

WEDNESDAY 15th May 2019
7.30pm Winkleigh Village Hall
ANNUAL PARISH COUNCIL MEETING
MINUTES

PRESENT

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

49.19 ELECTION OF CHAIR

Cllr Turner was nominated by Cllr Hodgson, seconded by Cllr Bayley, nomination accepted by Cllr Turner, all in favour, Cllr Turner elected Chair – declaration of acceptance of office completed.

50.19 ELECTION OF VICE-CHAIR

Cllr Mercer was nominated by Cllr Jacobs, seconded by Cllr Naylor, nomination declined
 Cllr Findlay was nominated by Cllr Mercer, seconded by Cllr Jacobs, nomination accepted
 Cllr Hodgson was nominated by Cllr Turner, seconded by Cllr Bayley, nomination accepted
 Cllr Findlay 5 in favour, Cllr Hodgson 2 in favour, Cllr Findlay elected as Vice- Chair, declaration of acceptance of office completed

51.19 COUNCILLOR ACCEPTANCE OF OFFICE

Cllrs Turner, Findlay, Jacobs, Mercer, Naylor, Hodgson and Bayley all completed acceptance forms to the office of Winkleigh Parish Councillor prior to commencement of Parish Council Meeting

52.19 APOLOGIES FOR ABSENCE

None received

53.19 DECLARATIONS OF INTEREST FROM MEMBERS

Cllr Hodgson declared a personal interest in planning application – Pensford Hollocombe 1/0283/2019/FUL

54.19 DISPENSATION REQUESTS FROM MEMBERS

None received

55.19 PUBLIC PARTICIPATION

56.19 MINUTES

Proposed by Cllr Turner that WPC move to approve the minutes of the Parish Council Meeting held on 24th April 2019 as a true and accurate record, seconded by Cllr Findlay, all in favour and **Resolved** (RR068/05/19)

57.19 GOVERNANCE POLICIES ANNUAL REVIEW

Proposed by Cllr Turner that WPC move to ratify Existing Standing Orders, Financial Regulations, Code of Conduct, Internal Control, Data Protection and Reserves Policies, seconded by Cllr Mercer, all in favour and **Resolved** (RR069/05/19)

58.19 INTERNAL WORKING GROUPS ROLES & RESPONSIBILITIES (Doc 026/05/19)

As a Local Councillor, there is an expectation upon Councillors by the Parish to represent their views and priorities by membership of working groups and committees. Associated Annual Planner ratified 27th March 2019 (Doc 027/05/19)
 Proposed by Cllr Turner that WPC move to approve annual membership of individual Councillors to WPC internal and external working groups as listed, seconded by Cllr Findlay, all in favour and **Resolved** (RR070/05/19)

INTERNAL WORKING GROUPS MEMBERSHIP		
Finance/Internal Audit Group Cllrs Turner, Jacobs, Findlay, Clerk	Employee Committee Cllrs Turner, Findlay, Mercer	Neighbourhood Plan Group Cllrs Mercer, Findlay, Turner, Clerk Ex-Officio Member
Bungalow Group Cllrs Turner, Jacobs, Naylor	Cemetery Group Cllrs Turner, Hodgson	Assets Group Cllrs Mercer, Naylor
Work & Tidy Group Cllrs Jacobs, Naylor	Emergency Plan Group Cllrs Turner, Findlay, Naylor	Defibrillator Inspection Mr Andrew Ware, Clerk

WINKLEIGH PARISH COUNCIL MEETING

EXTERNAL WORKING GROUPS MEMBERSHIP		
Village Hall Cllr Jacobs	Schools Cllrs Findlay, Naylor	Community Centre Cllr Naylor
Torrington Area Advisory Group Cllrs Turner, Jacobs	Winkleigh Fair Cllr Turner	Playing Fields & Sports Centre Cllr Bayley
Patient Participation Group Cllr Mercer		

