

# Winkleigh Parish Council

**Minutes of the Parish Council Meeting  
on  
Wednesday, 26<sup>th</sup> March 2025 7.30pm  
at  
Community Centre, Castle Street, Winkleigh**

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

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

01.03.25	<p><b>Welcome:</b> The Chairman opened the meeting at 7.30pm and welcomed all in attendance.</p> <p><b>Apologies for absence were also received from:</b> Cllr. B Roth (Vice Chair). Cllr. A Wonnacott, and District Cllr Simon Newton. County Cllr Andrew Saywell .previously advised he would be delayed in attending.</p>
02.03.25	<p><b>Declarations of Interest:</b> None</p>
03.03.25	<p>The Chair proposed that as District Councillor would be late in attending, the <b>Agenda Item 05.03.25</b> would be deferred until his arrival, and in the meantime the Meeting would continue. This was agreed by all Councillors.</p>
05.03.25	<p><b>District Councillors Report – Cllr Simon Newton – Not available</b></p>
06.03.25	<p><b>Police Representative update –</b> Cllr Warner provided an update on police representation in that there is concern over the departure of two of the Police Community Support Officers, which may leave the area under-policed. In view of concerns expressed by the community regarding increase in thefts, discussions have taken place regarding community safety measures, including improved security and CCTV surveillance. Whilst the update is considered unofficial, Cllr Warner advised he would keep the Councillors updated on developments as they transpired.</p> <p style="text-align: right;"><b>Action: Cllr A Warner.</b></p>
07.03.25	<p><b>Public Participation –</b> A member of the public raised concerns about the lack of publicly available information regarding planning applications. Debate followed concerning how planning decisions are communicated, and the resident emphasised the need for better transparency so that the community can easily distinguish between the new applications and decision on previous ones. They suggest adding clearer headings to planning documents posted on notice boards to avoid confusion. The Chair agrees and suggests implementing changes to improve clarity on the Council's Agendas, thereby improving communication and presentation of planning information. The Locum Clerk confirmed that this would be reflected on the next Parish Council's Agenda in April.</p> <p style="text-align: right;"><b>Action: Locum Clerk.</b></p> <p>The second member of the public in attendance asked about the Children's Play Parks, which had been deferred from the previous Parish Council Meeting. Cllr Warner advised that he was intending to revisit a previously conducted survey over the Easter holidays for</p>

more accurate data. The resident then went onto explain that two young residents of Elms Meadow had submitted a poem advocating for improved playground facilities. They went onto explain that this had been published locally and praised the Parish Council's efforts in maintaining the area but requested additional equipment such as a bigger swing and a picnic table. With the permission of the Parish Council, they read out aloud the poem as follows:

*“Our super Elms Meadow bear bin  
is a great place to put our litter in.  
It keeps the road nice and clean.  
We planted flowers around as a team  
and now they are blossoming.  
What an incredible thing.  
If the council would heed our needs,  
we could maybe add a bigger swing  
or maybe have a picnic table  
if they are able.  
A place to enjoy the view.  
That all sounds great to me, but what about you?  
Please help us expand the playground  
so, it's suitable for ages all around.”*

The Councillors were suitably impressed, and there followed a discussion on ownership and responsibility for playgrounds in the area, particularly regarding assets managed by Torridge District Council. Concerns were raised about potential changes under a new Unitary Authority, which could impact Council investments in local playgrounds. A request was made to clarify ownership of all playgrounds to ensure informed decision-making regarding future improvements.

08.03.25 **To receive and approve the Minutes of the Parish Council Meeting held on 22<sup>nd</sup> January 2025.**

The Minutes from the last meeting were reviewed and unanimously accepted by all those present.

09.03.25 **Matters arising from the Minutes for the previous Meetings not covered in the agenda.**

None.

10.03.25 **Planning**

(i) To note planning applications, comments, and decisions since the last meeting. To discuss the report from the Planning Sub-Committee (submitted prior to the Meeting by Cllr Odulinski) concerning the following Planning Applications:

**NEW APPLICATIONS:**

**Application Ref: 1/0004/2025/FULM|**

**Part Retrospective application for the change of use of site to Sui Generis and erection of shop unit, catering van, field shelters and replacement cafe building**

**Applicant: Woolley Animals**

**Location Venton Farm, Winkleigh, Devon, EX19 8AN**

*Submission of observations required by 31<sup>st</sup> March 2025*

The Council expressed support for the venture, recognising its potential benefits for the local economy. The Chair proposed to support the application; seconded by Cllr Keys and approved unanimously.

