Woodbury Parish Council

(serving Exton, Woodbury, and Woodbury Salterton)

Clerk to the Council: Mrs. Anne-Marie Bates
Woodbury Parish Council Offices,
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Minutes of the Full Council meeting held on Monday 6th October 2025 at 7.30pm

Present:	Chairman	Cllr. R. Ball
	Vice Chairman:	Cllr. Mrs. S. Knighton
	Councillors:	Cllrs. Mrs. S. Cole, K. Perry, R. Parr, I. Hunt, S. Parks, C. Hoar, Mrs. M. Wright, Mrs. C. McGauley
	County/District Councillors	Cllr J. Trail, Cllr G. Jung, Cllr. B. Ingham
	Officer:	Anne-Marie Bates, Clerk to the Council
	Members of the Public:	0

FC25/67 **Apologies for Absence**

Apologies for absence have been received from Cllrs J.Pyne, A. Wills,and County Councillor Helen Brown.

RESOLVED that the apologies be accepted.

FC25/68 **Approval of Minutes**

RESOLVED that the minutes of Full Council meeting held on **8th September 2025** be approved as a correct and true record and signed by the Chairman.

Proposed by Cllr. Mrs. S. Cole seconded by Cllr. C. Hoar.

FC25/69 **Declarations of Interest and Dispensations**

Cllr. Mrs. M. Wright by virtue of being the applicant, planning application 25/1835/FUL / 25/1836/LBC.

FC25/70 **Public Participation Session**

None

- **FC25/71 Clerk's Report**

Meeting date	Task Name	Minute reference and details	Action taken (text)
08.11.2021	Play Inspections	FC21/95 arrange play inspections	Inspections completed. Maintenance work actioned on the Exton and The Green parks, others to be actioned.
13/02/2023	Tree	FC22/134.3	Kings Coronation / Duke of Edinburgh Tree – Trees received, ready for planting - Plaque to be sourced.
13.02.2023	Bonds Lane / Watery Lane connection	FC22/137.1 – Funding	Ownership of Watery Lane is being investigated.

- Woodbury Salterton Bus Shelter – the living roof is being installed this week.
- WCPF Survey has been distributed. Closing Date is now 19th October 2025
- DCC Highways Consultation is live, Parish Council's response has been submitted. (Fulford Way, Globe Hill and Town Lane – Parking Restrictions)
- DALC Conference report given.

FC25/72 Reports

(a) Chairman, Cllr R. Ball provided an update regarding Local Government Reorganisation and advised that a draft letter will be distributed to members before being sent to Exeter City Council, East Devon District Council and Devon County Council.

(b) Parish Councillors – Cllr R. Parr provided members with a report on the recent Exe Estuary Management meeting. At the meeting he expressed his frustration with the lack of action taken by the committee and felt it should have more of a voice on local issues.
Cllr K. Perry and Cllr. Mrs. S. Knighton attended a meeting with Woodbury Village Hall Committee. The Committee wanted to make sure that the village hall was on the Parish Council's radar especially with regards to future development and potential funding being available. (S106/CIL).
Cllr. Mrs. S. Knighton added that after a discussion with PCSO Justin Willis that within the Emergency Plan, "Project Access" should be included which allows Emergency Services to access community buildings to evacuate residents or for it to be a hub.
Cllr. Mrs. S. Knighton said that Exton now have their Emergency Plan, and Woodbury Salterton is near to completion so Woodbury should complete theirs. Cllr. Mrs. S. Knighton is happy to lead.
Cllr. C. Hoar advised members that he and the Clerk had a meeting with Richard Bagwell from Stephens Scown in respect of our leases / licences which was very productive.

(c) Cllr. J. Trail advised that diversion routes for the A376 had been patched so were in a better condition for the additional traffic.
Woodbury Salterton Church gate was looked at by engineers due to flooding and there is a proposal. The junction of Stony Lane and Village Road, a bus box is not viable, and there are split views on double yellow lines, so currently nothing is being raised.
Metered car parking fees are being reviewed by Corporate Scrutiny.
LGR options are being reviewed on 14th November.

(d) Cllr G. Jung gave a report on LGR, it is apparent that a "One Devon" works better than trying to split Devon. How the Government decides the final outcome is unclear. Assets are being reviewed and seeing which ones could be devolved to Parish / Town Councils. Sufficient funding for many District Councils including East Devon beyond 2028 is questionable.
EDDC Local Plan is to go through a second consultation including the new Town "Marlcombe", 2500 dwellings will be provided in this Local Plan period and 7500 in the next plan period to 2042.
Flood & Coastal protection schemes are not planned to be delayed. By EDDC, but the DEFRA funding arrangements may cause delays in delivery. EDDC are still awaiting the Ministers decision.

Cllr B. Ingham gave a report on LGR, "One Devon" and the pulling together of funds especially for SEND and Adult Social Care.
More understanding of the options should be known by the end of this year.

