

## Feb WINKLEIGH PARISH COUNCIL MEETING

### to be held WEDNESDAY 26<sup>th</sup> February 2020 7.30pm Winkleigh Community Centre

# MINUTES

**PRESENT: Cllr Turner (Chair), Cllr Findlay, Cllr Hodgson, Cllr Naylor, Cllr Bayley, Cllr Jacobs, Cllr Hipkiss, Cllr Mercer, Clerk – Mrs Melanie Bickell**

#### 14.20 APOLOGIES FOR ABSENCE

Resignation of Cllr Sanders was noted. Dist Cllr Newton unable to attend, County Cllr Saywell will arrive after 8pm

#### 15.20 DECLARATIONS OF INTEREST

None received

#### 16.20 PUBLIC PARTICIPATION

The next edition of Distinctly Winkleigh will include a free Winkleigh Business directory courtesy of The Winkleigh Society who have put in a huge amount of work to complete the directory. There will be an online version accessible at <https://winkleighonline.com>, where it will be regularly updated with any changes/amendments. Winkleigh Society A.G.M and Open Evening will be held on Friday 6<sup>th</sup> May, 7.30pm in the Community Centre, guest speaker Emily Wapshott – Archaeologist Engage.com supported by South West Archaeology Ltd with a presentation on 'Digging up the Past to Inform the Future', so bring in your dug up artefacts and treasures 'show and tell'. Complementary Cheese, Wine & Ten

#### 17.20 MINUTES

Cllr Turner moved to approve the minutes of the Parish Council Meeting held on 22<sup>nd</sup> January 2020 as a true and accurate record, seconded by Cllr Hodgson, 7 in favour, 1 abstention and Resolved (RR015/02/20)

#### 18.20 FINANCIAL MATTERS

18.1. **Quarterly Budget Report** (Doc D004/20)  
Noted with no areas of concern

18.2. **Renewal of EDF electricity contract for The Square** (Doc D005/20)  
Cllr Findlay moved to approve a one-year contract with EDF and the clerk to obtain additional quotes for green energy for the following year, seconded by Cllr Bayley. Motion withdrawn (RR016/02/20) Members would like to receive additional comparison quotes

Clerk to source additional and green energy comparisons for March pcm

18.3. **Financial Statement** (Doc D006/20) (See Appendix A)  
Cllr Turner moved to approve the Financial Statement and bank reconciliation and payments as presented by the RFO in accordance with agenda document D006/20, seconded by Cllr Findlay, all in favour and Resolved (RR017/02/20)

#### 19.20 PLANNING MATTERS

##### 19.1. Neighbourhood Plan update

Cllr Mercer reported The Winkleigh Parish Neighbourhood Plan and supporting documentation were sent to TDC on 3<sup>rd</sup> February 2020 for examination prior to Regulation 16 Consultation. All documents can be viewed on the Winkleigh Parish Council website. [http://www.winkleighpc.org.uk/Winkleigh-PC/neighbourhood\\_plan-17682.aspx](http://www.winkleighpc.org.uk/Winkleigh-PC/neighbourhood_plan-17682.aspx)  
An independent examiner has been appointed and will start the formal consultation process.

19.2. **Application 1/1199/2019/FUL Land adjacent to Croft Cottage, Lower Town Winkleigh – Beechlea Holdings - Conversion of Agricultural building to a dwelling**  
Cllr Mercer moved to Support the application and endorse the Comments made on behalf of Winkleigh that it is Important that the mitigation method plan is overseen by an ecologist and available for public scrutiny and that work to protect habitats for bats is completed before any development starts. The site, in an ancient strip field, next to the historic trackway Shute Lane, has good hedgerow connections with good potential to support wildlife, recently surveyed by Devon Wildlife Trust and that all construction traffic should be via Croft cottage access and not Shute lane, seconded by Cllr Findlay (RR019/02/20)  
Cllr Naylor moved an amendment to add the importance of this site be highlighted for archaeology investigation prior to any building works, seconded by Cllr Findlay, all in favour and Resolved (RR019/02/20)  
Substantive Motion, Cllr Mercer moved to Support the application and endorse the Comments made on behalf of Winkleigh that it is Important that the mitigation method plan is overseen by an ecologist and available for public scrutiny and that work to protect habitats for bats is completed before any development starts. The site, in an ancient

strip field, next to the historic trackway Shute Lane, has good hedgerow connections with good potential to support wildlife, recently surveyed by Devon Wildlife Trust and that all construction traffic should be via Croft cottage access and not Shute lane and the importance of this sight be highlighted for archaeology investigation prior to any building works commencing, seconded by Cllr Findlay, all in favour and Resolved (RR020/02/20)

