

Winkleigh Parish Council.

**Minutes of the Full Meeting of the Council held on
Wednesday 28th June 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 in Attendance

Cllr Angela Findlay Chair	Cllr Greg Goldsworthy Cllr Alan Jacobs Cllr Andy Keys Cllr Pauline Odulinski (Proper Officer)	Cllr Benjamin Roth Cllr Andrew Warner
------------------------------	---	--

Minute taker for the Meeting; Lorraine Wheeler Locum Clerk

Also in Attendance: TDC Cllr Simon Newton, Jo Skinner (Talking Bench Report) and one Member of the Public

- 01.6.23 **Welcome** – The Chair to opened the meeting and declared that audio and visual recording is being taken via Zoom.
- 02.6.23 **Apologies** - Cllr Alex Phillips Vice-Chairman, DCC Cllr Andrew Saywell
- 03.6.23 **Declaration of Interests** – Cllr Goldsworthy declared an interest in item 17.6.23 c) application ref: 1/0356/2023 for the Sports Centre.
- 04.6.23 **Adjournment for Public Participation – 15 minutes (3 minutes per attendee)**
A Member of the Public advised that the deadline for reports for the next edition of the Distinctly Winkleigh is 1st August. She also enquired when discussion about the application for a hydraulic lift at the Bakery Stores will take place and the Clerk confirmed an extension had been sought following the July meeting, as the application had been received after publication of this evening's agenda.
- 05.6.23 **County Councillor Report** – Cllr Andrew Saywell Sent apologies, report attached below.
- 06.6.23 **District Councillors Report – Cllr Simon Newton reported:**
Cllr Newton expressed apologies for missing the last meeting. The District Council are still bedding in following the election. However, he (Cllr Newton) has been voted Chair of the Internal Overview & Scrutiny Committee. The Council plan to produce a Corporate Business Report – reporting on performance. This is also linked to a Housing Strategy – looking at homelessness, shortage of rental accommodation which is scarce and the cost being so high. TDC are spending £1m per year in temporary accommodation and using holiday accommodation which is expensive. As emergency short-term accommodation, an office block in Bideford has been purchased and will be converted into hostel accommodation and will be coming on line in September as well as pod units for temporary accommodation and other initiatives such as discouraging Air B and B

accommodation, although there is also a high demand in the tourist industry for holiday accommodation in the region.

The next District Planning Committee has been delayed until 20th July when the application for Greatwell Park/Turner's Field will be discussed, he advised the Parish Council to send a representative to speak.

Among other ongoing problems Cllr Newton is dealing with is Anti Social Behaviour.

Cllr Newton thanked Members and the public for voting for him once again.

- 07.6.23 **To Receive and Approve the Minutes of the Annual and Full Meeting held on 17th May 2023**
PROPOSED BY Cllr Warner and SECONDED BY Cllr Odulinski, 5 Members in favour, 2 Abstentions (absent from the last meeting).
RESOLVED the minutes dated 17th May were approved.

- 08.6.23 **Matters Arising from the Minutes if not addressed in this Agenda**
Cllr Odulinski raised the question of producing a regular rolling Action Plan, to include actions from the Internal Audit Report available to all Members to view and update their actions accordingly. The Clerk to draft and circulate.

The Clerk

- 09.6.23 **To Review the Policies of the Council (Available on the Council's website) – All Members to Opt for Policies of Interest to Review and Discuss at meeting 27th September 2023.**

Members agreed the following:

Bungalow Asset Management Plan - Cllrs. Warner and Jacobs

Cemetery Management - Cllrs. Warner and Jacobs

Cemetery Plan - Cllrs. Warner and Jacobs

Code of Conduct - Cllrs. Findlay and Odulinski

Complaints Procedure - Cllrs. Findlay and Odulinski

Financial Regulations - Cllr. Findlay

Financial Risk Management Record - Cllr. Findlay

Grants Policy and Application form -Cllr. Roth

Health and Safety Cllrs. Findlay and Keys

Internal Audit Policy - Cllr. Findlay

Press and Media Policy - Cllr. Roth

Councillor's Register of Interests - Cllr Odulinski

Date Retention Policy - Cllrs. Roth and Keys

Disciplinary Procedure Cllrs. Odulinski and Findlay

Employee Committee - Terms of Reference Cllrs. Odulinski and Findlay

Equality and Diversity Policy - Cllrs Odulinski and Findlay

Risk Assessment Cllrs. Findlay and Keys

Scheme of Delegation - Cllrs. Findlay and Odulinski

Staff Appraisal Policy - Cllrs. Roth

Standing Orders - Cllr. Findlay

Use of own Devices Policy - Cllr. A Warner

All Members

- 10.6.23 **Talking Bench -**

1. Update Cllr Roth & Jo Skinner

Jo Skinner reported – she had contacted Southernhay Housing, who are fully supportive of the project. Jo is still consolidating all angles, connecting with other areas also undertaking a similar project and she is in the process of connecting with them all, as well as our local surgery and the Primary Care Unit. Jo has discovered that there is access to funding - DCC Growing Communities Fund and £1200 is available and we meet all requirements but will need help to apply. Cllr Odulinski advised that the Council's Fair in September would be a useful vehicle for launching the project and connecting with others.

