

# WINKLEIGH PARISH COUNCIL

The minutes of the meeting held on Wednesday 24<sup>th</sup> September 2014, 7.30pm in Winkleigh Village Hall

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

Apologies: Cllrs Sansom & Turner. Dist. Cllr Lausen

1.9.14 The minutes of the meeting held on 23<sup>rd</sup> July 2014 were confirmed and signed as a correct record.

2.9.14 Declaration of Interest in matters to follow:

The Chairman declared a prejudicial interest in Planning Application [1/0757/2014/FUL](#): Rear extension to farm shop to provide new kitchen, Fiona's Farm Fayre, Higher Punchardon Farm shop, Winkleigh as she has a business relationship with the applicant.

Public Period

3.9.14 **PLANNING**

A) Returned from TDC

a) [1/0354/2014/FULM](#): Erection of storage building (B8 use class) – (amended description), Tristan Johnson Ltd , Winkleigh Airfield, Winkleigh : **GRANTED**

b) [1/0480/2014/FUL](#): Erection of a single storey side extension, 28 Southernhay, Winkleigh **GRANTED**

c) [1/0646/2014/AGMB](#): Class Mba Change of barn/stables to dwelling house, Blackthorne Stables, Winkleigh EX19 8DX: **REFUSED** : (see also item 5Ca) : The Chairman formally reported a verbal complaint from applicants following the Parish Council's refusal of this application at the July meeting – copies of correspondence had been issued to all Cllrs for information. Cllrs noted that this application has now gone to appeal against TDC's refusal ( see also item 3.9.14 Ca)

d) [1/1123/2014/FUL](#): Erection of a 50kw wind turbine , measuring 25m to hub and 35m to tip, with ancillary equipment, Densham Farm, Chulmleigh : **GRANTED**

e) [1/0653/2013/FUL](#): Installation and operation of 2x 250kW (30m to hub and 45m to blade Woodterrell Farm, Hollocombe, Chulmleigh, Devon : **GRANTED** : The attendance of the Chairman and Cllr Mondy at the Plans Committee hearing for this application ( on 4<sup>th</sup> September) was formally reported : a full report had been circulated to Cllrs prior for information.

B) New Applications

a) [1/0839/2014/FUL](#): Proposed modification and enlargement of lakes, Venn Lakes, Winkleigh EX19 8DW : The Chairman had circulated a report for consideration. Cllrs discussed a number of issues of concern. **The Chairman proposed that this application be refused – 2<sup>nd</sup> Cllr Mondy: voting 8 for, 1 against, 0 abstentions : Motion Carried.**

The Chairman further proposed that the grounds for refusal be :

- Increased adverse effect on the natural watercourses that these ponds empty/feed into and the natural wildlife ( eg trout) habitat and biodiversity
  - Potential impact of poor highways access
  - The proposed chain-link fence is inappropriate in the natural environment/landscape
- 2<sup>nd</sup> Cllr Knight : voting 8 for, 0 against, 1 abstention: Motion Carried.

b) 1/0911/2014/FUL: Removal or variation of condition 3 of ref: 1/0930/2010/FUL ( removal of privacy screens to balcony), Bramble Cottage, Hatherleigh Road, Winkleigh .The Chairman formally reported on site visit 17/9/14 ( report circulated to all ) . A formal letter of objection had been received from the neighbouring property and an address was made during Public Period. Cllrs discussed following which Cllr Gledhill proposed that the Parish Council respond that the original condition 3 should stand and be enforced and that the application for removal or variation be refused -2<sup>nd</sup> Cllr Stutt: AIF: MOTION CARRIED.

Cllr Bowers further proposed that Winkleigh Parish Council recommend reasons for refusal : The applicants have instigated the need for a privacy screen for their neighbours by building this extension which includes a balcony therefore they are responsible for any unwelcome intrusion into their neighbour's privacy and responsible for rectifying this by providing a suitable permanent screen in perpetuity as agreed by condition at the time of the initial approval – 2<sup>nd</sup> Chairman : AIF: Motion Carried.

