

Winkleigh Parish Council

Minutes of the Parish Council Annual General Meeting on Wednesday, 25th June 2025 7.00pm at Community Centre, Castle Street, Winkleigh

Present: Cllr. G Goldsworthy (Chair), Cllr. A Phillips (Vice Chair), Cllr. A Jacobs, Cllr.B Roth, Cllr. P Odulinski, Cllr A Keys, Cllr. A Warner.

In attendance: 2 Members of the public

Mr T Squance
Ms J Sheppard
Lucie Moorse (Parish Clerk)
Josie Hole (Administration Assistant)

01.06.25	The Chair opened the meeting at 7.00 pm and received apologies of absence from District Cllr Simon Newton, Cllr Adam Wonnacott and DC Cllr Cheryl Cottle-Hunkin. The Chair noted the delay of the co-option applicant's attendance and advised the Councillors that Agenda Items 02.06 and 03.06 would be deferred until his arrival and proceeded with the next item on the Agenda.
04.06.25	Declarations of interest. None
05.06.25	Reports • County Councillor's Report – It was noted that this report had been received, distributed to the Councillors and would be attached to the Minutes under Appendix 1. • District Councillor's Report – The Chair noted D. Cllr Simon Newton's absence due to attending a meeting concerning affordable housing. • Police Advocate – No report but it was noted that training is underway for a PCSO. • Chairman's Report – Cllr Goldsworthy reflected on a challenging yet rewarding first month as Chair and committed to resolving all outstanding agenda items within the next year. A suggestion was made to reinstate the action plan as a tool to track progress on previously agreed objectives. The Chair supported this idea and suggested it be further discussed at the next meeting.
06.06.25	Public Participation No issues raised.
07.06.25	To receive and approve the Minutes of the meeting held on 28th May 2025. The Council reviewed the Minutes from the last meeting, and the Chair asked for formal approval. Cllr Roth proposed and Cllr Phillips second the motion. Cllr Ordulinski abstained due to absence from that meeting and the Minutes were approved and signed.
08.06.25	Matters arising from the Minutes for the previous Meetings not covered in the agenda. No matters raised
09.06.25	Planning To receive a report from the Planning Sub-Committee. Following the report issued by Cllr P Odulinski prior to the Meeting, the Councillors discussed this report, and the following is a brief resume of the discussions and the decisions from the proposals. (i) To note planning applications, comments, and decisions since the last meeting.

	NEW PLANNING APPLICATIONS • Application Ref: 1/0463/2025/FUH: Proposal: Erection of front and rear extensions Location: Nutmegs, Eggesford Road, Winkleigh. Observations by Parish Council to be completed by 30th June 2025 Following discussion during which the Chair and other Councillors expressed support to this application, and it was proposed by Cllr Phillips and seconded by Cllr Keys and fully agreed by other Councillors. • Application Ref: 1/0488/2025/FUL: Proposal: Proposed agricultural worker's Bungalow (Removal of condition 5 of planning approval NN/2214, Agricultural Occupancy condition) Location: Thistle Park, Winkleigh, Devon EC19 8DW. Observations by Parish Council to be completed by 11th July 2025 • Application Ref: 1/0489/2025/FUL: Proposal: Proposed agricultural worker's Bungalow (Removal of condition 1 of planning approval NN/2321, Agricultural Occupancy condition) Location: Thistle Park, Winkleigh, Devon EC19 8DW. Observations by Parish Council to be completed by 11th July 2025 Discussion followed concerning Applications 2 and 3 to convert remote agricultural dwellings for residential use but after concerns were raised about losing affordable worker housing, it was therefore agreed to support the applications. Cllr Odulinski proposed and seconded by Cllr Roth, with agreement from the remaining Councillors with one abstention from Cllr Phillips due to personal reasons. DECISIONS BY TORRIDGE DISTRICT COUNCIL PLANNING DEPT. None. (ii) To note planning notices received since the Agenda preparation - 19th June 2025 NEW PLANNING APPLICATIONS: • Application Ref: 1/0504/2025/AGBM: Proposal: Prior notification for the change of use of agricultural building to 1 no. dwelling house and associated building operations under Class Q (Barn 1) Location: Barn At Grid Reference 264740 111435, Wembworthy, Devon, Observations by Parish Council to be completed by 14th July 2025 • Application Ref: 1/0505/2025/AGBM: Proposal: Prior notification for the change of use of agricultural building to 1 no. dwelling house and associated building operations under Class Q (Barn 2) Location: Barn At Grid Reference 264740 111435, Wembworthy, Devon, Observations by Parish Council to be completed by 14th July 2025 After discussion Cllr Warner proposed and Cllr Roth second the motion to support both the planning applications, with the same abstention from Cllr Phillips and all others in agreement. **** 7.15pm Arrival of Mr Squance and partner – apologies for late delay **** The Chair then instructed that the Meeting should return to Agenda Items 02.06 and 03.06 and introduced Mr Tim Squance, who he advised wished to join the Parish Council.
02.06.25	Co-option of a new Councillor The Chair moved the formal vote to accept Tim as a Parish Councillor.
03.06.25	Election of new Councillor and signing of Declaration of Acceptance of Office and With no objections or abstentions, the vote passed unanimously. Tim was warmly welcomed to the Parish Council by all present and asked to take his seat at the table.

