

WINKLEIGH PARISH COUNCIL MINUTES

Meeting Wednesday 26th June 2019 7.30pm Winkleigh Village Hall

PRESENT:

Cllr Turner (Chair), Findlay (Vice-Chair), Cllr Mercer, Cllr Hodgson, Cllr Bayley, Clerk Melanie Bickell

73.19 APOLOGIES FOR ABSENCE

Cllr Turner proposed that WPC approve the absence of Cllr Naylor due to Work commitments, seconded by Cllr Findlay, all in favour and Resolved (RR095/06/19) County Cllr Saywell and District Cllr Newton (reports via chair)

74.19 DECLARATIONS OF INTEREST FROM MEMBERS TO BE RECEIVED

74.1 Cllr Turner declared a prejudicial interest in item 57.19civ Acorn Developments GW Park (19/DO1003)

74.2 Cllr Hodgson declared a personal interest in item 56.19b Planning Application Stable Green Methodist Church, Wembworthy 1/0429/2019/FUL (19/DO1004)

75.19 PUBLIC PARTICIPATION

Mr Turner apologised to WPC and residents that Acorn Development had not responded or attended this meeting and he was dissatisfied with their conduct on this matter

76.19 ACORN DEVELOPMENT – GREAT WELL PARK moved at Chairs Discretion. Cllr Turner left the meeting and Cllr Findlay took over the Chair.

Clerk reported that Dave Weeks, Acorn Development, advised the Annual Public Meeting on 1st May 2019 that he would attend our meeting in June to present the plans for the development prior to submitting a planning application to TDC. Despite numerous attempts to contact Mr Weeks and confirm attendance, he has not responded to WPC in time for the agenda publication, however he responded on 24th June to state “*Sorry for late reply, I’ve been away on another project. We have completed all surveys, just waiting for final reports back later this week. probably best to report at July Parish council meeting*”

Cllr Turner returned to Chair meeting

77.19 MINUTES

Cllr Turner proposed that WPC approve the minutes of the Parish Council Meeting held on 15th May 2019 as a true and accurate record, seconded by Cllr Findlay, all in favour and Resolved (RR085/06/19)

78.19 WPC POLICIES ANNUAL REVIEW

Cllr Findlay proposed that WPC approve the annual ratification of WPC Anti-Fraud & Corruption, Data Retention, Information Protection, Privacy Statement, Data Audit, IT & Phone Security, Information Security and Removable Media Policies, seconded by Cllr Turner, all in favour and Resolved (RR086/06/19)

79.19 FINANCIAL MATTERS

79.1. General Power of Competence Eligibility of Winkleigh Parish Council (Clerk)

GPC is a power introduced by section 1(1) of the Localism Act 2011 which allows local authorities to do anything an individual can do, unless prohibited by law (and subject to public law principles). Clerk passed CiLCA qualification on 31st May still awaiting but WPC are not currently eligible to adopt GPC unless a minimum of 2/3 of Council Members are elected. This equates to 8 Members and WPC only have 7.3 elected members.

79.2. Consideration of reduction in WPC Council Members to become eligible to adopt the General Power of Competence (Doc 036/06/19) (Clerk)

Internal auditor has recommended that WPC reduce council membership to 10 from 11 as 1 vacancy has been carried continuously for over 4 years and this would enable adoption of GPC. Clerk has emailed TDC to enquire about the process of reducing Council Membership numbers for Winkleigh on this basis. If WPC approve, TDC will carry out 2 rounds of public consultation at TDC expense and if approved, will not take effect until next council elections. Following discussions, members will form an informal group to look at recruiting more councillors before considering a reduction of Council membership

Action A022/19 All Councillors to form a working group to look at recruiting councillor membership to WPC

79.3. Financial Statement incorporating bank account balances, pre-approved payments, bank transfers, approval of any payments and Bank Reconciliation (Doc A033/06/19) See Appendix A

Cllr Findlay proposed that WPC approve the Financial Statement and bank reconciliation as presented by the RFO for June 2019, seconded by Cllr Turner, all in favour and Resolved (RR087/06/19)

