

WINKLEIGH PARISH COUNCIL MEETING

Notice and agenda of a meeting

Councillors are Summoned to a Meeting of Winkleigh Parish Council

Wednesday 28th October 2020 at 7.30pm

To be held remotely in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

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](#)

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

Agenda

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

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

99.20 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.

100.20 MINUTES *(Chair)*

To Resolve to approve the minutes of the Extra-Ordinary Parish Council Meeting held remotely on 7th October 2020 as a true and accurate record

101.20 RURAL HOUSING ENABLER FOR DEVON – Colin Savage – Devon Communities Together (guest speaker)

Presentation and question session on the benefits of setting up Community Led Housing (CLT) provision of affordable homes for local people.

102.20 FINANCE

102.1. External Audit -Conclusion *(Doc D065/20) (Chair)*

For discussion and Minuting. Auditors reports and Sections 2, 3, 4 of AGAR and notice of conclusion of audit have been posted to Parish Notice board and Website

102.2. Grant applications for 2021 *(Doc D066/20) (Chair)*

[Members to approve any grant applications payable from 1st May 2021](#) for budgeting purposes

102.3. 2021-22 Budget *(Chair)*

Members to provide Clerk with details of all approved projects requiring financial provision in 2021-22 by 5th November 2020

102.4. Cemetery bungalow non-repayable rent break (Chair)

Further to the WPC resolution of 23rd September 2020, Minutes 88.6.20 RR091/09/20 - *Cllr Findlay moved that WPC apply a 5% bungalow rental increase with effect 1st April 2021, and give the tenants a 2- or 3-month rental holiday, non-repayable, if tenants request it, seconded by Cllr Naylor 7 in favour, 3 against and Resolved*

This amounts to a potential loss of income of up to £1,573.65 for 2019-20, or £1,652.33 in 2021-22. Due to this resolution, the Parish Council must prepare and budget for such a request

UNDER NO CIRCUMSTANCES are the tenants to be mentioned by name or any discussion regarding their personal circumstances/finances - In the interests of openness and transparency, the personal circumstances of our current tenants will not be a factor in determining the criteria.

102.4.1. Criteria assessment for non-repayment of rental break (Doc D067/20) (Chair)

The Council must stipulate assessment criteria and budget for such a request, in order to justify their actions to the Parish, protect public funds and manage the risk to public money with reference to the agenda document which is an extract from gov.uk. Members of the bungalow group to draw up a list of eligible criteria, for November pcm approval

If Cllrs resolve not to set any criteria this will be minuted that this is contrary to advice from Clerk and DALC, and the councils risk assessment for loss of income will be raised to HIGH RISK

102.4.2. Budget Provision for non-repayment of rental break (Doc 068/20) (Chair)

For our current financial year (ending 31st March 2021), the council will need to consider whether it has the reserves to cover the loss of 3 months rental income £1573.65, and whether the use of reserves will drop WPC below the recommended threshold. If the council doesn't have the reserves to cover the loss of income, the Council will need to consider what other services may be withdrawn to cover the cost and approve an amended budget or increase the precept for 2021/22 to make up any shortfall to rebuild reserves. (This will not apply to a re-payment plan)

RFO recommendation - £1700 of bungalow current reserves for maintenance accrual is allocated as reserves for loss of 3 months income during current financial year and budget increased 2021/22 to replace maintenance accrual shortfall (Currently £6300 reserves for emergency repairs/roof replacement)

102.5. Financial Statement (Docs 068/20) (Clerk)

Incorporating bank reconciliation, quarterly budget report and all payments/receipts since WPC meeting 23rd September 2020, to be approved

103.20 PLANNING MATTERS

103.1. Neighbourhood Plan (Doc D069/20) (Cllr Mercer)

Torridge District Council made a decision on 05 October 2020 that, subject to a range of agreed modifications, the Winkleigh Neighbourhood Plan 2018-2031 meets all necessary statutory requirements and may proceed to referendum. Full details of the decision are set out in a formal Decision Statement, that may be inspected online at any time, together with the related examiner's report, at www.torridge.gov.uk/winkleighnp

103.2. Water Pump Winkleigh Planning Enforcement investigation (Doc D070/20) (Chair)

WPC has received notice that TDC are carrying out an investigation into whether a breach of planning control has occurred in relation to the installation of a plaque on the Grade II Listed Building – Water Pump – reference E/20/0203/LIS. **No discussion will take place on this matter due to TDC investigations.** Entry to be Minuted.

