

Winkleigh Parish Council.

**Draft Minutes of the meeting of Winkleigh Parish council held on
Wednesday 27th March 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 Angela Findlay Chair Vice-Chairman	Cllr Greg Goldsworthy Cllr Alan Jacobs Cllr Andy Keys	Cllr Andrew Warner Cllr Benjamin Roth
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Public Participation: Members of the public are invited to raise matters of interest to them concerning issues listed on the Agenda and any other urgent matters with the consent of the chair. Each member of the public should be entitled to a maximum of 1 session of not more than 3 minutes. The entire session shall be limited to not more than 15 minutes.

Reports from Ward members from Devon CC (Councillor Andrew Saywell) and Torridge DC (Councillor Simon Newton MBE)

01.04.24: In the absence of Councillor Saywell, the Chair invited Councillor Newton to present his report.

He began by reminding members that TDC had managed to set a budget but that had required TDC councillors to begin addressing the changes needed to address the slide in reserves which was continuing in the coming year. In relation to the now agreed devolution proposals following the consultation. The major areas affected are housing and bus transportation whilst at district level there are feelings that they should have a seat at the table. However, the change is not really designed to be sorted at District Level and he personally felt the decision was better balanced and he felt it certain that more funds would become available as time went on.

On the Levelling Up Partnership where Devon had been allocated £20 million of a national £400 million pot, the process was moving on apace and teams were expected from London to evaluate the options and proposals. More locally, Greatwell Park is slated for discussion later. His Locality grant budget was exhausted for 2023-24 with the final grant going to Acorn School. The pot would reopen with a fresh sum in May 2024.

The Chair thanked Councillor Newton for his report, and following a question he clarified that the visit from London was a slightly delayed visit under the original plan.

The chair declared the meeting open and reminded members that the meeting would be recorded for the purpose of the minutes, with the recording being destroyed once those minutes were approved.

02..04.24: Apologies for Absence:

The clerk reported that he had received apologies from Councillor Phillips (presumed to be work related), Councillor Wonnacott (family illness), Councillor Odulinski had sent a late apology as her travel had been disrupted and she was going to be very late back. A late apology had been received from Cllr Rickard [only received on the clerks return to the office quoting "personal circumstances"] or Cllr Roberts so these would be recorded as unexplained. Councillor Saywell was on leave.

03.04.24: Declaration of Interests:

None declared for matters arising on the Agenda.

04.04.24: To receive and approve the minutes of the meeting in February:

Chair reminded the clerk that Cllr Warner's name had been misspelt. The clerk had seen these and they would be corrected for the final version. Subject to these changes it was proposed by Cllr Warner, seconded by Cllr Keys that the minutes be approved as a true record and this was approved unanimously.

05.04.24: Matters Arising from the minutes of the meeting in February:

Review any updates on the rolling activity sheet: Cllr Warner was asked to present the updates:

1: Bollard quotation approved and position had been approved. Progress was ongoing.

2: Removal of bench at Ring 'O Bells had morphed into a refurb which had been done.

3: Revisit the problem of derelict housing. The District Councillor had confirmed that the last time he tried to make progress he hit something of a blank wall. The Chair confirmed that the DC councillor and herself would be arranging to co-ordinate efforts and she confirmed that the MP had been appraised of the situation.

4: Finance and banking situation still not fully sorted and a route to completion was still being worked on. Hopefully the accounts would be up-to-date by the next meeting.

5: Footpaths warden. Cllr. Roth confirmed that when he had completed his walks he would issue a report on the status of the footpaths.

6: Children's litter bin. Order held pending agreement on fixing requirements.

7: Quotations for shed roof. Although the previous meeting had decided to accept the quotation from RKR there had been a suggestion that the quotation may need revisiting to establish the condition of the roof. The Clerk conformed he had written requesting this information but had, as yet, received no response.

8: Clear Ditch cleaning quotations: to be discussed

9: Cemetery Charging Structure – pending

10: Access to online banking still not complete as Natwest have never been asked to expedite this, only to put the clerk on the mandate which has happened.

