

WINKLEIGH PARISH COUNCIL MEETING

Tuesday 4th May 2021 at 7.15pm

held remotely in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings)

MINUTES

Meeting commenced 7.21pm

Present: Cllr Turner, Cllr Findlay, Cllr Bayley, Cllr Brown, Cllr Radcliffe, Cllr Jacobs, Cllr Hodgson,
Cllr Appleby, Cllr Whitehead, Cllr Mercer, Cllr Naylor
Clerk Melanie Bickell

54.21 ELECTION OF CHAIR

Cllr Turner as outgoing Chair called for nominations for position of Chairperson for WPC
Cllr Radcliffe nominated Cllr Findlay to be Chairperson, seconded by Cllr Brown. Cllr Findlay accepted the nomination.
No other nominations were received, 9 in favour and **Resolved** (RR065/21)
completion of acceptance of office form to be signed in presence of clerk before next meeting
Cllr Findlay thanked Cllr Turner for 3 years in office as Chairperson for WPC

Cllr Turner left the meeting due to prior work commitments

55.21 ELECTION OF VICE-CHAIR

Cllr Findlay nominated Cllr Radcliffe to be Vice-Chairperson, seconded by Cllr Brown. Cllr Radcliffe accepted the nomination. No other nominations were received, all in favour and **Resolved** (RR066/21)
completion of acceptance of office form to be signed in presence of clerk before next meeting

56.21 APOLOGIES FOR ABSENCE

Cllr Turner absence was unanimously approved

57.21 DECLARATIONS OF INTEREST FROM MEMBERS

None Received

58.21 PUBLIC PERIOD

59.21 MINUTES

Minutes of the Parish Council Meeting held on 28th April 2021 were not available, therefore, deferred to next meeting

60.21 WPC GOVERNANCE POLICIES ANNUAL REVIEW

60.1. In accordance with Standing Orders, A Special Motion to amend the current Standing Orders received 26/4/2021 was rejected by the Proper Officer, in consultation with the Chairperson, as the motion was considered improper on points of Law and Mandatory Statutory requirements. No further special motions have been received (RR067/21)

60.2. STANDING ORDERS

Proposed by Cllr Findlay to approve current Standing Orders, seconded by Cllr Hodgson, 1 abstention, 9 in favour and **Resolved** (RR068/21)

60.3. Financial Regulations

Proposed by Cllr Findlay to approve current Financial Regulations, seconded by Cllr Hodgson, 1 abstention, 9 in favour and **Resolved** (RR069/21)

60.4. Code of Conduct

A National review of Councillors code of conduct is underway, therefore until received and considered by WPC,
Proposed by Cllr Findlay to approve the current Code of Conduct, Seconded by Cllr Hodgson, 1 abstention, 9 in favour and **Resolved** (RR70/21)

61.21 REVIEW OF SCHEME OF DELEGATIONS (Doc 023/21)

Proposed by Cllr Findlay to approve the current scheme of delegations, seconded by Cllr Hodgson, all in favour and **Resolved** (RR071/21)

62.21 REVIEW OF TERMS OF REFERENCE and COMMITTEE MEMBERSHIP

62.1. Employee committee

Deferred due to current matters

62.2. Neighbourhood Plan Working Group (Doc 024/21)

Proposed by Cllr Findlay that the NP group membership continue as Cllr Mercer, Findlay and Naylor and Mrs Warner and Mrs Griffiths, to review the NP as and when required but without terms of reference, seconded by Cllr Jacobs, all in favour and Resolved (RR072/21)

63.21 INTERNAL WORKING GROUPS ROLES & RESPONSIBILITIES AND MEMBERSHIP (Doc 025/21)

As a Local Councillor, there is an expectation upon Councillors by the Parish to represent their views and priorities by membership of working groups and committees as per the agenda document

