

Winkleigh Parish Council

**Minutes of the Parish Council Meeting
on
Wednesday, 22nd January 2025 7.30pm
at
Community Centre, Castle Street, Winkleigh**

Present: Cllr. A Phillips (Chair), Cllr. A Jacobs, Cllr. G Goldsworthy, Cllr. A Keys, Cllr. A Warner and Cllr. A Wonnacott.

In attendance: Two members of the Public
Lucie Moorse (Locum Parish Clerk)

01.01.25	<p>Welcome: The Chairman opened the meeting at 7.30pm and welcomed all in attendance.</p> <p>Apologies for absence were also received from: Cllr P Odulinski due to illness. Cllr. B Roth (Vice Chair) advised he would be late in attending, as did County Cllr Andrew Saywell and District Cllr Simon Newton due to prior commitments.</p>
02.01.25	<p>Declarations of Interest: None</p>
03.01.25	<p>The Chair proposed that as both County and District Councillors would be late in attending, the Agenda Items 04.01.25 and 05.01.25 would be deferred until their arrival, and in the meantime the Meeting would continue. This was agreed by all Councillors.</p>
06.01.25	<p>Police Representative Report No report received.</p>
07.01.25	<p>Public Participation – A Parishioner asked if the email list for Parish Council Meetings could be reinstated, which became inactive approximately two years ago. She stated that people were informed about the Agenda and any interesting points. Discussion followed and the Councillors agreed that this would be a good idea and would use the Facebook page as an interim solution to update the email list. Cllr Goldsworthy advised that he would look into the matter of setting it up. A question was raised concerning the update of the speed sign, suggesting a flashing one would be beneficial and Cllr Warner confirmed that this was being covered later in the meeting. It was also proposed by a member of the public that a memorial event could be held on the 8th of November 2025</p> <p>Action: Reinstatement of the email list to be on next Agenda. Cllr. Goldsworthy.</p>
08.01.25	<p>To receive and approve the Minutes of the Parish Council Meeting held on 23rd October 2024 and 27th November 2024. The Minutes of the above Meetings were approved and signed by the Chairman.</p>
09.01.25	<p>Matters arising from the Minutes for the previous Meetings not covered in the agenda. None</p>

10.01.25	<p>Planning</p> <p>(i) To note planning applications, comments and decisions since the last meeting. To receive a report from the Planning Sub-Committee concerning the following Planning Applications:</p> <p>Application Ref: 1/0985/2024/FUL Proposed: Use of retail unit as residential and alteration and refurbishment of existing shop front to window. Location: Rostherne, Fore Street, Winkleigh, Devon This was discussed at length as the Councillors were concerned about losing another commercial unit from the village and the impact on the village's character although the change would still allow the outline of the shop to be visible. It was noted that the planning report indicated the discharge had been decided. There were mixed opinions on the application with some Councillors in favour of supporting the change and others against it.</p> <p>Application Ref: 1/0936/2024/COUPD Proposal: Withdrawn awaiting a noise impact assessment from the Environment team</p> <p>Application Ref: 1/0119/2024/DIS Proposal: Discharge of condition (10) lighting of Planning approval 1/1207/2023/FUJM: Location Land at Grid Reference 263212 108395 Chulmleigh Road Winkleigh Devon</p> <p>Application Ref: 1/0010/2025/AGMB Proposal: Prior notification for the change of use of agricultural building to 1 no. dwelling house and associated building operations under Class Q. Location: Agricultural Building at Grid Reference 263359 108381, Winkleigh. Discussion followed concerning this application and the reasoning for the application to change the use of the agricultural building to a dwelling under Class Q. The drainage conditions were also discussed as well as the environmental gain. It was agreed that the comments should include the reason why the applicant has applied under Class Q not just residential as well as drainage conditions being added as do not appear to be included in the application.</p> <p>(ii) To note planning notices received since the Agenda preparation</p> <p>Application Ref 1/1207/2023/FUL – Castle Green Development In Cllr Odulinski's absence Cllr Warner outlined this planning application for changes to the back of the houses at Castle Green, including the removal of soffits and ledges. Concern was expressed that the changes would not be in keeping with the village design statement, and Cllr Warner pointed out that the Council had previously objected to similar changes. It was agreed that Cllr Warner would object to the application on the grounds that it does not comply with the village design statement.</p> <p style="text-align: right;">Action: Cllr Warner</p>
11.01.25	<p>Finance</p> <p>The following had been previously circulated to all the Councillors and were presented at the meeting for approval.</p> <ol style="list-style-type: none"> 1. Schedule of Payments and Receipts for period 1st January 2025 to 20th January 2025 approved and signed. 2. Agreed and approved Bank Reconciliation to 31st December 2024. 3. Agreed and approved Accounts and Budget update to the period 31st December 2024.
12.01.25	<p>To receive Report from Finance and Governance Committee:</p> <ol style="list-style-type: none"> a) Latest information on the accounts was received with an indication of the 2024-25 Budget costings. b) The Councillors discussed the financial reserves and the budget for 2025-2026 and the impact of second homes on the Council's income. The Chair proposed reducing the budget for staffing to cover the increased costs, which was agreed by all present.

