

# WINKLEIGH PARISH COUNCIL MEETING

Notice and agenda of a meeting  
Councillors are Summoned to a Meeting of Winkleigh Parish Council

**Wednesday 28<sup>th</sup> July 2021 at 7.30pm**

**To be held at Winkleigh Community Centre**

Melanie Bickell is inviting you to a scheduled Zoom meeting.

## PUBLIC SESSION

[Join Zoom Meeting](#) – for members of the public/County and District Cllrs ONLY

ID: 853 3087 3060, Passcode: 297190

**A. Report From Devon County Council – Cllr Saywell**

**B. Report From Torridge District Council – Cllr Newton**

Cllr Mercer has requested that as part of Councillor Newton's report, can we discuss "Northern Devon – a road to recovery"

**C. Members Of The Public** (Chairperson)

*In accordance with standing order 2(f) a question shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given, or the matter placed on the agenda for the next parish council meeting. Only matters raised during public participation that require an answer from the Parish Council will be minuted*

## AGENDA

**75.21 APOLOGIES FOR ABSENCE** to be received and considered for approval (Chairperson)

**76.21 DECLARATIONS OF INTEREST FROM MEMBERS** to be received (Chairperson)

**77.21 MINUTES TO BE APPROVED** (Chairperson)

Motion to approve the minutes of the Parish Council Meeting held on 23<sup>rd</sup> June 2021 as a true and accurate record

**78.21 PLANNING MATTERS**

**78.1. Great Wells Park Development** (opposite sports centre) (Chairperson)

The Clerk has contacted the landowner who has approved release of the following statement

*"A new contract is close to being signed with Lovell Homes and an application to develop the site is likely to be submitted in August 2021. The recent trench work has been for archaeological purposes to ascertain the archeology of the site prior to submitting an application. Nothing was detected"*

**78.2. Winkleigh Parish Neighbourhood Plan** (Cllr Mercer)

**78.2.1. Adoption of the Plan**

TDC will be considering adopting the Neighbourhood Plan at their full council meeting on 2<sup>nd</sup> August 2021.

Following a successful referendum, the District Council will officially make the Neighbourhood Plan part of the development plan for the District

**78.2.2. Ensuring the appropriate use of the plan**

Ian Rowland (TDC Senior Planning Policy Officer), will contact Cllr Mercer directly in order to arrange at a mutually convenient time and location, discussions regarding ensuring the most appropriate use of the plan and TDC are also keen to ensure that appropriate regard is given to the plan in decision making  
Neighbourhood Plans will be used by development management when making decisions on planning applications. There is a hierarchy of policy when making a decision and local policies within each Neighbourhood Plan will be used, alongside the Local Plan and National Policy to assess each application for the Neighbourhood Plan area and decisions will be guided by those policies, prior to material planning considerations.

**78.2.3. Delivery and Monitoring Statement**

Ian Rowland is looking at the statement and will endeavour to provide a response asap and will give some thought to whether there is a need for any actions from WPC as the Qualifying Body in order to assist with the making of the neighbourhood plan

**78.2.4. Training on planning responses**

TDC are currently looking to recruit a training officer/outsourcing before they can commit to engaging with the Parish Council with regards to any training opportunities regarding planning responses

**78.2.5. Formation of NP monitoring Group (Clerk)**

Members to discuss formation and membership of an informal NP monitoring and review group to primarily oversee the delivery and monitoring framework document once comments received from TDC

**78.3. S106 Wish list (Doc 041/21) (Cllr Mercer)**

Members to consider the amended s.106 'Wishlist' as per the agenda document, for Winkleigh and approve any amendments prior to submission to TDC Planning

**78.4. PLANNING APPLICATIONS For Council Resolution (Chairperson)**

**78.4.1. 1/0743/2021/FUL Barn at Grid Reference 264056 104910 Bondleigh** – Conversion of barn to dwelling and erection of single storey outbuilding for parking, storage and plant – Mrs Taylor-St. Ruth

**78.4.2. 1/0299/2021/REMM Land West of Townsend Hill, Winkleigh** – Reserved matters application pursuant to 1/0127/2017/OUTM (Appearance, layout, landscape and scale) (Affecting a public right of way) – An amendment has been submitted

**78.4.3. 1/0834/2021/NMAT Land To The West Of Townsend Road Winkleigh** – Non-material amendment to 1/0127/2017/OUTM - Parking provision

**79.21 FINANCE MATTERS**

**79.1. Short Notice Finance inspection (Cllr Turner)**

Cllr Turner to provide a verbal report on a short notice finance inspection of the council's accounts that she carried out

