

WEDNESDAY 24TH APRIL 2019

7.30pm Winkleigh Village Hall

MINUTES

PRESENT

Cllr Turner (Chair) Cllr Ware (Vice-Chair), Cllr Jacobs, Cllr Mercer, Cllr Findlay, Cllr Naylor, Cllr Hodgson, Clerk Mrs Bickell, **also present** District Cllr Hurley

37.19 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Bayley due to prior to commencements. Proposed by Cllr Turner that WPC move to approve the absence of Cllr Bayley due to prior commitments and to retrospectively approve the absence of Cllr Hodgson 27th March 2019, due to emergency farming matters, seconded by Cllr Findlay, 5 in favour, 1 abstention and **Resolved** (RR050/04/19)

38.19 DECLARATIONS OF INTEREST FROM MEMBERS – None received**39.19 PUBLIC PARTICIPATION****40.19 MINUTES**

Proposed by Cllr Findlay that WPC **move to** approve the minutes of the Parish Council Meeting held on 27th February 2019 as a true and accurate record, seconded by Cllr Turner, 5 in favour, 2 abstentions and **Resolved** (RR051/04/19)

41.19 FINANCE (Clerk)**41.1. Financial Statement incorporating pre-approved payments and Bank Reconciliation** (Doc A19/4/19) See Appendix A

Proposed by Cllr Findlay that WPC move to approve the Financial Statement as presented by the Clerk, seconded by Cllr Turner, all in favour and **Resolved** (RR052/04/19)

41.2. Year-end Budget Report 2018/19 4th Quarter (Doc A20/4/19) See Appendix B

As of 31st March 2019, Winkleigh Parish Council Income for 2018-19 was £28,039.59, which is £42.60 more than budgeted, the increase being associated to Interest Payments and cemetery fees. Over the same period, the expenditure for the Parish Council was £25,986.29, which is £2,010.82 less than budgeted, the savings being made in predicted running costs due to over budgeting for TDC services in the Parish and reduced contingency spending which is to be used to fund the implementation of the forthcoming Neighbourhood Plan costs.

41.3. Annual Governance Statement (Doc A21/4/19)

Councillors individually answered yes to Assertions 1-8 inclusive, following which it was Proposed by Cllr Turner WPC move to approve the Annual Governance Statement 2018/19, seconded by Cllr Hodgson, all in favour and **Resolved** (RR053/04/19)

41.4. Annual Accounts (Doc A22/4/19)

Chair confirmed that on 15th April 2019, the cash book totals were reconciled to the year-end bank statement and signed the cash book and the year-end bank statement as evidence of this check as required by the internal control policy Proposed by Cllr Findlay that WPC move to approve the Annual Accounts for year ending 31st March 2019 as presented by the Clerk, seconded by Cllr Turner, all in favour and **Resolved** (RR054/04/19)

41.5. Exercise of Public Rights to inspect unaudited accounts

To commence 17th June – 26th July inclusive

41.6. Bank Signatories

Cllr Findlay volunteered to become a bank signatory in addition to Cllr Turner and Cllr Jacobs. Proposed by Cllr Turner that WPC move to approve the authorised signatories in the current NatWest bank mandate for all Winkleigh Parish Council accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories and the current mandate will continue as amended, seconded by Cllr Jacobs, all in favour and **Resolved** (RR055/04/19)

41.7. Grant Application Process 2019-20

Proposed by Cllr Mercer that WPC move to approve the opening of grant applications to Winkleigh Parish Council in accordance with the Grants policy, to commence 1st May to 13th September 2019, seconded by Cllr Hodgson, all in favour and **Resolved** (RR056/04/19) Clerk to place advert in next edition of Distinctly Winkleigh

41.8. Communities Together Fund (formerly TAP Fund)

The Communities Together Fund is not going to be available in 2019-20; this decision was taken by Devon County Council, who provided most of the money. Clerk thanked TDC/DCC for funding provided to the parish over the last 4 years

