

Winkleigh Parish Council

NOTICE OF FULL COUNCIL MEETING

WEDNESDAY, 25th FEBRUARY 2026 at 7.00 pm

To be held in Winkleigh Community Centre, Castle Street, Winkleigh

All members of the Council are hereby summoned to and resolving the business to be transacted at the meeting as set out below.

Members of the press and public are welcome to attend the meeting.

AGENDA

Members 8 Quorum 4 Vacancies 3

- 01.02.26 The Chair to open the Meeting and receive apologies for absence.**
- 02.02.26 To receive declarations of interest**
- a) Councillors to declare any personal interest in any items on the agenda
 - b) Councillors to declare any personal and/or prejudicial interest in any items on the agenda and to inform the Chair if they wish to speak on the matter during public participation.
 - c) Dispensations granted.
- 03.02.26 Completion of Co-option for Ms Catherine Wensley**
- To formally complete the co-option of Catherine Wensley, previously approved by the Council to fill the casual vacancy arising from the resignation of Cllr Goldsworthy.
 - **Declaration of Acceptance of Office** to be signed in the presence of the Proper Officer, whereupon becomes a full Member of the Council and eligible to vote on subsequent items.
- 04.02.26 Parish Council Vacancies – Update and Action ref Co-option .**
- 05.02.26 Reports**
- a) **County Councillors Report** - Cllr Cheryl Cottle-Hunkin
 - b) **District Councillors Report** - Cllr Stephen Middleton
- 06.02.26 Public Participation**
- This section of the proceedings shall be limited to 15minutes. Members of the public may raise any matters relating to an item that appears on the agenda. Responses may not be made by members of the council at this time and the matter may be referred to at the appropriate point of the agenda, or deferred for consideration at a later meeting, or noted by the council.
- 07.02.26 To receive and approve the Minutes of the meeting held on 28th January 2026**
- 08.02.26 Register of Interests**
- To confirm that Register and Declarations of Interest have been updated by all Councillors and to be presented at the Parish Council Meeting.
- 09.02.26 Matters Arising**
- To discuss any matters arising from the Minutes for the previous Meeting(s) not covered in this agenda:

10.02.26 Parish Environment - To receive updates from the Environment Committee – including the following:

- i) Updates on paths, byways, and highways.
- ii) Update on benches.
- iii) Survey for highways – to review and update the Members.
- iv) Asset register – update from Cllr Leahy.
- v) Street cleaning assets – upgrade request to Torridge District Council.
- vi) Kits for litter picking and campaign to seek volunteers, including provision of kits and any training if needed.

Resolutions: to approve any associated costs and plans including survey costs, litter-picking kits and equipment, and confirmation of the asset register.

(vii) **Planning – to receive a report from the Planning Sub-Committee concerning the following Planning Applications:**

NEW PLANNING APPLICATIONS –

Application Ref: 1/0977/2025/FUL

Retrospective application for the change of use from storage to a physical exercise area

Location: Marks Gym, Unit 2, Bedwells Removals And Storage, Winkleigh

Observations to Planning Department by 28th February 2026

Application Ref: 1/0099/2026/COUPD

Prior notification for the change of use from commercial, business and service (Class E) to 9no. dwellinghouse (Class C3) (Schedule 2, Part 3, Class MA)

Location: Unit 1 Bellinster Park, Seckington Industrial Estate,

Observations to Planning Department by 6th March

PLANNING DECISIONS

Planning Ref: 1/0839/2025/FUL : Permission granted

Winkleigh Self Storage L Siting of self-storage containers, the installation of a security fence and access gate, and security CCTV and lighting.

Planning Ref: 1/0861/2025/FULM : Permission granted

Devon Plant Services proposed erection of 4 industrial units.

Planning Ref: 1/1016/2025/PIP : Permission granted

Permission in Principle for residential development of 1no. dwelling.

Location: Agricultural Building At Grid Reference 263061 111405, Hollocombe, Devon.

