

# WOODBURY PARISH COUNCIL

4<sup>th</sup> July 2017

Dear Councillor

You are required to attend a meeting of Woodbury Parish Council to be held in the Church Rooms, Woodbury, on **Monday 10<sup>th</sup> July 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,  
Joint Clerk

## A G E N D A

	<b>Public session</b>
<b>1</b>	<b>MINUTES:</b> To receive and confirm as a correct record, the Minutes of the meeting of the Planning Committee held on 12 <sup>th</sup> & 26 <sup>th</sup> June 2017.
<b>2</b>	<b>APOLOGIES FOR ABSENCE:</b> To receive any apologies for absence.
<b>3</b>	<b>DECLARATIONS OF INTEREST:</b> To receive any declarations of interest in any part of these proceedings.
<b>4</b>	<b>CASUAL VACANCY:</b> to consider any expressions of interest.
<b>5</b>	<b>ACCOUNTS &amp; FINANCES:</b> <ul style="list-style-type: none"><li>a. Payments: To consider the schedule of payments attached</li><li>b. Financial Summary</li><li>c. Budget monitoring report</li><li>d. Pay Claim consultation details set out below.</li><li>e. To consider setting up Direct Debit payments for electricity accounts with EDF and Eon</li></ul>
<b>6</b>	<b>CHAIRMAN'S REPORT:</b> To receive a report by the Chairman.
<b>7</b>	<b>PLANNING:</b> Applications for consideration at this meeting <b>EXTON</b> <b>17/1137/FUL</b> amended plans Proposed single storey rear extension Christmas Cottage The Avenue.  <b>WOODBURY SALTERTON</b> <b>17/0746/FUL</b> Construction of replacement dwelling at Oakleigh, Woodbury Salterton  <b>17/1337/FUL</b> Proposed extension to existing building at Unit 38D Greendale Business Park Woodbury Salterton.  <b>ADJOINING PARISH:</b> <b>17/1421/FUL</b> Further extension to Crealy Meadows Caravan and Camping Park comprising

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	use of land for the siting of 24 holiday lodges (static caravans), infrastructure works and associated landscape planting. Land South of Crealy Adventure Park, Greendale Lane, Clyst St Mary. Farringdon PC
<b>8</b>	<b>To receive the Police Report</b>
<b>9</b>	<b>To receive reports from County Councillors</b>
<b>10</b>	<b>To receive reports from District Councillors</b>
<b>13</b>	<b>NEIGHBOURHOOD PLAN:</b> To receive a verbal update from Cllr John Pyne
<b>14</b>	<b>Exe Cycle Way improvements and new cycle links"</b> Email from Cllr Jung is attached
<b>15</b>	<b>STAFFING STRATEGY AND POLICY COMMITTEE:</b> suggested work load for the committee is attached below.
<b>16</b>	<b>COMMITTEE MINUTES</b> To receive and adopt that minutes of the meeting of the Estates and Assets Committee meeting held on 19 <sup>th</sup> June 2017 attached.
<b>17</b>	<b>COUNCILLORS' QUESTIONS:</b> To allow topics & questions. <i>Please note, no decisions may be made under this item, but matters may be discussed which involve no more than an exchange of information.</i>

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## WOODBURY PARISH COUNCIL

### MINUTES OF A MEETING HELD at 7.30pm on 12<sup>TH</sup> JUNE 2017 IN THE CHURCH ROOMS, WOODBURY

**Present:** Cllrs D Atkins, R Bartlett, Mrs C Bennett, P Bricknell, B Jones, G Jung, R Mayo,  
Mrs C McGauley (Chairman) & J Pyne

**Also present:** Tony Bennett, Tree Warden, District Councillor Ingham & and 1 member of the public

**Apologies:** Cllr J Burgess, Mrs M Edwards, G Murrin, Cty Cllrs Scott & Trail. District Councillor Longhurst

#### PUBLIC SESSION

No comments were made during the public session.

#### 17/022 MINUTES

RESOLVED that the Minutes of the meeting held on 15<sup>th</sup> May 2017 were received and confirmed as a correct record (P/S: Atkins/Bricknell - AIF)

17/023 **DECLARATIONS OF INTEREST:** None were received or declared at this point in the meeting.

