

WINKLEIGH PARISH COUNCIL MEETING

Wednesday 23rd September 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 Radcliffe, Cllr Bayley, Cllr Findlay, Cllr Naylor, Cllr Jacobs, Cllr Mercer, Cllr Brown, Cllr Whitehead, Cllr Hodgson, Clerk Melanie Bickell

Also Present: County Cllr Saywell, District Cllr Newton

82.20 APOLOGIES FOR ABSENCE

None received

83.20 DECLARATIONS OF INTEREST FROM MEMBERS

None received

84.20 PUBLIC PERIOD

85.20 MINUTES

Cllr Turner moved to approve the minutes of the Extra-Ordinary Parish Council Meeting held remotely on 17th September 2020 as a true and accurate record, seconded by Cllr Brown, 7 in favour, 4 abstentions and Resolved (RR081/09/20)

86.20 FINANCE

86.1. 2020 cost of living Pay Award for Clerk (Doc 046/20)

To be noted that on 26th August 2020, the National Joint Council for Local Government Services (NJC) agreed 2.75% increase for 2020-21 to be implemented from 1 April 2020. Equates to an increase of £0.41p per hour, total annual budget impact £319.80. Budget provision was allowed when budget approved. Cllr Turner moved to approve cost of living award for the Clerk, seconded by Cllr Findlay, 9 in favour 1 abstention and Resolved (RR082/09/20)

86.2. Council Laser Printer

At the end of July, the Council printer went into error mode whilst printing for COVID19 purposes and requires replacement parts (Fuser and Transfer Belt), at a cost of £140 Plus, VAT, additionally the scanner is no longer working, and the machine needs to be sent away for repair to a Samsung approved shop – cost unknown. In consultation with the Chair, under Clerks Delegated Authority, a replacement multi-function machine was purchased. Cllr Turner moved to retrospectively approve the purchase of a replacement laser printer for Parish £266.18 plus VAT, seconded by Cllr Findlay, 9 in favour, 1 abstention and Resolved (RR083/09/20) (Power to incur expenditure LGA 1972 s.111, budget provision – DCC Covid grant monies - printing)

86.3. Council Device Protection purchase

BT Symantec protection will cease from 28th September 2020 due to withdrawal of the service. Under Clerks Delegated Authority, AV Total has been purchased to replace device protection including Malware cost £118 per annum for 12 devices. WPC Resolution 27/5/20 RR035/05/20 to pay £320 per year for BT Symantec, therefore this is an annual saving of £202.

86.4. Financial Statement (Docs 047/20) see APPENDIX A

Cllr Turner moved to approve the financial statement as per the agenda document, Incorporating bank reconciliation and all payments/receipts since last meeting 22nd July 2020, seconded by Cllr Findlay, 9 in favour, 1 abstention and Resolved (RR084/09/20)

Cllr Findlay enquired if the £1000 donation from Kingsley Plastics at the start of Covid lockdown would have any impact on the Parish Council when determining their forthcoming planning application. Clerk advised that the donation was to the Parish COVID19 community support fund and not to the Parish Council and therefore no.

87.20 PLANNING MATTERS

87.1. Planning Applications for Council resolution

87.1.1. 1/0707/2020/FUL, 5 Kings Meadow Drive, Winkleigh Replacement rear extension

Cllr Turner moved to support this application, seconded by Cllr Findlay, all in favour and Resolved (RR085/09/20)

- 87.1.2. **1/0613/2020 REMM Kingsley Plastics** – Reserved Matters Application for layout, appearance, landscaping and scale for construction of 70 dwellings pursuant to permission 1/0346/2017/OUTM - The Chair has called an extra-ordinary Parish Council Meeting on 7th October 2020 to discuss this application

88.20 REPORTS

88.1. Chair

88.1.1. Co-option Vacancy

The council have one vacancy that is eligible to be filled by co-option. Any interested persons should contact the clerk

88.2. Clerk

88.2.1. Internal Audit Report (Doc 048/20)

1 recommendation that, as PAYE is dealt with 'in house', the Council supports the Clerk by reviewing the documentation from time to time. There are no matters requiring council attention as reported by IA Cllr Findlay moved to formally accept the internal audit report for 2019/20, and thanked the Clerk for an exemplary report and execution of the council's finances, seconded by Cllr Turner, all in favour and Resolved (RR086/09/20)

