



WILLAND PARISH COUNCIL

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MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 10 NOVEMBER 2022 AT WILLAND HEALTH & COMMUNITY CENTRE AT 7PM

Present: Councillors Bartlett, Glover, Grantham, Little, Major, Phare, Warren and Wilcox.

In attendance: Clerk B Bodkin, Mr Neil James (applicant for co-option) and one member of the public.

1. Co-option of a Councillor to fill the advertised vacancy on the Parish Council

After introducing Neil James, Councillor Warren moved from the Chair that Mr James be co-opted on to the Parish Council. Councillors voted unanimously in favour, the Chair welcomed Mr James who signed the Declaration of Acceptance of Office and joined the meeting.

2. **Apologies** had been received from Councillors Mastrolacasa and Sellick, and District Councillors Chesterton and Evans.

3. Declarations of interest from Members would be made at the appropriate agenda item.

4. There were no public questions on any of the agenda items.

5. Items brought forward from the Chair

The Chairman provided an update on the S106 application process relating to funding available from the Meadow Park development, specifically for WHCC projects.

6. The Minutes of the meeting held on Thursday 13 October 2022 were agreed by those who had been present at the meeting and were signed by the Chair.

7. Reports from District and County Councillors

a) District Councillor Reports:

i) There were no reports from Councillors Chesterton and Evans.

ii) Councillor Warren

Parish Boundary changes: A meeting of MDDC Full Council would be held on 1 December to review the final recommendations made by the Electoral Review Committee on changes to parish boundaries and changes to the numbers of councillors in some parishes. It had been confirmed that Willand Parish would have 12 councillors as of May 2023 due to the high number of voters.

Rubbish collection/black bins: Councillor Warren had not received any reports of problems in Willand and advised that issues should be reported to MDDC through their website. Councillor Bartlett was concerned that residents asking for an extra bin would need to be assessed, which had a cost implication.

Budgets: an increase in fees was likely from MDDC e.g. for play area inspections, which would be allowed for in the Parish Council's budget. **ACTION: Clerk**

b) County Councillor Radford - no written report had been received and Councillor Radford was not present.

8. For information and discussion

a) 12 crimes in Willand had been reported to the Police in September 2022.

b) Highways Working Group update:

i) VAS Report for October 2022: Councillor Major had noted a slight reduction on speed figures which may have been connected to the presence of Community Speed Watch and Police during the month.

ii) Traffic issues: a joint meeting of Parish Councillors from Willand, Uffculme, Halberton and Sampford Peverell was held on 26 October which three Willand members had attended; minutes had been circulated. Arising from the meeting was a proposal that subject to agreement by each Parish Council, a joint Task Group be formed comprising of a nominated person from each Parish Council, to discuss shared traffic issues. Councillor Warren proposed from the Chair that a joint collaborative committee be formed, and this was agreed unanimously. Members nominated Councillor Paul Major as their representative on the joint committee. Willand Parish Clerk to notify Halberton Parish Clerk of these decisions. Councillor Major undertook to share priorities with other representatives of the new group prior to their first meeting, and to circulate information on independent traffic audits. **ACTION: Councillor Major & Clerk**

iii) Members considered a proposal from the Willand Community Speed Watch Co-ordinator for a Road Safety tab to be created on the Parish Council's website where information from sources such as Willand CSW and Devon & Cornwall Police could be posted and accessed via a link on WOW. Decision has been recorded under iv) below.

iv) Linked with the above item, members also considered a proposal from Councillor Major to introduce dedicated tabs on the Parish Council's website home page for direct access to crime data, VAS reports etc.

In response to questions from members regarding the two proposals under Minute 8b (iii) and (iv), Councillor Major confirmed that any information would be uploaded solely by the Parish Council and that documents could not be cut and pasted. Councillor Bartlett suggested the use of hyperlinks. Members were in favour of sharing VAS information in this way. It was agreed that Councillor Major and the Clerk would discuss further outside the meeting and bring a clear proposal to the December Full Council meeting, including how the information to be published would be vetted. **ACTION: Cllr Major & Clerk**

c) The Cemetery Working Group had nothing to report and it was agreed that this item would be taken off the agenda until Spring 2023 after review of the extension hedge.

