

# WOODBURY PARISH COUNCIL

5<sup>th</sup> March 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> March 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,  
Clerk

## AGENDA

	<b>Public session</b>
<b>1</b>	<b>MINUTES:</b> To receive and confirm as a correct record, the Minutes of the meeting held on 12 <sup>th</sup> February 2018 attached.
<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, including the District Councillors declaration.
<b>4</b>	<b>CASUAL VACANCIES:</b> to consider any expressions of interest.
<b>5</b>	<b>ACCOUNTS &amp; FINANCES:</b> a. Payments: To consider the schedule of payments attached b. Financial summary c. Budget report
<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>18/0287/FUL</b> Hip to gable extension, construction of dormer windows to front and rear elevations and change of materials to walls and roof at Brook House, Mill Lane, Exton (Local members agreed to SUPPORT) <b>18/0277/MFUL</b> Construction of a 5-storey accommodation block for Royal Marines personnel and kit store and boot wash at RM – CTC, Exmouth Road, Lypstone.  <b>WOODBURY</b> <b>18/0400/FUL</b> Construction of two storey side extension at 8 Fulford Way, Woodbury. <b>18/0418/FUL</b> Extension to roof to allow for the construction of dormer window, and construction of single storey rear extension at 1 Summerfield, Woodbury <b>18/0445/TCA</b> T1, Norway Maple: Fell at Meadowside, Broadway, Woodbury
<b>8</b>	<b>TO RECEIVE THE POLICE REPORT</b>
<b>9</b>	<b>TO RECEIVE REPORTS FROM COUNTY COUNCILLORS</b>

# WOODBURY PARISH COUNCIL

<b>10</b>	<b>TO RECEIVE REPORTS FROM DISTRICT COUNCILLORS</b>
<b>11</b>	<b>NEIGHBOURHOOD PLAN</b> - To receive a verbal update from Cllr John Pyne The final draft NP is on display in the Parish Office. Other exhibitions have been arranged. It is recommended that a response date is set at 31 <sup>st</sup> March 2018
<b>12</b>	<b>OFFICE LEASE</b> The Clerk has met with Mrs Lear to discuss the lease of the Office. They recommend that a new lease on the same terms as existing ie a 3-year lease at a new rental of £440 per month (£5280pa) from January 2018 be accepted. This is a 10% increase over the previous rental which was set three years ago. This is included in the budget for this year and next.
<b>13</b>	<b>GULLIFORD JOINT COMMITTEE</b> To receive a report of the Work Party on 24 <sup>th</sup> February 2018 To agree to hiring a chipper to chip all the arisings from vegetation removal. (Cost £180 approx)
<b>14</b>	<b>DESIGNATED STREETS REVIEW</b> DCC are consulting on the designation of various 'street' where the timing of road works may be sensitive. Details have been circulated. Does the Council have any observations?
<b>15</b>	<b>ORGANISED EVENTS INVOLVING WORK ON OR CLOSE TO THE PUBLIC HIGHWAY"</b> This will cover drainage, hedging, fence repairs, and litter picking. – Cllr Jung to report
<b>16</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 12<sup>th</sup> February 2018 IN THE CHURCH ROOMS, WOODBURY

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

**Also present:** Cty Cllrs Trail & Scott, District Cllrs Ingham & Longhurst & Mr T Bennett (Tree Warden) and 1 member of the public.

**Apologies:** Cllr, R Bartlett, B Jones & G Murrin

### **Public session**

Cllr Longhurst informed the Council that the planning application for Trederwyn, Town Lane had been approved. He had spoken against this as it was splitting the land in two but the Planners said there was no proof of this. They had said that if the same applicant applied to build on the remainder of the land then this would be refused but he felt that this would be difficult to defend. He was now opposed to development of the former Blackhill Quarry site and favoured remediation of the whole area.

EDDC were reviewing car parks but this would not affect Woodbury.

Cllr Burgess asked about progress on retaining the BT payphones Red Box at The Arch. The Clerk explained that BT had an objection from Ed Freeman although Ed was not aware of objecting. He would go back to BT on this.