103.3. Planning Applications for Council resolution (Chair)

103.3.1. 1/0587/2020/LBC Replace existing upvc windows with double glazed painted oak framed casement windows and increase height of kitchen window, 6 Coopers Hill Winkleigh

103.3.2. 1/0826/2020/FUL Change of use of land to domestic curtilage, installation of treatment plant and alterations to external appearance of dwelling as approved under planning reference 1/0347/2020/AGMB Building at Heath Farm, Winkleigh EX19 8DL

103.3.3. 1/0850/2020/FUL Change of use of land and creation of manege for private use, Heath Farm, Winkleigh EX19 8DL

103.3.4. 1/0860/2020/FUL Demolition of existing conservatory and porch, replacement extensions and conversion of existing barn to provide additional living accommodation, Venton Farm, Winkleigh EX19 8DW

103.3.5. 1/0811/2020/FUL Two storey dwelling (variation of condition 2 of planning permission 1/0120/2018/FUL), Plot 4 Barton View, Barton Farmyard, Eggesford Road Winkleigh

104.20 REPORTS

104.1. Chair

104.1.1. Co-option Vacancy

One vacancy exists on the council – interested parties should contact the Clerk

- 104.1.2. Membership of Employment committee**
Additional members required for resilience. Clerk is an employee of the Parish Council and all Councillors have corporate responsibility as the 'employer'.
- 104.2. Clerk**
- 104.2.1. Disabled Parking Pay – outside Londis, and Double Yellow Lines outside of Post Office, Winkleigh,** request has been sent to Highways Team who will carry out an assessment ENQ201363944
- 104.2.2. Data Protection Training/Refresher**
In accordance with WPC Data Protection policy, all councillors to receive refresher GDPR training every two years. All Cllrs have been booked onto a DALC online zoom refresher training course on Wednesday 9th December 2020, 6-8pm. £300 plus VAT (Budget provision – Staff costs – Training, Power LGA 1972 s.111)
Any Cllr unable to attend must notify clerk asap due to cost. Alternative date Tuesday 26th January
- 104.2.3. Data Protection Workshop**
In accordance with WPC Data Protection Policy, clerk to receive specific Data Processor refresher training every two years. Clerk booked onto DALC online course 3rd December 2020 10am-1pm £30 plus VAT (Budget provision – Staff costs – Training, Power LGA 1972 s.111)
- 104.3. County Cllr Saywell**
- 104.4. District Cllr Newton**
- 104.5. Life On The Verge**
Clerk is arranging zoom meeting with DCC Ecologist/Highways and Life on the Verge Group to progress matter
- 104.6. Grass Cutting Tender Specification** (Doc D071/20)
Members to consider tender specification and subsequent advertisement between 2-19 November in accordance with STO/FR on Facebook, notice board, website and email groups for consideration 25th Nov pcm
- 104.7. Devon Work Hub for Parish** (Cllr Turner)
Devon work hubs is a growing community of friendly and flexible work spaces, perfect for home-based and mobile workers, business start-ups, freelancers and entrepreneurs. Chris Fuller – TDC Economic Development Officer, has been liaising with WPC over the Summer in relation to a hub in the Parish.
Devon Work Hubs proposal has been successful in their funding bid for a hub in Winkleigh. This means that we will now be moved on from an Expression of Interest through to a full application process.
- 104.8. Traffic Calming Measures for the Parish** (Chair)
Clerk is arranging a remote meeting with team members, District/County Cllrs and Neighbourhood Development Officers
- 104.9. Doing What Matters (Highways)** (Cllr Turner/Jacobs)
Update on meeting with DWM team 15th October 2020
- 104.10. COVID 19** (Clerk) (Doc D072/20)
Devon is currently at alert level MEDIUM. [See agenda document](#)
The government will only reintroduce formal shielding advice in the very worst affected local areas and for a limited period of time. This will only apply to some, but not all, very high alert level areas and will be based on advice from the Chief Medical Officer. The government will write to you separately to inform you if you are advised to shield. You are not advised to follow formal shielding advice again unless you receive a new shielding notification advising you to do so. From now, refer to the new local COVID alert levels for your area.
<https://www.torridge.gov.uk/coronavirus>
<https://www.devon.gov.uk/coronavirus-advice-in-devon/coronavirus-data/>
- 104.11. 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

105.20 DATE OF NEXT MEETING
25th November 2020, 7.30pm



Melanie Bickell,
Winkleigh Parish Clerk,
22nd October 2020