Woodbury Parish Council

(serving Exton, Woodbury, and Woodbury Salterton)

Clerk to the Council: Mrs. Anne-Marie Bates
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Minutes of the Full Council meeting held on Monday 9th March 2026 at 7.30pm

Present:	Chairman	Cllr. R. Ball
	Vice Chairman:	-
	Councillors:	Cllrs. J. Pyne, , K. Perry, C. Hoar, S. Parks, R. Parr
	County/District Councillors	Cllrs G. Jung and B. Ingham
	Officer:	Anne-Marie Bates, Clerk to the Council
	Members of the Public:	4

FC25/135 Apologies for Absence

Apologies were received by Cllrs Mrs. S. Knighton, Mrs. C. McGauley, Mrs. S. Cole, I. Hunt, A. Wills, Mrs. M. Wright, also County Councillors Helen Brown and J. Trail.

RESOLVED that the apologies be accepted.

FC25/136 Approval of Minutes

RESOLVED that the minutes of Full Council meeting held on **9th February 2026** be approved as a correct and true record and signed by the Chairman.

Proposed by Cllr. C. Hoar and seconded by Cllr. J. Pyne

FC25/137 Declarations of Interest and Dispensations

Cllr C. Hoar regarding item 8 and 10 by virtue of being a member/trustee of the organisation.
Cllr S. Parks item 5 by virtue of being the landowner.

FC25/138 Public Participation Session

A resident raised the following concerns :
a) Dwelling being replaced by two dwellings – infill
b) Infrastructure – Sewage and Quality of Water - testing
c) How much influence does the Parish Council have on these points ?

Parish Council's reponse ;
a) We are mindfull of infill within existing gardens and we do our best, by raising our concerns however it is unfortunately, becoming a fairly standard practice.

b) East Devon District Council have put Grampion Orders on future developments due to the inadequate SWW infrastructure. Water Quality Testing – the Parish Council will investigate further.

c) We do raise our concerns with South West Water, District Council and at every opportunity we have. However, we do not have much influence as we would like.

FC25/139 Presentation

3West Group presented on their development site East of Nutwell Road.
and explained that they are looking to increase the amount of dwellings from 42 to upto 70, being a mix mostly of 3/4/5 bedroomed with some bungalows.

- Affordable housing will be 35% and shared ownership 70/30 split,
- There is a S106 requirement for highway improvements to the A376 at the Meeting Lane junction prior to first occupancy.
- Access off Nutwell Road with a footpath link to the meeting lane site. (The access for this site is only off Meeting Lane).
- Provision for a footpath on Nutwell Road and Meeting Lane to connect to the village.
- Play areas not to be wooden equipment
- Circular footpath around the attenuation pond/s (to add – possible bench/s to utilise the area)
- Noticeboard provision
- Funds for 20mph speed limit for Lympstone village.

The Chairman moved item 15

FC25/140 Flood Resilience

The Clerk gave an update in respect of communications with Woodbury Salterton residents regarding flooding, as well as the need to finish the Emergency Plan and be aware of the flood resilience groups work, confirm set up. A meeting with various parties including land and property owners, Devon County Council and East Devon District Council, Flood Resilience Group and Parish Council to discuss and agree a plan forward.

RESOLVED that a meeting be arranged.

FC25/141 Clerk's Report

Meeting date	Task Name	Minute reference and details	Action taken (text)
13.02.2023	Tree	FC22/134.3	Kings Coronation / Duke of Edinburgh Tree to be planted in coming weeks. Plaque to be sourced.
13.02.2023	Bonds Lane / Watery Lane connection	FC22/137.1 – Funding	Ownership of Watery Lane is being investigated.
10.11.2025	Planter for Woodbury Salterton	FC25/86.4	Received , being planted prior to installation.

- Tree at The Old Plantation has been removed. Exton Play Park, the trees have been accessed and when weather permits works will take place.
- Noticeboard Woodbury Allotments, WS Barrier, WS Play Area gate to be fixed, along with P3 post near Woodbury Business Park.
- Town Lane (Cricket Field) works will be completed in the coming weeks.
- Implications of Assertion 10 / Audit Review completed.

