

WEDNESDAY 28TH MARCH 2018
7.30pm Winkleigh Village Community Centre
DRAFT MINUTES

PRESENT

Cllr Turner (Chair), Cllr Jacobs (Vice-Chair), Cllr Ware, Cllr Mercer, Cllr Pearce, Cllr Hodgson, Cllr Findlay, Clerk Mrs Bickell, also present Mr Radcliffe for co-option

25.18 APOLOGIES FOR ABSENCE

Resignation of Cllr Mondy

Cllr Bayley (work commitments), Cllr Naylor (Family commitments), County Cllr Saywell, Dist Cllr Boundy, PCSO Brown

26.18 CO-OPTION

Mr Tony Radcliffe was co-opted onto the Parish Council, all in favour, Declaration of Acceptance of Office Completed

27.18 DECLARATIONS OF INTEREST FROM MEMBERS

None

28.18 PUBLIC PARTICIPATION**29.18 MINUTES**

Proposed by Cllr Turner that WPC approve the minutes of the Parish Council Meeting held on 6th March 2018, seconded by Cllr Ware, all in favour, and **Resolved** (RR029/03/18)

30.18 MATTERS ARISING from previous Minutes 06/03/2018

- 30.1. TAP Fund monies for Defibrillator** – WPC thank TDC and DCC for funding for this project. Proposed by Cllr Turner that WPC agree the new 4-year service level agreement to commence with SWAS July 2018 and installation of the new G5 defibrillator and heated cabinet for the cost of £1800.00, seconded by Cllr Hodgson, all in favour and **Resolved** (RR030/03/18)
- 30.2. Neighbourhood Planning Process Course in Winkleigh** Proposed by Cllr Mercer that WPC agree to hold a training event in Winkleigh for Cllrs, members of Neighbourhood Plan Group and interested neighbouring Councils, total cost £350 plus VAT and mileage, Course content details to be arranged at next PCM, seconded by Cllr Hodgson, all in favour and **Resolved** (RR040/03/18)
- 30.3. Internal auditor contract signing** Proposed by Cllr Hodgson that WPC sign the IA Contract for a period of 1 year, seconded by Cllr Findlay, all in favour and **Resolved** (RR031/03/18) Internal Audit booked for 10th May 2018
- 30.4. WPC Scheme of Delegation** Proposed by Cllr Pearce that WPC ratify the Scheme of Delegation with immediate effect, seconded by Cllr Hodgson, all in favour and **Resolved** (RR027/02/18)

31.18 FINANCE

Financial Statement/Bank Reconciliation Proposed by Cllr Turner that WPC approve the schedule of payments as presented by the Clerk on the Financial Statement, seconded by Cllr Findlay, all in favour and **Resolved** (RR032/02/18) (See Appendix A)

32.18 PLANNING**32.1. New**

- 32.1.1.** 1/0168/2018/FUL Broadpark Deer Farm, Winkleigh, Provision of timber cladding and door for agricultural barn, Site visit by Cllrs Turner, Pearce and Jacobs on 26th March 2018. Proposed by Cllr Hodgson that WPC do not support this application on the basis the building is clearly not being used as an agricultural building, therefore WPC cannot support this application, seconded by Cllr Findlay, 6 in favour, 1 against, 1 abstention and **Resolved** (RR033/03/18)
- 32.1.2.** 1/0232/2018/FUL Croft Cottage, Lower Town, Winkleigh, two storey extension to rear of property, demolition of garage/part kitchen for creation of porch. Removal of outbuilding to allow creation of vehicle parking to the rear Proposed by Cllr Mercer that WPC support this application and recommend to TDC that they consider the ecological requirements as a condition of the planning application, seconded by Cllr Ware, 7 in favour 1 abstention and **Resolved** (RR034/03/18)

32.2. TDC Decisions

1/0064/2018/FUL Land at Orchard Lakes Winkleigh, Erection of 9 holiday cabins with external decking, access bridge, extension to existing internal access road and associated works - Granted

33.18 REPORTS to and from

33.1. Chair Cllr Turner

Annual Parish Meeting 2nd May 2018 reminder for topics and guest invites

33.2. Clerk

33.2.1. General Data Protection Regulations Clerk, Cllrs Turner, Pearce, Jacobs and Ware attended training event 13th March, the next training session April being attended by Cllrs Findlay and Radcliffe. NALC have called on government to provide funding towards compliance for Parishes and Town Councils due to heavy financial burden of compliance – similar to the Transparency fund grant.

