

WEDNESDAY 25TH APRIL 2018
7.30pm Winkleigh Village Hall
MINUTES

PRESENT

Cllr Turner (Chair), Cllr Jacobs (Vice-Chair), Cllr Naylor, Cllr Radcliffe, Cllr Pearce, Cllr Mercer, Cllr Pearce, Cllr Hodgson, Cllr Findlay, Cllr Bayley, Clerk Mrs Bickell, also present County Cllr Saywell, District Cllr Hurley

38.18 APOLOGIES FOR ABSENCE

Cllr Ware (holiday), Dist Cllr Boundy, PCSO Brown

39.18 DECLARATIONS OF INTEREST FROM MEMBERS

None

40.18 PUBLIC PARTICIPATION

41.18 MINUTES

[Proposed](#) by Cllr Turner that WPC approve the minutes of the Parish Council Meeting held on 28th March 2018, seconded by Cllr Hodgson, 8 in favour, 1 abstention and **Resolved** (RR042/04/18)

42.18 MATTERS ARISING from previous Minutes 28/03/2018

- 42.1. **Neighbourhood Planning Process Course Winkleigh** Clerk reported that Bideford, Shebbear and Holsworthy had responded that some of their councillors wished to attend the training in addition to some WPC Cllrs and Neighbourhood Plan Group Members, bringing the cost to approximately £20 per person. Clerk to book Village Hall 16th May to host, in accordance with Resolution made 28/03/2018 RR040/03/18 to hold training event in Winkleigh
- 42.2. **Neighbourhood Plan With regard to the Kingsley Plastics and Townsend Hill developments** – [Proposed](#) by Cllr Mercer that WPC approve the Draft letter for distribution to Local Developers and Land Owners, seconded by Cllr Pearce, all in favour and **Resolved** (RR044/04/18)
- 42.3. **Personal Devices and new Emails for Councillors** Clerk reported that to ensure compliance with the General Data Protection Regulations, all councillors have been issued with a new tablet for the duration of their membership of WPC, for use solely for all WPC business and have been issued with a new WPC email address. Cllrs are required to familiarise themselves with the new tablet and email addresses and arrange transfer of any relevant data from their personal devices to the tablet in accordance with WPC policies, and all Cllrs will commence using the new tablet and email addresses no later than 23rd May 2018, to ensure compliance by 25th May 2018 when the new Regulations come into force.

43.18 FINANCE

- 43.1. 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** (RR045/04/18) (See Appendix A)
- 43.2. **Budget 2017/18 yearend report** presented by the Clerk, and available on the Parish Council website
- 43.3. **Annual Governance Statement 2017/18** [Proposed](#) by Cllr Findlay that WPC approve the Annual Governance Statement, seconded by Cllr Turner, all in favour and **Resolved** (RR046/04/18)
- 43.4. **Accounting Statements 2017/18** [Proposed](#) by Cllr Turner that WPC approve the Annual Accounting Statement, seconded by Cllr Pearce, all in favour and **Resolved** (RR047/04/18)
- 43.5. **Exercise of Public Rights and Declaration for yearend accounts** to be published 4th June – 13th July
- 43.6. **Internal Audit** will be carried out 10th May 2018 2pm

44.18 PLANNING

- 44.1. 1/0307/2018/CPE Bullows Brook, Winkleigh, Mr & Mrs North, Lawful Development Certificate for continued use as a Dwelling House – WPC made no comment
- 44.2. **TDC Decision 1/0346/2017/OUTM Kingsley Plastics**, outline application with some matters reserved (all bar access) for the development of up to 70 dwellings – GRANTED

45.18 REPORTS to and from

- 45.1. **County Cllr Saywell** – Highways, Devon CC will be receiving an extra £4.5 million for potholes and storm damage from the Government in addition to the extra £6.5 million going into the highways budget this year. Normally there are

around 250 potholes reported every day on DCC website, which at the moment has risen to 600-700 per day, as a result Skanska have put more gangs on the road but have to prioritise main roads first, A, B then C leading to some of the more rural areas taking slightly longer for the potholes to be repaired but there is a massive backlog and Skanska are working their way through them.

Cllr Saywell reported he is on 2 new working groups with County Hall. One looking at how highways did over the winter, which is a service review and would welcome any feedback on the performance over the Winter, good, bad or indifferent. The second task group are looking at how Skanska are performing generally, which is not anticipated to be up and running until the summer.