**Action: Locum Clerk**

**Application Ref: 1/0202/2025/COUP**

**Prior notification for the change of use from commercial, business and service (Class E) to 1no.dwellinghouse (Class C3) (Schedule 2, Part 3, Class MA) –**

**Mrs Tina Brook**

**Building At Grid Reference 262712 107991 Hatherleigh Road Winkleigh Devon**

*Submission of observations required by: 3<sup>rd</sup> April 2025*

After reviewing the case the Councillors were in full agreement to support the application.

**Action: Locum Clerk**

**TDC – DECISION NOTICE**

Decision Notice issued 6th March 2025 - application was refused granting permission in respect of:

**Application Ref: 1/0087/2025/FUL** - Location: Orchard Lakes, Winkleigh

**Proposal: Erection of 9 holiday cabins with external decking, access bridge, extension to existing internal access road and associated works. (Resubmission of planning application 1/0064/2018/FUL) (Amended Red Edge) (variation of conditions 2 and 4 of planning approval 1/0459/2023/FUL)**

The Parish Council discussed this rejection during which it was noted that further unauthorised clearing was occurring on-site thereby reinforcing their position against the development. It was decided that the Council would retain its objection statement for use in the event of an appeal. The Chair proposed this motion, with Cllr Keys seconded and agreed unanimously by all those present.

**(ii) It was confirmed that there were no further Planning Notices since the Agenda preparation.**

**\*\* 7.45pm County Cllr Andrew Saywell arrived\*\***

*The Chair suspended the Meeting at this stage and welcomed County Cllr Andrew Saywell and with agreement from all Councillors present asked him to present his report.*

04.03.25

**Outside Reports: County Councillor's Report** – Cllr. Andrew Saywell.

Following Cllr Saywell's report, and as this would be the last Parish Council Meeting, he would attend - the Chair and Councillors thanked him for all the support he has given to Winkleigh Parish Council during his time with the County Council and wished him well in his new career and for the future.

*8.15 pm The Chair then re-opened the Meeting returning to **Agenda item 11.03.25***

11.03.25

**To receive updates and report from the People Services Committee**

Following the report issued by Cllr P Odulinski prior to the Meeting.

The Councillors discussed this report, and the following is a brief resume of the discussions and the decisions from the proposals.

The "Winkleigh Parish Council Consultation Event" being held on the 24<sup>th</sup> April 2025, was discussed regarding logistical details, attendee responsibilities including provision of refreshments. The Councillors also felt that other matters could be discussed to increase community engagement, such as the Parish Council vacancies.

Cllr Odulinski advised that the Primary School for Community Awards closes on 31<sup>st</sup> March and judging conducted by external judges is schedule for 30<sup>th</sup> April 2024, and the Village Awards will be discussed at a later date.

A Business Breakfast Event is being organised with local business figures, and it is hoped that a speaker from the District Council's Economic Development Office will attend. For this event it was suggested that a marquee would be a much better solution to cater for a larger attendance.

12.03.25

**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 22<sup>nd</sup> January 2025 was approved and signed.

	<p>b). Agreed and approved Bank Reconciliation to 28<sup>th</sup> February 2025.  c). Agreed and approved Accounts and Budget update to the period 28<sup>th</sup> February 2025.  d) Addition of Bank Account Signatory  The Parish Council discussed the addition of another Parish Councillor to the Nat West Bank Accounts. The Chair proposed that Cllr Goldsworthy should be the additional signatory, Cllr Jacobs seconded and it was all agreed by the attending Councillors. It was duly noted that NatWest required sight of a formal signed resolution by the Parish Council, (duly signed by the Chair and Parish Clerk) and this is under <b>Appendix 1 attached to these Minutes.</b></p> <p>It was also reported by Cllr Goldsworthy that standing order had been set up to facilitate automatic payments for website and IT-related expenses, eliminating the need for monthly manual invoices.  The issue of an outstanding £300 repayment from the Sports Hall was mentioned, and, after discussion it was agreed that the Chair would contact the Treasurer and try to expedite the process.</p> <p><b>13.03.25 To receive Report from Finance and Governance Committee:</b>  The following is a resume of the report issued by Cllr A Keys prior to the Meeting.</p> <p>The Councillors discussed further breaking down the Budget into more detailed categories, for example the segment 'community garden' expenses for enhance clarity. A concern was raised regarding the need for Parish Council's approval for minor office expenses (e.g. paper, printer cartridges) and it was agreed by all the Councillors present that the stationary budget should be increased to £250 to allow for greater flexibility.</p> <p>Emphasis was placed on ensuring the budget accurately reflects all committed expenditure before the Audit.</p> <p>It was duly noted that there was an increase for the Defibrillators costs and it was confirmed that this was due to the VAT inclusion.</p> <p>Future expenditure for Bus Shelters were discussed and it was duly noted that there would be costs incurred for the concrete bases. The proposed budget requirement of £11,000 was suggested, and it was considered that Devon County Council funding support maybe available. It was felt that a more detailed breakdown of the £11,000 budget allocation should be provided for clarity purposes.</p> <p>It was felt that if a Community Bus is included in the budget, it should have its own separate Committee for oversight.</p> <p>It was proposed that the summarised one-page budget overview should be supported by detailed breakdowns on subsequent worksheets, there reinforcing the importance of aligning budget projections with planned expenditures to avoid unexpected costs.</p> <p>It was agreed that Cllr Keys and the Locum Clerk would collaborate to refine the budget layout, with the emphasis of providing an acceptable format for uploading onto the Parish Council's website for public access.</p> <p>It was also noted that S106 funding may impact future financial planning.</p> <p style="text-align: right;"><b>Action: Locum Clerk</b></p>
<p>14.03.25</p>	<p><b>To receive Report from the Parish Environment Committee</b>  The following items also to be considered:</p> <ol style="list-style-type: none"> <li>a) Proposal to authorise work and costs on bungalow</li> <li>b) Proposal to appoint Keenors Estate Agents</li> <li>c) Access to recent Burials on HiDrive</li> <li>d) Report on progress on updating Plot map</li> <li>e) Undertakers' responsibilities – maintenance, etc.</li> <li>f) Bus Shelter Application</li> </ol>

