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
Website: www.woodburyparishcouncil.gov.uk

Dear Councillor

Members of Woodbury Parish Council are hereby summoned to attend the **Annual Meeting of the Council** on **Monday 11th May 2026** at **7.30pm** in the **Church Rooms, Woodbury** 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 May 2026

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.

ANNUAL MEETING OF THE COUNCIL ON MONDAY 11th MAY 2026

AGENDA

1. Election of Chairman (Section 15 and 34 of the 1972 Act)

1.1 To *Propose* and *Second* nominations for the office of Chairman and, if there is more than one nominee, to vote thereon.

1.2 To *execute* the declaration of acceptance of office of Chairman to the Council

2. Election of Vice Chairman (Section 15(6) and 34(6) of the 1972 Act)

2.1 To *Propose* and *Second* nominations for the office of Vice Chairman and, if there is more than one nominee, to vote thereon

2.2 To *execute* the declaration of acceptance of office of Vice Chairman to the Council.

3. Exton Farm Development by 3 West Group
Representatives to give a presentation on their proposal and seek any feedback on the initial scheme.

LOCAL COUNCIL AWARD SCHEME QUALITY

Chairman:	Cllr. R. Ball (Woodbury)
Vice Chairman:	Cllr. Mrs. S. Knighton (Woodbury)
Exton:	Cllrs. Mrs. S. Cole, S. Parks, C. Hoar
Woodbury:	Cllrs. R. Parr, K. Perry, J. Pyne, A. Wills
Woodbury Salterton:	Cllrs. I. Hunt, M. Wright, vacancy

4. Resignation and Co-option

4.1 Members to note the resignation of Cllr Mrs Cheryl McGauley. (Woodbury Ward).

4.2 Members to consider applicants for the Casual Vacancy for the Woodbury Salterton seat via co-option.

5. Election of Committees / Working Groups

5.1 Members to review the Committee/s and number to each Committee, review and agree each of the Terms of Reference. (Previously distributed)

5.2 To *determine* the membership of the Councils Standing Working Committees as follows: (Members are reminded that there is no reason why the Parish Councils nominee cannot be someone other than a Parish Councillor).

(a)	Assets and Estates Committee	(6)
(b)	Staffing /Finance / Policy Committee	(6)
(c)	Planning Committee	(13)
(d)	Guilford Joint Committee	(2/3) *(2)PC and (1)Substitute*
(e)	Neighbourhood Plan Steering Group	(4 + Community Representatives)

6. Election of Representatives

6.1 Members to *review and agree* the outside bodies that we make representation, currently they are,

(a) Woodbury Village Hall Committee
(b) Woodbury Village Hall Working Group
(c) Exe Estuary Management Committee
(d) Greendale Liaison
(e) GWR
(f) Woodbury Community Playing Fields
(g) Police Liaison
(h) Exton Flooding Liaison
(i) P3 Footpaths, Cycleways, Bridleways
(j) Exton Village Hall
(k) Stagecoach
(l) EDDC Strategic Meetings (feedback to PC)
(m) Exe to Otter Parish Forum

6.2 Members to *determine* the Councils Representatives on outside bodies. (Representative and Substitute)

7. Registration of Members Interests (Localism Act 2011 2012 Regs)

7.1 Members to confirm that their Register of Members Interests are up to date (form signed).

8. Apologies for absence.

9. Minutes.

To approve as a true record the minutes of the meeting dated **13th April 2026**

10. To receive the Clerk's Report

11. To receive members' declarations of interest and dispensations in items on the agenda.

12. Public participation session with respect to items on the agenda.
There will be 15 minutes available for this session. A maximum of 3 minutes per speaker or time as permitted by the Chairman.

13. To receive reports;

(a) Chairman
(b) Parish Councillors
(c) County Councillors
(d) District Councillors

FINANCE

14. Members to view and agree the payments made in May 2026.
(A revised copy will be available at the meeting)

15. To approve the bank reconciliation figures for April 2026. Members to note that this will be deferred until after the close down for 2025-2026 has been completed.

16. Members to agree that the Gulliford Burial Ground Financial Regulations.

DECISIONS

17. Schedule of Parish Council Meetings

17.1 Members to consider and agree the attached meeting **Schedule of Meetings** (Full Council and Committees) and to note that the Full Council meeting on 9th February 2027 at Woodbury Salterton Village Hall and 9th March 2027 will take place at Exton Village Hall.

17.2 Members to confirm "Planning Leads" for Woodbury for the dates specified.

18. Projects
Members to receive an update on current projects; discuss and agree any action to be taken.

18.1 a) Watery Lane
b) Woodbury Community Playing Fields
c) Woodbury Village Hall
d) Cricket Field, Town Lane

19. EDDC Strategic Planning / Neighbourhood Plan / Village Design Statement

19.1 Members to receive an update regarding the EDDC Strategic Planning Committee meeting and agree any action.

19.2 Members to receive an update regarding the Neighbourhood Plan.

19.3 Members to receive an update regarding the Village Design Statement.

20. Insurance
Members to *review and agree* the Insurance Renewal (3rd year of 3-year Long Term Undertaking) **Insurance Schedule**

21. IT Policy
Members to review and agree the amended IT Policy.

PLANNING

22. Members to consider and make comments to East Devon District Council (EDDC) on **list of applications** **(The Principal Authority EDDC makes planning decisions).**

23. To receive a list of applications determined by the District Council. Members to ensure conditions relating to approved planning applications have been considered before reporting any anomalies, also to monitor appeals.

24. Planning Checklists
Members to agree the checklists which all members will use to conduct site visits for planning applications and tree applications.

FOR NOTING

25. Correspondence received and items to note.

26. Members of the public to raise any other matters.

27. Items for the agenda of future meetings.

28. Members to note that the next meeting, Full Council meeting will be on Monday 8th June 2026 at 19.30hrs in Church Rooms, Woodbury.