

WINKLEIGH PARISH COUNCIL MEETING

Wednesday 22nd July 2020 at 7.30pm

held remotely in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

MINUTES

Present: Cllr Turner (Chair), Cllr Hodgson, Cllr Jacobs, Cllr Findlay, Cllr Naylor, Clerk Melanie Bickell

Also Present: District Cllr Newton, County Cllr Saywell

64.20 APOLOGIES FOR ABSENCE

Cllr Turner moved that WPC approve the apologies for absence received from Cllr Mercer and Cllr Bayley, seconded by Cllr Findlay, all in favour and **Resolved** (RR057/07/20) The Resignation of Cllr Hipkiss was received and noted

65.20 DECLARATIONS OF INTEREST FROM MEMBERS

None received

66.20 PUBLIC PERIOD

Traffic speeds on A3124 past Elms Meadow – Matter to be raised on September agenda asking for parish council action

67.20 MINUTES (Chair)

Cllr Findlay moved to approve the minutes of the Extra Ordinary Parish Council Meeting held remotely on 14th July 2020 as a true and accurate record, seconded by Cllr Jacobs, 2 in favour, 3 abstentions and **Resolved** (RR058/07/20)

69.20 FINANCE

69.1. Annual Internal Audit Review of Effectiveness Report 2018-19 (Doc D030/20)

Carried from March 2020 due to cancellation of meeting, the Council are required to review the effectiveness of the internal audit for 2018-19 Financial Year. Cllr Turner moved to accept and approve the report, seconded by Cllr Findlay, all in favour and **Resolved** (RR059/07/20)

69.2. Covid 19 Expenditure

Cllr Turner moved that WPC retrospectively resolve in accordance with its powers under sections 137 and 139 of the LGA 1972, that the Council should incur the Covid19 expenditure as reported in the Financial Statements from 8th April to 22nd July 2020 inclusive, totally £5,402.72, made under Clerks Delegated Authority, for community social welfare which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure, seconded by Cllr Findlay, all in favour and **Resolved** (RR060/07/20). (Annual permitted expenditure under s.137 for 2020-21 is £14,608 (£8.32 x 1690 population)). A breakdown of expenditure versus income for Covid 19 is included in the financial statement document

69.3. Financial Statement (Docs 031/20) (See Appendix A)

Incorporating bank reconciliation, quarterly budget report and all payments/receipts since last meeting 24th June 2020. Cllr Turner moved to approve the financial statement as per the agenda document, seconded by Cllr Findlay, 4 in favour 1 abstention and **Resolved** (RR061/07/20)

70.20 PLANNING MATTERS

70.1. **1/0407/2020/FUL Barn At Ricklea Cottage, Court Walk, Winkleigh** Conversion of barn to dwelling

70.2. **1/0485/2020/LBC Barn At Grid Reference 263272 108175 (Ricklea Barn, High Street), Court Walk, Winkleigh** Conversion of barn to dwelling

Members agreed to respond to both applications in one resolution

Cllr Findlay moved to support both applications subject to the scheduled monument consent being considered, following archaeology examination, seconded by Cllr Hodgson.

Cllr Naylor moved an amendment to include subject to TDC considering the concerns of neighbouring properties regarding privacy and being overlooked, seconded by Cllr Turner, all in favour and **Resolved** (RR062/07/20)

Cllr Findlay moved to support both applications subject to the scheduled monument consent being considered following archaeology examination and TDC considering the concerns of neighbouring properties regarding privacy and being overlooked, all in favour and **Resolved**, seconded by Cllr Hodgson, all in favour and **Resolved** (RR063/07/20)

71.20 REPORTS

71.1. Chair

71.1.1. Co-option Vacancies

Currently there are 3 vacancies eligible for co-option and resulting from the resignation of Andrew Hipkiss there is now a 4th vacancy which will be advertised. The parish council now only have 7 members and require minimum of 4 to hold meetings (Quorate). Anyone interested in joining the council should contact the Clerk.

