

# Winkleigh Parish Council

## NOTICE OF FULL COUNCIL MEETING

**WEDNESDAY, 22<sup>nd</sup> OCTOBER 2025 at 7.00 pm**

**To be held in Winkleigh Community Centre, Castle Street, Winkleigh**

All members of the Council are hereby summoned to and resolving the business to be transacted at the meeting as set out below.

Members of the press and public are welcome to attend the meeting.

### AGENDA

Members 11 Quorum 4

- 01.10.25      **The Chairman to open the Meeting and receive apologies for absence.**
- 02.10.25      **Signing of Declarations of Acceptance of Office and Undertaking to Observe the Code of Conduct:**  
To note that Ms J. Sheppard and Mrs S. Leahy, newly co-opted members, will formally sign the Declaration of Acceptance of Office and the Undertaking to Observe the Council's Code of Conduct in the presence of the Clerk.  
*(Following the signing, both members will be eligible to participate in the meeting.)*
- 03.10.25      **To receive declarations of interest**  
a) Councillors to declare any personal interest in any items on the agenda  
b) Councillors to declare any personal and/or prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.  
c) Dispensations granted.
- 04.10.24      **Chair to declare meeting suspended for receipt of outside reports and public participation**
- 05.10.25      **Reports**  
a) **County Councillors Report** - Cllr Cheryl Cottle-Hunkin  
b) **District Councillor's** - update regarding election process  
c) **Police Report** - update  
d) **Chairman's Report**  
e) **Vice-Chairman's Report**
- 06.10.25      **Public Participation**  
This section of the proceedings shall be limited to 15 minutes. Members of the public may raise any matters relating to an item that appears on the agenda. Responses may not 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.
- 07.10.25      **To receive and approve the Minutes of the meeting held on 24<sup>th</sup> September 2025**

- 08.10.25      **Matters Arising**  
To discuss any matters arising from the Minutes for the previous Meeting(s) not covered in this agenda.  
                  (i)      **Action Lists**
- 09.10.25      **Parish Matters**  
                  a) **To discuss and agree the 2026 Meeting dates**  
  
                  b) **8<sup>th</sup> November 2025** Annual Commemoration Service RAF Memorial - Airfield  
  
                  c) **Endorsement of Sports Centre CCTV Funding Application**  
                  - To consider endorsing the Sports Centre's application to the Office of the Police and Crime Commissioner for funding towards an enhanced CCTV system, in response to recent incidents of theft and vandalism on the site. (Application deadline: 24 October 2025)
- 10.10.25      **To receive updates and report from the People Committee**
- 11.10.25      **Parish Council Practices and Policies update** (deferred from September's Meeting)  
  
                  (a) **To consider the updated draft Standing Orders, prepared in accordance with the NALC Model Standing Orders 2025, and to determine whether to adopt or amend the document.**  
  
                  Supporting documents:  
                  • Appendix A – Standing Orders (adopted 2022)  
                  • Appendix B – Draft Standing Orders 2025 (based on NALC Model) (*Changes highlighted in blue for ease of reference*)
- 12.10.25      **To receive updates and report from the Finance & Governance Committee**
- 13.10.25      **To receive Report from the Parish Environment Committee**  
  
                  a) **Update on Installation of Free-Standing Planters on Highway Verges**  
  
                  Purpose: To receive an update from the Clerk regarding clarification sought from the Council's insurer on liability and insurance coverage for planters placed on Devon County Council land, and to consider any further action required.  
  
                  (b) **Review of the Removed Bench in the Square**  
  
                  Discussion of the bench's removal, current condition, and next steps. Independent inspections are available, and resident concerns will be considered.

**1. Planning – to receive a report from the Planning Sub-Committee**

- (i) Bus Shelter Planning Application update
- (ii) To note planning applications, comments and decisions since the last meeting

**NEW PLANNING APPLICATIONS & DECISIONS –**

**Application Ref: 1/0744/2025/FUL:**

**Proposal: Demolition of agricultural barns and the construction of 1 no. dwelling with associated works in lieu of 1/0010/2025/AGMB**

Location: Grid Reference 263359 108381

*TDC granted extension to Parish Council for to be completed by 24<sup>th</sup> October 2025*

**Application Ref: 1/0782/2025/LBC:**

**Proposal: Division of first floor bedroom to create en-suite bathroom**

Location: The Cavaliers, Barnstaple Street, Winkleigh

**Observations to TDC by 6<sup>th</sup> November 2025**

- (iii) **To note planning notices received since the Agenda preparation**

**14.10.25 Finance**

- a) Schedule of Payments and Receipts since last Meeting
- b) To agree and approve the Bank reconciliation to 30<sup>th</sup> September 2025
- c) To receive the Accounts and Budget update to 30<sup>th</sup> September 2025
- d) Update on Scribe software

**15.10.25 S106 Issues**

**16.10.25 Paths and By-ways Report - Updates**

**17.10.25 A.O.B.**

**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 if matters are decided to be discussed under this section.**

**Date of Next Meeting: Wednesday, 26<sup>th</sup> November 2025**

Signed: *L Moorse*

Dated: 15<sup>th</sup> October 2025

Clerk to Winkleigh Parish Council

Email: [clerk@winkleighpc.org](mailto:clerk@winkleighpc.org)