

# WINKLEIGH PARISH COUNCIL MEETING

## Wednesday 28<sup>th</sup> July 2021 at 7.30pm

### held at Winkleigh Community Centre

## PUBLIC SESSION

### A. Report From Devon County Council – Cllr Saywell

Please accept my apologies for not being able to join you this evening, however I hope you find this report useful.

#### New DCC Grant

A new grant by Devon County Council has been launched intended to help communities reconnect, rebuild and recover after the pandemic.

The Reconnect Rebuild Recover Community Fund will provide grant funding of up to £1,000 for smaller projects and between £1,000 and £3,000 for larger projects that help local people to reconnect, rebuild and recover their community-led facilities and/or social activities.

The Grants will support community-led initiatives that:

- encourage a range of people to participate in activities that improve their physical, mental and emotional health and wellbeing
- provide safe community-led transportation links and services which encourage and help people to re-connect and re-socialise safely within their communities
- encourage people to develop skills and learning through volunteering their time, knowledge and expertise to help and support the facilities and/or social activity and the people using them

More information, including how to apply, can be found on the link below. Please share this to any organisations in the Parish and beyond who may be interested/eligible to apply.

<https://www.devon.gov.uk/coronavirus-advice-in-devon/document/reconnect-rebuild-recover-fund>

#### Work Hub

I am extremely disappointed that the 'Work Hub' project at the Sports Centre has not been able to be completed and that external factors conspired to prevent this project from coming to fruition. I would like to thank the Sports Centre for their support for this scheme and I'm hugely disappointed that their efforts have not been rewarded.

I still believe the principle of a Work Hub in Winkleigh, and I will work with Cllr Newton, Torridge DC, DCC and the Parish to find a suitable alternative facility that could be used to deliver this.

#### Coronavirus

Infections have been rising across Devon and in Torridge, but there has been a clear vaccine effect with new infections coming predominantly from younger people, and those older people who have tested positive developing mild or no symptoms at all. Hospitalisations and deaths remain thankfully low. Latest figures I've had showed just 3 people were in the North Devon District Hospital with Covid-19.

Nationally, Covid cases have started to fall which is great news, though it is still probably too early to say if it is a sustained trend. Equally we need to see what the impact will be from the latest relaxations in restrictions.

Devon is normally 1-2 weeks behind the national trends, though according to the Government dashboard the 7-day average of cases in Devon have started to fall, but again it is early days and we don't yet know if this is the start of a sustained fall in infections. Nevertheless, it looks encouraging

- Stats – As of 27<sup>th</sup> July the DCC area of Devon now up to 31,381 coronavirus infections since the start of the pandemic.
- Since the 22<sup>nd</sup> July that is a weekly increase of 2894 infections (a slight fall of 1.1% on the previous week).
- By way of comparison... in Torridge there were 205 new infections in the last 7 days, North Devon was 476 in the last 7 days, West Devon 140 cases in the last 7 days.
- The bulk of the Devon wide increase comes from Exeter, Teignbridge, East Devon, and North Devon.

I appreciate these large case numbers are unsettling, but as I mentioned above, hospitalisations remain thankfully low. My advice to people would be to continue to remain cautious, but also not to panic. I will continue to follow Covid precautions as and when it is appropriate and will continue to take lateral flow tests.

The removal of legal Covid restrictions will be good news for our local businesses, especially those in the hospitality sector. Others I know may feel more uneasy. The people of Torrington Rural have shown great fortitude and common sense throughout this pandemic, I believe they will continue to do so in the coming months and that thanks to their behaviour and a high vaccine uptake, we will keep local Covid infections low.

Above all the key message remains, **get your jab when you are called up!**

Second Dose appointments have been brought forward from 12 weeks to 8 weeks. I have brought my second dose forward in July and would urge anyone else in similar circumstances to do the same.

### **Rapid Lateral Flow Testing**

Rapid Lateral Flow tests can be ordered off the Government website or collected from DCC Mobile Community Testing Vans. The Mobile Service is currently in Torrington Tuesdays 1.30pm to 5pm, Thursdays 9am to 12.30pm, and Saturdays 1.30pm to 5pm.

