

WEDNESDAY 26TH JULY 2017
7.30pm Winkleigh Village Hall
MINUTES

Present: Cllr Turner (Chair), Cllr Pearce, Cllr Taylor, Cllr Ware, Cllr Mondy, Cllr Hodgson, Cllr Bayley, Cllr Mercer, Clerk Melanie Borrett, County Cllr Saywell (arrived 8.10pm)

1.7.17 Apologies for Absence Cllr Naylor, Cllr Jacobs

2.7.17 Declarations of Interest from Members

Cllr Hodgson declared a personal interest in planning application 1/0642/2017/FUL – Register entry WDOI003/2017

3.7.17 Public Participation

4.7.17 Minutes

Proposed by Cllr Turner that WPC approve the minutes of the Parish Council Meeting held on 28th June 2017, seconded by Cllr Ware, 7 in favour, 1 abstention and **Resolved** (RR129/07/17)

5.7.17 Financial Matters

- (a) Air Ambulance donation Proposed by Cllr Hodgson that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure, a donation of £94.35 towards Devon Air Ambulance Night Landing site Winkleigh Sports Centre, seconded by Cllr Pearce, all in favour and **Resolved** (RR130/07/17)
- (b) Payments Proposed by Cllr Turner that WPC approve the Financial Schedule of payments as presented by the Clerk on the financial statement, seconded by Cllr Mondy, all in favour and **Resolved** (RR131/07/17) (see Appendix A)
- (c) Bank Reconciliation. Cllrs had no questions

6.7.17 Planning Applications

- (a) New Applications
 - i. 1/0608/2017/FUL Braeside Winkleigh, Proposed side single storey bedroom and shower room extension Proposed by Cllr Hodgson that WPC support this application, seconded by Cllr Taylor, all in favour and **Resolved** (RR132/07/17)
 - ii. 1/0346/2017/OUTM Kingsley Plastics, outline application with some matters reserved (all bar access) for the development of up to 70 dwellings additional highways information – application amendment. Proposed by Cllr Bayley that WPC move to support the amendment to the application on the basis of more lighting and whether a new roundabout and rumble strips could be incorporated to help the situation and slow traffic, seconded by Cllr Taylor. Following discussions, Cllr Bayley amended the proposal to remove rumble strips, seconded by Cllr Mercer, 5 in favour 3 against. Following further discussions, Cllr Bayley further amended the proposal to give greater consideration to movement of the public, seconded by Cllr Taylor, 5 in favour, 2 against, 1 abstention. Proposed by Cllr Bayley that WPC move to support the amendment to the application on the basis of more lighting and whether a roundabout could be incorporated to help the situation and slow traffic to enable greater consideration to be given to the public in addition to the lighting and slowing of traffic, seconded by Cllr Taylor, 5 in favour, 3 against and **Resolved** (RR133/07/17)
 - iii. 1/0642/2017/FUL, Pensford, Hollocombe, Demolition of existing barns, erection of two units of tourist accommodation, ancillary domestic facilities and replacement storage and parking 19:55pm Cllr Hodgson left the room due to declared interest. Cllr Turner confirmed a pre-arranged site visit took place 25/7/17 2pm with Cllrs Turner, Ware, Mondy, Pearce, Jacobs, Bayley. Proposed by Cllr Mondy that WPC support this application, seconded by Cllr Ware, all in favour and **Resolved**. (RR134/07/17) 19:59 Cllr Hodgson returned to the meeting.
 - iv. 1/0235/2017/FUL, 1 Court Bungalows Winkleigh, Change of use of one dwelling into two dwellings with external alterations (Amended certificate B and amended Plans) (Further amended plans and drainage details) Proposed by Cllr Mondy that WPC do not support the amended plans and drainage details as they are deemed not to be environmentally sustainable due to the foul water disposal system, permission for access at the rear has not been demonstrated, and no soak away shown on the diagram for surface run off water, seconded by Cllr Turner, all in favour and **Resolved** (RR135/07/17)

7.7.17 Other Planning Matters

- (a) Local Plan – Consultation Further proposed modifications – item moved to EPCM 9th Aug for a more detailed response
- (b) Neighbourhood Plan

