

# WINKLEIGH PARISH COUNCIL MEETING

held remotely via Zoom on WEDNESDAY 24<sup>th</sup> June 2020 7.30pm

## MINUTES

**PRESENT:** Cllr Turner (Chair), Cllr Findlay (Initial Chair), Cllr Hodgson, Cllr Naylor, Cllr Jacobs, Cllr Mercer, Cllr Hipkiss, Clerk – Mrs Melanie Bickell  
**ABSENT:** Cllr Bayley  
**Also Present:** County Cllr Saywell

### 58.20 APOLOGIES FOR ABSENCE

None received. Cllr Bayley unauthorised absence

### 59.20 DECLARATIONS OF INTEREST FROM MEMBERS

None received

### 60.20 PUBLIC PARTICIPATION

### 61.20 MINUTES

Cllr Naylor moved to approve the minutes of the Parish Council Meeting held on 27<sup>th</sup> May 2020 as a true and accurate record, seconded by Cllr Jacobs, all in favour and **Resolved** (RR041/06/20)

### 62.20 FINANCE

#### 62.1. Statement of Internal Control (Doc 023/20)

Cllr Mercer moved to approve the review of the Internal Control Policy, seconded by Cllr Jacobs, 4 in favour, 2 abstentions and **Resolved** (RR042/06/20)

#### Cllr Turner joined the meeting late due to connection issues and took the Chair

#### 62.2. Annual Governance Statement (Docs 024/20)

Cllrs considered each individual assertion and answered positively to all applicable assertions. Cllr Findlay moved that WPC approve the Annual Governance Statement for 2019-20 audited year, seconded by Cllr Mercer, 6 in favour 1 abstention and **Resolved** (RR043/06/20)

#### 62.3. Annual Accounts including bank reconciliation and significant variances (Docs 025/20)

Cllr Mercer moved that WPC approve the annual accounting statements forming part of the Annual Accounts Return, seconded Cllr Findlay, 6 in favour 1 abstention and **Resolved** (RR044/06/20)

#### 62.4. Exercise of Public Rights (Docs 026/20)

Councillors noted the exercise of public rights to inspect the unaudited account period from 29<sup>th</sup> June to 7<sup>th</sup> August

#### 62.5. Accounts Cash book ledgers 2019/20

In accordance with the internal control statement the Chair has checked the yearend cash book against the yearend bank reconciliation and yearend statements and signed them off

#### 62.6. Pure Lettings Monthly Fee Review for Cemetery Bungalow

Cllr Turner moved that WPC approve the Management commission of 7% for the Cemetery bungalow rental, payable to Pure Lettings, currently £36.72 plus VAT per month, seconded by Cllr Findlay, 5 in favour 2 abstentions and **Resolved** (RR045/06/20)

#### 62.7. Financial Statement and Bank Reconciliation (Docs 027/20)

*Incorporating May 2020 bank reconciliation and all payments/receipts since last meeting. Cllr Turner moved to approve the bank reconciliation and financial statement as per the agenda document, seconded by Cllr Findlay, 6 in favour 1 abstention and **Resolved** (RR046/06/20) See Appendix 1*

### 63.20 PLANNING MATTERS

#### 63.1. Neighbourhood Plan External Examiner queries (Docs 028 & 029/20)

Cllrs received and noted the NP examiners questions. Cllr Mercer moved to approve WPC response as per agenda document 029/20, seconded by Cllr Findlay, 6 in favour 1 abstention and **Resolved** (RR047/06/20)

#### 63.2. 1/0366/2020/FUH 1 East Park close, Winkleigh, Conversion of front window to a bay window

Cllr Findlay moved that WPC support this application, seconded by Cllr Naylor, 6 in favour 1 abstention and **Resolved** (RR048/06/20)

#### 63.3. 1/0380/2020/FUL Land at Tuckers Yard, Winkleigh Airfield, Erection of commercial building (B8 class use) with associated yard area to include parking and landscaping

Cllr Findlay moved to support this application, seconded by Cllr Naylor, 6 in favour, 1 abstention and **Resolved** (RR049/06/20)