**79.2. Replacement devices for Councillors to comply with GDPR (Doc 042a & 042b/21) (RFO)**

WPC have a remaining budget of £722 for 'IT costs' and £278 contingency. Total £1000,00

The current Linx tablets issued to Cllrs are coming to the end of their lifespan and are no longer reliable requiring constant support. 5 members of WPC currently have currently chosen to use their own device in accordance with Council policy, therefore, only 6 are to be purchased at this time, with a view to budgeting to replace the remaining 5 in 2022/23

Members to discuss and consider if they wish to replace the devices. Clerk has sourced 2 alternatives based on price and reviews as per the agenda document

*Power to incur the expenditure – LGA 1972 s.111 supported by The GDPR 2018*

Option 1 - Lenovo IdeaPad 1i - 11.6 Laptop £149.99 plus VAT with 1 year MS office subscription x6 £899.94 plus VAT

Option 2 - Lenovo 10-inch tablet with case and usb connector £105.78 plus VAT with free MS office apps available for download x6 £634.68 plus VAT

**79.3. Scribe Accounts software (Doc 043/21) (RFO)**

The council currently run all of their accounts and asset records on an excel spreadsheet devised by the RFO, held on the Clerk laptop, which is backed up to external hard-drive.

Members to discuss and consider approving an annual subscription to scribe accounts software (see agenda document) for £288.00, per year (£24 per month), plus an initial setup fee of £97.00, total £385.00, which is a secure, online package, providing full support, access and backup to the Councils accounts, which Cllrs will be able to remotely access and view/create their own financial reports. In the event of a locum clerk being appointed, they could also have immediate access to the Councils accounts.

Clerk will provide further explanation at the meeting as to why this would benefit the council and the reasons for recommendation

*Power to incur the expenditure – LGA 1972 s.111, Budget provision – recommend virement from £300 clerk overtime budget and £85 from HMRC contributions*

**79.4. Financial Statements (RFO) (Doc 044/21)**

The RFO will present the financial statement. The Statement incorporates all payments that have already been made under the approved regular payment mandate and clerks delegated authority, and any payments requiring approval, plus all receipts, transfers between the Councils accounts, in accordance with the Clerks delegated authority and s.137 payments since the last pcm 23<sup>rd</sup> June 2021. The statement also includes the bank reconciliation for June 2021 and the 1<sup>st</sup> quarter budget report.

Members to discuss and consider approving the financial statement Incorporating bank reconciliation as presented in the financial statement

**80.21 REPORTS**

**80.1. CHAIRPERSON**

**80.2. Annual Inspections (Doc 045/21)**

**80.2.1.** Members to approve the roles and responsibilities as per the agenda document

Reminder that the bungalow, cemetery grounds and asset inspections are to be carried out during August and a report submitted to the Clerk no later than Monday 13<sup>th</sup> September for inclusion on the agenda. [Motion to approve the members of the bungalow group to carry out an inspection of the cemetery bungalow](#)  
Clerk will provide updated inspection forms. A Minimum of 2 persons are required for all inspections. Clerk must be present for the cemetery memorial inspections in order to assess each grave in accordance with the ICCM memorial inspection course recently attended.

**80.2.2. National Bus Strategy questionnaire** (Doc 046/21)

In March, the government announced a new National Bus Strategy - [Bus back better - GOV.UK \(www.gov.uk\)](#). Alongside the delivery of this strategy, Devon County Council have committed to working with our local bus operators to form an Enhanced Partnership by April 2022, and to writing a joint Bus Service Improvement Plan by October 2021.

Following the publishing of the Bus Service Improvement Plan in October DCC will launch a full public consultation. However, prior to this as an initial step, and to help DCC truly understand the current views on the bus network and its contribution to the overall transport network in Devon, they are contacting key stakeholders so gather some feedback. WPC has been identified as a key stakeholder to this process, and DCC would be grateful if you could take a few moments to answer the questions in the agenda document

**80.3. CLERK**

**80.3.1. ICCM Cemetery Memorial Inspection Course 12<sup>th</sup> July 2021**

Clerk to provide an update to Cllrs on the outcome of the course and actions for the council and its policies going forward

**80.3.2. ICCM Cemetery Compliance and Management Course 19/20 October 2021**

WPC are the burial authority and therefore under the LACO Act 1977, have a statutory duty to lawfully manage the cemetery. The Clerk is the burial authorities appointed officer to manage the cemetery but has not received any formal training and would like to attend an official course to ensure that WPC are meeting its obligations. The course is online, £135.00 plus VAT. North Tawton Town Council have agreed to pay half of the costs of the Course.

