Woodbury Parish Council

(serving Exton, Woodbury and Woodbury Salterton)

Anne-Marie Bates, Clerk to the Council
Woodbury Parish Council Offices,
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Dear Councillor

Members of Woodbury Parish Council are hereby summoned to attend the **Full Council Meeting** on **Monday 25th September 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

20th September 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 25th September 2023

AGENDA

1. Apologies for absence

2. Approval of Minutes

2.1 To approve, as a true record, the minutes of the Annual Meeting of the Council held on **Monday 10th July 23** (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

- Chairman
- Parish Councillors
  (a) Gulliford Joint Committee -20th July (Cllr K. Perry see attached report).
- Representatives on Outside Bodies

Chairman: Cllr. Mrs. C. McGauley (Woodbury) Vice Chairman: Cllr. R. Ball (Woodbury)
Exton Cllrs: Mrs. S. Cole, P. Jordan, S. Parks
Woodbury Cllrs: Mrs. S. Knighton, R. Parr, K.Perry, J. Pyne, A. Wills
Woodbury Salterton Cllrs: S. Andrews, B. Girvin, Ms H. Morrell

7. Finance (appendix 2).

7.1 Members to view and agree the payments to be made in **August and September** 2023**.**

7.2 Members to agree the bank reconciliations for July and August 2023, and Trail Balances. (previously distributed).

7.3 Audits

- External Audit 2022-2023 Section 3 signed off on 24.07.2023, no matters arising. Members to note.
- Notice of conclusion of audit announced / advertised 8th August 2023, Members to note.
- Internal Audit 2023-2024 Report, Members to view and agree.

7.4 Members to note that the Cambridge & Counties Bank 95-day account is now open. Members to agree that £79,867.48 is transferred from our Unity Trust Account.

7.5 Members to consider the Staffing, Finance & Policy Committee recommendation that the following policies be adopted;

- Communications Policy
- General Privacy Notice
- Councillor, Staff, Representative Privacy Notice
- GDPR General Policy
- DGPR Councillor, Staff, Representative Policy
- Accessibility Statement (reviewed)

7.6 Members to consider the following amendment to Standing Orders

Previous resolutions

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

Amendment from seven councillors to five councillors (full council) or three councillors (committee).

7.7 Members to consider filling the following vacant seat;

a) Asset & Estates Committee x1

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 receive an update and ensure conditions relating to approved planning applications have been considered before reporting any anomalies, also to monitor appeals.

9. Exton Play Park / Exton DRIP Project / Lympstone Flood Event

9.1 Members to receive an update with regards to the replacement of the Aerial Runway / Bouncer as well as the condition of the train and toddler climbing unit at Exon Play Space.

9.2 Update of DRIP meeting in respect of Exton Flooding and Lympstone Flood Event.

10. Hedge Contract (appendix 4).

10.1 Members to the tenders for the 3-year hedge contract and appoint a contractor.

FOR NOTING

11. To Receive Reports

(a) County Councillors
(b) District Councillors

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

12.1 Members to ratify the minutes of the Committee Meetings;

(a)	Planning Committee	24.07.2023
(b)	Staffing, Finance & Policy Committee	24.07.2023

12.2 Correspondence received and items to note.

13. Items Public Forum / Items for next agenda

13.1 Members of the public to raise any other matters.

13.2 Members to forward items for the next agenda.

14. Date of future meetings

14.1 Members to confirm that the next Full Council meeting will be on **Monday 9th October 2023 at 19.30pm** at The Church Rooms, Woodbury.

EXCLUSION OF PRESS AND PUBLIC

15. Exclusion of Press and Public

(a) The Parish Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2).

