

# WINKLEIGH PARISH COUNCIL MEETING

Wednesday 28<sup>th</sup> October 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 Mercer, Cllr Hodgson, Cllr Brown, Cllr Bayley, Cllr Jacobs,  
Cllr Radcliffe, Cllr Naylor, Cllr Whitehead, Clerk Melanie Bickell

**Also Present:** District Cllr Newton

### 97.20 APOLOGIES FOR ABSENCE

Cllr Turner moved to approve the absence of Cllr Findlay, seconded by Cllr Bayley, all in favour and Resolved  
(RR108/10/20) County Cllr Saywell gave apologies due to Meeting overlaps

### 98.20 DECLARATIONS OF INTEREST FROM MEMBERS

Cllr Brown declared a personal interest in item 104.7

### 99.20 PUBLIC PERIOD

### 100.20 MINUTES

Cllr Turner Moved to approve the minutes of the Extra-Ordinary Parish Council Meeting held remotely on 7<sup>th</sup> October  
2020 as a true and accurate record, seconded by Cllr Brown, all in favour and Resolved (RR109/10/20)

### 101.20 COMMUNITY LAND TRUST -RURAL HOUSING ENABLER FOR DEVON – Colin Savage – DCT (guest speaker)

Community land trusts are set up and run by ordinary people to develop and manage homes as well as other assets. CLTs act as long-term stewards of housing, ensuring that it remains genuinely affordable, based on what people earn in their area, not just for now but for every future occupier in perpetuity  
Community land trusts are one form of community led housing, other types include cohousing, development trusts and housing co-operatives

The community is integrally involved throughout the process in key decisions There is a presumption that the community group will take a long-term formal role in the ownership, stewardship, or management of the homes.

The benefits of the scheme to the local area and/or specified community group are clearly defined and legally protected in perpetuity.

CLTs are defined in law so there are certain things that a CLT must be and do: A CLT must be set up to benefit a defined community, A CLT must be not-for-private-profit. This means that they can, and should, make a surplus as a community business, but that surplus must be used to benefit the community, Local people living and working in the community must have the opportunity to join the CLT as members

Those members control the CLT (usually through a board being elected from the membership).

CLTs can own land and other assets which are important to a community – starting with affordable housing

CLTs hold those assets so that they are available and affordable for future generations (asset lock)

It would be an easy process to re-purpose a CLT but equally not an arduous process to start a new CLT

CLTs can be used for a self-build group which is a community led housing option

<https://www.devoncommunities.org.uk/community-land-trusts>

### 102.20 FINANCE

#### 102.1. External Audit -Conclusion (Doc D065/20)

The report was received by members. Auditors reports and Sections 2, 3, 4 of AGAR and notice of conclusion of audit have been posted to Parish Notice board and Website

#### 102.2. Grant applications for 2021 (Doc D066/20) See Appendix B

Cllr Turner moved to approve all grant applications as per agenda document 066/20, totalling £3,118.00 payable from May 2021, seconded by Cllr Hodgson, all in favour and resolved (RR110/10/20)

#### 102.3. 2021-22 Budget

Deadline for Parish approved project funding projections for 2021-22 to be provided to Clerk by 5<sup>th</sup> November 2020 for inclusion in draft budget

**102.4. Cemetery bungalow non-repayable rent break**

Further to the WPC resolution of 23rd September 2020, Minutes 88.6.20 RR091/09/20 - *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 7 in favour, 3 against and Resolved*

This amounts to a potential loss of income of up to £1,573.65 for 2019-20, or £1,652.33 in 2021-22. Due to this resolution, the Parish Council must prepare and budget for such a request to protect public funds and manage the risk to public money.