42.19 **PLANNING**42.1. **Planning Application 1/0232/2019/FUL 7 Coopers Hill, Winkleigh** Mr Duncan McIntyre

Part retrospective erection of a log style cabin building for use as an art room and garden store. Proposed by Cllr Turner that WPC move that due to the lack of information on the online portal and an incomplete wildlife survey, there is insufficient council to make an informed decision, seconded by Cllr Hodgson, 6 in favour, 1 abstention and **Resolved** (RR057/04/19)

42.2. **Planning Application 1/0260/2019/FUL Bellinster Industrial Estate, Winkleigh**

Erection of industrial storage building, raising a section of roof of existing industrial building and erection of a roof cover between two existing industrial buildings, Proposed by Cllr Jacobs that WPC move to support this application, seconded by Cllr Hodgson, all in favour and **Resolved** (RR058/04/19)

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

Historic England textual changes have been accepted and we can go ahead with the Regulation 14 requirement for public consultation which will commence 10th June to 29th July, running for 7 weeks.

A Public informational display will be held in the Village Hall from 10am-7pm Friday 21st June and 10am-1pm Saturday 22nd June

A public meeting has been arranged for Friday 21st June commencing 7pm in the Village Hall for parishioners, with our planning consultant Maria Bailey, to explain the draft Neighbourhood Plan for Winkleigh.

Full details of these events will be published in due course.

The consultation process will consist of a summary document and questionnaire being distributed to all residential and business addresses in and bordering the Parish. The full document will be available online and at various establishments throughout the Parish.

Cllr Findlay and other members of the NP group have been working with our primary and secondary school to incorporate pupils' views into the plan as young people are being unrepresented in the village.

Collin Gibson is doing some analysis of the school returns and we are grateful for his assistance.

Following the public consultation, there will be further work in terms of planning how responses are dealt with, amendment to the document with liaison with Maria Bailey (consultant) and G5 Design in producing a final document to go to Torridge for approval and examination. This final process will require a further grant application to Groundwork UK.

A rough estimated timescale is for the revised NP Plan to be submitted in October to Torridge District Council for examination and if passed, a public referendum commencing Nov-Dec. Realistically it could be another 10 months before the NP is implemented as a Statutory Planning Document, unfortunately, the Legislation doesn't allow us to do it anymore quickly

43.19 **REPORTS** to and from43.1. **County Cllr Saywell** report read by Chair

43.1.1. Since the last Parish Council meeting, I have had site visits with both the Chair and the Neighbourhood Highways Officer to discuss possible Double Yellow Line sites in Winkleigh – one outside the Post Office and the other along the airfield due to the difficulties there with HGVs. The deadline for putting down new waiting time restrictions for this financial year has already passed, so for the Post Office it will take some time before any proposals come to fruition, however for the Airfield it is likely that one of the local businesses will pay for a traffic order so that they can be put down this year. Discussions are ongoing however; nothing is yet confirmed but I will continue to keep the Parish Council updated.

43.1.2. The defective street light issue in Barnstaple St has now been resolved [Cllr Findlay reported this was not the case. The Clerk will chase with Cllr Saywell]

43.1.3. There will be more funding for major highways works such as patching, resurfacing and surface dressing, within Torrington Rural for this financial year. I am hoping to get some more improvements done to roads within the village.

I Look forward to seeing you all next week at the Annual Parish Meeting. As this will be the last 'regular' Parish Council meeting before the elections though can I formally put on record my thanks to Winkleigh Parish Council for their support during the last two years and wish all retiring councillors well for the future. I look forward to working with the 'new' Parish Council after May

43.2. **District Cllr Hurley**

43.2.1. Thank you to councillors who have re-stood this term and to all councillors for their service over the preceding years.

43.2.2. The Winkleigh Community Led Plan and Village Design Statement are still to be uploaded to the TDC Planning Portal which still has a number of pages that need to be updated. This has been brought to the attention of the planning department and a major update will be carried out at the earliest opportunity.

