

**WEDNESDAY 24<sup>th</sup> October 2018**  
**7.30pm Winkleigh Community Centre**  
**DRAFT MINUTES**

**PRESENT**

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

**103.18 APOLOGIES FOR ABSENCE**

None for current meeting. Cllr Naylor gave belated apologies for non-attendance and failure to give apologies on 26<sup>th</sup> September 2018

**104.18 DECLARATIONS OF INTEREST FROM MEMBERS**

Cllr Ware declared a personal interest in the Village Hall Grant (*Register WDOI005/2018*)

**105.18 COMMUNITY DOG WARDENS** – Guest Speaker - Janet Williams – Environmental Health and Community Safety Manager

TDC currently only have 3 neighbourhood enforcement wardens who cover everything from noise nuisance, anti-social behaviour, fly tipping to dog fouling. Information/intelligence is required on who is allowing dogs to foul and not clean up after them, when and where and an enforcement team will come out and patrol at those times and deal with any offences they observe.

TDC is looking to pilot/roll out a dog warden authorisation scheme with any of our town or parish councils. TDC can authorise non TDC staff to administer fixed penalties for dog fouling and other dog offences covered by our Public Space Protection Order for dogs. The fixed penalty for dog offences is £100 (£60 if paid within 10 days). TDC will share any income from the scheme with Town/Parish council where the penalty was issued. There is no expectation that the scheme will become self funding and TDC will not support any quota for fixed penalty notices served.

TDC will assist any Town or Parish Council to set up local agreements, help with recruitment and training of potential wardens and/or volunteers, health and safety, fixed penalty procedures and all associated matters. The training is approximately ½ day duration. Councillors are not permitted to act as Wardens in their own parish due to conflict of interests. A volunteer would patrol with an enforcement warden but will not be authorised to issue a fixed penalty or may patrol on their own in order to gather information/intelligence to pass on to an authorised warden. Any complaints of dog fouling TDC receive will be forwarded to the Clerk so they can direct their dog warden.

There is considerable outlay by TDC in setting up and supporting the scheme however the potential benefits of this in terms of local warden provision and enforcement is considerable. The scheme should be seen as partnership working between TDC and T/PC's to try to tackle issues of significant concern within our communities. The pilot will be key to clarifying details of the scheme.

Any person interested in becoming a community dog warden or volunteer should contact **Janet Williams** Environmental Health and Community Safety Manager, Torridge District Council Riverbank House, Bideford EX39 2QG  
Tel 01237 428857, Email [janet.williams@torridge.gov.uk](mailto:janet.williams@torridge.gov.uk) Web: [www.torridge.gov.uk](http://www.torridge.gov.uk)

**106.18 PUBLIC PARTICIPATION**

In response to a question posed, the Clerk was authorised to respond that the street light removed from Barnstaple Street will be replaced with a new style street light beginning of November as the old one was damaged and had to be removed for safety purposes

**107.18 MINUTES**

Proposed by Cllr Turner that WPC approve the minutes of the Parish Council Meeting held on 26<sup>th</sup> September 2018 seconded by Cllr Hodgson, 8 in favour, 2 abstentions and **Resolved** (*RR117/10/18*)

**108.18 MATTERS CARRIED from Parish Council Meeting 26/09/2018**

**108.1. Winkleigh Roads**

Prioritising for patching/resurfacing should further funding become available from Government/DCC. From the list supplied by County Cllr Saywell, Councillors agreed the preferable priority for any works to be; Barnstaple Street, Top of Castle Street, Church Hill, Top of Eggesford Road, Torrington Road 60mph and Farmer Franks Lane

**109.18 FINANCE**

**109.1. Financial Statement incorporating pre-approved payments and Bank Reconciliation and quarterly budget report**

Clerk reported there were no payments for authorisation as all payments processed were pre-authorised. Cllrs accepted the Financial Statement as presented by the Clerk (*See Appendix A*)