**102.4.1. Criteria assessment for non-repayment of rental break** (Doc D067/20)

Cllr Brown moved that the members of the bungalow group draw up an assessment of eligible criteria for any request for non-repayment rental break, to be considered by full council at the November meeting, seconded by Cllr Bayley, all in favour and Resolved (RR111/10/20)

Cllrs Turner, Findlay, Jacobs and Naylor to draw up an eligible criteria assessment in accordance with agenda document 067/20 by 18<sup>th</sup> November, to be circulated as an agenda document on 19<sup>th</sup> November

**102.4.2. Budget Provision for non-repayment of rental break** (Doc 068/20)

For financial year ending 31st March 2021, the council considered whether it has the reserves to cover the loss of 3 months rental income £1573.65, and whether the use of reserves will drop WPC below the recommended threshold. It was determined that as the council only keep the recommended minimal reserves to cover council obligations, any use of reserves must be budgeted for and replaced in the next financial year.

Cllr Turner moved that should a non-repayment rent break be requested prior to 31<sup>st</sup> March 2021, the councils general reserves will be used to fund the income shortfall and that provision be made in the 2021-22 budget to replace any spent reserves or cover any request between 1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2022, seconded by Cllr Brown, all in favour and Resolved (RR112/10/20)

**102.5. Financial Statement** (Docs 068/20) *See Appendix A*

Cllr Turner moved to approve the financial statement as presented in agenda document 068/20 Incorporating bank reconciliation, quarterly budget report and all payments/receipts since WPC meeting 23<sup>rd</sup> September 2020, seconded by Cllr Hodgson, 8 in favour 1 abstention and Resolved (RR113/10/20)

**103.20 PLANNING MATTERS**

**103.1. Neighbourhood Plan** (Doc D069/20)

Cllr Mercer reported that Torridge District Council made a decision on 05 October 2020 that, subject to a range of agreed modifications, the Winkleigh Neighbourhood Plan 2018-2031 meets all necessary statutory requirements and may proceed to referendum. Full details of the decision are set out in a formal Decision Statement, that may be inspected online at any time, together with the related examiner's report, at [www.torridge.gov.uk/winkleighnp](http://www.torridge.gov.uk/winkleighnp) Members agreed huge congratulations to all those involved, this was a tremendous amount of work and a fantastic achievement

**103.2. Water Pump Winkleigh Planning Enforcement investigation** (Doc D070/20)

WPC has received notice that TDC are carrying out an investigation into whether a breach of planning control has occurred in relation to the installation of a plaque on the Grade II Listed Building – Water Pump – reference E/20/0203/LIS

**103.3. Planning Applications**

**103.3.1. 1/0587/2020/LBC** Replace existing upvc windows with double glazed painted oak framed casement windows and increase height of kitchen window, 6 Coopers Hill Winkleigh

Cllr Turner moved to support this application, seconded by Cllr Whitehead, all in favour and Resolved (RR114/10/20)

**103.3.2. 1/0826/2020/FUL** Change of use of land to domestic curtilage, installation of treatment plant and alterations to external appearance of dwelling as approved under planning reference 1/0347/2020/AGMB Building at Heath Farm, Winkleigh EX19 8DL

Cllr Naylor moved that WPC do not support this application due to a primary concern with the comment raised by Environmental Protection. There is evidence in the plans that the foul/wastewater created by the new development will be discharged directly into a stream - which presumably flows into Hollocombe Water and the Council wish this to be corrected or mitigated somehow. The FDA references a Barn adjacent Holtgate, Chittlehamholt, which is not this application The current application states there will be no change to the roof, however, on the survey the roof materials are corrugated and asbestos which will have to be exchanged as this is to be a dwelling. Seconded by Cllr Bayley, all in favour and Resolved (RR115/10/20)

**103.3.3. 1/0850/2020/FUL** Change of use of land and creation of manege for private use, Heath Farm, Winkleigh EX19 8DL

Cllr Hodgson moved that WPC support this application, seconded by Cllr Turner, all in favour and Resolved (RR116/10/20)

**103.3.4. 1/0860/2020/FUL** Demolition of existing conservatory and porch, replacement extensions and conversion of existing barn to provide additional living accommodation, Venton Farm, Winkleigh EX19 8DW

Cllr Mercer moved that WPC support this application, seconded by Cllr Turner, all in favour and Resolved (RR117/10/20)

**103.3.5. 1/0811/2020/FUL** Two storey dwelling (variation of condition 2 of planning permission 1/0120/2018/FUL), Plot 4 Barton View, Barton Farmyard, Eggesford Road Winkleigh