71.2. Clerk

71.2.1. Bungalow Valuation for insurance purposes

Howes Estate Agents have provided a 'free valuation' of the bungalow at £250,000. The clerk will notify the councils insurance in accordance with the terms of the policy.

71.2.2. Ring O Bells Green ownership

TDC have been contacted via Dist Cllr Newton and made aware of the concern of the Church regarding the tree stump and wall. Discussions have taken place between Mr Harrington (Development manager) and Helen Bond (Estates Manager). A response is anticipated before next parish council meeting

71.2.3. Vehicle Speed Activation sign A3124 (Docs 033/033a20)

Members acknowledged and shared the concerns of residents with regards to speeds of vehicles, particularly large goods vehicles, throughout the Parish. Members agreed to formulate a traffic response team to gather site information around the Parish and possible solutions and prepare a report for September pcm.

Action item: For September pcm

Cllrs Turner, Findlay, Mercer, Naylor and Jacobs will formulate the Traffic Response Team and carry out site visits and compile list of concerns/recommendations to be taken forward
Clerk to investigate costings and legalities of purchasing community mobile vehicle activation signs.

71.2.4. Cemetery Business rates

An online application has been submitted for small business rates relief and a reply is awaited

71.2.5. Grass Verge cutting – Life on the Verge Devon (Docs 034/20)

Members agreed that Cllrs Naylor and Jacobs should meet with our grass contractor to consider options and costings for verge visibility splay cutting only and management of wildflowers

Action item: For September pcm

Cllrs Naylor and Jacobs to prepare recommendation report for visibility splays and wildflowers

71.2.6. VE/VJ Day Events

Due to the social distancing restrictions still in place it will not be possible for WPC to arrange and hold public events to mark these occasions this year. Budgeted funds will be vired for the benefit of the parish when identified.

71.2.7. Footpath Inspections (Docs 032/20)

Clerk will allocate footpaths for annual inspection during August under P3 Agreement and circulate by August

71.3. County Cllr Saywell

Coronavirus Cases

Latest stats are 1224 confirmed cases within the DCC area. 53 in Torridge, 119 in North Devon (last confirmed case 18th June), 72 in West Devon (last confirmed case 26th June)

Torridge did see 2 new cases on July 1st, and 3 on 9th July. Having been in touch with the Director of Public Health I can confirm none of these new cases were within Torrington Rural. The 3 recorded on the 9th July came from routine testing of key and front-line workers. There have been **no** outbreaks recorded within the community.

These stats appear a lot higher since the last meeting, this is because the Government is now including 'Pillar 2' (non-hospital lab testing) in the data. They were historic cases added onto the existing data. Public Health England have been sharing the Pillar 2 data with DCC throughout, so these 'increases' did not come as a surprise to County Officials.

DCC is ranked 149 out of 150 upper-tier local authorities for having the lowest amount of coronavirus infections in the population, with only North East Lincolnshire ranked lower. Torridge is ranked the lowest out of the lower-tier local authorities in the whole country! So, we are in a good position. But do not get complacent, keep up social distancing and keep washing your hands!

Lastly, we have so far seen no evidence of a spike, let alone a second wave, caused by the re-opening of pubs and hospitality and the tourism sector.

Local Outbreak Management Plan

DCC now has its 'Local Outbreak Management Plan' in place to deal with any local outbreaks. These are defined as 2 or more cases in a community in separate households.

A range of measures, depending on the severity of the outbreak, will be used to contain and stamp out any outbreaks. We are though not anticipating having to close Devon over the Summer, however some individual commercial premises maybe temporarily closed if an outbreak is traced back to them.

Because our infection rates are so low, we are in a good position to deal with any outbreaks, avoiding the need for local lockdowns.