#### 17/024 FINANCE

The following payments were approved:

Payments since the last meeting:

01/05/17	DD	EDDC rates for toilets	115.00
01/05/17	DD	EDDC rates for car park	109.00
04/05/17	DD	Eon Electricity for the office	95.58
15/05/17	2016	Curtis Website Design web hosting	35.00
15/05/17	2017	Southern Electric Flower street toilets	43.95
15/05/17	2018	Came & Company Local Council insurance	881.33
15/05/17	2019	Woodbury Village Hall Grant	1,000.00
15/05/17	2020	WS Village hall - hire for APM	12.50
15/05/17	2021	DALC - training for Clerk	30.00
15/05/2017	2022	Woodbury Churchlands Trust ( Grant)	£254.00
15/05/2017	2023	MPS Glass & Window Centre Ltd (grant to WCT)	£895.20
15/05/2017	2024	Stalite Signs - WS Allotments	£30.00
25/05/2017	DD	Telesis - office phone & broadband	£36.67
25/05/2017	2025	Woodbury Garden Club - Flower tubs at the arch	£58.94
25/05/2017	2026	Royal British Legion - planting at the arch	£50.25
25/05/2017	2027	contribution to exe estuary management	£100.00
25/05/2017	2028	Mrs L Kendall salary & expenses	£424.35
25/05/2017	2029	Mr A J Le Riche salary & expenses	£593.20
25/05/2017	2030	HMRC - national insurance and tax	£136.09
15/06/2017	DD	South West Water Flower Street Toilets	£71.77
		<b>Total</b>	<b>4,972.83</b>

Payments for Approval at this meeting

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12/06/2017	2031	Southwest Countryside Contractors - P3 works	£454.79
12/06/2017	2032	Wortham Jacques - Payroll end of year	£192.00
12/06/2017	2033	M J Lynch Agriculture - grass cutting	£1,490.00
12/06/2017	2034	Hush Farms Ltd - Flood res training	£714.00
12/06/2017	2035	David Hinchliffe - Internal audit fee	£250.00
12/06/2017	DD	South West Water Greenside office	£20.05
12/06/2017	DD	South West Water The Village Green Exton	£13.07
12/06/2017	2036	Parish Online - History Society	£84.00

The Clerk was asked to send login details for Parishes Online to all members.

## 17/025 FINANCE

The Council received and noted the following financial summary:

### Bank Reconciliation at 10th May 2017

<b>Opening Balance</b>	25,328.99
Receipts	50,607.94
<b>Total funds</b>	75,936.93
Less, Payments	28,636.30
Net funds	47,300.63
Add, Unpresented cheques	1,834.25
Less, Receipts not on statement	0.00
<b>Balance at bank</b>	49,134.88
30 day account	14,656.49
Treasurers account	34,478.39
<b>Total</b>	

## 17/026 Budget Monitoring

The Council received a budget monitoring report for May. The Clerk confirmed that the Council would receive a similar report each month.

## 17/027 REVISED BUDGET 2017 – 18

The Council received a revised budget for 2017-18.

Cllr Bartlett pointed out that DCC was not requesting payment of fees for the cessation reports and the clock at Woodbury Salterton would not need servicing this year.

The Council agreed to leave these provisions in the budget as a matter of prudence.

RESOLVED: that the revised budget be approved and adopted. A copy is attached to these minutes. (Cllr Bartlett against)

## 17/028 ANNUAL AUDIT

The Council received and noted the unqualified report of the Internal Auditor.

## 17/029 ADMINISTRATION OF ACCOUNTS

The Council received an email from Cllr Bartlett with proposals for changes in the administration and involvement in the accounting process:

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1. Appoint three Councillors and the Clerk to review the 2017/8 budget and institute an accounting procedure to monitor projected expenditure during the financial year. A more dynamic approach would allow us to continually redistribute funds on a more formal and open basis. RESOLVED: that Cllr Atkins be nominated to fulfil this role

2. VAT refunds should be claimed every six months, at the end of September and March the following year. The present practice of claiming once a year in June produces a confusing account which neither relates to the previous nor current financial years. In addition, we may have substantial refunds outstanding from HMRC which could be used for the benefit of the Parish. This was AGREED

3. Consider the effectiveness of the Staffing, Strategy and Policy Committee when it only has scheduled meetings twice a year. Perhaps we could delegate specific objectives to a varying group of Councillors for the duration of a task. This will allow individual decisions to be made in a timely manner and generally keep the Council better informed. There should be a statement in Financial Regulations to say that the Council will assume that VAT is included in any estimates, quotes or tenders that are received. The Council AGREED to retain the SSP Committee.

