

# Winkleigh Parish Council

**Minutes of the Parish Council Meeting  
on  
Wednesday, 23<sup>rd</sup> April 2025 7.30pm  
at  
Community Centre, Castle Street, Winkleigh**

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

**In attendance:** **One member of the Public** – Mrs Rachel Goldsworthy  
District Cllr Simon Newton  
Lucie Moorese (Locum Parish Clerk)

01.04.25	<b>Welcome:</b> The Chairman opened the meeting at 7.31pm and welcomed all in attendance.
02.04.25	<b>Declarations of Interest:</b> None
03.04.25	<b>The Chair declared the Meeting suspended to receive outside reports and public participation.</b>
04.04.25	<b>County Cllrs Report – None</b>
05.04.25	<b>District Cllrs Report – Cllr Simon Newton – presented his report.</b>
06.04.25	<b>Police Representative update – none</b>
07.04.25	<b>Public Participation –</b>  Mrs Rachel Goldsworthy provided an update from a recent meeting with Adrian Avery at Elms Meadow Play Park, and she pointed out that this Play Park has the highest number of children but the poorest equipment in the area. It was confirmed that Torridge District Council owns both the Play Park and an adjacent strip of land with a deteriorating fence, and she confirmed that Mr Avery is now aware of the fence issue and has flagged it for attention. Also attending that meeting was a representative from TK Play Equipment who has begun planning park improvements. She then went on to highlight a positive example of the young community engagement in the Park's upkeep in that two of the local children had posted their own rules on the "bear bin" requesting " <i>respect for flowers and no climbing</i> ".  It was noted that community involvement is crucial for securing funding (grants, Section 106 contributions) and that community events can improve chances of funding support.
08.04.25	<b>To receive and approve the Minutes of the Parish Council Meeting held on 26<sup>th</sup> March 2025.</b> The Minutes from the last meeting were reviewed and accepted by the Councillors, with two abstentions. (Vice Chair Roth and Cllr Wonnacott).
09.04.25	<b>Matters arising from the Minutes for the previous Meetings not covered in the agenda.</b> The Clerk advised that there was to be a correction regarding the funding source listed in the Minutes of 26 <sup>th</sup> February 2025, noting an error where "Parish Hall" was mentioned

10.04.25	<p>instead of "Parish Council." This correction was initially by the Chair, and she confirmed it will be annotated and re-uploaded to the Winkleigh Parish Council website.</p> <p><b>Planning</b></p> <p>(i) To note planning applications, comments, and decisions since the last meeting.</p> <p><b>It was noted that there were no new applications, and the following Decision Notices by the TDC are listed below.</b></p> <p>1. Decision Notice issued 4th April 2025  - application was granted permission in respect of:  Application Ref: 1/0078/2025/FUL  Proposal: Retrospective change of use of land from agricultural use to storage yard (B8)  Location: Beechlea Industrial Estate, Winkleigh.</p> <p>2. Decision Notice issued 2nd April 2025  - application was granted permission in respect of:  Application Ref: 1/0092/2025/FUL  Proposal: Erection of first floor rear extension  Location: Rostherne, Fore Street, Winkleigh.</p> <p><b>(ii) It was confirmed that there were no further Planning Notices since the Agenda preparation.</b></p>
11.04.25	<p><b>To receive updates and report from the People Services Committee</b>  Following the report issued by Cllr P Odulinski prior to the Meeting.</p> <p>The Councillors discussed this report, and the following is a brief resume of the discussions and the decisions from the proposals.</p> <p>The focus of the report was on reviewing several key Parish Council Policies, including financial regulations, data protection, internal controls, equality and diversity, and digital workplace policy. The Committee proposes that all three Council Committees should review policies to avoid overloading the main Council Meetings. It was agreed by the Councillors that this would be beneficial for the Committees and the Parish Council.</p> <p>Discussion followed concerning the adoption of NALC templates as opposed to adapting current Policies to meet new standards. It was also noted updates will also involve removing outdated formatting elements and ensuring policies comply with legal requirements. The People report for example, did ask for approval of committees sharing out the review of policies and this was agreed but not minuted.</p> <p>Cllr Odulinski gave an update on a school competition that closed just before Easter. A total of eighty-seven submissions were received from children aged 5 to 10, including stories and illustrations. The entries will be displayed at the upcoming Winkleigh Fair, highlighting community participation and creativity among local schoolchildren.</p> <p>Cllr Odulinski advised that there is no confirmed date as yet for the next Business Breakfast, but it is hoped that full details will be available for the next Parish Council Meeting in May.</p>
12.04.25	<p><b>Finance</b></p> <p>The following had been previously circulated to all the Councillors and were presented at the meeting for approval.</p> <p>a). Schedule of Payments and Receipts since last Meeting held on 26<sup>th</sup> March 2025 was approved and signed.</p> <p>b). Agreed and approved Bank Reconciliation to 31<sup>st</sup> March 2025.</p> <p>c). Agreed and approved Accounts and Budget update to the period 31<sup>st</sup> March 2025.</p> <p>d) Update concerning the addition of Cllr Goldsworthy as signatory to the Parish Council Bank Account.</p>

