

# WINKLEIGH PARISH COUNCIL MEETING

Wednesday 24<sup>th</sup> February 2021 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 Appleby, Cllr Brown, Cllr Findlay, Cllr Radcliffe, Cllr Mercer, Cllr Naylor,  
Cllr Whitehead, Cllr Jacobs, Cllr Hodgson

**Also Present:** Melanie Bickell (Clerk), County Cllr Saywell, District Cllr Newton

### 9.21 APOLOGIES FOR ABSENCE

None Received. Cllr Bayley absence was unapproved.

### 10.21 DECLARATIONS OF INTEREST FROM MEMBERS

None Received

### 11.21 CENSUS 2021 – Guest Speaker Liza Oxford – Census Engagement Officer

The 2021 Census is a 'digital first', meaning that the ONS are aiming for 75% + surveys to be completed online. The benefits of a digital census are the speed of data collection and analysis and therefore the results can be acted on quicker. 2021 Census will commence 21<sup>st</sup> March 2021.

The Census enables engagement with communities and special observation groups and provides a snapshot of all households in England and Northern Ireland, with all individual personal data remaining confidential for 100 years. It is a legal obligation for everybody to complete the census which will be used to provide information to the Government to shape policy, allocate funding and enable resource planning and monitoring. There are two new parts concerning the veterans armed forces covenant, and sexual orientation and gender questions for gender equality basis. The census is used to decide how money is spent on local services each year, so important for the community to complete the census to benefit from funding,

All households will receive a postcard advance notice to prepare for the Census and the Census digital pack itself is being rolled out and can be completed as soon as it is received. The Census is a digital first and any type of device and media format can be used. Paper format is available, also accessible formats and different languages for those that request it and help is available to support people who have difficulty to complete the census online

[www.census.gov.uk](http://www.census.gov.uk) website

Whilst it is a legal requirement to complete the Census, households will be given plenty of opportunities to complete it, and 4 reminder letters will be issued, followed by a visit from a field support officer to households that have not completed the Census, it will be a last resort to fine anyone for not completing.

A Transient weekend will be held from the Friday to Monday of the census day (Sunday 21<sup>st</sup> March 2021), for assisting homeless people/transient groups, by communal establishment teams, who will go out and locate people in these groups and assist them to complete the Census, with care and caution.

90% of population will receive a pack with a digital access code, however, the pack provides a telephone number so households can ring for a paper copy to be sent to them. 10% of the population will receive paper copy first, as identified as in an area of digital exclusion or deprivation.

Any trusted family member, friend, neighbour, carer, support bubble member, Community Volunteer etc can help a householder to complete the Census and can request an online code to be sent to their device to enable them to complete the Census on someone else's behalf, one example being - the 3<sup>rd</sup> party can fill in the form on their own device/paper format, whilst obtaining the information over the telephone from the householder.

More information can be found on the website [www.census.gov.uk](http://www.census.gov.uk) where additional accessibility support can also be found.

### 12.21 PUBLIC PERIOD

### 13.21 MINUTES

Cllr Whitehead raised a query with regards to item 7.6 on the minutes of the Parish Council Meeting held remotely on 20<sup>th</sup> January 2021. Clerk to check the recording and report back to March Meeting.

## 14.21 FINANCE

### 14.1. Bungalow Drains

Cllr Turner moved to retrospectively approve the cost of 2 x £170.00 (total £340 plus VAT) for drain inspections of the Cemetery Bungalow, seconded by Cllr Findlay, all in favour and Resolved (RR012/21) *Budget Provision – Bungalow Contingency, Power LGA 1972 s.140(1)*

### 14.2. Financial Statements (Doc 007/21) – See Appendix A

Cllr Turner moved to approve the financial statement for February Incorporating bank reconciliation and all payments/receipts since WPC meeting 20<sup>th</sup> January 2021, seconded by Cllr Findlay, all in favour and Resolved (RR013/21)

Action - Clerk to circulate Budget to date to all Cllrs prior to March pcm

## 15.21 PLANNING MATTERS

### 15.1. Planning Applications

#### 15.1.1. 1/0942/2020/DIS – Devon Plant Services, Unit 1 Winkleigh Airfield - Discharge of Condition 5 (tree planting and landscape) of planning permission 1/0093/2017/FULM

Cllr Turner moved that WPC Do Not Support this application as it is against the Neighbourhood Plan Objective ER7 and Policy ENV1 with regards to restoring and enhancing the environment on the airfield, seconded by Cllr Findlay, all in favour and Resolved (RR014/21)

#### 15.1.2. 1/1018/2020/FUL – Land and Buildings at Bidbeare Barton Farm, Bondleigh – part retrospective application for raising of ground levels, formation of concrete yard and hardcore yard area. Installation of gas tank base, grain silo and fencing. Recladding parts of the existing building and alterations to the internal layout to house cattle and milking parlour.