Full times and availability of mobile testing sites can be found online here - <https://www.devon.gov.uk/coronavirus-advice-in-devon/rapid-testing-devon/rapid-lateral-flow-tests-site-locations-and-opening-times/>

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](http://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 1<sup>st</sup> July are eligible to book their vaccination.
- Second doses brought forward from 12 weeks to 8 weeks. Anyone under 40 is being urged to bring forward their second vaccine dose to 8 weeks after their first.
- 894,197 people in Devon received their first vaccine dose up to 23<sup>rd</sup> July, while 711,992 second doses have been given.
- 9/10 adults have received their first dose and 7/10 adults have received a second dose.
- Latest estimate is 90% of people aged over 50 in Devon have received both doses. 71.2% of 18–24-year-olds in Devon have received a first dose, rising to 72.3% for 25–29-year-olds. For 30–34-year-olds it rises to 85.4%.

### **Return to the Office at DCC**

Despite the removal of legal Covid restrictions the majority of DCC's workforce will, for the time being, continue to work from home. The enforcement of isolating contacts of people who have tested positive makes office working problematic... e.g., you would not want a whole team of social workers forced into self-isolation if one of them tests positive in the workplace and their colleagues are 'pinged'. However, staff who need to use or work in an Office will continue to be allowed to do so, though Covid measures will for the time being remain in place.

In the long term the Council is looking at flexible or 'agile' working arrangements though work on this is ongoing and is unlikely to be finalised until later in the autumn.

### **B. Members of the Public - Items to be carried forward to the agenda for September pcm for council response**

- On 25<sup>th</sup> September 2019, Winkleigh Parish Council declared a Climate Emergency and formed a Winkleigh Climate Emergency Group. Did WPC understand the obligations of these declarations and what have they done since September 2019 to identify and reduce Winkleighs carbon footprint?
- August 2020 members of council had formed a traffic response team to look at traffic calming and speed reduction in the parish –WPC to indicate to residents what specific options have been put forward, what is response, and when will they make a material impact on the current situation

### **C. Report From Torridge District Council – Cllr Newton**

Winkleigh and Torrington Neighbourhood Plans are coming before TDC on Monday 2<sup>nd</sup> August, for them to be 'made'.

There is no opportunity to stop that process. How houses are built is governed by building regulations laid down by Central Government and lawfully not within the gift of local councils at any levels, they are embodied in law and the Parish Council cannot demand that all houses built in the Parish are zero carbon because that statement cannot be made up in law.

Torridge is back in full flow, I have been involved as the lead on the working party to review how quality business reports and budgets for Torridge are presented in a more readable and understandable document.

TDC have embarked on a series of studies with subject matter experts regarding how potentially we provide more housing, available as social housing, equity share or more housing available for rental. Within the District we have a shortage of affordable housing that is available for rental, and one possible option is that Torridge start building our own houses again or going in with a partner but having the golden say as to what level of rental is set.

The District play strategy concerning the play areas and open spaces mainly affects the towns in the District, has been ongoing for some 18 months and will end up with a catalogue of what we have got within Torridge and the Parishes, what is needed, what is used and who are the best people to own it.

The leisure contract with '1610' for the running of swimming pools and gyms, has failed and will not be renewed. Torridge are looking at the leisure industry but there is currently no appetite to take on contracts like ours.

Together with subject matter experts, TDC are looking at options of running it inhouse or setting up a project company to run on our behalf, and then look at the costs of bringing the sites up to a standard we are expected to deliver at this stage

The Parliamentary boundary review, aimed at standardising the size of constituencies around the Country, means the Southwest will gain about 4 constituencies. Torridge and West Devon is too big and there is likely to be a proposal from boundary commission, that 2 wards are moved to a new constituency. However, this doesn't really affect Torridge

Within Winkleigh parish I am dealing with 7 active case work cases involving social services, police and Devon Carers, I have also been able to give out grants for the defibrillators and managed to get a grant to the school for a printer

Cllr Mercer previously requested that as part of Councillor Newton's report, we discuss "Northern Devon – a road to recovery". Cllr Newton forwarded the document to Cllr Mercer prior to the meeting, and it was agreed that Cllr Mercer will personally write to Cllr Newton with his comments

## MINUTES

<b>PRESENT</b>	<b>Cllr Findlay (Chairperson)</b> <b>Cllr Appleby</b> <b>Clerk Melanie Bickell</b>	<b>Cllr Bayley</b> <b>Cllr Naylor</b>	<b>Cllr Mercer</b> <b>Cllr Whitehead</b>	<b>Cllr Hodgson</b> <b>Cllr Brown</b>
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### 85.21 APOLOGIES FOR ABSENCE

Proposed by Cllr Mercer to approve the absence of Cllr Turner and Cllr Radcliffe, seconded by Cllr Brown, all in favour and Resolved (RR099/21)

