

WOODBURY PARISH COUNCIL
MINUTES OF THE ESTATES & ASSETS COMMITTEE MEETING HELD IN THE
CHURCH ROOMS, WOODBURY on Monday 2 February 2015 @ 7.00pm

Present: Cllrs, P Bricknell, G Jung, Mrs C McGauley & T Pattison. Mrs S Elliott, Mr P King & Mr J Treasaden (Woodbury Salterton, Exton & Woodbury Tree Wardens respectively),

Also present: Mrs B Price (Clerk)

15/EAC078 ELECTION OF CHAIRMAN: Cllr Mrs McGauley was nominated and elected to serve as Chairman on this committee (P/S: Burgess/Pyne – AIF)

15/EAC079 MINUTES: The minutes of the Estates & Assets meeting held on 2 February 2015 were received and confirmed as an accurate record (P/S:)

15/EAC080 APOLOGIES FOR ABSENCE: Apologies for absence were received from Cllr Murrin, Mr J Treasaden & Mr P King (Woodbury Tree Warden): Mrs A Eyres, Mr R Gittings & Mrs N Southard (Woodbury, Exton & Woodbury Salterton play area Wardens respectively): Mr T Frampton & Mrs J Green (P3 Wardens)

15/EAC073 DECLARATIONS OF INTEREST: Declarations of personal and/or prejudicial interest were received as follows. Members declaring prejudicial interests left the room and took no part in the discussions or votes:

None

15/EAC074 MAINTENANCE AND MANGEMENT OF SPECIFIC AREAS requiring update, discussion and decisions, as follows:

WOODBURY SALTERTON

A. Play Area: Cllrs Bricknell & Jung reported on the progress of this updated area. The new equipment is all in place and has been checked over by HAGs. There is still turf to be laid under the two original swings and climbing frame by the gate and Cllr Bricknell will do this when the weather is better. The turf will cost in the region of £140 and a skip will be required for the old rubber matting around the fort unless it can be recycled. The park is already being very well used.

After a short discussion regarding costs to date it was agreed that there is £5400 remaining (table A). Works still to be undertaken include painting the old swings & acquiring a second goal post (although there may be one spare at Woodbury when the WCPF play park is renewed). There will be a grand opening on 28 March – Clerk to advertise in the WN, book Polly and advise EDDC, Cllrs Bloxham and Mrs Channon and the Directors of Greendale.

B. Memorial Tree: A request from Mrs Ngiao Southard to plant a tree (at her expense) in the top left hand corner of the play area in memory of Mike Rowley (previous Woodbury Parish Councillor) was discussed and after some discussion regarding its position (away from the play equipment and sufficiently distant from the hedge to allow for hedge cutting) it was agreed that a tree such as a white birch could be planted in a position agreed between Mrs Elliott, Mrs Southard and the WS Councillors.

WOODBURY

A. Woodbury Village Green (Table Bi): The repair/replacement of the electric box was discussed at length with a suggestion to move it to a more suitable position being dismissed as being too expensive as the electricity supply pole is close to the existing position. It was finally agreed that the box should be lifted to allow the sockets to be off ground level. The Clerk was instructed to obtain quotations from suitably qualified and insured electricians to provide a new box, raised off the ground for safety and to meet all current electrical regulations. Cllr Jung will assist the Clerk as he has knowledge of electrics. Contractors to be approached – RG Street; Sealey Electrics; Roberts & Co Electrical

B. Parish Council Office: The signage above the front of the office was discussed and it was agreed that the Clerk should approach three companies to measure up and provide a sign in Times New Roman font, to include the name and address of the Parish Council, the phone number and email address. Suitable colours to be discussed with the Contractors. The Clerk was instructed to contact Stalite Signs and Miller Signs and one other.

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MAINTENANCE AND MANGEMENT OF SPECIFIC AREAS requiring update, discussion and decisions, as follows: (cont)

WOODBURY (cont)

C. Car Park and Public Conveniences: The following was discussed and agreed:

i Tidying up work to the area around the toilets – removal of hedges, making good boundary lines & any other works in conjunction with the Village Hall.

After some discussion regarding concerns over costs, it was agreed that the Clerk would get three quotes to grub out the hedge and bank and dispose of the soil. There are not enough funds available to do anything more extensive.

ii External repairs & redecoration of the toilets (Table Bi)

It was agreed that the areas requiring attention include some roofing tiles, the soffits and fascia boards, together with the repainting of the whole building (outside only – funds to be set aside in next year's budget for any internal works). Clerk to contact three contractors (to include TD Glanvill & Steve Brown) for quotes and also to remove the old notice board in the car park. At the same time an alternative price should be obtained for replacing wood with plastic. The electricity meter box has no door and Western Power (metering) should replace this free of charge. As lighting the building is expensive it was agreed that it should be ensured that only LED lighting is used. All the electrics should be tested – Clerk to enquire of EDDC when the current test expires

iii Repairs & replacement of out of date signs to the car park (Table Bii)

Photos of the current sign were examined and it was agreed that it could be amended using stickers with the correct details which would save money. The EDDC name to be replaced by Woodbury PC in the same format as the new office sign: contact details to replace the current wording in the blue section: prohibition signs to remain. Clerk to remind residents through the Woodbury News that the PC is now the owner of the car park

D. Cricket Field: Bank at bottom of field: The new planting/fencing on this bank was discussed and it was reported that the hedging is creeping across the fencing. Cllr Bricknell will plant whips around the fence when the weather is better and the matter will be reviewed at the next meeting.

