



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

MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 20 OCTOBER 2022 AT WILLAND VILLAGE HALL AT 7PM.

Present: Councillors Bartlett, Grantham, Little, Warren and Wilcox.

In attendance: Clerk B Bodkin

1. **Apologies** had been received from Councillors Major, Mastrolacasa, Phare and Sellick
2. Declarations of interest from Members would be made at the appropriate agenda item.
3. **Items brought forward from the Chair**
 - i) A Mid Devon District Council public exhibition on the East Cullompton Masterplan SPD had been arranged at Willand Village Hall on 26 October from 4 – 7pm.
 - ii) The Editor of the Willand Magazine had given notice of her resignation effective from 1 April 2023. It was agreed to advertise for a new editor as of April but to have someone 2 months before, especially as it is a bi-monthly publication. **ACTION: Councillor Wilcox & Clerk**
 - iii) The Quarlfox quotation for removal of brambles at Uffculme Road bus shelter had been reduced to £96 as the farmer had cut the hedge. Councillor Warren proposed that the quote be approved, seconded by Councillor Grantham and agreed unanimously. **ACTION: Clerk**
4. There were no public questions on any of the agenda items.
5. The Chair moved that the minutes of the meeting of the Finance and Administration Committee held on Thursday 23 June 2022 be approved and following agreement the minutes were signed by the Chair.

6. ADMINISTRATION

- a) Emergency Plan – the Committee considered the recommendations following a review meeting on 25 August 2022. The Chair had drafted a “Location Log Sheet” which would be used alongside the original Log Sheets if adopted. The recommendations, together with the Location Log Sheets, had been circulated to the Parish Council. Agreed the Clerk would make the suggested alterations and submit the amended plan to Full Council for approval. **ACTION: Clerk**
- b) Training
 - i) The Clerk gave a verbal update on training she had attended since 23 June 2022. No training had been attended by members.
 - ii) Future training:
Clerk: it was noted that the Clerk would begin CiLCA training in November 2022 which she was required to do as part of her contract. The Chair advised that this course would require the Clerk to study for 4 hours per week, comprising 3 hours within work time and one hour extra training. The Chair asked members to consider paid study time of at least an hour per week. Councillor Little proposed that 1.5 hours’ study time be paid per week for the 12 months’ study period,

seconded by Councillor Warren and agreed unanimously. Paid study time would be shown as a separate line on the Clerk's payslip. It was noted that amounts relating to the annual pay award 2022-23 and the increase in Clerk's hours on this year's budget and the Precept would be included on the agenda for the December Finance & Administration meeting once published. The Chair reminded members that a second litter picker had been employed this year to provide sickness cover, in addition to the normal holiday cover.

Councillors: it was agreed to include provision in the 2023/24 training budget for new councillors (DALC training recommended) and the role of Chairman. **ACTIONS: Clerk**

c) Councillor Wilcox reported that research into options to open an additional instant access savings account was work in progress. **ACTION: Councillor Wilcox**

d) Update on accounts software research: Councillor Wilcox reported that the Easy PC software had been found to be limited and a cash accounting system and that research was ongoing.

e) The Donation policy was reviewed and members considered whether the Parish Council would publish information on its website about groups which it had supported for an agreed length of time. Councillor Warren proposed that the Donation policy be left unchanged and that the Parish Council would not publish details on its website as the information is recorded in the minutes and accounts, seconded by Councillor Grantham, and passed with 3 in favour with 2 abstentions. The Donation policy remained unchanged except review date. **ACTION: Clerk**

f) Audit:

i) Members considered the SAAA 2022 opt-out communication. Councillor Warren proposed that the Parish Council should not opt-out, seconded by Councillor Grantham and agreed unanimously.

ii) Appointment of an internal auditor for 2022/23: Councillor Warren proposed that David Goodall (who had audited the 2021-22 accounts) be accepted as the internal auditor, at a fee of £125 and this was agreed unanimously. **ACTION: Clerk**

g) Asset register – Councillor Warren reported as work in progress. The re-designed register would contain a photo of each piece of equipment with details of purchase/installation date alongside, as a Word document which could be updated as necessary. **ACTION: Cllr. Warren**

h) Community Events Fund – it was agreed to put forward the draft application form for approval at Full Council. **ACTION: Clerk**