<p>13.01.25</p> <p><i>Amended at PC Meeting 26/2/2025 by the request of Cllr A Wa</i></p>	<p>c) The Council agreed to submit the precept for the 2025-26 for £38,568.00, which is identical to the previous year plus an additional £586.00</p> <p>d) Cllr Goldsworthy asked that the following received should be approved for payment - Winkleigh Youth Football £500 from their Grant. This was agreed by all Councillors present. There is still a Grant of £500 in place for Winkleigh Sports Hall for playground maintenance.</p> <p>The Council also discussed the addition of 55 new properties in Townsend Hill in conjunction with the precept, considering the number of new homes, second homes and affordable homes. It was decided that the Chair would ask TDC for clarification on the calculation and how future precept increases will be handled with further development.</p> <p>It was also agreed that the Locum Clerk should contact EDF as there was concern about the ongoing monthly cost of £58 being debited with no statements being forthcoming. This would naturally affect the budget costs. Action: Locum clerk to contact EDF to ascertain current position.</p> <p>To receive Report from the Parish Environment Committee</p> <p>a) Representatives on outside bodies Reports/updates b) Cemetery and Bungalow Group Report: c) Burial Book and records.</p> <p>The Councillors discussed the above subjects, and the following is a resume of outcomes and further actions:</p> <p>Sports Hall, and Winkleigh Memorial Recreation Field Projects Cllr Warner advised the members that the Sports Hall is working on seven different projects to secure funding – mostly by S106 monies. It was noted that the projects are still in the early stages in providing ideas and costings. Discussion followed concerning other specific projects such as: - playground funding, where the installation costs are higher than maintenance costs; allotment improvements; as well as various works required for the changing rooms. The Councillors then debated the allocation of funds for maintenance and installation.</p> <p>Mention was also made concerning a new build project that will include funding for a bus service to Chulmleigh, where it is intended to be self-sustaining once the houses are built.</p> <p>Cemetery Bungalow – Trench for underground cable. Cllr Warner advised that there had been a lack of responses to tenders for digging the trench for the underground cable as well as filling in the ditch and bank creation. He went onto explain the logistics of the trench, including the depth and width, and after further discussion it was agreed that some of the Councillors would dig the trench themselves rather than put it out to tender. Action: Cllrs Warner and Jacobs.</p> <p>Burial Book and management of records It was agreed by all Councillors that a new “Grants of Exclusive Rights of Burial” Book be purchased for the cost of £128.00 plus VAT. Cllr. Goldsworthy would investigate feasibility of producing an A1 printout of the Cemetery Register. Action: Locum Clerk and Cllr Goldsworthy</p>
<p>14.01.25</p>	<p>S106 Issues</p> <p>Cllr Warner addressed the Councillors concerning the document he had recently circulated explaining the Section 106 (s106) money, in which it explained developers contribute to mitigate the impact of their projects and its allocation. He emphasised that a key point is that s106 agreements often specify gross figures for projects, broken down into installation and maintenance costs. There's some ambiguity about what constitutes "maintenance," with an example given of changing room renovations. The money is</p>