[Members to discuss and consider approving the expenditure of £67.50 for the clerk to attend the training.](#)

[Power to incur the expenditure – LACO 1977, budget provision – Training budget](#)

**80.3.3. Clerks Continued Professional development (CPD)**

[Members to discuss and consider approving the clerk to attend online training seminar with SLCC £45.00 – Power to incur expenditure LGA 1972 s.111, budget provision – Staff costs - training](#)

**80.3.4. Additional funding for Parish and Town Councils – DCC Highways**

The Highways Officer has given approval for WPC to make grant applications for 2 new benches, a vehicle speed activation sign and gateway signage.

Clerk has submitted all of the applications to the Highways Fund and is awaiting their decision.

**80.4. GRASS CUTTING CONTRACT** (Doc 047/21)

**80.4.1.** The Councils contractor has given the required 2 months' notice to terminate his contract due to difficulty in fulfilling the contract requirements. [WPC to consider if amendment needs to be made to the contract specification](#)

**80.4.2.** [Proposal by Cllr Jacobs that as the current contractor was the only person who tendered for the contract, that he and Roger Hill take over the existing grass cutting contract for the remainder of 2021, and the tender specification is reviewed prior to re-advertising for 2022-2024 \(2 years\). They will operate under the Public Liability Insurance covering Roger Hill.](#)

**80.5. CEMETERY BUNGALOW**

**80.5.1. Roof Repair**

The Clerk had to arrange an urgent repair to the roof, which was leaking into the living room following rain, however, the leak is still present and therefore, under clerks delegated authority/emergency provision, the clerk has arranged for a specialist tin roof surveyor to inspect the roof asap in light of further damage to the ceilings and tenants' possessions and hopes to have the report by August

**80.5.2. Extra-Ordinary Meeting**

Members to agree a date for an extra-ordinary meeting to discuss the long-term asset management plan for the cemetery bungalow in light of escalating maintenance costs

**80.5.3. Drains and Septic Tank**

The Clerk has chased the insurance company with regards to their inspection of the drain and septic tank, they have verbally advised that there is no claim that can currently be made against the insurance policy. Full written details awaited at the time of publication of the agenda

**80.6. HM PLATINUM JUBILEE EVENTS** (Doc 048/21)

WPC to consider if they wish to create a working group to consider organising our own events for June 2022 (see agenda document) and/or join those with community groups/Winkleigh Fair or other parishes. Budgeting provision needs to be approved by October 2021 in order for inclusion in the 1<sup>st</sup> draft budget report to be considered in November 2021

**80.7. GATEWAY SIGNAGE** (Cllr Mercer)

The clerk has submitted an application to DCC Highways Grants fund to cover the Councils costs – application status awaited. Cllr Mercer to provide a further update on discussions with DCC Highways regards the new signage designs

**80.8. LIFE ON THE VERGE** (Doc 049/21)

**80.8.1. Update on verge risk assessments, volunteer training, and surveys of the identified**

Please refer to the agenda document – minutes of 7<sup>th</sup> October 2020 for actions approved and to be carried out by WPC following instruction by DCC Highways.

The Clerk has been informed that Cllr Findlay has already carried out the verge risk assessments following the 7<sup>th</sup> October 2020 meeting and submitted the risk assessment forms directly to DCC.

- Clerk respectfully reminds Cllrs that in order to be covered under the Councils insurance, they must inform the Clerk PRIOR to carrying out any pre-authorized work on behalf of the Council
- The Clerk has not seen the completed risk assessments and has requested copies from Cllr Findlay, which are required for insurance purposes and as a matter of Council record – to date these have not been received, therefore, **the Clerk considers approval of any works by the Council to be high risk until such time as the completed risk assessment forms have been provided as evidence and to cover the council and volunteers under the Councils insurance policy.**
- The Clerk has not received any correspondence from DCC Highways with regards to their authority or approval to manage the verges as a result of the risk assessments, therefore, approval has not been given at this time.
- Following the approval from DCC Highways, the survey of the identified verges must be undertaken to gain approval from DCC Highways ecologist regarding what can and cannot be planted on each individual verge.

**80.8.2. Site Meeting with DCC Highways Senior Asset Officer – Charles Nyeko-Lacek**

- 15<sup>th</sup> July 2021, Clerk and Cllr Jacobs met with DCC Highways and Skanska, for a site meeting to discuss the grass cutting programme going forward, following a complaint by Skanska staff in April 2021, that they were stopped from cutting the verges due to wildflower that was growing or had been planted.
- A walk around of all of the grass verges around the Village Centre was carried out and verbal agreement reached on how Skanska staff will cut the verges where wildflower is already being grown or growing freely with the exception of health and safety requirements for visibility.
- WPC must still to apply to DCC to manage the verges for wildflower in accordance with their 'life on the verge' requirements.
- There is an option for WPC to take over the full cutting programme of the verges from 2022 onwards, which will incur a cost to the Parish Council, albeit funding could be made available. Mr Nyeko-Lacek to send the Clerk details to enable the Council to make an informed decision.

