

Winkleigh Parish Council

**Minutes of the Parish Council Annual General Meeting
on
Wednesday, 24th September 2025 7.00pm
at
Community Centre, Castle Street, Winkleigh**

Present: Cllr. A Phillips (Vice Chair), Cllr. A Jacobs, Cllr. P Odulinski, Cllr. A Warner, and Cllr. T Squance, and Cllr. B Roth.

In attendance: DC Cllr Cheryl Cottle-Hunkin
Four members of the public
Ms J Sheppard
Lucie Moorse (Parish Clerk)
Josie Hole (Administration Assistant)

01.09.25	<p>a) Chair to Open the Meeting In the absence of the Chair (Cllr G. Goldsworthy), the Vice Chair, Cllr Alex Phillips, opened the meeting at 7:05 p.m. and took the Chair for the duration of the meeting.</p> <p>b) Chair's Message The Clerk read a message from the Chair, Cllr Greg Goldsworthy, expressing his apologies for being unable to attend due to travel delays and another unforeseen issue. The Chair conveyed his best wishes to Members for a successful meeting and thanked Councillors for their continued work over the Summer period.</p> <p>c) Apologies for Absence Apologies were received from Cllr G. Goldsworthy (travel delays), Cllr A. Keys (holiday), Cllr A. Wonnacott, and District Cllr Simon Newton.</p> <p>d) Recording of the Meeting Cllr Warner asked whether it was permissible to make a personal audio recording of the meeting. The Chair sought the views of those present, and it was agreed that the recording could proceed on the understanding that it would be deleted after a set period of 30 days.</p>
02.09.05	<p>Declaration of Interest were requested from the Councillors for any personal or prejudicial interests in the Agenda items. No formal conflicts were declared, and no dispensations granted</p> <p>Cllr. Odulinski announced an update in that she was to be appointed as Non-Executive Director of the DALC Board starting on 1st October. Other members congratulated her on this new position.</p>
07.09.25	<p>Parish Council Vacancies – Update and Co-option The Chair proposed and Cllr Warner seconded that this item was brought forward on the Agenda, with the full agreement of the members. The Chair reported that two applications for co-option had been received, with one applicant, Ms J Sheppard present at the meeting, who was then asked to provide a summary of her background and interest in serving on the Council. Following discussion, it was proposed by the Chair and seconded by Cllr Jacobs that both applicants (Ms Sheppard and Mrs Leahy) be co-opted to the Council. All members present in agreement, and they then formally welcomed Ms Sheppard to join the Council.</p> <p>It was noted that the second applicant, Mrs S Leahy, was unable to attend and that the necessary declarations and forms would be completed at or before the next meeting by both persons.</p>