- 19.3. **Application 1/0046/2020/FUL Agricultural Building, Riddlestone Farm, Bondleigh** – Mr Robin Sanders - part retrospective application for the change of use of part of an existing agricultural building for the purposes of bottling water from a natural spring – Cllr Hodgson moved to support the application, seconded by Cllr Mercer, all in favour and Resolved (RR021/02/20)
- 19.4. **Application 1/0061/2020/LBC Scotland House, Fore Street, Winkleigh** – Mr & Mrs Monks - Alteration to Windows – Cllr Jacobs move to support the application, seconded by Cllr Naylor all in favour and Resolved (RR020/02/20)

## 20.20 REPORTS to and from

### 20.1. County Cllr Andrew Saywell

**DCC Budgets** – The budget was approved, Our settlement from Central Government was in line with expectations The overall revenue budget will increase from £498m to £541m. Of the three principle services, Adult Care and Health sees a £23.7m increase (10%), Children’s Services £11.5m (8.5%) and Highways £2.8m (5%) increase. These increases take into account inflation pressures. The next financial year also sees in Children’s Services the launch of the ‘Edge of Care’ service which is designed to stop children from being taken into care. Previous financial investments in the last few years have started to have an effect with children being able to come out of high cost placements which is good news – both for the children and also financially as high cost placements were the main drivers behind previous overspends. Finally, on schools funding, as previously reported, the coming financial year will see a very large increase in the Schools Funding budget of £47.7m

**Potholes** - I am aware of the reported potholes and road surface defects around the parish and am doing my best to get them attended to, and urge people to continue to use the DCC online reporting system as often as possible to continually report a pothole defect which can be reported online here - <http://devon.cc/report-it>

The website has been updated and will now show a roadworks symbol on the map showing if a road has been earmarked for repair with an estimated repair date. I am Expecting to get a pothole action fund allocation from the Government in the next financial year which will be a share of anything from £2m to £18m county wide, and once I know my allocation I will look at where the money can be best spent within the parishes

**A3124 Resurfacing** - has been postponed due to the weather and will be rescheduled.

Cllr Turner asked if the list of roads prioritised by the Council last year for schemes for roadworks are still in the system. Cllr Saywell responded that the newly formed ‘doing what matters’ team have superseded the priority list, however, they are aware of the priority list and one of the roads highlighted has been actioned, the team who are now concentrated on priorities over the next financial year, with a view to looking at trialling different methods of fixing the roads as total resurfacing will be too expensive

**The Plough** - As you will have seen, The Plough Arts Centre is in some financial difficulty. It is essential that we keep this key facility going – it is more than just a local arts centre, it will be key to the health and wellbeing agenda in the coming decade and I regard it as an asset for Devon, let alone Torrington Rural. I am working with The Plough and DCC to see whether the Council can support their Crowdfunder initiative... hopeful we can but will involve some technical changes (the project has to become ‘all or nothing’ for it to be supported by DCC). In the meantime if you want to donate please visit the link here - <https://www.crowdfunder.co.uk/power-the-plough>

### 20.2. District Cllr Simon Newton via written report

**Budget.** TDC held a special budget meeting on Monday to set the Council's budget for 2020-21 and to agree the Medium-Term Financial Strategy (MTFS) that looks out to 2024-25. It was agreed to increase the TDC council tax precept by the maximum allowed under Government rules without a referendum, namely £5 or 3.06% on a Band D property within Torridge. The longer-term forecast is difficult to predict at present as various Government grants and schemes from which TDC benefited are being changed (e.g. the New Homes Bonus and the proportion of Business Rates retained by TDC) and the detail of replacement schemes is not always known. However, the current forecast means that the TDC MTFS shows a lesser shortfall over the next 5 years than it did 12 months ago, and senior officers have been tasked with making proposals to address this funding gap.

