

WINKLEIGH PARISH COUNCIL

The minutes of the Winkleigh Parish Council AGM held on Wednesday 28th May 2014, 7.30pm in Winkleigh Community Centre

AGM

Present: Cllrs Flockhart (Chair), Mondy, Turner, Ware, Stutt, Knight, Hodgson & Griffiths

Apologies : Cllrs Sansom , Gledhill & Bowers. District Cllr Lausen

1.5.14. Election of Chairman

The Chairman asked for nominations for Chairman . Cllr Knight proposed Cllr Flockhart as Chairman for 2014/15 – 2nd Cllr Mondy: AIF: MOTION CARRIED. Cllr Flockhart elected as Chairman for 2014/15 and signed the Declaration of acceptance of Office. Cllr Knight asked to take the opportunity to thank Cllr Flockhart for her work as Chairman during 2013/14.

2.5.14. Election of Vice Chairman

The Chairman asked for nominations for Vice Chairman for 2014/15. Cllr Knight proposed Cllr Stutt, Cllr Hodgson proposed Cllr Turner: voting 6 – 2. Cllr Stutt elected as Vice Chairman for 2014/15.

3.5.14 The minutes of the meeting held on 23rd April 2014 were confirmed and signed as a correct record.

4.5.14 Election of Officers and Representatives on other bodies:

No reports were submitted for consideration. Cllrs discussed the various internal council groups and the PC's representatives on other local organisations and agreed representatives as listed :

- a) **Finance group** : Cllrs Gledhill, Stutt, Sansom & Mondy : Cllr Knight to act as link to Bungalow Group
- b) **Village Hall Committee** : Cllrs Turner & Ware
- c) **Burial Ground & Bungalow**: Cllrs Hodgson, Turner, Knight & Griffiths
- d) **Community Centre** : Cllrs Bowers, Griffiths & Stutt
- e) **Asset Maintenance**: Cllrs Gledhill & Mondy
- f) **Playing Fields Committee**: Cllrs Turner & Knight
- g) **Emergency Plan**: Cllrs Griffiths, Stutt & Flockhart
- h) **Chulmleigh PP Group**: Cllr Sansom (to be reviewed)
- i) **Area Advisory Group (TAAG)**: Cllrs Bowers & Flockhart
- j) **Pre –School & School**: Cllr Knight
- k) **Local Community Partnership**: Group disbanded due to DCC changes
- l) **Tidy Group**: Cllrs Knight, Ware & Mondy
- m) **Community Led Plan**: Cllr Flockhart

Cllrs discussed the role of the internal audit (cash book check). Cllr Turner agreed to continue in this role.

4.5.14 Declaration of Interest in matters to follow : None

Public Period

5.5.14 **PLANNING**

A) Returned from TDC

a) 1/0101/2014/FUL : Alterations to existing extension, Clotworthy Cottage, Torrington Road, Winkleigh : **GRANTED**

b) 1/0190/2014/FUL: Roof over existing slurry store, Smythen Farm, Hollocombe, **GRANTED**

c) 1/0185/2014/FUL & 1/0186/2014/LBC: Construction of new garage & formation of access with visibility splays, Homeleigh, Church Hill, Winkleigh : **GRANTED**

B) New Applications

a) 1/0236/2014/FUL: Variation of condition 2 of planning permission 1/1012/2011/FUL, Hills View Cottage, Hollocombe, Chulmleigh : Cllrs had been unsuccessful in securing an extension to allow consideration of this application at the meeting. TDC approved the application 27/5/14

b) 1/0293/2014/FUL & 1/0294/2014/LBC: Convert former linhay in to summer room, Lower Bransgrove Farm, Wembworthy, Chulmleigh : Cllr Hodgson proposed approval of the applications – 2nd Cllr Mondy: AIF: **MOTION CARRIED :APPROVED.**

c) 1/0395/2014/OUT: Demolition of bungalow, replacement with two dwellings, Vinhays, Exeter Road, Winkleigh : Cllrs discussed at length following which Cllr Hodgson proposed that the application be refused on the following grounds: Unacceptable change and over crowding appearance out of character for the area if 2 x 2 storey houses with accommodation in the roof space replace one bungalow, inadequate parking facilities, reduction of open space in the area & detrimental effect on neighbouring properties -2nd Cllr Griffiths : AIF **MOTION CARRIED: REFUSED.** Following further discussions the Chairman proposed that should TDC be mindful to approve the application re-development/improvement to the bus shelter adjacent to the grounds should be incorporated as a condition of approval – 2nd Cllr Mondy: AIF: **MOTION CARRIED.**

d) 1/0244/2014/FUL: Change of use of land for small seasonal touring site, Field at Ten Acres, Winkleigh EX19 8EY : Cllr Hodgson proposed approval of this application – 2nd Cllr Stutt: AIF: **MOTION CARRIED: APPROVED**

6.5.14 District Councillor reports to and from TDC

District Councillor Lausen was unable to attend the meeting but had issued a full report prior to the meeting.

