



WILLAND PARISH COUNCIL

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MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 14 JULY 2022 AT WILLAND VILLAGE HALL AT 7PM

Present: Councillors Bartlett, Grantham, Major, Mastrolacasa, Phare and Warren

In attendance: MDDC Councillor Chesterton and Clerk B Bodkin

1. Apologies had been received from Councillors Little, Sellick, Tobin and Wilcox, District Councillor Evans and DCC Councillor Radford.

2. Declarations of interest

Councillor Major declared an interest under agenda item 11A(i) as he had submitted the donation request. Any other declarations of interest from Members would be made at the appropriate agenda item.

3. There were no items brought forward from the Chair.

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

5. The minutes of the meeting held on Thursday 9 June 2022 were agreed by all present and signed by the Chair.

6. Reports from District and County Councillors

a) District Councillor Reports

i) Councillor Chesterton:

Cullompton Relief Road: an update was provided re funding.

Culm Garden Village: the Master Plan would be going to MDDC Cabinet on 9 August and for consultation in early Autumn. Members were asked to consider access to a country park between the Garden Village and Willand and the potential to improve cycle links for Willand.

Cullompton Bullring: consultation on changes was ongoing.

Solar array proposal: District Councillors would be asking questions and it was hoped that the company would do a presentation to Willand Parish Council. An application would go to MDDC Planning Committee in due course.

Rubbish collection: details of the change from 2 weekly to 3 weekly rubbish collections in Autumn 2022 would go to Cabinet on 9 August.

ii) Councillor Warren:

Parish Boundary consultation: members were encouraged to keep writing in and to encourage others to do so.

Langford solar farm: in response to the question raised by Councillor Bartlett on whether there was a decision on the public enquiry, Councillor Chesterton confirmed it had been called in by the Secretary of State and this would be potentially a long process.

b) **County Councillor Radford's** report had been circulated. No issues were raised and questions could be directed through the Clerk.

19.20 hours: Councillor Chesterton left the meeting.

7. For information and discussion

a) 18 crimes in Willand were reported to the police in May 2022 with no apparent trends.

b) Highways Working Group update, to include:

i) **VAS Report** for June 2022 had been circulated. It was noted that the VAS was collecting data but the display was off. Councillor Bartlett asked why there were approximately 130,000 vehicles recorded passing the sign in June as per the Executive Summary, whereas the figures shown for vehicles passing within specific speed ranges only totalled approximately 95,000; Councillor Major advised that lower speeds were not shown in the latter figures which explains the difference and said he could include these in future. Councillor Grantham asked what the VAS calibrates at and Councillor Major referred him to the second page of the report (30mph + 10% + 2 mph) i.e. 35mph or more. Councillor Major agreed to check with the manufacturer re settings, noting that the VAS is used for indication purposes only to remind drivers of the 30mph limit and does not lead to prosecution.

ACTION: Councillor Major

ii) **Traffic Survey quotes:** Councillor Major was continuing to obtain quotes. DCC Highways had advised they no longer used rubber strips across the road. In response to a question raised by Councillor Grantham, Councillor Major explained that all locations used by Community Speedwatch were subject to approval by the Police. He added that Devon & Cornwall Police Speed Detection Officers had recently been assessing sites in the village for Community Speedwatch to operate from.

iii) The Clerk had circulated a paper for this agenda item, entitled "Speed Limits in the Local Area – A Combined Approach with Halberton & Uffculme PC", arising from an invitation from the Halberton Parish Clerk for Willand, Uffculme and Halberton Parish Councillors to meet to discuss the varying speed limits across the parishes, aiming for consistency and a combined approach to Devon County Council. Willand Parish Council had agreed in June to continue regular liaison with Uffculme and Halberton PCs on highways matters so the Willand Parish Clerk had replied to accept the invitation and to offer the use of Willand Village Hall as a venue. Uffculme Parish Council had also accepted the invitation and the latest position was that the Halberton Clerk would circulate potential dates for a meeting.