**Great Well Park.** Mr Nicholas Turner informed me recently that his developers have overcome their financing issues and that they were expecting to submit detailed plans to TDC in the near future. To date my understanding is that nothing has been received yet by TDC.

**Wallingbrook Health Practice.** I visited Wallingbrook recently and met with three of the partners to learn more about their primary health provision for Winkleigh and the surrounding area. As part of this discussion the renewal or refurbishment of the current surgery building in Winkleigh was discussed (leased by NHS from TDC). I have passed details to Cllr Adrian Mercer as he had similar discussions with them in the past when working on the Neighbourhood Plan.

**Plough Arts Centre.** You will have heard that the Arts Centre is running at a deficit (being addressed this year through a successful crowd-funding campaign). Just to say that this is being looked at by TDC and I will update you further when more details are known.

**20.3. Chair**

**20.3.1. Two Council Vacancies** to be filled by co-option – noted

**20.3.2. Monthly Market Table – promotion material and associated costs**

Cllr Jacobs moved to approve the purchase of environmentally friendly cotton promotion banners for WPC and Winkleigh Environment group at a cost of approximately £100 including VAT, seconded by Cllr Turner, all in favour and Resolved (RR023/02/20) (*Asset budget – Power LGA 1972 s.111*)

Cllrs Turner and Findlay to source and draft WPC promotional posters and flyers  
Cllr Jacobs to forward banner details to clerk for ordering

**20.4. Clerk**

**20.4.1. Parish Public Footpath inspections and maintenance requirements under P3 agreement**

Footpaths Inspection report has been submitted to P3 Co-ordinator Devon CC. Footpaths will be reallocated Spring 2020 for late Summer inspection rather than Winter. WPC are not applying for any grant to carry out any works on these footpaths during 2020-21 season and the Footpaths officer (Ros Davies) will arrange for remedial works identified during the inspections. To be a June agenda item

The DCC Rights of Way officer for the area, John Baker, has been very helpful in sorting out issues this year and so there is little outstanding to do. WPC would like to thank Mr Baker through Andrew Saywell.

**20.4.2. Revised Standing Orders** (*Doc D007/20*)

Members considered proposed amendments to Standing Orders in light of Legal compliance updates and felt the revised Standing Orders were too long

Cllrs Turner and Findlay with Clerk to review/edit Revised Standing Orders for March pcm consideration

**20.4.3. Parish Council Climate Emergency Workshop Invitation** (*Doc D008/20*)

Saturday, 21<sup>st</sup> March 2020, 10.00am – 4.00pm Caddsdawn Business Support Centre Bideford. Cllr Findlay moved to approve the attendance of Cllr Jacobs and claim relevant mileage reimbursement, seconded by Cllr Jacobs, all in favour and Resolved (RR024/02/20)

**20.4.4. North Devon Record Office Invitation**

Tuesday 24 March as a thank you for WPC support for the North Devon Archive Service and enable representatives from the council to find out more about the work that they do. No members able to attend

**20.4.5. Cemetery Bungalow**

The tenants have reported they are happy with the installation of additional electrical sockets, cooker extractor and splashbacks

**20.4.6. Annual Parish Meeting 6<sup>th</sup> May**

Guest Speakers to be recommended - Confirmed speaker – Darren Parish Devon Fire & Rescue Service – Community Safety. Unable to attend Mick Harrison Police & Crime Commissioner Communications & Engagement Officer due to Purdah rules but happy to attend another PCM (date to be confirmed) Winkleigh Climate Emergency Group to consider a presentation.

