Winkleigh Parish Council

Minutes of the Parish Council Annual General Meeting
on
Wednesday, 25th February 2026 19:00
at
Community Centre, Castle Street, Winkleigh

Present: Cllr. P Odulinski (Chair), Cllr. A Jacobs (Vice- Chair), Cllr. B Roth, Cllr A. Phillips, Cllr A. Wonnacott, Cllr A. Keys, Cllr T. Squance and Cllr S. Leahy

In attendance: **7 Members of the public**
Lucie Moorse (Parish Clerk)

01.02.26	**The Chair to open the Meeting and receive apologies for absence.** The Chair opened the meeting at 19:02 and received apologies from District Councillor S. Middleton and Devon County Councillor Cheryl Cottle-Hunkin and the Admin Clerk.
02.02.26	**To receive declarations of interest** The Chair declared an interest regarding their board role on the DALC (Devon Association of Local Council) governing body. They acknowledged that if there were a situation regarding a discussion of DALC they would remove themselves or not contribute to the conversation.
03.02.26	**Completion of Co-option for Ms. Catherine Wensley** Ms. Wensley sent apologises that they would be late. Cllr. A Phillips proposed that the completion of Co-Option would be deferred until Ms Catherine Wensley was present, Cllr. B Roth Seconded. In the meantime, the Meeting continued. This was agreed by all Councillors.
04.02.26	**Parish Council Vacancies** The Council currently has two vacancies, and three applications have been received. The Chair proposed that this should be deferred until the applicants can meet with the People Committee and then present the applications for a vote at the next Parish Council meeting. **Resolution:** Cllr A. Phillips proposed that this should be deferred for two weeks and an extraordinary meeting will be held. This was seconded by Cllr. B Roth

	Appointment of Clerk The chair stated that it would be necessary to hold an extraordinary meeting in two weeks' time, to confirm the appointment of the Clerk. There are three applicants for the Clerks post. This is due to receiving three applications for the Clerk role, with interviews being undergone on the 4th of March. The panel for the appointment is the Chair, the Vice-chair and Cllr. B Roth Resolution: Cllr. A Phillips proposed that the interviews would be conducted on the 4th march, and the recommendation of the extraordinary meeting would be held on the 11th of march to appoint the new Clerk. Cllr B Roth Seconded. Ms. Catherine Wensley arrived at 19:05.
03.02.26	**Completion of Co-option for Ms. Catherine Wensley** The Chair welcomed Ms Catherine Wensley to the meeting and invited her to complete the signing of the formal papers. The Chair moved the formal vote to accept Ms Catherine Wensley as a Parish Councillor. **Resolution: Cllr. A Phillips proposed to accept the co-option applicant, seconded by Cllr. B Roth with a unanimous vote from all Councillors.**
05.02.26	**Reports** a) No report has been received from Cllr Cheryl Cottle-Hunkin b) in the absence of Cllr Stephen Middleton, it was noted that their written report had been circulated to Councillors.
06.02.26	**Public Participation** Members of the public raised concerns including the following: • To correct misunderstandings of where the S106 Money is allocated. • Concerns rised by a member of the public for being excluded at a closed meeting held on the 11th of February. The Chair apologised for asking the member of the public to leave due it being a closed meeting. The Chair informed the member of public it was an informal meeting for the Councillors to learn and receive information. The member of public asked for more transparency going forward. Cllr. A Phillips stated that the date and time of the informal meeting was discussed in

	public sessions of the previous two meetings, outlining that it was a training and development meeting for team. • Concerns around a planning application with community benefits, asking if the Parish Council can aid the process as they were receiving setbacks from Torridge District Council. The Chair suggested that they would contact Cllr Cheryl Cottle-Hunkin to help. • Enquiry regarding an update on the ongoing traffic concerns. The Chair stated that an update was an item of this agenda and would be discussed further later, which would include their questions. Two members of public left at 20:13
07.02.26	**To receive and approve the Minutes of the meeting held on 28th January 2026** The minutes of the meeting held on 28th January were presented for approval. Resolution: to adopt the minutes was proposed by Cllr. A Phillips and seconded by Cllr. A Jacobs and unanimously agreed.
08.02.26	**Register of Interests** The Clerk has received the majority of register of interests from Councillors and will follow up on those who have not submitted theirs yet. Action: The Chair stated that it was important to complete the process at the next meeting.
09.02.26	**Matters Arising** Cllr. A Phillips raised a concern regarding the minutes or notes taken in section 2 of meetings. They presented a need for a record of some kind to be taken in section 2, when the Clerk cannot be present, to avoid differences in interpretation of discussions based in section 2. The Chair outlined the part 2 minutes were recorded by them separately at the last meeting and circulated to Councillors.
10.02.26	**Parish Environment – To receive updates from the Environment Committee – including the following:** i. **Pathways -** With regards to the requirements to check the public rights of way are still active, Cllr. B Roth confirmed that they had walked the pathways, to confirm they are still active. ii. **Benches –** The Vice-Chair has been waiting for better weather to install the bench. Cllr. T Squance agreed to help. iii. **Highways and Transport -** The Chair and Cllr. A Keys met with the transport team, which included the Deputy Highways

