

Winkleigh Parish Council.

**Minutes of the Annual and Full Meeting of the Council
held on
Wednesday 17th May 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

Cllr Angela Findlay Chair Cllr Alex Phillips Vice-Chairman	Cllr Greg Goldsworthy Cllr Alan Jacobs Cllr Pauline Odulinski	Cllr Andrew Warner
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Minute taker for the meeting: Lorraine Wheeler Locum Clerk

Also in Attendance: Cllr Andrew Saywell (From 7.50 pm), Trish Clarkson (Speedwatch Group) and one Member of the Public

01.5.23 **Welcome** – The Chair opened the meeting and declared that audio and visual recording is being taken via zoom and audio by Cllr Goldsworthy.

02.5.23 **(a) Election of Chairman**

PROPOSED:

It was proposed by Cllr Odulinski and seconded by Cllr Warner that Cllr Findlay be nominated.

It was proposed by Cllr Goldsworthy that Cllr Phillips be nominated. There was no seconder for Cllr Phillips.

5 Members voted in favour and 1 against Cllr Findlay.

RESOLVED: It was thereby resolved that Cllr Findlay be Chair for the coming year.

(b) To Receive Chairman's Declaration of Acceptance of Office

Cllr Findlay accepted the nomination and signed the Declaration of Acceptance of Office, witnessed by the Clerk.

(c) Election of Vice-Chairman

PROPOSED:

It was proposed by Cllr Goldsworthy and seconded by Cllr Warner that Cllr Phillips be nominated.

It was proposed by Cllr Odulinski and seconded by Cllr Phillips that Cllr Jacobs be nominated.

Both Members received 3 votes each and Cllr Findlay as Chair used her casting vote in favour of Cllr Phillips.

RESOLVED: It was resolved that Cllr Phillips be Vice Chairman for the coming year.

Cllr Phillips accepted the nomination and signed the Declaration of Acceptance of Office, witnessed by the Clerk.

03.5.23 **Apologies** - Cllr Benjamin Roth, Cllr Andy Keys, TDC Cllr Simon Newton.

- 04.5.23 **Declaration of Interests (Forms)** – to be submitted to the Clerk within 28 days of the election.
(a) Declarations of Interests for this Meeting - None
- 05.5.23 **Adjournment for Public Participation – 15 minutes (3 minutes per attendee)**
A Member of the public wished to thank Cllr Findlay for standing as Chair and wished her well for the coming year.
- 06.5.23 **County Councillor Report – Cllr Andrew Saywell (7.50pm) Report Attached Below.**
Questions Taken:
A member of the public asked whether a survey could be undertaken by Highways on Torrington Road. Cllr Saywell thought it likely.
Cllr Odulinski asked whether any negotiations were likely for a Unitary Authority of Devon. Cllr Saywell thought it unlikely at the present time.
Cllr Saywell left the meeting at 8.10pm
- 07.5.23 **District Councillors Report – Cllr Simon Newton** sent apologies and this stage had little to report as TDC are in the process of restructuring themselves after the recent Local Government elections and there have been no meetings (the first Full Council is on the 22nd).
No party achieved an overall majority so technically the Council is listed as "No Overall Control" however the Independents remain by far the largest group therefore there is not expected to be much change.
Cllr Newton was humbled to be re-elected as our District Councillor and will continue to represent and support all residents within the Ward to the best of his ability.
- 08.5.23 **To Receive and Approve the Minutes of the Meeting held on 26th April 2023**
PROPOSED BY Cllr Findlay and SECONDED BY Cllr Phillips, All Members present in favour.
RESOLVED the minutes dated 26.04.23 were approved.
- 09.5.23 **Matters Arising from the Minutes if not addressed in this Agenda 11.4.23** Cllr Findlay advised that she has not been able to contact Tom Vanstone re a link to the neighbourhood plan for applicants on the TDC website but will pursue. TV has been extremely busy with the elections. AF
- 10.5.23 **To Review the Policies of the Council (Available on the Council's website)**
The Clerk advised that all Policies require reviewing. Cllr Findlay offered to email all members to invite them to choose policies to review and she would pick up the remainder. AF
- 11.5.23 **To Approve the Council's Annual Subscriptions and Payments to:**
(a) Devon Association of Local Councils Annual Membership £425.53
(b) Torridge District Council Street Cleaner £707.57 per quarter
(c) Information Commissioner's Office £35.00 per annum
(d) Vision ICT Website Domain Name £65.00 plus VAT every two years
(e) Vision ICT Website Hosting & Support £125.00 plus VAT per annum
(f) Vision ICT Email Hosting £18.00 plus VAT Annually (Jan – Dec 2023)
(g) Majestic Trees £2720 per annum payable monthly (£226.66)

(h) EDF Energy £25.00 per month (power to the square)

Following discussion regarding current website fees (discussed further at 23.5.23) and the requirement for a meter reading for EDF (Cllr Phillips to attend to), it was proposed the above annual subscriptions and payments be approved.