88.2.2. Police and Crime Commissioner Councillor Advocate Scheme

In order to provide resilience, OPCC are requesting at least 2 Cllrs from each Parish join the scheme. Current WPC representative is Cllr Turner. Members approved Cllr Radcliffe to be second representative

88.3. County Cllr Saywell

I sent a report to all PCs last week in relation to the Pandemic and DCC issues, of which most of the issues are still relevant and current.

COVID19, DCC are now up to 1,547 cases recorded since start of pandemic. This has gone up by 58 in the last 7 days BUT, 27 of those 58 have come from Exeter where there has been a confirmed outbreak within the student population. All close contacts have been traced and self-isolating. DCC Public Health Team believe, looking at the data, a cohort of students brought the infection with them from their home cities/towns and then infected their student households. There is no evidence at present of wider community transmission.

Torrige, 70 cases up 1 in last 7 days. N Devon 149, up 2 in last 7 days, W Devon 81, up 1 in last 7 days. Mid Devon 241, up 2 in the last 7 days.

Numbers overall in Devon had fallen in the last 2 weeks, with increased testing being carried out. While there currently isn't a mobile testing unit in Torrige, there is one in Barnstaple and also Launceston (for Holsworthy area) and Tiverton, as well as Exeter and Plymouth. Only if local sites are full will people be directed elsewhere. Last week c. 7500 tests carried out, week before 8,500 tests.

With new restrictions coming in, I echo the words of the Council Leader, John Harth, to say now is the time to be careful, follow the regulations, keep sticking to the basics – *hand, face, space*.

We have seen good observance of this in Torrington Rural – was in town on Saturday morning and was pleased to see social distancing being observed, and people wearing facemasks, sanitising hands etc.

Broadband issues - if you want to discuss it further, happy to have a zoom meeting to discuss the issues.

Cllr Naylor sought clarification on whether the number of increased infections, as in positive tests, were asymptomatic and cases requiring treatment

Cllr Saywell responded he did not have a breakdown of how many people are asymptomatic or requiring treatment

88.4. District Cllr Newton

Delighted to see 3 new councillors have joined the Council, further strengthening the democratic representation of Winkleigh Parish, well done for volunteering it is brilliant to see people being prepared to represent their communities

Torrige are continuing though SW Councils in discussions and negotiation with Central Government for further levels of back fund grants to compensate for general funding losses. There are some who feel we should put our balance sheet back to where we started and Central Government should pay but everyone is having to take a loss. There is going to need to be an ongoing reduction in our budgets and budgets are going to have to be rewritten to compensate, but the negotiations are ongoing

Torrige as part of a boost for the Town Centres, will be offering car parking 'buy one get one hours free', due to the impact of Covid, which is making business transactions longer

Leisure team at Torrige wish to report that the delay in reopening the swimming pool is not the action of the Council but the contractor who are demanding a vast amount of money in order to reopen, citing Covid additional costs, and as such it will need a compromise

The long-awaited play and leisure strategy for Torridge has arrived in draft form, but it is not good quality in terms of breadth and detail looking throughout the whole district, and therefore it has been sent back for more work. Torrington Area Advisory Committee (TAAC) hasn't met for a long time, however, as we are not a statutory body, we can decide how we want to run it and looking to put it onto zoom as a permanent structure and get a much greater interest and attendance,

88.5. Water Pump Listed Building Consent

The Action of 5 members of the Winkleigh Parish Council, during August 2020, to purchase and install the brass plaque on the water pump was outside the remit of the Parish Council and without resolution.

