

# WOODBURY PARISH COUNCIL MEETING

## 9<sup>th</sup> January 2017

Dear Councillor

4 January 2017

You are hereby required to attend a Meeting of the Parish Council to be held in the Church Rooms, Woodbury, on **Monday 9<sup>th</sup> January 2017 at 7.30pm**. The business to be transacted at the Meeting is set out below. Members of the Public are welcome to attend this meeting

A J Le Riche,  
Locum Clerk to the Council

## **AGENDA**

- PUBLIC SPEAKING (Time limited to 15 minutes):** To allow members of the public present to address the Parish Council. Individual contributions will be limited to 3 minutes. Any questions put to the Council must be put through the Chairman who has the right and discretion to control speaking time to avoid disruption and repetition and to make best use of the meeting time.
- 1** **MINUTES:** To receive and confirm as a correct record, the Minutes of the proceedings of the Parish Council meeting held on 12 December 2016
  - 2** **APOLOGIES FOR ABSENCE:** To receive any apologies for absence.
  - 3** **DECLARATIONS OF INTEREST:** To receive any declarations of interest in any part of these proceedings. In accordance with the Code of Conduct, members and co-opted members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests. Members and co-opted members are also reminded that any change to their Declarations of Interests lodged with the District Council must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.
  - 4** **ACCOUNTS & FINANCES:** To consider the current schedule of expenditure for authorisation at this meeting (**App A** – to follow) and to receive the income report for the month of December 2016
  - 5** **Budget 2017/18 and the Precept**  
**To consider the draft budget to follow, and to set the Precept for 2017/18**
  - 6** **CHAIRMAN'S REPORT:** To receive a report by the Chairman
  - 7** **DECLARATIONS BY DISTRICT COUNCILLORS:** To receive declarations by any Parish Councillors who are also District Councillors, regarding their participation in any debate or vote relating to planning applications.

# WOODBURY PARISH COUNCIL MEETING

## 9<sup>th</sup> January 2017

**8** **PLANNING:** Planning applications to be considered at this meeting as follows:

### **WOODBURY**

[16/2871/TCA](#) – **Heatherdene, Broadway EX5 1NR** - T1, Norway Maple: Remove lowest branch growing over Meadowside garden. T2, Larch: Reduce lowest branches growing over Meadowside garden reduced by 1m. T3, Silver Birch: Crown reduction up to 2m or branches growing over Meadowside garden (Pruning cuts up to 50mm) T4, Ash: Reduced two branches growing over garage by up to 2m (Pruning cuts up to 50mm)

[16/2872/TCA](#) – **Meadowside, Broadway EX5 1NR** - T1, Oak: Fell T2m, Norway Maple: Fell T3, Copper Beech: Crown reduced by 2 metres (Pruning cut up to 50mm diameter)

[16/3029/FUL](#) - **3 Pollybrook, Town Lane EX5 1NF**, Construction of two storey front extension, single storey and part 1st floor extension to side, and single storey rear extension.

[17/0019/FUL](#) – **Hills Venmore, Woodbury EX5 1LD** – Conversion, alteration and extension to outbuilding to form dwelling house.

### **WOODBURY SALTERTON**

[16/2598/MFUL](#) – **Land at Greendale Business Park EX5 1EW** Change of use of the site to storage yard including the erection of temporary ancillary offices, fencing, SUDS and associated works (**Retrospective application**)

[16/2597/FUL](#) - **Land at Greendale Business Park EX5 1EW** Change of use of the site to a storage yard, including the erection of warehouse, office building, fencing and associated works (**Retrospective application**)

[16/2873/FUL](#) – **Bedside Manor, Bonds Lane, Woodbury Salterton, EX5 1QF** - construction of detached 3 bay garage with storage above, log store and extension to driveway (amendments to planning permission [16/1276/FUL](#))

\*\* *To receive the written Police Report (**App B** - to be distributed at the Meeting);*

\*\* *If any officials are present a brief adjournment will follow for their reports.*

**9** **NEIGHBOURHOOD PLAN:** To receive a verbal update from Cllr John Pyne representing the Steering Group following the meetings held on 19 October and 8 November 2016.

