



WILLAND PARISH COUNCIL

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Minutes of the **Meeting of Willand Parish Council** held on **Thursday 8th June 2023 at 7.00 pm, in the Club Room at Willand Village Hall, Gables Rd, Willand.**

Present: Cllrs A Glover, K Grantham, N James, S Little, R Phare, J Sellick and B Warren

In Attendance: D Bird, Parish Clerk
District Councillor J Poynton

0806/01 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Mastrolacasa and the reason for absence was approved unanimously.

0806/02 Declarations of Interest

There were no declarations.

0806/03 Public Question Time

There were no members of the public present at the meeting.

0806/04 Order of Business

There were no changes to the order of business.

0806/05 Parish Council Minutes –

It was **resolved** to approve and sign the minutes of the Willand Parish Council Annual Meeting held on Thursday 11 May 2023, as a correct record. Proposed by Cllr Phare, seconded by Cllr Glover and Unanimously agreed.

0806/06 Chairman's and Clerk's Announcements

- Replacement Litter Bin purchased to replace dog bin vandalised beyond repair at the Gables Lea end of Jubilee Field. Bin delivered, handyman to put in place.
- Meadow Park Footpath – Cllr Glover updated in her role as District Councillor: developer, house builder and DCC liaising.
- Clerk raised that there had been several complaints from residents in relation to grass cutting on the areas Mid-Devon is responsible for and that children were unable to play on some areas during half term as a result. Cuts have been reduced from 12 to 7 due to budgetary constraints. Cllr Glover advised that grass is being cut over the next few days and is on a 15-day cycle.

- A new resident at Blenheim Drive raised some concerns about the Oak Tree in the allotments adjacent to his property. It was agreed to email him a copy of the March 2022 Tree Inspection Report showing no issues or concerns.

0806/07 Police Report

Still no crimes being reported on the Police website. Cllr Glover advised that the process was now via a District Councillor appointed liaison, which prior to the election had been Cllr Evans. Councillors felt this was unsatisfactory and lacking transparency. **The Council therefore unanimously agreed that the Chairman and the Clerk will write to the Chief Constable expressing the Parish's concerns and copy in the Police & Crime Commissioner.**

0806/08 To receive reports from County and District Councillors.

- Apologies received from Ray Radford, the County Councillor who sent in a written report, including support for the Parish Council to apply for a grant of £400 from Devon County Council's Locality Budget towards the annual cost of weed spraying, the Clerk will make the application.
- Cllr Glover advised that there were no Tree Preservation Orders on some trees in the village which are the responsibility of Mid-Devon District Council, as they have the status of a responsible authority.
- Cllr Glover advised that the planning application for Culm Park has been recommended for refusal and the email from the Conservation Officer has now been added to the comments on the website.
- Cllrs Glover and Poynton informed the Parish as to which District Committees and Groups they have been appointed to.

0806/09 To receive report from the Neighbourhood Planning Group

Cllr Little talked through the report issued prior to Council.

- First statutory consultation now complete and can proceed to Regulation 14 consultation.
- Some drafting amendments required following the boundary change and already agreed the Neighbourhood Planning Group can make these.
- Dates not yet finalised for the consultation. Any substantive changes following the consultation will need to come to Parish Council for approval.
- It was agreed that the redrafted plan and consultation documentation need to come before Council for approval prior to the start of the consultation. **Cllr Little to liaise with the Clerk over the wording.**

0806/10 To review progress to fill vacancies under co-option arrangements

No further enquiries received for the 4 vacancies on the Parish Council. The person making the previous enquiry has not made a formal request for co-option and was unable to attend the meeting.

0806/11 Accounts Due for Payment and Receipts to include:

- To examine and agree the Summary of Receipts and Payments for 2023-2024, up to 31st May 2023, and to receive the bank reconciliation.** Query raised by the

Chairman re rise in allotment rent being slightly higher than expected – this was due to higher inflation but was still less than the current rate of inflation. The Chairman raised the issue of the CCTV in the Youth Club which the Parish Council no longer has access to. **The Clerk to liaise with Frances Wilcox to get a spare key cut which the Parish will pay for and hold.** It was **resolved** to approve the Summary of Receipts and Payments and the Bank Reconciliation. Proposed by Cllr James, seconded by Cllr Sellick. Approved Unanimously.