Cllr Naylor moved that Winkleigh Parish Council retrospectively apply to TDC for Listed Building Consent for the installation of the plaque on the Water Pump, seconded by Cllr Brown, 8 in favour, 2 abstentions and Resolved (RR087/09/20) (Power to incur expenditure - Public Health Act 1936, s.125, Budget Provision - Assets)

88.6. Bungalow Annual Inspection (Doc 049/20)

Cllr Turner briefly went through recommendations included within the agenda document as a result of the annual inspection. Cllr Findlay moved that WPC work through all recommendations in the report in the priority of the tenants, seconded by Cllr Turner. (RR088/09/20)

Cllr Naylor moved an amendment that WPC work through the reports recommendations as required by Health and Safety and then priority of the tenants, seconded by Cllr Findlay, all in favour and **Resolved** (RR089/09/20)

Substantive Motion Cllr Findlay moved that WPC work through all recommendations in the report in the priority of Health and Safety followed by the tenants, seconded by Cllr Naylor, all in favour and **Resolved** (RR090/09/20)

Cllr Findlay moved that WPC apply a 5% bungalow rental increase with effect 1st April 2021, and give the tenants a 2- or 3-month rental holiday, non-repayable, if tenants request it, seconded by Cllr Naylor

Clerk advised that the Council have a duty and responsibility to all of its parishioners with regards to the effects of COVID19 and as the Bungalow Manager, the Clerk is in continued communication with the tenants to ensure we are meeting our landlord obligations and discuss their needs during COVID

7 in favour, 3 against and **Resolved** (RR091/09/20)

88.7. Cemetery Annual Inspection (Doc 050/20)

Cllr Turner moved that WP approve the Cemetery Annual inspection report and recommendations, seconded by Cllr Findlay, all in favour and **Resolved** (RR092/09/20)

88.8. Asset Annual Inspection) (Doc 051/20)

Cllr Naylor thanked Cllr Turner for doing the inspection of their behalf. Cllr Turner moved to approve the recommendations of the annual asset inspection report, seconded by Cllr Findlay, all in favour and **Resolved** (RR093/09/20)

88.9. Work and Tidy Group Annual walk around (Doc 052/20)

Cllr Naylor moved that WPC approve the recommendations within the report and clerk to make enquiries with regards to WPC adopting the Well opposite Changes Hair Salon, seconded by Cllr Bayley, all in favour and **Resolved** (RR094/09/20)

88.10. Emergency Plan

Cllr Naylor moved that WPC approve the clerk to make enquires on our behalf about looking into getting the water quality tested on the Wells and Springs in the Parish and look to restore some of them if necessary in the event of interruptions to the mains supply, seconded by Cllr Findlay

Clerk advises members that it is not the responsibility or role of The Parish Council to make these enquiries, and the Council do not have a power to require answers to such enquiries.

7 in favour, 2 against, 1 abstention and **Resolved** (RR095/09/20)

88.11. South West Wood Products

Cllr Naylor moved that WPC approve the Clerk to make enquires with the Environment Agency regarding what, and where any testing on the water usage by South West Wood Products has been carried out, especially from local wells or boreholes, seconded by Cllr Findlay, all in favour and **Resolved** (RR096/09/20)

Cllr Naylor further moved that the Clerk to make enquiries with the Environment Agency regarding what licences are currently held by SWWP, seconded by Cllr Findlay, all in favour and **Resolved** (RR097/09/20)

88.12. Traffic Calming Measures for the Parish (Doc 053/20)

Cllr Turner presented recommendations resulting from site visits and list of concerns to be taken forward. County Cllr Saywell thanked the members of the traffic group and Parish Council for the work they have done so far which is practical and sensible to take to Highways

Clerk to liaise with Cllr Saywell, Highways and Traffic Group to arrange a meeting to discuss recommendations being taken forward

88.13. Gateway Signage (Doc 054/20)

Cllr Mercer reported that he hopes to be in a position at our October meeting to update the Council on proposed signage design and discussions with Highways, but joint funding for the scheme from Highways will not be possible until the new financial year. Cllr Mercer was thanked for the work he has done so far

88.14. Disabled Parking Pay – The Square Winkleigh

Cllr Turner moved that WPC approve the Clerk to DCC Highways regarding the provision of a non-enforceable disabled bay outside Londis and possibility of Double Yellow Lines outside the Post Office, seconded by Cllr Bayley, all in favour and **Resolved** (RR098/09/20)

88.15. Grass Verge cutting – Life on the Verge Devon (Doc 055/20)

Cllr Jacobs reported that in order for wild flowers to be sown, the grass on the verges needs to be cut short and scarified, (mechanical removal of approximately 50% of the surface grass to leave bare soil) for the seeds to germinate. Cllr Jacobs would like the Parish Council to purchase a Stihl 540 scarifier which costs £480 plus VAT, Distinctly Winkleigh are willing to pay half the cost of £240, and council to allocate £100 for seed.

