

**to be held WEDNESDAY 15th May 2019
7.30pm Winkleigh Village Hall
Agenda**

50.19 Election of Chair, Followed by Election of Vice-Chair (Chair)

51.19 Councillors Acceptance of Office following 2019 Elections and Register of Interests to be received (Clerk)

52.19 Apologies for Absence to be received (Chair)

53.19 Declarations of Interest from Members to be received (Chair)

54.19 Dispensation Requests to be received (Clerk)

55.19 Public Participation (Chair)

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.

56.19 Minutes (Chair)

[Motion](#) to approve the minutes of the Parish Council Meeting held on 24th April 2019 as a true and accurate record (RR068/05/19)

57.19 WPC Policies Review (Chair)

[Motion](#) to ratify Existing WPC Governance policies and procedures (RR069/05/19)

- Standing Orders
- Financial Regulations
- Code of Conduct
- Internal Control
- Data Protection
- Reserves

58.19 Internal Working Groups Roles & Responsibilities (Agenda Documents 026/05/19) (Chair)

As a Local Councillor, there is an expectation upon Councillors by the Parish to represent their views and priorities by membership of working groups and committees

[Motion](#) to approve annual membership of individual Councillors to WPC internal and external working groups as listed (RR070/05/19) Associated Annual Planner ratified 27th March 2019 (Agenda Documents 027/05/19)

Internal Working Groups Membership

- | | | | |
|-----------------------------|-------------------|-----------------|--------------------|
| (a) Finance/Audit | (b) Employee Cmte | (c) Neigh. Plan | (d) Bungalow |
| (e) Cemetery | (f) Assets | (g) Work & Tidy | (h) Emergency Plan |
| (i) Defibrillator – Mr Ware | | | |

External Working Groups membership

- | | | | |
|--------------------|------------------------------------|----------------------|----------|
| (i) Village Hall | (j) Schools | (k) Community Centre | (l) TAAG |
| (m) Winkleigh Fair | (n) Playing Fields & Sports Centre | (o) PPG – Mrs Ware | |

59.19 Council Insurance (Agenda Document 028/05/19a-d) (clerk)

Report and recommendation from Clerk £787.71 annual renewal quote with current insurer Bhib Affinities.

[Motion](#) to approve annual insurance with Bhib Affinities, £787.71 per annum with effect 1st June 2019 (RR071/05/19) Power and funding source for expenditure LGA 1972, s.111 – running costs annual budget

60.19 Inventory of land and assets including buildings and office equipment (Agenda Document 029/05/19) (Chair)

[Motion](#) to approve WPC inventory of land and assets 2019-20 (RR072/05/19)

61.19 Councils annual subscriptions to other bodies (Chair)

[Motion](#) to approve annual subscriptions during 2019/20, SLCC £160.00, NALC/DALC £360.00, ICO £40.00, Microsoft Office 365/Adobe £384.00, BT Symantec IT protection £320, subject to annual increase

AGENDA WINKLEIGH PARISH COUNCIL MEETING

(RR073/05/19) Power and funding source for expenditure, LGA 1972, s.111 – running costs and professional fees annual budget

62.19 Councils annual regular payments approval *(Chair)*

Motion to approve 2019/20 Regular payments, Direct Debit EDF Electric to the Square £14.00 per month, Majestic Trees Cemetery Maintenance Contract £210.00 per month Standing Order, TDC Cemetery Rates October 2019 £265.00 Direct Debit, Clerk Monthly Salary £947.11 Standing Order *(RR074/05/19) Power and funding source for expenditure, LGA 1972, s111 Running costs budget (electric), LGA 1972, s.214(6) Cemetery budget, LGA 1972 s.111 Staff Costs budget*

63.19 Clerks Delegation *(Agenda Document 032/05/19) (Chair)*

Contained within Policy Document WPCP26 Scheme of Delegation. **Motion to ratify or consideration of any amendments** *(RR084/05/19)*

64.19 Meeting Dates 2019-20 *(Chair)*

26 June 2019, 24th July 2019, 25th September 2019, 23rd October 2019, 27th November 2019, 23rd January 2020, 27th February 2020, 27th March 2020, 24th April 2020, 1st May 2020 (Annual Parish Meeting), 22nd May 2020 (Annual Parish Council Meeting). Clerk to book venues

