

WINKLEIGH PARISH COUNCIL MEETING MINUTES

Wednesday 23rd October 2019 7.30pm Winkleigh Community Centre

PRESENT:

Cllr Turner (Chair), Cllr Jacobs, Cllr Findlay, Cllr Bayley, Cllr Naylor, Cllr Mercer, Cllr Hodgson
Clerk – Melanie Bickell, also present District Cllr Newton

112.19 No Apologies for Absence were received

113.19 No Declarations of Interest from Members were received

114.19 Public Participation

115.19 Minutes

Proposed by Cllr Turner that WPC move to approve the minutes of the Parish Council Meeting held on 25th September 2019 as a true and accurate record, seconded by Cllr Bayley, 6 in favour, 1 abstention and Resolved (RR130/10/19)

116.19 WPC Annual Policies & Procedure Review

116.1. Motions to approve the annual ratification of Health and Safety policy and Grants Policy

Proposed by Cllr Findlay that the Health and Safety Policy and Grants Policy be approved, seconded by Cllr Bayley, all in favour and Resolved (RR131/10/19)

116.2. Cllrs reviewed the timetable of the annual planner and approved without changes (Doc 052/19)

117.19 Financial Matters

117.1. Quarterly Budget Report

RFO reported no areas of concern, the report was noted by Councillors (Doc 053/19) (See Appendix A or available on the council website and via the clerk)

117.2. Grant Applications for 2020 (Doc 054/19)

The clerk reported that 4 grant applications were to be considered for approval and payment April 2020 from the grants budget, one of which was for the Village Hall which had been received one week beyond the application deadline. Cllrs discussed acceptance of the late application from the Village Hall and the finance group confirmed that the 3 other applications all met the criteria as per the councils grant policy.

117.2.1. Cllr Naylor Proposed that WPC accept and consider the Village Hall Grant application, seconded by Cllr Jacobs, 2 in favour, 5 against, motion failed (RR132/10/19)

117.2.2. Cllr Turner proposed that WPC approve the £400 grant to CAB, seconded by Cllr Findlay, 6 in favour, 1 abstention and Resolved (RR133/10/19) Local Government Act 1972 s.142(2a)

117.2.3. Cllr Findlay proposed that WPC approve the £500 grant to ODCTG, seconded by Cllr Turner, 6 in favour, 1 against and Resolved (RR134/10/19) Local Government and Rating Act 1997, s26 & 29

117.2.4. Cllrs agreed the following proposal was still current and unamended. 28/11/2018 Minutes 122.2.1.5.18 Proposed by Cllr Hodgson that WPC award North Devon Records Office £300 per year towards maintaining the current service, seconded by Cllr Mercer, all in favour and Resolved (RR120d/10/2018) Local Government Act 1972, s137 in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure

117.3. 2020/21 Budget Planning

All budget requests for 2020-21 to be forwarded to the clerk no later than 10th November 2019 to enable budget approval at the November pcm

117.4. Financial Statement for approval

Cllrs Turner and Findlay conducted a short notice finance inspection on 17/10/19 and no issues were found Proposed by Cllr Turner that WPC approve the Financial Statement and bank reconciliation as presented by the RFO, Seconded by Cllr Hodgson, all in favour and Resolved (RR135/10/19) (Doc 055/19) (See Appendix A – also available on council website and via the clerk)

118.19 Planning Matters

118.1. Neighbourhood Plan

Cllr Mercer reported that the draft neighbourhood plan and summary document were widely circulated during the summer, resulting in strong and consistent feedback and support on the themes of the policies in the plan from residents, as well as detailed feedback from statutory consultees and this will be absorbed to understand the nature of the comments and implementing this feedback in to the wording of the plan, however, some peoples ambitions for the Neighbourhood Plan exceed what the NP can deliver within current Legislation and there was a misapprehension amongst the public that the NP could do more than it actually can lawfully, which is systematically

Clerk/RFO to Council: Melanie Bickell, Lower Itton, Spreyton EX17 5BB Winkleighpc1@btconnect.com 01837 89095 about land use with little scope to address broader issues, although there may be scope to absorb some of the comments regarding traffic and infrastructure.

