

# WOODBURY PARISH COUNCIL

Tuesday, 05 November 2019

Dear Councillor

You are required to attend a meeting of Woodbury Parish Council to be held in **Woodbury Salterton Village Hall, Woodbury Salterton** on ***Monday 11<sup>th</sup> November 2019 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.



David Craig,  
Proper Officer, Clerk & RFO.

## AGENDA

	<b>Public Session</b>
<b>1</b>	<b>APOLOGIES:</b> To receive any apologies for absence.
<b>2</b>	<b>DECLARATIONS OF INTEREST:</b> To receive any declarations of interest in any part of these proceedings including the District Councillors' declarations.
<b>3</b>	<b>ACCOUNTS &amp; FINANCES:</b>  To consider the Financial Report to 31 <sup>st</sup> October 2019: <ol style="list-style-type: none"><li>1. Summary of Income;</li><li>2. Summary of Expenditure to Budget;</li><li>3. Bank Reconciliation;</li><li>4. Earmarked Balances;</li><li>5. Transactions since the last Report.</li></ol>

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4	<p><b>PLANNING: Applications for consideration at this meeting;-</b></p> <p><b>EXTON</b> <i>None</i></p> <p><b>WOODBURY</b> <i>None</i></p> <p><b>WOODBURY SALTERTON</b> 19/2145/FUL   Change of use of land for the siting of 14 no. holiday lodge caravans and associated access and development   Woodbury Park Hotel And Golf Club Woodbury Castle Woodbury Exeter Devon EX5 1JJ.</p>
5	<p><b>CHAIRMAN'S REPORT:</b> To receive a report by the Chairman.</p>
6	<p><b>PARISH COUNCILLORS' REPORTS:</b> To receive updates from any committee or liaison meetings attended by Cllrs since the last full council meeting.</p>
7	<p><b>COUNTY COUNCILLORS' REPORTS</b></p>
8	<p><b>DISTRICT COUNCILLORS' REPORTS</b></p>
9	<p><b>NEIGHBOURHOOD PLAN:</b> To receive a verbal update from Cllr J Pyne.</p>
	<p><b>COUNCILLORS' QUESTIONS:</b> To allow topics &amp; questions. <i>Please note, no decisions may be made under this item.</i></p>

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## WOODBURY PARISH COUNCIL FINANCIAL REPORT 1<sup>ST</sup> APRIL 2019 TO 31<sup>ST</sup> OCTOBER 2019

### 1. Summary of Income:-

Summary of income to 31st October 2019	Amount
PRECEPT	£82,285.00
GRANT PAYMENTS	£12,340.88
CIL	£5,320.71
VAT REFUND	£10,557.47
OTHER	£4,218.11
<b>Total income as at 31st October 2019</b>	<b>£114,722.17</b>

### 2. Summary of Expenditure to Budget:-

Budget Category	Budget 2019/20	Expenditure	Balance	% Utilised
CHAIRMAN'S ALLOWANCE	£150.00	£0.00	£150.00	0.0%
GENERAL ADMINISTRATION OFFICE	£4,010.00	£1,809.47	£2,200.53	45.1%
SALARIES & ALLOWANCES	£7,020.00	£3,939.45	£3,080.55	56.1%
NEIGHBOURHOOD PLAN	£17,380.00	£11,360.76	£6,019.24	65.4%
PLAY AREAS	£350.00	£0.00	£350.00	0.0%
ENVIRONMENTAL COSTS	£9,500.00	£15,631.87	-£6,131.87	164.5%
TOILETS & CAR PARK	£16,220.00	£7,629.89	£8,590.11	47.0%
GENERAL RENTS, RATES & SUBS	£13,150.00	£9,700.10	£3,449.90	73.8%
ALLOTMENTS	£1,200.00	£859.14	£340.86	71.6%
P3 SCHEME	£0.00	£25.44	-£25.44	n/a
CONTINGENCIES	£1,000.00	£472.88	£527.12	47.3%
GULLIFORD JOINT COMMITTEE	£700.00	£0.00	£700.00	0.0%
COMMUNITY GRANT SCHEME 2019	£4,700.00	£9,200.00	-£4,500.00	195.7%
COMMUNITY GRANT SCHEME 2018	£2,000.00	£0.00	£2,000.00	0.0%
COOMBE SOLAR FARM FUND 2019 (1)	£0.00	£940.00	-£940.00	n/a
COOMBE SOLAR FARM FUND 2018	£7,479.88	£0.00	£7,479.88	0.0%
CAR PARK RESURFACING FUND	£0.00	£3,370.20	-£3,370.20	n/a
THE ARCH	£1,000.00	£0.00	£1,000.00	0.0%
CIL (5 YEAR BUDGET) (2)	£2,720.00	£0.00	£2,720.00	0.0%
	£15,950.00	£4,692.20	£11,257.80	29.4%
<b>Total as at 31st October 2019</b>	<b>£104,529.88</b>	<b>£69,631.40</b>	<b>£34,898.48</b>	<b>66.6%</b>