d) Chestnut Play Area: the Clerk had circulated a report to members including comparative figures from 3 quotations received. The Chairman reminded members that nearly £30,000 had been received as capital from MDDC on completion of the lease and just over £5000 would be claimed from S106 funding. Councillor Grantham confirmed that equipment which was mostly metal had been chosen for durability (as opposed to wood). It was noted that grass-mats could be installed by the Parish Council at a later date if required. Councillor Phare proposed acceptance of the quotation from Supplier B, seconded by Councillor Little and agreed unanimously. The Clerk would place an order with the chosen supplier at the quoted price of £31214.68 plus VAT and ask for a start

date. The Clerk was also obtaining the necessary permissions and authorisations and details of existing services/installations via Steve Densham at MDDC. **ACTION: Clerk**

e) Neighbourhood Planning Group: Councillor Little gave a verbal update. He had recently received a response from MDDC following submission of the very first draft for informal comment and would be inviting the Consultant's views on the comments made.

f) Pump track: as agreed at the October Full Council meeting, the Clerk had obtained a firm quotation from the supplier, including revised payment terms (25% deposit, 25% on start and 50% on completion). Councillor Warren was checking if there would need to be a planning application. Net costs of the project would be the subject of a S106 funding application. Councillor Wilcox proposed acceptance of the supplier's quotation for £45945 + VAT and to take the 25% deposit from the Parish Council's Reserves temporarily pending receipt of S106 funding from MDDC; Councillor Bartlett seconded this proposal and members agreed unanimously in favour, and for the Clerk to place the order. **ACTION: Councillor Warren & Clerk**

g) Planters: the Clerk had circulated a report providing details of the volunteers looking after each of the planters/troughs, plus a letter from Willand Tiny Tots with their proposal to take on the Gables Road planter. Members agreed that the Clerk would write to Willand Tiny Tots agreeing to them taking on the Gables Road planter for 12 months in the first instance, with an annual review due in October 2023, and asking the group to keep in touch and contact the Parish Clerk if they needed any help. The Clerk would confirm the quantities of plants required for winter bedding to Councillor Warren who would place an order at the Old Well. **ACTION: Councillor Warren & Clerk**

h) Appointment of Willand United Charities Trustees: the Parish Clerk had circulated a paper. The Clerk of Willand United Charities had written to advise that according to the Charity Commission Scheme 1907 forming Willand United Charities the body of Trustees shall, when complete, consist of five Trustees, being one Ex-officio Trustee (the Rector) and four Representative Trustees (appointed by the Parish Council) to hold office for four years. Councillor Little made the proposal that, in order to regularize the situation, the Parish Council should duly appoint Kate Taylor, Stephen Little, Neil James and Jason Scott as Trustees of Willand United Charities effective from the date of this meeting. Councillor Warren proposed from the Chair that this be agreed and all voted in favour, with 2 abstentions (Councillors James and Little, being Trustees). The Parish Clerk would write to the Clerk of Willand United Charities to confirm the appointments. **ACTION: Clerk**

9. Finance & Administration

a) Authorisation of payments including invoices received since 7 October, per the Payment Sheet dated 10 November: Councillor Warren proposed from the Chair that the payments be approved, subject to the Clerk checking why Blachere's invoice had been issued at this time and to report back to the Chair and Vice Chair and if agreed, that payment could be included in the month end pay run: this was agreed unanimously. It was also unanimously agreed that authorisation of the approved invoices by initialling should be conducted solely by the Chairman. **ACTION: Cllrs Phare, Warren & Clerk**

b) Income received in October 2022 had been circulated and was noted, including magazine advertising income.

c) Income and Expenditure report as at end of October 2022 had been circulated. The Clerk confirmed that more Magazine advertising income was due. The Grounds Maintenance (Urban Grass Cutting) income from DCC had been received on 9 November. VAT income would be received following submission of a refund claim after 31 March 2023.

d) Members agreed unanimously to ratify the following items i) and ii) which had arisen since 7 October:

i) Approval of Devon County Council's quote for connector checks for Christmas lights of £786.50 + VAT, following consultation with Members and a majority agreement.

Clerk to ask for a copy of the inspection report.

