

WINKLEIGH PARISH COUNCIL

The minutes of the meeting held on Wednesday 23rd April 2014, 7.30pm in Winkleigh Village Hall

Present: Cllrs Flockhart (Chair) , Turner, Hodgson, Ware, Griffiths, Bowers, Mondy, Sansom & Gledhill
Apologies: Cllrs Knight & Stutt. District Councillor Lausen

The minutes of the meeting held on 26th March 2014 were confirmed and signed as a correct record.

1.414: Declaration of Interest in matters to follow : NONE

Public Period

2.4.14 PLANNING

A) Returned from TDC

a) **1/0146/2014/LBC** : Rear extension, internal alterations and new thatch to rear elevation, Dartmoor View, Queen Street, Winkleigh : **GRANTED**

b) **1/0140/2014/FUL**: Dismantle the existing garage and replace with a new garage and forming new access and sight lines, formation of new porch onto south elevation of the house, Stars Barns Cottage, Chulmleigh Road, Winkleigh: **GRANTED**

c) **1/0141/2014/REM**: Second supervisory dwelling – affecting a public right of way, Heath Farm, Winkleigh : **GRANTED**

B) New Applications

a) **1/0101/2014/FUL**: Alterations to existing extension, Clotworthy Cottage, Torrington Road, Winkleigh : Cllr Griffiths proposed approval- 2nd Cllr Ware: voting 7 for, 0 against, 2 abstentions : **MOTION CARRIED : APPROVED**

b) **1/0185/2014/FUL**: Construction of new garage & formation of access with visibility splay, Homeleigh, Church Hill, Winkleigh : Chair proposed approval – 2nd Cllr Turner: voting 8 for, 0 against, 1 abstention : **MOTION CARRIED: APPROVED**

c) **1/0186/2014/LBC**: Listed consent for the above application Homeleigh, Church Hill, Winkleigh Chair proposed approval – 2nd Cllr Turner: voting 8 for, 0 against, 1 abstention : **MOTION CARRIED: APPROVED**

3.4.14. District Councillor reports to and from TDC

Cllrs had been issued with a copy of Dist. Cllr Lausen's report.

4.4.14. FINANCE

a) Receipts & payments

Clerk to report in since last meeting:

IN:

31.3.14 Mrs Q Pidgeon – purchase plot 534 in Wink cemetery £ 170	100332
17.4.14 W.Carne – Burial fees for the late Cyril Heggadon £ 215	100333

OUT:

03.3.14 A. Ware – Cemetery maintenance	£185	S/0
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03.3.14 EDF – Electricity Wink Square	£ 8	D/D
01.4.14 A.Ware - Cemetery maintenance	£185	S/0
01.4.14 EDF - Electricity Wink Square	£ 13	D/D
01.4.14 TDC (½ annual business rates cemetery grounds)	£193.22	D/D

Cllr Hodgson proposed that the following payments be authorised – 2nd Chair: AIF: MOTION CARRIED

TDC ¼ Roadsweep	£ 690.98	1562
Community Centre Hire (March 26 th)	£ 10.50	1563
Winkleigh Beaver Scouts (Donation 2014)	£ 50.00	1564
Okehampton Ring & Ride (Donation 2014)	£ 250.00	1565
CAB (Donation 2014)	£ 100.00	1566
DALC (Annual Subs)	£ 336.90	1567
N Bullen (Clerks salary + expenses April)	£ 584.09	1568
Reimbursement Postage Stamps	£ 50.00	1570

Defibrillator (4 year scheme) £2320.00 1569 *

Note mins ref: 5.4.14d resolution

b) Insurance discussions

Cllrs had been issued with a copy of the renewal quotation from current insurers AON. Cllr Gledhill addressed the PC advising that he had received two quotations from Zurich but having arrived late had not been able to circulate. Cllr Gledhill raised a number of issues for consideration in discussions on insurers, insurance cover , premium costs and asset value. Cllrs agreed that without full information of both documents detailing all matters the quotations could not be fairly compared. Cllr Mondy proposed that Cllr Gledhill investigate and provide a like for like comparison document to be circulated to all prior to the next meeting to allow consideration for final decision at the next Parish Council meeting – 2nd Cllr Turner : AIF: MOTION CARRIED. Clerk to confirm statutory requirements for cover with regard to Public Liability cover.

c) Financial Year End

The Clerk had issued a copy of the Parish Council’s account statement for the end of the financial year ending 31.3.14 for consideration prior to approval at the next scheduled meeting . The Clerk advised Cllrs that all financial documentation is currently with the Internal Auditor for accounts inspection and completion of her part of the Annual Return document. Cllrs were advised that the Clerk would be working with members of the finance group regards their confirmation of the accounts.

