

Winkleigh Parish Council.

Minutes of the Council Meeting on Wednesday 25th September 2024 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)

		Action
01.09.24	Welcome – Chair opens the meeting	
02.09.24	Apologies for Absence – Cllr Andy Keys, Councillor Simon Newton (Torrige DC) Councillor Andrew Saywell (Devon CC) all on holiday and Cllr Benjamin Roth who was in Exeter and the train service had been suspended. The Chair reported that he had received a letter of resignation from Cllr Jason Robbins and that nothing had been heard from Cllr Rickards although the Chair confirmed he remained a resident in the village.	
03.09.24	Declaration of Interests. Council members were asked to declare any interests in matters listed on the Agenda. None were declared.	
04.09.24	Chair declared the meeting suspended for receipt of outside reports and public participation.	
05.09.24 06.09.24 07.09.24	County Councillor Report – Cllr. Andrew Saywell District Councillor Report – Cllr. Simon Newton Police Representative Report – PCSO Sandra Brown In the absence of any of the above the Chair invited comments from those members of the public present.	
08.09.24	Public Participation <i>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.</i> Present were residents of East Park Close and were present to support the request to the council for financial support for repairs to the entrance to the Close from Eggesford Road. They explained that the Close was an unadopted road and that the entrance had suffered considerable surface damage, primarily from heavy vehicles using it to turn so that they could return to the main road at the entrance to Eggesford Road. In the past suggestions had been made that the residents build up a sinking fund against the need for repairs, but this had never been supported by residents.	

	<p>After some discussion it was agreed that, although sympathetic to the situation, the following factors would have to be addressed.</p> <p>1: The total cost of the repairs, estimated at £6-8k were far beyond the resources of the council</p> <p>2: They would need a proposal from the residents, including full specifications and price for the job, the amount to be paid by the residents, and a request for a firm amount from the council.</p> <p>3: It would be prudent for residents to agree to build up a sinking fund through annual contributions to protect residents from future substantial liabilities.</p> <p>It was agreed that WPC would consider any such proposal as a matter of urgency if these conditions were met, but that any contribution by the council would be limited to a maximum of £2k without repeat within 10 years.</p> <p>The previous minutes had been produced with faulty formatting which made them practicably impossible to read. The clerk admitted that he had discovered this that afternoon and would be re-issuing them as soon as the problem was corrected.</p> <p>The council moved on to Road Safety Report item regarding Hatherleigh Road/Townsend Hill/Westcott Drive as they had started consideration of this section. Cllr Warner expressed his disappointment at the attitude of Devon CC regarding the need to make improvements to Hatherleigh Road. Devon. They then moved on to the possibility of issuing a s278 proposal which would identify the works to be done. The RSC had proposed as many pavement areas as could be accommodated, with Devon CC suggesting that it could be changed to a 20mph zone (cost covered by s106 monies) and the possibility of introducing speed humps. Area covered included area by Townsend House and suggested that the provision of pavement to improve pedestrian safety and a request to cut back the bank to allow vehicles to come round the corner more safely.</p> <p>Cllr Warner was critical of the focus of Devon CC Highways Engineers who seemed entirely engaged with vehicle speeds, with cycle and pedestrian interests being largely by-passed. There was a gulf between the safety audit and the Highways Engineer views. They had also raised the issues arising from the half humps, leading to vehicles cutting into adjoining houses to avoid the humps. Feedback on this was awaited.</p> <p>Finally, Cllr Warner confirmed that the issue of extra parking, drop-off facilities at Eggesford Station had been raised. They had enquired regarding the provision of these facilities which had been promised in the s106 money allocated to this and since not taken forward by DCC. There was now £54000 available, following the completion of the first 10 houses being completed at High Moor View, which nominally was allocated to parking improvement. In addition, they confirmed that an extra £70,000 could be available when the Old Kingsley Factory site was occupied. It had also become apparent that the amounts were index-linked according to the s106 agreements. It now seems possible that work may go forward but there is also an issue regarding bus turning yet to be resolved.</p>	<p>Clerk</p> <p>Cllr Awa</p> <p>Cllr Awa</p>
09.09.24	<p>To receive and approve the minutes of the meeting held on 24th July 2024</p> <p>Cllr. Goldsworthy pointed out that his name had been misspelt and Cllr Wonnacott that a close relative had been wrongly identified as his sister. The clerk undertook to correct these mistakes and, with these corrections were proposed as accepted by Cllr Phillips, seconded by Cllr. Jacobs and approved with one abstention.</p>	Clerk
10.09.24	<p>To discuss any matters arising from the Minutes for the July Meeting not covered in this agenda:</p> <p>i) Review progress on shuttle bus acquisition proposal. Cllr Phillips reported that he had established some initial costings. He suggested that Councillors should have a private meeting to discuss the options available to see if the project was viable. This to be arranged at a future date. There were many options to be</p>	Chair