- 59.19 **COUNCIL INSURANCE** (*Docs 028/05/19a-d*)
 The clerk reported that the renewal quote from BHIB Insurance is a tailor made Council policy and covers all of the legal requirements of the Parish Council and recommends that the Council accept the quote of £787.71 for annual cover (£758.87 2018/19)
 Proposed by Cllr Turner that WPC move to approve annual insurance with Bhib Affinities, £787.71 per annum with effect 1st June 2019, seconded by Cllr Hodgson, all in favour and **Resolved** (RR071/05/19) *Power and funding source for expenditure LGA 1972, s.111 – running costs annual budget*
- 60.19 **INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT** (*Doc 029/05/19*)
 Proposed by Cllr Turner that WPC move to approve WPC inventory of land and assets 2019-20, seconded by Cllr Naylor, all in favour and **Resolved** (RR072/05/19)
- 61.19 **COUNCILS ANNUAL SUBSCRIPTIONS TO OTHER BODIES**
 Proposed by Cllr Turner that WPC move to approve annual subscriptions during 2019/20, SLCC £160.00, NALC/DALC £360.00, ICO £40.00, Microsoft Office 365/Adobe (12 users) £384.00, BT Symantec IT protection (12 users) £320, subject to annual increase, seconded by Cllr Findlay, all in favour and **Resolved** (RR073/05/19) *Power and funding source for expenditure, LGA 1972, s.111 – running costs and professional fees annual budget*
- 62.19 **COUNCILS ANNUAL REGULAR PAYMENTS APPROVAL**
 Proposed by Cllr that WPC move to approve 2019/20 Regular payments, Direct Debit EDF Electric to the Square £14.00 per month, Majestic Trees Cemetery Maintenance Contract £210.00 per month Standing Order, TDC Cemetery Rates October 2019 £265.00 Direct Debit, Clerk Monthly Salary £947.11 Standing Order, seconded by Cllr Findlay, all in favour and **Resolved** (RR074/05/19) *Power and funding source for expenditure, LGA 1972, s111 Running costs budget (electric), LGA 1972, s.214(6) Cemetery budget, LGA 1972 s.111 Staff Costs budget*
- 63.19 **CLERKS DELEGATION** (*Doc 032/05/19*)
 Proposed by Cllr Turner that WPC move to approve the Clerks Delegations contained within Policy Document WPCP26 Scheme of Delegation, seconded by Cllr Hodgson, all in favour and **resolved** (RR084/05/19)
- 64.19 **MEETING DATES 2019-20**
 Village Hall 26 June 2019, 24th July 2019, 25th September 2019, 23rd October 2019
 Community Centre 27th November 2019, 23rd January 2020, 27th February 2020, 27th March 2020, 24th April 2020
 Community Centre 1st May 2020 (Annual Parish Meeting),
 Village Hall 22nd May 2020 (Annual Parish Council Meeting)
- 65.19 **FINANCE**
- 65.1. **Financial Statement incorporating pre-approved payments, payments for authorisation and Bank Reconciliation** (*Doc A30/5/19*) *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** (RR075/05/19) Clerk to forward bank reconciliation and supporting documents to all Cllrs prior to pcm for future approval
- 65.2. **Short Notice Accounts Inspection**
 Carried out by Cllrs Findlay and Turner on 9th May 2019, sampled 5 random orders, audit trailed all documents and reported no concerns and all in order
- 66.19 **PLANNING**
- 66.1. **Application – Pensford Hollocombe 1/0283/2019/FUL – Mrs Tanya Traynor**
 Demolition of existing pole out-building and replacement stable block, including 3 stables, 1 corner box, 1 hay barn and 1 tack room

Proposed by Cllr Mercer that WPC move to support the application, seconded by Cllr Findlay, 6 in favour, 1 abstention and **Resolved** (RR076/05/19)

66.2. Application – Medecroft Winkleigh 1/0363/2019/FUH – Mr & Mrs Buckland

Gable extension to provide additional bedroom

Proposed by Cllr Mercer that WPC move to support this application, seconded by Cllr Hodgson, all in favour and **Resolved** (RR077/05/19)

66.3. Neighbourhood Plan

Cllr Mercer reported that the 6-week public consultation will commence on 10th June 2019 and will run until 29th July 2019.