	<p>Cllrs Jacobs and Goldsworthy reported that they had extensive difficulties using the NatWest online system which failed to process their inputs. The Bank have agreed to issue a pre-filled form to Cllr Jacobs for final completion, and it is hoped that the matter can be completed without further delay. An update will be provided at the next Parish Council Meeting.</p> <p><b>13.04.25 To receive Report from Finance and Governance Committee:</b></p> <p>Cllr Keys apologised and advised the Councillors present that due to personal circumstances the scheduled Finance &amp; Governance Committee meeting did not take place, however, he had circulated a brief report for everyone's information. The Councillors then discussed the recent and upcoming spending figures. Cllr Keys also pointed out that there would be a need to clarify cost implications and process of the planning applications for bus shelters: discussion followed concerning estimated costs being in the region of £360.00.</p> <ul style="list-style-type: none"> <li>• <b>Review of Financial Regulations Policy</b></li> </ul> <p>Cllr Odulinski advised the members that she had reviewed the Financial Regulations in which she had highlighted changes – suggesting revised monetary limits for spending permissions. The document had been circulated, but no feedback had yet been received.</p> <ul style="list-style-type: none"> <li>• <b>Budget Spreadsheet Reorganisation for Transparency</b></li> </ul> <p>Discussion centred around the proposal to restructure the Budget spreadsheet which would include splitting the main budget into smaller itemised worksheets (e.g. specifying exactly what a £600 subscription fee covers). This would also enable that each financial line item, including assets (such as the speed gun) are clearly recorded. There was general agreement by the Councillors to proceed with the changes to improve budget transparency and reporting.</p> <p style="text-align: right;"><b>Action: Parish Clerk</b></p>
<p><b>14.04.25</b></p>	<p><b>To receive Report from the Parish Environment Committee</b></p> <p>The following items also to be considered:</p> <ol style="list-style-type: none"> <li>a) Placement of Bus Shelter</li> <li>b) Bungalow maintenance update</li> <li>c) Hollocombe village sign update</li> <li>d) Seckington Cross – fence and posts</li> </ol> <p><b>The Councillors discussed the above subjects, and the following is a resume of outcomes and further actions:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Placement of the New Bus Shelter</b></li> </ul> <p>Cllr Warner reported that a site meeting had been held to determine the exact location of a proposed bus shelter. The preliminary planning application had indicated that the shelter would be near an existing bench, but upon reflection, it was now proposed placing it directly where the bench currently sits. Due to a noticeable slope at the site, the existing concrete may need to be removed and replaced with a more level surface. He provided the Bus Shelters dimensions, and it was noted that the Shelter would extend slightly downhill when using the existing concrete platform.</p> <p>A key consideration being whether the Shelter should align with the hedge or the pavement. It was considered the favourite placing is parallel to the hedge, as it would look tidier and more integrated with the landscape and potentially reduce safety concerns. Discussion followed concerning visibility: the Shelter design includes front-facing doors and panels, allowing occupants to see oncoming buses more easily, and it was agreed by all present that alignment with the hedge would be more sensible.</p> <p>It was noted that a formal planning application would be necessary due to the Shelter's enclosed design, which exceeds the coverage limits exempt from planning approval. It was agreed by the Councillors that although more effort is involved, this approach results in a better-quality shelter.</p>

▪ **Bungalow Maintenance update**

The Councillors discussed the maintenance tender received from Keenors, and in order to align with standard policy that although two additional tenders should be obtained, they had not been obtained to-date. It was clarified that the Council has agreed to most of the recommendations and ready to instruct them pending additional tenders, however, it was noted that the practicality of obtaining three quotes for small maintenance tasks would be difficult and some flexibility would be required. Cllr Warner proposed trying again to obtain at least one more quote.

After further debate the Council agreed to proceed with Keenor's offer if no better tenders are received, and despite some desire for one more quote, there was general agreement to move forward under those conditions.

