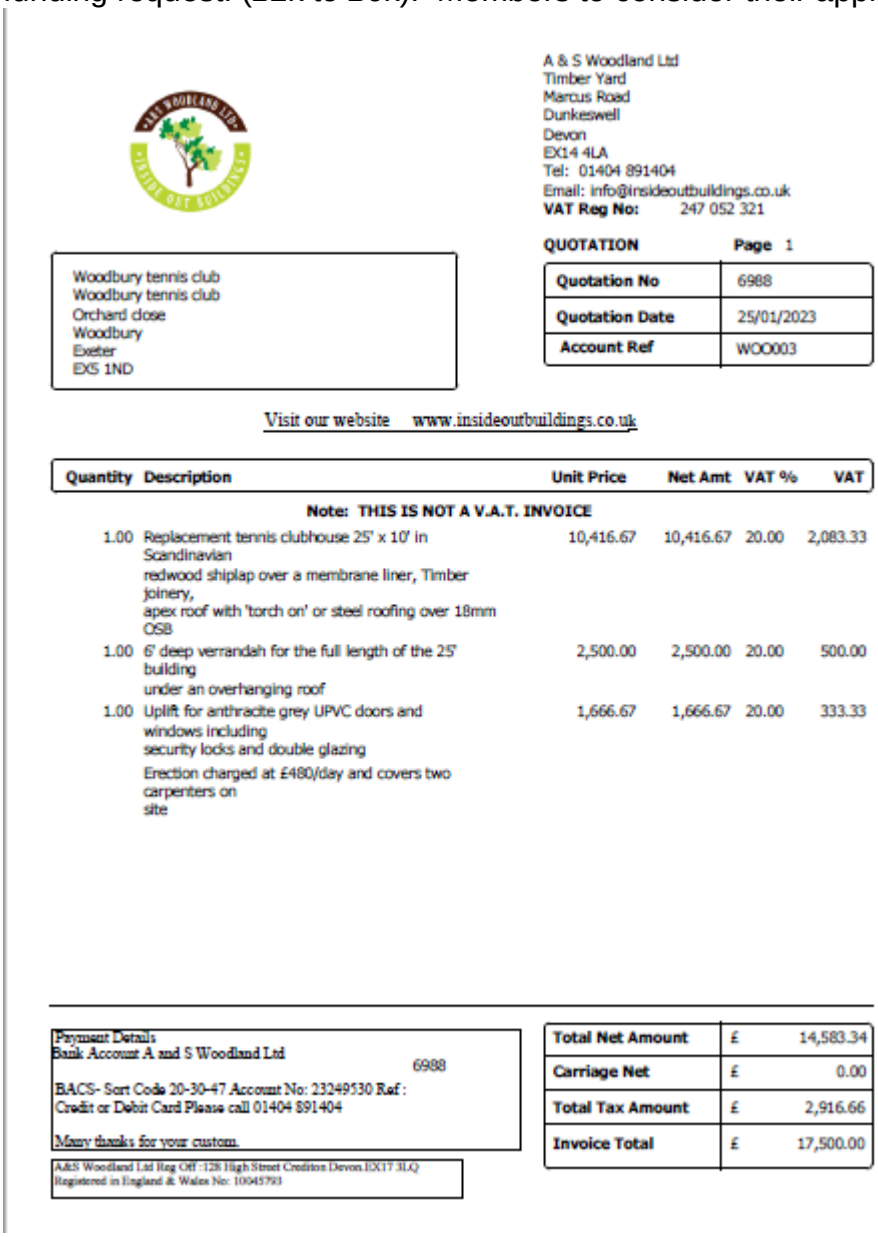
Organisation	Outline of scheme	Grant request	Council approved award
Woodbury Village Hall	Village Hall – Cleaning sink for sole purpose	£400	£400
Exton Events Committee	CCTV for village – Safety	£1,000	£950
Woodbury History Society	History of Woodbury Parish – conserving data – providing access to Parish records	£250	£250
Friends of Woodbury Surgery	Provides transport to hospital, helping with shopping, befriending service	£400	£400
	Total	£2,050	£2,000
	Grant Available	£,2000	£2,000
	Difference	£50	

Coombe Farm Solar Fund

Organisation	Outline of scheme	Grant request	Council approved award
Woodbury Village Hall	Full Audio-visual facility for lectures / presentations	£2,000	£2,000
Woodbury Parish Council	Barrier for the Flower Street car park	£3,950	£3,950
Woodbury Tennis Club	To rebuild the tennis club house	£2,000	Defer Decision – more information required
St Swithun's Church	To overhaul and repair the church village Clock	£1,300	£1,300
Woodbury Salterton School	Woodbury Salterton School Village Clock Service	£462	£462
WPCF Committee	Muga – relining at Community Fields	£1,600	£1,600
Woodbury PC Environment Group	Water quality testing kits at 6 locations which allows one year's worth of testing	£200	£200
Exeter Athletic RFC	New club house building - mains electricity	£8,000	Not approved as it does not meet the criteria
	Total	£19,512	£9,512

Coombe Farm Solar Fund

7.2 Tennis Club – additional information as requested by the SFP Committee for the additional funding request. (£2k to £6k). Members to consider their application.