Cllr Hodgson proposed that in light of the information received from the neighbouring property the Parish Council should query with TDC enforcement as to why this condition was not enforced at the time or investigated the situation following complaints – 2<sup>nd</sup> Chairman : AIF: Motion Carried

c) 1/0861/2014/FUL: Erection of mobile egg laying unit, West Heath Farm, Winkleigh Devon OS REF: (E) 263501 (N) 110303 : The Chairman proposed that the Parish Council respond with no objections to this application – 2<sup>nd</sup> Cllr Stutt : AIF: Motion Carried. The Chairman further proposed that the PC recommend that should TDC be mindful to approve the application they consider requesting the use of a sustainable material such as timber for the cladding – 2<sup>nd</sup> Cllr Bowers: voting 8 for, 1 against : Motion Carried.

d) 1/0862/2014/FUL: Erection of mobile egg laying unit, West Heath Farm, Winkleigh Devon OS REF (E) 263207 (N) 109978 : As c) above

e) 1/0757/2014/FUL: Rear extension to farm shop to provide new kitchen, Fiona's Farm Fayre, Higher Punchardon Farm shop, Winkleigh : The Chairman had declared a prejudicial interest in this application , gave a brief address to the Council in support then left the meeting to allow Cllrs to debate. Cllr Knight proposed that this application be approved – 2<sup>nd</sup> Cllr Hodgson : AIF: Motion Carried. The Chairman returned to the meeting.

Note : Cllrs were issued with a list of applications that were consulted on during August recess that the PC did not respond to ( end of minutes) . Chair updated Cllrs on status of each application.

### C) Appeals

a) APP/W1145/A/14/2225097 : Appeal Hearing against refusal (1/0646/2014/AGMB: Class Mba Change of barn/stables to dwelling house, Blackthorne Stables, Winkleigh EX19 8DX) . Cllrs were advised that WPC's original refusal will be submitted to the Inspector for the hearing. No further comments were made.

b) Report on Inspectorate Hearing over Worthy Farm planning refusal : Cllrs Stutt & Gledhill had attended this hearing on behalf of Winkleigh Parish Council and Cllr Stutt gave a report. Cllrs were advised that a decision is expected in the next 4-6 weeks.

### D) Enforcement/ Planning Process Queries

#### a) Enforcement queries

Cllrs were advised of communications between Cllr Mondy & TDC Enforcement in connection with works at Elmside Winkleigh : No further action to be taken.

Cllrs were advised of communications between Cllr Bowers , the Chairman and TDC in connection with Winkleigh Airfield: No further action to be taken at this time.

The Clerk advised Cllrs of information received regarding the “Calling –in” of applications to be heard by the Plans Committee.

#### 4.9.14. District Councillor reports to and from TDC

Dist. Cllr Lausen was not in attendance but had circulated a report prior for Cllrs.

#### 5.9.14. FINANCE

##### a) Receipts & Payments

The following were reported as paid SINCE the last meeting:

1.8.14	A.Ware ( Cemetery Maintenance)	£ 185.00	S/O
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The following was reported as received SINCE last meeting:

6/5/14 – 28/7/14	: C.Leahy ( Bungalow Rent) £83 x 13	£ 1079.00	D/D
30/6/14	Bank Interest	£ 3.33	

The Chairman proposed that following Invoices were authorised for payment :

Community Centre ( Hire July 23 <sup>rd</sup> )	£ 10.50	cheq 1584
Grant Thornton ( Annual Audit)	£ 240.00	1585
Viking Direct ( Stationery)	£ 63.79	1586
P& JK Heating Services ( Boiler service & repair to tap)	£ 96.00	1587
N.Bullen ( Clerks Salary & Reimbursement Sept 2014)	£ 561.56	1588
A.Ware ( Work to assets + repair to bungalow door)	£ 550.00	1589

- 2<sup>nd</sup> Cllr Mondy : voting 8 for, 0 against , 1 abstention ( Cllr Ware ) : MOTION CARRIED

##### b) Notification of completion of Audit

Cllrs were advised of the conclusion of Audit for the financial year ending 31.3.14

Cllrs considered the External Audit opinion given on “Other matters not affecting the opinion to be drawn to the attention of the Parish Council “. Cllr Hodgson proposed that due to the nature of the discussions ( tenancy) this matter be moved to Part II – 2<sup>nd</sup> Chairman : AIF: Motion Carried. Following discussions Cllrs agreed that no further action was required & the Council moved back into standard business procedure.

##### c) Grant Applications 2015

Cllrs were advised that the following grant applications had been received :

Winkleigh Beaver Scouts – Equipment	£ 249.00
Okehampton Community Transport Group	£ 500.00
Winkleigh Fair : Christmas lights :	£1000.00
Winkleigh Youth Club : Archery Equipment:	£ 594.40
Winkleigh Youth Club: Lighting of redundant bowling green:	£ 350.00
Winkleigh Primary School – new foundation unit	£1000.00

Following discussions The Chairman proposed that a group of Cllrs meet to review the applications and report back to the next meeting – 2<sup>nd</sup> Cllr Griffiths : voting 8 for 1 against : Motion carried. It was also agreed that the Clerk would provide a summary of grant allocations issued by WPC over the last 3 years as a comparison and that Cllrs Griffiths, Mondy , Knight & Gledhill would review the current grant applications with a view to providing a recommendation.

