

Winkleigh Parish Council.

**Draft Minutes of the Annual General Meeting of
Winkleigh Parish Council held on
Wednesday 22nd May 2024
At Winkleigh Community Centre, Castle Street,
Winkleigh. EX19 8HU
at 7.30pm**

Email:clerk@winkleighpc.org

Website:www.winkleighpc.org.

Present: Council Members

Cllr Angela Findlay Chair	Cllr Greg Goldsworthy Cllr Andy Keys Cllr Benjamin Roth Cllr Adam Wonnacott	Cllr Andrew Warner Cllr Jason Roberts Cllr Josh Rickard
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Also present: Cllr Simon Weston (Torrige DC)

The Council requires 4 voting Members to be quorate.

(If any Member of the Council is unable to attend the meeting, please advise the Clerk as soon as possible.)

Agenda Ref

Number:

- 01.05.24 **Welcome** – Chair opens the meeting and welcomed all members and members of the public to the annual meeting.
- 02.05.24 **Apologies for Absence:** Cllr. Alan Jacobs (medical) and Cllr Pauline Odulinski (Vacation). Councillor Andrew Saywell (Devon CC) Other engagement
- 03.05.24 **Declaration of Interests** None declared
- 04.06.24 **Election of Chair for 2024-25:** The outgoing chair declared that for family reasons she would be relocating away from the village shortly. As a result, she was unable to continue as chair and would be resigning from the council at the end of May.
She was happy to propose Cllr Warner as a candidate for the Chair, a proposal that was seconded by Cllr Keys. A second candidate, Cllr Alex Phillips, was proposed by Cllr Roth seconded by Cllr. Goldsworthy. The Clerk asked whether members required a secret ballot or an open vote, and there was unanimous approval for an open vote. Cllr Phillips won the election by 6 votes to three.
- 05.05.24 **Election of Vice-Chair:** Cllr Findlay proposed Cllr Warner, seconded by Cllr Keys, whilst Cllr Roth was proposed by Cllr Phillips, seconded by Cllr Roberts. On an open vote Cllr Roth received six votes and Councillor Warner three so Cllr Roth was elected to serve as vice-chair for the coming year.
- 06.05.24 Both elected officers signed their Acceptance of Office Declarations which were lodged with the clerk.

- 07.05.24 **Chair declared the meeting suspended for County Councillor Report.**
Councillor Saywell was unable to attend due to his attendance at a meeting in Torrington, but he had sent a written report which is attached as Appendix A. At the meeting the report was read on his behalf by Councillor Newton.
- 08.05.24 **District Councillors Report:** Councillor Newton reported that he had nothing much to report.
- 09.05.24 **Police Representative Report:** CSO Sandra Brown had apologised as she was unable to attend but had reported that the past month had been relatively quiet.
- 10.05.24 **Public Participation**
One member of the public complained of the difficulty in contacting councillors as telephone are not always listed and his specific complaints were on the state of the roads and the dangerous position of the bus-stop at Four Seasons. His view was supported by Cllr Phillips who had contacted Highways on a number of occasions without success. Cllr Phillips undertook to contact them again.
- One member asked if the council could grant funding to the football club which needed new goals. It was agreed that grants should be discussed at the next meeting and local clubs should be advised.
- 11.05.24 **To Receive and Approve the Minutes of the Meeting held on 24th April 2024**
Cllr Warner had raised a number of issues, which the clerk had not had time to deal with in the light of the AGAR imperatives. The clerk agreed to re-issue the minutes incorporating the changes. Council agreed with 5 abstentions that the minutes, with Cllr Warners objections built in, be accepted as a true record. Proposed by Cllr Roth, seconded by Cllr Keys and approved by the council.
- 12.05.24 **Matters Arising from the Minutes if not addressed in this Agenda**
Siting of the Bear Bin, since this is located on TDC land we had needed their approval which Cllr Warner confirmed had been given. Agreed that Cllrs Roth and Wonnacott would do the work to install it.
Letter sent to Michael Newcombe re Townsend Hill.
Decision to set up a new Facebook Page, proposed by Cllr Roith, seconded by Cllr Roberts and approved unanimously.
Cllr Warner submitted a mock-up of the plaques to promote Winkleigh Cares. It was proposed by Cllr Goldsworthy that an alternative material, namely polycarbonate be added to the list of materials with a final decision to be made by Cllr Warner once all the options were fully understood.. Budget of £150 proposed by Cllr Roth seconded by Cllr Phillips and approved unanimously.
- 13.05.24 **To Review the updated council action list and consider the ways in which this may be made more effective. Open Forum. Proposed by Cllr Goldsworthy that an alternative approach was definitely needed.** It was agreed that draft minutes should be produced in 7-10 days with a column added for action by with the person(s) responsible identified. The action list should be continued until this procedure had been bedded in.
- 14.05.24 **Proposition to propose the formation of a Finance Sub-committee, proposer Cllr Angela Findlay and, if approved to establish a subgroup to propose membership and constitution.** Following an extensive discussion, it was agreed to review the options in some detail at the June meeting and review

