

WINKLEIGH PARISH COUNCIL MEETING

to be held WEDNESDAY 25th March 2020 7.30pm Winkleigh Community Centre

Agenda

25.20 **APOLOGIES FOR ABSENCE** to be received and considered for approval *(Chair)*

26.20 **DECLARATIONS OF INTEREST FROM MEMBERS** to be received *(Chair)*

27.20 **PUBLIC PARTICIPATION** *(Chair)*

Time for this session is limited to 20 minutes (3 minutes per person. Each person may only speak once). 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 Chairman 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.

28.20 **MINUTES** *(Chair)*

Motion to approve the minutes of the Parish Council Meeting held on 26th February 2020 as a true and accurate record

29.20 **COVID-19**

29.1. **Covid-19 Parish Readiness** *(Cllr Mercer, Cllr Findlay, Clerk) (Doc D009/20)*

Members to consider and approve 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/>

Motion to for 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)* wppccovid19@outlook.com Parish email set up by clerk to enable residents to email questions or requests for assistance

29.2. **Wallingbrook Health Centre** *(Clerk) (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**

Current available capacity - 48 Ashes Plots, and 95 burial plots consecrated. In addition, 370 burial plots currently unconsecrated

Members to consider approving the Proper Officer to apply to the Bishop of the Diocese of Exeter for some or all of the current 370 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)*

Devon's local authorities are making efforts to contain the Coronavirus virus locally, and also making plans should the situation escalate. One of the areas they need to consider is the possibility of deaths exceeding cemetery capacities throughout the region.

Winkleigh Parish Cemetery is owned by the Parish and managed by the Proper Officer (Clerk) on behalf of the Parish Council.

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

Members to approve 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

(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 (Clerk)

The Annual Accounts will be ready for signing first week in April – members to consider calling an EPCM first week of April purely to sign off accounts in the eventuality that the April and May meetings are cancelled/inquire, or meeting venues closed

29.6. Annual Council Meetings (Clerk)

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 (Clerk)

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 (Clerk)

In the event a parish council meeting is cancelled or inquire, 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 (Clerk)

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

Members to consider options of renewal as per agenda documents followed by Motion to approve appropriate option **Standing Order Amendment**
Motion to approval 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

30.2. Financial Statement (Doc D013/20)

Incorporating bank account balances, pre-approved payments, bank transfers, approval of any payments and Bank Reconciliation. Motion that WPC approve the Financial Statement and bank reconciliation and payments as presented by the RFO

31.20 PLANNING MATTERS

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

Confirmation has been received that the LA (TDC) is satisfied that the neighbourhood development plan meets the requirements of the 1990 Act: DRS Reference: DRS0045664 application has been made to the Neighbourhood Planning Independent Examiner Referral Service.

Regulation 16 Consultation commenced 19th March and concludes 30th April – Please refer to agenda document 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

Motion to retrospectively approve 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)*

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

31.3. Application 1/0168/2020/FUL Goodleigh Cottage, Winkleigh, Single storey front and side extension and two storey rear extension

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

32.4.2. Revised Standing Orders (Doc 015/20)

Members to consider proposed amendments to Standing Orders in light of Legal compliance updates and move to approve

32.4.3. Revised Financial Regulations (Doc D016/20)

Members to consider proposed amendments to Financial Regulations and move to approve

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))

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*”

Members to consider response and appropriate action

32.5. 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

33.20 Council Business

33.1. Internal Audit Group Annual Report (Cllrs Findlay/Turner/Jacobs) (Doc D018/20)

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

33.2. VE Day May 2020 Event Cancellation (Cllr Bayley/Clerk)

Consideration of cancelling/postponing the event, reschedule for August to include VJ day.

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

34.2. Clerks Interim Appraisal

34.3. New Website quotations

34.4. Return to public session to hear any resolutions

35.20 Date of Next Meetings unless cancelled (Chair)

22nd April 2020 Parish Council Meeting Village Hall 7.30pm

6th May 2020 Annual Parish Meeting Community Centre 7.30pm

27th May 2020 Annual Parish Council Meeting Village Hall 7.30pm

Melanie Bickell

Proper Officer/Clerk/RFO

Winkleigh Parish Council