**10** **EDDC - Infrastructure Delivery Plan Review**

**11** **PUBLIC SPACE PROTECTION ORDERS.** EDDC are replacing Dog Control Orders with this new type of Order. Included in the draft there is a District wide order for not picking up after a dog, length of lead for dogs on highways and a maximum of 6 dogs to be walked by one person at one time again with on the spot fines.

The following areas are included in the proposed Order:

Dog Ban: Exton play area (opposite The Puffing Billy) Goosefield.

Woodbury Village Green play area, Woodbury recreation ground (Orchard Close)

# WOODBURY PARISH COUNCIL MEETING

## 9<sup>th</sup> January 2017

Woodbury Cricket field (seasonal ban from 1 May-30 Sept)  
Woodbury Salterton: New Way Stony Lane play area  
Dogs on Leads:  
Woodbury Village Green

A Dog Ban cannot be enforced on an area with a footpath passing through it like Woodbury Salterton play area.

It is suggested that the Dog Ban in Woodbury Salterton should be changed to a Dog on Lead order and also to include the extension to the play area which was adapted about 4 years ago, as the path through the play park is a favoured route for dog walkers.

- 12 Highway Community Enhancement Fund.** The aim of the fund is to provide some financial assistance for those of you that wish to carry out self-help work within their communities.

The guidance notes and application form are now available and are attached for your information

DCC have tried to be as unrestrictive as possible, with the launch of the fund, as we wanted to see what types of requests we would receive and then review the process if necessary. The fund isn't limitless and those signed up to the Road Warden Scheme will receive priority application status.

There is still money available for this financial year and they are happy to accept completed applications in the New Year.

- 13 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.*

**WOODBURY PARISH COUNCIL MEETING**  
**9<sup>th</sup> January 2017**

# WOODBURY PARISH COUNCIL MEETING

## 9<sup>th</sup> January 2017

**Present:** Cllrs Mrs C McGauley (Chair), D Atkins, R Bartlett, Mrs C Bennett, P Bricknell, J Burgess (arrived at 7.32pm), Mrs M Edwards, B Jones, G Jung, R Mayo and G Murrin

**Also present:** District Cllr R Longhurst, Mr T Bennett (Woodbury Tree Warden), Mrs M Westlake (Clerk) and 4 members of the public

**A one minute silence was observed at the beginning of the meeting as a mark of respect for former Councillor Reg Brown.**

**PUBLIC SPEAKING:** A member of the public spoke in favour of planning application 16/2380/VAR Hills Venmore, Woodbury.

**16/137 MINUTES:** The Minutes of the proceedings of the Parish Council meetings held on 14 November 2016 and 28 November 2016 were received and confirmed as an accurate record.

(P/S: Atkins/Bricknell - AIF)

**16/138 APOLOGIES FOR ABSENCE:** Apologies for absence were received from Cllr T Pattison and District Cllr B Ingham (other commitments) and Cllr J Pyne (away).

**16/139 DECLARATIONS OF INTEREST:** Declarations of personal and/or prejudicial interest were recorded as follows. Councillors declaring prejudicial interests left the room and took no part in the discussions or voted (if appropriate).

**16/140 Cllr D Atkins – recipient of payment**

**16/140 ACCOUNTS & FINANCES:**

The current schedule of expenditure for this meeting was received and duly authorised and the income report for the month of November 2016 was received and accepted (**App A**)

(P/S: Mayo/Bartlett – AIF)

**16/141 CHAIRMAN'S REPORT:** The Chairman reported that the Clerk and Assistant Clerk would both be leaving Woodbury Parish Council at the end of December. The Clerk was thanked for all her hard work over the last 18 months and flowers were presented. The Assistant Clerk was not present but would be thanked separately.

**16/142 DECLARATIONS BY DISTRICT COUNCILLORS:** It was formally noted that the participation of Cllr Jung (who is also a Member of East Devon District Council) in both the debates and subsequent votes was on the basis that the views expressed were his preliminary views taking account of the information presently available to the Parish Council.

He reserved his final views on the applications until he was in full possession of all the relevant arguments, both for and against them.

