

## WEDNESDAY 27TH MARCH 2019 7.30pm Winkleigh Community Centre MINUTES

### PRESENT

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

### 25.19 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hodgson prior to commencement of meeting but not seen by Clerk or Chair. Absence to be retrospectively approved 24/4/2019 pcm

### 26.19 DECLARATIONS OF INTEREST FROM MEMBERS – None received

### 27.19 PUBLIC PARTICIPATION

### 28.19 MINUTES

Proposed by Cllr Turner that WPC approve the minutes of the Parish Council Meeting held on 27<sup>th</sup> February 2019, seconded by Cllr Findlay, all in favour and **Resolved** (RR032/03/19)

### 29.19 FINANCE

#### 29.1. Financial Statement incorporating approval of any payments and Bank Reconciliation

Proposed by Cllr Turner that WPC approve the Financial Statement dated 27<sup>th</sup> February 2019 as presented by the Clerk, seconded by Cllr Ware, all in favour and **Resolved** (RR033/03/19) (See Appendix A)

#### 29.2. Short Notice Accounts Inspection

Carried out by Cllr Findlay on 5<sup>th</sup> March 2019 who reported there were no matters for concern.

### 30.19 PLANNING

#### 30.1. Planning Application 1/0188/2019/AGMB Barn at Smythen Farm House, Hollocombe

Conversion of redundant barn into residential use with related parking and amenity space. Proposed by Cllr Mercer that WPC support this application provided that further information is given on the environmental and wildlife implications of the development, seconded by Cllr Turner, all in favour and **Resolved** (RR034/03/19)

#### 30.2. Planning Application 1/0155/2019/FUL Hollocombe Barn, Hollocombe, Ms Sarah Beverly

Conversion of agricultural barn to dwelling. Proposed by Cllr Naylor that WPC support this application, seconded by Cllr Mercer, all in favour and **Resolved** (RR035/03/19)

#### 30.3. Planning Application 1/0229/2019/TEL Land North of Chittlehampton Farm, Wembworthy

A 12m timber pole to host broadband transmitting radio equipment plus floor mounted ancillary equipment. Proposed by Cllr Mercer that WPC support this application, seconded by Cllr Bayley, 6 in favour, 1 against and **Resolved** (RR048/03/19)

#### 30.4. 1/1337/2018/FUL Smythen Farm hedge damage

TDC Enforcement state “The investigation into this matter remains open and is ongoing. I will provide you with a more comprehensive response at the earliest opportunity.” Darren Bird

### 31.19 REPORTS to and from

#### 31.1. District Cllr Hurley

##### 31.1.1. District Cllr Betty Boundy Resignation

Thank you to Betty Boundy for the work she has done for the Parish. Unfortunately, due to ill health, she is unable to continue because she feels she cannot do the job she would like to and didn't want to let people down. (Winkleigh Parish Councillors also passed their thanks and best wishes to Betty)

##### 31.1.2. Council tax

has increased by £5 (3.51%) per Band D property. Successive Governments have reduced funding to Local Authorities over 8 years and it has gone from 28.2 billion to 17.6 billion for 2019/20 which is a reduction of 37%. The Government now expects Local Councils to be more self-sufficient, one way being by the annual increase in council tax.

##### 31.1.3. New homes bonus

this may be the last year and the pot has reduced by around 50% since it started in 2016/17, the current pot being around £100,000. Because of the reduced funding from Government there is less new homes bonus funding, the maximum that can be applied now for this year is £5000. Applications are being taken at TDC now, and to ensure

a fair distribution of funds, previous projects/grantees will not be eligible to reapply and the application is on TDC website [www.torridge.gov/communitygrants](http://www.torridge.gov/communitygrants)

**31.1.4. Northam Burrows**

Torridge has received 1.2 million pounds towards building a new 'Burrows Centre', to restore the part of the building destroyed by fire some years ago. The money has been awarded by the Coastal Communities Fund. The new set up will include exhibition spaces, a café, shop, space for community events, beach user facilities such as outdoor showers and lockers which will benefit surfers. The building will also accommodate Park Rangers who manage the area, providing guided tours, important conservation and general maintenance work. Match Funding is in place for the remaining cost of the project.