<p>03.09.25</p>	<p>Action: Clerk to arrange for completion and signing of the Declaration of Acceptance of Office forms at the next Parish Council Meeting in October, with other necessary forms completed before.</p> <p>Reports</p> <p>a) County Councillor’s written report had been circulated to Members prior to the meeting. DC Cllr Cheryl Cottle-Hunkin highlighted the following points during the meeting:</p> <ol style="list-style-type: none"> 1. Community news: The Globe in Great Torrington has come into community ownership, unlocking significant government funding. 2. Transport: Stagecoach bus fare increases, and service reductions were discussed, with ongoing commitment to protect services. 3. Public health and youth: Alcohol-related hospital admissions have risen; the new Brighter Futures Employment, Education & Training Strategy aims to support young people. 4. County-level updates: Visits to local and regional facilities; strategic plan approval focusing on young people’s wellbeing; Cabinet report advocacy on farming issues, smartphone-free schools, hate crime, and refugee resettlement. 5. Local issues: Break-ins at the Football club and allotments; highway concerns in Winkleigh; consideration of CCTV for security and engagement with local police. 6. Economic development: A new business park near Torrington has secured funding following delays elsewhere; funding decisions for Devon Plus and local grants were noted. <p>The Councillor highlighted youth funding opportunities and assured Members that local services and safety would be monitored.</p> <p>b) District Councillor’s Report – The Chair noted D. Cllr Simon Newton’s absence due to illness.</p> <p>c) Police Advocate – No report.</p> <p>d) Chairman’s Report – previously read out by the Clerk</p>
<p>04.09.05</p>	<p>Public Participation</p> <p>A member of the public raised concerns regarding recent road repairs in East Park Close, including questions about council procedure, financial compliance, and the timing of public inspection of the accounts. The Council noted the points raised.</p> <p>Another resident highlighted the need for seating at bus shelters, particularly for elderly and disabled users. Councillors advised that a new shelter design, including seating, had been submitted for planning approval, though delays have occurred. The Council noted the resident’s concerns and agreed to explore options and costs for providing seating in the current shelter.</p> <p>A member of the public raised a concern regarding the exempt session listed on the Agenda, noting that the purpose of such sessions should normally be stated in general terms. The Clerk clarified that the item had been included in error when copying the agenda and apologised. The Chair added that, as a matter of practice, the Council has not previously specified the content of exempt sessions.</p>
<p>05.09.25</p>	<p>To receive and approve the Minutes of the meeting held on 23rd July 2025.</p> <p>The Council moved on to consider approval of the Minutes of the meeting held on 23rd July 2025.</p> <p>Cllr Warner proposed that the Minutes be accepted but highlighted a clarification regarding the Play area roundabout. The inspector’s report had not recommended that the roundabout be closed, however, it had been rated <i>orange</i> - neither green nor red. The Clerk confirmed that this clarification would be included as an amendment in the current Minutes.</p> <p>Further discussion took place regarding formatting issues within the previous Minutes, which had been unintentional altered. The Clerk explained that the formatting changes had been intended to improve accuracy and presentation but had been corrupted in the process.</p>

<p>06.09.25</p>	<p>Following discussion, the Chair proposed that the Minutes of the meeting held on 23rd July 2025 be approved subject to the agreed amendments. The proposal was seconded and put to the vote. The majority were in favour. Cllr Odulinski abstained, noting that while they did not fully agree with the record, they were content to proceed with approval.</p> <p>Matters Arising</p> <p>(a) Action Lists</p> <p>Cllr Warner raised concerns about the lack of a clear action list, noting that previous systems for tracking responsibilities and progress were no longer in use. Other councillors confirmed that an action list had been maintained in the past but had not been circulated recently. The Clerk and Admin Assistant acknowledged the oversight and agreed to distribute the updated list. The Chair concluded that the Council would await its circulation.</p> <p>(b) Awards 2025 – Safeguarding</p> <p>The Chair advised that as Cllr Goldsworthy was absent and had not provided details of the specific issue, it was initially proposed to defer the item to the next meeting. However, after further discussion it was subsequently agreed to consider the matter at the end of the Meeting in the Exempt Session (Part II) due to its sensitive nature.</p>
<p>08.09.25</p>	<p>To receive updates and report from the People Committee and, from the Finance & Governance Committee</p> <p>Members noted that Cllr Odulinski had circulated her report prior to the Meeting. The report highlighted two key items from the People Committee: an application from a prospective Councillor and the ongoing review of the Standing Orders, which is expected to be completed before the next Parish Council Meeting. The three-month internal reviews on the Clerk and Admin Assistant had also been completed successfully.</p> <p>Members further noted that no Finance Committee report was available as the Committee had not met due to delayed paperwork. A dedicated Finance Meeting is scheduled in two weeks, with a full report to be presented at the October Council Meeting. In the interim, the People Committee will temporarily oversee finance matters until a Leader is appointed.</p>
<p>09.09.25</p>	<p>To receive Report from the Parish Environment Committee - incorporating Street Safety Group Report</p> <ol style="list-style-type: none"> 1. Cemetery 2. Bungalow 3. Highways 4. Street Safety 5. Discussion and agreement on a policy for the Parish Council's flower beds and planters -, including the DCC regulations and public liability insurance. <p>The Councillors discussed the above Agenda subjects, and the following is a resume of outcomes and further actions:</p> <ul style="list-style-type: none"> • Cemetery <p>Cllr Warner presented a report on grave digging practices, highlighting concerns that modern use of mini diggers had resulted in poor reinstatement of graves, with turf placed directly onto subsoil rather than on reinstated topsoil. This had led to poor regrowth and an untidy appearance in parts of the cemetery, prompting complaints from Funeral Directors and the local Vicar. It was proposed by Cllr Warner that Funeral Directors be reminded of the requirement to set aside and replace topsoil beneath turf during reinstatement, in line with existing Parish regulations. The proposal was seconded by the Chair and unanimously approved. Councillors also agreed that Funeral Directors should notify the parish of six-month and annual inspections to enable more effective monitoring of standards.</p> <p style="text-align: right;">(Resolution No. 2025-008)</p> <p>That Funeral Directors be formally instructed to reinstate topsoil beneath turf in accordance with Parish regulations, and to notify the parish of six-month and annual inspections.</p>