Cllr Turner moved to approve £10 refreshments costs for the APM, seconded by Cllr Findlay, all in favour and Resolved (RR025/02/20) (*Chairs Allowance budget – LA (Members Allowances) (England) Regulations 2003*)

**20.5. Cllr Verbal Reports not requiring a discussion**

**20.5.1. Gateway signage**

Cllr Mercer reported that he is making good progress with the neighbourhood Highways Officer, but due to long term sickness of the officer, talks have currently stalled

**20.5.2. Dangerous Wall Exeter Road Winkleigh**

Cllr Naylor raised concern regarding a residential wall that appears in danger of collapse. Whilst not a Parish Council matter, Cllr Jacobs agreed to speak with the occupants concerned to remedy asap

**20.5.3. Wallingbrook Health Group**

Cllr Turner reported of parishioner concerns regarding the change of GP appointment booking system without consultation

Clerk to invite representative to attend next pcm to talk to members and residents about the reason or the changes

**21.20 Council Business**

**21.1. Disabled Bay outside Post Office Winkleigh**

Highways have stated that an advisory bay (non-enforceable) would just need an email from the parish council and County Cllr Saywell to support the disabled bay being installed, agree a location and then forward the request on to the disabled parking team. If supported, the parish council to determine the location of the advisory bay so as not to block access and other implications such as reduction in residential parking

Matter to be an agenda item for the 6<sup>th</sup> May Public Annual Parish Meeting to gain residents and businesses views

**21.2. Clerks interim appraisal March 2020**

Informal verbal appraisal to be carried out prior to March pcm by Cllrs Findlay and Turner

**21.3. VE Day May 2020 - 75<sup>th</sup> anniversary event**

Cllr Bayley reported he was liaising with Winkleigh Fair Committee, Winkleigh/Chulmleigh Schools, including Acorn School, and the Church and had a further meeting on 9<sup>th</sup> March to agree details for event on Friday 8<sup>th</sup> May 2020

The proposal is for Winkleigh Parish Council to host a FREE public event between 1pm and 6pm in the Square Winkleigh

A road closure application will be submitted (Cllr Bayley and Clerk to arrange in consultation with Chapter 8 qualified residents)

Chulmleigh school have agreed to donate their portable stage (for a £50 donation) to be built in the Square - Cllr Hodgson will assist with the stage transportation arrangements

Winkleigh Fair will allow the use of their gazebos for a £100 donation and are happy to assist the council

Winkleigh Community centre tables and chairs to be used (donation to be confirmed) – Cllr Bayley to approach Young Farmers Association for assistance in collecting, laying out and returning of tables and chairs

A 1945 era disco has been booked for a donation of £150

Dancers with era dance moves booked for a donation of £50

Kings Arms have offered to provide a hog roast for purchase during the event

Winkleigh Parish Council to provide free tea/coffee/soft drinks – Cllr Bayley to source hot water urn

Attendees are requested to 'bring and share' food for the occasion

Vintage army vehicles have been promised

Side stalls are encouraged, children's entertainment and 1945 era side-games/events are being sourced and are welcomed (Please contact Tony Bayley – Winkleigh Post Office) – Cllr Turner will make enquiries

The vicar will give a service from the stage during the event

At 3pm, it is hoped that Winston Churchill's victory speech will be played followed by ringing of the Church Bells (Cllr Bayley to confirm)

The Winkleigh School and Parish Council will advertise the event as widely as possible to encourage children and parents to attend and dress in 1945 era clothing (following March pcm)

Clerk to speak with Council insurers with regards to ensuring event is adequately covered and to source Union Jack bunting, flags, posters and flyers for approval. Also, to ask St Johns Ambulance or SW Ambulance service if they are willing to oversee the event

Members thanked Cllr Bayley for the work he has undertaken on this event and confirmed they are happy with the event arrangements to date. Arrangements to be finalised March pcm (*Source of Funding 2020-21 VE Day events budget – Power for expenditure – LGA 1972 s.145(1a)*)

