# 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 Estates & Assets Committee Meeting held on 27th April 2026

Committee Members – Cllrs, C. Hoar, R. Parr, S. Parks, J. Pyne, K. Perry, I. Hunt

| | | |
|---|---|---|
| **Present:** | Chairman | Cllr S. Parks |
| | Vice Chairman: | Cllr. C. Hoar |
| | Councillors: | Cllr. K. Perry |
| | Visiting Members: | Cllrs A. Wills, R. Ball. |
| | District/County Councillors | - |
| | Officer: | Anne-Marie Bates<br>Clerk to the Council / RFO |
| | Members of the Public: | 0 |

**EA26/1** **Apologies for Absence**

Apologies for absence had been received from Cllrs. I. Hunt, R. Parr.

**RESOLVED** that these be accepted.

**EA26/2** **Approval of Minutes**

**RESOLVED** that the minutes from the meeting held on **Monday 26th January 2026** be approved as a correct and true record and signed by the Chairman.

Proposed by Cllr. C. Hoar and seconded by Cllr. K. Perry.

**EA26/3** **Declarations of Interest and Dispensations**

None received.

**EA26/4** **Public Participation Session**

Nothing received.

**EA26/5 Allotments**

26/5.1 Member to receive an update of the Allotment sites by appointed representatives.

(a) Woodbury Salterton

All plots are taken and two are on the waiting list.

| Woodbury Salterton | Councillor/Clerk Actions | Responsible | Achieved |
|---|---|---|---|
| 2026 | Noticeboard damaged | Clerk | Plot holders repair being checked. |

(b) Woodbury

- Community plot is doing very well and continuing to take shape.
- All plots are taken, four on the waiting list and one plot is being monitored.
- It was suggested that if parts of plots were not cultivated that this area is covered so weeds do not spread to other plots. **RESOLVED** that this be implemented.

| Woodbury | Representative /Councillor/Clerk Actions | Responsible | Achieved |
|---|---|---|---|
| 23/10/2023 | Noticeboard, new post being purchased. To be installed in the next week. | Clerk | |
| | Plot numbers | Clerk | Now installed. |
| | Mini Skip | Graham | Tbc |
| FC24/ 17.1 | Water Supply, Leak – replacement tap | Clerk | Leak stopped, SWW sent an engineer and a resolution was discussed. Chased. |

**EA26/6 Councillor / Clerk Report**

26/6.1 The following points were given in the reports which were noted.

| | Councillor/Clerk Actions | Responsible | Achieved |
|---|---|---|---|
| EA21/9 | Asset Register to be reviewed / updated | Cllr Perry / Cllr Wills | Ongoing |
| EA24/20.1 | Defibrillator (WS to be relocated) | Cllr I. Hunt / Clerk | Investigating |
| EA24/20.1 | WS Play Park, Gate / Shelter damage | Clerk | Repaired |
| EA24/20.1 | The Orchard set up to be reviewed | Clerk | In progress |
| EA25/09.1 | Rydon Lane, stone to entrance gate | Cllr R. Parr | Ongoing |
| EA25/10.1c/25/22 | Exton bin, | Exton Cllrs / Clerk | Bin now in situ. |
| EA25/11 | Community Orchard – license | Clerk | In progress |

| | | | |
|---|---|---|---|
| EA25/11.5 | Community Playing Fields Questionnaire | Clerk / Cllrs CM/AW | Results to be discussed. |
| EA25/21 | Trees (dead) adjacent to Woodbury play park – contact families<br>Fire Station Stumps | Clerk | Trees now removed. Stumps and Fire Station works to be completed. Trees to be replaced. |
| EA25/22 | • Town Lane hedge – DCC / CDE<br>• Salt Bins – cut back vegetation.<br>• Exton – Solar VAS<br><br>• Flower Street car park (pathway) | Clerk | • Completed<br>• Completed<br>• New VAS sign purchased, in discussions with DCC Highways.<br><br>• In progress |
| EA25/41<br>a)<br>b)<br>c)<br>d) | • The Green car park – lining<br>• Green Spot – Bus Shelter<br>• Broadway bus shelters<br><br>• Leases to be reviewed<br><u>Cricket Field</u><br>• Tree works required including memorial area.<br>• Dumped rubbish behind club<br>• Ponds plan.<br>• Benches – ownership / maintenance<br>• Signage | | • Completed<br>• To be investigated<br>• Being discussed with developers<br>• In progress<br><br>• In progress<br><br>• Clerk chased club<br>• To be investigated<br>• To be investigated<br><br>• Signs up but issue with gate |
| EA25/49 | • Dog Field unofficial entrance | | • Completed |

| | | |
|---|---|---|
| **Other:** | W/S Barrier at the New Plantation damaged | • Completed |
| | The Green Monument damage to paving slabs. | • Repaired |
| | 20 is Plenty road signs £795 each. | • Clerk to contact DCC Highways. |

**EA26/7** **Finance / Terms of Reference**

26/7.1 Clerk advised that we were now spending the budget of 2026-2027 and maintenance on the play areas had begun. The Green play area will be washed and painted.

26/7.2 Members reviewed the Terms of Reference and confirmed no amendments.

**EA26/8** **Assets**

26/8.1 Clerk advised that she will be processing the work carried out by Cllr K Perry on the Asset Register and finalising ownership of some of the assets that were queried.

26/8.2 A maintenance programme will also be actioned.

**EA26/9** **Date of future meeting**

The next meeting of the Committee will be on **Tuesday 26th May 2026** starting at 8.15pm, The Church Rooms, Woodbury subject to room availability.

## EXCLUSION OF PRESS AND PUBLIC

**EA26/10** **Exclusion of Press and Public**

10.1 The Parish Council resolved 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).

10.2 Leases update – Lease advisories to be received by the Legal team in the next few weeks.

10.3 Watery Lane Project – Proposal letter and plan agreed by the Committee.

The meeting closed at 9.15pm

Signed: _____
Chairman

Date: _____