FC25/73 Finance

FC25/73.1 Approval of payments and receipts

Cllr. I. Hunt proposed that the payments be approved for October 2025; this was seconded by Cllr. Mrs. S. Cole and was unanimously agreed.

RESOLVED that the payments be approved.

DATE	Payee	Reason	Internal No.	Type	Nett	VAT	TOTAL
15.09.2025	Firstcom Europe	Telephone / Internet	21	DD	48.67	9.73	58.40
30.09.2025	Unity Trust Bank	Bank Charges	22	SO	0.3	0.00	0.30
					Total		**58.70**
06.10.2025	East Devon District Council	Car Park / Premises	1	SO	100.00	0.00	100.00
06.10.2025	Grange Cleaning	Toilets clean (Monthly)	2	BACS	456.25	0.00	456.25
06.10.2025	Mrs C Lear	Office Rent (Monthly)	3	SO	462.00	0.00	462.00

06.10.2025	Personnel	Personnel (Monthly)	4	BACS	5,903.65	0.00	5,903.65
06.10.2025	Everflow Water	Water	5	DD	92.15	0	92.15
06.10.2025	Mrs A Bates	HP Instant Ink	6	BACS	41.24	8.25	49.49
06.10.2025	Mrs A Bates	Microsoft 365 Business Basic	7	BACS	17.20	3.44	20.64
06.10.2025	British Gas (credit £103.58)	Electricity (Office)	8	DD	0	0	0
06.10.2025	British Gas	Electricity (Toilets)	9	DD	26.27	1.31	27.58
06.10.2025	British Gas	Electricity (Exton)	10	DD	16.97	0.85	17.82
06.10.2025	Arcass	Grass cutting contract	11	BACS	1,245.00	249.00	1,494.00
06.10.2025	EDF	Electricity (Office)	12	BACS	17.72	0.89	18.61
06.10.2025	PKF	Annual Governance & Accountability Return	13	BACS	630.00	126.00	756.00
06.10.2025	Venn Bridge LLP / Clinton Devon	Quarterly rent Town Lane 2	14	BACS	76.25	0.00	76.25
06.10.2025	Mr. N. Batten	Wood Salt allotment supplies	15	BACS	26.73	5.35	32.08
06.10.2025	Alison Smeatham	Supplies for Event	16	BACS	52.91	0.00	52.91
		TOTAL			**9,169.76**	**396.17**	**9,565.93**
Receipts							
01.09.2025	Robert Miller	Old Fire Station	R1	BACS	125.00	0	125.00
		TOTAL			**125.00**	**0.00**	**125.00**

FC25/73.2 Bank Reconcilliations

Members to agree that the bank reconciliations, trial balances, quarterly breakdown for September 2025.

RESOLVED that they be approved.

Current Account - Unity Trust Bank

Monthly Meeting Balance Sheet		**Sep-25**
Payments		23,785.92
Income (previous month)		0.00
Monthly Meeting Balance Total		23,785.92
Bank Statement (1st of Month)		47,409.91
Bank Statement (Last day of Month)		98,490.46
Bank Statement Balance		51,080.55
Monthly Meeting Total - Bank Stmt Balance Total		**74,866.47**
Payments presented in a different month		-1,201.47
Receipts received but presented in diff. month		0.00
Additional Receipts received		-73,665.00
Difference		**-74,866.47**
Savings Unity Bank		70,943.59
Savings Unity Bank Interest		402.34
Total		**71,345.93**
Cambridge & Counties Bank		86,690.90
Interest (OPENED 02/10/2023)		264.41
Deposit A/c Monthly Balance		86,955.31
Grand TOTAL at end of Month		**256,791.70**
Imprest Account		250.00
TOTAL		**257,041.70**

FC 25/74 **Planning**

FC25/74.1 **RESOLVED** that the following comments be submitted to the East Devon District Council:

Delegation

25/1910/TCA	2 Globe Hill Cottages, Globe Hill Woodbury Devon EX5 1JW	T1 - Willow & T2 - Sycamore: Fell both trees to near ground level. These two trees are getting too big for the small garden and not suitable for retention	Support

Exton

25/1942/PIP	Land South Of Orchard Cottage, Exmouth Road Exton	Permission in principle for demolition of garage and construction of 1no. dwelling.	Resolved: Woodbury Parish Council **supports** this application. (Proposed by Cllr. C. Hoar and seconded by Cllr. S. Parks) (Vote: 10-0)

Woodbury

25/1955/PDQ	Barn At Coniger Cross, Tedstone Lane, Woodbury	Prior approval (Class Q) for change of use from agricultural building to a dwelling house (Use Class C3)	Resolved: Woodbury Parish Council **does not support** this application. (Proposed by Cllr. K. Perry and seconded by Cllr. Mrs. C. McGauley) (Vote: 0-7) R.B. proposed to support but no seconder. SP/RP Abstained
25/1948/DOC	Land At Venmore Barn, Woodbury, EX5 1LD	Discharge of Condition for 22/1761/FUL: Condition 3 (footpath link and bridge details)	Noted
25/1983/DOC	Springhayes, Town Lane, Woodbury EX5 1NE	Discharge of condition for 24/1317/LBC: Condition 5 (windows and doors) Condition 6 (render mix and glazed doors)	Noted