- b) Authorisation of payments including invoices received between 4th May 2023 and 5th June 2023.** It was **resolved** to approve the monthly payment sheet. Proposed by Cllr Phare & seconded by Cllr James.
- c) To examine and agree the Reserves Balance Report for 2023-2024, up to 31st May 2023** – Chairman commented in advance of the Cemetery Group’s meeting on the 21st that there is need to bear in mind future repair costs to the concrete road when considering suggestions for the use of the cemetery extension earmarked reserve. WH&CC have purchased new tables and chairs, and the cost will be invoiced to the Parish Council for payment from the S106 monies, quotes for the replacement kitchen are awaited. It was **resolved** to approve the Reserves Balance Report, unanimously agreed.
- d) Audit –**
- The internal Audit was received by Councillors
 - It was **resolved** to approve the Annual Governance Statement 2022-2023
 - It was **resolved** to approve the Accounting Statements for 2022-2023
 - It was **resolved** to submit the accounts to the External Auditor
- All above proposed by Cllr Sellick, seconded by Cllr James and Unanimously agreed.
- e) The Litter Picker Holiday Cover Arrangements for 29th May – 3rd June**
The arrangements and cost were unanimously agreed.

0806/12 Chestnut Drive Play Area

The proposal to lay an additional 46 Sqm of stone in the areas between the existing bases to guarantee the 5-year surface safety warranty at an additional cost of £1041.21 was unanimously agreed. The work is to start on Monday 12th June. The Clerk and Cllr Grantham are to meet the Contractor on site that morning.

0806/13 To consider retention of an IT Technician on a rolling basis to resolve issues and undertake specific tasks as part of a Service Level Agreement

It was agreed to defer this item to allow the new Clerk to settle into the role. In the meantime Cllr Sellick offered to be a point of contact for any IT issues.

0806/14 To receive and consider the monthly play area inspection

It was noted that the Harpitt Close Play Area report was wrongly included (Mid-Devon Play Area). The Clerk to inform MDDC to remove from future reporting.

0806/15 Christmas Lights 2023:

- **To decide whether to leave the use of the timers in place for 2023 and to discuss and agree the course of action if any time clocks are reported faulty during the Christmas season** – It was **resolved** to leave the timers in place and that if any failed during the Christmas period the relevant timer will be bypassed and left on 24/7 due to the cost of repair. Proposed by Cllr Phare, seconded by Cllr Grantham. Unanimously agreed.
- **To discuss future provision after end of current contract (from 2024)** – Unanimously agreed to consider in the New Year.

0806/16 To consider a proposal for the future use of the VAS equipment.

It was agreed that Chapter 8 training is required for the handyman to move and put up the VAS equipment. Cllr Grantham advised that Halberton have also approached the handyman to do the same and there is potential to share the training costs. **It was agreed that the Clerk would obtain indicative annual costs for the handyman's work for the initial 12-month period and add the training to fully cost out. It was unanimously agreed that the Finance and Administration Committee consider the figures at the 15 June meeting and that a proposal is put forward to July Council for discussion and approval.**

It was confirmed that the data downloaded from the VAS would be published in the format received.

0806/17 To receive a verbal update on the appointment of a consultant to provide a detailed specification for the mini ramp at the Skatepark in the Jubilee Field.

The consultant is starting work on the specification week commencing 12th June.

0806/18 To receive a verbal update on the Pump Track Project.

The work is due to start early August, date to be confirmed.

0806/19 Mid Devon District Council – Planning Applications

The submission on the 22nd May 2023 offering no objection to Planning Application 23/00721/HOUSE - 21 Chestnut Drive was unanimously approved.

The submission of the Parish Councils comments on the 18th May 2023 on Planning Application 22/02272/FULL Land and Buildings at NGR 303765 110338 (Culm Park) Willand Devon, was unanimously approved.

