

Winkleigh Parish Council.

**Minutes of the Full Meeting of the Council to be held on
Wednesday 26th April 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 Angela Findlay Cllr Greg Goldsworthy Cllr Simon Hodgson Cllr Royston Naylor Cllr Pauline Odulinski | Cllr Benjamin Roth Cllr Andrew Warner Cllr Ian Whitehead |
|--------------------------------|---|--|

Minute taker for the meeting – Lorraine Wheeler (Locum Clerk)

Also present: 3 Members of the Public & DCC Cllr Andrew Saywell (until 8pm)

Adjournment for Public Participation – 15 minutes (3 minutes per attendee) –

1. Member of the public (Jo Skinner) advised that she had previously proposed to the Council a listening bench to raise awareness of mental health and help people in the community with their mental health. She advised that she has now received confirmation of affiliation with the charity BeWell@StepOne Support, who help people across Devon. She would like the Council's commitment to working as a team with herself and the Charity. She understands that the Council are still trying to contact the owners of the tree at Southernhay (further update at item 08.4.23). It would be an opportunity to have this in place ready for the charity's launch on 10th June and she has an article ready for the deadline of 8th May for the Distinctly Winkleigh if the Council are in agreement.

2. Member of the public offered a big thank you to Cllr Simon Hodgson for his 40 years' service to the residents of the Parish on the Council on behalf of the community. (A round of applause followed)

3. Member of the public also spoke to thank Cllr Hodgson whose term on the Council was only exceeded by the late John Turner. He has always been elected (or elected unopposed) and not co-opted onto the Council. His many achievements include the formation of the Cemetery Steering Group, being at the forefront of organising events, assisted many Chairmen and Clerks and being a steadying influence on the Council. (Another round of applause followed).

It is hereby recorded, the grateful thanks of the Parish Council and community to Simon and his wife Sonia for their long-standing service to the Parish.

Cllr Hodgson was gracious in his acceptance. Much has changed in his 40 years' service, which began prior to the internet and associated technology, when everything was written and recorded by hand and agendas delivered efficiently by post. The advancement of technology has meant a loss of the personal touch. However, times progress and he wished the Council well.

- 01.4.23 **Welcome** – Chair to open the meeting and declare if audio recording is to be taken. The chair confirmed that the meeting is being recorded audio and visual on Zoom by the Clerk.

- 02.4.23 **Apologies** – Cllr Alice Turner, TDC Cllr Simon Newton
- 03.4.23 **Declaration of Interests** - None
- 04.4.23 **County Councillor Report** – Cllr Saywell’s report is appended to these minutes. He too thanked Cllr Hodgson for his long service to the Council. He has stepped in as Chairman and been a stabilising influence on the Council in its most difficult times. He wished Cllr Hodgson a very happy retirement. Additional Comments: Stable Green is not in his boundary however he will forward to those concerned. Please continue to report potholes on the website. Cones, concrete and tyres (reported by Cllr Phillips twice) have not been dealt with, he will follow up. Standards of pothole filling are checked however any deemed substandard, please report to him. Further to recent press articles the New Chief Executive will be undertaking a Governance Review as it has been five years since the last review. There have been problems with children’s services and departments working individually. The aim will be to tidy up and tighten up with a task force overseeing the process. Cllr Saywell left the meeting at 8pm.
- 05.4.23 **District Councillors Report** – None. Email received from Cllr Newton who has to travel to Sarajevo.
- 06.4.23 **To Receive and Approve the Minutes of the Meeting held on 22nd March 2023**
PROPOSED BY Cllr Findlay and SECONDED BY Cllr Whitehead, All In favour.
RESOLVED RR112/22
- 07.4.23 **Matters Arising from the Minutes if not addressed in this Agenda - None**
Other Matters raised by Cllr Findlay: -
She has received complaints from Members of the Public regarding the intersection of Townsend Hill and Westcots Drive. She reported it to AH but got no response so she spoke to Michael Newcombe (MN) at DCC who advised they had spoken to Alison Homes yesterday but didn’t know when the lines would be reinstated as there was no line painter available and the work would be weather dependent. Cllr Findlay asked for a warning sign re the new priority layout however, MN deemed temporary signage unsafe, as it can be moved or fall over safety is responsibility of the driver. AF