# WOODBURY PARISH COUNCIL MEETING

## 9<sup>th</sup> January 2017

### 16/143 PLANNING:

*The following applications were discussed and the responses agreed as follows:*

#### **WOODBURY**

**16/2830/VAR** – Hills Venmore EX5 1LD Variation of condition 3 (plans condition) of planning application 14/2927/OUT (construction of detached dwelling and garage) to amend site boundary by substitution of drawing no. 16.41 SP02 for approved drawing no. TW14/101/1

**Response:** Support (P/S: Mayo/Atkins – vote: AIF)

#### **Amended Plans**

**16/2230/FUL** – Land Adjoining Woodbury Post Office, Broadway EX5 1NY Erection of attached dwelling

**Amendments relate to:** Additional information in respect of flood risk and amenity

**Response:** Information noted and it was considered that there was insufficient parking provision within the immediate area. Original objection still applies

(P/S: Bartlett/Bricknell – vote: 8 for, 2 abstentions)

#### **WOODBURY SALTERTON**

**16/2598/MFUL** – Land at Greendale Business Park EX5 1EW Change of use of the site to storage yard including the erection of temporary ancillary offices, fencing, SUDS and associated works (Retrospective application)

***This application would be deferred until the next meeting on 9 January 2017***

**16/2597/FUL** - Land at Greendale Business Park EX5 1EW Change of use of the site to a storage yard, including the erection of warehouse, office building, fencing and associated works (Retrospective application)

***This application would be deferred until the next meeting on 9 January 2017***

**\*\*\* The Police Report for November 2016 had not been received but the Clerk read out a brief statement from the local PCSO wishing everyone a very Merry Christmas with advice to keep presents away until the day, have lifts ready for evenings out and a reminder not to drink and drive over the festive period.**

**\*\*\* A brief adjournment then followed for reports from Officials (7.48pm)**

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**Cllr Longhurst mentioned the Cabinet meeting at EDDC tomorrow when topics discussed would be expenditure on the Exmouth Seafront development and relocation costs/upgrade of facilities at Exmouth Town Hall. He also confirmed the decision on Blackhill Quarry and advised that the site would be cleared over the next 2 years. This would reduce the impact of HGV's travelling through Woodbury. Questions were posed regarding the Section 106 shortfall which was raised by Cllr Ingham at the last meeting.**

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**\*\*\* The meeting reconvened at 7.55pm**

# WOODBURY PARISH COUNCIL MEETING

## 9<sup>th</sup> January 2017

**16/144 RETROSPECTIVE PLANNING APPLICATIONS – WOODBURY:** Cllr Burgess advised that the Castle Brake Caravan site and nearby Webbers Farm had increased in size beyond recognition over the last 3 years. It was also considered that some caravan pitches (including statics) may not have permission. It was agreed that all the information should be submitted to Darren Roberts, Planning Officer at EDDC with his response to be reported at a future meeting.

Cllr Jung commented that Central Government can change Retrospective Planning policy but this would take a number of years. It was suggested that all Parish Council's be encouraged to support any changes once decided.

**16/145 NEIGHBOURHOOD PLAN:** Cllr Pyne was not present so this item would be deferred until the next meeting on 9 January 2017.

**16/146 FORTHCOMING SOUTH WEST WATER WORKS IN WOODBURY:** Confirmation had been received of the proposed major surface water separation works in Summerfield, Long Park, Parsonage Way, Flower Street, Greenway and Mirey Lane for approx. 20 weeks commencing on Monday 16<sup>th</sup> January 2017. Use of the eastern half of Flower Street Car Park had been requested as a storage area for the duration of the works and the offer of £100 per week for the period of occupation as compensation was considered. It was agreed to ask for an increased amount of £200 per week on the proviso that any repairs to damaged areas are carried out. It was also agreed that the compensation funds should be ring-fenced into a separate account.

**16/147 BIRCH TREE ON LAND AT THE END OF TOWN LANE:** A discussion took place regarding the existing Birch Tree near to 1 Drakes Cottages and whether a replacement tree could be planted by the bench on the Green Spot at some stage in the future. Comments were made that a tree at this location could cause an obstruction to the visibility splay. Any decision would ultimately lie with Devon County Council Highways as owners of the land.