With regard to the bench, (slightly outside of her remit) she has enquired in the village – a young man from a forestry background who has quoted £650 for the bench of our design and will try others. Cllr Goldsworthy to provide details by the next meeting so that we have an idea of numbers attending the fair for her information.

- 11.6.23 **Community Fair – 2nd September 2023 – Update Cllr Odulinski – Appendix A**
(All members to Update on their Actions Undertaken)
Cllr Odulinski is trying to get together a list of organisations that have been contacted, however they are mostly business, we need the sports clubs and their contact details. This needs chasing as the next meeting is in July will be the last before the Fair. Cllr Goldsworthy will chase these up. GG
Cllr Newton advised there is considerable confusion regarding the name of the Fair which is the same as Winkleigh Fair being held in village in July. PO
Cllr Odulinski will put an article in the next DW following the Winkleigh fair in July and that will clarify, however an alternative title would be advantageous. All Members
All Members to consider.
- 12.6.23 **New Website –**
1. Progress Update & Schedule for Transfer Cllr Goldsworthy
Cllr Goldsworthy advised that the new website is 80% done, some further alterations and photos are required plus Councillors photos (Members please supply). It is much easier to navigate than the current website. He has set up a private Councillors page accessible via a password where we can store and share documents. There is also a posts area where the Clerk or another admin (perhaps 3 people Clerk, Cllr Goldsworthy & Chair) will monitor and approve any requests for posting. GG
2. Parish Clerk Email Address for Discussion.
25 email addresses are available for Members and the Clerk. GG
The Clerk has expressed concerns regarding (another) change of email address. These can be forwarded for a short period and historic emails will need to be backed up and saved for the next Clerk. The Clerk
- 13.6.23 **Employment Committee – To Approve Members (Chair, Vice Chair and Proper Officer) and Review the Terms of Reference**
Cllr Findlay cannot find the historic Terms of Reference – to be finalised along with other Policies at the September meeting. AF
It was proposed that the Employment Committee Members are:
Cllr Findlay Chair
Cllr Phillips Vice Chair
Cllr Odulinski Proper Officer
PROPOSED BY Cllr Roth and SECONDED BY Cllr Odulinski, all Members present in favour.
RESOLVED – Employment Committee Members are as listed above.
- 14.6.23 **Appoint Representatives to Internal Groups and External Bodies and Organisations – Cllr Andy Keys, Cllr Benjamin Roth**
Cllr Keys put himself forward for the Asset & Maintenance, Working & Tidy groups, plus Village Hall Committee. He does not wish to be recorded (17.5.23 minutes) as Finance Group (The Clerk to amend the minutes).
Cllr Roth put himself forward for the Cemetery Grounds group and Community Centre Committee.
The Clerk to update and publish on the Council's website. The Clerk

- 15.6.23 **20s Plenty for Devon – Campaign**
Devon County Council (Various Roads, Winkleigh) (20mph Limit & Restricted Road) Order – 6072 Expiry for Comments 13th July.
 Cllr Findlay advised that the Order stopped at the top of Townsend Hill and believes that it could be extended further. Cllr Warner agreed that more could be done. It was proposed to support the Order (6072) and submit an amendment following the next meeting when Members have had a chance to review and propose roads for additional restrictions.
PROPOSED BY Cllr Findlay and SECONDED BY Cllr Odulinski, All Members present in favour.
RESOLVED The Clerk to respond and place on the agenda for further discussion on 26th July 2023. All Members
- 16.6.23 **Spring on Townshend Hill – Proposed Highways Works – Update For Information**
 The developer has addressed this situation and the action is now completed. Action Complete
- 17.6.23 **Planning**
1. Applications for Consideration
 a) **1/0390/2023/FUL - Smythen Farm, Hollocombe, Chulmleigh -**
 Demolition of two barns and erection of four dwellings (Variation of condition 2 of Planning Application 1/0226/2020/FUL). **Expiry 15th June 2023.**
 The planning group offered no objections to this application.
PROPOSED BY Cllr Findlay and SECONDED BY Cllr Roth, All Members present in favour.
RESOLVED No Objection The Clerk
- b) **1/0482/2022/FULM - Land At Grid Reference 263212 108395, (Greatwell Park) Winkleigh - Residential development**
 comprising 71 no. dwellings and associated works (Amended plans). **Expiry 12th June 2023**
 The planning group continue to object to this application for reasons previously stated and as outlined in their report. It was proposed to submit the comments of the Planning Group in Objection.
PROPOSED BY Cllr Goldsworthy and SECONDED BY Cllr Keys, All Members present in favour.
RESOLVED Object The Clerk
- c) **1/0356/2023/FUL - Winkleigh Sports Centre, Winkleigh -**
 Erection of multi purpose sports facility to include fencing and floodlights. **Expiry 19th June 2023.**
 The planning group offered no objections to this application however, several recommendations were made with regard to environmental net gain and dark skies amongst others. Cllr Goldsworthy (declared an interest and abstained from voting) as representative of the Sports Centre advised that there are now six standard pitches, two EV charging points are being considered (finance required), new biodiversity areas are being created, lighting already exists in the tennis courts however, the MUGA would not be lit beyond the time period for the tennis courts. He will put the planning group comments to the Trustees.
 Following discussion, it was proposed to submit the objection and comments as recommended by the Planning Group.
PROPOSED BY Cllr Warner and SECONDED BY Cllr Keys, 6 Members in favour, 1 Abstention.
RESOLVED No Objection with recommendations. The Clerk

