

WINKLEIGH PARISH COUNCIL MEETING

Wednesday 23rd June 2021 at 7.30pm
held at Winkleigh Sports Centre

PRESENT: Cllr Findlay (Chairperson) Cllr Radcliffe (Vice-Chair) Cllr Brown Cllr Appleby
Cllr Whitehead Cllr Naylor Cllr Jacobs Cllr Turner
Cllr Hodgson Cllr Mercer
Clerk Melanie Bickell

Also Present: County Cllr Saywell Mrs Griffiths

PUBLIC SESSION

Report From Devon County Council – Cllr Saywell

It is nice to see people face to face again and I would like to start by congratulating Cllr Findley on becoming Chair. I would also like to thank Cllr Turner for her hard work during her 4-years as Chair.

Can I also congratulate Winkleigh for successfully passing the Neighbourhood Plan in the recent referendum?

Thank You!

As this is the first meeting since the election, I would like to thank the people of Winkleigh and Torrington Rural for re-electing me as your County Councillor, it is an amazing privilege to represent this area and communities like Winkleigh at County Hall. I will continue to work as hard as I can for Torrington Rural and will represent all residents, however they voted.

Cabinet Position and Priorities for the New Term

The work of the new Council has now begun following the Elections. The Leader of the Council, Cllr John Hart, has asked me to join the County Council Cabinet – a big step up in responsibility for me. My portfolio on the Cabinet will be ‘Organisational Development, Workforce and Digital Transformation’ and covers a wide remit from staffing, ICT, communications, websites and so on.

Despite these new responsibilities, my constituency work remains a priority – I will continue to follow up local matters and if I can, use my new position to advance the priorities of Torrington Rural.

The priority for the new Administration is Recovery and Regeneration as we come out of the pandemic and will be the theme of the Council for the next four years.

Coronavirus

- Stats – As of 23rd June the DCC area of Devon now up to 21,440 coronavirus infections since the start of the pandemic.
- Since the 17th June that is a weekly increase of 421 infections, more than double the previous week.
- By way of comparison... in Torridge there were 51 new infections in the last 7 days, North Devon was 35 in the last 7 days, West Devon 9 cases in the last 7 days. The bulk of the Devon wide increase comes from Exeter where there were 149 new infections.

Unfortunately, we have seen outbreaks at both Great Torrington School and Chumleigh School which have driven our local numbers up. DCC and other agencies are supporting the schools as they manage the outbreak, and the schools are dealing with a difficult situation extremely well given the circumstances.

Across Devon, the increase in infections have come from unvaccinated young adults or young people still in education. But we have not seen an increase in hospitalisations or deaths.

There is also a clear ‘vaccine affect’ in infections. The infection rate in Torridge for 0-59s is 116.1 per 100,000. For over 60s it is **zero**. Some over 60s or double vaccinated people will likely test positive – but the chances of them developing serious illness will be greatly diminished by having the vaccine.

So, I do not believe this increase in infections should be a cause for panic. We should remain vigilant - continue to follow the guidance of hands, face, space, and fresh air – and for those of us working away from home, travelling and/or socialising regularly, take up lateral flow testing. Above all the key message remains, **get your jab when you are called up!**

Rapid Lateral Flow Testing

As mentioned above, with Covid-19 cases increasing I think it is more important than ever that those of us who are working away from home (and don’t take tests for work already), are travelling or coming into regular social contact with other households, should take up rapid lateral flow testing.

To practice what I preach, I took a test before coming to this meeting (the result was negative!) and have taken tests throughout the week.

I ordered a home testing kit off the Government website and have also started to use the DCC Mobile Community Testing Service which is in Torrington on Tuesdays (1.30pm to 5pm) and Fridays (9am to 12.30pm), Sydney House Car Park. The staff at

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

Winkleighpc1@btconnect.com

01837 89095

the mobile testing unit are efficient and helpful, can help answer questions about how to carry out a test, and can also be used to collect home testing kits.

Remember, lateral flow tests are only for people who DON'T have symptoms and are designed to pick up cases which are asymptomatic. If you have any symptoms book a PCR Test through the Government website.

More information can be found online at devon.cc/testing

COVID Vaccinations

The rollout of the vaccine in Devon and in Torrington Rural continues to go well.