E. Pond Area: This area was discussed and it was agreed that it is a valuable asset for schools etc but it is important to keep the paths clear with regular clearance which can be included in the new hedging contract, due for re-tender shortly. Mrs Elliott will let the Clerk have some notes from which a specification can be composed. It was felt that Clinton Devon Estates should be involved as it is in their ownership and it was agreed that the Clerk should contact Sam Bridgewater (who lives in the village) for his input.

F. Woodbury Community Playing Fields: A request was considered from the owner of Elmside, Town Lane, for an easement down the tarmac driveway from the field into Town Lane to allow the laying of sewage pipes for three new properties in land adjoining Elmside. The PC's reasonable legal costs would be covered, and a donation (unspecified) to the Playing Field fund made. Legalities need to be completed by 6 April 2015. After some discussion it was agreed that this would be acceptable in principle, subject to a discussion regarding terms. The PC would have to know the extent of the donation and Woodbury Community Playing Fields would also have to give their approval and receive a donation. All damage done during the course of the works would have to be reinstated to the PC's satisfaction and payment of the donation would have to be made on the sale of the first site at the very latest. Clerk to respond to Mr Jones advising accordingly and also to write to WCPF advising of the situation and the PC's response. An eventual site meeting would have to be set up between the PC, Mr Jones & WCPF.

G. Grass areas cutting contract: The first year of the new grass cutting contract was discussed and it was agreed that apart from the problems over the Parkhayes plantation at Woodbury Salterton, overall the contractors had done a good job and should be asked to continue for the forthcoming year, with the proviso that the Parkhayes plantation is cut as per the specification and that the following new areas be added to the contract (subject to an additional price being obtained): two verges at the end of Park Close: green triangle opposite the phone box in Sages Lea, WS: area around the bus shelter at the north end of Exton on the A376 near the garage: Woodbury - Long Meadow: Castle Lane embankment from opposite the school to Stokes Mead (twice a year as per wild area specification).

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15/EAC074 MAINTENANCE AND MANGEMENT OF SPECIFIC AREAS requiring update, discussion and decisions, as follows: (cont)

EXTON

A. Play Area: Works requiring attention were discussed including an exposed earth cable and the older children's swings. It was agreed that the electricians should be added to the list for testing and if the electrician agreed that the earth cable should be covered then his advice should be taken. The swings and their safety surface require replacement and Cllr Mrs McGauley agreed to contact three play companies and meet them on site to discuss. She will also contact EDDC to enquire whether there are funds available for replacements and whether a consultation would be required. In any event there are funds in the play area reserves some of which can be used. Clerk to chase Sulina Tallack regarding the section 106 money due from the three new houses in Exton and Cllr Pattison will deal with graffiti he has seen. The hedging works have already been done by a local contractor for £200 as the works were urgent and there was no time before the birds start nesting to go out to tender.

15/EAC075 GENERAL ITEMS COVERING ALL THREE WARDS requiring update, discussion and decisions, as follows:

A. Tree Wardens: Areas of concern relating to trees, grass areas, verges & wild flowers, including the increasing concern regarding the damage done to lane verges, banks and hedges by large vehicles in the Woodbury Salterton area were discussed. HGVs are being directed by sat navs down narrow lanes causing extensive damage. A suggestion was considered that the PC contributes to a dedicated fund which would be set up by the Woodbury Salterton Residents Association to fund "unsuitable for heavy vehicles" signs which cost approximately £200 each but it was agreed that in the first instance Cllr Mrs Channon be asked whether she would consider contributing towards the cost of 6 signs from her community budget.

Two of the trees on the verges at the end of Park Close have failed and it was agreed that the Wardens would replace them with a similar species in the autumn and that the Clerk would contact the grass cutting contractor to request that they are careful to cut around them so as not to damage the bark. One of the trees in the community orchard has been planted too close to the hedge and will have to be removed. Clerk to contact Alex Thiemann and ask her to liaise with Mrs Elliott to discuss.

The tree wardens have now reluctantly decided that they will no longer attempt to plant trees at the top of the Cricket Field as the ground is too wet in the winter and too dry in the summer.

B. Parish Path Wardens: Members were advised that the Pilehayes footpath (near to the Furze Farm turn off in Woodbury Salterton) was impassable due to cattle being kept in the field and making a mud pit of the area. Clerk to discuss with the Wardens and report it to the DCC P3 Officer if necessary.

C. Play Area Wardens: No play area Wardens were present and no problems had been reported.

D. Asset Repairs & Maintenance: The principle of setting up a rolling list of asset repairs and maintenance which can be used by the Clerk to top up the weekly/monthly workload for the shared Maintenance Man/Lengthsman was discussed and agreed in principle. Clerk to enquire of Exmouth TC what type of work this person does for them.

E. Hedge Cutting contract: The Contractor has failed to perform the works this season & has stated that he is not going to undertake the work. The following was agreed:

As hedging restrictions will apply before a contractor can be instructed it was agreed that tenders should be sent out during the summer and a contractor appointed at the September meeting and that a schedule of works should be prepared for an on-going contract (similar to grass cutting) for these works for future years. Plandscape & County Grounds Maintenance should be approached together with any other contractors on the PC lists. Any Councillor wishing to suggest any new contractors should let the Clerk know as soon as possible.

F. Ditching and drainage: Outstanding works are usually examined after the hedge cutting. However, it was reported that the hedge at the bottom of Bonds Lane (owned by Clinton Devon Estates) was badly in need of attention and the ditch underneath it requires clearing of the debris from when it was last cut. The Clerk was instructed to request that CDE deals with the ditch and that Highways gives the PC a list of their proposals regarding ditch clearance generally in the parish.

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15/EAC076 **DATE OF NEXT MEETING:** The date of the next meeting was confirmed as Monday 21 September 2015 at 7.30pm at which time figures will be considered in preparation for the budget and precept.

There being no further business the meeting closed at 9.25pm

Signed

Date: