

WOODBURY PARISH COUNCIL
MINUTES OF THE MEETING HELD IN THE CHURCH ROOMS, WOODBURY ON
11 May 2015 @ 7.00pm

Present: Cllrs R Bartlett, Mrs J Best, P Bricknell, J Burgess, B Jones, G Jung, Mrs C McGauley, G Murrin, T Pattison & J Pyne

Also present: District Cllrs Ben Ingham & Rob Longhurst (Cllr Jung): Mrs S Elliott (Woodbury Salterton Tree Warden): Mrs B Price (Clerk) and 2 members of the public

15/069 ELECTION OF CHAIRMAN: Cllr Mrs McGauley was nominated and unanimously elected to the office of Chairman (P/S: Bricknell/Jung – vote: AIF). Her Declaration of Acceptance of Office was received

15/070 ELECTION OF VICE-CHAIRMAN: Cllr Bricknell was nominated and unanimously elected to the office of Vice Chairman (p/s: Pattison/Murrin – vote: AIF) and his Declaration of Acceptance of Office was received

All remaining Councillors signed their Declarations of Acceptance of Office.

15/071 ELECTION OF MEMBERS TO COMMITTEES/WORKING PARTIES:

Membership of the following committees was agreed as follows:

- a. **Estates & Assets Management Committee (now incorporating the Play Areas committee):**
The responsibilities of this group incorporate all assets of the Parish Council (including hedges, trees, seats etc), other than the allotments & the Gulliford Burial Ground.
Cllrs Bartlett, Bricknell, Jones, Jung, McGauley, Pattison & Pyne plus representatives of Tree, Play Areas and Parish Paths Wardens
- b. **Staffing, Strategy & Policy Committee:** The duties of this committee incorporate the work of tendering processes and procedures together with responsibility for producing relevant policies, including risk assessments.
Cllrs Burgess, Bricknell, McGauley & Murrin
- c. **Neighbourhood Plan Group:** Responsibility for the overseeing and production of the Neighbourhood Plan.
It was agreed that Cllrs Bartlett, Best, Jones, McGauley, Pattison & Pyne would make up this committee in the first instance. Members of the community will be added as soon as practicable after the first meeting of the committee.
- d. **Allotments Committee (Woodbury & Woodbury Salterton):** The duties of this group include everything relating to the management of the allotments - lettings, division of plots, strimming of paths, water supply etc but do not include hedges/trees etc or any other item falling under Estates & Asset Management.
Cllrs Bartlett, Best, Bricknell & McGauley together with 2 community representatives from each of the two management committees of allotment holders
- e. **Gulliford Joint Committee:** The duties of the committee are to take responsibility for all aspects of the Gulliford Burial Ground in partnership with Lympstone Parish Council
Cllrs McGauley, Murrin & Pyne
- f. **Standards Committee:** This committee will only meet when circumstances dictate it necessary:
It was agreed that the Chairman, Vice Chairman and 2/3 additional members as appropriate to the matter for discussion would make up this committee

15/072 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES: Membership of the committees was agreed as follows

- | | | |
|----|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| a) | Woodbury Village Hall Committee | 1 member – Cllr Burgess |
| b) | Ring & Ride Committee | 1 member – Clerk to ask Graham Gerdes |
| c) | Airport Consultative Committee | 1 member – Cllr R Bartlett |
| d) | Oil Mill Lane Residents' Association | 2 members - Cllrs Bricknell & McGauley |
| e) | Crealy Liaison Committee | 1 member – Cllr Jones |
| f) | Exe Estuary Management Committee | 1 member –Cllr Murrin will receive emails & respond on behalf of the PC but there is little in the meetings of interest to Woodbury PC |
| g) | Blackhill/Venn Ottery Quarries Liaison Group | 1 member – Cllr Murrin |
| h) | ALRUG | 1 member – Cllr Pattison |
| i) | Greendale Liaison Group | 2 members –Cllrs Bricknell & McGauley |

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15/073 MINUTES: The Minutes of the proceedings of the Parish Council meeting held on 27 April 2015 were received and confirmed as an accurate record (P/S: Bricknell/Jung - AIF)

15/074 APOLOGIES FOR ABSENCE: There were no apologies for absence

15/075 DECLARATIONS OF INTEREST: Declarations of personal and/or prejudicial interest were received as follows. Councillors declaring prejudicial interests left the room and took no part in the discussions or votes.

15/076 Accounts Cllr Jung (payee of cheque)

15/076 Accounts Cllr Bricknell (payee of cheque)

It was agreed that there was no reason why Cllr Bricknell could not sign a cheque made payable to him (and authorised by the meeting) in view of the fact that there are only two signatories currently remaining on the PC, of which he is one (P/S: McGauley/Jung – AIF)

15/076 ACCOUNTS & FINANCES:

(a) Chairman's Allowance: The £50 set aside for this purpose in the budget to off-set expenditure by the Chairman whilst on duty was duly ratified (P/S: Murrin/Jung – AIF)

(b) Schedule of Expenditure: The schedule of expenditure for this month (app A, yellow), for authorisation at this meeting was duly authorised.

(c) Insurance Renewal: To receive and agree the annual insurance policy renewal in the sum of £839.58 (3 year agreement expiring 31 May 2016) (P/S: Jung/McGauley – AIF)

(d) Training of new Councillors: The expenditure of £25 per Councillor for new Councillor training courses was duly authorised (P/S: McGauley/Pattison – AIF)

15/077 CORRESPONDENCE: The following correspondence was discussed:

1. ROB LONGHURST – Woodbury Neighbourhood Plan: Email expressing concern regarding the progress of Woodbury's Neighbourhood Plan. As the Leader/Chief Creator of the Lympstone NP and as a prospective District Councillor for Woodbury and Lympstone Ward, he advises that he is trying to get up to speed on local issues and this seems to be one of the biggest issues. He is 101% supportive of NPs but he requests that Woodbury listens to his concerns before going any further with its Plan (app Bi)

2. H & J FULLS & S & M FULLS – Noise disturbance and MUGA siting at the Community Playing Fields: Email expressing concern regarding the problem they are having with shouting and aggressive, offensive language by some of the teenage boys using the play facility behind their houses. They have raised the issue with the Woodbury Community Playing Fields Trust and asked for it to be raised at their next committee meeting. In the meantime they are also very concerned about the proposed MUGA facility and they request that they be included in consultations regarding its siting to ensure it has the minimum effect upon the lives of the neighbouring residents.

Members were advised that WCPF will shortly be putting in a planning application for the MUGA and it is understood that they will be working with the Fulls family during the process. It was agreed that the Clerk should liaise with the WCPF and suggest that they contact the local PCSO in an effort to resolve the problem of the youths using the facility.

3. KEN PERRY – 1 Victoria Cottages Woodbury – car pull in space (planning applications 14/2804/FUL & 14/2835/LBC): Letter (app Bii) advising that his Client is going to appeal on the grounds that the guidance given by the Conservation Officer and used in making the decision to refuse the applications is incorrect; the decisions are inconsistent with those on adjacent properties; and consultation comments by the Parish Council in not supporting the applications are not consistent with their comments in support of applications on adjacent sites.

In her consultation comments the Conservation Officer stated that removal of the end of the popple wall constituted the removal of the whole of the historic feature. This is incorrect because the historic wall extends along the whole boundary between 1 Victoria Cottage and Hayes Cottage. The short section of wall affected by the proposed works is mainly modern repairs which were undertaken when the popple wall facing onto the road was demolished with permission from EDDC and support by Woodbury PC in 2002. Mr Perry's client request that Woodbury PC writes to the Planning Inspector revoking its previous comments against the original applications and registering their support of the appeal to overthrow both of the previous decisions.

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15/077 **CORRESPONDENCE:** (cont)

3. **KEN PERRY – 1 Victoria Cottages Woodbury – car pull in space (planning applications 14/2804/FUL & 14/2835/LBC):** (cont)

After some discussion it was agreed that the proper course of action would be to await the receipt of the letter from the Planning Authority regarding the appeal and consider the situation on its merits at that time before making any response to the Inspectorate.

15/078 **CHAIRMAN’S REPORT:** The Chairman had nothing to report.

15/079 **PLANNING:** The following planning applications and responses agreed as follows:

WOODBURY

15/0982/VAR Land to south of Broadway – Removal of condition 6 (temporary car park) of approval granted under 13/1231/MOUT (20 dwellings with access)

Response: *Support (P/S: McGauley/Jung – vote: AIF)*

15/1016/FUL Meadowbrook House, Broadway – Construction of single storey rear extension

Response: *In view of the fact that the paperwork for this application had only just been received it was agreed that it should be carried forward to the next meeting.*

WOODBURY SALTERTON

15/0123/MFUL Kenniford Farm (land south of) Clyst St Mary – Installation of ground mounted photovoltaic solar arrays with inverter cabins, substation buildings, access tracks, underground cable, fencing and CCTV and provision of temporary car park during construction. *Amendments relating to revised red line showing construction of temporary car park for the farm shop during construction period*

Response: *No comment*

*** *The police report (app C) was received.*

*** *A brief adjournment followed for reports from officials*

*** **Cllr Rob Longhurst** *Thanked everyone who had voted for him for their support and assured the meeting that he would work tirelessly for the community and would endeavour to help in any way he could*

*** **Cllr Ben Ingham** *Congratulated Members on becoming Councillors and assured the new Members that it was a lovely Council. He advised that he was looking forward to working with the PC and that he and Cllr Longhurst were eager to help with the Neighbourhood Plan in order to put Woodbury parish in a good position with regard to future planning applications.*

*** **Cllr Geoff Jung** *Thanked the assembled company for their support and advised that he would be doing his best to resolve all the current problems relating to the Neighbourhood Plan so that immediate progress could be made.*

15/080 **CO-OPTION OF ONE COUNCILLOR FOR EXTON WARD & TWO COUNCILLORS FOR WOODBURY WARD:** After some discussion it was agreed that Cllr Pattison would email around Exton to request a volunteer and the Clerk would contact Philip Glanvill who has a relative in Exton who might be interested. Cllr David Atkins (Lympstone PC) had indicated that he would be available should the PC wish to co-opt him and it was agreed that his experience would be invaluable. The Clerk was asked to put the co-option on the agenda for the meeting on 26 May and to enquire whether he would like to be part of Exton or Woodbury Ward.

