

# WEDNESDAY 26<sup>th</sup> September 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 Hodgson, Clerk Mrs Bickell, **also present** County Cllr Saywell, District Cllr Boundy

**ABSENT**

Cllr Naylor

**91.18 APOLOGIES FOR ABSENCE**

Cllr Findlay (Holiday), Cllr Bayley (Ill)

**92.18 DECLARATIONS OF INTEREST FROM MEMBERS**

Cllr Hodgson declared pecuniary interest in Planning Application 1/0890/2018/FULM Beechlea Farm, Winkleigh (*Register WDO1004/2018*)

**93.18 PUBLIC PARTICIPATION****94.18 MINUTES**

Proposed by Cllr Turner that WPC approve the minutes of the Parish Council Meeting held on 25<sup>th</sup> July 2018 seconded by Cllr Hodgson, all in favour and **Resolved** (*RR104/09/18*)

**95.18 MATTERS CARRIED from Parish Council Meeting 25/07/2018**

- 95.1. 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. Proposed by Cllr Hodgson that WPC make a financial contribution to the funding for the future of the NDRO, the amount to be determined further to our budget and precept consultations, seconded by Cllr Pearce, 6 in favour, 1 against, and **Resolved** (*RR091/07/18*)
- 95.2. Signage for the village** – Cllr Mercer reported the project was in the development phase for the gateway and village signage, 5 for Winkleigh and 3 for Hollocombe. Artwork to be taken to publicised locally and then will bring it back to Council after sourcing finance possibilities for approval
- 95.3. 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. Cllrs agreed to further distribution of the details of the scheme and invite TDC to a meeting in Winkleigh to present the PSPO to Parishioners. Ashreigney PC also to be invited (*Action Cllr Turner*)
- 95.4. Bus Shelter Exeter Road**, Cllr Jacobs reported that stone masons have commenced building the shelter, but work is currently held up awaiting delivery of the windows. Mr Hill has given assurances that week commencing 15<sup>th</sup> October the stone mason and chipper have been booked to install the windows, finish the wall and erect the roof, with completion anticipated 19<sup>th</sup> October 2018. Mr Hill offered his apologies for the delay in the build.

**96.18 FINANCE** (*RFO*)

- 96.1. Bungalow Garage Repair** August 2018 Proposed by Cllr Turner that WPC give retrospective approval for the Garage door mechanism replacement at £378.00, seconded by Cllr Hodgson, all in favour and **Resolved** (*RR106/09/18*)
- 96.2. Mileage Reimbursement TDC Meeting with NP Group** Proposed by Cllr Turner that WPC give Retrospective approval for Cllr Mercer and Pauline Warner to attend 2 meeting with TDC at Bideford regarding progression of Neighbourhood Plan and to claim mileage, seconded by Cllr Radcliffe, all in favour and **Resolved** (*RR107/09/18*)
- 96.3. Data Protection Annual Fee** Proposed by Cllr Turner that WPC approve a annual Direct Debit payment of £40 commencing 28<sup>th</sup> September 2019 to the ICO (Information Commissioners Office) for Data Protection Registration renewal, seconded by Cllr Hodgson, all in favour and **Resolved** (*RR110/09/18*)
- 96.4. Financial Statement incorporating approval of payments and Bank Reconciliation** Proposed by Cllr Turner that WPC approve the Financial Schedule of payments as presented by the Clerk on the Financial Statement, seconded by Cllr Ware, all in favour and **Resolved** (*RR105/09/18*)

**97.18 PLANNING**

- 97.1. New Applications**

- 97.1.1. 1/0890/2018/FULM Beechlea Farm, Winkleigh, Mrs Jones, B2/B8 Employment unit and associated amenity space 8.07pm Cllr Hodgson left the meeting after declaring a pecuniary interest. **Proposed by Cllr Ware that WPC support this application, seconded by Cllr Mercer, 5 in favour, 1 abstention and Resolved (RR112/09/18)** 8.10pm Cllr Hodgson returned to the meeting
- 97.1.2. 1/0984/2018/AGMB Smythen Farm, Hollacombe, Mr Conibere, Conversion of barn into 2 dwellings **Proposed by Cllr Mercer that WPC do not support this application because of concerns about access, lack of information about the environmental impact and the location of the site makes it undesirable, seconded by Cllr Pearce, all in favour and Resolved (RR113/09/18)**
- 97.1.3. 1/0985/2018/AGMB Smythen Farm, Hollacombe, Mr Conibere, Conversion of barn into 2 dwellings **Proposed by Cllr Mercer that WPC do not support this application because of concerns about access, lack of information about the environmental impact and the location of the site makes it undesirable, seconded by Cllr Pearce, all in favour and Resolved (RR114/09/18)**