Highways

Thanks to Government Grants there will be an additional £27m added on top of the existing Highways Capital Budget for this financial year. As part of the pilot highways project Torrington Rural is in, Darryl Jagger from DCC Highways should be contacting the Clerk shortly outlining which schemes Highways will be working on locally for this financial year. The Council can request a follow up virtual meeting to discuss Highway's findings with the Officers and Engineers.

Torrington Town Hall

I have been asked to advertise the availability of the Town Hall in Torrington which is open again and can accommodate events etc. safely with social distancing. A jobs club has also been set up at the Town Hall, I am waiting for details but as soon as I have them I will send them to the Clerk as this may be helpful for anyone who has lost their job due to the pandemic.

School Re-openings

DCC is working closely with all schools in Devon, including Academies and Free Schools, to help manage the safe reopening of schools in September.

Traffic and planning developments

I have had a number of representations from residents lately which could be broadly categorised as 'traffic concerns. And I know you as a Parish Council have discussed this and have thought about it many times before as well. I am willing to arrange meetings with the relevant officers from DCC – this should be easier, I hope, with the new virtual ways of working. BUT – I would like the Parish Council to agree some specific proposals which you [the PC] and I can take to the County Council Officers. I would like you to identify the traffic concerns – e.g. is Townsend Hill a problem now, or could it become one with more development – and preferably to identify your preferred solutions. Is it to use traffic calming, removing centre line markings on sections of the A3124, something else?

I have shown the Ben Hamilton Baillie report to Officers, but they would like more specific requests as it was felt Hamilton Baillie was more 'conceptual' than specific. I have also investigated Townsend Hill and the two planning permissions granted off Townsend Hill do have S.106 agreements for traffic calming measures to be installed.

Does the Parish Council want this traffic calming to go ahead if the development is built, or something else? If the latter, then let me and DCC know what your preferred outcome is.

My proposal is that you think and discuss this over the Summer so that I can approach the Officers in September/October for a meeting with your proposals. I appreciate it is yet more work but if we want a joined up strategic approach then having a thought through and agreed set of views and proposals from the PC would help for discussions with the DCC Officers.

Action Item: For September pcm

Traffic Response Team to consider what traffic calming projects or other traffic equipment would benefit the parish and where and prepare a report for approval by parish council September pcm prior to arranging forthcoming meetings with Cllr Saywell and Highways

Thanks

Finally, can I again thank the Parish Council and the community of Winkleigh for everything you have done and are continuing to do during this pandemic.

I hope you all have a safe, but enjoyable Summer. Please remember to keep washing your hands! We must not be complacent, but if we keep up our collective efforts then we will keep the infection rate low in Devon and Torridge and week Winkleigh and Torrington Rural safe.

Questions from Cllrs

Cllr Findlay asked if it would be possible to obtain more localised Covid figures for Winkleigh and how is test, track and trace in Devon. Cllr Saywell responded that the Public Health Department for the County should be able to provide a more detailed breakdown of cases throughout the County and Test, Track and Trace is up and running in the County and the Director of Public Health is very satisfied.

Cllr Findlay also asked if DCC have just agreed to £3 billion cuts in the NHS, to which Cllr Saywell replied this was not correct and DCC do not control health services budget

Cllr Naylor asked if DCC would be in a position to have control over permitting localised relaxation of restrictions on holding face to face meetings. Cllr Saywell responded that DCC have to keep following the guidelines issued by Government and although Devon have low infections, this does not mean there is a lower risk of becoming infected.