### **17/179 MINUTES**

RESOLVED: that the minutes of the meetings held on 15<sup>th</sup> and 29<sup>th</sup> January 2018 be confirmed as a correct record and signed by the Chairman.

### **17/180 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.

### **17/181 THE 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. DETAILS OF THEIR REQUEST WERE CIRCULATED.

Members Were concerned at the visual impact of a container in this location and whether planning permission would be needed.

RESOLVED: that the Scouts be informed that the Council has no objection to siting a container to replace the existing storage hut but that they asked to confirm that planning permission is not needed or will be sought for this change and to submit proposals for screening the building.

### **17/182 ANNUAL REVIEWS**

The SSP Committee had reviewed the Internal Controls, Risk management Schedule and the Clerk's package. The Council noted that the Clerk's package still applied to Mr Le Riche but the Chairman had asked him to work up to 25 hours per week to make sure that the work was covered until a replacement Clerk was appointed.

# WOODBURY PARISH COUNCIL

In reply to members, the Clerk explained that Mr Hinchcliffe, the Internal Auditor was a former Assistant County Treasurer, had been contracted to a London Borough for similar work and had been Auditor to DALC for many years.

RESOLVED 1 that the annual review of Internal Controls, Risk Management and the Clerk's package be approved.

2 that the action of the Chairman in asking the Clerk to work extra hours be supported.

## 17/183 CASUAL VACANCIES

There had been no enquiries about the casual vacancies.

## 17/184 FINANCE- PAYMENTS

**RESOLVED: that the following payments be approved:**

	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>

The Clerk made reference to the SO to Mrs Lear for Office rent which should have been increased from 1<sup>st</sup> January 2018. Once the SO had been increased then a topping up payment would be made.

Members queried the increase and asked the Clerk to report further on this and on the terms of a new lease.

## 17/185 FINANCIAL Summary

The Council received and noted the following 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

# WOODBURY PARISH COUNCIL

add, Unpresented cheques	2,095.90
less, Receipts not on statement	<u>-5.00</u>
Balance at bank	<u>53,832.55</u>

Met by:	
30 day account	14,661.39
Treasurers account	<u>39,171.16</u>
Total	<u>53,832.55</u>

## **17/186 FINANCE – Budget Report**

The Council received and noted a budget report for January 2018.

## **17/187 PLANNING APPLICATIONS**

### **EXTON**

18/0193/FUL 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. – SUPPORT subject to the views of the Tree officer.

### **WOODBURY**

18/0220/FUL Construction of single storey front extension at 1 Bretteville Close, Woodbury. – NOT SUPPORTED due to the proximity of the extension on the boundary of the property, which adjoins the grass path. The Council also raised the question of any planning restrictions for development on this area.

18/0131/TRE T1, Oak: 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 – NOT SUPPORTED as the work is not needed to maintain the tree but the Council would look to the Tree Officer for further guidance.

### **WOODBURY SALTERTON**

18/0097/FUL Construction of single storey porch extension to front elevation and installation of external cladding at 5 Parkhayes Woodbury Salterton. - SUPPORT

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. – SUPPORT provided that the Conservation Officer is satisfied that the work will not interfere with the historical features of the building.

18/0218/FUL Proposed stable building, parking area, hard-standing, driveway and alterations to field access Land North Of Toby Lane, Woodbury Salterton. – NO OBJECTION to the erection of the building but the Council does object to widening the access. The Council also requests that the manure heap for the building is placed in the North-east corner of the field, so as not to pollute the watercourse that runs near the building and that conditions be included to limit the use of the building to the owners of the field, to prohibit any commercial use of the building and that all construction traffic should approach from the Golf Course area.

## **17/188 TO RECEIVE THE POLICE REPORT**

No police report had been received.

# WOODBURY PARISH COUNCIL

## **17/189 TO RECEIVE REPORTS FROM COUNTY COUNCILLORS**

Cllr Scott reported that the Police had issued details of how they would respond to certain types of calls.

