

**WEDNESDAY 23<sup>RD</sup> JANUARY 2019**  
**7.30pm Winkleigh Community Centre**  
**DRAFT MINUTES**

**PRESENT**

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

**1.19 APOLOGIES FOR ABSENCE**

Proposed by Cllr Ware that WP approve the absence of Cllr Turner (ill health) Cllr Pearce (Holiday), seconded by Cllr Mercer, all in favour and **Resolved** (RR012/01/19)

**2.19 CO-OPTION**

Mr Alan Brown co-opted onto Winkleigh Parish Council, all in favour. Declaration of Acceptance of office completed

**3.19 DECLARATIONS, OF INTEREST FROM MEMBERS**

None

**4.19 GREAT WELLS PARK DEVELOPMENT** - Guest Speaker – Mr Dave Weeks, Acorn Developments South West  
 Mr Weeks stated that TDC had contacted them directly to move the development forward. Following a pre-application meeting with TDC which received a favourable response, TDC are being very supportive for the adoptive site to move forward and engage with the woodland. Acorn Developments are now looking to adapt the housing based on the feedback from the community, with affordable housing, age-related bungalows and landscaping and access very important and are now looking to engage directly with the Council and public during a public consultation event in order to draw up a draft application.

Proposed by Cllr Mercer that WPC authorises the Neighbourhood Plan Group to approach Acorn Developments to begin discussions about their proposals in the context of the draft NP, potential s.106 requests, and to report back to WPC, seconded by Cllr Findlay, all in favour and **Resolved** (RR005/01/19)

**Action - Clerk to arrange meeting with NP Group members and Mr Weeks prior to any public consultation.**

**5.19 PUBLIC PARTICIPATION**

**6.19 MINUTES**

Proposed by Cllr Ware that WPC approve the minutes of the Parish Council Meeting held on 28<sup>th</sup> November 2018, seconded by Cllr Hodgson, all in favour and **Resolved** (RR001/01/19)

**7.19 FINANCE** (RFO/Clerk)

**7.1. Financial Statement incorporating approval of any payments and Bank Reconciliation**

Proposed by Cllr Ware that WPC approve the Financial Statement as presented by the Clerk, seconded by Cllr Findlay, all in favour and **Resolved** (RR002/01/19) (See Appendix A)

**7.2. 2018/19 Budget quarterly report**

Proposed by Cllr Findlay that WPC approve the quarterly budget report and approve the virements in the budget report of £750 from running costs to staff costs and £750 from Cemetery costs to staff costs, as recommended by the RFO, seconded by Cllr Mercer, all in favour and **Resolved** (RR003/01/19) (See Appendix B)

**8.19 PLANNING**

**Smythen Farm Hollacombe** 1/1337/2018/FUL – Mr Conibere, Creation of vehicular access. Proposed by Cllr Mercer that WPC do not support this application. The planning application states that there is no hedge involved in the removal of the bank required to create access. However, there are the remains of a hedge on the bank (the majority of the hedge was removed without permission last Autumn), and the Hedgerow Regulations (1997) state that hedgerows cannot be removed without the prior consent of the local planning authority. Hedgerows in Hollacombe, including this one, are valuable to wildlife, shrubs and small plants native to Devon and are an important asset in biodiversity. They should be protected except in exceptional circumstances. WPC asks TDC to reject this application, seconded by Cllr Brown, all in favour and **Resolved** (RR004/01/19)

**9.19 REPORTS** to and from

**9.1. County Cllr Saywell**

Reported more road closures on the A3124 between the 7<sup>th</sup> and 9<sup>th</sup> February, night time closures only for resurfacing between Hollacombe Moor Cross and Four Seasons holiday park. It has now been confirmed that DCC Highways received an extra £18.75m worth of funding from the Government following the Budget for Highways. This is capital funding for resurfacing, surface dressing and patching but not pot holes as that requires revenue funding. This will be broken down into 3 areas, covering bridges, A roads and rural roads. At present it is uncertain if a rural pot hole action fund will be offered, but if money is made available, there is a list of areas requiring attention. The County Council budget is currently going through the scrutiny committees; however, the provisional budget is likely to be 2% increase for adult social care which equates to around 9.5 million pounds, and an extra 9.4%, around 12 million pounds, allocated to children's social service budget. The Council tax precept rise is likely to be around 3 or 4% which includes the extra 1% rise for adult social care. Cllr Ware asked for thanks to be passed to the Skanska road cleaning crew for a marvellous job and attention to areas during their recent sweep through the village.

