

WEDNESDAY 27TH FEBRUARY 2019 7.30pm Winkleigh Community Centre MINUTES

PRESENT

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

14.19 APOLOGIES FOR ABSENCE

Resignation of Cllr Pearce on personal grounds

15.19 DECLARATIONS, OF INTEREST FROM MEMBERS

Cllr Turner declared a Prejudicial interest on agenda Planning Matter – Great Well Park, Register entry WDOI001/2019

16.19 PUBLIC PARTICIPATION

17.19 MINUTES

Proposed by Cllr Turner that WPC approve the minutes of the Parish Council Meeting held on 23rd January 2019, seconded by Cllr Bayley, all in favour and **Resolved** (RR015/02/19)

18.19 FINANCIAL STATEMENT incorporating approval of any payments and bank reconciliation

Proposed by Cllr Findlay that WPC approve the Financial Statement dated 27th February 2019 as presented by the Clerk, seconded by Cllr Jacobs, all in favour and **Resolved** (RR016/02/19) (See Appendix A)

19.19 PLANNING

19.1. Planning Application - Stabdons Farm, Winkleigh, 1/0065/2019/FUL Erection of Slurry digester for the generation of electricity

Proposed by Cllr Hodgson that Winkleigh Parish Council support the application as long as the use of this digester is only used for materials produced by the farm from their own agricultural activities from that farm, seconded by Cllr Jacobs, 3 in favour, 1 against, 5 abstentions, and **Resolved** (RR017/02/19)

19.2. Planning Decision 1/1337/2018/FUL Smythen Farm 1/1337/2018/FUL

Proposed by Cllr Mercer that WPC approve the clerk to write and appropriately worded letter of concern to TDC regarding their decision to approve 1/1337/2018/FUL Smythen Farm despite the hedge destruction, seconded by Cllr Ware, all in favour and **Resolved** (RR028/02/19)

Action 005/19 – Clerk to write to TDC as per resolution RR028/02/19

19.3. Great Well Park Development - 19:46pm Cllr Turner exited the meeting having declared an interest, Vice-Chair Cllr Ware chaired in Cllr Turners absence

19.3.1. NP/Developer Meeting Cllr Mercer reported that some Neighbourhood Plan Group members met with Acorn Developments, Nick Turner (Land Owner), Investors, Architects and TDC Planning Officer Kristian Evely, regarding the proposed Great Well Park development next to the cemetery. A constructive dialogue was achieved, in terms of the forthcoming Winkleigh Neighbourhood Plan and developments within the broader context of Winkleigh. With regards to the number of homes within the development, the Local Plan indicated at least 55 on the site and Acorn Developments initially planned for 72, but now looking in the region of mid 60's which equates to 10 per acre which is within the mid-range of housing density. Winkleigh would like the layout of the development to be a pedestrian friendly estate trying to encourage inner neighbourhoods, so residents are not isolated from each other or the rest of village. The current proposed access into the site for vehicles and residents is currently where old Chulmleigh Road is blocked off from the A3124 and Winkleigh would like further thought with regards to the possibility of moving the access closer towards the cemetery. The NP Group would also like to see a pedestrian crossing to access the Sports Centre and Allotments. The proposal to incorporate woodland, children's play area and car park for the village which will bring social benefits to the village. The types of housing would reflect the village, and could propose a mix of housing, including semi-detached properties, housing association, affordable housing, and bungalows depending upon the feedback from residents arising from a public consultation. Acorn Developments will be holding an open forum public consultation event on 27th March 2019 between 4pm and 7pm in the Community Centre and will furnish experts to talk about infrastructure and are encouraging people talk to them openly. Following the public consultation, Acorn Developments will be looking to submit a full planning application to TDC within the Summer months.