▪ **Hollocombe village sign update**

Cllr Warner advised that County Councillor Andrew Saywell had previously started signage improvements before his retirement, and he had approached for potential funding. A suggestion had been made that Hollocombe residents should adopt and enhance the sign with flowerbeds – the aim being to make it a village feature. It was advised that unfortunately Devon County Council policy limits funding for non-traffic signs. It was hoped that the community would take ownership of maintaining the village sign.

▪ **Seckington Cross – fence and posts**

Discussion then followed concerning the verge maintenance of a nearby field alongside the road which appears to have posts and wire fencing, which might improve visibility and reduce vegetation growth for safety purposes. After clarification of the ownership of the land and it was agreed that the landowner would be contacted to discuss the matter. It was decided that the boundary (defined by ditch and the fence) belongs to the DCC.

• **Winkleigh Woods Path and Walking Signs**

Although this matter not an official Agenda item, the issue of pedestrian signage and pathways (particularly concerning the path to Winkleigh Woods) was discussed informally. Cllr Warner also reported that the reformed "Winkleigh Environmental Group" had taken an interest in pushing for the Winkleigh Woods path, and it was hoped that with growing support the path could become a priority.

15.04.25

**S106 Issues –**

- a) Application for a bench in play area - Westcots Drive

A proposal was made to apply for a new bench in the play area – the intention being to partly ascertain the S106 funding process and see how smoothly such applications could be managed. After discussion on the matter the proposal was voted on and passed. (Proposed by the Chair and seconded by Cllr Goldsworthy)

16.04.25

**Parish Council Practices Review: Email, Confidentiality, and Guidelines**

Cllr Goldsworthy stressed the critical importance of cybersecurity for all Councillors, directing them to a Government Guide adapted for Parish Council use. Key areas of concern include outdated contact information; risks associated with group emails leading to potential data breaches; the necessity of regular antivirus checks on all personal devices used for Parish Council work (PCs, laptops, smartphones); and the mandatory practice of regular password changes. Cllr Goldsworthy cautioned against complacency, reminding the Councillors members of their legal and ethical duty to safeguard Parish data and highlighting the grave consequences of a data breach. He asked all Councillors to treat this matter with utmost seriousness and take immediate action.

The Councillors acknowledged the seriousness of the matter and discussed dedicated computers for Parish Council duties. Discussion followed concerning the enhanced security features and equipment suggestions with budget costs. It was agreed that the matter would be discussed at the next Parish Council Meeting, once Cllr Goldsworthy had provided some formal costings.

**Action: Cllr Goldsworthy**

17.04.25

**Parish Council Vacancies – Update and Action ref Co-option**

The Clerk confirmed that a person who expressed interest had been invited to the following evening's Consultation Event, when the Councillors were optimistic in speaking with any interested individuals.

18.04.25

**Street Safety Group Report: Community Infrastructure Updates and Action items:**

To receive and consider report updates and consider the following specific subjects:

- a) 20mph Zone for Winkleigh – update
- b) Walking signs – Highways Department response
- c) Zebra Crossing Mid Devon Motors - update.
- d) Speed Gun – update.

**The Councillors discussed the above subjects, and the following is a resume of outcomes and further actions:**

**(a) Street Safety and 20mph Zone Discussions**

Cllr Warner updates the Council on the Street Safety Group's efforts. referencing the feedback he has received outlining the numerous limitations to implementing a 20mph zone. Despite these, the paramount importance of pedestrian safety was emphasised.

Discussion followed concerning the issue of road safety, especially for pedestrians, which remains paramount. Suggestions included: political lobbying (Devon follow Cornwall's example by presuming 20mph as the default and justifying exceptions); the existing traffic conditions and local infrastructure support a 20mph limit, thereby showing parallels with successful policies in Wales and Scotland.

All Councillors unanimously agreed it to present the idea of a 20mph zone for the village and other Parish areas at the following day's Community Consultation Event to gather broader community input.

It was noted that many accidents in the area go unreported – several are resolved informally without official records whereby the official data proves inadequate. Cllr Jacobs suggested that if the residents could be encouraged to report "near misses" this would create a local record of safety concerns. Cllr Goldsworthy supported this and offered to add a reporting feature—covering both accidents and near misses—to the Parish Council website.

**b) Walking signs – Highways Department response**

Cllr Warner informed the Councillors that after DCC Andrew Sayward had again chased the Devon Highways Dept to respond to queries made in October 2024 regarding walking signs and potential 20 mph speed limits: a response had now been received basically denying permission for most suggestions but offering to install a simple "walking in the road" sign on the approach from Seckington Cross.

**c) Zebra Crossing Mid Devon Motors - update**

No further update at the moment on this subject.