## 17/030 CHAIRMAN'S REPORT

The Greendale Liaison Group had been resurrected and the Chairman and Vice-chairman had been invited to join the Committee.

Cllr Jung expressed his dismay that the Parish Council had not been invited to send representatives of its choice. He also pointed out that the Residents association had not been invited to send a representative even though it is an elected body. He proposed that the invitation be declined but this feel through lack of a seconder.

RESOLVED: that the invitation be accepted and a suggestion be made at the first meeting, that Cllr Jung be invited to attend.

SWW were installing a new filter near Beeches Close. Details were awaited.

## 17/031 PLANNING APPLICATIONS

### EXTON

**17/1137/FUL** & 1138/LBC, Proposed single storey rear extension Christmas Cottage, The Avenue, Exton – SUPPORT.

**17/1233/FUL** Replacement porch and single storey rear extension and infill first floor extensions at rear Orchardside Exton - SUPPORT

### WOODBURY

**17/0906/FUL** Creation of new access and formation of off road parking to front at The Bungalow, Exmouth Road, Lymptone – NOT SUPPORTED for the following reasons:

- There has never been a vehicular access to the front of this property.
- There has been a shared access to the rear.
- The proposed access point is on a stretch of the A376 with limited visibility being just on the rising towards Harefield Cross. Whilst the speed limit may be 40mph, it is thought that vehicle speeds are generally higher. It is felt that an accident at this point could cause a death.

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- A vehicular access will spoil the setting of this building.

## 17/032 POLICE REPORT

The Chairman read out the Police report.

Cllr Jung also reported that there had been a near-fatal accident on the Common road recently.

## 17/033 COUNTY COUNCILLORS' REPORTS

There were no County Councillors present.

## 17/034 DISTRICT COUNCILLORS' REPORTS

Cllr Ingham made mention of the membership of the Greendale Liaison Group and said that the Monitoring Officer was being requested to advise if this was unconstitutional.

Cllr Diviani had been re-elected as leader, with Cllr Twiss as Deputy. The new Chairman was Cllr Moulding with Cllr key being Vice-chairman.

Cllr Jung reported that the development at Hogsbrook Farm had been approved subject to suitable landscaping. There was concern that this building was to be used to store material for the anaerobic digester.

Cllr Jung was now a Member of the GESP Committee. Several developers had responded to the call for sites and had put in suggestions for new roads. These would have to be funded by development. The Chairman of the DM Committee was Cllr Mike Howe.

## 17/035 NEIGHBOURHOOD PLAN

Cllr Pyne reported that the Group was now getting quotes for printing.

## 17/036 EXTON PLAY AREA

Cllr Murrin had reported that following on from the very successful revamp of the play area, there had been many requests for something more suited to older children, and the favourite seems to be a trampoline. He had received quotes from SNC (South-west) who did the recent installation. The Exton community would prefer the larger one costing £4,700 plus VAT and have now raised the necessary funds under the banner of Exton Village Events.

The Council is requested to approve the purchase and installation.

For the benefit of members, the Chairman described the trampoline and its installation.

RESOLVED: 1 that the request by Exton Events and offer of funds be supported with thanks

2 that Financial Regulations be waived to allow the acceptance of the quote submitted by SNC (Southwest) for the supply and installation of a 2.7m trampoline in the sum of £4,700 + VAT

## 17/037 WOODBURY VILLAGE GREEN

A Request to place a seat on The Green in memory of the late Reg Brown was received from the Woodbury and District Branch of the Royal British Legion.

The Chairman reminded the Council of Reg's hard work across the community including his valuable time as a Parish Councillor and proposed that the Council joins with the RBL in providing this seat.

RESOLVED: that the Chairman's proposal be adopted.

