

Winkleigh Parish Council

**Minutes of the Parish Council Annual General Meeting
on
Wednesday, 22nd October 2025 7.00pm
at
Community Centre, Castle Street, Winkleigh**

Present: Cllr. G Goldsworthy (Chair), Cllr. A Phillips (Vice Chair), Cllr. A Jacobs, Cllr. P Odulinski, Cllr A Keys, Cllr. T Squance. Cllr. A. Wonnacott and Cllr B Roth

Note:

Cllr. Roth joined the meeting approximately 15 minutes after commencement.

Cllr. Wonnacott joined the meeting approximately 35 minutes after commencement.

In attendance: 3 Members of the public

Mrs S Leahy

Ms J Sheppard

Lucie Moorse (Parish Clerk)

Josie Hole (Administration Assistant)

.01.10.25	<p>The Chair opened the meeting at 7.00 pm and welcome all those in attendance.</p> <p>Apologies for absence: Received from DCC Cheryl Cottle-Hunkin and Cllr A Warner due to holiday commitments.</p> <p>It was noted that Cllrs Wonnacott and Roth had been slightly delayed.</p>
02.10.05	<p>Signing of Declarations of Acceptance of Office and Undertaking to Observe the Code of Conduct: Ms J. Sheppard and Mrs S. Leahy, newly co-opted members, formally signed the Declaration of Acceptance of Office and the Undertaking to Observe the Council's Code of Conduct in the presence of the Clerk. The Councillors were warmly welcomed and the Chair duly invited them to formally take their seats at the table. The new Councillors were also presented with their IT access information for emails, etc.</p>
03.10.25	<p>To receive declarations of interest Cllr Alex Phillips (Vice Chair) amended their declaration of interest to note his role as Transport Manager for A&B Agricultural, which supplies specialist access vehicles to Southwest Water for septic tank maintenance. They acknowledged that this connection could create a potential interest if future village infrastructure projects require similar services.</p>
04.10.05	<p>Chair to declare meeting suspended for receipt of outside reports and public participation</p>
05.10.25	<p>Reports</p> <ul style="list-style-type: none">a) County Councillors Report - Cllr Cheryl Cottle-Hunkinb) District Councillor's - update regarding election processc) Police Report – update

	<p>The Chair advised those present that an email report from DCC Cllr. Cheryl Cuttle-Hunkin (who is currently on holiday) was read out, with a note that it had been circulated to all Councillors except the new members, which will be rectified by the Clerk. He also advised that there was no District Councillor report available pending the December elections. Also, the Council has not yet had contact from the new PCSO, whose attendance depends on shift patterns.</p> <p>d) Chairman's Report The Chair welcomed new members Cllr. S Leahy and Cllr. J Sheppard, advising them to review the Standing Orders and Council policies. He reminded Councillors to abstain from voting on matters where they feel insufficiently informed; thanked the sub-committees for their ongoing work and then handed over to the Vice-Chair.</p> <p>e) Vice-Chairman's Report Cllr. Alex Phillips, reported on the external auditors' findings, noting critical comments and a penalty issued to the Parish Council. He clarified that the issues arose from long-term administrative disruptions caused by staff and Councillor turnover, not the current Clerk. He urged members to support the Clerk while addressing any errors constructively.</p> <p>06.10.25 Public Participation During the public participation session, the Chair invited comments from members of the public on agenda items. No matters were raised.</p> <p>07.10.25 To receive and approve the Minutes of the Meeting held on 24th September 2025 The minutes of the meeting held on 24 September were presented for approval. A motion to adopt the minutes was proposed by Cllr Phillips and seconded by Cllr Jacobs, resulting in two votes in favour and four abstentions, with none against. It was therefore resolved that the Minutes be approved with the Chair signing the document accordingly. Concerns were raised regarding missing Part II (confidential) minutes, which had not been received for three consecutive meetings. It was noted that such records should be maintained and distributed accordingly even if not publicly published.</p> <p>08.10.25 Matters Arising – Action Lists It was noted that the Action Plan had not been consistently included with distributed minutes. The Admin Assistant (responsible for the Action Plan) confirmed it had been circulated separately and agreed to re-send it. A proposal was made and agreed that future minutes will include the Action Plan and that it will also be published on the parish website alongside draft minutes to encourage accountability. The Council discussed responsibility for tracking actions. It was suggested that public visibility of the Action Plan supports Councillors in completing assigned tasks. It was also proposed that actions be grouped by committee to facilitate progress monitoring, and this will be considered for future updates. Resolution: 2025-13</p> <p>09.10.25 Parish Matters a) Parish Council Meeting Dates: 2026 The Chair confirmed that all Councillors had received the proposed schedule and invited any objections. With none raised, the Council unanimously agreed to adopt the dates, which will be published on the parish website. Resolution: 2025-14 b) 8th November 2025 Annual Commemoration Service RAF Memorial - Airfield</p>
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The Chair reported that arrangements for the annual RAF Memorial at Winkleigh are well underway. The venue has been moved to the Village Hall due to a scheduling conflict, and updated posters are being displayed throughout the village.