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15/081 NEIGHBOURHOOD PLAN: How best to take the Neighbourhood Plan forward was discussed – initially by all Councillors giving their views in turn. There was considerable contribution from the District Councillors present, with the meeting opening and closing in order to facilitate this.

The main points made by Parish Councillors were as follows:

1. More community representation is an absolute necessity
2. The NP group should meet outside a PC meeting with the previous members of the Steering Group to decide how to go forward
3. Hold a meeting with the experienced District Councillors who have seen this through with Lymptone and advertise in the community for further committee members.
4. Seek experienced help from any quarter available
5. Involve the whole PC initially and locate the submissions of the four original consultations groups. Get together as a group and analyse the questionnaire sheets in order to get a clear view of what people want and identify the areas that need to be revisited.
6. An early meeting is essential and ensure we use the valuable experience gained by Lymptone. A strategy of involvement is required so it will be necessary to investigate how to access other hard to reach groups. Take stock of the previous consultation and feed back to people so they do not become disillusioned with the process. Ensure the process is inclusive.
7. It is important to establish what has already been done as none of it is transparent or available at present. Also investigate the costs and why the process has cost so much to date compared with Lymptone's total costs
8. A lot of hard work has already been done by the previous Steering Group. This should be recognised and the members of that group involved in the future process. Although it must be an inclusive process it is also important to ensure that the group is not too big and therefore unworkable.
9. Care should be taken that the original members of the Steering Group are not made to feel that their hard work is unrecognised or that the length of the questionnaire was a mistake.

Contributions by the District Councillors included the following:

1. It is important to take stock of where the Plan is at the moment. The new Committee should make use of the experience of the District Councillors and involve them in order to move forward in a coherent manner. This Parish requires a strong NP for the next 20 years.
2. All the information acquired during the process to date must be sourced and sifted through as the Inspectorate will want to see evidence.
3. It is important to be inclusive but it is imperative that the committee establishes where it currently stands before community recruitment is commenced.
4. It is very important for the Parish Council to have its own website so that everything can be loaded and stored electronically – this is what the Inspectorate will expect.

After some considerable discussion it was agreed that a Parish Council website should be built and the Clerk will place a relevant item on the next agenda to take this forward. Woodbury village has several web designers living here, one of whom may be prepared to help. The Clerk will also ask the previous Steering Group for all the information they have amassed – both paper and electronic. They should then be asked to a meeting with the current 6 Councillors who make up the NP committee, plus District Cllrs Longhurst and Jung and the Editor, Julie Lyle. Julie Lyle, the Editor of the NP will have a lot of electronic copy, all of which should be in the hands of the PC. Once all the information has been received it must be filtered and logged by the six NP committee members.

15/082 SOLAR FARM LYMPSTONE/EXTON: The suggested draft financial agreement for this project was originally prepared by Combe Solar Farm and circulated to all Councillors. All their suggestions have been incorporated into the agreement and in addition the construction, repair and renovation of play areas has been added. The base format of the agreement is good with regular payments annually of £7250, index linked. After a short discussion it was agreed that Cllr Murrin and the Clerk should be authorised to take the revised agreement forward for consultation to the PC's solicitors with the final agreement to be brought back to the PC for Councillors' approval. The first payment will fall due on 1 April 2016 (P/S: McGauley/Bricknell - AIF)

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15/083 WOODBURY SALTERTON PLAY AREA: The request by members of the Estates & Assets Committee that a pavilion shelter should be purchased for the WS play area in the sum of £2015.96 plus VAT to include supply and installation was discussed and agreed (P/S: McGauley/Bricknell – vote: AIF)

15/084 COUNCILLORS' QUESTIONS: *No decisions are made under this item, but matters may be discussed which involve no more than an exchange of information*

Jung Advised that large lorries are destroying the lanes in Woodbury Salterton when their sat navs send them down unsuitable routes and requested that something should be done about it. Representations should be made by the PC to Devon County Council and it was agreed that the Clerk would place an item on the agenda for the next meeting.

Bricknell Suggested that a letter should be sent to the firm whose lorries are causing the damage. He will let the Clerk have the details.

Burgess Enquired why the Handyman had not yet started work. The Clerk advised that he had initially been too busy to leave Exmouth during Festival week and he is now off sick. She expressed the opinion that the PC might well have to consider sourcing a Handyman from elsewhere.

There being no further business, the meeting closed at 9.05pm

Signed (Presiding Chairman) Date