

WEDNESDAY 25th July 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 Bayley, Cllr Hodgson, Clerk Mrs Bickell, also present County Cllr Saywell

NOT PRESENT

Cllr Naylor

80.18 APOLOGIES FOR ABSENCE

Cllr Findlay (Ill), District Cllr Boundy

81.18 DECLARATIONS OF INTEREST FROM MEMBERS

81.1. Cllr Hodgson declared pecuniary interest in Planning Application 1/0603/2018/FUH Ashley House Farm Wembworthy (Register WDO1003/2018)

81.2. Cllr Turner declared a personal interest in Cemetery setting of headstones

82.18 PUBLIC PARTICIPATION**83.18 MINUTES**

Proposed by Cllr Turner that WPC approve the minutes of the Parish Council Meeting held on 27th June 2018 seconded by Cllr Pearce, all in favour and **Resolved** (RR088/07/18)

84.18 MATTERS CARRIED from previous Meeting 27/06/2018

Consultation - Devon County Council library services to rural and isolated communities. Proposed by Cllr Turner that WPC approve the draft response circulated to Cllrs on the future of DCC Library services, seconded by Cllr Mercer, all in favour and **Resolved** (RR089/07/18)

85.18 FINANCE

85.1. **Financial Statement incorporating approval of payments, Bank Reconciliation and 1st quarter budget report** – Proposed by Cllr Turner that WPC approve the Financial Schedule of payments as presented by the Clerk on the Financial Statement, seconded by Cllr Radcliffe, all in favour and **Resolved** (RR090/07/18)

85.2. **North Devon Records Office** formal request for parish council to consider by September 2018 (a) a funding contribution towards the seven-month short-term agreement from April 2019 and (b) an annual funding contribution towards the five-year agreement to run from the expiry of the seven-month agreement. Clerk to make further enquires regarding funding requirements. Matter carried to next pcm

85.3. **Standing Orders Variance – Financial Controls** – Special Motion received from Cllrs Mercer, Radcliffe, Naylor “to vary STO 16 a vi and 16 c to include “*unless under LGA 1972 s135, the Council exempt any contract from any such provision when the Council are satisfied that the exemption is justified by special circumstances*” seconded by Cllr Pearce, all in Favour and **Resolved** (RR092/07/18)

Proposed by Cllr Turner that the Standing Orders be ratified with immediate effect, seconded by Cllr Ware, all in favour and **Resolved** (RR098/07/18)

85.4. **Communities Together Fund 2018/19** (Formerly TAP Fund) Signage for the village to be investigated by Cllrs Mercer and Jacobs, Matter carried to next pcm

86.18 PLANNING**86.1. New Applications**

86.1.1. **1/0603/2018/FUH Ashley House Farm Wembworthy**, Single Storey Rear Extension Mr & Mrs Hodgson.

19:55pm Cllr Hodgson left the meeting. Proposed by Cllr Turner that WPC support this application, seconded by Cllr Ware, all in favour and **Resolved** (RR093/07/18) 19:56pm Cllr Hodgson returned to meeting

86.1.2. **1/0673/2018/FUL Land SE of Westward Farm**, Winkleigh, Erection of Agricultural building and creation of new access, Mr Ian Keenor Proposed by Cllr Pearce do not support this application on the grounds there is insufficient information within the application with regards to excavation at the shed site and the existence of an already perfectly acceptable gateway without removing old Devon hedge, seconded by Cllr Turner, 7 in favour, 1 abstention and **Resolved** (RR097/07/18)

87.18 REPORTS to and from**87.1. Chair Cllr Turner**

87.1.1. **Co-option** Current Vacancy advertised, interested parties to contact the Clerk

87.1.2. Torridge Area Advisory Group (TAAG)

There has been a reduction in the amount of waste sent to landfill this June against June 2017 which is a positive start to the new system. 11,200 households have subscribed to the new green waste service since its introduction. The Local Plan inspector is currently writing up her report on her findings for the rest of the LP and TDC hope that this report will be with them by October, but this is not confirmed. TDC are starting to reference policies from the emerging LP in planning decisions.

87.1.3. PCSO proposed reduction in numbers, Dist Cllr Hackett informed the TAAG that the money saved by the cuts will fund more armed response officers, who have a greater level of negotiating skills. The number of armed officers introduced and the loss of PCSOs would not be like for like. He stressed that there would be a reduction of “officers on the beat” District Cllr Hackett is asking parish councils to email him with their feelings/views on these reductions and if possible examples of why PCSOs are needed. **Proposed** by Cllr Hodgson that WPC are formally opposed to any reduction to PCSO numbers and the Chair to draft a letter to this effect on behalf of the WPC, seconded by Cllr Pearce, all in favour and **Resolved**, (RR098/07/18) (Action Cllr Turner) Clerk to invite Insp Shaun Kenneally to a forthcoming PCM to explain the proposed cuts

87.1.4. Dog Wardens, TDC are looking at training volunteers to act as ‘Community Dog Wardens’ under the Public Space Protection Order (PSPO), they would be trained to educate dog walkers in their area. They would also be able to relay valuable information to TDC such as people who regularly fail to pick up after their dog. Some community wardens may be authorised by TDC to serve fixed penalty notices to offenders, fixed penalty notices have increased from £75 to £100. Matter to be carried to next pcm for consideration of application to Winkleigh

87.1.5. Consultation – Future Policing Proposed merger of Devon and Cornwall Police and Dorset Police – WPC declined to comment due to insufficient information

87.1.6. Consultation - North Devon and Torridge Local Plan 2011-2031 – Further Proposed Main Modification to Policy BBR04, WPC made no comment

87.1.7. Consultation – Statement of Licensing Policy TDC, WPC made no comment

87.1.8. 125-year Anniversary Winkleigh Parish Council, 3 events are being considered throughout 2019 to mark the 125th Anniversary of the Winkleigh Parish Council. **Proposed** by Cllr Turner that WPC book the Sports Centre field for 15/6/19 for a “Bring & Share tea party”, and approve the provisional booking of an adults and child’s bouncy castle, face painter and candy floss van to secure the date, seconded by Cllr Bayley, all in favour and **Resolved** (RR100/07/18) (Action Cllr Turner)

87.2. County Cllr Saywell

Potholes Torrington Road - most have now been filled in however, they hadn’t been reported on the DCC website which should be the first point of call for all road defects, - **Report a problem | Roads and transport** – Cllr Saywell stressed the need to report all defects via the website. The road surface has become very uneven, therefore the DCC asset management team will be requested to carry out patching works in the village

A meeting will be held with a constituent on 31st July regarding a bus shelter on the main road by Zukis café to ascertain if there are any further options.

There will be a major road closure of the A3124 Beaford near Rosemoor Gardens 10th September to 30th November due to a section of the carriageway not supported by the wall resulting in cracking in the carriageway and the road in danger of collapse, as soon as safe to do so the closure will switch to alternating traffic lights

DCC are starting work on their new economic strategy and DCC are hopeful to get all 3 tiers of Local Government working together to address the issues in this area

Cllr Mercer requested that Cllr Saywell address “Tendering for children’s services across Devon” at our next pcm

87.3. Clerk

87.3.1. Water Pump lock – The current padlock had to be cut off during the procession for the Winkleigh Fair, causing minor damage to the handle, a replacement padlock has been purchased for £3.99 + VAT and a key to be held by the Chair of Fair Committee

87.3.2. Red Ensign Flag Raising Cllr Ware volunteered to organise raising the flag on 3rd September in Winkleigh Square (Action Cllr Ware)

87.3.3. Bungalow Annual inspection to be arranged for August 2018 with report for Sept pcm to include any planned expenditure/improvements for 2019/2020 and any rent increase from June 2019 **Proposed** by Cllr Turner that Cllrs Turner, Naylor and Pearce be authorised to attend the Cemetery bungalow for the inspection, seconded by Cllr Hodgson, all in favour and **Resolved** (RR101/07/18) (Action Cllrs Turner, Naylor and Pearce)

87.3.4. Cemetery Annual inspection to be arranged for August 2018 with report for Sept pcm with any recommendations for maintenance and any fee increase with effect April 2019 (Action Cllrs Turner, Pearce, Ware, Hodgson)

87.3.5. Annual Asset Inspection to be arranged for August 2018 with report for Sept pcm with a report and recommendations for maintenance and purchases during current financial year and effective April 2019 (Action Cllrs Ware and Mercer)

87.3.6. Distinctly Winkleigh Articles, Clerk to submit Co-option vacancy, grant applications and Neighbourhood plan update

87.4. CiLCA qualification for Clerk **Proposed** by Cllr Pearce that WPC approve up to 3 hours per week paid overtime for the Clerk with immediate effect for up to 1 year towards studying and work submission to complete the CiLCA qualification for the benefit of the Council, seconded by Bayley, all in favour and **Resolved** (RR094/07/18)

87.5. Cemetery – Setting Headstones Cllr Pearce reported that a meeting was held with FJ Stevens, Stone Masons, the Clerk, Cllr Turner and himself to resolve the issue of spacing and placement of interments and headstones in the cemetery and procedures

initiated to resolve future issues. Clerk thanked Cllr Pearce for bringing this to the Councils attention to allow timely intervention to prevent future issues.

- 87.6. **Bus Shelter Exeter Road** Cllr Pearce raised concern that the building of the new bus shelter was not completed and enquired when it would be completed. Matter to be carried to next pcm to allow for work to be undertaken during summer holidays
- 87.7. **Bus Shelter A3124** – Cllr Ware reported that the painting of the interior of the bus shelter should be completed over the summer holidays (*Action Cllrs Ware*)
- 87.8. **Bench removal Bus Shelter A3124** Cllr Pearce reported that the bench in the A3124 bus shelter was a danger to users and should be removed, Asset Inspection Group to include in their annual inspection and report and remove bench immediately if a danger exists to members of the public (*Action Cllrs Ware and Mercer*)
- 87.9. **Bench re-siting – A3124 Mid Devon Motors** Asset inspection group to consider a new location for the bench during their annual inspection and pass location to the Clerk prior to next (*Action Cllrs Ware and Mercer*)
- 87.10. **Internal Audit Review – Internal Control Policy update** Proposed by Cllr Turner that WPC approve and ratify the Internal Control Policy update with immediate effect, seconded by Cllr Ware, all in favour and **Resolved** (RR102/07/18)
- 87.11. **Emergency Plan Review** Proposed by Cllr Turner that WPC approve the Emergency Plan, seconded by Cllr Radcliffe, all in favour and **Resolved** (RR103/07/18)
- 87.12. **Cllr Reports not requiring a resolution**
- 87.12.1. **Bins locations in Hollacombe** – Cllr Mercer requested this be placed on the next agenda poo bin waste bin
- 87.12.2. **BT Phone box removal Hollacombe** – Cllr Hodgson expressed his displeasure of the oversight by TDC that led to the phone box removal and that there is no recourse whatsoever against TDC for letting the Parish down
- 87.12.3. **BT Phone box The Square.** Cllr Pearce requested that BT be contacted again regarding the poor condition of this phone box
- 87.12.4. **Defibrillator** – Cllr Ware reported that the new defibrillator was currently housed in the old defib box awaiting installation of the new box

88.18 CURRENT BUSINESS

88.1. Neighbourhood Plan

- 88.1.1. **Update on Plan Progression** – Cllr Mercer reported the group met 11th July and the timetable is still on track, and the group will be quite pressured for the next 3-4 months and hope to bring the draft document to an extra-ordinary pcm in October for WPC approval. There has been a positive response from developers to the invitation to meet with the group and meetings have been arranged. Members of the group will be looking at the development of traffic signage/signifiers/gateways to the village for a ‘Community Together Fund’ application. Cllrs expressed their gratitude for the work undertaken by the group on their behalf
- 88.1.2. **Funding Projection for approval** Proposed by Cllr Mercer that WPC approve;
- the appointment of G5 Design to provide PDF presentation of the NP design, including full design and graphics of a brochure and online flip-book with URL links for £1500;
 - the appointment of Clayewater Planning Group (CPG) for professional input into the Winkleigh NP Process, 3 full days work at £1500;
 - Printing costs of £1471 by Hedgerow Print for brochures and leaflets;
 - Hedgerow Assessment by Devon Wildlife Consultants at £700;
 - Mapping costs at £100 with Ordnance Survey;
 - A grant application to Locality for £5271.00 to pay for the work listed, to be completed by Clerk
Seconded by Cllr Turner, all in favour and **Resolved** (RR096/07/18)
- 88.1.3. **S106 Wishlist amendment** item to be discussed at next pcm (RR085/06/18)

89.18 PUBLIC PARTICIPATION SESSION

90.18 Date of Next Meeting

26th September 2018 7.30pm Village Hall

21:44pm meeting closed

APPENDIX A – FINANCIAL STATEMENT JULY 2018

Winkleigh Parish Council
25th July 2018

Meeting date:

Cash balance

£23,164.27

as of 01/07/2018

Reserve	Current	Bungalow
11428.56	4649.57	7086.14

Payments made (pre-authorised) since last pcm 27th June 2018

Pymt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM054/18	Curr - DD	5.00	EDF Electricity to Square	LGA 1972 s111	61.1.18 RR060/05/18
PM055/18	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	61.1.18 RR060/05/18
PM056/18	Curr - STO	957.97	Clerk Basic Salary May 2018	LGA 1972 s112	61.1.18 RR060/05/18
PM057/18	Auto deducted from rent	41.96	Pure Lettings Bunaglow tenancy management £34.97+VAT)	LGA 1972 s126(1)	61.1.18 RR060/05/18
PM058/18	Curr - Bacs	103.33	Clerk Overtime June 2018	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM061/18	Curr - Bacs	16.00	Community Centre Hire (Annual Public Meeting 2/5/18)	LGA 1972 s.111	Clerks Delegation RR027/02/18
PM062/18	Curr - Bacs	93.46	BT symantec IT protection 1st qtr	LGS 1972 s.111	33.2.4.18 RR035/03/18
PM059/18	Curr - Bacs	45.08	HMRC Contributions P4	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM063/18	Curr - Bacs	26.54	Viking Direct - Stationary	LGA 1972 s.111	Clerks Delegation RR027/02/18
PM060/18	Curr - Bacs	10.00	Village Hall Hire 27/6/18 (PCM)	LGA 1972 s.111	Clerks Delegation RR027/02/18
PM064/18	Curr - Bacs	31.22	Cllr Turner - Mileage Claims	LGA 1972 s.111	9.7.18 RR010/91/18 55.18 RR055/05/18

£1,540.56

MONEY TRANSFERS BETWEEN WPC ACCOUNTS ACTIONED/TO BE ACTIONED

A/Cs	Amount	Details	Actioned
Curr to Res	788.80	VAT reclaim - £360 Defibrillator, £358.80 NP Hamilton-Baillie traffic study, £70 NP Training session	

£788.80

RECEIPTS SINCE LAST PCM 27TH JUNE 2018

Payment ref	Pymt method	Details	Amount
RC017/18	Bacs	Pure Lettings Bungalow Rental July 18	£457.59
RC014/18	Bacs	Interest Reserves Account	£0.46
RC015/18	100374	Interment Fees Leahy	£310.00
RC016/18	100375	Memorial Fee Warren	£75.00
RC018/18	Bacs	VAT Reclaim 1st Qtr 2018/19	£964.78

£1,807.83

WINKLEIGH PARISH COUNCIL MEETING AGENDA

Monies held In Reserves Account 25/07/2018 after payments above

Reserves Account Balance	Amount	Details	UNALLOCATED BALANCE
12360.02	-1000.00	Earmarked Election accrual	
	-1500.00	Earmarked bus shelter accrual	
	-1483.14	Earmarked - Neighbourhood Plan	
	-7403.74	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	
			£0.00

Monies held in the bungalow account 26/07/2018

Balance	Amount	Details	UNALLOCATED BALANCE
7086.14	-5776.79	Contingency cfwd 31/3/18	
	-572.00	Maintenance Budget 2018/19	
	-1000.00	Contingency 2018-19 (£1000)	
	-134.94	Professional Fees budget 2018/19 (£363.60)	
	-60.00	Air brick installation work - pending (2017/18)	
	-41.96	Pure Lettings Management Fee July 2018	
	499.55	Rental Income July 2018	
		2018/19 Budget offset transfer to current account	
			£0.00

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION
Reconciliation date 01/07/2018

Balance per bank statements as at 31 March 2018:	£	£
Current Account	4649.57	
Bungalow Account	7086.14	
Reserves Account	11428.56	
	<u> </u>	<u>23164.27</u>
Less: any unpresented Payments	<u>0.00</u>	<u>23164.27</u>
Plus: any unpresented Deposits	<u>0.00</u>	23164.27
Net balances as at 29 June 2018		<u>23164.27</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2018	21978.26
Add: Receipts in the year to date	14107.32
Less: Payments in the year to date	-12921.31
Closing balance per cash book [receipts and payments book] as at 29 June 2018	<u>23164.27</u>

BUDGET 1ST QUARTER 2018-19

BUDGET HEADS EXPENDITURE	2018-19 Budget			
	Budget	YTD Actual spend	Committed expenditure	Predicted Year End Spend
Staff Costs	13174.00	4757.22		4757.22
Administration	1547.00	1034.93	0.00	1034.93
Running Costs	3992.00	18.22	3675.00	3693.22
Professional fees	935.00	496.53		496.53
Assets Maintenance & Purchases	1500.00			
Grants/Donations	725.00	650.00		650.00
Bungalow	2150.00	1136.40	0.00	1136.40
Cemetery Rates & Grounds Maintenance	3974.00	865.65	235.00	1100.65
TOTAL	27997.00	8958.95	3910.00	12868.95

INCOME	2018-19			
	Budget 2017-18	YTD	Known future income	Predicted Year-end total
Precept	20552.00			
Grants				
Other/Interest				
Bungalow Rent	5945.00	1864.70		1864.70
Cemetery Fees	1500.00			
TOTAL	27997.00	1864.70	0.00	1864.70

Responsible Finance Office, Mrs Bickell, reports no areas of concern following first quarter expenditure