Cllr Jacobs moved that WPC Support this application on the provision that the recommendations of the environmental protection officer are adhered to, seconded by Cllr Findlay, 8 in favour, 1 against, 1 abstention and Resolved (RR015/21)

#### 15.1.3. 1/0076/2021/FULM Land at Old Winkleigh Airfield, Proposed building for the storage of classic motor vehicles

15.1.3.1. Cllr Findlay moved that WPC support the application providing the drainage and soakaway for the site be carried out as per the environmental protection recommendations, seconded by Cllr Hodgson (Original Motion)

15.1.3.2. Cllr Naylor proposed an amendment to add that the applicant must clean up the site where the vehicles currently stand once the vehicles are moved into the storage, seconded by Cllr Turner, all in favour and Resolved (RR016/21)

15.1.3.3. (Substantive Motion) Cllr Findlay moved that WPC support the application providing the drainage and soakaway for the site be carried out as per the environmental protection recommendations and the applicant must clean up the site where the vehicles currently stand once the vehicles are moved into the storage, seconded by Cllr Hodgson all in favour and Resolved (RR017/21)

#### 15.1.4. 1/0130/2021/FUL Tawmix Recycling Ltd Winkleigh Airfield, Replacement boundary walling/fencing

15.1.4.1. Cllr Naylor moved that WPC Do Not Support this application, and the applicant should mitigate the problem rather than further spoiling the habitat and diversity by creating a large wall and potentially causing additional environmental issues and the Council should echo the comments made by Neighbourhood Plan Group member, Penny Griffiths, seconded by Cllr Jacobs (Original Motion)

15.1.4.2. Cllr Whitehead proposed an amendment that there is no evidence the 8.5 metre wall solution to contain the dust will work without other mitigation measures and the Council is concerned regarding the environmental impact and the wall being an eye sore, seconded by Cllr Findlay, all in favour and Resolved (RR018/21)

15.1.4.3. (Substantive Motion) Cllr Naylor moved that WPC Do Not Support this application, and the applicant should mitigate the problem rather than further spoiling the habitat and diversity by creating a large wall and potentially causing additional environmental issues and there is no evidence the 8.5 metre wall solution to contain the dust will work without other mitigation measures and the Council is concerned regarding the environmental impact and the wall being an eye sore. The applicant has demonstrated a failure to understand the environment in which they reside and have profoundly impacted visually, physically, and environmentally. Dust mitigation is clearly required as neighbours are badly affected, but more detail, discussion and scrutiny is needed as to how best to achieve this. NDTLP and policy WIN01; Development at Winkleigh Airfield states: 'The overall objective of the policy is to ensure restoration and enhancement of the landscape'. All planning proposals, no matter how incremental, are an opportunity for amelioration and

working towards environmental objectives and enhancement of the landscape. The airfield is recognised within the Parish and by Torridge as a site of environmental and historical significance. It has its own beauty, its own biodiversity and a memorial site 300 metres away. There is no reference to Winkleigh's Neighbourhood Plan indicative of detachment from local interests and ambitions. POLICY ENV1: page 14 Neighbourhood Plan: Proposals will be expected to show that the natural environment has been considered as part of the design process and will be expected to deliver an environmental net gain in biodiversity. POLICY EC3; WINKLEIGH AIRFIELD. Winkleigh Neighbourhood Plan [page 43] Any lighting and boundary treatments to recognise the rural location of the site, its landscape and biodiversity value and the dark skies of the area, seconded by Cllr Jacobs, all in favour and Resolved (RR019/21)

## 16.21 REPORTS

### 16.1. Chair

#### 16.1.1. Consultation – National Planning Policy Framework proposed changes to national planning rules in England

The Government has announced a raft of proposed changes to national planning rules in England. These include requiring that at least 10% of new homes in major housing developments should be affordable, tightening the rules about building isolated homes in the open countryside; greater protection for trees and historic statues and plaques; clarifying that neighbourhood plans can allocate large sites and new transport tests and requirements. Consultation closing date 27<sup>th</sup> March 2021.