Cllrs also discussed the “One off” £1000 Youth Fund which Cllr Griffiths had agreed to investigate at the last meeting. It was agreed that any applications received by Cllr Griffiths would be circulated to all and that this matter would be discussed alongside the Grant awards 2015.

#### **6.9.14 CURRENT BUSINESS MATTERS**

##### a) Clerks Reports and discussions

Cllrs discussed matters from the current Clerks report , including :

- Response from DCC Highways re cost of extension to 30mph at Elms Meadow @ £3000 : no further action at this time.
- **OK142957503**.: 2 x grit bins on order & relocation agreed . Await installation
- DALC : AGM 11<sup>th</sup> October : PC can send 2 x voting delegates : No Cllr attending
- TDC Local Plan : Kate Little response : Chairman , Cllr Stutt & Dist. Cllr Lausen to investigate

Cllr Bowers reported that she had received a complaint regarding the condition of the lamp posts in the square and would be raising this with Cty. Cllr Boyd.

Cllr Mondy reported that SMR have now moved their collection site from the Airfield therefore this item could be removed from the report.

Cllr Ware confirmed that the defibrillator is now installed in the Square.

##### b) Parish Council Groups & representatives

The Chairman had issued a draft document including Roles/Responsibilities for WPC Internal groups and content for an “information pack”, for comments before re-submission for approval at October meeting. [The Chairman proposed that , subject to any modifications to content, the “information Pack” be reviewed at the October meeting for approval – 2<sup>nd</sup> Cllr Mondy : AIF: Motion Carried.](#)

##### c) Parish Council web-site

Cllr Mondy had previously issued background information on the production of a website and link to a demo web site for the PC . Cllrs were advised that the initial set up would be £175 with a further £100 per annum thereafter for administration. Cllr Hodgson stressed the need to identify the terms for administering the web site especially the role required of the Clerk in respect of hours required as a paid employee of the Council. Cllr Mondy agreed to look into this and also the “contact-us” link suggested on the site and report back to the next meeting.

##### d) Asset Inspection & litter Bin Audit

Cllrs Gledhill & Mondy had completed the Annual Asset Inspection and the requested Litter Bin Audit and circulated a report to Cllrs. It was reported verbally ( and in the report) that the assets in general are in good serviceable condition although further investigation is required regards the Litter Bin Audit, in particular replacement of missing/stolen bins and capacity issues in some locations. Cllr Mondy advised that she is awaiting information from TDC and a bin supplier in order to make a formal recommendation to the Council.

Cllrs were advised that the bin, seat & notice board at Hollocombe are difficult to access due to a very overgrown hedge overhanging. [Cllr Griffiths proposed that the PC write to the owners of the hedge and request that it is cut back – 2<sup>nd</sup> Cllr Knight : 8 for, 1 abstention: Motion Carried](#)

Discussions took place regarding the missing/stolen bins from the Square, Berner’s Cross & the cemetery and [Cllr Mondy proposed that in future any bins purchased need to be secured in place by plates/bolts – 2<sup>nd</sup> Cllr Bowers : AIF.](#) Cllr Mondy also suggested that consideration is given to stencilling/markings all PC bins as “Property of Winkleigh PC” which was unanimously supported by Cllrs. To be raised again on the October agenda.

##### e) Clerks Salary Review

Cllrs Stutt, Griffiths & Hodgson had met to review the Clerks salary and issued a report with recommendations to all prior to the meeting. [Cllr Stutt proposed that :](#)

- The Clerks salary be increased in-line with NALC & SLCC recommended rates for 2014/15 immediately and back dated to the 1<sup>st</sup> April 2014.
  - That once the recommendations for 2015 are published that these are implemented by the Council to come into force on 1<sup>st</sup> April 2015
  - The Clerk formally diarise the Clerk's Annual Review for July each year and alert Cllrs to this in June
- 2<sup>nd</sup> Chairman : AIF: Motion Carried.

#### 7.9.14 NEW BUSINESS

##### a) Cemetery Bungalow & Grounds

Cllrs were advised that the annual boiler service had been completed with no need for any work and also that the leaking tap in the garage has now been fixed. It was reported that Cllrs Griffiths & Turner had completed the inspection of the Bungalow externally and internally as well as the Cemetery Grounds . There was no formal report submitted but the Bungalow group had identified a number of minor matters that need attention and agreed to review and investigate costs for consideration at the October meeting.