Homeless person X (referred to in social media). Update - he is now in hospital and temporary accommodation has been arranged for his release. It is not recommended that this is posted on social media.
- 08.4.23 **Talking Bench -**
1. Update Cllr Naylor & Cllr Roth – Appendix A
An email has just today been received from Westwood Housing who agree in principle to the bench around the tree with provisos regarding condition of the bench, damage to tree roots and antisocial behaviour. It was proposed by Cllr Phillips to spend up to £530 on the wooden circular bench similar to that from Wayfair (appendix A) but to seek a local craftsmen to produce a bespoke bench for the same price. Cllr Odulinski suggested they might also maintain it. Cllr Roth to investigate. BR
PROPOSED BY Cllr Phillips and SECONDED BY Cllr Findlay, All In favour.
RESOLVED RR113/22

2. Consideration for Plaques on Benches – Update Cllr Warner – Appendix B

Cllr Warner has undertaken a survey of all benches in the Parish of which only two are in the Council's ownership which complicates matters regarding the installation of plaques as some are privately owned in memorial. He suggested we move forward with the new bench around the tree. The QR code on the plaque requires a separate website page on the Council's website, therefore this needs to be achieved first. As Cllr Turner is not here to update the Council on the new website progress, Cllr Phillips suggested that perhaps the Charity could facilitate the QR code and plaques? Jo Skinner will investigate. Cllr Findlay asked if trained volunteers would be covered under the charity's insurance in the event that someone was to take their own life subsequent to a conversation with a volunteer? JS will investigate.

JS

Cllr Phillips proposed that the bench be dedicated to Cllr Simon Hodgson.

PROPOSED BY Cllr Phillips and SECONDED BY Cllr Findlay, All In favour. RESOLVED RR114/22

(JS) also advised that she has received offers of donations towards the bench and asked if the Council could consider holding these donations. The Clerk advised that the Council can hold these funds and ringfence them towards the cost of the bench or future benches.

JS

Cllr Odulinski suggested others in the Parish may like to donate the cost of further benches.

Jo to come back to the next meeting on 17th May to update.

09.4.23 Cemetery -

1. Bungalow Remedial Works – Update Cllrs Warner and Whitehead

Cllr Whitehead reported that he and Cllr Warner visited the bungalow this morning. The ventaxia extractor fan in the kitchen that drips, is probably caused by condensation in the roof space, or around the screw seals or flashing. Unfortunately, Pure Lettings have not had any success finding a contractor to assess it. There is also a fault on the boiler caused by a valve not sealing properly. The Clerk had received an email today from the engineer via Pure Lettings advising a new boiler was required, however the installer (Trevor Smith) had previously advised not to get rid of the boiler as new ones are not adequate.

AP
SH

Cllr Phillips offered to contact Trevor Smith directly. Cllr Hodgson will investigate someone to inspect the roof for Cllr Phillips.

2. Email from Tenant re Pure Lettings

The tenant wrote to advise that Pure Lettings are asking them to undertake regular inspections themselves and upload photographs.

Discussion took place regarding the level of service provided by Pure Lettings. Cllr Goldsworthy proposed that the matter is deferred to the next meeting and consideration given to whether the Council manage the bungalow in house.

PROPOSED BY Cllr Goldsworthy and SECONDED BY Cllr Phillips, All In favour.

RESOLVED RR115/22

3. Shed Roof – Storm Damage 12th April 2023

Cllr Phillips advised that the shed roof had been entirely blown off the of the shed in the recent storm on 11th April as it was not strapped down. He has covered the shed temporarily to protect the contents. He has one quote of £500 to replace and will get two further quotes for the next meeting. The excess for an insurance claim is £200.