I sent a briefing note from the NHS to the Parish Councils earlier this week but the main points for vaccine rollout:

- **All adults aged 18 and over** on 1st July are eligible to book their vaccination.
- **802,450 people in Devon received their first vaccine dose** up to 13th June, **while 625,312 second doses have been given.**
- **Latest estimate is 90% of people aged over 55 in Devon has received both doses. 80% of the adult population in Devon have received a first dose.**
- Anyone aged 40 or above should bring forward their second dose appointment from 12 weeks to 8 weeks to ensure priority groups have the highest possible protection from the Delta variant.
- **If you have an appointment for a second dose these appointments remain in place and its really important that you attend it as planned. There has been a number of people in Devon not attending their second appointment. Please do so, two doses of the vaccine offer you the best protection against the Delta variant!**
- Even when you have been vaccinated, you must still continue to follow the COVID-19 safety rules – remember hands, face, space, and fresh air!

Work Hub

No substantive updates this month, but I am aware of the issues affecting this project. I remain committed to getting a work hub to Winkleigh and I hope the remaining outstanding issues will be resolved.

Local Highways Matters

I have highlighted the poor condition of various roads in this Parish to the Neighbourhood Highways Officer following the elections and will continue to liaise with him to get some improvement works done. I am aware we have some large potholes again on the airfield road and these have been logged and I have been told will be repaired imminently.

Regarding potholes, **it is really important that residents continue to report potholes and other highways defects.** I cannot stress enough this is a numbers game – the more potholes reported the more likely it is we can have permanent repair works like resurfacing take place. Please visit devon.cc/report-it to report potholes and other highways defects online.

DCC Bids for Community Renewal Funding

A programme of bids totalling more than £12.2 million has been submitted by Devon County Council to a new Government funding scheme which aims to support communities and businesses to recover after the Coronavirus pandemic.

Devon's bid is made up 16 projects from across the county which have the potential to generate around 620 jobs, support the creation of 400 new businesses, and help 3,000 people to retrain.

Torrige activity accounts for £3million of the £12million bid, including bids for the biosphere, agriculture, and upskilling young people and self-employed workers.

Support for Children during Half Term

Thousands of meal boxes have again been delivered to families with young children over the half term holiday week, in an initiative to help those who are struggling during the coronavirus pandemic. DCC first ran 'The Goodie Box' initiative during the Easter holidays, with good success. The boxes included ingredients and simple recipe ideas, and they were delivered to families' front doors. Feedback from families was that they loved them.

DCC rolled this out again this holiday, and the boxes have included fresh and store cupboard ingredients for dhal curry and flatbreads; hearty veg-packed pie; veggie Bolognese; creamy summer pasta; tomato and courgette risotto; Mexican bean burrito; pitta pizzas; and fruity pancakes.

Each recipe had tips on how to swap or add ingredients and advice on healthy eating and how to prevent food waste. These meals helped to make sure young people throughout Devon had access to healthy and nutritional meals during the holiday period.

Thank you again for your support in the Elections and as ever, if there are any DCC matters you'd like to raise with me then please get in touch.

Cllr Jacobs asked Cllr Saywell to raise with DCC that the NHS are recycling plastic blister packs which contain plastic and some kind of metal foil, perhaps councils could investigate recycling eco-bricks. If every household in Winkleigh got used to this it would condense all of this useless plastic in one place which is a much better way of disposing of this type of plastic

Report From Torrige District Council – Cllr Newton

Cllr Newton sent his apologies

Members Of The Public

Penny Griffiths – Neighbourhood Plan Group member

The referendum received 397 YES votes, 41 NO votes, no spoilt ballot papers, with a 32.28% turnout. The Council now need to determine how they work with the planning officers to ensure that applicants reference the neighbourhood plan and consider our local distinctiveness, historic, cultural, ecological environment

If anyone would like to view any of the archive that has accumulated from the Community Plan, VDS and lots of surveys as well as the Neighbourhood Plan, please contact Penny Griffiths.

Public Session Closed

Cllr Saywell and Mrs Griffiths left the meeting. No further members of the public were present

75.21 APOLOGIES FOR ABSENCE

Proposed by Cllr Turner to approve the absence of Cllr Bayley, seconded by Cllr Hodgson, all in favour and Resolved (RR080/21)

76.21 DECLARATIONS OF INTEREST FROM MEMBERS

Cllr Naylor declared a Pecuniary Interest in agenda item 84.2.21

77.21 ACCEPTANCE OF OFFICE

Following election at the remote meeting held 4th May 2021, Cllr Findlay has signed acceptance of office of Chairperson and Cllr Radcliffe has signed the acceptance of office of Vice-Chair