A summary document with a questionnaire will be posted through every residential and business address in and surrounding the Parish by Royal Mail, week commencing 3rd June, and recipients are encouraged to pull out and complete the questionnaire (which can be left at various locations throughout the Parish), or complete the questionnaire online, to give their personal feedback on the Neighbourhood Plan.

Full copies of the Neighbourhood Plan will be available online as a download, the email link will be placed on the parish council website week commencing 3rd June, and copies of the document will be placed at various public locations around the Parish. You can also email the clerk to request the link (The document is too large to email)

The Neighbourhood Plan Group and the Parish Council have arranged open day exhibitions in the Village Hall on Friday 21st June 10am-6pm and Saturday 22nd June 10am-1pm, to view the plan and make comment or ask questions

In addition, a formal presentation by Maria Bailey from planning consultants Clayewater Planning Group, will take place on Friday 21st June in the Village Hall commencing 7pm, with light refreshments.

Every individual response from the consultation will be documented and will be considered in preparation of the final document that is provided to TDC prior to going to external examiner and finally referendum before it is formally adopted as a statutory planning document.

Cllrs Hodgson and Jacobs led the Council in congratulating the Neighbourhood Plan Group on a well presented and professional document and for the voluntary time and expertise that the members of the NP Group have given on behalf of the Parish.

66.4. Further comment to Planning Application 1/0232/2019/FUL 7 Coopers Hill

Withdrawn due to TDC Determination

66.5. WPC Statement and Resolution 28th March 2017 in relation to development (Doct 031/05/19)

Parishioner request that WPC to confirm that the points recorded within the motion represent the official position of the WPC towards any future development.

It was agreed by WPC that these were comments made specifically to one application and WPC cannot make this our general response to all developments as this would amount to predetermination. All applications will be judged on their own merits and individual responses generated accordingly.

66.6. Site Visits by Councillors

Clerk requested as much notice as possible from Cllrs to arrange a site visit for pending planning applications. Cllrs were reminded that for integrity and transparency purposes, a minimum of 2 cllrs must attend each pre-planned site visit. Any Cllr viewing a property in relation to a planning application outside of a formally arranged visit, are not to engage with the applicants/occupants in the interests of integrity and transparency

67.19 REPORTS to and from

67.1. County Cllr Saywell Cllr Saywell welcomed Winkleigh Parish Councillors back after the elections and congratulated Simon Newton for his election,

67.1.1. Defective street light Barnstaple Street, an engineer will be visiting Thursday 23rd May

67.1.2. Further road works planned to A3124 South for resurfacing at Bondleigh Moor Cross involving night closures.

67.1.3. Patching works have been carried out on Torrington Road (60mph section) which will be surface dressed next year.

67.1.4. Torrington Rural and Hadleigh and Chagford have been selected for as pilot for a project looking at different methods of identifying and working on road surface issues, with parishes and councils being engaged in the process. The neighbourhood Highways officer, Darryl Jagger has been seconded to the pilot for 3-6 months, and a process has commenced to recruit a replacement neighbourhood highways officer for the duration, but this may incur a temporary delay in Highway responses in the meantime.