Following wording changes to the plan to reflect the feedback comments, the intention is to forward the succinct plan and supporting documents to TDC who become the owners of the plan during the next stage who will fund an independent examination of the plan through nationally appointed planning inspectors who will give a response, then the final stage will be a referendum open to all registered voters in the parish, there will still be some work and engagement from the PC to engage local people in the plan to keep it meaningful

Cllr Findlay led a vote of thanks on behalf of WPC to Adrian and Pauline for the volume of work they have put into the NP on behalf of the Parish resulting in a fine piece of work.

Cllr Findlay proposed that Winkleigh Parish Council approve the proposed changes to the Regulation 14 draft Neighbourhood Plan, Typographic errors and presentational changes are delegated to the Parish Clerk in consultation with the Neighbourhood Plan Working Group, Following finalisations of the text, the revised plan is submitted to Torridge District Council, together with supporting technical documents and Consultation comments about traffic management issues are collated and forwarded to Devon County Council for a response, seconded by Cllr Naylor, 6 in favour, 1 abstention and Resolved (RR136/10/19) (Doc 056/19)

118.2. Response to Parishioner Questions carried from public period 25th September

Cllr Mercer reported that the Plan will be called Winkleigh Parish Neighbourhood Plan but the plan cannot be amended at the moment to respond to climate emergencies as Legislation has not changed and the plan must operate within the scope of the existing National Planning Policy Framework, but the plan can be changed in coming years to reflect any legislative changes

118.3. Planning application response preparation

Proposed by Cllr Hodgson that WPC approve the clerk to prepare a background planning checklist from the Local Plan and Draft Neighbourhood Plan as a template to be used by clerk and Cllrs for all Winkleigh Parish planning applications to ensure all material planning matters are considered that affect Winkleigh development and a thorough WPC response is given to planning officers, seconded by Cllr Turner, all in favour and Resolved (RR137/10/19)

119.19 Reports to and from

119.1. County Cllr Andrew Saywell no report received

119.2. District Cllr Simon Newton

119.2.1. The Environment Bill was published by the Government this month, it has got a long way to go before it becomes Legislation however, it is part of the current Governments goal to meet Net 0 emissions by 2050, it will set legally binding targets in priority areas of air quality, waste and resource efficiency and water and nature. Crucially if the Bill goes through, it will introduce mandatory biodiversity net gains for new developments. The Government have stated they will fully fund all new burdens on Local Authorities arising from the Bill, in order to make their ambition a reality (i.e. the extra cost of implementing this, Central Government are saying they plan to fund). The Government state they are committed to working in partnership with Local Government, businesses and wider stake holders on the implementation of these measures to identify and secure the capacity and skills to deliver a cleaner, greener and healthier environment.

Changes to the law are required to ensure that the required legislation is in place to enable changes to measure how much carbon we pump into the atmosphere.

119.2.2. What are TDC are going to be doing about Climate Emergency and becoming Carbon neutral and issue instructions - Parishioner question carried from public period 25th September for Cllr Newton response

I have sent to clerks for circulation, TDCs statement of historic carbon reduction within Torridge to show what they have done as it is important to see how far we have come. TDC have managed to save £300,000 in the process by doing the easier things first, and the next 10-20-30% reduction is going to be much more difficult to achieve than the last 10-20-30% reduction, because people will be required to change their lifestyles or the quality of services they receive reduces because the amount of mileage driving the truck will be reduced, so things become more difficult. I also sent out a note to all Cllrs, on the issue of the climate declaration from TDC that was interpreted as a sweeping declaration as applying to all of the land area of the whole of Torridge, but in fact can their power can only apply to their own operations and activities.