63.1. Internal Working Groups Membership

Finance and Audit Group	Cllrs Brown, Radcliffe, Findlay, Whitehead and Clerk
Cemetery Group	Cllrs Turner and Hodgson, also Mrs Ware
Bungalow Group	Cllrs Radcliffe, Findlay, Jacobs, Naylor
Asset Inspection Group	Cllrs Mercer and Naylor
Emergency Plan Group	Cllrs Turner, Findlay, Naylor
Work & Tidy Group	Cllrs Jacobs and Naylor
Neighbourhood Plan	Cllrs Mercer, Findlay and Naylor

63.2. External Working Groups Membership

Sports Centre/Playing Fields	Cllr Radcliffe, Cllr Appleby
Village Hall	Cllr Whitehead
Community Centre	Cllr Naylor
Winkleigh Fair	Cllr Findlay
TAAG	Cllrs Turner and Jacobs
Schools	Cllrs Findlay and Naylor

63.3. Proposed by Cllr Findlay to approve annual membership of individual Councillors to WPC internal and external working groups, seconded by Cllr Radcliffe, all in favour and Resolved (RR073/21)

63.4. Working groups to review and bring recommendations for any changes to working groups roles and responsibilities to June pcm (Associated Annual Planner ratified July 2020) (Doc 026/21)

64.21 COUNCIL INSURANCE ANNUAL REVIEW AND RENEWAL

WPC current insurance expires midnight 31st May 2021. Current insurance Provider Bhib have quoted £809.11 (£800.31 in 2020). Clerk confirms that the schedule of insurance meets the councils' requirements in accordance with the asset register and risk assessment

Came and Company have also been asked to provide a quote based on the same schedule as Bhib, £834.79 but needs to be reviewed due to insufficient cover on war memorial cover, rents receivable

Proposed by Cllr Findlay to approve the Bhib insurance quote of £809.11 for 12 months, seconded by Cllr Brown, all in favour and Resolved, (RR074/21) Power for expenditure LGA 1972, s.111 – budget provision running costs annual insurance £850.00

65.21 REVIEW OF ASSET REGISTER (Doc 029/21)

Proposed by Cllr Findlay to approve WPC inventory of land and assets 2021-22 as per agenda document with the addition of all purchased memory sticks, seconded by Cllr Jacobs, all in favour and Resolved (RR075/21)

66.21 COUNCILS' SUBSCRIPTIONS TO OTHER BODIES and REGULAR PAYMENTS ANNUAL REVIEW (Doc 030/21)

Payments approved will be made by the RFO when due and are reported to the Council as 'paid' on the Financial Statement at each full council meeting.

Proposed by Cllr Brown to approve annual subscriptions and regular payments during 2021/22, as per the agenda document, seconded by Cllr Hodgson, all in favour and Resolved (RR076/21) – See Annex A

67.21 REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972

(Doc 031/21)

S.137 LGA 1972 payments can be used to make donations to voluntary, community and charity organisations that add value or benefits to its inhabitants, within the National prescribed limits, which for 2020/21 were £8.32 per elector. Winkleigh Electorate is calculated as 1363 (2021 electoral register) therefore, we could spend up to £11,340.16. During 2020/21 financial year WPC approved expenditure totalling £6289.38

Proposed by Cllr Radcliffe to resolve that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, incurred the following expenditure during 2020/21, which, in the opinion of the Council, was in the interests of the area or its inhabitants and benefited them in a manner commensurate with the expenditure as follows

£300 donation to North Devon Records Office

£60 costs of providing materials for the road warden

£274 for planning costs associated with obtaining listed building consent for a plaque on the water pump in the Square

£100 to South West Ambulance Service Charity

£75 to Royal British Legion Charity

£5480.38 to Covid support group volunteers (funded by DCC/TDC/and donations to the Parish)

Seconded by Cllr Hodgson, all in favour and Resolved (RR077/21)

