

# WOODBURY PARISH COUNCIL

5<sup>th</sup> February 2018

Dear Councillor

You are required to attend a meeting of Woodbury Parish Council to be held at 7.30pm , on **Monday 12<sup>th</sup> February 2018** in the Church Rooms, Woodbury. 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

## AGENDA

	Public session
1	<b>MINUTES:</b> To receive and confirm as a correct record, the Minutes of the meeting held on 15 <sup>th</sup> January 2018 attached, and 29 <sup>th</sup> January 2018 – To Follow.
2	<b>APOLOGIES FOR ABSENCE:</b> To receive any apologies for absence.
3	<b>DECLARATIONS OF INTEREST:</b> To receive any declarations of interest in any part of these proceedings, including the District Councillors declaration.
4	<b>SCOUT HUT</b> The Scouts wish to replace the Scout Hut with a steel container as a means of reducing the amount of vandalism that has been suffered. Details are attached. – Deferred from the last meeting
5	<b>ANNUAL REVIEWS</b> The SSP Committee recommend adopting Internal Controls and Clerk's package (attached) and the Risk management schedule – to follow). Deferred from the last meeting.
6	<b>CASUAL VACANCIES:</b> to consider any expressions of interest.
7	<b>ACCOUNTS &amp; FINANCES:</b> a. Payments: To consider the schedule of payments attached b.
8	<b>CHAIRMAN'S REPORT:</b> To receive a report by the Chairman.
9	<b>PLANNING:</b> Applications for consideration at this meeting <b>EXTON</b> <b>18/0193/FUL</b> Construction of ground and first floor extensions to, and remodelling of dwelling house, including the provision of external cladding at Ailleagan, Lane To The Briary, Exton Lane, Exton  <b>WOODBURY</b> <b>18/0220/FUL</b> Construction of single storey front extension at 1 Bretteville Close, Woodbury  <b>18/0131/TRE T1, Oak:</b> Crown reduce and thin tree to remove 15% leaf area by removing up to 2 metre branch sections evenly from tips of branches only, making average pruning cuts 20-30mm in diameter at Little Hayes, Town Lane, Woodbury

# WOODBURY PARISH COUNCIL

	<p><b>WOODBURY SALTERTON</b>  <b>18/0097/FUL</b> Construction of single storey porch extension to front elevation and installation of external cladding at 5 Parkhayes Woodbury Salterton.</p> <p>18/0158/LBC Removal and re-location of partition wall on first floor to enlarge bathroom and create cupboard to Bedroom 5 at Nutts Farm, Woodbury Salterton</p> <p>18/0218/FUL Proposed stable building, parking area, hard-standing, driveway and alterations to field access Land North Of Toby Lane, Woodbury Salterton</p>
<b>10</b>	<b>TO RECEIVE THE POLICE REPORT</b>
<b>11</b>	<b>TO RECEIVE REPORTS FROM COUNTY COUNCILLORS</b>
<b>12</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>GULLIFORD JOINT COMMITTEE</b> To receive and adopt the minutes of the Gulliford Joint Committee of 25 <sup>th</sup> January 2018.
<b>15</b>	<b>ESTATES AND ASSETS COMMITTEE</b> – To receive the minutes of the Estates and Assets Committee held on 5 <sup>th</sup> February 2018 – to follow.
<b>16</b>	<b>THE PLANTATION, PARKHAYES, WOODBURY SALTERTON</b> 1 to consider making a statutory declaration for ownership of this land. 2 to consider accepting responsibility for providing a new fence and maintenance of this.
<b>17</b>	<b>HIGHWAYS CONFERENCE AND SUBSEQUENT INFORMATION</b> Cllr Jung to report.
<b>18</b>	<b>WOODBURY COMMUNITY PLAYING FIELDS</b> To confirm and sign the proposed MUGA Community User Agreement – Previously circulated.
<b>19</b>	<b>DEVON LOCAL NATURE PARTNERSHIP CONFERENCE</b> To consider attendance at ‘New Horizons for Devon’s Natural Capital’, Friday 16th March 2018 (9:00 - 16:30) - Exeter Racecourse. Tickets cost £45 (with limited number of free tickets for students and volunteers)
<b>20</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>

# WOODBURY PARISH COUNCIL

## MINUTES OF A MEETING HELD at 7.30pm on 15<sup>th</sup> January 2018 IN THE CHURCH ROOMS, WOODBURY

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

**Also present:** Cty Cllrs Scott & Trail, District Cllrs Ingham & Longhurst & Mr T Bennett (Tree Warden)

**Apologies:** Cllr J Burgess Mrs M Edwards & J Pyne

### Public session

#### 17/155 MINUTES

RESOLVED: that the minutes of the meeting held on 11<sup>th</sup> December 2017 be confirmed as a correct record and signed by the Chairman.

