



## WILLAND PARISH COUNCIL

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Minutes of the **Annual Meeting of Willand Parish Council** held on **Thursday 11 May 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 and B Warren

**In Attendance:** B Bodkin and D Bird, Parish Clerks  
District Councillors C Connor (from 19.28 hours) and J Poynton  
1 member of the public

Councillor Warren welcomed Cllr Poynton and Cllr Glover in their new role as Ward Councillors in the District.

**1105/01 Election of Chairman and signature of Declaration of Acceptance of Office of Chairman**

Cllr Warren invited nominations for the position of Chairman of Willand Parish Council. Cllr Phare nominated Cllr Warren, seconded by Cllr James. There were no other nominations. Cllr Warren accepted the nomination, was duly elected and signed the Declaration of Acceptance of Office of Chairman.

**1105/02 Election of Vice-chairman**

Cllr Warren invited nominations for the position of Vice Chairman. Cllr Little nominated Cllr Phare, seconded by Cllr James. There were no other nominations. Cllr Phare accepted the nomination and was duly elected.

**1105/03 Declarations of Acceptance of Office of Parish Councillor were signed by all councillors present, together with Agreement to receive communications including Agendas and Minutes by electronic mail. Register of Interests forms were issued for completion and return to MDCC. It was noted that Cllr Mastrolacasa had already completed the forms and it was agreed that Cllr Sellick could sign his declaration on or before a future meeting.**

**1105/04 To receive and accept apologies**

It was **resolved** to receive and accept apologies from Cllrs Mastrolacasa and Sellick and reasons for absence were approved unanimously.

**1105/05 Declarations of Interest**

There were no declarations.

**1105/06 Public Question Time**

The member of the public thanked the Parish Council for their support with the Coronation weekend events.

**1105/07 Order of Business**

The Chairman would make no changes unless Cllr Connor arrived during the course of the meeting.

**1105/08 Parish Council Minutes**

It was **resolved** to approve and sign the minutes of the Willand Parish Council Meeting held on Thursday 13 April 2023, as a correct record. (Proposed by Cllr Grantham).

**1105/09 Chairman's and Clerk's Announcements**

- The Chairman thanked Barbara Bodkin for stepping in to cover as Clerk, and he welcomed Debbie Bird as the new Clerk.
- The Chairman referred to planning application 22/02272/FULL, Culm Park. An extension to the consultation had not been granted beyond a fortnight and was due by 25 May. It was agreed that a draft response would be sent to members for agreement, to be ratified at the June Full Council meeting.
- Debbie Bird said she was looking forward to working with the Parish Council, she had been learning the Scribe accounts software with Frances Wilcox and was contactable.

**1105/10 To review and adopt the following Willand Parish Council documents:**

- Standing orders (previously reviewed and adopted by Full Council on 9 March 2023)
- Financial Regulations (reviewed and adopted by Full Council on 9 March 2023)
- Code of Conduct

Copies had been issued with the agenda. It was **moved from the Chair** to adopt all the documents en bloc. Unanimously agreed.

**1105/11 To review and agree the formation of Committees and Working Groups including membership and Terms of Reference** (Documents were issued prior to the meeting).

It was **resolved** to keep the **Committee Terms of Reference** as agreed on 12 May 2022 and to keep the Finance and Administration Committee. (Proposed by Cllr Phare).

**Staff management:** it was **resolved** that Cllr Phare would be the first port of call for staff, pending the appointment of a Chair of the Finance and Administration Committee. (Proposed by Cllr Phare).

**Terms of Reference for Neighbourhood Planning Group** were unanimously agreed subject to such amendments to be made later in the meeting to membership.

**1105/12 Willand United Charities representative: it was noted 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 being

Ex-officio (the Rector). Cllr Little advised that Kate Taylor (a member) was also Clerk to the Committee and the primary point of contact, and this was noted.

