

**DRAFT: Minutes of the Meeting of WINKLEIGH PARISH COUNCIL
held Wednesday 22nd September 2021 at 7.30pm
at Winkleigh Community Centre**

Present: Cllrs Hodgson, Turner, Bayley & Whitehead.

Melanie Bickell - Parish Clerk, 42 Members of the Public, District Cllr Newton, County Cllr Saywell.

Business Transacted

84.21 ELECTION OF CHAIRPERSON

Following the resignation of Cllr Findlay, members to elect a new chairperson

Cllr Turner nominated Cllr Hodgson as Chair, seconded Cllr Whitehead, All in Favour and RESOLVED RR119/21 Cllr Hodgson accepted the Nomination and completed the acceptance of office form.

85.21 ELECTION OF VICE-CHAIRPERSON

Following the resignation of Cllr Radcliffe, members to elect a new vice-chairperson

Cllr Hodgson nominated Cllr Whitehead as Vice-Chair, seconded Cllr Bayley. All in Favour and RESOLVED RR120/21 Cllr Whitehead accepted the Nomination and completed the acceptance of office form.

86.21 CEMETERY INSPECTION

Cllr Hodgson gave a history of the Cemetery grounds and how the Council has operated them.

Please refer to the agenda documents; Council information (Doc 052/21), HSE (Page 42) (Doc 053/21) & ICCM response to the Ombudsman special report on Memorial safety (Doc 054/21) for other information.

PUBLIC SESSION 7.49pm meeting suspended

A. Members of the Public – brought forward under Chairs discretion

Members of the Public raised various concerns as to the recent Cemetery Inspection, the Council verbally responded at the time.

Public participation ended at 8.44pm

B. Report From Devon County Council – Cllr Saywell

County Cllrs report is available on the Website.

C. Report From Torridge District Council – Cllr Newton

Gave a brief verbal report.

87.21 APOLOGIES FOR ABSENCE to be received and considered for approval – None.

88.21 DECLARATIONS OF INTEREST FROM MEMBERS to be received

Cllr Turner declared a Prejudicial interest in 86.21 as relatives' headstones marked as a priority 1

89.21 MINUTES TO BE APPROVED

Cllr Bayley proposed that the Council approve the minutes of the Parish Council Meeting held on 28th July 2021 as a true and accurate record, seconded Cllr Whitehead 3 in favour, 1 abstention RESOLVED RR121/21

90.21 COUNCIL VACANCIES

Following the resignation of Cllr Radcliffe, one vacancy has been advertised for election. The vacancy as a result of Cllr Jacobs resignation is now eligible for co-option and notice has been published.

Members to consider co-option applications received for the vacancy arising from the resignation of Cllr Jacobs. The vacancies arising from the resignations of Cllrs Appleby, Findlay, Mercer, Naylor and Brown are awaiting instruction from TDC.

There have been over 10 people who have made a request for an election, if they are validated that is what will happen for the remaining 6 vacancies. Democratic services are on standby to step in to hold an election. Timescale approximately 60 days, Torridge looking to move this forward as quickly as possible

District Cllr Newton has taken advice from democratic services, an elector can ask for an election for all current vacancies, candidates will be part of the election process and call for candidates and call for a deadline

for candidates. Winkleigh is the largest village in the District and it is a great shame that you have not had an elected council for some time.

91.21 CEMETERY INSPECTION

The Council will discuss the handling of the cemetery inspection and make recommendations to reinstate the Cemetery. The Council will implement a new procedure on how headstone inspections will be carried out prior to next year's inspection, Formulating plan of how to do this at minimum cost to the Parish as quickly as possible.

Cllr Hodgson proposed that WPC instigate the proper repairs asap at the expense of the WPC utilising the skilled labour of the Parish coupled with the skilled and professional services of the monumental mason who is qualified to confirm the structures are correct and this person has given their assurances to assist us in this matter, seconded Cllr Whitehead, 3 in favour 1 abstention RESOLVED RR122/21

Cllr Turner explained she abstained due to declaration of prejudicial interest

This situation will not arise again. It is a horrible situation we are all in, the Council as well as parishioners.

We will formulate a proper means of achieving our legal requirements to assure our cemetery is a safe place to visit

92.21 PLANNING MATTERS

92.1. Winkleigh Parish Neighbourhood Plan

92.1.1. **The Winkleigh Neighbourhood Plan was "made" (adopted) at a Full Council meeting of Torridge District Council 2nd August 2021.** TDC will now be undertaking the requirements associated with this final stage, which will include updating their website to reflect the new status, that will include the publication of a Decision Statement and contacting respondents to the last round of consultation to inform them of the decision of Council, where they have asked to receive notification of the Neighbourhood Plan being "made" and will put together some publicity for this positive event.

92.1.2. Ensuring the appropriate use of the plan

Ian Rowland (TDC Senior Planning Policy Officer), will contact the Council directly in order to arrange at a mutually convenient time and location, discussions regarding ensuring the most appropriate use of the plan and TDC are also keen to ensure that appropriate regard is given to the plan in decision making Neighbourhood Plans will be used by development management when making decisions on planning applications. There is a hierarchy of policy when making a decision and local policies within each Neighbourhood Plan will be used, alongside the Local Plan and National Policy to assess each application for the Neighbourhood Plan area and decisions will be guided by those policies, prior to material planning considerations.