The Council received the resignation of Cllr Jacobs – Cllr Findlay to write to Mr Jacobs and thank him for his contribution to the Council over the last 7 years

### 86.21 DECLARATIONS OF INTEREST FROM MEMBERS

Cllr Naylor declared a Pecuniary Interest regarding the licensing agreement for the photographs for the neighbourhood plan

### 87.21 MINUTES TO BE APPROVED

Proposed by Cllr Mercer to approve the minutes of the Parish Council Meeting held on 23<sup>rd</sup> June 2021 as a true and accurate record, seconded by Cllr Brown, 7 in favour, 1 abstention and Resolved (RR100/21)

### 88.21 PLANNING MATTERS

#### 88.1. Great Wells Park Development (opposite sports centre)

The Clerk has contacted the landowner who has approved release of the following statement

*"A new contract is close to being signed with Lovell Homes and an application to develop the site is likely to be submitted in August 2021. The recent trench work has been for archaeological purposes to ascertain the archology of the site prior to submitting an application. Nothing was detected"*

#### 88.2. Winkleigh Parish Neighbourhood Plan

##### 88.2.1. Adoption of the Plan

TDC will be considering adopting the Neighbourhood Plan at their full council meeting on 2<sup>nd</sup> August 2021.

Following a successful referendum, the District Council will officially make the Neighbourhood Plan part of the development plan for the District

##### 88.2.2. Ensuring the appropriate use of the plan

Ian Rowland (TDC Senior Planning Policy Officer), will contact Cllr Mercer directly in order to arrange at a mutually convenient time and location, discussions regarding ensuring the most appropriate use of the plan and TDC are also keen to ensure that appropriate regard is given to the plan in decision making Neighbourhood Plans will be used by development management when making decisions on planning applications. There is a hierarchy of policy when making a decision and local policies within each Neighbourhood Plan will be used, alongside the Local Plan and National Policy to assess each application for the Neighbourhood Plan area and decisions will be guided by those policies, prior to material planning considerations.

##### 88.2.3. Delivery and Monitoring Statement

Ian Rowland is looking at the statement and will endeavour to provide a response asap and will give some thought to whether there is a need for any actions from WPC as the Qualifying Body in order to assist with the making of the neighbourhood plan

##### 88.2.4. Training on planning responses

TDC are currently looking to recruit a training officer/outsourcing before they can commit to engaging with the Parish Council with regards to any training opportunities regarding planning responses

##### 88.2.5. Formation of NP monitoring Group

This item will be deferred until TDC is able to provide training.

#### 88.3. S106 Wish list (Doc 041/21)

Proposed by Cllr Brown to approve the revised Winkleigh Parish s.106 Wishlist, with the addition of enhancement of multi-surface facilities at the Sports Centre, and controlled pedestrian access to the sports centre, seconded by Cllr Bayley, all in favour and Resolved (RR101/21)

The Council thanked Mrs Pauline Warner for her work on compiling the Wishlist

#### 88.4. PLANNING APPLICATIONS

- 88.4.1. 1/0743/2021/FUL Barn at Grid Reference 264056 104910 Bondleigh** – Conversion of barn to dwelling and erection of single storey outbuilding for parking, storage and plant  
Proposed by Cllr Mercer to support this application, seconded by Cllr Brown, all in favour and Resolved (RR102/21)
- 88.4.2. 1/0299/2021/REMM Land West of Townsend Hill, Winkleigh** – Reserved matters application pursuant to 1/0127/2017/OUTM (Appearance, layout, landscape and scale) (Affecting a public right of way) – An amendment has been submitted  
Proposed by Cllr Mercer that WPC do not support this application, for reasons referenced in the Neighbourhood plan, seconded by Cllr Hodgson, all in favour and Resolved (RR103/21)  
Neighbourhood Plan ENV1: Natural boundaries which allow permeability of wildlife between areas should be encouraged. Boundary treatments in the proposals do not cover this. The use of railings goes against the statements in the NP (ENV1) also The mix of species should be reviewed, especially use of Himalyan Birch.  
CL2: The community woodland should be informally planted and enhanced through the provision of community facilities to encourage informal play and use of the area, as described in CL2. there are no provisions to enhance access to the countryside or rights of way as required by CL2.
- 88.4.3. 1/0834/2021/NMAT Land To The West Of Townsend Hill Winkleigh** – Non-material amendment to 1/0127/2017/OUTM - Parking provision  
Proposed by Cllr Mercer that WPC do not support this application for reasons referenced in the neighbourhood plan, seconded by Cllr Naylor, 7 in favour, 1 abstention and Resolved (RR104/21)  
"One garage/Harding standing and one parking space per dwelling where provided within the curtilage of individual dwellings B) Two parking spaces per dwelling where provided in communal parking areas and a car parking area for a minimum of 20 vehicles"  
NP Policy H4 says that the priority for this site should be for pedestrians but that safe and convenient car parking should be provided to serve the area and the school and a crossing to the school. There is no evidence that this has been provided and so I think this should be the basis of our objection.

