

# **WINKLEIGH PARISH COUNCIL MEETING**

## **to be held WEDNESDAY 25<sup>th</sup> September 2019 7.30pm Winkleigh Village Hall**

### **Agenda**

**76.19 Apologies for Absence to be received** *(Chair)*

**77.19 Declarations of Interest from Members to be received** *(Chair)*

**78.19 Public Participation** *(Chair)*

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**79.19 Minutes** *(Chair)*

Motion to approve the minutes of the Parish Council Meeting held on 24<sup>th</sup> July 2019 as a true and accurate record

**80.19 WPC Annual Policies Review** *(Chair)*

Motions to approve the annual ratification of

**80.1. WPC Disciplinary Procedure**

**80.2. Confidential Reporting Policy**

**80.3. Training Policy**

**80.5. Employee Committee Terms of Reference**

**80.6. Motion to approve the staff appraisal policy** (new)

**81.19 Financial Matters**

**81.1. Conclusion of External Audit** *(Doc 40/19) (Clerk)*

External Auditor reported no areas of concern – to be noted

**81.2. Sports Centre Grant 2015 for £500 towards MUGA** *(Cllr Turner)*

Clerk has written to Winkleigh War Memorial Recreational Field regarding the £500 grant from WPC awarded October 2015 following concern that the MUGA pitch is no longer proceeding and asking for an update on the expenditure of the grant that was awarded

**81.3. Financial Statement for approval** *(Doc 041/19) (Clerk)*

Incorporating bank account balances, pre-approved payments, bank transfers, approval of any payments and Bank Reconciliation. Motion that WPC approve the Financial Statement and bank reconciliation as presented by the RFO

**82.19 Planning Matters** *(Chair)*

**82.1. Application 1/0720/2019/FUL Land at Lydbern Fields, Tinkers Cross, Hollocombe** (Miss L Ingleby)

Erection of replacement timber frame hay barn

**82.2. Application 1/0811/2019/FUL The Old Shippon, Wheatland Farm, Winkleigh EX19 8DJ** (Mr David Campbell) Erection of Conservatory to the rear of the property

**82.3. Application 1/0827/2019/AGMB Croft Cottage, Lower Town, Winkleigh EX19 8GJ** (Mr Hill)

Prior notification for the change of use of agricultural building to no.1 dwelling under Class Q and associated operational development

**82.4. Grant of planning permission 1/0155/2019/FUL Hollacombe Barn, Hollocombe, Conversion of redundant building to dwelling** – for information only, WPC supported the application

**82.5. Grant of planning permission 1/0612/2019/FUL Lower Bransgrove Farm, Wembworthy, erection of roof over yard between cattle sheds to prevent water run off** – for information only - WPC did not comment on this application due to no meeting held in August

**82.6. Neighbourhood Plan update** *(Cllr Mercer)*

**83.19 Reports to and from** *(Chair)*

**83.1. County Cllr Andrew Saywell**

**83.2. District Cllr Simon Newton**

**83.3. Chair**

**83.3.1. Clerks appraisal arrangements**

**83.3.2. Damage to electric cabinet in the Square** *(Doc 042/19)*

Members to consider repair options

**83.3.3. 4 Co-option Vacancies**

Update on measures to recruit councillors

**83.4. Clerk**

**83.4.1. Responding to Climate Emergency and Biosphere** *(Doc 043-043a/19)*

**To include Parishioner Correspondence** *(Doc 044/19)*

Cllrs to consider membership of Climate Emergency Network. In response to the latest report from the UN's Intergovernmental Panel on Climate Change (IPCC), which warns that global carbon emissions must reduce by 45% by 2030 and reach 'net zero' by 2050, various local authorities and organisations in Devon have declared climate emergencies that aim to decarbonise Devon.

**83.4.2. Tree Charter** *(Doc 045-045a/19)*

Cllrs to consider joining The Tree Charter – [town and parish] councils have a key part to play in protecting trees and woodland and can do this by embedding the ten principles from the Tree Charter into their everyday practice

**83.4.3. Devon County Council Highways Parish & Town Council Conference 2019**

To consider attendance of any Cllrs on 15<sup>th</sup> October, 10am-1pm Merton

**83.4.4. Rural Bus Campaign**

Invitation to Councils interested in getting bus services running in the evenings and on Sundays to places not served by Stagecoach's 21 and 21A routes. Cllrs to consider approval of attendance and mileage claim to Barnstaple Saturday 19<sup>th</sup> October 11-2pm

**83.4.5. DALC AGM Conference and Exhibition** *(Doc 046/19)*

Cllrs to consider attendance and approval of associated costs 23<sup>rd</sup> October Exeter Racecourse, £25 per person plus mileage

**83.4.6. Cllr Training Course/Refresher**

South Zeal Victory Hall Monday 14<sup>th</sup> October 6.30-9pm cost approximately £25 per person depending upon final numbers

**83.4.7. Damaged Bench Hollocombe update** *(Clerk)*

**83.4.8. SLCC Regional Training Seminar 13<sup>th</sup> November, Saltash, £40 + VAT**

covering website disability regulations. Motion to approve attendance of clerk and mileage reimbursement

**83.5. Cllr Verbal Reports not requiring a discussion/resolution**

**84.19 Current & New Business**

**84.1. Emergency Plan Annual Review** *(Doc 047-047a/19) (Cllr Turner/Findlay/Naylor)*

Update on progress

**84.2. Cemetery Annual Inspection report** *(Doc 048/19) (Cllr Turner/Hodgson)*

Members to consider report and recommendations

**84.3. Cemetery Maintenance Tender** *(Doc 049/19) (Cllr Turner/Hodgson)*

Members to consider approval of tender and subsequent advertising

**84.4. Cemetery Bungalow**

**84.4.1. Replacement Kitchen update** *(Clerk)*

**84.4.2. Boiler Service Report** *(Clerk)*

highlighting urgent attention, to be discussed under Part II as it incorporates quotation for works

**84.4.3. Annual Inspection report** *(Doc 050/19) (Cllr Turner/Jacobs/Naylor)*

Members to consider report and recommendations

**84.5. Assets Annual Inspection report** *(Doc 051/19) (Cllrs Mercer/Naylor/Turner/Findlay)*

Members to consider report and recommendations

**84.6. Airfield Liaison protocol** *(Cllr Findlay)*

A Draft protocol has been prepared and circulated to Cllrs for comment October pcm

**84.7. Signage for the Parish**

**84.7.1. Heritage Signage for Water Pump** *(Clerk/Cllr Jacobs/Mercer/Turner)*

Update on heritage information board for water pump

**84.7.2. Gateway Signage** *(Cllr Turner/Mercer)*

Update on draft signage

**85.19 Public Participation** *(Chair)*

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

**86.1. Motion to exclude the public due to sensitive nature for the following items**

**86.2. Bungalow Boiler repair** – contains quotation information *(Clerk)*

**86.3. Rights of burial** – contains information subject to Data Protection *(Cllr Hodgson)*

**86.4. Return to public session to hear any resolutions**

**87.19 Date of Next Meetings** *(Chair)*

23<sup>rd</sup> October 2019 Parish Council Meeting Community Centre 7.30pm

*Melanie Bickell* Proper Officer/Clerk/RFO Winkleigh Parish Council