**16/148 PROPOSAL FOR IMPROVEMENT OF DRAINAGE ON THE CRICKET FIELD (WOODBURY):** Cllr Jung presented a map of the area and outlined a suggestion to create an attenuation pond in one corner of the Cricket field to alleviate flood risk to nearby properties in Town Lane. Resulting costs would be funded from the Flood Resilience scheme allowance. It was agreed to accept the idea in principle subject to feasibility. Cllr Jung would contact the Landowner (Clinton Devon Estates), Environment Agency and DCC Flood team and also mention the recently installed flood diversion channel into Pollybrook. (P/S: Jung/Murrin – AIF)

**16/149 HEROES WANTED FOR THE GREAT BRITISH SPRING CLEAN!** The "GB Spring Clean" will take place from March 3-5, 2017, and is being supported by, among others, TV naturalist and writer Steve Backshall. All Neighbourhoods are being encouraged to sign up now. A group from Woodbury had already signed up and Cllr Jung would approach EDDC Streetscene for litter picking equipment and SUEZ for waste disposal. It was agreed to publicise in the February 2017 edition of the Woodbury News.

# WOODBURY PARISH COUNCIL MEETING

9<sup>th</sup> January 2017

**16/150 RATIFICATION OF COMMITTEE MINUTES:** The notes of the following committee meeting (previously read and approved by all relevant committee members) were received and any decisions contained therein were duly ratified (Proposed from the Chair - AIF)  
**Coombe Solar Farm Funding Sub-Committee** – meeting date 21 November 2016

**16/151 COUNCILLORS' QUESTIONS:** *No decisions are made under this item, but matters may be discussed which involve no more than an exchange of information*

- Bricknell**            Advised that the 30mph sign at the top of Stony Lane needed repair. The Clerk would contact DCC Highways.
- Murrin**                Asked that the Coombe Solar Farm notes be ratified by vote.
- Bennett**              Mentioned the defibrillator at the entrance inside the Village Hall. Could this be relocated outside for access by groups or individuals? It was suggested that the PC might consider purchasing their own defibrillator and this would be an Agenda item for discussion at a future meeting.

*There being no further business, the meeting closed at 8.33pm.*

Signed .....

(Presiding Chairman)

Date .....



# WOODBURY PARISH COUNCIL MEETING

## 9<sup>th</sup> January 2017

	WOODBURY PARISH COUNCIL			App A
SCHEDULE OF EXPENDITURE FOR AUTHORISATION AT THE MEETING HELD ON 9th January 2017				
		Gross	VAT	Net
Chq no				
<b>Payments since the last meeting</b>				
1965	Mrs M J Westlake (mileage and expenses)	818.55		818.55
	Mileage - 8 miles	<u>4.88</u>		<u>4.88</u>
		823.43		823.43
1966	Mrs A Evens - final salary	530.91		530.91
1967	Woodbury Salterton Village Hall grant	1,611.00		1,611.00
1968	Cllr Burgess - Office CCTV	169.99	28.33	141.66
<b>New payments</b>				
1969	Wicksteed Playgrounds Cradle seat	162.76	27.13	135.63
1970	SSE - electricity for toilets	18.60	0.88	17.72
1971	Clinton Devon Estates - Allotments	300.00		300.00
1971	Clinton Devon Estates - Cricket Field	395.00		395.00
1971	Clinton Devon Estates - Town 2	55.00		55.00
1972	HMRC - Tax / NI Dec 2016	308.58		308.58
	<b>Total</b>	<b>4,375.27</b>	<b>56.34</b>	<b>4,318.93</b>
Signed	Presiding Chairman			
Date				
freq	Frequency of payment - payments made as follows:			
A - Annual: M - Monthly: O - Occasional: S - Single one-off: Q - Quarterly: B - Twice yearly:				
T - Two monthly: R - Recoverable from grant source or other: V - Variable: OS - Outside Sources				
	INCOME to 3rd January 2017			
	TBC			
	<b>TOTAL INCOME</b>	<b>0.00</b>		

# WOODBURY PARISH COUNCIL MEETING

## 9<sup>th</sup> January 2017

### East Devon District Council - Infrastructure Delivery Plan Review

East Devon District Council adopted its Local Plan in January 2016, setting out the scale and broad location for future housing and economic development across the district up to the year 2031:<http://eastdevon.gov.uk/planning/planning-policy/local-plan-2013-2031/> The Local Plan was supported by evidence on infrastructure capacity, known as the Infrastructure Delivery Plan (IDP), which was published in March 2015 and can be seen here: <http://eastdevon.gov.uk/media/990138/idp-draft-report-2015.pdf>

The IDP should be regularly updated to reflect latest evidence on infrastructure delivery and requirements, and the Council is now working on this with a view to publishing the IDP review in February/March 2017. As a key stakeholder and/or infrastructure provider, we are seeking your assistance on this work.