80.19 PLANNING MATTERS

80.1. Application Land at Venn Lakes, Winkleigh 1/0375/2019/FULM Mr Gary Self

The installation of 15 composite decks for angling and the stationing of glamping pods together with the provision of associated paths and drainage and the extension of the existing parking area. Cllrs Turner and Findlay attended a site visit. Cllr Jacobs proposed that WPC support the application, seconded by Cllr Bayley, 5 for, 1 against and Resolved. (RR088/06/19)

Cllr Turner proposed that WPC additionally comment that relevant road safety measures are put in place during the delivery of the pods, seconded by Cllr Mercer, all in favour and Resolved (RR088a/06/19)

80.2. Application Stable Green Methodist Church, Wembworthy 1/0429/2019/FUL Mr Scott

Change of use of Church (Use Class D1) to a dwelling (Use Class C3) including the demolition of existing outbuildings. Cllrs Findlay and Turner attended site visit. Cllr Jacobs proposed that WPC support the application on the basis the sewage is acceptable and no runoff into the stream, seconded by Cllr Mercer, 5 in favour, 1 abstention and Resolved (RR091/06/19)

80.3. Application Oak Tree Garage, Seckington Industrial Estate Winkleigh, 1/0464/2019/FUL Mr J Winkworth

Proposed change of use from garage and car sales to garage, car sales and hand wash. Cllr Hodgson proposed that PC support the application, seconded by Cllr Jacobs, 5 in favour, 1 abstention and Resolved (RR092/06/19)

81.19 REPORTS

81.1. CHAIR

81.1.1. County Cllr Andrew Saywell written report

I am sorry I cannot be with you this evening, but I will be attending another meeting in Torrington.

New Neighbourhood Highways Officer

Sarah Campbell has been appointed as the NHO to cover for Darryl Jager while he is on secondment. She is very thorough and efficient and getting to grips with the job. I'm expecting the secondment to last for the next six months

Highways Secondment Work

I've attended my first briefing on the work Darryl Jagger is doing on this secondment. It is a bit difficult to describe succinctly but put simply they are looking at how Highways currently operate capital work schemes and are identifying whether there are too many procedures and systems in place that are both slowing down the process and making it more expensive. To give one example, a single patching and surface dressing scheme in Whiddon Down they examined involved something like 17 different phases and multiple site visits from contractors, supervisors, officers, etc. At the moment the work has been focused in West Devon however they will soon start studying Great Torrington and I am hopeful a rural Parish in Torrington Rural will also be selected.

Winkleigh Airfield

Three updates on this. First, regarding suggestions of setting up a Forum with businesses, I have given the Clerk the contact details of the Site Engineer at Deepmoor Tip who helps run their community liaison meetings. I hope he will be able to share ideas on best practice in setting up a new forum/group for the Airfield with the Parish Council.

Second, on HGV parking I have asked Highways to arrange another site visit to discuss layout/plans for putting down Double Yellow Lines. This is taking longer than I would have liked however the Secondment of Darryl did unfortunately slow things down. Third, I have been working with Cllr Newton on the enforcement and noise issues. Please can local residents continue to report noise incidents to Torridge Environmental Health. Regarding Planning Enforcement, because South West Wood Products operates a waste disposal function the Planning Enforcement could be handled by Devon County Council and not Torridge District Council. I have been in touch with the County Planning Officers – currently they are still trying to source the original planning application to see what conditions on operating hours, etc. were imposed on the site when it was originally granted permission by TDC. However, DCC Planners are now aware of this issue and are looking into it.

Children's Services

Apologies for not being able to give a report on this but I will give Cllrs a verbal update at the July meeting, or a written report if I'm not able to attend.

Neighbourhood Plan

Finally, I was pleased to attend the Neighbourhood Plan consultation meeting last week and would like to place on record my thanks and appreciation to the Neighbourhood Plan Group and all those involved in the production of this plan. I reiterate my support for it and I hope local residents will give it support as it will, once adopted, be a legally binding document that will help shape the future growth and development of Winkleigh.

81.1.2. District Cllr Simon Newton written report

I am sorry that I cannot attend this month's PC meeting, but I am away from the District on business all this week. Since being elected to represent the Ward I have attended several training sessions in Bideford for new councillors - with more to come! I am also working on getting to know the respective officers in the Council. I also sit on both (Internal and External) Oversight and Scrutiny Committees and have attended one of each so far.