71.4. District Cllr Newton

Cllr Newton added further to Cllr Naylor's question regarding face to face meetings, It is a matter of Law and Legislation not guidance, the LGA was amended in law to allow virtual meetings and it prevented face to face meetings and requires a change of legislation to get us back to where we were
 TDC have continued to administer and distribute the various support grant schemes for Covid on behalf of Central Government and are about to enact the 4th trench of the Business Support Grant Scheme.
 Councils at all levels are being left seriously short of money due to additional costs incurred due to Covid special measures or the impact on income generation because of the effect of Covid, and there is a serious funding shortfall. TDC are in consultation with Central Government with regards to a handout for the costs associated with administering Covid measures.
 TDC are trying to re-manage budgets which will look very different from that approved in the Spring. We have reserves, however, those are all allocated within a capital expenditure programme so TDC are going to have to take tough decisions over what can no longer be afforded in the near future. We have a serious funding problem and certain areas within our functions are areas that are statutory rather than discretionary and it is the statutory functions that have to be done first and discretionary is where the cuts will hit.
 All eligible businesses in Winkleigh have now been able to secure the business support grant.
 A meeting will be held over the coming weeks with Chris Fuller, Economic development Officer for TDC, myself, Parish Council and Cllr Saywell, regarding regeneration and development of businesses on the airfield, known as [Devon Work Hubs](#) which looks to support the development of drop-in, shared workspaces to support those people who are working from home. It is essential that the village goes forward with one voice, one body and one plan when it comes to a business forum and it is good news, we have engagement from TDC
 The Torrington Area Advisory Group meetings attended by the Parish Council happen 3 or 4 times a year, however, because of the Torrington size it is not possible to hold these meetings virtually and these have been placed on hold until face to face meetings resume.
 I have requested that the Great Well Park Planning application is 'called in' to the full planning committee for debate by elected members [not determined by a planning officer] based on material considerations. The level of detail contained within the outline planning application is significantly higher than expected with only one reserved matter (landscaping). This is vastly more information than normal and in effect much of the material presented and approved at outline will not be looked at under reserved matters. The application is not consistent in many areas with the Local Plan and Neighbourhood Plan and this should be seen as material planning considerations. The conclusive report from the senior historical environment officer at DCC, Stephen Reed, raises some interesting detail on the archaeological side with material things that should have been done and have not been done. As a result, we may need some people to come along and help represent your concerns at the relevant meeting.

Cllr Findlay thanked Cllr Newton for 'calling in' the application.

71.5. WPC Policies and Procedures Annual Review

Standing Orders and Financial Regulations were reviewed and approved 6th May 2020. The Code of Conduct is currently under National consultation and review. The Internal Control Statement was reviewed 24th June 2020, the Risk Management Policy is under constant review by the Clerk. All remaining policies and procedures of the Council are unchanged from their last reviews throughout 2019. Unless legislative amendments need to be made, next reviews will be carried out during 2021

71.6. Internal Working Groups Roles & Responsibilities (Doc 035/20)

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. Cllr Turner moved to approve membership of individual Councillors to WPC internal and external working groups as listed, seconded by Cllr Findlay, all in favour and **Resolved** (RR064/07/20)

Finance/IA AT AF AJ RFO	Employee Committee AT AF AM	Neighbourhood Plan AM AF AT, RN Clerk	Bungalow AT AJ RN AF	Cemetery AT SH
Assets AM RN	Work & Tidy AJ	Emergency Plan AT AF RN	Defibrillator Mr Ware, Clerk	Village Hall AJ
Schools AF	Community Centre RN	TAAG AT AJ	Winkleigh Fair AT RN	Playing fields/SP Cen AJ
Airfield Liaison – AF AT				

71.7. Annual Planner review (Doc 036/20)

Cllr Findlay moved to approve the council's annual planner as per the agenda document, seconded by Cllr Jacobs, all in favour and **Resolved** (RR065/07/20)

71.8. Bungalow Annual Inspection

Cllr Turner moved to approve members of Bungalow working group to attend bungalow for annual inspection during August, seconded by Cllr Findlay, all in favour and **Resolved** (RR066/07/20)

Action Item – for September pcm

Members of the Bungalow group to carry out full inspection as per inspection check list and provide a report and recommendations regarding short- and long-term maintenance contingencies, and annual rent review