78.21 MINUTES

Proposed by Cllr Mercer to approve the minutes of the Parish Council Meeting held on 28th April 2021 as a true and accurate record, seconded by Cllr Brown, 9 in favour, 1 abstention and Resolved (RR081/21)

Proposed by Cllr Whitehead to approve the minutes of the Parish Council Meeting held on 4th May 2021 as a true and accurate record, seconded by Cllr Appleby, 9 in favour, 1 abstention and Resolved (RR082/21)

79.21 PLANNING MATTERS

79.1. Winkleigh Parish Neighbourhood Plan Referendum

Cllr Mercer, as Chairman of the Neighbourhood Plan Group, reported that the referendum outcome was a victory and that in terms of the next stage, the Council would be using the plan on a regular basis, and there was a requirement for a meeting with Torridge planning officers to ensure they are familiar with our NP and we can jointly understand how best to use the plan in our responses to applications in the correct perspective. There was also a need for pre-engagement with planning applicants to ensure they reference the neighbourhood plan within their application. A monitoring framework will commence over the coming months and years, to help us judge if the NP is active and to determine if we need to change anything etc.

Cllr Findlay advised that she had written to TDC to request training with planning officers in order that she could apply for a grant to meet any training costs from District Cllr Newton.

The Clerk reported she was not aware of this correspondence or grant offer/consideration and asked Cllr Findlay for a copy of all correspondence she had sent and received on this matter.

79.2. PLANNING APPLICATIONS For Council Resolution

79.2.1. **1/0384/2021/FUL Winkleigh Cider Company** Hatherleigh Road, Winkleigh, Demolition of existing blockwork unit and erection of new steel frame building

Proposed by Cllr Mercer to support this application, seconded by Cllr Turner, all in favour and Resolved (RR083/21)

79.2.2. **1/0372/2021/FUL The Barn, Lower Town, Winkleigh**, part retrospective application for the conversion of a building to two dwellings, and erection of two garages

Proposed by Cllr Naylor that WPC Object to this application and use the comments provided by Penny Griffiths as basis of objection, seconded by Cllr Mercer, 7 in favour, 3 abstentions and Resolved (RR084/21)

WPC OBJECT to this part retrospective application **for** the conversion of a building to two dwellings and erection of 2 garages on the following grounds:

1: One of the garages has already been built and it abuts the ancient hedgerow of Shute Lane an historic dual trackway with an archaeological watching brief. This hedgerow was recently surveyed by the Devon Wildlife Trust in 2018 for our Neighbourhood plan and classified as an important hedge and likely to support dormice.

In the former application 1/1199/2019FUL, I made a comment welcoming the ecological report reprotecting bats. Those plans did not include a garage against the hedge bank at Shute Lane. That would have prompted an objection on environmental grounds as it does now. ENV1: Winkleigh Neighbourhood Plan page 14. 2: The Western edge of this site follows the traditional village core and Chubb Cottages are listed:

POLICY ENV3: [v] page 18.

Respect the setting and character of the conservation area and any nearby listed buildings.

POLICY ENV4 Appearance and style: page 18.

Basically, the proposals need to be relocated away from the boundaries of the site in recognition of the objectives for the historical, cultural, and built environment [pg. 16]

ENV5 Is about introducing new elements of craftsmanship: 'In all new developments the opportunity should be taken to introduce craftsmanship which enhances buildings and their setting. This could be through detailing on buildings, landscaping, or boundary treatments. [pg. 19] Very important here as the listed building will be affected.

In conclusion, and perhaps most important of all, is the need for greater collaboration and community engagement through adequate pre-application discussions. Objectives D.14 and D.15 of the Neighbourhood Plan that precludes the need for retrospective applications.

- 79.2.3. **1/0568/2021/FUL Land at Winkleigh EX19 8DW** Twixtmoors upcyclers, Unit 2 Winkleigh Airfield, Erection of a portable frame building for storage and distribution (Class B8) with ancillary retail use
Proposed by Cllr Naylor that WPC support this application, seconded by Cllr Jacobs, all in favour and Resolved (RR085/21)

80.21 YEAR END PROCEDURES AGAR 2020/21, required by Law (Annual Governance and Accounting Return - AGAR)

80.1. Internal Audit Report (Docs 033/033a/21)

Proposed by Cllr Whitehead to Cllrs to approve the internal audit report for 2020/21 as per the agenda document, seconded by Cllr Hodgson, all in favour and Resolved (RR086/21)