10.06.25	The Chair advised that Cllr Squance would soon receive a parish council email, login, and system access, and the offer was given for a personal onboarding meeting to help with setup and Wi-Fi questions. Further support will be available to help him understand Council functions. Cllr Squance expressed his gratitude. The Declaration of Acceptance of Office was duly signed and completed in the presence of the Parish Clerk. To receive updates and report from the People Services Committee Grant Application: Ms J Sheppard Cllr Odulinski opened the discussion by strongly supporting Ms J Sheppard's grant application for a community directory project. She went onto explain that this initiative aims to create a comprehensive directory (brochure/folder/booklet) of local organisations to enhance community engagement, with regular updates planned to maintain relevance. Mention was also made of linking this to broader volunteer-driven solutions for village needs. The Chair enquired about update frequency, and Ms Sheppard clarified that the online version would be updated weekly and the printed version (intended for hand-delivery to every village property), will likely be updated only once per year due to distribution logistics. She also advised that there would be close liaison with local clubs and societies for ongoing accuracy. The Council discussed data protection, clarifying Ms Sheppard's need to register independently with the Information Commissioner's Office (ICO) due to handling personal data for the directory. The Chair emphasised this legal requirement and its associated annual fee and this would be part of the Grant's condition. After further discussion it was agreed to add the £52 ICO fee to her grant, which resulted in the motion to approve the revised grant of £347 (original £295 + £52 ICO fee) which was proposed by Cllr Phillips, seconded by Cllr Roth, and unanimously passed. Cllr Odulinski referred to the People Service Committee report which of the Meeting held on 16th June, which had been circulated prior to the Parish Council Meeting, and further discussion followed with respect to this. The following is a resume of the items discussed. School Competitions and Prize Allocation: - Over 150 submissions for two school competitions - - It is proposed to award 26 prizes for the two schools: £15 vouchers for Gold, £10 for Silver, and £5 for Bronze. - Proposed £250 sponsorship for the Children and Young People's Awards. - Cllr Phillips proposed, and Cllr Roth seconded the sponsorship and was as unanimously approved. Community Awards Planning: 15 confidential nominations for individuals, groups, and businesses. - Awards will be externally judged. - Discussion on prize alternatives due to limited £200 sponsorship from Kingsley Plastics (monetary awards ruled out). - The suggestion of engravable shields or plaques was well received and Cllr Squance offered to hand-engrave plaques voluntarily (in exchange for business recognition) which was accepted, with materials funded by Kingsley Plastics. Cllrs Odulinski and Squance to liaise. Business Engagement & Breakfast Meetings The Councillors discussed expanding the network of local business sponsors and plans for a second business meeting, with Kingsley Plastics offering to host. Before this, they aim to consult Torridge District Council on Winkley's local development plans to align efforts. The original goal of fostering council-business relationships through breakfast meetings was revisited, clarifying that Kingsley Plastics remains committed to co-hosting and awaits the Parish Council's guidance. Logistical concerns about food were addressed (marquee and catering offered), and it was emphasised that these would be joint initiatives and not run by the individual businesses. Cllr Warner proposed, and the Chair seconded to include the business breakfast and engagement strategy on the next Parish Council Meeting's agenda.
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	It was also requested that the use of “<i>business people</i>” instead of “<i>businessmen</i>” should be used to acknowledge women in business. This was duly acknowledged and accepted by the Councillors. Cllr Warner also advised that he was still awaiting to receive information on a meeting date after consulting with the Parish Council’s Planning group and District Cllr Newton, as to whom to contact at TDC regarding Airfield development and local business concerns. • Probation Meetings for New Staff: Discussion on scheduling probation review meetings for the Parish Clerk and Administration Clerk. A formal motion was proposed by Cllr Phillips to hold these meetings at mutually agreed upon dates; seconded by Cllr Roth and was unanimously approved.
11.06.25	Finance The following had been previously circulated to all the Councillors and were presented at the meeting for approval. a) Schedule of Payments and Receipts since last Meeting held on 28th May 2025 was approved and signed. The Clerk and Cllr Jacobs identified that regular payments for the Cemetery Bungalow Management Fee were incorrectly being paid from the Business Account. The Council agreed to cancel the current standing order from the Business Account: perform internal transfers and then establish a new standing order directly from the dedicated Bungalow Account as these expenses are specific to the property. b) The Bank Reconciliation to 31st May 2025 was agreed and approved. It was also confirmed that the copies would be uploaded to the Parish Council’s website under the Finance section. c) The Accounts and Budget update to 31st May 2025 - The Accounts were duly approved, and during the Budget update discussion, a discrepancy was identified under the "Miscellaneous Contingency" line. The document stated that the budget was £750, with £0 spent, but the remaining balance showed £950, which did not make logical sense. This was determined to be an anomaly. Cllr Phillips proposed, and Cllr Roth seconded that the Council agree to approve the Budget update with the understanding that this should be corrected and a revised version circulated. . The Clerk undertook to attend to the error without delay and re-issue.
12.06.25	Audit 2024-25 The Chair briefly touched on the Clerk’s audit preparation for the 2024–2025 financial year and suggested that a Cllr Squance be advised not to vote on related matters if he wished to abstain, to maintain transparency and proper conduct in audit matters (i) Internal Auditor’s Report The Chair asked for the Clerk to give a summary due to the report’s complexity. The Clerk provided a detailed explanation, highlighting a significant discrepancy in the Council’s precept figures. In January 2024, the Council agreed to a precept of £46,000 as recorded in the Draft Minutes of 24th January 2024. However, the actual amount submitted to Torridge District Council (TDC) was £38,000, and there is no official record in the approved Minutes of reflecting this change. This oversight was flagged by the Internal Auditor. A resolution was proposed by Cllr Phillips and seconded by the Chair to amend the Draft Minutes of 24th January 2024 to correct the precept value to £38,000, which was approved with one abstention. There was a clarification that the amendment is only to state the actual amount submitted, not to suggest the figure was passed under the original motion. The Clerk advised that the Report included numerous recommendations, and the Auditor had been assured the Council is working proactively to address them, and it was noted that he had observed recent website updates and is aware of the Council’s commitment to improvements. The Councillors acknowledged the extra work that had been involved, and the Chair emphasised the importance of addressing all issues from the Auditor’s report before the next AGAR 2025-2026 and was also addressing the need to publish five years of AGAR documents on the Council’s website.

