

WINKLEIGH PARISH COUNCIL MEETING

Notice and agenda of a meeting
Councillors are Summoned to a Meeting of Winkleigh Parish Council
Wednesday 28th April 2021 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

The meeting will be open for Cllrs to join from 7.10pm and for Members of the public from 7.20pm

[Join Zoom Meeting](#)

Meeting ID: 858 7042 0448

Passcode: 039916

One tap mobile

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PLEASE NOTE THIS MEETING WILL BE RECORDED (VISUAL AND AUDIO) TO FACILITATE MINUTE TAKING

Agenda

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

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

46.21 PUBLIC PERIOD (*Chair*)

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.

47.21 MINUTES (*Chair*)

To Resolve to approve the minutes of the Extra-Ordinary Parish Council Meeting held remotely on 31st March 2021 as a true and accurate record

48.21 FINANCE (Clerk)

48.1. Annual Accounts inspection

Members are invited to make an appointment with Clerk to view 2020/21 Financial accounts prior to signing off annual accounts and annual governance statement/Assertions at the June pcm. Members to consider approval of a venue hire for any such requests (socially distanced) - (*Budget provision 'Administration – Room Hire'*), power to incur expenditure LGA 1972 s.111 (to enable the council to discharge its powers and functions)

48.2. Zoom Annual Subscription Renewal

Members to retrospectively approve an additional year of zoom subscriptions to allow for remote/hybrid formal and informal meetings to continue, £119.00 plus VAT (*Budget provision 'Administration'*), power to incur expenditure LGA 1972 s.111 (to enable the council to discharge its powers and functions)

48.3. Budget 2020/21 yearend report (*Doc 016/21*)

RFO to present year end budget report, to be received by Cllrs

48.4. Financial Statements

48.4.1. To receive and approve the financial statement for 24-31st March 2021 Incorporating bank reconciliation and all payments/receipts since WPC meeting 23rd March 2021 (*Doc 017/21*)

48.4.2. To receive financial statement 1st April to 28th April 2021. (*Doc 018/21*)

49.21 PLANNING MATTERS

49.1. Winkleigh Parish Neighbourhood Plan (Cllr Mercer)

49.1.1. Update on arrangements for Referendum 17th June 2021

49.1.2. Monitoring and Delivery Report (Doc 019/21)

Proposal to send the Monitoring and Delivery Report to TDC Planning for comment prior to approval by WPC at a future meeting

49.1.3. Proposal to approve the clerk to incur printing and advertising costs for the Neighbourhood Plan referendum, to the value of £369.00 following approved requests from the Neighbourhood plan group

Power to incur expenditure – Localism Act 2011 – budget provision – earmarked reserves Neighbourhood Plan £369.00 available

49.2. Planning Applications for Council resolution (Chair)

49.2.1. **1/0334/2021/FUL Land At Grid Reference 261731 109129, Winkleigh, Devon**, [Gekacey, Road From Loosedon Barton Past Disused Airfield, Winkleigh, Devon, EX19 8EZ] (Mr Robinson and Miss Minton) Construction of steel framed industrial unit/workshop (B2)

49.2.2. **1/0299/2021/REMM Land West of Townsend Hill, Winkleigh** (Mr David Trenaman), Reserved matters application pursuant to 1/0127/2017/OUTM (up to 55 dwellings) for appearance, layout, landscape and scale

49.2.3. **1/0324/2021/FUL Land West of Townsend Hill, Winkleigh** (Mr David Trenaman), Proposed construction of attenuation basin, service road and Devon Bank in association with planning permission 1/0127/2017/OUTM (Affecting a public right of way)

50.21 REPORTS

50.1. Chair

50.1.1. Additional Parish Defibrillator

The new defibrillator has been installed on the wall of Wallingbrook Surgery, Southernhay, Winkleigh on 22nd April. On behalf of the Parish, WPC thank Kevin Down, Kingsley Plastics who paid for the purchase of the 4-year agreement with SWAST, Terry Bridges, Electrician who installed the defibrillator free of charge, Lucy Harris and Wallingbrook Surgery/TDC for their support and agreement to allow the defibrillator to be installed on their building and Janet Burgoyne who raised the need for a defibrillator at this location and commenced a campaign on Facebook to acquire such

