

Winkleigh Parish Council.

**Draft Minutes of the Winkleigh Parish Council held on
Wednesday 24th July 2024
At Winkleigh Community Centre, Castle Street,
Winkleigh. EX19 8HU, at 7.30pm**

Email: clerk@winkleighpc.org

Website: www.winkleighpc.org

Council Members Present:

Cllr Alex Phillips Chairman Cllr Benjamin Roth Vice-Chair	Cllr Greg Goldsworthy Cllr Alan Jacobs (Part Time) Cllr Andy Keys Cllr Pauline Odulinski OBE	Cllr Adam Wonnacott
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The Council requires 4 voting Members to be quorate. *(If any Member of the Council is unable to attend the meeting, please advise the Clerk as soon as possible.)*

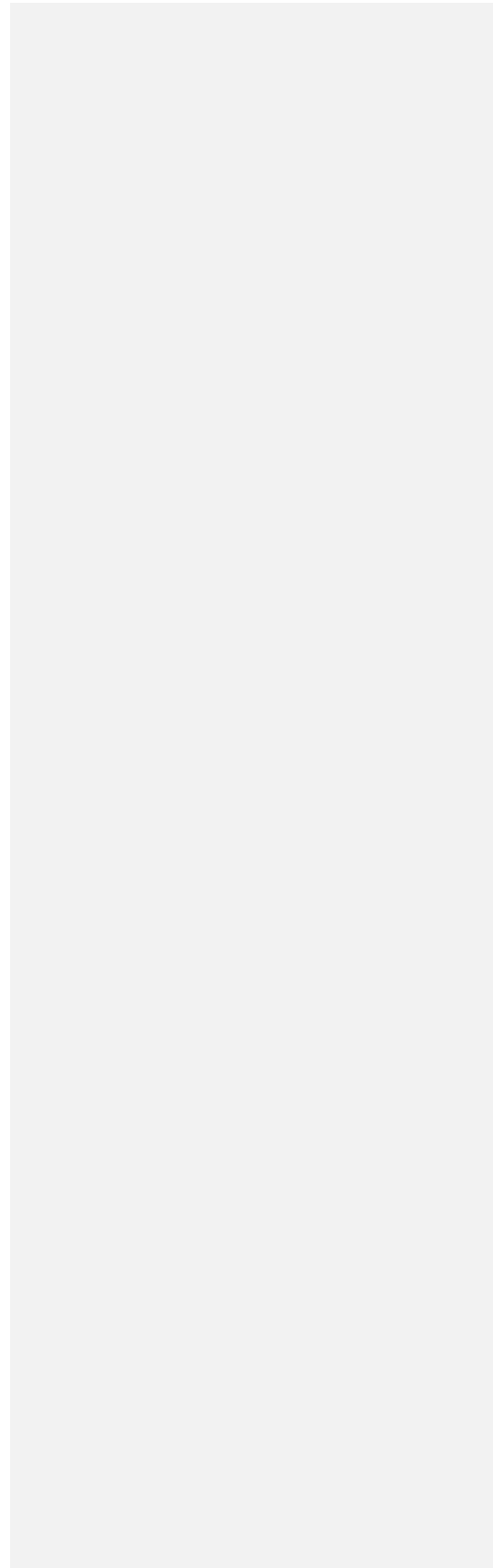
**[Also Present: Councillor Saywell \(Devon CC\), Councillor Newton \(Torrige DC\)
Alan Matthewman \(Parish Clerk\)
3 members of the public](#)**