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## 17/038 **REVIEW OF FOOTPATHS**

The Council was asked to consider arrangements for another a workshop to continue the review; this would need to be after 17th July as Alison Smith was on holiday. Cllr Jung agreed to make arrangements for this in association with Tony Bennet.

The Council was asked to consider the suggestion that had been put forward of turning Rydon Lane into a footpath / cycle route. Alison Smith of DCC support this project and would welcome the Parish Councils comments.

The Council recognised the benefits that this would produce but realised that there were some matters to be overcome.

RESOLVED: that Alison Smith be informed that the Parish Council fully supports this proposal as it will produce a much more user-friendly and practical solution to gaining access to the Exe Estuary Trail.

## 17/039 **PROPOSED FIREWORKS DISPLAY**

Cllrs Atkins and Bricknell had met with the Cricket Club. The Club stuck to their original proposal that they would provide catering and the bar and the Parish Council would arrange the fireworks and would Marshall the gate and collect and retain the gate money. There was no provision for parking for the event.

Councillors felt that there was a risk to the Parish Council in doing this and that this should be avoided.

RESOLVED: that the Council does not participate in this event.

## 17/040 **LOCAL GOVERNMENT PENSION SCHEME**

Cessation details and an agreement with DCC for this were received. The Parish Council was requested to approve a payment plan to pay the cessation fee over 3 years and to authorise this year's payment.

The Council considered that it could now afford to pay this amount over two years and this would remove the debt quicker and before the next election so that this negative legacy would not be passed on to a new Council

RESOLVED: 1 that DCC be informed that this Council wishes to pay the cessation fee in two payments.

2 that the Chairman be authorised to sign a new agreement.

3 That authority be given to make the first payment.

## 17/041 **PARISH COUNCIL OFFICE**

The lease for the Parish Council office was for a 3-year term which expired on 6th January 2018. This is not a protected lease and the landlord was under no obligation to offer a new lease. The Parish Council cannot 'hold-over' on the present lease.

The Parish Council was asked if it wished to start negotiations for a new lease and whether it might wish to secure a longer term.

RESOLVED: that the Clerk be authorised to start negotiations with the Landlord.

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## 17/042 **WOODBURY CAR PARK**

Cllr Bartlett requested the Council to give further consideration to resurfacing and lining the car park. He reported that Consultants were prepared to provide a CAD drawing for lining the car park in the sum of £200, which he proposed should be accepted.

All members were requested to have a close look at the surface before the meeting.

There was discussion regarding differences in the quotations received for this work.

Cllr Mayo had had a close look at the car park and considered that the area would not require resurfacing for some years. He produced a scale drawing of a possible lining scheme. There were access agreements in respect of some of the houses surrounding the car park and it was felt that these might need to be taken into account in any lining scheme.

Cllr Bartlett pointed out that he was not in favour of any particular option until the financial costs were known.

In lining the existing surface there seemed to be no allowance made for clearing overhanging vegetation, bank re-profiling on the north side (to reduce soil run off) and mechanical sweeping to remove debris. This cost would be incurred with either option.

The Council considered whether fresh tenders should be sought for this work.

RESOLVED: that quotations be sought for lining the car park in accordance with a revised drawing to be produced by Cllr Mayo.

## 17/043 **EDDC GARDEN PARTY**

The Chairman of EDDC would be holding a garden party at the Knowle starting at 3pm on 16 July. He would like to invite sporting champions as a way of thanking them for their contribution to their local community. A sporting champion could be a volunteer referee, umpire, score keeper, coach or something else along these lines.

The Council was asked to consider any nominations?

RESOLVED: 1 that Jill Dupain be invited to accept the Council's nomination for her work in Hockey in the area.

2 that the Chairman be also nominated for her work with Junior Rugby.

## 17/044 **COUNCILLORS' QUESTIONS:**

Cllr Pyne queried the alternative routes that were set up during temporary road closures and was told that the Highways Dept. would be responsible for this.

Cllr Jung reported that Richard Spurway was to meet Aggregate Industries who would carry out some works, including clearing ditches.

The meeting closed at 10.05pm

Signed ..... (Chairman) Date .....



