



WILLAND PARISH COUNCIL

12 Sycamore Close, Willand, Cullompton, EX15 2SH

Tel: 07920 014407

Email: clerk@willand-pc.org.uk

Minutes of the Willand Parish Council Meeting held on Thursday 13 April 2023 at 7.00 pm, in the Club Room at Willand Village Hall, Gables Rd, Willand.

Present: Cllrs K Grantham, R Phare, B Warren and F Wilcox

In Attendance: B Bodkin, Parish Clerk
District Councillor R Evans
1 member of the public

Absent: Cllr N Bartlett

2304/01 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllrs A Glover, N James, S Little, L Mastrolacasa and J Sellick and reasons for absence were approved unanimously.

It was noted that County Councillor Radford and District Councillor Chesterton were not present.

2304/02 Declarations of Interest

There were no declarations.

2304/03 Public Question Time

The Chairman ascertained that the member of the public was observing only.

2304/04 Order of Business

The Chairman adjusted the order of the agenda items by placing item 16 into Part 2 at the end of the agenda.

2304/05 Parish Council Minutes - To approve and sign the minutes of the Willand Parish

Council Meetings held on Thursday 9 March and Monday 27 March 2023, as a correct record. It was **resolved** to approve and sign the minutes of the Willand Parish Council meeting held on Thursday 9 March 2023 as a correct record. (Proposed by Cllr Grantham). It was **resolved** to approve and sign the minutes of the Extraordinary Willand Parish Council meeting held on Monday 27 March 2023 as a correct record. (Proposed by Cllr Wilcox).

2304/06 Chairman's and Clerk's Announcements

The Chairman noted that the Election process had resulted in 8 parish councillor nominations so there would be co-options to fill 4 vacancies after 8 May.

The Clerk advised Councillors of the following:

- A site meeting took place at Willand Cemetery on 4 April, attended by the Clerk, Cllr Little and Cllr Grantham and Rex Saunders (grave digger). The location of 19 new family ashes plots in the Garden of Remembrance was agreed. Graves which had sunk or needed to be levelled were noted by the Clerk to follow up with funeral directors and monumental mason. The cemetery extension hedge would be checked again in May to see how many of the beech trees have failed. The new Cemetery fees effective from 1 April had been circulated to all concerned and posted on the Parish Council website.
- The Chestnut Drive play area installers were due on site on Monday 17 April at 9am and the Clerk would meet them. Letters to nearby households and notices on the playground fence and a post on Facebook would be actioned by the Clerk on 14 April. S Densham and M Watts at MDDC had been informed and so had the handyman.
- The Clerk would on holiday w/c 24 April and arrangements would be made for the Clerk's phone to be monitored in her absence.
- The Pump Track contractor had indicated a start date of August and had submitted an invoice for the 25% deposit with a due date for payment of 31 May so this would be included for approval at May Full Council meeting. The Chairman added that the delay was due to wet weather holding up other jobs.
- The Highways, Traffic & Safety tab on the Parish Council website was now live.
- Defibrillator pads had been ordered at the request of Dave Maynard to replace ones due to expire, at a cost of £127.50 as agreed with the Chairman – the cost would be covered in the Village Projects budget.

2304/07 Police Report

There were no crimes recorded for Willand in February 2023 on the Police website.

2304/08 To receive reports from County and District Councillors.**District Councillor Evans reported:**

- His enquiries concerning the residents' boundary at Pear Drive adjacent to Orchard Way field had concluded this to be the fence line at the bottom of their garden, so the hedge and bank was the responsibility of Mid Devon District Council. These boundaries were excluded from the lease with the Parish Council so the issue with a tree now remained with MDDC.
- It was noted that due to the forthcoming retirement of Willand School's headteacher, Anne Hawkins, the studio project forward-funded by Devon County Council using s106 money would be taken on by the new headteacher at the request of the school.
- The tree planting at the quarry site had gone well and Aggregate Industries would be responsible for the after-care of over 1000 trees planted.

Councillor Warren had nothing to report in his capacity as a District Councillor.

Councillor Radford had not submitted a written report.