7.5.14. FINANCE

a) Donation request

The Parish Council had received a donation request of £50 from Wallingbrook Patient Practice Group(WHG PPG) for the promotion of healthy activities during National Patient Participation Week 2014. Following discussions Cllr Stutt proposed that the Parish Council respond that not enough information has been provided to show there is a direct benefit to the residents of Winkleigh and easily available to all – 2nd Cllr Knight : AIF: **MOTION CARRIED.**

b) Insurance renewal

Cllr Mondy had issued a number of documents for consideration & Cllrs were in receipt of copies of both quotations from Insurers. Cllr Mondy gave an update and addressed a number of queries previously raised. Cllrs discussed various aspects of the insurance cover following which Cllr Mondy proposed that the Parish Council accept the quotation from Zurich for 1 year at the cost of £766.63 – 2nd Cllr Griffiths : voting : 6 for, 2 against, 0 abstentions: **MOTION CARRIED**

The Clerk advised that next years insurance review needs to be addressed earlier in the year and also that a re-valuation of assets should be considered as part of the exercise along with identifying which assets need to be individually insured.

BREAK IN AGENDA TO ALLOW PCSO SANDRA BROWN TO ADDRESS THE COUNCIL

PCSO Brown had already issued a report detailing issues in Winkleigh and discussed the community Speed Watch programme, crimes in Winkleigh and changes in staffing at Torrington Police Station. PCSO Brown advised she would be happy to attend a future meeting of the Parish Council to discuss any relevant issues. The Chairman thanked Sandra, who then had to leave the meeting, for attending.

c) Receipts & Payments

Reported as received since the last meeting:

C.Leahy Bungalow rent from 1/4/14 – 28/4/14 (4 @£83)	£ 332.00	D/D
TDC ½ Annual Precept	£ 7315.50	D/D
W.D Carne (Burial Mrs S Burgoine)	£ 215.00	334
W.D.Carne (Burial Mrs P.Chammins)	£ 215.00	335

Report out since last meeting:

A.Ware Cemetery Maintenance	£ 185.00	S/O
EDF Electricity to Winkleigh square	£ 34.00	D/D

The Chairman proposed that the following payments be authorised, 2nd Cllr Turner : AIF: MOTION CARRIED:

Village Hall (Hire)	£ 45.50	1571
Viking Direct (Stationery)	£ 77.21	1572
N.Bullen (Salary , office costs + reimbursements)	£ 635.73	1573
Timberwise (call out fee)	£ 48.00	1574
Community First (Annual Insurance Premium)	£ 766.63	1575

d) Year End Financial Documents

The Clerk advised Cllrs of the Internal Auditor (Julie Mitchell) report for 2013/14 – All matters having been addressed and advised that Mrs Mitchell does not intend to submit a bill for her services. Cllr Turner proposed that the PC write and thank Mrs Mitchell for her assistance to the Parish Council – 2nd Cllr Flockhart : AIF: MOTION CARRIED. Cllr Mondy further proposed that the PC authorise the purchase of £25 of vouchers for Mrs Mitchell in recognition – 2nd Cllr Turner : AIF :MOTION CARRIED

Cllrs considered the Account Statement for Winkleigh Parish Council for year ending 31st March 2014 The Chairman proposed that the accounts are confirmed and ratified by the Parish Council – 2nd Cllr Mondy : AIF : MOTION CARRIED.

Cllrs considered the Annual Governance Statement for the Annual Return addressing each entry in turn – Cllr Turner proposed that the PC formally adopt the Annual Return and sign off the document – 2nd Cllr Hodgson : AIF: MOTION CARRIED. The Clerk advised that the Annual Return and all associated documents will now be sent to the Audit Commission for External Audit.

8.5.14 **Matters moved from last meeting**

a) WPC Internal Working Groups/Reps Chairman

At the April PC meeting Cllrs had agreed that a document outlining the 'Roles & Responsibilities' for each PC internal group would be supported. The Chairman had issued a draft template for consideration. The Bungalow & cemetery grounds group had already prepared a draft for consideration. The Chairman proposed that the Parish Council form a further internal group “ Plan Review Group” in order to support & monitor the Plan and Action Plan 2nd Cllr Mondy: voting: 7 for, 0 against, 1 abstention : MOTION CARRIED. : Cllrs Griffiths, Stutt, Mondy & Flockhart elected as reps on this group.