**21.4. Winkleigh Climate Emergency Group**

Cllr Jacobs and Cllr Hodgson reported on a successful trialled 'repair café' and that in essence the Climate Emergency Group was turning out to be a success with the whole concept of the group working together with more people coming to meetings and becoming interested. The weekly and monthly markets are generating there are a lot of talented people in the village who want to help. The group are independently fund raising to facilitate some projects in the parish to claim back certain elements of environmental good and therefore, if possible, only use the Parish Council £1000 budget for larger environmental projects in the parish during 2020-21. People are gradually realising that no matter how small a change, it is better than nothing and the group are hopefully getting information out to people to make these changes voluntarily because soon or later legislation will be brought in to enforce it. The group will also be working to educate people and will be working with schools and playschool, community groups and arranging parish litter picks (overseen by the parish council insurance requirements)

**21.5. Airfield Liaison protocol**

Cllr Findlay reported that she has been invited to the next meeting of Winkleigh Society to discuss incorporating and involving businesses in the parish to promote joined up working

**22.20 Late Items at Chairs Discretion**

**23.20 Public Participation**

**24.20 Date of Next Meetings**

25<sup>th</sup> March 2020 Parish Council Meeting Community Centre 7.30pm

Meeting closed 21:14pm

**WINKLEIGH PARISH COUNCIL**

**FEBRUARY 2020 FINANCIAL STATEMENT AND JANUARY BANK RECONILIATION**

Winkleigh Parish Council

26th February 2020

Meeting date:

Cash balance

£24,453.82

as of 31/01/2020

| Reserve | Current | Bungalow |
|---------|---------|----------|
| 9429.78 | 5782.17 | 9241.87  |

**Payments made (pre-authorised) since last meeting 22nd January 2020**

| Pymt Ref | Bank A/C    | Amount           | Details   | Power             | Expenditure approval Minutes Ref |
|----------|-------------|------------------|---|-------------------|----------------------------------|
| PM137/19 | Curr - Bacs | 48.60            | Cllr Hipkiss - Mileage reimbursement              | LGA 1972 s.111    | 8.4.1:20 RR009/01/20             |
| PM138/19 | Bung - Bacs | 300.07           | Bedwell Electrical - Cemetery Bungalow Electrics  | LGA 1972 s.140(1) | 12.4:20 RR914/01/20              |
| PM139/19 | Res - Bacs  | 500.00           | G5 Design - Neighbourhood Plan graphic design     | Localism Act 2011 | 21.5.8.19 RR924/02/19            |
| PM140/19 | Curr - Bacs | 105.00           | Majestic Trees Cemetery Grounds Maintenance       | LGA 1972 s.214(6) | 133.1:19                         |
| PM141/19 | Auto Ded    | 44.06            | Pure Lettings Management Fee                      | LGA 1972 s.126(1) | 63.3.5.18 RR060/05/18            |
| PM142/19 | Curr - Bacs | 28.12            | Alice Turner - Mileage reimbursement              | LGA 1972 s.111    | 8.4.1:20 RR009/01/20             |
| PM143/19 | Curr - Bacs | 50.00            | Village Hall Hire - Annual fee for monthly market | LGA 1972 s.111    | 8.3.5:20 RR008/01/20             |
| PM144/19 | Curr - Bacs | 8.00             | Community Centre Hire pcm 22/01/20                | LGA 1972 s.111    | 63.19 RR084/05/19                |
| PM145/19 | Curr - Bacs | 2122.71          | TDC Street cleaning 9 months 2019                 | LGA 1972 s.111    | 63.19 RR084/05/19                |
| PM146/19 | Curr - DD   | 14.00            | EDF Electricity to Square                         | LGA 1972 s111     | 62.19 RR074/05/19                |
| PM147/19 | Curr - STO  | 210.00           | Majestic Trees - Cemetery Maintenance             | LGA 1972 s214(6)  | 123.4:19 RR145/10/19             |
| PM148/19 | Curr - Bacs | 93.24            | HMRC P11 income tax/NI contributions              | LGA 1972 s.112    | 63:19 RR084/05/19                |
| PM149/19 | Curr - Bacs | 1034.67          | Clerk Salary                                      | LGA 1972 s.112    | 81.2.2.19 RR097/06/19            |
| PM150/19 | Curr - Bacs | 202.92           | Clerk Reimbursements Dec/Jan                      | LGA 1972 s.112    | 63.19 RR084/05/19                |
| PM151/19 | Curr - Bacs | 138.00           | DALC councillor courses                           | LGA 1972 s.111    | 8.4.1:20 RR009/01/20             |
| PM153/19 | Bung - Bacs | 461.00           | SB Plumbing - Bungalow Kitchen works              | LGA 1972 s.140(1) | 12.5:20 RR014/01/20              |
| PM154/19 | Bung - Bacs | 1038.63          | Bedwell Electrical - Cemetery Bungalow Electrics  | LGA 1972 s.140(1) | 12.4:20 RR013/01/20              |
|          |             | <b>£6,399.02</b> |   |                   |                                  |

