

WINKLEIGH PARISH COUNCIL MEETING

Tuesday 23rd March 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 Findlay, Cllr Naylor, Cllr Jacobs, Cllr Hodgson, Cllr Bayley,
Cllr Radcliffe, Cllr Brown, Cllr Whitehead
Clerk Melanie Bickell, County Cllr Saywell, Dist Cllr Newton, 1 member of the public, 3 guest speakers

23.21 APOLOGIES FOR ABSENCE

Cllr Turner moved to approve the absence of Cllr Mercer, Seconded by Cllr Appleby, all in favour and Resolved (RR028/21)

24.21 DECLARATIONS OF INTEREST FROM MEMBERS

None received

25.21 WINKLEIGH WORK HUB - Hamish Cameron, Economic Development Project Officer (Guest Speaker)

As part of TDC & DCC aim to increase the provision of work hubs in North Devon, we have successfully achieved funding for a work hub to be sited in the grounds of Winkleigh Sports Centre.

A work hub is a new generation of workspace facilities for remote/flexible workers no longer needing to commute, entrepreneurs, freelancers, and home-based businesses. They offer an office when needed to those who want choice over how and when they work.

We have secured £80,000 funding from DCC and the LEP (Local Enterprise Partnership) to develop a Work Hub for Winkleigh. Torrington District Council are to match fund this project with £16,000. This funding will help support the Hub with direct costs to setup and run the Hub, and an intention is to explore options for local Business sponsorship and to help the hub develop and become sustainable.

Devon Work hub programme and the funding body have a minimum 3-year commitment to making this hub a success. The Hub will need to generate an income to support the ongoing costs to run and service the building. The business model has been based on the initial 3-year commitment.

The hub will be 2 converted shipping containers, sympathetic colours, the space is very basic shaped, converted to create vibrant workspace, and will be limited on the number of people, 6-8 users, with hot desks, collaboration spaces and kitchenette and toilet, all of which will be disability accessible. The spaces can be booked short term ½ day, full day, week, monthly and 3 months in advance and users can become a member of the hub with some additional benefits.

The issues we are facing are significant, since the turn of the year when funding acceptance was received, we have seen 10-15% rise in cost of containers due to the pandemic and Brexit and we are looking at other options, we also need to increase cost provision with the Sports centre with regards to a water treatment plant and percolation tests and we have an incredibly positive relationship with the Trustees of the Sports Centre and stakeholders.

We will be looking to submit the planning application by the end of the month, and following 8 weeks, if the application is approved, we can start exploring and placing orders for containers and work with increased costs for container.

The management of the hub will be done remotely with the appointment of a part-time hub-animater to help make it a success.

The booking system will all be done online, and users will be able to check availability and book spaces, with access into the hub through a digital lock provided on confirmation of booking, that will let you into the building to make sure it is occupied by those people expected to be there.

Two internet providers will be surveying the site and they are happy they can meet the requirements for the number of users of the hub

A Ball park figure for desk hire will be in the region of ½ day £10, full day £20, member rates are slightly different. The idea being it is affordable, so people use it

Telephones are not provided. People will be expected to use their mobiles but will be able to Wi-Fi tether their phone, Users will need to provide their own computer/device at the hub. A printer and scanner will be provided, and users will be provided with an account to use printer/scanner with access codes, and charges will be made to their User accounts for subsequent payment.

26.21 HOW TO USE AND APPLY THE NEIGHBOURHOOD PLAN – Pauline Warner & Penny Griffiths (Guest Speakers)

TDC planning officers have been made aware of the Neighbourhood plan and it should be referred to for every planning application being considered. The aim of the NP group is that a link to Winkleigh NP is placed on the planning portal and issued to pre-applicant discussions.

WPC currently use a policy checklist approach which has been good, but we need to monitor the plan. The NP contains a commitment to a monitoring framework - essentially a list of policies with the opportunity to "map" which policies are used regularly and what the outcome was.

Good practice would be to report annually to WPC on how the plan has been used over the year (usually 1 April-31 March to tie in with TDC monitoring periods. An early version exists in draft and it would be possible to tidy this up and bring to WPC to tie in with the monitoring year April 21-March 22.

The NP is the Parish Council's policy document and contains other aspirations beyond the planning policies. How do these get taken forward/reflected in decision making by the Parish Council? This is where there is a cross over between the community plan and the NP. Some examples of commitments in the plan that imply project work are.