#### 89.21 FINANCE MATTERS

##### 89.1. Short Notice Finance inspection

Item deferred due to absence of Cllr Turner

##### 89.2. Replacement devices for Councillors to comply with GDPR (Doc 042a & 042b/21)

The current Linx tablets issued to Cllrs are coming to the end of their lifespan and are no longer reliable requiring constant support. 5 members of WPC currently have currently chosen to use their own device in accordance with Council policy, therefore, only 6 are to be purchased at this time, with a view to budgeting to replace the remaining 5 in 2022/23 if required

Proposed by Cllr Findlay to approve the purchase of 6 devices as appropriate, up to the value of £150 each plus VAT, seconded by Cllr Appleby, all in favour and Resolved (RR105/21)

*Power to incur the expenditure – LGA 1972 s.111 supported by The GDPR 2018m budget provision WPC have a remaining budget of £722 for 'IT costs' and £278 contingency. Total £1000,00*

##### 89.3. Scribe Accounts software (Doc 043/21)

The council currently run all of their accounts and asset records on an excel spreadsheet devised by the RFO, held on the Clerk laptop, which is backed up to external hard-drive.

Proposed by Cllr Brown to approve an annual subscription to Scribe Accounts software, at £24 per month, billed annually at £288.00 per year plus a one off setup fee of £97, seconded by Cllr Whitehead, all in favour and Resolved (RR106/21)

*Power to incur the expenditure – LGA 1972 s.111, Budget provision – recommend virement from £300 clerk overtime budget and £85 from HMRC contributions*

##### 89.4. Financial Statements (Doc 044/21)

The RFO presented the financial statement. The Statement incorporates all payments that have already been made under the approved regular payment mandate and clerks delegated authority, and any payments requiring approval, plus all receipts, transfers between the Councils accounts, in accordance with the Clerks delegated authority and s.137 payments since the last pcm 23<sup>rd</sup> June 2021. The statement also includes the bank reconciliation for June 2021 and the 1<sup>st</sup> quarter budget report.

Proposed by Cllr Whitehead to approve the Financial Statement as presented, seconded by Cllr Hodgson, 7 in favour, 1 abstention and Resolved (RR107/21)

## 90.21 REPORTS

### 90.1. CHAIRPERSON

WPC thank the trustees of the Sports Centre and Hamish Cameron who have explored every opportunity for getting the Devon work hub for the Parish

#### 90.1.1. Annual Inspections (Doc 045/21)

The bungalow, cemetery grounds and asset inspections are to be carried out and a report submitted to the Clerk no later than Monday 13<sup>th</sup> September for inclusion on the agenda.

The required Motion to approve the members of the bungalow group to carry out an inspection of the cemetery bungalow was deferred to the September extra-ordinary meeting

#### 90.1.2. National Bus Strategy questionnaire (Doc 046/21)

In March, the government announced a new National Bus Strategy - [Bus back better - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

Alongside the delivery of this strategy, Devon County Council have committed to working with our local bus operators to form an Enhanced Partnership by April 2022, and to writing a joint Bus Service Improvement Plan by October 2021.

Following the publishing of the Bus Service Improvement Plan in October DCC will launch a full public consultation. However, prior to this as an initial step, and to help DCC truly understand the current views on the bus network and its contribution to the overall transport network in Devon, they are contacting key stakeholders so gather some feedback. WPC has been identified as a key stakeholder to this process, and DCC would be grateful if you could take a few moments to answer the questions in the agenda document Proposed by Cllr Brown that the Clerk complete the questionnaire, seconded by Cllr Brown, all in favour and Resolved (RR108/21)

### 90.2. CLERK

#### 90.2.1. ICCM Cemetery Memorial Inspection Course 12<sup>th</sup> July 2021

Clerk has attended a one-day training event and has been certificated to inspect memorials to ICCM standards. This will be written into the Cemetery Management policy

#### 90.2.2. ICCM Cemetery Compliance and Management Course 19/20 October 2021

WPC are the burial authority and therefore under the LACO Act 1977, have a statutory duty to lawfully manage the cemetery. The Clerk is the burial authorities appointed officer to manage the cemetery but has not received any formal training and would like to attend an official course to ensure that WPC are meeting its obligations. The course is online, £135.00 plus VAT. North Tawton Town Council have agreed to pay half of the costs of the Course.