	<p>intended to "prime the pump" for certain services, like a bus route, with the expectation that ongoing costs will eventually be covered by local taxes.</p> <p>The process for accessing s106 funds requires recipients to provide paperwork and three quotes for proposed work. He advised he is trying to clarify how the s106 application process works, particularly who makes the final decisions on how the money is spent. He referred to a previous discussion with Adrian Avery regarding funding for an artificial turf pitch, illustrating the approval process. It was confirmed that the Councillors are gathering quotes for various projects to be ready when s106 funding becomes available.</p>
15.01.25	<p>Parish Council Vacancies – Update and Action ref Co-option The Chair proposed deferring the vacancies update to the next meeting for further discussion. This was seconded by Cllr Jacobs and agreed by all present.</p>
16.01.25	<p>Street Safety Group Report: Community Infrastructure Updates and Action items:</p> <ul style="list-style-type: none"> a) Dog Poo bins – locations and repositioning b) Hatherleigh Road/Townsend Hill update. c) Eggesford Station, Chulmleigh d) Walking and Speed signs e) Any other items from the Report <p>The Councillors discussed the above subjects, and the following is a resume of outcomes and further actions:</p> <p>Cllr Warner advised that there were some updates on the Street Safety Group Report previously issued to the Councillors. He referred to the fact that one of the Dog Poo bins could be repositioned due to close proximity to a bench.</p> <p>He also advised that the Transport plan submission had been acknowledged but no decision has yet been made. He mentioned that it is hoped that a meeting will soon be held with the Integrated Transport Officer at Devon County Council regarding the train station.</p> <p>Discussion followed about the need for clear criteria and potential benefits of the speed signs, and Cllr Warner discussed his ongoing efforts to get information on these.</p> <p>Cllr Warner advised that TDC had removed a rotting bench, with no plans for repair or replacement. It was agreed that he would contact Adrian Avery to investigate the possibility of install a new bench.</p> <p>The road sweeper's schedule for Winkleigh was questioned, and Cllr Warner was asked to write to the TDC again to request a list of the areas they are responsible for sweeping.</p> <p style="text-align: center;">Action: Cllr Warner: contact TDC and Adrian Avery</p> <p style="text-align: center;"><i>** County Cllr Andrew Saywell and District Cllr Simon Newton arrived. **</i></p> <p><i>8.30 pm The Chair adjourned the Meeting at this stage and welcomed County Cllr Andrew Saywell and District Cllr Simon Newton and asked them to present their reports individually.</i></p>
04.01.25 05.01.25	<p>County Councillors Report – Cllr Andrew Saywell District Councillors Report – Cllr Simon Newton</p> <p><i>The Chair and Councillors thanked both the Councillors for their reports during which District Cllr Simon Newton had praised the Parish Council for the business breakfast initiative as a good start for engaging with the business community.</i></p> <p>The Chair, on behalf of the Council, raised concerns with District Cllr Newton about the classification of second home and affordable housing affecting the precept.</p> <p style="text-align: center;">Action Point: District Cllr Newton to enquire within TDC about the precept calculations and clarify the situation.</p>

<p>16.01.25 resumed</p>	<p>** County Cllr Andrew Saywell and District Cllr Simon Newton left the Meeting. **</p> <p>9.10pm The Chair then re-opened the Meeting returning to "Action Items" under Agenda item 16.01.25.</p>
<p>Amended at PC Meeting 26/2/2025 by the request of Cllr A Wa</p>	<p>Action Items:</p> <p>a) Consideration of the adoption of the community car park</p> <p>Cllr Warner reported that the car park at Castle Green was expected to be completed responded to by the end of January 2025, advising the design includes a bound gravel surface and concrete blocks with grass growing through them. After discussion the Parish Council voted against adopting the car park, citing concerns about maintenance costs and potential liabilities.</p> <p style="text-align: right;">Action: Cllr Warner to advise developers</p> <p>Cllr Goldsworthy raised the subject of the survey for EV Parking resulting in the opinion that it was not viable due to significant costings. Proposed by Cllr Warner and seconded by Cllr Goldsworthy not to adopt and unanimously agreed by the remaining Councillors. The Council also discussed previous attempts to install EV charging points in the Sports Hall car park, which were unsuccessful due to low return and potentially power supply issues.</p>
	<p>b) Discussion regarding remedial actions for the drain at the bottom of the Church steps</p> <p>The Council discussed the reported drainage issue, and the uncertainty of who owns the steps. Although the Council agreed that they do not have an immediate obligation to investigate, they asked the Locum Clerk to contact South West Water for assistance and hopefully possibly clarify the ownership of the steps. The Locum Clerk would also contact the resident to advise and also investigate the matter further.</p> <p style="text-align: right;">Action: Cllr Warner to prepare response letter. Locum Clerk to contact SWW and resident</p> <p style="text-align: center;">** Vice Chair Cllr. Benjamin Roth arrived. **</p>
	<p>c) Update on the replacement of the bus shelter on Main Road, including specifications and budget considerations.</p> <p>The Council discussed the need and possibility of installing new bus shelters on the main road. It was confirmed that Hicks Engineering had provided a design and pricing for two shelters at a cost of approximately £11,000 and further discussion followed concerning one being installed in the 2025-26 Financial Year with the second the following year. It was agreed that Cllr Warner (on behalf of the Parish Council) should send a letter of intent to Hicks Engineering confirming their interest in the current quote, advising the intended purchase would be within a twelve-month period thereby fixing the price - subject to completing the necessary documentation with Devon County Council, the Planning Department and Stagecoach</p> <p style="text-align: right;">Action: Cllr Warner Investigate planning permissions with Devon County Council and check with Stagecoach regarding bus shelter installation.</p>
<p>17.01.25</p>	<p>Paths and By-ways Report</p> <p>No update report available for this Meeting.</p> <p>** Due to the time elapsed for the Parish Council Meeting an extension was proposed by Cllr Goldsworthy and seconded by Cllr Jacobs, with remaining Councillors in full agreement.**</p>
<p>18.01.25</p>	<p>Parish Matters –</p> <p>Remembrance Service - 80th Anniversary – 8th November 2025</p>