**109.2. 2019/20 Draft Budget update**

Clerk reported that the draft budget to-date for 2019/20 would not alone result in any increase in the precept, however, any grants awarded or other funding to be determined would increase the precept. Draft budget to be presented to WPC November pcm

**109.3. Grant Applications**

4 applications for grants to be awarded April 2019 have been received;  
 Winkleigh Football Club request £2000 for refurbishment of the pavilion,  
 Winkleigh Village Hall request £5000 for new fire door, 3 new windows, internal decoration and fittings  
 CAB requested £400 for continuation of provision of free advice to the public  
 Okehampton Community District and Transport Group requested £500 for continuation of the provision of community transport scheme  
 Cllrs opted to defer any decision on grant awards until the November meeting to await further information from the Football club to be provided  
 Clerk advised Cllrs that due to there being no normal meeting in December, this deferment would delay the draft 2019/20 budget that should be prepared for approval at the November pcm, and that the precept and budget must be approved by the full Council and submitted to TDC in January 2019 which may fall before our January pcm

**109.4. Community Together Fund**

**109.4.1. Village Hall** - Clerk advised that Broadwoodkelly Parish Council had written a letter of support for a Community Together fund Application of £1483.00 for the Village Hall replacement fire doors and if approved by WPC then this amount could be deducted from their grant application. [Proposed by Cllr Turner that WPC approve a Community Together Fund Application to TDC for £1483 supported by Broadwoodkelly Parish Council for a new fire door for the village hall, seconded by Cllr Mercer, 9 in favour, 1 abstention and Resolved \(RR129/10/18\)](#)

**109.4.2. Ashreigney PC – Letter of support for village play Area**

Clerk advised that Ashreigney PC had requested WPC provide a letter of support for a new play area in Ashreigney and submission of their Community together fund application. Cllrs felt this was an excellent project and agreed all in favour of provision of a letter of support.

**110.18 PLANNING**

**110.1. 1/1110/2018/OUT Lifton Cottage, Winkleigh**

Messrs RM, C & I Harris, Outline Planning Permission with all matters reserved, for 1.no agricultural workers dwelling AF support so long as for a permanent agricultural workers’ dwelling. [Proposed by Cllr Findlay that WPC support the application so long as it is for a permanent agricultural workers’ dwelling, Seconded by Cllr Ware, 9 in favour 1 abstention and Resolved \(RR127/10/18\)](#)

**110.2. 1/1099/2018/FUL The Barton, Eggesford Road, Winkleigh**

Mr Charles Beardon, Application to vary condition 2 (Plans Schedule) of planning permission 1/0804/2017/FUL - raise roof by 399mm, installation of 2 windows, reduce garage door size and install sewage treatment plant. [Proposed by Cllr Findlay that WPC support the application, Seconded by Cllr Naylor, 9 in favour 1 abstention and Resolved \(RR132/10/18\)](#)

**111.18 REPORTS to and from**

**111.1. County Cllr Saywell**

The A3124 closure first phase of building a new retaining wall has been completed. The second phase should be finished end of October and the project is on schedule to finish by the end of November. Once phase two has been completed, consideration may be given to switch to phased traffic lights. On behalf of Devon County Council, thanks were expressed to everyone for their patience and forbearance

**111.2. Chair Cllr Turner**

**111.2.1. 125-year Parish Council Anniversary** WPC agreed to cancel the events booked for 15<sup>th</sup> June 2019 and the working party to meet to discuss alternative ways to mark the occasion. [Proposed by Cllr Findlay that WPC approve a budget of up to £1500 from April 2019 for the occasion, seconded by Cllr Turner, in favour, 2 abstentions and Resolved \(RR130/10/18\)](#)