	from Devon County Council, and Mark James, who has been designated to assist the Parish Council. They conducted a walk-through, through the village, signposting areas of concerns. The Chair circulated an infrastructure plan. It was stated that Mark James aims to produce options to assist with these concerns within the next couple of weeks. iv. **Asset Register** - Cllr. S Leahy confirmed their work in regard to the asset register. It was discussed that the Asset register should record what assets have been stolen, missing, and those that remain in place. v. Cllr. S Leahy has asked Cllr. S Middleton if it is possible to replace the street cleaning trolley, as the current one is not fit for purpose. Cllr. S Middleton agreed to request it from the council. vi. **Litter Picking –** Following the receipt of an opportunity to be provided with a free litter picking kit for Councillors, The Chair asked if any other Councillors had taken an opportunity to do so. **Resolution: Cllr. B Roth proposed to record that we have walked the pathways and should retain the right of way. Seconded by Cllr. A Phillips, and all agreed.** ***Resolution: To indorse the work between the Parish Council and the Highways team.*** ***Resolution: The assets register will be updated annually, however because it is still incomplete it will be bought back to the next meeting.*** **Resolution: To approve they procurement of professional services to provide the infrastructure and services plan, including a survey. This was proposed by Cllr A Phillip and seconded by Cllr A Wonnacott and unanimously voted for.** ***Planning*** Members noted planning decisions issued since the last meeting, including: - Application Ref: 1/0977/2025/FUL – Marks Gym, Unit 2, Bedwels Removals and Storage, Winkleigh – No objections. Cllr A. Phillips proposed supporting the application Cllr. T Squance Seconded, with full approval by the members - Application Ref: 1/0099/2026/COUPD, Prior notification for the change of use from commercial, business and service (Class E) to 9no. dwellinghouse (Class C3) (Schedule 2, Part 3, Class MA) Location: Unit 1 Bellinster Park, Seckington Industrial Estate. Approved by Council. **Torridge District Council Planning Decisions** Planning Ref: 1/0839/2025/FUL: Permission granted Grouted Planning Ref: 1/0861/2025/FULM : Permission granted

	Planning Ref: 1/1016/2025/PIP : Permission granted
11.02.26	**To receive updates and a report from the People Committee** a. **Youth Fund**- Cllr. C Wensley will lead on the application for grant funding. The council needs to allocate the £1,000 we have received from the youth grant. Cllr. C Wensley plans to speak to the youth in the village, asking what they would like to see in the village. Cllr. T Squance suggested that the council should utilise the local Facebook page **Resolution: Cllr. C Wensley to put together a proposal to spend the grant money the Parish Council has received towards a youth group by 31st March. Proposed by The Chair and seconded by the Vice-Chair, and received full agreement.** b. **Public Consultation on Infrastructure** - A small sum of money is needed to cover the costs of the venue and refreshments for the two upcoming consultation events. The Chair suggested £200, and for it to include the printing of the posters as well. This would be the upper budget. Cllr. A Phillips suggested £400, but anything that would be a third-party supply would require three quotes. **Resolution: £400 budget set for the associated costs for refreshments, printing and publicity materials up to an agreed maximum.** c. **Appointment of the Clerk / RFO -** The Clerk vacancy, three applications have been received, and interviews will be held on the 4th of March. d. **Interim RFO Proposal -** A motion to move the item forward was held, this was proposed by Cllr. B Roth and seconded by Cllr. A Phillips. Cllr. B Roth proposed that Cllr. A Phillips should be appointed to be the interim RFO, until a new Clerk can take over the responsibility. **Resolution:** Cllr. B Roth proposed that Cllr. A Phillips should be appointed to be the interim Proper Officer, until a new Clerk can take over the responsibility. This was seconded by the Vice-Chair and approved by all. **Resolution :** Cllr. B Roth, The Chair and The Vice Chair, to conduct the interviews which will be held on the 4th March. e. **Community Awards-** The community awards will be held on the 9th of July at 19:00 – 21:00. It will be held in the village hall. **Resolution:** A budget of £500 was proposed by Cllr. A Phillips and seconded by Cllr. B Roth and approved by all.