119.2.3. DCC have set up the Devon Climate Emergency Response Group in partnership with Exeter University and they are working together in two specific areas, one looking at their statutory responsibility of the risk to the population created by climate change looking at the impact and how to deal with the current problem. The other area is looking at what needs to be done, what can be done and how, with guidance, to reduce the carbon footprint within Devon. All of the districts in Devon are party to this group with DCC taking the lead, the idea being to come up with a declaration with a view to approving the Devon climate declaration which would be prepared from a consortium of public, private, voluntary organisations collaborating throughout Devon and the Devon climate emergency response group, and it sets out how to tackle climate change that covers all of Devon, including those people who live, work in and visit our County and those businesses that are based or operate here. The types of things that they are looking at are, deploying more renewable, decentralised and smart energy systems, retro-fitting energy efficiency measures into our existing

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buildings, constructing zero carbon new buildings, travelling less, using improved walking, cycling and public transport infrastructure more often and using electric and hydrogen vehicles, changing our consumption to use less, reuse more and to choose low carbon options, challenging all economic sectors to review their practices and the values of those that they do business with, divesting from fossil fuels, changing our dietary patterns and reduce food waste, changing agricultural practices to reduce emissions associated with farming operations, managed soil sustainably and replenish soil carbon, encouraging carbon storage such as tree planting and the use of wood in construction and restoration, empowering the people of Devon with the knowledge and skills to act collectively.

These are outline plans coming forward at present and is still in its infancy. TDC have formed a working group themselves and is providing a climate change report to TDC on 28th October.

At the moment there are structures being put together that will result with things that are achievable and at the same time with the Bill being put together by Central Government, the hope is it will unlock the restrictions we currently face in many areas or change the parameters of how we build houses or how we live

119.3. Chair

119.3.1. Draft Air Quality (Supplementary Planning Document to Torridge Local Plan) Public Consultation

(Doc 059/19) Proposed by Cllr Findlay that WPC respond that they have received the consultation but cannot make any meaningful comments in the timescale given, seconded by Cllr Naylor, all in favour and Resolved (RR138/10/19)

119.3.2. Draft Leadengate Design Guide (SPD to TDC LP) Public Consultation

(Doc 058/19) Proposed by Cllr Findlay that WPC respond that they have received the consultation but cannot make any meaningful comments in the timescale given, seconded by Cllr Naylor, all in favour and Resolved (RR139/10/19)

119.3.3. Draft Workers Dwelling (SPD to TDC LP) Public Consultation

(Doc 057/19) Proposed by Cllr Findlay that WPC respond that they have received the consultation but cannot make any meaningful comments in the timescale given, seconded by Cllr Naylor, all in favour and Resolved (RR140/10/19)

119.3.4. 4 Co-option Vacancies

4 vacancies to be filled by co-option, application forms can be obtained from the clerk or downloaded from the Parish Council website

119.3.5. Monthly Market Table for Councillors

All councillors to email Cllr Turner with their availability to staff monthly market table

119.4. Clerk

119.4.1. Remembrance Services November

Cllr Turner proposed that WPC resolve that the council in its powers under Section 137 and 139 of the LGA 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, namely the purchase of 2 poppy wreaths totalling £40.00, seconded by Cllr Bayley, all in favour and Resolved (RR141/10/19)

Cllr Turner will attend the service on the airfield 9th November, Cllr Jacobs and possibly Cllr Bayley, will attend the Church Service on 10th November to lay wreaths on behalf of the Parish Council

119.4.2. Bungalow Boiler repair

AB Engineering located a small oil leak on the inlet pipework, which they have repaired and confirm the boiler is in full and good working order. Cllr Hodgson proposed that WPC give retrospective approval of the repair totalling £94.80, seconded by Cllr Findlay, all in favour and Resolved (RR142/10/19) LGA 1972 s.140(1), bungalow maintenance budget

119.4.3. Grass Cutting

Cllrs agreed there was no requirement for an additional grass cut of the verges this year

119.4.4. Winkleigh Fair Committee – Christmas Lights

Proposed by Cllr Jacobs that WPC approve Winkleigh Fair Committee Christmas lights installation and removal to be covered under the council insurance cover for volunteers, seconded by Cllr Hodgson, all in favour and Resolved (RR143/10/19)

Cllrs Turner and Jacobs to liaise with the Fair Committee regarding supervision and completion of parish council risk assessment for the raising and removal of the Christmas lights, to meet insurers requirements to provide cover (Doc 062/19)

120.19 Council Business that may require a Resolution

120.1. Cemetery West Fence Ownership

Clerk reported that the West Fence is owned by the Parish Council as stated in the Cemetery Deeds. Cllr Hodgson requested that this item be moved to Part II due to the confidential information of the landowner of the stock field (Doc 060/19)

120.2. Winkleigh Climate Emergency Group

Cllr Jacobs reported the formation of the Winkleigh climate change and environmental action group, resulting from a recent meeting, comprising of membership from the parish. At the next meeting the group aim to agree 10 points

Clerk/RFO to Council: Melanie Bickell, Lower Itton, Spreyton EX17 5BB Winkleighpc1@btconnect.com 01837 89095 that can be worked towards. There will be an article in the next edition of DW and the possibility of a public meeting to be held soon so anyone who wishes to attend and join the group can come forward.

