

to be held WEDNESDAY 28th November 2018
7.30pm Winkleigh Community Centre
AGENDA

1. Apologies for Absence

2. Declarations of Interest from Members

3. North Devon Records Office – Guest Speakers Penny Griffiths and Margaret Miller

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 of the Parish Council Meeting held on 24th October 2018 (RR133/11/18)

6. Matters carried from Parish Council Meeting 24th October 2018

(a) Grant Awards

- i. **2019/20 Applications – Motion** to approve the grant awards for 2019/20 (Agenda Document 001/11/18/5a) (RR120/10/18)
- ii. **Future Grant Applications Proposal** by Cllr Mercer that WPC approve a total grant award pot in November each year for budgeting purposes, to be advertised the following financial year for applications from this pot (RR134/11/18)
- iii. **2019/20 Total Grant Award pot** – Subject to item 5ii, Motion to set the 2019/20 Grant Pot total award (RR135/11/18)
- iv. **Grants Policy Amendment Proposal** by Cllr Mercer that WPC Approve and ratify with immediate effect the amendments to the Grants Policy as presented (Agenda Document 002/11/18/5iv) (RR136/11/18)

7. Financial Matters (Clerk)

- (a) **Financial Statement incorporating approval of any payments and Bank Reconciliation Motion** that WPC approve the Financial Statement as presented by the Clerk (Agenda Document 003/11/18/6a to be produced at pcm) (RR137/11/18)
- (b) **Appointment of Internal Auditor 2019/20 Motion** that WPC approve the re-appointment of Alison Marshall as WPC Internal Auditor for 2019/20 for the fee of £175.00 for 1, 2, or 3 years (Agenda Document 004/11/18/6b) (RR138/11/18)
- (c) **2019/20 Draft Budget** (Agenda Document 005/11/18/6c) (RR139/11/18)
- (d) **Finance Group Membership**

7) Planning Matters (Chair)

- (a) **North Devon Council and Torridge District Council adopted the North Devon and Torridge Local Plan 2011-2031** adopted 29th October 2018. www.torridge.gov.uk/localplan
- (b) **Bransgrove Bungalow Wembworthy, 1/1168/2018/FUL** Mr & Mrs French, Application to remove condition 3 (Agricultural Occupancy Condition) of planning permission 1/0081/1988 Motion (RR140/11/18)
- (c) **The Barton, Eggesford Road, 1/1150/2018/FUL** Mr & Mrs Clayton, Proposed rear extension, two new window openings and replacement of existing window Motion (RR141/11/18)

8) Reports to and from

- (a) **County Cllr Saywell**
- (b) **District Cllr Boundy**
- (c) **Chair Cllr Turner – to include**
 - i. **Councillor Communications**
 - ii. **Winkleigh Singers concert**

- iii. **Co-option Vacancy**
- (d) **Clerk** – to include
 - i. **CPRE membership renewal £36 per year** – Motion to approve or discontinue membership (RR149/11/18)
- (e) **Cllr Reports not requiring a resolution**

9) Current & New Business

- (a) **New Village Signage Artwork approval and funding** (Cllrs Mercer and Jacobs)
 - i. **Draft Designs - Proposal** that WPC approve the draft designs for Winkleigh Gateway and road signs as presented (RR143/11/18)
 - ii. **Reallocation of Reserves Earmarked Funds - Proposal** by Cllr Mercer that WPC approve the reallocation of £369.12 earmarked in Reserves for Phase II Shute Lane, towards artwork for the village signage (RR144/11/18)
 - iii. **Commissioning of quotes – Proposal** that WPC approve the Clerk to commission quotes to carry out the design artwork for Signage (RR145/11/18)
 - iv. **Village Sign Funding. Proposal** by Cllr Mercer that the £1500 2019/20 budget to mark Winkleigh 125, approved under resolution RR130/10/18 on 26th October 2018 is dedicated to the design and installation of the village signage incorporating the 125 Year anniversary (RR146/11/18)
- (b) **125-year Parish Council Anniversary update** (Cllr Turner)
- (c) **Neighbourhood Development Plan** (Cllr Mercer)
 - i. **Draft Neighbourhood Development Plan Motion** to approve draft neighbourhood plan (Agenda Document 087/11/18/11ci) (RR147/11/18)
 - ii. **Draft Plan Sustainability Screening submission to TDC Motion** to approve submission of draft Neighbourhood Plan to TDC for sustainability screening by the Clerk (Agenda Document 007/007a-d/11/18/9cii) (RR487/11/18)

10) Late Items at Chairs Discretion

No Decisions to be made during this item. 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

11) Public Participation

12) Move to Part II Excluding the Public

Motion to exclude members of the public as the following item contains exempt information under S12A LGA 1972 as it is information which is likely to reveal the identity of a person (RR150/11/18)

- (a) **Section 125 Powers** – identify any untidy properties in the Parish (Agenda Document 006/11/18/8ci)

MEETING RETURNED TO PUBLIC SESSION to hear resolutions on item (a) (RR142/11/18)

13) Date of Next Meeting

23rd January 2019 7.30pm Community Centre

Melanie Bickell

Proper Officer/Clerk/RFO
Winkleigh Parish Council