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- i. Terms of Reference. Written notice for a Special Motion received from Cllrs Pearce, Taylor, Mercer and Mondy to set aside Standing Order 5a Previous Resolution, in relation to resolution made 24.5.2017 approval of Neighbourhood Plan Working Group Terms of Reference, 7 in favour 1 against and **Resolved** (RR136/07/17)
Proposed by Cllr Mercer that WPC approve and ratify the new Terms of Reference for the Neighbourhood Plan Informal Working Group with immediate effect, seconded by Cllr Mondy, 7 in favour, 1 against and **Resolved** (RR137/07/17)
- ii. Advisory Meetings between Councillors and Ian Rowland TDC Proposed by Cllr Turner that WPC approve the meeting to be held Friday 28th July 2pm Village Hall, seconded by Cllr Mondy, all in favour and **Resolved** (RR146/07/17)
- iii. Proposed by Cllr Turner that WPC defer any decisions on expenditure in relation to the Neighbourhood Plan until such time as WPC have received grant funding from Locality and the Clerk and Cllrs have had a chance to meet with Ian Rowland of TDC to clarify our position and obligations as the decision-making body, seconded by Cllr Bayley, all in favour and **Resolved** (RR138/07/17)
- iv. Locality Fund Grant – Clerk reported WPC had received conditional offer of grant for £3787 The grant is subject to WPCs acceptance of the Grant Offer Terms & Conditions as well as the successful completion of a due diligence process. As this is a conditional offer of grant, WPC should not spend any funds or commit any money until WPC have successfully completed this process and have received written confirmation from Groundwork UK that we may start NP project. Once confirmation has been received, the grant must be spent within six months. Any amount unspent at the grant finish must be returned to Groundwork UK as part of the monitoring procedures.
- v. The Working Group met on 10th July and notes and actions resulting from the meeting have been circulated to Cllrs, ‘formal email contact group’, and placed on PC Website. The group next meet on 7th August 2017.
- vi. Article for inclusion in next edition of Distinctly Winkleigh to be circulated to Cllrs prior to 9th August for approval of content at EPCM.
- vii. Framework Document and questionnaire to be reviewed at EPCM 9th August 2017
- viii. Funding for promotional clothing for NP working group to be considered at EPCM 9th August 2017
- ix. Purchase of multi-purpose banner for advertisement of events £29 to be considered at EPCM 9th August 2017
- x. Hamilton Baillie Traffic Survey Provisionally booked for 19/9/2017 £1130.40 incl VAT to be considered at EPCM 9th August 2017
- xi. Wildlife Survey and its funding by Winkleigh Society to be considered at EPCM 9th August 2017
- xii. NP Leaflet printing costs £164.00 to be considered at EPCM 9th August 2017

8.7.17 Current Business

- (a) Bus Shelter Exeter Road – Full specification handed to Clerk, Cllr Ware to confirm what materials and labour are being donated to enable Clerk to obtain quotes/tenders for remainder of materials and works (*Action item Cllr Ware/Clerk*)
- (b) Parking Exeter Road and outside the Church – County Cllr Saywell reported he had attended a site visit attended by Cllr Turner and DCC Highways staff. There is money available from DCC street parking fund. The proposal is to place double yellow lines stretching 11m from the junction to stop cars parking too close to A3124 junction. With regard to the “keep clear” sign outside the Church, the proposal to replace the sign with double yellow lines was put forward and has been discussed at the Parochial Church Council meeting who provisionally agreed to the installation. Both proposals must go through a statutory process which may require public consultation, followed by a decision from district so no guarantee either will be approved. Proposed by Cllr Turner that WPC support Cllr Saywell to take both proposals forward for WPC and report back to PC, seconded by Cllr Bayley, 6 in favour, 1 against, 1 abstention and **Resolved** (RR147/07/17)
Cllr Pearce thanked County Cllr Saywell on behalf of the Parish and Cllrs for work on our behalf

9.7.17 Reports

- (a) County Cllr Saywell stated he attended the opening of Winkleigh Fair, the Church service and village walk which he enjoyed and wished to thank and congratulate all of those involved. Looking forward to next year
- (b) Chair Cllr Turner
 - i. Co-option 1 vacancy currently advertised, proposed by Cllr Hodgson that WPC approve an article in the next edition of DW advertising the vacancy, seconded by Cllr Pearce, 7 in favour, 1 abstention and **Resolved** (RR143/06/17)
 - ii. TAP Fund 2017-18 closing date 28/2/18 Neighbouring parishes do not have to contribute but must show how they would benefit
 - iii. Internal Working Groups Annual Reports reminders – Cllrs to refer to annual planner and internal working group roles and responsibilities - reports to clerk no later than 20th Sept for inclusion on agenda for Sept pcm
- (c) Clerk
 - i. Bins Michael Crocker TDC wishes to meet with PC to confirm location of new dog bin placements on Old Chulmleigh Road and Castle Street. Proposed by Cllr Hodgson that WPC approve Cllr Turner to meet Mr Crocker on 23rd Aug 12pm, seconded by Cllr Mondy, all in favour and **Resolved** (RR148/06/17) It was reported that the Bin at Berners Cross had been removed again. Clerk to inform TDC (*Action item – Clerk*)
 - ii. Clerks Summer recess unavailability – 14 August – 1st September inclusive – emails/urgent matters to be monitored by Chair
- (d) Internal Audit Cllr Turner reported that the internal auditor Alison Marshall confirmed that she was satisfied that the internal audit for 2016-17 implemented the recommendations of the 2015-16 internal audit and added that the 2015-16

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internal audit report suggests that the £18 per month working from home allowance should be included within the Clerks salary for tax and NI purposes but this allowance is not assessable for tax according to HMRC. Confirmation of this can be found on the HMRC website.