#### 17/156 DECLARATIONS OF INTEREST:

There were no declarations at this point in the meeting.

It was formally noted that the participation of Cllr Jung who is also a Member of EDDC in both the debates and subsequent votes was on the basis that the views expressed were his preliminary views taking account of the information that was 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.

#### 17/157 CASUAL VACANCIES

No interest had been received.

#### 17/158 PAYMENTS:

RESOLVED: that the following payments be approved:

			Gross
27/12/17	DD	Telesis - office phone & broadband	£30.56
01/01/18	DD	EDDC rates for car park	£109.00
01/01/18	DD	EDDC rates for toilets	£115.00
04/01/18	SO	C Lear Office Rent	£400.00
10/01/18	DD	Eon - Office electricity	£135.11
10/01/18	2095	D G Atkins - hedge cutting	£108.00
10/01/18	2096	Church Rooms Trust - room hire	£96.00
10/01/18	2097	E Derrick - allotment rent refund	£10.00
10/01/18	2098	NP & Harpford PC - Defibrillator top up costs	£1,955.00
10/01/18	2099	EDF - electricity The Green, Woodbury	£18.40
10/01/18	2099	EDF - electricity Play Area, Exton	£36.41
10/01/18	2100	Dartmoor Tree Surgeons - works at W allotments	£204.00
10/01/18	2101	M Lynch - Works at The Community orchard	£198.00
10/01/18	2102	Alexander Rose Ltd - Bench for Woodbury Green	£400.80
10/01/18	2103	T I Glanville - install new bench	£217.48
10/01/18	2104	Y D Scanning - grant to History Society	£258.00
10/01/18	2105	Bagwells - works to Toilets	£204.90
10/01/18	2106	CDE - W Allotment rent	£375.00
10/01/18	2106	CDE - Town Lane 1 rent	£395.00

# WOODBURY PARISH COUNCIL

10/01/18	2106	CDE - Town Lane 2 rent	£55.00
10/01/18	2107	Acoustiblock UK Ltd - grant to WCPFA	£2,508.26
10/01/18	2108	A J L E Riche salary December	£548.82
10/01/18	2109	HMRC – Tax / NI December 2017	£136.09
			<b>£8,514.83</b>

## **17/159 Draft budget and the precept 2019 – 19**

The Council received the draft budget and precept calculations.

Cllr Bartlett pointed out that internal administration costs were higher than the amount to be spent on community activities. The Clerk explained that part of this was due to the 2<sup>nd</sup> payment to DCC and the remainder was related to the costs of providing an office.

RESOLVED: 1 that the following items be added to the draft budget:

£1,955 for defibrillators in 2017/18

£1,500 for election costs in 2018/19

£500 for flood resilience works in 2018/19

2 that the budget as now amended be approved.

3 that a precept of £78,972 be issued upon EDDC.

## **17/160 CHAIRMAN'S REPORT**

The Chairman wished all those present a happy New Year.

An email had been received from Roger Stokes saying that he would be closing the Woodbury website shortly as the site was old and website technology had moved on from its original format.

RESOLVED: that the thanks of the Parish Council be given to Roger for the excellent work he had carried out in giving Woodbury its own website.

The Chairman had spoken to Chris Rose at EDDC who now confirmed that the Town Lane site would be included in the BuAB. This meant that the planning application for 5 large houses would be determined and was likely to be approved.

## **17/161 PLANNING APPLICATIONS**

**17/2614/FUL** Construction of replacement dwelling at Greenslades, River Front Exton. This application had been approved by EDDC.

### **WOODBURY**

**17/2914/FUL**, Single storey extension to front of property at 22 Brent Close Woodbury. This application had been approved by EDDC.