43.2.3. TDC have approved adoption of Fixed Penalty powers for use against householders who breach their duty of care in relation to the disposal of waste. The duty placed on householders will be to ensure that anyone who takes their waste is a legitimate waste carrier. A legitimate waste carrier list available from TDC/EA waste carriers' website.

TDC will be issuing a press release shortly using the acronym S.C.R.A.P. which will be forwarded to Parish councils for circulation.

- 43.2.4. Recycling and the new garden waste initiative which commenced June 2018 with fortnightly collection of black bags, appears to be a success, with the recycling rate around 51%. Food waste goes to Andigestion (Holsworthy), general black bag rubbish goes to transport station near Barnstaple then onward to Bristol for incineration
- 43.2.5. Community Together Fund will not be continuing this year but DCC have commenced 'crowd fund Devon', whereby DCC will put some money into an approved project and the rest must rely on crowd funding.
- 43.2.6. The Skate park next to Bideford Town FC is due to open end of the month
- 43.2.7. Community Resources will be employing strategy consultants for a play strategy

43.3. Chair Cllr Turner

43.3.1. Annual Parish Meeting

will be held Wednesday 1st May 2019 7.30pm Community Centre

43.3.2. Policies amendments

43.3.2.1. Internal Audit – (Doc A22/4/19)

Proposed by Cllr Turner that WPC move to approve amendments to the Internal audit policy to reflect 2018 Guidance, as presented to the Council, seconded by Cllr Mercer, all in favour and **Resolved** (RR059/04/19)

43.3.2.2. Cemetery Terms & Conditions – (Doc A24/4/19)

Proposed by Cllr Hodgson that WPC move to approve the amendment to the cemetery terms and conditions page 11 & 14 as presented to the Council, seconded by Cllr Ware, all in favour and **Resolved** (RR060/04/19)

43.4 Clerk

43.4.1 Elections

Uncontested elections resulting in the following Councillors being duly elected Parish Councillors for Winkleigh. Tony Bayley, Angela Findlay, Simon Hodgson, Alan Jacobs, Adrian Mercer, Royston Naylor, Alice Turner. The 4 vacant positions await approval by TDC for co-option and cannot be filled at this time.

43.4.2. Councillor issued Linx Tablets

To be returned at the end of the meeting to Clerk for password resetting and updating and data retention clearance they will be returned to Cllrs 1st May

43.4.3. Use of Councillors own Device Policy (Doc A25/4/19)

New Policy approved by Data Protection Officer for Cllrs who wish to use their own devices instead of WPC issued Linx Tablets, to ensure compliance with Data Protection Regulations. Proposed by Cllr Turner that WPC move to adopt and ratify the Use of Own Device Policy for Councillors with immediate effect, seconded by Cllr Findlay, 5 in favour 2 abstentions and **Resolved** (RR061/04/19)

43.4.4. Internal Audit

Thursday 9th May 12.30-2.30 Proposed by Cllr Turner that WPC move to approve Cllrs Turner and Findlay to attend and observe the internal audit on 9th May at Clerks address and claim appropriate mileage, seconded by Cllr Findlay, all in favour and **Resolved** (RR062/04/19) LGA 1972 s.111, Budget Staff costs – Cllr Expenses

43.4.5. North Devon Records Office Invitation

Proposed by Cllr Turner that WPC move to approve Cllrs Turner and Jacobs to attend the North Devon Records Office invitation on 4th June 2-4pm Barnstaple and claim appropriate mileage, seconded by Cllr Naylor, all in favour and **Resolved** (RR065/04/19) LGA 1972 s.111, Budget Staff costs – Cllr Expenses

43.4.6. Bus Shelter Request – A3124 near Torrington Road Junction

Request from parishioner that WPC investigate the erection of a bus shelter on land adjacent to the car wash which is Council owned – clerk to liaise with DCC Highways for future reference but the council are not in a financial position to take this further at this time

