

# WINKLEIGH PARISH COUNCIL MEETING

Notice and agenda of a meeting  
Councillors are Summoned to a Meeting of Winkleigh Parish Council

**Tuesday 4<sup>th</sup> May 2021 at 7.15pm**

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

**PLEASE BE ADVISED THAT THIS MEETING WILL NOT COMMENCE BEFORE 7.15PM BUT THE START MAY BE DELAYED IF THE ANNUAL PARISH MEETING COMMENCING 6.45PM OVER-RUNS. THERE WILL BE A SHORT BREAK BETWEEN BOTH MEETINGS**

[Join Zoom Meeting](#)

Meeting ID: 814 8811 1635

Passcode: 124150

One tap mobile

+441314601196,,81488111635#,,,,\*124150# / +442034815237,,81488111635#,,,,\*124150#

Dial by your location

+44 131 460 1196 / +44 203 481 5237 / +44 203 481 5240 / +44 203 901 7895 / +44 208 080 6591

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

## Agenda

### 54.21 ELECTION OF CHAIR *(Chairperson)*

completion of acceptance of office forms to be signed in presence of clerk before next meeting

### 55.21 ELECTION OF VICE-CHAIR *(Chairperson)*

completion of acceptance of office form to be signed in presence of clerk before next meeting

### 56.21 APOLOGIES FOR ABSENCE to be received and considered for approval *(Chairperson)*

### 57.21 DECLARATIONS OF INTEREST FROM MEMBERS to be received *(Chairperson)*

### 58.21 PUBLIC PERIOD *(Chairperson)*

*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*

### 59.21 MINUTES *(Chairperson)*

Motion to approve the minutes of the Parish Council Meeting held on 28<sup>th</sup> April 2021 as a true and accurate record

### 60.21 WPC GOVERNANCE POLICIES ANNUAL REVIEW – all documents are available on WPC website *(Chairperson)*

**60.1.** In accordance with Standing Orders, A Special Motion to amend the current Standing Orders received 26/4/2021 was rejected by the Proper Officer, in consultation with the Chairperson, as the motion was considered improper on points of Law and Mandatory Statutory requirements. No further special motions have been received

**60.2.** Motion to approve current Standing Orders

**60.3.** Motion to approve current Financial Regulations

**60.4.** A National review of Councillors code of conduct is underway, therefore until received and considered by WPC, Motion to approve current Code of Conduct

**61.21 REVIEW OF SCHEME OF DELEGATIONS** (Doc 023/21) (Chairperson)

Members to review delegations and debate any amendments prior to approval

**62.21 REVIEW OF TERMS OF REFERENCE and COMMITTEE MEMBERSHIP**

**62.1. Employee committee** (Chairperson)

Recommendation that this is deferred until conclusion of current investigations

**62.2. Neighbourhood Plan Working Group** (Doc 024/21) (Chairperson)

Members to review current terms of reference and debate any amendments prior to approval

**63.21 INTERNAL WORKING GROUPS ROLES & RESPONSIBILITIES AND MEMBERSHIP** (Doc 024/21) (Chairperson)

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 as per the agenda document

**63.1. Internal Working Groups Membership**

Finance and Audit Group	current members Cllrs Turner, Jacobs, Findlay and Clerk
Cemetery Group	current members Cllrs Turner and Hodgson, also Mrs Ware
Bungalow Group	current members Cllrs Turner, Findlay, Jacobs, Naylor
Asset Inspection Group	current members Cllrs Mercer and Naylor
Emergency Plan Group	current members Cllrs Turner, Findlay, Naylor
Work & Tidy Group	current members Cllrs Jacobs and Naylor
Neighbourhood Plan	current members Cllrs Mercer, Turner, Findlay and Naylor

**63.2. External Working Groups Membership**

Sports Centre/Playing Fields	current member Cllr Jacobs
Village Hall	current member Cllr Whiteley
Community Centre	current member Cllr Naylor
Winkleigh Fair	current member Cllr Turner
TAAG	current members Cllr Turner and Jacobs
Schools	current members Cllr Findlay and Naylor

**63.3. Motion to approve annual membership of individual Councillors to WPC internal and external working groups**

**63.4. Working groups to review and bring recommendations for any changes to working groups roles and responsibilities to June pcm** (Associated Annual Planner ratified July 2020) (Doc 025/21)

**64.21 COUNCIL INSURANCE ANNUAL REVIEW AND RENEWAL** (Clerk)

WPC current insurance expires midnight 31<sup>st</sup> May 2021. Members to debate and approve insurance cover and provider with effect from 1<sup>st</sup> June 2021

Current insurance Provider Bhib have quoted £809.11 (£800.31 in 2020) (Doc 027/21)

Clerk confirms that the schedule of insurance meets the councils' requirements in accordance with the asset register and risk assessment

Came and Company have also been asked to provide a quote based on the same schedule as Bhib. At the time of publication of the agenda, this quotation has not been received. The quote will be circulated to Cllrs and uploaded to the Council website if received prior to the meeting, (Doc 028/21)

Power for expenditure LGA 1972, s.111 – budget provision running costs annual insurance £850.00

**65.21 REVIEW OF ASSET REGISTER** (Doc 029/21) (Chairperson)

Motion to approve WPC inventory of land and assets 2021-22 as per agenda document

**66.21 COUNCILS' SUBSCRIPTIONS TO OTHER BODIES and REGULAR PAYMENTS ANNUAL REVIEW** (Doc 030/21) (Clerk)

Payments approved will be made by the RFO when due and are reported to the Council as 'paid' on the Financial Statement at each full council meeting.