AP

PROPOSED BY Cllr Phillips and SECONDED BY Cllr Jacobs. All Members present in favour.

RESOLVED. To be administrated by the Clerk.

The Clerk

12.5.23 **Representatives were appointed to:**

a) Internal Groups

- Finance/Internal Audit (Cllrs & Clerk) **Findlay, Odulinski, Warner**
- Asset & Asset Maintenance (Cllrs) **Jacobs, Findlay, Warner**
- Cemetery Grounds Group (Cllrs, & Clerk) **Findlay, Warner**
- Bungalow Group (Cllrs) **Warner, Jacobs**
- Defibrillators (Cllr) **Findlay, Phillips (Hollacombe)**
- Emergency Plan (Cllrs) **Goldsworthy, Findlay, Phillips**
- Working & Tidy Group (Cllrs) **Jacobs, Roth**
- Neighbourhood Plan Monitoring Group & Planning (Cllrs) **Odulinski, Findlay, Phillips** (MoPs) Pauline Warner, Penny Griffiths

The Clerk

b) Representatives to External Public Bodies and Other Organisations

- Chulmleigh Health Centre Patients Participation Group PPG (Cllr) **Warner**
- Community Centre (Cllr) **Jacobs, Findlay**
- Playing Fields & Sports Centre (Cllrs) **Goldsworthy, Jacobs**
- Pre-School/School (Cllrs) **Findlay, Odulinski**
- Torridge Area Advisory Group TAAG (Cllrs) **Findlay, Phillips**
- Village Hall (Cllr) **Jacobs**
- Winkleigh Fair (Cllr) **Phillips**
- Winkleigh Society (Cllr) – **it was duly noted by all Members that the Winkleigh Society do not require a representative of the Parish Council (received via email by the Clerk).**
- Police Councillor Advocate (Cllr) **Phillips**

The Clerk

13.5.23 **To set the times/dates for forthcoming monthly meetings for the year 2023/24**

Meetings are held on the 4th Wednesday monthly except during August and December.

2023: June 28th, July 26th, Sept 27th, Oct 25th, Nov 22nd,

2024: Jan 24th, Feb 28th, March 27th, April 24th, Annual Meeting May 22nd

2024: Annual Parish Meeting (Assembly) to be confirmed.

Following discussion it was suggested by Cllr Odulinski to hold a Community Fair in lieu of the Annual Parish Meeting (Assembly) to be held on 2nd September 2023 at the same time as the monthly market. Community groups could be invited to have a table to promote their groups and the Council could promote the vacancies to be filled by Co Option. Cllr Odulinski offered to put some information together and further consideration to be given at the July meeting.

PO

PROPOSED BY Cllr Warner and SECONDED BY Cllr Phillips, All Members present in favour.

RESOLVED The dates above were approved. The Clerk will add to the Council's website.