**31.1.5. Boundary commission and Elections**

has altered the boundaries for the forthcoming elections on 2nd May, due to population changes and a figure of 1500 residents per councillor was approved, most Wards have increased significantly in size and now have 2 District Councillors, Winkleigh Ward is the only Ward to remain unchanged with 1 District Councillor. There will now be 16 wards in the new council as opposed to 23 at present. Tom Vanstone appointed Senior Electoral and Democratic Services Officer at the end of last year and any election queries should be directed to his department.

**31.1.6. Changes for Council tax discounts and premiums for empty properties**

Following recent changes from Central Government Legislation, Councils across the UK were given discretion to alter their council tax premiums and discounts in relation to long term empty properties. TDC's community resources committee elected to apply the changes from the 1<sup>st</sup> April 2019, the council hope it will encourage empty home owners to bring the properties back to use. The changes will involve the adoption of maximum premiums for long term empty properties and bringing the reduced council tax charge for empty properties down from 3 months to just 1 month. They will also reduce the applicable no council tax charge for properties undergoing major structural alterations down from 1 year to a 6-month maximum for 2019-20 and a lower maximum from 2020 onwards

Cllr Jacobs raised the issue of empty properties on Eggesford Road and Cllr Hurley confirmed that if the owners can be found they will have to pay the required Council Tax. Clerk to forward Cllr Hurley details of property subject to TDC Enforcement action, reported by WPC 2018

**31.2. County Cllr Saywell**

**31.2.1. Great Well Park Public Consultation**

Personally, attended the public consultation 27<sup>th</sup> March in Winkleigh and with regard to the access to the development, personally feel there is an opportunity to re-engineer the main road that will help in slowing down the cars, if a junction was further towards the Cemetery with a pedestrian crossing and feel if the access were towards the top of the hill [*Old Chulmleigh Road*], there would be visibility issues and will have discussions with the Highways Officers at the appropriate time. Councillors also expressed their personal concerns and those voiced to them from residents regarding the proposed access to the development for safety reasons.

Clerk confirmed that Acorn Developments will be attending the Parish Annual Meeting on 1<sup>st</sup> May 2019 to produce their conclusions and outcomes from the Public Consultation and there will be a question and answer session.

**31.2.2. Joint sealing A3124**

Due to be carried out over 4 nights commencing 29<sup>th</sup> April to cause minimum disruption

**31.2.3. Street Light Barnstaple Street**

Cllr Findlay reported that the street light in Barnstaple Street has still not been repaired/replaced. Clerk reported to DCC April 2018 and chased numerous times. Clerk will forward details to Cllr Saywell

**31.2.4. Pot Hole Reporting**

Cllr Bayley reported concern over pot holes still not being repaired. Cllr Saywell urged residents to report unrepaired road defects to DCC on their website via [devon.cc/report-it](http://devon.cc/report-it), or call [0345 1551004](tel:03451551004) and urged residents to continually report the defect because the more reports that are received the more likely more substantial works such as resurfacing, or patching will take place

**31.2.5. Double Yellow Line request outside Post Office**

Cllr Bayley reported daily complaints to him regarding inconsiderate parking outside the Post Office and requested if double yellow lines could be installed. Clerk to email details to Cllr Saywell who will look into the matter

**31.3. Chair Cllr Turner**

**31.3.1. Annual Parish Meeting Wednesday 1<sup>st</sup> May 2019 7.30pm Community Centre**

All Articles and Guest Speakers to be forwarded to the clerk by 5<sup>th</sup> April. [Proposed by Cllr Turner that WPC approve provision of refreshments up to £10 for the annual parish meeting on 1<sup>st</sup> May, seconded by Cllr Findlay, all in favour and Resolved \(RR036/03/19\)](#)

**31.3.2. Councillor Tablets**

In preparation for the elections all councillors are to return their WPC issued tablets to the clerk at or before April pcm for 'data retention clearing' under Data Protection Regulations and the renewal of Microsoft Office/BT Symantec and provision of new passwords prior to re-issue following May elections