- (e) **Employee Committee** Formation with Terms of Reference incorporating emergency matters whilst clerk on leave
Proposed by Cllr Turner that WPC adopt and ratify the Terms of Reference for the employee committee and authorise with immediate effect, seconded by Cllr Bayley, all in favour and **Resolved** (RR144/07/17)
Proposed by Cllr Turner that Membership of the Employee Committee shall consist of Cllrs Turner, Taylor and Mondy, seconded by Cllr Pearce, all in favour and **Resolved** (RR149/07/17) (Action – Clerk to update Data Protection, STO/FR and website)
- (f) Winkleigh Fair report – Cllr Turner read an email received from Tony Aston- Treasurer Winkleigh Fair Committee
Proposed by Cllr Mondy that WPC write a letter of thanks on behalf of WPC to the Winkleigh Fair committee for a wonderful fair and all their hard work throughout the year, seconded by Cllr Turner, all in favour and Resolved (RR145/07/17) (Action – Clerk)

10.7.17 Public Participation Session

11.7.17 Late Items deemed urgent at The Chairman's Discretion

Proposed by Cllr Turner to move to PART II to discuss Cemetery field damage, seconded by Cllr Hodgson, all in favour and **Resolved** (RR150/07/17)

Meeting returned to Public Session – no resolutions made

12.7.17 Date of Next Meeting

EPCM 9th August 2017 7.30pm Village Hall

27th September 2017, 7.30pm Village Hall

22.02pm meeting closed

DRAFT

APPENDIX A

Winkleigh Parish Council Financial
Schedule

Meeting date:

26th July 2017

Total all balances: **£23,553**

Reserve	Current	Bungalow
13486.66	5184.58	4881.80

Regular Payments since last pcm 28th June 2017

Payment reference	Payment method	Details	TOTAL COST
PM044/17	STO	A Ware - Cemetery Grounds Maintenance	250.00
PM043/17	DD	EDF Electricity to Square	16.00
PM048/17	Direct	Pure Lettings Management fee	33.23
PM045/17	STO	Clerk Basic Salary July 2017	725.69
			<u>£1,024.92</u>

Internet Banking items for Payment 26th July 2017

Payment reference	Payment method	Details	TOTAL COST
PM046/17	Bacs	Clerk overtime/mileage June 2017	£188.60
PM047/17	Bacs	HMRC Period 4 contributions	£47.60
PM049/17	Bacs	DALC Chairmanship course	£30.00
			<u>£266.20</u>

Receipts Since last pcm 26th June 2017

Receipt number	Receipt reference	Details	TOTAL AMOUNT
RC020/17	Bacs	Interest Reserve Account	£0.11
RC021/17	Bacs	Pure Lettings - Bungalow Rental June 17	£434.88
RC019/17	100368	Memorial Fee McGinley	£100.00
			<u>£534.99</u>

Monies held in the reserves account 26th July 2017

Reserves Account Balance	Amount	Details	UNALLOCATED BALANCE
13486.66	-1000.00	Restricted - Earmarked Election accrual	
	-1000.00	Restricted - Earmarked bus shelter accrual	
	-2432.51	Earmarked - Neighbourhood Plan	
	-28.19	To be transferred from NP to curr account	
	-8000.00	Earmarked - Council contingency (39% precept)	
	-140.00	Earmarked - TAP Fund project 2015-16	
	-369.12	Earmarked - Shute Lane Project	
	-500.00	Restricted - Earmarked P3 Partnership	
			£16.84

Monies held in the bungalow account 26th July 2017

Balance	Amount	Details	BALANCE
4881.80	-4000.00	Contingency	
		Annual Maintenance/letting fees	
			£881.80

MONEY TRANSFERS BETWEEN WPC ACCOUNTS TO BE ACTIONED

A/Cs	Amount	Details	Actioned
Res (NP) to Curr	23.42	NP Clerk £16.22 overtime and £7.20 mileage June	
Res (NP) to Curr	4.77	NP Viking Stationary order	
			£28.19

Additional Notes