The Clerk

- 14.5.23 **USUAL BUSINESS**
- 15.5.23 **Talking Bench -**
1. **Update Cllr Roth** – No update received and Jo Skinner not present. Cllr Phillips proposed to defer to next meeting. Deferred
2. **Consideration for Plaques on Benches – Update Cllr Warner**
Cllr Warner requested this item be deferred until the new website is in progress. Deferred
- PROPOSED BY Cllr Warner and SECONDED BY Cllr Phillips, All Members present in favour.**
- RESOLVED. It was agreed to wait until details of the new website have been settled.**
- 16.5.23 **Cemetery -**
1. **Bungalow Remedial Works/ Boiler – Cllr Phillips**
The Clerk advised that following an email from the tenants she had arranged for Trevor Smith to attend and repair the boiler. A small part had been replaced in the valve. It was discussed and agreed that the invoice should be submitted to Pure Lettings for deduction from the rent whilst they are managing the bungalow.
- PROPOSED BY Cllr Findlay and SECONDED BY Cllr Phillips, All Members present in favour.** The Clerk
- RESOLVED. The Clerk to request that Trevor Smith invoice Pure Lettings.**
2. **Management of the Bungalow – Contract For Consideration**
It was proposed that information received by the Clerk be forwarded to the Bungalow Group for consideration and report back to the next meeting in July.
- PROPOSED BY Cllr Findlay and SECONDED BY Cllr Warner, All Members present in favour.** AJ/
AW
- RESOLVED. The Clerk will forward the information to Cllrs Jacobs and Warner.**
3. **Shed Roof – Storm Damage 12th April 2023 Quotations – Cllr Phillips - Appendix A** The Clerk
AF
- Cllr Phillips advised he had only received one quotation. The Clerk to seek two further quotations with assistance from Cllr Findlay. Continues.
4. **Ditch and Drain Maintenance Quotations – Cllr Phillips - Appendix B** The Clerk
AP
- Cllr Phillips advised he had not received any quotations for the above. Continues.
- 17.5.23 **Coronation Event/Street – Update Cllrs Phillips & Roth**
Cllr Phillips reported that the events had been well received and enjoyed by over 100 residents. A superb lunch was provided by the Warm Spaces Group. The Kings Arms thanked the Council for their support. All Members thanked Cllrs Phillips and Roth for assisting with the arrangements.
- 18.5.23 **Planning**
1. **Applications for Consideration**
- a) **1/0244/2023/FUL The Cactus Shop, Caldicott, Winkleigh,**
Erection of a rural workers dwelling. **Expiry 18th May.**
- Following discussion Members proposed no objection to this application.**
- PROPOSED BY Cllr Goldsworthy and SECONDED BY Cllr Warner, 5 In Favour, 1 Abstention.** The Clerk
- RESOLVED No Objection.**

2. Decisions

- a) **1/0556/2022/FULM Land West Of Townsend Hill, Winkleigh,**
Residential development of 77 dwellings with associated
infrastructure (Object) **Permission Granted**

Noted

19.5.23 Finance

1.

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

- ii) **To Approve Bank Reconciliation at 30.04.23 Appendix D**

Cllr Findlay advised that following a meeting of the Finance Group the previous day when documents had been inspected and agreed, she could advise that all was in order and signed. It was therefore proposed to approve i) and ii) above.

PROPOSED BY Cllr Warner and SECONDED BY Cllr Phillips, All Members present in favour.

RESOLVED. Appendix C & D are approved.

- iii) **To Approve the Annual Governance Statement 2022/23 Appendix E**

Cllr Findlay advised that the Finance Group had studied the Annual Governance statement and agreed all statements except no 2. Cllr Odulinski proposed a schedule of interim measures to ensure this is rectified and will provide the schedule to the Clerk for forwarding to PKF as required.

PROPOSED BY Cllr Phillips and SECONDED BY Cllr Warner, All Members present in favour.

RESOLVED. The Annual Governance Statement was approved and signed by the Chair

The Clerk

- iv) **To Approve and Sign the Accounting Statements 2022/23 Appendix F**

Cllr Findlay advised that following a meeting of the Finance Group the previous day when documents had been inspected and agreed, she could advise that all was in order.

PROPOSED BY Cllr Odulinski and SECONDED BY Cllr Phillips, All Members present in favour.

RESOLVED. The Accounting Statements were approved and signed by the Chair

The Clerk

- v) **To Approve Dates for Exercise of Public Rights 2022/23 Appendix G**

The Clerk advised the dates proposed are from 3rd July – 11th August and must be displayed on all notice boards and the Council's website.

PROPOSED BY Cllr Phillips and SECONDED BY Cllr Goldsworthy, All Members present in favour.

RESOLVED The Clerk and Cllr Findlay will advertise in due course.

AF/
The Clerk

- vi) **To Approve the Financial Risk Assessment 2022/23 Appendix H**
PROPOSED BY Cllr Warner and SECONDED BY Cllr Odulinski, 5 in favour, 1 against.

Cllr Findlay again advised that following a meeting of the Finance Group the previous day when the risk assessment had been inspected, she could advise that all was in order.

RESOLVED. It was resolved to approve the Financial Risk Assessment as amended (redated) and approved by the Internal Auditor. This should be undertaken annually.

The Clerk

vii) To Receive the Internal Audit Report & Recommendations

Appendix I

Cllr Odulinski advised there are 17 areas recommended for improvement. It was proposed to accept the Internal Audit Report and that the Finance Group and Clerk meet and monitor going forward with an action plan.

PROPOSED BY Cllr Findlay and SECONDED BY Cllr Odulinski, All In favour.

RESOLVED To create and monitor an action plan.

AF
PO
AW
AK
The
Clerk

20.5.23 2. Unity Trust & Banking Arrangements – a) Nat West Bank – Update Cllr Findlay re dual level authorisation & additional bank signatories required.

Cllr Findlay had not been able to go to Nat West, Cllr Jacobs offered to accompany her to amend the mandates to remove the former Clerk.