[National Planning Policy Framework and National Model Design Code: consultation proposals - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

To be considered at the March pcm.

### 16.2. Clerk

#### 16.2.1. Cemetery Grave and Monument maintenance (Doc 008/21)

Councillors are required to determine what precautions the Council is to take with regards to the risk to all users of the cemetery, including whether to level the graves identified, lay flat, remove or refix unstable monuments, or attach warning notices to individual graves/headstones as per the agenda document

Action - The Cemetery working group carry out a full risk assessment of the cemetery and grade the level of risk of the individual memorials and grave levels for March meeting.

#### 16.2.2. Cemetery notice board Replacement (Doc 009/21)

Action – Clerk to source a local contractor to provide a quote for a new noticeboard and report at March pcm

Funding – An application of £250 has been made to District Cllr Newton. *Budget provision – Cemetery Budget £500 remaining plus £1735.15 business rate tax relief – Power LACO 1977*

#### 16.2.3. Additional Parish Defibrillators

Members were asked to consider the purchase and installation of another defibrillator in the Parish. Kingsley Plastics have volunteered to pay for the defibrillator on behalf of the Parish, and the Parish Council would be required to oversee maintenance, and service level agreement for the defibrillator throughout the term of the 4 year contract, pay for the installation and any electricity charge and carry out online weekly check reports. Wallingbrook Drs Surgery in Winkleigh have agreed (via TDC who own the building) to the installation of the defibrillator on the wall of the surgery. TDC have asked that it is noted that the installer of the unit will be responsible for all costs in the supply, installation, maintenance and security for the unit and its enclosure. Any electrical works must be carried out by a qualified electrician to the current NICEIC standards. Likewise, any physical work must be carried out by a suitably qualified contractor so as not to damage the fabric of the building. In addition, if at some time in the future, Wallingbrook decides to leave No. 15 Southernhay, and depending on the disposal of the building, TDC may require the defibrillator to be removed, and the building fabric made good at the installers expense.

SWASFT, who provide the Defibrillator in the Square, have quoted for a 4-year assisted package of £1800.00 plus VAT (£2160.00) which includes servicing and maintenance, replacement batteries and pads.

Cllr Hodgson moved to approve WPC initiating a new 4-year service level agreement with SWASFT for a new defibrillator to be installed on the external wall of Wallingbrook Surgery Winkleigh, and accept the donation from Kingsley Plastics, seconded by Cllr Findlay, all in favour and Resolved (RR020/21) *Budget Provision - The Parish Council will have £800 accrued for defibrillator replacement in 2021/22 financial year – Power Public Health Act 1936 s.234*

#### 16.2.4. Use of Own Device for Council Business

In accordance with the Councils Use of Own Device Policy, Cllr Turner has submitted an application to use her own device. The Clerk has ascertained that the device carries the appropriate security requirements in accordance with the policy and Cllr Turner has signed the required security agreement  
Cllr Findlay moved to approve Cllr Turner to use her personal laptop for council business in accordance with the Councils use of own device policy, seconded by Cllr Jacobs, 9 in favour 1 abstention and Resolved (RR022/21)

### 16.3. County Cllr Saywell

#### Coronavirus

- Stats – As of 24<sup>th</sup> February DCC area of Devon now up to 19,157 coronavirus infections since the start of the pandemic.
- Since the 19<sup>th</sup> February that is a weekly increase of 290 infections.
- By way of comparison... in Torridge there were 7 new infections in the last 7 days, North Devon 21 in the last 7 days, West Devon 5 cases in the last 7 days.
- There are now over 20,000 tests a week being carried out in the County.
- In all 18 Parishes within Torrington Rural there were 0-3 new infections in the seven days up to 19<sup>th</sup> February. When there are fewer than 3 infections the Government does not show the data to protect individuals' identities.