67.1.5. Winkleigh Square double yellow lines and/or disabled parking space requires further discussions to determine what the parish need, want and can be provided with layout changes. Any approved proposals will then go through the HATOC process from the next financial year 2020/21

67.1.6. Transport Coordination Services have stated there is not enough funding for new or more bus services for the Parish, however, it may be possible for the Parish Council to get funding through S106 agreements with developers

67.1.7. Cllr Bayley requested if Cllr Saywell could arrange for the 'Keep Clear' road markings outside of the Post Office to be repainted

67.1.8. Cllr Mercer requested if Cllr Saywell could talk about Children's services at our next meeting regarding recent changes around fostering

67.2. Clerk

67.2.1. **Devon Communities Together Annual Membership**

Proposed by Cllr Findlay that WPC move to approve annual membership to Devon Communities Together at £50 per year not £24 as previously advised, seconded by Cllr Mercer, all in favour and **Resolved** (RR078/05/19) Power and funding source for expenditure, LGA 1972, s.111 –professional fees annual budget

67.2.2. **Use of Councillors own Device Policy**

Clerk confirmed that Cllrs Findlay, Naylor and Jacobs own personal computers met WPC Use of own device Policy. Proposed by Cllr Turner that WPC move to approve use of own devices by Cllrs Findlay, Naylor and Jacobs in accordance with UODP and user agreement signed 29th April 2019, seconded by Cllr Hodgson, all in favour and **Resolved** (RR079/05/19)

67.2.3. **General Power of Competence**

Clerk has completed 28 of 30 Modules for the CiLCA qualification in 6 months but will not have received the certification in time for WPC to exercise GPC at this annual meeting

67.2.4. **Internal Audit**

The internal auditor was unable to attend on 15th May and the internal audit has been rescheduled for 30th May 1pm

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

67.3.1. **Shute Lane**

Cllr Naylor commented that Shute Lane ownership does need some clarification. The Clerk responded that the Parish Council would support residents who could provide evidence of ownership, but the determination of ownership was not within the powers of the Parish Council at this time and in the interests of fairness and transparency, the Parish Council should not get involved in ownership disputes as this is not a Parish Council Matter.

68.19 **CURRENT & NEW BUSINESS**

68.1. **Shute Lane Gate Action 009/19**

Cllr Jacobs reported that he and a neighbour had remedied the gate which was now swinging more freely. The Clerk reported that the parishioner who had initially complained about the gate was happy and the gate was now easy to use.

68.2. **South West Wood Products, Winkleigh airfield (Action A018/19)**

The clerk reported that the report to SWWP and their subsequent reply had been circulated to Cllrs and the ‘email me’ contact group. TDC and the Environment Agency had both replied to acknowledge receipt of WPC report and that they would be carrying out further investigations.

SWWP have suggested that WPC could be involved in setting up an airfield liaison group with members of the parish council, parish and businesses. WPC were supportive of a liaison group but would defer any decision until the Neighbourhood Plan is adopted and research carried out by the Clerk with regards to an effective model to work from with clear rules of engagement and scope of the liaison group

Action 021/19 Cllr Saywell agreed to contact Deepmoor Tip Community Liaison group and ask them to contact WPC to discuss their model of engagement. The clerk will email as many businesses on the airfield to gather expression of interests and investigate other model terms of engagement for consideration once the Neighbourhood Plan is implemented

68.3. **Dog Bin Westcotts Drive**

The clerk reported that WPC had received numerous parishioner complaints, which have been circulated to Cllrs, regarding resolution RR049/03/18 27th March 2019 Minutes 32.7.19 to buy and install a dog bin on Westcotts Drive Estate – parishioners are opposed to the siting of the bin. Proposed by Cllr Hodgson that WPC defer the decision to install the dog waste bin at the chosen location of Westcotts Drive until further investigations have been carried out with regards to alternative sites, seconded by Cllr Findlay, all in favour and **Resolved** (RR080/05/19)

Action 019/19 Cllrs Naylor, Jacobs, Findlay and Turner to liaise with residents of Westcotts Drive and WPC grass cutting contractor to discuss requirements and alternative locations for any bin