**31.3.3. WPC Committees/Working Groups Roles and Responsibilities**

Proposed by Cllr Turner that WPC approve the Committees/Working Groups Roles and Responsibilities document, seconded by Cllr Mercer, 6 in favour, 1 abstention, and **Resolved** (RR037/03/19)

**31.3.4. Policies Review Reminder**

Cllrs to submit any requested amendments to clerk by 12th April for discussion at April pcm, and approval/ratification May APCM

**31.4. Clerk**

**31.4.1. Elections Procedure/timetable**

Reminder that Nomination papers must be delivered to the returning officer by 4pm Wednesday 3<sup>rd</sup> April by hand

**31.4.2. April Agenda**

Publication Monday 15<sup>th</sup> April due to Bank Holidays, all items for inclusion on agenda with clerk asap preferably no later than Fri 12<sup>th</sup> April

**31.4.3. Annual Planner April 2019-March 2020**

Proposed by Cllr Turner that WPC approve the WPC Annual Planner for April 2019-March 2020, seconded by Cllr Findlay, all in favour and **Resolved** (RR038/03/19)

**31.4.4. Community Led Housing Seminar**

Proposed by Cllr Turner that WPC Retrospectively approval for Cllrs Ware and Findlay to attend the Community Led Housing Seminar on 14<sup>th</sup> March 2019 in Barnstaple and claim mileage reimbursement providing they have the appropriate vehicle insurance, seconded by Cllr Bayley, all in favour and **Resolved** (RR039/03/19)

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

Proposed by Cllr Turner that WPC approve Cllrs to attend meeting with SWWP, seconded by Cllr Naylor, 5 in favour, 1 against, 1 abstention and **Resolved** (RR040/03/19)

*Action 016/19 Clerk to make appointment with SWWP, Cllrs to produce report and photographs for April PCM*

**31.4.6. Devon Community Resilience Forum**

Proposed by Cllr Turner that WPC approve the attendance of Cllrs Turner and Findlay on the Devon Community Resilience Forum on 13<sup>th</sup> June Bishops Nympton and to claim mileage if appropriate insurance held, seconded by Cllr Bayley, all in favour and **Resolved** (RR041/03/19)

**31.4.7. Councillor Mileage Claims**

Cllrs wishing to claim mileage must sign the expense claim form and declaration of appropriate insurance held before approved mileage is reimbursed – this will be done at the PCM

**31.4.8. Great British Spring Clean**

22<sup>nd</sup> March – 23 April 2019 – Keep Britain Tidy Campaign request a response regarding Village Participation – WPC unable to arrangements due to late notification of start date but will plan ahead for next year. The WPC Work and Tidy Group will carry out a tidy campaign throughout April.

**31.4.9. Bank Signatories**

WPC only have 2 serving Cllrs acting as signatory. Cllrs interested in becoming a signatory after the elections should speak with Clerk and be willing to personally attend a NatWest bank branch/mobile branch to have id verified and basic credit check by bank.

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

**31.5.1. Torridge Area Advisory Group Meeting (TAAG)**

Cllr Jacobs reported that he and Cllr Turner attended the recent meeting. Torridge have purchased some land for new businesses and working on homeless prevention by looking at making pods from containers. General household waste is being forwarded on to Portishead for disposal. Torridge are looking into getting some coordination between hedge trimming and gully cleaning so as not to counteract each other

**32.19 CURRENT & NEW BUSINESS**

**32.1. Shute Lane**

Cllr Jacobs reported that the lane has been made passable again and the gate rehung, Roger Hill has laid stone to resurface the top of lane. Clerk reported that a further parishioner request had been received asking if the gate latch can be removed from the gate as those with arm/shoulder problems still find it difficult to operate.