The event will include live World War II music, a 15-minute talk on the wartime impact on Winkleigh, and a memorabilia display, with catering provided by the Parish Council. Attendance is expected to be 60–80 people.

The morning will begin with prayers and a formal commemoration at the airfield, followed by refreshments and socialising at the hall. Guests traditionally include veterans and representatives of the Canadian Forces. The Winkleigh Society remains responsible for the main ceremony, with the Parish Council assisting with catering and hospitality, supporting an annual tradition.

c) Endorsement of Sports Centre CCTV Funding Application

The Chair reported that the application deadline for the CCTV installation is 24th October and that Council endorsement is required. Cllr Phillips proposed, and the Chair seconded, that the Council endorses the application. The motion was passed unanimously. The Chair will contact the Sports Centre to confirm the Council's support.

Resolution: 2025-15

10.10.25

To receive updates and report from the People Committee

The Chair invited updates from the People's Committee. Cllr. Odulinski presented the People Committee report, highlighting key items requiring Council decisions.

It was confirmed that notes from the Business Consultation meeting on the 17th of October were also included in the distributed materials. The following are some of the observations from that meeting.

- **Community Consultation on Infrastructure Plan**

The Chair emphasised the importance of consulting parishioners on the proposed infrastructure plan to ensure community engagement and input. The next People Committee meeting will focus on developing proposals for conducting this consultation, and immediate suggestions from Councillors were invited.

- **Broadband and Digital Connectivity Concerns**

Concerns were raised regarding poor broadband and digital connectivity, including frequent outages and low speeds affecting local businesses. An Openreach contact indicated that fibre connections from street cabinets to homes are expected in Q1 next year, though conduit issues may cause delays. Participants noted that some areas, including the airfield, may not receive fibre, with some businesses reliant on Airband, Starlink, or expensive legacy connections. The mixed rollout was acknowledged, and the importance of consulting the village on infrastructure matters before finalising the plan was emphasised.

- **Policy Review and Adoption**

Cllr Odulinski introduced streamlined core policies from DALC, proposing adoption in order of priority. Committees will review policies relevant to their remit. The Council adopted the core policy guidance document, which was proposed by Cllr Keys, seconded by Cllr Sheppard, and passed with one vote against and no abstentions.

Cllr Odulinski then addressed planning applications, which are formally listed under Agenda Item 13.10.25, before returning to complete the remaining elements of her report.

11.10.25	<p>Bus Shelter Planning The Council noted that a bus shelter planning application, formally listed under Agenda Item 13.10.25, had not yet been considered and would be addressed under the Planning Applications section.</p> <p>Induction of New Councillors Cllr. Odulinski then provided a summary of the recent induction for new Councillors, covering strategic and operating plans, committee terms of reference, and essential documents, with attendees encouraged to review materials via DALC.</p> <p>Arrangements for staff appraisals were outlined as a forthcoming item.</p> <p>Parish Council Practices and Policies update (deferred from September’s Meeting)</p> <p>(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.</p> <p>Supporting documents:</p> <ul style="list-style-type: none"> • Appendix A – Standing Orders (adopted 2022) • Appendix B – Draft Standing Orders 2025 (based on NALC Model) <i>(Changes highlighted in blue for ease of reference)</i> <p>The Council considered updates to the Standing Orders, deferred from the September meeting. Concerns were raised that the circulated draft differed from the version reviewed by the People Committee, with discrepancies in formatting, content, and document control (including version numbering, headers, and adoption dates). Members emphasised the statutory importance of the document and the need for all Councillors to have sufficient time to review and compare versions before adoption.</p> <p>It was noted that recent versions contained conflicts regarding the delegation of staff responsibilities, incorrectly assigning authority to the Chair and Vice-Chair rather than the People Committee, contrary to approved strategic and operating plans. Members stressed that committees act in an advisory capacity and that adoption is a matter for the full Council, not individual officers.</p> <p>Following discussion regarding the Standing Orders, the Council unanimously agreed to defer the discussion and decision until the next scheduled meeting. This deferral allows time for a thorough review process to ensure the Standing Orders are properly formatted, adhere to strict version control, and are fully aligned with current NALC guidance before formal adoption. The consensus was that further amendments might be required following detailed consideration at the next meeting.</p>
12.10.25	<p>To receive updates and report from the Finance & Governance Committee</p> <p>The Council approved the appointment of Cllr. B Roth as Chair of the Finance Committee, proposed by Cllr Odulinski and seconded by the Chair, with unanimous support. It was clarified that Council chairs are not automatically remunerated, and Cllr. Roth has declined payment.</p> <p style="text-align: right;">Resolution: 2025-16</p> <p>Non-Agenda Matters – Induction and Committee Coordination Following the handover of the Finance & Governance Committee leadership from Cllr.</p>