(b) Councillor Conduct

(c) Personnel

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APPENDIX 2 – FINANCE

Receipts and Payments for August / September

Payments & Receipts for authorisation at the Parish Council meeting

on 10th August 2023 Aug

Payments

DATE	Payee	Reason	Internal No.	Type	Nett	VAT	TOTAL
28.07.2023	Firstcom	Telephone - Internet	JY26	DD	49.55	9.91	59.46
		Total			**49.55**	**9.91**	**59.46**
10.08.2023	East Devon District Council	Rates Toilets / Car park	1	DD	100.00	0.00	100.00
10.08.2023	Mrs J. Cowe	Toilets clean (Monthly)	2	BACS	455.00	0.00	455.00
10.08.2023	Mrs C Lear	Office Rent (monthly)	3	SO	462.00	0.00	462.00
10.08.2023	Personnel	August	4	BACS	3,995.01	0.00	3,995.01
10.08.2023	Mrs A Bates	HP Instant Ink	5	BACS	37.49	7.50	44.99
10.08.2023	Mrs A Bates	Microsoft 365 Business Basic	6	BACS	15.80	3.16	18.96
10.08.2023	British Gas	Electricity (Office)	7	DD	38.19	1.91	40.10
10.08.2023	British Gas	Electricity (Toilets)	8	DD	23.76	1.19	24.95
10.08.2023	British Gas	Electricity (Exton)	9	DD	16.25	0.81	17.06
10.08.2023	South West Water	Woodbury Allotments	10	DD	19.61	0.00	19.61
10.08.2023	Information Commissioners Office	Data Protection Renewal	11	DD	35.00	0.00	35.00
10.08.2023	C Sansm Ltd	Car park	12	BACS	28918.22	5783.64	34,701.86
10.08.2023	B&Q	tarmc ballast + sundries	13	BACS	129.24	25.87	155.11
10.08.2023	Arccas (Midlands) Ltd	Grass Cutting x2	14	BACS	925.00	185.00	1,110.00
10.08.2023	PKF Littlejohn	External Audit	15	BACS	420.00	84.00	504.00
10.08.2023	BHIB	Insurance AP car park	16	BACS	54.23	0.00	54.23
10.08.2023	Mrs A Bates	Imprest Account	17	BACS	122.51	18.89	141.40
10.08.2023	Mr J Davies	Maintenance	18	BACS	446.40	0.00	446.40
10.08.2023	SLCC	Subscription	19	BACS	279.00	0.00	279.00
10.08.2023	Mr. N Batten	WS Allotment Fuel	20	BACS	13.15	2.63	15.78
10.08.2023	Everflow	Water	21	DD	101.19	0.00	101.19
		TOTAL			**36,607.05**	**6,114.60**	**42,721.65**

Payments & Receipts for authorisation at the Parish Council meeting on 25th September 2023 S

Payments

DATE	Payee	Reason	Intern	Type	Nett	VAT	TOTAL
30.08.2023	Firstcom	Telephone - Internet	AUG22	DD	61.22	12.24	73.46
		Total			**61.22**	**12.24**	**73.46**
25.09.2023	East Devon District Council	Rates Toilets / Car park	1	DD	100.00	0.00	100.00
25.09.2023	Mrs J. Cowe	Toilets clean (Monthly)	2	BACS	455.00	0.00	455.00
25.09.2023	Mrs C Lear	Office Rent (monthly)	3	SO	462.00	0.00	462.00
25.09.2023	Personnel	September	4	BACS	3,995.01	0.00	3,995.01
25.09.2023	Mrs A Bates	HP Instant Ink	5	BACS	37.49	7.50	44.99
25.09.2023	Mrs A Bates	Microsoft 365 Business Basic	6	BACS	15.80	3.16	18.96
25.09.2023	British Gas	Electricity (Office)	7	DD	32.74	1.64	34.38
25.09.2023	British Gas	Electricity (Toilets)	8	DD	30.22	1.51	31.73
25.09.2023	British Gas	Electricity (Exton)	9	DD	16.80	0.84	17.64
25.09.2023	Arccas (Midlands) Ltd	Grass Cutting	10	BACS	1420.00	284.00	1,704.00
25.09.2023	Everflow	Water	11	DD	107.09	0.00	107.09
25.09.2023	Mr J Davies	Maintenance	12	BACS	135.20	0.00	135.20
25.09.2023	Clinton Devon Estates	Quarterly Orchard Rent	13	BACS	60.00	0.00	60.00
25.09.2023	Stalite Signs	Car park barrier sign	14	BACS	97.14	19.43	116.57
25.09.2023	Parish Council Websites	Renewal of Domain Name	15	BACS	88.00	17.60	105.60
25.09.2023	Mr N Batten	MNR Mowers -Air Filter WS Allotments	16	BACS	7.50	1.50	9.00
25.09.2023	Unity Trust Bank	Account Fees	17	DD	29.55	0.00	29.55
25.09.2023	Woodbury Village Hall	Planning Meeting	18	BACS	14.76	0.00	14.76
		TOTAL			**7,104.30**	**337.18**	**7,441.48**
Receipts							
08.08.2023	Devon CC		RAUG1		1,300.00	0.00	1,300.00