The DCC budget proposed a Council tax increase of 4.99%. The increase would mainly be spent of social care. The Highways budget was cut by £2.7m which reflected savings in having a new contractor.

All problems should be reported via the DCDC website as this was the quickest route to action.

Cllr Jung commented that not all pothole repairs were successful.

Cllr Trail said that this year, 6730 had been reported and all but 66 had been dealt with. The same crews also operated the gritters and were doing other repairs.

Clearing the footpath at Exton would be done when the temporary traffic orders had been made.

The Highways Officer was not aware of a problem involving the EA.

In reply to Cllr Scott, Cllr Atkins explained that the bus stop at Pretty Corner was not safely accessible and there was no path, just a narrow grass verge. Before the Woodbury Road, the verge was much wider. Cllr Scott agreed to follow this up.

Cllr Mrs Bennett reported that near the Cottles Lane/ Castle Lane junction, the gully was getting narrower. The adjoining section had been reinforced and more, similar work was needed.

The letter for the Parish Council to issue that dealt with hedges, should be available tomorrow.

The path opposite the entrance to Woodbury Business Park had been cleared but the second bridge by the ford needed more works.

## **17/190 TO RECEIVE REPORTS FROM DISTRICT COUNCILLORS**

Cllr Ingham reported that the EDDC budget also proposed the maximum increase before triggering a local referendum.

He would be trying to capture public views and expectations regarding the future for the working part of Blackhill Quarry and would act on this.

Cllr Jung reported that the ED Villages Plan had now gone back to the Inspector. There were 103 comments of which 3 were objections.

A TPO had been made for Greendale. The Chairman commented that this still allowed some works to be undertaken and residents needed to know this before complaining.

## **17/191 NEIGHBOURHOOD PLAN**

Cllr Pyne was looking to arrange exhibitions in the Village halls in Woodbury Salterton and Exton. The Clerk had suggested using the Office as a venue in Woodbury.

## **17/192 GULLIFORD JOINT COMMITTEE**

**17/193** The Council received and adopted the minutes of the Gulliford Joint Committee of 25th January 2018.

## **17/194 ESTATES AND ASSETS COMMITTEE**

The Council received and adopted the minutes of the Estates and Assets Committee held on 5th February 2018.

## **17/195 THE PLANTATION, PARKHAYES, WOODBURY SALTERTON**

1 The Council considered making a statutory declaration for ownership of this land.

2 The Council considered accepting responsibility for providing a new fence and maintenance of this. The fence had been erected by the developer as a condition of the historic stopping up order

# WOODBURY PARISH COUNCIL

from 1988 which had been made so that the development could take place. There was discussion on the need for this fence and responsibility for replacing it.

RESOLVED: that the Clerk investigate these, including costs and report back.

**17/196 DCC HIGHWAYS CONFERENCE**

Clr Jung had circulated details of the Conference. There were no questions.

**17/197 WOODBURY COMMUNITY PLAYING FIELDS – COMMUNITY AGREEMENT**

WCPF had submitted a Community Agreement relating to the operation of the new MUGA. This had been circulated.

Clr Bartlett had made some points regarding operation.

RESOLVED: that the Agreement be approved and signed by the Chairman.

**17/198 DEVONL LOCAL NATURE PARTNERSHIP CONFERENCE**

There was no interest in attending this.

**17/199 COUNCILLORS' QUESTIONS**

Clr Jung reminded the meeting that the Litter pick would take place over the weekend of 3<sup>rd</sup> & 4<sup>th</sup> March 2018.

The meeting closed at 9.15pm.

