

WINKLEIGH PARISH COUNCIL MEETING

**Councillors are Summoned to a Meeting of Winkleigh Parish Council
Wednesday 23rd September 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: 851 6770 1535 Passcode: 378989

One tap mobile

+441314601196,,85167701535#,,,,,0#,,378989# +442030512874,,85167701535#,,,,,0#,,378989#

Dial by your location

+44 131 460 1196 +44 203 051 2874 +44 203 481 5237 +44 203 481 5240 +44 203 901 7895

PLEASE NOTE THIS MEETING WILL BE RECORDED (VISUAL AND AUDIO) TO FACILITATE MINUTE TAKING AND WILL BE DESTROYED FOLLOWING APPROVAL OF THE MINUTES unless notification has been received that the is meeting subject to a complaint investigation

Agenda

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

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

84.20 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.

85.20 MINUTES (*Chair*)

To Resolve to approve the minutes of the Extra-Ordinary Parish Council Meeting held remotely on 17th September 2020 as a true and accurate record

86.20 FINANCE (*Clerk/RFO*)

86.1. 2020 cost of living Pay Award for Clerk (*Doc 046/20*)

To be noted that on 26th August 2020, the National Joint Council for Local Government Services (NJC) agreed 2.75% increase for 2020-21 to be implemented from 1 April 2020. Equates to an increase of £0.41p per hour, total annual budget impact £319.80. Budget provision was allowed when budget approved.

86.2. Council Laser Printer

At the end of July, the Council printer went into error mode whilst printing for COVID19 purposes and requires replacement parts (Fuser and Transfer Belt), at a cost of £140 Plus, VAT, additionally the scanner is no longer working, and the machine needs to be sent away for repair to a Samsung approved shop – cost unknown. In consultation with the Chair, under Clerks Delegated Authority, a replacement multi-function machine was purchased. **Members to retrospectively approve the purchase of a replacement laser printer for Parish £266.18 plus VAT** (Power to incur expenditure LGA 1972 s.111, budget provision – DCC Covid grant monies - printing)

86.3. Council Device Protection purchase

BT Symantec protection will cease from 28th September 2020 due to withdrawal of the service. Under Clerks Delegated Authority, AV Total has been purchased to replace device protection including Malware cost £118 per annum for 12 devices. WPC Resolution 27/5/20 RR035/05/20 to pay £320 per year for BT Symantec, therefore this is an annual saving of £202.

86.4. Financial Statement (*Docs 047/20*)

Incorporating bank reconciliation, quarterly budget report and all payments/receipts since last meeting 22nd July 2020

87.20 PLANNING MATTERS

87.1. Planning Applications for Council resolution

87.1.1. 1/0707/2020/FUL, 5 Kings Meadow Drive, Winkleigh, (Mr P Yates (Replacement rear extension)

87.1.2. 1/0613/2020 REMM Kingsley Plastics – Reserved Matters Application for layout, appearance, landscaping, and scale for construction of 70 dwellings pursuant to permission 1/0346/2017/OUTM - The Chair has called an extra-ordinary Parish Council Meeting on 7th October 2020 to discuss this application

88.20 REPORTS

88.1. Chair

88.1.1. Co-option Vacancy

88.2. Clerk

88.2.1. Internal Audit Report (*Doc 048/20*)

To be formally accepted by WPC. 1 recommendation that, as PAYE is dealt with 'in house', the Council supports the Clerk by reviewing the documentation from time to time. There are no matters requiring council attention as reported by IA

88.2.2. Police and Crime Commissioner Councillor Advocate Scheme

In order to provide resilience, OPCC are requesting at least 2 cllrs from each Parish join the scheme. Current WPC representative is Cllr Turner. Members to agree second member

88.3. County Cllr Saywell

88.4. District Cllr Newton

88.5. Water Pump Listed Building Consent (*Chair*)

To be Minuted. The Action of 5 members of the Winkleigh Parish Council, during August 2020, to purchase and install the brass plaque on the water pump was outside the remit of the Parish Council and without resolution.