- d) **1/0424/2023/FUL - Heckapen Farm, Winkleigh** - Use of 2no. holiday units as 2 no. independent dwellings. **Expiry 30th June 2023.**

The planning group offered no objections to this application. The elderly parents and in-laws historically had permission to use this as a residence until their death. With the shortage of rental accommodation, it was agreed to continue the use for residential rather than holiday lets.

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

The Clerk

RESOLVED No Objection

- e) **1/0277/2023/FUL - Land At Grid Reference 260031 109449,** Winkleigh, - Change of use from agricultural land to a dog exercise field. Expiry 2nd July 2023.

The planning group offered no objections to this application.

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

The Clerk

RESOLVED No Objection.

2. Decisions – For Information

- a) 1/0067/2023/FUL - Agricultural Building At Grid Reference 262991 111029, Hollocombe, - Change of use of building to dwelling. (Support) Permission Granted
- b) 1/0234/2023/FUL - Land At Grid Reference 260661 111485, Winkleigh - Erection of wooden machinery and equipment store. (No objection) Permission granted.
- c) 1/1180/2022/OUTM - Bellinster House, Winkleigh, Devon - Outline application with all matters reserved for the part redevelopment of a mixed use live/work site, to include 15 residential units, workspace and Internet café. (Object) Application Withdrawn.

3. Torridge District Council Shortlisted for a Planning Award – Parish Council's Response (if any) to be agreed.

Cllr Findlay advised that she and several residents had emailed TDC to enquire why they are receiving a planning award and were advised by TDC they had not nominated themselves. As it appears to be a waste of time Cllr Findlay suggest no response by the Parish Council. All Members present agreed.

18.6.23 Finance

1. To Approve the Schedule of Payments and Receipts Since the last Meeting – Appendix B

Cllr Findlay advised the schedule had been inspected and signed off by herself and Cllr Odulinski on Tuesday.

PROPOSED BY Cllr Warner and SECONDED BY Cllr Goldsworthy, 6 Members in favour, 1 Abstention.

RESOLVED To approve the schedule of payments as submitted.

2. To Approve Bank Reconciliation at 31.05.23 Appendix C

Cllr Findlay advised the bank reconciliation had been inspected and signed off by herself and Cllr Odulinski on Tuesday.

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

RESOLVED To approve the bank reconciliation as at 31.05.23

3. Banking Arrangements – Update Cllrs Goldsworthy & Findlay

- a. **Nat West Bank – Update Cllr Findlay.** Cllr Findlay advised that they had removed the Ex Clerk’s access to the Nat West Current account online and it is assumed this applies to both the Reserve and Bungalow Account, but cannot confirm.
- b. **Update Cllr Goldsworthy Barclays & Lloyds Banks (re charges & dual level authorisation) Appendix D**

Cllr Goldsworthy had spoken to both Barclays and Lloyds. His preferred option is Lloyds having used them previously for clubs and societies. Cllr Findlay proposed that the current banking arrangements continue and defer the decision until the new Clerk has been appointed, as they may have a preference.

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

RESOLVED to defer the decision until the new Clerk is appointed.

4. Asset Register

- a. **Review Office Equipment - Cllr Findlay Update**
- b. **Bus shelters/services – Cllr Phillips Update re Hollocombe**
- c. **Replacement Benches – Cllr Phillips**

As Cllr Phillips is not present, Cllr Findlay proposed to defer all of the above (a), b) & c)) to the next meeting.

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

RESOLVED to defer the until the next meeting on 26th July 2023.