*Action A009/19 Cllrs Ware and Turner to look at the gate furniture and report to Council in April with any recommendations*

**32.2. Emergency Plan for Winkleigh**

Cllr approved Cllrs Findlay and Naylor to join the group

**32.3. Cemetery Bungalow**

**32.3.1. Emergency repair to boiler**

Clerk reported the boiler had broken down on 18<sup>th</sup> March and leaking water and under Clerks Delegation had authorised emergency repair which has now been completed (an air valve had seized), but the cost and invoice had not yet been received. **Proposed by Cllr Turner that WPC retrospectively approve the emergency repair to the**

cemetery bungalow boiler, seconded by Cllr Ware all in favour and **Resolved** (RR042/03/19) Clerk advised Councillors that the boiler was repaired 3 times in 2017/18 and appears to be regularly breaking down despite annual servicing and recommended that the Bungalow Group should consider recommendations for its replacement in the near future to allow for budgeting.

**32.3.2. Bungalow Asset Management Plan**

New Draft document to be reviewed by Cllrs and comments forwarded to Bungalow Group to bring draft document for approval May APCM

*Action A017/19 – Bungalow Group to review Bungalow Asset Management Plan for May APCM approval*

**32.3.3. Kitchen replacement**

Cllr Jacobs provided 3 estimates for new kitchen units. Clerk to source a quotation for removal of existing kitchen and installation of new kitchen

*Action A004/19 – clerk to source quotation for removal and installation of bungalow kitchen*

**32.4. Airfield Pollution**

Cllr Naylor reported that the general condition of the airfield was heavily polluted and littered and detrimental to Winkleigh

*Action A018/19 Cllrs to carry out recce of the airfield to produce a report with photographs of problems for April pcm approval for forwarding to Cllr Hurley who will liaise with TDC enforcement/EA*

**32.5. P3 parish paths partnership Footpath Map Mounting**

The clerk reported that P3 state that grant monies for path maintenance cannot be used for this purpose, however, as a one off, they will allow up to £100 from P3 grant monies held in WPC reserves for maps to be laminated and mounted.

*Action A012/19 Cllr Naylor to approach Community Centre for permission and Cllr Jacobs to approach Village Hall for permission to hang maps. If positive, clerk to obtain quotes for mounting*

**32.6. Neighbourhood Development Plan**

**32.6.1. Update on current Draft Plan <http://site9505718.92.gfivedesign.co.uk/>**

Cllr Mercer reported that the ‘Typos’ have been corrected, more locally relevant photographs have been used, but we are still awaiting resolution of the query with Historic England and remain in liaison with them with TDC approving of our amendments. We are working with the designer of the document and website to progress matters in the meantime. The school’s liaison has been completed by Cllr Findlay which included a presentation at the assembly at the Primary School, to Key stage 2 children. Unless we satisfy Historic England, we may have to have a full sustainability study which could take months, however we are still in liaison with HE and TDC are behind us.

**32.6.2. Survey Monkey**

Clerk reported that the Freepost option for return of the consultation questionnaires was proving problematic and could be very expensive, therefore, an alternative means of answering the questionnaire, as well as drop boxes throughout the village, council website, post, would be a survey monkey link. **Proposed by Cllr Mercer that WPC retrospectively approve a one-year subscription to Survey Monkey for the Neighbourhood Plan Reg 14, 6-week Public Consultation responses, for £384.00 from monies held in reserves from Groundwork UK Locality, seconded by Cllr Findlay, all in favour and Resolved** (RR043/03/19)

**32.6.3. G5Design Consultation artwork**

**Proposed by Cllr Mercer that WPC retrospectively approve the fee of £250 for additional design and artwork for Reg 14, 6-week consultation by G5Design from grant monies held in reserves, seconded by Cllr Findlay, all in favour and Resolved** (RR044/03/19)

**32.7. New Dog Bin Request Westcotts Drive**

Cllr Ware reported a parishioner request for a new dog bin to be installed on Westcotts Drive estate. the preferred location would be at the top of the pedestrian walkway. **Proposed by Cllr Bayley that WPC approve a new dog bin to be ordered and installed by TDC at a cost of £125 from the current asset budget, seconded by Cllr Turner, all in favour and Resolved** (RR049/03/19)

*Action A019/19 Clerk to order new dog bin and installation for top of Westcotts Drive Estate pedestrian walkway*

**32.8. Additional house numbering signage request 42-54 Southernhay**

Cllr Ware reported a parishioner request for an additional road sign at the entrance of the cul de sac on Southernhay giving the house numbers (42 -54). Clerk advised that she had contacted Devon Highways who stated street name/number signs would be a district council function <https://torridge.gov.uk/SNN> and parishioners should direct any request directly to them as it is not within the powers of the Parish Council.