d) DALC Courses

Cllr Griffiths proposed that the Parish Council authorise the attendance of the Clerk and Cllr Mondy on the DALC run Budgets & Precepts course on 21st October 2014- 2nd Chair: voting 8 for, 0 against 1 abstention: MOTION CARRIED.

e) Grants / Donations applications 2014

The Chairman proposed that Winkleigh Parish Council proceed with the Annual Grant/Donation Policy for 2015/16 – 2nd Cllr Hodgson : AIF : MOTION CARRIED.

Cllrs agreed advertisement to be placed in notice boards and an article in DW with an application deadline of 15th September. Cllrs agreed that formal consideration of all applications should be scheduled for the September PC meeting.

Cllrs discussed an e-mail from the Alzheimer’s Society requesting a donation of £50 for the hall hire for an event for Dementia Awareness Week to be held in Winkleigh. Following discussions Cllr Ware proposed that the Parish Council support this initiative by way of offering to fund the hall hire via payment direct to the hall – 2nd Cllr Hodgson : Voting : 8 for, 0 against, 1 abstention: MOTION CARRIED

f) Management of PC funds

Cllr Mondy reported that the finance group were in discussions (including policy on reserves & budget over/underspends) and were due to meet again soon. Cllr Mondy agreed to circulate both her notes and those of Cllr Stutt for consideration. The Chair asked the finance group to come to the PC with some recommendations for full council consideration and debate. It was agreed that the finance group would meet and make a report to councillors and that discussions would take place at the June meeting.

5.4.14. CURRENT BUSINESS MATTERS

a) Clerks Reports and discussions

The Chairman countersigned the formal entry into the Burial Register of the late Cyril Heggadon. Cllrs discussed the current Clerks report the Clerk being instructed to chase up a number of items. Cllrs were advised that the relocation of one grit bin and the purchase of two additional grit bins was now being processed following PC/DCC discussions.

b) Cemetery Bungalow

Cllr Hodgson gave an update on the ongoing external insulation programme of works to the cemetery bungalow advising that work is well on the way to completion and encouraged all Cllrs to make a site visit to see the progress.

Cllrs were advised that there had been further damage to the back door of the property following the final works to remove the water tower. Awaiting formal letter of complaint from tenant. Following discussions **The Chairman proposed that initially the issue needs to be raised with the contractors and that the bungalow group draft a letter outlining the situation to be considered for issue by the Officers of the Council -2nd Cllr Mondy: AIF: MOTION CARRIED** .Cllrs discussed work to the boiler by the contractor resulting from the external work to the property and the Bungalow Group agreed to contact Westward Properties and request a copy of the engineers Gas Safe registration and his report following the work to the boiler .

c) Housing Needs Survey (HNS)

Cllr Mondy gave an update on the progress of the HNS. Cllrs considered the draft Survey & introduction letter issued by CCD . **The Chairman proposed that the PC approve the draft survey & accompanying letter with some minor amendments as agreed – 2nd Cllr Bowers: AIF: MOTION CARRIED**. Cllr Mondy read out a draft article promoting the survey and proposed that this be accepted and submitted to DW – 2nd Cllr Turner : AIF: MOTION CARRIED.

d) TAP fund update

The Clerk confirmed order of AED machine & external cabinet as per resolution 7.3.14b of 26th March 2014 . Cllrs were advised that in order to proceed with the order acceptance and signing of the Memorandum of understanding along with payment is required. Cllrs had previously been issued with a copy of the memorandum detailing responsibilities of the Parish Council and of the South West Ambulance Service NHS Foundation Trust for consideration . **Cllr Hodgson proposed that the Parish Council accept and sign the” Memorandum of Understanding”, that Cllr Ware be appointed as co-ordinator responsible for the daily check , that Cllr Bowers would act as deputy co-ordinator and that the “Memorandum” and payment be authorised and issued – 2nd Chair: voting 7 for, 1 against, 1 abstention : MOTION CARRIED.**