19.3.2. Public Consultation Wednesday 27th March 2019 4pm-7pm (Clerk) Proposed by Cllr Findlay that WPC approve the clerk to publicise, without prejudice, the Acorn Development Public Consultation for Great Well Park on Wednesday 27th March 2019, seconded by Cllr Mercer, all in favour and **Resolved** (RR029/02/19)

Action 006/19 - Clerk to use Social Media and email to highlight the Public Consultation

20:00pm Cllr Turner returned to meeting and Chair

- 19.4. Cross Park Development** - Clerk has written to TDC regarding the lack of affordable housing on the proposed site and the Planning officer has responded to say *“NPPF viability guidance would not have altered the outcome. Through this process it was established that the proposed developments viability was compromised to such an extent that no affordable housing could be delivered on site as there was not sufficient surplus to deliver even one unit although £13,027 could be provided [for affordable housing offsite]. Overall, it is always disappointing when the policy compliant level of affordable housing cannot be achieved due to scheme viability, but I can assure you that Torridge District Council has robust systems in place to analyse the viability of individual schemes with appraisal undertaken in line with the Royal Institute of Chartered Surveyors Guidance note in Financial Viability in Planning and the National Planning Policy Framework.”*

20.19 REPORTS to and from

20.1. County Cllr Saywell

- 20.1.1. DCC budget** has been set and it is confirmed the precept share of council tax will rise by 3.99%, 1% of which is specifically allocated for adult social care, which will be the last time that particular share of the precept will be used as DCC have now used their allocation given by Government
- 20.1.2. Highways Defects** – Residents are encouraged to individually report all potholes and road defects directly to Highways online via devon.cc/report-it, which will take individuals directly to the website or call 0345 1551004 which will go to DCC customer call centre. If the defect is not reported by individuals it is possible that Highways will be unaware of it and a repair may not be carried out. There is no limit on the number of times a defect can be reported, and residents are encouraged to make repeated reports if the defect has not been attended to
- 20.1.3. A3124 Road Works** have now been completed following delays due to poor weather with the joint sealing to be done in the coming week. I recently drove along the A3124 from Torrington to Winkleigh with the Head of Highways Asset Management looking at the existing issues with this road, to discuss possible issues to be addressed next year I would personally like to see surface dressing attended to along the road, and if and when this can be done, I would like to see the road closures tighter together rather than over a staggered period
- 20.1.4. Climate Emergency** – Cllr Naylor asked CC Saywell how he voted on the recent motion to declare a climate emergency. Cllr Saywell stated he voted in favour of the County Council Recommendations on the amendment put forward by the council. It is not possible for DCC to meet the target to go to zero carbon emissions by 2030, but they can go a long way to getting there. DCC has already carried out an enormous amount of work on reducing emissions and has plans for more projects. Further details can be obtained from Cllr Saywell or the Parish Clerk

20.2. Cllr Turner

- 20.2.1. Co-option** – the Council currently have 2 vacancies with local elections forthcoming in May
- 20.2.2. Clerks Annual Appraisal** will be held on Tuesday 5th March
- 20.2.3. DW Quarterly newsletter** – The chair will write a newsletter each quarter on the activities of the Parish Council. The next edition will incorporate the chairs annual report and Cllrs are to submit anything they would like included by mid-April to the Chair

20.3. Clerk

- 20.3.1. Winkleigh War Memorial Listing** – Councillors had no objection to the Memorial being listed or to Winkleigh Parish Council adopting the memorial as a listed memorial should come under the umbrella of a responsible organisation, however, Cllr Hodgson suggested that before WPC ‘adopt the Memorial as an asset’, ownership/management of the Memorial should be investigated by the clerk and comments sought from parishioners on the long-term maintenance, responsibility and management of the Memorial if direct ownership cannot be established,.

Action 007/19 – Clerk to investigate and write to the Church where memorial stands, place an article in the next edition of DW. Item to be placed on a future agenda for consideration of adoption by WPC as a Community Asset depending on result of investigations by Clerk.

- 20.3.2. Councillor Use of own vehicle on Parish Council business** The council’s current insurers have stated that councillors are not covered under the Parish Council insurance for damage or personal injury whilst using their own vehicles to attend meetings, including Parish Council Meetings, driving to carry out parish council business or driving to attend training courses regardless of whether the journey is in or out of the parish. Cllrs may also not be covered under their routine car insurance as they will not be using their vehicle for Social, Domestic, Pleasure (SDP) purposes or commuting to their ‘normal place of work’. Whilst Cllrs are unpaid volunteers, their use of their own personal vehicles does not fall into the categories of SDP or Commuting to their normal place of work and therefore can only be being used for ‘business purposes’ and as such their insurance companies must be notified otherwise their cover may be invalidated. The Parish Council has a duty to ensure that if we pay mileage expenses to Cllrs that they are entitled to claim the ‘business expense’ and therefore Cllrs must declare that they have the “appropriate insurance” when submitting any pre-approved claim for mileage reimbursement
- 20.3.3. Planning Course (DALC) Exeter 26th March 6.30-8.30pm £40 + VAT per person** **Proposed** by Cllr Turner that **WPC approve attendance of Cllr Findlay on DALC Planning Course 26th March 6.30-8.30pm Exeter Race Course at a**

cost of £40 plus VAT and for mileage to be reimbursed provided she has the appropriate vehicle insurance, seconded by Cllr Ware, all in favour and **Resolved** (RR027/02/19)

