

## WEDNESDAY 23<sup>rd</sup> MAY 2018

### 7.30pm Winkleigh Village Hall

# MINUTES

#### PRESENT

Cllr Turner (Chair), Cllr Ware (Vice-Chair), Cllr Jacobs, Cllr Radcliffe, Cllr Pearce, Cllr Mercer, Cllr Pearce, Cllr Findlay, Clerk Mrs Bickell, also present District Cllr Boundy

**FAILURE TO ATTEND AND GIVE APOLOGIES** – Cllr Naylor

#### 49.18 ELECTION OF CHAIR & VICE-CHAIR

- 49.1. Cllr Pearce Nominated Cllr Turner to continue as Chair, seconded by Cllr Radcliffe, nomination accepted by Cllr Turner, all in favour and carried, Declaration of office of Chair completed
- 49.2. Cllr Jacobs nominated himself for Vice-Chair seconded by Cllr Mercer, Cllr Ware nominated herself for Vice-Chair, seconded by Cllr Pearce, Cllr Ware 6 in favour and carried, Declaration of office of Vice-Chair completed

#### 50.18 APOLOGIES FOR ABSENCE

Cllr Hodgson (Ill), Cllr Bayley (Prior Commitments), County Cllr Saywell

#### 51.18 DECLARATIONS OF INTEREST FROM MEMBERS

None

#### 52.18 PUBLIC PARTICIPATION

#### 53.18 MINUTES

Proposed by Cllr Turner that WPC approve the minutes of the Parish Council Meeting held on 25<sup>th</sup> April 2018, seconded by Cllr Findlay, all in favour and **Resolved** (RR053/05/18)

#### 54.18 WPC Policies 2018

- 54.1. **(23) Information Protection Policy** Proposed by Cllr Turner that WPC approve and ratify the Information Protection Policy with immediate effect, seconded by Cllr Ware, all in favour and **Resolved** (RR048/05/18)
- 54.2. **(29) Removable Media Policy** Proposed by Cllr Turner that WPC approve and ratify the Removable Media Policy with immediate effect, seconded by Cllr Findlay, all in favour and **Resolved** (RR049/05/18)
- 54.3. **(30) Data Protection Policy** Proposed by Cllr Turner that WPC approve and ratify the Data Protection Policy with immediate effect, seconded by Cllr Findlay, all in favour and **Resolved** (RR050/05/18)
- 54.4. Proposed by Cllr Turner that WPC approve and ratify the existing WPC policies and procedures as listed below with immediate effect, seconded by Cllr Findlay, all in favour and **Resolved** (RR054/05/18)

<b>(01)</b> Standing Orders	<b>(02)</b> Cemetery T&C	<b>(03)</b> Financial Regulations	<b>(04)</b> Code of Conduct
<b>(05)</b> Internal Control	<b>(06)</b> WPC working groups	<b>(07)</b> Reserves	<b>(08)</b> Cemetery Management
<b>(09)</b> Grants	<b>(10)</b> Risk Assessment	<b>(11)</b> Internal Audit	<b>(12)</b> Equality & Diversity
<b>(13)</b> Anti-Fraud & Corruption	<b>(14)</b> Complaints Procedure	<b>(15)</b> Health & Safety	<b>(16)</b> Disciplinary
<b>(17)</b> Press & Media	<b>(18)</b> Training	<b>(19)</b> Confidential Reporting	<b>(20)</b> Employee Committee
<b>(21)</b> Social Media	<b>(22)</b> Data Retention	<b>(24)</b> Privacy Statement	
<b>(25)</b> Data Audit	<b>(26)</b> Scheme of Delegation	<b>(27)</b> IT & Phone Security	<b>(28)</b> Information Security

#### 55.18 Internal Working Groups Roles & Responsibilities

Proposed by Cllr Turner that WPC approve annual membership of Cllrs to working groups and associated annual planner as below, seconded by Cllr Pearce, all in favour and **Resolved** (RR055/05/18)

<b>(a)</b> Finance/IA AT, AJ, clerk	<b>(b)</b> Employee AT, AF, SW, TR	<b>(c)</b> Neigh Plan AM, AF, TR	<b>(d)</b> Bungalow AT, GP, RN, AJ
<b>(e)</b> Cemetery AT, GP, SH, SW	<b>(f)</b> Assets AM, SW	<b>(g)</b> Work & Tidy AJ, SW	<b>(h)</b> Emergency Plan AT, SW
<b>(i)</b> Defibrillator AW, Clerk			

#### 56.18 External Working Groups membership

Proposed by Cllr Turner that WPC approve annual membership of Cllrs to external working groups as listed below, seconded by Cllr Findlay, all in favour and **Resolved** (RR056/05/18)

<b>(a)</b> Village Hall AT	<b>(b)</b> Schools RN/AF	<b>(c)</b> Community Centre RN	<b>(d)</b> TAAG AT, AJ
<b>(e)</b> Winkleigh Fair AT, SW	<b>(f)</b> Sports Centre AJ/TR	<b>(g)</b> Patient Participation SW	

57.18 **Council Insurance**

Proposed by Cllr Pearce that WPC approve the annual insurance premium with Bhib Affinities, £758.57 per annum for one year, seconded by Cllr Mercer, all in favour and **Resolved** (RR057/05/18)

58.18 **Inventory of land and assets including buildings and office equipment**

Proposed by Cllr Turner that WPC approve the inventory of land and assets as amended, seconded by Cllr Findlay, all in favour and **Resolved** (RR058/05/18)

59.18 **Councils annual subscriptions to other bodies**

Proposed by Cllr Turner that WPC approve annual subscriptions 2018/19 to SLCC £135.00, NALC/DALC £320.00, ICO £35.00, Microsoft Office 365 £201.00, BT Symantec IT protection £20.00, seconded by Cllr Pearce, all in favour and **Resolved** (RR059/05/18)

60.18 **MATTERS CARRIED from previous Minutes 25/04/2018**

- 60.1. **Personal Devices and new Email address for Councillors** 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 commence using the new tablet and email addresses with immediate effect, to ensure compliance
- 60.2. **Water Pump, Fore Street, painting** The Pump is Grade II listed, register entry 1163872, listed 21<sup>st</sup> February 1977, and therefore any works other than cleaning will have to be approved by the Listing Authorities. Clerk to obtain quotes from Monumental Stone Masons and liaise with TDC Planning and report at next pcm

61.18 **FINANCE**

- 61.1. **Financial Statement** incorporating annual regular payments, bank reconciliation and monthly payments. See Appendix I Proposed by Cllr Turner that WPC approve the Financial Statement and Schedule of payments as presented by the Clerk, seconded by Cllr Radcliffe, all in favour and **Resolved** (RR060/05/18)
- 61.2. **Grant Advertising** to commence 25<sup>th</sup> May 2018 to be in accordance with WPC grants policy, all in favour

62.18 **PLANNING**

- 62.1. **New Applications**
  - 62.1.1. 1/0398/2017/FUL Riddlestone Farm Bondleigh, Mr Kelvin Sanders, Retrospective dwelling on a site previously approved under reference 1/0617/2016/AGMB Change of use to one dwelling under Class Q with associated works Site visit attended by Cllrs Turner and Pearce 21/5/18, Proposed by Cllr Pearce that WPC support the application, seconded by Cllr Turner, all in favour and **Resolved** (RR061/05/18)
- 62.2. **TDC Decisions**
  - 62.2.1. Croft Cottage Winkleigh, two storey extension to rear of property, demolition of garage/part kitchen for creation of porch. Removal of out buildings to allow creation of vehicle parking to the rear 1/0232/2018/FUL – GRANTED
  - 62.2.2. Broadpark Deer Farm, Provision of timber doors and cladding to agricultural building 1/0168/2018/FUL - GRANTED

63.18 **REPORTS** to and from

- 63.1. **Dist Cllr Boundy** – *“Very good to be with you tonight and very sad my colleagues didn’t attend during my absence”*. Torridge currently have 23 wards, and this will be reducing to 16 wards in May 2019, Winkleigh ward not altering and will remain with 1 member. Due to personal circumstances, Dist Cllr Boundy stated she will not be standing for re-election in 2019. The New Homes bonus grants this year amounts to a £10,000 grant for each ward, and Parishes are encouraged to apply for any eligible grant funding for projects in their Parishes. Following a recent incident in Ashreigney with Drones causing a disturbance and nuisance which was brought before the Ashreigney Parish Council, the Parish Council are not empowered to act on complaints regarding Drones and recommend that complaints are made directly to the police.  
Cllr Pearce expressed a Vote of thanks to Cllr Boundy for her help and assistance to Winkleigh in her role as District Councillor, echoed by all present
- 63.2. **Chair Cllr Turner**
  - 63.2.1. **Co-option** a vacancy still exists on the Parish Council which is advertised, and Cllrs are asked to actively promote the vacancy with interested parties to contact the Clerk
- 63.3. **Clerk**
  - 63.3.1. **Formal Entries into the Burial Register**, Patricia Mary Battye. John Herbet Warren

- 63.3.2. **Wireless Mouse** purchase for Cllrs **Proposed** by Cllr Turner that WPC approve the purchase of slimline wireless mouse for tablets x11 for £4.99 + VAT each, seconded by Cllr Jacobs, 1 abstention, 6 in favour and **Resolved** (RR062/05/18)
- 63.3.3. **Fireproof wall safe** for Clerk to comply with GDPR **Proposed** by Cllr Findlay that WPC approve the purchase of a fireproof safe for £25.24 + VAT, seconded by Cllr Turner, all in favour and **Resolved** (RR063/05/18)
- 63.3.4. **Internal audit report** – Favourable report received, recommendations implemented by Clerk and is available to view on the Parish Council website or on request to the Clerk
- 63.3.5. **Bungalow Rental Agreement** – **Proposed** by Cllr Pearce that WPC ask Pure Lettings to issue a new 12-month rental agreement to the current tenants at a cost of £60 to WPC, seconded by Cllr Turner, 4 in favour, 3 abstentions and **Resolved** (RR064/05/18)
- 63.3.6. **Bungalow Inspection** – Annual Inspection report Pure Lettings with recommendation to treat green mould on exterior paintwork – Cllr Pearce authorised to treat the algae
- 63.3.7. **Bungalow Maintenance** – **Proposed** by Cllr Turner that WPC retrospectively approve the replacement of front door lock Mechanism £78, seconded by Cllr Ware, all in favour and **Resolved** (RR071/05/18)
- 63.3.8. **CiLCA Part I** course **Proposed** by Cllr Findlay that the Clerk be approved to attend the CiLCA Part I course in Exeter 3<sup>rd</sup> July 2018 £30 and claim mileage, seconded by Cllr Ware, all in favour and **Resolved** (RR065/05/18)
- 63.3.9. **Clerk annual leave** 11-15 June 2018 approved
- 63.3.10. **Bins** - Litter Bin Berners Cross missing – reported to TDC 16/5/18, Dog Bin Folly corner corrosion to post – 16/5 TDC confirmed will replace post, new dog bins Old Chulmleigh Road and Castle Street – 16/5 TDC confirmed to be fitted asap
- 63.4. **Cllr Reports not requiring a resolution**
- 63.4.1. **The litter bin outside of St Michaels Hollocombe** Cllr Mercer reported it is overflowing and hasn't been emptied for some time – clerk to resolve
- 63.4.2. **Bus shelter Exeter Rd** Cllr Jacobs reported that Roger Hill has commenced building the new shelter but is unhappy with colour of the lime mortar and building will restart imminently

## 64.18 Current Business

### 64.1. Neighbourhood Plan (Cllr Mercer)

#### 64.1.1. Update – WPC Formally recognised the following report

- Nominations for members of the working group from councillors and residents/businesses would be welcomed.
- Environment section of the Plan will be circulated shortly to NP members for comment and subject to this, will then be circulated for discussion at the next WPC meeting.
- Housing circulation list for the letter to landowners agreed at the last WPC meeting is being finalised.
- Community Infrastructure Fund - it was felt that with the Townsend Hill development(s) now progressing, WPC should review the s.106 proposals associated with this scheme before they are finalised by Torridge Council. This will be brought to the next WPC meeting.
- Logo - The group, after discussion, have proposed that the slogan “Ancient roots: future foundations” as the simple, catchy and memorable strapline for their future work. This would cover all future publications, meetings, events etc.
- Finance - WPC are advised that there will be future requests for funding (through an application to locality.org made by WPC) for:
  - Further engagement with Hamilton-Baillie
  - Photography and fieldwork to support the environment section of the Plan
  - Artwork to develop a logo
  - For future speakers on specific areas of the NP
  - Possibly a short video/film on the NP
- TimeLine will be reviewed and updated for the next meeting
- Walkabout: It is proposed that a “walkabout” be arranged this summer for councillors to visit the key development sites, and to view all these in person.