Cllr Bayley moved that WPC do not support this application on the following material planning considerations This development of a 2-storey house on this site off Eggesford Road was granted approval in 2018 (1/0120/2018/FUL) despite local objections. The building was halted earlier this year, possibly on the advice of TDC Planning Enforcement, when it became clear that the building was exceeding the extent of the planning permission. This new application seeks to change extensively the type of house built on this site. Comparison of the drawings submitted in 2018 with the drawings submitted in support of this application make this clear. a) It is clearly outside the Development Boundary identified in the Winkleigh Neighbourhood Plan. The Development Boundary exists to protect the village from unwarranted and harmful development and build. Applications outside the Boundary would not receive our support except in exceptional circumstances. b) The new proposal is for a 3-storey house. The application refers to digging out the basement, but the drawings, although rather unclear, show the effect is the creation of a 3-storey property. This will have a clear impact upon surrounding properties who will be directly overlooked and suffer a loss of privacy and amenity. The ground levels within the application documentation are not consistent with the actual reality of the grounds position on all sides of the proposed dwelling. c) Style of build: Policy ENV4 in the NP says: "Pattern book, standardised design should be avoided; development should reflect the Village Design Statement; and should respect the scale, mass and distinctiveness of its location and the natural and built environment." A look at the submitted plans would indicate that little, or no, heed has been paid to this guidance. Seconded by Cllr Brown, all in favour and Resolved (RR118/10/20)

Clerk to write to TDC enforcement regarding incorrect positioning of 2 previous build plots by 7m

## 104.20 REPORTS

### 104.1. Chair

#### 104.1.1. Co-option Vacancy

One vacancy exists on the council – interested parties should contact the Clerk

#### 104.1.2. Membership of Employment committee

Additional members required for resilience. Clerk is an employee of the Parish Council and all Councillors have corporate responsibility as the 'employer'. Cllr Hodgson and Cllr Bayley were approved to join the Employment committee.

### 104.2. Clerk

**104.2.1. Disabled Parking Pay – outside Londis, and Double Yellow Lines outside of Post Office**, Winkleigh, request has been sent to Highways Team who will carry out an assessment ENQ201363944

#### 104.2.2. Life On The Verge

A meeting is being arranged with DCC Ecologist and Highways and members of the working group to progress project

#### 104.2.3. Data Protection Training/Refresher

In accordance with WPC Data Protection policy, all councillors to receive refresher GDPR training every two years. All Cllrs have been booked onto a DALC online zoom refresher training course on Wednesday 9<sup>th</sup> December 2020, 6-8pm. £300 plus VAT (Budget provision – Staff costs – Training, Power LGA 1972 s.111) Cllr Bayley changed to Tuesday 26<sup>th</sup> January

#### 104.2.4. Data Protection Workshop

In accordance with WPC Data Protection Policy, clerk to receive specific Data Processor refresher training every two years. Clerk booked onto DALC online course 3<sup>rd</sup> December 2020 10am-1pm £30 plus VAT (Budget provision – Staff costs – Training, Power LGA 1972 s.111)

### 104.3. County Cllr Saywell (report submitted)

#### Coronavirus

- Stats – As of 28<sup>th</sup> October DCC area of Devon now up to 4,526 coronavirus infections since the start of the pandemic.
- This is a weekly increase of 572
- By way of comparison... in Torridge there were just 18 cases in the last 7 days. North Devon 43 in 7 days, West Devon 38 in 7 days.

- The larger weekly increases are coming from the East and South of the County.
- The University outbreak in Exeter was successfully contained by the DCC Public Health Teams, University and City Council.
- Outside of the University of Exeter outbreak, infections in the rest of the County are cases picked up by the Care Home routine testing programme, plus scattered cases in workplaces and schools, including a few small clusters in GP Surgeries, mainly affecting adults of working age.
- This means that we all need to adhere to the public health guidelines to socially distance, hand hygiene, wearing face coverings and self-isolating/testing if symptomatic. **Please follow the basics – hand, face, space.**
- **We have seen good observance of this in Torrington Rural** – whenever I have been in Torrington and our villages I've been pleased to see social distancing being observed, and people wearing facemasks, sanitising hands etc. even when it has been busy. We must keep up our efforts. If we stick to those basics we reduce the risk of virus transmission and will keep our infection numbers in Devon low, avoiding the need for further punitive restrictions.
- **But please remember to stay safe and socially distant on Halloween and Guy Fawkes night!**
- Overall, our infection numbers in Devon are below the national average and well below in Torridge. Devon is 70 cases per 100,000 in the last 7 days. Torridge is 26 per 100,000. Lets keep those numbers low by continuing to follow the public health guidance.
- All of the data is publicly available and can be found online here - <https://www.devon.gov.uk/coronavirus-advice-in-devon/coronavirus-data/>