	f. **AGM and Parish Meeting** - The AGM and the Annual Parish Meeting will be held on the 27th of May, with a guest speaker. 18:00 – 19:30 for the AGM, and 19:30 – 9:30 for the Annual Parish Council meeting. A motion was held to reconsider the times previously agreed for the Parish Council. **Resolution:** Cllr. A Phillips proposed that the timing to change from the originally stated time, and to allow a £100 budget towards the evening. Seconded by Cllr. B Roth. g. **Community Fair -** The annual joint community fair will be moved to the Sports Centre, this is to allow the event to work in partnership with the Sports Centre, to be held on the 12th of September 2026, between the times of 10:00 – 15:00. (Action: Cllr. T Squance to make a database of local clubs) **Resolution:** Adam, Tim and Alan to work on this. They will receive a budget of £400 **Resolution:** Proposed by The Chair and seconded by Cllr. A Phillips. h. **Local Government Reorganisation -** The Chair gave and overview of the current situation regarding the Local Government Reorganisation. The discussion of the collaborative group was bought to the Councillors and highlighting that there are a high number of potential implications to Parish Councils. **Resolution:** Council proposed that The Chair will contact MP Sir Geoffrey Cox regarding this matter. Cllr. A Phillips proposed and it was seconded by Cllr. B Roth. i. **Article for Distinctly Winkleigh** - The Chair has written an article for Distinctly Winkleigh which was circulated to councillors for approval, due to the deadline for printing. **Resolution:** the retrospective resolution for the article was proposed by the Vice-Chair and Seconded by Cllr. S Leahy and all approved. Extension to meeting. 9-9.30pm. BR proposed. AK second **Website and IT Services** Cllr. A Phillips gave an update on the website. The website is underway, once that is complete, then the developer will come back to the Council, regarding the emails.
12.02.26	**Data Devices** The Councillors discussed how many devices they will need for council business. It was agreed that Councillors should, where possible, access Council emails via a secure application rather than downloading

13.02.26	data to personal devices, and that a small number of council-owned devices would be purchased for those who need them. Since the previous meeting, a Councillor that requested a device has left the Council. It was decided that Cllr. A Phillips would purchase the two devices on behalf of the Council, and the Council would then reimburse the Councillor. **Resolution:** It was agreed that the council will purchase two devices at the previously agreed expenditure.
14.02.26	**Policy Review Program** The Council adopted the proposed IT & Digital Compliance Policy, but with the condition that the Winkleigh Parish Council Policy Cover Page would be added to it, to match other recently adopted policies. **Resolution:** It was proposed that the Council should adopt the IT & Digital Compliance Policy. It was proposed by Cllr. B Roth and seconded by Cllr. A Phillips, and all agreed.
15.02.26	**To Received Updates and Report from the Finance and Governance Committee.** The Council, as of 28th February, will spend £3,209.84 since 31st January, leaving the Council with £9,996.26, which is 24.9% remaining of the overall budget. This is 7.3% ahead of the forecast. Cllr. B Roth is to be set up of Scribe. Which will result in Cllr. B Roth and the Admin Clerk having access until a new Clerk is appointed. Cllr. B Roth will organise a handover with the Clerk.
16.02.26	**Finance** The schedule of payments, totalling £3,209.84, was considered and approved. The Chair stated that they had verbally agreed with the Clerk that the pay for both the Clerk and Admin Clerk should have risen with the standard incremental rise, which increased in April 2025. **Resolution:** The Chair asked the Clerk to reconcile that within this month's schedule of payments, with it backdated. Cllr. A Phillips proposed to approve these payments, Cllr. B Roth seconded, and all approved. The Clerk offered to continue, in a locum style, to check the Clerk emails between the 1st and the 4th of March. Additionally, until the Council has appointed a new Clerk, the Clerk would continue to check the emails on their phone, and forward emails to the relevant Councillors or Admin Clerk. This was agreed at the cost of their currently hourly pay, with an invoice to be sent. This was agreed by the council.

	Resolution: The Council will continue to pay the Clerk at an hourly rate, until a new Clerk is appointed. This proposed by Cllr. B Roth and Seconded by Cllr. A Phillips, and agreed by all. **S106** The council discussed the potential of creating a register for the S106 released funds. **Resolution:** Cllr. B Roth proposed and Cllr. A Phillips seconded, and all agreed.
17.02.26	**Parish Matters** Cllr. S Leahy stated that an inquiry had been sent to the Clerk regarding a resident of the village, and a branch from a tree. **Action:** Cllr. S Leahy will inquiry with local tree surgeon and provide three quotes to the Council.
18.02.26	**AOB** The Chair provided information to the Council regarding a group, who were found in 2023, that is campaigning for Eggesford train station. They have invited Councillors to attend their meeting, to look at their next steps.
19.02.26	The meeting closed at 21:21