- g) Hollocombe village sign "Two Towers"
- h) Seckington Cross

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

**Bungalow Maintenance:**

Cllr Warner advised the Councillors that there have been concerns raised regarding mildew in a bungalow, with potential health risks highlighted. It was noted that the tenants manage the issue with dehumidifiers and cleaning and actively maintain the property. Keenors Estate Agents had provided an assessment.

From this assessment, Cllr Warner advised that the initial repair budget had been drafted for necessary repairs amounting to £1,500 (increased from £1,200) but there may be some unforeseen expenses. However, it was agreed to pre-approve the repair budget whilst he is seeking two further quotes within the next two weeks and after further discussion it was agreed that the final budget should be set at £1,600 to accommodate unforeseen expenses.

**Cemetery Register and Data updates:**

Discussion followed concerning the Cemetery records and burial applications and ensuring that they are fully accessible and accurate. Cllr Goldsworthy reported that the records date back some 70 years and all efforts are being made in a digital version and update them. He also stated asked that the £10 previously allocated to produce updated A1 copies of the Cemetery Plot map could be increased to £60 to improve the records further. The Chair proposes this additional funding, and Cllr Warner seconded the motion, with all present in agreement.

Further clarification was asked concerning the information on the updated register including undertakers' information, burial dates and other relevant details. Cllr Goldsworthy confirmed that the updated register would do so, but the current records are difficult to read and efforts are underway to improve readability and accessibility. He further emphasised that the new 2025 version of the register will be created to ensure the original records remain unchanged for reference, and the new version will be altered only after thorough verification.

**Bus Shelter Application**

Cllr Warner provided an update on the bus shelter issue, specifically awaiting responses from Devon County Council. It was suggested that Devon County Council might delay their input until a formal planning application is submitted.

Cllr Warner proposed to proceed with the planning application for a bus shelter and this was seconded by Cllr Keys. It was agreed that Cllr Warner circulates the application for comments before final submission to ensure all considerations, such as the shelter's placement are addressed.

**Action: Cllr Warner**

Cllr Warner reported that a damaged road sign (Two Towers), initially flagged in August 2024 of the previous year, remains unrepaired. It was noted that prior responses from the County Council had been unhelpful. He would contact Cllr Andrew Saywell regarding the matter.

**Action: Cllr Warner**

With regard to the Agenda item regarding Seckington Cross, there was an in-depth discussion about old concrete posts and wire fencing and there is concern that these obstructions, which belong to the highway rather than a private landowner, have not been removed despite requests. It was suggested that the farmer be consulted to clarify that removing the fence would not impact farm security. It was noted however that prior attempts to engage the farmer had resulted in a negative response.