7. FINANCE

a) The overview of current bank account figures (included on I & E Report) was noted and that all the Precept had been received.

b) Income and expenditure budgets as at 14.10.22 were reviewed. Members agreed that if the Play Area Equipment Maintenance budget became overspent, the Clerk should allocate expenditure to the individual Reserve budgets and keep under review. Noted that more Magazine income was due and the budgeted DCC grass cutting income was due. **ACTION: Clerk**

c) Precept for 2023/24:

i) It was agreed to defer review of current salaries and preparation for 2023/24 budget planning until the 2022-23 Pay Award was known. **ACTION: Clerk**

ii) Review of hourly rate for handyman (currently £18/hour): members agreed an increase of 20% for the budget in December, subject to further amendment at the January Full Council meeting. **ACTION: Clerk**

iii) Members reviewed Willand Parish Cemetery fees against comparative rates charged in local cemeteries. Councillor Bartlett proposed that all charges be increased by 10% from 1 April 2023, rounded up to the nearest £5, seconded by Councillor Little, and passed by 4 votes in favour with one abstention. **ACTION: Clerk**

iv) Members reviewed the Willand cemetery maintenance specification (grass cutting/hedge maintenance) and agreed no changes were necessary.

v) Allotment rents: to review and agree rates effective from 1 October 2023.

Councillor Little declared an interest as a Trustee of Willand United Charities which receives rent for the Allotment field. Members agreed to a 5% increase rounded up to the next pound, resulting in £19.00 for a part plot and £30.00 for a full plot. **ACTION: Clerk**

d) Councillors to bring forward any new initiatives for 2023/24 which would incur on-going costs rather than an allocation from existing reserves: Councillor Major had put forward potential activity on recommendations from the Road Safety Audit, allowing £6000. It was agreed that this suggestion be included on the next Full Council agenda, with detail to be provided.

ACTION: Councillor Major & Clerk

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

i) Councillor Grantham advised that quotes for Chestnut Play area refurbishment would be discussed by Full Council.

ii) Councillor Warren noted that £2416 s106 funds for enhancement to the Jubilee Field could not be used for Chestnut Drive and asked members to think about other potential "teen facilities" which would not necessarily be in the Jubilee Field e.g. goal nets.

iii) Councillor Bartlett proposed that gym equipment and metal goal posts with integral metal nets be considered on a future agenda and agreed he would do more research. Councillor Wilcox suggested another basketball facility, which Councillor Bartlett noted could be fitted to the goals. Noted that the Youth Club could be approached for consultation and feedback.

iv) Councillor Wilcox would be conducting staff appraisals before the next Finance & Administration meeting and invited feedback.

v) The Willand Community Speed Watch Group Co-ordinator had asked if it would be possible to share information via the Parish Council website. It was agreed the Clerk would ask him for a formal proposal including an example, to be considered by the Parish Council. **ACTION: Clerk**

vi) Councillor Wilcox noted that an invoice had been received for electricity for the Christmas lights in 2021-22 which was significantly higher than previously. The Clerk had contacted the supplier and the distribution company and was awaiting a response. Councillor Phare and Councillor Bartlett offered their support to the Clerk with this matter. **ACTION: Cllrs Bartlett & Phare & Clerk**

9. Planning application to be considered

a) 22/01927/TPO

Proposal: Application to reduce the crown width of 1 Yew tree (T6) by 2m, protected by Tree Preservation Order 67/00006/TPO

Location: 1 Townlands Willand Cullompton

Councillors agreed unanimously in favour of the following response: "Willand Parish Council supports this application as this tree is now getting out of hand and the Parish Council feels that it definitely needs some serious work to it along the lines described." **ACTION: Clerk**

20:58 hours – There being no further business, the meeting closed.