

Winkleigh Parish Council.

**Draft Minutes of the Meeting of the Council to be held on
Wednesday 26th June 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 Andrew Warner Cllr Adam Wonnacott Cllr Pauline Odulinski OBE Cllr Greg Goldsworthy
-----------------------------	--

*Also Present: Councillor Simon Newton (Torrige DC) Alan Matthewman (Parish Clerk)
2 members of the public*

1: The chair declared the meeting open and then suspended the meeting for the public session:

Public Participation: There were no specific items so the Chair invited Councillor Newton to present any news from Torrige District Council.

He stated that with the councils in pre-election purdah there was not much to report. Levelling-Up work and the Devon devolution work were both suspended but the expectation was that both would be restated whatever the result of the election on July 4th.

The outturn for 2023-24 was much better than expected with a surplus of £1 million compared with an expected deficit of c. £500,000 which would help budgeting going forward.

He was asked to report on the visit to the properties in Eggesford Road to see what actions, if any, would be possible where he had been joined by AW and BR.

It was clear that the officers from TDC were more aware than perhaps expected of the situation but it became clear that their ability to act was severely constrained. Taking over the properties by TDC was really not a practical proposition so they were looking at a programme of actions, each small in nature, but they hoped would eventually lead to a cumulative benefit. It was clear that there are potential development opportunities on the properties so the reasons for retaining ownership became more obvious. Cllr Newton promised he would keep abreast of the situation an report back in due course.

02.06.24 Apologies for Absence:

Cllr Keys and Cllr Roth and Alan Jacobs had apologised in advance, as had Councillor Saywell (Devon CC) who was on leave. Winkleigh Councillors Robbins and Rickard had not apologised but were not expected to attend. The clerk observed that this put them at risk of losing their places on the council if this action continued.

Action
By

Cllr Robbins
Cllr Rickard

Them at risk of losing their right to attend if this practice continued.

03.06.24: Declarations of Interest: None had been declared

09.06.24: To receive and approve the minutes for the meetings in April and May.

Cllr Warner stated that the re-circulated documents were still incorrect and the clerk was instructed to revisit them and check that all the corrections were made.

[It was later established that a previous version had been sent out in error and the final corrected versions were circulated in early July]

Minutes to be held over to the next meeting.

10.06.24: Matters arising from Action List not covered elsewhere in the agenda.

1: Cllr Warner raised issues that were still outstanding issues both on the April and May minutes. After some discussion it was proposed that the clerk re-issued the corrected version.

2: To receive a paper from Cllr Roth regarding the past operation of a finance committee as a basis for future action. Paper not received and Cllr Roth not present.

3: To receive a report from the Clerk regarding the Agar timetable:

The clerk confirmed that the internal auditor's report had been received meaning all the Agar process had been completed. The chair signed the necessary papers and it was agreed that the date for public access to information should run from 1st July to 9th August. Clerk to provide documentation set to Cllr Goldsworth for loading onto the website.

Agreed that for each action there should be a clear statement of what would be done and by whom.

4: Ditch clearing – no responses had been received from Roger Hill by the clerk and he confirmed that there seemed to be a tendency for local suppliers not to respond to him. Cllr Warner suggested that other means of contact might be used.

5: Application for Grants: No actions had been taken to publicise that the grant considerations would be made at the following meeting. It was agreed that a standard grant application form should be used. Agreed that adverts be placed in local media. Proposed by Cllr Phillips, seconded by Cllr Warner, that adverts be placed for response before the next meeting with decisions being taken at the July meeting.

6: Is the clerk able to get online; still not accessible and Alan Jacobs had been asked to contact Nat-west Bankline again. Proposed by Cllr Odulinski, seconded by Cllr Phillips, that the Council approach Lloyds Bank with a view to setting up new bank accounts, as had been previously organised by Councillor Goldsworthy, whilst continuing the efforts to get the Nat-west online system compliant.

Clerk

Cllr
Roth

See
below

Clerk

Cllr GG

Cllr BR

Cllr GG

All

Clerk

Cllr AJ

It was also considered important to get a firm membership set up for the finance committee of which only Cllr Odulinski was currently a member.

