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 9th October 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 *4th October 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 9th October 2023

AGENDA

1. Apologies for absence

2. Approval of Minutes

2.1 To approve, as a true record, the minutes of the Parish Council meeting held on **Monday 25th September 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
- Chairman
- Parish Councillors
- 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

FINANCE

7. Finance (appendix 2).

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

7.2 Members to agree the bank reconciliations for September 2023, trail balances, and quarterly breakdown. (previously distributed).

7.3 Creative Arts & Culture EDDC Fund – Flower Street car park Art Initiative. Members to discuss and agree a grant.

7.4 Cycleway connectivity, consider project and any grant.

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.

8.3 Members to consider the Neighbourhood Plan for submission to East Devon District Council.

9. Councillor Resignation

9.1 Members to receive a resignation letter from Cllr P Jordan (Exton Ward).

9.2 Members to note that as per our Co-Option Policy the Clerk will advise EDDC that the seat has fallen vacant and that a notice of the casual vacancy will provide electors the opportunity to request an election. If there isn't a bye-election called, then the Parish Council will be able to co-opt, and a public notice will be advertised accordingly.

GOVERNANCE

10. General Power of Competence (appendix 4).

10.1 Members to consider making a resolution to adopt the General Power of Competence, confirm criteria is met and agree the briefing paper for the website.

RESOLUTION - The parish council must pass a resolution stating that it is eligible to use the general power;

ELECTORAL MANDATE - When the council passes the resolution at least two thirds of the membership of the council must have been elected (i.e., not co-opted);

QUALIFIED CLERK - The clerk must hold the Certificate in Local Council Administration (the recognised qualification for clerks) and must also pass the new 2012 CiLCA module on the use of

the general power.

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 Meeting;

(a) Planning Committee 19.09.2023

12.2 Correspondence received and items to note.

(a) Update of Chrome book offer.

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 13th November 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) Members to discuss the Enviromena Project Management UK Limited correspondence.

(c) Personnel

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APPENDIX 2 – FINANCE

Bank reconciliations for September, Trail Balances, and Quarterly Breakdown - See email attached

Receipts and Payments for October

Payments & Receipts for authorisation at the Parish Council meeting on 9th October 2023 O

Payments

DATE	Payee	Reason	Interna	Type	Nett	VAT	TOTAL
09.10.2023	East Devon District Council	Rates Toilets / Car park	1	DD	100.00	0.00	100.00
09.10.2023	Mrs J. Cowe	Toilets clean (Monthly)	2	BACS	455.00	0.00	455.00
09.10.2023	Mrs C Lear	Office Rent (monthly)	3	SO	462.00	0.00	462.00
09.10.2023	Personnel	October	4	BACS	4,096.18	0.00	4,096.18
09.10.2023	Mrs A Bates	HP Instant Ink	5	BACS			0.00
09.10.2023	Mrs A Bates	Microsoft 365 Business Basic	6	BACS	15.80	3.16	18.96
09.10.2023	British Gas	Electricity (Office)	7	DD			0.00
09.10.2023	British Gas	Electricity (Toilets)	8	DD	29.39	1.47	30.86
09.10.2023	British Gas	Electricity (Exton)	9	DD	16.80	0.84	17.64
09.10.2023	Arccas (Midlands) Ltd	Grass Cutting	10	BACS	940.00	188.00	1,128.00
09.10.2023	Everflow	Water	11	DD			0.00
09.10.2023	Woodbury Churchlands Trust	Hall Hire Church Rooms	12	BACS	120.00	0.00	120.00
09.10.2023	Mr M Lynch	Grass / hedge cutting	13	BACS	460.00	92.00	552.00
09.10.2023	Devon Assoc. Of Local Councils	Cllr Training (S.P)	14	BACS	15.00	3.00	18.00
09.10.2023	Dartmoor Tree Surgeions Ltd	Tree Works The Green	15	BACS	375.00	75.00	450.00
09.10.2023	Dartmoor Tree Surgeions Ltd	Allotments Woodbury	16	BACS	325.00	65.00	390.00
09.10.2023	Dartmoor Tree Surgeions Ltd	Allotments Woodbury	17	BACS	200.00	40.00	240.00
		TOTAL			**7,610.17**	**468.47**	**6,428.64**

Receipts

01.09.2023	EAST DEVON District Council	Precept	RS1	SO	45,965.00	0.00	45,965.00
01.09.2023	R,Miller	Old Fire Station	RS2	SO	125.00	0.00	125.00
		TOTAL			**46,090.00**	**0.00**	**46,090.00**

Councillor **Clerk**

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APPENDIX 3 – Planning

EXTON

23/1648/FUL	Nutwell Lodge Exmouth Road Lympstone Devon EX8 5AJ	Replacement of existing chimney stacks and additional bracing.
23/1649/LBC	Nutwell Lodge Exmouth Road Lympstone Devon EX8 5AJ	Replacement of existing chimney stacks and additional bracing.

WOODBURY - None

WOODBURY SALTERTON

23/2022/FUL	The Willows Woodbury Salterton EX5 1PX	Change existing conservatory to a garden room
23/2082/FUL	Willowmead, Woodbury Salterton, Devon, EX5 1PZ	Construction of a single-storey extension on the south elevation