- Promoting and raising awareness about energy efficiency
- Exploring new ways of meeting housing need - self build; development trusts
- Footpath to Winkleigh woods
- Marketing and business promotion
- Transport priorities and funding for further pedestrian/traffic management feasibility studies

For each of these priorities there are questions about how they get taken forward. When? Who leads? How? Budget (and what funding opportunities might be out there)? Should there be a focus on one or two projects initially?

Publicity and awareness raising prior to the referendum on the NP (17 June, subject to WPC agreeing the date with TDC). Actions? Events? Budget? This is perhaps a discussion for the NP group to have, to then bring a project plan to WPC for approval.

Using the NP/effective planning responses. Understanding the planning system, the decision-making framework and the role of WPC and the NP is crucial to this. A proposal would be for the Parish Council to invite TDC to lead a seminar/training session where the role of plans in decision making could be discussed freely.

Action – Winkleigh Neighbourhood Plan Group to pick up and make recommendations to Council

27.21 PUBLIC PERIOD

28.21 MINUTES

Cllr Turner moved to approve the minutes of the Parish Council Meeting held remotely on 20th January 2021 as a true and accurate record, seconded by Cllr Bayley, all in favour and Resolved (RR029/21)

Cllr Turner moved to approve the minutes of the Parish Council Meeting held remotely on 24th February 2021 as a true and accurate record, seconded by Cllr Findlay, all in favour and Resolved (RR030/21)

29.21 FINANCE

29.1. Budget year to date (Doc 011/21)

Members received and noted the budget report 2019/20 year to date, and that no virements were required prior to year-end

29.2. Financial Statements (Doc 012/21) See Appendix A

Cllr Turner moved to approve the financial statement for March Incorporating bank reconciliation and all payments/receipts since WPC meeting 24th February 2021, seconded by Cllr Findlay, all in favour and Resolved (RR031/21)

30.21 WINKLEIGH PARISH NEIGHBOURHOOD PLAN

30.1. Copyright and recognition for images used in the final NP approved document

Following discussion, Cllr Findlay moved to approve the placement of a sticker on or around the front page/inside cover of the finalised printed NP for referendum, with an acknowledgement and credit to Cllr Naylor for copyright and acknowledgement for the images he provided for the Neighbourhood plan document, seconded by Cllr Jacobs, 9 in favour, 1 abstention and Resolved (RR032/21)

Action - Neighbourhood plan group to undertake. Clerk will drop booklets off to Cllr Findlay

30.2. Winkleigh Parish Neighbourhood Plan Referendum

TDC Elections office have notified WPC that the referendum will take place on 17th June and not 6th May. A timetable has been provided to the Clerk and this will be considered by the NP Group and brought to April meeting for consideration of any actions and costs to be approved

31.21 PLANNING MATTERS

31.1. Planning Applications for Council resolution

- 31.1.1. DCC/4225/2021 TAWMIX RECYCLING** - Poppys Field, Winkleigh Airfield - Retrospective application for a change of use of land from a field to waste processing and storage, including provision of :- a new access; offices/welfare facilities; storage buildings and bays; a weighbridge; septic tank and water storage tanks, and a lorry waiting area and offices/welfare facilities for use in connection with the nearby waste wood recycling facility. Development to be carried out for the installation of a wheel wash, extension of hard surfaced area and infilling of drainage lagoon.
Due to the consultee deadline of 1st April, Chair called an Extra-Ordinary Meeting for 31st March 2021, for council to resolve their response to this application, following the Clerk seeking clarification of matters from the DCC Case Officer.
- 31.1.2. 1/0912/2021/CPE Loosedon Lodge Winkleigh** Devon EX19 8HA Certificate of Existing Lawful use for use of Land as Domestic garden.
Cllr Naylor moved to support, seconded by Cllr Findlay, all in favour and Resolved (RR033/21)
- 31.1.3. 1/0283/2021/FUL 10 East Park Close, Winkleigh** EX19 8LG Single storey rear extension
Cllr Turner moved to support, seconded by Cllr Brown, all in favour and Resolved (RR034/21)

32.21 REPORTS

32.1. Chair

32.1.1. Consultation – National Planning Policy Framework proposed changes to national planning rules in England (Doc 013/21)

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 27th March 2021

[National Planning Policy Framework and National Model Design Code: consultation proposals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/national-planning-policy-framework-and-national-model-design-code)

Members to respond as individuals rather than corporate body

32.1.2. Consultation – Draft Resource and Waste Management Strategy for Devon and Torbay (Doc 014/21)

see link <https://www.devon.gov.uk/haveyoursay/consultations/draft-resource-and-waste-management-strategy-for-devon-and-torbay/>. You are invited to reply on behalf of your council. The Public Consultation runs from Wednesday 3rd March to Wednesday 14th April, and the responses will help shape how Local Authority Collected Waste is managed in Devon up to 2030.