120.3. Airfield Liaison protocol

Following discussions, Cllr Findlay will amend the wording of the draft protocol for consideration at the November meeting for comment and approval (*Doc 061/19*)

121.19 Cllr Verbal Reports not requiring a discussion

121.1. Dog fouling Westcots

Cllrs Findlay and Turner advised that a letter has been circulated to residents regarding the problem of fouling of the verges and the health risk to the grass cutting contractor and asking for comments regarding the installation of a dog bin and suitable locations. Matter to be brought forward at January meeting

121.2. Gateway Signage

Cllr Mercer reported that the 6 signs already in Winkleigh and Hollocombe are being considered for replacement, remaining in their current positions, with a simple design in terms of visual impact and cost and is working with Highways to bring draft designs and costs to a forthcoming meeting

122.19 Public Participation

123.19 Confidential matters (Part II) Public Bodies (Admission to Meetings) Act 1960 s1(2)

123.1. Proposed by Cllr Turner to exclude the public to consider tenders received for new contract for the Cemetery Grounds Maintenance, which contain time sensitive commercial interests of the council and the persons that have tendered which are not in the public interest and Cemetery West Fence adjoining landowner details are confidential seconded by Cllr Hodgson, all in favour and resolved (*RR144/10/19*)

123.2. Return to public session to hear any resolutions

123.3. Cllr Jacobs to speak to the relevant landowner with regards to permissions to erect a new stock-proof fence on his side of the West Fence, to minimise ground disturbance, abutting the current fence, at Parish Council expense and update clerk by 10th November for budgeting purposes. Full report at November meeting

123.4. Proposed by Cllr Hodgson that Majestic Trees be awarded the cemetery maintenance contract for 2 years commencing 1st January 2020 at the cost of £2520 per year, on the provision they increase their public liability insurance to £5million, seconded by Cllr Mercer, all in favour and Resolved (*RR145/10/19*) *LGA 1972 s.214(6), cemetery maintenance budget*

124.19 Date of Next Meetings

27th November 2019 Parish Council Meeting Community Centre 7.30pm

21:39pm meeting closed

APPENDIX A

As of 30th September, there are no areas of concern with the budget as it presently stands, with all budget expenditure within budget. Predicted income from the cemetery has exceeded the budget giving the Council contingency for cemetery West Hedge boundary maintenance and other parish matters not previously factored into the expenditure budget, such as Neighbourhood Plan, Winkleigh Gateway signage and Climate Emergency Group

BUDGET HEADS EXPENDITURE	2019-20 Budget			
	Budget	YTD Actual spend	Committed expenditure	Current Expenditure
Staff Costs	14786.00	9920.31		9920.31
Administration	1910.00	1384.93		1384.93
Running Costs	3360.00	98.00		98.00
Professional fees	965.00	797.67		797.67
Assets Maintenance & Purchases	1000.00	171.42		171.42
Grants/Donations	5275.00	5200.00		5200.00
Bungalow	2150.00	2122.87		2122.87
Winkleigh Gateway Signage & Contingency	2000.00	0.00		0.00
Cemetery Rates & Grounds Maintenance	3470.00	1789.63		1789.63
TOTAL	34916.00	21484.83	0.00	21484.83

INCOME	2019-20			
	Budget	YTD	Known future income	Current Income
Precept	27236.00	27236.00		27236.00
Other/Interest	12.00	10.02		10.02
Grants	0.00	1840.00		1840.00
Bungalow Rent	6168.00	3621.85		3621.85
Cemetery Fees	1500.00	3305.00		3305.00
TOTAL	34916.00	36012.87	0.00	36012.87