I have had a meeting with the Chair and Vice-Chair of the PC to better understand the current issues and challenges for Winkleigh and very much enjoyed attending the Neighbourhood Plan briefing last week. When talking to Ian Rowland (Senior Planning Policy Officer at TDC) the other week, he held Winkleigh up as

Clerk/RFO to Council: Melanie Bickell, Lower Itton, Spreyton EX17 5BB Winkleighpcl@btconnect.com 01837 89095
an example of best practice with regard to the NP and was very complimentary about all those who have been involved in it.

Planning.

I am waiting to see the revised plans for the Acorn / Turner's Field development. I have had a fact-finding meeting with Mr Turner, and he is also hoping that the developers have taken on board the concerns and wishes raised locally.

I have been approached and am monitoring the planning application for the change of use of the chapel at Stable Green. Once I know the view of the PC I will decide if we need to issue a call-in notice or not.

Business Forum

Although not limited to businesses on the airfield, I am pleased to see that a possible business forum is on the agenda as I think it is essential that the PC reaches out and finds a way of involving the local business community.

SWWP

I have been working closely with Cllr Andrew Saywell on the SWWP issues and I have nothing further to add at present from what is in his report. I very much hope that TDC will agree that DCC should take the lead on any future licencing and enforcement issues as DCC have greater authority etc in this area.

81.1.3. 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

81.2. CLERK

81.2.1. Internal Audit Report (*Doc AD034/06/19*)

Report of internal audit inspection carried out 30th May 2019. No Matters of concern. Noted by Members

81.2.2. CiLCA qualification

Cllr Findlay proposed that WPC approve, in Accordance with Clerks Contract 2015, the clerk to progress one additional salary point for success in obtaining CiLCA qualification to LC2 point 25 with effect 1st June 2019, seconded by Cllr Turner, all in favour and Resolved (*RR097/06/19*) LGA 1972, S.112 (Staff costs budget – clerks salary)

81.2.3. Parish Council Website non-compliance with Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (*Doc AD035/06/19*)

All UK service providers must consider 'reasonable adjustments' for disabled people and meet the international WCAG 2.1 AA accessibility standard. WPC have until September 2020 to bring the Parish Council Website into compliance with estimates ranging between £650 and £795 + VAT to do so. Clerk has contacted National Association of Local Councils to ask if training and funding will be made available. Noted by members, clerk to keep WPC informed

81.2.4. P3 Footpath Mounting for Village Hall

The Map has been given to the Village Hall to hang at their convenience – total cost £75 from P3 Monies held in reserves

81.2.5. Public Meeting with Geoffrey Cox MP in Winkleigh

To discuss issues within and surrounding the Parish. During first week of August 2019, Provisionally 6th August 2018, 2.30-4pm, venue, date, time to be confirmed. This is not a political meeting but to talk to councillors and public about issues and concerns they wish him to be aware of – a flyer will be sent to clerk once details confirmed to advertise

All Councillors to consider topics for discussion with MP Mr Cox and bring to July pcm

81.2.6. Operation London Bridge

The purchase of a parish book of condolence in the event of the death of HM The Queen. Cllr Turner proposed that WPC in accordance with its Powers under s137 and 139 of LGA 1972 should incur the expenditure of £34, for the purchase of a Parish Book of Condolence, which is in the interests of the area and will benefit them in a manner commensurate with the expenditure. Seconded Cllr Bayley, all in favour and Resolved (*RR090/06/19*) (Budget Admin – Stationary)

81.2.7. Defibrillator awareness and training session

Village Hall booked for Tuesday 23rd July 2019 6.30pm-8.30pm in accordance with Memorandum of Understanding with SWAS June 2018. Proposed by Cllr Hodgson that WPC approve the hire of the Village Hall on 23rd July for 2 hours, seconded by Cllr Mercer, all in favour and Resolved (*RR096/06/19*) Power for expenditure LGA 1972 s.111, (Admin Budget Room Hire)

82.19 BUSINESS ITEMS

82.1. Bungalow Asset Management Plan (*Doc AD037/06/19*)

Proposed by Cllr Turner that WPC adopt the bungalow asset management plan with immediate effect, seconded by Cllr Findlay, all in favour and Resolved (*RR094/06/19*)