5. Internal Audit Action Plan – Appendix E

The Clerk advised that she had emailed to all an updated internal audit action plan with the actions requiring attention following the audit. Groups will need to check the plan for any actions i.e. Bungalow & Cemetery Group are advised to get a new valuation for the Bungalow. Cllr Warner advised that he requires a budget for the Group. The Clerk advised Cllr Warner to get some quotes and put together a budget request for the next meeting. Cllr Odulinski advised that she and the Clerk had discussed merging the two action plans, this is quite urgent so that we don’t fall foul of AGAR regulations.

The Clerk to email all when amalgamated.

AW

The Clerk

19.6.23 Employment of New Clerk – Update Cllrs Findlay & Odulinski

- a) **Formal Interview Process to be discussed (Employment Committee)**

Cllr Odulinski advised that we have received three very good applications so far and she, Cllr Findlay and The Clerk have had informal meetings with all three. We have got to the point where we can make a decision by the July meeting and are looking for authority from the Council for the Employment Committee to carry out formal interviews and appoint a new Clerk for ratification at the meeting on 26th July 2023.

PROPOSED BY Cllr Findlay and SECONDED BY Cllr Goldsworthy, 6 Members in favour and 1 Abstention.

RESOLVED the Employment Committee to hold formal interviews and appoint a new Clerk before the 26th July meeting.

Employment Committee

20.6.23 Members Reports/Questions

Cllr Roth - requested the Clerk to circulate by email to all Members requests for Agenda items two weeks before the next meeting.

The Clerk

Cllr Keys - enquired about responsibility for footpaths. DCC are and do have an online interactive map for reporting faults. The Clerk was requested to place an item on the Agenda for 26th July – ‘Footpath Inspections’.

The Clerk

Cllr Findlay – Royal Mail deliveries (lack of) – Cllr Findlay had asked in the Post Office and was told there had been a lot of redundancies and the post filled by agency staff, 50% of whom who do not turn up. There were now 2 postmen covering 6 rounds and they had been told to prioritise tracked mail and parcels.

21.6.23 **Date of Next Meeting – 26th July 2023**

22.6.23 **Close of Meeting** – there being no further business, the Chair closed Part I of the meeting at 9pm

Signed.....

Chairman.....

Dated.....

DCC Cllr Andrew Saywell Update Report for Winkleigh Parish Council

20 MPH Zone and Extension of 30 MPH Limit outside Elms Meadow

- The proposed Traffic Order for a 20 Zone around Townsend Hill and Westcotts Drive and 30 MPH extension at Elms Meadow is now out for consultation until 13 July. I have attached the layout of the proposals to this email.
- If anyone wishes to comment, you can go online to - devon.cc/20mph
- Comments (or objections!) to the proposals must be received by 13th July.

Speed Surveys, Torrington Rd and Townsend Hill

- A speed survey on these two roads, using a hand held speed recording device, has now been carried out by the Neighbourhood Highways Officer, Mark James. The results were as follows:

Torrington Road, 24/5/23.

Northbound & southbound traffic monitored as it passed the entrance to Redlands. 09:50 to 10:50. Weather: fair & dry

Average Speed: 22MPH

85th percentile speed: 27MPH

Townsend Hill, 8/6/23.

Northbound and southbound traffic monitored as it passed the entrance to Greystones. 15:00 to 15:45. Weather fair & dry. Wig wags in operation, circa 100 traffic movements recorded

Average speed: 19MPH

85th percentile speed: 23MPH

If anyone has any further questions about these results I would be happy to follow them up.

Meeting with Highways

- I did attend a meeting with Michael Newcombe and Cllr Warner to discuss road safety related issues on Townsend Hill and the Parish. I also spent some time with Mr Newcombe observing the traffic movements along Townsend Hill which, anecdotally, corroborated the findings of the speed survey with generally slow movement of traffic.

- We will be looking to arrange a follow up meeting to discuss this and other issues further.

5b Bus Service

- As per my email updates, since the May meeting some additional Department for Transport bus funding was awarded to DCC and the Council was able to offer an improved off-peak service for the 5b bus route and is now very similar to the old 315 service. I do have to stress though, we must **'use it or lose it!'**. Although peak time services will remain protected, for this route to become financially sustainable we do need to see a big uptick in off peak passenger numbers. The Government's £2 fair cap has been extended to the end of October, and then it will go up to £2.50 until November 2024. Compared with the fuel cost of a car journey, I can't think of a cheaper way for residents of Winkleigh to get to Barnstaple or Exeter (or anywhere else in between on the route) for just £2... so let's get using the bus!

Dragon Patcher

- The Dragon Patcher is now out and about working on sites in Torrington Rural. According to the online system it is currently working on a site in Ashreigney, so I would expect it to make its way down to Hollocombe and Winkleigh over the coming summer months.

That's it for this month. Any issues you'd like me to look into please let me know.

Best regards,
Andrew

DRAFT