Cllrs discussed the location for the external cabinet confirming that it would be sited in the Square adjacent to the PC electricity supply and the telephone kiosk. **Cllr Hodgson proposed that should the installation of a cabinet require an electrician then AMB Electrical would be contacted – 2nd Cllr Turner: voting : 7 for, 1 against, 1 abstention : MOTION CARRIED.**

e) Community Plan - Consultation Draft

Cllrs had been issued a copy of the draft Community Plan text prior to wider community consultation. A summary document was also issued at the meeting. The Chairman gave an update and discussed elements of the document advising that the action plan has yet to be formalised but would be issued to the Parish Council as soon as possible. Cllrs were advised that the CLP group hope to have a finished document by the end of the summer 2014. **The Chairman proposed that the Parish Council give support to the Community Plan – 2nd Cllr Bowers: voting 7 for, 0 against, 2 abstentions: MOTION CARRIED**

6.4.14. NEW BUSINESS

a) TDC Planning Application – response deadlines

Cllrs considered communication received from Kate Little TDC's Head of Strategic Development & Planning advising that TDC will no longer grant extensions to the 21 day response deadline to Parish Councils. Cllrs expressed concern about the democratic principle, lack of community engagement and queried how this change represented "Localism". Cllrs discussed at length and agreed that while little could be done about this change as it had already been implemented the PC should draft a letter outlining their concerns and stating that in light of the changes now in place TDC need to ensure that all applications are available to view online as early as possible. Cllrs agreed that the best approach at this time was to monitor all planning applications and where deadlines do not meet PC meetings the Clerk would contact the Planning Officer. As TDC have stated that all comments received will be considered up until the final decision is made it would only be necessary to take action if the Clerk confirms that the decision will be made prior to the PC meeting then an extraordinary meeting can be called.

Cllr Griffiths gave his apologies and left the meeting (10pm)

b) WPC Working Groups

The Chairman addressed the PC and discussed the current PC groups and a recommendation for additional informal (eg non-statutory) groups to assist communications/workflow and [proposed that the Parish Council implement PC Group roles & responsibilities, reporting issues & recommendations for any groups- 2nd Cllr Mondy: voting 6 for, 1 against, 1 abstention. MOTION CARRIED.](#)

Cllr Hodgson stated that he could not support implementing roles & responsibilities that have not been formally agreed by the Council. The Chair advised roles & responsibilities would need to be determined by the individual Groups and then agreed by PC. Cllrs discussed at length. The Chairman stated that she believed that the introduction of a Plan Review Group and a Planning Research Group would be beneficial to the PC. [The Chairman asked for a show of hands from Cllrs who were in support of having PC Groups – 9 in favour\(AIF\) & Cllrs who were in support of having roles & responsibilities for these groups- 9 in favour\(AIF\).](#)

c) Asset donation offer to Winkleigh Parish Council Cllr Ware / Chairman

Cllrs considered an offer made by Cllr Ware of an outdoor table for the Community to be sited at the old Ring 'o'Bells site. [The Chairman proposed that the PC accept the kind donation from Cllr Ware and that the table be sited on the old Ring 'o' Bells site – 2nd Cllr Mondy : AIF: MOTION CARRIED.](#)

Cllrs considered an offer from Winkleigh Methodist Chapel of a new seat in memory of Mrs Betty George. Cllrs were advised that a location and acceptable criteria for a public bench have been queried. Following discussions [Cllr Hodgson proposed that the Parish Council accept the kind offer from the Methodist Chapel, that they are advised that a type such as the Silver Jubilee seat outside the Cemetery grounds is a good example of acceptable type bench and that a suggested location of the entrance to Old Chapel Gardens on Barnstaple Street be put to the Methodist Chapel – 2nd Cllr Bowers: AIF: MOTION CARRIED](#)

7.4.14. REPORTS

- Chairman's Annual Report – to be circulated to all.
- Update on Local Plan Part 3 – comments from Dawn Burgess had been circulated regarding access to the draft Winkleigh Chapter via a TDC website link. The Chair reported that there were no documents on the TDC website link given and therefore agreed to follow this up.
- Cllrs were advised that Cllr Griffiths has now completed the Emergency Advice Document to be put in the notice boards and circulated to all by the Clerk.

8.4.41. CONSULTATION DOCUMENTS

To consider any consultation documents issued that Cllrs have not taken forward as agenda items

Cllrs were notified of the 13 week public consultation period by DCC "Tough Choices" regards: Library Services & Devon Children Centres : No action taken.

PUBLIC PERIOD II

9.4.14. Reminders & Late Items at the Chairman's discretion

Cllr Turner reported that the bench at the cemetery maintained by the Penny family had been removed for maintenance and repair and that in the interim a temporary bench has been put in place.

10.4.14.LETTERS AND CORRESPONDENCE.

There were a number of magazines & periodicals for Cllrs to read

There being no further matters to discuss the Chairman declared the meeting closed at 10.42pm