

# WINKLEIGH PARISH COUNCIL MEETING

Notice and agenda of a meeting  
Councillors are Summoned to a Meeting of Winkleigh Parish Council  
Wednesday 22<sup>nd</sup> July 2020 at 7.30pm to be held Remotely on Zoom

Members of the public wishing to attend the meeting are asked to identify themselves on screen – Any member of the public wishing to remain anonymous will not be permitted to speak during public participation in accordance with our Standing Orders

Join Zoom Meeting      Meeting ID: 874 5844 4850      Password: 224865

PLEASE NOTE THIS MEETING WILL BE RECORDED (VISUAL AND AUDIO) TO FACILITATE MINUTE TAKING AND WILL BE DESTROYED FOLLOWING APPROVAL OF THE MINUTES UNLESS SUBJECT TO A COMPLAINT INVESTIGATION

## Agenda

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

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

**66.20 PUBLIC PERIOD** (*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 Chair 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.*

**67.20 MINUTES** (*Chair*)

To Resolve to approve the minutes of the Extra Ordinary Parish Council Meeting held remotely on 14<sup>th</sup> July 2020 as a true and accurate record

**69.20 FINANCE**

**69.1. Annual Internal Audit Review of Effectiveness Report 2018-19** (*Cllrs Findlay/Turner/Jacobs*) (*Doc D030/20*)

Carried from March 2020 due to cancellation of meeting, the Council are required to review the effectiveness of the internal audit for 2018-19 Financial Year. Members to Resolve to accept and approve the report

**69.2. Covid 19 Expenditure**

Members to retrospectively resolve in accordance with its powers under sections 137 and 139 of the LGA 1972, that the Council should incur the Covid19 expenditure as reported in the Financial Statements from 8<sup>th</sup> April to 16<sup>th</sup> July 2020 inclusive, made under Clerks Delegated Authority, for community social welfare which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. Total expenditure under s.137 is currently £5,402.72. (Annual permitted expenditure under s.137 for 2020-21 is £17,788 (£8.32 x 2138 population)). A breakdown of expenditure versus income for Covid 19 is included in the financial statement document.

**69.3. Financial Statement** (*Docs 031/20*) (*Clerk*)

Incorporating bank reconciliation, quarterly budget report and all payments/receipts since last meeting 24<sup>th</sup> June 2020

**70.20 PLANNING MATTERS** (*Chair*)

**70.1. 1/0407/2020/FUL Barn At Ricklea Cottage, Court Walk, Winkleigh** Conversion of barn to dwelling (Rita Square, Irene Squance) – Members to resolve WPC formal response

**70.2. 1/0485/2020/LBC Barn At Grid Reference 263272 108175 (Ricklea Barn, High Street), Court Walk, Winkleigh** Conversion of barn to dwelling (Rita Square, Irene Squance) – Members to resolve WPC formal response

**71.20 REPORTS**

**71.1. Chair**

**71.1.1. Co-option Vacancies**

**71.2. Clerk**

**71.2.1. Bungalow Valuation**

It is a requirement of our Building Insurance (Extensions 1a) that “the Insured provides at their own expense and at intervals of not more than 3 years, valuations of all Buildings and Contents compiled by professionally qualified members of the Royal Institute of Chartered Surveyors or some other suitable valuer the Insurer agrees to”. The last valuation of the bungalow was carried out in April 2016. Howes Estates Agents have kindly offered to carry out a free valuation for the Parish

**71.2.2. Ring O Bells Green ownership**

TDC have been contacted via Dist Cllr Newton and made aware of the concern of the Church regarding the tree stump and wall

**71.2.3. Vehicle Speed Activation sign A3124** (Docs 033/033a20)

Members to consider agenda document response from Highways with regards to council/community purchase of additional Vehicle Activation Signs for the Parish. The current broken sign on A3124 will be repaired by a Highways appointed Contractor.

**71.2.4. Cemetery Business rates**

An online application has been submitted for small business rates relief.