So the good news is... **infection cases have fallen sharply during the lockdown locally, District-wide and County-wide.**

**Locally we are still doing incredibly well to keep our infection rates low. Devon has the lowest upper-tier shire county infection rate in England (36.1). Torridge has the second lowest infection rate in England (10.3), just behind West Devon (9),** with only the Shetland and Orkney Islands recording a lower infection rates in the UK. However, these numbers can change quickly, and while the falling infection rates are good news, new infection cases are still around the same level now as they were towards the end of September.

Infection cases in Devon are highest among the 20- to 39-year-old age group. But they are falling in all age groups, and most rapidly with the over 80s.

We are however still seeing the virus spreading in some workplaces, often attributable to car sharing. We have also seen some localised spikes in the County, with one recently in Tiverton which caused a rise in the infection rates in Mid Devon.

If car sharing is essential please follow the recommended guidance about reducing the risk to yourselves and fellow passengers – guidance can be found online [here](#).

Key workers should also look to use Community Testing sites when they become available (more information below).

**As infections fall and vaccinations ramp up, we must not let our guard down now.** Please **stay at home**, and only leave home if you absolutely have to. When you do go out, don't forget to **socially distance, wear a face covering in indoor public spaces and wash your hands regularly.**

While numbers are so low it doesn't take much, a few cases in a couple of workplaces, for the figures to go in the wrong direction and to see a high percentage increase, so keeping to the rules is still very important.

#### Community Testing

DCC has started to roll out Community Testing for coronavirus, with testing facilities now in Barnstaple and Exeter. Community testing will help to find individuals who have COVID-19 but do not have symptoms and need to isolate and who may inadvertently be spreading the virus. A positive or negative result will not remove the need to follow existing COVID measures socially and in the workplace.

Rapid lateral flow tests will be used, which will provide a result within thirty minutes. This will not be a substitute for the national coronavirus testing – **if you are symptomatic, people should book a free NHS test via the GOV.UK website or by calling 119. Do not use community testing.**

Other sites are planned to become available across the County in February and March. Sites are being targeted at areas with higher levels of the virus first.

Plans are afoot to have a mobile testing facility to cover Torrington, Holsworthy, Hartland and Bradworthy up and running in March, dates to be determined. The aim is to have testing as accessible as it can be.

When this is up and running locally, please use [devon.cc/testing](https://devon.cc/testing) to book a test.

Please remember, if you have symptoms book a test through the Government website. Don't use DCC Community Testing.

#### COVID Vaccinations

The rollout of the vaccine in Devon and in Torrington Rural has, so far, been going very well.

I sent a briefing note to the Parish Council earlier this week but the main points for vaccine rollout:

- 342,397 people in Devon received their first vaccine dose between 8<sup>th</sup> December – 14<sup>th</sup> February
- Latest estimate is 95% of over 70s in Devon have received their first dose.
- Plans are now being made to roll out second doses for care home residents and staff.
- **Torrington's GP Surgeries now administering vaccines locally** – Castle Gardens surgery held their first Covid vaccine clinic on Saturday 23<sup>rd</sup> January and plans are afoot to have a constant Covid clinic running throughout the week. They are targeting those that they know cannot make it to Barnstaple or other vaccine centres.
- People who are 65 or over can also choose to book direct with the pharmacy site at Westward Ho! on the national booking system.
- Vaccinations of inpatients at the North Devon District Hospital is also taking place.
- **Even when you have been vaccinated, you must still continue to follow the COVID-19 safety rules – stay at home as much as possible and remember hands, face, space.**
- The NHS is also looking at mobile roll out for more isolated rural communities.

This remains a huge logistical exercise, very much dependent upon the speed and rate of vaccine supplies. Please wait for the NHS to contact you when it is your turn. The roll out is getting more localised, those who cannot travel far should be able to get their jab administered locally.

#### **Covid-19 Prompt Action Grant**

A reminder that DCC's COVID-19 grants have opened again for the third lockdown but will close on **March 5th**. The guidance is slightly amended and can be found on this link along with the online application form. <https://www.devon.gov.uk/coronavirus-advice-in-devon/document/covid-19-fund/>

The biggest difference to the first two waves is that DCC are working in partnership with Devon Community Foundation to fund food projects. So any project that is for food provision needs to apply here <http://devoncf.com/apply/community-food-programme-2/>

#### **Highways**

I am aware of the significant pothole issues we've had on roads in Winkleigh, particularly on the Airfield Road. The Highways contractor Skanska are looking to repair these within 5 working days and are intending to do the works on Monday. I know the road has been bad for some time, regrettably a series of circumstances – heavy HGV use, bad weather, flooding, backlog of pothole repairs etc. – have all combined to exacerbate the issues here. Hopefully the potholes will be repaired very soon, and in the long term there are plans in the system to resurface the road though it will take time... I will do what I can to expediate it.