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Ref No.		Action By
01.07.24	<p>▲ Welcome – Chair opened the meeting</p>	
02.087.24	<p>▲ Apologies for Absence – Cllr A Warner (Holiday): Absent without informing they would be so: Cllr Jason Roberts and Cllr Josh Rickard</p>	
03.07.24	<p>▲ Declaration of Interests: None were declared</p>	
04.07.24	<p>▲ Chair declared standing orders were suspended for public participation</p>	
05.07.24	<p>▲ County Councillors Report – Cllr. Andrew Saywell (See Below)</p>	
06.07.24	<p>▲ District Councillors Report – Cllr. Simon Newton (See Below)</p>	
07.07.24	<p>▲ Police Representative Report – PCSO Sandra Brown – None available</p>	
08.07.24	<p>▲ Public Participation This section of the proceedings shall be limited to 15minutes. Members of the public may raise any matters relating to items on the minutes and make a presentation not exceeding 3 minutes. No response may be made by members of the council at this time and the matter may be referred to at the appropriate point of the agenda, or deferred for consideration at a later meeting, or noted by the council.</p>	
09.07.24	<p>▲ One member of the public drew attention to the proliferation of planters of different sizes and often with corporate sponsorship which were being done outside any control from the council. Whilst people wanted to help improve the village environment this could have a detrimental effect on visual amenity and health and safety issues within the village. Council agreed with these concerns and felt that such additions to community benefit should come within the purview of a council working group. This would be discussed at a later meeting. It was agreed to provide a notice to ask residents to request permission from the PC for any donations for such items as planters. Sponsorship whilst welcome should be considered by the Parish council</p>	Cllr PO
10.07.24	<p>▲ Action plan – The street safety group to be asked to consider the matter and come back with proposals. The person responsible for the placing of the planter and discussion about a solution be sought.</p>	<u>Street safe group</u>
11.07.24	<p>▲ To receive and approve the minutes of the meetings held on: 24th April 2024 and 22 May 2024. Proposed by Cllr Phillips seconded by Cllr Keys and approved unanimously by those members present at the respective meetings</p>	

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12.07.24	<p>To receive and approve the minutes of the meeting held on 26th June 2024. The clerk pointed out that he had issued a slightly modified version picking up a few points made by councillor Warner that day but they were not materially different to the Earlier version so could be approved as normal. Proposed by Cllr Phillips, seconded by Cllr Keys and were approved unanimously by the members who had been present at the meeting.</p>	
	<p>To discuss any matters arising from the Minutes for the June Meeting not covered in this agenda.</p>	Clerk
13.07.24	<p>To review the changed layout of the meeting minutes as an improved format for aiding more consistent progress. The clerk drew attention to the changed format, still subject to some modification which it was felt had improved the visibility of the required actions going forward from the meeting. It was felt that the incorporation of an action plan update as part of the minutes would also be desirable. Agreed that the clerk would attempt to incorporate this and discuss formatting issues with Cllr Odulinski if any arose.</p>	Clerk/ Cllr. Awo
	<p>There were matters listed on the attached actions plan and the following brief comments are appropriate: See attached document (Appendix A) for details. With regard to the replacement of the bus shelter Councillor Newton reminded members that the existing one had been supplied by Kingsley Plastics. The position and type of structure were strictly laid down by DCC Highways authority. It would perhaps be helpful to see if Kingsley Plastics would help with the replacement and that any change in structure should be agreed will DCC. Clerk instructed to contact the company to see if they would be interested in the project.</p>	Clerk /Cllr Awa
14.07.24	<p>A request had been notified that the defibrillators in the village needed someone to do the monthly maintenance now that Cllr Findlay ad resigned from the council. There was only one device in the village owned by the council (leased from SWAST) as the one at the surgery was inaccessible during the building works and had been withdrawn from the register. Cllr A. Warner had volunteered to cover the one after training from Cllr. Findlay.</p>	Clerk to advise
	<p>To consider applications for grants under s137</p>	
	<p>i) Winkleigh Youth Football – interest declared by Cllr Wonnacott as his sister was treasurer. The club was expanding its age-group range but they had no kit so the sense of team was less strong than was desirable. They have aspirations to continue to grow and there was general support for action to pay for kit at a sum of £500.</p>	Clerk to advise
	<p>Application for funding to help the children play area and there had been a grant application from Sue Taylor, treasurer for funding of £500, supported by Cllr Warner for inspection of the play area, and maintenance of the area and the associated toilets.</p>	Clerk to advise