Action A20/19 – Clerk to contact Highways to establish ownership and suitability of land for a bus shelter

43.4.7. Rural Futures Conference Crediton 28th June 2019

This Conference will focus on Devon's village halls, parish councils, sport and play organisations £11.25 for Devon Communities Together members and £21.91 for non-members. WPC are not members. Annual organisation Membership £24 Proposed by Cllr Mercer that WPC move to approve that WPC become members of DCT for an annual fee of £24, seconded by Cllr Naylor, all in favour and **Resolved** (RR066/04/19) LGA 1972 s.111, Budget Professional Fees

Proposed by Cllr Turner that WPC move to approve the attendance of Cllrs Jacobs and Turner on the Rural Futures conference in Crediton on 28th June and claim appropriate mileage, seconded by Cllr Findlay, all in favour and **Resolved** (RR067/04/19) LGA 1972 s.111, Budget Staff costs – Cllr Expenses

43.5. Cllr Reports not requiring a resolution

Cllr Jacobs as the Community Road Warden requested the clerk order a further 6 containers of instarmac for potholes. There is no cost for the instarmac

44.19 CURRENT & NEW BUSINESS

44.1. Shute Lane Gate

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Cllr Turner reported the catch is extremely hard to open due to a very tight fit and the gate is also dragging on the ground

Action 009/19 – Cllr Jacobs to arrange remedial works

44.2. **South West Wood Products, Winkleigh airfield**

Cllr Findlay reported that herself, Cllrs Naylor, Jacobs and Turner visited SWWP on 15th April and she had produced a report. Cllr Naylor also produced photographs and some observations

Action 018/19 Clerk to compile a single report using Cllrs Findlay's and Naylor's reports and send to Dist Cllr Hurley for Enforcement/EA action, copying to SWWP and parishioners

44.3. **Bench in the Square**

Cllr Ware reported that the plan to put the 2000 AD bench in the square would be completed in May providing the bench is not too long and causing any obstruction or poses risk of being struck by another vehicle. Cllr Jacobs will assist with the assessment and siting of the bench when it is ready to be installed

44.4. **Council Meeting Structure** (Cllr Mercer)

Councillors briefly discussed the merit in starting meetings earlier. The clerk confirmed that under the LGA 1972, Sch 12 Para 8(2) the Parish Council meeting can start at whatever time/day the PC determine. The council are not pursuing this item at this time

44.5. **Council Working Groups Structuring** (Cllr Findlay) withdrawn

44.6. **Defibrillator Box Problems**

Cllr Turner reported that whilst carrying out a daily check of the defibrillator, it was discovered that the defib had been removed and replaced back to front and therefore she was unable to open the cabinet due to incorrect positioning. Clerk to report the matter to SWAS

44.7. **P3 parish paths partnership Map Mounting**

Cllr Jacobs reported that the Village Hall would accept a mounted footpath map. Cllr Naylor reported that the Community Centre declined as they already had a map on display.

Action A012/19 Clerk to arrange mounting of one footpath map to be hung in the Village Hall using P3 monies in reserves up to the value of £100

45.19 **LATE ITEMS AT CHAIRS DISCRETION**

46.19 **PUBLIC PARTICIPATION**

47.19. **DATE OF NEXT MEETINGS**

Brought forward under Chairs discretion

1st May 2019 7.30pm Annual Public Meeting Community Centre

15th May 2019 7.30pm Annual Parish Council Meeting Village Hall

48.19. **CONFIDENTIAL MATTERS (Part II)** Public Bodies (Admission to Meetings) Act 1960 s1(2)

Bungalow Kitchen – to consider quotation for removal and fitting

48.1. Proposed by Cllr Turner that WPC move to Part II as the following item contains disclosure of time sensitive commercial interests of the council and the persons that have quoted is not in the public interest, seconded by Cllr Jacobs, all in favour and Resolved (RR063/04/19)