#### 64.1.2. NP Principles the NP group will, by working with other partner to bring forward to WPC proposals in line with the following principles. These may be funded by monies associated with developments (s.106, CIL, or New Homes Bonus, for example) county, district or parish council funding, or other funding sources, such as Heritage grants. **Proposed** by Cllr Pearce that WPC continue to support and adopt the following principles, seconded by Cllr Findlay, all in favour and **Resolved** (RR066/05/18)

- Improve the quality of the public realm in Winkleigh and achieve greater connectivity and coherence
- Reduce the effect of through traffic routes, so as to mitigate the “severance” (or separation) of parts of the village from the centre

- Prioritise pedestrians and cyclists over motorised traffic
  - Reduce traffic speed, and manage parking and congestion effectively
- 64.1.3. **Hamilton Baillie** traffic survey follow up meeting with Highways Dept DCC. Proposed by Cllr Turner that WPC approve members of the NP working group and herself to attend a meeting with Highways Dept DCC in Exeter, date to be arranged, and claim mileage, seconded by Cllr Ware, all in favour and **Resolved** (RR067/05/18)
- 64.1.4. **Business consultation** Proposed by Cllr Turner that WPC approve the business consultation summary report and subsequent circulation, seconded by Cllr Mercer, all in favour and **Resolved** (RR070/05/18)

#### 65.18 **Public Participation Session**

#### 66.18 **Move To Part II**

as the following items contain exempt information under S12A LGA 1972 Proposed by Cllr Turner, seconded by Cllr Pearce, all in favour and **Resolved** (RR068/05/18)

- 66.1. quotes to fund printing of Hamilton Baillie traffic survey report colour x 50  
**MEETING RETURNED TO PUBLIC SESSION** to hear resolutions on item (66.1)  
Proposed by Cllr Turner that WPC approve the printing of 50 colour traffic survey reports and accept the quote from Hedgerow print of £103, seconded by Cllr Ware, all in favour and **Resolved** (RR069/05/18)  
Proposed by Cllr Turner that WPC accept the offer from Dist Cllr Boundy to fund the printing of the brochures, seconded by Cllr Pearce, all in favour and **Resolved** (RR072/05/18) Cllrs thanked Cllr Boundy for the offer of funding

#### 67.18 **Date of Next Meeting**

26<sup>th</sup> June 2018, 7.30pm Village Hall

**Meeting closed** – 20.50pm

## APPENDIX A – FINANCIAL STATEMENT MAY 2018

Winkleigh Parish Council  
23rd May 2018

Meeting date:

Cash balance £28,684.79 as of 01/05/2018

Reserve	Current	Bungalow
11720.76	10257.48	6706.55

## Regular Payments for 2018/19 Approval

Payee	Amount	Details	payments due	Method
EDF	5.00	Electricity to the Square	Monthly	Direct Debit
Clerk	946.69	Basic monthly salary & working from home all	Monthly	Standing Order
Majestic Trees	210.00	Cemetery Grounds Maintenance Contract	Monthly	Standing Order
Pure Lettings	41.87	Management Letting Fee	Monthly	Auto deduction from rental
ICO	35.00	Information Commissioners Office Registration	Annual	Bacs
TDC	235.65	Cemetery Business Rates	Bi-Annual	Direct Debit
Vision ICT	160.00	Parish Website hosting/help	Annual	Bacs
Office 365	240.00	Annual Licence Renewal for clerk/cllrs	Annual	Bacs
BT Symantec	110.00	Annual Licence Renewal for Device protection	Annual	Bacs

## Payments made (pre-authorised) since last pcm 25th April 2018

Pynt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM020/18	Curr - DD	5.00	EDF Electricity to Square	LGA 1972 s111	24/05/17 RR114/05/17
PM022/18	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	25/10/17 RR211/10/17
PM021/18	Auto deducted from rent	39.88	Pure Lettings Bunaglow tenancy management £33.23+VAT)	LGA 1972 s126(1)	26/04/17 RR085/04/17
PM023/18	Curr - STO	946.69	Clerk Basic Salary Apr 2018	LGA 1972 s112	36.1.18 RR039a/03/18
		<b>£1,201.57</b>			

## Payments for authorisation/awaiting payment transaction 23rd May 2018

Payment ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM024/18	Res (NP)	10.00	Wendy Mondy - monthly market (NP) expenses	Locality Act 2011	46.1.3.18 RR052/04/18
PM025/18	Curr - Bacs	47.34	Alice Turner - Mileage/refreshments expenses	LGA 1972 s111	45.3.4.18 RR046/04/18 21.2.4.18 RR025/02/18
PM026/18	Curr - Bacs	184.90	Alison Marshall - Internal auditor	LGA 1972 s111	21.4.1.18 RR028/02/18
PM027/18	Curr - Bacs	758.87	BHIB Insurance	LGA 1972 s111	to be agreed 23/5/18
PM028/18	Bung - Bacs	78.00	Doc4Locks Bungalow door	LGA 1972 s126(1)	to be agreed 23/5/18
PM029/18	Res (NP)	2152.80	Hamilton-Baillie Traffic Survey and report	Locality Act 2011	6.9.17 RR172/09/17
PM030/18	Curr - Bacs	96.00	DALC GDPR Course	LGA 1972 s111	8.3.3.18 RR006/01/18
PM031/18	Res (NP)	444.75	Devon Communities Together - NP Training course	Locality Act 2011	30.2.18 RR040/03/18

