

WINKLEIGH PARISH COUNCIL MEETING

WEDNESDAY 25th March 2020 7.30pm Winkleigh Community Centre

CANCELLED due to Government restrictions

NOTES OF COUNCILLOR COMMENTS TO AGENDA ITEMS

COMMENTS provided by email: Cllr Turner, Cllr Findlay, Cllr Hodgson, Cllr Mercer, Cllr Naylor
COMMENTS provided in telephone conversation: Cllr Hipkiss

25.20 APOLOGIES FOR ABSENCE

Not applicable – Comments were not received from Cllr Bayley, Cllr Jacobs

26.20 DECLARATIONS OF INTEREST FROM MEMBERS

None received

27.20 PUBLIC PARTICIPATION

Not applicable

28.20 MINUTES

Members approved the minutes as a true and accurate record of the meeting held 26th February 2020, **5 in favour, 1 abstention**

29.20 COVID-19

29.1. Covid-19 Parish Readiness (Doc D009/20)

Members approved measures within their powers to give assistance within the parish in the event of residents self-isolating <https://www.devon.gov.uk/document/coronavirus-advice-in-devon/> **all in favour**

retrospective approval for Volunteer Emergency Telephone System (VETS) type R3 to be installed for the Parish, total cost £145 to enable co-ordination of assistance requests (*LGA 1972 s.137*) (*Money to paid from reserves*), all in favour
Update – not now required – Clerks telephone number being used 01837 89095 for non-urgent request for assistance

wpcovid19@outlook.com Parish email set up by clerk to enable residents to email questions or requests for assistance

29.2. Wallingbrook Health Centre (Doc D010/20)

Lucy Harris (Managing Partner) gave her apologies but is unable to attend in person. Information on the e-consult process is contained within the agenda document.

Update to all patients – Coronavirus - 17/03/2020 Following the Government's announcement, the practice would like to confirm the surgery opening times remain as normal, access to the surgery will be provided for pre-booked appointments only and a collection facility for prescriptions will be provided at each site.

- To gain access for pre-booked appointments at Wallingbrook or Winkleigh Surgery, please knock on the door. Patients will not gain entry unless a pre-booked appointment has been made
- To collect a prescription at Wallingbrook or Winkleigh Surgery, please knock on the door and wait for a member of the team to assist.
- To organise an appointment, please access wallingbrook.co.uk and complete an eConsult or telephone the surgery on 01769 580295.

These measures have been taken to protect the patients and staff in an attempt to maintain services delivered to our community.

The practice is receiving high volumes of calls from patients requesting advice on whether they should attend work; please could we kindly ask that patients, in the first instance, check nhs.uk

<https://www.nhs.uk/conditions/coronavirus-covid-19/> for continually update advice. Your support is very much appreciated.

29.3. Cemetery Capacity and unconsecrated ground to become consecrated

Members approved the Proper Officer to apply to the Bishop of the Diocese of Exeter for some or all of the current unconsecrated plots to become consecrated in the view of the likelihood of providing additional capacity in the event of increased deaths in and beyond the Parish due to Covid19. Cost £550 (*Cemetery Budget Open Spaces Act 1906 ss9-10*) **4 in favour, 2 against.**

Those parts of the cemetery that are not consecrated need some 'land/excavation management' before consecration can be possible. Clerk will monitor and arrange if requirement is likely to exceed current available capacity of 96 ashes plots and 274 burial plots

29.4. Emergency Delegation To Clerk (Doc D011/20)

Members approved delegating all statutory powers and functions (except those prohibited under LGA 1972 s.101) to the clerk as Proper Officer to ensure the council continues to function, **5 in favour 1 against** (LGA 1972 s.101 –prohibited statutory functions – Precept, borrowing money, approving the annual accounts, considering an auditor’s report, satisfying criteria for GPC, code of conduct adoption/revision) A delegation to Proper Officer means they are performing the council’s statutory powers or functions on the council’s behalf. Legal responsibility for the performance of the statutory powers and functions of the local council remains with the council.

