



WILLAND PARISH COUNCIL

12 Sycamore Close, Willand, Cullompton, EX15 2SH

Tel: 07920 014407

Email: clerk@willand-pc.org.uk

PUBLIC NOTICE

You are hereby invited to attend the **Annual Meeting of Willand Parish Council**, which will be held on **Thursday 11 May 2023 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.

Barbara Bodkin
Parish Clerk

4 May 2023

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. Declaration of Acceptance of Office of Parish Councillor to be signed by all councillors and Register of Interests forms to be issued for completion, together with Agreement to receive communications including Agendas and Minutes by electronic mail**
- 4. To receive any apologies from Councillors and record approval of reasons for absence (please make any apologies known to the Parish Clerk)**

5. **Declarations of Interest - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**
6. **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)
7. **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.**
8. **Parish Council Minutes - To approve and sign the minutes of the Willand Parish Council Meeting held on Thursday 13 April 2023, as a correct record.**
9. **Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make.** (For information only)
10. **Review and adoption of:**
 - a) Standing orders (previously reviewed and adopted by the Full Council on 9 March 2023)
 - b) Financial Regulations (reviewed and adopted by the Full Council on 9 March 2023)
 - c) Code of Conduct(Documents to be issued prior to the meeting)
11. **To review and agree the formation of Committees and Working Groups including membership and Terms of Reference** (Documents to be issued prior to the meeting)
12. **Willand United Charities representative: to note that the following Trustees had been appointed by the Parish Council on 10 November 2022 for a term of 4 years:** Kate Taylor, Stephen Little, Neil James and Jason Scott. The fifth Trustee is Ex-officio (the Rector).
13. **Election of Village Hall Committee representative**
14. **Review of inventory of land and other assets including buildings and office equipment** (Asset Register to be issued prior to the meeting)
15. **To review the Council insurance policy and agree any alterations and consider insurance renewal quotes received.** (Documents to be issued prior to the meeting)
16. **To review the Council's employment policies and procedures, to include:**
 - Health and Safety Policy
 - Sickness Policy
 - Grievance Policy
 - Equality and Diversity Policy (Documents to be issued prior to the meeting)
17. **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 second Thursday of each month at 7pm at Willand Village Hall. Note: August only if needed.
 - b) Annual Parish Meeting to be held in March 2024 – date to be agreed.
 - c) Annual Meeting of the Parish Council to be held on second Thursday of May 2024.
 - d) Committee Meetings to be held according to the outcome of item 11 on this agenda
18. **To receive reports from County and District Councillors.** (For information only)

19. **Police Report – To receive the latest crime report figures available on the Devon & Cornwall Police website relating to Willand** (Report to be issued prior to the meeting)
20. **To receive report from the Neighbourhood Planning Group** (Report to be issued prior to the meeting)
21. **To discuss and agree co-option arrangements as per the Co-option Policy and guidance from MDDC Electoral Services, to fill vacancies following the uncontested election results as published by MDDC.**
22. **Skateboard mini ramp: to receive a verbal report on progress and possibly consider the specification and any drawings.** (To be issued if available prior to the meeting).
23. **To consider the future use or disposal of the VAS equipment.**
24. **To discuss and agree expenditure on plants for village planters.**
25. **To review and confirm signatories on the Council’s Lloyds, Barclaycard and Nationwide accounts and agree any amendments to be made.**
26. **Accounts Due for Payment and Receipts to include:**
 - a) **To examine and agree the accounts due for payment, receipts, and bank transfers for the period 1 April – 3 May 2023 and to receive the bank reconciliation.**
 - b) **To examine and agree the Receipts and Payments Summary from 1 April – 3 May 2023**
 - c) **To review the reports provided via the Scribe accounting software and agree if any amendments are required for future reporting**
 - d) **To examine and agree the proposed Reserves allocations for 2023-2024 as part of the AGAR return and 2023-2024 accounts**
 - e) **To approve annual and monthly regular payments for the 2023-2024 financial year**
 - f) **Audit timetable – to note the internal audit is scheduled for w/c 15 May, with AGAR approval at Full Council meeting in June prior to submission to the external auditor.**
(The financial information will be issued prior to the meeting.)
27. **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:

Reference: 23/00690/FULL
 Proposal: Erection of an agricultural workers dwelling and garage
 Location: Development Site at NGR 304216 110864 (Weir Mill Farm) Jaycroft Willand

Reference: 23/00682/HOUSE
 Proposal: Erection of fence
 Location: 9 Lime Crescent Willand Cullompton

Reference: 23/00654/FULL
 Proposal: Erection of a dwelling with associated hard and soft landscaping works
 Location: Land at NGR 303782 111147 Fir Close Willand

Reference: 23/00577/MFUL
Proposal: Erection of warehouse, associated charging pod, associated landscaping and infrastructure, and siting of a non-permanent welfare facility
Location: Land at NGR 305146 112110 (South of Hitchcocks Business Park) Uffculme Devon
NOTE: This is within Halberton Parish. The consultation response date is 10 May and an extension request has not been submitted to the Planning Authority.

28. Mid Devon District Council – Planning Decisions

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

Reference: 23/00332/FULL
Proposal: Replacement of 16 existing metal halide floodlight heads with 16 LED floodlight heads
Location: Willand Rovers Football Club Silver Street Willand
DECISION: Permission Granted

Reference: 23/00407/TPO
Proposal: Application to remove 3 Ash and 1 Cherry, reduce 1 Sycamore to 5m monolith, remove crown of 1 Oak to reduce to a monolith and remove limb of 1 Hornbeam protected by Tree Preservation Order 74/00015/TPO and remove 1 Willow protected by Tree Preservation Order 73/00012/TPO
Location: Land at Meadow Park Willand Devon
DECISION: Consent Granted

Reference: 23/00465/FULL
Proposal: Variation of condition 2 of planning permission 22/01113/FULL to allow substitution of approved plans
Location: Thatch Cottage Silver Street Willand Cullompton
DECISION: Permission Granted

29. Correspondence and Matters to Note – To receive Council correspondence and matters to note. (A list of the correspondence and matters to note will be issued prior to the meeting).

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

31. Close