**111.2.2. Co-option Vacancy** – applications to be directed to the Clerk

**111.3. Clerk**

**111.3.1. Devon Community Resilience Forum Broadclyst Victory Hall 22<sup>nd</sup> November** [Proposed by Cllr Hodgson that WPC approve the attendance and mileage claim for Cllr Turner, Cllr Findlay and Cllr Ware, seconded by Cllr Jacobs, all in favour and Resolved \(RR121/10/18\)](#)

**111.3.2. Parish Pathways Partnership Annual Workshop Georgham Nr Braunton 9<sup>th</sup> November** Cllrs declined the invitation

**111.4. Cllr Reports not requiring a resolution**

**111.4.1. Grit bins**

Cllr Ware reported all grit bins have been filled

**111.4.2. Cemetery gates**

Cllr Ware reported the gates have been repainted and will be collected and reinstalled in due course

**111.4.3. Defibrillator**

Cllr Ware reported the defibrillator was found facing the wrong way in its box and 3 days later the machine stopped working. SWAS replaced the defibrillator immediately under the service level agreement. There have been no records of the defibrillator having been used therefore it is unexplained why it was the wrong way around in the box or if it had been damaged

**112.18 CURRENT AND NEW BUSINESS**

**112.1. Cemetery**

112.1.1. The cemetery working group recommended a price increase from April 2019 as circulated to Councillors in order to raise the income from the cemetery to at least pay for the cemetery grounds keeper [Proposed by Cllr Findlay that WPC approve the cemetery fee increase with effect 1<sup>st</sup> April 2019, seconded by Cllr Ware, all in favour and Resolved \(RR123/10/18\)](#)

112.1.2. [Proposed by Cllr Pearce that WPC approve the advertising of the cemetery to other parishes seconded by Cllr Findlay all in favour and Resolved \(RR131/10/18\)](#)

112.1.3. Cllr Hodgson to prepare an article for the next edition of Distinctly Winkleigh (*Action – Cllr Hodgson*)

**112.2. Bungalow**

[Proposed by Cllr Turner that WPC approve a 5% rental increase on the cemetery bungalow with effect 1<sup>st</sup> June 2018 and that up to £1000 be set aside in the 2019/20 bungalow budget for the purchase and installation of a new kitchen not including cooker, seconded by Cllr Bayley, all in favour and Resolved \(RR124/10/18\)](#)

**112.3. Assets Maintenance update**

The clerk reported that the asset repairs authorised by WPC 26<sup>th</sup> September 2018 have been sourced and final estimate awaited. The bench in the bus shelter A3124 has been authorised for urgent repair at a cost of £70

**112.4. Work and tidy Group**

Cllr Ware requested that the work and tidy group need to reconstitute as the village was looking untidy. Members of the working group agreed to liaise

**112.5. WWI Commemoration Display costs**

[Proposed by Cllr Pearce that WPC in accordance with its powers under Section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure being £10 for backing paper and £30 for lamination, seconded by Cllr Turner, all in favour and Resolved \(RR128/10/18\)](#) Cllr Pearce reported this would be a permanent display, available to be displayed at different locations and venues each year hereafter

**112.6. Three Halls Committee and WPC involvement**

Cllr Radcliffe enquired if WPC have ever been involved in the 3 halls committee, originally set up by Winkleigh Society. Cllrs reported WPC have never had any involvement.

**112.7. Neighbourhood Development Plan (Cllr Mercer)**

**112.7.1. Update on Neighbourhood Development Plan**

A printed copy of the neighbourhood Plan has been given to each Councillor and member of the NP Group as advanced reading for next weeks informal seminar. The draft neighbourhood plan doesn't currently include maps or photos, and G5design are going to mock up some design examples for the seminar so Cllrs will have a chance to influence the contents and look of the final document. TDC need to do a sustainability screening up to Christmas and look to launch consultation in the new year

112.7.2. **Informal Meeting/seminar with Maria Bailey – Planning Consultant and WPC/NP Members Wednesday 31<sup>st</sup> October 2018, 7pm Community Centre (postponed from 3<sup>rd</sup> October)**

