

**to be held WEDNESDAY 24<sup>th</sup> April 2019  
7.30pm Winkleigh Village Hall  
Agenda**

**38.19 Apologies for Absence**

Motion to retrospectively approve the absence of Cllr Hodgson 27<sup>th</sup> March 2019, due to emergency farming matters (RR050/04/19)

**39.19 Declarations of Interest from Members**

**40.19 Public Participation**

**41.19 Minutes**

Motion to approve the minutes of the Parish Council Meeting held on 27<sup>th</sup> March 2019 as a true and accurate record (RR051/04/19)

**42.19 Financial Matters** (Clerk)

- (a) **Financial Statement incorporating approval of any payments and Bank Reconciliation** (Agenda Document AD19/04/19 to be produced 24<sup>th</sup> April 2019) Motion that WPC approve the Financial Statement as presented by the Clerk (RR052/04/19)
- (b) **Year-end Budget Report 2018/19 4<sup>th</sup> Quarter** (Agenda Document AD20/04/19) information only
- (c) **Annual Governance Statement** (Agenda Document AD21/04/19)  
Motion to approve the Annual Governance Statement 2018/19 (RR053/04/19)
- (d) **Annual Accounts** (Agenda Document AD22/04/19)  
Motion to approve the Annual Accounts for year ending 31<sup>st</sup> March 2019 as presented by the Clerk (RR054/03/19)
- (e) **Exercise of Public Rights to inspect unaudited accounts**  
17<sup>th</sup> June – 26<sup>th</sup> July inclusive
- (f) **Bank Signatories**  
Motion to approve the authorised signatories in the current NatWest bank mandate for all Winkleigh Parish Council accounts be changed in accordance with sections 5 and 6 and the current mandate will continue as amended (RR055/04/19)
- (g) **Grant Application Process 2019-20**  
Motion to approve the opening of grant applications to Winkleigh Parish Council in accordance with the Grants policy, to commence 1<sup>st</sup> May to 13<sup>th</sup> September 2019 (RR056/04/19) Clerk to place advert in next edition of Distinctly Winkleigh
- (h) **Communities Together Fund** (formerly TAP Fund)  
The Communities Together Fund is not going to be available in 2019-20; this decision was taken by Devon County Council, who provided most of the money.

**43.19 Planning Matters** (Chair)

- (a) **Application 1/0232/2019/FUL 7 Coopers Hill, Winkleigh** Mr Duncan McIntrye  
Part retrospective erection of a log style cabin building for use as an art room and garden store (RR057/04/19)
- (b) **Application 1/0260/2019/FUL Bellinster Industrial Estate, Winkleigh**  
Erection of industrial storage building, raising a section of roof of existing industrial building and erection of a roof cover between two existing industrial buildings (RR058/04/19)
- (a) **Neighbourhood Development Plan** (Cllr Mercer)  
Update on current status, Draft Plan <http://site9505718.92.gfivedesign.co.uk/>

**44.19 Reports** to and from

- (a) **County Cllr Saywell**
- (b) **District Cllr Hurley**
- (c) **Chair Cllr Turner** – to include
  - i. **Annual Parish Meeting Wednesday 1<sup>st</sup> May 2019 7.30pm Community Centre**
  - ii. **Policies amendments** for discussions/approval prior to ratification May APCM
    - **Internal Audit** – (Agenda Document AD22/04/19)  
Updated to reflect Governance & Accountability 2018 (Previously 2016) Motion to approve amendments to the Internal audit policy to reflect 2018 Guidance, as presented to the Council (RR059/04/19)
    - **Cemetery Terms & Conditions** – (Agenda Document AD24/04/19)

# AGENDA WINKLEIGH PARISH COUNCIL MEETING

Proposed amendment by Cllr Turner regarding parishioner status at time of death – Page 11 & 14 [Motion to approve amendment to the cemetery terms and conditions page 11 & 14 as presented to the Council \(RR060/04/19\)](#)

- (d) **Clerk** – to include
- i. **Elections**  
Uncontested elections resulting in the following Councillors being duly elected Parish Councillors for Winkleigh. Tony Bayley, Angela Findlay, Simon Hodgson, Alan Jacobs, Adrian Mercer, Royston Naylor, Alice Turner. The 4 vacant positions await approval by TDC for co-option
  - ii. **Councillor issued Linx Tablets**  
To be returned at the end of the meeting to Clerk for password resetting and updating and data retention clearance
  - iii. **Use of Councillors own Device Policy** (*Agenda Document AD25/04/19*)  
New Draft Policy approved by Data Protection Officer – [Motion that WPC adopt and ratify the Use of Own Device Policy for Councillors with immediate effect \(RR061/04/19\)](#)
  - iv. **Internal Audit**  
Thursday 9<sup>th</sup> May 12.30-2.30 [Motion for Cllrs to attend and observe the internal audit on 9<sup>th</sup> May at Clerks address and claim appropriate mileage \(RR062/04/19\)](#)
  - v. **North Devon Records Office Invitation**  
Tuesday 4<sup>th</sup> June 2-4pm NDRO Barnstaple – Thank you for supporting NDRO
  - vi. **Bus Shelter Request – A3124 near Torrington Road Junction**  
Request from parishioner that WPC investigate the erection of a bus shelter on land adjacent to the car wash which is Council owned
  - vii. **Rural Futures Conference Crediton 28<sup>th</sup> June 2019**  
This Conference will focus on Devon’s village halls, parish councils, sport and play organisations £11.25 for Devon Communities Together members and £21.91 for non-members. WPC are not members. Annual organisation Membership £24
- (e) **Cllr Reports not requiring a resolution**

## 45.19 Current & New Business

- (a) **Shute Lane Gate** (*Action 009/19*) (*Cllr Turner*)
- (b) **South West Wood Products, Winkleigh airfield** (*Action 006 & 018/19*)  
Report and recommendations from Cllrs attending site visit 15/4/2019 and recce of airfield pollution
- (c) **Bench in the Square** (*Cllr Ware*)
- (d) **Council Meeting Structure** (*Cllr Mercer*)  
Discussion relating to format and meeting start times
- (e) **Council Working Groups Structuring** (*Cllr Findlay*)
- (f) **Defibrillator Box Problems** (*Cllr Turner*)
- (g) **P3 parish paths partnership Map Mounting** (*Action 012/19*) (*Clerk*)

## 46.19 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*

## 47.19 Public Participation

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

- (a) **Bungalow Kitchen – to consider quotation for removal and fitting** (*Action 004/19*)
- (b) [Motion to move to Part II as the following item contains disclosure of time sensitive commercial interests of the council and the persons that have quoted is not in the public interest \(RR063/04/19\)](#)
- (c) **Return to Public Period**
- (d) [Motion to progress bungalow kitchen fitting \(RR064/04/19\)](#)

## 49.19 Date of Next Meetings

1st May 2019 7.30pm Annual Public Meeting Community Centre

15<sup>th</sup> May 2019 7.30pm Annual Parish Council Meeting Village Hall

*Melanie Bickell*

Proper Officer/Clerk/RFO  
Winkleigh Parish Council