Cllr Jacobs moved to add that WPC ask that the applicant demonstrate more fully how ENV1 has been taken into account, in particular the assessment of the natural environment of the site and the net benefit to biodiversity arising from the development, and to ask that any grant of planning permission has a condition requiring the new hedge line to be created using native species typical of the area (ENV1) and to support the applicant's proposal to include an electric vehicle charging point in the development (ENV7), seconded by Cllr Turner, 6 in favour and 1 abstention and **Resolved** (RR050/06/20)

63.4. **1/0337/2020/FUL Tawcott, Brushford, Wembworthy**, Rear and Side Extensions and replacement garage  
Cllr Findlay moved that WPC support this application subject to the extension not being greater than 40% of the original dwelling, seconded by Cllr Hodgson, 6 in favour and 1 abstention and **Resolved** (RR051/06/20)

63.5. **1/0421/2020/FUL Week House Farm Winkleigh**, Proposed scraping yard and collection passage

63.6. **1/0422/2020/FUL Week House Farm Winkleigh**, Proposed herring bone parlour and cow handling area

63.7. **1/0423/2020/FUL Week House Farm Winkleigh**, Proposed Slurry storage lagoon

Cllr Findlay moved to support applications 0421/0422/0423 with the environmental protection underscored to future proof the slurry lagoon to have a roof on it, seconded by Cllr Naylor, 6 in favour 1 abstention and **Resolved** (RR052/06/20)

## 64.20 REPORTS

### 64.1. Chair

#### 64.1.1. Co-option Vacancies

Parish Council currently have 3 vacancies with 1 expression of interest

### 64.2. Clerk

#### 64.2.1. Ring O Bells site

A Church Warden has contacted the Clerk with concern about the tree stump that is causing disturbance to the footings of the Church South Entrance Gate and possibility of collapse of a section of wall/gateway. Members discussed the ownership of the retaining wall, ground and tree stump formerly the grounds of the Ring O Bells pub. Clerk advised there is no evidence the land belongs to the Parish Council.

**Action** - Clerk to email TDC/Cllr Newton to enquire about ownership of the site outside the Church. Cllr Jacobs to liaise with SW Fixings with regards to identifying what work is required and costings

#### 64.2.2. Re-opening of Village Hall and Community Centre for Parish Council Meetings

Information has been sent to both venues with a requirement to carry out a risk assessment to be carried out prior to opening

#### 64.2.3. Annual Plan items

Members were reminded to refer to the approved Annual Planner for tasks to be carried out from April to September

### 64.3. County Cllr Saywell

The number of Coronavirus cases in the Devon County area is 829, which has gone up by 6 in the last 16 days. The Nightingale hospital will open in July with the provision of an extra 200 beds becoming available in Devon.

DCC has been appointed a beacon Council for the local test, track and trace and plans and should be in place opening to wider community on 4<sup>th</sup> July. A reminder that people will have to remain vigilant and alert, follow guidelines, wash their hands and keep to social distancing guidelines.

DCC is in good place for the re-opening of the tourism and hospitality economy without which there could be irreparable damage to our economy. The NHS are well prepared for any second spike with a lot of capacity within the hospitals.

Thank you for all the work you have done in Winkleigh throughout the lockdown.

### 64.4. District Cllr Newton

No report received

### 64.5. Cemetery

Cllr Hodgson enquired if the Parish Council may be eligible for small business rate relief

**Action** – Clerk to investigate

### 64.6. Speed Warning Activation Signs

Cllr Naylor enquired if the Parish Council could install speed activated signs on the A3124

**Action** – Clerk to liaise with Highways and make cost enquiries

**64.7. Cllr Verbal reports not requiring a discussion**

64.7.1. Cllr Findlay reported that the Covid support service in Hollocombe and Winkleigh is still up and running with some reallocation of volunteers having taken place. There is currently still a lot of people requiring varying element of assistance which is being met by our volunteers

64.7.2. Cllr Naylor enquired if the cutting of the verges by Highways and the Winkleigh grass cutting contractor could be arranged to allow wildflowers to grow and seed

<b>Action</b> – Clerk to liaise with Highways and contractor and advise Council of any options
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**65.20 DATE OF NEXT MEETING**