0806/20 Correspondence and Matters to Note – To receive Council correspondence and matters to note

It was agreed that no further action was required under the matters noted.

0806/21 Councillor Reports

- Cllr James raised some footpath issues. The Clerk to liaise with him and write to Devon County Council to inform them and express concerns.
- Cllr Grantham raised the overhanging branch from the school grounds onto the Jubilee Field footpath that the Clerk had asked the Handyman to quote for. Cost will be £20, and the Chairman proposed that the work go ahead immediately, and this was agreed unanimously
- Cemetery – Cllr Grantham raised concerns over the lack of watering and weeds causing newly planted beech hedging to die. This will be looked at and discussed at the forthcoming Cemetery Group meeting fixed on the 21st June.

0806/22 Close

The meeting closed at 8.43 p.m.

7 June 2023 (2023 - 2024)

Willand Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|-----------------------|--------------------|--------------------------|----------------------------|----------|-----------------|---------------|-----------------|
| 24 | 15/05/2023 | | Lloyds Treasurer Accr | | Coronation | Exeter Fabric Centre | S | 9.38 | 1.87 | 11.25 |
| 24 | 15/05/2023 | | Lloyds Treasurer Accr | | Coronation | Exeter Fabric Centre | S | 7.50 | 1.50 | 9.00 |
| 38 | 23/05/2023 | | Lloyds Treasurer Accr | | Internal Audit Fees | David J Goodall | X | 100.00 | | 100.00 |
| 48 | 30/05/2023 | | Barclaycard | | Stationery - A4 Paper | Tesco | S | 7.92 | 1.58 | 9.50 |
| 21 | 01/06/2023 | | Lloyds Treasurer Accr | LC/WILL/11123-HW9X | Annual Insurance Premium | BHIB Limited | E | 982.43 | | 982.43 |
| 46 | 01/06/2023 | | Lloyds Treasurer Accr | Account: SJW009 | Jubilee Field | Countrywide Grounds Mainte | S | 138.60 | 27.72 | 166.32 |
| 47 | 01/06/2023 | | Lloyds Treasurer Accr | Account: SJW009 | Orchard Way | Countrywide Grounds Mainte | S | 138.60 | 27.72 | 166.32 |
| 49 | 01/06/2023 | | Barclaycard | | Replacement Bin | Glasdon UK Limited | S | 292.49 | 58.50 | 350.99 |
| 50 | 05/06/2023 | | Lloyds Treasurer Accr | June & July 2023 | Magazine Printing | Brightsea Print Group | X | 1,095.00 | | 1,095.00 |
| 52 | 05/06/2023 | | Lloyds Treasurer Accr | | Grounds Maintenance | Quarifax Services | X | 40.80 | | 40.80 |
| 52 | 05/06/2023 | | Lloyds Treasurer Accr | | Grounds Maintenance | Quarifax Services | X | 239.60 | | 239.60 |
| 52 | 05/06/2023 | | Lloyds Treasurer Accr | | Grounds Maintenance | Quarifax Services | X | 27.92 | | 27.92 |
| 52 | 05/06/2023 | | Lloyds Treasurer Accr | | Grounds Maintenance | Quarifax Services | X | 30.03 | | 30.03 |
| 51 | 05/06/2023 | | Lloyds Treasurer Accr | 9th/10th May | Verge Cutting | South West Grounds Mainten | S | 700.00 | 140.00 | 840.00 |
| 52 | 05/06/2023 | | Lloyds Treasurer Accr | | Grounds Maintenance | Quarifax Services | X | 33.02 | | 33.02 |
| 52 | 05/06/2023 | | Lloyds Treasurer Accr | | Grounds Maintenance | Quarifax Services | X | 781.09 | | 781.09 |
| 53 | 07/06/2023 | | Lloyds Treasurer Accr | | Planters | The Old Well | S | 94.18 | 18.84 | 113.02 |
| Total | | | | | | | | 4,718.56 | 277.73 | 4,996.29 |