**113.18 LATE ITEMS AT CHAIRS DISCRETION**

Cllr Hodgson enquired if WPC need to consider if there are any actions to consider in preparing for the future of the village with regards to Electric Vehicle Charging Points. Cllr Mercer stated that this was covered in the Neighbourhood Plan. Clerk will also investigate and bring to a future meeting when there is something to report

**114.18 PUBLIC PARTICIPATION SESSION**

**115.18 MOVE TO PART II**

115.1. **Public Excluded** as the following item contains exempt information under S12A LGA 1972 as it contains time sensitive commercial interests of the council and persons that have tendered is not in the public interest [Proposed by Cllr Turner, Secoded by Cllr Hodgson, all in favour and Resolved \(RR125/10/18\)](#)

**115.2. Grass Cutting Contract Apr 2019-Mar 2021**

The Clerk reported that 2 sealed tenders had been received

**115.3. Meeting Returned to Public Session** to hear resolutions

**115.4. Grass Cutting Contract Apr 2019-Mar 2021**

115.5. Proposed by Cllr Mercer that WPC accept the Tender from Graham Wonnacott Garden Maintenance & General Contractor and award him the grass verge cutting contract with effect 1<sup>st</sup> January 2019 until 31<sup>st</sup> December 2020 (2 years) at £630 per year, seconded by Cllr Ware, all in favour and **Resolved** (RR126/10/18)

116.18 **Date of Next Meeting**

28<sup>th</sup> November 2018 7.30pm Community Centre

21:45pm meeting closed

DRAFT

## APPENDIX A – FINANCIAL STATEMENT OCTOBER 2018

Winkleigh Parish Council  
24th October 2018

Meeting date:

Cash balance

£36,163.93

as of 01/10/2018

Reserve	Current	Bungalow
17199.60	10421.83	8542.50

## Payments made (pre-authorised) since last meeting 26th September 2018

Pynt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM092/18	Curr - DD	5.00	EDF Electricity to Square	LGA 1972 s111	61.1.18 RR060/05/18
PM093/18	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	61.1.18 RR060/05/18
PM094/18	Curr - STO	957.97	Clerk Basic Salary Sept 2018	LGA 1972 s112	61.1.18 RR060/05/18
PM087/18	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
PM088/18	Res - Bacs	17.10	Pauline Warner - TDC Bideford Mielage (NP)	Localism Act 2011	96.2.18 RR107/09/18
PM089/18	Res - Bacs	17.10	Adrian Mercer - TDC Bideford Mielage (NP)	Localism Act 2011	96.2.18 RR107/09/18
PM095/18	Curr - Bacs	119.08	Clerk Additional Payment Oct 2018	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM096/18	Curr - Bacs	65.68	HMRC Contributions P7	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM090/18	Curr - Bacs	12.00	Village Hall Hire 26/9/18 (PCM)	LGA 1972 s.111	61.1.18 RR060/05/18
PM091/18	Curr - DD	235.00	Cemetery Business Rates 2nd payment	LGA 1972 s.214(6)	61.1.18 RR060/05/18
PM097/18	Res - Bacs	11.50	Community Centre Hire (NP Hedgerow survey)	Localism Act 2011	88.1.2.18 RR096/07/18
PM098/18	Res - Bacs	18.00	Sports Centre Hire x 3 NP meetings	Localism Act 2011	06.04.17 RR090/04/17
PM099/18	Curr - Bacs	6.16	Cllr Turner Mileage (Chulmleigh College)	Local Authorities (Members Allowances) Act 2003 (England)	98.3.5.18
PM100/18	Res - Bacs	111.79	Viking Direct 9 (Stationary order and refreshments for draft NP Plan presentation)	Localism Act 2011	06.04.17 RR090/04/17
PM101/18	Res - Bacs	17.10	Adrian Mercer - TDC Bideford Mileage 15/10/18 (NP)	Localism Act 2011	96.2.18 RR107/09/18
PM102/18	Curr - Bacs	71.86	BT - 3 months BT Symantec Device Protection for Cllrs Tablets	LGA 1972 s.112	33.2.4.18 RR035/03/18
PM103/18	Curr - Bacs	164.16	Right Angle Finishing - Cemetery Gates painting	LGA 1972 s.214(6)	98.5.3.18 RR115/09/18
		<b>£2,081.46</b>			

