



WILLAND PARISH COUNCIL

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MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 15 DECEMBER 2022 AT WILLAND VILLAGE HALL COMMENCING AT 7PM.

Present: Councillors Grantham, Phare, Warren and Wilcox.

In attendance: Clerk B Bodkin and 3 members of the public.

1. Apologies had been received from Councillors Glover, James, Little, Major, Mastrolacasa and Sellick and their reasons for absence were approved.
2. Declarations of interest from Members would be made at the appropriate agenda item.
3. There were no items brought forward from the Chair.
4. Public questions on any of the agenda items: the 3 members of the public present affirmed their comments in objection to planning application 22/02272/FULL.

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

Councillor Warren wished to record an interest in being a member of the Planning Committee and that anything he may say would be purely by way of observations and advice and should not be determined by anyone as him having formed a pre-determined position on anything.

After detailed discussion on the planning application, Councillor Wilcox (Committee Chair) read out a draft response on behalf of the Parish Council stating an objection to the application and explaining the reasons why and it was unanimously agreed that additional points raised at the meeting would be added to the response before it was submitted. **ACTION: Clerk**

ii) 22/02209/HOUSE & 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

After discussing the planning application, it was agreed that the following response would be submitted, "On the evidence available at the time of submitting this consultation response Willand Parish Council has no objection to the proposal subject to eventually having sight of a report from the Conservation Officer. If needed another representation may then be submitted.

The 'no objection' response is subject to there being a very clear and unambiguous condition attached to any approval that the accommodation must be ancillary to the main house and must not be used at any time as separate accommodation and let or sold as such. They would also ask for a condition restricting the materials to be used to the outside of the property to match, and be in keeping, with what is currently visible on the building." **ACTION: Clerk**

19.44 hours: the 3 members of the public left the meeting.

6. The Chair moved that the minutes of the meeting of the Finance and Administration Committee held on Thursday 20 October 2022 be approved and following agreement the minutes were signed by the Chair.

7. ADMINISTRATION

a) Emergency Plan – following the quarterly review it was agreed that no changes were required.

b) Training

i) The Clerk gave a verbal update on training she had attended since 5 October 2022. No training had been attended by members present.

ii) Future training for Councillors and Clerk: Councillor Neil James' request to undertake the DALC e-learning "Introduction to Local Councils" at a cost of £16 + VAT was approved.

ACTION: Clerk

c) The annual review of the continuation of the Willand helpline resulted in the decision to discontinue it with effect from 1 March 2023, following expiry of the phone line contract. An update would be published in the next issue of the Willand Magazine.

ACTION: Clerk

d) Members received an update on the recruitment of a new editor for the Willand Magazine. It was agreed that an advert for volunteers to join the team would be placed on the Parish Council's website and Facebook page, and that the item would be included for review on the January Full Council agenda.

ACTION: Clerk

e) Members received an update on the recruitment of a new Parish Clerk.

f) Members noted that the Parish Council had 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 had been circulated: the current income and expenditure budgets were reviewed, and it was agreed that no action was necessary.

b) Members noted the overview of current bank account figures (included on I & E Report).

c) Members reviewed the budget and proposed Precept for 2023-24 which had been circulated. Adjustments were agreed and the revised figures would be circulated to the Parish Council for consideration prior to approval at the January Full Council meeting.

ACTION: Cllr Wilcox & Clerk

d) Councillors did not bring forward any new initiatives for 2023/24 which would incur on-going costs rather than an allocation from existing reserves.

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

i) Councillor Warren referred to the letter dated 15 December 2022 from Andrew Jarrett, MDDC Deputy Chief Executive (S151) which the Clerk had circulated to the Parish Council, which listed opportunities for members to consider towards sharing the financial load for services. It was agreed that the Clerk would reply asking which 2 bus shelters were being referred to.

**ACTION:
Clerk**

ii) Councillor Wilcox noted that donations had been received in support of the Christmas lights in the village and the Clerk confirmed a total of £1700 had been received to date.

21.10 hours: there being no further business, the meeting closed.