**9.2. Chair**

Co-option Vacancy currently advertised

**9.3. Clerk**

**9.3.1. Winkleigh Relief in Need Charity trustees**

Proposed by Cllr Hodgson that WPC support Mr Ware and Mr Kingsbury to continue in office, seconded by Cllr Bayley, all in favour and **Resolved** (RR013/01/19)

**9.3.2. Parish Laptop repair/replace**

Proposed by Cllr Findlay that WPC approve the clerk to purchase a new Council laptop, seconded by Cllr Mercer, all in favour and **Resolved** (RR007/01/19)

Proposed by Cllr Hodgson that WPC set a budget of £400 plus VAT for the laptop, seconded by Cllr Findlay, all in favour and **Resolved** (RR014/01/19)

**9.3.3. Lone Working Policy**

Proposed by Cllr Hodgson that WPC approve and ratify the Lone Working Policy with immediate effect, seconded by Cllr Mercer, all in favour and **Resolved** (RR006/01/19)

**9.3.4. Parish Council Risk Assessment Policy**

Proposed by Cllr Findlay that WPC approve the amendments to the risk assessment policy as presented and ratify with immediate effect, seconded by Cllr Ware, all in favour and **Resolved** (RR008/01/19)

**9.3.5. Emergency Planning Workshop**

Proposed by Cllr Ware that Cllrs Turner and Findlay be approved to attend the Emergency Planning Workshop on 30<sup>th</sup> January, 10am-1pm Barnstaple Rugby Football Club and claim mileage, seconded by Cllr Bayley, all in favour and **Resolved** (RR009/01/19) 7

**9.3.6. Winkleigh Football Club grant 2019/20**

*we would like to place on record our sincere thanks to Winkleigh Parish Council for your support in providing the £2000 grant funding towards the improvements to the clubhouse. We recognise this is a substantial figure that has been granted and would like to ensure you that this will be used in the best possible way to improve facilities with the ultimate aim of increasing participation and support for the football club. As a committee we have various plans to try and improve facilities and are looking to start youth teams in the near future, all with the aim to establish the football club at the heart of the village community. Once again for support is very much appreciated and we will update you once the work has taken place. Stuart Dallyn Winkleigh AFC Secretary*

**9.3.7. Winkleigh Village Hall grant 2019/20**

*The Committee of Winkleigh Village Hall would like to thank all the councillors who so kindly donated funds to the hall from the Community Together Fund and the Parish Council grants fund. The new emergency exit doors are due to be fitted soon and will enhance safety, light and warmth in the hall. New curtain rails will follow soon and hopefully in due course we will be able to replace the curtains and redecorate in order to bring the hall up to date in line with the modern audio-visual technology we installed a few years ago. We then hope to market use of the hall as a meetings and conference venue more widely. With thanks Again, Andrew Ware, Winkleigh Village Hall Committee*

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

**9.4.1. Eggesford Road development**

Cllr Naylor requested that the decision by TDC to allow this development to proceed without any affordable housing should be the subject of a complaint by the Parish Council.

**Action – Clerk to write to TDC expressing dissatisfaction in their decision not to award any affordable housing to the Cross Parks site and request an explanation of their decision**

**9.4.2. Suicide Intervention pack**

Cllr Ware stated this pack should be made more available and accessible to members of the Community and would arrange a suitable location for a copy to be stored

**10.19 CURRENT AND NEW BUSINESS**

**10.1. Emergency Plan for Winkleigh**

Cllr Ware reported that Cllrs Turner, Ware and Findlay attended a recent study day will be attending the forthcoming workshop on 30<sup>th</sup> January in order to gather information to update the current emergency plan.

