# 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 11th December 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

6th December *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 11th December 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 13th November 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 **December 2023.**

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

7.3 EDDC Arts Funding, update. Members to consider funding.

## 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. Allotments**

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

**Woodbury Salterton site:**

(a) Gate access

(b) Picnic table

(c) Bees

(d) Fruit trees / small orchard

**10. Cycle connectivity**

10.1 Update of Cycleway connectivity, Watery Lane.

## GOVERNANCE

**11. Communication**

11.1 Members to consider our current forms of communication and how this can be improved.

## FOR NOTING

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

12.1 Members to ratify the minutes of the Committee Meeting;

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(a) Planning Committee 07.11.2023

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 8th January 2024 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) Personnel

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# APPENDIX 2 – FINANCE

Bank reconciliations for October and Trail Balances - See email attached

Receipts and Payments for December

**Payments**

| DATE | Payee | Reason | Interna | Type | Nett | VAT | TOTAL |
|---|---|---|---|---|---|---|---|
| 30.11.2023 | Firstcom | Telephone - Internet | N30 | DD | 62.58 | 12.52 | 75.10 |
| | | | | | | | |
| 11.12.2023 | East Devon District Council | Rates Toilets / Car park | 1 | DD | 100.00 | 0.00 | 100.00 |
| 11.12.2023 | Grange Cleaning | Toilets clean (Monthly) | 2 | BACS | 456.25 | 0.00 | 456.25 |
| 11.12.2023 | Mrs C Lear | Office Rent (monthly) | 3 | SO | 462.00 | 0.00 | 462.00 |
| 11.12.2023 | Personnel | December | 4 | BACS | 3,803.03 | 0.00 | 3,803.03 |
| 11.12.2023 | Mrs A Bates | HP Instant Ink | 5 | BACS | | 0.00 | 0.00 |
| 11.12.2023 | Mrs A Bates | Microsoft 365 Business Basic | 6 | BACS | 15.80 | 3.16 | 18.96 |
| 11.12.2023 | British Gas | Electricity (Office) (includes £200.81 credit) | 7 | DD | 350.69 | 17.53 | 167.41 |
| 11.12.2023 | British Gas | Electricity (Toilets) | 8 | DD | 28.76 | 1.44 | 30.20 |
| 11.12.2023 | British Gas | Electricity ( Exton) | 9 | DD | 16.80 | 0.84 | 17.64 |
| 11.12.2023 | Arccas (Midlands) Ltd | Grass Cutting | 10 | BACS | 90.00 | 18.00 | 108.00 |
| 11.12.2023 | Everflow | Water | 11 | DD | | 0.00 | 0.00 |
| 11.12.2023 | Screw fix | Maintenance Sundries | 12 | BACS | 36.05 | 7.21 | 43.26 |
| 11.12.2023 | Viking | Stationary / Public Toilet Sundries | 13 | BACS | 84.32 | 16.86 | 101.18 |
| 11.12.2023 | Mrs A Bates | Imprest Account | 14 | BACS | 199.83 | 28.37 | 225.3 |
| 11.12.2023 | Shred It | Office paperwork -**REPLACES N15** | 15 | BACS | 182.07 | 36.41 | 218.48 |
| 11.12.2023 | Viking | Stamps / Bollard Lights | 16 | BACS | 70.04 | 2.79 | 72.83 |
| 11.12.2023 | South West Water | Woodbury Allotmetns | 17 | DD | 37.30 | 0.00 | 37.30 |
| 11.12.2023 | South West Water | WS Allotments Water | 18 | DD | 17.66 | 0.00 | 17.66 |
| 11.12.2023 | DALC | Planning Training | 19 | BACS | 270.00 | 54.00 | 324.00 |
| 11.12.2023 | Mr J Davies | Maintenance Sundries | 20 | BACS | 229.50 | 0.00 | 229.50 |
| 11.12.2023 | Viking | Signs | 21 | BACS | 7.20 | 1.44 | 8.64 |
| | | **TOTAL** | | | **6,457.30** | **188.05** | **6,441.64** |
| | | | | | | | |
| **Receipts** | | | | | | | |
| 24.11.2023 | Coombe Farm Solar Farm | Solar Farm Grant | | | 10,335.02 | 0.00 | 10,335.02 |
| | | | | | | | |
| | | **TOTAL** | | | **10,335.02** | **0.00** | **10,335.02** |