The Chairman proposed that as the new group reps were elected earlier in the meeting all internal groups put forward their draft for the June meeting – 2nd Cllr Mondy: voting: 7 for, 0 against, 1 abstention : MOTION CARRIED.

9.5.14. CURRENT BUSINESS MATTERS

a) Clerks Reports and discussions

The Chairman authorised the formal entry into the Burial Register of the late Mrs S Burgoine and Mrs H.P.Chamins

Cllrs were advised that TDC will run the TAP fund scheme again for 2014/15 (deadline Feb 2015)

The Clerk reported that an Informal information gathering meeting with Smiths Gore will be held on 4th June

Cllrs discussed a response to complaints regarding the lack of maintenance and overgrown verges in the Parish. The Clerk was instructed to contact DCC and stress that in the interest of safety for both road users and pedestrians the visibility splays around the junctions need to be cut back as a matter of urgency.

Updates given on the following :

- DCC Speed check for Townsend Hill
- Court Castle enforcement case closed
- Matters for the mobile lengthsman (visit end of June/early July)

No further instructions given.

Housing need survey (HNS) 2014 : The Chairman thanked Cllr Mondy for her work liaising with CCD for the HNS 2014 . The Clerk was instructed to write to DW and thank them for delivering the surveys.

Cllrs were advised that Planning application 1/0371/2014/FUL: Replacement dwelling, Thistledown Farm, Winkleigh had been received and that in light of TDC's directive that extensions will not be granted this application would not wait until the June PC meeting for Parish Council comment. Cllrs agreed to hold an extraordinary meeting to discuss this application prior to the informal meeting on 4th June.

b) Cemetery Bungalow

A formal response from Western Property Services (WPS) was received following the Parish Council's letter sent following the April meeting and had been circulated to all Cllrs. . Cllrs were given an update on progress of work to external insulation programme from Cllr Hodgson. Cllrs were advised that the Bungalow Group would be meeting with WPS once the building work was completed to address and final issues. Some discussion took place regarding problems with the boiler at the bungalow. It was agreed that if the problem has not been resolved that the bungalow group would contact the Clerk and arrange for the approved contractor Mr Stallard to attend.

c) Defibrillator programme

Cllr Ware gave an update and advised that the defibrillator is due for installation. Cllr Ware advised that he has been in discussions with Southwestern Ambulance and that a training date has been agreed for 12th June . Cllr Ware to liaise with Clerk to arrange promotion and publication of the training session.

10.5.14 NEW BUSINESS

a) Community Plan & Action Plan - Consultation Draft

The Chairman had issued the draft Action Plan , draft Foreword & Governance sections & updated Community Plan to the Parish Council . The Chairman advised that a public preview of the plan will be held on 7th June 2014. Cllr Stutt stated that he believed that these documents required proper consideration and suggested a special meeting to formally discuss this. Following discussions [The Chairman proposed that Cllrs make individual comments on line and have a meeting after this date . Agenda item for June Pc meeting "To review comments": 2nd Cllr Mondy : Voting 6 for, 0 against, 2 abstentions : MOTION CARRIED.](#)

c) Parish Council Reserves Policy

Cllr Mondy had issued a document for PC consideration and discussion and advised that the Finance Group had yet to meet to make any formal recommendations. Following discussions [Cllr Mondy proposed that for the next meeting feedback be issued from the bungalow group in connection with the bungalow, the clerk in connection with cash flow support and from all Cllrs matters in connection with unplanned emergencies- 2nd Chairman : AIF: MOTION CARRIED](#)

d) Request for support for proposal to Government

Cllr Mondy proposed that the Parish Council support the proposal from Sevenoaks Town Council "That the government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth." – 2nd Cllr Knight: AIF: MOTION CARRIED

b) Royal British Legion Poppy Appeal Co-ordinator

The Clerk advised Cllrs of a request from Mrs Farrington for a co-ordinator for the RBL Poppy Appeal 2014 and gave information on the role. Cllr Ware agreed to investigate a possible local contact.

11.5.14 REPORTS

Report from DCC Neighbourhood Highways Engineer : Maintenance of Devon's roads and prioritisation of works as presented to TAAG meeting and circulated to all.

Leader Project 2014 – Cllrs had been circulated with details.

12.5.14. CONSULTATION DOCUMENTS

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

TDC review of Licensing Policy – Sex establishments (Deadline 20th June 2014): Cllrs agreed not to respond to this questionnaire there being no identified establishments in Winkleigh or Torridge.

PUBLIC PERIOD II

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

Cllrs agreed to raise the situation at the Kings Arms on the June agenda

14.5.14. LETTERS AND CORRESPONDENCE.

There were a number of magazines, circulars and promotional literature for Cllrs to examine.

There being no further business to discuss the Chairman declared the meeting closed at 10.15pm