33.2.2. Data Protection Officer appointment – [Proposed](#) by Cllr Turner that WPC appoint Local Council Public Advisory Services for a fee of £150 per annum to act as Winkleigh Parish Council DPO in line with the business case provided by the Clerk, seconded by Cllr Hodgson, all in favour and **Resolved** (RR038/03/18)

33.2.3. New email addresses for Councillors - GDPR specifies that personal/work/joint emails cannot be used for Parish Council matters as this could breach Data Protection. [Proposed](#) by Cllr Turner that the clerk be authorised to set up free individual email addresses for all Councillors as soon as possible, seconded by Cllr Ware, all in favour and **Resolved** (RR041/03/18)

33.2.4. Personal devices for Councillors – consideration of purchasing a device for each Cllr to use solely for Parish Council business, which would make managing and complying with Data Protection for all Cllrs less High Risk [Proposed](#) by Cllr Ware that WPC approve the purchase of personal devices and associated costs as per the business case provided by the Clerk, as soon as possible, seconded by Cllr Findlay, 7 in favour, 1 against and **Resolved** (RR035/03/18) Business case available on Parish website and upon request to the Clerk.

33.3. Cllr Reports not requiring a resolution

33.3.1. Cllrs requested that the Clerk contact TDC to request interim District Councillor Support and representation during the absence of Dist Cllr Boudry

33.3.2. Winkleigh Crime Report 01/03/18 to 27/03/18 During this period Winkleigh has had 6 crimes:

- 4 Calls reporting theft from a motor vehicle.
- 1 Call reporting theft in dwelling other than an automatic machine or meter.
- 1 Call reporting rape a woman 16yrs of age or over – SOA 2003.

During the same period 9 calls received where logs have been generated, the breakdown is as follows:

- 2 Calls reporting sudden deaths.
- 1 Call reporting a missing person.
- 1 Call reporting violence.
- 1 Call reporting a burglary.
- 1 Call reporting road related offence alleged dangerous driving.
- 1 Call reporting personal ASB (issues with delivery).
- 1 Call reporting highway disruption vehicles blocking pavement.
- 1 Call reporting other crime illegal hunt

33.3.3. Cllrs expressed their thanks to Wendy Mondy for her time served on the Parish Council. Cllr Turner to write a letter to Wendy on behalf of the PC.

34.18 Current Business

34.1. Consultation – North Devon & Torridge Local Plan Sustainability Appraisal Addendum, [Proposed](#) by Cllr Mercer on behalf of the Neighbourhood Plan that WPC respond to include that Torridge are requested to clarify whether approved development sites in Winkleigh have been included in the calculation, and if so, which sites and secondly, whether sites with planning permission, or Approval in Principle subject to s.106 agreement, will be included in the Local Plan. Seconded by Cllr Findlay, all in favour and **Resolved** (RR036/03/18)

34.2. Neighbourhood Plan

34.2.1. Cllr Mercer reported that on 14 March, an informal meeting of councillors and representatives of the NPG had taken place to discuss the housing element of the Plan and review recent discussions with Torridge Council. The main outcomes were:

- It was noted that Torridge Council need to be made more aware of the cumulative impact on Winkleigh of successive planning applications for new housing. Although WPC has made representations about this it should continue to raise issues of strategic concern when responding to Torridge.
- The issue of District Councillor input on behalf of Winkleigh is a concern and will need to be resolved as the Plan develops to ensure that there is political support for what we are trying to achieve.