- 2304/09 To receive report from the Neighbourhood Planning Group**
A written report had been issued and was noted. The Willand Parish boundary change with effect from 1 May 2023 had been confirmed. There were no questions.
- 2304/10 To consider the update received from Cllr Radford, Devon County Councillor, (circulated on 15 March) regarding any possibility of street lighting in Jaycroft and to agree a course of action.** As nothing more had been heard, it was **resolved** to remove the item from the agenda. (Proposed from the Chair). Responses had been shared by Devon County Council with those who had raised the issue and the Parish Council could do no more.
- 2304/11 To 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.** The Clerk advised there was no requirement to give public notice of vacancies but the Parish Council could do so if desired. There was no need to wait and the Council could co-opt to fill vacancies before the deadline of 26 June. It was **resolved** that the Clerk would post notification of 4 vacancies after 4 May 2023 on the Parish Council's website, and that co-options would be included on the June Full Council agenda.
- 2304/12 Accounts Due for Payment and Receipts including:**
- a) To examine and agree the accounts due for payment, receipts, and bank transfers for the period 28 March 2023 – 31 March 2023 and to receive the bank reconciliation.** The schedule of payments and receipts had been issued prior to the meeting. It was **resolved** to approve the payments and receipts, a copy of which is included with these minutes. (Proposed by Cllr Phare).
 - b) To examine and agree the end of year Income and Expenditure report to 31 March 2023.** The report had been issued prior to the meeting. Cllr Wilcox had noted a small anomaly of £107 between bank balances and Reserves to be resolved and reported back to the May Full Council meeting.
 - c) To examine and agree the accounts due for payment, receipts, and bank transfers for the period 1 April – 11 April 2023.** The schedule of payments and receipts had been issued prior to the meeting. It was noted that more Magazine income had been received since the figures were circulated. It was **resolved** to approve the payments and receipts, a copy of which is included with these minutes. (Proposed from the Chair).
 - d) To examine the end of year Reserves balances as at 31 March 2023 and discuss allocation of funds.** The year end balances for Reserves plus S106 funding had been issued prior to the meeting and were noted and agreed with no further discussion.
 - e) Audit timetable update.** The Clerk had spoken to the internal auditor and would try to have papers finalised for May Full Council but if not possible, the AGAR would be approved and signed at the June Full Council in order to meet the submission deadline to the external auditor of 3 July 2023. It was noted by Cllr Wilcox that the time taken to set up invoices and other items on the new Scribe software was significant.

- 2304/13** **To receive and consider the monthly play area inspection reports and agree any required courses of action.** A copy of the reports had been issued prior to the meeting. It was **resolved** that no action was necessary at present. (Proposed by Cllr Grantham).
- 2304/14** **To consider the future use or disposal of the VAS equipment.** (A discussion paper had been issued prior to the meeting).
The VAS was currently in storage. Councillors discussed various options and considerations and it was **resolved** to defer the final decision until the May Full Council meeting. (Proposed from the Chair). In the meantime, it was **resolved** that the Clerk would write to the Willand Community Speed Watch (WCSW) Co-ordinator to say that the Parish Council would consider making the VAS equipment available to the Community Speed Watch Group but needs to receive comprehensive proposals on how WCSW would fund and insure it and undertake Chapter 8 training.
- 2304/15** **To consider a paper for the provision of the skate ramp in the Jubilee Field.**
(A discussion paper had been issued prior to the meeting).
Councillors agreed that a specification was needed before obtaining 3 quotes. It was **resolved** to appoint a consultant to draw up a specification, to advise the Parish Council on potential contractors, and to oversee the contract including site visits. (Proposed from the Chair). It was agreed the Clerk would write to the consultant with clear instructions and to have costs confirmed formally through the Clerk.
- 2304/16** **To consider the future of the Willand Parish Magazine following the public appeal for volunteers and agree a course of action.**
It was noted that the Magazine was able to continue with the assistance of volunteers on production, distribution and advertising, with invoicing being done through the Parish Council.
- 19.50 hours:** **Councillor Evans left the meeting**
- 2304/17** **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: 23/00465/FULL
Proposal: Variation of condition 2 of planning permission 22/01113/FULL to allow substitution of approved plans
Location: Thatch Cottage Silver Street Willand
Applicant: Mr G Purcigo
- It was **resolved** to comment as follows: NO OBJECTIONS TO THE VARIATIONS.

Reference: 22/02102/MFUL

Proposal: Construction of on-farm anaerobic digestion plant with associated equipment and works

Location: Land at NGR 300535 112291 (Bycott Farm) Lower Town Halberton

Notification received that the above application has received additional information

It was **resolved** to comment as follows: NOTHING HAS CHANGED IN RELATION TO OUR CONCERNS OVER TRANSPORTATION OF PRODUCTS TO AND FROM THE SITE AND WE HAVE NOTED THE CONSIDERABLE NUMBER OF OBJECTIONS.

2304/18

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: 22/02209/HOUSE

Proposal: Conversion of an outbuilding to annex

Location: Land and Buildings at NGR 303719 110353 (Dye House) Willand Old Village
Willand Devon

Applicant: Mr R Ruty

DECISION: Permission Granted

Reference: 22/02210/LBC

Proposal: Listed Building Consent for the conversion of an outbuilding to annex

Location: Land and Buildings at NGR 303719 110353 (Dye House) Willand Old Village
Willand

Applicant: Mr R Ruty

DECISION: Permitted with Conditions to Discharge

Reference: 23/00246/NMA

Proposal: Non-Material Amendment for 21/01754/MARM to allow alignment of Condition 5 with the Section 106 agreement with regard to the delivery of the Locally Equipped Area of Play (LEAP