Winkleigh Parish Council members to consider retrospective application to TDC for Listed Building Consent for the installation of the plaque on the Water Pump (*Power to incur expenditure - Public Health Act 1936, s.125, Budget Provision - Assets*)

88.6. Bungalow Annual Inspection (*Bungalow Group*) (*Doc 049/20*)

Annual report with recommendations for budget provisions to be considered by members

88.7. Cemetery Annual Inspection (*Cemetery Group*) (*Doc 050/20*)

Annual report with recommendations for budget provisions consideration of funding for new cemetery notice board for consideration by members

88.8. Asset Annual Inspection (*Asset Group*) (*Doc 051/20 – not received*)

Annual report with recommendations for budget provisions

88.9. Work and Tidy Group Annual walk around (*Cllr Jacobs*) (*Doc 052/20*)

Report with recommendations for areas of action

88.10. Emergency Plan (*Cllr Naylor*)

Cllr Naylor wishes WPC emergency plan group to investigate water self-sufficiency within the parish in the event of interruptions to the mains supply

Clerk advises members that it is not the responsibility or role of The Parish Council to make these enquiries, and the Council do not have a power to require answers to such enquiries. All approved enquiries on behalf of the Council should be made via the Clerk only in accordance with Standing Orders

88.11. South West Wood Products (*Cllr Naylor*)

WPC to consider if they wish to pursue questions regarding water usage by SWWP, especially from any local wells or boreholes. How much are they allowed to draw and how is this monitored? Has there been any environmental impact report or survey conducted to ensure any connected aquifers do not become depleted and/or contaminated by an unbanded site using a large amount of water to reduce dangerous levels of known airborne carcinogenic material? (even 'pure' wood dust is carcinogenic, but large amounts of this 'waste' wood is likely to be contaminated with now banned preservatives such as Copper Chromium Arsenates!)

Clerk advises members that it is not the responsibility or role of The Parish Council to make these enquiries, and the Council do not have a power to require answers to such enquiries. All approved enquiries on behalf of the Council should be made via the Clerk only in accordance with Standing Orders.

88.12. Traffic Calming Measures for the Parish (*Traffic Response Team*) (*Doc 053/20*)

Report regarding site visits and list of concerns/recommendations to be taken forward.

88.13. Gateway Signage (*Cllr Mercer*) (*Doc 054/20*)

Update on proposed signage design and discussions with Highways

88.14. Disabled Parking Pay – The Square Winkleigh (*Chair*)

Members to consider if there is a requirement for a non-enforceable disabled parking bay and suitable location if appropriate

88.15. Grass Verge cutting – Life on the Verge Devon (*Cllr Jacobs*) (*Doc 055/20*)

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

88.16. Highways Priorities for the Parish (Doing What Matters) (*Chair*) (*Doc 056/20*)

Devon County Council project which aims to increase community engagement in the development of the highway maintenance capital programmes, it involves meeting with members of the parish councils to discuss community priorities to help DCC to determine future work programmes in our area.

WPC members met with DCC in 2019, and DCC have used a mix of existing data, visual inspections, and community knowledge to help determine a priority of works for the parish. The attached map (agenda document) shows the priority list for Winkleigh, the intention of this is to help determine the works in the parish over the coming years. DCC have then used these priority maps to develop a large programme of works for the electoral division of Torrington Rural followed by another tranche of works that could be considered once this programme of work is completed. The parish priority maps are dynamic and can change subject to circumstances and input from the community.

In some circumstances our first priorities do not reflect the issues that the parish council have raised because Highways have had to consider other information such as existing data, visual inspections, and asset management principles. DCC Highways are happy to arrange a Microsoft Teams meeting to discuss how they came to their decisions.

88.17. COVID 19 (*Cllr Findlay*)

Update on Parish Response/action plan

88.18. Cllr Verbal reports not requiring a discussion

No Decisions to be made during this item.

89.20 DATE OF NEXT MEETING

7th October 2020 7.30pm via zoom – EPCM

28th October 2020, 7.30pm via Zoom



Melanie Bickell

Winkleigh Parish Clerk

17th September 2020