Woodbury Parish Council

(serving Exton, Woodbury, and Woodbury Salterton)

Clerk to the Council: Mrs. Anne-Marie Bates
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Minutes of the Annual Meeting of the Council meeting held on Monday 11th May 2026 at 7.30pm

Present:	Chairman	Cllr. R. Ball
	Vice Chairman:	Cllr. J. Pyne
	Councillors:	Cllrs. K. Perry, S. Parks, Mrs. S. Cole. A. Wills, Mrs. M. Wright
	County/District Councillors	Cllrs G. Jung and B. Ingham
	Officer:	Anne-Marie Bates, Clerk to the Council
	Members of the Public:	2

Presentation

A presentation was given by 3 West Group regarding the Exton Farm proposal for 42 dwellings not 39 for Wood 28.
The proposal is in addition to Exton Farm, a Grade 2* listed farmhouse – consented for 3 mews dwellings (converted barns plus an additional 7 dwellings.
The site will be accessed separately off Mill Lane and the lower corner 3 West Group are not envisaging development due to the Marine Camp's Safeguarding Zone. There will be integrated affordable housing, and no dwelling will be occupied until South West Water has upgraded their infrastructure.
Hedgerows will be kept and consultants are reviewing the flood zones which the Environment Agency have modified. There are issues with the Highway and blocked drainage.
Wood 01 is a separate site and this is not currently being brough forward for development.
3 West Group will be submitting a Full application in July 2026.
Flooding issues, the Parish Council are meeting with all parties.

There were questions raised;

1. Current infrastructure and only being a 4-inch sewers pipe that connects the current properties to the mains across the A376.
   3West Group confirmed that this infrastructure will be upgraded.

2. Uncontrolled run off, will there be additional pressure on the A376 / flooding.
   3West Group advised that they will not be adding to the issues.
3. S106 Heads of Terms – can the Parish Council be involved in discussions.
   3West Group confirmed that this would be possible.
4. Concerns with the traffic flow on the A376 and would there be a filter lane to Mill Lane.
   3West Group advised the Traffic Consultants would modify the traffic light system.

The Chairman thanked 3West Group and Clare James from Clinton Devon Estates for attending.

FC26/15 **Election of Chairman (Section 15 and 34 of the 1972 Act)**

FC26/15.1 To *Propose* and *Second* nominations for the office of Chairman and, if there is more than one nominee, to vote thereon.

Cllr J. Pyne proposed, and Cllr. K. Perry seconded Cllr. R. Ball for office of Chairman. There were no other nominations received. A vote was taken, and it was unanimously agreed.

RESOLVED that Cllr. R. Ball be elected Chairman.

FC26/15.2 To *execute* the declaration of acceptance of office of Chairman to the Council

RESOLVED that Cllr. R. Ball signed the declaration in the presence of the Parish Clerk and Cllr S. Parks.

FC26/16 **Election of Vice Chairman (Section 15(6) and 34(6) of the 1972 Act)**

FC26/16.1 To *Propose* and *Second* nominations for the office of Vice Chairman and, if there is more than one nominee, to vote thereon

Cllr. S. Parks proposed and Cllr. A. Wills seconded Cllr. J. Pyne for the office of Vice Chairman.
There were no other nominations received. A vote was taken, and it was unanimously agreed.

RESOLVED that Cllr. J. Pyne be elected Vice Chairman.

FC26/16.2 To *execute* the declaration of acceptance of office of Vice Chairman to the Council.

RESOLVED that Cllr. J. Pyne signed the declaration in the presence of the Parish Clerk and Cllr S. Parks.

FC26/17 **Resignation and Co-option**

FC26/17.1 Cllr R. Ball confirmed that he had received the resignation from Cllr Cheryl McGauley.
East Devon District Council will be notified, and the process started to till the Woodbury Ward seat.
The Chairman took the opportunity to thank Cllr C. McGauley for her 17 years' service to the community.

FC26/17.2 Casual Vacancy co-option will be deferred to the next meeting.

