

WINKLEIGH PARISH COUNCIL MEETING

held WEDNESDAY 22nd January 2020 7.30pm Winkleigh Community Centre

MINUTES

**PRESENT: Cllr Turner (Chair), Cllr Sanders, Cllr Hodgson, Cllr Naylor, Cllr Bayley, Cllr Jacobs
Clerk – Mrs Melanie Bickell, also Present – County Cllr Saywell**

1.20 APOLOGIES FOR ABSENCE

Proposed by Cllr Turner that WPC approve the absences of Cllrs Mercer and Findlay, seconded by Cllr Bayley, all in favour and Resolved (RR001/01/20) Dist Cllr Newton sent his apologies

2.20 DECLARATIONS OF INTEREST FROM MEMBERS

None received

3.20 RURAL COMMUNITY ENERGY FUND Presentation (Guest speaker David Lewis – SW Energy Hub Project Manager) Suitable projects for the Parish (e.g. Solar panels, Wind turbines, Geothermal energy etc.) whether on the old airfield or other potentially suitable locations. Working towards a sustainable future for our energy

We are the leading voice for community energy in Devon, bringing together community energy organisations, local authorities, businesses and others. We cooperate and collaborate to grow community energy across Devon as an exemplar for energy decarbonisation, decentralisation and democratisation. Together, we have deployed 12MW of renewable energy and assisted over 2700 households to improve their energy efficiency. Community energy majors on local control and ownership of energy issues and aims to maximise local engagement and benefit from individual projects. Activity can include reducing demand, improving energy efficiency or increasing the amount of energy generated from low-carbon and renewable sources. The Devon Community Energy Network brings together community organisations, local authorities, businesses and others to work towards a sustainable future for our energy. We act collectively to support each other and our goals and, importantly, to secure resources and deliver projects that cannot be achieved by local community energy organisations working in isolation. The Network acts collaboratively to influence energy performance of new development, reduce energy consumption in existing buildings, support the fuel poor and deploy renewable energy projects to make energy production more sustainable. This network is for community energy groups in Devon and the south west UK. It is open to anyone interested in community energy including individuals, sustainability groups, local authorities and local businesses. Meetings occur quarterly, hosted by network members on a rotating basis. More information and contact information can be obtained on the following links <https://www.devoncommunityenergy.org.uk/>
<https://communityenergyengland.org/>

4.20 PUBLIC PARTICIPATION

Regarding Item 8.4.4. Ringing the Church Bells for Brexit. As the Secretary to the Parochial Church Council and ex-bell ringer, I am here to advise that there is a distinction between the civil parish and the ecclesiastical parish. The Church is nothing to do with the Parish Council. There will be no ringing of the Church bells here or probably anywhere for this event. The Central Council for Church Bell Ringers has said it “does not endorse bell ringing for political reasons”. Canon Law F8 (para 2) says “no bell in any Church or Chapel should be rung contrary to the direction of the Minister”. The Archbishops have asked for unity over Brexit so no incumbent is going to permit ringing which could be very divisive. The Vicar, Helen Blaine is happy to discuss this anyone who wishes to contact her about it.

5.20 MINUTES

Cllr Hodgson moved that WPC approve the minutes of the Parish Council Meeting held on 27th November 2019 as a true and accurate record, Seconded by Cllr Naylor, 5 in favour 1 abstention and Resolved (RR002/01/20)

6.20 FINANCIAL MATTERS

6.1. Accounts short notice inspection 15/1/2020

Cllr Turner reported she had carried out a short notice finance check on invoices 49-113, audit trail from invoice, financial statement, minutes, bank statement, cash book and all found to be in order

6.2. Financial Statement (Doc D001/20) (See Appendix A)

Incorporating bank account balances, pre-approved payments, bank transfers, approval of any payments and Bank Reconciliation. Financial Statement approved, all in favour

7.20 PLANNING MATTERS

7.1. Neighbourhood Plan

Clerk advised that the final changes to the document resulting from the consultation are expected imminently following which the Winkleigh Parish Neighbourhood Plan will be submitted to TDC

7.2. **Application 1/1034/2019/FUL Bidbears Barton, Bondleigh** – alterations to pool exterior and buildings

Cllr Naylor moved that WPC support this application, seconded by Cllr Turner

Cllr Hodgson moved an amendment be added that steps are taken to mitigate any adverse noise at the boundary in the form of sound proofing the actual music room building and restricting the noise level with regards to neighbouring properties within accepted legal limits, seconded by Cllr Turner 2 in favour, 4 against, motion failed (RR003/01/20)