**10.2. Parish Council Membership Promotion**

Cllr Mercer expressed concern that residents of the Parish were unfamiliar with the role of the Parish Council. Councillors and clerk to consider ways to improve the portfolio and recognition of the Council to attract younger members of the Parish

**10.3. DW Parish Newsletter**

Proposed by Cllr Findlay that WPC approve a quarterly Council newsletter to be compiled for Distinctly Winkleigh, seconded by Cllr Mercer, all in favour and **Resolved** (RR010/01/19)

**Action - Chair to be asked if willing to compile quarterly newsletter**

**10.4. 125-year Parish Council Anniversary update** withdrawn due to absence of Cllr Turner

**10.5. Bungalow – New kitchen**

Proposed by Cllr Findlay that WPC approve Cllrs Jacobs and Naylor to project manage the installation of a new kitchen up to the value of £1000 and liaise with the tenants. All financial matters to be sourced by the Clerk, seconded by Cllr Ware, all in favour and **Resolved** (RR011/01/19)

**Action – Cllrs Naylor and Jacobs to contact tenants to ascertain kitchen requirements and sizes**

**10.6. Neighbourhood Development Plan**

Cllr Mercer reported that Frank Ward the designer has produced a draft of the NP and members of the NP Group are working on some amendments and intend to finalise these for the next NP Group meeting on 4 Feb. Subject to everyone being content with the document, no adverse comments being received from TDC as a result of the sustainability screening and the mapping and photos being finalised. The NP group will then we will be in a position to discuss with WPC a process for agreeing that the Plan can proceed to consultation. Every member of parish will get an edited version with main policy themes through mail shot.

**11.19 Late Items at Chairs Discretion**

**12.19 Public Participation**

**13.19 Date of Next Meeting**

27th February 2019 7.30pm Community Centre

**21.06pm** Meeting Closed

## APPENDIX A – FINANCIAL STATEMENT JANUARY 2019

Winkleigh Parish Council

23rd January 2019

Meeting date:

Cash balance

£27,929.15

as of 02/01/2019

Reserve	Current	Bungalow
15295.38	3176.09	9457.68

### Payments made (pre-authorised) since last meeting 28th November 2018

Pymt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM120/18	Curr - DD	5.00	EDF Electricity to Square	LGA 1972 s111	61.1.18 RR060/05/18
PM121/18	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	61.1.18 RR060/05/18
PM122/18	Curr - STO	957.97	Clerk Basic Salary Dec 2018	LGA 1972 s112	61.1.18 RR060/05/18
PM126/18	Bung Auto deduction	41.96	Pure Lettings Bungalow tenancy management (£34.97+VAT) December	LGA 1972 s126(1)	61.1.18 RR060/05/18
PM123/18	Curr - Bacs	190.89	Clerk Additional Payment Nov 2018	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM125/18	Curr - Bacs	65.48	HMRC Contributions P9	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM118/18	Res - Bacs	1500.00	Roger Hill, (Exeter Rd Bus Shelter)	LG (Misc Prov) Act 1953, s.4	12.18 RR018/01/18
PM119/18	Curr - Bacs	1415.14	TDC bi-annual street cleaning	Public Health Act 1875 s.164	Clerks Delegation RR027/02/18
PM124/18	Curr - Bacs	54.89	Amazon - 11 x USB Hub for tablets	LGA 1972, s111	Clerks Delegation RR027/02/18
PM127/18	Res - Bacs	150.00	Dean Fraiquin - Gateway sign design	RTRA 1984, s.72 (1c)	126.1.2.18 RR145/11/18
PM128/18	Res - Bacs	18.00	Sports Centre Room Hire (NP)	Localism Act 2011	Clerks Delegation RR027/02/18
PM132/18	Curr - DD	5.00	EDF Electricity to Square	LGA 1972 s111	61.1.18 RR060/05/18
PM133/18	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	61.1.18 RR060/05/18
PM129/18	Curr - STO	957.97	Clerk Basic Salary Jan 2019	LGA 1972 s112	61.1.18 RR060/05/18
PM130/18	Curr - Bacs	185.30	Clerk Reimbursements Dec 2018	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM131/18	Bung Auto deduction	41.96	Pure Lettings Bungalow tenancy management (£34.97+VAT) December	LGA 1972 s126(1)	61.1.18 RR060/05/18
PM134/18	Curr - Bacs	71.98	Assets - 2 x encrypted memory sticks usb	LGA 1972 s.111	Clerks Delegation RR027/02/18
PM135/18	Curr - Bacs	59.88	BT Symantec device protection x 3 months	LGA 1972 s.111	33.2.4.18 RR035/03/18
PM136/18	Curr - Bacs	65.68	HMRC Contributions P10	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM137/18	Res - Bacs	840.00	Devon Wildlife Enterprises - Hedgerow Survey for Neighbourhood Plan	Localism Act 2011	88.1.2.18 RR096/07/18
		<b>£7,047.10</b>			