68.4. **New Bus Shelter A3124 vicinity of carwash**

The Clerk reported that the Highways Officer had responded that the area of ground identified is classed as Highways maintained public expenditure (HMPE) however, from recent site visits carried out to assess the area for a bus shelter, this site would be too far away from the existing bus stop and would involve pedestrians walking along the road or verge of an unrestricted road to access it, there is no adequate crossing point for pedestrians to cross the road safely and could be detrimentally placed for elderly, disabled and the young to access and would not be seen as inclusive mobility in line with Department for Transport's best practice. There is no street lighting at this location and due to the national speed limit of the road, in dark or poor lighting conditions a pedestrian would be at great risk walking to a bus stop at this location. The sight lines are not free from obstructions and a bus shelter may partially block the visibility coming out of the car wash premises. If a bus were to stop here, consideration has to be given to would it be safe for a vehicle to overtake. West Bound may be possible, but Eastbound would not. The Highways Department would not support the placing of a bus shelter at this location or move the existing sporadically used flagged bus stop as there are no alternatives at this location that would meet safety requirements as outlined above.

WPC agreed that until a private landowner comes forward to permit use of their land for a bus shelter that meets the safety requirements of Highways, they cannot progress this matter

68.5. Street Light Barnstaple Street

Cllr Findlay reported that the repair work to the parishioner's house has now been completed after 18 months and that the parishioner is reluctant to have the new streetlight fixed to their property again due to the poor service to repair her property resulting in the initial damage. A new location for a streetlight would need to be found as the pavement is too narrow and would impede use.

68.6. Dog Bin Post Folly Corner

Cllr Turner reported that the post has now rusted out. It was originally reported by the Clerk in April 2018. Cllr Saywell has requested details to be forwarded to him

68.7. Road sign Berners Cross

Cllr Turner reported that the directional sign had broken off. Cllr Turner to take photographs and send to the Clerk for reporting to Cllr Saywell

69.19. LATE ITEMS AT CHAIRS DISCRETION

70.19. PUBLIC PARTICIPATION

Frequency of dog bin emptying to be placed on next agenda
Parking outside of the school to be placed on next agenda

71.19. DATE OF NEXT MEETINGS

26th June 2019 7.30pm Annual Parish Council Meeting Village Hall

**72.19. CONFIDENTIAL MATTERS (Part II) Public Bodies (Admission to Meetings) Act 1960 s1(2)
Bungalow Kitchen – to consider quotation kitchen units**

72.1. 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 Bayley, all in favour and **Resolved** (RR081/05/19)

72.2. Return to Public Period

72.3. Proposed by Cllr Turner that WPC move to approve the bungalow kitchen units quotation of £989.06 plus VAT by RGB Crediton, seconded by Cllr Naylor, all in favour and **Resolved** (RR082/05/19) Authority and Source for Expenditure LGA 1972 s.140(1), Bungalow Budget – Kitchen

Action A004/19 clerk to give formal notice to RGB of acceptance of quote, place order and arrange delivery/installation

MEETING CLOSED

21.29pm

APPENDIX A – FINANCIAL STATEMENT MAY 2019

Winkleigh Parish Council
15th May 2019

Meeting date:

Cash balance **£26,981.27** as of 03/05/2019

Reserve	Current	Bungalow
10022.23	9169.30	7789.74

Payments made (pre-authorised) since last meeting 24th April 2019

Pymt Ref	Bank A/C	Amount	Details	Power	Expenditure approval Minutes Ref
PM017/19	Curr - DD	14.00	EDF Electricity to Square	LGA 1972 s111	61.1.18 RR060/05/18
PM018/19	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	61.1.18 RR060/05/18
PM019/19	Curr - STO	947.11	Clerk Salary April 2019	LGA 1972 s112	61.1.18 RR060/05/18
PM020/19	Res - Bacs	600.00	Royal Mail Door to Door Neighbourhood Plan	Localism Act 2011	21..5.6.19 RR022/02/19
PM021/19	Res - Bacs	120.00	Royal Mail D2D Collection for Swindon	Localism Act 2011	21..5.6.19 RR022/02/19
PM022/19	Res - Bacs	53.79	Clerk - NP Work April 2019	Localism Act 2011	Clerks Delegation RR027/02/18
PM023/19	Curr - Bacs	44.33	Viking Direct - Stationary/NP Stationary	LGA 1972 s.112 Localism Act 2011	Clerks Delegation RR027/02/18
PM024/19	Res - Bacs	98.04	Viking Direct - NP Stationary/Refreshments	Localism Act 2011	21.5.7.19 RR023/02/19
PM025/19	Curr - Bacs	210.45	Clerk CiLCA study	LGA 1972 s.112	87.4.18 RR094/06/18
PM026/19	Curr - Bacs	58.29	HMRC Contributions P2 (2002)	LGA 1972 s.112	Clerks Delegation RR027/02/18
PM027/19	Curr - Bacs	26.00	Community Centre Room Hire 1/5/19	LGA 1972 s.111	Clerks Delegation RR027/02/18
PM028/19	Curr - Bacs	201.11	Clerk reimbursements April 2019	LGA 1972 s.111	Clerks Delegation RR027/02/18
		£2,583.12			

Payments for authorisation/awaiting payment transaction

Payment ref	Bank A/C	Amount	Details	Power	Agenda Ref
PM029/19	Curr - Bacs	787.71	BHIB Insurance annual renewal	LGA 1972, s.111	59.19
		£787.71			

MONEY TRANSFERS BETWEEN WPC ACCOUNTS ACTIONED/TO BE ACTIONED

A/Cs	Amount	Details	Actioned
Curr- Res	129.01	VAT Refund PM020-021-024/19 Royal Mail D2D and Viking Direct Neighbourhood Plan	13/05/2019
Res - Curr	19.98	PM023/19 Part payment NP Stationary order	13/05/2019
			£148.99

WINKLEIGH PARISH COUNCIL MEETING

RECEIPTS SINCE LAST PCM 24th April 2019

Payment ref	Pymt method	Details	Amount
RC004/19	Bacs	Precept 19/20 1st Instalment	£13,618.00
RC005/19	Bacs	Interest Reserves Account	£1.77
RC006/19	Bacs	Pure Lettings Bungalow Rental May 2019	£457.59
RC007/17	Bacs	HMRC VAT Reclaim 4th Qtr. 2018-19	£668.34
			£14,745.70

Monies held In Reserves Account

Reserves Account Balance	Amount	Details	WPC CONTINGENCY
10022.23	-1000.00	Earmarked Election accrual	
	-202.73	Earmarked - Neighbourhood Plan	
	-762.80	Payments as above schedule	
	-140.00	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	-219.12	Restricted - Parish Signage	
	-464.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			£7,233.56

Monies held in Bungalow Account

Balance B/Fwd	Amount	Details	CURRENT BALANCE
7332.15			
	499.55	Rental Income	
	-41.96	Pure Lettings Management Fee (incl VAT)	
Budget	Budget Balance	Bank Balance	7789.74
1000.00	1000.00	RESTRICTED Kitchen replacement	
650.00	579.77	RESTRICTED 2019/20 maintenance budget	
500.00	430.06	RESTRICTED balance of 2019/20 Management Fee	
4018.00	4018.00	RESTRICTED Precept offset to be transferred to curr a/c	
6944.79	6944.79	RESTRICTED Contingency accrual for works	-6944.79

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION
Reconciliation date 13/05/2019

Balance per bank statements as at 1st May 2019:	£	£
Current Account	9169.30	
Bungalow Account	7789.74	
Reserves Account	10022.23	
	<u> </u>	26981.27
Less: any unrepresented Payments	<u> </u>	<u>26981.27</u>
Plus: any unrepresented Deposits	<u>0.00</u>	<u>26981.27</u>
Net balances as At 1 st May 2019		<u>26981.27</u>

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

CASH BOOK:

Opening Balance 1 April 2019	20037.81
Add: Receipts in the year to date	14874.72
Less: Payments in the year to date	7931.26
Closing balance per cash book [receipts and payments book] as at 1st May 2019	<u>26981.27</u>