# WOODBURY PARISH COUNCIL

## MINUTES OF A MEETING HELD at 7.30pm on 26<sup>TH</sup> JUNE 2017 IN THE CHURCH ROOMS, WOODBURY

**Present:** Cllrs R Bartlett, Mrs C Bennett, P Bricknell, J Burgess, Mrs M Edwards, B Jones, G Jung, R Mayo, Mrs C McGauley (Chairman) & J Pyne

**Also present:** Tony Bennett, Tree Warden,

**Apologies:** Cllrs D Atkins, G Murrin, Cty Cllrs Scott & Trail. District Councillor Longhurst

	<p><b>Public session</b></p> <p>No comments were raised.</p>
<b>17/045</b>	<p><b>APOLOGIES FOR ABSENCE:</b> Cllr Graham Murrin, Cllr D Atkins</p>
<b>17/046</b>	<p><b>DECLARATIONS OF INTEREST:</b> Patrick Bricknell declared a pecuniary interest in Woodbury Salterton planning application 17/1220/FUL</p>
<b>17/047</b>	<p><b>PLANNING: Applications for consideration at this meeting</b></p> <p><b>WOODBURY</b></p> <p><b>17/1470/PDQ</b> Prior approval for the proposed change of use of agricultural building to form 1 no. dwelling (Use Class C3) and associated operational development under Class Q (a) and (b) Threshing Barn, Coombe Farm, Exe View Road</p> <p>Cllr Burgess proposed support for the application as it stood, 9 for and 1 against.</p> <p><b>17/1345/FUL</b> Construction of single storey extension to front elevation at 15 Haymans Orchard, Woodbury</p> <p>Cllr Burgess proposed support for the application of the single storey extension to the front elevation, all councillors in favour.</p> <p><b>WOODBURY SALTERTON</b></p> <p><b>17/1220/FUL</b> Installation of extractor fan and jet cowl to side elevation of building (retrospective application) Unit 1A Mill Park Industrial Estate Woodbury Salterton.</p> <p>The Clerk read the letter sent in by Mr &amp; Mrs Pike dated 19<sup>th</sup> June 2017.</p> <p>Cllr Jung proposed the council should not support the retrospective application because of the noise and fumes, there was concern that the Mill park working hours are not being fulfilled. AGREED and a letter be sent to Planning Enforcement regarding breaches of previous conditions.</p>

The meeting closed at 8.10pm.

# WOODBURY PARISH COUNCIL

## Finance

Payments since the last meeting			Gross	VAT	Net
16/06/2017	2037	Devon County Council, LGPS Payment	£15,089.72	£0.00	15,089.72
16/06/2017	2038	Clinton Devon Estates Town Lane	£395.00	£0.00	395.00
16/06/2017	2039	Clinton Devon Estates Quarterly rent	£55.00	£0.00	55.00
16/06/2017	2040	Mrs L Kendall Salary & Expenses	£408.34	£0.00	408.34
16/06/2017	2041	Mr A J Le Riche Salary & Expenses	£560.32	£0.00	560.32
16/06/2017	2042	HMRC Nation Ins & tax	<u>£136.09</u>	<u>£0.00</u>	<u>136.09</u>
		<b>Total</b>	<b>16,644.47</b>	<b>0.00</b>	<b>16,644.47</b>

<b>Payments for Approval at this meeting</b>					
15/06/17	DD	South West Water Woodbury allotments	£51.37	£0.00	£51.37
28/06/17	DD	Telesis Office telephone & broadband	£39.88	£6.65	£33.23
11/07/17	DD	EDF energy play area at Exton	£18.53	£0.88	£17.65
03/07/17	2043	Southwest countryside contractors - P3 Works	<u>£497.25</u>	<u>£0.00</u>	<u>£497.25</u>
			<u>£607.03</u>	<u>£7.53</u>	<u>599.50</u>
04/07/17	On Hold	EDF Energy The Green Woodbury	£0.24	£0.00	£0.24

<b>Receipts since the last meeting</b>					
16/06/2017	500025	South West Water - Carpark hire			£3,600.00
16/06/2017	500024	Sale of old key cupboard			<u>£50.00</u>
					£3,650.00