11: Date of Annual Parish Meeting

12: Letter from Chair to Chairs of other meetings. Has to go through clerks as there is no list of Chairs. In hand.

06.04.24: Repair of cemetery shed roof:

Clerk still waiting for confirmation that RKR quotation is still valid.

07.04.24: Cemetery Maintenance Contract Approval:

Clerk stated that he believed we were still waiting for quotation from Cllr Wonnacott. We have had a quotation from the existing contractor for 2 years at an uplift of 5% and would include ditch maintenance. Recommended that a new contract be agreed for one year to give time to review. There had been an additional payment made during the year which was unexplained. The clerk stated that either the council agree to the additional charge, which will need an invoice, or we will need to claim the refund. Proposed that a new contract will be agreed for 1 year from January 2024 to December 2024 at a rate increased by 5%. Proposed by Cllr Warner, seconded by Cllr Jacobs and approved unanimously.

08.04.24 Review contents of Cemetery Maintenance Schedule:

Cllr Warner had recommended that the contract be extended in accordance with the document circulated on 25th. Proposed by Cllr, Warner, seconded by Cllr Roth, that the contract be revised accordingly (see Appendix A) and approved unanimously.

09.04.24: Street safety Group:

They had established that there was a considerable area of pavement which had been overgrown with grass which would substantially increase the area of pavement available for use. Need to take action to rectify the situation. Devon CC were not liable for the reply. Decision needed and Cllr Jacobs and Roth to clear the overgrowth.

Townsend Hill: A report had been circulated which drew attention to the increased footfall across the road as a result of the development in the area. This traffic across the road was now substantial and the situation was felt to be dangerous. There was felt to be a need to review the safety aspects of the current design to mobilise local support for improvements. Awaiting report from Michael Newton of DCC.

Footpath to Winkleigh Woods: Cllr Warner had raised this issue and had held a meeting with Roger Hill, who owned land in the area, the sports centre which is in the area, and he ended up in touch with Shaun Woodward who was the forestry commission Ranger. He had surveyed the proposal and the options available. It seemed feasible that when the woodland was thinned then it would be done with the footpath in mind. There seemed

agreement that there would be access through their land which they will be able to request grant funding. The proposal was included in the neighbourhood plan so Cllr Warner proposed that WPC should support the proposal. Cllr Newton stated that he had held discussions regarding footpath development once the planning situation at Greatwell Park was decided. Need to develop the concept with a view to putting together a plan which would form the basis for grant funding.

10.04.24: Agree maintenance schedule for benches:

Cllrs Warner and Jacobs had surveyed the benches, of which there are 12 wooden benches in total. In short, they are all basically in reasonable condition but require initial sanding and annual oiling. Some have now been done and a quantity of oil has been acquired, agreed to be funded from an allocation of £200 from the 2024/25 maintenance budget. Need to agree formal maintenance routine at a future date. Proposed by Cllr Findlay, seconded by Cllr Roth to provide for this allowance. Agreed unanimously.

Cllr Findlay told the meeting that she had received a complaint that the Jubilee bench, dedicated to the late queen, had been replaced by one dedicated to ex Cllr Hodgson. Local feeling was that this was not suitable and that a dedication to King Charles would be more appropriate. After much discussion, and having had a chat with Simon Hodgson, Cllr Findlay agreed to approach the local residents with a suggestion either that a dedication to King Charles be added to the bench and the plaque removed for future use, or that the plaque be placed on the nearby noticeboard which is being refurbished, this being the council's preference.

11.04.24 Correspondence:

Councillor Findlay had received a request from Helping Hands that they be added to the council directory. Councillors felt that this was not a direction they wished to move in as issues of site maintenance and apparent recommendation of services might be involved.

Cllr Warner raised queries regarding correspondence to TDC about street cleaning, litter and recycling and dog poo bins. Both the clerk and Cllr Findlay confirmed that they had been contacted regarding these issues but they had never replied. Cllr. Newton reported that the man responsible was off long term

12.04.24: Meeting Schedule:

Agreed that the Parish Meeting would precede the Council meeting on 20th May at 6.45 to be followed by the council meeting at 7.30. Noted that notice of 7 clear days needs to be included in the Agenda schedule for the Parish Meeting.