82.2. Winkleigh War Memorial Adoption

Winkleigh Society and The Church have no objections and support WPC adopting the Memorial. No responses have been generated from the article in Distinctly Winkleigh. Cllr Hodgson proposed that WPC formerly adopt custodianship of the Winkleigh War Memorial by WPC as a Community Asset, seconded by Cllr Turner, all in favour and Resolved (*RR089/06/19*) Power War Memorials (Local Authorities' Powers) Act 1923 s.1

Clerk to arrange insurance cover and budget from 2020 onwards

82.3. Airfield Liaison Forum (Cllr Findlay)

Consideration of contacting airfield businesses for expression of interest in forming an airfield liaison group

Action A021/19 Cllr Findlay to draft a terms of reference and draft letter for expressions of interest for September meeting to be approved and then distributed to businesses by clerk

82.4. Lost footpaths of Winkleigh

Cllr Mercer raised the national process to identify and reinstate lost footpaths in the Parish by 2026. Councillors gave their support to identify if there are any lost footpaths in and around the parish and find evidence of their existence and if popular support the process to reinstate them as footpaths.

Cllr Mercer to contact Winkleigh Society and Muddy Boots for joint working and write an article for Distinctly Winkleigh for volunteers and suggestions/evidence of lost paths

82.5. Road Warden Scheme

Cllr Hodgson proposed that WPC in accordance with its Powers under s137 and 139 of LGA 1972 should incur the expenditure of £30, for the delivery of 12 barrels of instarmac for pothole repairs in the Parish, which is in the interests of the area and will benefit them in a manner commensurate with the expenditure, seconded by Cllr Turner, all in favour and Resolved Power for expenditure (RR098/06/19) (Budget – running costs)

82.6. Dog Bin Westcotts Drive

Clerk apologised for misunderstanding on liaison with residents of Westcotts Drive and Councillors. This is now in hand and will be arranged as soon as possible

83.6. Street Light Barnstaple Street

Clerk reported, via Cllr Saywell, that the replacement light will be re-sited on to the WPD pole opposite its previous location with the works are due to take place in early July

83.7. Dog Bin Post Folly Corner

Clerk reported that Cllr Saywell 20/6/19 has also reported this through the website last month following the meeting. It has been logged and will go through to DCC's contractor to attend. Clerk reported this was first reported to DCC April 2018 via email and would raise with Cllr Saywell if no action has been taken by July pcm.

83.8. Gateway & Heritage Signing for the Parish

Cllr Turner requested an update on progressing any of the signage for Winkleigh.

Cllr Mercer will update WPC at the July Meeting

83.9. Dog Bin Emptying

Carried from pcm 15th May, public period. Torridge District Council have a website site to report full litter bins, for use by the public <https://www.torridge.gov.uk/article/18130/Report-a-full-Litter-or-Dog-Bin>

83.10 Parking outside of the School

Carried from pcm 15th May, public period – concern of congestion and safety issues. Councillors noted the concerns and urge complaints of parking to be sent to the head teacher of the school to take action at the appropriate times and/or report to Devon County Council using the following link

<https://www.devon.gov.uk/roadsandtransport/report-a-problem/report-a-parking-problem/>

83.19 Public Participation

Matters raised to be carried forward for WPC response at July pcm - Lack of disability parking in the square and electric vehicle charging points (Gov has issued a strategy 'road to zero' with funds available for installing charging points in public places. It is an issue that will be coming up in the future and WPC should address)