**d) Speed Gun – update**

The Council addressed the WPC Speed Gun project. Whilst it was agreed that formal Council motions were not deemed necessary, it was emphasised by several Councillors that it was important that visibility and transparency during data collection. Various concerns were discussed one being the appearance of secrecy, however, it was stressed that the Speed Gun's purpose is data collection not enforcement. This information would help to support future traffic calming measures like VAS (Vehicle Activated Signs).

Emphasis was made that volunteers would need to be visibly identifiable with fluorescent bands or minimal high-visibility gear to legitimise the process and reduce suspicion.

It was agreed to announce these monitoring activities publicly – via the Winkleigh Parish Council Facebook

The Councillors then continued to discuss some historical context where prior data had been collected using both temporary road sensors (rubber strips) and roadside speed boxes. However, uncertainty was raised as to whether these had been done in recent months, especially regarding the A3124 and Townsend Hill areas. The Councillors' views were that with the absence of consistent data had made it difficult to justify additional enforcement, highlighting the need for the localised data collection. Despite these concerns it was confirmed that the enforcement van had indeed been deployed catching at least one driver near the Sports Centre car park - a known vantage point. Comments by the Councillors were given regarding the rarity of such visits thereby raising their concerns about the lack of regular enforcement in the area.

There is a non-functioning VAS by the Castle Green estate entrance, and there is a expected light controlled crossing by the Sports Centre, legal agreement for the implementation of this has still not been drawn up.

19.04.25

### **Paths and By-ways Report**

To receive and consider report and updates.

- a) High Moor View path

Confirmation was received that the bollards for the path had arrived, and Cllr Keys provided an update on the physical condition of the Path. Despite expectations that repairs would be completed within a week, only minimal and inadequate work had so far been done—mostly gravel loosely placed, which has since washed away in the lower sections, leaving the path unsafe. It was noted that the material used appears to be in fact rounded gravel rather than compactable crushed stone, making the surface unstable. Comments were made that proper crushed stone or even tarmac would be more suitable. After discussion it was agreed that Cllr Keys would contact both the contractor and the Public Rights of Way officer to urge for better materials and more effective repairs.

**Action: Cllr Keys**

20.04.25

### **Parish Matters**

- a) Frankie – Street Cleaner
- b) 24<sup>th</sup> April – Consultation Event
- c) Update regarding Children's Play parks.
- d) Weight restrictions and village access
- e) Community minibus.
- f) ESMG update

#### **a) Street Cleaning Service**

Cllr Goldsworthy advised the Councillors that there were concerns regarding the effectiveness and value of Frankie's street cleaning services: questioning whether the contracted areas meet with the Parish's needs and whether the Parish Council should continue funding it.

Discussion followed about the best approach and course of action with Torridge District Council on this matter. It was noted that the monthly road sweeping service appears to be rarely observed, and, this lack of transparency remains a key frustration to all concerned. TDC had promised an updated plan after a previous meeting but as yet no updates had been received.

However, it was agreed that the Parish Clerk would initially contact TDC to address all concerns raised, including the effectiveness of the cleaning service; the road sweeping schedule, and to ask for clarification on contractual obligations. Subject to their response then a formal letter would be drafted outlining these concerns.

**Action: Parish Clerk**

**b) 24<sup>th</sup> April – Consultation Event**

This had been discussed and agreed prior to the commencement of Parish Council Meeting.

**c) Children’s Play Parks**

This matter was reported by Mrs Rachel Goldsworthy earlier in the Meeting. See Agenda Item 07.04.25 Public Participation.

With regard to future implications because of the Local Government reorganisation (unitary authority), further discussion then followed regarding the possibility of the transfer of smaller, rural playground to Parish Councils, which also highlighted maintenance concerns (annual inspections, insurance and upkeep).

**d) Weight Restriction and Village Access**

Concern has been expressed about weight restrictions in the village. The Chair explained the current situation regarding the weight restriction and access for vehicles. The specific weight limit for vehicles entering the village, set at 7.490 tons, but exceptions are made for those accessing specific locations like the Sams Cider works. It was noted that the weight restriction does not apply to vehicles that are truly accessing the village (e.g., delivery vehicles for local businesses), but it does prevent unnecessary vehicles from cutting through the village. There is a frustration with vehicles circumventing the restriction and using shortcuts, and removing the weight restriction entirely might provide the police with a clear rule to enforce, as there is currently no clear enforcement mechanism.