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

A/Cs	Amount	Details	Actioned
Res (NP) to current	11.70	Mileage claim paid to clerk from current account for NP meeting	

**£11.70**

## WINKLEIGH PARISH COUNCIL MEETING

### RECEIPTS SINCE LAST PCM 26th SEPTEMBER 2018

Payment ref	Pymt method	Details	Amount
RC027/18	Bacs	Pure Lettings - Bungalow Rental Income October (less VAT and fees)	£457.59
RC028/18	Bacs	Interest on Reserves Account	£0.68
RC029/18	Bacs	Interest on Reserves Account	£0.58
			<b>£458.85</b>

### Monies held In Reserves Account

Reserves Account Balance	Amount	Details	WPC CONTINGENCY
17199.60	-1000.00	Earmarked Election accrual	
	-1500.00	Earmarked bus shelter accrual	
	-1381.85	Earmarked - Neighbourhood Plan	
	-170.09	NP Payments listed above	
	-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>£7,405.52</b>

### Monies held in Bungalow Account

Opening Balance	Amount	Details	CURRENT BALANCE
<b>5836.79</b>		<b>As at 1st April 2018</b>	
	3447.27	Rental Income to-date	
	-289.56	Pure Lettings Management Fee to-date	
	-452.00	Maintenance carried out 2018-19	
		<b>Bank Balance</b>	<b>8542.50</b>
		RESTRICTED air brick installation work	-£60.00
		RESTRICTED balance of 2018/19 maintenance budget	-168.00
		RESTRICTED balance of 2018/19 Management Fee	-£209.80
		RESTRICTED Precept offset to be transferred to curr a/c	-£1,327.91
		RESTRICTED Contingency accrual for emergency works	-6776.79
			<b>£0.00</b>

**WINKLEIGH PARISH COUNCIL BANK RECONCILIATION**

Reconciliation date 03/10/2018

Balance per bank statements as at 01 September 2018:	£	£
Current Account	10421.83	
Bungalow Account	8542.50	
Reserves Account	17199.60	
		<u>36163.93</u>
Less: any unrepresented Payments (Chq ICO)	<u>-40.00</u>	
		<u>36123.93</u>
Plus: any unrepresented Deposits	<u>0.00</u>	
		<u>36123.93</u>
Net balances as At 1st October 2018		<u><b>36123.93</b></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	33522.24
Less: Payments in the year to date	-19376.57
Closing balance per cash book [receipts and payments book] as at 1st October 2018	<u><b>36123.93</b></u>

2018/19, 2<sup>nd</sup> quarter Budget Report

Responsible Finance Officer reports no current areas of concerns at the 6-month period (2<sup>nd</sup> quarter)

BUDGET HEADS EXPENDITURE	2018-19 Budget	
	Budget	YTD
Staff Costs	13174.00	8478.91
Administration	1547.00	1307.75
Running Costs	3992.00	33.22
Professional fees	935.00	736.53
Assets Maintenance & Purchases	1500.00	
Grants/Donations	725.00	650.00
Bungalow	2150.00	1693.31
Cemetery Rates & Grounds Maintenance	3974.00	2077.45
<b>TOTAL</b>	<b>27997.00</b>	<b>14977.17</b>

INCOME	2018-19	
	Budget	YTD
Precept	20552.00	20552.00
Other/Interest		2.85
Bungalow Rent	5945.00	3447.27
Cemetery Fees	1500.00	880.00
<b>TOTAL</b>	<b>27997.00</b>	<b>24882.12</b>