80.2. RFO explanation to WPC and External Auditor for Negative response (Doc 034/21)

This refers to the NO response to Internal Control Objective M, by the internal auditor and subsequently WPC must answer NO to Assertion 4 of the Annual Governance Statement. During 2019/20 the Notice of exercise of public rights was incorrectly dated as the same day as publication. This was an administrative oversight due to difficulties associated with complying with yearend procedures during the pandemic and a change in the Regulatory dates for compliance. The Council have made arrangements within its internal control policy to ensure this does not occur again

80.3. WPC Internal Control Policy (Doc 035/21)

Proposed by Cllr Brown to approve the internal control policy to reflect the internal audit report 2020/21, seconded by Cllr Whitehead, all in favour and Resolved (RR087/21)

80.4. Annual Governance Statement assertions - AGAR Section 1 (Doc 036/21)

WPC Must answer NO to assertion 4 because the Exercise of public rights 2019/20 was incorrectly dated as the same day of publication, (must be dated at least one day prior)

Cllr Findlay read each assertion and members voted as follows

Assertion 1	all in favour of a positive response
Assertion 2	all in favour of a positive response
Assertion 3	Cllr Naylor abstained, 9 in favour of a positive response
Assertion 4	all in favour of a negative response
Assertion 5	all in favour of a positive response
Assertion 6	all in favour of a positive response
Assertion 7	all in favour of a positive response
Assertion 8	Cllr Naylor abstained, 9 in favour of a positive response
Assertion 9	Not applicable

Proposed by Cllr Brown that WPC approve the Annual Governance Statement responses, seconded by Cllr Turner, all in favour and Resolved (RR088/21)

80.5. Annual Accounting Statement - AGAR Section 2 (Doc 037/21)

Proposed by Cllr Brown to approve the annual accounting statement, bank reconciliation and significant variances, seconded by Cllr Turner, all in favour and Resolved (RR089/21)

80.6. Exercise of Public Rights

Winkleigh PC have had financial transactions in the year, therefore, council must make arrangements for the exercise of public rights to inspect the unaudited accounts.

The period advertised will be between Thursday 1st July and Wednesday 11 August 2021.

The previously reported date commencing 14th June had to be amended to comply with external audit requirements

81.21 FINANCE MATTERS

81.1. Financial Statements (Doc 038/21)

Proposed by Cllr Mercer to approve the financial statement Incorporating bank reconciliation and all payments/receipts between 1st April and 30th April 2021, seconded by Cllr Brown, all in favour and Resolved (RR090/21) See Appendix A

81.2. Finance Statement (Doc 039/21)

Proposed by Cllr Mercer to approve the financial statement incorporating bank reconciliation and all payments/receipts between 1st May and 1st June 2021) 9 in favour, 1 abstention and Resolved (RR091/21) See Appendix B

82.21 REPORTS

82.1. CLERK

82.1.1. Defibrillator For Hollocombe

A request has been received for WPC to install a defibrillator in Hollocombe. SWAST will supply an additional defibrillator for £1000.00 plus VAT including cabinet on a 4-year agreement, as per the arrangement for Wallingbrook Surgery.

Proposed by Cllr Mercer to approve entering into a new 4-year agreement with SWAST to provide a defibrillator for Hollocombe for £1000 plus VAT, and vire the money from WPC Reserves for HM Platinum Jubilee, seconded by Cllr Brown, all in favour and Resolved (RR092/21) Power to incur expenditure – Public Health Act 1936 s.234 Clerk to source an appropriate location for the installation of the defibrillator which requires a small electrical charge for the cabinet

82.1.2. Defibrillator – The Square Winkleigh to be relocated

Due to location issues, the defibrillator in the Square will be moved from next to the notice board and will be mounted on the wall of Londis. WPC thank Redmond Hanlon who has given his permission for the defibrillator to be mounted on his premises and will absorb the small electrical charge.

Proposed by Cllr Turner to approve the Clerk to source an electrical contractor to carry out the relocation and installation, seconded by Cllr Jacobs, all in favour and Resolved. (RR093/21) Power to incur expenditure – Public Health Act 1936 s.234, budget provision, asset maintenance

82.1.3. Additional funding for Parish and Town Councils – DCC Highways

To provide further support to our local communities an additional £100,000.00 fund, for Town and Parish Councils, will be available in 2021/22. The fund is for projects/works that will enhance the public realm, which includes the repair and refurbishment of highway street furniture, such as lighting column, finger posts, seats and bollards. This funding is in addition to our existing Highway Maintenance Community Enhancement Fund which is available to support highway maintenance works and projects. The funding can be accessed through our [Highway Maintenance Community Enhancement Fund \(HMCEF\) application process](#)