Thank you to the Neighbourhood Plan Group for the invitation to the traffic evening. There were some interesting proposals that came out of the evening and Cllr Saywell will contact the highways planning department at County Hall and try to facilitate some links

Cllr Mercer asked Cllr Saywell if he could include a short 'thumb-nail' sketch of Children Services at the Annual Parish Meeting on 2nd May. Agreed by Cllr Saywell.

Cllr Jacobs reported a blocked drain on the A3124 (up from Devon Motors) which is regularly causing damage to the road surface. The road surface has been repaired but the drain remains blocked and keeps overflowing causing the tarmac to continuously breakup. Cllr Saywell will make enquiries with regards to drain clearing

- 45.2. **District Cllr Hurley** – Green waste collection enrolment went live in April with over 1500 households subscribed to date with start date for collections under this new scheme being 4th June. Until now TDC have provided a free garden collection service that was limited to only 60% of Torridge households, but due to the scale of cuts from Central Government over recent years the Council has taken the difficult decision to introduce a charge for this service. The collection of garden waste is not a statutory service that Councils have to provide by law, which means they are allowed to charge those that prescribe. The optional annual charge will allow Torridge to roll out the possibility for Green Waste collection to all parts of the district going forward and make other positive changes such as weekly recyclable food waste collections for all residents. Around 2nd May every property in Torridge will receive, by post, further information about the new system.

New homes bonus has commenced its 3rd year of operation. The scheme is funded by payment from the Government of the equivalent of a band D council tax for each new house that is built. Commencing this year, the first 120 band D properties built no longer generate the bonus, hence the reduction in funding that is available and the maximum grant that can be applied for has been reduced from £30,000 to £10,000. If a Grant has been rewarded to an organisation last year, then that organisation can only apply for the balance of the £10,000 this year.

Torridge have leased the Middle Dock at Appledore with the intention of storing vehicles that are to be used in the new waste collection service.

Customer hub. Work has commenced to convert the office space vacated by the planning dept into an area that will accommodate the Housing, C/T and Finance departments, amongst others, who presently reside at Bridge Buildings. The Local Plan six-week consultation ended 13th April. The comments are being analysed and hopefully the Plan will then be approved. When the Plan is adopted it will give TDC more power to say no to unsatisfactory developments, something that is difficult to do at this time due to the lack of 5-year housing supply

Cllr Findlay asked if people paying for bin collection will be given assurances that they will be emptied as scheduled or on catch-up if delayed, stating during recent snow followed by bank holidays, the bins in Winkleigh were not emptied for weeks. Cllr Hurley replied that H&S stipulates when they can and cannot take the vehicle out in adverse conditions however, every effort was made to catch-up in such eventualities and missed areas should be given priority with additional crews dispatched

Cllr Findlay asked why the on-line subscription for Green Waste Collection was so involved and required additional information not necessary for the collection of the waste. Cllr Hurley would pass on these comments to the appropriate department.

45.3. **Chair Cllr Turner**

45.3.1. **Consultation – Housing White Paper Amendments** – [Proposed](#) by Cllr Pearce that WPC respond to the consultation that the wording of 'affordable housing' is exchanged for 'low income housing' and the range of income eligible for such housing should be between 25-40k otherwise not affordable for low income households, seconded by Cllr Hodgson, all in favour, 1 abstention and Resolved (RR043/04/18)

45.3.2. **Consultation – Local Government Ethical Standards** WPC make no comment

45.3.3. **Co-option** to fill vacancy, advertised on Parish notice board, website, and Distinctly Winkleigh

45.3.4. **Annual Parish Meeting 2nd May 2018** [Proposed](#) by Cllr Turner that WPC approve expenditure up to £15 for refreshments. Seconded by Cllr Bayley, all in favour and Resolved (RR046/04/18)

45.3.5. **Thank you to the Neighbourhood Plan Group** for organising and putting together the traffic consultation on 19th May and for a very successful evening, thank you also to Pauline Warner for stepping in to host the evening at short notice