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

A/Cs	Amount	Details	Actioned
Bung to Curr	2327.01	Precept Offset	21/01/2019

WINKLEIGH PARISH COUNCIL MEETING

£2,327.01

**RECEIPTS SINCE LAST PCM 28th NOVEMBER 2018**

Payment ref	Pymt method	Details	Amount
RC034/18	Bacs	Pure Lettings - Bungalow Rental Income December (less VAT and fees)	£457.59
RC035/18	Bacs	Interest on Reserves Account	£2.77
RC036/18	Bacs	Pure Lettings - Bungalow Rental Income December (less VAT and fees)	£457.59
			<u>£917.95</u>

**Monies held In Reserves Account**

Reserves Account Balance	Amount	Details	WPC CONTINGENCY
<b>15295.38</b>	<b>-1000.00</b>	Earmarked Election accrual	
	<b>-1124.06</b>	Earmarked - Neighbourhood Plan	
	<b>-18.00</b>	Sports Centre hire PM128/18	
	<b>-4069.00</b>	Restricted - Neighbourhood Plan Grant	
	<b>-700.00</b>	Wildlife Survey PM137/18	
	<b>-140.00</b>	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	<b>-219.12</b>	Restricted - Gateway Signage	
	<b>-150.00</b>	Gateway signage expenditure PM127/18	
	<b>-464.02</b>	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			<u>£7,411.18</u>

**Monies held in Bungalow Account**

Opening Balance	Amount	Details	CURRENT BALANCE
<b>5836.79</b>		<b>As at 1st April 2018</b>	
	4446.37	Rental Income to-date	
	-311.25	Pure Lettings Management Fee to-date	
	-62.23	VAT payment of management fee (reclaimable)	
	-452.00	Maintenance carried out 2018-19	
		<b>Bank Balance</b>	<b>9457.68</b>
		RESTRICTED air brick installation work	<b>-£60.00</b>
		RESTRICTED balance of 2018/19 maintenance budget	<b>-168.00</b>
		RESTRICTED balance of 2018/19 Management Fee/VAT	<b>-£125.88</b>
		Precept offset transferred to current account Jan 2019	<b>-£2,327.01</b>
		<b>RESTRICTED Contingency accrual for emergency works</b>	<b>£6,776.79</b>

## WINKLEIGH PARISH COUNCIL MEETING

### WINKLEIGH PARISH COUNCIL BANK RECONCILIATION Reconciliation date 14/01/2019

Balance per bank statements as at 02 January 2019:	£		£
Current Account		3176.09	
Bungalow Account		9457.68	
Reserves Account		15295.38	
		27929.15	27929.15
Less: any unrepresented Payments			27929.15
Plus: any unrepresented Deposits		0.00	27929.15
Net balances as At 31st December 2018		27929.15	<b>27929.15</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		36068.95	
Less: Payments in the year to date		-30118.06	
Closing balance per cash book [receipts and payments book] as at 31st December 2018		27929.15	<b>27929.15</b>