**Action: Cllr Warner**

15.03.25	<p><b>S106 Issues – Nothing to report</b></p>
16.03.25	<p><b>Parish Council Vacancies – Update and Action ref Co-option</b> This had been discussed under Agenda item 11.03.25. .</p>
17.03.25	<p><b>Street Safety Group Report: Community Infrastructure Updates and Action items:</b> To receive and consider report updates and consider the following specific subjects:</p> <ul style="list-style-type: none"> <li>a) 20mph Zone for Winkleigh – Map of possible area</li> <li>b) Road Wardens Signs – Report of items and proposed costs</li> <li>c) Zebra Crossing Mid Devon Motors – Costs</li> <li>d) Speed Gun – purchase costs</li> </ul> <p><b>The Councillors discussed the above subjects, and the following is a resume of outcomes and further actions:</b></p> <p>A proposal to extend the 20-mph speed limit to certain areas, particularly Exeter Road, was discussed. There was agreement on the need to present a preliminary plan for public consultation. Some residents have expressed concerns about dangerous bends, supporting the need for a revised speed limit plan.</p> <p>Concerns were raised about financial feasibility, particularly regarding participation in schemes like “20 is Plenty,” which may not guarantee actual speed reductions. However, it was noted that evidence indicates that lower speed limits reduce accidents and insurance costs. Discussion also included consideration of alternative funding and approaches for traffic calming measures without unnecessary expenditure.</p> <p>With regard to Road Wardens Signs, Cllr Warner confirmed the proposed cost of £266.23, which includes two “Men at Work” signs—one for left and one for right. The Chair proposed the purchase and allowed the other Councillors to agree or abstain if they had not reviewed the details. The motion was seconded by Cllr Keys with one abstention. One of the Councillors raised a legal concern about placing signs on the road, but Cllr Warner reassured all present that a course had been completed, making it permissible.</p> <p>Zebra crossing near Devon Motors- During discussion it was pointed out that research into similar cases suggests that pedestrian crossings can sometimes increase accidents, particularly in areas with high-speed traffic. Unlike urban settings where pedestrian crossings are more visible crossings on steep hills may require traffic lights for safety. Following a suggestion that an independent assessment be carried out, and more in-depth discussion it was agreed that full information with expected costs should be presented at the “WPC Consultation Event” to be held on the 24<sup>th</sup> of April.</p> <p>After discussion regarding the requirement and use of a speed gun, it was agreed that one should be purchased to gather more reliable speed data, which would certainly help to assess the true extent of speeding issues. Cllr Goldsworthy proposed the purchased and Cllr Odulinski seconded with everyone in attendance in full agreement.</p> <p>Legal concerns were raised regarding the use of a speed gun by non-law enforcement personnel. It was agreed and fully noted that volunteers should wear high-visibility jackets and clearly communicate on social media that the initiative is for research purposes only. Cllr Goldsworthy advised he would consult a police officer about the legal implications.</p> <p style="text-align: right;"><b>Action: Cllr Goldsworthy</b></p> <p>Discussion then covered the ongoing speeding concerns within the Parish and the option of using real-time speed display signs. The feasibility concerns were expressed regarding the old village speed sign due to outdated technology and Devon County Council restrictions. It was noted that there is also a bureaucratic process involving SCARP, a committee that must approve the placement of speed-related infrastructure based on accident history or speed data.</p> <p>The Councillors also explored the idea of placing a speed sign on private land (e.g. the Cemetery) but logistical considerations may be affected</p>

18.03.25	<p>Funding challenges and costs were briefly discussed and S106 funding discussed which relates to financial contributions from developers for community infrastructure. However, it was clarified that pedestrian crossings are more relevant to S278 agreements, where the Highways Department must evaluate the necessity of new road features. Devon County Council previously drafted a document regarding a Puffin crossing, estimating costs at £200,000 – it was reported that this development proposal was eventually abandoned possibly due to the costs involved.</p> <p>It was agreed that the matter would be highlighted within the ‘Consultation Event’ on the 24<sup>th</sup> of April, and gather public opinion then a structure plan could be proposed.</p> <p><b>Paths and By-ways Report</b> To receive and consider report and updates.</p> <p>Discussion followed concerning footpath inspections. Due to some processing delays it is proposed using an existing spreadsheet to log inspections, following an agreement with Devon County Council to conduct annual checks. Instead of enforcing a strict process, it was suggested allowing local dog walkers to report conditions informally. It was also suggested that the subject of recruiting volunteers be raised on April 24<sup>th</sup>, and it was suggested that a reporting feature be added to the website, but concern was expressed about the technical challenges of implementing this but it was agreed finally that emails could be used instead.</p> <p>Cllr Jacobs advises the existence of an official map of the walks and confirms it will be available at the ‘Consultation’ on the 24<sup>th</sup> of April, and it is agreed by all present that this would be an ideal time to gather feedback from the community.</p>
19.03.25	<p><b>Parish Matters</b></p> <ol style="list-style-type: none"> <li>a) Victory in Europe Day - Commemoration Service 8<sup>th</sup> May 2025</li> <li>b) Airfield Service – November</li> <li>c) Weight restrictions and village access</li> <li>d) Children’s play parks around the village.</li> </ol> <p>The Chair advised that no further action was needed for VE Day and the Airfield Service had already been handled.</p> <p>The discussion for weight restrictions was deferred to the next Meeting.</p> <p>Regarding village play parks, the Chair noted that previous discussions have covered the topic and that further updates on this is expected hopefully for the next Parish Council Meeting.</p> <p>With respect to the Community Bus initiative, it was suggested and agreed by all present that this should be raised at the ‘Consultation Event’ to ascertain the level of public interest, thereby determining potential users and also seeking drivers.</p>
20.03.25	<p><b>A.O.B.</b></p> <ul style="list-style-type: none"> <li>• <b>Proposal for Timely Meeting Minutes</b> Cllr Goldsworthy proposed that the Parish Clerk should prioritise preparing and issuing the draft PC Meeting’s Minutes immediately after each meeting and complete them within 10 days unless legally required to complete another task first. This would prevent delays and ensure timely distribution. The proposal was seconded and unanimously approved.</li> <li>• <b>Metal Gravestone for Cemetery.</b> The Chair advised that he had received a request regarding a metal gravestone for a recently deceased individual. He went onto explain Deceased’s brother is a metalworker and that they have consulted with Stevens, a company experienced in alternative gravestones. Stevens confirmed that they can safely install a metal gravestone with proper</li> </ul>