84.19 Date of Next Meetings (Chair)

24th July 2019 Parish Council Meeting Village Hall 7.30pm

21.04pm Chair closed the meeting

JUNE 2019 FINANCIAL STATEMENT AND MAY BANK RECONILIATION

Meeting date: **26th June 2019**

Cash balance **£22,993.66** **as of 31/05/2019**

Reserve	Current	Bungalow
9164.10	7226.69	6602.87

Pymt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM033/19	Curr - DD	14.00	EDF Electricity to Square	LGA 1972 s111	62.19 RR074/05/19
PM034/19	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	62.19 RR074/05/19
PM035/19	Curr - STO	947.11	Clerk Salary April 2019	LGA 1972 s112	62.19 RR074/05/19
PM030/19	Curr - Bacs	61.25	Communities Together membership	LGA 1972 s111	67.2.1.19 RR078/05/19
PM031/19	Bung - Bacs	1186.87	RGB Holding - Bungalow Kitchen order	LGA 1972 s140(1)	72.3.19 RR082/05/19
PM032/19	Res - Bacs	51.00	Future mapping company - frame for footpath map	LG(MP)A 1976 s19	32.5.3.19
PM036/19	Curr - Bacs	17.44	Amazon waste toner (Via Clerk)	LGA 1972 s111	63.19 RR084/05/19
PM037/19	Res - Bacs	37.48	amazon NP Stationary (Via Clerk)	Localism Act 2011	21.5..7.19 RR023/02/19
PM038/19	Curr - Bacs	194.80	Alison Marshall - Internal Auditor Inspection	LGA 1972 s111	21.2.19 RR026/02/19
PM039/19	Curr - Bacs	187.08	Clerk Reimbursements May 2019	LGA 1972 s111	63.19 RR084/05/19
PM040/19	Res - Bacs	206.63	Clerk NP Work/Reimbursements May 2019	Localism Act 2011	7.11.16 RR088/11/16
PM041/19	Curr - Bacs	168.36	Clerk CiLCA reimbursements	LGA 1972 s111	87.4.18 RR094/06/18
PM042/19	Res - Bacs	33.12	NP - Archant Newspaper Reg 14 notice	Localism Act 2011	21.5.6.19 RR022/02/19
PM043/19	Res - Bacs	165.60	NP - Archant Newspaper Reg 14 notice	Localism Act 2011	21.5.6.19 RR022/02/19
PM044/19	Curr - Bacs	40.61	Viking Direct - Stationary	LGA 1972 s111	63.19 RR084/05/19
PM045/19	Curr - Bacs	169.87	Viking Direct - Laser Print Ink	LGA 1972 s111	63.19 RR084/05/19
PM046/19	Curr - Bacs	58.29	HMRC Contributions P3	LGA 1972 s111	63.19 RR084/05/19
PM047/19	Res - Bacs	224.40	NP - Tindle Newspaper Reg 14 Notice	Localism Act 2011	21.5.6.19 RR022/02/19
PM048/19	Res - Bacs	264.60	NP - Tindle Newspaper Reg 14 Notice	Localism Act 2011	21.5.6.19 RR022/02/19
PM049/19	Curr - Bacs	51.02	Cllr Alice Turner - Mileage reimbursements	LA(MA) Regs 2003	43.4.5.19 RR065/04/19
		£4,289.53			

RECEIPTS SINCE LAST PCM 15th May 2019

Payment ref	Pymt method	Details	Amount
RC008/19	Bacs	Bungalow Rental income minus fees June 2019	£480.49
RC009/19	Bacs	Groundwork UK Grant for neighbourhood plan	£1,840.00
RC010/19	Bacs	FJ Stevens memorial fee inscription	£30.00
			£2,350.49

Monies held In Reserves Account

Reserves Account Balance	Amount	Details	WPC CONTINGENCY
9164.10	-1000.00	Earmarked Election accrual	
	-140.00	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	-219.12	Restricted - Parish Signage	
	-413.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			£7,391.96

Monies held in Bungalow Account

Balance B/Fwd	Amount	Details	CURRENT BALANCE
7789.74			
	-1186.87	RGB - Kitchen unit order (Incl £197.82 VAT (net £989.05))	
	480.49	Rental income minus letting fees June	
Budget	Budget Balance	Bank Balance	7083.36
650.00	579.77	RESTRICTED 2019/20 maintenance budget	
500.00	393.34	RESTRICTED balance of 2019/20 Management Fee	
4018.00	3622.36	RESTRICTED Precept offset to be transferred to curr a/c	
6944.79	5955.74	RESTRICTED Contingency accrual for works	

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION

Reconciliation date 17/06/2019

Balance per bank statements as at 31st May 2019:	£	£
Current Account	7226.69	
Bungalow Account	6602.87	
Reserves Account	9164.10	
		<u>22993.66</u>
Less: any unrepresented Payments		<u>22993.66</u>
Plus: any unrepresented Deposits	0.00	<u>22993.66</u>
Net balances as At 31st May 2019		<u>22993.66</u>

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

Opening Balance 1 April 2019	20037.81
Add: Receipts in the year to date	15543.06
Less: Payments in the year to date	12587.21
Closing balance per cash book [receipts and payments book] as at 31st May 2019	<u>22993.66</u>