14.09.24	<p>The clerk confirmed that he had received copies of the contracts from SWAST for all three defibrillators in the village. Two contracts had been signed in August 2021 for 4 years and 1 in 2022 for three years. All three will terminate in August 2025 at a renewal charge (at current prices) of around £4000. The budget for next year would need provision for these changes with a suggested budget provision (including Reserves) of £5000. The clerk has been added as the admin contact whilst the Hollocombe device had Cllr Roth listed as the maintenance guardian and Angela Findlay was still listed as the guardian on the two units in the village. Cllr Warner agreed to replace AF on both of these. Clerk to inform SWAST and determine the extent and timing of any training needed. There was need for training both for guardians and for CPR training which the clerk would seek to ascertain. It was reported that consumables needed to be replaced on some unit(s). Clerk to inform SWAST of these needs.</p> <p>The initial budget forecast and proposed Precept Request would be tabled at the October meeting based on the outcome for the first half of the fiscal year. It was hoped that the final proposal would be available for approval at the November meeting leaving time in the lead-up to the January Meeting to consider reviews of time critical policies to be updated.</p> <p>The clerk reported that the current insurance policy held with Zurich insurance had satisfactory cover for council members, employees and volunteers engaged on approved work for the council so long as necessary safety, training and supervisory conditions were met. Paid contractors would need their own insurance which should always be confirmed to council before contracts were placed.</p> <p>Programme for reviewing all policy review date and meetings for sub-groups would be tabled before the end of the calendar year.</p> <p>Report: Cemetery and Bungalow Group Report To agree the revised rental to be charged from 1st November 2024 in accordance with the contract and based on August RPI. Cllr Warner tabled a recommendation that the Bungalow Rental be increase by 3.5%rs in line with the rise in RPI. The new rental would £614.52p per calendar month, an increase of 3.5% on the current figure of £593.74p. The clerk was authorised to inform he tenants and Keenors accordingly.</p> <p>It was proposed by Councillor Warner, seconded by Cllr Phillips that a tender for the maintenance of the cemetery, including grass cutting, hedge maintenance and control of brambles, be issued within the next month for a period commencing January 1st 2025 and running for either 12 or 24 months. Proposal was agreed unanimously. The tender should be widely publicised in the local area.</p> <p>To consider report from Cemetery Group for ditch maintenance and reducing soil in the "soil box". Proposed to remove the soil in the soil-box to the North-West corner of the cemetery. Roger Hill had sent a proposal that the existing ditch should be modified to put pipes to route the water through the ditch area, stones would be placed over the pipes and topped up with soil. Suggested that the work be done next summer so should be included in the budget for 2025-26. Proposed as such by Cllr Warner, seconded by Cllr Phillips and approved unanimously that Council move to seek tenders for the work.</p> <p>Maintenance required on window frames to seal gaps and on fencing to supply additional posts. After a brief discussion Cllr Jacobs announced that he had already done the windows and, as regards the fence, it was agreed that new posts would be installed. Cllr Wonnacott agreed to undertake the work and the costs of material could be covered.</p> <p>v) Clerk report on cemetery plot changes. One purchase of a double plot and a burial therein, whilst it had been agreed that the daughter and son-in-law of the</p>	<p>Clerk Cllr Awa</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Awa</p> <p>Cllr Awa</p> <p>Cllr Awo</p>
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	owners of one double plot could have their own ashes buried in the plot at the appropriate charge for internment of ashes when the time came.	
15.09.24	Road Safety Group Reports: Had been dealt with at start of meeting.	
16.09.24	Planning Group Report: i) BT Autos development: consider document from Pete Stanley regarding Section 106 contributions which may arise from this development (Application 1/0322/2024/OUT retained on Agenda pending agreement on proposals ii) To discuss planning Applications submitted since last meeting. Planning Ref 1/0776/2024 No objections Extension of time only to existing consent for wind turbines	Cllr BR
17.09.24	Paths and by-ways report: To receive, if available, report from Cllr. Roth on status of paths in the area. Confirm if we need to send annual report to DCC. No report received in the absence of Cllr. Roth	
18.09.24	Bus Shelter on main road: Quotation required from Cllr Wonnacott for bush shelter replacement and update on meeting with Winkleigh Plastics regarding possible replacement. Discussions were ongoing on these options whilst Cllr Keys was in discussions over the cost and availability for the upper, wooden part for the alternative stone and wood design.	Cllr Awa Clerk
19.09.24	Proposal that Winkleigh PC apply to Devon CC to be part of the Road Warden Scheme. Action update. Membership confirmed. Training to be completed.	Cllr Awa
20.09.24	Section 106 Issues. Proposal to establish liaison with adjacent councils regarding Eggesford Station development. Cllr Warner has spoken to Chairs of most of the surrounding councils with a view to focussing at least one ward councillor to get behind the project. Proposed by Cllr Warner, seconded by Cllr Phillips that Cllr Warner be authorised to write to adjoining council with a view to setting up a combined monitoring group. Approved unanimously. Discuss proposal to invite Adrian Avery (TDC) to a private meeting to brief Councillors on the working of s106 monies, including status of current developments as outlined in Cllr. Warner's report. Agreed that this would be beneficial to progress overall. Councillors approved the motion to request a meeting date from Mr Avery, proposed by Cllr Warner, seconded by Cllr Odulinski.	Cllr Awa Clerk
21.09.24	Replacement Seating in Children's Play Area. Consider options following removal of existing seating by TDC and their refusal to replace it. Need to establish ownership of the assets with a view to looking at solutions in 2025.	
22.09.24	Receive updates on Winkleigh Fair and Winkleigh Awards Programmes. Cllr Odulinski. Desire was to run the Council Presentation within the Fair whilst the new Chair of Governors at Winkleigh School was keen to establish a relationship with the Awards Programme. Need to get the Head Teacher on board. They are also currently working on drafting a travel safety policy. Hope to get both to attend a Paish Council Meeting to improve communications.	Cllr PO
23.09.24	Cllr Goldsworthy to give update on Emergency and Resilience Plan (ERP). Cllr Goldsworthy reminded Councillors that he had got involved with the subject some two years ago because he discovered that, although work had been done on	