**98.18 REPORTS** to and from

**98.1. County Cllr Saywell**

The Road to Hollacombe Moor has been jet-patched to a very good standard, which is a new type of patching. There is a very tight budget this financial year and the majority of it has been used on that stretch of road. The neighbourhood officer has been in and around the Parish and assessed the roads requiring repair, and submitted a list of schemes to go forward to the county council assets management team to consider, totally £363,000, as follows;

Scheme	Location	Possible treatment type	Rough Estimate.
184229015	Eggesford Road	Resurfacing	£60,000+
184229016	Townsend Hill	Resurfacing	£70,000+
184229017	Exeter Road	Patching and Micro Asphalt	£25,000+
184229018	Torrington Road 60mph area	Patching surface Dressing	£30,000+
184229019	Torrington Road 30mph area	Resurfacing.	£30,000+
184229024	Queen Street	Resurfacing	£15,000+
184229025	Coopers Hill, South Street	Resurfacing	£20,000+
184229026	Vine Street	Patching	£8,000+
184229028	Barnstaple Street	Patching	£15,000+
184229029	Castle Street	Patching	£10,000+
184229030	Farmer Franks Lane/Lower Town	Extensive Patching	£30,000+
184229032	Berners Cross to Bridge Reeve	Patching and surface dressing	£50,000+

It is unlikely all of the schemes will be approved in a single financial year. If another pot hole fund award is approved, then one of the schemes will be put forward for approval and WPC should consider if they have a view on which road is a priority and this will be taken back to the asset management team for consideration at such a time.

The A3124 closed north of Beaford to build a new retaining wall, the latest update is the engineers are happy with progress being made, too early to switch to traffic lights, however, the work is on course and on schedule.

The DCC Task group looking at how Scansa and DCC Highways as a whole are performing are expected to produce their report around Christmas. Scansa had mixed first year but are claiming to be ahead of schedule this year for gully cleaning. Which they aim to complete by Christmas and then switch to reactive maintenance.

North Devon link road upgrade, South Molton to Barnstaple, planning application is due to be submitted end of October and there should be decision made in February with works starting 2020

Children's services tender, a report is due from the children's scrutiny committee in November.

DCC bringing public health nursing team back in house and transfer of staff April 2019, public health will commission children's service to deliver it, with a remodelling of the service to ensure it is more joined up.

DCC Ofsted rating for children's services, the council received a 'focused visit' to look at our care leader's performance at the beginning of September, DCC will get a letter early October setting out the findings, the initial feedback has been positive, and the Council is acting on areas they need to improve. The last full inspection was in 2015 and DCC required improvement and the next full inspection is due end of 2018 early 2019.

Cllr Hodgson commented that the road patching in Hollacombe is very good and thanked Cllr Saywell for his contribution in getting the work carried out.

Cllr Mercer commented that it was good news children's services are coming back in-house

**98.2. District Cllr Boundy**

CCG have reported that Holsworthy medical centre do not have the capacity to cover the beds as they are also covering Stratford Hospital owing to GP capacity issues. Dereford hospital are currently 20 doctors short and the CCG are talking with other Devon hospitals to see if they can provide cover, without Doctor cover, CCG will not move to the next stage of the implementation plan. Barnstaple hospital have a serious nursing shortage and are advertising abroad.

Policing on focusing on older driver behaviours with regards to not wearing seat belts, breaking of speed limits and use of mobile telephones.

Agricultural businesses in North Devon forthcoming meeting with North Devon Council scheduled for 14 November may have to be rescheduled.

The Inspector has signed off the latest draft of the Local Plan and following a forthcoming joint meeting between NDC and Torridge Council, it is hoped the joint Local Plan can be adopted.

All councillors in Torridge are being encouraged to take the suicide intervention training and training is also available on the following website <https://dtspa.co.uk/training/> which is open to all.

**98.3. Chair Cllr Turner**

**98.3.1. Consultation – Fracking without planning permission** WPC offered no comment, individuals are encouraged to submit their own personal views

**98.3.2. Co-option Vacancy** currently advertised and interested persons should contact the Clerk

**98.3.3. Village Hall Representative** Cllr Turner stepped down as WPC representative for the Village Hall, Cllr Jacobs volunteered to undertake the role, all in favour

**98.3.4. Diocese of Exeter** licensing invitation for chair to attend 8<sup>th</sup> October, aif

**98.3.5. Chulmleigh College Grand Opening** invitation for Chair to attend 2<sup>nd</sup> October, aif

**98.4. Clerk**

**98.4.1. Annual Audit Report** has been returned and published on the website and notice boards with no areas of concern and amendments to be carried forward to next return.

**98.4.2. BT Phone box The Square.** BT have been emailed 3 times with photographs of the poor state of the phone box with request for maintenance to be carried out. BT have not responded. Clerk will continue to pursue

**98.4.3. Grant Applications for 2019** 4 applications have been received, the finance group are meeting on 4<sup>th</sup> October to review the applications and prepare a report and recommendations for the October PCM

**98.4.4. Grass Cutting Tender** Current tender ends March 2019 [Proposed](#) by Cllr Turner that WPC approve the grass cutting specification for 2 years commencing April 2019 and the Clerk to advertise for tenders to be considered at the October pcm for budget purposes, seconded by Cllr Jacobs, all in favour and **Resolved** (RR108/09/18)

**98.4.5. Memorial Wreath and Ceremony** [Proposed](#) by Cllr Turner that WPC approve the order of 2 poppy wreaths for November Remembrance Services with a donation of £75 to the Royal British Legion under S137 LGA 1972, and Cllr Pearce to represent the WPC at the airfield service 10<sup>th</sup> November and Cllr Jacobs to represent WPC at the Church Service 11<sup>th</sup> November, seconded by Cllr Ware, all in favour and **Resolved** (RR11/09/18)

**98.5. Cemetery**

**98.5.1. Annual Inspection report and recommendations** Cllrs Pearce and Turner reported no areas of concern during the annual inspection. A recommendation for any price increase in cemetery fees to be presented to WPC at October pcm (action Cllrs Pearce/Turner/Hodgson/Ware)

**98.5.2. Large grave allocation** Clerk on behalf of Cllr Findlay raised concern that there were no extra-large grave allocations in the cemetery and whether this should be considered for allocation. Cllrs felt there was no current requirement for such allocation and the matter should be appropriately considered by the clerk if any such request is made in future.

**98.5.3. Cemetery Gates refurbishment** Cllr Ware reported that it is not possible to paint the gates as they have been powder coated. Clerk advised that Right Angle Finishing Ltd Hatherleigh have quoted to refurbish the gates with black powder coating for £68.40 plus VAT per gate and they would need to be dropped off and collected. [Proposed](#) by Cllr Pearce that WPC approve the refurbishment of the gates by Right Angle Finishing Ltd for £68.40 per gate and Cllrs Ware and Jacobs to source their drop off and collection, seconded by Cllr Ware, all in favour and **Resolved** (RR115/09/18) (action Cllrs Ware/Jacobs/Clerk)

**98.6. Bungalow – Annual Inspection report and recommendations** Cllrs Turner and Pearce reported that everything is fine in the bungalow with noticeable improvement to the damp inside the property. Cllr Turner raised the possibility of accruing funds for a new kitchen and to bring a report to the October pcm. No Recommendations were made for maintenance for 2019-2020 (action Cllr Turner)

**98.7. Assets – Annual Inspection report and recommendations** Cllr Ware reported that the bench in Southernhay will require treatment next year, the bench in The Square is to be installed imminently, the bench Court Walk under the tree needs treatment next year, the bench in the bus shelter A3124 is broken and may present a danger to users, the bus shelter A3124 is heavily graffitied. Reciting of the bench opposite Mid Devon motors is still being considered. The bin by Exeter Road bus shelter still missing, the top rail of the seat at the Ring o Bells needs to be replaced, the bin at Berners Cross is missing, the dog bin Winkleigh woods is on the ground and needs re-fixing. [Proposed](#) by Cllr Turner that WPC approve the clerk to source the repairs as highlighted in the asset report from the current asset budget, seconded by Cllr Jacobs, all in favour and **Resolved** (RR116/09/18) (action Clerk)