**71.2.5. Grass Verge cutting – Life on the Verge Devon** (Docs 034/20)

Members to consider and resolve if they wish to create a community management team for the parish verges in accordance with the agenda document or liaise with the parish contractor to vary his contract. It is Devon County Council policy that grass cutting on road verges is only carried out when deemed necessary for the following reasons: to maintain visibility areas/splays for highway users and/or to provide forward visibility to signs, such as junctions, laybys and the inside of bend and where a public right of way meets the road

**71.2.6. VE/VJ Day Events**

Due to the social distancing restrictions still in place it will not be possible for WPC to arrange and hold public events to mark these occasions this year

**71.2.7. Footpath Inspections** (Docs 032/20)

Members to agree allocation of footpaths for annual inspection during August under P3 Agreement

**71.3. County Cllr Saywell**

**71.4. District Cllr Newton**

**71.5. WPC Policies and Procedures Annual Review** (Chair)

Standing Orders and Financial Regulations were reviewed and approved 6<sup>th</sup> May 2020. The Code of Conduct is currently under National consultation and review. The Internal Control Statement was reviewed 24<sup>th</sup> June 2020, the Risk Management Policy is under constant review by the Clerk. All remaining policies and procedures of the Council are unchanged from their last reviews throughout 2019. Unless legislative amendments need to be made, next reviews will be carried out during 2021

**71.6. Internal Working Groups Roles & Responsibilities** (Chair) (Doc 035/20)

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. Members to resolve annual membership of individual Councillors to WPC internal and external working groups as listed

Finance/IA AT AF AJ RFO	Employee Committee AT AF AM	NP AM AF AT Clerk	Bungalow AT AJ RN	Cemetery AT SH
Assets AM	Work & Tidy AJ	Emergency Plan AT AF RN	Defibrillator AW, Clerk	Village Hall AJ
Schools RN AF	Community Centre RN	TAAG AT AJ	Winkleigh Fair AT	Playing fields/SP Cen AJ

**71.7. Annual Planner review** (Chair) (Doc 036/20)

Members to agree and action the annual planner

**71.8. Bungalow Annual Inspection** (Chair)

Members to resolve approval for members of Bungalow working group to attend bungalow for annual inspection during August – annual report with recommendations for budget provisions to be prepared for September pcm

**71.9. Cemetery Annual Inspection** (Chair)

Members of Cemetery group to carry out annual inspection during August – annual report with recommendations for budget provisions to be prepared for September pcm. Consideration of funding for new cemetery notice

board (LGA 1972 s.111 – Financial Provision - virement of £1000 VE/VJ Day budget, and/or use of reserves, application for TDC/DCC grants or budget for financial year 2021-22)

**71.10. Emergency Plan, review of emergency advice list** (Chair)

The emergency plan is less than a year old therefore, members to review the contact details only and publish by September pcm

**71.11. Assets annual inspection** (Chair)

Members of Assets group to carry out annual inspection during August – annual report with recommendations for budget provisions to be prepared for September pcm

**71.12. Work and Tidy Group Annual walk around** (Chair)

Members of the Work & Tidy Group to prepare report for September pcm with recommendations for areas of action

**71.13. Defibrillator Awareness Session** (Clerk)

Members to resolve to approve the booking of the Village Hall on Saturday 19/9/20 10am-12pm for defibrillator awareness session (LGA 1972 s.111 – Budget provision – Admin Room Hire)

**71.14. COVID 19**

**71.14.1. WPC Community Support Easing** (Cllr Findlay) (Doc 037 & 037a/20)

Members to consider the approval of the draft WPC Covid response easing plan and supporting letter as per agenda documents

If members approve the Covid19 support easing action plan and associated printing/postage and security of data costs Members to resolve in accordance with its powers under sections 137 and 139 of the LGA 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure, (LGA 1972 s.137 – Community Welfare – Financial provision – Covid19 Grant monies)

**71.14.2. A balanced overview of the impact to date of coronavirus in Winkleigh** (Cllrs Mercer & Findlay) (Doc 038/20)

Reflection on the positive ways in which our community has responded, and points towards how subsequent spikes of coronavirus, or different health emergencies, could be managed in a better way. For discussion by Cllrs

**71.15. 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; unless: The Chair accepts it as urgent; or Whether written or presented orally, it merely updates an item already on the agenda*

**72.20 DATE OF NEXT MEETING**

**23<sup>rd</sup> September 2020, 7.30pm Venue/format to be confirmed**



Melanie Bickell  
Winkleigh Parish Clerk  
16<sup>th</sup> July 2020