The new document will present how the 10 councils responsible for waste collection or disposal in Devon, will continue to work with residents to try to reduce the amount of household waste created and continue to ensure that waste is managed in a sustainable and cost-efficient manner.

The last review of Devon's Resource & Waste Management Strategy was in 2013, and since then there has been a range of developments which impact on waste management services. These include changes in national waste policy with the publication of the Government's Resource and Waste Management Strategy in 2018 as well as other waste consultations around a consistent waste collection service, deposit return scheme for drinks containers and an extended producer responsibility scheme for packaging materials. Other impacts include climate change and Brexit.

Consultees are invited to read the draft strategy and then respond to a series of questions on subjects including reducing carbon emissions, food waste, reducing waste, increasing recycling and reuse.

The consultation responses will then be reviewed, and an amended strategy will be presented for final approval to the Devon Authorities Strategic Waste Committee (DASWC) and individual councils this summer, with the intention to publish the final strategy at the end of the year.

To be considered at the Extra-Ordinary meeting on 31st March

Action - Cllrs to submit their responses to the Chair to collated in preparation for the meeting on the 31st.

32.1.3. New office chair for Clerk

Cllr Turner proposed that WPC retrospectively approve the purchase of an office chair for the Clerk, the cost of £184.00 plus VAT to be shared with South Tawton Parish Council, amounting to £92.00 plus VAT, seconded by Cllr Bayley, all in favour and Resolved (RR0335/21) (Budget provision – asset purchase, power, LGA 1972 s.111)

32.2. Clerk

32.2.1. Additional Parish Defibrillators

The Defibrillator will be delivered in the coming days and the Clerk is making arrangements to install the cabinet and defibrillator on the wall of Wallingbrook Surgery, Winkleigh. WPC thanked Kevin Down, Kingsley Plastics who paid for the purchase of the 4 year agreement with SWAST and TDC as owners of the surgery building for giving permission for the defibrillator to be installed on their building

32.3. County Cllr Saywell

Coronavirus

- Stats – As of 23rd March the DCC area of Devon now up to 19,805 coronavirus infections since the start of the pandemic.
- Since the 18th March that is a weekly increase of 145 infections, with most new infections coming from a spike in East Devon.
- By way of comparison... in Torridge there were 8 new infections in the last 7 days, North Devon 7 in the last 7 days, West Devon 6 cases in the last 7 days.
- In the 'Winkleigh and High Bickington MSOA' there were fewer than 3 infections recorded in the 7 days to 18th March. When there are less than 3 cases the Government does not show the data to protect individuals' identities.
- More community testing sites are being rolled out throughout the County, targeting areas with higher infection rates first.

Infection cases continue to fall in Devon, though the rate of decline how now slowed, but overall our infection rate per 100,000 remains very low (18.1), compared with the national England average of 56.5.

We have seen a small increase in infection numbers in Torridge District – though 5 of the 8 infections recorded in the last 7 days come from the 'Shebbear, Cookworthy & Broadheath' MSOA. Because of this small increase we no longer have the lowest infection rate in England, however overall, our infection rate remains very low at just 11.7 per 100,000.

Locally, we are continuing to do well in keeping our infection rates down. While we hope the vaccine rollout will lead us back to normality, for the time being it is vital that we keep up our efforts to follow the guidance of staying at home and if and when we are out and about to follow the 'hands, face, space' guidance.

We should start to see what impact the full re-opening of Schools has had on the figures and as and when I see the figures I will let the Parish Council know.

COVID Vaccinations

The rollout of the vaccine in Devon and in Torrington Rural continues to go well.

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

- **520,901 people in Devon received their first vaccine dose** between 8th December – 14th March
- **Latest estimate is 95% of over 70s in Devon have received their first dose, with 92% of 65–69-year-olds, and 79.2% for those aged 60-64.** About a quarter of those aged 16-60 have also received a first dose, this group includes frontline healthcare workers and those who are clinically vulnerable.
- The NHS in Devon are focusing on people aged 50 and over, and those who are clinically vulnerable.
- Despite the supply issues that may happen in the coming weeks, **if you already have an appointment for a first or second dose these appointments remain in place and it's really important that you attend it as planned.**
- 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.

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.

Return to School

It is still early days but so far the return to school has gone very well, with a 95% attendance rate reported for Schools in Devon. The testing regime for Schools also appears to have been working well so far...