13.04.24: Finance

The Clerk reminded members that two documents had been sent out prior to the meeting. The first was the ledger document up to 31st December which had been generated by manually transposing the bank records provided to him in paper form. Since virtually all payments were made by Bacs these could prima facie be taken as accurate. Cheques issued but not presented could be missed, but the use of cheques for payment was currently

extremely rare. The document should be available, updated to the end of March, in time for the next meeting. There were no indications at the present time that the results would vary materially from budget except for the clerk's salary reflecting the early use of a contractor, several changes of staff and the unbudgeted salary increase agreed in November. He stated that he would welcome any comments on issues members may spot.

The chair queried whether the Dalc website was available to councillors, the clerk confirmed that it was available for use by any councillors whose council was in membership. He had to report that they were chasing payment of their invoice for 2024-25 which was a substantial increase over 2024.

14.04.24: Outstanding quotations:

1: Bungalow Boiler: He had had discussions with a number of suppliers and it was evident that the lack of floor insulation made the move to a heat pump system impractical. It was also clear that the system was operating erratically. It had been decided that we needed to obtain a quotation to cover the installation of a new condensing boiler, house band radiator thermostats and to flush the system through. Hopefully these would be available for the next meeting.

2: Ditch Clearance: Roger Hill had confirmed his quotation at £450 plus VAT whilst other possible contracted had failed to confirm their pricing. Proposed by Cllr. Warner proposed, seconded by Cllr Roth that Roger Hill's quotation be accepted and he be given clearance to proceed.

3: Bollards, near the garage were not very visible and they would benefit from the application of reflective tape. Agreed as a maintenance routine.

4: Purchase of Child-friendly bin. Council have selected the Glasdon "Bear Litter" bin but action had been held back pending a decision on the fixing requirements. Agreed that it would be mounted on concrete and the order would be placed accordingly. Rishard Hayes is the man to talk to but he is currently off sick.

15.04.24: Planning Matters:

The only new application was from Clayton Cabinets for a relatively small extension to their existing premises. The planning group considered that the proposal was acceptable and the council agreed to support the application.

Great Wells Park have been granted.

16.04.24: Pricing adjustment for cemetery operations.

Cllr Roth confirmed his sources although no decisions could be made as the information had not been circulated in time. The decision would be held over until the April meeting.

17.04.24: Consider participation in a Winkleigh Run.

This item was a misunderstanding of an e-mail from Councillor Warner and perhaps represents a lesson to the clerk in checking anything which might be unclear! Cllr Warner stated that they had run a "Being Part of Winkleigh" and that the feedback had been

positive, It could be part of Winkleigh Fayre” and they would like to take a more active part in the organising. 18th July is the proposed date 3.30.pm to 8pm. A cost allowance of £150 be allowed. Proposed by Cllr Warner, seconded by Cllr Findlay and approved unanimously.

18.04.24: Consider proposal by Cllr Findlay that future meetings be available for virtual access and that recordings of such remain available for a period of time afterwards.

Cllr Findlay felt strongly that this approach would improve democratic participation and, over time, a better understanding of the role of the local council. The clerk pointed out that his understanding was that any council recordings must be deleted once the minutes had been approved which made the suggestion difficult. One councillor voiced his personal view that he would not participate if the decision to do this was a positive one. Cllr Findlay wished to have the support of councillors for her to undertake research.

19.04.24: Report from Patients Participation Group (PPG) by Councillor Warner.

Cllr Warner had attended a meeting of PPG to discuss the implications for access of the rebuilding of the surgery. They also intend to run groups, e.g. diabetics. It is intended that the annual patients meeting will be held in Winkleigh on 11th July.

He also reported that 4 slates had been dislodged from the bus shelter and were in process of being repaired.

The Chair declared the meeting closed at 9.15pm

Date and Time of Next Meeting: Wednesday 22nd May at the Winkleigh Community Centre.

6.45 – 7.20 pm Annual Parish Meeting

7,30 pm Winkleigh Parish Council Meeting

Cllr Angela Findlay_____ Date_____

Chair, Winkleigh Parish Council