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 13th November 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 8th *November 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 13th November 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 9th October 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
- County Councillors
- District Councillors

Chairman: Cllr. Mrs. C. McGauley (Woodbury) Vice Chairman: Cllr. R. Ball (Woodbury)
Exton Cllrs: Mrs. S. Cole, S. Parks, vacancy
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 **November 2023.**

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

7.3 Cycleway connectivity, Watery Lane, 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 and to note the new provisional TPO for land South of Gilbrook Close and West of Meadow Close, Woodbury.

8.3 Devon County Council / East Devon District Council Planning update.

9. Allotments

9.1 Members to consider the following which arose at the recent Allotments committee;

Woodbury Site:

(a) New boundary fence (post & rail) is required.

(b) Plot numbers – to be purchased.

(c) New entrance gate is required.

(d) The hedge to the side of Watery Lane requires cutting.

(e) A noticeboard is required for the site.

Woodbury Salterton site:

(a) Notice board is required for the site.

(b) Designated manure area is required for the site.

9.2 Members consider the rent review and agree the proposed new charges for both sites.

Proposal :	Plots	¼	£ 7.50	increase of	£1
		½	£ 13		£2
		¾	£ 18.5		£3
		Full	£ 24		£4

10. Exe Management Committee

Members to consider discuss the lack of funds and any action to be taken.

GOVERNANCE

11. Allotment Sub Committee

Members to agree that the Allotment Sub Committee is disbanded and incorporated as the first item on the agenda of the Assets and Estates Committee. Allotment representatives will still carry out their role in the day-to-day management of the sites.

12. Policies

Members to consider and agree the following policies and documents.

- Policy for future developments – "build for benefit" Development Policy
- Scheme of Delegation
- Publication Scheme pricing schedule
- Training and Development Policy
- Action Plan 2023-2028

FOR NOTING

13. Committee / Working Groups - Minutes and Reports / Correspondence (appendix 4).

13.1 Members to ratify the minutes of the Committee Meeting;

(a) Allotment Sub Committee 23.10.2023
(b) Staffing, Finance & Policy Committee 23.10.2023

Members to note the recently agreed 1st April 2023-31st March 2024 Local Government pay award.

13.2 Correspondence received and items to note.

14. Items Public Forum / Items for next agenda

14.1 Members of the public to raise any other matters.

14.2 Members to forward items for the next agenda.

15. Date of future meetings

15.1 Members to confirm that the next Full Council meeting will be on **Monday 11th December 2023 at 19.30pm** at The Church Rooms, Woodbury.

Return to agenda

APPENDIX 2 – FINANCE

Bank reconciliations for October and Trail Balances - See email attached

Receipts and Payments for November

Payments							
DATE	Payee	Reason	Inter	Type	Nett	VAT	TOTAL
30.08.2023	Firstcom	Telephone - Internet	O18	DD	59.66	11.93	71.59
13.11.2023	East Devon District Council	Rates Toilets / Car park	1	DD	100.00	0.00	100.00
13.11.2023	Mrs J. Cowe	Toilets clean (Monthly)	2	BACS	455.00	0.00	455.00
13.11.2023	Mrs C Lear	Office Rent (monthly)	3	SO	462.00	0.00	462.00
13.11.2023	Personnel	November	4	BACS	5,089.68	0.00	5,089.68
13.11.2023	Mrs A Bates	HP Instant Ink	5	BACS	37.49	7.50	44.99
13.11.2023	Mrs A Bates	Microsoft 365 Business Basic	6	BACS	15.80	3.16	18.96
13.11.2023	British Gas	Electricity (Office)	7	DD	0.00		0.00
13.11.2023	British Gas	Electricity (Toilets)	8	DD	28.87	1.44	30.31
13.11.2023	British Gas	Electricity (Exton)	9	DD	16.25	0.81	17.06
13.11.2023	Arccas (Midlands) Ltd	Grass Cutting	10	BACS	1015.00	203.00	1,218.00
13.11.2023	Everflow	Water	11	DD	96.13	0.00	96.13
13.11.2023	Woodbury Churchlands Trust	Hall Hire Church Rooms	12	BACS	120.00	0.00	120.00
13.11.2023	East Devon District Council	Dog bin collection	13	BACS	880.00	176.00	1,056.00
13.11.2023	Devon Assoc. Of Local Councils	Cllr Training (S.P)	14	BACS	15.00	3.00	18.00
13.11.2023	Shred-IT	Office shredding	15	BACS	127.50	25.50	153.00
13.11.2023	RBL Woodbury	Two Wreaths Memorial	16	CHQ	45.00	0.00	45.00
13.11.2023	Exe Estuary Management	Membership	17	BACS	116.00	0.00	116.00
13.11.2023	Mr. Grist	The Arch Flowers	18	BACS	43.85	0.00	43.85
13.11.2023	Devon Assoc. Of Local Councils	Cllr Training (S.P/S.C)	19	BACS	45.00	9.00	54.00
13.11.2023	Screw Fix	Maintenance Sundries	20	BACS	35.59	7.13	42.72
13.11.2023	Mrs Rye	Allotment Paint Woodbury	21	BACS	20.83	4.17	25.00
13.11.2023	Brooklands	Xmas Lights	22	BACS	746.88	149.38	896.26
13.11.2023	Devon Assoc. Of Local Councils	Clerk Annual DALC AGM/Conference	23	BACS	45.00	9.00	54.00
13.11.2023	Mr B Duff	WS Allotment Fuel	24	BACS	13.83	2.77	16.60
13.11.2023	Mrs A Bates	Imprest Account	25	BACS	268.41	39.94	308.35
13.11.2023	Mr J Davies	Maintenance	26	BACS	190.40	0.00	190.40
		TOTAL			**10,029.51**	**641.80**	**10,671.31**
Receipts							
HMRC		VAT Return	N1		9,367.07	0.00	9,367.07
		TOTAL			**9,367.07**	**0.00**	**9,367.07**
Transfer							
Unity Trust Account	Transfer to	Cambridge Counties Savings			79,867.48	0	79,867.48
		TOTAL			**79,867.48**		**79,867.48**

Return to agenda

APPENDIX 3 – Planning

Delegation

23/2124/FUL	Little Gables, Green Lane, Exton, Devon, EX3 0PW	Partial demolition of existing bungalow, construction of an additional storey with new roof and single storey rear extension with raised terrace.	Support

EXTON

23/230/FUL	Playing Fields, Exmouth Road, Exton, EX8 5AP	car park extension

WOODBURY - None

WOODBURY SALTERTON

23/2201/FUL	Hogsbrook Farm Road, From Greendale Barton To Hogsbrook Farm Woodbury Salterton, Devon EX5 1PY	Agricultural unit extension

23/2051/FUL	Land Adjacent To Oaklands, Toby Lane, Woodbury Salterton	Change of use of agricultural building to self-build dwelling

APPEALS

1. FWS Carter & Son – APP/U1105/W23/3330631
   Retention of NHS Vaccination Centre and associated car park.

   We support the appeal from the applicant for use as an NHS facility.

2. Mr. P Jordan – APP/U1105/W/23/3325280 Exton Lodge, Mill Lane, Exton
   Outline proposal for a single dwelling with all matters reserved other than the access.

   We have now supported this appeal as the although initially we did not support this application as the development is in open countryside which is against the policy of East Devon Local Plan and Village Plan Policy. Due to the lack of a 5-year land supply and although it is in the open countryside, ironically the site has better infrastructure connections than many sites in Woodbury which is inside a sustainable development area! Therefore, Woodbury Parish Council supports this appeal due to the close public transport connections and the location of this site.