It was noted that people do find ways to circumvent rules. It was agreed that removing the restriction could help the police address the problem of cut-through traffic more effectively. Discussion then followed concerning technicalities of road orders and how removing the weight restriction might affect enforcement; whether the restriction should apply only to certain vehicles or universally, and it was generally agreed that although there would be the potential help to control the traffic flow better there would be difficulty in enforce restrictions under the current framework.

**e) Community Minibus – no update to this report received.**

**(f) ESMG Update**

Cllr Warner advised the Council that he is still awaiting information concerning the financial status of the group, specifically regarding how a substantial sum of over £54,000 has been spent. There is a concern that despite these funds, there has been no clear report or transparency on how the money was allocated. Cllr Warner expressed his frustration with the lack of response. Further discussion included the planning department’s role in the project, as it is understood that they are now contacting landowners to explore potential land purchases, as it seems more feasible to pursue land acquisition before finalising any development plans. Also, emphasis was made on ensuring Eggesford Station (which was previously excluded from the local planning documents) is now given due consideration.

21.04.25

**A.O.B.**

- Neighbourhood Plan – to post the adopted plan in text version only on Parish Council’s website.

Cllr Warner advised that Torridge has provided a cleaned-up version of some images that had been problematic earlier, and, after discussing the situation it was agreed that any mention of the design credit is removed as concerns were expressed by Cllr Goldsworthy (and supported by other Councillors), that it might cause issues in the future. Cllr Warner agreed to request this change.

**Action: Cllr Warner**

- Cemetery -

The Clerk informed the Councillors that an enquiry had been received concerning a recently deceased lady who had once lived in the village, and the family would like to have her ashes placed to rest in Winkleigh Cemetery. After a debate amongst the Councillors,

Vic Chair Roth suggests that since the woman was once part of the parish, she should be treated as such, and the fee should remain standard.

*There was no formal motion required, and the issue is resolved informally with the consensus being to consider the lady as part of the parish.*

**Action: Clerk**

Cllr Warner's next point raised was to state an appreciation for Cllr Jacob, who had cleared debris from the footpath, which was very much appreciated, although the action had been done without any request.

Cllr Jacobs raised concerns regarding broader efforts to address other cleaning issues in the village: such as attention to the railings outside the school and the hedge along Townshend Hill. It is noted that the Highways Department are not addressing these issues due to a lack of funding. Another ongoing issue that had previously been raised with the Neighbourhood Highways Officer concerning Southernhay was mentioned, and it was noted that there is still a delay in attending to the bush obstructing the road.

- Verge Maintenance and Village Improvements

A significant discussion took place about improving the village's appearance through verge maintenance and other similar initiatives.

Cllr Jacobs shared a conversation with a village resident who was unhappy with the village's untidy appearance. This led to a suggestion to create a volunteer team to help with tasks like verge clearing and general upkeep to make the village look better. The idea is to involve local people, especially retirees. Councillors agreed it is important to involve the community and suggested making a list of jobs for volunteers. They also stressed the need to let everyone in the village know and encourage them to join in.

Cllr Jacobs also informed the Councillors that the new owners of one of the cottages are looking after two large verges themselves. This shows that people are willing to care for local areas. It was suggested this could be an effective way to manage other parts of the village. Cllr Warner proposed using a notice board to show village projects, including verge care and rubbish collection, to keep people informed and encourage involvement. It was also suggested that the next volunteer meeting should focus on finalising a list of tasks to send to Mark James (Neighbourhood Highways Officer) to find out if the council can help or if the community needs to take action.

**Action: Cllr Warner & Cllr Jacobs**

- Finance - Invoice

The Clerk asked the Councillors for permission and their agreement to the following: Payment of Keenors Estate Agency invoices are delayed by approximately 21 days - to streamline this by setting up a Standing Order to automatically pay the agency on the third of each calendar month from the Bungalow Bank Account.

The proposal was seconded and voted on, with all members in favour of moving forward with this plan ensuring that payments could be made more promptly without delay.

**Action: Cllr Jacobs & the Clerk**

**The public left the meeting at 9.12pm**

Proposed by the Chair and seconded by all Councillors that the meeting moves into Part II. Approved unanimously

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

II 21.04.25

To review, discuss and agree the following:

- a) Job Description – Administration Assistant – Josie Hole
- b) Contract of Employment – Josie Hole
- c) Job Description – Parish Clerk – Lucie Moore
- d) Contract of Employment – Lucie Moore

Agreed by all Councillors present.

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

**Meeting ended at 9.45pm.**

**Date of next meeting: Wednesday, 28<sup>th</sup> May 2025**

**Annual Parish Meeting – commence at 6.30pm**

**Annual General Meeting – commence at 7.30pm**

**Chair..... Date.....**