the accounts in detail quarterly whilst Cllr Roth would write to the clerk explaining past practice. Proposed by Cllr Roth, seconded by Cllr Warner and approved unanimously.

Cc3

15.05.24 **To receive and approve the Agar documentation for release to the Internal Auditor.**

The clerk had circulated the Governance and accounts schedule in advance of the meeting, together with the Internal Audit report, currently blank. It was proposed by Cllr Phillips, seconded by Cllr Roth, that the agar documentation be approved as presented. Agreed 5-0 with 3 abstentions from councillors who had not had time to consider them properly.

16.05.24 **To approve the provisional release dates for the public access rights.** It was proposed by Cllr Findlay, seconded by Cllr Phillips that the period straddled the election date, 4th July and that the clerk make himself available for a period of time that day for any member of the public who wished to exercise their right.

17.05.24 **It was proposed to appoint Microshade (Paul Russel acting) as the Internal Auditor and PKF Littlejohn as External Auditor for the council.** The clerk stated that Microshade had acted for Winkleigh in 2023 and also at High Bickington. The audits had been achieved in a very proficient and effective manner. Proposed by Cllr Phillips, seconded by Cllr Roth and accepted unanimously that both appointments be confirmed.

18.05.24 **Response to letter from Chair to other council chairs and discuss way forward.** The response from other councils had been very positive and Cllr Odulinski had offered to take the process forward. Proposed by Cllr Findlay, seconded by Cllr Phillips and approved unanimously.

19.05.24 **Cemetery and Cemetery Bungalow Report**

Various admin issues need to be addressed, including noticeboard keys, letting agency agreement and plot map needed updating.

The old T&C's needed to be updated with the new finance terms, Old notice board at Cemetery to be removed from the asset list and disposed of.

Letter had been received to complain about the levelling of a grave by the undertaker and it had been done in accordance with the Cemetery T&C's and statutory requirements.

Boiler replacement at the Bungalow would take place in June.

20.05.24 **Road Safety Group Report:**

Attempts have been made to get the governors on board to pressure the DCC re road safety without success, but it was clear that the power to influence DCC lay with the head of the school. The school had to have a road traffic plan under OFSTED rules. Cllr Phillips suggested that Road Traffic Control signage could perhaps be changed to "For ACCESS Only" which would give police powers to intercept offenders.

21.05.24 **Planning Group Report:**

There had been one late application from The Cavaliers which were all changes agreed with planning and going forward to Historic England. Cllr Findlay proposed and Cllr Phillips seconded, that the council recommend approval with condition that all historic conditions are met.

22.05.24 Cllr. Newton informed the council that the enforcement and house renewal team leaders are attending the Eggesford Road site to look at the problem dwellings and a number of Councillors agreed to join them there.