## **Financial Summary 3<sup>RD</sup> July 2017**

Opening Balance		25,328.99
Receipts		<u>54,258.56</u>
Total funds		79,587.55
less, Payments		<u>32,582.10</u>
Net funds		47,005.45
add, Unpresented cheques		3,240.79
less, Receipts not on statement		0.00
Balance at bank		50,246.24
Met by:		
30 day account		14,657.11
Treasurers account		35,589.13
Total		50,246.24

# WOODBURY PARISH COUNCIL

## Budget report June 2017

<b>Payments</b>	<b>Budget (Rev)</b>	<b>Actual</b>	<b>Balance</b>
Chairman's Allowance	150.00	0.00	150.00
Admin	2,894.00	1,256.37	1,637.63
Office	6,420.00	1,668.89	4,751.11
Salaries	25,305.00	2,256.08	23,048.92
Neighbourhood Plan	600.00	0.00	600.00
Play Areas	3,300.00	13,390.26	-10,090.26
Environment	13,290.00	560.00	12,730.00
C P & Toilets	8,900.00	740.43	8,159.57
Rep & Mtce (C P & Toilets)	1,650.00	0.00	1,650.00
Rents etc	365.00	560.00	-195.00
Allots W	0.00	51.37	-51.37
Allots WS	0.00	25.00	-25.00
Grants	600.00	2,170.00	-1,570.00
P3	1,000.00	454.79	545.21
Contingency	700.00	0.00	700.00
Community Grant & S137	2,000.00	0.00	2,000.00
Gulliford & WS Clock	400.00	0.00	400.00
Other	0.00	2,234.69	-2,234.69
Flood Resilience	4,750.00	3,392.98	1,357.02
Sub Total	72,324.00	28,760.86	43,563.14
VAT (To be reclaimed)	0.00	3,821.24	-3,821.24
Total		32,582.10	

## **Receipts**

	<b>Budget</b>	<b>To date</b>	<b>Balance</b>
Budget Report			
VAT Refund	0.00	0.00	0.00
Precept	0.00	38,980.00	-38,980.00
Support Grant	537.00	268.50	268.50
Rents	1,250.00	125.00	1,125.00
Grants	0.00	0.00	0.00
Combe Farm grant	0.00	0.00	0.00
Interest	1.22	1.84	0.00
Allots W	905.00	93.00	812.00
Allots WS	582.00	40.00	542.00
P3	1,000.00	0.00	1,000.00
Play Areas	10,291.00	7,010.00	3,281.00
Wayleave	10.00	10.05	-0.05
DCC Grants	0.00	0.00	0.00
Other	0.00	7,730.17	-7,730.17
NP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	14,576.22	54,258.56	-39,681.72

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## NALC needs your views

**The local government unions' have submitted a pay claim which NALC is keen to consult on with local councils.**

The [pay claim](#) for 2018/19 includes a 5% increase on all NJC pay points, the deletion of NJC pay points 6, 7, 8 & 9 (the deletion of these pay points to occur after the 5% increase has been applied to ensure that no NJC pay points fall below the Foundation Living Wage rate of £8.45 per hour).

Meeting the pay claim in full would increase the national pay bill for councils in England, Wales and Northern Ireland by £559m, according to the National Employers, who have issued the below statement from its chair Cllr Sian Timoney:

*"We will be consulting with councils in the coming weeks on pay across the workforce and in particular how we can meet the challenge of the Government's proposed level of the National Living Wage over the next few years. The unions' claim will form part of the consultation. We recognise that public sector workers have had lower than average pay awards for a few years now, but local government continues to face significant financial challenges so we are surprised that the unions are seeking such an ambitious pay award. Local government has lost more than half a million jobs in recent years and meeting this claim would result in many more such job losses."*

**NALC is extremely keen to get feedback and comments from councils on what impact the staff side proposals would have on you, please respond by 31 July 2017.**

Email your response to Lesley Smith at [lesley@devoncommunities.org.uk](mailto:lesley@devoncommunities.org.uk)

Best wishes

Cara Stobart, Local Councils Officer  
[cara@devoncommunities.org.uk](mailto:cara@devoncommunities.org.uk)

## Cycle Ways

### Email from Cllr Jung

I see the reports you sent are dated 2013 regarding this and I think the situation is now very different. Most of the officers that decided against the spending are now not around

The chosen route along lanes to Ebford was a cheap fix and the link should be to the Camp and Exton to link the 2 villages (Woodbury and Lympstone) of the Parish.