05.07.24	<p>The conditions for the payment of grants to be made requires invoices for the stated items in the grant proposal only.</p> <p>Application by Cliff Bryant for Winkleigh Repeater Group, based in Crediton, which had come in as an appropriate application. Deferred for further consideration.</p> <p>Village Hall had sent in an application which set out there ambitious plans for £75,000 of which £33,000 had already been spent. They appeared not to have applied for any of the many funds available for improvements specifically for the village hall. We need to understand how the Community Centre and Village Hall were differentiated. Cllr Keys reported on a hall he was connected with they had raised substantial funds but the amount of work involved, relative to the usage which was maybe 250 attendees a month. Deferred for further consideration and discussion.</p> <p>-</p> <p>Final application came from Okehampton Community travel. And whilst members had supported this in the past, consideration is being given to a bus service to Eggesford station from the village so the preferred option would be to consider a mini bus for Winkleigh to improve options for younger children. It also could improve access to Eggesford Station for all ages and those with limited access to transport. Council decided that resources should be Winkleigh focussed.</p> <p>Finally, Cllr Roth raised a discussion he had had regarding the possible funding of a CCTV system to protect the asset at a cost of between £700 and £1000. They were looking at the systems required and options available. Council agreed that they should continue</p> <p>Summary conclusions. Proposed by Cllr Phillips, seconded by Cllr Roth that council make grants available of £500 each to Youth Football and to the Playground at the Sports Hall. This was approved unanimously. Okehampton Transport to be told we were unable to provide funding in the current year and the other bodies that further discussions were needed to clarify the benefit to the village community of their proposals. It was desirable that we should see invoices for the way the money was spent and, in the case of the football kit, if a logo could be printed on them at a reasonable cost.</p> <p>At this point the Chair proposed that standing orders be suspended to enable the reports from Cllr Saywell (Devon CC) and Cllr. Newton (Torrige DC) to be heard.</p>	<p>Clerk o advise</p> <p>Clerk to advise</p> <p>Cllr Roth</p> <p>Clerk</p> <p>Cllr Awa</p>
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06.07.24	<p>Councillor Saywell began his presentation by suggesting that he might be able to make a grant towards the CCTV proposal but he would need to check if there were any restrictions before he made a commitment.</p> <p>Turning to other matters he happily confirmed that DCC was unaffected by the global IT shutdown, although it was perhaps an indication of the vulnerability of operations to apparently simple IT</p> <p>More positively there was now a detailed proposal on road patching and improvement for the coming year. He had also had an email from Michael Newcombe regarding the old Kingsley Plastics Site. The message was that he had, as part of the s106 on the development of the Kingsley Plastics site had proposals for traffic calming measures on Hathersleigh Road and he was also looking at traffic calming and street lighting in Townsend Road. He requested some input from the council on these proposals, as well as looking again at the footpath issues raised at earlier meetings. He reminded council that opting out of the discussions would not, as some councils have stated in the past, delay the development, rather it would leave the developers to proceed without any firm schemes in place. It was pointed out that indeed Cllr Warner and the street safe group has been awaiting a response from Michael Newcombe regarding matters that had not yet been answered.</p> <p>Councillors pressed the case for an early meeting with Cllr Sandwell and Michael Newcombe which he had promised some time ago. The Chair asked that a request is made to remove the 7.5 tonne limit so that all vehicles would be affected by the access only restriction.</p> <p>Devolution, everyone expects it to go ahead but there is still uncertainty over exactly how it might move forward under the new Government. DCC restructuring was moving forward positively and he was sure would improve the functioning of the council over time.</p> <p>The need for more Summer holiday activities for schoolchildren was discussed and there was a proposal repurposing of some childcare facilities into more generally available family hubs catering for all ages up to 18. This would also increase in-community activity.</p> <p>Finally, there was a proposal to develop a park and ride rail facility at Okehampton which should benefit Winkleigh. Members discussed this and agreed that there was little evidence that this was of much use to people in the village. However, the earlier discussion on the need for our own bus service from Winkleigh to Eggesford station should be a higher priority.</p> <p>The chair enquired whether DCC would be able to help the council move forward with the minibus idea and, with some hesitation over scope and cost, he replied that he would be willing to move forward with the idea if council came up with a proposal.</p> <p>Action Street safety group to consider the bus proposal</p>	Cllr Phillips
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	<p>Councillor Newton then made his presentation from Torrridge DC.</p> <p>His first contribution was regarding the bus to Eggesford Station project. The bus that used to go direct from Torrridge to Exeter College, which was funded by the college, was due to cease at July 2024. Winkleigh was deemed to be in the area served by Petroc College so had a lower priority for Exeter College than their more local area. Representations had failed to evince any positive moves. If this is the final decision then improving the link to Eggesford making the train service available. This would be a much more flexible alternative to bus services. Cllr Odulinski pointed out that restrictions on funding in further education meant that Colleges like Exeter could not fund travel. Cllr Odulinski also went on to point out that it is important for people to understand that students aged 16-18 are not allocated a particular college e.g Petroc as each College has different curriculum for technical and vocational skills and academic subjects. Students may find their chosen subject is only available in one of three Further Educational College namely Exeter, Tiverton or Barnstable. This means that transport to the station is a vital part of village students being able to go on at 16 to study.</p> <p>Cllr Saywell intervened to reminding them it was a decision by Exeter College reflecting their desire was to reduce their commitment for transport in the catchment area from Northern Devon. AS stated that DCC and Stagecoach had agreed that route 5b would leave 30 mins later so that it would be less attractive to more local students.</p>	
15.07.24	<p>Cllr. Newton said he had received a letter from MP Angela Raymor (Minister for Local Govt) which said to the effect that they could only achieve growth through efficiency improvements and that they were looking to local councils to join in a new wave of devolution.</p> <p>District Council was having to work closely with Harland & Wolf in Belfast and the indications are that changes will be needed. Torrridge DC have created a new economic and marketing strategy focussed on marine issues and rural industries. He also would be seeking bids for grant monies very shortly.</p> <p>He had had a discussion with Acorn School and there was concern at the difficult exit from the road on which the school stands. They may seek a land donation or hedge clearance to improve the visibility splay. Cllr Saywell agreed to try and set up a meeting between Mr Anstey and the school to discuss options.</p> <p>The chair then moved the re-imposition of Standing Orders and the meeting resumed.</p>	<p>All</p> <p>Cllr Saywell</p>
	<p>Report: Cemetery and Bungalow Group Report:</p> <p>i) Update on move to change Letting Management Company (see section B). The programme having been agreed in principle at an earlier meeting the Chair Proposed, seconded buy Cllr Roth, that the terms offered by Messrs Keenors be accepted and that the</p>	<p>Clerk</p>
16.07.24		<p>Clerk</p>
		<p>Clerk</p>