A & S Woodland Ltd
Timber Yard
Marcus Road
Dunkeswell
Devon
EX14 4LA
Tel: 01404 891404
Email: info@insideoutbuildings.co.uk
VAT Reg No: 247 052 321

QUOTATION **Page** 1

Quotation No	6988
Quotation Date	25/01/2023
Account Ref	WOO003

Woodbury tennis club
Woodbury tennis club
Orchard close
Woodbury
Exeter
EX5 1ND

Visit our website www.insideoutbuildings.co.uk

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
	Note: THIS IS NOT A V.A.T. INVOICE				
1.00	Replacement tennis clubhouse 25' x 10' in Scandinavian redwood shiplap over a membrane liner, Timber joinery, apex roof with 'torch on' or steel roofing over 18mm OSB	10,416.67	10,416.67	20.00	2,083.33
1.00	6' deep verrandah for the full length of the 25' building under an overhanging roof	2,500.00	2,500.00	20.00	500.00
1.00	Uplift for anthracite grey UPVC doors and windows including security locks and double glazing	1,666.67	1,666.67	20.00	333.33
	Erection charged at £480/day and covers two carpenters on site				

Payment Details
Bank Account A and S Woodland Ltd
6988
BACS- Sort Code 20-30-47 Account No: 23249530 Ref :
Credit or Debit Card Please call 01404 891404

Many thanks for your custom.

Total Net Amount	£	14,583.34
Carriage Net	£	0.00
Total Tax Amount	£	2,916.66
Invoice Total	£	17,500.00

A&S Woodland Ltd Reg Off :128 High Street Crediton Devon.EX17 3LQ
Registered in England & Wales No: 10045793

I am sending you this email to explain the reasons for our late request to increase our initial bid of £2000 to £6000 in order for the tennis hut to be replaced by October 2023 (end of tennis league matches) as agreed at our AGM and subsequently mentioned in this month's Woodbury news. There is a six-month lead time for the hut by the builder so we will need to provide a 10% deposit to secure this.

Our initial discussions with the hut build company A&S Woodland Ltd of Dunkeswell was to replace the existing hut and to incorporate a verandah along the front. The initial estimate was £14,500 inc vat however we hadn't fully appreciated this did not include the verandah. The roof design is such that in order to achieve a verandah it needs to overshoot the building. If we don't incorporate this at the beginning, unfortunately it can't be added later.

The existing hut was built in 1976 and now in a state of disrepair and lacks adequate security, noting we store equipment like leaf blowers etc. inside. Our funds have been diluted significantly with the two tennis courts being successfully resurfaced in 2022.

We have now received a revised quote of £17,500 inc vat to include the desired verandah and more secure UPVC windows and doors. If we were able to achieve the extra funding this community tennis resource would be improved, both practically and in security.

The membership has been advised of these plans and are very willing to help with the dismantling and re-fitting of the new, long awaited hut, as our funds do not cover this at present.

7.3 Payments and Receipts as at the time of the agenda distribution. A revised copy will be available at the meeting if there are any amendments .

