

to be held WEDNESDAY 27th March 2019 7.30pm Winkleigh Community Centre AGENDA

26.19 Apologies for Absence

27.19 Declarations of Interest from Members

28.19 Public Participation

Time for this session is limited to 20 minutes (3 minutes per person. Each person may only speak once). 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.

29.19 Minutes [Motion](#) to approve the minutes of the Parish Council Meeting held on 27th February 2019 (RR032/03/19)

30.19 Financial Matters (Clerk)

- (a) **Financial Statement incorporating approval of any payments and Bank Reconciliation** (Agenda Document A014/03/19 to be produced 27th March 2019) [Motion](#) that WPC approve the Financial Statement as presented by the Clerk (RR033/03/19)
- (b) **Short Notice Accounts Inspection** – Carried out by Cllr Findlay on 5th March 2019

31.19 Planning Matters (Chair)

- (a) **Planning Application 1/0188/2019/AGMB Barn at Smythen Farm House, Hollocombe** Conversion of redundant barn into residential use with related parking and amenity space (RR034/03/19)
- (b) **Planning Application 1/0155/2019/FUL Hollocombe Barn, Hollocombe, Ms Sarah Beverly,** Conversion of agricultural barn to dwelling (RR035/03/19)
- (c) **Planning Application 1/0229/2019/TEL Land North of Chittlehampton Farm, Wembworthy,** A 12m timber pole to host broadband transmitting radio equipment plus floor mounted ancillary equipment (RR048/03/19)
- (d) **1/1337/2018/FUL Smythen Farm hedge damage** (carried from PCM 27th February 2019)

32.19 Reports to and from

- (a) County Cllr Saywell
- (b) District Cllr Hurley
- (c) Chair Cllr Turner – to include
 - i. **Annual Parish Meeting Wednesday 1st May 2019 7.30pm Community Centre** [Motion to approve provision of refreshments up to £10 for the annual parish meeting on 1st May](#) (RR036/03/19)
 - ii. **Councillor Tablets** – to be returned to clerk at or before April pcm for ‘clearing’ under Data Protection Regulations and WPC Document Retention policy, renewal of Microsoft Office/BT Symantec and new passwords prior to re-issue following May elections
 - iii. **WPC Committees/Working Groups Roles and Responsibilities** (Agenda Document A015/03/19) [Motion to approve WPC Committees/Working Groups Roles and Responsibilities document](#) (RR037/03/19)
 - iv. **Policies Review Reminder**
- (d) Clerk – to include
 - i. **Elections Procedure/timetable**
 - ii. **April Agenda** publication Monday 15th April due to Bank Holidays
 - iii. **Annual Planner** April 2019-March 2020 (Agenda Document A016/03/19) [Motion to approve the WPC Annual Planner for April 2019-March 2020](#) (RR038/03/19)
 - iv. **Community Led Housing Seminar** – 14th March 2019 Barnstaple – [Retrospective approval for Cllrs Ware and Findlay to attend and claim mileage reimbursement providing they have the appropriate vehicle insurance](#) (RR039/03/19)
 - v. **South West Wood Products, Winkleigh airfield** Invitation to meet Cllrs to discuss concerns regarding their operations [Motion to approve Cllrs to attend meeting with SWWP](#) (RR040/03/19)

AGENDA WINKLEIGH PARISH COUNCIL MEETING

- vi. **Devon Community Resilience Forum** 13th June Bishops Nympton – Proposal to approve attendance of Cllrs Turner and Findlay and to claim mileage if appropriate insurance held (RR041/03/19)
- vii. **Councillor Mileage Claims**
- viii. **Great British Spring Clean** 22nd March – 23 April 2019 – Keep Britain Tidy Campaign request a response regarding Village Participation
- ix. **Bank Signatories**
- (e) **Cllr Reports not requiring a resolution**

33.19 Current & New Business

- (a) **Shute Lane Damage** (Cllr Jacobs) Carried from pcm 27th February 2019
- (b) **Emergency Plan for Winkleigh** Cllr Findlay to join the group
- (c) **Cemetery Bungalow**
 - i. **Emergency repair to boiler** Retrospective Motion to approve emergency repair to cemetery bungalow boiler, cost to be confirmed (RR042/03/19)
 - ii. **Bungalow Asset Management Plan** (Agenda Document A017/03/19)
 - iii. **Kitchen replacement** (Action 004/19) – (Cllr Jacobs)
- (d) **Airfield Pollution** Carried from pcm 27th February 2019 (Cllr Naylor)
- (e) **P3 parish paths partnership Map Mounting** (Clerk)
- (f) **Neighbourhood Development Plan** (Cllr Mercer)
 - i. **Update on current Draft Plan** <http://site9505718.92.gfivedesign.co.uk/>
 - ii. **Survey Monkey** – Proposed by Cllr Mercer that WPC retrospectively approve a one-year subscription to Survey Monkey for the Neighbourhood Plan Reg 14, 6-week Public Consultation responses, for £384.00 from monies held in reserves from Groundwork UK Locality (RR043/03/19)
 - iii. **G5Design Consultation artwork** – Proposed by Cllr Mercer that WPC retrospectively approve the fee of £250 for additional design and artwork for Reg 14, 6-week consultation by G5Design from grant monies held in reserves (RR044/03/19)
- (g) **New Dog Bin Request Westcotts Drive** (Cllr Ware)
- (h) **Additional house numbering signage request 42-54 Southernhay** (Cllr Ware)
- (i) **New Notice Board request Westcotts** (Cllr Ware)

34.19 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*

35.19 Public Participation

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

- (a) **Clerk's annual appraisal** referenced in confidential report dated 18th March 2019 (Confidential Agenda Document A018/03/19) Motion to approve Public exclusion from meeting to progress a confidential staffing matter (RR045/03/19)
- (b) **Return to public session**
- (c) **Clerk Annual Increment** Motion to approve the clerk progress up one point on the payment scale from LC2 23 (formerly LC2 29) to LC2 24 (RR046/03/19)
- (d) **Clerk Salary standing order** Motion to approve the clerk to amend the monthly standing order for salary to reflect annual increment (RR047/03/19)

37.19 Date of Next Meetings

24th April 2019 7.30pm Village Hall
1st May 2019 7.30pm Annual Public Meeting Community Centre
22nd May 2019 7.30pm Annual Parish Council Meeting Village Hall

Melanie Bickell

Proper Officer/Clerk/RFO
Winkleigh Parish Council