	Cllr Phillips raised the topic of using Scribe – an accounting software intended for Councils – which had been discussed in 2021 and a resolution had that time been approved adopting this system. It was noted that although delayed the resolution was still valid. The Chair confirmed that he and the Clerk would be looking into the costs, etc. within the next few days. The Councillors were supportive of such a system being considered again. (ii) Annual Governance Statement 2024-2025 - Acceptance and approval was proposed by Cllr Roth and seconded by Cllr Phillips, with full agreement from the Council. The Chair was asked to sign accordingly. (iii) Accounting Statement 2024-25. Acceptance and approval was proposed by Cllr Roth and seconded by Cllr Keys, with full agreement from the Council. The Chair was asked to sign accordingly. (iv) The Explanation of Variances 2024-25. The Clerk explained that the 70% difference in figures stemmed primarily from several large expenditures, including a new boiler, cemetery shed roof replacement, defibrillator installation, and a three-year maintenance plan. The explanation was accepted without dispute. Cllr Warner proposed acceptance, and seconded by Cllr Keys, and all members were in favour. (v) Payments & Receipts Schedule 2024-25 The Clerk advised that the noted discrepancy was carried over from the previous financial year with respect to an uncleared cheque. This issue had been discussed with the Internal Auditor and would continue to monitor it, and the figures were adjusted accordingly. Cllr Phillips proposed, and Cllr Warner seconded the approval, and was passed unanimously. The Chair was asked to sign accordingly. (vi) Fixed Assets List to period 31st March 2025 Discussion followed concerning this list and Cllr Roth proposed and Cllr Phillips seconded the motion to approve the List and was carried unanimously. The Chair was asked to sign the document. The Councillors agreed to again review the items and respond to the Clerk by 10th July 2025. (vii) Confirmation of date for Public Access Rights. The Clerk confirmed that the Notice of Public Rights would run from 1st July 2025 to 11th August 2025, and it would be announced on Friday, 27 June 2025, with them being posted on all noticeboards and on the Parish Council website.
13.06.25	To receive Report from Finance and Governance Committee: Following receipt of Cllr Odulinski's brief report on this, the issue of committee leadership was discussed as it is currently without a Chair or designated Leader which poses some challenges for ongoing oversight and management. The Chair advised that he would be speaking to the various members to discuss potential solutions and leadership options, and it was agreed to await the Chair's feedback. Public Communication of Committee Reports The Council discussed methods for improving public awareness of its activities, specifically through the publicising committee reports. A proposal was made to use notice boards and email lists to share concise, public-friendly summaries of committee work thereby aiming to enhance transparency and engagement. Concerns were raised regarding potential public misinterpretation of non-final information and the practicality of display space on notice boards. While some members suggested online publication, others highlighted the need for accessible channels for residents who did not have access to the internet. The discussion concluded with an agreement to publicise summarised reports, with a process to be agreed upon that ensures council approval and clarity that the content represents ongoing actions, not final decisions. Emphasis was placed on making council work visible and understandable to all residents. Discussion also included the length of the Minutes of the Parish Council Meetings, and it was highlighted that sometimes there was not enough space on the noticeboards for the document. Cllr Jacobs proposed that a new noticeboard be purchased and placed in the Community Centre