24.09.24	<p>an ERP for Winkleigh, it had never been published. He had put an entry on Facebook to say he was looking at the issues involved and was contacted by a Phil Bridges who had previous experience in the area. He said that the prime requirement of any successful plan was to establish a secondary communication system which had led to them getting ham radio licences and establishing the Winkleigh Repeater Group. Following its establishment in January 2024 a local landowner let the group use one of his buildings to locate all the equipment. This is now operational with a national and international reach.</p> <p>The members have over 150 years in the communications industry. He resumed looking at the ERP a few months ago, along with Councillor Roth. The plan is in preparation and they hope it will be ready early in 2025.</p> <p>Another essential element is a “Go-To Document”. This should be circulated to all households telling them where to go for information in the event of an emergency and who to report any incidents to and pre preparations to be made. List of operatives and first aiders who could respond to emergencies.</p> <p>Cllr Goldsworthy requested 500 issues of the A4 lists, printed and laminated, at a cost of less than £200. He proposed that council approve the funds to produce the document once it was agreed, seconded by Cllr. Phillips and approved unanimously. Council noted the work that had already been done and thanked Cllr Goldsworthy for the progress he had made.</p> <p>Receive report regarding Monument Management Plan (MMP) for Winkleigh from Devon County Council. Cllr Odulinski had circulated correspondence regarding the Community Archaeology Project to run from the current time to May 2025. This would involve the Group working on areas of historical interest in the community. Hopefully, they would succeed in getting the village involved leading up to a medieval fayre on Saturday 17th May either in the Community Centre or the Village Hall, both being in the vicinity of Croft Castle. Chair pointed out that the week nominated that the week selected was the Devon County Show Week which would be rather difficult. Cllr Odulinski promised to go back to them with this information. The programme was noted and approved by the Council.</p> <p><i>Chair proposed that the meeting be extended to accommodate the remaining business, seconded by Cllr Goldsworthy, and approved unanimously.</i></p> <p>Cllr Warner told the Councillors that a meeting had taken place with TDC regarding improvements to the cleaning and litter collection in the village. Additional dog pooh bins had been discussed and it was hoped that additional bins would be introduced as development work progressed. They had also been informed regarding improvements to the equipment supplied to the street cleaner, and changes to his route had been discussed. Noted</p> <p>Planter Control in the village: Cllr Jacobs told council that he had spoken to Ally and the y were ging to be removed. Noted.</p> <p>Proposed by Cllr Odulinski, seconded by Cllr Phillips that the meeting moves into Section 2. Approved unanimously.</p> <p>Exempt Session <u>Confidential Matters (Part II) Public Bodies (Admission to Meetings) Act 1960</u> <u>S1(2) The public are requested to leave the meeting</u></p>	<p>Cllr GG</p> <p>Cllr PO</p> <p>Clerk</p>
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Part II 25.09.24	<p>Proposed by Cllr. Phillips, seconded by Cllr Odulinski that council come out of Part II and resume the open meeting.</p> <p>Royston Naylor: It was decided that council send by registered mail a copy of the letter which had been sent to him in July to evidence the offer had been made. Proposed by Cllr Warner, seconded by Cllr Phillips and approved unanimously. [letter sent the following day].</p>	
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The Meeting ended at 10.45 pm.

