

# WINKLEIGH PARISH COUNCIL MEETING

held remotely via Zoom on WEDNESDAY 27<sup>th</sup> May 2020 7.30pm

## MINUTES

**PRESENT:** Cllr Turner (Chair), Cllr Findlay, Cllr Hodgson, Cllr Naylor, Cllr Jacobs, Cllr Mercer, Cllr Hipkiss joined the meeting but lost connection during the meeting, Clerk – Mrs Melanie Bickell  
**ALSO PRESENT:** District Cllr Newton

### 43.20 APOLOGIES FOR ABSENCE

Cllr Turner moved to approve the absence of Cllr Bayley (prior commitments), seconded by Cllr Findlay, all in favour and **Resolved** (RR033/05/20) County Cllr Saywell (meeting clash)

### 44.20 DECLARATIONS OF INTEREST FROM MEMBERS

Cllr Turner declared a personal interest in item 48.3.20 Kings Bungalow

### 45.20 PUBLIC PARTICIPATION

### 46.20 MINUTES

Cllr Turner moved to approve the minutes of the Extra-Ordinary Parish Council Meeting held on 6<sup>th</sup> May 2020 as a true and accurate record, seconded by Cllr Findlay, 5 in favour, 1 against and **Resolved** (RR034/05/20)

Cllr Naylor requested it to be minuted that he was unable to make his vote heard or registered during the epcm 6<sup>th</sup> May 2020 under all items 4.20 and he was trying to vote against these items, which was hindered by connectivity and IT issues. Matter was noted by Cllrs

### 47.20 FINANCE

#### 47.1. Regular Payments approval

Cllr Turner moved to approve the regular payments of

- Direct Debit EDF Electric to the Square £14.00 per month, LGA 1972, s111 Running costs budget
- Majestic Trees Cemetery Maintenance Contract £210.00 per month Standing Order, LGA 1972, s.214(6) Cemetery budget
- TDC Cemetery Rates October 2020 £310.00 incl VAT Direct Debit, LGA 1972, s.214(6) Cemetery budget
- Clerk Monthly Salary £1072.27 Standing Order Power and funding source for expenditure, LGA 1972 s.112 Staff Costs budget
- Information Commissioners Office Data Protection Registration, September 2020, £35.00 Direct Debit, LGA 1972 s.111, Professional fees budget
- TDC Street Cleaning, quarterly £710 incl VAT, Bacs, LGA 1972 s.111, Running Costs street cleaning budget  
Seconded by Cllr Hodgson, all in favour, and **Resolved** (RR035/05/20)

#### 47.2. Annual Subscriptions approval

Cllr Turner moved to approve the annual subscriptions during 2020/21,

- SLCC £180.00,
- NALC/DALC £360.00,
- Microsoft Office 365/Adobe £384.00,
- BT Symantec IT protection £320, subject to annual increase,  
Power and funding source for expenditure, LGA 1972, s.111 – running costs and professional fees annual budget, Seconded by Cllr Mercer, All in favour and **Resolved** (RR036/05/20)

#### 47.3. Year-end Budget Report (Doc 018/20)

RFO reported that the expenditure incurred during 2019/20 was in budget by £187.87. The income was higher than budgeted due to unpredicted cemetery income and surplus monies have been transferred to reserves account and earmarked for new gateway signage, new parish council website and VE/VJ Day events in 2021

#### 47.4. Annual Accounts and Internal Audit

RFO reported that the internal audit had been received with no issues and year-end accounts and the annual governance statement are to be approved at our June Meeting. The Internal Audit report will be published on the council website

Cllr Findlay congratulated the Clerk on a successful internal audit

47.5. **Financial Statements April and May** (*Docs 019/20 & 020/20*)

All Invoices and bank reconciliations on the financial statements have been signed by Cllr Turner. Another Cllr is required to sign the documents when appropriate. Cllr Turner moved to approve the April and May financial statements, seconded by Cllr Findlay, all in favour and **Resolved** (*RR037/05/20*)

## 48.20 PLANNING MATTERS

- 48.1. **1/0347/2020/AGMB Heath Farm Winkleigh**, Prior notification for the conversion of agricultural barn into 1 dwelling and associated works under Class Q. Cllr Naylor moved to support this application with the mitigation that Winkleigh Parish Neighbourhood Plan Policy ENV2 regarding light pollution affecting the nearby community is considered. The Build should enhance biodiversity in terms of the provision of bat boxes and preservation of barn owls and no site work to begin before the end of August 2020. Council would prefer a smaller property rather than a large 4 bedroom detached, to better suit the needs of the local population and building materials should be in conjunction with the Winkleigh Village Design Statement, seconded by Cllr Findlay, all in favour and **Resolved** (*RR038/05/20*)
- 48.2. **1/0244/2020/FUL Kinangop Farm Winkleigh**, Change of use of poultry farm building to sui generis for marquee business – Cllr Hodgson moved to support this application on the provision that any trees within the development are left to continue to grow, seconded by Cllr Naylor, 5 in favour, 1 abstention and **Resolved** (*RR039/05/20*)
- 48.3. **1/0252/2020/FUL Kings Bungalow, Kings Farm Lane, Winkleigh**, New fixed roof to existing garage and utility link – Cllr Findlay moved to support this application, seconded by Cllr Jacobs, all in favour and **Resolved** (*RR040/05/20*)