At the moment it requires cyclists from Woodbury to use busy roads or go via Ebford. Most people would wish to go to Exmouth.

To turn it down because of Flooding is ridiculous because where it floods is the at the junction with the main road which we know floods at that point anyway!!

I think we need to revisit this as we have just had flood work done there and the understanding of traffic now on the Exe Estuary trial is very different to what was originally estimated.

We could see if we could get funding from other sources, As this would benefit Woodbury, Crowd funding, EDDC, Sustrans Grants, Gifts from Local companies Etc. we could with some effort pull it off!

Can we put this on the Agenda. "Exe Cycle Way improvements and new cycle links" In the meantime I will speak to Jeff Trail and Rob and Ben to have a joint up plan from Exmouth through to the other side of Exton.

# WOODBURY PARISH COUNCIL

At the last meeting, there was comment about the SSP Committee

Could I suggest that it included the following as part of its work programme if they are not already there:

Review of Internal Controls            )  
Review of Risk management            ) These 4 have to be done annually as part of our Audit Regime  
Review of Insurances                    )  
Review of Clerks' salary package    )

Review of staffing policies

Carrying out annual appraisals

Review of Standing orders

Review of Financial regulations

Review of any other policies

First Consideration of the draft budget

If the Committee meets twice each year, then a programme for these can be drawn up. Suggested timings would be November for the budget and March for the appraisals. With other items balancing each agenda.

# WOODBURY PARISH COUNCIL

## Minutes of meeting of the Estates and Assets Committee held on 19<sup>th</sup> June 2017

Present; Cllrs Mrs C McGauley (Chairman), D Atkins, R Bartlett, Mrs C Bennett, P Bricknell, B Jones, G Jung, R Mayo & J Pyne. Mr T Bennett (Woodbury Tree Warden). Joan Boyne (Play Area Warden, Exton)

APOLOGIES Cllr J Burgess, M Edwards and G Murrin, Judy Green, Footpath Warden

### 17/001 Minutes

RESOLVED The last minutes of the meeting held on 6<sup>th</sup> February 2017 be confirmed as an accurate record and signed by the Chairman.

### 17/002 Declarations of interest: No declarations of interest were made at this point in the meeting.

### 17/003 **Play Areas**

Inspections had not yet been carried out. Reports would be circulated when they were received.

#### Woodbury Salterton Play Area

Cllr Bricknell confirmed that all the works from the last annual inspection were complete. He was concerned that the hand rail to the climbing equipment was showing signs of wear.

Cllr Jung reminded the meeting that the second goal post would be moved here from Woodbury when the MUGA was installed.

Woodbury Play Area– Cllr McGauley confirmed there were no issues at the play parks.

Exton Play Area – The new equipment was well received. There was one ‘old’ picnic bench left but this was very popular as it could be moved into the shade on hot days. There was a safety issue of children running out of the play area onto the road and from the Puffing Billy across the road to the play Area. The Puffing Billy had installed cycle racks and fencing around the eating space which had gone some way to improving this situation but more was needed. There was a suggestion of ‘rumble’ strips being laid as a means of warning traffic and slowing cyclists.

RESOLVED: that the County Councillors be requested to meet with Joan and Cllr Atkins to look at the possibility of rumble strips being laid on either side of the entrance to the Play Area.

### 17/004 **Flood Resilience equipment for Woodbury Salterton**

The Committee gave further consideration to a location for a shed to house this equipment. It was clear that a central location was needed.

RESOLVED: that permission be given for a shed to be located near to the Telephone Box provided that the area is tidied beforehand and maintained by the Flood Resilience Group.

### 17/005 **Toilets in Woodbury**

Only one quote had been received for internal redecoration from T I Glanville in the sum of £500.

Cllr Bartlett reminded the meeting that three quotations should be sought but the Chairman pointed out that more than three had been requested but only one had been

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received.

The quote did not appear to include painting the walls

RESOLVED: that Mr Glanville be requested to confirm that his quote included painting the walls and ceilings and if so, the quote be accepted.

## 17/006 **Flower Street car park**

Cllr Mayo submitted a drawing showing a possible layout of spaces for the car park. There was some discussion regarding the Council's legal responsibilities to those who had access agreements. The Clerk was asked to check this.