Discussion took place regarding alternative banking arrangements. Cllr Goldsworthy and Cllr Phillips offered to look into Barclays and Lloyds Bank services. Continues.

AF
AJ

AP
GG

21.5.23 3. BHIB Parish Council Insurance Policy Renewal -

a) Insurance Policy – To Consider Quotations (To Follow)

The Clerk provided two further quotations (Zurich & A. J. Gallagher). It was proposed to place the Insurance on a three year long term Agreement with Zurich.

PROPOSED BY Cllr Warner and SECONDED BY Cllr Phillips, All Members present in favour.

RESOLVED. The Clerk to administrate.

The
Clerk

b) Insurance Claim for Cemetery Shed Roof Excess £125.00

Further to item 16.5.23 3. Two further quotations are required before a decision can be made as to whether to make a claim for the shed roof. Continues.

The
Clerk

22.5.23 4. Assets Register

a) Review - Cllr Findlay

Cllr Findlay carried out a review and has supplied a copy to the Clerk. One dog bin at Ring O Bells Green by the Church wall requires replacing and a bench in the Cemetery requires repairing.

Cllr Findlay will liaise with Cllr Jacobs re moving the office and IT equipment to the Community Centre and reviewing.

b) Bus shelters – Cllr Phillips – advised there is no bus to Hollacombe see Cllr Saywell's report. He will investigate further.

c) Replacement Benches – Cllr Phillips. Cllr Jacobs offered to repair the broken rungs on the bench.

PROPOSED BY Cllr Jacobs and SECONDED BY Cllr Warner, 5 in favour, 1 against.

RESOLVED to follow up the maintenance listed above.

The
Clerk

AP

AJ

The
Clerk

Lifting of Standing Orders to extend the meeting –

Cllr Findlay proposed and Cllr Phillips seconded extending the meeting beyond 2 hours in order to complete the transaction of business on the agenda. All in favour however Cllr Jacobs left the meeting at 9.30am

23.5.23 New Website – Progress Update & Schedule for Transfer Cllrs Warner & Goldsworthy

a) Set up fees £350.00 including first year hosting

b) Annual fee £100.00/annum including a secure certificate, daily rolling backups and servers powered by renewable energy

A long and protracted discussion ensued regarding the website, costs, provider, domain name and email addresses amongst other issues that require resolving. It was therefore proposed that Cllr Goldsworthy undertake some work on a new website and defer to the next meeting in July. The Clerk to contact Vision ICT re release of contract and the domain name.

GG
The
Clerk

PROPOSED BY Cllr Goldsworthy and SECONDED BY Cllr Findlay, All Members present in favour.

RESOLVED to defer to the July meeting.

24.5.23 **Speedwatch – Update Trish Clarkson Report attached below.**

25.5.23 **Employment of New Clerk – Update Cllrs Findlay & Odulinski**

- a) Interview Process to be discussed
- b) Approve the Proposed Timetable for Handover
- c) Approve SLCC Membership Fee £199.00 for new Clerk

Cllr Odulinski reported that she had received 9 interested parties via Linked In (but no applications) of which only one was living within a reasonable distance of the Parish in Plymouth. It was agreed to advertise more locally with a flier in the forthcoming Distinctly Winkleigh and as many adverts placed on facebook and notice boards locally as possible. A sum of £150.00 was proposed to cover printing. Cllr Phillips offered to obtain quotes. In addition, it was proposed to extend the deadline for applications to July 19th to allow more time. The Clerk will recirculate the advert to DALC and SLCC.

AP
AF
PO
The
Clerk

PROPOSED BY Cllr Warner and SECONDED BY Cllr Findlay, All Members present in favour.

RESOLVED to extend the deadline and advertise more locally.

26.5.23 **To Propose to Appoint a Councillor as Interim Proper Officer of the Council (Recommended by the Internal Auditor)**

On the advice of the Internal Auditor, the Council proposed Cllr Odulinski be appointed the interim Proper Officer of the Council until a new permanent Clerk has been appointed.

PROPOSED BY Cllr Findlay and SECONDED BY Cllr Goldsworthy, All Members present in favour.

RESOLVED Cllr Odulinski be appointed the interim Proper officer of the Council.

27.5.23 **Members Reports/Questions**

Questions arose around the possibility of FOI requests on emails. GDPR means that personal emails are not included; however, Councillors are recommended to set up a separate email for Council use.

28.5.23 **Date of Next Meeting – 28th June 2023**

29.5.23 **Close of Meeting –** There being no further business the Chair closed PART I of the meeting at 10.07pm.