(ii) To note planning notices received since the Agenda preparation

11.02.26 To receive updates and a report from the People Committee:

- a. DCC funded Youth Grant – to agree plans for the visit to DCC on 28 March 2026 (2–5 pm) for young people to explore options for setting up a Winkleigh Social and activities/Youth Group, and to approve associated activities and costs and preparation of invoices. **Resolution required.**
- b. Infrastructure Plan and business consultation with the public – to note the Infrastructure Plan, confirm key points, and receive details of the Parish Consultation event on 31 March 2026 (10–12) in the Community Centre with representatives from DCC and TDC. **Resolution required: approval of associated costs for refreshments, printing and publicity materials up to an agreed maximum.**

- c. Clerk vacancy – to receive an outline of the current recruitment process and next steps, and to consider, if required, holding an extraordinary meeting of the Council in March to approve the appointment. **Resolution required**
- d. Annual Community Awards – proposals for the event on 9 July 2026 (7–9 pm), update on preparations and sponsorship, and to agree next steps. **Resolution required:** *Endorsement of the event and approval of a budget of £500 for printing, publicity, posters, invitation materials, certificates and buffet food*
- e. 27th May 2026 Parish Council's Annual Parish Meeting and Annual General Meeting. **Resolution required:** *Endorsement of plans for the AGM and approval of a small budget of £100 for holding a parish consultation event.*
- f. Annual Joint Community Events Fair in partnership with the Sports Centre – update on arrangements for the proposed event on 12 September 2026. **Resolution required:** *Endorsement and approval*
- g. Local Government Reorganisation – consultation and position update. **Resolution required:** *Approval of outcome actions for taking forward the WPC consultation regarding the LGR review preferences*
- h. Article for Spring “Distinctly Winkleigh” – to note the article circulated to Councillors and consider retrospective approval. **Resolution required.**
- i. Update from meeting with the Monitoring Officer and Deputy.

12.02.26 Website and IT Services

- a. Parish Online – to confirm that the contract for Parish Online in year one is £300 plus VAT, including the mapping option and hosting of the old domain (£25 extra), and to confirm that the contract is in place.
- b. Update from Cllr Phillips on progress with implementation, including councillor email addresses.
Resolution: to approve any outstanding agreements relating to Parish Online and associated services.

13.02.26 Data Devices:

- To discuss the provision, management, and access of Parish Council data devices and any required actions; confirm the number and type to be purchased for Councillors who need them and agree any required actions.
- Resolution:** to agree what will be purchased and approve expenditure

14.02.26 Policy Review Programme

To receive and approve the Policy Review Programme and Working List setting out priorities and timescales for Parish Council policies during 2026, with essential policies to be completed by the end of March under the oversight of the Finance & Governance Committee, in readiness for AGAR.

Approval and adoption of:

- IT & Digital Compliance Policy
- Appendix A – in conjunction with Agenda item 14.02.26

- 15.02.26 To receive updates and report from the Finance & Governance Committee**
- Handover arrangements for the Clerk and the overseeing the financial and governance position. To include devices, records and documents
 - To propose that Cllr A Phillips is action RFO for the Parish Council until such time as a new Parish Clerk & RFO are appointed.
- Resolution: To agree handover and Interim RFO responsibilities**

- 16.02.26 Finance**
- a. Schedule of Payments and Receipts since last Meeting
 - b. To agree and approve the Bank reconciliation to 31st January 2026
 - c. To receive the Accounts and Budget update to the period 31st January 2026
 - d. Scribe update
- Resolution needed**

- 17.02.26 S106 Issues**
- To receive an update and agree any actions in relation to S106 matters following the meeting with Adrian Avery TDC
- Resolution: To publish the latest information on S106 released funds**

- 18.02.26 Parish Matters:**
- To receive and consider any Parish Matters, including any updates not covered elsewhere on the agenda

- 19.02.26 A.O.B.**

<p>Exempt Session Confidential Matters (Part II) Public Bodies (Admission to Meetings) Act 1960 S1(2) The public and press are requested to leave the meeting if matters are decided to be discussed under this section.</p>

Date of Next Meeting: Wednesday, 25th March 2026 at 7.00 pm

Signed: *L Moore*

Dated: 18th February 2026

Clerk to Winkleigh Parish Council

Email: clerk@winkleighpc.org