

Winkleigh Parish Council.

**Minutes of an Extra Ordinary Meeting of the Council
held on
Wednesday 8th February 2023
At Winkleigh Community Centre, Castle Street,
Winkleigh. EX19 8HU
at 7.30pm**

Email:clerk@winkleighpc.org.uk

Website:www.winkleighpc.org.uk

Council Members Present

Cllr Alex Phillips Chairman Cllr Alan Jacobs Vice-Chairman	Cllr Angela Findlay Cllr Greg Goldsworthy Cllr Simon Hodgson Cllr Royston Naylor	Cllr Ian Whitehead
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Minute taker for the meeting – Lorraine Wheeler (Locum Clerk)

Also Present: 3 Members of the Public

Adjournment for Public Participation – 15 minutes (3 minutes per attendee) – None

Welcome – Chair to open the meeting and declare if audio recording is to be taken. The meeting is being recorded on Zoom and by Cllr Goldsworthy. **Action**

E18.2.23 **Apologies** - Cllr Pauline Odulinski, Cllr Alice Turner, DCC Cllr Saywell and TDC Cllr Newton

E19.2.23 **Declaration of Interests** – Cllr Phillips declared a personal interest in application ref 1/1003/2022/FULM and Cllrs Phillips and Goldsworthy declared a personal interest in application ref 1/1024/2022/FUL.

E20.2.23 **County Councillor Report** – Councillor Saywell asked the Clerk in his absence to inform Members that he hoped potholes had now been filled in, in the Parish.

E21.2.23 **District Councillors Report** – Cllr Newton asked the Clerk in his absence to inform Members that he had called in planning application ref 1/1294/2022/FUL

E22.2.23 **To Receive and Approve the Minutes of the Meeting held on 25th January 2023** – Cllr Turner had sent some amendments which were accepted by all Members present.
PROPOSED BY Cllr Naylor and SECONDED BY Cllr Whitehead, All In favour.
RESOLVED RRO69/22
The Chairman to sign the minutes as a true and accurate copy of the business transacted.

E23.2.23 **Matters Arising from the Minutes if not addressed in this Agenda 23.11.22** Cllr Goldsworthy requested that the talking bench be placed on the agenda for the next meeting. He suggested the bench by the telephone box in the square. All Members to visit/assess prior to 22nd February 2023.

All
Members

E24.2.23 **To Propose the Appointment of Internal Auditor – Appendix A**
The Clerk advised that two similar quotations had now been received. One by the current internal auditor Hania Lee and another by Paul Russell of

Microshade. Following discussion Members were unanimous in their decision to change to a new internal auditor for the coming financial year.
PROPOSED by Cllr Findlay and SECONDED BY Cllr Whitehead. All in favour.

RESOLVED RRO70/22

The Clerk to advise Hania Lee and make an appointment with Paul Russell.

LW

E25.2.23 **AGAR 21/22 –**

1. Conclusion of Audit and Information Received from PKF - Completion not certified – Appendix B

The Clerk advised that although the audit was incomplete and not certified the Audit had now been concluded by PKF. PKF advised that the missing figures and statement of variances cannot now be submitted.

2. Notification of the period of exercise of public rights – Appendix C

PKF advised that the correct dates for the Exercise of Public Rights cannot now be published. It was proposed to accept the Conclusion of Audit as it stands.

PROPOSED BY Cllr Hodgson and Seconded by Cllr Findlay. All in favour.

RESOLVED RRO71/22

The Clerk to post the Notice of Conclusion of Audit.

LW

E26.2.23 **Propose the Purchase of an A3 Printer – Cllr Goldsworthy Quotations - Appendix D**

Cllr Goldsworthy had researched and supplied quotations for three models of A3 printer for the Council to print large scale plans and possibly offer a printing service to the community at a fee. Following discussion, it was agreed to purchase the Brother MFC-J5945DW Multifunction printer at a cost of £492.24. Additional toners will cost £270.00 and will provide 5000 copies.

PROPOSED BY Cllr Whitehead and SECONDED BY Cllr Findlay, 6 in favour, 1 against.

RESOLVED RRO72/22

Cllr Goldsworthy to research suppliers/guarantees in time for the next meeting on 22nd February 2023.

GG

E27.2.23 **Planning**

1. Applications

- a) 1/0016/2023/FUL – Winkleigh Sports Centre – deferred from 25th January 2023 – erection of dormer to rear, solar panels to front of the property and erection of shed and garden room and the proposed upgrade to the existing radio base station at Winkleigh Sports Centre – Expired Extension Allowed.**

Following discussion, it was agreed to write to the planning department requesting further information with regard to the proposed upgrade to base station. Members felt this should be subject to a separate application.

PROPOSED BY Cllr Goldsworthy, SECONDED BY Cllr Hodgson, All in favour.

RESOLVED RRO73/22

AF

- b) 1/1003/2022/FULM – Beechlea Farm - Change of Use from Agricultural to mixed use industrial – Expired Extension Allowed.**

Neutral – concerns re mission creep.

PROPOSED BY Cllr Jacobs, SECONDED BY Cllr Goldsworthy, 4 in favour, 1 against, 1 abstention, 1 declaration of interests (Cllr Phillips).

