

# Winkleigh Parish Council.

**All Members are summoned to attend the Annual Meeting of the Council to be held on Wednesday 17<sup>th</sup> May 2023 At Winkleigh Community Centre, Castle Street, Winkleigh. EX19 8HU at 7.30pm**

Email:clerk@winkleighpc.org.uk

Website:www.winkleighpc.org.uk

## **Council Members**

Cllr Alex Phillips Chairman Cllr Alan Jacobs Vice-Chairman	Cllr Angela Findlay Cllr Greg Goldsworthy Cllr Andy Keys Cllr Pauline Odulinski	Cllr Benjamin Roth Cllr Andrew Warner
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**The Council requires 4 voting Members to be quorate.**

*(If any Member of the Council is unable to attend the meeting, please advise the Clerk as soon as possible.)*

## **AGENDA**

- 01.5.23 **Welcome** – Chair to open the meeting and declare if audio recording is to be taken.
- 02.5.23 **(a) Election of Chairman**  
**(b) To Receive Chairman’s Declaration of Acceptance of Office**  
**(c) Election of Vice-Chairman**
- 03.5.23 **Apologies**
- 04.5.23 **Declaration of Interests**  
**(a) Declarations of Interests for this Meeting**
- 05.5.23 **Adjournment for Public Participation – 15 minutes (3 minutes per attendee)**
- 06.5.23 **County Councillor Report**
- 07.5.23 **District Councillors Report**
- 08.5.23 **To Receive and Approve the Minutes of the Meeting held on 26<sup>th</sup> April 2023**
- 09.5.23 **Matters Arising from the Minutes if not addressed in this Agenda**
- 10.5.23 **To Review the Policies of the Council (Available on the Council’s website)**
- 11.5.23 **To Approve the Council’s Annual Subscriptions and Payments to:**
  - (a) Devon Association of Local Councils Annual Membership £425.53**
  - (b) Torridge District Council Street Cleaner £707.57 per quarter**
  - (c) Information Commissioner’s Office £35.00 per annum**
  - (d) Vision ICT Website Domain Name £65.00 plus VAT every two years**
  - (e) Vision ICT Website Hosting & Support £125.00 plus VAT per annum**
  - (f) Vision ICT Email Hosting £18.00 plus VAT Annually (Jan – Dec 2023)**
  - (g) Majestic Trees £2720 per annum payable monthly (£226.66)**
  - (h) EDF Energy £25.00 per month (power to the square)**

- 12.5.23 **To Appoint Representatives to:**
- a) Internal Groups**
- Finance/Internal Audit (Cllrs & Clerk)
  - Asset & Asset Maintenance (Cllrs)
  - Cemetery Grounds Group (Cllrs, & Clerk)
  - Bungalow Group (Cllrs)
  - Defibrillators (Cllr)
  - Emergency Plan (Cllrs)
  - Working & Tidy Group (Cllrs)
  - Neighbourhood Plan Monitoring Group (Cllrs)
- b) Representatives to External Public Bodies and Other Organisations**
- Chulmleigh Health Centre Patients Participation Group PPG (Cllr)
  - Community Centre (Cllr)
  - Playing Fields & Sports Centre (Cllrs)
  - Pre-School/School (Cllrs)
  - Torridge Area Advisory Group TAAG (Cllrs)
  - Village Hall (Cllr)
  - Winkleigh Fair (Cllr)
  - Winkleigh Society (Cllr)
- 13.5.23 **To set the times/dates for forthcoming monthly meetings for the year 2022/23**
- 14.5.23 **USUAL BUSINESS**
- 15.5.23 **Talking Bench -**
1. **Update Cllr Roth**
  2. **Consideration for Plaques on Benches – Update Cllr Warner**
- 16.5.23 **Cemetery -**
1. **Bungalow Remedial Works/ Boiler – Cllr Phillips**
  2. **Management of the Bungalow – Contract For Consideration**
  3. **Shed Roof – Storm Damage 12<sup>th</sup> April 2023 Quotations – Cllr Phillips - Appendix A**
  4. **Ditch and Drain Maintenance Quotations – Cllr Phillips - Appendix B**
- 17.5.23 **Coronation Event/Street – Update Cllrs Phillips & Roth**
- 18.5.23 **Planning**
1. **Applications for Consideration**
    - a) **1/0244/2023/FUL The Cactus Shop, Caldicott, Winkleigh, Erection of a rural workers dwelling. Expiry 18<sup>th</sup> May.**
  2. **Decisions**
    - a) **1/0556/2022/FULM Land West Of Townsend Hill, Winkleigh, Residential development of 77 dwellings with associated infrastructure (Object) Permission Granted**
- 19.5.23 **Finance**
1.
    - i) **To Approve the Schedule of Payments and Receipts Since the last Meeting – Appendix C**
    - ii) **To Approve Bank Reconciliation at 30.04.23 Appendix D**
    - iii) **To Approve the Annual Governance Statement 2022/23 Appendix E**

- iv) To Approve and Sign the Accounting Statements 2022/23 Appendix F
- v) To Approve Dates for Exercise of Public Rights 2022/23 Appendix G
- vi) To Approve the Financial Risk Assessment 2022/23 Appendix H
- vii) To Receive the Internal Audit Report & Recommendations Appendix I

- 20.5.23 **2. Unity Trust & Banking Arrangements –**  
a) Nat West Bank – Update Cllr Findlay re dual level authorisation & additional bank signatories required
- 21.5.23 **3. BHIB Parish Council Insurance Policy Renewal -**  
a) Insurance Policy – To Consider Quotations (To Follow)  
b) Insurance Claim for Cemetery Shed Roof Excess £125.00
- 22.5.23 **4. Assets Register**  
a) Review - Cllr Findlay  
b) Bus shelters – Cllr Phillips  
c) Replacement Benches – Cllr Phillips
- 23.5.23 **New Website – Progress Update & Schedule for Transfer Cllrs Warner & Goldsworthy**  
a) Set up fees £350.00 including first year hosting  
b) Annual fee £100.00/annum including a secure certificate, daily rolling backups and servers powered by renewable energy
- 24.5.23 **Speedwatch – Update Trish Clarkson**
- 25.5.23 **Employment of New Clerk – Update Cllrs Findlay & Odulinski**  
a) Interview Process to be discussed  
b) Approve the Proposed Timetable for Handover  
c) Approve SLCC Membership Fee £199.00 for new Clerk
- 26.5.23 **To Propose to Appoint a Councillor as Interim Proper Officer of the Council (Recommended by the Internal Auditor)**
- 27.5.23 **Members Reports/Questions**
- 28.5.23 **Date of Next Meeting**
- 29.5.23 **Close of Meeting**
- Part II **EXEMPT SESSION**  
**Confidential Matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2)** The public and press are requested to leave the meeting.
- 30.5.23 **Legacy Issues – Cllr Findlay**

Public & Press Welcome

Locum Clerk to the Parish Council  
Lorraine Wheeler

Thursday 11<sup>th</sup> May 2023

*Lorraine Wheeler*