More generally, due to the inclement weather there is a large backlog of potholes to repair. Extra Gangs are being deployed to fix these however they are prioritising safety defects on the main road network first, ahead of minor roads and non-safety defects and serviceability patching. There have also been localised flooding incidents on the highways around Torrington Rural though these are being reported and being attended to.

Another road where I know there have been issues has been in Hollocombe with the road past Chris Hodgson Engineering – Highways have been out and are considering whether it would be suitable for 'dragon patching', however defects there will be attended to in the usual way.

Also, you may have seen a traffic notice for more patching on Torrington Road. I have been told that this is for 'winter patching' ahead of surface dressing in the summer. Surface dressing schemes are still being dealt with centrally in Exeter and are not part of the 'trial' programme of schemes that Highways have talked about to the Parish Council. This is a relatively inexpensive scheme - £1.5K – and is a fraction of the cost to do resurfacing elsewhere...

As part of the trial programme Highways have cleaned all the drains out from Seckington Cross to the Folly and are not aware of any flooding issues since, but there are still water issues on the main A road which they will investigate further.

Finally, the disabled bay request for The Square has been sent through to the Disabled Bay Team to start working on, but I have been told they have quite a large amount of them to do so it will be a few months before there's any movement on this.

#### **DCC Budget**

The main work over January and February at the County Council has been the budget setting process. The Budget was approved at Full Council on the 18<sup>th</sup> February with more cash for vulnerable adults and children, health and potholes.

Key points:

- £37m extra cash injection into vital services, including an additional £21.7m for Adult Care and Health, and £11.4m for Children's Services.

- For Highways there will be an injection of extra revenue into the service including £600,000 for potholes and a new £100,000 fund for Town and Parishes to enhance street features.
- An additional £600,000 into the Hardship Fund, to be distributed to the District Councils, to help people badly affected by the pandemic who may have been made redundant but are not yet receiving universal credit or benefit support.
- The total overall revenue budget will be in excess of £578m.
- To help pay for these increases, Council Tax will unfortunately have to rise – up 1.99% for general services and 3% dedicated solely to Adult Social Care. This will equate to an extra £1.38 a week for an average Band D household.
- I know Council Tax rises are never welcome... but this will mean we both maintain vital services and can endeavour to improve them.
- The backdrop to the budget is one of huge uncertainty and risk – we do not know how long the pandemic will continue for or what the longer-term impact on the economy, public health and demand for services will be.

#### **Free School Meals Voucher Schemes**

Over Half Term DCC will provided more than 15,000 children’s families in Devon with food vouchers Families of children currently receiving free school meals were automatically sent supermarket vouchers by DCC to help them buy food over the week- long holiday to replace the meals a child would have received during term-time. This was for more than 15,000 children in the County. The vouchers – worth £15 a week for each child – can be redeemed in major supermarkets across Devon. Arrangements were put in place for families who cannot get to a supermarket.

#### **Elections**

The Government have confirmed that the May Elections to Devon County Council **will** be taking place on May 6<sup>th</sup>. I will be re-standing and am hopeful of re-election! I have worked hard for Winkleigh in the last four years and together I believe we have achieved a lot, we have seen improvements to many of the roads within the Parish, though as ever there is still more to do. I am also delighted that DCC will be financing the new work hub in the Parish. I will remain at your service until May, and I hope to be afterwards as well.

As ever, if there are any issues you’d like me to look into please get in touch.