FC26/18 **Election of Committees / Working Groups**

FC26/18.1 Members to review the Committee/s and number to each Committee, review and agree each of the Terms of Reference. (Previously distributed)

RESOLVED that the following changes be agreed.
(a) Terms of Reference (TOR) for the Planning Committee incorporates that lead Councillors use the planning checklist for when reviewing the planning application or carrying out a site visit.
Any large or contentious applications a working group be set up by the Ward Councillors with, if possible, another member included.

FC26/18.2 To *determine* the membership of the Councils Standing Working Committees as follows:

RESOLVED that the following Members be nominated.

(a)	Assets and Estates Committee	(6)	Cllrs C. Hoar, J. Pyne, R. Parr, S. Parks, K. Perry, I. Hunt
(b)	Staffing /Finance / Policy Committee	(6)	Cllrs S. Cole, A. Wills, S. Parks J. Pyne, K. Perry, M. Wright,
(c)	Planning Committee	(13)	All Members
(d)	Guilford Joint Committee	(2/3)	Cllrs K. Perry / S. Parks
(e)	Neighbourhood Plan Steering Group	(4 + Community Representatives)	Cllrs. J. Pyne, K. Perry, R. Ball, S. Parks

FC26/19 **Election of Representatives**

FC26/19.1 Members to *review and agree* the outside bodies that we make representation.

RESOLVED the following amendments be made.
Add Woodbury Village Hall Working Party – Feasibility Study and Exe to Otter Parish Forum

FC26/19.2 Members to *determine* the Councils Representatives on outside bodies.

RESOLVED that the following members be nominated.

(a)	Woodbury Village Hall	Cllr. K. Perry
(b)	Woodbury Village Hall Working Group	Cllr. K. Perry
(c)	Exe Estuary Management Committee	Cllrs R. Parr / C. Hoar (Substitute)

(d)	Greendale Liaison	Cllr R. Ball
(e)	Exton Village Hall	Cllr C. Hoar
(f)	GWR	Exton Ward Councillors
(g)	Woodbury Community Playing Fields	Cllrs. A. Wills
(h)	Police Liaison	Cllrs. S. Knighton / S. Cole
(i)	Exton Flooding Liaison	Exton Ward Councillors
(j)	P3 Footpaths / Cycleways / Bridleways	Parish Office
(k)	Stagecoach	Cllr R. Ball
(l)	EDDC Strategic Meetings (feedback to PC)	Cllr A. Wills
(m)	Exe to Otter Parish Forum	Cllrs R. Ball / J. Pyne

FC26/19.3 Allotments, footpath, tree and play park wardens.

Thanks go to our wardens for their assistance over the last year.
Mr. G. Joyce, and Mr. B. Duff, Mrs J. Green, and Mr. P. Hannon are happy to continue as the footpath wardens.
Mr G Black, Woodbury Salterton tree warden and Mrs Southard as the park warden.

FC26/20 Apologies for Absence

Apologies were received by Cllrs C. Hoar, , R. Parr, I. Hunt, Mrs. S Knighton, also County Councillor Jeff Trail and Helen Brown.

RESOLVED that the apologies be accepted.

FC26/21 Approval of Minutes

RESOLVED that the minutes of Full Council meeting held on **13th April 2026** be approved as a correct and true record and signed by the Chairman.

Proposed by Cllr. J. Pyne and seconded by Cllr. S. Parks

FC26/22 Declarations of Interest and Dispensations

None declared.

FC26/23 Public Participation Session

Nothing raised.

FC26/24 Clerks Report

Members noted the Clerk's report.

- Town Lane (Cricket Field-dog walking area - unofficial access is now blocked.
- Implications of Assertion 10 in progress.
- Clerk is in the process of closing down 2025-2026 accounts
- Bench – corner of Fulford Way has been vandalised (beyond repair)
- Flower Street toilets – significant damage
- WCPF Grounds – damage / break-in.
- New printer is now in situ.

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.