65.19 Financial Matters *(Clerk)*

- (a) **Financial Statement incorporating approval of any payments and Bank Reconciliation** *(Agenda Document A030/05/19 to be produced 15th May 2019)* **Motion that WPC approve the Financial Statement and bank reconciliation as presented by the Clerk** *(RR075/05/19)*
- (b) **Short Notice Accounts Inspection**
Carried out by Cllrs Findlay and Turner on 9th May 2019

66.19 Planning Matters *(Chair)*

- (a) **Application – Pensford Hollocombe 1/0283/2019/FUL – Mrs Tanya Traynor**
Demolition of existing pole out-building and replacement stable block, including 3 stables, 1 corner box, 1 hay barn and 1 tack room *(RR076/05/19)*
- (b) **Application – Medecroft Winkleigh 1/9363/2019/FUH – Mr & Mrs Buckland**
Gable extension to provide additional bedroom *(RR077/05/19)*
- (c) **Neighbourhood Plan update** *(Cllr Mercer)*
- (d) **Further comment to Planning Application 1/0232/2019/FUL 7 Coopers Hill**
Consideration of more detailed response at TDC/Winkleigh Society Request *(RR083/05/19)*
- (e) **WPC Statement and Resolution 28th March 2017 in relation to development** *(Agenda Document 031/05/19) (Chair)*
Parishioner request that WPC to confirm that the points recorded within the motion represent the official position of the WPC towards any future development. *(RR082/05/19)*
- (f) **Site Visits by Councillors** *(Clerk)*
Reminder of procedure, notice to clerk and transparency

67.19 Reports to and from *(Chair)*

- (a) **County Cllr Saywell**
- (b) **District Cllr Simon Newton**
- (c) **Clerk** – to include
 - i. **Devon Communities Together Annual Membership**
It was resolved on 24th April 2019 that WPC would join membership for £24 per year. The fee is incorrect. annual fee is £50 **Motion required to approve membership to DCT at £50 per year not £24 as previously advised** *(RR077/05/19) Power and funding source for expenditure, LGA 1972, s.111 –professional fees annual budget*
 - ii. **Use of Councillors own Device Policy**
Motion to approve use of own devices by Cllrs Findlay, Naylor and Jacobs in accordance with UODP and user agreement signed 29th April 2019 *(RR078/05/19)*
 - iii. **General Power of Competence**
Clerk has completed 28 of 30 Modules for the CiLCA qualification in 6 months but will not have received the certification in time for WPC to exercise GPC at this annual meeting
 - iv. **Internal Audit**
verbal update

(e) Cllr Reports not requiring a resolution

68.19 Current & New Business

- (a) **Shute Lane Gate update** (Action 009/19) – (Cllr Jacobs)
- (b) **South West Wood Products, Winkleigh airfield** (Action A018/19) (Clerk)
Update and consideration of airfield liaison group
- (c) **Dog Bin Westcotts Drive**
Numerous parishioner complaints regarding resolution RR049/03/18 27th March 2019 Minutes 32.7.19 to buy and install a dog bin on Westcotts Drive Estate – parishioners opposed to the siting of the bin – WPC to consider amendment to resolution to either cancel the order or place a bin in another suitable location (RR079/05/19)
- (d) **New Bus Shelter A3124 vicinity of carwash** (Clerk)
Update from Highways Officer
- (e) **Street Light Barnstaple Street** (Cllr Findlay)
- (f) **Dog Bin Post Folly Corner** (Cllr Turner)
- (g) **Road sign Berners Cross** (Cllr Turner)

69.19 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*

70.19 Public Participation (Chair)

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

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

- (a) **Bungalow Kitchen – to consider updated quotation for units** (Action 004/19)
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)
- (b) **Return to Public Period**
- (c) **Motion to progress bungalow kitchen order** (RR064/04/19) Authority and Source for Expenditure LGA 1972 s.140(1), Bungalow Budget - Kitchen

72.19 Date of Next Meetings (Chair)

26th June 2019 Parish Council Meeting Village Hall 7.30pm

Melanie Bickell

Proper Officer/Clerk/RFO
Winkleigh Parish Council