In response to Cllr Whitehead, Cllr Saywell commented that Stable Green is on the system for resurfacing, however, there are over 8,000 miles of road in Devon of which 6,000 are unclassified and quite simply DCC don’t have enough money to carry out extensive resurfacing rather than potholing on the majority of minor roads, particularly where agricultural machinery (which is generally now a lot bigger and heavier) is being used on roads which were traditionally ‘tracks’ and not new purpose built roads as found in new development areas. The bulk of DCC budget goes on children services and adult social care and highways are left fighting for additional resources. More money needs to go on drainage issues because the water is causing the potholes

#### **16.4. District Cllr Newton**

Having listened to the discussions on planning applications, 3 of which were for the Airfield, I urge Winkleigh Cllrs to return to the issue of setting up a business forum, to include businesses on the airfield and engage with them. TDC have agreed and set next years budget with no loss or reduction of services, but there will be an increase in certain fees, including a stepped increase in carpark fees over 3 years at tourist facilities to bring them up to the average carparking price for other tourist locations in the South West. There is a modest increase stepped over 3 years for green waste collection and recycling. TDC have benefited more from levels of Covid support from Central Government to plug the gaps, and put together a balanced budget, with the Capital programme reserved and going forward.

Torrige Council’s increase of £5 on a Band D property represents a rise of 2.96% with the overall rise in Council Tax for next year expected to be in the region of £95 when Devon County Council, Police, Fire, and Parish & Town Council precepts are factored in. Torrige District Council’s share of the overall Council Tax it collects on behalf of itself and these other bodies is only 8.5% or 8.5p of every pound collected.

In response to a question raised, Cllr Newton stated that TDC collect waste, DCC dispose of waste (land fill).

Recycling is collected by TDC collect with an inhouse process and sell the recycled /processed bales for income, which provides an incentive for recycling for financial benefit

#### **16.5. CPRE Devon Membership (Doc 010/21)**

Cllr Naylor proposed that WPC reinstate their membership to Devon CPRE (Campaign to Protect Rural England). CPRE have valuable information and experience in helping parish councils to fully utilise Local and Neighbourhood Plans to fight bad planning decisions around housing developments. Seconded by Cllr Brown, all in favour and Resolved. (RR022/21) Annual cost £60.00 per annum. (LGA 1972 s.143(1)(b) – Budget provision – General contingency)

**16.6. Winkleigh Work Hub** (Cllr Radcliffe)

Things are now progressing with the Grant Funding Agreement. This has been received from DCC and is with TDC legal team. The planning application for the Hub will then be submitted and we can positively move forward. The area that is delaying the project slightly other than the GFA is the percolation tests and trial holes for the proposed/required septic tank upgrade to a water treatment plant which will help serve the Work hub proposal, Football club and the Public toilets. These need to be undertaken in the next few weeks for the planning application and to determine the increase in costs for this system.

The hub will be looking to replace the derelict modular building by the bowling green, with the access improved down the side of the building.

TDC are incredibly grateful that the Sport centre have been hugely supportive and proactive in helping with this project.

TDC are asking if people are aware of individuals/businesses who would be looking to use this hub and would be an important viewpoint to have in this stakeholder group to ensure this work hub meets the needs of its users. TDC would like to invite a couple of these potential users to a stake holder meeting first week of March, so if anyone has any recommendations please let the Clerk know by email asap.

Members agreed to invite the Work Hub team to the next pcm to hear a bit more about the business model behind the rental

Action – Clerk to invite hub team to next meeting

**16.7. COVID 19** (Cllr Findlay)

WPC will be supporting our Parishioners, if requested, with paid transport (via volunteers), to receive the vaccine. Due to the risk to volunteers, PPE must be worn at all times by volunteers and parishioners. Any volunteers requesting PPE equipment and any parishioner requesting transport to contact the Clerk 01837 89095, [winkleighpc1@btconnect.com](mailto:winkleighpc1@btconnect.com) or Covid Co-ordinator (Cllr Findlay), 01837 682616, [wpccovid19@outlook.com](mailto:wpccovid19@outlook.com) (Covid19 Grant fund, s.137 LGA 1972, Social Welfare)

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

**Village Hall**

Cllr Whitehead reported that he attended a village hall committee meeting (remotely) and the hall is hoping to reopen for the Easter Market at the earliest. The Hall has received nearly £11,000 rebate from excess water charges and Covid grant of £6,000 and have been able to recuperate the losses during the last year. A new Website is being built and will shortly be available at [www.winkleighvillagehall.com](http://www.winkleighvillagehall.com)

The hall committee is busy getting quotes for kitchen and bathroom refurbishment and painting various parts of the inside of the Hall and repairs to the outside drainage system