- 1105/13 Election of Village Hall Committee representative**  
No nominations had been received. Cllr Grantham confirmed he was happy to continue and this was unanimously agreed.
- 1105/14 Review of inventory of land and other assets including buildings and office Equipment.** (The Asset Register had been issued prior to the meeting). It was noted that Cllr Warren had made a start on a new format including pictures and it was agreed that the new Clerk would look into it. Cllr Warren **moved from the Chair** to defer this item pending more work to be done and all agreed.
- 1105/15 To review the Council insurance policy and agree any alterations and consider 3 insurance renewal quotes received.** (Documents were issued prior to the meeting). Cllr Phare proposed accepting BHIB's quote for 3 years, pointing out there would be a saving, the play equipment cover was better (up to £75,000) and the VAS would be covered under Street Furniture. Cllr James seconded the proposal and it was agreed unanimously.
- 19.28 hours Cllr Connor joined the meeting** and was welcomed by Cllr Warren. It was agreed to take reports from County and District Councillors at this point in the meeting. The Clerk confirmed that she had not received any apologies or a report from Cllr Radford.
- 1105/16 To receive reports from County and District Councillors.** (For information only) Cllr Warren referred to the planning application 22/02272/FULL, Culm Park, which had been referred to earlier in the meeting.  
It was noted that the District Cllrs were settling in and the MDDC Leader was to be decided. It was noted that District Cllrs could always contact the Clerk and vice versa.
- 1105/17 Further discussion arising from agenda item 11 – Committees**  
Cllr Little quoted from the agreed Finance and Administration Committee Terms of Reference, "The Chair of the committee shall be responsible for the wellbeing, administration and appraisal of any employed staff". It was **resolved** that Cllr Phare would fulfil this role pending any decisions made at the June Finance and Administration Committee meeting.
- 1105/18 To review the Council's employment policies and procedures, to include:**
- Health and Safety Policy
  - Sickness Policy
  - Grievance Policy
  - Equality and Diversity Policy
- Copies had been issued with the agenda. It was **moved from the Chair** to adopt all the documents en bloc. Unanimously agreed.
- 1105/19 To agree the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council**

- a) It was **resolved** that Full Council Meetings would be held on the second Thursday of each month at 7pm at Willand Village Hall. Note: except in August to be only if needed.
- b) It was **resolved** that the Annual Parish Meeting would be held in March 2024 just before the March Full Council meeting – date to be agreed.
- c) It was **resolved** that the Annual Meeting of the Parish Council would be held on the second Thursday of May 2024.
- d) It was **resolved** that Committee Meetings would be held according to the outcome of item 11 on this agenda (see minute 1105/11).
- e) It was **resolved** that Finance & Administration Committee meetings would be held on the third Thursday in June, September, December and March.

**1105/20****Police Report**

The Chairman addressed the District Cllrs to advise that the software system used for recording crime had been changed and now there were no crimes being recorded for the Willand area. He referred to Police & Crime Commissioner Advocates as a means of taking action and it was agreed the matter would be followed up by the District Cllrs.

**1105/21**

**To receive report from the Neighbourhood Planning Group** (A report had been issued prior to the meeting).

Cllr Little offered to spend an hour to brief the new District Cllrs, saying it would be helpful as the process is very much in the hands of the District Council. Cllr Little added to his report by saying that the Group were pressing for the Regulation 14 consultation to be completed before the beginning of August. The Parish Council had given permission for the Neighbourhood Planning Group to do drafting amendments, but any policy amendments would come back to Full Council. The Group would bring proposals to the June Full Council meeting on how the final significant Regulation 14 Consultation would run. The membership of the Group was confirmed and **agreed** as Frances Wilcox, Lisa Mastrolacasa, Barbara Bodkin (in her personal capacity, not as Clerk), Kate Taylor, Jason Scott and Stephen Little. There were no questions.

In conclusion, Cllr Warren asked Cllr Glover to brief the other District Councillors on progress to date and he also made reference to the MDDC Planning Policy Advisory Group (PPAG). Cllr Little noted the Group had received very good support from MDDC Forward Planning Team.

**1105/22**

**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.**

There were 4 vacancies on Willand Parish Council and 1 enquiry had been received. It was **agreed** to keep this item on agendas and to publicise the vacancies in the Willand Magazine.