68.21 REVIEW OF THE COUNCIL'S BANKING AND SIGNATORY ARRANGEMENTS (Doc 032/21)

Proposed by Cllr Findlay to add Cllr Radcliffe as a bank signatory to all WPC bank accounts, seconded by Cllr Brown, all in favour and Resolved (RR078/21)

69.21 REVIEW OF THE ARRANGEMENTS/ELIGIBILITY FOR THE GENERAL POWER OF COMPETENCE TO BE ADOPTED

Under the Localism Act 2011, an eligible council can do anything subject to statutory prohibitions, restrictions and limitations. To be eligible a Council must have 2/3 of Cllrs 'elected' and the Clerk to be CiLCA qualified.

WPC clerk is CiLCA qualified, but WPC did not meet the 2/3 requirement of elected Cllrs at the last elections, therefore, until elections are held, WPC will not be eligible and will continue to use LGA 1972 s.137 where appropriate.

70.21 ANNUAL REVIEW OF THE FOLLOWING POLICES HAVE BEEN DEFERRED TO SUBSEQUENT MEETINGS 2021

To allow Clerk to check on Legislative changes. Complaints, Disciplinary procedures, Grievance's procedures, Freedom of information, Data Protection, Press/Media, Social media, removal data, review of all employment policies and procedures

71.21 FINANCE MATTERS

71.1. Financial Statements (Doc 018/21)

Deferred until next pcm as document was not available for approval

71.2. Proposed by Cllr Naylor, that WPC in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, incurred the expenditure of £99.80 (item PM002/21 on the financial statement) for the purchase of wildflower meadow seeds from earmarked environment fund, which, in the opinion of the Council, was in the interests of the area or its inhabitants and benefited them in a manner commensurate with the expenditure, seconded by Cllr Appleby, all in favour and Resolved (RR079/21)

72.21 PLANNING MATTERS

72.1. Winkleigh Parish Neighbourhood Plan Referendum 17th June 2021

Cllr Mercer reported that Winkleigh Parish Neighbourhood Plan would proceed to referendum on 17th June 2021. A referendum asks you to vote 'yes' or 'no' to a question. For this referendum you will receive a ballot paper which asks the following question:

Do you want Torridge District Council to use the Neighbourhood Plan for Winkleigh to help it decide planning applications in the neighbourhood area?

The referendum area is identical to the area which has been designated as the Winkleigh Neighbourhood Area. The independent examiner also recommended that the Neighbourhood Plan proceed to a referendum based on the Winkleigh Neighbourhood Area, as approved by the District Council.

A person is entitled to vote in the referendum if on the 17th June 2021:

- he or she is entitled to vote in a local government election in the referendum area; and
- his or her qualifying address for the election is in the referendum area.

A person's qualifying address is, in relation to a person registered in the register of electors, the address in respect of which he or she is entitled to be registered. The referendum will be conducted based in accordance with procedures similar to those used at local government election

A Referendum leaflet will be circulated to properties in the referendum area and a polling card will be issued by TDC.

73.21 MEETING DATES 2021-22

73.1. The next meeting of the Council

Wednesday 23rd June 2021, 7.30pm, venue Winkleigh Sports Centre, Items to be included on next agenda, Devon Work Hub and Village Verges sowing of wildflower seeds

Clerk/RFO to Council: Melanie Bickell, Lower Itton, Spreyton EX17 5BB

Winkleighpc1@btconnect.com

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The remainder of meeting dates and venues/format is deferred until June meeting

74.21 TO CONSIDER QUOTATIONS RECEIVED FOR DRAIN/SEPTIC TANK MAINTENANCE WORK AT THE CEMETERY BUNGALOW

Clerk reported that the final quotation had not been received, therefore, there was nothing to discuss at this time.