Odulinski to Cllr. Roth, the Council discussed induction and committee arrangements for new Councillors.

- New members will be provided access to relevant documents once email accounts are set up and are encouraged to observe committees before committing to join. Invitations will be extended accordingly.
- Concerns were raised about subcommittee meeting schedules, particularly for Councillors with weekday commitments. Committee Chairs will review current scheduling practices and coordinate future meeting times to improve accessibility for all members. This review will aim to establish a structured and predictable calendar, which may include holding evening or weekend meetings where necessary to accommodate members' availability.
- Planning applications remain under the People Committee as a working group, allowing non-councillor participation.
- Terms of reference for committees and subcommittees will be finalised following adoption of the Standing Orders.

13.10.25

To receive Report from the Parish Environment Committee

No formal report was received from the Parish Environment Committee this month as Cllr Warner is on holiday.

a) Update on Installation of Free-Standing Planters on Highway Verges

With respect to this the Clerk advised that after further communications with the Parish Council Insurers (Zurich Insurance) the summary was as follows: public liability cover up to £12 million, including third-party damage with Devon County Council (DCC) permission, alongside necessary risk assessments and training. Compliance with Devon Highways requirements was confirmed as sufficient to proceed.

Responsibility for the detailed risk assessment was delegated to Cllr Warner in his absence. Cllr. Phillips sought approval to approach DCC regarding weight restriction removal and planter placement at the top of Townsend Hill. The Council agreed to note this action for discussion purposes, without making binding commitments.

Resolution: 2025-17

(b) Review of the Removed Bench in the Square

Cllr Jacobs reported that the removed bench is oak and largely in good condition. Maintenance work includes removing creosote and applying three coats of protective Tung Oil to waterproof and enhance the wood. The first plank requires replacement, and Cllr Squance will coordinate with Cllr Jacobs for sourcing or replacing timber. Other benches will be assessed, and repairs carried out as needed. Updates will be coordinated and finalised later.

It was noted that the bus shelter application had not previously been considered. The application will be formally reviewed under this agenda item.

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

- (i) Bus Shelter Planning Application update

The Council noted that the bus shelter planning application has been submitted at a cost of £149. It was confirmed that the parish Council is entitled to a discount but must cover

this amount. Cllr. Phillips proposed authorising payment, which was seconded by the Chair and unanimously approved, completing the item.

- (ii) To note planning applications, comments and decisions since the last meeting

Although these applications were discussed earlier during the People Committee report (Agenda item 10.10.25), they are formally recorded under this agenda item. The Council considered and resolved the applications as presented:

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 24th October 2025)

The Council considered this application, and it was noted the site's historical significance, including potential heritage burials and links to the original airfield, and emphasised the importance of reviewing the environmental report. The property's location relative to Carrion Pit Lane and a nearby static caravan was clarified, and the Chair recommended consulting the official planning portal to ensure comments were based on accurate site information.

The discussion also noted that the site lies on former airfield land, classified in part as contaminated, with some areas deemed suitable for construction. The Council debated whether to support the application and agreed, with one abstention, **not to support it at this stage** due to uncertainties regarding the full site, while clarifying that this was a procedural stance and not a personal objection to the applicant.