Proposed by Cllr Hodgson to approve the attendance of the clerk on ICCM cemetery management and compliance course, at a cost to WPC of £67.50, seconded by Cllr Brown, all in favour and Resolved (RR109/21).

Power to incur the expenditure – LACO 1977, budget provision – Training budget

#### 90.2.3. Clerks Continued Professional development (CPD)

Proposed by Cllr Findlay to approve the Clerk to attend online training seminar with SLCC £45.00, seconded by Cllr Brown, all in favour and Resolved, (RR110/21) Power to incur expenditure LGA 1972 s.111, budget provision – Staff costs – training

#### 90.2.4. Additional funding for Parish and Town Councils – DCC Highways

The Highways Officer has given approval for WPC to make grant applications for 2 new benches, a vehicle speed activation sign and gateway signage.

Clerk has submitted all of the applications to the Highways Fund and is awaiting their decision.

### 90.3. GRASS CUTTING CONTRACT (Doc 047/21)

90.3.1. The Councils contractor has given the required 2 months' notice to terminate his contract due to difficulty in fulfilling the contract requirements. WPC will review the specification to ascertain if any amendment needs to be made

90.3.2. Proposal by Mr Jacobs that as the current contractor was the only person who tendered for the contract, that he and Roger Hill take over the existing grass cutting contract for the remainder of 2021, and the tender specification is reviewed prior to re-advertising for 2022-2024 (2 years). They will operate under the Public Liability Insurance covering Roger Hill.

Clerk to request this to be put in writing to the Council for approval

### 90.4. CEMETERY BUNGALOW

#### 90.4.1. Roof Repair

The Clerk had to arrange an urgent repair to the roof, which was leaking into the living room following rain, however, the leak is still present and therefore, under clerks delegated authority/emergency provision, the clerk has arranged for a specialist tin roof surveyor to inspect the roof asap in light of further damage to the ceilings and tenants' possessions and hopes to have the report in August



**90.4.2. Extra-Ordinary Meeting**

Members agreed a date for an extra-ordinary meeting to discuss the long-term asset management plan for the cemetery bungalow in light of escalating maintenance costs – 8<sup>th</sup> September 2021.

**90.4.3. Drains and Septic Tank**

The Clerk has chased the insurance company with regards to their inspection of the drain and septic tank, they have verbally advised that there is no claim that can currently be made against the insurance policy. Full written details are still awaited

**90.5. HM PLATINUM JUBILEE EVENTS** (Doc 048/21)

Proposed by Cllr Hodgson WPC form a working group to consider organising our own events for June 2022 and/or join those with community groups/Winkleigh Fair or other parishes, seconded by Cllr Bayley, all in favour and Resolved (RR111/21). Budgeting provision needs to be approved by October 2021 in order for inclusion in the 1<sup>st</sup> draft budget report to be considered in November 2021

**90.6. GATEWAY SIGNAGE**

The clerk has submitted an application to DCC Highways Grants fund to cover the Councils costs – application status awaited. Cllr Mercer reported he has met with our Neighbourhood Highways Officer and DCC have agreed the location of the new signs, the design and costings, with £1750 being contributed by DCC. Cllr Mercer to bring the final designs to September pcm for approval

**90.7. LIFE ON THE VERGE** (Doc 049/21)

**90.7.1. Update on verge risk assessments, volunteer training, and surveys of the identified verges**

The Clerk has been informed that Cllr Findlay has already carried out the verge risk assessments following the 7<sup>th</sup> October 2020 meeting and submitted the risk assessment forms directly to DCC.

- Clerk respectfully reminds Cllrs that in order to be covered under the Councils insurance, they must inform the Clerk PRIOR to carrying out any pre-authorised work on behalf of the Council
- The Clerk has not seen the completed risk assessments and has requested copies from Cllr Findlay, which are required for insurance purposes and as a matter of Council record, the Clerk considers approval of any works by the Council to be high risk until such time as the completed risk assessment forms have been provided as evidence and to cover the council and volunteers under the Councils insurance policy.
- The Clerk has not received any correspondence from DCC Highways with regards to their authority or approval to manage the verges as a result of the risk assessments, therefore, approval has not been given at this time.
- Following the approval from DCC Highways, the survey of the identified verges must be undertaken to gain approval from DCC Highways ecologist regarding what can and cannot be planted on each individual verge.