50.2. Clerk

50.2.1. Internal audit provision

WPC appointed internal auditor (LCAS) will be carrying out the internal audit on 20th May, therefore WPC will be signing off the annual accounts and signing the Annual Governance Statement at their meeting on 23rd June. WPC turnover is in excess of £25,000 therefore the council will be required to have a limited assurance review by the Government appointed external auditor, PKF Littlejohn, submission deadline 30th June 2021

50.2.2. Arnold Baker Local Council Administration V12 publication

Clerk currently has V9 purchased by WPC in 2015 which is out of date. Arnold-Baker on Local Council Administration is a complete statement of the law relating to parish and community councils in the form of an extensive though succinct narrative accompanied by comprehensive statutory materials. **Members to consider approving the purchase of the latest edition which costs £119.00 (Budget provision Staff costs 'Training' as part of Clerks CPD and job description to provide legal guidance to Cllrs), power to incur expenditure LGA 1972 s.111 (to enable the council to discharge its powers and functions)**

50.3. County Cllr Saywell

50.4. District Cllr Newton

50.5. Internal Control Policy annual review (Doc 020/21) (Chair)

Members are required to carry out a review of the system of internal control prior to completing the Annual Governance and Accounting Statement (AGAR) and resolve to approve the document

50.6. Risk Assessment Policy annual review (Doc 021/21) (Chair)

Members are required to carry out a review of the councils risk assessment policy prior to completing the Annual Governance and Accounting Statement (AGAR) Assertions and resolve to approve the document

50.7. COVID 19 (Cllr Findlay)

WPC will be supporting our Parishioners, if requested, with paid transport (via volunteers), to receive the vaccine. Due to the risk to volunteers, PPE must be worn at all times by volunteers and parishioners. Any volunteers requesting PPE equipment and any parishioner requesting transport to contact the Clerk 01837 89095, winkleighpc1@btconnect.com or Covid Co-ordinator (Cllr Findlay), 01837 682616, wpccovid19@outlook.com (Covid19 Grant fund, s1.37 LGA 1972, Social Welfare)

50.8. 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

51.21 DATE OF NEXT MEETING

51.1. Annual Parish Meeting TUESDAY 4th May 2021, 6.45 pm via zoom

51.2. Annual Parish Council Meeting TUESDAY 4th May 2021, not before 7.15pm

52.21 MOTION TO MOVE TO PART II – to Exclude the Public to consider quotations due to the disclosure of time sensitive commercial interests of the Council and the persons that have quoted is not in the public interest regarding the Cemetery Bungalow drains and septic tank maintenance. The ICO correspondence contains personal information of an individual which is confidential and subject to Data Protection

52.1. In accordance with WPC Standing Orders Addendum 2020, 8a, Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting

53.21 TO CONSIDER QUOTATIONS RECEIVED FOR DRAIN/SEPTIC TANK MAINTENANCE WORK AT THE CEMETERY BUNGALOW

Following a recent blocked drain, surveys have been carried out to remedy issues detected. Members have previously received 2 survey reports, and await a third report and quote

Financial Regulations 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

Financial Regulations 4.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

Financial Regulations FR 11.h When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply

Budget provision - Bungalow Maintenance £350, Bungalow Reserves £6,300, General Reserves £7,180, power to incur expenditure LGA 1972 s.111 (to enable the council to discharge its powers and functions in relation to the duty to preserve and maintain council assets/land)

54.21 INFORMATION COMMISSIONERS' OFFICE (ICO) CORRESPONDENCE

54.1. Members to receive the letter from the ICO with regards to a complaint that members of the Council and therefore WPC as the Data Controller, failed to comply with its obligations under Data Protection Legislations Act (Docs 022 & 022a/21) (Chair)

The ICO have written to WPC regarding a complaint they received in November 2020 regarding an alleged personal data breach and WPC have actions to be undertaken with 28 days.

Members to agree how the matters will be progressed.

Due to the confidential nature and personal information contained within a 3rd document issued by the ICO, this will be 'shared' with Cllrs only and will not be released as a public document


Members are reminded of WPC approved policies as follows

WPC Data Protection Policy

WPC Information Protection Policy

WPC Information Security Policy

55.21 RETURN TO PUBLIC SESSION TO HEAR ANY RESOLUTIONS



Melanie Bickell,
Winkleigh Parish Clerk,
22nd April 2021