**22<sup>nd</sup> July 2020, 7.30pm** Venue or remote meeting to be confirmed at publication of agenda

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## APPENDIX 1

**WINKLEIGH PARISH COUNCIL****FINANCIAL STATEMENT FOR 24<sup>TH</sup> JUNE 2020 PCM**

Reserve		Current		Bungalow	CASH BALANCE
11443.22		13412.43		5253.27	30,108.92
Payment Ref	Bank A/C	Amount	PAYMENTS PRE-AUTHORISED AND MADE SINCE LAST PCM	Power	Expenditure approval Minutes Ref
PM010/20	Curr - Bacs	82.31	HMRC NI/IT P2102	LGA 1972 s.112	40.4.20 RR030/05/20
PM011/20	Curr - Bacs	675.00	Vision ICT new website construction	LGA 1972 s.111	40.4.20 RR030/05/20
PM012/20	Curr - Bacs	707.57	TDC Street cleaning 4th Qtr. 2019-20	LGA 1972 s.111	40.4.20 RR030/05/20
PM013/20	Curr - Bacs	30.00	DCC Pothole Material delivery charge	LGA 1972 s.137	82.5.19 RR098/06/19
PM014/20	Curr - Bacs	415.00	SB Plumbing Assets Maintenance	Parish Councils Act	135.2.2.19
PM015/20	Curr - Bacs	49.44	Viking Direct Stationary	LGA 1972 s.111	40.4.20 RR030/05/20
PM016/20	Curr - Bacs	146.54	Viking Direct - COVID19	LGA 1972 s.137	40.4.20 RR030/05/20
PM017/20	Curr - Bacs	123.10	Viking Direct - COVID19	LGA 1972 s.137	40.4.20 RR030/05/20
PM018/20	Curr - Bacs	71.86	BT Symantec quarterly bill (IT security)	LGA 1972 s.111	61.19 RR073/05/19
PM019/20	Curr - Bacs	82.31	HMRC NI/IT P2101	LGA 1972 s.112	40.4.20 RR030/05/20
PM020/20	Curr - Bacs	359.46	DALC/NALC Annual subscriptions	LGA 1972 s.143 (1b)	61.19 RR073/05/19
PM021/20	Curr - Bacs	496.00	Clerk Covid19 and overtime reimbursements	LGA 1972 s.112	40.4.20 RR030/05/20
PM022/20	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s.214(6)	123.4.19 RR145/10/19
PM023/20	Curr - Bacs	50.00	Devon Communities Together Membership	LGA 1972 s.143 (1b)	67.2.1.19 RR078/05/19
PM024/20	Curr - Bacs	73.20	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
PM025/20	Curr - Bacs	40.00	CAB Grant	LGA 1972 s.142(2a)	117.2.2.19 RR133/10/19
PM026/20	Curr - Bacs	500.00	ODCTG Grant	LG&RA 1997 s.26&29	117.2.3.19 RR134/10/19
PM027/20	Curr - Bacs	300.00	North Devon Records Office Grant	LGA 1972 s.137	117.2.4.19 RR120d/10/18
PM028/20	Curr - Bacs	250.00	Winkleigh Society Covid 19 support	LGA 1972 s.137	40.4.20 RR030/05/20
PM029/20	Curr - STO	1072.27	Clerk Salary May	LGA 1972 s.112	135.2.3.19 RR163/11/19
PM030/20	Curr - Bacs	13.50	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
PM031-36/20	Curr - Bacs	650.00	Londis Covid 19 Welfare assistance	LGA 1972 s.137	40.4.20 RR030/05/20
PM037/29	Curr - Bacs	500.00	Fiona's Farm Shop Covid 19 Welfare assistance	LGA 1972 s.137	40.4.20 RR030/05/20
PM038/20	Curr - Bacs	800.00	Mad Butchers - Covid 19 Welfare assistance	LGA 1972 s.137	40.4.20 RR030/05/20
PM039/20	Curr - Bacs	550.00	Winkleigh Post Office - Covid 19 welfare assist	LGA 1972 s.137	40.4.20 RR030/05/20
PM040/20	Curr - Bacs	500.00	Kings Arms - Covid 19 Welfare Assistance	LGA 1972 s.137	40.4.20 RR030/05/20
PM041/20	Curr - Bacs	25.02	Amazon Stationary order via clerk	LGA 1972 s.111	40.4.20 RR030/05/20
PM042/20	Curr - Bacs	69.30	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
PM043/20	Curr - Bacs	90.00	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
PM044/20	Curr - Bacs	175.00	Alison Marshall internal audit Services	LGA 1972 s.111	123.2.18 RR138/11/18
PM045/20	Curr - Bacs	67.50	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.111	40.4.20 RR030/05/20
PM046/20	Curr - Bacs	46.72	The Bakery Stores Winkleigh Covid payment	LGA 1972 s.137	40.4.20 RR030/05/20
PM047/20	Curr - Bacs	9.90	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
PM048/20	Curr - Bacs	14.40	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
PM049/20	Curr - Bacs	800.31	BHIB Councils Insurance	LGA 1972 s.111	40.4.20 RR030/05/20
PM050/20	Curr - DD	14.00	EDF	LGA 1972 s.111	47.1.20 RR035/05/20