Cllr Findlay reported that the risk assessment had been deemed acceptable, however a separate risk assessment was required for each individual verge to be managed by WPC. Cllr Findlay to write up the assessments and forward to the Clerk.

**90.7.2. Site Meeting with DCC Highways Senior Asset Officer – Charles Nyeko-Lacek**

- 15<sup>th</sup> July 2021, Clerk and Cllr Jacobs met with DCC Highways and Skanska, for a site meeting to discuss the grass cutting programme going forward, following a complaint by Skanska staff in April 2021, that they were stopped from cutting the verges due to wildflower that was growing or had been planted.
- A walk around of all of the grass verges around the Village Centre was carried out and verbal agreement reached on how Skanska staff will cut the verges where wildflower is already being grown or growing freely with the exception of health and safety requirements for visibility.
- WPC must still to apply to DCC to manage the verges for wildflower in accordance with their 'life on the verge' requirements.
- There is an option for WPC to take over the full cutting programme of the verges from 2022 onwards, which will incur a cost to the Parish Council, albeit funding could be made available. Mr Nyeko-Lacek to send the Clerk details to enable the Council to make an informed decision.

**90.8. DEVON WORK HUB**

TDC are not proceeding with the hub because of escalating costs, therefore, the Sports Centre Committee are looking into the feasibility of using the small room as a small business hub

**90.9. COVID 19**

**90.9.1. WPC Community Support**

Cllr Findlay reported that due to the final easing of restrictions, the Covid Support Service ceased on Friday 16<sup>th</sup> July and all the information saved on a password protected memory stick and kept in the WPC safe until August 22. When the information will be destroyed. Cllr Findlay thanked all volunteers for their valuable service.

**90.9.2. Grants and Donations held by WPC**

WPC still have £910.00 of the £1000 donation from Kingsley Plastics for welfare support during Covid restrictions. Kevin Down has given written approval that WPC can place this money into earmarked reserves to be used to assist with any future Winkleigh Village project following discussions with him.

**90.9.3. DCC Prompt Action Fund held by WPC**

Any unspent grant monies not requested to be returned to DCC will be transferred to Earmarked reserves to be considered for approval for any grants or projects of benefit to the Parish going forward

**90.10. CLLR VERBAL REPORTS NOT REQUIRING A DISCUSSION**

Cllr Whitehead reported that the Village Hall market at the beginning of July was not as well attended as previous markets have been, next market 7<sup>th</sup> August. The committee are meeting on 3<sup>rd</sup> Aug regarding covid restrictions for the attendees, and the official opening is planned for 25<sup>th</sup> September.

**91.21 MEETING DATES**

**91.1. Meeting venues**

WPC resolved on 23<sup>rd</sup> June to hold their meetings between the Community Centre and Sports Centre on the 4<sup>th</sup> Wednesday of each month due to a tap-dancing commitment with the Village Hall. The Sports Centre are now unable to provide accommodation on the 4<sup>th</sup> Wednesday due to long term booking commitments. The Village Hall have negotiated with the tap-dancing class to amend their class times to allow WPC meetings to commence at 7.30pm but this does not provide opportunity for set-up of the room, early arrivals or pre-meeting administration.

Proposed by Cllr Mercer to hold the ordinary WPC meetings in the Community Centre rather than change meeting timings or days, seconded by Cllr Bayley, all in favour and Resolved (RR111/21)

**91.2. Date of Next Meeting**

Wednesday 22<sup>nd</sup> September 2021 7.30pm – Community Centre

Proposed by Cllr Hodgson to extend the meeting beyond 2 hours, seconded by Cllr Whitehead, all in favour and Resolved (RR112/21)

**92.21 MOVE TO PART II**

Proposed by Cllr Hodgson to move to Part II, seconded by Cllr Bayley, 7 in favour, 1 abstention and RESOLVED that under Section 100 of the LGA 1972, as amended, the public be excluded from the meeting during the consideration of the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended (RR113/21)

**92.1. Defibrillators**

A defibrillator agreement has been purchased for 4-years for Hollocombe. A location for the defibrillator has been approved in Shute Wood, with consent of the homeowner.