Proposed by Cllr Naylor that the Clerk apply for grant funding for a Mobile Vehicle Speed Activation Sign and replacement battery, gateway signage contribution of £1750, and new benches at Hollocombe and by Winkleigh Cider, seconded by Cllr Turner, all in favour and Resolved (RR094/21)

Clerk to email the Highways officer, Russell Hookway to discuss

82.1.4. Cemetery Bungalow 5-year electrical inspection report (Doc 040/21)

In total there were 5 either category C1 – ‘Danger present’, risk of injury, immediate remedial action required or C2 – ‘Potentially Dangerous’ - Urgent remedial action required, observations were rectified at the time of the inspection – namely a fault on the master bedroom ring main (loose connection) and Redux loose back box in master bedroom, (connect earth connections to metal faceplates), total cost of ‘rectification labour’ £100.00. In addition, a number of C3 ‘improvement recommended’ observations, recommendations or non-compliances from the regulations found and recorded remain outstanding, although safe for continued use, the electrical installation does not comply with the current regulations. Recommend that the installation is brought up to current standards to enhance the safety of user(s)

Members agreed with the Proper Officer that an extra-ordinary meeting would be called by WPC first week of August, to discuss the bungalow electrics, drain/septic tank issues, inherent damp issues, roof replacement, boiler replacement and additional matters to be included in the bungalow asset management plan and budget calculations going forward, prior to setting of the annual budget for 2022/23

82.2. INTERNAL WORKING GROUPS ROLES & RESPONSIBILITIES (Doc 025/21)

Deferred to July pcm in order for the document to be corrected

82.3. ANNUAL PLANNER (Doc 026/21)

Deferred to July pcm

82.4. Simplifying Standing Orders

Cllr Naylor requested that members discuss simplifying Standing Orders.

Proper Officer/Clerk advises that the current Standing Orders were resolved 4th May 2021, therefore, a resolution cannot be passed for 6 months in accordance with Standing Orders to amend Standing Orders other than to correct an error, address a point of law, legislation changes or point of order.

The Proper Officer also advised that Standing Orders served as a reference tool to councillors on their Statutory duties and by removing items from Standing Orders, Councillors are still and will still be bound by the Local Government Act 1972 Statutory requirements.

Proposed by Cllr Findlay that Cllrs Turner, Naylor, Radcliffe and Findlay form a working group with the Proper Office to work on Standing Orders going forward, seconded by Cllr Turner, all in favour and Resolved (R095/21)

82.5. Devon Work Hub

Cllr Radcliffe reported that it was still hopeful that the project would continue, but the original building design was cost prohibitive due to type of building that was going to be used, Torridge are now looking at a wooden build which is roughly half the cost of the container project which makes it more affordable

Planning permission is being prepared by the community centre Trustees of the site with a grant from Cllr Newton.

82.6. Bus shelter Torrington Road junction with A3124

WPC and DCC Highways have previously fully investigated the request of a parishioner to have a bus shelter installed at this junction, to no avail. The main problems being the only suitable land is privately owned by the restaurant who have previously refused permission for a bus shelter.

The Parishioner has again made the request for a bus shelter to be erected. The only way to ever get a shelter erected at this location is for it to be on private land, away from the Highway. All of the sites previously canvassed for have all been rejected by Highways on safety grounds and we cannot overrule the safety advice of the Highways Engineers.

Members unanimously agreed that all options have been explored by the Council and they did not wish to revisit this matter at this time.

82.7. Cllr Verbal reports not requiring a discussion

82.7.1. Cllr Hodgson reported that Japanese knotweed had been discovered growing on the south hedge of the parish cemetery, adjacent to the field. The landowner effects the maintenance of that hedge by trimming it every year and will commence a spraying regime with an approved herbicide in accordance with the Environment Agency instructions. The only requirement is for the landowner to notify the Local Authority.

82.7.2. Cllr Whitehead reported that the Village Hall committee opening night for 31st July has been postponed to a future date possibly in September. The quiz night on July 16th is now on Friday 10th September. The Hall refurbishment is almost finished, with the fitting of the new kitchen being currently undertaken. Next market on July 3rd

83.21 MEETING DATES 2021-22

83.1. Meeting Dates July 21 to June 22

WPC have previously resolved to hold their meetings on the 4th Wednesday of each month, except August and December.