<b>PM051/20</b>	Auto-Ded	88.12	Pure Lettings Management Fee May & June	LGA 1972 s.126(1)	108.4.3.19 RR129/09/19
<b>PM052/20</b>	Curr - STO	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	123.4:19 RR145/10/19
<b>PM053/20</b>	Curr - STO	1072.27	Clerk Salary May	LGA 1972 s.112	135.2.3.19 RR163/11/19
<b>PM054/20</b>	Curr - Bacs	18.00	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
<b>PM055/20</b>	Curr - Bacs	12.10	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
<b>PM056/20</b>	Curr - Bacs	360.00	CAB Grant	LGA 1972 s.142(2a)	117.2.2.19 RR133/10/19
<b>PM057/20</b>	Curr - Bacs	82.31	HMRC NI/IT P2103	LGA 1972 s.112	40.4.20 RR030/05/20
<b>PM058/20</b>	Curr - Bacs	1018.80	SB Plumbing - Covid 19 safety equipment	LGA 1972 s.137	40.4.20 RR030/05/20
<b>PM059/20</b>	Curr - Bacs	17.90	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
<b>PM060/20</b>	Curr - Bacs	11.70	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
		<b>£12,950.91</b>			

Receipt ref	Pymt method	RECEIPTS SINCE LAST PARISH COUNCIL MEETING		Amount
<b>RC005/20</b>	Bacs	TDC Prompt Action Grant		£4,500.00
<b>RC006/20</b>	Bacs	Bungalow Rental May and June		£1,049.10
<b>RC007/20</b>	Bacs	Interest Reserves Account		£1.82
<b>RC008/20</b>	Bacs	Memorial inscription fee		£30.00
				<b>£5,580.92</b>

Reserves Account Balance	Amount	RESERVES ACCOUNT	WPC CONTINGENCY
<b>11443.22</b>	-1000.00	Earmarked Election accrual	
	-140.00	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	-1719.12	Restricted - Parish Gateway Signage	
	-1000	Restricted - VE/VJ Day events	
	-413.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	
			<b>£7,171.08</b>

Balance B/Fwd	Amount	BUNGALOW ACCOUNT	CURRENT BALANCE
<b>4292.29</b>			
	960.98	Rental for May and June	
		<b>Bank Balance</b>	<b>5253.27</b>
	5253.27	RESTRICTED Contingency accrual for works	
	<b>5253.27</b>		

Grant amount	Spent	COVID 19 GRANTS	BALANCE
1000.00	-90.00	Kingsley Plastics donation	910.00
50.00	-46.72	Parishioner donation	3.28
1430.00	-1193.30	TDC Grant	236.70
4995.00	-3511.08	DCC Prompt Action Grant	1483.92
<b>TOTAL</b>	<b>TOTAL</b>		<b>TOTAL</b>
<b>7475.00</b>	<b>-4841.10</b>		<b>2633.90</b>

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION		
Reconciliation date 17/06/2020		
<b>Balance per bank statements as at 1st June 2020</b>	£	£
<b>Current Account</b>	13412.43	
<b>Bungalow Account</b>	5253.27	
<b>Reserves Account</b>	11443.22	
		30108.92
<b>Less: any unrepresented Payments</b>		
		30108.92
<b>Plus: any unrepresented Deposits</b>	0.00	
		30108.92
<b>Net balances as at 1st June 2020</b>		<b>30108.92</b>
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:</i>		
<b>CASH BOOK:</b>		
<b>Opening Balance 1 April 2020</b>		19725.93
<b>Add: Receipts in the year to date</b>		22729.58
<b>Less: Payments in the year to date</b>		12346.59
<b>Closing balance per cash book [receipts and payments book] as at 1st June 2020</b>		<b>30108.92</b>