

# WINKLEIGH PARISH COUNCIL MEETING

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

**Wednesday 23<sup>rd</sup> June 2021 at 7.30pm**  
**To be held at Winkleigh Sports Centre**

## PUBLIC SESSION

- A. Report From Devon County Council – Cllr Saywell
- B. Report From Torridge District Council – Cllr Newton
- 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 ACCEPTANCE OF OFFICE** – for information only

Following election at the remote meeting held 4<sup>th</sup> May 2021, Cllr Findlay has signed acceptance of office of Chairperson and Cllr Radcliffe has signed the acceptance of office of Vice-Chairperson

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

Motion to approve the minutes of the Parish Council Meeting held on 28<sup>th</sup> April 2021 as a true and accurate record  
Motion to approve the minutes of the Parish Council Meeting held on 4<sup>th</sup> May 2021 as a true and accurate record

**79.21 PLANNING MATTERS**

**79.1. Winkleigh Parish Neighbourhood Plan Referendum**

Update on referendum outcome

**79.2. PLANNING APPLICATIONS For Council Resolution**

**79.2.1. 1/0384/2021/FUL Winkleigh Cider Company** Hatherleigh Road, Winkleigh, Demolition of existing blockwork unit and erection of new steel frame building

**79.2.2. 1/0372/2021/FUL The Barn, Lower Town, Winkleigh,** part retrospective application for the conversion of a building to two dwellings, and erection of two garages

**79.2.3. 1/0568/2021/FUL Land at Winkleigh EX19 8DW** Twixtmoors upcylers, Unit 2 Winkleigh Airfield, Erection of a portable frame building for storage and distribution (Class B8) with ancillary retail use

**80.21 YEAR END PROCEDURES AGAR 2020/21, required by Law (Annual Governance and Accounting Return - AGAR)**

**80.1. Internal Audit Report** (Docs 033/033a/21)

Cllrs to receive and approve the internal audit report for 2020/21 as per the agenda document

Cllrs will need to consider the internal audit work performed before confirming compliance with assertions 2 and 6 of the Annual Governance Statement (Agenda item 80.3)

**80.2. RFO explanation to WPC and External Auditor for Negative response** (Doc 034/21)

This refers to the NO response to Internal Control Objective M, by the internal auditor and subsequently WPC must answer NO to Assertion 4 of the Annual Governance Statement (Agenda item 80.6). To be noted

**80.3. WPC Internal Control Policy** (Doc 035/21)

Members to consider and approve the internal control policy to reflect the internal audit report 2020/21

**80.4. Annual Governance Statement assertions - AGAR Section 1** (Doc 036/21)

Cllrs to consider and approve the individual responses to assertions 1 to 9 of the agenda document, which is to be signed by the Chairperson and the Clerk upon resolution. **WPC Must answer NO to assertion 4** because the Exercise of public rights 2019/20 was incorrectly dated as the same day of publication, (must be dated at least one day prior), therefore, the External auditor has stated WPC must answer NO to assertion 4 of the AGAR– refer to agenda item 80.2, agenda document D034/21 for explanation

**80.5. Annual Accounting Statement - AGAR Section 2 (Doc 037/21)**

Cllrs to consider and approve the annual accounting statement, bank reconciliation and significant variances as presented by the RFO in the agenda document, which is to be signed by the Chairperson upon resolution

**80.6. Exercise of Public Rights – to be noted**

Winkleigh PC have had financial transactions in the year, therefore, council must make arrangements for the exercise of public rights to inspect the unaudited accounts. WPC period of public rights is dated 24<sup>th</sup> June 2021 and the period will be between 1 July and Friday 11 August 2021

WPC will be required at the next audit to give a public assurance in assertion 4 of 'Section 1 – Annual governance statement' of the AGAR that you have done this in accordance with statutory requirements

**81.21 FINANCE MATTERS**

**81.1. Financial Statements** (Clerk)

To receive and approve the financial statement Incorporating bank reconciliation and all payments/receipts between 1<sup>st</sup> April and 30<sup>th</sup> April 2021 (Doc 038/21)

**81.2.** To receive and approve the financial statement incorporating bank reconciliation and all payments/receipts between 1<sup>st</sup> May and 1<sup>st</sup> June 2021 (Doc 039/21)

**82.21 REPORTS**

**82.1. CLERK**

**82.1.1. Defibrillator For Hollocombe**

A request has been received for WPC to install a defibrillator in Hollocombe. SWAS will supply an additional defibrillator for £1000.00 including cabinet on a 4-year agreement, as per the arrangement for Wallingbrook Surgery.

Members to consider if they wish to support an additional defibrillator for Hollocombe, how this will be funded and where it will be located if applicable – RFO will provide guidance on possible funding at the meeting.

*Power to incur expenditure – Public Health Act 1936 s.234*

**82.1.2. Defibrillator – The Square Winkleigh to be relocated**

Due to location issues, the defibrillator in the Square will be moved from next to the notice board and will be mounted on the wall of Londis. WPC thank Redmond Hanlon who has given his permission for the defibrillator to be mounted on his premises and will absorb the small electrical charge.