Members received a quote from one electrician to install the Hollocombe defibrillator and disconnect and reinstall the defibrillator in The Square.

Clerk is awaiting an assessment and quote from another electrician which is delayed as they are out of the County.

In accordance with Financial Regulations 11.1h, the clerk shall strive to obtain 3 estimates, which has not been possible at this time due to extremely high demand for electricians.

**92.2. Employee Grievance Committee**

Members received the employee grievance committee report and recommendations

**92.3. Neighbourhood plan licensing agreement**

21.32pm Cllr Naylor left the meeting having declared a pecuniary interest

Members discussed the report on the meeting between Cllrs Findlay, Radcliffe and Naylor to consider the Neighbourhood Plan and subsequent licence fee provided by Cllr Naylor for copyright use of photographs he has provided for the Neighbourhood plan and council website.

**Return to public session to hear any resolutions 21.38pm**

**92.4.** Proposed by Cllr Mercer to approve the quote of £400 from Peter Davey, Electrician, to install a new defibrillator in Hollocombe and relocate the one in The Square Winkleigh, seconded by Cllr Findlay, all in favour and Resolved.

(RR114/21) Funding provision from DCC Prompt Action Fund grant held in reserves, currently £1164.45, or if approved, Grant from District Cllr Newton, *power to incur expenditure Public Health Act 1936 s.234*

**92.5.** Proposed by Cllr Whitehead that Cllr Findlay, as chairperson stands down as the proper officer's line manager, until matters are resolved, seconded by Cllr Brown, 6 in favour, 1 abstention and Resolved. (RR115/21) *Cllr Findlay agreed*

**92.6.** Proposed by Cllr Whitehead that the employment committee is suspended pending the solution of the grievance, seconded by Cllr Brown, 6 in favour, 1 abstention and Resolved. (RR116/21)

**92.7.** Proposed by Cllr Hodgson that in the absence of any substantive contract. the claim for any remunerations is rejected by the council, to include any retrospective application, seconded by Cllr Appleby, all in favour and Resolved (RR117/21)

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

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

01837 89095

**92.8.** Proposed by Cllr Brown to remove the current photographs from the Councils website and to host a children's photographic competition to replace them, seconded by Cllr Appleby, all in favour and Resolved (*RR118/21*)

21.47pm Meeting closed

DRAFT



## Annex A – Financial Statement

Reserve a/c	Current a/c	Bungalow a/c	<b>CASH BALANCE</b>
<b>11744.43</b>	<b>11265.80</b>	<b>7879.35</b>	<b>30889.58</b>

Pymt Ref	Budget Provision	Amount	PAYMENTS PRE-AUTHORISED AND MADE	Power	Expenditure approval Minutes Ref
PM035/21	Reserves - NP	67.60	Burridge printers	Localism Act 2011	28/4/21 49.1.3.21
PM036/21	Bungalow - Fees	46.26	Pure Lettings (Management Fee) - Auto Deduct	LGA 1972 s.127(1)	4/5/21 66.21
PM037/21	Reserves - NP	55.70	P Griffiths - NP referendum printing expenses	Localism Act 2011	28/4/21 49.1.3.21
PM038/21	Reserves - Defib	1200.00	SWASFT Defibrillator 4-year agreement Hollocombe	PHA 1932 s.234	23/6/21 81.1.1.21
PM039/21	Cem - Grounds	210.00	Cemetery maintenance contractor payment	LGA 1972 s.214(6)	4/5/21 66.21
PM040/21	Staff costs	1045.43	Clerk June Salary	LGA 1972 s.112	4/5/21 66.21
PM041/21	Contingency	50.00	CPRE annual Membership	LGA 1972 s.143(1)(b)	24/02/21 16.2.4.21
PM042/21	Admin - room hire	26.26	Wink War Mem Rec Field (WWMRF) room hire	LGA 1972 s.111	4/5/21 61.21 - Clerks Delegations
PM043/21	Covid grants	20.70	COVID support group volunteer service	LGA 1972 s.137	22/07/20 21.81.1
PM044/21	Running Costs	707.57	TDC Street cleaning 1st quarter	Litter Act 1983 ss5-6	04/05/21 66.21
PM045/21	Staff costs	99.43	HMRC P3 Employee/employer NI/IT deductions	LGA 1972 s.112	04/05/21 66.21
PM046/21	Staff costs - training	36.00	DALC training - internal controls	LGA 1972 s.111	4/5/21 61.21 - Clerks Delegations
PM047/21	Reserves NP	126.00	Tindle Newspapers - NP	Localism Act 2011	28/04/21 49.1.3.21
PM048/21	Notice board grant & cem bus rates rebate	460.00	HC Joinery - Cemetery Notice board	LGA 1972 s.111	28/04/21 48.3.21
PM049/21	Reserves - NP & Contingency	324.00	Tindle Newspapers - NP	Localism Act 2011	28/04/21 49.1.3.21
PM050/21	Running Costs	10.00	EDF Electricity to the Square June	LGA 1972 s.137	4/5/21 66.21
PM051/21	Cem - Grounds	210.00	Majestic Trees July payment	LGA 1972 s.214(6)	4/5/21 66.21
PM052/21	Staff costs - training	36.00	DALC training - Finance for Councillors	LGA 1972 s.111	4/5/21 61.21 - Clerks Delegations
PM053/21	Staff costs	1045.83	Clerk July Salary	LGA 1972 s.112	4/5/21 66.21
PM054/21	Staff costs - HMRC	99.23	HMRC P4 Employee/employer NI/IT deductions	LGA 1972 s.112	04/05/21 66.21
		<b>£5,808.41</b>			