48.2. **Return to Public Period**

48.3. Proposed by Cllr Turner that WPC move to approve the bungalow kitchen fitting quotation of £650 by DKD, seconded by Cllr Findlay, all in favour and Resolved (RR064/04/19) LGA 1972 s.140(1), Bungalow Budget - Kitchen

Action A004/19 clerk to give formal notice to DKD of acceptance of quote, request copy of public liability insurance and obtain updated quote from RGB for kitchen units as current quote has expired for May PCM approval

MEETING CLOSED

21.35pm

APPENDIX A – FINANCIAL STATEMENT APRIL 2019

Winkleigh Parish Council

Meeting date:

24th April 2019

Cash balance

£20,037.81

as of 03/04/2019

Reserve	Current	Bungalow
10107.95	2985.07	6944.79

Payments made (pre-authorised) since last meeting 28th March 2019

Pymt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM001/19	Curr - DD	14.00	EDF Electricity to Square	LGA 1972 s111	61.1.18 RR060/05/18
PM002/19	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	61.1.18 RR060/05/18
PM003/19	Curr - STO	947.11	Clerk Salary April 2019	LGA 1972 s112	61.1.18 RR060/05/18
RC002/19	Bung Auto deduction	41.96	Pure Lettings Bunaglow tenancy management (£34.97+VAT) August	LGA 1972 s126(1)	61.1.18 RR060/05/18
PM163/18	Res - Bacs	428.00	Groundwork UK Unspent NP Grant return	Localism Act 2011	Clerks Delegation RR027/02/18
PM004/19	Curr - Bacs Res - Bacs	307.97 87.49	Clerk CiLCA study 87.4.18 RR094/06/18 and NP Work	LGA 1972 s.112 Localism Act 2011	Clerks Delegation RR027/02/18
PM005/19	Curr - DD	264.63	TDC Cemetery Non-Domestic Rates	LGA 1972 s.214(6)	61.1.18 RR060/05/18
PM006/19	Curr - Bacs	95.81	BT Symantec device protection x 4 quarterly	LGA 1972 s.111	59.18 RR059/05/18
PM007/19	Curr - Bacs	58.29	HMRC Contributions P1 (2001)	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM008/19	Curr - Bacs	365.96	DALC/NALC Annual Subscription (317.87 + VAT)	LGA 1972 s.143 (1)(b)	59.18 RR059/05/18
PM009/19	Curr - Bacs	8.00	Community Centre Hire 27/3 PCM	LGA 1972 s.111	Clerks Delegation RR027/02/18
PM010/19	Curr - Bacs	48.00	DALC Planning Course Cllr findlay	LGA 1972 s.111	29.3.3.19 RR027/02/19
PM011/19	Curr - Bacs	310.00	Refund overpayment RS Gayton & Son Reference RC048/18	N/A	Clerks Delegation RR027/02/18
PM012/19	Curr - Bacs	300.00	North Devon Records Office Grant	LGA 1972 s.137 (Class 7)	122.2.1.5.18 RR120d/10/18
PM013/19	Curr - Bacs	400.00	Citizen Advice Bureau Grant	LGA 1972 s.142 (2a)	122.2.1.3.18 RR120b/10/18
PM014/19	Curr - Bacs	500.00	OCDTG Grant	LG & RA 1997 s.26-29	122.1.4.18 RR120c/10/18
PM015/19	Curr - Bacs	2000.00	Winkleigh Football Club Grant	LG (Misc Prov) Act 1976 s.19	122.2.1.1.18 RR120/10/18
PM016/19	Curr - Bacs	2000.00	Winkleigh Village Hall Grant	LGA 1972 s.133	122.2.1.1.18 RR120a/10/18
		£7,991.76			

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RECEIPTS SINCE LAST PCM 27TH MARCH 2019

Payment ref	Pymt method	Details	Amount
RC002/19	Bacs	Pure Lettings - Bungalow Rental Income April (less VAT and fees)	£387.36
RC047/18	Bacs	Interest Reserves Account	£1.88
RC001/19	100378	Memorial Fee Leahy	£110.00
RC003/19	100379	EROB Purssell	£300.00
			£799.24