**17.21 FUTURE MEETINGS**

**17.1. March Meeting Date, 7.30pm via zoom**

Cllr Turner moved to bring forward the March meeting from 24<sup>th</sup> March to Tuesday 23<sup>rd</sup> March 2021, 7.30pm PCM due to Clerks training commitment all day on 24<sup>th</sup> March, on behalf of WPC, seconded by Cllr Findlay, all in favour and Resolved (RR023/21)

**17.2. 28<sup>th</sup> April 2021, 7.30pm via zoom**

**17.3. Remote/zoom meetings from 7<sup>th</sup> May**

Remotely held meetings will cease to be written in to law from midnight 6<sup>th</sup> May 2021. For Information only The advice from Counsel sought by NALC/SLCC confirms that online meetings may be permitted by the LGA 1972. The Courts are now being approached to try to get them to confirm this, so that even if Government does not bring forward primary legislation to make online meetings specifically lawful, the Courts will at least confirm that they are not unlawful! Online meetings are lawful before 7th May but we don't yet know whether they will be unlawful after that date, but online meetings after 7th May are certainly not illegal, as there are no laws that prohibit them.

**17.4. Annual Parish Meeting**

The Annual Parish Meeting is accountable to the electors as a whole and must be held between 1<sup>st</sup> March and 1<sup>st</sup> June 2021

The Annual Parish Meeting is open to all electors of the Parish, who have the right not only to attend but also to speak on any matter of local interest. The chair will deliver her annual report on council activities and financial expenditure.

Councillors to determine at the next meeting if WPC hold the Annual Parish Meeting on the same night of the Annual Parish Council Meeting, at 7pm. Whilst not best practice, so long as there is a clear distinction between the

two, and each meeting is formally opened and closed so that everyone present knows which meeting is taking place at any given time, this is acceptable.

- 17.5. Annual Parish Council Meeting 26<sup>th</sup> May 2021, 7.30pm** – venue and format to be confirmed

**18.21 TO CONSIDER QUOTATIONS RECEIVED FOR DRAIN MAINTENANCE WORK AT THE CEMETERY BUNGALOW**

Cllr Turner moved to exclude the Public to consider quotations due to the disclosure of time sensitive commercial interests of the Council and the persons that have quoted is not in the public interest, for the Cemetery Bungalow drains and cemetery grave and memorial maintenance, seconded by Cllr Findlay, all in favour and Resolved (RR024/21)

21.34pm Return to public session

**18.1. Cemetery Bungalow drains**

Due to 2 conflicting reports from different contractors, Clerk to obtain a 3<sup>rd</sup> independent inspection report from a local contractor.

**18.2. Cemetery grave and memorial maintenance**

Members of the Cemetery working group to meet on site on Wednesday 10<sup>th</sup> March 11am to carry out a full risk assessment of the memorial's stability and plot levels, in liaison with Mr Andrew Ware and report back to March pcm with recommendations.

Action – Cllrs Turner, Hodgson, Naylor, Findlay
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## FINANCIAL STATEMENT FOR FEBRUARY 2021

Reserve	Current	Bungalow	CASH BALANCE
<b>11619.01</b>	<b>7908.17</b>	<b>8147.59</b>	<b>27674.77</b>