Councillor Major said this proposed combined approach was encouraging as speeds vary between the villages and he added that Willand Community Speedwatch was offering support to Uffculme. Councillor Major suggested that it may be better to halt Willand's proposed traffic survey and go for a combined one with all three Parish Councils, including input from Community Speedwatch. In response to a question from Councillor Grantham, Councillor Major confirmed that any members of the Parish Council could attend these proposed meetings.

It was agreed the Clerk would keep the Parish Council informed of any developments and that Councillor Major would bring the matter back to Full Council for further support or a firm decision as required, with information being provided to members in advance.

ACTION: Councillor Major & Clerk

c) Cemetery Working Group: Councillor Phare reported that the handyman had weeded and watered the whole Cemetery extension hedge and was continuing to water the back hedge twice a week, with ongoing monitoring. Following a question from Councillor Grantham, the Clerk explained that the handyman had costed the alternative option of

acquiring a 1000 litre IBC container (either second-hand FOC or for approximately £70 on eBay) and using a pump (£5 cost for fuel only) and hose to quadruple the watering capacity at any one time (water cost £2 for 1 cubic metre) plus 1 – 1.5 hours handyman labour charges; details had been shared with the Cemetery Working Group. Councillor Warren proposed from the Chair that the option of acquiring a 1000 litre IBC container could be actioned, either by obtaining a free one or purchasing at a maximum cost of £100 and this was agreed. It was also agreed that the Cemetery Working Group and the Clerk would move this forward. **ACTION: Cemetery Working Group & Clerk**

Councillor Phare was awaiting a second quote for moving soil from the lefthand side of the cemetery to the top right corner. Councillors agreed to delegate the decision on which quote to accept to the Cemetery Working Group and agreed the work could proceed. **ACTION: Cemetery Working Group & Clerk**

d) Chestnut Play Area: Councillor Grantham was still awaiting quotes for refurbishment and was looking at alternatives for wet-pour due to cost. The proposed equipment would include a flat swing and a cradle swing. **ACTION: Councillor Grantham**

The Clerk advised that the handyman had quoted £30.03 per cut based on the current layout and Councillor Warren proposed from the Chair that the handyman should cut the grass as quoted and this was agreed, and the Clerk would instruct the handyman accordingly. **ACTION: Clerk**

e) Neighbourhood Planning Group: the Clerk reported on behalf of Councillor Little and the Neighbourhood Planning Group (NPG). Councillor Little had spoken to the consultant who in turn had been in touch with the MDDC Forward Planning Team Leader with a view to arranging a meeting. The consultant was aiming to have a draft plan ready by the end of July and a meeting would be arranged between the consultant and NPG during the first week of August to look at the draft plan. Members noted this update.

f) Allotments new hedge: this item was deferred due to the absence of Councillor Tobin. **ACTION: Clerk**

g) South View Play Area fence repair: the Clerk confirmed that Kier Utilities had reinstated the 2 damaged fence panels and had also donated 3 tins of fence paint to treat the timber fence at South View Close play area. The handyman would provide a quote for painting the fence, although other alternatives were being considered. It was agreed that the Clerk would draft a letter and pass it by the Chairman, to approach local companies in Willand to ask if they do “volunteer days” for the community. The Clerk would also approach the Scout Group in the first instance. **ACTION: Clerk**

h) Press & Media Policy – it was noted that the Finance & Administration Committee had conducted an annual review and there were no amendments to be put forward for approval by Full Council. This decision was unanimously approved by the Full Council.

i) Social Media Policy - Members were reminded to adhere to the policy to avoid being in breach of the Code of Conduct and being referred to the Monitoring Officer. It was noted that the Finance & Administration Committee had conducted an annual review and there were no amendments to be put forward for approval by Full Council. This decision was unanimously approved by the Full Council.

8. Finance

a) Authorisation of payments including invoices received since 3 June 2022 and payments due as listed on 14 July Payment Sheet was approved by Council and signed

by the Chairman. It was agreed that the Clerk would check if there had been any issues with vegetation at the Uffculme Straight bus shelter to impede the cleaning of it.