**Payments for authorisation/awaiting payment transaction**

| Payment ref | Bank A/C    | Amount        | Details                                      | Power          | Agenda Ref |
|-------------|-------------|---------------|--|----------------|------------|
| PM152/19    | Curr - Bacs | 85.00         | WD Carne - refund over interment overpayment | Not applicable |            |
|             |             | <b>£85.00</b> |  |                |            |



**RECEIPTS SINCE LAST PCM 22ND JANUARY 2020**

| Payment ref | Pymt method | Details   | Amount           |
|-------------|-------------|---|------------------|
| RC038/19    | Bacs        | Interest Reserves Account                                 | £1.74            |
| RC039/19    | Bacs        | Pure Lettings Bungalow rental February minus letting fees | £480.49          |
| RC040/19    | Chq         | Interment Fee 2nd of Double plot 570                      | £360.00          |
| RC041/19    | Chq         | Interment Fee and purchase of single plot 525             | £660.00          |
|             |             |   | <b>£1,502.23</b> |

**Monies held In Reserves Account**

| Reserves Account Balance | Amount   | Details   | WPC CONTINGENCY  |
|--------------------------|----------|---|------------------|
| <b>9429.78</b>           | -1000.00 | Earmarked Election accrual                                  |                  |
|                          | -374.90  | Restricted - NP Grant                                       |                  |
|                          | -140.00  | Restricted - TAP Fund project 2015-16 (booklet re-printing) |                  |
|                          | -219.12  | Restricted - Parish Signage                                 |                  |
|                          | -413.02  | Restricted - P3 Pathways Partnership (Footpath maintenance) |                  |
|                          |          |   | <b>£7,282.74</b> |

**Monies held in Bungalow Account**

| Balance B/Fwd  | Amount         | Details  | CURRENT BALANCE |
|----------------|----------------|--|-----------------|
| <b>9541.94</b> |                |  |                 |
|                | -300.07        | Bedwell Electrical (Contingency payment pre 2020-21 budget)            |                 |
|                |                | <b>Bank Balance</b>  | <b>9241.87</b>  |
|                | 502.97         | RESTRICTED balance of 2019/20 Budget                                   |                 |
|                | 3413.23        | RESTRICTED Precept offset to be transferred to curr a/c accrual todate |                 |
|                | 5325.67        | RESTRICTED Contingency accrual for works                               |                 |
|                | <b>9241.87</b> |  |                 |

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION  
Reconciliation date 05/02/2020

|   |                |                        |
|---|----------------|------------------------|
| Balance per bank statements as at 31st January 2020 | £              | £                      |
| Current Account                                     | 5782.17        |                        |
| Bungalow Account                                    | 9241.87        |                        |
| Reserves Account                                    | 9429.78        |                        |
|   |                | <u>24453.82</u>        |
| Less: any unrepresented Payments                    | <u>-210.00</u> |                        |
|   |                | <u>24243.82</u>        |
| Plus: any unrepresented Deposits                    | <u>0.00</u>    |                        |
|   |                | <u>24243.82</u>        |
| Net balances as at 31st January 2020                |                | <u><u>24243.82</u></u> |

*The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:*

**CASH BOOK:**

|  |                        |
|--|------------------------|
| Opening Balance 1 April 2019   | 20037.81               |
| Add: Receipts in the year to date  | 39602.23               |
| Less: Payments in the year to date   | <u>35396.22</u>        |
| Closing balance per cash book [receipts and payments book] as at 31st January 2020 | <u><u>24243.82</u></u> |