

# Winkleigh Parish Council.

**All Members are summoned to attend the Meeting of the Council to be held on Wednesday 25<sup>th</sup> September 2024  
At Winkleigh Community Centre, Castle Street,  
Winkleigh. EX19 8HU  
at 7.30pm**

Email:clerk@winkleighpc.org

Website:www.winkleighpc.org.

## **Council Members**

Cllr Alex Phillips Chairman Cllr Benjamin Roth Vice-Chair	Cllr Greg Goldsworthy Cllr Alan Jacobs Cllr Andy Keys Cllr Pauline Odulinski OBE	Cllr Andrew Warner Cllr Jason Roberts Cllr Josh Rickard Cllr Adam Wonnacott
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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**

**Please note that the main council meeting will be preceded by a meeting of members of the Finance and Governance Group at 5.30 pm and, at 6.30pm, by a meeting of all interested councillors to discuss ongoing council strategic planning issues. These meetings will not be open to the public. This latter meeting is expected to close at 7.15pm to allow for public admission to the Full Council meeting in time for it to start promptly at 7.30.**

- 01.09.24 **Welcome** – Chair opens the meeting
- 02.09.24 **Apologies for Absence** – Cllr Andy Keys (Holiday)
- 03.09.24 **Declaration of Interests**
- 04.09.24 **Chair to declare meeting suspended for receipt of outside reports and public participation**
- 05.09.24 **County Councillors Report** – Cllr. Andrew Saywell
- 06.09.24 **District Councillors Report** – Cllr. Simon Newton
- 07.09.24 **Police Representative Report** – PCSO Sandra Brown
- 08.09.24 **Public Participation**  
This section of the proceedings shall be limited to 15minutes. Members of the public may raise any matters relating to items on the minutes and make a presentation not exceeding 3 minutes. No response may be made by members of the council at this time and the matter may be referred to at the

appropriate point of the agenda, or deferred for consideration at a later meeting, or noted by the council.

- 09.09.24 To receive and approve the minutes of the meeting held on 24<sup>th</sup> July 2024
- 10.09.24 To discuss any matters arising from the Minutes for the July Meeting not covered in this agenda:  
i) Review progress on shuttle bus acquisition proposal.
- 11.09.24 **To do List Actions Update:**  
i) Report on meeting with Mark Manley and discussion to set up a programme of Business Breakfast Meetings, open to businesses in the Winkleigh Area including the possibility of opening a Business Hub.  
ii) Report on Parish Council Collaborative Group meeting  
iii) To review report by Cllr Jacobs regarding use of weedkiller on fields lying fallow but receiving government subsidy.
- 12.09.24 To receive and discuss **proposal that a committee of the council be formed with the title Finance and Governance Committee with the constitution as attached at Appendix A of this Agenda.** Proposed by Cllr. Odulinski, Seconded by Cllr. Roth.  
Membership of the committee and amended bank mandate signatories to be approved as set out in the constitution.
- 13.09.24: **Clerk's Report and Finance Update** to end of August with projection to end September against Budget.  
Timetable for Budget Settlement and Precept Request. Initial Estimates due at the October Meeting.  
Report on insurance for council members, employees and volunteers ascertained. Contractors a separate issue.
- 14.09.24 **Report: Cemetery and Bungalow Group Report**  
i) To agree the revised rental to be charged from 1<sup>st</sup> October 2024 in accordance with the contract and based on August RPI  
ii) To advertise for tenders for cemetery grass cutting and maintenance for 2025  
iii) To consider report from Cemetery Group for ditch maintenance and reducing soil in the "soil box".  
iv) Maintenance required on window frames to seal gaps and on fencing to supply additional posts.  
v) Note approval by Clerk for replacement of bathroom light fitting by Managers contractor at cost of £92 plus VAT.  
v) Clerk report on cemetery plot changes
- 15.09.24 **Road Safety Group Reports:**  
i) report on discussions with DCC regarding Hatherleigh Road and Townsend Hill, including junction with Westcott Drive.  
ii) Request from East Park Close residents that council help fund the resurfacing work at the junctions of the Close and Eggesford Road. The area has been damaged by "vehicles not related to activity in the close"