- 20.3.4. **Bin Damage and rubbish dumping** The damage to the bin at the junction of Barnstaple St and Torrington Rd has been reported to TDC along with the apparent ‘fly-tipping’ of rubbish in and around Winkleigh, particularly in the vicinity of some bins. TDC refuse and environment department have confirmed they will investigate and take the necessary enforcement action.

Action 008/19 – Clerk to monitor and continue liaison with TDC/DCC regarding issues

- 20.3.5. **Shute Lane Damage** Parishioner Complaint that the bottom gate has dropped and is difficult/impossible for some people to open and the condition of the lane is now impassable due to vehicle activity to land off the lane churning up the surface after the parish council carried out so much work to make the lane ‘walkable’

Action 009/19 – Cllr Jacobs to speak to land owner regarding making good of Shute Lane Surface and to look at rehanging the gate

- 20.3.6. **Bungalow Kitchen** – Cllr Jacobs reported that he has obtained some estimates for the replacement units and is still awaiting estimates for installation. All estimates will be forwarded to the Clerk for future considerations, agenda and approval by the council prior to Clerk submitting any orders

- 20.3.7. **Cllr Reports not requiring a resolution**

20.3.7.1. **Cemetery Gates** – Cllr Ware reported the Gates have been re-hung with thanks to Mr R Hill for transportation

20.3.7.2. **Pollution on the airfield** – Cllr Naylor reported he was alarmed at the amount of pollution on the airfield. Item to be placed on the next agenda and Cllr Naylor to compile a report for meeting 27th March 2019

21.19 CURRENT AND NEW BUSINESS

- 21.1. **Emergency Plan for Winkleigh** – Cllr Findlay attended the workshop event and has reviewed the current emergency plan which is a very good basis but needs updating. Cllrs Turner and Ware are currently members of the Emergency Plan Working Group and will liaise with Cllr Findlay to incorporate the recommendations from the workshop. Updated emergency plan to be an agenda item for July PCM in accordance with the WPC approved Annual Planner

Action 010/19 - Cllrs Turner and Ware to update WPC Emergency Plan for July pcm

- 21.2. **Internal Audit review of effectiveness** Proposed by Cllr Turner that WPC approve the annual internal audit review and recommendations carried out by the IA/Finance Group, as circulated, seconded by Cllr Mercer, all in favour and **Resolved** (RR026/02/19)

Action 011/19 – Clerk to implement recommendations, update policies and place on WPC website

- 21.3. **P3 parish paths partnership continued membership** Proposal by Cllr Jacobs that WPC **discontinue the agreement with P3 withdrawn** (RR030/02/19) Mrs Penny Griffiths has offered to assist ‘walking the footpaths’ to assess for maintenance annually in conjunction with Councillors and members of the Parish with the Parish Council retaining responsibility under the P3 Agreement and Clerk to submit annual returns. Mrs Griffiths enquired if the large area maps of Winkleigh showing the footpaths could be framed/plastic coated and hung in the Village Hall and Community Centre, so the general public know where the paths are

Action 012/19 – Clerk to investigate costings for plastic coating and/or framing of footpath maps which could be hung in the Village Hall and Community Centre

- 21.4. **125-year Parish Council Anniversary** - Cllr Turner reminded Councillors of the Resolution made on 26th July 2018 to book the Sports Centre field for 15th June 2019 for a Bring and share Tea Party and approve booking of children’s entertainment and enquired if Councillors still wished to proceed with the event. Following discussions, Proposal by Cllr Naylor that WPC cancel the party and all bookings for 15th June 2019 and devote all money budgeted to the event towards the village signage incorporating the 125 Year anniversary, Seconded by Cllr Brown, all in favour and **Resolved** (RR031/02/19) Cllr Turner to cancel all bookings made for 15th June 2019

- 21.5. **Neighbourhood Development Plan**

- 21.5.1. **Update on plan status** - Cllr Mercer reported that the NP Group met on 12 December and 4 February to continue work on the development of the Plan and there have been numerous other informal meetings and discussions. The NP Group is now able to seek approval of the draft Plan from WPC, which will allow progress to the consultation phase, any changes suggested by Councillors will be incorporated into the Plan by the NP Group at its next meeting on 13 March. As part of the pre-screening process undertaken by Torridge Council, Historic England has raised an issue regarding Policy T3 which relates to a small piece of land within the development boundary. We are in discussion with Historic England and TDC but may need to make minor Amendments to this policy. A draft consultation leaflet and response sheet has been prepared this leaflet will be circulated by mail drop by Royal mail to all consumer and business addresses in the parish with the response sheet and a freepost address for return. A formal consultation meeting is being planned and publicity and exhibition material developed. Dependent upon agreement of the final changes, and discussion with Royal Mail regarding the mail drop, consultation can now proceed. This is likely to commence in early/mid-April and will last 6 weeks, allowing for statutory holidays. All the materials and documents have been developed and produced within the funding envelope provided by locality.org. We can apply for a final tranche of funding from 1 April and it is intended to do this to support the consultation process.

WINKLEIGH PARISH COUNCIL MEETING

- 21.5.2. **Neighbourhood Draft Plan Consultation** Proposed by Cllr Mercer that WPC approve the draft Neighbourhood Plan subject to wording amendment to T3 following resolution with Historic England and incorporating more Winkleigh images, Seconded by Cllr Findlay, 8 in favour, 1 abstention, and **Resolved** (RR018/02/19)
- 21.5.3. **Consultation Summary Document and questionnaire** Proposed by Cllr Mercer that WPC approve the content of the consultation summary document and questionnaire, Seconded by Cllr Jacobs, all in favour and **Resolved** (RR019/02/19)
- 21.5.4. **School Children Consultation questionnaire** Proposed by Cllr Findlay that WPC approve the consultation questionnaire, subject to grammatical changes, to be distributed to primary and secondary schools for Winkleigh, Seconded by Cllr Naylor, all in favour and **Resolved** (RR020/02/19)
- 21.5.5. **Commencement of Regulation 14, 6-week pre-submission consultation** Proposed by Cllr Mercer that WPC approve the commencement of the Neighbourhood Plan Regulation 14, 6-week pre-submission consultation period once the NP group are ready to proceed in consultation with the clerk and with regards to Purdah considerations with the forthcoming Elections, Seconded by Cllr Hodgson, all in favour and **Resolved** (RR021/02/19)
- 21.5.6. **Printing and distribution Costs** Proposed by Cllr Mercer that WPC approve the printing and distributing costs for the NP Consultation, up to £1841.00 from quotations obtained by the clerk, using the Groundwork UK grant monies held in reserves for this purpose, and clerk to make the necessary orders, Seconded by Cllr Hodgson, all in favour and **Resolved** (RR022/02/19)

Action 013/19 – Clerk to source printing, distributing and postage costs and submit orders in accordance with Standing Orders and Financial Regulations

- 21.5.7. **Public Consultation advertising and Events costs** Proposed by Cllr Mercer that WPC approve the hire of venues, refreshments and associated costs by the clerk, up to the value of £200 from monies held in NP reserves, for public awareness events during the NP consultation period, Seconded by Cllr Findlay, all in favour and **Resolved** (RR023/02/19)

Action 014/19 – Clerk to arrange venues, refreshments and manage associated costs once date of commencement known

- 21.5.8. **Groundwork UK Locality Grant application** Proposed by Cllr Mercer that WPC approve the clerk to apply to Groundwork UK for the remainder of the available NP grant up to the sum of £1419 towards costs for the Reg 14 consultation, with effect 1st April 2019, once final costs are known, Seconded by Cllr Hodgson, all in favour and **Resolved** (RR024/02/19)

Action 015/19 – Clerk to submit new and final Locality Grant application April 2019

22.19 LATE ITEMS AT CHAIRS DISCRETION

23.19 PUBLIC PARTICIPATION

24.19 DATE OF NEXT MEETING

Wednesday 27th March 2019, 7.30pm Winkleigh Community Centre

21.11pm Meeting closed

APPENDIX A – FINANCIAL STATEMENT FEBRUARY 2019

Winkleigh Parish Council

27th February 2019

Meeting date:

Cash balance

£25,049.13

as of 01/02/2019

Reserve	Current	Bungalow
13539.98	3463.30	8045.85

Payments made (pre-authorized) since last meeting 23rd January 2019

Pymt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM139/18	Curr - DD	5.00	EDF Electricity to Square	LGA 1972 s111	61.1.18 RR060/05/18
PM141/18	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	61.1.18 RR060/05/18
PM142/18	Curr - STO	957.97	Clerk Basic Salary Dec 2018	LGA 1972 s112	61.1.18 RR060/05/18
PM144/18	Bung Auto deduction	41.96	Pure Lettings Bunaglow tenancy management (£34.97+VAT) Decemer	LGA 1972 s127(1)	61.1.18 RR060/05/18
PM143/18	Curr - Bacs	282.54	Clerk reimbursements Jan 2019	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM145/18	Curr - Bacs	65.48	HMRC Contributions P11	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM138/18	Res - Bacs	750.00	Neighbourhood Plan G5 design	Localism Act 2011	88.1.2.18 RR096/07/18
PM140/18	Curr - Bacs	478.99	Currys PC World (£399.16 + VAT) New PC Laptop	LGA 1972 s.111	9.3.2.19 RR014/01/19
PM146/18	Res - Bacs	1800.00	Clayewater Homes (NP Consultant £1500 + VAT)	Localism Act 2011	88.1.2.18 RR096/07/18
PM147/18	Curr - Bacs	41.20	Cllr Findlay - Mileage and workshop parking reimbursement	LA (Members) Allowances (England) 2003	9.3.5.19 RR009/01/19
PM148/18	Curr - Bacs	7.20	Cllr Turner - workshop attendance mileage reimbursement	LA (Members) Allowances (England) 2003	9.3.5.19 RR009/01/19
		£4,640.34			

MONEY TRANSFERS BETWEEN WPC ACCOUNTS ACTIONED/TO BE ACTIONED

A/Cs	Amount	Details	Actioned
Curr to Res (NP)	339.56	VAT Reclaim on NP expenditure	14/02/2019
			£339.56

RECEIPTS SINCE LAST PCM 23rd January 2019

Payment ref	Pymt method	Details	Amount
RC037/18	Bacs	Pure Lettings - Bungalow Rental Income December (less VAT and fees)	£457.59
RC039/18	Bacs	Interest on Reserves Account	£2.60
RC038/18	Bacs	VAT reclaim	£607.17
RC040/18	Chq	Interment Fee - JARVIS	£300.00
			£1,367.36

WINKLEIGH PARISH COUNCIL MEETING

Monies held In Reserves Account

Reserves Account Balance	Amount	Details	WPC CONTINGENCY
13539.98	-1000.00	Earmarked Election accrual	
	-1124.06	Earmarked - Neighbourhood Plan	
	-1819.00	Restricted - Neighbourhood Plan Grant	
	-1800.00	Clayewater Homes (NP Grant - Consultancy fee)	
	339.56	VAT reclaim for contingency	
	-140.00	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	-219.12	Restricted - Gateway Signage	
	-464.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			£7,313.34

Monies held in Bungalow Account

Opening Balance	Amount	Details	CURRENT BALANCE
5836.79		As at 1st April 2018	
	5445.47	Rental Income to-date	
	-381.19	Pure Lettings Management Fee to-date	
	-76.21	VAT paid on management fee (reclaimed to current account)	
	-452.00	Maintenance carried out 2018-19	
	-1006.09	Precept offset to be transferred to current account year end	
	-2327.01	Precept offset transferred to current account	
		Bank Balance	7039.76
		RESTRICTED air brick installation work	-£60.00
		RESTRICTED balance of 2018/19 maintenance budget	-168.00
		RESTRICTED balance of 2018/19 Management Fee	-£34.97
		RESTRICTED Contingency accrual for emergency works	£6,776.79

WINKLEIGH PARISH COUNCIL MEETING

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION Reconciliation date 11/02/2019

Balance per bank statements as at 02 January 2019:	£	£
Current Account	3463.30	
Bungalow Account	8045.85	
Reserves Account	13539.98	
		25049.13
Less: any unrepresented Payments		25049.13
Plus: any unrepresented Deposits	0.00	25049.13
Net balances as At 1st February 2019		25049.13

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	36986.73
Less: Payments in the year to date	-33915.86
Closing balance per cash book [receipts and payments book] as at 1st February 2019	25049.13