Date of next meeting: Wednesday 23rd October 2024 at 7.30 pm at the Community Centre. Members of the public are encouraged to attend.

Councillor Alex Phillips, Chairman.....

Date:

September 2024

APPENDIX B: September 2024 UPDATED Action list

Date	Action Required / Outstanding	BY whom	By when
Bf 11	Clerk to liaise with TDC re Dog ooh Bins	Clerk	october
13/06 D	Cemetery maintenance contracts to be agreed for maintenance	Cllr Warner/ Cllr Roth	October
14/06/24	Arrange meetings with DCC re Townsend Hill	Cllr Warner Cllr Saywell	Ongoing
15/06/24	Secure clarification on s106 funding and timing	Cllr Warner Cllr Odulinski	Ongoing
16/6/24	Put up sign in Bus Shelter with contact details	Clerk	October
24.07.24	Finalise new layout for minutes	Clerk	Ongoing
24.07.24	Contact Kingsley Plastics re replacement Bus shelter and liaise with Cllr Awo with outcome	Clerk	Ongoing
24.07.24	Advise 2 successful grant applicants	Clerk	October
24.07.24	Advise unsuccessful grant applicants	Clerk	October
24.07.24	Discuss possibility of CCTV at church and liaise with Councillor Saywell re grant funding	Cllr Roth	Ongoing
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 from DCC/TDC on s 106 spend relative to the Kingsley Plastics site, contacts Michael Newcombe and Cllr Saywell	Cllr Warner	Ongoing
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	Ongoing
24.07.24	Help to resolve traffic issues at Acorn School	TDC, DCC Highways. Cllr Phillips	October

24.07.24	Formulate proposal for s106 on BT autos development ref Pater Stanley (TDC) email	Cllr Odulinski Cllr Warner	October
10.09.24	Arrange discussions with other councils regarding Eggesford station development	Councillor Warner	November
16.09.24	Review necessary changes for time critical policy reviews	Clerk	October
18.09.24	Prepare Draft Budget and Precept proposal	Clerk	October
19.09.24	Arrange Defib Training with SWAST for 19th November	Clerk	October
20.09.24	Agree Insurance proposal for 2024-25	Clerk and Councillors	October
22.09.24	Prepare tender documents for cemetery Maintenance	Cemetery Group	October
23.09.24	Obtaining contract offers to fill in ditch and liaise with National Grid	Councillor Warner	Current to November
26.09.24	Prepare footpath survey and co-ordinate with DCC	Councillor Roth	October
28.09.24	Arrange Road Warden Training	Clerk and Cllr Warner	October
32.09.24	Invite head teacher and Chair of Governors to meeting to discuss Traffic Planning and Winkleigh Awards Programme	Councillor Odulinski	November
33.09.24	Complete ERP and Go-To-Document	Councillor Goldsworthy	February 2025
34.09.24	Finalise Monument Management Programme	Councillor Odulinski	October
35.09.24	Maintain response to legal authorities and agree documentation	Clerk and all Councillors	Current Priority