Cllr Mayo and Mr Bennett would visit the car park again when the legal obligations were known.

RESOLVED: that the Clerk invite quotations for lining the car park in accordance with the plan produced by Cllr Mayo, subject to any amendments.

## 17/007 **The Arch, Woodbury.**

The Garden Club had planted the planters and the RBL had planted the boats.

The Committee were reminded that the boats were a 4-year project to commemorate WW1 and would end in 2018. Thought should be given as to replacement planters. Mr Bennett thought that Woodbury Residents Association had some funds that could be applied towards this.

## 17/008 **Woodbury Community Playing Fields (MUGA) Project:**

The Chairman and Clerk had met WCPF regarding the Multi Use Games Area to consider funding options. The total cost was in the region of £55,000. At the moment the funding was £11,000 short and the Association had asked if the Parish Council could receive S106 and other funds that had been raised and so recover the VAT on the project. The Clerk explained that whilst this might be possible, there was a limit on how much VAT the Parish Council could reclaim each year and this project would exceed that. Other options were being explored including EDDC commissioning the MUGA and looking into any cost advantages of breaking the works down into Ground works, laying the surface and installing the MUGA rather than having all this being dealt with by one main contractor.

## 17/009 **Trees**

David Rose had resigned as Tree Warden for Woodbury Salterton due to his mother's illness. He had been thanked for his service.

Tony Bennett agreed to take this on until a successor had been found.

Cllr Jung agreed to approach Nigel Edwards.

Some branches had broken on trees at The Plantation, Woodbury Salterton and Woodbury Village Green. The Clerk was request to ask Graham Joyce to look at these and take remedial action.

Tony Bennett pointed out that the two large Oak trees at Woodbury Village Green needed some maintenance work. The Clerk was asked to contact EDDC to get in touch with the owners about this.

The meeting was reminded that:

Tree work in conservation areas needed Tree consent from EDDC.

Hedges should not be cut back until September due to nesting birds.

Residents should be asked to clear the weeds from the verges outside their property as DCC would not be doing this work.

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The Clerk was asked to include these in an article for the Woodbury News.

## 17/010 **Footpaths**

Cllr Jung would be organising another footpath workshop with Alison Smith of DCC, in July. Clinton Devon Estates would not be involved as they would be looking after their own paths.

The suggestion about converting Rydon Lane to be part cycle track had received some support at DCC but it was accepted that this would not be achieved quickly. In particular, there was some discussion about a possible legal issue regarding using this route

Cllr Bennett pointed out that the path from the development on Broadway to Couches Lane was very overgrown. The Clerk was asked to approach Mr House about this and if there was no action within two weeks, to ask DCC to get involved.

## 17/011 **Parish Handyman**

There was discussion about the need for a Parish Handyman. The Clerk was asked to contact all Councillors about minor jobs that could be done. Including painting, sign cleaning etc.

Cllr Bricknell pointed out that the railings leading to White Cross Road were no longer visible due to weeds. This was a Highways matter and so the Clerk was asked to contact Stuart Coles about this.

## 17/012 **Grass cutting contract**

The Allotments had been strimmed today but some of the arisings had strayed on to nearby plots. It was felt that this job needed doing more often to reduce the possibility of weeds on allotments. The next cut should be in August.

Cllr Atkins would have a drive-around to not areas where DCC was no longer maintaining verges etc.

The path from Woodbury Village green was being cut but more work may be needed. There would be a full review of the contract at the next meeting.

## 17/013 **Matters raised by Councillors**

Reference was made to the phone box at The Arch, Woodbury. The Clerk was asked to contact BT with a view to the Parish Council taking this over.

Cllr Pyne referred to the continuing unlawful parking in the area. The Clerk was asked to contact DCC for a visit by their enforcement staff.

Cllr Jung pointed out that some gullies and drains needed clearing. DCC had a three-year programme but this was not fully followed. He would be meeting County Councillors and the Highways officer on 30<sup>th</sup> June 2017.

Cllr Bennett referred to a similar problem on Globe Hill and asked that this be included in the visit by County Councillors.

The meeting finished at 9.00pm

Chairman