14.06.25	solely for the Parish Council's use which would include the Minutes of the Meetings. Cllr Phillips seconded the motion to buy a new noticeboard. Clarification was then further given that the website would host full committee templates post-approval; the new Community Centre noticeboard would carry printed versions, with a condensed one-page summary to appear on the official notice boards subject to space. It was also decided that the Minutes should be drafted in two versions for consideration by the Councillors. <i>*** District Cllr Newton arrived at 8.40pm and was duly acknowledged by the Chair***</i> Cllr Newton apologised for his late attendance but as he had previously advised he had been attending an event in Chorley where they received a detailed update on the <i>Chawleigh Community Trust</i>, a live Community Land Trust (CLT) housing project. He shared a comprehensive and encouraging account of the initiative with the Councillors and agreed to compile and share detailed notes for the Council's reference, which was positively received by everyone. The Chair thanked him for his resume of the event and asked the Meeting to proceed with the next Agenda item. To receive Report from the Parish Environment Committee Cllr Warner advised the Meeting that due to some committee members being away, he had made only preliminary notes reflecting the committee's current status. He intentionally left out new ideas or proposals, instead deferring that responsibility to the full Parish Council for future consideration. This approach was framed as a temporary measure until the full committee could reconvene and engage more deeply with development planning. • Cemetery Bungalow - Restore concrete path and costs involved. • Cemetery – consideration of Bomb shelter • Cemetery - consider alternative accommodations of soil from graves and signage • Recent audit of benches and bush shelters - review findings and maintenance accordingly The Councillors discussed the above Agenda subjects, and the following is a resume of outcomes and further actions: • Cemetery Bungalow - Restore concrete path and costs involved. Cllr Warner requested permission to spend up to £50 to buy materials (sand, cement, gravel) to finish a path connection to the bungalow. Cllr Phillips proposed, and the Chair seconded the request with full approval. • Cemetery – consideration of Bomb shelter The Chair raised concerns over its safety: the shelter lacks fencing or gates, and its structural integrity is questionable and suggests to avoid liability simple "Keep Out" signs should be placed at both ends. Cllr Warner proposed and Cllr Phillips seconded the motion and the Councillors agree unanimously. • Cemetery - consider alternative accommodations of soil from graves and signage Discussion followed on the management and re-purposing of consecrated soil from graves within the churchyard. To address the legal and respectful disposal of this soil, which must remain onsite, the Council is planning to use it to fill a drain as part of a new pipe installation. Two out of three necessary quotes for this work have been received. To prevent delays a small team would be authorised to select a contractor and approve the expenditure retrospectively at the next Parish Council Meeting. This motion was proposed by Cllr Phillips and seconded by Cllr Jacobs with everyone in agreement. <i>***At 9.00pm it was proposed by Cllr Roth and seconded by Cllr Phillips to extend the meeting for a further 15 minutes, with full agreement from the Councillors***.</i> • Recent audit of benches and bush shelters - review findings and maintenance accordingly Cllr Warner presented his findings from an audit of local benches and bus shelters, which he had previously circulated in advance to the Meeting. To summarise: four need significant stabilisation
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	or replacement, and a general maintenance list exists. He suggested either issuing a public tender or forming a volunteer group to handle the work. The Councillors agreed to look into this task further.
15.06.25	S106 Issues Cllr Warner advised that there were several ongoing projects including a bench installation that now appears to have secured funding. There are fences and pathway work requiring attention. He also highlighted the need for improved local engagement with S106 planning whereby advising a lack of response from local sports clubs and village halls despite contacting them, which suggested that a broader issue of awareness and coordination was required especially with regard to S106 funding's impact on the village.
16.06.25	Parish Council Policies and Practices: a) Email accounts allowance increases The Chair addressed email account allowances, noting that some Councillors had exceeded their 2GB limit. A reminder was issued to clear irrelevant emails while preserving all parish-related correspondence for potential Freedom of Information (FOI) requests. The Chair confirmed two accounts had been upgraded to 10GB with further upgrades available as needed. A motion to approve an additional email allowance payment of up to £100 total for Councillors passed unanimously. b) Financial Regulations Policy The Council reviewed the Financial Regulations Policy, with Cllr Warner identified inconsistencies between paragraphs 5.6 and 5.9, specifically concerning the inclusion or exclusion of VAT in figures. It was suggested that he was referring to a previous version, the Council agreed to adopt the most recent official version for clarity. The motion to approve the policy was proposed by Cllr Phillips and seconded by Cllr Roth and passed unanimously. c) Standing Orders Policy The Chair advised that substantial work had been carried out by the Administration Assistant and would be referred to the People's Committee for further review at the next meeting and therefore proposed deferring it until councillors had a chance to examine it before the next session. d) Co-Option Policy Cllr Odulinski confirmed that this had been agreed upon six months prior and it was resolved that the approved documentation would be reissued and placed on the Council's website.
17.06.25	Street Safety Group Report: Community Infrastructure Updates and Action items. The Councillors discussed the subjects on the Agenda, and the following is a resume of outcomes and further actions: • DCC motion to create 20mph zones in villages in Devon – support thereof. Cllr Warner gave a summary on this subject, and he proposed, and Cllr Phillips seconded with the remaining Councillors unanimously agreeing to pass a motion to formally request Devon County Council adopt 20mph as the standard speed limit in villages, with 30mph as the exception. • 20mph Zone for Winkleigh – update Cllr Warner reported that local traffic speed monitoring remains a priority. . • Walking signs – update Cllr Warner advised that the Council is still awaiting installation of promised walking signage from Highways Department • Winkleigh Speed Gun – update Cllr Warner presented a detailed report on local speed monitoring efforts, using speed gun data and graphs from various roads including Torrington Road, the main road near Devon Motors, and Townsend Hill. He and Cllr Goldsworthy had observed that most speeds were within legal limits, the data highlighted instances exceeding proposed 20mph thresholds and supporting arguments for reduced limits in specific areas. For example, average speeds near the cemetery were 34mph, with some vehicles reaching 40-43mph. Conversely, Townsend Hill showed naturally lower