## WINKLEIGH ANNUAL PARISH COUNCIL MEETING

PM035/19	Curr - Bacs	173.70	Clerk Overtime April 2018	LGA 1972 s.112	Clerks Delegation
PM034/18	Curr - Bacs	217.22	HMRC Contributions P1	LGA 1972 s.112	Clerks Delegation
PM032/18	Curr - Bacs Res (NP)	41.50 27.00	Village Hall Hire PCM & Counter Terrorism talk Village Hall hire Neighbourhood Plan Training	LGA 1972 s.111 LG & R Act 1997 s.31, Locality Act 2011	7.11.17ciii RR223/11/17 30.2.18 RR040/03/18
PM033/18	Res (NP)	100.00	Village Hall Hire Hamilton Baillie (NP)	Locality Act 2011	9.3.18 RR007/01/18
		<b>£4,263.58</b>			

### MONEY TRANSFERS BETWEEN WPC ACCOUNTS ACTIONED/TO BE ACTIONED

A/Cs	Amount	Details	Actioned
Curr to Res (NP)	21.60	VAT reclaim on NP costs	
Curr to Res	602.00	VAT reclaim offset for Hamilton-Baillie survey	
Curr to Res	787.06	Transfer to contingency 2017/18	
			<b>£1,410.66</b>

### RECEIPTS SINCE LAST PCM 28TH MARCH 2018

Payment ref	Pymt method	Details	Amount
RC006/18	Bacs	Precept 1 of 2	£10,276.00
RC003/18	Bacs	Interest Reserve Account Apr 2018	£0.61
RC004/18	Bacs	Pure Lettings Bungalow Rental May 18	£434.88
RC007/18	Bacs	Locality Grant for NP (less VAT)	£1,192.00
RC005/18	Bacs	VAT Reclaim Jan-Mar 2018	£920.02
			<b>£12,823.51</b>

### Monies held In Reserves Account 23/05/2018 after payments above

Reserves Account Balance	Amount	Details	UNALLOCATED BALANCE
11588.87	-1000.00	Earmarked Election accrual	
	-1500.00	Earmarked bus shelter accrual	
	-1410.02	Earmarked - Neighbourhood Plan	
	-6705.71	Earmarked - Council contingency (30% precept)	
	-140.00	Restricted - TAP Fund project 2015-16	
	-369.12	Restricted - Shute Lane Project	
	-464.02	Restricted - P3 Pathways Partnership	
			<b>£0.00</b>

### Monies held in the bungalow account 23/05/2018 after payments above

Balance	Amount	Details	BALANCE
6628.55	-5776.79	Contingency	
	-60.00	Air brick installation work - pending (2017/18)	
	-572.00	Maintenance Budget 2018/19	
	-219.76	2018/19 Budget offset	
			<b>£0.00</b>

## WINKLEIGH ANNUAL PARISH COUNCIL MEETING

### MISCELLANEOUS

Devon Communities together NP Trg course £350 + VAT + Travel. Course cost of £350 divided by 15 attendees at £23.31 per person. £163.31 to be invoiced to neighbouring parishes that attended, course cost to WPC £186.69 + VAT + £24.75 travel

### WINKLEIGH PARISH COUNCIL BANK RECONCILIATION

Reconciliation date 01/05/2018

STATEMENT BALANCES			LEDGERS	
Current Account	10257.48			
Bungalow Account	6706.55			
Reserve Account	11720.76		<b>Opening Balance</b>	21978.26
<b>Sub-total</b>	<b>28684.79</b>	<b>28684.79</b>	<b>Receipts to date</b>	12133.41
Deposits not on statement			<b>Payments to date</b>	-5450.88
			<b>Running balance</b>	28660.79
<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>		
<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>		
<u>Un-Presented Cheque</u>				
<u>1778</u>	24.00			
<b>Sub-total</b>	<b>24.00</b>	<b>24.00</b>		
<b>NET BALANCE</b>		<b>28660.79</b>	<b>BALANCE</b>	<b>28660.79</b>