<p>17.07.24</p>	<p>Clerk, with Cllr Odulinski be mandated to sign the documents required to give effect to the transaction.</p> <p>iii) Heating upgrade completed and paid for.</p> <p>iii) Clerk reported that all arrangements for changes in the Leahy family plots had been advised and invoiced. The other request from Ms King in Bideford was still pending.</p> <p>iv) The clerk notified the new format for the accounts so that each individual account could be shown with both income and expenditure and also reconciled with the separate bank accounts on a daily basis. Clearly with all three accounts reconciled then the total will clearly be reconciled. The new structure gathered all income from the bungalow to one side of the ledger and all costs, including major refurbishment costs are also charged to this account. This offers total clarity and transparency to the account which I believe is an advantage. Council may need to discuss this and decide its preferred policy.</p>	
<p>18.07.24</p>	<p>Road Safety Group Report:</p>	
<p>19.07.24</p>	<p>i) Update on Bollard installation: Installed</p>	
<p>20.07.24</p>	<p>ii) New bench was installed and had been securely bolted</p>	
<p>21.07.24</p>	<p>iii) Proposal to give the group delegated powers to agree changes with DCC and TDC (see report from Cllr Warner). The proposal was to give the group authority to hold discussions with representatives from TDC or DCC concerning matters of current interest with the objective of reporting the results back to council for approval, or if no satisfactory outcome had been possible, to report back the updated situation. The proposal was supported by the Council, proposed by Cllr Phillips, seconded by Cllr Roth.</p>	<p>Cllr Awa</p>
<p>22.07.24</p>	<p>Planning Group Report:</p> <p>i) BT Autos development: consider document from Peter Stanley regarding Section 106 contributions which may arise from this development (Application 1/0322/2024/OUT -retained on Agenda pending agreement on proposals).</p>	<p>Clerk</p>
	<p>Bus Shelter Proposal: See prior discussion under Action List. Clerk to write to Kingston Plastics regarding possible sponsorship of a new unit as they had provided the current edition some years ago. Clerk to approach them to see what their reaction was. Other designs and costs to be considered.</p>	<p>Clerk</p> <p>Done</p>