- The advantages of developing a Community Infrastructure Plan, as part of the NP, to exploit funding available through the Community Infrastructure Levy, New Homes Bonus, or s.106 were noted. It was appreciated though that these policy initiatives are under review by central government currently.

Regarding the Kingsley Plastics and Townsend Hill developments, it was agreed that there could be benefit if there was a more coherent, unified approach to these separate proposals. It was discussed that WPC should broker a discussion between interested parties. Cllr Mercer offered to draft a proposal which WPC could discuss at its April meeting. *(Action – Cllr Mercer)*

- 34.2.2. **Grant application** – Proposed by Cllr Turner that the Clerk be approved to complete the online application form for funding for traffic Survey with Hamilton-Baillie on 19th April 2018, report and hosting fees amounting up to £2050.00 once applications open on 3rd April 2018, seconded by Cllr Hodgson, all in favour and **Resolved** (RR037/03/18)

35.18 **Public Participation Session**

- 36.18 **Move To Part II** as the following items contain exempt information under S12A LGA 1972 Proposed by Cllr Turner, seconded by Cllr Ware, all in favour and **Resolved** (RR039/03/18)

- 36.1. **Clerk Annual Appraisal** and increment Recommendation effective 1st April 2018 – Employee Committee

MEETING RETURNED TO PUBLIC SESSION to hear resolutions on items (36.1)

Proposed by Cllr Turner, that all the recommendations contained within the Clerks appraisal be approved by the WPC and the Clerk progress from pay scale LC2 28 to LC2 29 and working hours increased to 15 hours per week, with effect 1st April 2018, seconded by Cllr Findlay, all in favour and **Resolved** (RR039/03/87)

37.18 **Date of Next Meeting**

25th April 2018, 7.30pm Village Hall

Meeting closed – 21.02pm

APPENDIX A – FINANCIAL STATEMENT MARCH 2018

Meeting date: Winkleigh Parish Council
28th March 2018

Cash balance £32,057 as of 01/03/2018

Reserve	Current	Bungalow
16366.80	7809.95	7880.57

Payments Previously Authorised - Paid since last pcm 6th March 2018

Pymt Ref	Bank A/C	Details	Power	Expenditure approval Minutes Ref	Amount
PM136/17	Curr - DD	EDF Electricity to Square	LGA 1972 s111	24/05/17 RR114/05/17	16.00
PM139/17	Curr - STO	Clerk Basic Salary Mar 2018	LGA 1972 s112	24/05/17 RR114/05/17	725.69
PM141/17	Curr - STO	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	25/10/17 RR211/10/17	210.00
PM138/17	Res - Bacs	Groundwork UK repayment of NP Grant monies unspent as per terms of grant	Locality Act 2011	28/06/17 RR124/06/17	2897.44

£3,849.13

items for Payment 28th March 2018

Payment ref	Bank A/C	Details	Power	Expenditure approval Minutes Ref	Amount
PM140/17	Bacs Curr £155.43, Res £62.95	Clerk Overtime/mileage January 2018	LGA 1972 s112	Clerks delegation	218.38
PM141/17	Curr	HMRC Contributions P11	LGA 1972 s112	Clerks delegation	84.42
PM142/17	Curr	Grass cutting Contractor additional cut	Highways Act 1980 s.96	22/11/17 RR224/11/17	70.00
PM143/17	Curr	TDC Street Cleaning 2017/18	LGA 1972 s111		2830.27
PM144/17	Curr	GDPR Training Course DALC 13/3/18	LGA 1972 s111	24/01/18 RR006/01/18	240.00
PM145/17	Curr	Cllr Turner Mileage reimbursement GDPR Course	LA(MA) Regs 2003	24/01/18 RR006/01/18	32.40
PM146/17	Curr	Cllr Ware Mileage reimbursement GDPR course	LA(MA) Regs 2003	24/01/18 RR006/01/18	30.60
PM147/17	Bacs Curr £6.00, Res £12.00	VH Booking pcm 6th March 2018, joint meeting NP/WPC 14th March 2018	LGA s111, Locality Act 2011		18.00
PM148/17	Res	Neighbourhood Plan Village Hall hire 8th Feb	Localilty Act 2011	24/01/18 RR007/01/18	45.00
PM149/17	Bacs Curr £11.50, Res £19.50	Community Centre Bookings for NP and PCM	LGA s111, Locality Act 2011		31.00