ACTION: Clerk

ii) Decision to re-deploy the temporary litter picker to cover long-term sickness from 31st October 2022, following consultation with Members.

e) Community Events Fund – to consider draft application form which had been circulated, as referred by Finance & Administration Committee. Councillor Warren moved from the Chair that the form be approved and this was agreed unanimously.

f) To note the Clerk had invited contractors to submit quotations for grounds maintenance contracts for 2023 – 2025, with a closing date of 22 November 2022, to provide separate quotations against each of the agreed specifications e.g. grass cutting, hedges, weed spraying, verges.

g) Community Emergency Plan: the amended Plan had been circulated following the Finance & Administration Committee's consideration of recommendations put forward from the review in August 2022. Members agreed unanimously to the suggested amendments. Clerk to circulate the updated version to all concerned. **ACTION: Clerk**

h) Members considered information provided from Councillor Major in support of his suggestion that an allowance of £6000 could be included in 2023/24 as an on-going cost due to potential activity on recommendations from the Road Safety Audit. Councillor Major clarified that his reference to an "additional sign" meant another VAS. Members were encouraged to think about other projects/impacts on the Precept e.g. increased maintenance costs. **ACTION: All Councillors & Clerk**

10. Meeting dates

Thursday 8 December – Full Council meeting

Thursday 15 December – Finance and Administration Committee meeting

Thursday 12 January – Full Council meeting (final approval of budget/precept)

Thursday 9 February – Full Council meeting

Thursday 9 March – Full Council meeting

Thursday 16 March – Finance and Administration Committee meeting

Working Groups – to note any scheduled dates:

All noted.

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

a) Councillor Warren referred to the provision of teen equipment, such as a half pipe. It was agreed that Councillor Wilcox would liaise with the Clerk to produce a specification and obtain quotes. **ACTION: Councillor Wilcox & Clerk**

b) Councillor Glover advised that Allies Mid Devon were offering to pay half the cost of benches and she suggested a disabled access bench in the Jubilee Field, for which Allies would pay for the installation and half of the cost of the bench. It was agreed that Councillor Glover would provide costings and a picture to the Clerk so that the information could be presented for the next Full Council meeting; this could potentially be funded from S106 also. **ACTION: Councillor Glover & Clerk**

c) Councillor Wilcox informed members that Local Government Pay Rates for 2022/23 had been agreed and that backpay for the Clerk and Litter Picker would be due (but not applicable to the Relief Litter Picker due to being on a Casual contract).

ACTION: Councillor Wilcox & Clerk

d) Councillor Wilcox reported that following a recent lightning strike on the telephone line, the Wi-Fi at Willand Village Hall was not working and the damage was being assessed and may involve an insurance claim. The Youth Club Wi-Fi was also affected. The current priority for Willand Village Hall was the installation of the new kitchen.

e) Councillor Little referred to an enquiry from the Halberton Parish Clerk as to whether Willand Parish Council would wish to send a representative to Halberton Parish's Traffic Committee Meeting on 4 January 2023 when they will be joined by the Willand Community Speed Watch Group Co-ordinator. It was agreed that the Clerk would reply to advise the Halberton Clerk that Willand Parish Council was already in constant communication with our Community Speed Watch team which operates in the village.

ACTION: Clerk

f) Councillor Bartlett referred to teen facilities and it was agreed that he would provide costs and pictures to the Clerk for the next meeting, including for the Jubilee Field and Orchard Way. He could approach the Football Club about having a Youth Team and to work collaboratively e.g. for storage of nets, line-marking equipment, being mindful of FA regulations.

ACTION: Councillor Bartlett & Clerk

g) The Clerk had received outline figures from the handyman for trimming of the hedge to the rear of Worcester Crescent Play Area and it was agreed that she would obtain another quote based on the agreed specification.

ACTION: Clerk

12. Communications

A)

i) The Parish Council had received an invitation from the village churches to attend the Annual Village Carol Service at the Village Hall on Sunday 4 December and to choose a carol to be sung and to confirm if a Parish Councillor would like to read a lesson. Members agreed to Hark the Herald Angels sing or a carol of their choice, and Councillor Little offered to read a lesson. Clerk to inform the organisers. **ACTION: Clerk**

ii) The Parish Council had been asked to consider a request from Willand Pre-school for support to upgrade the CCTV system which currently covers the Village Hall car park, school drive and Jubilee Field entrance, to enable number plate recognition. However, as a consequence of the damage caused by a lightning strike at the Pre-school building, it had not been possible for a detailed specification and costs to be provided in time for the November Full Council meeting, so this item was deferred until the December Full Council meeting. **ACTION: Clerk**

iii) Members noted a letter of thanks had been received from Willand Scout Group for the Parish Council's kind donation in recognition of the Scouts having painted the fence in South View Close play area

iv) MDDC's Forward Planning Team letter of 21 October 2022: Public consultation on an Air Quality Supplementary Planning Document and Non Statutory Interim Planning Policy Statement; Climate Emergency had been circulated.