FC26/25 **Reports**

a) Chairman, Cllr R. Ball didn't have anything to report. advised that he had been.

b) Parish Councillors – Cllr S. Cole advised that all the Exton Ward Councillors had a meeting with Clinton Devon Estates, Devon County Council and another land owner regarding the DRIP project and Flooding in Exton. It was agreed that a follow up meeting be arranged with all landowners and stakeholders.
Cllr J. Pyne advised that he and Cllr S. Parks attended the Exmo 20 3West Group presentation regarding their development proposals. There is another meeting in June.
Cllr K. Perry advised that he and Cllr S. Parks attended the Gulliford Burial Ground meeting and that the Wall Survey has been received which Cllr K. Perry is reviewing.

c) Cllr. G. Jung advised that the Local Plan will be submitted towards the end of this year. Clarity is required for housing numbers, Air Quality and Water reports.
Cllr. G. Jung took the opportunity to thank all Parish Councillors present and past for representing their communities.

d) Cllr B. Ingham advised that with the Local Plan it would have been useful if it could have been started earlier. Without constraints key decisions could have been more appropriate.

e) Cllr J Trail – no report

FC26/26 **Finance**

FC26/26.1 Approval of payments and receipts

Cllr. S. Cole proposed that the payments be approved for May 2026; this was seconded by Cllr. A. Wills and was unanimously agreed.

RESOLVED that the payments be approved.

May Payments

Payments

DATE	Payee	Reason	Internal N	Type	Nett	VAT	TOTAL
13/04/2026	Firstcom Europe	Telephone / Internet	23	DD	62.65	12.53	75.18
							75.18
11/05/2026	East Devon District Council	Car Park / Premises	1	SO	105.00	0.00	105.00
11/05/2026	Grange Cleaning	Toilets clean (Monthly)	2	BACS	506.25	0.00	506.25
11/05/2026	Mrs C Lear	Office Rent (monthly)	3	SO	462.00	0.00	462.00
11/05/2026	Personnel	Personnel	4	BACS	6,520.84	0.00	6,520.84
11/05/2026	Everflower Water	Water	5	DD	128.57	0.00	128.57
11/05/2026	Mrs A Bates	HP Instant Ink	6	BACS	46.66	9.33	55.99
11/05/2026	Mrs A Bates	Microsoft 365 Business Basic	7	BACS	17.02	3.40	20.42
11/05/2026	British Gas	Electricity (Office)	8	DD	99.05	4.95	104.00
11/05/2026	British Gas	Electricity (Toilets)	9	DD	25.51	1.28	26.79
11/05/2026	British Gas	Electricity (Exton)	10	DD	166.88	8.34	175.22
11/05/2026	Mrs A Bates	Imprest Account	11	BACS	140.60	0.00	140.60
11/05/2026	Mrs Wendy Gillings	Imprest Account	12	BACS	5.80	0.00	5.80
11/05/2026	Church Rooms	Willow Weaving event Community allotments	13	BACS	20.00	0.00	20.00
11/05/2026	EDF	The Green - Electric	14	BACS	19.53	0.76	20.29
11/05/2026	Arcass	Grounds maintenance	15	BACS	10.00	2.00	12.00
11/05/2026	Acorus Planning & Design	Right of Way document	16	BACS	1,413.22	282.64	1,695.86
11/05/2026	Acres Overland Ltd	Repl. of posts & installation of notice board	17	BACS	546.00	109.20	655.20
11/05/2026	Woodbury Garden Club	The Arch summer planting tubs	18	BACS	108.75	0.00	108.75
11/05/2026	Clear Councils	Local Councils Insurance Renewal	19	BACS	1,411.16	0.00	1,411.16
11/05/2026	St. Andrews Hall Exton	Hire - Exton Flood Resilience Group	20	BACS	24.00	0.00	24.00
11/05/2026	Unity Trust Bank	Bank Charges	21	SO	11.35	0.00	11.35
11/05/2026	Brian Duff	Fuel for WS allotment lawnmower	22	BACS	8.91	0.00	8.91
11/05/2026	Arccas	Parish Grass Cutting	23	BACS	1,190.00	238.00	1,428.00
11/05/2026	Arccas	Gulliford Burial Ground maintenance	24	BACS	40.00	8.00	48.00
11/05/2026	T. I Glanville	Parish Maintenance	25	BACS	1,310.00	0.00	1,310.00
11/05/2026	Wyle Building Surveying Limited	Gulliford Burial Ground - Wall Survey	26	BACS	2,000.00	400.00	2,400.00
		TOTAL			**16,337.10**	**1,067.90**	**17,405.00**
Receipts							
01/04/2026	EDDC	Precept 50%		R1	87,357.50	0.00	87,357.50
23/04/2026	National Grid	Pole - Electric Grant		R2	10.05	0.00	10.05
09/04/2026	Brian Phaby	Donation to community allotment		R3	79.50	0.00	79.50
24/04/2026	A Smeatham	Community allotment event		R4	15.00	0.00	15.00
		TOTAL					**87,462.05**

