

WOODBURY PARISH COUNCIL ANNUAL MEETING

9 May 2016

Dear Councillor

You are required to attend a meeting of the above named Council to be held in the Church Rooms, Woodbury, on **Monday 9 May 2016 at 7.15pm**. The business to be transacted at the Meeting is set out below. Members of the public are welcome to attend this meeting.

A G E N D A

1. **ELECTION OF CHAIRMAN:** To nominate a Councillor to serve as Chairman and to receive the Chairman's Declaration of Acceptance of Office.
2. **ELECTION OF VICE-CHAIRMAN:** To nominate a Councillor to serve as Vice-Chairman and to receive the Vice-Chairman's Declaration of Acceptance of Office.
3. **ELECTION OF MEMBERS TO COMMITTEES/WORKING PARTIES:** To nominate and elect members to serve on the following committees. There should be at least one representative Ward Councillor on each of the committees.
 - a. **Estates & Assets Management 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: *(minimum of 7 Parish Council Members plus representatives of Tree, Play Area 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: *(4 Members)*
 - c. **Neighbourhood Plan Group:** Responsibility for the overseeing and production of the Neighbourhood Plan *(5 Parish Council members + community representatives)*
 - 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 & Assets Management: *(4 members plus 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 Lymptone Parish Council: *(3 members plus 1 community representative from each Council)*
 - f. **Standards Committee:** This committee will only meet when circumstances dictate it necessary: *(3/5 members – Chairman, Vice Chairman and 2/3 additional members as appropriate to the matter for discussion)*

Note: See **App A** for details of existing members for 2015/2016

4. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES:**
 - a) Woodbury Village Hall Committee *(1 member)*
 - b) Ring & Ride Committee *(1 member)*
 - c) Airport Consultative Committee *(1 member)*

WOODBURY PARISH COUNCIL ANNUAL MEETING

9 May 2016

- d) Oil Mill Lane Residents' Association (2 members)
- e) Crealy Liaison Committee (1 member)
- f) Exe Estuary Management Committee (1 member)
- g) Blackhill/Venn Ottery Quarries Liaison Group (1 member)
- h) ALRUG (1 member)

5. **MINUTES:** To receive and confirm as a correct record, the Minutes of the proceedings of the Parish Council meeting on 25 April 2016.
6. **APOLOGIES FOR ABSENCE:** To receive any apologies for absence.
7. **DECLARATIONS OF INTEREST:** To receive any declarations of interest in any part of these proceedings. Members and co-opted Members are reminded of their obligation to declare the existence and nature of any disclosable pecuniary interests they may have in any items to be considered at this meeting (under the Localism Act 2011 this means the interests of their spouse, civil partner or a person with whom they are living as husband and wife or a person with whom they are living as if they are civil partners) and to withdraw before any discussion takes place. Personal interests must also be disclosed. The nature of disclosable pecuniary interests must be stated and included in the minute
8. **ACCOUNTS & FINANCES:**
 - a. **Chairman's Allowance:** To ratify the £50 set aside for this purpose in the budget to off-set expenditure by the Chairman whilst on duty.
 - b. **Schedule of Expenditure:** To consider the schedule of expenditure for this month (**App B**) for authorisation at this meeting
 - c. **Training of new Councillor(s):** To authorise expenditure of £25 per Councillor for new Councillor training courses and confirm the dates of the courses during 2016.
 - d. **Chairmanship Short Course:** To authorise expenditure of £25 for the Chairman and/or Vice Chairman for the courses running during May and June 2016 (if needed).
9. **CHAIRMAN'S REPORT:** To receive a report by the Chairman (if applicable).
10. **PLANNING: Applications for consideration at this meeting**

EXTON

AMENDED PLANS

16/0222/ADV Nutwell Lodge, Exmouth Road – Replacement of existing signage with illuminated and non-illuminated post and wall mounted signs

Amendments relate to: Deletion of signs E, K and L. Changes to the design and materials of the signage to use painted timber

16/0350/LBC Nutwell Lodge, Exmouth Road – Replacement of existing signage with illuminated and non-illuminated post and wall mounted signs

Amendments relate to: Deletion of signs E, K and L. Changes to the design and materials of the signage to use painted timber

WOODBURY PARISH COUNCIL ANNUAL MEETING

9 May 2016

WOODBURY SALTERTON

16/0701/FUL The Grove, Toby Lane EX5 1PU – Alterations and extension to an existing house and stable outbuildings to provide additional accommodation

WOODBURY

AMENDED PLANS

15/2466/FUL Castle Brake Holiday Park EX5 1HA – Extension of existing holiday park for use of land by touring caravans and tents, including construction of gravel roads and hardstanding (retrospective application)

Amendments relate to: Revised landscaping plans

** *To receive the written Police Report (APP C)*

** *If any Officials are present a brief adjournment will follow for verbal reports from District and County Councillors*

11. **FLOOD RESILIENCE:** To receive an updated report from the Woodbury Salterton Flood Resilience Group.
12. **NEIGHBOURHOOD PLAN:** To receive a verbal update from Cllr John Pyne representing the Steering Group following meetings on 12 April and 26 April.
13. **COMMUNICATION MAST INSTALLATION PROPOSAL:** Woodbury Community Playing Fields Association have been approached by a company called Shared Access who wish to install a mast to improve mobile signal/coverage.
At this stage, WCPFA have arranged a meeting for 11 May 2016 with the company to find out more. The PC viewpoint is sought regarding this type of project.
14. **CHAIRMAN'S GARDEN PARTY AT THE KNOWLE (CLLR STUART HUGHES):** To celebrate the Queen's 90th birthday, the Chairman of EDDC would like to invite our Chairman and a guest to attend a garden party at the Knowle, Sidmouth on Sunday 12 June 2016 at 2.00pm. This invitation is in addition to the volunteer (and guest) recently nominated by the Parish Council. Cllr Hughes will be presenting awards to Parish Councils to recognise local achievements and as Woodbury PC have entered all three categories, it would be appropriate to send representation to this event.
15. **COUNCILLORS' QUESTIONS:** To allow topics & questions. *Please note, no decisions may be made under this item, but matters may be discussed which involve no more than an exchange of information*

Signed

Mrs Mandy Westlake
Clerk to the Council