Monies held In Reserves Account

Reserves Account Balance	Amount	Details	WPC CONTINGENCY
10107.95	-	Earmarked Election accrual	
	1000.00		
	-965.53	Earmarked - Neighbourhood Plan	
	-87.49	Clerk NP Payment as above	
	-140.00	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	-219.12	Restricted - Parish Signage	
	-464.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			£7,231.79

Monies held in Bungalow Account

Opening Balance	Amount	Details	CURRENT BALANCE
6944.79		As at 1st April 2019	
	499.55	Rental Income	
	-41.96	Pure Lettings Management Fee (incl VAT)	
	-70.23	Maintenance carried out	
Budget	Budget Balance	Bank Balance	7332.15
1000	1000.00	RESTRICTED Kitchen replacement	-£387.36
650	579.77	RESTRICTED 2019/20 maintenance budget	
500	465.03	RESTRICTED balance of 2019/20 Management Fee	
		RESTRICTED Precept offset to be transferred to curr a/c	
RESTRICTED Contingency accrual for emergency works			£6,944.79

MISCELLANEOUS

EDF Direct Debit has increased from £5 per month to £14 per month with effect 1st April 2019. Annual Direct Debit payment to be approved at the APCM 15th May 2019

APPENDIX B – YEAR-END BUDGET REPORT 2018-19

BUDGET HEADS EXPENDITURE	2018-19 Budget			
	Budget	YTD Actual spend	Committed expenditure	Predicted Expenditure
Staff Costs	14674.11	14620.29	0.00	14620.29
Administration	1547.00	1510.66	0.00	1510.66
Running Costs	3242.00	1867.50	0.00	1867.50
Professional fees	935.00	892.53	0.00	892.53
Assets Maintenance & Purchases	1500.00	1374.70	0.00	1374.70
Grants/Donations	725.00	725.00	0.00	725.00
Bungalow	2150.00	1868.16	0.00	1868.16
Cemetery Rates & Grounds Maintenance	3224.00	3127.45	0.00	3127.45
TOTAL	27997.11	25986.29	0.00	25986.29

INCOME	2018-19			
	Budget 2017-18	YTD	Known future income	Current Income
Precept	20552.00	20552.00		20552.00
Other/Interest		17.57		17.57
Bungalow Rent	5945.00	5945.02	0.00	5945.02
Cemetery Fees	1500.00	1525.00		1525.00
TOTAL	27997.00	28039.59	0.00	28039.59

As of 31st March 2019, Winkleigh Parish Council Income for 2018-19 was £28,039.59, which is £42.60 more than budgeted, the increase being associated to Interest Payments and cemetery fees.

Over the same period, the expenditure for the Parish Council was £25,986.29, which is £2,010.82 less than budgeted, the savings being made in predicted running costs due to over budgeting for TDC services in the Parish and reduced contingency spending.

As RFO I Recommend

- 1) The £281.84 unspent budget for the cemetery bungalow maintenance be retained in the bungalow account and added to the bungalow contingency reserves
- 2) The £1,728.98 remaining unspent budget to be retained in the current account as contingency with regard to year-end/new financial year overlap and Neighbourhood Plan Consultations. *(This underspend was forecast during the 3rd quarter and has been taken into account when setting the budget for the financial year 2019-20)*

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Balance per bank statements as at 31 March 2019:	£	£
Current Account	2985.07	
Bungalow Account	6944.79	
Reserves Account	10107.95	
		<u>20037.81</u>

The Reserves Account balance is Restricted/Earmarked as follows

P3 Footpath Maintenance Grant 2017-18	464.02
Tap Fund – Maps 2017-18	140.00
Gateway Signage Accrual	219.12
Neighbourhood Plan Development	1053.02
Election	1000.00
WPC Contingency	7231.79

DRAFT