Cllr Jacobs has spoken with our current grass cutting contractor who will charge between £900-£1200 (3-4 days) to carry out the scarifying if the council provide the Scarifier.

Cllr Jacobs proposed that WPC form together with Winkleigh Society and parishioners to form a working group to tackle verges one by one, and WPC buy the scarifier and Winkleigh Society donate £240 towards it and we buy seeds worth £100

Clerk advised the Council would need to identify which verges in the parish and get permission from DCC Highways to scarify and plant wildflowers, before buying anything, also there is no financial provision in the current budget for this project

Following lengthy debate, Cllr Turner moved that the Clerk contact DCC Highways to seek relevant permissions and directions and obtain any necessary quotes for the Extra- Ordinary Parish Council Meeting on 7th October. Seconded by Cllr Hodgson, 7 in favour, 2 against, 1 abstention and **Resolved** (RR099/09/20)

88.16. Extension of Parish Council Meeting beyond 2 hours

Cllr Turner moved to extend the meeting beyond 2 hours as per Standing Orders, 9 in favour, 1 abstention and **Resolved** (RR100/09/20)

88.17. Highways Priorities for the Parish (Doing What Matters) (Doc 056/20)

Devon County Council project which aims to increase community engagement in the development of the highway maintenance capital programmes, it involves meeting with members of the parish councils to discuss community priorities to help DCC to determine future work programmes in our area.

WPC members met with DCC in 2019, and DCC have used a mix of existing data, visual inspections, and community knowledge to help determine a priority of works for the parish. The attached map (agenda document) shows the priority list for Winkleigh, the intention of this is to help determine the works in the parish over the coming years. DCC have then used these priority maps to develop a large programme of works for the electoral division of Torrington Rural followed by another tranche of works that could be considered once this programme of work is completed. The parish priority maps are dynamic and can change subject to circumstances and input from the community.

In some circumstances our first priorities do not reflect the issues that the parish council have raised because Highways have had to consider other information such as existing data, visual inspections, and asset management principles. DCC Highways are happy to arrange a Microsoft Teams meeting to discuss how they came to their decisions. Members agreed that Cllr Turner and Cllr Jacobs to attend a meeting with the Highways Priorities Team attend,

88.18. COVID 19

Cllr Findlay reported that a letter was sent to all users and volunteers standing the Winkleigh service down by end of Aug, and personal details would be kept or destroyed on request. Cllr Turner advised if the service needs to restart then the Clerk had delegated authority to make that decision.

88.19. Cllr Verbal reports not requiring a discussion

None

89.20 DATE OF NEXT MEETING

7th October 2020 EPCM via zoom

28th October 2020, 7.30pm zoom

Meeting closed 21.36pm

APPENDIX A – FINANCIAL STATEMENT

| Reserve | Current | Bungalow | CASH BALANCE as of 31/8/20 |
|----------|---------|----------|-------------------------------|
| 11443.51 | 6711.11 | 6214.25 | 24368.87 |