FC25/142 Reports

a) Chairman, Cllr R. Ball discussed the Annual Parish Meeting and what format it should take this year. Members agreed that it was very successful last year and to do similar. Depending on time scales, the Annual Parish Meeting may end up being prior to the Annual Meeting of the Council with a separate award and information evening.

b) Parish Councillors – Cllr S. Parks advised the working group had discussed the Village Design Statement at some length and a draft had been circulated. Work still had to be completed including consideration for a questionnaire as well as public consultation. Cllr C Hoar advised that he had offered comments on the documents.
It was raised that an appeal regarding the Educatering Distribution Centre at Pink House corner could be imminent. Members to discuss this and will make representation if there is an inquiry.

c) Cllr. G. Jung gave his report which included Pollution and the tragic news that a holiday maker died probably due to contamination from sewage at Dawlish Warren, although the coroner's report was not conclusive. Locally there are a lot of spills.
In Sidmouth / Dawlish holding tanks are being installed which are designed to hold the extra flows during heavy rain and release the effluent up to the sewage works at a controlled rate. This is not the case for Exmouth or Woodbury Woodbury, South West Water have said that y they have carried out improvements works but not confirmed what has been done. Discharges last year was 861 hours!
Other proposed works is to reduce water ingression into the network at Oakhayes, Summerfield and Broadway to provide sufficient headroom for the proposed developments.
Cllr G. Jung is being asked to agree a Grampian Order to be signed off in December, however he is not convinced there is sufficient capacity.
The Nutwell / Meeting Lane sites are expected to be connected to Lympstone network a subsection to Exmouth. Sufficient capacity is questionable as there have been 900 spills.

Woodbury Salterton flooding and Resilience Group – It was identified the Highway structure was the main issue with drains in Higher / Lower Lane discharging into the open ditch and culvert under Stony Lane. There is an annual stream clearance to assist with the stream flow.
The Resilience Group needs to be relaunched.

Cllr B. Ingham gave his report which included his concerns with sustainability, tiers of Local and National Government and Governance failing of this Country as there is not enough funds.

FC25/143 Finance

FC25/143.1 Members to view and ratify the Staffing, Finance, & Policy (SFP) Committee's recommendations regarding the Community Fund, Coombe Farm Solar Fund and Personnel. (Information previously circulated).

RESOLVED that these be approved, also a virement from the earmarked reserves The Arch of £1,715 towards one of the grants requests.
It was also agreed that the SFP Committee will review the application requirements for each grant before next year's submissions.

Organisation	**Outline of scheme**	**Grant Request**	**Council approved Award**
Exton Drama Club	Replace 3 backdrop cloths (scenery)	£150	£150
Woodbury History Society	To assist meeting the cost of housing, conserving and providing access to parish records. To help support making the records accessible via a website on the internet. To support project work as appropriate with Woodbury Primary School.	£275	£275
Woodbury Village Hall	Feasibility study for construction of new Community Hall	£3000	£3000 £1,285 Grant £1,715 Virement from 'The Arch' EMR
Friends of Woodbury Surgery	To help fund annual running costs. For DBS checks for new recruits and other items	£400	£400
Woodbury Salterton Friends of the Church	Promotion of events	£120	£120
	Total requested	**£3,945.00**	
	Grant Available	**£2,230.00**	**£2,000**
	EMR		**£1,715**
	Total		**£3,945**

FC25/143.2 Members to view and consider the Churchlands Trust application for works to the Church Rooms (separate Trust and not owned or funded by the Church)

RESOLVED that this be approved.

Organisation	**Outline of scheme**	**Grant request**	**Council approved award**
Woodbury Village Hall	Replacement of rear fire wooden door an room wooden door with UPC doors. Replace glazed window panes	£3,000.00	£3,000
Churchlands Trust	Remove external rendering and replace v rendering and external repairs	£5,000.00	£5,000
Exton Village Hall	Purchase and installation of a new and e	£300.00	£300.00
Woodbury School	Litter bins for the playground. Seating area in the library. Upgrading the wellness garden.	£1,500.00	£600.00 Only £600 meets criteria (wellness garden) Bins and library sofa do not meet criteria
	Total	**£ 8,000.00**	**£8,900.00**
	Grant Available	**£11,171.47**	**£11,171.47**
	Grant Remaining		**£2,271.47**

FC/142.3 Approval of payments and receipts

Cllr. K. Perry proposed that the payments be approved for January 2026; this was seconded by Cllr. S. Parks and was unanimously agreed.

RESOLVED that the payments be approved.