45.4. **Clerk**

- 45.4.1. **Data Protection briefing and checklist** WPC are almost fully complaint for commencement of the new Regulations on 25th May with remaining policies to be approved at the next pcm 23rd May
- 45.4.2. **Information Security Policy** Proposed by Cllr Turner that WPC approve and ratify the amended Information Security policy with immediate effect, seconded by Cllr Naylor, all in favour and **Resolved** (RR047/04/18)
- 45.4.3. **Information Protection Policy** to be ratified next pcm 23rd May following additional amendments
- 45.4.4. **Removable Media Policy** to be ratified next pcm 23rd May following additional amendments
- 45.4.5. **Data Protection Policy** to be ratified next pcm 23rd May following additional amendments
- 45.4.6. **Privacy Statement** Proposed by Cllr Turner that WPC approve and ratify the Privacy Statement with immediate effect, seconded by Cllr Mercer, all in favour and **Resolved** (RR051/04/18)
- 45.4.7. **GDPR Councillor Checklist** personal responsibility of each Councillor to comply – requirement by the Data Protection Officer. All Cllrs present signed the checklist
- 45.4.8. **TDC Waste & Recycling Roadshow** – Winkleigh Community Centre Wednesday 16th May 2018 “daytime”
- 45.4.9. **Annual Parish Council Meeting 23rd May 2018** Reminder to Cllrs that any amendments to existing policies will require a special motion for inclusion on the annual agenda where all policies will be re-ratified for next year
- 45.5. **Cllr Reports not requiring a resolution**
 - 45.5.1. **Water Pump**, The Square – Cllr Jacobs reported that the Winkleigh Society wish to clean the pump and paint the wording engraved on the pump. Matter to be considered at a future pcm following request for further information and a proposal.

46.18 **Current Business**

46.1. **Neighbourhood Plan**

- 46.1.1. **Traffic Survey** – Cllr Mercer reported that Hamilton Baillie carried out their survey and presentation on 19th April and the Parish Council and Neighbourhood Plan Group would look into the findings of the report and consider what is appropriate to take forward. Over 75 people attended the evening presentation and Cllr Mercer thanked County Cllr Saywell for attending and agreeing to forge links with the Highways department at County Hall. The clerk is to publish Hamilton-Baillie report on parish website and send to email contact groups.
- 46.1.2. **Business Consultation** – Cllr Mercer reported that a good response had been received and Sue Taylor had compiled the data from those responses. The NP group to formulate a demonstrable report from this data for approval by WPC and publication. Clerk to place an article in DW thanking businesses for their response
- 46.1.3. **Saturday market stall** Proposed by Cllr Mercer that WPC approval the purchase of a table at the monthly Saturday market for £5 per month from NP Reserves, seconded by Cllr Findlay, all in favour and **Resolved** ((RR052/04/18)

47.18 **Public Participation Session**

48.18 **Date of Next Meeting**

2nd May 2018, 7.30pm Community Centre – Annual Parish Assembly
 23rd May 2018 7.30pm Village Hall – Annual Parish Council Meeting

Meeting closed – 21.22pm

APPENDIX A – FINANCIAL STATEMENT APRIL 2018

Meeting date: 25th April 2018

Cash balance £24,265.93 as of 01/04/2018

Reserve	Current	Bungalow
13930.10	4499.04	5836.79

Payments made (pre-authorised) since last pcm 28th March 2018

Pymt Ref	Bank A/C	Details	Power	Expenditure approval Minutes Ref	Amount
PM001/18	Curr - DD	EDF Electricity to Square	LGA 1972 s111	24/05/17 RR114/05/17	4.00
PM002/18	Curr - DD	TDC Business Rates cemetery 1/2	LGA 1972 s214(6)	24/05/17 RR114/05/17	235.65
PM003/18	Curr - STO	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	25/10/17 RR211/10/17	210.00
PM004/18	Curr - Debt	Microsoft Office 365 Licence x 5 (£66.66+VAT)	LGA 1972 s111	33.2.4.18 RR035/03/18	79.99
PM005/18	Curr - Debt	Microsoft Office 365 Licence x 5 (£66.66+VAT)	LGA 1972 s111	33.2.4.18 RR035/03/18	79.99
PM006/18	Curr - Debt	Microsoft Office 365 Licence x 5 (£66.66+VAT)	LGA 1972 s111	33.2.4.18 RR035/03/18	79.99
PM008/18	Auto deducted from rent	Pure Lettings Bunaglow tenancy management £33.23+VAT)	LGA 1972 s126(1)	26/04/17 RR085/04/17	39.88
PM016/18	Curr - STO	Clerk Basic Salary Apr 2018	LGA 1972 s112	36.1.18 RR039a/03/18	919.03
PM151/17	Curr - Debt	Amazon - Purchase of personal Devices (£6.66+VAT)	LGA 1972 s.111	33.2.4.18 RR035/03/18	7.99
PM150/17	Curr - Debt	Amazon - Purchase of personal Devices £1906.41+Vat)	LGA 1972 s.111	33.2.4.18 RR035/03/18	2287.67

