

WEDNESDAY 27th June 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, Cllr Bayley, Cllr Naylor, Cllr Hodgson, Clerk Mrs Bickell, also present County Cllr Saywell

68.18 APOLOGIES FOR ABSENCE

District Cllr Boundy

69.18 DECLARATIONS OF INTEREST FROM MEMBERS

Cllr Hodgson declared personal interest in New Planning Application 1/0573/2018/OUT Hollacombe Barton and opted to abstain from any vote. (*Register WDOI002/2018*)

70.18 PUBLIC PARTICIPATION**71.18 MINUTES**

[Proposed](#) by Cllr Turner that WPC approve the minutes of the Annual Parish Council Meeting held on 23rd May 2018 on 25th April 2018, seconded by Cllr Ware, 2 abstentions, 8 in favour and **Resolved** (*RR073/06/18*)

72.18 MATTERS CARRIED from previous Meeting 23/05/2018

- 72.1. Water Pump, Fore Street reinstatement of engraving** – Clerk reported that 2 quotations had been received which will be heard under Part II. Torridge District Council have been consulted with regards to listed building consents and the quotations received and have given their permission for some of the maintenance work to be carried out in accordance with the quotations received. County Cllr Saywell has been approached and has confirmed that maintenance work would qualify for Locality funding provided the Parish Match funded any project

73.18 FINANCE

- 73.1. Financial Statement** incorporating annual regular payments, bank reconciliation and monthly payments. See Appendix A [Proposed](#) by Cllr Turner that WPC approve the Financial Statement and Schedule of payments as presented by the Clerk, seconded by Cllr Findlay, 1 abstention, 9 in favour and **Resolved** (*RR075/06/18*)

74.18 PLANNING**74.1. New Applications**

- 74.1.1.** 1/0561/2018/FULM Four Seasons Village Winkleigh, Variation of condition 2 (alteration to the site layout) of planning permission 1/1416/89, [Proposed](#) by Cllr Bayley that WPC support the application, seconded by Cllr Findlay, 6 in favour, 3 against, 1 abstention and **Resolved** (*RR078/06/18*)
- 74.1.2.** 1/0573/2018/OUT Hollacombe Barton, Hollacombe, Outline application for 1 dwelling with all matters reserved except access SH – [Proposed](#) by Cllr Pearce that WPC support the application, seconded by Cllr Ware, 9 in favour, 1 abstention and **Resolved** (*RR079/06/18*)

75.18 REPORTS to and from**75.1. County Cllr Saywell**

Praise should be given to Winkleigh Neighbourhood Plan Group following on from a very useful meeting with Devon County Council Highways department, for the work they are doing in getting the Winkleigh neighbourhood plan up and running. It is more important than ever that a village has its say in the absence of a Local Plan and I look forward to the proposals to come in due course.

The North Devon Link Road upgrade has received funding of £83 million from the Government, the next steps are a planning application will have to be submitted and the works are anticipated to start around 2020 on the stretch between South Molton and Barnstaple.

Following a consultation by the Department for Transport earlier this year on the creation of a major road network, (Devon currently has a strategic road network comprising motorways and larger dual carriageways, run by the Highways Agency, (in Devon M5, A30, A38) in addition there are Local Authority maintained roads), the proposal is for the DfT to create a major road network for the main A roads that are not dual carriageways, (in Devon A380, A361, A39). A request has been submitted to the Government that the A386 and A388 in Devon also be included in the major road network which in terms of improving connectivity would be a welcome step.

We have a new Deputy Leader for Devon County Councillor – Cllr James McGuinness. previous Deputy Leader stepped down resulting in a mini-reshuffle.

Cllr Stone enquired if the Torrington Road potholes could be addressed due to their severity. Cllr Saywell asked for the potholes to be reported via the website and he would take a look after leaving the meeting and discuss with Darryl Jagger (Highways). Cllr Saywell requested that any reports of problems/poor workmanship to be reported to him as soon as they become apparent

Cllr Jacobs reported that the Drain collapse on the A3214 Mid-Devon motors still hasn't been resolved. Cllr Saywell will make enquiries

75.2. District Cllr Boundy (read by Cllr Turner)

There have been a few problems in our ward with the recycling due to the fact that the larger lorries are unable to manage due to space required to manoeuvre, as I understand it is being resolved.

We have been told that Jamie Hollis our solicitor will be leaving us in the autumn to return home to New Zealand to be near his family. He will be missed because he was always happy to help anyone.