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PART 2	Proposal that Winkleigh PC apply to be members of the DCC Road Warden Scheme with Cllrs Warner, Roth and Keys to be registered on the course. Clerk to take necessary action.	Cllr Awa
23.07.24	Proposal that WPC place advertisements in local media for tenders to do local maintenance on an ad hoc basis. Detailed specification to be developed incorporating maximum flexibility.	
24.07.24	Proposal to install two key cabinets, one outside the community centre and on rear of cemetery notice board. Proposed by Cllr Keys, seconded by Cllr Roth at a total cost of £30 and approved unanimously.	Clerk
25.07.24	<p>Winkleigh Fair and Awards: Report presented by Cllrs Odulinski and Keys. Event was very successful with a significant increase in stalls and attendance. The number of exhibitors had increased. Reports on the Awards were well received and would be written into Chulmleigh Secondary school curriculum with the first award presented in 2025.</p> <p>Lots of interest in the Council initiative to consider a longer term Aspirations Strategy for Winkleigh to enable the Council to seek more grants and funding to support much needed investments and developments.</p> <p>One less positive series of comments was about the overflowing sewer outside the Kings Arms in the centre of the town. Clerk asked to communicate with Devon CC and SWW regarding this issue which, at the time of the meeting, was still ongoing.</p>	
	<p>Exempt Session <u>Confidential Matters (Part II) Public Bodies (Admission to Meetings) Act 1960 S1(2)</u> <u>The public are requested to leave the meeting but the clerk was asked to remain</u></p> <p><u>Review Clerk's appraisal:</u> It was proposed that the clerk's pay be increased with sufficient hours to cover his attendance at Finance and Employment</p>	

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	<p>Committee meetings as required. Proposed by Cllr Phillips, seconded by Cllr Roth and approved unanimously</p> <p>Letting Agreement Decision already confirmed in open meeting, see above.</p> <p>Conduct of Councillors. Although not really required of those present the council had a potentially serious issue following the resignation of Councillor Findlay and the persistent non-attendance of certain other councillors. This meant that the absence for valid reasons of only a small number of other councillors could put the council at risk of being non-quorate. The Clerk would approach the monitoring officer to determine what actions were available to prevent this.</p>	

**Date of next meeting: Wednesday 25th September 2024 at 7.30 pm at
Winkleigh Community Centre.**

Members of the Public are encouraged to attend.

Councillor Alex Phillips _____

Chair of the meeting _____

Date _____

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24-07-24 APPENDIX A

WPC Action Plan to Attach to The Minutes (-as discussed and agreed at the meeting)

Action Plan 26 th June 2024			
Ref	Action	Whom	When
02.06.24	Cllr's to be advised to observe protocols for attendance	JRO/JRR	July Completed
9.06.24	Held over minutes presented in July	Clerk	July Completed
109/06/24 1	Outstanding meetings in April to be reissued for April and July	Clerk	End of June for July meeting Completed
1	Clerk to bring minutes to July meeting for approval	Clerk	July Completed
2	Cllr Roth to provide /circulate paper on operations for financial protocols with reports for next meeting/ & on agenda circulated prior to meeting with agenda	Cllr Roth	July Documents provided for assessment
3	Clerk to provide documentation for Agar for publication to Cllr Goldsmith	Clerk	End of June Completed
4	Ditch clearance work – date not advised	Clerk/Cllr. GG	Completed by end July
5.	Applications for grants form to be standardised. Agreed that adverts for future applications need to be widely communicated to avoid bias and the exclusion of people as it has not been published widely enough. The grant form proposal to be on agenda for the next meeting (shared before meeting with agenda)		Completed but not all applicants provided full information <u>information</u>
6.	Membership for Finance Committee Chair, /VC, PO and AJ. Urgent meeting needed before next council Clerk as RFO to attend all meetings	Chair	July Meetings scheduled for Friday 26 th July

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7.	PO arranging meeting with other councils in TDC/ND for collaboration	PO	July Scheduled for August 6th
8.	Cllr Newton reminded Council to canvas on plans		July In hand
9.	Strategic Planning meeting to be held before next meeting	PO+ all	July Progressed
10.	Repairs to the 'old men's bench' still outstanding. AJ to follow up before July	Cllr Jacobs	July Completed
11.	Clerk to liaise with TDC re new dog poo bins needed for the new estate areas of village	Clerk	With 7 days of meeting In hand
12	Letter to Royston Naylor	Clerk	Before July Sent – No reply as yet
13	Minutes to be on website within 30 days of meetings this is both draft then approved versions	Clerk GG	Monthly In hand
12.06.24 A	Clerk to bring the Agar new structure of and with accounts to the next meeting	Clerk	July Provided for approval
	Date for Public Rights Cllr Roth/Cllr Goldsworthy to ensure notices are displayed on all notice boards	Cllr's Roth/ Goldsworthy	Completed
13.06.24 B	Shed roof repair acceptance of quote from Cllr Wonacott. Job to be completed by November	Cllr Wonnacott In hand	November
D	Cemetery management work needs consideration and agreement for cost of work to be completed	Cllrs. Warner/Roth	July Completed
14.06.24	Footpaths Townsend Hill Meeting with DCC to be confirmed	Cllr Warner	July/August Confirmed
15.06.24 A	Cllr's Warner/seeking clarification on S106	Cllr's Warner and Odulinski	July Progressing
B	Letter to Mr Stanaway drafted and sent	Cllr Odulinski/Clerk	July Completed
C	Planning group members agreed as Chair/PO/Awo	AP/PO/Awo	July Confirmed
16/06/24 A	Bus shelter- Cllr Wonnacott to provide a quote before next meeting	Cllr Wonnacott	July In hand