Pymt Ref	Budget Provision	Amount	PAYMENTS PRE-AUTHORISED AND MADE	Power	Expenditure approval Minutes Ref
PM141/20	Staff Costs	1230.71	Clerk January Salary	LGA 1972 s.112	47.1.20 RR035/05/20
PM142/20	Running Costs	707.57	TDC Street Cleaning - Quarter 3	LGA 1972 s.111	47.1.20 RR035/05/20
PM143/20	Bungalow - Maint	54.99	CB Property Services (Bungalow)	LGA 1972 s.140(1)	40.4.20 RR030/05/20
PM144/20	Staff Costs	144.00	DALC Training	LGA 1972 s.111	40.4.20 RR030/05/20
PM145/20	Staff Costs	191.02	HMRC NI/IT P2110 employer/employee contr	LGA 1972 s.112	40.4.20 RR030/05/20
PM146/20	Running Costs	20.00	EDF Electricity to the Square	LGA 1972 s.111	47.1.20 RR035/05/20
PM147/20	Cemetery	210.00	Majestic Trees cemetery grounds maintenance	LGA 1972 s.214(6)	47.1.20 RR035/05/20
PM148/20	Bungalow - Fees	44.06	Pure Lettings (Management Fee) - Auto Deduct	LGA 1972 s.126(1)	62.6.20 RR045/06/20
PM149/20	Bungalow - maint	214.06	Pure Lettings - Auto Deduct	LGA 1972 s.126(1)	62.6.20 RR045/06/20
PM150/20	Cemetery	210.00	Majestic Trees cemetery grounds maint Feb	LGA 1972 s.214(6)	47.1.20 RR035/05/20
PM151/20	Running Costs	20.00	EDF Electricity to the Square Feb	LGA 1972 s.111	47.1.20 RR035/05/20
PM152/20	Cem - Maint	19.99	Clerk - Cemetery bulbs reimbursement	LGA 1972 s.216(1)	40.4.20 RR030/05/20
PM153/20	Running Costs	30.00	DCC Highways - road warden materials (May 2020)	LGA 1972 s.137	40.4.20 RR030/05/20
PM154/20	Covid Grant	18.99	CONFIDENTIAL COVID VOLUNTEER	LGA 1972 s.137	69.2.20 RR060/07/20
PM155/20	Staff Costs	180.00	DALC - GDPR Training	LGA 1972 s.111	40.4.20 RR030/05/20
PM156/20	Professional Fees	50.00	Devon Communities Together annual membership	LGA 1972 s.111	47.2.20 RR036/05/20
PM157/20	Staff Costs	1049.03	Staff Salary February	LGA 1972 s.112	47.1.20 RR035/05/20
PM158/20	Staff Costs	96.72	HMRC NI/IT P2111 employer/employee contr	LGA 1972 s.112	40.4.20 RR030/05/20
		<b>£2,552.86</b>			

Receipt ref	Budget Allocation	RECEIPTS	Amount
RC034/20	Bungalow	Pure Lettings bungalow rental income January 2021	£480.49
RC035/20	Interest	Reserves	£0.10
RC036/20	Interest	Reserves	£0.09
RC037/20	Bungalow	Pure Lettings bungalow rental income February 2021	£310.49
RC038/20	Other	TDC Small business tax relief - cemetery business rates	£1,735.15
			<b>£2,526.32</b>
Reserves Account Balance	Amount	RESERVES ACCOUNT	WPC CONTINGENCY
11619.01	-1000.00	Earmarked Election accrual	
	-175.00	Neighbourhood Plan grant	
	-140.00	Restricted - TAP Fund project 2015-16 (booklet re-printing)	
	-1719.12	Restricted - Parish Gateway Signage	
	-1000.00	Restricted - VE/VJ Day events	
	-413.02	Restricted - P3 Pathways Partnership (Footpath maintenance)	

Balance B/Fwd	Amount	BUNGALOW ACCOUNT	CURRENT BALANCE
			<b>£7,171.87</b>
<b>7411.60</b>	-88.12	Pure Lettings management fee Jan and Feb	
	-54.99	Maintenance following annual inspection	
	-170.00	Maintenance to Drains	
	1049.10	Jan and Feb rental income	
<b>Bank Balance</b>			<b>8147.59</b>
	1527.68	Precept offset	
	319.91	Budget	
	6300.00	<b>RESTRICTED Contingency accrual for works</b>	
	<b>8147.59</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>	-4265.75	DCC Prompt Action Grant	1229.25
<b>7975.00</b>	<b>-5832.47</b>		<b>2142.53</b>

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION		
Reconciliation date 04/02/2021		
Balance per bank statements as at 31st January 2021	£	£
Current Account	7908.17	
Bungalow Account	8147.59	
Reserves Account	11619.01	
		27674.77
Less: any unpresented Payments		
		27674.77
Plus: any unpresented Deposits	0.00	
		27674.77
Net balances as at 31st January 2021		<b>27674.77</b>
<i><b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:</b></i>		
<b>CASH BOOK:</b>		
Opening Balance 1 April 2020		19725.93
Add: Receipts in the year to date		45815.62
Less: Payments in the year to date		37866.78
Closing balance per cash book [receipts and payments book] as at 31st January 2021		<b>27674.77</b>