£3,944.19

Payments for authorisation/awaiting payment transaction 25th April

Payment ref	Bank A/C	Details	Power	Expenditure approval Minutes Ref	Amount
PM007/18	Curr - Debt	Amstech Limited - Laser Printer Ink	LGA 1972 s.111	Clerks Delegation	79.90
PM009/18	Res - Bacs	SWAS Defibrillator 4yr Agreement (£1800+VAT)	PHA 1936 s.234	30.1.18 RR030/03/18	2160.000
PM010/18	Curr - Bacs	OCDTG Grant	LG & RA 1997 s.26-29	27.9.17 RR171/09/17	400.00
PM011/18	Curr - Bacs	CAB Grant	LGA 1972 s.142 2sA)	27.9.17 RR171/09/17	250.00
PM012/18	Curr - Bacs	Data Protection Officer Contract	LGA 1972 s.111	33.2.2.18 RR038/03/18	150.00
PM013/18	Curr - Bacs	DALC/NALC Annual subscription Fees (£311.63+VAT)	LGA 1972 s.143 (1)(b)	31.5.17 RR111/05/17	358.39
PM014/18	Curr - Bacs	DALC Cllrs Course - Cllr Findlay (£25+VAT)	LGA 1972 s.111	22.11.17 RR217/11/17	30.00
PM015/18	Curr - 1778	Sports Centre Room Hire for Neighbourhood plan x2	Locality Act 2011	26.04.17 RR090/04/17	24.00
PM017/18	Curr £125.07 Res £25.95	Clerk Overtime March 2018	LGA 1972 s.112	Clerks Delegation	151.02
PM018/18	Cuur - Bacs	HMRC Contributions P1	LGA 1972 s.112	Clerks Delegation	175.42

WINKLEIGH PARISH COUNCIL MEETING

PM019/18	Cuur - Bacs	Cllr Findlay Mileage x 2 course exeter	LGA 1972 s.111	8.3.3.18 RR006/01/18	58.50
					£3,837.23

MONEY TRANSFERS BETWEEN WPC ACCOUNTS ACTIONED/TO BE ACTIONED

A/Cs	Amount	Details	Actioned
Res to Curr	24.00	From NP Reserves re Chq 1778 Sports Centre Hire for NP Meetings	

£24.00

RECEIPTS SINCE LAST PCM 28TH MARCH 2018

Payment ref	Pymt method	Details	Amount
RC051/17	Bacs	Amazon Refund for non-delivery tablet case	£7.99
RC052/17	Bacs	Interest Reserve Account	£0.65
RC001/18	Bacs	Pure Lettings Bungalow Rental Apr 18	£434.88
RC002/18	Bacs	EDF electricity account credit refund	£67.02

£510.54

Monies held In Reserves Account 26/04/2018

Reserves Account Balance 01/04/18	Amount	Details	UNALLOCATED BALANCE
12507.82	-1000.00	Earmarked Election accrual	
	-1500.00	Earmarked bus shelter accrual	
	-1970.17	Earmarked - Neighbourhood Plan	
	-7064.51	Earmarked - Council contingency (36% precept)	
	-140.00	Restricted - TAP Fund project 2015-16	
	-369.12	Restricted - Shute Lane Project	
	-464.02	Restricted - P3 Pathways Partnership	

-£0.00

Monies held in the bungalow account

Balance 01/04/18	Amount	Details	UNALLOCATED BALANCE
5836.79	-5776.79	Contingency	
	-60.00	Air brick installation work - pending (2017/18)	
	433.88	Rental Income	
	-433.88	2018/19 Budget	

£0.00

MISCELLANEOUS

Amendment to Standing Order - Clerk Monthly Salary to increase to £946.69 with effect 28th May 2018 to take into account National Salary Award 2%

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION
 Reconciliation date 29/03/2018

STATEMENT BALANCES			LEDGERS	
Current Account	4499.04			
Bungalow Account	5836.79			
Reserve Account	13930.10		Opening Balance	22028.73
Sub-total	24265.93	24265.93	Receipts to date	37778.93
Deposits not on statement			Payments to date	-37829.38
Amazon refund 31/3/18	7.99			-0.02
Sub-total	7.99	7.99	Running balance	21978.26
Sub-total	0.00	0.00		
Un-Presented Bacs				
Amazon tablets 29/3/18	2287.67			
Amazon case 31/3/18	7.99			
Sub-total	2295.66	2295.66		
NET BALANCE		21978.26	BALANCE	21978.26