Councillor Warren proposed from the Chair that this correspondence be noted and to offer no response, and all members agreed.

v) MDDC's Deputy Chief Executive's letter to the Parish Council dated 26.10.22 to highlight the inflationary pressures facing councils and the financial impact on public expenditure, asking parishes to consider what they could do to share the load, for services such as grounds maintenance, parks/play areas, street cleansing, community grants, enforcement/CCTV, open spaces etc had been circulated. Councillor Warren advised that the Parish Council should take no action pending receipt of a further planned letter and this was agreed by all members. It was noted that the Parish Council would be charged more for play area inspections and provision would be made in the budget for 2023-24 accordingly.

B) Communications received since 7 October and emailed to Councillors:

i) **Current Planning Applications:** No applications had been received as at 4.11.22.

ii) **Planning Decisions:** There had been no planning decisions notified as at 4.11.22.

iii) Newsletters and other correspondence

6 Mid Devon Press Releases & 1 Public Consultation

10 NALC bulletins and events newsletters

5 DALC newsletters and AGM papers for 5.10.22

4 Mid Devon meeting notifications

5 Rural Services Network bulletins

1 SLCC news bulletin

5 Devon County Council Coronavirus Updates & News Roundups

2 Locality Newsletters

1 Devon Climate Emergency newsletter

3 Connecting the Culm news

2 ICO's newsletter

1 Devon CPRE newsletter

1 DCC Transport Co-ordination Service update

1 Plymouth City Council notification (on behalf of Peninsula Transport etc)

1 Mid Devon Wildlife Warden

2 Devon Trading Standards

1 DCC Flood Risk Management newsletter

1 Power Allotments, Devon

C) Communications not referred to Councillors

16 emails offering various seminars, equipment, and services

21.43 hours: there being no further business the meeting closed.

10 NOVEMBER 2022 PAYMENT SHEET			
PAYMENTS TO	INVOICE FOR	AMOUNT	BUDGET
RBL Poppy Appeal	Donation	50.00	Donations
Barclaycard	Mobile phone	6.00	Office/Admin
	Stamps	14.28	Magazine
	Stamps (office use)	13.04	Office/Admin
Quarlfox Services	Cemetery - front beech hedge	85.60	Cemetery
Quarlfox Services	Cemetery - trim thorn hedge	146.40	Cemetery
Quarlfox Services	S.View+Mallow Crt grass cut	35.13	Play area grd maint.
Quarlfox Services	Chestnut Drive grass cut	30.03	Play area grd maint.
Quarlfox Services	Jub.Fld pl park gate spring rep.	54.84	Play areas equip.
Quarlfox Services	Uff Rd shelter - brambles etc	76.00	Gen. ground maint
Quarlfox Services	Jub. Fld litter pick cvr 28.10.22	9.00	Admin contractors
Willand Scout Group	Donation re SV fence painting	50.00	Donations
Blachere Illuminations UK Ltd	Xmas lights - removal charges	1164.00	Village projects
Countrywide Grounds Maintenance	Verge cutting 10.10.22	858.00	Gen. ground maint
Countrywide Grounds Maintenance	Jub Fld grass 3, 17 & 31 Oct	462.60	Play area grd maint.
Countrywide Grounds Maintenance	Orchard Way grass 3 & 17 Oct	176.28	Play area grd maint.
Parker Digital Marketing Ltd	Monthly website maint - Nov	50.00	Office/Admin
	Total of all payments	3281.20	
RECEIPTS IN OCTOBER 2022			
	Precept - 2nd instalment	30742.50	
	Magazine advertising	687.00	
	Cemetery fees	770.00	
	Allotment rents+pump users	1235.07	
TOTAL INCOME		33434.57	