The Memorial service was held in Great Torrington Parish Church for the late District Councillor Mr Sam Robinson he is missed by many Councillors as he was so approachable and ready to help any Councillors as well as his Ward members.

I am very sorry, but I am not able to help with the renewing of benches for the parish, I have already got most of it earmarked for projects in our Ward, one being the Night Flight Air Ambulance at Ashreigney, also a Commercial dishwasher for the Parish Hall and Children's Swings in the Community Gardens at Riddlecombe. I am also the trying to help the Winkleigh Football Committee with grant funding for their venture.

75.3. Chair Cllr Turner

75.3.1. Co-option the current vacancy is eligible for co-option and any interested persons should contact the Clerk

75.3.2. Consultation - Devon County Council consults on ways to improve library services to rural and isolated communities. The Clerk has circulated the consultation to the WPC contact groups and posted to Facebook for individual responses. Cllr Mercer to draft a formal response for WPC approval next pcm **ACTION Cllr Mercer**

75.3.3. 125-year Anniversary Winkleigh Parish Council. The Parish Council wish to celebrate its 125th anniversary in December 2019. Funding for any events will need to be approved in October 2018 for inclusion in 2019 Precept. Ideas to mark the occasion are welcome from any interested parties. Cllrs Turner, Findlay, Radcliffe and Hodgson will form an 'Anniversary group' to bring recommendations to the WPC

75.4. Clerk

75.4.1. Defibrillator Awareness Session [Proposed](#) by Cllr Turner that WPC approve booking of a venue for defibrillator awareness training on 28th July 2018 between 2 and 4 pm, seconded by Cllr Naylor, all in favour and **Resolved** (RR076/06/18)

75.4.2. New Defibrillator cabinet installation [Proposed](#) by Cllr Turner that WPC approve the installation of the heated defibrillator cabinet by Os Mustsfa, for the cost of any necessary parts, seconded by Cllr Ware, all in favour and **Resolved** (RR080/06/18)

75.4.3. Fly the Red Ensign for Merchant Navy day 3rd September 2018 [Proposed](#) by Cllr Turner that WPC approve the purchase of red ensign flag for the square at a cost of £35.30 + VAT, seconded by Cllr Hodgson, all in favour and **Resolved** (RR077/06/18)

75.5. Cemetery – Setting Headstones Cllr Pearce reported that the alignment that is used between the grave diggers and the headstone setter needs to be adjusted. We need to make sure that the head end of a grave is dug in a line that allows for the front end of the headstone to rest on solid ground. [Proposed](#) by Cllr Pearce that the Clerk and the Cemetery Group members meet with FJ Stevens to discuss the alignment, seconded by Cllr Turner, all in favour and **Resolved** (RR087/06/18)

75.6. BT Phonebox removal Hollocombe Cllr Mercer reported that BT had removed the telephone box despite objections by WPC January 2017. Clerk to write to BT and TDC to ascertain why the Parish were not given the opportunity to adopt it as requested in January 2017

75.7. Hollocombe Newsletter [Proposed](#) by Cllr Turner that WPC approve the production and distribution of a newsletter to the residents of Hollocombe by Cllr Mercer following proof reading by the Clerk, seconded by Cllr Hodgson, all in favour and **Resolved** (RR081/06/18)

75.8. Replacement benches for Parish Following discussions this matter was withdrawn by Cllr Pearce

75.9. Cllr Reports not requiring a resolution

75.9.1. Bus Shelter Exeter Road – Cllr Pearce requested this be placed on the next agenda

75.9.2. Hedge A3124 North Court Walk towards sports centre, Cllr Pearce reported it is overgrown and needs trimming. Cllrs discussed the prohibition of hedge cutting before 1st September 2018

75.9.3. Bus Shelter A3214 – Cllr Pearce reported that there was significant algae and litter inside the bus shelter which has been dealt with, Cllr Pearce requested this be placed on the next agenda

75.9.4. Cemetery Hedges – Cllr Pearce reported that the overhanging brambles were a nuisance to users of the Cemetery and unsightly, Clerk to contact the Grounds Contractor to remove brambles by hand

75.9.5. **Defibrillator** – Cllr Pearce queried if Mr Ware was still happy to carry out the maintenance checks on the defibrillator. Cllr Ware responded Mr Ware would continue

76.18 CURRENT BUSINESS

76.1. Neighbourhood Plan

76.1.1. **Progress update** - Cllr Mercer reported that a timetable for the completion of the NP was considered by the NP Group. There is merit in now giving urgency and momentum to the writing of the Plan. The writing of the Plan would be completed for presentation to WPC at its meeting in October 2018, if the Plan progressed without undue delay then it would be completed in April 2019 ready for submission to the Examiner. The NP Group is developing a detailed list of expenditure covering the period to the completion of the Plan in April 2019, the detail of the proposals will be discussed with the Parish Clerk so that items for which a tendering process is required is agreed. The letter approved by WPC to local landowners and developers has been sent out. To date, one positive response only has been received -a meeting will be arranged with this respondent. The letters will be followed up with a phone-call.

