

# WINKLEIGH PARISH COUNCIL MEETING

to be held remotely via Zoom on WEDNESDAY 27<sup>th</sup> May 2020 7.30pm

all members of the public wishing to attend the meeting must identify themselves on screen – anonymous people will not be admitted to the meeting. Register in advance to join this meeting:

<https://us02web.zoom.us/meeting/register/tZUqfu2trjIrE9ZdkHui-ZLD8WqIjhqGGC96>

After registering, you will receive a confirmation email containing information about joining the meeting.

## Agenda

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

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

**45.20 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 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.*

**46.20 MINUTES** (*Chair*)

To Resolve to approve the minutes of the Parish Council Extra-Ordinary Meeting held remotely on 6<sup>th</sup> May 2020 as a true and accurate record

**47.20 FINANCE** (*Clerk*)

**47.1. Regular Payments approval**

To resolve to approve the regular payments of

- Direct Debit EDF Electric to the Square £14.00 per month, LGA 1972, s111 Running costs budget
- Majestic Trees Cemetery Maintenance Contract £210.00 per month Standing Order, LGA 1972, s.214(6) Cemetery budget
- TDC Cemetery Rates October 2020 £310.00 incl VAT Direct Debit, LGA 1972, s.214(6) Cemetery budget
- Clerk Monthly Salary £1072.27 Standing Order Power and funding source for expenditure, LGA 1972 s.112 Staff Costs budget
- Information Commissioners Office Data Protection Registration, September 2020, £35.00 Direct Debit, LGA 1972 s.111, Professional fees budget
- TDC Street Cleaning, quarterly £710 incl VAT, Bacs, LGA 1972 s.111, Running Costs street cleaning budget

**47.2. Annual Subscriptions approval**

To resolve to approve annual subscriptions during 2020/21,

- SLCC £180.00,
- NALC/DALC £360.00,
- Microsoft Office 365/Adobe £384.00,
- BT Symantec IT protection £320, subject to annual increase, Power and funding source for expenditure, LGA 1972, s.111 – running costs and professional fees annual budget

**47.3. Year-end Budget Report** (*Agenda Doc 018/20*)

To receive RFOs report

**47.4. Annual Accounts and Internal Audit**

Update on timelines and internal audit – meeting will be required June to approve year-end procedures

**47.5. Financial Statements April and May** (*Agenda Docs 019/20 & 020/20*)

Invoices and bank reconciliations have been signed by Cllr Turner. Statements to be approved

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

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**48.20 PLANNING MATTERS** *(Chair)*

- 48.1. **1/0347/2020/AGMB Heath Farm Winkleigh**, Prior notification for the conversion of agricultural barn into 1 dwelling and associated works under Class Q – To resolve Council response
- 48.2. **1/0244/2020/FUL Kinangop Farm Winkleigh**, Change of use of poultry farm building to sui generis for marquee business – To resolve council response
- 48.3. **1/0252/2020/FUL Kings Bungalow, Kings Farm Lane, Winkleigh**, New fixed roof to existing garage and utility link – To resolve council response

**49.20 REPORTS**

- 49.1. Chair
- 49.2. Clerk
  - 49.2.1. **Parish Council Insurance Renewal** – to receive update on Clerks delegated actions
  - 49.2.2. **Parish Council New Website** – to receive update on Clerks delegated actions
- 49.3. County Cllr Saywell
- 49.4. District Cllr Newton
- 49.5. Cllr Verbal reports not requiring a discussion

*Melanie Bickell*

Winkleigh Parish Clerk