**80.9. DEVON WORK HUB** (Cllr Radcliffe)

To provide a verbal update on the future of the project

**80.10. COVID 19**

**80.10.1. WPC Community Support** (Cllr Findlay)

Due to the final easing of restrictions, the Covid Support Service ceased on Friday 16th July and all the information saved on a password protected memory stick and kept in the WPC safe until August 22. When the information will be destroyed.

**80.10.2. Grants and Donations held by WPC** (Clerk)

WPC still have £910.00 of the £1000 donation from Kingsley Plastics for welfare support during Covid restrictions. Kevin Down has given written approval that WPC can place this money into earmarked reserves to be used to assist with any future Winkleigh Village project following discussions with him.

**80.10.3. DCC Prompt Action Fund held by WPC** (Clerk)

Any unspent grant monies not requested to be returned to DCC will be transferred to Earmarked reserves to be considered for approval for any grants or projects of benefit to the Parish going forward

**80.11. CLLR VERBAL REPORTS NOT REQUIRING A DISCUSSION**

*No Decisions to be made during this item. The business to be transacted can only lawfully be that of which notice has been given on the agenda*

**81.21 MEETING DATES** (Chairperson)

### 81.1. Meeting venues

WPC resolved on 23<sup>rd</sup> June to hold their meetings between the Community Centre and Sports Centre on the 4<sup>th</sup> Wednesday of each month due to a tap-dancing commitment with the Village Hall. The Sports Centre are now unable to provide accommodation on the 4<sup>th</sup> Wednesday due to long term booking commitments. The Village Hall have negotiated with the tap-dancing class to amend their class times to allow WPC meetings to commence at 7.30pm but this does not provide opportunity for set-up of the room, early arrivals or pre-meeting administration.

Members to consider if they wish to support the Village hall and amend their start time of meetings or book the Community centre for all scheduled meetings.

### 81.2. Date of Next Meeting

Wednesday 22<sup>nd</sup> September 2021 7.30pm – venue to be confirmed

## 82.21 TO CONSIDER PASSING THE FOLLOWING RESOLUTION TO EXCLUDE THE PUBLIC FROM THE MEETING DURING THE CONSIDERATION OF ITEMS OF BUSINESS CONTAINING EXEMPT INFORMATION:-

**RESOLVED that under Section 100 of the LGA 1972, as amended, the public be excluded from the meeting during the consideration of the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended**

### 82.1. Defibrillators

A defibrillator agreement has been purchased for 4-years for Hollocombe. A location for the defibrillator has been approved in Shute Wood, with consent of the homeowner.

Members to receive a quote from one electrician to install the Hollocombe defibrillator and disconnect and reinstall the defibrillator in The Square.

Clerk is awaiting an assessment and quote from another electrician which is delayed as they are out of the County.

In accordance with Financial Regulations 11.1h, the clerk shall strive to obtain 3 estimates, which has not been possible at this time due to extremely high demand for electricians.

Members to determine if they wish to accept the current quote or delay installation pending the 2<sup>nd</sup> quote and the clerk to continue to strive to obtain a 3<sup>rd</sup> quote

Members to consider approving any expenditure to install both cabinets to be met from the DCC Prompt Action Fund grant held in reserves, currently £1164.45, or if approved, Grant from District Cllr Newton, *power to incur expenditure Public Health Act 1936 s.234*

### 82.2. Employee Grievance Committee

To receive the employee grievance committee report and recommendations

### 82.3. To receive an update on the meeting with Cllrs Findlay, Radcliffe and Naylor to consider the licensing agreement provided by Cllr Naylor for copyright use of photographs he has provided for the Neighbourhood Plan and subsequent licence fee and an update on the meeting

Power to incur expenditure – LGA 1972 s.111 – Power to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions

Budget provision – Only available funding is to carry out a virement of earmarked reserves or the Council may opt to use general reserves, however, WPC general reserves is already at the minimum level and will need to be budgeted for to be replaced during 2022 which presents a moderate risk to the council not being able to discharge its functions should a cash flow or emergency issue arise.

### 82.4. Return to public session to hear any resolutions



Melanie Bickell,

Winkleigh Parish Clerk,

Date of publication 22<sup>nd</sup> July 2021