**1105/23**

**Skateboard mini ramp: to receive a verbal report on progress.**

Cllr Warren confirmed the pump track was going ahead. Some insurance issues were

being sorted out with the skate ramp consultant. Cllr Warren informed District Cllrs that s106 money had been obtained for projects in Willand and that they would be involved in signing off further s106 applications, asking them to contact him if in any doubt.

**1105/24 To consider the future use or disposal of the VAS equipment.**

Councillors considered the following:

- The original paper submitted by Councillor Warren;
- Minute 2304/14 from April 2023 Full Council meeting;
- Response from Community Speed Watch Co-ordinator;
- Current storage arrangements;
- Potential to link VAS with Traffic Survey Report and possible linking issue to be considered as part of Neighbourhood Plan consultations;
- Traffic issues were primarily a Devon County Council issue and where relevant – the Police;
- Options for future use, training and individuals who could help.

RESOLVED: Councillor Little would contact the various individuals mentioned to see if/how they could assist with the future use of VAS and report back to the June meeting.

**1105/25 To discuss and agree expenditure on plants for village planters.**

The Clerk had obtained orders for plants from volunteers and the cost was under the budget figure. It was **resolved** that the Chairman and Clerk would go ahead with the purchase and distribution of the plants.

**1105/26 To review and confirm signatories on the Council's Lloyds, Barclaycard and Nationwide accounts and agree any amendments to be made.**

It was **resolved** that Neil James would be added as a full power signatory for Lloyds Bank and be a signatory for Nationwide and Barclaycard.

**1105/27 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.** The Summary of Receipts and Payments, May Monthly Payment Sheet for approval and Bank Reconciliations had been issued prior to the meeting. It was **resolved** to approve the payments and receipts and the Monthly Payment Sheet was signed by 3 members. A copy of the Monthly Payment Sheet is included with these minutes.
  - It was **resolved** that a lump sum would be transferred once a year from the Cemetery Extension Reserve into the Cemetery Cost Centre, as when the budget was set it had been agreed to pay the Cemetery extension grass cutting from the Cemetery Extension reserve to keep the Precept down. (Proposed by Cllr James).
  - Expenditure of £40 + VAT for the new Clerk's training (as authorised by the Chairman) was **ratified**. Details had been circulated to members on 9 May.
- b) **To examine and agree the Receipts and Payments Summary from 1 April – 3 May 2023**

Cllr Warren moved from the Chair that the Receipts and Payments be **agreed**.  
Unanimously agreed.

**c) To review the reports provided via the Scribe accounting software and agree if any amendments are required for future reporting**

Cllr Warren moved from the Chair that the reports as presented be **agreed**.  
Unanimously agreed.

**d) To examine and agree the proposed Reserves allocations for 2023-2024 as part of the AGAR return and 2023-2024 accounts.** The Reserves Balances as at 31 March 2023 which had been put forward as the opening balances as at 1 April 2024 had been circulated. Cllr Warren **moved** from the Chair that the “New play area equipment” earmarked Reserve be removed and the £4000 within it be divided with £1000 each to Mallow Court, Orchard Way, South View and Worcester Crescent play areas.  
Unanimously agreed.

**e) To approve Annual and Monthly regular payments for the 2023-2024 financial year.** A schedule had been circulated with the agenda. Cllr Warren moved from the Chair that the Receipts and Payments be **agreed**. A copy of the schedule is included with these minutes. Unanimously agreed.

**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 Clerk gave a verbal update which was noted.

**1105/28**

**Mid Devon District Council – Planning Applications**

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

It was **resolved** to comment as follows: TO OFFER NO OBJECTION.

Reference: 23/00682/HOUSE

Proposal: Erection of fence

Location: 9 Lime Crescent Willand Cullompton

It was **resolved** to comment as follows: TO OFFER NO OBJECTION.

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

It was **resolved** to comment as follows: TO OFFER NO OBJECTION.