£3,600.07

WINKLEIGH PARISH COUNCIL MEETING

MONEY TRANSFERS BETWEEN WPC ACCOUNTS TO BE ACTIONED

A/Cs	Amount	Details	Actioned
Bung to Curr	2043.78	Rental income to offset budget 2017/18	
			£2,043.78

RECEIPTS SINCE LAST PCM 24TH JANUARY 2018

Payment ref	Pymt method	Details	Amount
RC048/17	BACS	Interest Reserve Account	£0.74
RC049/17	BACS	Interest Reserve Account	£0.63
RC050/17	BACS	VAT Reclaim	£181.48
			£182.85

Monies held In Reserves Account after payments authorised 28/3/18

Reserves Account Balance	Amount	Details	BALANCE
16217.12	-1000.00	Earmarked Election accrual	
	-3000.00	Earmarked bus shelter accrual	
	-2020.12	Earmarked - Neighbourhood Plan	
	-7400.00	Earmarked - Council contingency (36% precept)	
	-140.00	Restricted - TAP Fund project 2015-16	
	-1800.00	Restricted - TAP Fund project 2017-18	
	-369.12	Restricted - Shute Lane Project	
	-464.02	Restricted - P3 Pathways Partnership	
			£23.86

Monies held in the bungalow account

Balance	Amount	Details	BALANCE
7880.57	-5000.00	Contingency	
	-60.00	Air brick installation work - pending	
	-776.79	2017/18 Maintenance budget unspent	
			£2,043.78

MISCELLANEOUS

New Standing Order for Clerk Basic monthly salary and working from home reimbursements commencing 28th April 2018
 £919.03 per month

WINKLEIGH PARISH COUNCIL MEETING

**WINKLEIGH PARISH COUNCIL BANK
RECONCILIATION**

Reconciliation date 01/03/2018

STATEMENT BALANCES			LEDGERS	
Current Account	7809.95			
Bungalow Account	7880.57			
Reserve Account	16366.80		Opening Balance	22028.73
Sub-total	32057.32	32057.32	Receipts to date	37588.81
Deposits not on statement			Payments to date	-25760.20
TAP Fund	1800.00			-0.02
Sub-total	1800.00	1800.00	Running balance	33857.32
Sub-total	0.00	0.00		
<u>Un-Presented Bacs</u>				
Sub-total	0.00	0.00		
NET BALANCE		33857.32	BALANCE	33857.32

BUDGET HEADS	2017-18 Budget			
EXPENDITURE	Budget	YTD Actual spend	Committed expenditure	Predicted Year End Spend
Staff Costs	12435.50	12264.94	0.00	12264.94
Administration	2160.00	1970.82	0.00	1970.82
Running Costs	3960.00	3245.95	0.00	3245.95
Professional fees	1140.00	743.98	320.00	1063.98
Assets Maintenance & Purchases	1000.00	579.12	60.00	639.12
Grants/Donations	1125.00	1125.00	0.00	1125.00
Contingency	315.00			0.00
Bungalow	2650.00	1620.41	60.00	1680.41
Cemetery Rates & Grounds Maintenance	3974.00	3555.06	0.00	3555.06
TOTAL	28759.50	25105.28	440.00	25545.28
INCOME	Budget 2017-18	YTD	Known future income	Predicted Year-end income
Precept	20552.00	20552.00	0.00	20552.00
Other/Interest	10.00	11.48	0.00	11.48
Vat reclaim	500.00	2018.28	0.00	2018.28
Bungalow Rent	5697.00	5644.00	0.00	5644.00
Cemetery Fees	2000.00	1060.00	0.00	1060.00
TOTAL	28759.00	29285.76	0.00	29285.76