The IDP contains a Schedule of infrastructure projects that are required to deliver housing and economic growth proposed in the Local Plan, including detail on priority, timescale, cost, funding, and delivery organisations. If a project does currently have a funding gap, this schedule can be used when considering projects that may be funded by the Community Infrastructure Levy (and other funding sources) in the future.

An initial draft of the Infrastructure Schedule, largely reflecting the version published in March 2015 has been prepared. As you will see, there are tabs relating to each of the three priorities (1. critical, 2. important, 3. desirable), along with a further tab to identify infrastructure projects that have been removed from the 2015 version. **Please note that this is an initial draft only, and is likely to change following your comments, and further consideration by us.**

Can you consider the level of development to be built at the main settlements between 2016 and 2031 (Strategy 2 table attached), and send me any comments relating to infrastructure capacity issues and the Schedule, particularly in relation to the following questions:

1. Have any existing infrastructure projects been completed?
2. Are any updates required to any existing projects? E.g. to amend description, priority, timescale, cost, funding.
3. Are there any additional infrastructure projects that are required to deliver the Local Plan? If so, please insert an additional row to the spreadsheet with the required supporting information (timescale, cost, funding etc), along with justification for including the project (e.g. pressure on infrastructure capacity due to housing/economic growth).
4. Are there any other comments that you would like to make in relation to infrastructure capacity and delivery in East Devon?

**Please could you send me your comments by Friday 20<sup>th</sup> January (2017),** to enable your feedback to be incorporated into the IDP Review. I am happy to discuss further over the phone or meet in person to go through any issues that you may wish to raise

# WOODBURY PARISH COUNCIL MEETING

## 9<sup>th</sup> January 2017

Highway Maintenance – Community Enhancement Fund

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Guidance for applicants 2016/17

Why we have Community Enhancement Fund

Devon Highways has made a sum of money available in grants to Towns, Parishes and Community Groups in Devon.

The fund has been created following the implementation of the Road Warden and Community Self Help schemes.

Initial feedback indicated that although organisations were interested in the schemes, they often found it difficult to financially support any works or find volunteers who were able to

make the commitment to both the training and future projects.

The fund aims to encourage community enhancement in towns and parishes by providing the financial assistance which may be required as well as encouraging collaborative working, where possible, between towns, parishes and voluntary and community groups.

Initial applications should detail the type of work that will be undertaken along with the overall benefit to the community.

Who can apply? - Town or Parish Councils, voluntary and community groups and registered charities in Devon

Examples of the types of things we would fund are;

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Personal protection equipment (PPE) -

Contractor costs-

Materials

Tools

Road closures-

Repeat funding for revisiting a project to continue maintenance-

Training (if unable to attend the DCC provided training)

The above list is not exhaustive and all initial applications will be reviewed on an individual basis

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Match funding is encouraged, which can be in the form of providing the volunteer labour for a project, other grant funding or fund raising.

Projects should aim to help achieve Devon County Council's better together vision and aims

Projects delivered through the Road Warden scheme will be particularly supported, especially those that will demonstrate on going sustainability or become an ongoing enhancement exercise.

What can't we fund

The fund cannot be used to support projects that are the direct responsibility of another Agency..

Purchases or expenses that have been incurred before a grant is offered cannot be funded.

How much can I apply for?

We are not currently applying a cap on initial applications

# WOODBURY PARISH COUNCIL MEETING

9<sup>th</sup> January 2017

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When to apply

There are currently no timescales for applications and they will be accepted at any time during the year. There is no guarantee that funding will be available for your project. If funding is no longer available, via the fund, a message will be provided via our webpages.

How will we assess your application?

We will acknowledge receipt of your application and it will be subject to an initial assessment. If further information is required you will be notified. All assessed applications will be presented to the Road Warden Board for a decision to be made. We aim to be able to let you know whether you have been successful within 1 month of the receipt of a complete application

When will we get the money?

The money can be claimed , via invoice, when the project is completed. An 80% advance on the grant may be offered if you do not have sufficient cash reserves to cover the costs in advance. Grants must be claimed by mid- March, and must be supported by invoices or similar evidence of expenditure.