**98.8. Bin locations in Hollacombe** Cllr Mercer reported that a resident had complained to him concerning the current placement of the dog bin in Hollacombe outside St Michaels. Cllrs agreed that this was a suitable central location and other options had previously been explored and discounted

**98.9. Civic Celebration 100-year anniversary end of WWI** Cllr Jacobs reported that Winkleigh Society would like to organise a civic celebration of the 100-year anniversary of the end of WWI (1918-2018) on 11<sup>th</sup> November 2018. WPC support a civic celebration and approved Cllrs Jacobs, Pearce and Radcliffe to liaise with Winkleigh Society regarding a suitable celebration

**99.18 CURRENT BUSINESS****99.1. Neighbourhood Development Plan** *(Cllr Mercer)*

**99.1.1. Update on Neighbourhood Development Plan and timetable for submission** The NP group have met twice since the last pcm, the plan document is coming along with the group working really hard to take it forward as quickly as possible. The NP is about 90% ready with mapping work still awaited by TDC. With the grant monies recently received, Maria Bailey independent consultant has been commissioned. The printing and design of the document has been commissioned and the biodiversity study of the hedgerow survey will take place on 2<sup>nd</sup> October. TDC have commented that we need a sustainability screening to be undertaken, this will take a minimum of 5 weeks and therefore it is unlikely the group can bring the finalised document to the WPC by the end of October as previous intended. Therefore, WPC will not be able to start the consultation in November but can use the additional time to finalise the document with consultation hopefully in January.

**99.1.2. Informal Meeting 3<sup>rd</sup> October 2018 draft Neighbourhood Plan presentation** [Proposed by Cllr Turner that WPC approve an informal meeting of WPC, NP Group for a presentation by Maria Bailey, Planning Consultant of the draft NP plan and to consider the format and content of the draft plan, on 3<sup>rd</sup> October 2018, seconded by Cllr Ware, all in favour and Resolved](#) *(RR112/09/18)*

**99.2. 125-year Anniversary Winkleigh Parish Council**, Cllr Turner reported that the provisional booking for 15<sup>th</sup> June 2019 of an adults and child's bouncy castle and candy-floss van have been made. The child's face-painter is still to be booked. )

**100.18 PUBLIC PARTICIPATION SESSION****101.18 Date of Next Meeting**

24<sup>th</sup> October 2018 7.30pm Community Centre

21:40pm meeting closed

## APPENDIX A – FINANCIAL STATEMENT SEPTEMBER 2018

Winkleigh Parish Council  
26th September 2018

Meeting date:

Cash balance

£27,899.22

as of 31/08/2018

Reserve	Current	Bungalow
17982.54	2102.36	7814.32

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

Pymt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM066/18	Curr - DD	5.00	EDF Electricity to Square August	LGA 1972 s111	61.1.18 RR060/05/18
PM067/18	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance August	LGA 1972 s214(6)	61.1.18 RR060/05/18
PM068/18	Curr - STO	957.97	Clerk Basic Salary Aug 2018	LGA 1972 s112	61.1.18 RR060/05/18
PM077/18	Curr - DD	5.00	EDF Electricity to Square	LGA 1972 s111	61.1.18 RR060/05/18
PM078/18	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	61.1.18 RR060/05/18
PM073/18	Curr - STO	957.97	Clerk Basic Salary Sept 2018	LGA 1972 s112	61.1.18 RR060/05/18
PM065/18	Auto deducted from rent	41.96	Pure Lettings Bunaglow tenancy management (£34.97+VAT) August	LGA 1972 s126(1)	61.1.18 RR060/05/18
PM069/18	Curr - Bacs	216.58	Clerk Additional Payment July 2018	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM070/18	Curr - Bacs	45.08	HMRC Contributions P5 August	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM071/18	Curr - Bacs	11.70	Cllr Jacobs Road Warden mileage expenses	LA (MA) Regs 2003	Clerks Delegation RR027/02/18
PM074/18	Curr - Bacs	119.08	Clerk Additional Payment Aug 2018	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM075/18	Curr - Bacs	65.68	HMRC Contributions P6	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM076/18	Auto deducted from rent	41.96	Pure Lettings Bunaglow tenancy management (£34.97+VAT) August	LGA 1972 s126(1)	61.1.18 RR060/05/18
PM080/18	Curr - Bacs	250.00	SLCC - CiLCA Regisration (Clerk)	LGA 1972 s.112	36.1.18 RR039a/03/18
PM081/18	Curr - Bacs	240.00	PKF Littlejohn Accountants (Audit)	LGA 1972 s.112	61.1.18 RR060/05/18
PM082/18	Curr - Bacs	30.00	DALC CiLCA Course (Clerk)	LGA 1972 s.112	63.3.8.1.18 RR065/05/18
PM083/18	Curr - Bacs	12.00	Village Hall Hire 25/7/18 (PCM)	LGA 1972 s.111	61.1.18 RR060/05/18
PM084/18	Curr - Bacs	150.00	Vision ICT Website hosting and support	LGA 1972 s.111	5.9.18 RR059/05/18
PM085/18	Curr - Chq 1779	40.00	ICO - Data Protection Annual Fee	LGA 1972 s.111	5.9.18 RR059/05/18
PM086/18	Res - Bacs	750.00	Gfivedesign - NP Grant publication monies	Localism Act 2011	88.1.2.18 RR096/07/18
		<b>£4,359.98</b>			