ACTION: Clerk

It was unanimously agreed that the payments due, as listed (for which invoices were awaited) could be paid along with the July salaries. It was agreed that authorisation of the approved invoices by initialling should be signed solely by the Chairman. **ACTION:**

Chairman & Clerk

b) Income received in June 2022 had been circulated and was noted.

c) Income and Expenditure report as at end of June 2022 had been circulated and was duly accepted by the Parish Council.

d) Recommendations from Finance and Administration Committee for amendments to Financial Regulations:

i) Under Section 1, General, 1.5, Willand Parish Council's Financial Regulation currently reads:

1.5. Once a year at the March meeting of the Finance & Administration Committee, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

The Clerk had circulated the Model Regulations (per NALC) as a suggested alternative:
1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

At its meeting on 23 June 2022, the Finance & Administration Committee agreed to amend the wording of the Financial Regulation to that contained within the NALC Model Regulations to enable the review to tie in with receipt of the Internal Auditor's report which would not be available until April at the earliest. Councillor Warren moved from the chair that the amendment be approved by Full Council and this was unanimously agreed.

ACTION: Clerk

ii) Under Section 8 Loans and Investments, 8.3, Willand Parish Council's Regulation (which is also included in the NALC Model Regulations), reads:

8.3. The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk.

Finance and Administration Committee Chairman, Councillor Wilcox had confirmed that the Lloyds Bank statements could be viewed online, Nationwide statements were received annually and when transfers occur; also noted that Nationwide transfers could only be made back to the Lloyds accounts. At its meeting on 23 June 2022, the Finance and Administration Committee agreed to recommend to Full Council that Financial Regulation 8.3 be amended to read "may arrange" instead of "will arrange". Councillor Warren moved from the Chair that the amendment be approved by Full Council and this was unanimously agreed.

ACTION: Clerk

e) Councillor Warren moved from the Chair, and it was unanimously agreed to delegate authority to the Clerk to make essential payments with payroll at the end of July or August (unless there were extenuating circumstances), to be ratified at the September meeting, due to there being no scheduled August Full Council Meeting. It was noted that all such payments would require 3 authorised signatories.

ACTION: Clerk

9. Meeting dates were noted.

Thursday 11 August 2022 – Full Council meeting (only if needed for urgent business)

Thursday 8 September 2022 – Full Council meeting

Thursday 15 September – Finance and Administration Committee meeting

Thursday 13 October – Full Council meeting

Thursday 10 November – Full Council meeting

Working Groups – to note any scheduled dates

It was noted that Councillor Major would be contacting the Clerk to offer his apologies for the meetings on 8 and 15 September. **ACTION: Councillor Major & Clerk**

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

Councillor Warren: BMX track: on behalf of Councillor Wilcox, he reported that she was still struggling to obtain quotes; he was also seeking advice from MDCC Planning Department on required planning permission. **ACTION: Councillors Warren & Wilcox**

Councillor Bartlett: Overgrown hedging and footpaths: in accordance with a previous discussion in February, members agreed to keep reporting such issues and review the position in September. **ACTION: Councillors & Clerk**

11. Communications**A)**

- i) To consider a request for a donation to the charity Dream-A-Way

Councillor Major and Councillor Warren declared an interest and took no further part in the discussion. Details of the charity's work had been provided and it was noted that 2 families in Willand had benefitted. Councillor Phare noted there was £350 in the Parish Council's budget for donations. A proposal to make a donation of £50 from the Donations budget was carried with 4 votes in favour. **ACTION: Clerk**

The Parish Council agreed it had no objections to publicity for Dream-A-Way via the Willand Magazine and it would be down to the Editor's choice. Councillor Major thanked the Parish Council. **ACTION: Councillor Major**

- ii) To consider an application for funding received from the Willand Health and Community Centre (WHCC)

Councillor Grantham declared an interest and said he would not vote. Councillor Warren proposed from the Chair that the Parish Council would undertake the hiring of the rooms at the WHCC for the Culm Valley Ukraine Support Group for 2 meetings per month for 6 months and the arrangement would be reviewed after 6 months; bookings would be made by the Parish Clerk and paid on receipt of invoice monthly from the Village Projects budget. This was agreed. **ACTION: Councillor Wilcox & Clerk**

- iii) Proposals for Two Tree Solar Farm (as circulated) as a possible agenda item for September Full Council, to receive a presentation, were noted. **ACTION: Clerk**

- iv) Councillors noted the NW Cullompton Masterplan SPD public consultation would run from 27 June to 8 August.