Payments							
DATE	Payee	Reason	Interna	Type	Nett	VAT	TOTAL
28.02.2023	Mr Pateman	Mugs Exton / W.Salterton	F28	BACS	467.28	0.00	467.28
28.02.2023	Mrs C Lear	Brooklands Events (KingsC)	F29	BACS	822.37	164.47	986.84
28.02.2023	Mrs D Stevenson	All Jazzed Up (KingsC)	F30	BACS	328.75	0.00	328.75
28.02.2023	Grover Corp Ltd	Fireworks (KingsC)	F31	BACS	656.25	131.25	787.50
28.02.2023	Firstcom Europe	Telephone - Internet	F32	DD	170.21	34.04	204.25
13.03.2023	B&Q	Fencing supplies	1	BACS	122.59	24.52	147.11
13.03.2023	Mrs J. Cowe	Toilets clean February	2	BACS	455.00	0.00	455.00
13.03.2023	Mrs C Lear	Office Rent (monthly)	3	SO	462.00	0.00	462.00
13.03.2023	Personnel	February	4	BACS	3,901.27	0.00	3,901.27
13.03.2023	Mrs A Bates	HP Instant Ink	6	BACS	18.74	3.75	22.49
13.03.2023	Mrs A Bates	Microsoft 365 Business Basic	7	BACS	15.80	3.16	18.96
13.03.2023	British Gas	Electricity (Office)	8	DD	0.00	0.00	0.00
13.03.2023	British Gas	Electricity (Toilets)	9	DD	29.04	1.45	30.49
13.03.2023	British Gas	Electricity (Exton)	10	DD	15.16	0.80	16.76
13.03.2023	Mr J Davies	Maintenance	11	BACS	319.20	0.00	319.20
13.03.2023	Mr Bromfield	Allotment refund	12	BACS	40.00	0.00	40.00
13.03.2023	Clinton Devon Estates	Quarterly rent Orchard	13	BACS	60.00	0.00	60.00
13.03.2023	Woodbury Village Hall	Community Fund	14	BACS	400.00	0.00	400.00
13.03.2023	Exton Events Committee	Community Fund	15	BACS	950.00	0.00	950.00
13.03.2023	Woodbury History Society	Community Fund	16	BACS	250.00	0.00	250.00
13.03.2023	Friends of Woodbury Surgery	Community Fund	17	BACS	400.00	0.00	400.00
13.03.2023	Woodbury Village Hall	Coombe Solar Farm Fund	18	BACS	2,000.00	0.00	2,000.00
13.03.2023	St Swithun's Church	Coombe Solar Farm Fund	19	BACS	1,300.00	0.00	1,300.00
13.03.2023	Woodbury Salterton School	Coombe Solar Farm Fund	20	BACS	462.00	0.00	462.00
13.03.2023	WPCF Committee	Coombe Solar Farm Fund	21	BACS	1,600.00	0.00	1,600.00
13.03.2023	Michael Clarke	Toilets Maintenance	22	BACS	120.00	24.00	144.00
13.03.2023	Gulliford Cemetery	Annual Grant	23	BACS	600.00	0.00	600.00
		TOTAL			**15,965.66**	**387.44**	**16,353.90**
Receipts							
01.02.2023	A Bromfield	Allotments	RF1		20.00	0.00	20.00
07.02.2023	Cash	Mugs/Allotment/Maps/Art	RF2		44.51	0.00	44.51
10.02.2023	Hackney	Allotments	RF3		11.00	0.00	11.00
15.02.2023	EDDC	CIL	RF4		10,455.95	0.00	10,455.95
17.02.2023	N. Hester	Allotments	RF5		20.00	0.00	20.00
17.02.2023	Woodbury Cricket Club	Rent Difference	RF6		50.00	0.00	50.00
20.02.2023	HMRC	VAT Return	RF7		3,006.52	0.00	3,006.52
23.02.2023	C. Coppin	Allotments	RF8		20.00	0.00	20.00
24.02.2023	DCC	P3 Scheme	RF9		1,000.00	0.00	1,000.00
27.02.2023	Walsh	Allotments	RF10		33.00	0.00	33.00
28.02.2023	Mrs S Cole	Refund of mugs Exton/WS	RF11		467.28	0.00	467.28
28.02.2023	Coombe Farm Ltd	Solar Fund	RF12		9,192.36	0.00	9,192.36
		TOTAL			**13,769.16**	**0.00**	**13,769.16**

7.4 Bank reconciliations for February and Trail Balances. (Email attachment).

7.5 Policies are all existing and there are not any changes but they have to be reviewed annually.

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APPENDIX 3 – PLANNING

For Consideration

Applications for Members consideration:

EXTON

22/1787/FUL	Fairfield Exmouth Road Exton EX3 0PZ	Conversion/extension of ancillary garage to garage with gym/office, and the separate construction of a detached dwelling.
23/0401/OUT	Exton Lodge Mill Lane Exton EX3 0PJ	Outline proposal for a single dwelling with all matters reserved other than access

WOODBURY

23/0425/FUL	Oaktree Lodge Oakhayes Road Woodbury EX5 1JT	Erection of single storey and two storey side extension with detached garage and associated alterations to detached bungalow following the demolition of side extension and detached garage.

WOODBURY SALTERTON

22/2121/MFUL	Land Opposite Greendale Business Park Woodbury Salterton	Proposed new haulage trailer storage facility/compound
23/0446/FUL	Coombe Park Farm Woodbury Salterton Devon EX5 1PZ	Proposed erection of a glamping pod nestled on the edge of a field towards the middle of the farm

APPEALS – None

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APPENDIX 4 – Flower Street car park



Old Sign

New Sign



FREE Short Stay Car Park

WELCOME to Flower Street car park

All vehicles parked entirely at owner's Risk.
No responsibility will be accepted by
Woodbury Parish Council for any loss or damage
caused to vehicles whilst in this car park.

Restrictions of use

- **No ball games allowed**
- **No commercial use, including storage of vehicles**
- **All vehicles must have a mot, be insured, taxed and roadworthy**
- **No overnight camping**
- **No trailers**
- **Maximum stay: 23 hours in any 24-hour period**

Woodbury Parish Council reserves the right to:

- Remove any vehicle in breach of the above or in our (off street parking places) Order. All costs will be passed onto the vehicle owner.
- Close the car park without notice.

In case of query please contact: Woodbury Parish Council, Greenside, Greenway, Woodbury EX5 1LP 01395 233791

Website: woodburyparishcouncil.gov.uk

Email: clerk@woodburyparishcouncil.gov.uk

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APPENDIX 5 – MEETING MINUTES / CORRESPONDENCE

Minutes: See attached

Planning 27.02.2023
Staffing, Finance & Policy 27.02.2023

Correspondence

(if you do not want to receive any of the below newsletters in the future, please let me know)

1. Rural Services
2. Residents Updates
3. Bus Service Changes in Devon for April 2023
4. Devon Climate Emergency Newsletter
5. No Frills Planting Day - Yonder Oak Wood Thursday 9th March
6. Various Election Information