71.9. Cemetery Annual Inspection

Action Item – for September pcm

Members of the Cemetery group to carry out full inspection as per inspection check list and provide a report and recommendations regarding short- and long-term maintenance contingencies, and annual price review

71.10. Emergency Plan, review of emergency advice list

Action Item – for September pcm

Members of the Emergency Plan Group to review the contact details and publish reviewed document

71.11. Assets annual inspection

Action Item – for September pcm

Members of Assets group to carry out annual inspection during August – annual report with recommendations for budget provisions to be prepared

71.12. Work and Tidy Group Annual walk around

Action Item – for September pcm

Members of the Work & Tidy Group to prepare report with recommendations for areas of action

71.13. Defibrillator Awareness Session

Cllr Turner moved to approve the booking of the Village Hall on Saturday 19/9/20 10am-12pm for defibrillator awareness session subject to Government Restrictions, seconded by Cllr Hodgson, all in favour and **Resolved** (RR066/07/20) (LGA 1972 s.111 – Budget provision – Admin Room Hire)

71.14. COVID 19

71.14.1. WPC Community Support Easing (Doc 037 & 037a/20)

Members approved the draft WPC Covid response easing plan and supporting letter as per agenda documents provided by Cllr Findlay, all in favour

Cllr Findlay moved that WPC resolve in accordance with its powers under sections 137 and 139 of the LGA 1972, should incur £130 expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure, to provide Parish Covid 19 welfare support and advice, seconded by Cllr Turner, all in favour and **Resolved** (RR067/07/20) (LGA 1972 s.137 – Community Welfare – Financial provision – Covid19 Grant monies)

Cllr Turner thanked Cllr Findlay for compiling the comprehensive and detailed plan

71.14.2. A balanced overview of the impact to date of coronavirus in Winkleigh (Doc 038/20)

Cllr Findlay explained the report was a reflection on the positive ways in which our community has responded, and points towards how subsequent spikes of coronavirus, or different health emergencies, could be managed in a better way

Cllr Findlay moved that WPC approve the document, seconded by Cllr Jacobs, 2 in favour, 3 abstentions and **Resolved** (RR068/07/20)

Cllr Findlay moved that WPC send the document to Devon County Council, and Devon Communities Together, seconded by Cllr Jacobs, 2 in favour, 3 abstentions and **Resolved** (RR069/07/20)

71.15. Cllr Verbal reports not requiring a discussion

Cllr Naylor reported he had attended a meeting of the Rural housing focus group which was quite diverse with very interesting factors and demonstrated the importance in having a Housing Needs Survey to support anything we are trying to move ahead or prevent and the benefit of having a Community Land Trust (CLT) whereby the Council can buy land, build on it and rent them out as social or affordable housing, setting our own rents, which may be the way forward to try and have better control over who would benefit from housing in the Parish.

Cllr Newton added that creating your own housing stock is very much back on the agenda again through a CLT and TDC are looking at the delivery of social housing

72.20 DATE OF NEXT MEETING

23rd September 2020, 7.30pm Venue/format to be confirmed - Meeting closed 21.05pm

APPENDIX A

FINANCIAL STATEMENT FOR 22nd JULY 2020 PCM

Reserve	Current	Bungalow	CASH BALANCE
11443.32	10595.35	5733.76	27772.43

Payment Ref	Budget Provision	Amount	PAYMENTS PRE-AUTHORISED AND MADE SINCE LAST PCM	Power	Expenditure approval Minutes Ref
PM061/20	Running Costs	14.00	EDF	LGA 1972 s.111	47.1.20 RR035/05/20
PM062/20	Bung - Admin	44.06	Pure Lettings Management Fee July	LGA 1972 s.126(1)	62.6.20 RR045/06/20
PM063/20	Cem - Maint	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s214(6)	47.1.20 RR035/05/20
PM064/20	Staff Costs	1072.27	Clerk Salary July	LGA 1972 s.112	47.1.20 RR035/05/20
PM065/20	Staff Costs	45.05	Clerk reimbursements July	LGA 1972 s.112	40.4.20 RR030/05/20
PM066/20	Staff Costs	150.37	HMRC NI/IT P2104	LGA 1972 s.112	40.4.20 RR030/05/20
PM067/20	COVID Grants	226.43	SB Plumbing - Covid 19 safety equipment	LGA 1972 s.137	40.4.20 RR030/05/20
PM068/20	COVID Grants	23.85	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
PM069/20	COVID Grants	23.40	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
PM070/20	Running Costs	707.57	TDC Street cleaning 1st quarter	LGA 1972 s.111	47.1.20 RR035/05/20
PM071/20	COVID Grants	23.80	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	40.4.20 RR030/05/20
PM072/20	COVID Grants	17.91	Amazon - Face Masks	LGA 1972 s.111	40.4.20 RR030/05/20
PM073/20	Admin - IT	71.86	BT Symantec device protection quarterly	LGA 1972 s.111	47.2.20 RR037/05/20
		£2,630.57			

Receipt ref	Budget Allocation	RECEIPTS SINCE LAST PARISH COUNCIL MEETING	Amount
RC009/20	Bung - rental	Bungalow Rental July	£524.55
RC010/20	Other	Interest Reserves Account	£0.10
RC011/20	Covid 19 grant	Post Office Covid19 repayment	£905.82
RC012/20	Cemetery	Cemetery Interment	£150.00
			£1,580.47

Reserves Account Balance	Amount	RESERVES ACCOUNT	WPC CONTINGENCY
11443.32	-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)	
			£7,171.18

Balance B/Fwd	Amount	BUNGALOW ACCOUNT	CURRENT BALANCE
5253.27			
	-44.06	Pure Lettings Management Fee July	
	524.55	Rental for July	
		Bank Balance	5733.76
		Allocation of balance	
	433.76	Budget allocation	-433.76
	5300.00	RESTRICTED Contingency accrual for works	-5300.00
Grant amount	Spent	COVID 19 GRANTS (held in current a/c)	BALANCE
1000.00	-90.00	Kingsley Plastics donation	910.00
50.00	-46.72	Parishioner donation	3.28
1430.00	-1341.46	TDC Grant	88.54
4995.00	-3737.51	DCC Prompt Action Grant	1257.49
7475.00	-5215.69		2259.31

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION		
Reconciliation date 13/07/2020		
Balance per bank statements as at 1st July 2020	£	£
Current Account	10595.35	
Bungalow Account	5733.76	
Reserves Account	11443.32	
		27772.43
Less: any unrepresented Payments		
		27772.43
Plus: any unrepresented Deposits	0.00	
		27772.43
Net balances as at 1st July 2020		27772.43
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:</i>		
CASH BOOK:		
Opening Balance 1 April 2020		19725.93
Add: Receipts in the year to date		23254.23
Less: Payments in the year to date		15207.73
Closing balance per cash book [receipts and payments book] as at 1st July 2020		27772.43

BUDGET HEADS EXPENDITURE	Budget	YTD Actual spend
Staff/Councillor Costs	17604.00	3676.30
Administration	3000.00	1497.93
Running Costs	3468.00	649.00
Professional fees	1010.00	543.00
Assets Maintenance & Purchases	1400.00	415.00
Grants/Donations	1245.00	1200.00
Bungalow	3250.00	110.16
Environment Fund	1000.00	0.00
Contingency	500.00	30.00
Neighbourhood Plan	369.00	0.00
Cemetery Rates & Grounds Maintenance	3470.00	939.81
TOTAL	36316.00	9061.20
INCOME	Budget	YTD
Precept	28636.00	14318.24
Other/Interest	12.00	3.79
Grants	0.00	7330.82
Bungalow Rent	6168.00	1573.65
Cemetery Fees	1500.00	180.00
TOTAL	36316.00	23406.50