(1) reduced by £600 due to 2018 overpayment

(2) CIL budget increased by £1,990 due to further payment received since last report

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## 3. Bank Reconciliation:-

<b>WPC Bank Balances as at 31st October 2019</b>	<b>Balance</b>
TSB Club, Charity & Trust Account as at 1st April 2019	£46,466.56
<i>add income to 31st October 2019</i>	£114,722.17
<i>less expenditure to 31st October 2019</i>	£69,631.40
<i>less Instant Access bank transfer</i>	£10,266.39
TSB Club, Charity & Trust Account as at 31st October 2019	£81,290.94
TSB Business Instant Access as at 1st April 2018	£14,721.16
<i>add income to 31st October 2019</i>	£133.29
<i>add Instant Access bank transfer</i>	£10,266.39
<i>less expenditure to 31st October 2019</i>	£0.00
TSB Business Instant Access as at 31st October 2019	£25,120.84
<b>Total WPC Bank Balance as at 31st October 2019</b>	<b>£106,411.78</b>

## 4. Earmarked Balances:-

<b>Earmarked balances</b>	<b>Estimated amount</b>
ADDITIONAL WORKS TO THE ARCH	£3,000.00
COOMBE FARM SOLAR GRANTS 2019/20	£7,479.88
COMMUNITY GRANT 2019/20	£2,000.00
ESTIMATED PAST CONTRIBUTION FOR BMX TRACK	£1,500.00
RESILIENCE UNSPENT	£2,200.00
CIL	£11,258.17
<b>TOTAL EARMARKED BALANCES</b>	<b>£27,438.05</b>

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## 5. Transactions since last report:

Transaction date	Transaction Type	Transaction description	Debit amount	Credit amount
25/10/2019	DD	TELESIS LTD OFFICE PHONE	£30.17	
23/10/2019	DC	EAST DEVON DC CIL PAYMENT		£1,992.62
22/10/2019	CHQ	234 MNR MOWERS NEW BLADE WOOD SALT ALLOTMENTS	£25.44	
21/10/2019	DD	MAY 18 - SEPT 19 PENSION CONTRIBUTION	£728.93	
10/10/2019	CHQ	228 WOODBURY SCHOOL 2018 SOLAR GRANT	£520.00	
07/10/2019	CHQ	225 HAGS NEW ZIP WIRE SEAT WOOD SALT	£399.60	
07/10/2019	SO	LEAR C WOODBURY PARISH	£440.00	
02/10/2019	CHQ	237 ICO DATA PROTECTION FEE	£40.00	
01/10/2019	CHQ	236 EDF POWER TO EXTON PLAY AREA	£19.81	
01/10/2019	CHQ	232 SAPPHIRE CLEANING	£18.00	
01/10/2019	DD	EAST DEVON DC REFERENCE: 30309440	£122.00	
01/10/2019	DD	EAST DEVON DC REFERENCE: 30309431	£118.00	
30/09/2019	CHQ	238 FLOWER STREET TOILETS CLEANING	£7,274.21	
27/09/2019	CHQ	233 EDDC GRASS CUTTING	£3,283.20	
27/09/2019	CHQ	231 HMRC TAX & NI	£28.20	
26/09/2019	CHQ	226 TOWN LANE 2 RENT	£60.00	
26/09/2019	CHQ	235 PHS SANITARY SERVICES	£91.80	
26/09/2019	DD	TELESIS LTD REFERENCE: WOOD007	£30.85	
25/09/2019	CHQ	227 WOODBURY TENNIS CLUB GRANT AWARD	£1,609.00	
25/09/2019	CHQ	230 CLERKS AUGUST SALARY	£1,177.94	
16/09/2019	DD	PENNON WATER SRVCS REFERENCE: 2272366501	£9.10	
16/09/2019	DD	PENNON WATER SRVCS REFERENCE: 3158923901	£23.16	
16/09/2019	DD	PENNON WATER SRVCS REFERENCE: 3092033601	£103.83	
16/09/2019	DD	BRITISH GAS TRAD REFERENCE: BGL0054664-0049574	£56.00	
16/09/2019	DD	SOUTH WEST WATER REFERENCE: 1759136001	£16.28	
16/09/2019	DD	SOUTH WEST WATER REFERENCE: 3013538001	£42.30	
09/09/2019	SO	LEAR C WOODBURY PARISH	£440.00	
03/09/2019	CHQ	224 SAPPHIRE CLEANING	£36.00	
02/09/2019	SO	ROBERT MILLER OLD FIRE STATION		£125.00
02/09/2019	DD	EAST DEVON DC REFERENCE: 30309440	£122.00	
02/09/2019	DD	EAST DEVON DC REFERENCE: 30309431	£118.00	
02/09/2019	DC	EAST DEVON DC REFERENCE: PRECEPT		£41,142.50



**Clerk & RFO.**  
**8<sup>th</sup> October 2019.**