Location: Land at NGR 303288 110467 Adj Meadow Park Silver Street

Applicant: Bellway Homes Ltd SW

DECISION: Permission Granted

Reference: 23/00350/CAT

Proposal: Notification of intention to reduce the height of 1 Lime tree by 2.5m and 2m lateral branch length within the Conservation Area

Location: Pump Cottage Willand Old Village Cullompton

Applicant: Mr Roger Sellick

DECISION: MDDC has no objection

Reference: 23/00268/HOUSE

Proposal: Erection of conservatory

Location: Garden House Willand Old Village Willand

Applicant: Mr and Mrs D Hall
 DECISION: Permission Granted

2304/19 Correspondence and Matters to Note – To receive Council correspondence and matters to note. (A list of the correspondence and matters had been issued prior to the meeting).

- a) It was **resolved** to note the routine newsletters and Press releases received.
- b) It was **resolved** to note the following item of correspondence:
 Letter dated 24 March 2023 from Anthony Collins Solicitors LLP, following the Parish Review 2021-2022 carried out by Mid Devon District Council with the following enclosures:
 - Order which comes into force on 1 May 2023, which confirms the number of parish councillors to be elected for the Parish of Willand shall be 12
 - Order which comes into force on 1 May 2023, which confirms the “Alteration of Parish areas”: Willand Parish Council now includes the area known as Mid Devon Business Park, designated by the letter “A” on the Map.
- c) It was **resolved** that members could respond individually to the following item and that it be drawn to the attention of the Neighbourhood Planning Group:
 Infrastructure Levy Consultation, which ends on 9 June (per DALC bulletin 5.4.23)
- d) It was **resolved** to reply to a funding enquiry from Plant and People CIC to say that “The Parish Council supports the local school when they apply to the Parish Council direct for funding such projects; and thank you for bringing your work to our attention.”

2304/20 Councillor Reports – At the discretion of the Chairman, to receive reports from Parish Councillors – strictly for information only.

Cllr Warren had spoken to MDDC Planning Enforcement on the Condition of a footpath to be widened before any occupation of the new houses at Meadow Park.

Cllr Wilcox advised that due to Councillor changes, it would be necessary to arrange new primary contacts for Barclaycard and Lloyds accounts plus an extra signatory for the Nationwide account.

Cllr Wilcox advised that the Youth Club had changed their doors and wished to know if the Parish Council required a key. Cllr Grantham noted that access is needed for Devon Air Ambulance electricity supply and it was agreed the Clerk would follow up.

Cllr Warren concluded by recording a formal vote of thanks to Cllr Frances Wilcox in recognition of her service as a Parish Councillor and to thank her for her continued support with the accounts.

20.07 hours: The member of the public left the meeting.

2304/21 At this point in the meeting, Cllr Warren moved from the Chair that the meeting would go into Part 2 procedure for the following item, according to the wording which was read to those present:

It is recommended that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information.

To receive an update on the recruitment of a new Parish Clerk/RFO.

The detail of the discussion and decision has been recorded separately in Part 2 Minutes. It was **resolved** to offer the position of Parish Clerk/RFO to the candidate who had been invited for interview.

2304/22

Close

The meeting closed at 20.32pm

Signed Dated
Chairman

13 APRIL 2023 PAYMENT SHEET - ITEMS DATED 28 TO 31 MARCH 2023			
PAYMENTS TO	INVOICE FOR	AMOUNT	BUDGET
HMRC	Quarterly payment PAYE	720.96	Salaries
Devon County Council	Xmas lights timer checks	697.80	Village projects
	Total of all payments	1418.76	
RECEIPTS SINCE 27 MARCH	Cemetery fees	917.00	
TOTAL INCOME		917.00	

13 APRIL 2023 PAYMENT SHEET - ITEMS DATED 1 - 11 APRIL 2023			
PAYMENTS TO	INVOICE FOR	AMOUNT	BUDGET
Philip Blackmore "Mr Phil"	Coronation party entertainer	275.00	Community Event Reserve
Brightsea Print Group	Magazine - April/May issue	1095.00	Magazine
Parker Digital Marketing Ltd	Monthly website maint-Apr	50.00	Office/admin
Mid Devon District Council	Play area insp. Apr-Sep	694.73	Play areas equipment
Devon Assn of Local Councils	Membership renewal fee	757.27	Office/admin
Blachere Illumination UK Ltd	Xmas lights hire	2064.46	Village projects
RSK Hi-Line Limited	Tree wrks JubFld/tenn. crts	791.08	Jubilee Field Reserve
F Wilcox (Amazon reimbrsmnt)	Craft items re Coronation	65.03	Community Event Reserve
F Wilcox (PO order reimb'mnt)	Stamps for Mag. postage	68.00	Magazine
	Total of all payments	5860.57	
RECEIPTS IN APRIL 2023	Precept (1st payment)	37148.50	
	Magazine advertising	45.00	
TOTAL INCOME		37193.50	