Agreed that Cllr Phillips (ex officio), Alan Jacobs and Cllr Ben Roth (ex officio) should all join the new Finance Committee once terms of reference have been agreed. The clerk, as RFO, should attend all meetings of this committee.

Website work was now substantially completed and ready for use.

Pauline was asked for the situation, following on from Cllr Findlay's approach to other councils in the area regarding having a meeting to discuss co-ordinated action in the field, principally, of planning and liaison with Torrington DC. The suggestion had followed from discussion regarding the need for on-going decisions on Planning strategies going forward and that this may be helped by working together.

Councillor Newton entered into the conversation by reminding the council that their principal role is the canvas opinions as to what the village wants from the bottom up, rather than drawing up policies in isolation from the community. His view was that Winkleigh had set a great example and should avoid letting difficulties with the planning process undermine confidence.

Agreed that the council should meet within 2-3 weeks to discuss the way forward regarding developing a vision for the future development of the village. Date to be arranged via the WhatsApp group.

Children's Playground bin, arrangement on siting and installation of the Bear-Bin was in hand.

Video Streaming of meetings as suggested by Cllr. Findlay. Proposed by Cllr Warner, seconded by Cllr Phillips that the council do **not** proceed with this initiative, carried by council.

Pavement clearing still in progress

Old Man's Bench. Still pending action by AJ and Roger Hill

Litter, Road Sweeping and Dog Pooh: This had been ongoing for some time. We have had no response. **Clerk to chase TDC regarding the dog pooh posts within the next 7 days. Prop by Cllr Phillips, seconded by Cllr Odulinski and approved unanimously.**

Plaques for benches are in progress.

Letter to Royston Naylor regarding his claim for payment for photographic work

Proposed by Cllr Phillips, seconded by Cllr Odulinski that upon receipt of 5 positive responses to his draft letter, the clerk send it to Mr Naylor.

Loading Minutes on Website:

The clerk stated that he had had a conversation with Cllr Goldsworthy regarding when the minutes should be loaded onto the website. The regulations stated that this must be within 30 days of the meeting, meaning that they must be loaded typically before the next meeting takes place.

Cllr PO

Cllr GG

Cllr PO

Cllr AP

Completed
invoiced
and paid

Cllr AJ

Clerk

Clerk

Clerk / Cllr
|GG

They had agreed a procedure whereby the draft minutes should be uploaded as soon as they were circulated in draft form. When the minutes for the subsequent meeting were available in draft form, the existing **draft** version would be replaced by a **final** version. The draft meeting would be stated as draft at the top and watermarked draft as well.

12.06.24: Clerk to report on Agar Report.

The clerk confirmed that all work on the Agar certification process had been completed. Balancing the accounts had proved problematic but had been successfully completed. The largest problem had been the treatment of the bungalow accounts with a single payment each month to council from the Letting Agent comprising the rent less any charges for the month. These different elements were then analysed to the ledger as separate credit and debit transactions which were mixed with all other debit and credit transactions. There was therefore no ability easily to confirm the reconciliation with the bank statements. The structure of the account would be changed under the new arrangement with Keenors commencing in August.

Date for publication of public rights would commence on 1st July to 9th August, proposed by Cllr Phillips, seconded by Cllr Odulinski that the revised dates be approved, **approved unanimously**. Notice should be put on Council Noticeboards Cllr Roth would do this with a backup by Cllr Goldsworthy who would load it onto the website.

13.06.24: Cemetery and Bungalow Working Group Report:

A: Letting Contract

The clerk confirmed he had given notice to Pure Lettings and their contract would terminate at the end of July. Keenors had been invited to take over the contract from 1st August on the terms previously decided by the council. The charge was marginally higher than Pure Lettings, but the office was much closer which should improve communications. He had told Pure Lettings not to get involved in any maintenance issues.

B: Shed Roof Repair:

Council had received a second live quotation, from Cllr Wonnacott of £3750 and he was recused from participation in the discussion. The other quotation was for £4000. Both were scheduled to start in September 2024. Acceptance of the quotation from Cllr Wonnacott was proposed by Cllr Warner, seconded by Cllr Phillips and approved unanimously with completion promised before the end of November.