**WINKLEIGH PARISH COUNCIL MEETING**

**Payments for authorisation/awaiting payment transaction**

Payment ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM072/18	Bung - Bacs	187.00	Docs4Locks - Bungalow Garage Door repair (Deposit)	LGA 1972 s126(1)	Clerks Delegation RR027/02/18
PM079/18	Bung - Bacs	187.00	Docs4Locks - Bungalow Garage Door repair (Balance)	LGA 1972 s126(1)	Clerks Delegation RR027/02/18
		<b>£374.00</b>			

**RECEIPTS SINCE LAST PCM 25TH JULY 2018**

Payment ref	Pynt method	Details	Amount
RC019/18	Bacs	Pure Lettings Bungalow Rental Aug 18	£457.59
RC020/18	100376	Memorial Fee John FOSTER	£25.00
RC021/18	100376	Interment Fee COWLE	£310.00
RC022/18	Bacs	Interest Reserve Account	£0.52
RC023/18	Bacs	Betty Boundy Neighbourhood Plan contribution to printing costs	£103.00
RC024/18	Bacs	Groundwork UK Neighbourhood Plan Grant	£5,519.00
RC025/18	Bacs	Pure Lettings Bungalow Rental Sep 18	£457.59
RC026/18	Bacs	Precept 2 of 2	£10,276.00
			<b>£17,148.70</b>

**Monies held In Reserves Account after payments above**

Reserves Account Balance	Amount	Details	WPC CONTINGENCY
17232.54	-1000.00	Earmarked Election accrual	
	-1500.00	Earmarked bus shelter accrual	
	-1586.14	Earmarked - Neighbourhood Plan	
	-4769.00	Restricted - Neighbourhood Plan Grant	
	-140.00	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	-369.12	Restricted - Shute Lane Project (Phase II)	
	-464.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			<b>£7,404.26</b>

**Monies held in Bungalow Account**

Opening Balance	Amount	Details	AVAILABLE BALANCE
<b>5836.79</b>		<b>As at 1st April 2018</b>	
	2947.72	Rental Income to-date	
	-247.60	Pure Lettings Management Fee to-date	
	-452.00	Maintenance carried out 2018-19	
		<b>Bank Balance</b>	<b>8084.91</b>
		RESTRICTED balance of 2018/19 maintenance budget	-168.00
		RESTRICTED balance of 2018/19 Management Fee	-£251.76
		RESTRICTED Precept offset to be transferred to curr a/c	-£828.36
		RESTRICTED air brick installation work	-£60.00
		<b>RESTRICTED Contingency accrual for emergency works</b>	<b>£6,776.79</b>

## WINKLEIGH PARISH COUNCIL MEETING

### Reconciliation date 03/09/2018

Balance per bank statements as at 31 August 2018:	£	£
Current Account	2102.36	
Bungalow Account	7814.32	
Reserves Account	17982.54	
	27899.22	27899.22
Less: any unrepresented Payments	0.00	27899.22
Plus: any unrepresented Deposits	0.00	27899.22
Net balances as at 31 August 2018		<b>27899.22</b>

***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	21994.8
Less: Payments in the year to date	-16073.84
Closing balance per cash book [receipts and payments book] as at 31 August 2018	<b>27899.22</b>