Meeting closed 8.45pm

ANNEX A – MANDATE OF REGULAR PAYMENTS

It was resolved by WPC on 4th May 2021

Minutes reference 66.21

Resolution number RR076/21

It was resolved to approve the following schedule of annual subscriptions and regular payments in accordance with Financial Regulations and Standing Orders

DESCRIPTION	PURPOSE	FREQUENCY	AMOUNT	POWER TO INCUR EXPENDITURE	BUDGET PROVISION
SUBSCRIPTIONS					
NALC/DALC National Association of Local Councils and Devon Association of Local Councils	Provision of legal advice, guidance, training, Legislative changes and consultations applicable to local authorities	Annually in APRIL	£369.26 Bacs	LGA 1972 s.143(1)(b)	Professional Fees - Subscriptions
SLCC Society of Local Council Clerks	Provision of legal advice, training and Continued Professional development for the clerk in accordance with councils training policy	Annually in February	£234.00 Bacs	LGA 1972 s.143(1)(b)	Professional Fees - Subscriptions
Microsoft Office x 3 subscriptions (12 licences)	Provision of MS office for clerk and cllrs	Annually in April	£240.00 Bacs	LGA 1972 s.111	Administration - IT
Devon Communities Together	Provision of guidance of emergency plan, training and guidance on all local matters	Annually	£50.00 Bacs		Professional fees - Subscriptions
CPRE Campaign to Protect rural England	Provision of advice on planning and rural matters	Annually in April	£60.00 Bacs		Professional fees - Subscriptions
AV Total malware and device protection	To protect the councils tablets and computer all known cyber threats	Annually in September	£118.00 Bacs	LGA 1972 s.111	Administration - IT
REGULAR PAYMENTS					
Clerk Salary	Basic monthly salary plus working from home allowances	Monthly	£1045.83 Bacs	LGA 1972 s.112	Staff Costs
HMRC	Clerks and Councils contributions to income tax and national insurance	Monthly	Variable Bacs	LGA 1972 s.112	Staff costs - HMRC
EDF Electricity	Supply to the annual fairs	Monthly	£20.00 D Debit	LGA 1972 s.137	Running costs – electricity to the Square
Majestic Trees	Contractor to maintain the cemetery grounds – current contract ends Dec 2021	Monthly	£210.00 S. Order	LGA 1972 s.214(6)	Cemetery – Grounds Keeper

Cemetery Business Rates	TDC	6 monthly	£180.00 D Debit	LGA 1972 s.214(6)	Cemetery – business rates
Adobe	Adobe subscription for Clerk	Monthly	£11.28 Bacs	LGA 1972 s.214(6)	Administration - IT
Community Centre	Table at Winkleigh monthly market, to promote the environment group and act as parish council 'surgery'	Annual	£50.00 Bacs	LGA 1972 s.111	Administration – room hire
TDC Street Cleaning	Bin emptying and street sweeping	Quarterly	£707.57 Bacs	Litter Act 1983 ss5-6	Running costs – Street cleaning
Pure Lettings property letting agent	Agency for overseeing tenancy and letting of Cemetery Bungalow	Monthly	£46.26 Auto deducted from rental income	LGA 1972 s.127(1)	Bungalow – Professional fees
Vison ICT	Website host and provider	Annually in September	£150.00 Bacs	LGA 1972 s.111	Administration - website
CB Property Services	Grass Cutting Contractor – contracted until Dec 2022	Annually in November	£620.00 Bacs	Highways Act 1980 s,96(4)	running costs - grass cutting
Information Commissioners office	Annual Registration in accordance with GDPR	Annually in September	£35.00 D debit	LGA 1972 s.111	Professional Fees - ICO
Village Hall and Community Centre	Room Hire as required	Variable	Variable Bacs	LGA 1972 s.111	Administration – room hire
Local Council Administration – Alison Marshall	To carry out and report on internal audit	Annually in May	£175.00 Bacs	LGA 1972 s.111	Professional fees - Audit
PKF Littlejohn	External auditor fee	Annually in October	£240.00 Bacs	LGA 1972 s.111	Professional Fees - audit