AP

AP

4. Ditch and Drain Maintenance

Cllr Phillips advised that he was quoted £500 and will also get two further quotes for the ditch and drain dredging that is required in advance of the next meeting.

PROPOSED BY Cllr Findlay and SECONDED BY Cllr Warner, 1 Abstention, All In favour.

RESOLVED RR116/22

10.4.23 **Coronation Event/Street Parties (Road Closure application required by 26th March) – Update Cllr Phillips & Cllr Roth**

Cllr Phillips advised that the Road Closure has been approved and the notice is on the Parish Website. Cllr Phillips also provided a flier advertising the coronation events taking place in the Village, which the Clerk will upload to the Council's website. Discussion took place re posting this on the Council's facebook page, however this has not been used since January 2022 and therefore it is unlikely anyone will be following or receiving updates. It will be placed on another Winkleigh Village facebook page.

11.4.23 **Planning**

1. Applications for Consideration

- a) **1/0234/2023/FUL - Land At Grid Reference 260661 111485, Winkleigh** - Erection of wooden machinery and equipment store.
Expiry 8th April 2023

The proposal from the planning group is no objection to the proposal and they are pleased to note the environmental net gain.

PROPOSED BY Cllr Findlay and SECONDED BY Cllr Warner, 1 Abstention 9 In favour.

RESOLVED RR117/22

2. Decisions

- a) **1/1272/2022/FUL - Zephyr, Winkleigh, North Tawton** - Demolition of existing dwelling and outbuilding and erection of replacement dwelling (Neutral (Objection in principle NHP Policies to be adhered to)) **Withdrawn**

It was noted that the applicant was not happy with the Council's objections. Cllr Findlay explained that each application was judged on its own merit. The parish Council is a consultee in the process not the decision maker. The application has been withdrawn.

In addition, it is noted that the Council's Neighbourhood Plan is not available on the Torrington District Planning Portal. Cllr Findlay was advised that the TDC electronic system does not support a link to the NHP. Could this be emailed to applicants? Cllr Findlay to enquire.

- b) **1/0027/2023/FUL - Winkleigh Sports Centre, Winkleigh** - Internal and external alterations to sports centre pavilion (Support)
Permission Granted

- c) **1/0093/2023/FUH – 6 Bullow View, Winkleigh** - Demolition of single-storey sunroom and erection of single-storey extension.
Permission Granted

- d) **1/0177/2023/FUL & 1/0178/2023/LBC - The Cavaliers, Barnstaple Street, Winkleigh** - Proposed extension, landscaping and refurbishment works (Support) **Permission Granted**

12.4.23 **Finance**

1.

- (a) **To Approve the Schedule of Payments and Receipts Since the last Meeting – Appendix C**

The Clerk advised of one amendment to PM23/003 – Community Centre Room Hire invoice was paid for February not March at £22.50. It was proposed the I&E report will be accepted as amended.