**32.9. New Notice Board request Westcotts Estate**

Cllr Ware reported a parishioner request for a noticeboard at the top of the pedestrian walkway of Westcotts for the display of personal notices. Clerk advised that this was not a Parish Council function to display personal notices, however, residents could erect their own notice board on the side of their property or pay for their own notice board to be installed having first obtained the appropriate landowner’s consent.

**33.19 LATE ITEMS AT CHAIRS DISCRETION**

**34.19 PUBLIC PARTICIPATION**

**35.19 CONFIDENTIAL MATTERS (PART II)** Public Bodies (Admission to Meetings) Act 1960 s1(2)

**35.1. Clerk's annual appraisal**

referenced in confidential report dated 18<sup>th</sup> March 2019 Proposed by Cllr Turner to approve Public exclusion from meeting to progress a confidential staffing matter, seconded by Cllr Ware, all in favour and **Resolved** (RR045/03/19)

**35.2. Return to public session**

**35.3. Clerk Annual Increment**

Proposed by Cllr Turner that WPC approve the clerk progress up one point on the payment scale from LC2 23 (formerly LC2 29) to LC2 24. Seconded by Cllr Ware, all in favour and **Resolved** (RR046/03/19)

**35.4. Clerk Salary standing order**

Proposed by Cllr Mercer that WPC approve to amend the monthly standing order for clerk's monthly salary to reflect the annual increment once the new Tax Codes are known, seconded by Cllr Findlay, all in favour and **Resolved** (RR047/03/19)

**36.19 DATE OF NEXT MEETINGS**

24th April 2019 7.30pm Village Hall

1st May 2019 7.30pm Annual Public Meeting Community Centre (Acorn Development presentation outcome of public consultation)

**15<sup>th</sup> May 2019** 7.30pm Annual Parish Council Meeting Village Hall (Amended Date due to elections, formerly 22<sup>nd</sup> May)

**MEETING CLOSED**

21.35pm

## APPENDIX A – FINANCIAL STATEMENT MARCH 2019

Winkleigh Parish Council

27th March 2019

Meeting date:

Cash balance

£23,369.07

as of 01/03/2019

Reserve	Current	Bungalow
<b>12084.11</b>	<b>2781.52</b>	<b>8503.44</b>

### Pre-Authorised Payments made since last meeting 27th February 2019

Pymt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM149/18	Curr - DD	5.00	EDF Electricity to Square	LGA 1972 s111	61.1.18 RR060/05/18
PM150/18	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	61.1.18 RR060/05/18
PM151/18	Curr - STO	957.97	Clerk Basic Salary March 2019	LGA 1972 s112	61.1.18 RR060/05/18
PM152/18	Bung Auto deduction	41.96	Pure Lettings Bungalow tenancy management (£34.97+VAT) December	LGA 1972 s127(1)	61.1.18 RR060/05/18
PM153/18	Curr - Bacs	178.84	Amazon - 1 x Linx Tablet replacement (see refund RC046/18)	LGA 1972 s111	33.2.4.18 RR035/03/18
PM154/18	Res - Bacs	18.00	Winkleigh Sports Centre Hire x 3 (NP Meetings)	Localism Act 2011	Clerks Delegation RR027/02/18
PM155/18	Res - Bacs	384.00	Survey Monkey subscription (Neighbourhood Plan)	Localism Act 2011	21.5.6.19 RR022/02/19
PM156/18	Curr - Bacs	197.98	Clerk reimbursements Feb 2019	LGA 1972 s.112 & Localism Act 2011	Clerks Delegation RR027/02/18
PM157/18	Curr - Bacs	239.97	Office 365 annual subscription x 3	LGA 1972 s.111	59.18 RR059/05/18
PM158/18	Curr - Bacs	65.68	HMRC Contributions P12	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM159/18	Curr - Bacs	11.34	Cllr Turner Mileage - TAAG Meeting 5/3/19	Local Authorities (MA) Regs 2003	Clerks Delegation RR027/02/18
PM162/18	Res - Bacs	380.00	Hedgerow Print (NP) A4 Brochure (Grant Monies)	Localism Act 2011	21.5.6.19 RR022/02/19
PM163/18	Res - Bacs	529.00	Hedgerow Print (NP) A5 booklet (Grant Monies)	Localism Act 2011	21.5.6.19 RR022/02/19
		<b>£3,219.54</b>			

