



WILLAND PARISH COUNCIL

16 Tudor Grove, Cullompton, EX15 1XG

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You are hereby invited to attend the **Annual Meeting of Willand Parish Council**, which will be held on **Thursday 9th May 2024 at 7.00 pm, in the Club Room at Willand Village Hall, Gables Rd, Willand.**

Members of the public are advised to submit questions to the Parish Clerk prior to the meeting.

The purpose of the meeting is to transact the following business.

Debbie Bird
Parish Clerk

1 May 2024

Please note that: -

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Willand Parish Council is unable to make any decision on matters not listed within the agenda.
- Willand Parish Council will always attempt to record meetings.

AGENDA

- 1. Election of Chairman and signature of Declaration of Acceptance of Office of Chairman.**
- 2. Election of Vice-chairman.**
- 3. To receive any apologies from Councillors and record approval of reasons for absence.**
(please make any apologies known to the Parish Clerk)
- 4. Declarations of Interest - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.**

5. **Public Question Time - To receive questions from members of the public relevant to the work of the council.** (A maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)
6. **Order of Business - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.**
7. **Parish Council Minutes - To approve and sign the minutes of the Willand Parish Council Meeting held on Thursday 11th April 2024, as a correct record.**
8. **Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make.** (For information only)
9. **To receive reports from County and District Councillors.** (For information only)
10. **To review and approve the Code of Conduct and note that the Standing Orders and Financial Regulations were reviewed and approved by Council in March 2024.**
(Code of Conduct to be issued prior to the meeting)
11. **To review and agree Committees and Working Groups including membership and Terms of Reference.** (Documents to be issued prior to the meeting)
12. **To note the Willand United Charities Trustees.**
13. **To elect a Village Hall Committee representative.**
14. **To review the Asset Register Policy and the inventory of land and other assets including buildings and office equipment.**
(Asset Register & Policy to be issued prior to the meeting)
15. **To review the Council's insurance policy with Clear Councils (formerly BHIB).** (Schedule to be issued prior to the meeting. Note: Council entered into a 3-year agreement with BHIB/ Clear Councils in 2023)
16. **To review and approve the following Council policies:**
 - Press & Media Policy
 - Social Media Policy
 - General Data Protection Regulations Policy
17. **To review and approve the Council's employment policies and procedures:**
 - Health and Safety Policy
 - Sickness Policy
 - Grievance Policy
 - Equality and Diversity Policy

(Documents to be issued prior to the meeting for all polices in items 15 & 16 above)

- 18. To approve and adopt a Disciplinary and Capability Policy.** (Proposed Policy to be circulated prior to the meeting)
- 19. To agree the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council:**
- a) Full Council meetings on the second Thursday of each month at 7pm at Willand Village Hall, excluding August. Note: August is only if needed.
 - b) Annual Parish Meeting to be held in March 2025 – date to be agreed.
 - c) Annual Meeting of the Parish Council to be held on second Thursday of May 2025.
 - d) Committee Meetings to be held according to the outcome of item 11 on this agenda
- 20. Accounts Due for Payment and Receipts to include:**
- a) To examine and agree the Summary of Receipts and Payments for 2024-2025, as at the 30th April 2024, and to receive the bank reconciliation.
 - b) To authorise payment of invoices received between the 7th April 2024 and 6th May 2024 and to minute ratification of additional payments made since the previous meeting.
 - c) To note the Reserves Balance Report for 2024-2025, as at the 30th April 2024.
 - d) To approve annual and monthly regular payments for the 2024-2025 financial year.
 - e) To review the Council's expenditure under s137 of the Local Government Act 1972 for the financial year 2023-2024.
 - f) Audit –
 - i. to receive the Internal Auditors Report
 - ii. to agree and sign the Annual Governance Statement 2023-24
 - iii. to approve and sign the Accounting Statements 2023-24
 - iv. to agree the submission of the accounts to the External Auditor.
 - g) Audit timetable – to provide a verbal update if the internal audit report has not been received by the date of the May meeting and the above are not yet available.
(The financial information will be issued prior to the meeting)
- 21. To consider a motion from Cllr Glover to write to Devon Country Council asking that they repair 2 potholes on the B3181 from Willand to Cullompton between the railway bridge and the entrance to the dog playground, as previously reported under ref W241739785, due to safety concerns with drivers having to cross a fixed line area to avoid potholes when driving towards Cullompton. Previous repairs have failed to resolve the problem and it is therefore suggested that this area of road should be removed/fixed and sealed rather than a patch fix repair due to heavy traffic use, particularly when the M5 is closed, and failing road surface due to adverse weather.**
- 22. To consider a proposal from the Cemetery Working Group to create an area in the Cemetery for the scattering of ashes.** (Plan and Briefing paper to be circulated with agenda)
- 23. To approve the seasonal expenditure on plants for village planters at an approx. cost of £150.**

24. Mid Devon District Council – Planning Applications [MDDC Planning Public Access Portal](#)

Mid Devon District Council, the determining Authority, has asked for comments from this Parish Council on the following planning applications: No applications received for comment at this meeting.

To **Minute Ratification** of the following planning application submissions agreed since the April Full Council meeting:

- i. Application Number 24/00538/TPO, Application to reduce the crown by 2-3m and removal of deadwood of 1 oak protected by TPO 02/00005/TPO, 7 Poppy Close Willand EX15 2SX, as per comments circulated (copy to be sent with agenda).

25. Mid Devon District Council – Planning Decisions

To note Mid Devon District Council, the determining Authority, has made the following planning decisions.

Reference: 24/00267/FULL

Proposal: Partial change of use of existing industrial unit (use Class E(g)) to allow mixed use Class E(g)/Sui Generis to accommodate pet cremation business

Location: Unit 8 Tanyard Farm Willand Cullompton EX15 2PE

DECISION: Permission Granted

Reference: 24/00351/TPO

Proposal: Application to prune lateral growth by 1-1.5m, of 1 Cedar protected by Tree Preservation Order 08/00003/TPO

Location: 3 Portway Gardens Willand Old Village Willand Cullompton EX15 2SE

DECISION: Permission Granted

Reference: 23/01739/FULL

Proposal: Erection of a dwelling

Location: Silverstones Silver Street Willand Cullompton

DECISION: Permission Granted with Conditions

26. Councillor Reports – At the discretion of the Chairman, to receive reports from Parish Councillors – strictly for information only.

27. Close