	<p>Cllr Goldsworthy proposed that the Council should hold an event to commemorate this anniversary and should be held in the Parish Hall. The event to include refreshments and potentially live music; It was advised Steve Leahy had offered to bring his airfield-related items; Reverend Helen had also agreed pending approval from involved parties. After further discussion the Council approved a budget of up to £500 for the event with Cllr Goldsworthy in charge of organising it.</p> <p style="text-align: right;">Action: Cllr. Goldsworthy</p> <p>VE Day (8th May) was also discussed and further information on this to follow.</p> <p>Receive updates and reports from the People Services Committee</p> <p>19.01.25</p> <ul style="list-style-type: none"> a) Update regarding Business Breakfast held on 14th January 2025 b) Distinctly Winkleigh advertising, c) Community Awards update d) Christmas Fair <p>Cllr Keys reported that Cllr Odulinski had provided her report with an update regarding the Business Breakfast, and he presented two further proposals. Firstly, Cllr Odulinski requested approval from the Parish Councillors to plan a further Business Meeting initiative, and, secondly, she sought approval to seek sponsorship from local business for the Community Awards Programme, noting she had already recruited members of the Winkleigh Literary & Writing Group to support the promotion and judging of the awards.</p> <p>Cllr Odulinski had also asked for approval of £95.85 to be paid to produce the booklets, which had previously been agreed by the Council to underwrite the cost. It was confirmed that three quotes had been obtained and the cheapest selected. A small print run of 100 copies had been chosen for initial distribution with the remainder available digitally.</p> <p>Resolution: proposed that the Council:</p> <ul style="list-style-type: none"> a) authorises Councillor Odulinski to seek business sponsorship for Community Awards; b) approves planning of a follow-up business meeting; c) Ratifies the expenditure of £95.85 for the 100 strategic booklets. <p>Proposed by the Chair and seconded by Cllr Goldsworthy and unanimously agreed.</p> <p>20.01.25</p> <p>Review and agree the Parish Council Meeting dates for 2025 for public display. These were approved by the Council.</p> <p>21.01.25</p> <p>A.O.B.</p> <ol style="list-style-type: none"> 1. Cllr Goldsworthy proposed a new phone should be provided by the Parish Council for the Clerk. The Council approved the budgeting for a dedicated phone with a monthly renewal SIM. Action: Cllr Goldsworthy to investigate best package available. 2. Expenses for Business Breakfast held 14th January 2025. Cllr Goldsworthy's expenses for this event (£102) were acknowledged and the Chair confirmed they would be paid as soon as possible. 3. Winkleigh Community Coffee Mornings: The Council acknowledged their weekly fundraising efforts for various Charities. 4. Grit Bins: It was reported that the grit bin locations are on the Devon County Council website, which are now showing a total of thirteen locations on DCC's interactive map for Winkleigh Parish. The Council suggested an article in "Distinctly Winkleigh" explaining how to report grit bin issues and other issues like potholes and overhanging vegetation on the Devon County Council website. 5. Snow Warden: A suggestion was made that Winkleigh Parish should have more than one Snow Warden. The Council undertook to investigate this further.
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6. Speed Sign(s)
The Council discussed the possibility of acquiring a movable speed sign that displays speed and records data.

It was agreed that further investigation concerning the criteria for placing a speed sign should be made, and also to reconsider the location of the basic current sign. After further discussion it was also agreed that the matter should be discussed further with Devon County Council and the Police, regarding the placement and enforcement issues.

**Action: Cllr Warner to contact DCC and Police.
Speed Sign on Agenda for next Parish Council Meeting**

9.45 pm the public in attendance left the meeting.

7. Community Minibus
The Council discussed the possibility of acquiring a minibus for the Parish and would fully consider the major benefits to the community.
The Section 22 permits were discussed and as well as Leasing options were explored but the latter was deemed too expensive. Consideration was then given to purchasing a used minibus, with the possibility of raising funds from local businesses. Further discussion then included various community transport needs and potential routes. It was decided that further options will need to be explored and fully considered as they wish to operate as a community transport service and not as a fixed route to avoid penalties. It was agreed that different avenues should be explored concerning the actual minibus service, including shuttle services, community transport, and collaborations with other organizations. It was agreed that the idea warranted further investigation into the options mentioned.

Action: Councillors to investigate further.

Item to be on Agenda for next Parish Council Meeting

Proposed by Cllr Jacobs, seconded by the Chair that the meeting moves into Part II.
Approved unanimously

Exempt Session
Confidential Matters (Part II) Public Bodies (Admission to Meetings) Act 1960 S1(2)

Parish Council came out of Part II and resumed the open meeting.

Meeting ended at 10.25pm.

Date of next meeting: 26th February 2025

Chair.....

Date.....