WPC have previously resolved to hold their meetings split between the Village Hall during warmer months and Community Centre during colder months, however, the Village hall have notified WPC that they now have a regular tap dance booking in the main hall on a Wednesday evening and the noise may be disruptive to the Council

Proposed by Cllr Jacobs that WPC hold their meetings in the Community Centre for 6 months and the Sports Centre for the other 6 months, seconded by Cllr Mercer, all in favour and Resolved (RR096/21)

83.2. Date of Next Meeting

Wednesday 28th July 2022 7.30pm – venue Sports Centre

84.21 EXCLUDE THE PUBLIC FROM THE MEETING DURING THE CONSIDERATION OF ITEMS OF BUSINESS CONTAINING EXEMPT INFORMATION:-

No members of the public or press were present, therefore, no resolution was passed.

84.1. To receive a 3rd quotation for drain/septic tank maintenance work at the cemetery bungalow (Confidential Doc)

2 quotations have already been received by WPC, a 3rd quotation was requested. Members received the 3rd quotation and did not request any additional quotations to be obtained.

The clerk is in communication with the Councils insurers who are also carrying out their own inspection and quotation for comparison. All quotes and further action will be formally considered at an extra-ordinary meeting of the Council after the insurance report is received.

84.2. To consider the licensing agreement provided by Cllr Naylor for copyright use of photographs he has provided for the Neighbourhood Plan and subsequent licence fee (*Confidential Doc*)

Cllr Naylor left the meeting at 21:20pm having declared a pecuniary interest

The Proper Officer reported that DALC could not offer advice on this matter due to the specialism of copyright. The RFO therefore recommended that WPC consult with a solicitor

Power to incur expenditure – LGA 1972 s.111 – Power to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions

Budget provision – Only available funding is vire earmarked reserves or the Council may opt to use general reserves, however, WPC general reserves is already at the minimum level and will need to be budgeted for to be replaced during 2022 which presents a moderate risk to the council not being able to discharge its functions should a cash flow or emergency issue arise.

Proposed by Cllr Mercer, that Winkleigh Chairperson and Vice-Chair speak to Cllr Naylor on 24th June, with regards to progressing this matter and report back to the Clerk, seconded by Cllr Appleby, all in favour and Resolved (*RR096/21*)

21.33pm Cllr Naylor returned to the meeting and was informed of the Council resolution.

Proposed by Cllr Hodgson that the meeting continues beyond 2 hours to complete the agenda, seconded by Cllr Mercer, all in favour and Resolved (*RR097/21*)

84.3. WPC Employee Committee investigation panel report and recommendations

Cllrs Radcliffe and Turner explained that the complaint has been investigated extremely thoroughly

The committee recommends that the terms of reference for the employee committee are clarified to include a management structure, so employees and councillors know who to go to if there are issues

84.4. Formation of a WPC Grievance panel

21:45pm Cllr Naylor left the meeting due to the time

21:45pm Cllr Findlay excused herself and left the meeting. Cllr Radcliffe took over responsibility as Chairman.

Proposed by Cllr Hodgson that Cllrs Brown, Appleby and Whitehead be appointed to investigate a grievance, with Cllr Appleby leading, seconded by Cllr Mercer, all in favour and Resolved (*RR098/21*)

21:51pm meeting closed

APPENDIX A

Reserve	Current	Bungalow	CASH BALANCE
13113.51	20040.67	7013.79	40167.97

Pymt Ref	Budget Provision	Amount	PAYMENTS PRE-AUTHORISED AND MADE	Power	Expenditure approval Minutes Ref
PM001/21	Bungalow - Fees	46.26	Pure Lettings (Management Fee) - Auto Deduct	LGA 1972 s.127(1)	4/5/21 66.21
PM002/21	Res - env fund	99.80	Habitat aid seeds (via clerk)	LGA 1972 s.137	4/5/21 71.2.21
PM003/21	Running Costs	10.00	EDF Electricity to the Square	LGA 1972 s.137	4/5/21 66.21
PM004/21	Cem - Grounds	210.00	Cemetery maintenance contractor payment	LGA 1972 s.214(6)	4/5/21 66.21
PM005/21	Admin - IT	239.97	Microsoft office licences annual renewal	LGA 1972 s.111	4/5/21 66.21
PM006/21	Staff costs	1045.83	Clerk April Salary	LGA 1972 s.112	4/5/21 66.21
PM007/21	Admin - room hire	119.90	Zoom subscription (NET)	LGA 1972 s.111	4/5/21 48.2.21
PM008/21	Admin - room hire	23.98	Zoom subscription (VAT)	LGA 1972 s.111	4/5/21 48.2.21
PM009/21	Staff costs	18.00	DALC training Cllr Whitehead	LGA 1972 s.111	4/5/21 61.21
PM010/21	Covid Grants	28.80	COVID support group volunteer	LGA 1972 s.137	22/7/20 69.2.20
PM011/21	Prof fees	369.26	DALC/NALC Subscription	LGA 1972 s.143(1)	04/05/21 66.21
PM012/21	Staff costs	99.23	HMRC P1 Employee/employer NI/IT deductions	LGA 1972 s.112	04/05/21 66.21
PM013/21	Street Cleaning	11.95	Amazon - clean up after your dog stickers	LGA 1972 s.137	04/05/21 61.21
PM014/21	Stationary	16.04	Viking Direct	LGA 1972 s.111	04/05/21 61.21
PM015/21	Covid Grants	15.30	COVID support group volunteer	LGA 1972 s.137	22/07/20 69.2.20
		£2,354.32			