Cllr Sanders moved an amendment that the planning officer gives special attention to sound emission and the relative orders made as appropriate, seconded by Cllr Jacobs, 4 in favour, 1 against, 1 abstention and Resolved (RR004/01/20)

Cllr Naylor proposed the Substantive Motion that WPC support the application and requests the planning officer gives special attention to sound emission and the relative orders made as appropriate, seconded by Cllr Sanders, all in favour and Resolved (RR005/01/20)

7.3. **Application 1/0956/2019/FUL Caldicott, Winkleigh**– Erection of an agricultural workers dwelling

Cllr Jacobs moved that WPC support this application, seconded by Cllr Bayley, all in favour and Resolved (RR006/01/20)

8.20 **REPORTS** to and from

8.1. **County Cllr Andrew Saywell**

DCC Budgets - There is quite a lot going on at the moment, the main work this month on DCC is on budget setting. Draft budgets are currently going through the Scrutiny Committees. Our settlement from Central Government was in line with expectations – it will not be a harsh budget. 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

Fire Service - As you will have seen on the news, the Fire Authority approved revised proposals following the Safer Together consultation, with only 2 stations closed (Budleigh Salterton and Topsham). Topsham is being relocated to Clyst St George and Middlemoor, while the crew at Budleigh will transfer to Exmouth station which is only 5 minutes away. The main changes approved was though a new payment system – payment by availability – for on-call firefighters. A new shift system for wholtime firefighters will also be implemented which will free up staff to crew the ‘roving appliances’ and carry out prevention and safety work. Going forward, the Service will continue to review the availability of stations however problems are more likely to be addressed at a local level rather than pan Devon and Somerset. E.g. looking to re-locate stations such as Bideford and Appledore, Ashburton and Buckfastleigh etc.

Carer’s Permit - Going back to DCC, the Council is introducing a new on-street parking permit for carers and NHS staff to allow them to park on single and double yellow lines for up to 1 hour if no alternative parking is available.

Devolution and Future of Local Government - Finally, now that there is a clear majority for the Government in the House of Commons, it is expected that the Government will press on with its ‘devolution agenda’. You will have heard about the ‘Northern Powerhouse’, well work is ongoing to create a new body, the ‘Great South West’ which will coordinate major investment and infrastructure schemes in the western counties. However, alongside this, the Government is likely to want to push through reorganisation of local government. From speaking to people up in London, the LGA etc., the Government are quite keen on having Elected Mayors. While I think they work well for urban/metropolitan areas – I think the jury is still out on whether they will work for rural counties. Along side this, I think there will be a clear push for unitarization, abolishing the existing two-tier system and having a single unitary authority. What that authority will be remains to be seen. Devon is a very big County, but if you split it I do not think the outcome would be desirable. A ‘northern Devon’ unitary would have to cover a much larger area than North Devon and Torridge to be viable – it would include Okehampton and probably Crediton and Tiverton too. We would then have all the disadvantages of a large, sprawling authority, with none of the benefits of a whole County unitary, with the wealth, prosperity and infrastructure all concentrated in the south of the County. Time will tell what will happen – more will come through when the Government publishes its Devolution White Paper, expected to be later this year.

Potholes - Cllr Bayley reported that potholes on the parish were not being filled despite being reported. Cllr Saywell responded that all potholes and other highway defects can be reported online here - <http://devon.cc/report-it> And if potholes are not reported, do not expect them to get filled in. Only the main A and B roads have regular and frequent inspections by pothole inspectors. However, under the new ‘triage’ system, all pothole reports now go

directly to pothole inspectors to inspect and if they judge them to meet the safety defect criteria, they will mark them up for repair. They should also mark-up other potholes in the vicinity however in the post-Christmas backlog of repairs I know it has been taking longer and not all potholes have been filled in at the same time. Anecdotally things seem to have got better in the last couple of weeks, but I know with all the rain we've had lately there is still a large backlog of problems. If people have reported potholes, blocked drains, other defects and nothing happens... then tell me about it! Sometimes it maybe a case of the pothole not making the safety criteria but other times they can be missed in error. Can I also say that you don't need to wait until a Parish Council meeting to tell me – the sooner I know about a problem the better. You can ring or email me and please remind residents they can contact me directly if they are unhappy.

Parking in the Square Winkleigh - Cllr Bayley enquired if any double yellow lines or disabled bays were being considered. Cllr Saywell will look into the latest update following site visit April 2019

8.2. **District Cllr Simon Newton** (report received)

Torrington Area Advisory Group. Together with the Chairs of the other two advisory groups that cover the District (Holsworthy and Bideford) we have been working with the staff at TDC to update the purpose and TOR of the advisory groups to make them more useful and relevant. More to follow, but in outline we are looking at meeting twice a year to allow neighbouring parishes to raise / discuss topical issues and also to receive briefs from TDC and other outside bodies. Each parish will have two votes at meetings although any number of councillors are welcome to attend. Suggestions for future topics to be discussed or briefed are very welcome.