##### b) DW Winter Article

The Chairman advised Cllrs that the copy deadline for Distinctly Winkleigh is 9<sup>th</sup> November and suggested an article on dog waste due to a number of complaints of fouling in the village reported by parishioners. The Chairman agreed to produce a draft in conjunction with the Clerk for consideration at the October meeting.

##### c) Parish Council Computer & Printer

Cllr Mondy had issued a report recommending the provision/purchase of a dedicated PC computer, printer back up & archive storage system. Cllr Mondy proposed that the PC pursue the purchase of a dedicated computer with associated software & hardware for the Parish Council – 2<sup>nd</sup> Cllr Bowers: AIF: Motion Carried.

##### d) Housing Needs Survey

Cllr Mondy had issued the draft report provided by CCD on Winkleigh Housing Needs and advised that an update had just been received which would be circulated to all. It was agreed to raise this issue again on the October agenda.

##### e) Clifford's Way

Cllr Ware advised he had been approached by a parishioner in connection with the condition and access of Clifford's Way and that following his personal investigations he believed that any overhanging vegetation is something that the tidy group could address and that the access was in-fact not a problem . Cllrs discussed that improvements specifically for disabled users had been implemented by TDC a few years ago and that these were considered appropriate. Cllr Ware agreed to contact the parishioner concerned and advise her.

#### 8.9.14. REPORTS

- TAP Fund deadline Nov 2014 : Communications from Holsworthy PC & Chulmleigh School were recorded. Cllr Knight agreed to investigate TAP funding for the Beavers in partnership with Dolton PC.
- Formally recorded submission of article to DW by the Chairman Aug 2014
- Cllrs were advised of thanks from Mrs Patton re Dementia week donation support
- The Chairman gave a Community Plan Update : the Plan Summary has been published /distributed with DW ( Autumn issue) and the full Community Plan was being completed
- Cllr Bowers had circulated a report on JAAG meeting including an informative Briefing Note on Planning Enforcement issued by TDC.

#### 9.9.14. Letters from Parishioners

Redmond Hanlon : Re-painting of white line parking bays : Clerk investigating

Mrs Lausen re: Dog mess problems in the village : Clerk had contacted TDC Dog Warden and been advised of possible actions to address, requested supply of additional stickers & warning notes. Cllrs had been e-mailed information. Chairman and Clerk to draft an article for DW. ( see item 7.9.4b above)

Penny Griffiths – naming of new development : Cllrs had been issued with copy communications between Mrs Griffiths & TDC following the PC’s decision to change their previous agreement for the naming of the new development on Lower Town . Cllrs were informed that the Developers having already been advised of the initial agreement stated, that it was too late to change. Cllrs did not agree any further action.

#### **10.9.14. CONSULTATION DOCUMENTS**

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

DCC Waste Plan – consultation on proposed modifications following Inspectorate opinion : Cllrs had no comments to make.

North Devon Biosphere Catchment Partnership ( 14/8/14) - **What do we want from our river catchments ?** Cllr Griffiths gave a report following attendance at NDCP event “ Our Rivers....”

Help needed for the campaign to improve the South West Peninsula’s Roads and Rail: The Chairman had drafted and circulated a letter of support lobbying for more funding for DCC Highways and Devon’s transport network and [proposed that they PC adopt the draft letter and send this to the Secretary of State and the Chancellor of the Exchequer – 2<sup>nd</sup> Cllr Knight : AIF : Motion Carried](#)

#### **PUBLIC PERIOD II**

##### **11.9.14 .LETTERS AND CORRESPONDENCE.**

The Chairman advised of a letter sent to her on behalf of Kingsley Plastics. Cllrs to be circulated with a copy, the Clerk was instructed to acknowledge receipt.

There being no further matters to discuss the meeting was closed at 10.07pm

#### **Applications submitted during Summer recess not addressed by PC**

- |                   |   |
|-------------------|---|
| 1/0508/2014/AGMB: | Conversion of barn to dwelling house, adjacent to existing farm house and other properties – Austins, Ashreigney, Devon : REFUSED         |
| 1/0751/2014/FUL:  | Livestock shed – West Arson Farm, Ashreigney : PERMITTED  |
| 1/0776/2014/OHL   | Western Power Distribution Erection of five poles to support a new 11kv and lv lines - Ward Farm Winkleigh Devon EX19 8LD : NO OBJECTIONS |
| 1/0811/2014/FUL   | Covered walkway link from house to garden room, Lower Bransgrove Farm, Wembworthy : PENDING CONSIDERATION                                 |
| 1/0853/2014/LBC   | Listed Consent for above : PENDING CONSIDERATION  |