## 49.20 REPORTS

49.1. Chair

49.1.1. **Council vacancies**

4 vacancies exist on the council which can be filled by co-option. Cllrs are reminded to encourage applicants

49.2. Clerk

49.2.1. **Parish Council Insurance Renewal**

Under Clerks delegated authority, the council annual insurance commencing 1<sup>st</sup> June 2020 was renewed with our current provider, BHIB for £800.31, an annual increase of £12.60 on last year, Payment ref PM040/20 (*Budget Admin – Insurance, Power LGA 1972 s.111*)

49.2.2. **Parish Council Grant Applications**

Under Clerks delegated authority, the grant application process has been advertised in accordance with the Grants Policy, closing date 13<sup>th</sup> September 2020, approved applications will receive grants in May 2021

49.2.3. **Parish Council New Website**

The new parish council website is currently being built and is looking great and is easier to navigate. Thank you to Cllrs Naylor and Jacobs for providing photographs to be used on the website. The designer is asking for photographs and short descriptive note of each Cllr which will be uploaded to the Cllr page. New website will be ready by September 2020 and will use the current web address

49.3. **County Cllr Saywell**

I am sorry I cannot be with you this evening due to conflicting virtual meetings, including Beaford Parish Council who I have not yet been able to see since the start of the crisis. Can I again thank **everyone** in Winkleigh for the part you are all playing during this pandemic.

A short report for you this evening as I sent out a detailed report just before the bank holiday weekend. The only major update is that you may have heard the [Government's announcement](#) on Friday that extra funding will be provided to all councils to support coronavirus test and trace services in communities. Devon has also been designated as one of 11 Beacon Councils – the only one in the South West – to lead localised planning and share good practice and lessons learnt with others.

This follows an expression of interest from Devon County Council in being part of the nationwide effort to roll-out the service and has been [welcomed by our Leader](#), Cllr John Hart.

We are waiting for more details and guidance from Government but essentially this places Devon County Council at the forefront of the response to and management of coronavirus (COVID-19) outbreaks at a local level.

Through a detailed local outbreak plan and working with the national Test and Trace Service, we will be able to focus on individual communities and the support needed to effectively manage local outbreaks. This will include being able to safely monitor more closely and contain any outbreaks in schools, care homes, and workplaces.

Leading locally on the Government's Test and Trace Service, which we understand will include mobilising testing facilities if needed, will give us vital information about residents who have COVID-19 symptoms or have been in contact with those who have symptoms and need to self-isolate, and how we can best support people.

The South West has the lowest number of outbreaks in the country and we want to do all we can to make sure this continues. Working with our local partners, we will be able to act more quickly to contain any outbreaks and provide the right support for our communities, building on the work we are already doing to protect the most vulnerable in our society.

Obviously, more details will come through and as and when I have more information, I will let the Parish Council know. As ever, any DCC issues you need to contact me on I am available on email, telephone and virtually (when not in other meetings!)

**49.4. District Cllr Newton**

Business support grants have been given by TDC to the Village Hall and Community Centre in Winkleigh for £10,000 each. TDC are working with the wider council group in Devon to roll out the latest grants, (discretionary business support grants) aimed at small businesses falling through the cracks which will be rolled out next week, which may benefit smaller businesses within the Parish.

Test & Trace has been devolved down to County level and is expected to go live very soon.

The District council is still working under urgency procedures, so an increased level of authority is invested in the acting head of paid services and the leader of the council and they have a greater delegated authority. All Committees are now fully up and running holding meetings remotely.

Cllr Mercer thanked Cllr Newton for the financial support to various bodies within the Parish and stated the grant paid to the Parish Council to support voluntary support to parishioners was being utilised effectively by the clerk and the council were being consulted and fully supported the clerks spending decisions with the grant monies and that local leadership is key in addressing the pandemic

Cllr Hodgson enquired if the Parish Cemetery would qualify as a small business. Cllr Newton would make enquiries

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

**49.5.1. grant aid for the cemetery**

Cllr Hodgson requested item for next agenda

**49.5.2. Speed warning signs**

Cllr Naylor requested item for next agenda

**49.5.3. Gateway Signage**

Cllr Mercer reported that following Highways staff return from sick leave, this matter would now begin progressing as soon as possible

**49.5.4. Covid 19 Volunteers**

Cllr Findlay reported that the parish response was being maintained with some current volunteers having to step down due to returning to work, but other volunteers were being appointed

Chair closed the meeting at 8.22pm

Next Parish Council Meeting will be 24<sup>th</sup> June 2020 7.30pm – It is currently undetermined if this will be held remotely