- **Bungalow - Roof Inspection and Maintenance Concerns**

Cllr Warner reported that recent scheduled works had been completed and that contractor Mr Steve Godly (SGS) had inspected the roof during the process. Photographs indicated that the loft space was lighter and more accessible than expected, though splits were visible in the roofing felt. Mr Godly advised that condensation might be dripping onto insulation rather than dispersing to the eaves and recommended that a professional roofer carry out a full assessment.

It was proposed that a professional roofing assessment be commissioned, using Mr Godly's recommended contact, to evaluate the condition of the roof and identify any necessary remedial action.

The proposal was seconded by the Chair and carried unanimously.

(Resolution No. 2025-009):

That a professional roofing assessment be commissioned as agreed.

- **Planters and flower beds - Liability**

Cllr Warner reported on discussions with Cath from "*Catkin Blooms*" regarding the installation of free-standing planters on highway verges. Devon County Council requires such installations to be covered by £5 million public liability insurance, equivalent to the requirement for hanging baskets. As local groups are unable to provide this level of cover, the Council considered whether it should act as the responsible body.

Councillors discussed the implications of liability, maintenance responsibilities, and insurance coverage. It was noted that existing Parish insurance may not extend to permanent installations on County Council land, and confirmation would be required from the insurer.

Following discussion, it was agreed to defer a decision on the matter until the Clerk had confirmed the Council's insurance position.

(Resolution No 2025-010):

That the Clerk seek clarification from the Council's insurer regarding liability and coverage for planters placed on Devon County Council land, and that the matter be reconsidered at the next meeting.

- **Infrastructure and Planning Obligations – Townsend Hill**

Cllr Warner raised concerns regarding the lack of promised pedestrian infrastructure associated with the High Moor View Phase 2 development on Townsend Hill. Despite earlier commitments from developers and County Officers for new pavements and road improvements, little progress had been made, leaving inadequate pedestrian access and increased safety risks.

It was proposed by Cllr Warner and seconded by the Chair and supported by all those present that the Council write to Allison Holmes to remind the developer of the infrastructure obligations set out in the original planning approval, particularly the provision of continuous footpaths along Townsend Hill.

(Resolution No. 2025-011):

That a letter be drafted by Cllr Warner and sent on behalf of the Parish Council to Allison Homes, drawing attention to the outstanding pedestrian infrastructure commitments for Townsend Hill as detailed in the approved planning application.

- **Dog Waste Bin Proposal and Overflow Issues**

Members noted that at the July 2025 Parish Council Meeting a motion was carried to purchase and install a dog waste bin by Torridge District Council at an estimated cost of £100. Cllr Warner confirmed that the actual cost will be £350 plus VAT for supply and installation at the start of Footpath 22 (near High Moor View).

It was reported that the existing bin at the school corner is often overflowing, and that some residents are unaware that dog waste can also be disposed of in litter or household waste bins.

Following discussion, proposed by Cllr Jacobs, seconded by the Chair and agreed by all present, it was resolved to amend the July 2025 agreement and approve the purchase and installation of

the new bin at the revised cost of £350 plus VAT, with supply, installation, maintenance, and emptying to be undertaken by Torridge District Council.