Payments

Date	Payee	Reason	Internal No	Type	Nett	VAT	Total
09/03/2026	Firstcom Europe	Telephone / Internet	24	DD	56.87	11.37	68.24
09/03/2026	Unity Trust Bank	Bank Charges	25	DD	15.75	0	15.75
							83.99
09/03/2026	East Devon District Council	Car Park / Premises	1	SO	0.00	0.00	0.00
09/03/2026	Grange Cleaning	Toilets clean (Monthly)	2	BACS	456.25	0.00	456.25
09/03/2026	Mrs C Lear	Office Rent (monthly)	3	SO	462.00	0.00	462.00
09/03/2026	Personnel	Personnel	4	BACS	6,420.46	0.00	6,420.46
09/03/2026	Everflow Water	Water	5	DD	137.11	0.00	137.11
09/03/2026	Mrs A Bates	HP Instant Ink	6	BACS	46.66	9.33	55.99
09/03/2026	Mrs A Bates	Microsoft 365 Business Basic	7	BACS	17.02	3.40	20.42
09/03/2026	British Gas	Electricity (Office)	8	DD	382.74	30.97	413.71
09/03/2026	British Gas	Electricity (Toilets)	9	DD	12.81	2.46	15.27
09/03/2026	British Gas	Electricity (Exton)	10	DD	17.00	0.85	17.85
09/03/2026	EDF	Electricity (Office)	11	BACS	18.82	0.94	19.76
09/03/2026	South West Water	WS Allotments	12	DD	108.05	0.00	108.05
09/03/2026	Woodbury PTFA	Coombe Solar Farm - Upgrading wellness garden	18	BACS	600.00	0.00	600.00
09/03/2026	Woodbury Village Hall	Coombe Solar Farm - Refurbishment of doors & panes	19	BACS	3,000.00	0.00	3,000.00
09/03/2026	Exton Village Hall	Coombe Solar Farm - Energy efficient heating controller	20	BACS	300.00	0.00	300.00
09/03/2026	Churchlands Trust	Coombe Solar Farm - Replace rendering with lime render	21	BACS	5,000.00	0.00	5,000.00
09/03/2026	Woodbury Village Hall	Community Fund - Feasibility study new community hall	22	BACS	3,000.00	0.00	3,000.00
09/03/2026	Woodbury History Society	Community Fund - Housing and conserving parish records	23	BACS	275.00	0.00	275.00
09/03/2026	Exton Drama Club	Community Fund - Replace 3 backdrop cloths (scenery)	24	BACS	150.00	0.00	150.00
09/03/2026	Friends of Woodbury Surgery	Community Fund - Support running costs. DBS checks	25	BACS	400.00	0.00	400.00
09/03/2026	Woodbury Salterton Friends of the church	Community Funds - Promotion of events	26	BACS	120.00	0.00	120.00

09/03/2026	Mrs Hitchen	Allotment Refund	27	BACS	13.00	0.00	13.00
09/03/2026	Acres Overland Ltd.	Various tasks - replacing, installing posts	28	BACS	546.00	109.20	655.20
09/03/2026	Dartmoor Tree Surgeons	Removal of tree at The Plantation	29	BACS	740.00	148.00	888.00
09/03/2026	Woodbury Community Allotment	Raised beds - Peter Broadbelt	30	BACS	103.73	0.00	103.73
09/03/2026	Cancelled	Cancelled	31	BACS	0.00	0.00	0.00
09/03/2026	Mrs S M Hutchings	Maintenance lawnmower - Woodbury Salterton Allotment	32	BACS	175.44	0.00	175.44
09/03/2026	Exton Village Hall	Hall Hire	33	BACS	36.00	0.00	36.00
09/03/2026	Nigel Hester	Allotment refund	34	BACS	20.00	0.00	20.00
09/03/2026	Mrs A Bates	Imprest Account - Various	35	BACS	99.10	1.61	100.71
		TOTAL			**22,657.19**	**306.76**	**22,963.95**
Receipts							
February	Various Allotment Holders	Allotment Rents		R1	187.00	0.00	187.00
February	HMRC	VAT Refund		R2	10,995.24	0.00	10,995.24
11/02/2026	Lympstone Parish Council	Gulliford Cemetery		R3	350.70	0.00	350.70
		TOTAL			**11,532.94**	**0.00**	**11,532.94**
February	Various Allotment Holders CASH	Allotment Rents		R4	50.00	0.00	50.00
		Total			**50.00**	**0.00**	**50.00**

March Payments

FC25/143.4 Bank Reconcilliations

Members to agree that the bank reconciliations, and trial balances for February 2026.

RESOLVED that they be approved. Theses were signed by Cllr S. Parks

Current Account - Unity Trust Bank

Monthly Meeting Balance Sheet		**Feb-26**
Payments		9,903.65
Income (previos month)		-817.51
Monthly Meeting Balance Total		9,086.14

Bank Statement (1st of Month)		48,838.18
Bank Statement (Last day of Month)		50,514.14
Bank Statement Balance		1,675.96
Monthly Meeting Total - Bank Stmt Balance Total		**10,762.10**
Payments presented in a different month		-46.67
Receipts received but presented in diff. month		817.51
Additional Receipts received		-11,532.94
Difference		**-10,762.10**
Savings Unity Bank		71,739.11
Savings Unity Bank Interest		0.00
Total		**71,739.11**
Cambridge & Counties Bank		87,968.49
Interest (OPENED 02/10/2023)		219.39
Deposit A/c Monthly Balance		88,187.88
Grand TOTAL at end of Month		**210,441.13**
Imprest Account		250.00
TOTAL		**210,691.13**

FC25/143.5 Members to consider whether the policies, procedures, strategies, Terms of Reference require any amendments.