Support for Families over Easter – Holiday Activities and Food Programme

Devon County Council has been awarded £1.69 million from the Department for Education to provide Holiday Activities and Food for children aged 5-16 on benefit related Free School Meals.

DCC are starting this process for the Easter Holidays and would welcome applications from Torrington Rural if they can demonstrate it is for the eligible children on Free School Meals.

The timescale for the HAF is 4 hours per day for 4 days over the Easter Holidays, which includes a nutritious hot meal, if you would like to contact the relevant officer, Melissa Filby 01392 383000 or email at melissa.filby@devon.gov.uk, she would be happy to discuss your project and if it fits the HAF criteria.

The scheme will be run across all of Devon for the summer holidays.

Planning Application – Poppy’s Field

If any Parish Cllrs have concerns regarding this planning application (which is being dealt with by the County Council rather than Torridge District) then I am happy to raise them on your behalf to the Case Officer reviewing this application who will hopefully be able to answer any questions you have on this.

Elections and thank you!

As you know, the Government have confirmed that the May Elections to Devon County Council **will** be taking place on May 6th. I will be standing again but should this be one of my last Parish Council meetings at Winkleigh, I would like to place on record my thanks to the Parish Council for their kind support over the years and to thank you for all the work you have done for the Parish during the time I have been on the County Council. It has been a real honour and privilege to represent Winkleigh and I would like to say a heartfelt thank you to the residents of Winkleigh Parish for their kindness and support over the last four years.

If anyone is unsure or uncertain about voting in the election they can apply for a Postal Vote or a Proxy Vote.

Emergency Proxies will also be available for anyone who is told to self-isolate.

I remain at your service until May and as ever, if there are any issues, you’d like me to look into please get in touch.

32.4. District Cllr Newton

Cllr Newton had left the meeting due to other commitments.

32.5. Winkleigh Cemetery

Health and Safety Inspection

Cllr Turner moved to approve Cllrs Naylor and Jacobs to make good the kerb surrounds of applicable plots, and grave levels in the Cemetery and clerk to investigate costs of making headstone good, seconded by Cllr Bayley, all in favour and Resolved (RR036/21)

Action – Cllrs Naylor and Jacobs to inform the clerk prior to undertaking any work in the Cemetery to comply with the Councils insurance requirements, and to provide a detailed list of plots they have maintained so council records can be updated and known nok can be informed. Graves that require levelling to have existing turf lifted, soil back filled or removed and existing turf replaced to maintain uniformity.

Action – Clerk to investigate costs of memorial inspection course and report at epcm 31st March

32.6. COVID 19

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 or Covid Co-ordinator (Cllr Findlay), 01837 682616, wpcovid19@outlook.com (Covid19 Grant fund, s1.37 LGA 1972, Social Welfare)

Cllr Findlay will review service and report back to a future meeting.

32.7. Cllr Verbal reports not requiring a discussion

Cllr Whitehead reported that the Village hall committee were pressing ahead with the refurbishing of the hall ready for the grand reopening, and the committee had made a decision to accept a quote for a new kitchen and bar area

33.21 DATE OF NEXT MEETING

33.1. 28th April 2021, 7.30pm via zoom

33.2. Extra-Ordinary 31st March 2021, 7.30pm via zoom

34.21 TO CONSIDER QUOTATIONS RECEIVED FOR DRAIN/CESS PIT MAINTENANCE WORK AT THE CEMETERY BUNGALOW AND GENERAL MAINTENANCE QUOTES TO THE CEMETERY

Cllr Turner proposed to move the council to Part II 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 below agenda items, seconded by Cllr Hodgson, all in favour and Resolved (RR036/21)

34.1. the Cemetery Bungalow drains and cess pit work quotes

Budget provision - Bungalow Maintenance £350, Bungalow Reserves £6,300, General Reserves £7,180, Power – LGA 1972 s.140(1)

34.2. the Cemetery grave and memorial maintenance quotes

Budget provision – Cemetery Budget £500 remaining plus £1735.15 business rate tax relief and £250 grant from District Cllr Newton - Power LACO 1977

34.3. the Cemetery new Notice Board quotes

Budget provision – Cemetery Budget £500 remaining plus £1735.15 business rate tax relief and £250 grant from District Cllr Newton - Power LACO 1977