### Payments for authorisation/awaiting payment transaction

Payment ref	Bank A/C	Amount	Details	Power	Expenditure approval Agenda Ref
PM160/18	Curr - Bacs	17.55	Cllr Findlay - Mileage claim Barnstaple 14th March	Local Authorities (MA) Regs 2003	27/03/2019 32.19 div
PM161/18	Res - Bacs	250.00	G5 Design - NP graphic design promo material	Localism Act 2011	27/03/2019 33.19 fiii
		<b>£267.55</b>			

**WINKLEIGH PARISH COUNCIL MEETING**

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

A/Cs	Amount	Details	Actioned
Bung to Curr	1558.65	Precept Offset from Bunaglow Rental income	25/03/2019
Res to Curr	53.04	Clerk NP work reimbursement	25/03/2019
Curr to Res	64.00	VAT payable on NP - Survey Monkey PM155/18	25/03/2019
			<b>£1,675.69</b>

**RECEIPTS SINCE LAST PCM 23rd January 2019**

Payment ref	Pymt method	Details	Amount
RC043/18	Bacs	Pure Lettings - Bungalow Rental Income March 2019 (less Management Fee)	£457.59
RC041/18	Bacs	Interest on Reserves Account	£2.51
RC042/18	Bacs	Interest on Reserves Account	£2.06
RC045/18	Chq	Memorial fee - JARVIS	£25.00
RC046/18	Bacs	Amazon refund 1 x linx tablet under guarantee	£199.98
RC044/18	100377	Interment Fee - CLARKE	£310.00
			<b>£997.14</b>

**Monies held In Reserves Account**

Reserves Account Balance	Amount	Details	WPC CONTINGENCY
<b>12084.11</b>	-1000.00	Earmarked Election accrual	
	-1053.02	Earmarked - Neighbourhood Plan	
	-1245.00	Restricted - Neighbourhood Plan Grant	
	-641.04	Spending adjustments outlined March financial statement	
	-140.00	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	-219.12	Restricted - Gateway Signage	
	-464.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			<b>£7,321.91</b>

**Monies held in Bungalow Account**

Balance Feb 2019	Amount	Details	CURRENT BALANCE
<b>8045.85</b>			
	499.55	Rental Income March 2019	
	-41.96	Pure Lettings Management (£34.97 + £6.99 VAT)	
		<b>Bank Balance</b>	<b>8503.44</b>
		<b>RESTRICTED balance of 2018/19 maintenance budget</b>	<b>-168.00</b>
		<b>RESTRICTED Bungalow Contingency accrual</b>	<b>-£6,776.79</b>
		Precept offset balance to be transferred to current account Mar 2019	<b>-£1,558.65</b>
		<b>RESTRICTED Contingency accrual for emergency works</b>	<b>£0.00</b>

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION  
**Reconciliation date 11/03/2019**

Balance per bank statements as at 01 March 2019:	£	£
Current Account	2781.52	
Bungalow Account	8503.44	
Reserves Account	12084.11	
	<u>          </u>	<u>23369.07</u>
Less: any unrepresented Payments	<u>          </u>	<u>23369.07</u>
Plus: any unrepresented Deposits	<u>0.00</u>	<u>23369.07</u>
Net balances as At 1st March 2019		<u><u>23369.07</u></u>

***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	38676.06
Less: Payments in the year to date	-37285.25
Closing balance per cash book [receipts and payments book] as at 1st March 2019	<u><u>23369.07</u></u>