29.5. Annual Accounts Extra-Ordinary Meeting

Not currently required – auditors waiting for clarification from Government

29.6. Annual Council Meetings

NALC are liaising with the Government and are expecting guidance on delaying annual audits and the implementation of emergency Legislation regarding delaying or cancelling annual meeting requirements “it will consider bringing forward legislation to remove the requirement for annual council meetings to take place in person”

29.7. Normal Parish Council Meetings

Council’s cannot currently make any formal decisions via electronic means or conference calls although we are advised that the government have said that they are looking into this. All non-essential meetings and working groups will be cancelled unless there is a Statutory Requirement (Clerk will advise)

29.8. Planning Consultations

In the event a parish council meeting is cancelled or inquorate, members may individually respond to a planning application as a member of the public not a councillor

TDC have advised that in order to reply to a planning consultation without holding a formal meeting, the council could still reply to the consultation but advise TDC that it was not via a formal meeting but that the majority of those taking part in the virtual meeting/conference call agreed to the response (when/if such legislation is approved)

30.20 FINANCIAL MATTERS

30.1. Renewal of electricity contract for The Square (Doc 012/20)

Members approved renewal of EDF electricity contract for The Square, **5 in favour, 1 abstention**

30.2. Standing Order Amendment

Members approved the amended Standing Order for the clerk’s monthly salary to reflect LC2 scale point 26 as approved 27/11/19 Minutes 135.2.9. with effect 1st April 2020, **5 in favour, 1 abstention**

30.3. Financial Statement (Doc D013/20)

Members approved the financial statement Incorporating bank account balances, pre-approved payments, bank transfers, approval of any payments and Bank Reconciliation, **5 in favour, 1 abstention**

31.20 PLANNING MATTERS

31.1. Neighbourhood Plan Regulation 16 Consultation (Doc D014/20)

Regulation 16 Consultation commenced 19th March and concludes 30th April – Please refer to [agenda document or parish council website on how to view and comment on the consultation](#). Additional paper copies of the draft neighbourhood plan document and response forms will be made available throughout public places in the parish during the consultation

Members retrospectively approved printing costs of £470 Hedgerow Print for Reg 15 consultation documentation (Monies held in reserves as part of Groundwork UK Grant – power to incur expenditure is Localism Act 2011) **all in favour**

31.2. Application 1/0118/2020/FULM Land at Venn Lakes Winkleigh – Mr Gary Self - Installation of 13 composite decks for angling together with the stationing of 9 glamping pods and the provision of associated paths and drainage and the extension of the existing parking area – Members to submit their own responses due to varied opinions and comments, no majority

31.3. Application 1/0168/2020/FUL Goodleigh Cottage, Winkleigh, Single storey front and side extension and two storey rear extension, 3 in favour of support, 3 abstentions

32.20 REPORTS to and from

~~32.1. County Cllr Andrew Saywell~~

~~32.2. District Cllr Simon Newton~~

32.3. Chair

32.3.1. **Three Council Vacancies** to be filled by co-option – to be noted

32.3.2. **Monthly Market** cancelled until further notice

32.4. Clerk

32.4.1. Internal Audit

Booked for 21st May 2020 – subject to Government Legislation

32.4.2. Revised Standing Orders (Doc 015/20)

Members approved the proposed amendments to Standing Orders, **5 in favour, 1 against** – to be an agenda item for formal Resolution first available meeting

32.4.3. Revised Financial Regulations (Doc D016/20)

Members approved amendments to Financial Regulations, **5 in favour, 1 against** to be an agenda item for formal Resolution first available meeting

32.4.4. Cemetery Bungalow inspection (Doc D017/20)

Pure Lettings inspection report and recommendations for consideration by members to approve any maintenance (Bungalow Budget LGA 1972 s.140(1) – **Deferred**

32.4.5. Dog Bin Westcots Drive

TDC have responded as follows “*The council do supply and fit dog bins as long as they are necessary. We did have a request about a bin for this area and we do not feel that this is needed. We already have dog bins in the near vicinity so we would propose relocating one of these bins instead. We could relocate the bin in Farmer Franks lane. There are currently 9 dog bins in Winkleigh, and this should be sufficient*” **Deferred**

~~32.5. Cllr Verbal Reports not requiring a discussion~~

33.20 Council Business

33.1. Internal Audit Group Annual Report (Doc D018/20)

Effectiveness of Internal Audit 2018-19 and recommendations for 2019-20 internal audit **Deferred**

33.2. VE Day May 2020 Event Cancellation

Events Cancelled

34.20 Confidential matters (Part II) Public Bodies (Admission to Meetings) Act 1960 s1(2)

~~Motion to exclude the public as the following items contains confidential employee and tenant information and commercial interests of the council and the persons that have quoted which are not in the public interest~~

34.1. Bungalow Rent – Clerk to Manage and liaise with tenants and letting agents, all in favour

34.2. Clerks Interim Appraisal - Deferred

34.3. New Website quotations - Deferred

~~34.4. Return to public session to hear any resolutions~~

35.20 Date of Next Meetings unless cancelled

22nd April 2020 Parish Council Meeting Village Hall 7.30pm – Subject to Government Emergency Legislation

6th May 2020 Annual Parish Meeting Community Centre 7.30pm – Subject to Government Legislation

27th May 2020 Annual Parish Council Meeting Village Hall 7.30pm – Subject to Government Legislation