- 16.09.2024 **Planning Group Report:**
- i) BT Autos development: consider document from Pete Stanley regarding Section 106 contributions which may arise from this development (Application 1/0322/2024/OUT -retained on Agenda pending agreement on proposals
  - ii) To discuss planning Applications submitted since last meeting;

<b>Ref. No.</b>	1/0776/2024/	<b>Proposal:</b>	Installation and operation of 2x 250kW (30m to hub and 45m to blade tip) wind turbines (Variation of condition 4 of planning approval 1/0653/2013/FUL) - Extend the operational time - Wind Turbine At Grid
<b>Date:</b>	9 <sup>th</sup> September 2024		Reference 262068 110888 Hollocombe Devon

17.09.24 **Paths and by-ways report:**  
To receive, if available, report from Cllr. Roth on status of paths in the area. Confirm if we need to send annual report to DCC

18.09.24 **Bus Shelter on main road:**  
Quotation required from Cllr Wonnacott for bush shelter replacement and update on meeting with Winkleigh Plastics regarding possible replacement

19.09.24 **Proposal that Winkleigh PC apply to Devon CC to be part of the Road Warden Scheme.** Action update. Membership confirmed.

20.09.24 **Section 106 Issues**

- i) Proposal to establish liaison with adjacent councils regarding Eggesford Station development
- ii) Discuss proposal to invite Adrian Avery (TDC) to a private meeting to brief councillors on the working of s106 monies, including status of current developments as outlined in Cllr. Warner's report.

21.09.24 **Replacement Seating in Childrens' Play Area.** Consider options following removal of existing seating by TDC and their refusal to replace it.

22.09.24 **Receive updates on Winkleigh Fair and Winkleigh Awards Programmes**

23.09.24: Cllr Goldsworthy to give update on **Emergency and Resilience Plan**

24.09.24: Receive report regarding **Monument Management Plan (MMP)** for Winkleigh from Devon County Council

Part II

Exempt Session  
Confidential Matters (Part II) Public Bodies (Admission to Meetings) Act 1960 S1(2)  
The public are requested to leave the meeting

**ii.25.09.24: Employment Group Report**

**Date of next meeting: Wednesday 23<sup>rd</sup> October 2024 at 7.30 pm at the Community Centre. Members of the public are encouraged to attend.**

**Alan Matthewman,**

**Parish Clerk – 18<sup>th</sup> September 2024**

**Appendix A: PROPOSED TERMS OF REFERENCE**

**FINANCE AND GOVERNANCE COMMITTEE (GROUP)**

**Schematic proposal September 2024**

**It is proposed that the Finance Group be retitled as the Finance and Governance Group or Committee.**

**If the existing group is expanded in this way to become a committee of the council, its frequency and attendance, as well as the rights of public access, would be very similar to those of the Council. It would, within parameters set down in this document, be able to make decisions on expenditure, reporting those made to full council at the next meeting. Membership would be restricted to council members and attendance would be mandatory in the same way as council attendance is.**

**If the body is set up as a group it would be able to meet privately but would have very restricted powers. Its aim would be to review financial and all other council governance policies and procedures to ensure compliance with council rules and that these remained up to date. All decisions and recommendations would be passed to council as proposed resolutions and council would remain the sole decision-making body. The group might have to power to set up sub-groups to consider certain issue, for example communications policy, and invite other council members or external advisors to join the subgroups.**

**It is proposed that at this time setting up the body as a group would give it greater flexibility to establish itself and this document will assume that that is the route that should be taken.**

## Financial Regulation and Procedures:

The group should have the following roles in this area:

To assure council that the Financial Regulations laid down were being followed and, as necessary, propose changes in the Winkleigh Parish Council (WPC) Regulations to meet changing requirements.