B) Communications received since 3 June and emailed to Councillors:**i) Current Planning Applications****a) 22/00790/FULL**

Proposal: Change of use and conversion of agricultural barn to dwelling

Location: Land and Building at NGR 303786 110416 (Culm Park) Willand Devon

Councillors agreed unanimously to submit the following response:

On the information available at the time of the response Willand Parish Council has no objection to the proposal with the proviso that it may wish to respond further if the various following points raised are not dealt with.

Paragraph 1.2 of The Planning Statement says that the barn will be converted to form one three bedroom dwelling. Drawing No. 200_02 shows four bedrooms. Clarification needed.

As the building is within the conservation area any amendments and suggestions by the Conservation Officer should be adopted and complied with. Once approved the design and appearance should not be altered or built differently from that approved.

The disposal of sewage and foul water be clarified to the satisfaction of Public Health Department and South West Water.

DCC Highways approval of the access and visibility being mindful that this road is used as a 'rat run' at work times. Their views on access to village facilities and safety should also be obtained as there are no footpaths into the village in the immediate area of the entrance.

There appears to be considerable use of the buildings by various species of bats and it is questioned as to whether sufficient alternative arrangements are being provided. Any provision must be covered by suitable and enforceable condition. **ACTION: Clerk**

b) 22/01232/CAT

Proposal: Notification of intention to remove Leylandii hedge (approximately 43m) within the Conservation Area

Location: Church Lea Willand Old Village Willand

Councillors unanimously agreed to submit the following response: *Willand Parish Council has no observations*".

ACTION: Clerk

c) 22/01019/TPO

Proposal: Application to lift the crown of 1 Walnut tree by removing 3 lower branches and crown reduce by 1-1.5m and reduce the crown of 1 Oak tree by 1-1.5m protected by Tree Preservation Order 08/00003/TPO

Location: 4 Portway Gardens Willand Old Village Willand

Councillors agreed to submit the following response. There was one abstention, Councillor Bartlett.

The retention of both of these trees [and others on the site] were the subject of strong representation when the original planning application was made. During the building of the extension a lower limb of the Walnut tree was cut back without authority but officers decided to take no action. That 'stub' branch can be seen in the photograph supplied by the applicant. The welfare of the Oak Tree was also potentially threatened with a wish to put hard standing, and later a garage, over part of the root protection area and both were not permitted.

The Walnut tree is not prominent, being partially behind the building but showing above the roofline of the extension, thereby softening the effect of a hard building line.

The Oak Tree is a prominent and significant feature of the street scene of Old Village and should be retained fully, provided it is safe to do so.

No reason is given for applying for the works. There is no evidence of disease, damage to property or danger to persons other than a general comment about 'remove major deadwood' in relation to the Oak Tree.

Willand Parish Council objects to the application due to the lack of evidence to support such works but, as always, will support the advice of the Arboricultural Officer given, taking account of the Parish Council comments. The conclusive comments are: Walnut tree identified as T1 – Any permission should be strictly in accord with the Officer findings as the result of inspection on site.