Receipt ref	Budget Allocation	RECEIPTS	Amount
RC001/21	Rental income	Pure Lettings April Rent cemetery bungalow minus fees	£504.52
RC002/21	Precept 1st inst	TDC	£15,025.50
RC003/21	Interest	Reserves account	£0.11
RC004/21	VAT Reclaim	2nd, 3rd, 4th Qtr VAT reclaim 2020-21	£933.32
			£16,463.45

Balance	Amount	RESERVES ACCOUNT	WPC CONTINGENCY
13113.51	-1000.00	Earmarked Election accrual	
	-140.00	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	-900.20	Restricted Environment Fund	
	-400.00	Earmarked Defibrillator accrual	
	-369.00	Restricted - Neighbourhood Plan fund	
	-1719.12	Restricted - Parish Gateway Signage	
	-1000.00	Restricted - VE/VJ Day events	
	-413.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			£7,172.17

Balance B/Fwd	Amount	BUNGALOW ACCOUNT	CURRENT BALANCE
8424.08			
	-1914.81	Precept offset transferred to current account 31/3/21	
	504.52	April 2021 Rental minus fees	
Bank Balance			7013.79
	6509.27	RESTRICTED Contingency accrual for works	
	504.52	2021-22 Budget provision	
	7013.79		

Grant amount B/FWD	Spent	COVID 19 GRANTS (held in current a/c)	BALANCE
910.00		Kingsley Plastics donation	910.00
3.28		Parishioner donation	3.28
0.00	0.00	TDC Grant	0.00
1229.25	-44.10	DCC Prompt Action Grant	1185.15
2142.53	-44.10		2098.43

BANK RECONCILIATION

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION

Reconciliation date 05/05/2021

<i>Balance per bank statements as at 30th April 2021</i>	£	£
<i>Current Account</i>	20040.67	
<i>Bungalow Account</i>	7013.79	
<i>Reserves Account</i>	13113.51	
		40167.97
<i>Less: any unrepresented Payments</i>		40167.97
<i>Plus: any unrepresented Deposits</i>	0.00	
		40167.97
<i>Net balances as at 30th April 2021</i>		40167.97
 The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:		
CASH BOOK:		
<i>Opening Balance 1 April 2021</i>		26012.58
<i>Add: Receipts in the year to date</i>		16509.71
<i>Less: Payments in the year to date</i>		2354.32
<i>Closing balance per cash book [receipts and payments book] as at 30th April 2021</i>		40167.97