Motion to approve annual subscriptions and regular payments during 2021/22, as per the agenda document

**67.21 REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972**

(Doc 031/21) Clerk)

S.137 LGA 1972 payments can be used to make donations to voluntary, community and charity organisations that add value or benefits to its inhabitants, within the National prescribed limits, which for 2020/21 were £8.32 per elector. Winkleigh Electorate is calculated as 1363 (2021 electoral register) therefore, we could spend up to £11,340.16. During 2020/21 financial year WPC approved expenditure totalling £6289.38

WPC to resolve that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, incurred the following expenditure during 2020/21, which, in the opinion of the Council, was in the interests of the area or its inhabitants and benefited them in a manner commensurate with the expenditure as follows

£300 donation to North Devon Records Office

£60 costs of providing materials for the road warden

£274 for planning costs associated with obtaining listed building consent for a plaque on the water pump in the Square

£100 to South West Ambulance Service Charity

£75 to Royal British Legion Charity

£5480.38 to Covid support group volunteers (funded by DCC/TDC/and donations to the Parish)

**68.21 REVIEW OF THE COUNCIL'S BANKING AND SIGNATORY ARRANGEMENTS** (Doc 032/21) (Clerk)

Members to consider and debate the current banking and signatory arrangements as per the agenda document produced by the RFO and resolve the arrangements for 2021/22

**69.21 REVIEW OF THE ARRANGEMENTS/ELIGIBILITY FOR THE GENERAL POWER OF COMPETENCE TO BE ADOPTED**

(Clerk)

Under the Localism Act 2011, an eligible council can do anything subject to statutory prohibitions, restrictions and limitations. To be eligible a Council must have 2/3 of Cllrs 'elected' and the Clerk to be CiLCA qualified.

WPC clerk is CiLCA qualified, but WPC did not meet the 2/3 requirement of elected Cllrs at the last elections, therefore, until elections are held, WPC will not be eligible and will continue to use LGA 1972 s.137 where appropriate.

**70.21 ANNUAL REVIEW OF THE FOLLOWING POLICES HAVE BEEN DEFERRED TO SUBSEQUENT MEETINGS 2021**

To allow Clerk to check on Legislative changes. Complaints, Disciplinary procedures, Grievance's procedures, Freedom of information, Data Protection, Press/Media, Social media, removal data, review of all employment policies and procedures

**71.21 FINANCE MATTERS**

**71.1. Financial Statements** (Doc 018/21) (agenda document to follow) (Clerk)

Deferred from 28<sup>th</sup> April 2021. To receive and approve the financial statement Incorporating bank reconciliation and all payments/receipts between 1<sup>st</sup> April and 27<sup>th</sup> April 2021.

**71.2. WPC to resolve that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, incurred the expenditure of £99.80 (item PM002/21 on the financial statement) for the purchase of wildflower meadow seeds from earmarked environment fund, which, in the opinion of the Council, was in the interests of the area or its inhabitants and benefited them in a manner commensurate with the expenditure**

**72.21 PLANNING MATTERS**

**72.1. Winkleigh Parish Neighbourhood Plan Referendum** 17<sup>th</sup> June 2021 (Cllr Mercer)

Update on arrangements for the referendum

**73.21 MEETING DATES 2021-22** (Chairperson)

**73.1. The next meeting of the Council** will be Wednesday 23<sup>rd</sup> June 2021, venue/format to be confirmed. Recommendation that the remainder of meeting dates and venues/format is deferred until June meeting pending the Court ruling on continued lawful use of remote meetings by Local Authorities.

**73.2. Update on remote meetings if court ruling received** (Clerk)

**74.21 TO CONSIDER QUOTATIONS RECEIVED FOR DRAIN/SCEPTIC TNK MAINTENANCE WORK AT THE CEMETERY BUNGALOW**

**74.1. 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, for Cemetery Bungalow drains and septic tank quotes**

**74.2. 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.**

**74.3. Return to public session to hear any resolutions**

**74.4. the Cemetery Bungalow drains and septic tank quotes**

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

[Winkleighpc1@btconnect.com](mailto:Winkleighpc1@btconnect.com)

01837 89095

***FR 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.***

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

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)*



Melanie Bickell,  
Winkleigh Parish Clerk,  
27th April 2021