Members to approve the Clerk to source an electrical contractor to carry out the relocation and installation.

SWAS will provide a new cabinet free of charge.

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

To provide further support to our local communities an additional £100,000.00 fund, for Town and Parish Councils, will be available in 2021/22. The fund is for projects/works that will enhance the public realm, which includes the repair and refurbishment of highway street furniture, such as lighting column, finger posts, seats and bollards. This funding is in addition to our existing Highway Maintenance Community Enhancement Fund which is available to support highway maintenance works and projects. The funding can be accessed through our Highway Maintenance Community Enhancement Fund (HMCEF) application process

Members to consider if there are any projects that WPC would be able to make application for funding for, to include if this is suitable for a mobile speed activation sign

**82.1.4. Cemetery Bungalow 5-year electrical inspection report** (Doc 040/21)

In total there were 5 either category C1 – 'Danger present', risk of injury, immediate remedial action required or C2 – 'Potentially Dangerous' - Urgent remedial action required, observations were rectified at the time of the inspection – namely a fault on the master bedroom ring main (loose connection) and Redux loose back box in master bedroom, (connect earth connections to metal faceplates), total cost of 'rectification labour' £100.00. *In addition, a number of C3 'improvement recommended' observations, recommendations or non-compliances from the regulations found and recorded remain outstanding, although safe for continued use, the electrical installation does not comply with the current regulations. Recommend that the installation is brought up to current standards to enhance the safety of user(s)*

**Proper Officer recommendation that an extra-ordinary meeting be called by WPC first week of August, to discuss the bungalow electrics, drain/septic tank issues, inherent damp issues, roof replacement, boiler replacement and additional matters to be included in the bungalow asset management plan and budget calculations going forward, prior to setting of the annual budget for 2022/23**

**82.2. INTERNAL WORKING GROUPS ROLES & RESPONSIBILITIES** (Doc 025/21) (Chairperson)

Members to consider and approve the working groups roles and responsibilities as per the agenda document

**82.3. ANNUAL PLANNER** (Doc 026/21)

Members to consider and approve the annual planner July 21 to June 22

**82.4. Simplifying Standing Orders** (Cllr Naylor)

Cllr Naylor wishes member to discuss simplifying Standing Orders.

Proper Officer/Clerk advises that the current Standing Orders were resolved 4<sup>th</sup> May 2021, therefore, a resolution cannot be passed for 6 months in accordance with Standing Orders to amend Standing Orders other than to correct an error, address a point of law, legislation changes or point of order.

**82.5. Devon Work Hub** (Cllr Radcliffe)

To provide a verbal update

**82.6. Bus shelter Torrington Road junction with A3124**

WPC and DCC Highways have previously fully investigated the request of a parishioner to have a bus shelter installed at this junction, to no avail. The main problems being the only suitable land is privately owned by the restaurant who have previously refused permission for a bus shelter.

The Parishioner has again made the request for a bus shelter to be erected. The only way to ever get a shelter erected at this location is for it to be on private land, away from the Highway. All of the sites previously canvassed for have all been rejected by Highways on safety grounds and we cannot overrule the safety advice of the Highways Engineers.

Members to consider if they wish to make a further approach to the owners of the restaurant to give permission for a bus shelter to be erected on their land.

**If permission is obtained, in writing, the cost of the purchase, installation and maintenance will have to be borne by Winkleigh Parish Council and form part of the year-on-year precept demand, therefore, Cllrs will need to consider the benefit to the Parish**

**82.7. 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*

**83.21 MEETING DATES 2021-22** (Chairperson)

**83.1. To approve Meeting Dates July 21 to June 22**

Members to discuss and approve the dates and venues for council ordinary meetings over next 12 months

WPC have previously resolved to hold their meetings on the 4<sup>th</sup> Wednesday of each month, except August and December.

WPC have previously resolved to hold their meetings split between the Village Hall during warmer months and Community Centre during colder months

The Village hall have notified WPC that they now have a regular tap dance booking in the main hall on a Wednesday evening and the noise may be disruptive to the Council

**83.2. Date of Next Meeting**

Wednesday 28<sup>th</sup> July 2022 7.30pm – venue to be confirmed

**84.21 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**

**84.1. To receive a 3<sup>rd</sup> quotation for drain/septic tank maintenance work at the cemetery bungalow** (Confidential Doc)

2 quotations have already been received by WPC, a 3<sup>rd</sup> quotation was requested. Members to receive the quotation only. The clerk is in communication with the Council's insurers who are also carrying out their own inspection and quotation for comparison. All quotes and further action will be formally considered at an extra-ordinary meeting of the Council after the insurance report is received.

**84.2. 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** (Confidential Doc)

Clerk/RFO to Council: Melanie Bickell, Lower Itton, Spreyton EX17 5BB

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Members to receive and consider the licensing agreement and fees.

Proper Officer recommends WPC consult with a solicitor


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 vire 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.

**84.3. WPC Employee Committee investigation panel report and recommendations**

**84.4. Formation of a WPC Grievance panel**

**84.5. Return to public session to hear any resolutions**



Melanie Bickell,

Winkleigh Parish Clerk,

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