APPENDIX B

Reserve	Current	Bungalow	CASH BALANCE
13067.61	14381.18	7374.83	34823.62

Pymt Ref	Budget Provision	Amount	PAYMENTS PRE-AUTHORISED AND MADE	Power	Expenditure approval Minutes Ref
PM016/21	Reserves - NP	46.00	Burridge Printers	Localism Act 2011	28/4/21 49.1.3.21
PM017/21	Bungalow - Fees	46.26	Pure Lettings (Management Fee) - Auto Deduct	LGA 1972 s.127(1)	4/5/21 66.21
PM018/21	Bungalow - Maint	240.00	A Beesley Electrical contractor - 5yr inspection Bungalow	LGA 1972 S.127(1)	4/5/21 61.21 - Clerks Delegations
PM019/21	Bungalow - Contingency	408.00	Wales Environmental Group Drain Survey	LGA 1972 s.127(1)	23/3/21 34.5.21
PM020/21	Bungalow - Fees	46.26	Pure Lettings (Management Fee) - Auto Deduct	LGA 1972 s.127(1)	4/5/21 66.21
PM021/21	Cem - Grounds	210.00	Cemetery maintenance contractor payment	LGA 1972 s.214(6)	4/5/21 66.21
PM022/21	Running Costs	10.00	EDF Electricity to the Square May	LGA 1972 s.137	4/5/21 66.21
PM023/21	Staff costs	1045.63	Clerk May Salary	LGA 1972 s.112	4/5/21 66.21
PM024/21	Grants	500.00	ODCTG Grant	LG & RA Act 1997, s26 & s29	28/10/20 102.2.20
PM025/21	Grants	300.00	West Devon Records Office	LGA 1972 s.137	28/10/20 102.2.20
PM026/21	Admin - Insurance	809.11	BHIB Insurance	LGA 1972 s.111	4/5/21 64.21
PM027/21	Staff costs - training	123.80	SLCC - Reference Book	LGA 1972 s.111	28/04/21 50.5.21
PM028/21	Prof fees - audit	175.00	Alison Marshall internal auditor	LGA 1972 s.111	04/05/21 66.21
PM029/21	Staff costs - training	18.00	DALC training Cllr Whitehead	LGA 1972 s.111	4/5/21 61.21 - Clerks Delegations
PM030/21	Grants	318.00	Parochial Church Council Grant	PCA 1957 s.2	28/10/20 102.2.20
PM031/21	Grants	2000.00	Winkleigh Village Hall	LGA 1972 s.133	28/10/20 102.2.20
PM032/21	Staff costs	99.43	HMRC P2 Employee/employer NI/IT deductions	LGA 1972 s.112	04/05/21 66.21
PM033/21	Stationary	40.52	Viking Direct	LGA 1972 s.111	04/05/21 61.21
PM034/21	Running Costs	10.00	EDF Electricity to the Square June	LGA 1972 s.137	4/5/21 66.21
		£6,400.01			

Receipt ref	Budget Allocation	RECEIPTS	Amount
RC005/21	Other	Reserves account Interest	£0.10
RC006/21	Bung - Rent	Pure Lettings Rental Income May 2021 less fees	£264.52
RC007/21	Bung - Rent	Pure Lettings Rental Income June 2021 less fees	£504.52
			£769.14

Clerk/RFO to Council: Melanie Bickell, Lower Itton, Spreyton EX17 5BB
Winkleighpc1@btconnect.com
01837 89095

Reserves Account Balance	Amount	RESERVES ACCOUNT	WPC GENERAL CONTINGENCY
13067.61	-1000.00	Earmarked Election accrual	
	-140.00	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	-900.20	Restricted Environment Fund	
	-400.00	Earmarked Defibrillator accrual	
	-323.00	Restricted - Neighbourhood Plan fund	
	-1719.12	Restricted - Parish Gateway Signage	
	-1000.00	Restricted - VE/VJ Day events	
	-413.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			£7,172.27

Balance B/Fwd	Amount	BUNGALOW ACCOUNT	CURRENT BALANCE
7013.79			
	550.78	Rental May 2021	
	-240.00	Electrical Inspection	
	-46.26	Pure lettings management fee May	
	-46.26	Pure lettings management fee June	
	-408.00	Drain Inspection	
	550.78	Rental June 2021	
		Bank Balance	7374.83
	6509.27	RESTRICTED Contingency accrual for works	
	865.56	Budget provision/precept offset accrual	

Grant amount B/FWD	Spent	COVID 19 GRANTS (held in current a/c)	BALANCE
910.00		Kingsley Plastics donation	910.00
3.28		Parishioner donation	3.28
0.00	0.00	TDC Grant	0.00
1229.25	-44.10	DCC Prompt Action Grant	1185.15
2142.53	-44.10		2098.43

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION

Reconciliation date 17/06/2021

	£	£
<i>Balance per bank statements as at 1st June 2021</i>		
<i>Current Account</i>	14381.18	
<i>Bungalow Account</i>	7374.83	
<i>Reserves Account</i>	13067.61	
		34823.62
<i>Less: any unrepresented Payments</i>		
		34823.62
<i>Plus: any unrepresented Deposits</i>	0.00	
		34823.62
<i>Net balances as at 1st June 2021</i>		34823.62
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:		
CASH BOOK:		
<i>Opening Balance 1 April 2021</i>		26012.58
<i>Add: Receipts in the year to date</i>		17611.37
<i>Less: Payments in the year to date</i>		8800.33
<i>Closing balance per cash book [receipts and payments book] as at 1st June 2021</i>		34823.62