Mission Statement
Standing Orders
Financial Regulations
Code of Conduct
Governance
Asset Register (current)
Bench Policy
Civility & Respect Pledge
Co-option Policy
Communications Policy
Community Engagement Policy
Complaints Procedure
Councillor General Data Protection Regulations Policy
Councillor, Staff, Representative Privacy Notice
Development Policy – Build for Benefit
Dignity at work
Disciplinary & Grievance Policy
Equality & Diversity Policy
Flower Street Car Park (Off Street Parking Places) Order 2023
General GDPR Policy
General Policy & Risk Assessment Data for Vehicle Activated Signs
General Privacy Notice

Grant Awards Policy
Health & Safety Policy / Statement
Information Technology Policy
Investment Strategy
Parish Council Action Plan 2023-2028
Play Areas/ Amenities/Open Space Policy
Protocol Policy
Publication Scheme
Risk Management Policy & Risk Register
Safeguarding Policy
Scheme of Delegation
Social media & Press Policy
Training & Development Policy
Six – year Financial Plan
Tree Management Policy
Terms of Reference for Committees / Groups

No planning, update, or appeal notices.

FC25/144 **<u>Projects</u>** (This will be a standing item going forward as the Councils priority projects)

Members to receive an update on current projects; discuss and agree any action.

a) Watery Lane (Cllrs R. Ball/ R. Parr), Members noted that a site visit had taken place with the Clerk and Acorus Planning & Design looking at the multi-use track (pedestrian, cycle, horse) to link Pound Lane with Bond Lane and networks beyond. A report on the proposal and Consultancy cost was circulated.

   RESOLVED that the Consultancies terms be approved.

b) Woodbury Community Playing Fields (Cllrs Mrs C McGauley / A. Wills) – the Parish Council is waiting notification of the new committee and then discuss their plans for 2026 and the results from the consultation
   .

c) Woodbury Village Hall (Cllrs K. Perry / Mrs S. Knighton) – no update other than there is a meeting in March. A feasibility survey to be managed by the Hall Trustees, this Parish Council has just authorised a grant.

d) Cricket Field (Cllrs Mrs C. McGauley / K. Perry), communication from the Cricket Club has been received and discussions with them will be held once we have received a legal update of our lease arrangements.
   The Clerk was pleased to confirm that Clinton Devon Estates had carried out maintenance work on both adjacent fields, cleared ditches and sided back vegetation. Additionally agreed for the ditch water to be directed into the neighbouring field so it can run into the culvert rather than onto Town Lane. This work has also been completed. The only outstanding is for the corner access to the dog walking field to be closed.

FC25/145 DDC Strategic Planning / Neighbourhood Plan / Local Government Reorganisation

FC25/145.1 Cllr. A. Wills had previously circulated a report which was noted.

FC25/145.2 Cllr J. Pyne advised that the Neighourhood Plan should be going to East Devon District Council's Committee in April along with the Examiners report. It should then go to referendum.

FC25/131.3 Local Government Reorganisation Consultation of the five proposals. Members have attended online presentations. It was agreed that the online consultation was not fit for purpose especially for Parish and Town Councils to answer.

RESOLVED that the Clerk is delegation to respond to the consultation (A response will be circulated to members prior to submission).

FC25/146 <u>20mph Speed Limit</u>

FC25/146.1 Members to agree to send Devon County Council a formal request again for 20mph schemes in Exton and Woodbury. Also to purchase further materials for the "20 is plenty" scheme.

RESOLVED that the request be submitted; materials be purchased; Clerk to contact the Highway Safety Officer for a site visit.

FC25/147 <u>Items to Note / Correspondence</u>

10.02.2026 Met Office Community Resilience Training – Share - Local Community Responders
10.02.2026 LGR consultation now open: what it means for Parish and Town Councils
16.02.2026 Community Conversations event -Devon & Somerset Fire & Rescue Service 6.3.26
17.02.2026 Precept 2026-2027 Lette for residents
17/19.02.2026 DALC Webinar & EDDC online forum – LGR
19.02.2026 Community Emergency Hubs
24.02.206 DALC LGR Information – Statement
09.03.2026 SWW Report

Members noted the above communications.

FC25/148 <u>Public Forum / Items for the next agenda</u>

Woodbury Emergency Plan. Deferred until plans are ready.

FC25/149 <u>Date of future meeting</u>

The next Full Council meeting will be held on **Monday 13th April 2026** starting at 7.30pm, in Woodbury, Church Rooms.

<u>Upcoming meetings</u>
Planning Committee, 23rd March 2026, 7.30pm
Asset & Estates Committee postponed until 27th April 2026, 8.15pm

<u>Meeting closed at 10pm</u>

Signed Chairman _____
Date: _____