LW

Noted

AF

Noted

Noted

Noted

| | | |
|---------|--|-------|
| | PROPOSED BY Cllr Findlay and SECONDED BY Cllr Whitehead, All In favour. | Noted |
| | RESOLVED RR118/22 | |
| | (b) To Approve bank Reconciliation at 31.03.23 Appendix D | |
| | The Clerk advised that Cllr Phillips had sight of the Bank Statements as at 31.03.23 and agreed the balances. | |
| | PROPOSED BY Cllr Phillips and SECONDED BY Cllr Findlay, All In favour. | Noted |
| | RESOLVED RR119/22 | |
| | (c) To Approve the Annual Governance Statement 2022/23 Appendix E | Defer |
| | (d) To Approve and Sign the Accounting Statements 2022/23 Appendix F | Defer |
| | (e) To Approve Dates for Exercise of Public Rights 2022/23 Appendix G | Defer |
| | (f) To Approve the Financial Risk Assessment 2022/23 Appendix H | Defer |
| | It was proposed to defer the items c) – f) to the next meeting on 17 th May following the Internal Auditors report. | |
| | PROPOSED BY Cllr Warner and SECONDED BY Cllr Odulinski, All In favour. | |
| | RESOLVED RR120/22 | |
| | (g) For Information - Budget Report 22/23 at 31st March 23 Appendix I | |
| | It was proposed to accept the final Budget Report for 22/23 | |
| | PROPOSED BY Cllr Findlay and SECONDED BY Cllr Warner, All In favour. | |
| | RESOLVED RR121/22 | |
| | (h) For Information – Reserves as at 31st March 23 Appendix J | |
| | It was proposed to accept the final Reserves Report for 22/23 | |
| | PROPOSED BY Cllr Warner and SECONDED BY Cllr Phillips, All In favour. | |
| | RESOLVED RR122/22 | |
| 13.4.23 | 2. Unity Trust & Banking Arrangements – | |
| | a) Transfer Arrangements and Bank Charges for Discussion | |
| | Following advice from the Clerk that Unity Trust make a charge of £6 per month per current account, it was agreed to wait until a new Clerk is in post before deciding whether to move the bank accounts. It was noted that dual level authorisation is easier to achieve online with Unity Trust. | |
| | b) Financial Regulations and Internal Financial Controls – require dual level authorisation, additional bank signatories required | |
| | It was proposed by Cllr Phillips to endeavour to achieve dual level authorisation with Nat West Bank and amend the signatories. Cllr Jacobs had completed the online forms but to no response from Nat West. Being a signatory Cllr Findlay offered to go into the branch and come back to the next meeting. | AF |
| | PROPOSED BY Cllr Phillips and SECONDED BY Cllr Findlay, All In favour. | |
| | RESOLVED RR123/22 | |
| 14.4.23 | 3. Grant Funding – 23/24 – For Discussion & Approval | |
| | Following the meeting of the Council on 25 th January 2023, the grant allocations were incorrectly recorded. It was therefore proposed to re-record grant funding for 23/24 as follows: | LW |
| | £1000 Village Hall | |
| | £500 Citizens Advice | |
| | £500 Okehampton Transport | |
| | PROPOSED BY Cllr Phillips and SECONDED BY Cllr Jacobs, 3 Abstentions 7 In favour. | |
| | RESOLVED RR124/22 | |
| 15.4.23 | 4. BHIB Parish Council Insurance Policy - | |
| | a) Insurance Policy – To Consider Renewal at £828.14 on 01.06.23 | |
| | The Clerk advised that we can get two further quotes for the next meeting. | LW |
| | b) Insurance Claim for Cemetery Shed Roof | |