Part II **EXEMPT SESSION**
Confidential Matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2) The public and press were requested to leave the meeting.

Signed.....

Chairman.....

Dated.....

06.5.23 DCC Cllr Andrew Saywell

- Congratulated Simon on re-election

Good news and less good news... will start with the latter.

Changes to the 315 Bus Service

- 315 Bus Service – turning back into the 5B with Stagecoach due to low passenger numbers. Peak time services for college/school students and commuters have been retained. New service will depart Winkleigh to Exeter at

WINKLEIGH, Turn	0640	-	0727	1027	1527	1826
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- And will depart for Barnstaple at:

WINKLEIGH, Turn	0724	093 5	1040	1505	1850	-	2001
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Due to a combination of extremely low passenger numbers, rising costs, and the end of Govt. Covid bus funding, some of the existing off peak afternoon and evening services will be withdrawn. To have a like for like replacement would cost up to £0.5 million! I have watched the existing off peak 315 bus service in Torrington only this week and counted zero people Exeter bound and only 4 Barnstaple bound...

(Please note that the above bus timetable has since been amended and is available on the Parish Website)

Mobile Library Consultation

The Council is consulting on ceasing the mobile library service due to the mobile vans reaching the end of their serviceable lives and falling numbers using it. As it is a consultation I am not going to pre-judge it, however what I am interested in is using the service differently. In particular, there is the Home Library Service so for those who cannot reach the main library in Torrington, can we get books delivered to them, and a wider choice of books too? That I think is the key and it shouldn't be about simply stopping the service and then having no 'outreach' service, it's about delivering it differently, even if the vans ultimately have to stop being used due to their age.

Better news...

Budgets

Final figures are being calculated but DCC is on course to have broken even for the 2022-23 Financial Year. I cannot stress enough how much of an achievement this is. In the summer of last year we were looking at a potential £40m overspend if we had done nothing. This puts us in a stronger position for this financial year should there be any further budget shocks (hopefully not!)

Highways

I attended an interesting demonstration at County Hall last week of both the 'Dragon Patcher' but also the use of a new material called 'elastomac' which is made from recycled materials, including tyres. This material actually binds/melds with the roads so should, if used for pothole repairs, seal itself to the road and stop water from ingressing into the repair, causing it to fail.

These are going to be used, hopefully Friday this week, to fix the two large potholes on Mile Hill on the A386.

Dragon Patcher

A very substantial programme of Dragon Patching repairs will also take place in Torrington Rural this summer, thanks in part to the additional £9.4m funding from the Government. Several sites in Hollocombe and Ashreigney have been put forward including also Hatherleigh Rd.

It isn't suitable for town streets BUT, I have put forward the 'countryside' section of Caddywell Lane and Mark James is assessing other rural roads in the Parish. The road from Hatchmoor Rd to Higher House in St Giles has been committed for this year...

Gas Lane

Final decision on what to do on this not expected until August/September when full report comes through on contamination.

24.5.23 Trish Clarkson coordinator/administrator Winkleigh Community Speedwatch Team.

We have now been operating for 1 year, our main monitoring sites are beside the A3124. Our speed detection device is not enforceable and we only record speeds of 35 mph and above. There have been nearly 600 vehicle registrations passed to Devon and Cornwall Police for further action, this is usually letters requesting compliance or an invitation to a speed awareness course when multiple offences are evident. There's a further % of passing vehicles between 31 and 35 mph, which we don't record. Depending on the time of day we're recording the average oncoming flow of traffic is between 150 and 180 so it's quite possible the flow in both directions is 300 or more. So the percentage of recorded drivers exceeding the limit is between 20/30%.

The fastest speeds have been in excess of 50mph in this 30mph zone, all recorded opposite the Sports Centre. I'm sure you'd agree that's of real concern as it's also the entrance to the children's play area.

There has also been involvement from North Devon's Speed Detection Officer whose camera is enforceable. Winkleigh is now flagged as having a problem on the A3124. Our presence does make a difference, but obviously only when there.

With this information I would ask the council to support an improvement to the crossing point sited to the north of Mid Devon Motors. At present there are just two black bollards marking a dropped kerb. These are often obscured by parked vehicles on the forecourt. On the other side of the road there is a bend masking oncoming traffic. A suggestion may be that two more bollards are erected on the east side of the road helping prevent vehicles mounting the kerb onto the footpath, and perhaps painting the bollards in a brighter colour making them more obvious.

We are always looking for volunteers so please if anyone approaches you on speeding issues please point them in my direction or to www.communityspeedwatch.org. Thank you.