76.1.2. **S106 Wishlist amendment** – Cllr Mercer requested this be moved to the next agenda to take into consideration the joint meeting with Highways on 27th June 2018 (RR085/06/18)

76.1.3. **Highways Meeting 27th June** – Cllr Turner, Cllr Mercer and Pauline Warner attended meeting in Exeter. Cllr Mercer reported there was some pushback on the approach advocated by the Ben Hamilton-Baillie traffic report with a sense from Mr Johnson that it was more problematic to adopt some of these ideas within Devon villages than in places where the ideas originated i.e. the Low Countries. There was recognition though that there is scope to work with DCC on improvements and changes which could make a difference. These include statutory signage, the type of signs and their placement, and the type of “gateway” features which we could develop. There is a need to be aware of the safety implications of any new installations on the roadside. It was agreed to make approved proposals to Mr Johnson. In terms of the Cross Park development, Mr Johnson recognised the potential problems for pedestrians and thought that we should liaise on possible solutions. As with the road at the Sports Centre, a crossing island or other solution may be possible. This would be part of s106 discussions. In terms of the Townsend Hill/Kingsley Plastics developments, Mr Johnson speculated that perhaps a more fundamental look at traffic movements, which closed Townsend Hill to for traffic from the new developments and created a new entry road from the 3124, would be helpful. There is no immediate funding available, however, it may be possible to take advantage of some of DCC maintenance budgets if WPC request new signage. This may need matched local funding which would be a WPC issue. The feasibility of commissioning Mr Johnson’s design team to do some work for WPC, focussing on specific problems e.g. Townsend Hill or Cross Park, would have the advantages, being cheaper than external work and more likely to produce solutions acceptable to DCC which will be considered at the next NP Meeting on 11th July.

76.1.4. **Reimbursement of expenditure** [Proposed](#) by Cllr Findlay that printing expenditure incurred by Wendy Mondy for £16.98 on 5th May 2018 be retrospectively approved, seconded by Cllr Mercer, 9 in favour 1 against and **Resolved** (RR082/06/18)

76.1.5. **Appreciation** - Cllrs thanked the volunteers of the NP group for all their hard work

77.18 PUBLIC PARTICIPATION SESSION

78.18 MOVE TO PART II

[Proposed](#) by Cllr Turner that WPC approve moving the meeting to Part II with the exclusion of the public as the following item contains exempt information under S12A LGA 1972 as it contains confidential information relating to tenders, seconded by Cllr Hodgson, all in favour and **Resolved** (RR083/06/18) 21:10pm

78.1.1. Winkleigh Water pump refurbishment costs

Meeting returned to public session 21:21pm to hear resolutions on item (78.1.1.18)

Following discussions WPC agreed not to proceed with any maintenance work to the pump but to investigate installing a professional history board in the immediate vicinity of the pump. **Action Clerk/Winkleigh Society** [Proposed](#) by Cllr Pearce that the historical history of the pump is researched and recorded by Winkleigh Society as part of a village heritage trail/walk, seconded by Cllr Bayley, all in favour and **Resolved** (RR084/06/18)

79.18 Date of Next Meeting

25th July 2018 7.30pm Village Hall

21:22pm meeting closed

APPENDIX A – FINANCIAL STATEMENT JUNE 2018

Winkleigh Parish Council
27th June 2018

Meeting date:

Cash balance

£24,933.28

as of 01/06/2018

Reserve	Current	Bungalow
11609.54	6237.60	7086.14

Payments made (pre-authorised) since last pcm 23rd May 2018

Pymt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM038/18	Curr - DD	5.00	EDF Electricity to Square	LGA 1972 s111	61.1.18 RR060/05/18
PM040/18	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	61.1.18 RR060/05/18
PM039/18	Auto deducted from rent	41.96	Pure Lettings Bunaglow tenancy management £34.97+VAT)	LGA 1972 s126(1)	61.1.18 RR060/05/18
PM037/18	Curr - Bacs	114.14	Amazon Order (Paid by Clerk) for 11 x mouse and key safe (£96.19+VAT)	LGA 1972 s111	63.3.2.18 RR063/05/18 63.3.3.18 RR063/05/18
PM048/18	Curr - Bacs	13.43	Viking Direct (Batteries for 11 x mouse)	LGA 1972 s111	63.3.2.18 RR063/05/18
PM042/18	Curr - Bacs	36.00	DALC Planning Course (Cllr Turner)	LGA 1972 S111	21.2.4.18 RR025/02/18
PM043/18	Curr - Bacs	8.00	Community Centre Hire (PCM 28/3/18)	LGA 1972 s.111	Clerks Delegation
PM044/18	Curr - Bacs Res (NP)	69.20 52.39	Clerk Overtime May 2018	LGA 1972 s.112 Locality Act 2011	Clerks Delegation
PM045/18	Res - (NP)	9.60	Hedgerow Print (NP Hamilton-Baillie report)	Locality Act 2011	66.1.18 RR072/05/18
PM050/18	Curr - Bacs	167.02	HMRC Contributions P3	LGA 1972 s.112	Clerks Delegation
PM046/18	Curr - Bacs	27.64	Viking Direct - postage stamps	LGA 1972 s.111	Clerks Delegation
PM047/18	Curr - Bacs	10.00	Village Hall Hire 23/5/18 (APCM)	LGA 1972 s.111	Clerks Delegation
PM036/18	Res - Bacs	103.00	Hedgerow Print (NP Hamilton-Baillie report)	Locality Act 2011	66.1.18 RR072/05/18
PM041/18	Curr - STO	946.69	Clerk Basic Salary May 2018	LGA 1972 s112	61.1.18 RR060/05/18
		£1,692.48			

Payments for authorisation/awaiting payment transaction 27th June 2018

Payment ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM049/18	Curr - Bacs	30.00	New Cllrs Course - Cllr Radcliffe 1/5/18	LGA1972 s.111	
		£30.00			

WINKLEIGH PARISH COUNCIL MEETING

MONEY TRANSFERS BETWEEN WPC ACCOUNTS ACTIONED/TO BE ACTIONED

A/Cs	Amount	Details	Actioned
Curr to Res	46.66	Shebbear/Holsworthy Hamlets NP Trg receipts originally paid from NP reserves	

£46.66

RECEIPTS SINCE LAST PCM 23rd MAY 2018

Payment ref	Pymt method	Details	Amount
RC008/18	Bacs	Pure Lettings Bungalow Rental June 18	£457.59
RC009/19	Bacs	Bideford TC - Neighbourhood Planning Trg (inv 18/001)	£116.67
RC010/18	Bacs	Interest Reserves account	£0.53
RC011/18	100373	Cemetery Fees	£160.00
RC012/18	100373	Shebbear PC (NP Trg invoice 18/003)	£23.33
RC013/18	100373	Holsworthy Hamlets PC (NP Trg Inv 18/002)	£23.33

£781.45

Monies held In Reserves Account 28/06/2018 after payments above

Reserves Account Balance	Amount	Details	UNALLOCATED BALANCE
11587.21	-1000.00	Earmarked Election accrual	
	-1500.00	Earmarked bus shelter accrual	
	-1408.36	Earmarked - Neighbourhood Plan	
	-6705.71	Earmarked - Council contingency (30% precept)(+£358.80 VAT reclaim pending) = £7064.51	
	-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 28/06/2018 after payments above

Balance	Amount	Details	BALANCE
7086.14	-5776.79	Contingency cfwd 31/3/18	
	-677.35	Contingency 2018-19 (£1000)	
	-60.00	Air brick installation work - pending (2017/18)	
	-572.00	Maintenance Budget 2018/19	
		2018/19 Budget offset	

£0.00

MISCELLANEOUS

£120.21 BACs paid to M Bickell in error (25/6/18) re-credited (wrong amount and wrong accounts should be £121.59 see PM044/18 above)

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION

Reconciliation date 01/06/2018

STATEMENT BALANCES			LEDGERS	
Current Account	6237.60			
Bungalow Account	7086.14			
Reserve Account	11609.54		Opening Balance	21978.26
Sub-total	24933.28	24933.28	Receipts to date	13899.67
Deposits not on statement			Payments to date	-10944.65
Sub-total	0.00	0.00	Running balance	24933.28
Sub-total	0.00	0.00		
<u>Un-Presented Cheque</u>				
-				
Sub-total	0.00	0.00		
NET BALANCE		24933.28	BALANCE	24933.28