



## WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs Barbara Bodkin, 12 Sycamore Close, Willand, Cullompton, Devon EX15 2SH. Tel: 07920014407  
Email: clerk@willand-pc.org.uk

**I HEREBY GIVE NOTICE THAT A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE PARISH COUNCIL WILL TAKE PLACE ON THURSDAY 15 DECEMBER 2022 AT WILLAND VILLAGE HALL COMMENCING AT 19.00.**

***Press and Public are invited to attend.***

***PLEASE NOTE:*** All Council Meetings are electronically recorded in the interests of accuracy.  
*No Wi-Fi available in the meeting room*

### AGENDA

#### **1. Apologies**

To receive any apologies from Councillors

#### **2. To receive any declarations of interest from Members on any of the agenda items.**

#### **3. Items brought forward from the Chair**

#### **4. Public questions on any of the agenda items**

#### **5. Planning applications to be considered:**

##### **i) 22/02272/FULL**

Proposal: Erection of 2 dwellings following demolition of agricultural buildings utilising the Class Q fallback position (21/01146/PNCOU and 21/01148/PNCOU )

Location: Land and Buildings at NGR 303765 110338 (Culm Park) Willand

Response date: 26.12.22

(Circulated 5.12.22)

[PLANNING LINK](#)

##### **ii) 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

Response date: 29.12.22

(Circulated 9.12.22)

[PLANNING LINK](#)

##### **iii) 22/02209/HOUSE**

Proposal: Conversion of an outbuilding to annex

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

Response date: 29.12.22

(Circulated 9.12.22)

[PLANNING LINK](#)

**6. To approve the minutes of the meeting held: Thursday 20 October 2022** (Circulated)

**7. ADMINISTRATION**

- a) Emergency Plan – quarterly review to check all information is up to date with particular attention to individual contact information (Attached)
- b) Training
  - i) To receive updates (verbal/written) on training attended by Councillors and Clerk since 5 October 2022
  - ii) To review future training for Councillors and Clerk
- c) Annual review of continuation of the Willand helpline
- d) To receive an update on the recruitment of a new editor for the Willand Magazine
- e) To receive an update on the recruitment of a new Parish Clerk
- f) Audit: to note that the Parish Council has received notification of the external auditor appointment from 2022-23 and until 2026-27, as PKF Littlejohn, for an annual fee of £315 + VAT.

**8. FINANCE**

- a) Budget reports: to review the current income and expenditure budgets and agree any necessary adjustments. (To follow)
- b) To receive an overview of current bank account figures (included on I & E Report)
- c) To review the budget and proposed Precept for 2023-24 and make recommendations for any changes in order to approve at Full Council in January 2023, to include a review of current salaries following the annual pay award 2022-23 and the decision to employ a second litter picker to provide sickness cover in the current year. (To follow)
- d) Councillors to bring forward any new initiatives for 2023/24 which would incur on-going costs rather than an allocation from existing reserves e.g. expenditure to cover recommendations arising from the Road Safety Assessment.

**9. Councillors' Roundtable:** to receive any further information from Councillors and to highlight future agenda items.

*B Bodkin*

Barbara Bodkin

Clerk to Willand Parish Council

9 December 2022