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 was 10 May and an extension request had not been submitted to the Planning Authority. It was **resolved** that the Parish Council had nothing further to add from their outline comment.

### 1105/29 **Mid Devon District Council – Planning Decisions**

It was **resolved** 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

### 1105/30 **Correspondence and Matters to Note – To receive Council correspondence and matters to note.** (A list of the correspondence and matters to note had been issued prior to the meeting).

- a) Culm Valley Choir – it was **resolved** not to provide a grant based on the information provided.
- b) Members **agreed** they had nothing more to add to the Clerk's response thanking Bob Evans for his email dated 5 May 2023, which had been previously circulated.
- c) Information on New Clerk Webinars through SLCC had been circulated and it was **resolved** that Debbie Bird would contact Cllr Phare re any proposed training.
- d) Members had been informed that DCT had contacted the Clerk to say they were updating exemplar (emergency) plans on their web page and asking for consent for the Willand Community Emergency Plan to be used, on the proviso that all personal data would be removed. It was **agreed** the Clerk could confirm agreement to DCT.

### 1105/31 **Councillor Reports** – At the discretion of the Chairman, to receive reports from Parish Councillors – strictly for information only.

Cllr Phare noted a new contractor was cutting the grass on the verges. The Chairman

expressed concern that the specification had not been met as the long cut grass was left in ridges although it was noted the meter cut in certain areas was good. It was **agreed** the Clerk would inform the contractor that the matter had been discussed at the Parish Council meeting, noting that only 2 cuts had been done by the 5<sup>th</sup> month and including a reminder of the specification.

Cllr James enquired what was happening with the proposed refurbishment at Chestnut Drive Play Area. Cllr Warren explained he had sent the supplier an email as agreed to enquire about the guarantee for the rubber mulch surface if a stone base was not used. He was awaiting a response.

Cllr Warren had noted that on the corner in Jaycroft, near Weir Mill Farm, there was a clump of bushes growing out into the road causing lorries travelling to the sewage works to drive onto the verge.

### 1105/32 Close

The meeting closed at 21.02pm

20230511	MAY MONTHLY PAYMENTS		
Total	Description	Supplier	Cost Centre
£82.16	Cemetery Trade Waste	Mid Devon District Council	Cemetery
£542.00	Coronation Hall & Projector Hire	Carol Allan (Willand Village Hall)	Earmarked (Village Events)
£332.64	Jubilee Field	Countrywide Grounds Maintenance Ltd	All Ground Management
£166.32	Orchard Way	Countrywide Grounds Maintenance Ltd	All Ground Management
£23.00	CCTV & Air Ambulance electric	AnneMarie Holmes (Willand Youth Club)	Village Projects
£13,783.50	Deposit - Pump Track	Forte Trailscapes Ltd	Earmarked (Pump Track)
£840.00	Verge Cutting	Paul Cary (South West Grounds Maintenance)	All Ground Management
£239.60	Cemetery Grass Cut 1	David Williams (Quarlfox Services)	Cemetery
£177.60	Cem Extension Cut 1	David Williams (Quarlfox Services)	Cemetery
£33.02	South View Grass Cut 2	David Williams (Quarlfox Services)	All Ground Management
£30.03	Chestnut Grass Cut 2	David Williams (Quarlfox Services)	All Ground Management
£27.92	Mallow Court Cut 2	David Williams (Quarlfox Services)	All Ground Management
£91.80	BMX Track Repairs	David Williams (Quarlfox Services)	All Ground Management
		Total of Quarlfox Services invoices £599.47	
£31.98	Coronation Table Cloths	Frances Wilcox (Parish Council)	Earmarked (Village Events)
£45.02	Coronation - Balloons, Table Cloths, Craft items, Cups	Frances Wilcox (Parish Council)	Earmarked (Village Events)
£450.00	Allotments	Simon Talbot (Willand United Charities)	Allotments
£215.19	Christmas Light Electric	EDF	Village Projects
£50.00	Website Support	Tristan Parker (Parker Digital Marketing Ltd)	Office Admin
<b>TOTAL</b>			
<b>£17,161.78</b>			