

to be held WEDNESDAY 28TH MARCH 2018 7.30pm Winkleigh Community Centre

1) Apologies for Absence

2) Co-option application – Mr Tom Radcliffe

3) Declarations of Interest from Members

4) Public Participation

Time for this session is limited to 20 minutes (3 minutes per person). In accordance with standing order 2(f) a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given, or the matter placed on the agenda for the next parish council meeting. Only matters raised during public participation that require an answer from the Parish Council will be minuted.

5) Minutes

Motion to approve the minutes Parish Council Meeting held on 6th March 2018 (RR029/03/18)

6) Matters arising from last Parish Council Meeting 6th March 2018

- (a) **TAP Fund monies for Defibrillator** - Cllrs to agree the new service level agreement with SWAS and installation of the new G5 defibrillator and heated cabinet (RR030/03/18)
- (b) **Neighbourhood Planning Process Course in Winkleigh**
- (c) **Internal auditor contract signing** - appointment of IA approved 06/03/2018 minutes ref 21.4.1.18 (RR031/03/18) (Agenda Document 001/03/18/6c)
- (d) **WPC Scheme of Delegation** for ratification (RR027/02/18) (Agenda Document 002/03/18/56d)

7) Financial Matters (Clerk)

- (a) Receipt of Financial Statement incorporating Payments/bank Reconciliation Motion that WPC approve the Financial Schedule of payments as presented by the Clerk on the Financial Statement (RR032/03/18) (Agenda Document 003/03/18/7 to be produced at pcm)

8) Planning Applications

(a) New

- i. 1/0168/2018/FUL Broadpark Deer Farm, Winkleigh, Provision of timber cladding and door for agricultural barn, Mr Leslie Arscott (RR033/03/18)
- ii. 1/0232/2018/FUL Croft Cottage, Lower Town, Winkleigh, two storey extension to rear of property, demolition of garage/part kitchen for creation of porch. Removal of outbuilding to allow creation of vehicle parking to the rear, Mr Hill Beechlea Holdings (RR034/03/18)

(b) TDC Decisions

9) Reports to and from

(a) County Cllr Saywell

(b) Dist Cllr

(c) Chair Cllr Turner – to include

- i. Annual Parish Meeting 2nd May 2018

(d) Clerk – to include

- i. General Data Protection Regulations update
- ii. Data Protection Officer appointment – Business case provided see agenda document - (RR038/03/18) (Agenda Document 007/03/18/9dii)
- iii. New email addresses for Councillors - GDPR specifies that personal/work/joint emails cannot be used for Parish Council matters as this could breach Data Protection. All Cllrs to have a new email address for Parish Council matters
- iv. Personal devices for Councillors – consideration of purchasing a device for each Cllr to use solely for Parish Council business, which would make managing and complying with Data Protection less High Risk, Business case provided see agenda document (RR035/03/18) (Agenda Document 004/03/18/9diii)

(e) Cllr Reports not requiring a resolution

10) Current Business

- (a) **Consultation – North Devon & Torridge Local Sustainability Appraisal Addendum**, Proposed by Cllr Mercer on behalf of the Neighbourhood Plan that WPC respond to include that Torridge are requested to clarify whether approved development sites in Winkleigh have been included in the calculation, and if so, which sites and secondly, whether sites with planning permission, or Approval in Principle subject to s.106 agreement, will be included in the Local Plan. (RR036/03/18)
- (b) **Neighbourhood Plan**
- i. Update on Neighbourhood Plan Working Group Meeting, Actions and Public Consultation (Cllr Mercer) (Agenda Document 005/03/18/10b)
 - ii. Locality Grant application - Motion to approve Clerk to complete online application form for funding for traffic Survey with Hamilton-Baillie on 19th April 2018, report and hosting fees amounting to £2050.00 (RR037/03/18) (Agenda Document 006/03/18/10b)

11) Late Items at Chairs Discretion

The business to be transacted can only lawfully be that of which notice has been given on the agenda **unless**:

- The Chair accepts it as urgent; or
- Whether written or presented orally, it merely updates an item already on the agenda

12) Public Participation Session

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13) Move To Part II as the following items contain exempt information under S12A LGA 1972 (RR039/03/18)

- (a) Clerk Annual Appraisal and increment Recommendation effective 1st April 2018 – Employee Committee

MEETING RETURNED TO PUBLIC SESSION to hear resolutions on items (a) (RR039/03/87)

14) Date of Next Meeting

25th April 2018, 7.30pm Village Hall

Melanie Bickell

Proper Officer/Clerk/RFO
Winkleigh Parish Council