	speeds, averaging 18mph downhill during school hours. Exeter Road was identified for future monitoring, particularly during early morning work traffic. The Council also discussed logistical safety for future speed gun deployments, emphasising the need for protected monitoring locations. ***At 9.15pm it was proposed by Cllr Roth and seconded by Cllr Phillips to extend the meeting for a further 15 minutes, with full agreement from the Councillors***.
18.06.25	Paths and By-ways Report Cllr Warner advised that the intention was to create a tracking spreadsheet and Cllr Roth advised that a compiled list from recent walks had been made which would be centralised. Confusion over differing footpath numbers highlighted the need for a combined system. It was noted that only minor issues were found on walked footpaths, mainly recommending better signage. However, the last comprehensive walk was in late Autumn 2024 with planned further checks to ensure the ongoing status of the project. The Council wished to remind the public that any individual issues should be reported directly to Devon County Council, despite the Parish's partnership
19.06.25	Parish Matters • Response from TDC ref Street Cleaner The Parish Council discussed the recent response from TDC concerning the Parish Council's ongoing street cleaning concerns, during which proportionate costings were highlighted and the specific cleaning routes are still slightly unclear. It was noted that there was a "bespoke arrangement" with the Parish and TDC despite inconsistent appearances of the mechanical cleaner and although TDC is legally responsible for litter clearing there is no specified service standard for the street cleaning. After further discussion with District Cllr Newton, it was decided to remain with the existing arrangement for the present time. • Weight restrictions and village access update Discussion followed regarding the traffic concerns, specifically regarding restricting access to the village for heavy goods vehicles. It was noted that the Parish Council had been advised that at present there were no suitable signage schemes available that would meet the Parish's goals. Suggestions were made to place private signs or negotiate with local businesses, but enforcement remains an issue. Buses continue to use prohibited routes without consequence. This matter is an ongoing issue. • ESMG Update It was reported that the Group's purpose has been reinforced thereby trying to ensure Section 106 funding is used to improve parking at Eggesford Station. Cllr Warner advised that correspondence received had indicated the matter would be handled internally by Devon County Council, but no progress had occurred and after a follow-up apologies were had been received for the "no action", which had now meant that external consultants had been appointed to proceed with the project. For the sake of clarity Cllr Warner explained to Cllr Squance that ESMG's main role is to keep pressure on the DCC to use the allocated funds, especially given the fragmented jurisdiction involving multiple Parishes and County Councillors. • Community Event – Fair to be held on 5th July 2025 It was confirmed that the Community Fair on 5th July 2025, would be held at the Community Centre. Cllr Oduluinski confirmed that posters had been delivered, and volunteers would be organising refreshments and several Councillors confirmed their availability to help with the provision of refreshments, including Cllr Phillips to provide the catering equipment. Brief mention was made of the Awards Evening on 17th of July, and discussion followed concerning the various refreshments that was felt should be offered at the event. Cllr Warner proposed using a feather flag banner to clearly indicate Parish Council involvement at events held at the Community Centre, helping passersby identify the host. This idea was agreed upon as valuable for external identification. The Council discussed visual elements like using varying shades of colour and the model signage; addressed the design and impracticality of double-sided printing due to sunlight issues.