| Pymt Ref | Budget Provision | Amount | PAYMENTS PRE-AUTHORISED AND MADE | Power | Expenditure approval Minutes Ref |
|----------|------------------|------------------|---|-------------------|----------------------------------|
| PM074/20 | COVID Grants | 166.96 | Amazon Stationary/Postage Covid easing | LGA 1972 s.137 | 71.14.1.20 RR067/07/20 |
| PM075/20 | COVID Grants | 344.17 | Amazon - Printer Order | LGA 1972 s.111 | 40.4.20 RR030/05/20 |
| PM076/20 | Staff Costs | 1117.32 | Clerk Salary | LGA 1972 s.112 | 47.1.20 RR035/05/20 |
| PM077/20 | Running Costs | 14.00 | EDF | LGA 1972 s.111 | 47.1.20 RR035/05/20 |
| PM078/20 | COVID Grants | 18.00 | Volunteer Covid19 Expenses (Confidential) | LGA 1972 s.137 | 71.14.1.20 RR067/07/20 |
| PM079/20 | COVID Grants | 35.90 | Volunteer Covid19 Expenses (Confidential) | LGA 1972 s.137 | 71.14.1.20 RR067/07/20 |
| PM080/20 | Cem - Maint | 210.00 | Majestic Trees - Cemetery Maintenance | LGA 1972 s214(6) | 47.1.20 RR035/05/20 |
| PM081/20 | Staff Costs | 1198.96 | Clerk Salary August | LGA 1972 s.112 | 47.1.20 RR035/05/20 |
| PM082/20 | Staff Costs | 197.32 | HMRC NI/IT P2105 | LGA 1972 s.112 | 40.4.20 RR030/05/20 |
| PM083/20 | COVID Grants | 11.70 | Volunteer Covid19 Expenses (Confidential) | LGA 1972 s.137 | 71.14.1.20 RR067/07/20 |
| PM084/20 | COVID Grants | 11.70 | Volunteer Covid19 Expenses (Confidential) | LGA 1972 s.137 | 71.14.1.20 RR067/07/20 |
| PM085/20 | Running Costs | 14.00 | EDF | LGA 1972 s.111 | 47.1.20 RR035/05/20 |
| PM086/20 | Bungalow Admin | 44.06 | Pure Lettings Management Fee August | LGA 1972 s.126(1) | 62.6.20 RR045/06/20 |
| | | £3,384.09 | | | |

| Receipt ref | Budget Allocation | RECEIPTS SINCE LAST PARISH COUNCIL MEETING | Amount |
|-------------|-------------------|--|------------------|
| RC013/20 | Income other | Interest on Reserves account | £0.10 |
| RC014/20 | VAT reclaim | VAT reclaim 1st qtr 2020-21 | £472.48 |
| RC015/20 | Covid grant | DCC Prompt Action fund | £500.00 |
| RC016/20 | Income other | Interest on Reserves account | £0.09 |
| RC017/20 | Bung rent | Bungalow rental August | £524.55 |
| | | | £1,497.22 |

| Reserves Account Balance | Amount | RESERVES ACCOUNT | WPC CONTINGENCY |
|--------------------------|----------|---|------------------|
| 11443.51 | -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) | |
| | | | £7,171.37 |

| Balance B/Fwd | Amount | BUNGALOW ACCOUNT | CURRENT BALANCE |
|---------------|----------------|---|-----------------|
| 5733.76 | | | |
| | -44.06 | Pure Lettings Management Fee August | |
| | 524.55 | Rental for August | |
| | | Bank Balance | 6214.25 |
| | | Precept offset | |
| | 914.25 | Maintenance Budget | |
| | 5300.00 | RESTRICTED Contingency accrual for works | |
| | 6214.25 | | |

| 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 | -1430.00 | TDC Grant | 0.00 |
| 5495.00 | -4188.86 | DCC Prompt Action Grant | 1306.14 |
| | | | |
| 7975.00 | -5755.58 | | 2219.42 |

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION
Reconciliation date 17/09/2020

| | | |
|--|----------|------------------------|
| Balance per bank statements as at 31st August 2020 | £ | £ |
| Current Account | 6711.11 | |
| Bungalow Account | 6214.25 | |
| Reserves Account | 11443.51 | |
| | | <u>24368.87</u> |
| Less: any unrepresented Payments | | <u>24368.87</u> |
| Plus: any unrepresented Deposits | 0.00 | <u>24368.87</u> |
| Net balances as at 31st August 2020 | | <u>24368.87</u> |

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

| | |
|---|------------------------|
| Opening Balance 1 April 2020 | 19725.93 |
| Add: Receipts in the year to date | 25807.27 |
| Less: Payments in the year to date | <u>21164.33</u> |
| Closing balance per cash book [receipts and payments book] as at 31st August 2020 | <u>24368.87</u> |