**APPENDIX B - WINKLEIGH PARISH COUNCIL 2018-19 BUDGET YEAR TO DATE (3<sup>rd</sup> Quarter) REPORT**

**RFO Report and recommendations**

Winkleigh Parish Council predicted income is forecast to be £620.00 less than budgeted due to;

- The cemetery income being inherently difficult to predict and the number of internments and monuments during the current financial year is currently below average for Winkleigh

The Council's expenditure has been conservative and closely monitored to take into account the predicted reduced income, and except for staff costs, all budget heads are either on budget or predicted to be underspent in order to offset the predicted reduced income.

- |   |                  |
|---|------------------|
| • The predicted year-end expenditure is under budget at | £1,221.30        |
| • The predicted year-end income is under budget         | <u>-£ 620.00</u> |
| • Year-end predicted budget balance in credit           | £601.30          |

The Budget heads/departments are broken down below for your information.

The predicted £1437.62 overspend on staff costs is largely due to the councils' decision to qualify the clerk with CiLCA during this financial year, which was unbudgeted, and the associated paid study leave and subsequent increased HMRC contributions. A predicted breakdown of these costs is:

- clerk salary £130 over budget;
- clerk mileage £150 under budget;
- HMRC £230 over budget,
- training CiLCA £1227.65 over budget

**As RFO, I recommend that the Winkleigh Parish Council Resolve to approve;**

- **The virement of £750.00 from running costs contingency budget to staff costs budget**
- **The virement of £750.00 from the cemetery contingency budget to staff costs budget**

## **DEFINITION OF VIREMENT**

Virement is the process of transferring a revenue budget from one budget heading to another, with the approval of the Parish Council. It can be used to amend budgets in the light of experience, or to reflect anticipated changes in the pattern of future income or expenditure.

## **VIREMENT GUIDELINES**

1. All virements must be as identified as related to expenditure.
2. Any virement transfer from or to the reserves account must have the prior approval of the Full Council
3. All virement proposals shall be recorded in the Minutes of the Parish Council
4. Only Full Council can approve a virement transfer from an Earmarked Reserve (EMR)

## **FINANCIAL RESPONSIBILITIES**

Budgetary control must be strictly maintained throughout the year in order that any potential expenditure overspends or income loss within individual budget headings are identified at the earliest opportunity.



WINKLEIGH PARISH COUNCIL MEETING

BUDGET HEADS EXPENDITURE	2018-19 Budget				Comments
	Budget	YTD Actual Expenditure	Committed expenditure	Predicted year-end Expenditure	
Staff Costs	13174.00	10975.11	3636.51	14611.62	over £1437.62 (CiLCA qualification/HMRC)
Administration	1547.00	1222.60	216.00	1438.60	under £108.40 (Lower insurance premium)
Running Costs	3992.00	1852.50	1194.28	3046.78	under £945.22 – (Unused contingency)
Professional fees	935.00	892.53	0.00	892.53	under £42.47
Assets Maintenance & Purchases	1500.00	915.56	0.00	915.56	under £584.44 (Unused maintenance & Purchases)
Grants/Donations	725.00	725.00	0.00	725.00	
Bungalow	2150.00	1763.25	254.91	2018.16	under
Cemetery Rates & Grounds maintenance	3974.00	2497.45	630.00	3127.45	under £846.55 (Unused maintenance/contingency)
<b>TOTAL</b>	<b>27997.00</b>	<b>20844.00</b>	<b>5931.70</b>	<b>26775.70</b>	

INCOME	2018-19				Comments
	Budget 2017-18	YTD actual income	Known future income	Predicted Year-end Income	
Precept	20552.00	20552.00		20552.00	
Other/Interest		8.51		8.51	
Bungalow Rent	5945.00	4446.37	1498.65	5945.02	
Cemetery Fees	1500.00	880.00		880.00	Under £620.00
<b>TOTAL</b>	<b>27997.00</b>	<b>25886.88</b>	<b>1498.65</b>	<b>27385.53</b>	