TDC vs Kivells court case - Holsworthy Agricultural Centre (new livestock market). TDC lost their case and together with legal costs the bill to TDC could be in excess of £1m (negotiations continue) equating to approx 10% of the Council's strategic reserve. This loss of public money needs to be investigated so an explanation can be given to taxpayers and I have engaged with our local MP to try and press for an external investigation.

Fire Service Consultation. Although not directly affecting Winkleigh, the proposed station closure at Appledore will not now take place.

Climate Change Presentation for Parishes. TDC are working with an outside specialist body to put together a presentation to help parishes with their Climate Change plans. More to follow when known but likely to be at the TDC facility at Claddstown Business Centre, Bideford.

8.3. **Chair**

8.3.1. **Consultation – Strengthening Police Powers to tackle unauthorised encampments** (*Doc D002/20*)

WPC made No Formal comment

8.3.2. **Co-option of Mr Andy Hipkiss**

Proposed by Cllr Naylor that Mr Hipkiss be co-opted to the Parish Council, seconded by Cllr Bayley, all in favour and Resolved (*RR007/01/20*)

8.3.3. **Two Council Vacancies**

to be filled by co-option

8.3.4. **Councillor email login frequency**

Cllrs requested to check Council emails at least once per week

8.3.5. **Council monthly market table staffing and annual fee £50**

Proposed by Cllr Turner that WPC approve the annual fee of £50 for a table at Winkleigh monthly market, to promote the environment group and act as parish council 'surgery', seconded by Cllr Bayley, all in favour and Resolved (*RR008/01/20*) – (*LGA 1972 s.111 – Budget Admin - room hire*)

8.4. **Clerk**

8.4.1. **Cllr Training Course 27th January**

Proposed by Cllr Hodgson WPC approve attendance of Cllr Sanders and Mr Hipkiss on Cllr Training Course on 27th January in Ivybridge fee, £30 plus VAT, each and claim appropriate mileage, seconded by Cllr Turner, all in favour and Resolved (*RR009/01/20*) (*LGA 1972 s.111 – Training budget*)

8.4.2. **Meetings 2020-May 2021** (*Doc D003/20*)

Proposed by Cllr Turner that WPC approve the schedule of meetings through to May 2021, seconded by Cllr Hodgson, all in favour and Resolved (*RR010/01/20*)

8.4.3. **Pathway along A3124 towards Cemetery – Parishioner Correspondence**

“In early 2017 a group of about 5 of us manually cleared the overgrown verge between Old Chulmleigh Road and the cemetery. The grass has now grown back and is spreading across the pavement forcing pedestrians (elderly people visiting graves and young children going to the sports centre) ever nearer to the dangerously speeding traffic and heavy lorries. Further down, the beech nuts are totally blocking all the drainage around the cemetery entrance causing a dangerous flood just where vehicles get into the gloom under the trees and preventing any pedestrian access to the cemetery. There is a drainage channel under the end of the cemetery hedge on the village side, but it has disappeared under the beech nuts and leaves. This all needs to be cleared again but is unfortunately pretty much beyond our physical capabilities these days. It would be nice if the Parish Council were able to organise clearance of this by someone with a tractor who can both easily scrape it up and also dispose of it all. We would be happy to come and manually tidy up the edge after that, to make it look really tidy and cared for. I note

that the very top bit, down to the first lamp post is kept beautifully tidy by Frankie the street cleaner. Let's try to get the rest looking the same"

Cllr Jacobs volunteered to try to resolve. [sub-note newly co-opted Cllr Hipkiss will contact Exeter probation service to enquire if their 'working parties' would be willing to undertake this work and maintain the path and drains]

8.4.4. The Celebration Of Brexit, and the Newly Found Freedom that our country will enjoy – Parishioner correspondence

"Could I ask for kind consideration regarding the celebration of Brexit and the Newly Found freedom that our country will enjoy on Saturday the 1st of February, at 9.00 am it is hoped that Towns, Villages & Cities celebrate by the ringing out of Church Bells. It is hoped that both sides of the divide will recognise that the matter is settled & time to unite & move on together"

Councillors agreed that in light of the comments made during public participation, they would not comment further or action this request

8.4.5. Office of Police and Crime commissioner engagement with parish councils

Mr Mick Harrison, Communications and Engagement Officer at the Office of the Police and Crime Commissioner, has advised that from the start of 2020 he will be available to attend Town and Parish Council meetings to deliver short presentations and take questions and answers about the work of the OPCC.