**17/3022/MOUT** Outline application seeking approval of access for construction of up to 3251 sq. m (35,000 sq. ft.) of B2 (general industrial) floor space with access, parking and associated infrastructure (details of appearance, landscaping, scale and layout reserved for future consideration) at Blackhill Quarry, Woodbury.

Cllr Mrs Bennett and Cllr Jung explained some of the history of this site which was the operational area of the quarry and comprised about 20% of the whole area. Quarrying and processing of material on the site was being discontinued and it had been expected that the whole site would revert back to a natural area as it was part of the AONB and had other scientific classifications.

Cllr Bartlett pointed out that the site was in the open countryside as defined in the ED Local Plan and as such only small scale expansions would be allowed where it was clearly demonstrated that an existing business was full to capacity. He felt that this had not been

# WOODBURY PARISH COUNCIL

demonstrated. He also suggested that the area was not a brownfield site as it was a former quarry that was being remediated. It would therefore become a greenfield site. As such it could not normally be expected to gain planning permission for industrial use. Details of the type of heavy engineering equipment that could be manufactured on the site, extracted from the Company's website, were circulated. – NOT SUPPORTED and the grounds that this is in the AONB and should be returned to a natural state to form part of the surrounding areas. The existing road system in the area is not designed to cope with movement of vehicles carrying the type of heavy industrial equipment that would be manufactured on the site.

## **WOODBURY SALTERTON**

**17/2650/AGR** Agricultural storage building on Land Off Honey Lane, Greendale Business Park, Woodbury Salterton – Amended documents. NOT SUPPORTED. The Parish Council sees no reason to change its previous views on this application: The building is located too far away from the main farm base;

The development would result in the loss of Class 1 agricultural land;

The access is across land that has been designated as landscaping land in association with another planning permission;

The development will exacerbate surface water run-off to the highway in this area;

Applications of this nature require a survey of other agricultural buildings in the area to show whether they could perform this function.

**17/2877/FUL & 17/2878/LBC** Demolition of building and erection of store and office at Higher Greendale Farmhouse, Woodbury Salterton – SUPPORT subject to the views of the Conservation Officer and the roof tiles being pantiles to match the other buildings in the area.

**17/2898/FUL** Proposed compound for vehicle parking (B8 Use), temporary building for welfare facilities for drivers and installation of palisade fencing at Compound 61A Greendale Business Park, Woodbury Salterton. SUPPORT

**17/2925/FUL** Construction of front and rear facing dormer windows, porch to front elevation, installation of external cladding and change of roofing material from tile to slate at Deepdale, Toby Lane, Woodbury Salterton. This application had been approved by EDDC

## **17/162 POLICE REPORT**

There was no Police report.

## **17/163 REPORTS FROM COUNTY COUNCILLORS**

Cllr Trail asked if all defects could be reported via the DCC website. They would be dealt with more effectively in that way and would not tie up Officer and member time.

Cllr Murrin complained that DCC seemed to be unable or unwilling to do anything about the vegetation on the path along the A376 at Exton.

He also complained that pedestrians had a wait of up to 11 minutes to cross the road to get to the bus stop. There was highway flooding in Exton as DCC and the EA were arguing over who should do what. This was not solving the problem.

Cllr Atkins had toured the area with Cllr Scott to point out some problem areas. DCC were preparing a letter which Parish Councils could send to landowners asking them to cut back hedges etc. Failure to comply could allow the Parish to carry out the work and recharge the landowner.

# WOODBURY PARISH COUNCIL

## **17/164 DISTRICT COUNCILLORS' REPORTS**

Clr Ingham suggested that the hot topics for EDDC for this year would be similar to previous years. Planning was always a controversial area with many people have different ideas. However, EDDC had to work within various policies. He urged the Parish Council to get on with producing its Neighbourhood Plan. Provided the Plan was clear that the Plan was community led and it included policies and projects that were sustainable, socially, environmentally and economically, the he would be able to support it.

Clr Longhurst reported on the inclusion of the Town lane site in the BuAB but said that the application had not yet come before DMC.

He was, as yet, undecided on the Blackhill Quarry application but was aware that public money had been paid to cease quarrying and it was understood that the quarry would be remediated. The application related to about 20% of the quarry area but there was no suggestion that any of the public money would be repaid or passed to the Parish Council to mitigate the effects of the development.

It was important for the Parish Council to respond to the latest consultation EDDC was looking at a drones policy that would ban flying drones over Council property except in certain circumstances.

EDDC would be starting a garden waste collection service in May / June. The cost would be £48 pa with a wheelie bin supplied for a fortnightly collection.

Clr Jung was on the Blackhill Liaison Group, where it had been understood that the quarry would be closed and remediated as an RSPB Reserve.

## **17/165 NEIGHBOURHOOD PLAN**

Clr Pyne was not available to report. The Council were reminded that he had been asked to present the final draft Neighbourhood Plan to the next meeting. At that time, the Parish Council would also consider the next steps in the process.

## **17/166 ED Villages Plan**

The Inspector had proposed a number of changes and EDDC were now consulting on these. Clr Jung felt it as important to respond. No further changes were proposed for Woodbury but there were changes to Greendale. These, he felt, were acceptable but EDDC were proposing further amendments which would make the situation less clear.

RESOLVED: that EDDC be informed that the Parish Council supports the changes to the Greendale section proposed by the Inspector, but does not support any further changes and that the Council is disappointed that the Town Lane site will be included in the BuAB.

## **17/167 PARISHES TOGETHER FUND**

A joint application was made for funding for three defibrillators for the Parish. This has been successful. The total cost for this Parish is £4,855 and the Parishes Together funding will meet £2,899.50 of this. The Parish Council was requested to approve this and agree to meet the balance of the cost of £1,955.50.

RESOLVED: that the balance of the cost be approved.

## **17/168 SCOUT HUT**

The Scouts wish to replace the Scout Hut with a steel container as a means of reducing the amount of vandalism that has been suffered. This was deferred to the next meeting.

## **17/169 COMMUNITY ASSET NOMINATION**

EDDC had received a nomination for the Diggers Rest, Woodbury Salterton to be nominated as a

# WOODBURY PARISH COUNCIL

community asset. The Council unanimously supported this nomination.

## **17/170 WOODBURY COMMUNITY SPEEDWATCH.**

The Council was requested to consider supporting this by providing Hi-Viz jackets for volunteers at a cost of up to £150.00.

Cllr Mrs Bennett had attended the training session with 10 others. The next step was for on-site training. She also said there was now no need for the Council to supply jackets.

RESOLVED: that the Clerk be requested to chase up the on-site training.

## **17/171 ANNUAL REVIEWS**

The SSP Committee recommend adopting revised Standing Orders, Internal Controls and Clerk's package.

Cllr Bartlett reported that NALC were proposing to issue new Model Standing Orders and Financial Regulations by the end of March 2018.

These items were deferred.

## **17/172 ROYAL GARDEN PARTY**

Her Majesty will be hosting a Royal Garden Party on 5<sup>th</sup> June 2018. The Parish Council is invited to nominate a member and guest to attend.

RESOLVED: that the chairman be nominated.

## **17/173 WOOD FIRED PIZZA TRAILER**

The Council considered a request to park a wood fired pizza oven on the car park or land opposite the Church but felt that this was an inappropriate use and would act as competition to local business.

## **17/174 COUNCILLORS' QUESTIONS**

Cllr Bricknell reported that the 30mph sign on Higher Road, next to 'Castleton' had been knocked over.

Cllr Mrs Bennett reported that the graffiti reported to an earlier meeting had now been removed.

Cllr Jung would be leading the next Community litter pick over the weekend of 3/4<sup>th</sup> March 2018.

Cllr Atkins reported that there was a house boat moored on the R Exe outside Nutwell. Someone was working on the boat but he was concerned that a mooring could be created.

He had received comments that the bus stop towards Exmouth at Pink House Corner was unsafe and that bus drivers had suggested that it should be moved to the other side where there was more room.

The Clerk was asked to follow up all these points.

The meeting closed at 9.35pm.

# WOODBURY PARISH COUNCIL

## MINUTES OF A MEETING HELD at 7.30pm on 29<sup>th</sup> January 2018 IN THE CHURCH ROOMS, WOODBURY

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

**Also present:** District Cllr Longhurst & Mr T Bennett (Tree Warden)

**Apologies:** Cllr D Atkins, R Bartlett & G Murrin

### **Public session**

Cllr Longhurst informed the Council that the planning application for Trederwyn, Town Lane was to be considered by the DMC next week and asked if any Parish Councillor would be going to support him

The Chairman agreed to do this.

### **17/175 DECLARATIONS OF INTEREST:**

There were no declarations at this point in the meeting.

It was formally noted that the participation of Cllr Jung who is also a Member of EDDC in both the debates and subsequent votes was on the basis that the views expressed were his preliminary views taking account of the information that was 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.

### **17/176 PLANNING APPLICATIONS**

#### **EXTON**

**18/0073/FUL** Two storey extensions to existing dwelling and new boundary Wall at Orchard Lea, Exmouth Road, Exton. No comment

#### **WOODBURY**

**17/2924/FUL** General purpose farm building and dry store at Higher Bagmores Farm, Woodbury.

Cllr Pyne referred to conflicting information in this application and to previous applications for this site including application no. 16/1463 Change of use from grain store (approved under 15/1874/FUL) to Biomass woodchip drying facility and grain store which had not yet been determined. – NOT SUPPORTED – suggest defer until 16/1463 had been determined and then re-consult.

**17/2682/FUL** Creation of vehicular access and new turning/parking area to front at South Meadow, Broadway, Woodbury – SUPPORT provided the Highway Authority have no objections.

#### **WOODBURY SALTERTON**

**17/2430/FUL** Proposed agricultural building on Land East Of Hogsbrook Farm Woodbury Salterton – NOT SUPPORTED as previous applications for this farm have given differing numbers for the number of animals farmed here



# WOODBURY PARISH COUNCIL

## 17/177 NEIGHBOURHOOD PLAN

Cllr Pyne explained the position of the neighbourhood plan in the planning hierarchy.

A Plan for Woodbury was considered in 2013 and a Working Group was set up to take this forward; members had attended training sessions and seminars; the contents of a Plan needed to be supported by community based evidence. 700+ questionnaires had been sent out and 210 were returned, the results had been analysed and these were now included in the draft document that had been circulated to members. This was now ready for wider consultation.

It was suggested that there could be a consultation event in each of the three communities. The Clerk had also suggested that the Office could be used for this.

After that, the Plan would be sent to EDDC. They then carried out a six-week consultation which included all the statutory consultees. They would then consider the Plan and if any changes were proposed, these would be referred back to the Parish Council. Once the draft Plan had been settled it would be referred back to EDDC to arrange a local referendum. Of those voting, more than 50% needed to support the Plan. If this was the case then the Plan would be confirmed (Made) by EDDC and would become statutory planning guidance.

It was noted that no sites were put forward for development within the Buab, which had been settled by the ED Villages Plan. Recent developments had been outside the BuAB but these permissions had been given when EDDC did not have a 5 year + land supply and so they could not argue against development at appeal.

It was suggested that the Parish Council needed to engage with the younger elements of the communities in order to increase the response rate. This could be done using e-methods such as Facebook, Snapchat etc. The Schools had regular mailings to parents and could be asked to add the NP consultation to this. Community Groups across the Parish could also be contacted directly to respond and to spread the word to their members.

A response form would be needed and this should be fairly simple in design.

Cllr Jung felt that there were many things that needed to be added. He would discuss this with Cllr Pyne.

RESOLVED: 1 that the draft Woodbury Neighbourhood Plan be put out for public consultation as outlined above.

2 that the Clerk and Cllr Pyne be authorised to make the arrangements for this.

## 17/178 COUNCILLORS' QUESTIONS

Cllr Burgess commented that it was a disgrace that BT were to remove the Red telephone Box, when the community wished to retain it and were willing to maintain it. The Clerk had agreed to send all the current documentation to him to press the case for retention. Cllr Jung pointed out that the Church had a faculty to provide a mobile phone mast within the tower and this would most likely make the payphone redundant.

RESOLVED That Cllr Burgess and the Clerk press the case for retention of the Red Phone Box on the grounds that it is likely to be made redundant shortly.

The meeting closed at 9.35pm.

# WOODBURY PARISH COUNCIL

Hi Tony

My name is Donna Gover, I am Cub Scout Leader for Woodbury.

I contacted Emma Finnegan regarding permission to change the garage that is currently located next to our hut in the playing field.

I am writing to you today to enlighten you as to why we are looking to replace the garage with a steel container.

Unfortunately in the past we have had to replace the roof due to vandalism causing it to leak; but more recently (within the last 12 months) we have been targeted again and subsequently a substantial amount of damage has been caused beyond repair. This includes the garage side structure now having a large unreparable hole which has left the building unsecure and unfortunately letting a substantial amount of rain in causing damage to tables that we using to block the hole.

The front of the garage structure is also compromised; the front right pillar has been removed leaving the door hanging off and the side wall dangerously open to fall toward the hut, potentially causing injury or worse.

The roof as stated earlier has been damaged again letting water in and causing damage to what remains in the garage.

A steel container will eradicate future vandalism to this extent and as we are looking to replace for the same size will not encroach on the field.

We are looking to do this sooner rather than later for 2 reasons. The damage caused is causing iriversable damage to equipment and as mentioned could cause injury or worse and as WCPF comittee have gained funds to complete the muga and work has started this would coincide well with timings of the works happening.

I look forward to your response and hope I have answered any questions you may have had. If you need any further information please feel free to contact me.

# WOODBURY PARISH COUNCIL

## Review of system of internal controls, February 2018

The Accounts and Audit Regulations require the Council to review its system of internal controls at least once each year and to publish a statement of assurance with the annual accounts.

Guidance suggests that the review should cover the following.

**The scope of internal audit** – This includes financial regulations, financial systems, accounting systems, reporting and internal audit. This is considered to be adequate although the Financial Regulations are in need of updating to meet the current needs of the Parish Council.

**Independence** – The Internal Auditor is fully independent of the Council and is able to report to the Council in his own name.

**Competence** – The Council is aware of Mr Hinchcliffe's experience

**Relationships** – The Clerk must be consulted if the Council wishes for there to be any change or additional emphasis placed on any aspect of Parish Council business. Councillors are aware that they should not approach the Internal Auditor on any matter without the prior consent of the Clerk and the Parish Council.

The Audit process also requires the Council to review other aspects of its activities that lead up to the Internal Audit.

Review of Risk Management	All Members have a copy of the Risk Management plan. It is reviewed annually
Review of Insurances	This is due to be carried out and the extent of cover will be reviewed
Review of Clerk's Terms and Conditions	All Members have a copy.
Review of Internal Controls	These are set out below.
Receive report of Internal Auditor	The report on last years accounts was received and no comment was made
External Audit	This report was received and no comment was made other than minor matters relating to Internal Audit

Internal controls:

In addition to the Internal Auditor the following controls apply;

1. All payments must be approved by the Council. Payments may be authorised by the Chairman and Vice-Chairman. These will be identified separately in the next Finance report to the Council.
2. The Clerk holds the cheque book but is not a signatory to the account.
3. All cheques must be signed by two Councillors.
4. The voucher for payment is presented at the time that the cheque is requested.
5. A financial summary is presented to the first Council meeting each month, including the bank reconciliation. The relevant bank statement is also available for Members to inspect at this Council meeting.
6. With regard to the Deposit account, all payments into this account shall be from the current account and all withdrawals will be payable to Woodbury Parish Council and paid into the current account.

The Council is RECOMMENDED to note the items as set out above

# WOODBURY PARISH COUNCIL

## Clerk's employment package, Set up, March 2017. Reviewed November 2017

NB Since this was approved by SSP Committee, Leigh-Ann has left and so the Chairman has asked Tony to work extra house, up to 25 to make sure that all the work is covered).

The Clerks are Tony Le Riche and Mrs Leigh-Anne Kendall

They were both appointed on 1<sup>st</sup> March 2017

### **Place of work**

The Clerks are based in the Parish Office, Greenside, Greenway, Woodbury.  
They are also required to work in The Church Rooms, Woodbury

### **Hours of work**

Tony works for 15 hours per week including evening meetings.  
His current work pattern is Monday – Thursday mornings.

Leigh-Anne works for 10 hours per week including evening meetings and her current work pattern in Monday and Tuesday mornings.

### **Holidays**

Each Clerk receives the equivalent of 28 days holiday including public holidays. The leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

### **Salary**

Both Clerks are on the national scale of points 18 – 22.

Leigh-Anne was appointed on point 18 as she has no local government experience.

Tony was appointed on point 21 as he has wide experience.

Each Clerk would expect to move to the next increment on 1<sup>st</sup> April unless the Council has decided otherwise.

The national agreement on salaries includes provision for the scale to be increased by up to four increments for Clerks who achieve increasing levels of qualification.

### **Sick pay**

The employment carries no contractual sick pay. The Clerks are only entitled to statutory sick pay.

### **Expenses**

The Clerks are paid 45p per mile for mileage incurred on Council business.

They are also reimbursed for any other legitimate expenses associated with their employment and their work.

### **Other work**

If the Clerks wish to take on other work, they must seek the approval of the Parish Council. At the time of their appointment, it was known that each Clerk already had other employment.

# WOODBURY PARISH COUNCIL

Woodbury Parish Council Risk Register review February 2018

Identified Risk	Owner	Mitigation Strategy
Ensuring the adequacy of the annual precept.	Clerk Councillors	Sound and detailed budgeting process. Maintenance of balances. Regular budget monitoring.
Proper, timely and accurate reporting of council business in the Minutes.	Clerk	Minutes properly numbered with master kept in the PC Office and saved electronically on PC Computer. Minutes sent to Councillors five days prior to Council Meetings.
Council not able to respond to questions from the public and the media.	Clerk and Chairman	Chairman and Vice chairman kept informed on all matters
Poor communications	Clerk Councillors	Display Agendas on noticeboards and in office window, publish on website.
Inability to recruit sufficient Councillors to constitute a quorum.	Chairman Councillors	Advertise regularly to maintain numbers. Councillors to talk to people in their area.
Meeting statutory rights of inspection of documents	Clerk	Procedures to deal with enquiries from the public. Publication Scheme for Freedom of Information.
Meeting the laid down timetables when responding to consultation invitations.	Clerk Councillors	Consultation documents circulated to all members. Any needing a response within the month are reported to Council. Any directly involving the Parish are reported to Council.
Proper document control	Clerk	Procedures for document receipts, circulation, responses, handling and filing.
Unlawful decisions or actions	Clerk Chairman	Training available to all members and staff. Annual appraisal of staff with identified training program.
Ensuring that all requirements are met under employment law and Inland Revenue regulations.	Clerk	Membership of SW Councils. Advice from DALC. Use HMRC program for PAYE. Training of members and the Clerk. Read publications from DALC and SLCC. Research from Websites.
Ensuring all requirements are under Customs and Excise regulations (VAT)	Clerk.	Regular returns of VAT. Contact with Customs & Excise, DALC

# WOODBURY PARISH COUNCIL

Fraud by Councillors and staff	Chair	Register of Councillors Interests, gifts and hospitality. Code of Conduct in place. Councillors to declare interests at each meeting. Internal controls in place. Accounts checked monthly by nominated Councillor. Fidelity Insurance in place.
Consequences of unlawful actions	Clerk	Training of members and the Clerks. Advice from DALC and SLCC
Fire at Council premises	Clerk	Fire extinguishers available. Electrical systems checked in accordance with IEE standards
Theft of office equipment	Clerk	CCTV in place. Insurance in place.
Computer data stolen (hacked)	Clerk	Computer backed up to Cloud and Google Drive which can be accessed externally Only limited personal data stored. Data backed up regularly.
Irregular costs for works, bad workmanship,		Standing orders and financial regulations dealing with the award of contracts for services or the purchase of equipment. Preparation of specifications and competitive pricing. Monitoring of contracts; Internal Audit testing. Ensuring appropriate insurance cover provided by suppliers.
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public	Clerk	Public Liability Insurance £5m. Under constant review as purchases are made. Up to date register of assets. Regular maintenance arrangements of physical assets. Reviewed annually. Internal Audit. Health and safety and associated policies in place Full briefing of Councillors and volunteers.
Violence or threat thereof to staff or Councillors by members of the public	Clerk All Councillors	CCTV available. Help available from landlady next door <b>(Emergency number 07786 706546 Chairman)</b> Councillors attending planning visits-minimum of two as required by Standing Orders Sect 39. Applicant to be informed of any planning site visit.

# WOODBURY PARISH COUNCIL

## Woodbury Parish Council

Payments for approval			Gross	VAT	Net
DD		telesis - office phone & broadband	£30.56	£5.09	£25.47
DD		EDDC rates for car park	£109.00	£0.00	£109.00
DD		EDDC rates for toilets	£115.00	£0.00	£115.00
SO		C Lear Office Rent	£400.00	£0.00	£400.00
DD		Eon - Office electricity	£135.11	£6.43	£128.68
10/01/18	2110	Cllr McGauley - refreshments	£74.90	£12.48	£62.42
10/01/18	2111	Matt Lynch - contract works	£1,404.86	£234.14	£1,170.72
30/01/18	2112	J Langley - allotment rent refund	£20.00	£0.00	£20.00
30/01/18	2113	Brooklands Events - Woodbury Christmas lights	£464.26	£77.38	£386.88
30/01/18	2114	A J Le Riche - salary & expenses for January 2018	£669.92	£15.66	£654.26
30/01/18	2115	HMRC - Tax / NI January 2018	£136.09	£0.00	£136.09
12/02/18	2116	SSE - electricity for toilets	£58.48	£2.77	£55.71
12/2/818	2117	PHS - toilets contract	£234.00	£39.00	£195.00
			<b>£3,852.18</b>	<b>£392.95</b>	<b>£3,459.23</b>

## Receipts since the last meeting

09/01/18	BACS	Interest	£0.58
06/02/18	cash	Photocopying	£5.00

**Total** **£5.58**

## Financial Summary

Opening Balance	25,328.99
Receipts	<u>120,717.39</u>
Total funds	146,046.38
less, Payments	<u>94,304.73</u>
Net funds	51,741.65
add, Unpresented cheques	2,095.90
less, Receipts not on statement	<u>-5.00</u>
Balance at bank	<u><u>53,832.55</u></u>
Met by:	
30 day account	14,661.39
Treasurers account	<u>39,171.16</u>
Total	<u><u>53,832.55</u></u>

# WOODBURY PARISH COUNCIL

Budget Report February 2018

<b>Payments</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>
Chairman's Allowance	150.00	142.42	7.58
Admin	2,894.00	2,559.32	334.68
Office	6,420.00	5,017.67	1,402.33
Salaries	25,305.00	24,639.71	665.29
Neighbourhood Plan	600.00	24.00	576.00
Play Areas	3,300.00	520.26	2,779.74
Rep & Mtce (C P & Toilets)	1,650.00	892.87	757.13
Environment	13,290.00	8,161.30	5,128.70
C P & Toilets	8,900.00	8,895.69	4.31
Rents etc	2,219.00	2,010.00	219.00
Allots W	750.00	647.21	102.79
Allots WS	450.00	99.13	350.87
Grants	600.00	615.53	-15.53
Ext funding	0.00	0.00	0.00
P3	1,000.00	952.04	47.96
Contingency	700.00	2636.62	-1936.62
Comm Grant & S137	2,000.00	2,027.82	-27.82
Gulliford & WS Clock	400.00	0.00	400.00
Other	0.00	0.00	0.00
Flood Resilience	4,750.00	3,839.95	910.05
Exton Play Area	13,345.00	18,120.00	-4,775.00
Coombe farm Solar fund grants	7,250.00	4,236.72	3,013.28
<b>Total</b>	<b>92,919.00</b>	<b>86,038.26</b>	<b>3,867.46</b>
VAT (To be reclaimed)	0.00	8,266.47	-8,266.47
<b>Total spend</b>		<b>94,304.73</b>	

<b>RECEIPTS</b>	<b>Budget</b>	<b>To date</b>
VAT Refund	0.00	9,211.72
Precept	77,960.00	77,960.00
Support Grant	537.00	537.00
Rents	1,250.00	1,415.00
Grants	0.00	0.00
Combe Farm grant	7,278.00	7,278.00
Interest	6.12	6.12
Allots W	463.00	470.50
Allots WS	430.00	400.00
P3	1,000.00	15.00
Play Areas	10,291.00	14,991.00
Wayleave	10.00	10.05
DCC Grants	0.00	0.00
Other	0.00	8,423.00
NP	0.00	0.00
	<b>99,225.12</b>	<b>120,717.39</b>