# WOODBURY PARISH COUNCIL

## Woodbury Parish Council

Payments			Gross	VAT	Net
22/02/18	2118	A J Le Riche:			
22/02/18	2118	Stationery	£32.15	£5.36	£26.79
22/02/18	2118	Stamps	£6.72		£6.72
22/02/18	2118	Toner	£79.55	£13.25	£66.30
22/02/18	2118	Coates English Willow - grant to Wild Woodbury	£50.00	£8.33	£41.67
22/02/18	2118	Archant - Clerk's advert	£268.20	£44.70	£223.50
26/02/18	DD	telesis - office phone & broadband	£30.54	£5.09	£25.45
28/02/18	2119	A J Le Riche - salary & expenses for February 2018	£669.92	£15.66	£654.26
28/02/18	2120	HMRC - Tax / NI February 2018	£220.30	£0.00	£220.30
04/03/18	SO	C Lear Office Rent	£400.00	£0.00	£400.00
07/03/18	DD	Eon - office electricity	£159.00	£7.57	£151.43
08/03/18	2121	Clr Bricknell - chainsaw blades	£34.32	£5.72	£28.60
08/03/18	2122	T I Glanville - works at car park & toilets	£110.00	£0.00	£110.00
08/03/18	2123	Yellow Door Scanning - grant to History Society	£204.00	£34.00	£170.00
15/03/18	DD	SWW - Office	30.63	£2.53	£28.10
15/03/18	DD	SWW - toilets	£247.78	£17.00	£230.78
15/03/18	DD	SWW - Exton Green	£12.17	£0.00	£12.17
15/03/18	DD	SWW - WS Allotments	2.44	0	£2.44
18/03/18	DD	TSO Host - website hosting	£7.19	£1.20	£5.99
			<b>£2,564.91</b>	<b>£160.41</b>	<b>£2,404.50</b>

## Receipts since the last meeting

09/01/18	BACS	Interest	£0.62
22/02/18	500031	Photocopying	£10.00
22/02/18	500030	RBL - Contribution to new seat	£315.74
		<b>Total</b>	<b>£326.36</b>

## Financial Summary

Opening Balance	25,328.99
Receipts	121,063.75
Total funds	146,392.74
less, Payments	97,785.07
Net funds	48,607.67
add, Unpresented cheques	1,471.14
less, Receipts not on statement	0.00
Balance at bank	50,078.81
Met by:	
30 day account	14,662.01
Treasurers account	35,416.80
Total	50,078.81
Difference	0.00



# WOODBURY PARISH COUNCIL

## Budget Report February 2018

### Payments

	Budget	Actual	Balance
Chairman's Allowance	150.00	142.42	7.58
Admin	2,894.00	2,989.92	-95.92
Office	6,420.00	5,563.93	856.07
Salaries	25,305.00	26,223.74	-918.74
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	8,548.18	4,741.82
C P & Toilets	8,900.00	9,146.40	-246.40
Rents etc	2,229.00	2,010.00	219.00
Allots W	750.00	647.21	102.79
Allots WS	450.00	119.13	330.87
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	2,636.62	-1,936.62
Comm Grant & S137	2,000.00	2,069.49	-69.49
Gulliford & WS Clock	400.00	0.00	400.00
Other	0.00	0.00	0.00
Flood Resilience	4,750.00	3,914.95	835.05
Exton Play Area	13,345.00	18,045.00	-4,700.00
Coombe farm Solar fund grants	7,250.00	4,236.72	3,013.28
Total	<u>95,983.00</u>	<u>89,298.41</u>	<u>3,671.31</u>
VAT (To be reclaimed)	0.00	<u>8,486.66</u>	-8,486.66
Total spend		<u>97,785.07</u>	

### Receipts

	Budget	Actual	Diff
VAT Refund	0.00	9,211.72	-9,211.72
Precept	77,960.00	77,960.00	0.00
Support Grant	537.00	537.00	0.00
Rents	1,250.00	1,415.00	+165.00
Grants	0.00	0.00	0.00
Combe Farm grant	7,278.00	7,278.00	0.00
Interest	6.74	6.74	0.00
Allots W	463.00	470.50	+7.50
Allots WS	430.00	420.00	-10.00
P3	1,000.00	15.00	-985.00
Play Areas	10,291.00	14,991.00	+4,700.00
Wayleave	10.00	10.05	-+0.05
DCC Grants	0.00	0.00	0.00
Other	0.00	8,748.74	+8,748.74
NP	0.00	0.00	0.00
	99,225.74	121,063.75	+21,838.01