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B	Sign put up in Bus Shelter with Clerks details for reference to any problems	Clerk/ Cllr Warner	July Pending
17/06.24	Cllr's training and development agreed for road wardens	Cllr's Warner and Jacobs to attend	August In hand
18/06/24	Tenders for maintenance Clerk to check insurance policy Three people on roster. Cllr Warner and Odulinski to write proposal before next meeting	Clerk Cllr's Warner and Odulinski	July Pending September Meeting
19.06.24	Attendance at Winkleigh Market re Awards	Cllr Odulinski to attend	Completed
Part Two Actions Confidential			
11.21.24	Clerk's Appraisal to be discussed at Employment meeting to be arranged before next meeting Review action plan from last meeting Agree next steps	Chair Cllr's Odulinski and Goldsworthy	June Meeting held on 26 th July, follow up scheduled for August

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APPENDIX B: JuLY2024 UPDATED Action list

Date	Action Required / Outstanding	BY whom	By when
Bf 11	Clerk to liaise with TDC re Dog ooh Bins	Clerk	August
13/06 B	Shed roof repair by Cllr Awo. Quote accepted	Cllr Wonnacott	November
13/06 D	Cemetery maintenance contracts to be agreed for maintenance	Cllr Warner/ Cllr Roth	September
14/06/24	Arrange meetings with DCC re Townsend Hill	Cllr Warner Cllr Saywell	September
15/06/24	Secure clarification on s106 funding and timing	Cllr Warner Cllr Odulinski	September
16/6/24	Put up sign in Bus Shelter with contact details	Clerk	August
17/6/24	Agree implementation of Road Warden Scheme	Clerk Cllr Warner	August
18/06/24	Check insurance re contractors	Clerk	August
	New Additions:		
24.07.24	Street safety group Organise new group to control additional planters, etc in Winkleigh	Cllr Odulinski	September
24.07.24	Finalise new layout for minutes	Clerk	August
24.07.24	Incorporate Action Plan into Minutes	Clerk	August
24.07.24	Contact Kingsley Plastics re replacement Bus shelter and liaise with Cllr Awo with outcome	Clerk	September
24.07.24	Confirm maintenance check on defibrillator in village, check contract situation and next training date	Clerk	August
24.07.24	Advise 2 successful grant applicants	Clerk	August
24.07.24	Advise unsuccessful grant applicants	Clerk	August
24.07.24	Discuss possibility of CCTV at church and liaise with Councillor Saywell re grant funding	Cllr Roth	September
24.07.24	Review grant funding possibilities for Village Hall and liaison on relative activities there and in community centre and sports hall	Clerk Cllr Odulinski Cllr Keys	October
24.07.24	Feedback required by DCC/TDC on s 106 spend relative to the Kingsley Plastics site, contacts Michael Newcombe and Cllr Saywell	Cllr Warner	August
24.07.24	Explore potential for acquisition and running of a shuttle bus connecting Winkleigh with Eggesford Station and possibility of funding support	Cllr Phillips	September
24.07.24	Help to resolve traffic issues at Acorn School	TDC, DCC Highways. Cllr Phillips	October
24.07.24	Finalise paperwork for Leahy family burial plots	Clerk	August
24.07.24	Finalise new account format for 2024/25	Clerk Finance Committee	September
24.07.24	Formulate proposal for s106 on BT autos development ref Pater Stanley (TDC) email	Cllr Odulinski Cllr Warner	August

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24.07.24	Contact TDC/SWW re blocked sewer overflow outside Kings Arms during Winkleigh y Fair week	Clerk	August

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