Receipt ref	Budget Allocation	RECEIPTS	Amount
RC008/21	Bung - Rent	Pure Lettings Rental Income July 2021 less fees	£504.52
RC009/21	Res - other	Interest Reserves account	£0.12
RC010/21	Cem Fees	Interment & EROB parishioner	£670.00
RC011/21	Cem Fees	Memorial additional inscription fee	£30.00

A/Cs	Amount	VIREMENTS/TRANSFERS BETWEEN WPC ACCOUNTS	Actioned
Res to Bungalow	£67.60	Neighbourhood Plan printing paid from wrong account - PM035/21 - transfer in accordance with Clerks delegated authority	05/07/2021

Reserves Account Balance	Amount	RESERVES ACCOUNT	WPC CONTINGENCY
11744.43	-1000.00	Earmarked Election accrual	
	-900.20	Restricted Environment Fund	
	-400.00	Earmarked Defibrillator accrual	
	-1719.12	Restricted - Parish Gateway Signage	
	-413.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			£7,312.09

Balance B/Fwd	Amount	BUNGALOW ACCOUNT	CURRENT BALANCE
7374.83			
	550.78	Rental Income July 2021	
	-46.26	Management Fees	
			7879.35
<b>Bungalow financial commitments 2021/22</b>			
	6509.27	RESTRICTED Contingency accrual for works current balance	
	5206.68	2021/22 approved Budget expenditure Remaining	
	707.03	Precept offset	

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
1229.25	-64.80	DCC Prompt Action Grant	1164.45
2142.53	-64.80		2077.73

**Bank Reconciliation date 05/07/2021**

<i>Balance per bank statements as at 30th June 2021</i>	£	£
Current Account	11265.80	
Bungalow Account	7811.75	
Reserves Account	11812.03	
		30889.58
<i>Less: any unrepresented Payments</i>		30889.58
		30889.58
<i>Plus: any unrepresented Deposits</i>	0.00	
		30889.58
<i>Net balances as at 30th June 2021</i>		<b>30889.58</b>
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:</b>		
<b>CASH BOOK:</b>		
Opening Balance 1 April 2021		26012.58
Add: Receipts in the year to date		18162.27
Less: Payments in the year to date		13285.27
Closing balance per cash book [receipts and payments book] as at 30th June 2021		<b>30889.58</b>

<b>BUDGET HEADS EXPENDITURE</b>		
	<b>Budget</b>	<b>YTD Actual spend</b>
Staff/Councillor Costs	16029.01	3584.94
Administration	3110.00	1270.57
Running Costs	3540.00	639.59
Professional fees	1021.00	502.00
Assets Maintenance & Purchases	1400.00	0.00
Grants/Donations	3193.00	3118.00
Bungalow	5902.33	734.20
Contingency	500.00	221.70
Cemetery Rates & Grounds Maintenance	3470.00	630.00
<b>TOTAL</b>	<b>38165.34</b>	<b>10701.00</b>
<b>INCOME</b>		
	<b>Budget</b>	<b>YTD</b>
Precept	30050.98	15025.50
Other/Interest	5.00	0.33
Grants	0.00	0.00
Bungalow Rent	6609.36	2203.12
Cemetery Fees	1500.00	0.00
<b>TOTAL</b>	<b>38165.34</b>	<b>17228.95</b>