*Oak tree identified as T2 – Other than necessary 'safety' work identified by Officer as the result of an inspection on site no other works should be approved. **ACTION: Clerk***

ii) Planning Application Withdrawn

a) 22/00717/TPO

Proposal: Application to remove 7 branches from 1 Sweet Chestnut tree protected by Tree Preservation Order 73/00012/TPO

Location: 4 Maple Close Willand Cullompton

The letter received to confirm the application had been withdrawn was noted.

iii) Planning Decisions notified for information

a) 22/00690/HOUSE

Proposal: Erection of single storey rear extension following demolition of lean-to

Location: Little Trelawney Station Road Willand Cullompton

Permission granted. Noted.

b) 22/01017/CAT

Proposal: Notification of intention to remove 3 vertical stems and reduce and thin the crown of 1 Beech tree by 1.5-2m within the Conservation Area

Location: Carr Cottage Willand Old Village Willand Cullompton

Mid Devon District Council has no objection to the works described. Noted.

iv) Newsletters and other correspondence

6 Mid Devon Press Releases

13 NALC bulletins and events newsletters

6 DALC newsletters

3 Mid Devon meeting notifications

6 Rural Services Network bulletins

3 SLCC news bulletins

8 Devon County Council Coronavirus Updates & News Roundups

3 Locality Newsletters

3 Devon Communities Together (DCT) newsletters

1 Devon Climate Emergency newsletter

4 Connecting the Culm news

1 ICO's newsletter

1 Involve Mid Devon newsletter

1 Airband update

1 Gigaclear update

1 Devon CPRE newsletter

C) Communications not referred to Councillors

5 emails offering various seminars, equipment and services

21:03 hours: there being no further business the meeting closed.

14 JULY 2022 PAYMENT SHEET			
PAYMENTS TO	INVOICE FOR	AMOUNT	BUDGET
Barclaycard	Ink Jungle - printer cartridge	19.95	Magazine
	P.Office - stamps for magazine	14.28	Magazine
	Mobile phone	6.00	Office/Admin
Westcotec	Lithium batteries for VAS	888.00	Gen Opp Reserve Fnd
Westcotec	VAS upgrade for lithium batts.	203.40	Gen Opp Reserve Fnd
Quarlfox Services	Groundworks for jnr goals	579.48	Play area grnd maint
Quarlfox Services	Trip hazard Jub.Fld r-about	58.50	Play area grnd maint
Quarlfox Services	Jub Fld snr goal post works	406.13	Play areas equip.
Quarlfox Services	Cemetery extn cut No 3	108.10	Cemetery
Quarlfox Services	Cemetery grass cut 20/6	153.20	Cemetery
Quarlfox Services	Jub Fld Jigsaw Tower repair	81.00	Play areas equip.
Quarlfox Services	Jub Fld - removal of paint	18.00	Play areas equip.
Quarlfox Services	S.View & Mallow grass 8/7	39.63	Play area grnd maint
Quarlfox Services	Cemetery cut No 5 11/7	153.20	Cemetery
Source for Business (SW Water)	Cemetery March - June	14.95	Cemetery
Source for Business (SW Water)	Allotments March - June	112.62	Allotments
Stoneman Engineering	Goal post repair	251.99	Play areas equip.
Countrywide Grounds Maintenance	Verges cut 16.6.22	858.00	Gen. ground maint.
Countrywide Grounds Maintenance	Jubilee Field cut 28.6.22	154.20	Play area grnd maint
Countrywide Grounds Maintenance	Orchard Way cuts x 2	176.28	Play area grnd maint
HMRC	Quarterly payment - due July	511.19	Salaries
Parker Digital Marketing	Website maint. - June	50.00	Office/Admin
T Scrace	6 monthly bus shelter cleaning	96.00	Village projects
	Total of all payments	4954.10	
RECEIPTS IN JUNE 2022	Magazine advertising	892.00	Magazine
	Cemetery fees	430.00	Cemetery
	MDDC - re Chestnut play area	29784.00	Capital - Chestnut
TOTAL INCOME		31106.00	
Transfer to Nationwide Savings a/c	As agreed from Lloyds a/c	4794.79	Transferred 17.6.22
Invoices awaited - payments to be made with July or August salary payments & ratified in September:			
Ken White Signs	New play area signs as quoted	201.60	Play areas equip.
SLCC	Membership renewal fee	171.00	Office/Admin
DCT (Devon Communities Together)	Membership renewal fee	50.00	Office/Admin