FC26/26.2 Bank Reconcilliations

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

Due to year end close down this will be deferred until next month.

FC26/26.3 Members to agree that the Gulliford Burial Ground Financial Regulations tailored for this committee and based on our Financial Regulations.

RESOLVED that the Gulliford Burial Ground Financial Regulations be approved.

The Clerk has forwaded the document to Lympstone Parish Clerk for them to approve.

FC 26/27 **Schedule of Meetings**

FC26/27.1 Members considered the schedule of meetings for 2026-2027 and noted the 9th February meeting will take place at Woodbury Salterton and 9th March 2027 meeting at Exton.
Friday 30th April 2027 will be the Annual General Meeting and Village Clubs Event.

RESOLVED that this schedule be approved.

FC26/27.2 Members to confirm " Planning Leads" for Woodbury as dates specified.

RESOLVED that the Planning Leads be appointed.

FC26/28 **Projects**

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

a) Watery Lane (Cllrs R. Ball/ R. Parr), Proposal now submitted to Clinton Devon Estates.
b) Woodbury Community Playing Fields (Cllr A. Wills) – Awaiting lease update.
c) Woodbury Village Hall (Cllrs K. Perry) – CCTV is being considered by the Committee and quotes for cameras for the toilets.
d) Cricket Field (Cllr K. Perry) – Awaiting lease update.

ACTION: Clerk to chase Legal team for an update.

FC26/29 **DDC Strategic Planning / Neighbourhood Plan / Village Design Statement**

FC26/29.1 Cllr. A. Wills circulated his report, which was noted.
FC26/29.2 Cllr J. Pyne advised that the amendments to the Neighourhood Plan have been submitted to East Devon District Council. We are now awaiting confirmation when the referendum will take place.
FC26/29.3 Cllr A. Wills has circulated the revised working document for members comments. Various maps are to be included as part of the appendices. The public consultation will take place on 4th September 2026.

FC26/30 **Insurance**

Members to review and agree to the insurance renewal (3rd year of 3-year Long Term Undertaking).
Members discussed the renewal.

RESOLVED that the renewal as presented be approved.

FC26/31 **IT Policy**

Members to review and agree to the amended IT Policy.

Amendments were made to the policy to comply with Assertion 10 Regulations which includes General Data Protection Regulation and Data Protection.

RESOLVED that the amended policy be approved.