#### **Highways**

- It is on your agenda but I felt we had a good and productive meeting with Highways with Darryl Jagger and if there are any other issues relating to that meeting you'd like me to follow up please let me know.
- I will await to see the feedback from Highways regarding the disabled bay proposal and double yellow lines in the Square. Providing there is consensus within the Parish over what should be done I would be hopeful that these proposals can get implemented – and if there are any outstanding issues relating to this I would be happy to follow them up post-meeting.

#### **Schools**

- I am waiting for the latest figures but earlier figures has indicated a very good return to School with 93% of pupils back in school compared with a national average of 90%. 87% of children with special educational needs were also in school, higher than the national average of 84%.
- The issue of free school meals has been in the news lately...
- Since the start of the Pandemic DCC has created a hardship fund to support people, families and children who have needed support. The Council put £1 million into this fund and then increased the sum with our share of the £63million Government money allocated in June which was £700,000.
- This money was shared between the 8 District Councils based on their electorates. There is still £600,000 available in this fund and we are encouraging any family needing help with meals or financial support to apply to their District Council should they need urgent support in half term or beyond.

#### **School Transport**

- It is now mandatory for pupils to wear face coverings on school transport. Previous guidance asked pupils aged 11 and over to wear face coverings unless they were exempt, however some did not.
- From November 2<sup>nd</sup> it will be a condition of travel.
- The County Council will operate a 'two strikes' policy. If a student is found not wearing a face covering by the school or transport operator on two occasions, and there is no record of them being exempt from using one, they will be refused travel for a period of time.
- Those travelling on Special Educational Needs (SEN) transport will not be included in this new policy, as the majority of children are in categories which exclude them from wearing face coverings. However, passengers with SEN who can wear a face covering are encouraged to do so.

As ever, if there are any outstanding issues you would like me to look into please don't hesitate to get in touch.

#### **104.4. District Cllr Newton**

TDC have submitted a response to Central Government on the Consultation on planning for the future, capturing concerns from around the District, specifically the use of Neighbourhood Plans, TDC strongly stated that Neighbourhood Plans had a role and a place and questioned in the published white paper how the proposed reforms would work with Neighbourhood Plans and asked for greater clarity.

I welcome the work that has been done on the provision of a work hub in the Parish, and hope that continues to roll forward, with Winkleigh being only one of three sites in the area currently identified for a hub.

TDC struggling to maintain support for agricultural activities in the area, with all organisations that depend on public subscription/footfall suffering greatly. Swimming pools and leisure centre remain closed in Torridge area,

due to an impasse with contractor 1610 and TDC are continuing to negotiate levels of extra funding and cost in making them covid safe. Torrington pool roof repairs have discovered asbestos which will incur an additional spend, so the pool remains closed until resolved. The hope is that negotiation will result in Torridge pool being opened fairly soon.

I completed a visit to Andrew Hicks engineering having previously visited Kingsley Plastics, in order to obtain a balanced level of interest and representation on both sides with regards to the planning application for housing. Torridge is positioning itself, if necessary, in the event of increased restrictions regarding Covid. The Government are releasing a new tranche of grant scheme delegated to district councils to administer

Cllr Mercer enquired if TDC are supporting the Free school meals campaign, Cllr Newton advised that DCC delegated out money to Districts from the outset of the Covid crisis, and as a result TDC have a hardship fund which is well under-subscribed, which serves as an insurance safety net at district level with funds available to intervene on a needs basis, and remains in place, is active and is first port of call if there were situations where there was hardship in this sort of area. Accessed via the following link.