- 34.4. 21.21pm Return to public session to hear any resolutions**
- 34.5.** Cllr Turner moved that the Clerk source additional independent surveys and quotes for maintenance of the Bungalow drains and cess pit/tank, seconded by Cllr Bayley, all in favour and Resolved (RR037/21)
- 34.6.** Cemetery grave and memorial quotes – no decisions made in part II
- 34.7.** Cemetery Notice board quotes deferred to epcm to enable receipt of an awaited quote

Chair closed the meeting at 21.23pm

APPENDIX A

FINANCIAL STATEMENT FOR MARCH 2021

Reserve	Current	Bungalow	CASH BALANCE
11619.10	8178.68	8424.08	28221.86

Pymt Ref	Budget Provision	Amount	PAYMENTS PRE-AUTHORISED AND MADE	Power	Expenditure approval Minutes Ref
PM159/20	Bung - maint	204.00	Drain Doctor CCTV Survey of drains	LGA 1972 s.140(1)	14.1.21 RR012/21
PM160/20	Bungalow - Fees	44.06	Pure Lettings (Management Fee) - Auto Deduct	LGA 1972 s.126(1)	62.6.20 RR045/06/20
PM161/20	Running Costs	20.00	EDF Electricity to the Square	LGA 1972 s.111	47.1.20 RR035/05/20
PM162/20	Res - NP Grant	175.00	Groundwork uk repayment of unspent grant	Localism Act 2011	78.1.5.20 RR073/09/20
PM163/20	Covid Grant	25.65	CONFIDENTIAL COVID VOLUNTEER	LGA 1972 s.137	69.2.20 RR060/07/20
PM164/20	Admin	302.96	Viking Direct - Laser print ink	LGA 1972 s.111	49.4.20 RR030/05/20
PM165/20	Staff Costs	96.52	HMRC NI/IT P2112 employer/employee contr	LGA 1972 s.112	40.4.20 RR030/05/20
PM166/20	Assets	220.80	Furniture at work	LGA 1972 s.111	29.2.21
PM167/20	Staff Costs	1049.23	Staff Salary March	LGA 1972 s.112	47.1.20 RR035/05/20
PM168/20	Cem - Grounds	420.00	Feb & Mar maintenance contractor payment	LGA 1972 s.214(6)	47.1.20 RR035/05/20
		£2,310.16			

Receipt ref	Budget Allocation	RECEIPTS	Amount
RC039/20	Bungalow	Pure Lettings bungalow rental income March 2021	£480.49
RC040/20	Interest	Reserves	£0.09
RC041/20	Cem Fee	EROB part payment non parishioner	£300.00
RC042/20	Grant	TDC Cllr Newton Grant for cemetery notice board	£250.00
RC043/20	Cem Fee	EROB 2nd and final payment non parishioner	£300.00
			£1,330.58

MONEY TRANSFERS BETWEEN WPC ACCOUNTS ACTIONED/TO BE ACTIONED			
A/Cs	Amount	Details	Actioned
Curr to Res	£1,000.00	Environment Group Budget unspent	
Curr to Res	£369.00	Neighbourhood Plan Budget unspent	

Curr to Res	£400.00	Defibrillator accrual unspent	
Bung to Curr	£1,914.81	Bungalow rental precept offset	

Reserves Account Balance	Amount	RESERVES ACCOUNT	WPC CONTINGENCY
11619.10	-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)	
			£7,171.96

Balance B/Fwd	Amount	BUNGALOW ACCOUNT CURRENT BALANCE	
8147.59	-44.06	Pure Lettings management fee March	
	-204.00	Maintenance to Drains	
	524.55	Rental income March	
Bank Balance			8424.08
	1914.81	Precept offset	
	209.27	Budget	
	6300.00	RESTRICTED Contingency accrual for works	
	8424.08		

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	-4265.75	DCC Prompt Action Grant	1229.25
7975.00	-5832.47		2142.53

WINKLEIGH PARISH COUNCIL BANK RECONCILIATION

Reconciliation date 01/03/2021	
<i>Balance per bank statements as at 1st March 2021</i>	
	£
<i>Current Account</i>	8178.68
<i>Bungalow Account</i>	8424.08
<i>Reserves Account</i>	11619.10
	28221.86
<i>Less: any unrepresented Payments</i>	
	28221.86
<i>Plus: any unrepresented Deposits</i>	0.00
	28221.86
<i>Net balances as at 1st March 2021</i>	28221.86
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:	
CASH BOOK:	
<i>Opening Balance 1 April 2020</i>	19725.93
<i>Add: Receipts in the year to date</i>	48075.41
<i>Less: Payments in the year to date</i>	39579.48
<i>Closing balance per cash book [receipts and payments book] as at 1st March 2021</i>	28221.86