FC26/32 **Planning**

FC26/32.1 **RESOLVED** that the following comments be submitted to the East Devon District Council:

Exton - None

Woodbury

26/0843/TCA	Long Summers, Town Lane, Woodbury EX5 1NE	T1, Monterey Cypress: reduce southern and western aspects by up to 1.5m, reduce remaining canopy by 50cm to tidy and contain; crown lift to 5m above ground level, no major limb removal.	Resolved: Woodbury Parish Council **supports** this application subject to the recommendations of the Tree Officer (Proposed by Cllr. R. Ball & Cllr. S. Parks seconded) (Vote 7-0)
26/0490/CPL	2 Long Park, Woodbury EX5 1JB	Certificate of proposed lawful development for provision of permeable brick pavor parking space with LA complaint crossover and pedestrian path to front of property	Resolved: Woodbury Parish Council has **no comment** on this application. Agreed unanimously
26/0799/VAR	Oakwood, Cottles Lane, Woodbury EX5 1EE	Variation of condition 1 (plans) of planning permission 25/0390/FUL (demolition of rear single-storey extension and veranda and construction of replacement rear single-storey extension and veranda; demolition of existing garage and carport at the front of the property and construction of garage with studio above), to change the proposed cladding to a combination of timber and fibre cement cladding	Resolved: Woodbury Parish Council has **no further comments** on this application. Agreed unanimously

26/0810/FUL	Woodbury C Of E Primary School Castle Lane Woodbury Exeter EX5 1EA	Replacement of existing playground fence together with additional sections and gates to complete security to playground.	Resolved: Woodbury Parish Council **supports** this application but have concerns with the height of the fence (due to difference of height with the adjacent road). Also there isn't any information of the type of fencing. The type must be appropriate, especially being within a Conservation Area. (Proposed by Cllr. R. Ball & Cllr. J. Pyne seconded) (Vote 5-2) 2nd Proposal not carried: Woodbury Parish Council does not support this application due to the lack of information of the type of fencing and height. (Proposed by Cllr. K. Perry & Cllr. A. Wills seconded) (Vote 2-5)
26/0840/BC	Woodbury C Of E Primary School Castle Lane Woodbury Exeter EX5 1EA	Replacement of existing playground fence to include additional sections to complete secure perimeter	See above

WOODBURY SALTERTON

26/0847/TRE	Graves End House Village Road Woodbury Salterton Devon EX5 1PG	T4 (Tag number 7832): Oak - reduce the large low branch extending over the garden back to the dominant upright branch just beyond the fence. Remove any small branches below this point that extend over the garden. Reduce the height of the tree to just above the first major fork while retaining the small cavity on the western side of the tree. The final pruning cut should be positioned so that the cavity is preserved and the potential roosting or nesting feature is not destroyed.	Resolved: Woodbury Parish Council **supports** this application subject to the recommendations of the Tree Officer Agreed unanimously

25/1089/AGR Amended	Hogsbrook Farm Woodbury Salterton Exeter EX5 1PY	Re-configuration of 3 no. surface water catchment ponds.	Resolved: The Parish Council does **not support** this application. Summer of 2019, there was a farmyard run off incident into the Grindle Brook. Retrospective permission was granted (21/0489/MFUL) for an extension to an agricultural building and also construction of a farm wetland drainage system together with associated bank regrading. This included 3 surface water catchment ponds. This was described as a long-term solution, overseen by the EA, and we are concerned that we are now looking at amendments to these after only a few years. We would like to understand the reasons for these amendments and the views of the EA and DCC Flood Officers. We are concerned that any changes may affect the control of pollution of Grindle Brook. The Exe Estuary that it flows into is an SSSI site, that suffers from poor water quality and has significant protections already. Until we have a clearer understanding of these points, we are unable to give our definitive view on this application. (Proposed by Cllr. J. Pyne & Cllr. A. Cole seconded) (Vote 0-7)

Appeals: Educatering Appeal to be heard 23rd June 2026, which Cllr J. Pyne will represent the Parish Council.

FC26/32.2 **Planning Update** No update.

FC26/33 Items to Note / Correspondence

FC26/34 Public Forum / Items for the next agenda

FC 26/35 Date of future meeting

The next meeting will be the Annual Meeting of the Council to be held on **Monday 8th June 2026** starting at 7.30pm, in Woodbury, Church Rooms.

Upcoming meetings

Planning Committee, 26th May 2026, 7.30pm & Asset & Estates Committee. 8.15pm

Meeting closed at 9.45pm

Signed Chairman _____Date: _____