- The excess is likely to be £200 therefore it may be more cost effective in the longer term to pay for the repairs. Defer to the next meeting once we have two further quotes for the repairs. It was there fore proposed to defer both items a) & b) to the next meeting on 17th May. AP
- PROPOSED BY Cllr Phillips and SECONDED BY Cllr Warner, All In favour. RESOLVED RR125/22**
- 16.4.23 **Assets (Vandalism reported by Parishioners) - Cllr Findlay**
Cllr Findlay reported there has been some vandalism to benches in the Parish, one of which has now been removed by Cllr Phillips. Cllr Findlay has contacted both local school heads who will address the issue in their assemblies. The Primary school has also suffered vandalism in their playgrounds. Cllr Goldsworthy may have the culprits on CCTV (three males and one female) and has pointed out to local children that the CCTV is there. GG
Cllr Findlay is going to undertake an asset register review before the next meeting and Cllr Phillips asked her to assess how future proof the assets are. AF
- 17.4.23 **New Website – Progress Update & Schedule for Transfer Cllr Turner**
Cllr Turner was not able to attend but has agreed to send an update to the Clerk next week. LW
- 18.4.23 **Employment of New Clerk – Update Cllrs Findlay & Odulinski - Appendix K**
A new pack with amended hours and salary scales has been provided. The application form, job description and person specification has already been agreed.
It was proposed to approve the salary range to £33,820 /£41,496 (SCP Range 27-35) pro rata (£17.58 - £21.57 per hour) for 10 - 15 hours per week).
The position will be advertised as widely as possible.
The Clerk will receive applications in the first instance and forward to Cllrs Odulinski and Findlay. PO
PROPOSED BY Cllr Odulinski and SECONDED BY Cllr Findlay, All In favour. LW
RESOLVED RR126/22 &
AF
- 19.4.23 **Hedgehogs R Us – Purchase of Boxes & Materials For Consideration – Appendix L**
Hedgehogs R Us are promoting the purchase of a box of 50 plastic highway surrounds to put around a hole in a garden fence. These can be distributed via schools and community events.
After discussion both in favour (encouraging children to look after wildlife) and against (use of plastic) it was proposed to produce our own leaflets inhouse to be distributed at the Coronation event and to put a report in the Distinctly Winkleigh.
- 20.4.23 **Members Reports/Questions**
Cllr Roth – re ‘No Mow May’ – had undertaken a review of the verges and there are some signs of growth. Perhaps more seeds could be planted in due course.
Cllr Jacobs – the (TDC) remote control lawn mower is very basic and cuts the grass rather fiercely and leaves the cuttings on top. He mowed it again and collected the grass which now looks much tidier.
Cllr Findlay asked that Cllr Phillip’s report to Distinctly Winkleigh contains some information regarding leaving the grass to grow in the Autumn in order to avoid so many complaints about the condition of the verges.
Cllr Roth asked if we could move the next meeting from 17th May as he cannot attend. The first and annual meeting has to be held within 14 days of the election so cannot be held later and others could not attend an earlier meeting

(such as the new Councillor who had changed arrangements to attend). The meeting remains on 17th May 2023.
Cllr Phillips advised that two local business have suffered thefts recently. One lost £60,000 of stock and another had a trailer stolen from their yard.
Unfortunately, our rural police officer has been relocated therefore we no longer have cover for our area, just the PCSO.

21.4.23 **Date of Next Meeting** – 17th May 2023

22.4.23 **Close of Meeting** – there being no further business the Chairman closed the meeting at 9.30pm

Signed.....

Chairman.....

Dated.....

DCC Report for Winkleigh Parish Council from Cllr Andrew Saywell

Dear Cllrs,

A short report from me this month as, due to purdah, major new initiatives are not being announced until after the May elections.

Potholes

- From January 1st to the end of March, a total of **16,572** safety defects have been repaired. As previously reported, additional gangs were put on and the Dragon Patcher also deployed. So far in April an additional 3898 defects have been repaired
- Of the 16,500 repairs – 7,603 were **additional** defects identified by safety inspectors when responding to public reports.
- To give you an idea of the weather impact this winter has had... in December 2,431 potholes were repaired verses 7,376 for January. In January 2022 3,494 defects needed repair in comparison with the 7,000 this year.
- Non-safety defect repairs (i.e. small or shallow potholes) were suspended pending catching up on the backlog, but this should now be resuming. A lot more serviceability patching for safety and non-safety defects has also commenced.
- With the additional £9.4m we received from Government, I have after discussions with my Local Neighbourhood Highways Officer put forward schemes to patch/resurface Farmer Frank's Lane, Bude Hill, Winkleigh Airfield and the roads in the very south of the Parish near Bondleigh.
- In addition, I have asked for Servicability Patching repairs for Barnstaple Street and Castle Street. And roads around Hollocombe are currently being assessed for Dragon Patching.

Other local matters

- I am still awaiting confirmation for the implementation date of the 20mph zone.
- I am continuing to monitor the situation with Allison Homes with regards to their Highways commitments. Once the traffic calming is fully instated DCC will look to do a full speed survey to assess the effectiveness of the scheme.

As ever, anything locally you need me to look into please don't hesitate to ask.