Woodbury Parish Council

(serving Exton, Woodbury, and Woodbury Salterton)

Clerk to the Council: Mrs. Anne-Marie Bates
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Minutes of the Estates & Assets Committee Meeting held on 28th September 2026

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

Present:	Chairman	Cllr S. Parks
	Vice Chairman:	Cllr. C. Hoar
	Councillors:	Cllr. J. Pyne, R. Parr
	Visiting Members:	Cllr. R. Ball
	District/County Councillors	-
	Officer:	Anne-Marie Bates Clerk to the Council / RFO
	Members of the Public:	1

EA26/31 **Apologies for Absence**

Apologies for absence had been received from Cllr. I. Hunt.

RESOLVED that these be accepted.

EA26/32 **Approval of Minutes**

RESOLVED that the minutes from the meeting held on **Monday 27th July 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.

EA26/33 **Declarations of Interest and Dispensations**

None received.

EA26/34 **Public Participation Session**

Nothing received.

EA26/35 **Allotments**

Chairman: Cllr. R. Ball (Woodbury) Vice Chairman: Cllr. J. Pyne (Woodbury)

Exton Cllrs:	Mrs. S. Cole, S. Parks, C. Hoar
Woodbury Cllrs:	Mrs. S. Knighton, R. Parr, A. Wills, vacancy
Woodbury Salterton:	I. Hunt, Mrs. M. Wright, vacancy

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26/35.1 Member to receive an update of the Allotment sites by appointed representatives.

(a) Woodbury Salterton

Woodbury Salterton	Councillor/Clerk Actions	Responsible	Achieved
	Clearance of the boundary fence – final part – will be completed out of nesting period – brambles / weeds to be cleared now.	Admin Assistant	Scheduled.

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

(b) Woodbury

Woodbury	Representative /Councillor/Clerk Actions	Responsible	Achieved
	Mini Skip	Graham	Completed
FC24/ 17.1	Water Supply, Leak – replacement tap	Admin Assistant	Leak fixed, new stop cock and meter installed. Now seeking a leakage allowance, still waiting for an updated bill.

Review:

- Plots Woodbury – All taken, / one recent tenant change and 7 on waiting list.
  Woodbury Salterton – All taken, one plot recently has a new tenant, 3 on Waiting list
- Conditions of plots – Woodbury – pathway being investigated for improvement due to angle, also one plot is being reviewed due to its condition / Woodbury Salterton – all plots in good order.
- Sites Woodbury Salterton – Noticeboard damage - ongoing.
- Dog Bin to be moved – bin now has a notice to keep it within the hedge line making easier access.
- Community Plot, Monday public sessions are going well, some of the produce is now being sold in office.
- Woodbury Site, will require a replacement shed – budget.

26/35.2 Members to consider making two additional plots at the Woodbury Salterton Site.

RESOLVED that this be approved.

26/35.3 Members to carry out a rent review for 2027-2028

RESOLVED that this be deferred to the next meeting and members to agree any rent adjustments.

EA26/36 Councillor / Clerk Report

26/36.1 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 Wills / Clerk	Ongoing
EA24/20.1	Defibrillator (WS to be relocated)	Cllr I. Hunt / Clerk	The electric in the converted telephone box is not sufficient to maintain the defib. Clerk to look at other possibilities.
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
EA25/11	Community Orchard – license	Clerk	In progress
EA25/11.5	Community Playing Fields Questionnaire	Clerk / Cllrs CM/AW	Results to be discussed.
EA25/21	Trees adjacent to Woodbury play park	Clerk	Trees to be replaced November. (Field Maple / Elegant)
EA25/41 a) b) c) d)	• Green Spot – Bus Shelter • Broadway bus shelters • Leases to be reviewed <u>Cricket Field</u> • Tree works required including memorial area. • Dumped rubbish behind club • Ponds plan. • Benches – ownership / maintenance • Signage		• To be investigated • Being discussed with developers • In progress • In progress • Clerk chased club • To be investigated • To be investigated • Signs up but issue with gate
EA25/49	Dog Field unofficial entrance	Clerk	Now secured.