C: Repair to the boiler and heating system.

Had been delayed by late delivery of the boiler but this was now to hand and work would be completed in the next few days.

D: Cemetery Management:

The clerk had received a letter from a resident of Bideford requesting that they be allowed to take over a plot which had been acquired by a relative who had moved and passed away so would not now be needing it. The clerk asked if Council were happy that the standard £25 admin fee be charged.

Clerk

Done

Clerk

Cllr A
Wonnacott

Completed

Invoiced
and Paid

t was agreed that this seemed appropriate. Proposed by Cllr Phillips, seconded by Cllr Warner that an admin fee of £25 be charged, Approved unanimously.

Cllr Warner reported that he and Cllr Roth had visited the cemetery and noted that excavated (and therefor consecrated) soil could not be moved away from the cemetery. It was proposed that soil from the soil box could be used to create a bank near the stables making space available in the soil box for use by the grave-digger. Council would need to agree a cost for the work to be done.

14.06.24: Road Safety Group Report:

Bollard near mid-Devon Motors. There had been delays resulting, it was believed, from a delay by the contractor. It seems that progress was now being made. There was also work due to be done to create a drop curb which also seemed unlikely to be done until, at best, the end of the year.

Footpath clearance work had continued although some remained to be done.

A draft map had been produced from the High Meadow View Phase 1 indicating that a through pathway including a 2-metre wide pavement across Townsend Farm joining the existing Barns End Road would be included in the final work. This had not been done and had never been mentioned by Highways (Michael Newton). A further meeting with Cllr Saywell and Michael Newton was likely to be needed to resolve this. Feedback to Adrian Avery to see if the work could access s106.

15.06.24: s106 Issues arising from BT Motors Development:

Councillors had received copies of a letter from Peter Stapley (TDC) regarding s.106 moneys potential arising from this development, effectively requesting an input from Council on local needs that might be met from the available resource. Cllr Odulinski reported that the planning group had felt unable to make any recommendations. The request had come from the Planning Officer at Torridge within the guidelines. If there was no response from WPC then the money would be redirected. Cllr Phillips confirmed that consultation had happened in the past and had not always been followed through. There was a requirement to meet time frames. Further restrictions apply which resulted from timing issues and the moneys cannot be committed early.

The agreement on Townsend Hill Project 1 and all the s106 money had been allocated to DCC and the timeframe runs out in 2027. Does anyone know what the status of that commitment was. Enquiry to be passed to Cllr Saywell by the clerk.

Returning to the BT Motors letter, Cllr Goldsworthy asked Cllr Newton how the system actually worked and if we need more information then we would need to go back to Peter Stapley to discuss the options. Options available were the Ring 'o Bells site and the Airfield memorial site and also pavements around the development site. Cllr Warner repeated that there was a meeting around s106 money for the sports hall which he suggested might generate more. Proposed by Cllr Phillips, seconded by Cllr Warner that Cllr Odulinski respond to Peter Stapley initially indicating the three areas with a view to opening a wider conversation.

Cllr Odulinski: Tree preservation order on land at Southernhay. This was the tree that there had been plans to put a bench around which would now not be possible.

Clerk

Cllr Warner

Cllr Warner

Cllr PO

Clerk

Clerk

There were local concerns regarding the state of the pathway adjacent to the surgery extension which would need restitution once the building work was finished.

Issues had been raised in a letter from a Mr Stanway which the clerk had circulated to all councillors. The clerk was gathering further information in order to respond positively and strengthen our approaches to TDC seeking help. Cllr Odulinski said she would write to Mr Stanway seeking a commitment to help where possible and she was also arranging for existing volunteers to attend Winkleigh Fair where they could speak to residents about the volunteer help that was needed.

With the departure of Cllr Findlay there was a need for other councillors to join the planning group. Cllr Warner stated that he was reluctant to join as his wife was already a member using her extensive planning knowledge. Cllr Roth was suggested, although he was not present to indicate if he was willing. Cllr Wonnacott agreed to join the Group.