Minutes of meeting on 15th May – New Winkleigh Awards Proposal

See Appendix B. Those present at the meeting agreed that they represent a true record. Cllr Weston agreed to act as Chief Judge at the first presentation.

Part II	<u>EXEMPT SESSION</u> <u>Confidential Matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2)</u> The public and press are requested to leave the meeting.
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Proposed by Councillor Roth, Seconded by Cllr by Cllr Warner that the meeting move into closed session. Approved unanimously and non members, except the clerk, left the room

B01.05.24: **Proposal to review the letting management arrangements per minutes of meeting on 15th May. See minutes of the meeting at Appendix B.** was tabled by the bungalow committee and approved unanimously.

B02.05.24 **Employment Committee Report: (The clerk left the room).
Clerk Appraisal Report
Stolen Laptop Update**

The meeting was reopened and it was agreed that the Clerk’s appraisal report should be discussed at the following meeting in closed session.

Appendix A:

Cllr Andrew Saywell DCC Update Report for Winkleigh Parish Council – May 2024

My apologies I cannot be with you this evening as I am attending Torrington Town Council this evening. A brief update report for you this month.

Local Highways Matters – Bridge Reeve - The resurfacing and associated drainage works are currently programmed for the 17th June and are scheduled to take approximately 2 weeks (weather and other unforeseen circumstances permitting!). This will be a major piece of work and should also include improvements/repairs on the Winkleigh and Torrington Rural side of the parish boundary around Stable Green which is good news.

Townsend Hill – As discussed at the last meeting, additional speed cushions will be installed by the developer and patching repairs to the road surface also made.

Financial Situation – The outturn figures have now been finalised and I can confirm that DCC came in with an underspend for the 2023-24 financial year. I cannot stress enough what an achievement

this is given the wider challenges the Council has faced in the past 2 years, and this puts the Council on a firm footing for this new financial year. Compared with the neighbouring and wider local government family, Devon's finances are in a far more secure position. Through this careful budget management, this has freed up additional resources for Highways which I will highlight in a moment...

New Leader – As I reported at the last meeting, Cllr James McInnes will be confirmed as the new Leader at tomorrow's Council AGM.

Devolution - As a General Election has been called we wait to see if the Devolution Legislation will be passed by Parliament but, prior to this evening's announcement the expectation was that the Legislation should be included in the 'wash up' before Parliament is officially dissolved. So... watch this space!

If there are any local matters residents or the Parish Council would like me to look into then you know where I am, please do get in touch and I will follow them up for you. thanks and best regards

APPENDIX B

Draft Minutes EXTRAORDINARY meeting of Winkleigh Parish Council held
on Wednesday 15th May
at Winkleigh Community Centre,
Castle Street, Winkleigh. EX19 8HU at 7.30pm

Email: clerk@winkleighpc.org

Website: www.winkleighpc.org

Council Members Present:

Cllr. A Findlay (Chair)	Cllr. Alan Jacobs	Cllr. Pauline Odulinski
Cllr. Andy keys	Cllr. Andrew Warner	

Minute taker: Cllr Findlay in the absence of the clerk

1.xO5.24 To determine future management of the Winkleigh Cemetery Bungalow

After much discussion a vote was taken:

WPC resolves to remove current managers and seek to consult with Keenors with a view to contracting the management to them. Further that WPC will write to current managers and cancel the contact with them including the reasons for not renewing.

Proposed: Cllr. Findlay

Seconded: Cllr warner

Unanimous.

2.x04.24

Proposal for a Community Awards Programme

Cllr. Odulinski tabled a detailed proposal written by herself and Cllr. Roth

WPC accepted the amended paper and agreed to launch the Winkleigh Community Award's Programme.

Proposed: Cllr. Findlay

Seconded: Cllr Keys

Unanimous.

Minutes of extraordinary meeting on 15th May 2024