Action - Clerk to invite Mr Harrison to Annual Parish meeting on 6th May

8.4.6. Parish Public Footpath inspections and maintenance requirements under P3 agreement

All parish footpaths have been allocated to Cllrs for assessment using the criteria summary and report to be forwarded to clerk by 15th February

Action – all Councillors

8.4.7. Councillor Police and Crime Councillor Advocate Scheme

<https://www.devonandcornwall-pcc.gov.uk/take-part/councillor-advocate-scheme/> Cllr Turner volunteered to attend meetings

8.5. Cllr Verbal Reports not requiring a discussion

Cllr Bayley reported that Winkleigh Post Office has now been given Community Status and will contribute funding for additional personnel up to 8hrs per week. This is excellent for the community and was achieved with help from Geoffrey Cox MP and secretary at West Minister

9.20 Council Business

9.1. Dog Fouling of verges – Westcots

Cllr Turner stated that local residents had been consulted with only 1 response regarding cat mess. Proposed by Cllr Turner that WPC proceed with the purchase and installation of a dog bin by the grit bin in Westcots Drive, seconded by Cllr Bayley, all in favour and Resolved (RR011/01/20) (Litter Act 1983 ss5-6 – Asset Purchase budget)

Action– Clerk to place order

9.2. VE Day May 2020 and VJ Day August 2020 - 75th anniversary events Cllr to volunteer to oversee

Members to consider events and budget to mark either or both occasions <https://www.veday75.org/>
Deferred to February pcm to gauge public interest

Action – all councillors to engage with community with regards to interest in marking the occasion and spending up to £1000.00 on doing so

9.3. Winkleigh Climate Emergency Group

Cllr Jacobs reported that the group size had increased and gaining positive engagement, and representatives from the group are present at monthly markets to engage with interested parties. The next meeting of the group will be 4th Feb at Acorn School, monthly market

9.4. Airfield Liaison protocol

Update on liaison with Winkleigh Society – deferred to February pcm due to absence of Cllr Findlay

10.20 Late Items at Chairs Discretion

11.20 Public Participation

12.20 Confidential matters (Part II) Public Bodies (Admission to Meetings) Act 1960 s1(2)

Proposed by Cllr Turner that WPC approve the exclusion of the public as the following items contain time sensitive commercial interests of the council and the persons that have quoted which are not in the public interest, seconded by Cllr Bayley, all in favour and Resolved (RR012/01/20)

12.1. quote for installation of multiple electrical sockets in Cemetery Bungalow

clarity on actual work to be carried out and making good

12.2. quote for installation of Cemetery Bungalow kitchen splash backs and extractor

Clerk/RFO to Council: Melanie Bickell, Lower Itton, Spreyton EX17 5BB

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12.3. Return to public session to hear any resolutions

- 12.4. Proposed by Cllr Bayley that WPC move to approve the quotation from Bedwell Electrical to install additional sockets in the cemetery bungalow at a cost of £940.07 plus VAT, seconded by Cllr Hodgson, all in favour and Resolved (RR013/01/20) (Bungalow – electrics budget 2020/21 – LGA 1972 s.140(1))

Clerk to make arrangements for work to be carried out asap from bungalow reserves to be replenished new financial year

- 12.5. Proposed by Cllr Bayley that WPC approve the quote from SB Plumbing of £461.00 plus VAT to install splash backs and cooker extractor in the cemetery bungalow kitchen, seconded by Cllr Hodgson, all in favour and Resolved (RR014/01/20) (Bungalow maintenance budget – LGA 1972 s.140(1))

Clerk to make arrangements for work to be carried out asap

13.20 Date of Next Meetings

26th February 2020 Parish Council Meeting Community Centre 7.30pm

Meeting closed 21.38pm

ANNEX A – FINANCIAL STATEMENT

**WINKLEIGH PARISH COUNCIL
JANUARY 2020 FINANCIAL STATEMENT AND JANUARY BANK RECONILIATION**

Winkleigh Parish Council
23rd January 2020

Meeting date:

Cash balance £29,454.65 as of 31/12/2019

Reserve	Current	Bungalow
9928.04	10465.16	9061.45

Payments made (pre-authorized) since last meeting 27th November 2019

Pymt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM114/19	Curr - STO	1034.67	Clerk Salary & allowances November	LGA 1972 s112	62.19 RR074/05/19
PM116/19	Curr - Bacs	42.53	Alice Turner - Mileage reimbursements	LG(MA) Reg 2003	107.4.8.19 RR125/09/19
PM117/19	Curr - Bacs	25.00	SLCC agm conference	LGA 1972 s111	107.4.5.19 RR124/09/19
PM118/19	Curr - Bacs	180.00	SLCC Annual Membership Fee	LGA 1972 s.143(1)(b)	61.19 RR073/05/19
PM119/19	Curr - DD	14.00	EDF Electricity to Square	LGA 1972 s111	62.19 RR074/05/19
PM120/19	Auto Ded	44.06	Pure Lettings Management Fee	LGA 1972 s.126(1)	63.3.5.18 RR060/05/18
PM121/19	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	62.19 RR074/05/19
PM122/19	Curr - Bacs	129.98	Amazon (via clerk) projector and screen	LGA 1972 s.111	130.1.19 RR148/11/19
PM123/19	Curr - 1781	75.00	Royal British Legion poppy appeal	LGA 1972 s.137	130.2.1.19 RR149/11/19
PM124/19	Curr - Bacs	150.00	Vision ICT annual website hosting	LGA 1972 s.111	61.19 RR073/05/19
PM125/19	Curr - Bacs	79.89	HMRC P9 income tax Contributions	LGA 1972, s112	63.19 RR084/05/19
PM126/19	Curr - Bacs	163.89	Clerk reimbursements November 2019	LGA 1972, s112	63.19 RR084/05/19
PM127/19	Curr - Bacs	1034.67	Clerk Salary December	LGA 1972 s.111	81.2.2.19 RR097/06/19
PM128/19	Curr - DD	14.00	EDF Electricity to Square	LGA 1972 s111	62.19 RR074/05/19
PM129/19	Auto Ded	44.06	Pure Lettings Management Fee	LGA 1972 s.126(1)	63.3.5.18 RR060/05/18
PM130/19	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	62.19 RR074/05/19
PM131/19	Curr - Bacs	79.89	HMRC P10 income tax/NI Contributions	LGA 1972, s112	63.19 RR084/05/19
PM132/19	Curr - Bacs	1034.67	Clerk Salary January	LGA 1972 s.111	81.2.2.19 RR097/06/19
PM133/19	Curr - Bacs	71.86	BT Symantec device protection quarterly charge	LGA 1972 s.111	61.19 RR073/05/19
PM134/19	Curr - Bacs	1415.14	TDC Street cleaning - 6 months	LGA 1972 s.111	63.19 RR084/05/19
PM135/19	Curr - Bacs	44.60	Viking direct - Stationary	LGA 1972 s.111	63.19 RR084/05/19
PM136/19	Curr - Bacs	12.00	Village Hall Room Hire 27 Nov	LGA 1972 s.111	63.19 RR084/05/19
		£6,109.91			

Clerk/RFO to Council: Melanie Bickell, Lower Itton, Spreyton EX17 5BB

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RECEIPTS SINCE LAST PCM 27TH NOVEMBER 2019

Payment ref	Pymt method	Details	Amount
RC035/19	Bacs	Interest Reserves Account	£1.59
RC036/19	Bacs	Pure Lettings Bungalow rental December minus letting fees	£480.49
RC037/19	Bacs	Pure Lettings Bungalow rental January minus letting fees	£480.49
			£962.57

Monies held In Reserves Account

Reserves Account Balance	Amount	Details	WPC CONTINGENCY
9928.04	-1000.00	Earmarked Election accrual	
	-874.90	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)	
			£7,281.00

Monies held in Bungalow Account

Balance B/Fwd	Amount	Details	CURRENT BALANCE
8580.96			
	480.49	Bungalow rental minus fees December	
	480.49	Bungalow rental minus fees January	
		Bank Balance	9541.94
	502.97	RESTRICTED balance of 2019/20 Budget	
	3413.23	RESTRICTED Precept offset to be transferred to curr a/c accrual todate	
	5625.74	RESTRICTED Contingency accrual for works	
	9541.94		

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION
Reconciliation date 13/01/2020

Balance per bank statements as at 31st December 2019:		£	£
Current Account		8607.73	
Bungalow Account		9061.45	
Reserves Account		9928.04	
		<hr/>	27597.22
Less: any unrepresented Payments		<hr/>	27597.22
Plus: any unrepresented Deposits		0.00	
		<hr/>	27597.22
Net balances as at 31st December 2019			<hr/> 27597.22 <hr/>

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	39075.94
Less: Payments in the year to date	31516.53
Closing balance per cash book [receipts and payments book] as at 31st December 2019	<hr/> 27597.22 <hr/>