<https://www.torridge.gov.uk/CHttpHandler.ashx?id=17606&p=0>

Cllr Naylor asked TDC to decentralise grant funds in order to make the funds more available to communities

**104.5. Grass Cutting Tender Specification** (Doc D071/20)

Cllr Turner moved to approve the grass cutting specification and advertisement between 2-19 November, seconded by Cllr Bayley, all in favour and Resolved (RR119/10/20)

**104.6. Devon Work Hub for Parish**

Cllr Turner reported that Devon work hubs is a growing community of friendly and flexible work spaces, perfect for home-based and mobile workers, business start-ups, freelancers and entrepreneurs. Chris Fuller – TDC Economic Development Officer, has been liaising with WPC over the Summer in relation to a hub in the Parish.

Devon Work Hubs proposal has been successful in their funding bid for a hub in Winkleigh. This means that we will now be moved on from an Expression of Interest through to a full application process

**104.7. Traffic Calming Measures for the Parish**

Clerk is arranging a remote meeting with team members, District/County Cllrs and Neighbourhood Development Officers 4<sup>th</sup> November

**104.8. Doing What Matters (Highways)**

Cllr Jacobs reported on the meeting with DWM team 15<sup>th</sup> October 2020. Highways are keen that localities get the right priority of intended works and talked about the identified priorities for the Parish and whether they were still valid or not, ensuring that industrial needs are prioritised in addition to residential roads.

**104.9. COVID 19** (Doc D072/20)

Devon is currently at alert level MEDIUM

The government will only reintroduce formal shielding advice in the very worst affected local areas and for a limited period of time. This will only apply to some, but not all, very high alert level areas and will be based on advice from the Chief Medical Officer. The government will write to you separately to inform you if you are advised to shield. You are not advised to follow formal shielding advice again unless you receive a new shielding notification advising you to do so. From now, refer to the new local COVID alert levels for your area.

<https://www.torridge.gov.uk/coronavirus>

<https://www.devon.gov.uk/coronavirus-advice-in-devon/coronavirus-data/>

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

No items

**105.20 DATE OF NEXT MEETING**

**25<sup>th</sup> November 2020, 7.30pm**

**21:07pm meeting closed**

## APPENDIX A

FINANCIAL STATEMENT FOR 28<sup>th</sup> OCTOBER 2020 PCM

Reserve	Current	Bungalow	CASH BALANCE
12317.62	18495.85	7570.52	38383.99

Pymt Ref	Budget Provision	Amount	PAYMENTS PRE-AUTHORISED AND MADE	Power	Expenditure approval Minutes Ref
PM087/20	Bungalow Admin	44.06	Pure Lettings Management Fee September	LGA 1972 s.126(1)	62.6.20 RR045/06/20
PM088/20	Running Costs	150.00	Vision ICT annual website hosting fee	LGA 1972 s.111	40.4.20 RR030/05/20
PM089/20	COVID Grants	22.60	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	71.14.1.20 RR067/07/20
PM090/20	COVID Grants	23.40	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	71.14.1.20 RR067/07/20
PM091/20	NP Grant	126.00	G5Design Neighbourhood Plan Modifications	Localism Act 2011	78.1.5.20 RR073/09/20
PM092/20	Admin - IT	79.99	Microsoft Office subscription (Via clerk)	LGA 1972 s.111	47.2.20 RR036/05/20
PM093/20	Staff Costs	1281.62	Clerk Salary	LGA 1972 s.112	47.1.20 RR035/05/20
PM094/20	Cem - Maint	210.00	Majestic Trees - Cemetery Maintenance	LGA 1972 s.214(6)	47.1.20 RR035/05/20
PM095/20	Admin - IT	118.00	Total AV	LGA 1972 s.111	47.2.20 RR036/05/20
PM096/20	Bungalow Admin	129.26	Pure Lettings Management Fee & Maintenance	LGA 1972 s.126(1)	62.6.20 RR045/06/20
PM097/20	Prof Fees	35.00	ICO	LGA 1972 s.111	47.1.20 RR035/05/20
PM098/20	Staff Costs	252.00	HMRC NI/IT P2106	LGA 1972 s.112	40.4.20 RR030/05/20
PM099/20	Running Costs	707.57	TDC Street cleaning July-Sept	LGA 1972 s.111	47.1.20 RR035/05/20
PM100/20	Admin - Stationary	18.88	Viking Direct	LGA 1972 s.111	47.1.20 RR035/05/20
PM101/20	COVID Grants	43.20	Volunteer Covid19 Expenses (Confidential)	LGA 1972 s.137	71.14.1.20 RR067/07/20
PM102/20	Staff Costs	36.00	DALC Training	LGA 1972 s.111	40.4.20 RR030/05/20
PM103/20	Running Costs	20.00	EDF	LGA 1972 s.111	47.1.20 RR035/05/20
PM104/20	Bungalow Admin	44.06	Pure Lettings Management Fee September	LGA 1972 s.126(1)	62.6.20 RR045/06/20
		<b>£3,341.64</b>			