(Action: Parish Clerk)

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 6th November 2025)

The Council considered this application which had been revised to comply with the Neighbourhood Plan's aesthetic requirements. Members noted that external work, including windows and doors, now aligns with the plan, and that the remaining work is largely internal. A proposal to support the application, on the basis that internal modifications meet safety standards was made by Cllr Phillips and seconded by Cllr Roth and unanimously approved.

(Action: Parish Clerk)

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

Planning Application: 1/0800/2025/OUT Hollocombe –

Proposal: construction of a single residential dwelling on land adjacent to Lower Westcotts, Hollocombe EX18 7QE,

(Observations to TDC by 13th November 2025)

The Council considered an outline application for a single dwelling in Holacombe, situated between two recently approved properties. Environmental reports imposed no restrictions beyond construction hours. Cllr Odulinski recommended support, noting that the design aligns with surrounding houses. The proposal was seconded by Cllr Phillips and unanimously approved.

(Action: Parish Clerk)

14.10.25	<p>Finance</p> <p>a) Schedule of Payments and Receipts since last Meeting</p> <p>Cllr Jacobs queried the additional hours worked by the Clerk which had been approved by the Chair and Vice Chair. It was noted that this was for essential Council tasks and it would not probably occur again. The Clerk agreed she will maintain a timesheet for transparency.</p> <p>It was agreed that in future overtime hours (confirmed to relate to Council business) detailed breakdowns will be circulated to Councillors in advance rather than discussed in full Council meetings.</p> <p>b) Bank reconciliation to 30th September 2025</p> <p>c) To receive the Accounts and Budget update to 30th September 2025</p> <p>The Council approved payments, receipts, and bank reconciliation in that Cllr Phillips proposed their acceptance and Cllr Roth seconded, with two abstentions from Cllrs Leahy and Sheppard</p> <p>d) Update on Scribe software</p> <p>The Chair provided an update on the implementation of the Scribe accounting system. Cost centres, cost codes, and descriptions are being allocated to enable detailed and analytic financial reports. Once fully operational, Councillors will have read-only access to generate and review reports, improving transparency and accountability. Input and categorisation of cash book entries are being carried out by the Clerk and Admin Assistant, with oversight from the Chair and limited involvement from Cllr Roth. In the meantime, Excel spreadsheets will continue to be used alongside Scribe. Full implementation is expected to allow meaningful financial reporting by the November meeting.</p>
15.10.25	<p>S106 Issues</p> <p>The Council noted ongoing roadworks in the area, including the use of temporary metal plates, which were acknowledged as hazardous but necessary. No further action is required by the Council.</p>
16.10.25	<p>Paths and By-ways Report – Updates</p> <p>The Council noted discussions with the sports centre regarding the use of treated timber to construct a path along the youth football pitch, supporting progress on the dog walk project.</p> <p>Councillors were informed that a planning application will soon be submitted for a connecting path across private land.</p>
17.10.25	<p>A.O.B.</p> <p>Proposed Precept Meeting</p> <p>The Council discussed scheduling the precept meeting, initially proposing 12th November. It was clarified that the meeting will focus solely on precept discussions, with any decisions forwarded to the next full Council meeting before submission to TDC in January 2026.</p> <p>A conflicting event on 20th November at Langtree Village Hall, providing guidance on precept setting and funding reductions, was noted. Attendance via Zoom or Teams was</p>

agreed as acceptable for remote participants, given the working-group nature of the meeting.

After considering availability and local events, the Council agreed to hold the precept meeting on 22nd November at 11:00 a.m., with the Chair to confirm details and circulate dates to all Councillors. The discussion emphasised maximising attendance and enabling informed participation.

Parish Clerk - absence

The Clerk will be on holiday from 3rd–10th November, with enquiries directed to the Administrative Assistant or the Chair.

8.52pm.

Cllr Phillips proposed and the Chair seconded that the Council to move to Part II of the agenda, during which discussions will be held in private. This session was requested by the People Committee to consider arrangements for staff appraisals.

Parishioners were asked to leave, and the meeting continued in closed session.

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.

Return to Public Session

Following the conclusion of Part II (Exempt Session), the Council resumed the public meeting. It was formally resolved that Cllr. Roth, with Cllr. Odulinski (as scribe), will hold the appraisal meetings with the Clerk and Administrative Assistant in the very near future.

Meeting ended at 9.30pm.

Date of Parish Council Meeting: Wednesday, 26th November 2025 at 7pm

Chair..... Date.....