92.1.3. **Delivery and Monitoring Statement**

Ian Rowland is looking at the statement and will endeavour to provide a response asap and will give some thought to whether there is a need for any actions from WPC as the Qualifying Body in order to assist with the making of the neighbourhood plan

92.1.4. **SN2 Application for New Postal Address for x55 Props. Land to the West of Townsend Road, Winkleigh EX19 8JQ - 1/0299/2021/REMM (Doc 049/049a/21)**

TDC have received an application for street naming and numbering for the above new development as per the attached developer's plan. The applicant is happy for the Winkleigh Parish Council to select the preferred street names for the above development in accordance with TDC SN&N Policy also attached.

The Clerk posted notice on Facebook and 'email me' group requesting suggestions from parishioners to be emailed to the Council. The council has received emails with the following suggestions

- I would like to suggest BOWERS AVENUE in recognition of Margorie who spent years on the Parish Council and in memory of John who spent many years as head of our Neighbourhood Watch trying to keep the village safe.
- How about a nod to the history and heritage of cider that has been made in Winkleigh for over 100 years?

Could be Scrumpy Drive or Apple Way?

Item deferred to a future meeting

92.2. PLANNING APPLICATIONS For Council Resolution – None

93.21 FINANCE MATTERS

93.1. Short Notice Finance inspection (Cllr Turner)

Cllr Turner provided a verbal report on a short notice finance inspection of the council's accounts that she carried out in July 2021 – all in order no discrepancies.

93.2. Financial Statements (RFO) (Doc 050/21)

The RFO will present the financial statement. The Statement incorporates all payments that have already been made under the approved regular payment mandate and clerks delegated authority, and any payments requiring approval, plus all receipts, transfers between the Councils accounts, in accordance with the Clerks delegated authority and s.137 payments since the last pcm. The statement also includes the bank reconciliation for July and August 2021

Members to discuss and consider approving the financial statement Incorporating bank reconciliation as presented in the financial statement [Cllr Whitehead proposed that the financial statements be approved, seconded Cllr Hodgson All in Favour and RESOLVED RR123/21](#)

94.21 REPORTS

94.1. CLERK

94.1.1. Additional funding for Parish and Town Councils – DCC Highways - Noted

WPC made applications for gateway signage, Mobile vehicle speed activation sign and new benches. All applications were rejected as follows: *I have been to the board regarding the recent rejections of your 3 HMCEF bids and they have informed that this is because funding under the public realm is for repair or refurbishment of street furniture and equipment not the purchase of new. As you have requested to replace with new the board have been unable to approve these requests.*

94.2. WINKLEIGH CLIMATE EMERGENCY DECLARATION (Doc 054/21)

Carried from Public Session 28th July 2021 for Members to reply. In December 2009 the Winkleigh Carbon Reduction Report was issued by the University of East Anglia. Was this acted upon? What happened?

Moved to a future meeting

94.3. TRAFFIC CALMING MEASURES FOR THE PARISH

Carried from Public Session 28th July 2021 for Members to reply: August 2020 members of council had formed a traffic response team to look at traffic calming and speed reduction in the parish –WPC to indicate to residents what specific options have been put forward, what is response, and when will they make a material impact on the current situation. The Council have applied for funding from DCC Highways to purchase a Mobile Vehicle Activation Sign to be used throughout the parish 30mph limits – this has been rejected. Traffic calming for Townsend Hill is incorporated into outline permission for developments already approved, therefore, installation of traffic calming is dependent upon development being completed.

Moved to a future meeting

94.4. GRASS CUTTING CONTRACT

Following the notice given by the current grass contractor, WPC have received proof of public liability insurance and agreement by Roger Hill and Alan Jacobs to take over the existing contract at the same rate of payment until April 2022. Members to consider acceptance of this offer

[Cllr Hodgson proposed Roger Hill and Alan Jacobs take over the existing grass cutting contract at the same rate of payment until April 2022, seconded Cllr Whitehead, All in Favour and RESOLVED RR124/21](#)

94.5. GATEWAY SIGNAGE

Russell Hookway (our Neighbourhood Highways Officer) and DCC location and funding for the signage. Russell is working with the traffic team on a final design which will be in line with that described to, and agreed, by WPC. He may have this ready to present at the October Meeting

94.6. CLLR VERBAL REPORTS NOT REQUIRING A DISCUSSION – None.

94.7. Date of Next Meeting : Wednesday 27th October 2021 7.30pm – Winkleigh Community Centre

94.8. PART II EMPLOYMENT MATTER

The Chair thanked the public for attending. [Cllr Hodgson proposed that the Council move to Part II due to the confidential employment matters to be discussed, seconded Cllr Whitehead. All in Favour and RESOLVED RR125/21](#)

9.29pm Cllrs resolved to continue this meeting to no later than 10pm. & 9.31 return to public session

[Cllr Hodgson proposed that in the interests of the welfare of our employee, the clerk, we suspend her on full pay subject to an external independent enquiry into the resulting actions from the annual cemetery inspection on 6th September 2021, the full details to be confirmed, seconded Cllr Whitehead. All in Favour and RESOLVED RR127/21](#)

[Cllr Turner proposed an addition to the motion that the entire council becomes the employee committee and suspension of the Employment Committee is lifted to enable them to handle the implementation of the investigation, seconded Cllr Hodgson. All in Favour and RESOLVED RR126/21](#)

The Chair Closed the meeting at 9.40pm