To monitor changes in NALC documentation and Practitioners' Guides to assure WPC are in line with best practice

To act as the internal audit body approving proposed expenditures, where possible in advance of meetings, and advising council on the ongoing compliance of the system and make recommendations to correct any shortfalls.

To receive the internal audit report annually from the auditor and ensure that WPC responded to any changes required or suggested.

Alan Matthewman

September 2024

## APPENDIX B: JuLY2024 UPDATED Action list

Date	Action Required / Outstanding	BY whom	By when
Bf 11	Clerk to liaise with TDC re Dog ooh Bins	Clerk	August
13/06 B	Shed roof repair by Cllr Awo. Quote accepted	Cllr Wonnacott	November
13/06 D	Cemetery maintenance contracts to be agreed for maintenance	Cllr Warner/ Cllr Roth	September
14/06/24	Arrange meetings with DCC re Townsend Hill	Cllr Warner Cllr Saywell	September
15/06/24	Secure clarification on s106 funding and timing	Cllr Warner Cllr Odulinski	September
16/6/24	Put up sign in Bus Shelter with contact details	Clerk	August
17/6/24	Agree implementation of Road Warden Scheme	Clerk Cllr Warner	August
18/06/24	Check insurance re contractors	Clerk	August

	<b>New Additions:</b>		
<b>24.07.24</b>	<b>Street safety group to control additional planters, etc in Winkleigh</b>	<b>Cllr Odulinski</b>	<b>September</b>
<b>24.07.24</b>	<b>Finalise new layout for minutes</b>	<b>Clerk</b>	<b>August</b>
<b>24.07.24</b>	<b>Incorporate Action Plan into Minutes</b>	<b>Clerk</b>	<b>August</b>
<b>24.07.24</b>	<b>Contact Kingsley Plastics re replacement Bus shelter and liaise with Cllr Awo with outcome</b>	<b>Clerk</b>	<b>September</b>
<b>24.07.24</b>	<b>Confirm maintenance check on defibrillator in village, check contract situation and next training date</b>	<b>Clerk</b>	<b>August</b>
<b>24.07.24</b>	<b>Advise 2 successful grant applicants</b>	<b>Clerk</b>	<b>August</b>
<b>24.07.24</b>	<b>Advise unsuccessful grant applicants</b>	<b>Clerk</b>	<b>August</b>
<b>24.07.24</b>	<b>Discuss possibility of CCTV at church and liaise with Councillor Saywell re grant funding</b>	<b>Cllr Roth</b>	<b>September</b>
<b>24.07.24</b>	<b>Review grant funding possibilities for Village Hall and liaison on relative activities there and in community centre and sports hall</b>	<b>Clerk Cllr Odulinski Cllr Keys</b>	<b>October</b>
<b>24.07.24</b>	<b>Feedback required from DCC/TDC on s 106 spend relative to the Kingsley Plastics site, contacts Michael Newcombe and Cllr Saywell</b>	<b>Cllr Warner</b>	<b>August</b>
<b>24.07.24</b>	<b>Explore potential for acquisition and running of a shuttle bus connecting Winkleigh with Eggesford Station and possibility of funding support</b>	<b>Cllr Phillips</b>	<b>September</b>
<b>24.07.24</b>	<b>Help to resolve traffic issues at Acorn School</b>	<b>TDC, DCC Highways. Cllr Phillips</b>	<b>October</b>
<b>24.07.24</b>	<b>Finalise paperwork for Leahy family burial plots</b>	<b>Clerk</b>	<b>August</b>
<b>24.07.24</b>	<b>Finalise new account format for 2024/25</b>	<b>Clerk Finance Committee</b>	<b>September</b>
<b>24.07.24</b>	<b>Formulate proposal for s106 on BT autos development ref Pater Stanley (TDC) email</b>	<b>Cllr Odulinski Cllr Warner</b>	<b>August</b>

<b>24.07.24</b>	<b>Contact TDC/SWW re blocked sewer overflowing at Kings Arms during Winkleigh Fair week</b>	<b>Clerk</b>	<b>August</b>