16.06.24: Bus Shelter on Main Road

There had been many complaints about the state of the old bus shelter on the main road area and badly needs replacement. The likely cost of £8-10,000 minimum for standard construction. There was a desire to have a more suitable construction with a timber topping on a low stone wall. Cllr Warner reported that Roger Hill had said he would supply the stone from a local quarry and he had in the past used timber from Winkleigh Timber. Cllr Wonnacott was asked to quote for such a shelter.

Opposite this “downhill” shelter there was a concrete hardstanding suitable for a 6-foot bench and he felt this would be a useful addition whilst consideration was given to what could be done with the bus shelter.

Proposal to purchase a 6’ bench for £650 incl. VAT to be sited on the uphill area of 3142 and work be done with Councillor Wonnacott to work up a design for a replacement bus shelter in co-operation with Roger Hill , proposed by Cllr Warner, seconded by Cllr Odulinski and approved unanimously.

It was agreed to put a sign up in the bus shelter with clerk’s contact details in case of any problems.

Cllr Phillips proposed that the meeting be extended by about 1 hour, seconded by Cllr Goldsworthy and approved unanimously. Cllr Odulinski said that she had child-minding issues and might need to leave before the meeting ended.

17.06.24: Proposal that Winkleigh PC apply to DCC to join the Road Warden scheme.

Cllr Warner had cleared the procedures required. Training is provided on 2 day online basis for up to 3 people as supervisors. Cllr Keys, Warner and Jacobs were willing to do the course and it was approved, Cllr Warner proposing, Cllr Phillips seconding.

18.06.24: Proposed that WPC advertise for tenders to do maintenance work in the village

Cllr Phillips voiced his concern at the amount of work involved in formulating a usable set of terms and conditions to make such an operation viable. Cllr. Warner felt that the current situation made it difficult to enforce standards. He would aim to have three people on a roster and jobs would be offered as and when needed and the “contract” given to whoever could handle it soonest. The clerk would contact Zurich Insurance to check our insurance policy.

Cllr PO
Clerk

Cllr PO

Cllr
Wonnacott

Cllr Warner

Clerk

Proposed by Cllr Phillips, seconded by Cllr Odulinski, Council agreed unanimously to try the scheme. There was a need to reach the right people and Council will need to be able to pay on invoice, not cash in hand which may prove problematic.

It was agreed that Cllr Warner, with help from Cllr Odulinski would work up a full proposal to present to a future meeting.

19.06.24 – Receive updates on Winkleigh Fair and Winkleigh Awards

This being the final meeting before the event Cllr Odulinski this was principally an appeal for assistance on the day. Proposed that the Council rent for £5 a table at the Saturday market prior to the event to advertise what Council would be doing on the day with a view to attracting more residents and possibly some helpers on the day.

20.06.24 – Proposal to install two outdoor key safes

Cllr Warner proposed that the council mount locked key safes on the outside of the community centre and the back of the cemetery notice board to improve access to council facilities at a cost of not more than £50. Seconded by Cllr Odulinski and approved unanimously.

PART II Proposed by Cllr Phillips, seconded by Cllr Odulinski that the meeting move into Part 2 and that all non-members, with the exception of the clerk, should leave the room. Approved unanimously.

Exempt Session

Confidential Matters (Part II) Public Bodies 9Admission to Meetings) Act 1960 S1(2)

The public are requested to leave the meeting

II.21.06.24:

Review of Clerk's Appraisal with the Employment Committee:

Membership of the employment committee and it was agreed that Cllrs Odulinski, Cllr Phillips and Cllr ??? were appointed to the new Employment Committee.

Agenda proposals will be communicated by a Agenda WhatsApp group. All councillors are free to request items for the Agendas but these should reach the clerk at the latest 10 days before the meeting.

Stolen Laptop: A replacement laptop had been received at a cost of £399 which had been paid. Negotiations with Zurich Insurance are proceeding slowly with an excess of £100 expected on the total claim of £650.

The chair declared the meeting closed at 10.20pm

Date of Next meeting: Wednesday 24th July at 730pm

Winkleigh Community Centre

Cllr Warner

Cllr PO

Cllr Warner

Cllr PO

Cllr AP

Clerk