Woodbury Salterton

25/1836/LBC	The Old Vicarage, Village Road, Woodbury Salterton, Devon EX5 1PG	Demolition of outbuildings and porch in service courtyard, works to the courtyard walls including raising the height of the wall, roofing over the courtyard. Construction of a garden wall attached to the service courtyard and a freestanding kitchen garden wall. Construction of a kitchen extension screened by the attached garden wall, accessible from the covered courtyard, with glazed elevation on to the rear garden. Enhancement works including installation of a heating and ventilation system, replacement of electrical services and thermal efficiency enhancements	Resolved: Woodbury Parish Council **supports** this application. (Proposed by Cllr. I. Hunt and seconded by Cllr. R. Parr) (Vote: 10-0)

25/1835/FUL	The Old Vicarage Village Road, Woodbury Salterton, Devon EX5 1PG	Amendment to previously approved application 25/0064/FUL. Amendment is to take down the courtyard walls rather than retain them as part of previous approval. Demolition of outbuildings and porch in service courtyard, works to the courtyard walls including raising the height of the wall, roofing over the courtyard. Construction of a garden wall attached to the service courtyard and a freestanding kitchen garden wall. Construction of a kitchen extension screened by the attached garden wall, accessible from the covered courtyard, with glazed elevation on to the rear garden. Enhancement works including installation of a heating and ventilation system, replacement of electrical services and thermal efficiency enhancements	Resolved: Woodbury Parish Council supports this application. (Proposed by Cllr. I. Hunt and seconded by Cllr. R. Parr) (Vote: 10-0)

Appeals

APP/U1105/C/22/3365463, 3365464, 3365465 & 3365468
Locations: Land north of unit 4 Greendale Farm Shop & Drive Through Vaccination Centre Sidmouth Road, Farringdon, Exeter EX5 2JU
The Inquiry will commence at 10.00am on Tuesday 21 October 2025.

FC25/74.2 **Planning Update**

Planning update was circulated (separate report on website)

RESOLVED that these be noted.

FC25/75 EDDC Strategic Planning / Neighbourhood Plan / Reorganisation of Devon

FC25/75.1 Cllr. A. Wills circulated report was noted.

FC25/75.2 The Clerk advised that both Cllr K. Perry and Cllr. J. Pyne had made grammatical corrections to the Neighbourhood Plan before submitting it to East Devon District Council. This has now been submitted and EDDC will now process and advise the Consultation shortly.

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FC25/75.3 The working group have met and discussed Local Government Reorganisation and a letter as previously mentioned by the Chairman will be formally submitted to the other Authorities.
The Clerk has sent information to all members providing an update of LGR and what members will have to consider and what resources are needed to be implemented, including reviewing the budgets.

FC25/76 **Items to Note / Correspondence**

To receive a report (Committee Chairman) regarding the Committee meetings and any Working Groups. The following meetings were noted.

a) Asset & Estates Committee 22nd September 2025

Members noted the following communications.

1. Exeter CC LGR – 22.09.2025
2. DALC free online events (including All Things Traffic, Insurance Risk, LGR) 22.09.2025
3. Exmouth TC Mayoral Civic Service, Holy Trinity Church, Rolle Street, Exmouth, on Saturday 25th October 2025 at 11.00am.

Local Policing

PSCO Justin Willis will be running public drop in sessions

Thursday 23rd October 7-9pm, The Old Alley, The Maltsters

(Exton is provisionally booked for 26th November at Exton Village Hall)

- Clerk provided members a report of all the meetings and training sessions she had attended.

  This included: Clear Risk Management - prepare for Risk. (Snow / Ice) Various LGR sessions. DALC Conference, Exe to Otter meetings

FC25/77 **Public Forum / Items for the next agenda**

a) Local Government Reorganisation
b) Overhanging foliage.

FC25/78 **Date of future meeting**

The next Full Council meeting will be held on **Monday 10th November 2025** starting at 7.30pm, in The Church Rooms, Woodbury.

Upcoming meetings
Planning Committee meeting, 27th October 2025, 7.30pm
Staff, Finance & Policy Committee 2025, 8.15pm

EXCLUSION OF PRESS AND PUBLIC

FC25/79 Exclusion of Press and Public

FC25/79.1 **RESOLVED** that the Parish Council will 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).

FC25/79.2 **Allotment Site, fence replacement tenders**.
Members were advised that a comprehensive specification was sent to companies, one declined to quote and three submitted a tender.
The clerk provided members with the tenders omitting the company name and they were considered.

RESOLVED that Company E (Acres Overland) be appointed as the contractor.

Meeting closed at 9.30pm

Signed: _____
Chairman

Date: _____