RESOLVED RRO74/22

AF

- c) 1/1024/2022/FUL – Land At Grid Reference 262428 109531, Winkleigh, Devon, Butchers Moor Lane – Erection of storage building for horticultural use – Expiree Extension Allowed.**

Following discussion, it was agreed to accept with the proviso that the applicant has an agreed landscaping and tree planting scheme with TDC to improve and enhance the environment.

**PROPOSED BY Cllr Hodgson, SECONDED BY Cllr Jacobs, 5 in favour, 2 declarations of interests (Cllrs Phillips & Goldsworthy).
RESOLVED RRO75/22**

AF

- d) 1/1272/2022/FUL – Zephyr, Winkleigh, North Tawton – Demolition of existing dwelling and outbuilding and erection of replacement dwelling – **Expired Extension Allowed.**

Neutral – Objection in principle however neutral recorded as long as design aspirations in NP Policy ENV4 are adhered to and the provisions of policy HCLW1 are applied

**PROPOSED BY Cllr Hodgson, SECONDED BY Cllr Jacobs, All in favour.
RESOLVED RRO76/22**

AF

- e) 1/1294/2022/FUL – Land at Grid Ref 261355 109155 Winkleigh – Change of use of units from use class E and B8 to use class E, B2 and B8 – **Expiry 19th February 2023.**

Objection – lack of detail on the application.

**PROPOSED BY Cllr Naylor, SECONDED BY Cllr Findlay, All in favour.
RESOLVED RRO77/22**

AF

- f) 1/0017/2023/FULM - Stafford Moor Fishery, Dolton, Winkleigh – Expansion of the existing business for the erection of 93 holiday lodges with associated access, parking and drainage **Expiry 23rd February 2023.**

Insufficient time had prevented the planning committee considering this application. It was therefore agreed to defer to the next meeting on 22nd February 2023.

**PROPOSED BY Cllr Hodgson, SECONDED BY Cllr Goldsworthy, All in favour.
RRO78/22**

AF

2. S106 Contributions

Cllr Phillips to request Adrian Avery the TDC engagement officer to attend the next meeting on 22nd February 2023 to explain how S106 develop contributions are distributed and when the Parish Council can be consulted re allocation of CIL Funds.

AP

E28.2.23 Finance

- (a) To Approve Expenditure for an A3 printer (up to £500)

**PROPOSED BY Cllr Findlay, SECONDED BY Cllr Phillips, 1 abstention and 6 in favour.
RESOLVED RRO79/22**

- (b) To Approve the PRO RATA Subscription Membership to DALC
TBC

Following discussion it was decided that a three month membership would be a waste of money and Members were happy to wait to rejoin DALC in April. There does still remain an outstanding payment of £108 for 3 unattended training sessions. The Clerk to provide an invoice to Cllr Jacobs for payment.

**PROPOSED BY Cllr Goldsworthy, SECONDED BY Cllr Hodgson, All in favour.
RESOLVED RRO80/22**

LW/AJ

- (c) To Approve Payment to PKF for External Audit Fee of £250.00

**PROPOSED BY Cllr Phillips, SECONDED BY Cllr Whitehead, All in favour.
RESOLVED RRO81/22**

LW/AJ

E29.2.23 **To Propose to Update the Online Cemetery Application Forms and all other Forms and Policies with the correct Clerk contact details.**
The Clerk advised that it had come to her attention during the course of administrating a memorial request, that the information on the Parish website contains the incorrect contact details for the Clerk and this requires updating as a matter of urgency.
PROPOSED BY Cllr Phillips, SECONDED BY Cllr Findlay, All in favour. LW
RESOLVED RRO82/22

E30.2.23 **Co Option of a Councillor – Update by Cllr Phillips**
The Clerk advised that following conversation with Tom Vanstone at TDC, in the interests of good governance, fairness, openness and accountability it would be advisable to advertise the 2 remaining vacancies for 14 days and defer Co Option until the next meeting on 22nd February 2022. The Clerk has produced a draft Notice. Following discussion, the Clerk was requested to confirm whether an applicant had to be resident for 12 months and/or could work in the Parish.
The amended Notice will be published on the Parish website and Notice Boards for 14 days.
PROPOSED BY Cllr Phillips, SECONDED BY Cllr Naylor, All in favour. LW
RESOLVED RRO83/22

E31.2.23 **Members Reports/Questions - None**

E32.2.23 **Date of Next Meeting – 22nd February 2023**

Close of Meeting - Locum Clerk to Leave the Meeting for Exempt Session.

There being no further business the Chairman closed the meeting (Part I) at 8.55pm and the Clerk left the Zoom meeting.

EXEMPT SESSION

Confidential Matters (PART II) Public Bodies (Admission to Meetings)

Act 1960 s1 (2) The public and press are requested to leave the meeting.

PROPOSED BY Cllr Goldsworthy, SECONDED BY Cllr Naylor, 1 Abstention, 6 in favour.
RESOLVED RRO84/22

E33.2.23 **Lorraine Wheeler (Here 2 Help) Locum Clerk Terms and Conditions for Completion and Signing.**
Discussion took place with regard to the Chairman signing the Terms and Conditions provided by the Locum Clerk.
PROPOSED BY Cllr Goldsworthy, SECONDED BY Cllr Hodgson, All in favour. Cllr Phillips to sign and return to Lorraine Wheeler. AP
RESOLVED RRO85/22

There being no further business the Chairman Closed the meeting at 8.57pm.

Signed.....

Chairman.....

Dated.....