Receipt ref	Budget Allocation	RECEIPTS SINCE LAST PARISH COUNCIL MEETING	Amount
RC018/20	Cem - Income	Cemetery Interment Fee	£360.00
RC019/20	Cem - Income	Cemetery Interment Fee	£75.00
RC020/20	Bung - Rent	Bungalow Rental Income Pure lettings minus fees	£480.49
RC021/20	NP - Grant	Groundwork UK Neighbourhood Plan Grant	£1,000.00
RC022/20	Cem - Income	Memorial Inscription Fee	£30.00
RC023/20	Bung - Rent	Bungalow Rental Income Pure lettings minus fees	£395.29
RC024/20	Other	Interest Reserve Account	£0.11
RC025/20	Precept	Precept 2nd instalment	£14,318.00

<b>RC026/20</b>	Bung - Rent	Bungalow Rental Income Pure lettings minus fees	£480.49
			<b>£17,139.38</b>

A/Cs	Amount	TRANSFERS BETWEEN ACCOUNTS	Actioned
Res to Curr	126.00	NP Grant G5 Design reference PM091/20	01/10/2020
			<b>£126.00</b>

Reserves Account Balance	Amount	RESERVES ACCOUNT	WPC CONTINGENCY
<b>12317.62</b>	-1000.00	Earmarked Election accrual	
	-874.00	Neighbourhood Plan grant	
	-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>£7,171.48</b>

Balance B/Fwd	Amount	BUNGALOW ACCOUNT	CURRENT BALANCE
<b>6214.25</b>	-132.18	Pure Lettings Management Fee Apr/Sept/Oct	
	1573.65	Rental for Apr/Sept/Oct	
	-85.20	Boiler Repair	
<b>Bank Balance</b>			<b>7570.52</b>
	326.04	Precept offset	
	944.48	Maintenance Budget	
	6300.00	RESTRICTED Contingency accrual for works	
	<b>7570.52</b>		

Grant amount	Spent	COVID 19 GRANTS (held in current a/c)	BALANCE
<b>1000.00</b>	-90.00	Kingsley Plastics donation	910.00
<b>50.00</b>	-46.72	Parishioner donation	3.28
<b>1430.00</b>	-1430.00	TDC Grant	0.00
<b>5495.00</b>	-4246.76	DCC Prompt Action Grant	1248.24
<b>7975.00</b>	<b>-5813.48</b>		<b>2161.52</b>

**WINKLEIGH PARISH COUNCIL BANK RECONCILIATION**

<b>Reconciliation date 19/10/2020</b>		
Balance per bank statements as at 1st October 2020	£	£
Current Account	18495.85	
Bungalow Account	7570.52	
Reserves Account	12317.62	
		38383.99
Less: any unrepresented Payments		
		38383.99
Plus: any unrepresented Deposits	0.00	
		38383.99
Net balances as at 1st October 2020		<b>38383.99</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 2020		19725.93
Add: Receipts in the year to date		43164.03
Less: Payments in the year to date		24505.97
Closing balance per cash book [receipts and payments book] as at 1st October 2020		<b>38383.99</b>