EA26/37 Assets

26/37.1 The Clerk provided members with an update regarding the assets.

Assets		
• Bench at the end of Fulford Way, damaged beyond repair,		COMPLETED
• The Green opposite the Church Rooms the fence has fallen; • Bus flag at this location is missing	Works can't be completed until September/October DCC	Contractor to schedule. Agreed to locate at Church Rooms. Awaiting installation.

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• Car park – motorbike sign to be erected once hedging sided back		Scheduled
• **<u>Woodbury The Green play park</u>** • car park – new parking restrictions sign erected. • Swings cradles x 3 have been replaced. • Slide has been removed • Pobble Wall – needs to be fixed as 70+ stones missing	 New Slide 	 Scheduled COMPLETED **Members to consider** COMPLETED
• **<u>Cricket Field</u>** – Dog Area – Gateway to be concreted • Gates to be fixed as not closing / new bolt to be added. • Caps on metal spikes • New gate to be installed between dog area and orchard.	 Moving a park gate to this location	COMPLETED Contractor to schedule As above As above
• Gate to the Tennis Courts – WCPF	Works can't be completed until September/October	Contract to schedule
• **<u>WS Play Park</u>** - gates require replacement x3 • The climber has now been removed. New climber to be considered. • One set of swings has now been removed. New swings to be considered. • The Green gym sign needs to be sited closer to the equipment and the sign upgraded. • The bench needs to be removed and replaced elsewhere. • WS zip wire seat needs to be replaced and wire checked.	Clerk to order gates/fencing Quotes being sort. Quotes being sort. Location determined	Contractor to schedule **Members to consider** **Members to consider** Contractor removed bench, replacement to be scheduled . Contractor removed **Members to consider** COMPLETD
• **<u>The Old Plantation</u>** – Fence repair		COMPLETED
• **<u>Exton Play Park</u>** • New gates x 2 and fencing required • Rabbit holes to be filled	Clerk to order	Contractor to schedule COMPLETED / ONGOING

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• New bin / concrete pad • Both picnic tables need to be replaced		COMPLETED **Members to consider**
• **Gulliford Cemetery** – Wall report received, work specification sent for quotes, once received • Bank account closed and new account with Unity Trust Bank opened and funds transferred. Clerk sorting.	Quotations received. Accounts to be completed.	Committee authorised works. Signatories should now be set up.

Other:

Tree Works
Works will be taking place;

Woodbury Community Playing Fields / Village Green - Monday 5th October
Woodbury Salterton Play Area & New Plantation – Monday 5th October
Woodbury Village Green Play Park – November

Bench – on the Green has now been removed and will be replaced by the family.

Toilet Doors - Members to consider whether the doors to the toilets should be changed to railing type door.

RESOLVED that this is not pursued.

Anti-Social Behaviour – Woodbury, Members noted that this was still ongoing. Clerk to try and arrange a meeting with the Community and Police.

26.37.2 Members to consider the CCTV quotations for the village hall, car park and toilets. Also to agree the CCTV Policy, Subject Access and releasing data.

Members noted that three companies quoted for the original specification and only two have revised their quotation. The Clerk did send an additional three companies the revised specification but did not receive any quotations. The Clerk had contacted six companies with the revised quotation. Only two came back with a revised quotation.

RESOLVED that both companies are contacted to ask how much a monitoring service would cost. Winning Contractor to be appointed at the next Full Council meeting due to this meeting being sooner than the next Committee meeting.

EA26/29 **Date of future meeting**

The next meeting of the Committee will be on **Monday 23rd November 2026** starting at 8.15pm, The Church Rooms, Woodbury subject to room availability.

EXCLUSION OF PRESS AND PUBLIC

EA26/30 **Exclusion of Press and Public**

26/30.10.1 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).

26/30.10.2 Leases update – Lease advisories have been received and working group has reviewed most of them, some points to be actioned and meetings set up with user groups.

26/30.10.3 Watery Lane Project – Meeting next week to discuss proposal.

The meeting closed at 9.45pm

Signed: _____
Chairman

Date: _____

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