OCTOBER 2019 FINANCIAL STATEMENT AND MAY BANK RECONILIATION

Winkleigh Parish Council
23rd October 2019

Meeting date:

Cash balance **£32,489.44** as of 01/01/2019

Reserve	Current	Bungalow
10174.72	14119.45	8195.27

Payments made (pre-authorised) since last meeting 25th September 2019

Pymt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM092/19	Curr - DD	14.00	EDF Electricity to Square	LGA 1972 s111	62.19 RR074/05/19
RC026/19	Auto Ded	44.06	Pure Lettings Management Fee	LGA 1972 s.126(1)	63.3.5.18 RR060/05/18
PM093/19	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	62.19 RR074/05/19
PM090/19	Curr - STO	1034.67	Clerk Salary	LGA 1972 s112	62.19 RR074/05/19
PM091/19	Curr - DD	265.00	TDC Cemetery Business Rates	LGA 1972 s.214(6)	61.1.18 RR060/05/19
PM094/19	Curr - Bacs	74.80	Clerk reimbursements September 2019	LGA 1972, s112	63.19 RR084/05/19
PM095/19	Curr - Bacs	37.80	Alan Jacobs - Cllr reimbursements Mileage	LGA 1972 s.111	63.19 RR084/05/19
PM096/19	Curr - Bacs	79.09	HMRC P7 income tax Contributions	LGA 1972, s112	63.19 RR084/05/19
PM097/19	Curr - Bacs	12.00	Village Hall Hire 25/9/19	LGA 1972 s.111	63.19 RR084/05/19
PM098/19	Curr - Bacs	630.00	Verge Grass Cutting -	HA 1980 s.96	115.4.18 RR126/10/18
PM099/19	Curr - Bacs	71.86	BT Symantec - Device Protection	LGA 1972 s.111	61.19 RR073/05/19
PM100/19	Curr - Bacs	40.00	Royal British Legion Wreaths (Via Clerk)	S.137 LGA 1972	123.3.18 RR139/11/18
		£2,513.28			

RECEIPTS SINCE LAST PCM 25TH SEPTEMBER 2019

Payment ref	Pymt method	Details	Amount
RC026/19	Bacs	Pure Lettings Cemetery Bungalow Rental October	£524.55
RC027/19	Bacs	Interest Reserves Account	£1.73
RC028/19	Bacs	Precept 2nd half	£13,618.00
RC029/19	100384	Interment Fee (2nd of Double parishioner)	£360.00
			£14,504.28

Monies held In Reserves Account

Reserves Account Balance	Amount	Details	WPC CONTINGENCY
10174.72	-1000.00	Earmarked Election accrual	
	-1124.90	Restricted - NP Grant	
	-140.00	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	-219.12	Restricted - Parish Signage	
	-413.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			£7,277.68

Monies held in Bungalow Account

Balance B/Fwd	Amount	Details	CURRENT BALANCE
7234.29			
	960.98	Rental income minus letting fees Sept & Oct	
Budget	Balance	Bank Balance	8195.27
650.00	286.93	RESTRICTED 2019/20 maintenance budget	
500.00	257.04	RESTRICTED balance of 2019/20 Management Fee	
4018.00	734.58	RESTRICTED Precept offset to be transferred to curr a/c accrual to date	
6944.79	5955.74	RESTRICTED Contingency accrual for works	
	7234.29		

**WINKLEIGH PARISH COUNCIL BANK RECONCILIATION
Reconciliation date 09/10/2019**

Balance per bank statements as at 30th August 2019:	£	£
Current Account	14119.45	
Bungalow Account	8195.27	
Reserves Account	10174.72	
	<u>32489.44</u>	
Less: any unrepresented Payments	<u> </u>	<u>32489.44</u>
Plus: any unrepresented Deposits	<u>0.00</u>	<u>32489.44</u>
Net balances as At 30th September 2019		<u>32489.44</u>

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

CASH BOOK:

Opening Balance 1 April 2019	20037.81
Add: Receipts in the year to date	37304.36
Less: Payments in the year to date	<u>24852.73</u>
Closing balance per cash book [receipts and payments book] as at 30th September 2019	<u>32489.44</u>