20.06.25	Cllr. Phillips proposed a £150 budget for the provision of the banner, and Cllr Roth seconded and all in favour. The Chair and Cllr Warner to discuss the final artwork before the purchase. It was agreed that the banner would be displayed at every meeting. ***At 9.30pm it was proposed by Cllr Phillips and seconded by Cllr Roth to extend the meeting for a further 15 minutes, with full agreement from the Councillors***. • Parish Council Grants Members agreed that the process needed better publicity compared to previous years when only a limited number of applicants were aware of the opportunity. Suggestions were made to advertise via Facebook, community notice boards, and any locate events. Cllr Warner proposed to repeat last year's grant procedure, with the application form already available on the website. This was seconded by Cllr Roth and unanimously agreed. It was decided the closing date for applications would be the day before the July meeting (i.e. 22nd July), and the method of advertising was left flexible to allow adaptation as needed. A.O.B. • Cllr Roth enquired about the Defibrillator Agreement and the Clerk confirmed that the matter had already been handled. • The Awards Event – As this would occur before the next Council Meeting a decision regarding the refreshments was needed. After a brief debate concerning an available budget and also noting that there was a possibility of sponsorship which would offset costs, it was suggested a spending limit of £200, which was then proposed by Cllr Phillips and seconded by Cllr Roth, and agreed by all Councillors.
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Meeting ended at 9.37pm.

Date of next meeting: Wednesday, 23rd July 2025

Chair..... Date.....