**BUDGET REPORT 2<sup>nd</sup> Quarter**

RFO sees no areas of concern at 6 months stage of annual budget/financial year

<b>BUDGET HEADS EXPENDITURE</b>	<b>Budget</b>	<b>YTD Actual spend</b>
Staff/Councillor Costs	17604.00	8976.09
Administration	3000.00	1914.53
Running Costs	3468.00	1874.04
Professional fees	1010.00	578.00
Assets Maintenance & Purchases	1400.00	415.00
Grants/Donations	1245.00	1200.00
Bungalow	3250.00	2342.24
Environment Fund	1000.00	0.00
Contingency	500.00	30.00
Neighbourhood Plan	369.00	0.00
Cemetery Rates & Grounds Maintenance	3470.00	1569.81
<b>TOTAL</b>	<b>36316.00</b>	<b>18899.71</b>
<b>INCOME HEADS</b>		
	<b>Budget</b>	<b>YTD</b>
Precept	28636.00	28636.24
Other/Interest	12.00	4.09
Bungalow Rent	6168.00	3671.85
Cemetery Fees	1500.00	645.00
<b>TOTAL</b>	<b>36316.00</b>	<b>32957.18</b>



## APPENDIX B

### WINKLEIGH PARISH COUNCIL GRANT APPLICATIONS FOR APRIL 2021

#### **TOTAL GRANT APPLICATIONS £3,118.00**

Maximum grant pot of £5,727.20 (based on 20% of 2020/21 precept of £28,636), in accordance with WPC grants policy.

A grant is any payment by the Council to be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving recreation and / or sports
- Improving the environment
- Promoting the parish of Winkleigh in a positive way.

Eligibility for funding is restricted to organisations whose services are provided in the Parish of Winkleigh or are for the benefit of residents in Winkleigh.

The maximum amount of any one grant shall be £2000 in any one year (this being the amount WPC can ordinarily spend without a tender process).

By November of each year, the available funding pot shall be agreed for the following financial year, in advance by WPC. In agreeing this limit, WPC will consider the consequences for the precept charged to householders. The Council have Resolved that the grant pot shall not exceed 20% of the precept each year.

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## APPLICATIONS

### **Parochial Church Council Winkleigh £318.00**

Annual scheduled maintenance and service of the All Saints Winkleigh church tower clock. The church clock is a part of Winkleigh village life.

A village 'asset' that is incorporated into a historic, listed building, centrally located, its chimes have 'rung-out' over the village for over 150 years.

Its continued presence adds to the character and distinctiveness of the village.

Total cost of project £636 over 3 years. Smith of Derby 3-year service contract renewal. Total amount requested £318.00 (50% of service costs)

Power	Parish Councils Act 1957 s.2	Power to provide and maintain public clocks within the council's area
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### **Okehampton Community and District Transport Group request £500**

Continuation of the current services including Ring and Ride bus, volunteer car scheme, wheelchair accessible transport and community minibus

Power	Local Government and Rating Act 1997, s26 & 29	Power to spend money on community transport schemes
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### North Devon Records Office £300

To maintain the services currently offered

28/11/2018 Minutes 122.2.1.5.18

WPC award North Devon Records Office £300 per year towards maintaining the current service, seconded by Cllr Mercer, all in favour and Resolved RR120d/10/2018

Power	Local Government Act 1972, s137	in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure
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### Winkleigh Village Hall Charity request £2000 –

*Long-term BUILDING IMPROVEMENT PLAN (plan provided to the Clerk) estimated at £40,000.00+ over 5-year period.*

*This phase costed as maximum £5,000 Total amount requested £2,000.00*

Power	Local Government Act 1972 s.133	Power to furnish village hall
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The Responsible Finance Officer confirms that all applicants have provided the following information in support of their application, in accordance with WPC Grants Policy

- i. A copy of their written constitution or details of their aims and purpose
- ii. Full details of the project or activity
- iii. Demonstration that the grant will be of benefit to the local community within the parish
- iv. The proportion or number of beneficiaries living in the electoral area
- v. Demonstration of a clear need for the funding
- vi. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan
- vii. A copy of the organisation's latest bank statement