(Resolution: 2025-12)

It was further agreed by the Councillors that Torridge District Council be asked to place stickers on existing bins to remind residents of correct disposal options. Cllr Warner undertook to do this.

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

- (i) Bus Shelter Planning Application. Members noted that the bus shelter planning application had been previously raised during Public Participation. Councillors reminded the meeting that a new bus shelter design, including seating, has been submitted for planning approval. Members noted that Torridge District Council has delayed the process, requested additional information and rejected PDF submissions, and expressed frustration at the bureaucratic delays.

No further updates were reported under this agenda item.

- (ii) To note planning applications, comments and decisions since the last meeting - None

NEW PLANNING APPLICATIONS & DECISIONS –

None at time of Agenda issue

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

New Planning Application – 1/0744/2025/FUL – Demolition of agricultural barns and the construction of 1 no. dwelling with associated works in lieu of 1/0010/2025/AGMB

Cllr Odulinski reported a new application to demolish an agricultural barn and construct a residential property at Court Barton Farm. As the details had only just been received, Members agreed to circulate the documents for review. It was proposed and unanimously resolved to request a five-day extension to the consultation deadline (to 23rd October) to allow discussion at the next meeting on 22nd October.

The Council noted that the application was a revised version of a previous plan.

Action: The Clerk was asked to request the extension.

10.09.25

Finance

The following had been previously circulated to all the Councillors and were presented at the meeting for approval.

- a) Schedule of Payments and Receipts since last Meeting held on 23rd July 2025 was received and approved, duly signed by Vice Chair Phillips.
b) The Bank Reconciliation to 31st July 2025 and 31st August 2025. It was also confirmed that the copies would be uploaded to the Parish Council's website under the Finance section.
c) The Accounts and Budget update to 31st August 2025 was also received and approved by all those present.

11.09.25

Parish Council Practices and Policies update

Deferred to October's Parish Council Meeting.

12.09.25

Section 106 (S106) Funding and Planning Update

Cllr Warner provided an update on S106 and related planning matters. Three quotes have now been obtained, with two requiring revisions due to earlier delays. No S106 funds have yet been released by the developers, though it was noted that Allison Homes may consider an early release. Decisions regarding any formal request will be made by Mike Wilson and Adrian Avery. It was confirmed that another project remains on hold pending cost adjustments and further progress on housing development works.

13.09.25	<p>Paths and By-ways Report Cllr Roth reported that, due to recent personal commitments and wedding planning responsibilities, there had been limited progress on this item. Work will resume as normal in the coming weeks.</p>
14.09.25	<p>Parish Matters No items raised under this Agenda item heading.</p>
15.09.25	<p>A.O.B.</p> <ul style="list-style-type: none"> • Clerk’s Mobile Phone Policy Cllr Warner raised the issue of the Clerk’s mobile contact details. The Clerk advised that the number was temporarily removed from the website due to technical issues and that their personal phone had been used in the interim. It was agreed that the Clerk’s mobile number would be reinstated on the website once the issues are resolved. • Grant Opportunity for Young People Cllr Odulinski introduced a grant opportunity of £1,000–£3,000 aimed at supporting young people (aged 11–25) in creating welcoming community spaces; encouraging social connections; promoting lifelong learning and job skills; and reducing isolation. Members noted the potential benefit, particularly for 16–25-year-olds and discussed liaising with Mike Wilson at the Youth Club. <p>The Chair proposed supporting Cllr Odulinski’s pursuit of the grant, and the motion was seconded by Cllr Jacobs and agreed by all those present. Action: Cllr Odulinski to follow up on the grant application.</p> <p>It was proposed by Cllr Roth and seconded by the Chair that the meeting move into Exempt Session (Part II) to discuss a confidential matter relating to events held and safeguarding.</p> <p>Members of the public were requested to withdraw at 8.10pm.</p> <p>A member of the public asked to remain but was advised by the Chair that Exempt Sessions are not open to the public.</p> <p>Councillors returned from the Exempt Session at 8.25pm.</p> <p style="text-align: center;">The Chair thanked everyone for their attendance and declared the meeting closed at 8.30pm.</p>

Date of next meeting: Wednesday, 22nd October 2025

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