footings and gave details of previous installations of non-traditional materials such as glass. He feels that there is no reason to reject the request, provided it meets safety standards. Concerns are briefly raised about potential hazards if a child were to fall on the gravestone, but after reassurance that it would pose no greater risk than a traditional stone gravestone. The proposal is seconded by Cllr Jacobs and fully approved.

- **Proposal to Attach Reports to Meeting Minutes**

The Clerk respectively suggested that there was a need for consistency in how reports are presented within Council Meetings and that Committee reports are attached that are sent out before meetings to the official Minutes. They went onto explain that the public currently receives only brief summaries and does not have access to the full context of discussions. During discussion it was highlighted that there was a need for consistency in how reports are presented, and it was agreed that reports should follow a standardised format to improve clarity and uniformity across different Committees. The Clerk suggested that individual reports are included in the documentation and attached as Appendices to the Minutes. This would help maintain a structure approach and make reference materials more accessible. It was confirmed that these documents would be distributed to all parishioners who would have the option to print them if needed.

A trial approach was agreed upon, with the possibility of adjustments based on its effectiveness.

The Chair proposed the motion and seconded by Cllr Odulinski and approved unanimously.

**The public left the meeting at 9.20pm**

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

**Locum Clerk left the meeting at 9.30pm**

**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 9.45pm.**

**Date of next meeting: 23<sup>rd</sup> April 2025**

**Chair.....**

**Date.....**

# APPENDIX 1

## WINKLEIGH PARISH COUNCIL

The Community Centre, Castle Street, Winkleigh, Devon, EX19 8HU

1. Account Name: SLA WINKLEIGH PC – Business Current

Sort Code: 53:50:28 Account No. 09206744

2. Account Name: SLA BUNGALOW ACCOUNT

Sort Code: 53:50:28 Account No. 51587025

3. Account Name: SLA WINKLEIGH PC BR – Business Reserve Account

Sort Code: 53:50:28 Account No. 09243488

### Resolution Regarding NatWest Bank Account Signatories

WHEREAS, the Winkleigh Parish Council maintains accounts with NatWest Bank; and

WHEREAS, it is deemed necessary to add a second signatory to the aforementioned accounts to ensure proper financial oversight and continuity; and

WHEREAS, Councillor Greg. Goldsworthy has been duly nominated and accepted for this role;

NOW, THEREFORE, BE IT RESOLVED, that Winkleigh Parish Council hereby authorises the addition of Councillor Greg Goldsworthy as a second signatory to all NatWest Bank accounts held by the Parish Council.

BE IT FURTHER RESOLVED, that the Clerk is directed to provide a certified copy of this resolution to NatWest Bank, along with any other necessary documentation, to put into force this change.

Proposed by: Cllr A Phillips (Chair) Seconded by: Cllr A. Jacobs Vote: Unanimously Agreed

Date of Winkleigh Parish Council Meeting : 26<sup>th</sup> March 2025

Parish Council Minutes Item: 12.03.25 : Finance : d)

Chairman's Signature..... Chairman's Printed Name:

Clerk's Signature..... Clerk's Printed Name:

