



WILLAND PARISH COUNCIL

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MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 12 MAY 2022 AT WILLAND VILLAGE HALL COMMENCING AT 7PM

Present: Councillors Bartlett, Glover, Little, Major, Phare, Warren, Wilcox

In attendance: MDDC Councillor Evans, Clerk B Bodkin, 1 member of the public.

1. Election of Chairman

Councillor Warren invited nominations for the position of Chairman of Willand Parish Council. Councillor Wilcox proposed Councillor Warren, seconded by Councillor Bartlett. There were no other proposals, Councillor Warren accepted the nomination and was duly elected.

a) Councillor Warren signed the acceptance of office form.

2. Election of Vice-chairman

Councillor Warren invited nominations for the position of Vice Chairman and proposed Councillor Phare, seconded by Councillor Little. There were no other proposals, Councillor Phare accepted the nomination and was duly elected.

3. Apologies were received from Councillors Grantham, Mastrolacasa and DCC Councillor Radford.

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

5. Councillor Little proposed that the minutes of the meeting of 14 April 2022 be signed as a true record, seconded by Councillor Bartlett and agreed. The minutes were signed.

6. Review and adoption of:

a) Standing Orders

Councillors agreed with Councillor Warren's proposal from the Chair that on page 16: Standing Order 15 xv: the words "Planning Lighting & Transportation" in 2 places be removed and replaced with "Council".

ACTION: Clerk

b) Financial Regulations

The Clerk had circulated 4 suggested amendments for consideration by Members. Councillor Warren proposed from the Chair to defer this item to the June Finance & Administration Committee meeting with the authority to agree any changes and to report back to the next Full Council meeting. This was agreed.

ACTION: Clerk

c) Code of Conduct

Councillor Bartlett proposed that the Code of Conduct be adopted for the next 12 months as it stands, seconded by Councillor Phare, and carried by 6 votes with 1 abstention.

7. To review and agree the formation of Committees and Working Groups

a) The Committee Terms of Reference which had been adopted by Full Council in September 2015 were reviewed. Councillor Warren proposed from the Chair that item 5 "Community Sub-Committee" be removed, to retain items 3 and 4 for now and to operate with items 1 and 2. This was agreed. **ACTION: Clerk**

b) Working Groups: it was agreed that Councillor Major would prepare a paper on the proposal to rename the Highways Working Group for consideration at a future meeting of the Full Council. **ACTION: Councillor Major**

8. Election of Willand United Charities representative

The Clerk explained it had come to light that according to the United Charities Trust Deed the Parish Council only appoints a Representative Trustee when notified of a vacancy. As no such notification had been received and the Parish Council can appoint a Representative at any of its ordinary Council meetings, no further action was taken. Councillor Little explained there was a constitutional change in 1907 under which the membership is all appointed by the Parish Council and the Rector is the Ex-officio.

9. Election of Village Hall Committee representative

No nominations had been received. Councillor Grantham had confirmed to the Clerk that he was happy to continue. Councillor Warren proposed from the Chair that Councillor Grantham should continue and all agreed. **ACTION: Councillor Grantham**

10. Review of inventory of land and other assets including buildings and office equipment

The Asset Register had been circulated. It was agreed to refer this item to the Finance & Administration Committee and form a Working Group of 2-3 to conduct a full review, to include all leased play areas. **ACTION: F & A Committee and Clerk**

11. To review the Council insurance policy and agree any alterations

Renewal was due by 1 June and figures had been circulated. It was noted that last year's premium was £1009.62 and this year's renewal from AJG (Gallagher) of £1202.48 could be fixed for 3 years. The Parish Council had budgeted for £1040 as it was not possible to obtain a renewal figure prior to the budget being set. It was agreed that the Clerk would find out if it would be possible to exit a 3-year agreement if more equipment was added e.g. skateboard park. It was agreed to delegate the decision to the Chair, Vice Chair and Finance & Administration Committee Chair and noted that the premium could be paid with salary payments at the end of May.

ACTION: Councillors Warren, Phare, Wilcox and the Clerk

12. To note that the next scheduled review of the Council's employment policies and procedures will be due in May 2023, to include:

Health and Safety Policy

Sickness Policy

Grievance Policy

Equality and Diversity Policy

Councillor Warren proposed from the Chair that these policies be initially reviewed by the Finance and Administration Committee in March 2023 to facilitate the Full Council decisions in May and all agreed. **ACTION: F & A Committee and Clerk**

13. To agree the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council

- a) Full Council Meetings on second Thursday of each month at 7pm at Willand Village Hall. Note: August only if needed. All agreed.
- b) Annual Parish Meeting to be held in March 2023 – date to be agreed
- c) It was agreed that the Annual Meeting of the Parish Council would be held on the second Thursday of May 2023 provided it is in line with the election date.
- d) Finance and Administration Committee meetings to be held quarterly. All agreed.

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

15. There were no public questions on any of the agenda items. The Councillors were informed that the new footpath in Station Road was nearing completion.

16. Reports from District and County Councillors

a) District Councillor Reports

i) Councillor Evans:

Co-op pedestrian crossing: Councillor Evans provided an update, the Co-op were still to agree the costings before the work could be done; Councillor Evans confirmed that he would be maintaining contact with DCC Senior Highways Agreement Officer.

Council Tax Energy Rebate Scheme: Councillor Evans confirmed that 82% of rebates had been paid and the quickness in achieving this should put MDDC in the top 2 or 3 authorities in the country for issuing rebates. MDDC would be reminding residents who need to claim. Councillor Warren had suggested to MDDC that the Parishes could help to inform those who may have difficulty in claiming and it was noted the Press Office would be addressing this.

Broadpath Liaison group: Councillor Evans reported on discussions for the potential recreational use of a quarry site which would cease to operate within 7 – 8 years and he would keep the Parish Council informed of progress. Councillor Little stated that this would be included in the Neighbourhood Plan proposals.

ii) Councillor Warren provided an update on his Committee roles at MDDC.

b) **County Councillor Radford** had not issued a report. Any questions for him should be directed through Councillor Warren or Councillor Evans. In response to a question from Councillor Bartlett about parking issues near the Co-op, it was noted that the Halberton Parish Clerk had written to a business.

17. For information and discussion

a) Crime in Willand reported to the police in March 2022: data had just become available, comprising 12 crimes including arson, and would be circulated. **ACTION: Clerk**

b) VAS report and Highways Working Group update, to include:

i) VAS report for March had been circulated but there was no VAS report for April due to unforeseen circumstances.

ii) Councillor Major formally proposed that Willand Parish Council should not loan the VAS equipment, seconded by Councillor Little and it was unanimously agreed. It was agreed that giving advice and other support to other parishes/groups would be acceptable.

iii) Publication of VAS report on Parish Council website: this subject was discussed at length and it was acknowledged that vehicle movements through the village were of general interest. Councillor Major confirmed that he had continued to issue the monthly VAS data report to the Willand Community Speedwatch co-ordinator. Councillor Little wished to record appreciation for the hard work of the Highways Working Group. It was

agreed that the Highways Working Group could publish data on the website in a guarded format so it could not be misinterpreted. **ACTION: Highways Working Group**

iv) Publication of VAS report in Willand Magazine: it was agreed that instead of submitting the data, a one-off report would be provided covering the last 12 months, including a positive side, saying that further information is available on the Parish Council website. The proposed report would be subject to editorial right to content, taking account of the concerns of Members. **ACTION: Highways Working Group**

c) Cycle track: Councillor Wilcox had circulated a quote for a half-pipe and Councillor Grantham would be obtaining a quote using the same specification. It was noted that it had proved difficult to obtain quotes for a Pump Track. Councillor Phare advised bearing noise levels in mind when choosing materials. **ACTION: Councillors Grantham & Wilcox**

d) Councillor Phare confirmed the Cemetery Working Group would meet and report back to the next Full Council meeting. **ACTION: Cemetery Working Group**

e) Chestnut Play Area: the Clerk reported that Councillor Grantham was obtaining 4 quotes for the refurbishment. The lease for signature had been received from MDDC and passed to the Chairman and Vice-chairman for scrutiny before signature. **ACTION: Councillors Grantham, Phare, Warren and Clerk**

f) Neighbourhood Planning Group: Councillor Little confirmed there would be a brief presentation to display to residents over the Jubilee weekend, including a manifesto: both items would be circulated to the Parish Council before the next meeting and feedback would be welcomed.

20.29 hours: Councillor Evans left the meeting

g) Allotments new hedge: Councillor Tobin was not present to provide an update. It was noted that planting would be in the Autumn and the matter would be discussed when Councillor Tobin was present.

h) Platinum Jubilee memento for children: the Clerk outlined arrangements for the distribution and presentation of coins to children at the Primary School. 80 extra coins had been received from the supplier (over and above those ordered for the Primary School and Pre-school) and it was agreed that these would be given to Honeybees Day Nursery if there were less than 80 on roll. **ACTION: Clerk**
The Parish Council agreed unanimously that no charge would be made to Willand School PTFA towards the cost of the coins. **ACTION: Clerk**
It was agreed that, subject to the Chairman's confirmation of his availability, the Clerk would confirm the attendance of the Chairman and Vice-chairman to present coins at Willand School assemblies. **ACTION: Clerk**
Councillors acknowledged that the School would make its own publicity arrangements.

i) South View Play Area fence repair: the Clerk reported that the Kier Group were awaiting a response from a fencing supplier by the next day and had given an assurance that the replacement of the damaged fence panels would be resolved.

j) Councillors had received a written 2-part proposal from the Willand Jubilee Committee – the first relating to printing for a leaflet drop in the village and secondly for hire of

coaches running from Willand to Cullompton event venues on 3 and 4 June. Councillors voted unanimously in favour of funding the cost of a leaflet up to £100, on condition that it sets out all the Willand events as well as those planned in Cullompton. The coach proposal was lost.

ACTION: Councillor Glover and Clerk

18. Finance

a) Payment Authorisation of payment of invoices received since 8 April 2022 was approved and signed by Councillor Warren, with the exception of a DALC invoice for training, which if subsequently approved, it was agreed could be paid with the May salary payments.

ACTION: Councillor Major and Clerk

It was agreed that authorisation of the approved invoices by initialling should be signed solely by Councillor Warren, due to not passing papers between Councillors for COVID safety reasons.

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

c) Income and Expenditure report as at end of April 2022 had been circulated and was noted.

d) Audit timetable: the Clerk outlined revised dates for internal and external audit procedures and submissions which were noted.

e) The schedule of Annual & Monthly Regular Payments for 2022/23 Financial Year had been circulated and was unanimously approved, for signature by the Chairman.

ACTION: Councillor Warren and Clerk

19. Meeting dates were noted:

Thursday 9 June 2022 – Full Council meeting

Thursday 23 June 2022 – Finance and Administration Committee meeting

Thursday 14 July 2022 – Full Council meeting

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

Working Groups – to note any scheduled dates

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

Councillor Wilcox – Jubilee Field: bike track sign and use of electric vehicles: to take any restrictions and age limits into account particularly for a new Pump Track

Councillor Wilcox – the question of who will enforce ‘dogs on leads’ in the Jubilee Field.

In response, Councillor Warren confirmed that enforcement officers would visit.

Councillor Little – it was agreed that he would bring forward a proposal on defibrillators in the village.

ACTION: Councillor Little

21. Communications

A) To note and discuss:

i) Tiverton Pannier Market invitation to the Parish Council/Jubilee Committee: agreed the Clerk to write to say thank you but the Parish Council does not have the resources to take part.

ACTION: Clerk

ii) Councillor Evans’ request to advertise his District Councillor surgeries on the Parish Council website

Councillor Warren proposed from the Chair that Councillors agreed that Councillor Evans’ request to advertise his District Surgeries on the Parish Council be agreed and Councillors agreed, with the additional requirement that the preferred means of

contacting all the District and County Councillors be included on the website. The Clerk would contact the Councillors to obtain details. **ACTION: Clerk**

iii) Consultation re: proposed upgrade to existing radio base station installation at Blackdown Industrial Park, Willand. Councillors noted the email from WHP Telecoms which had been circulated and agreed that no reply was needed.

B) Communications received since 8 April and emailed to Councillors:

i) Current Planning Applications

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

Response due: 2 May.

Response submitted 19.4.22: Willand Parish Council are unable to support this application on the information provided. There is no evidence of disease, danger or damage to property and the only reason given is to allow light into the garden. It is believed that the woodland is owned/managed by the Woodland Trust who have just obtained planning permission to carry out major works in woodland in the area. The Parish Council will support the judgement of the MDDC Arboricultural Officer.

b) 22/00595/FULL

Proposal: Erection of training centre following demolition of existing building

Location: 2 Sisters Food Group Ltd (Willand) Lloyd Maunder Road Willand

Response due: 2 May.

Response submitted 19.4.22: Willand Parish Council offers no objection.

c) 22/00690/HOUSE

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

Location: Little Trelawney Station Road Willand

Response due: by 16 May 2022

Councillors agreed unanimously to the response of "no objection". **ACTION: Clerk**

d) 22/00712/HOUSE

Proposal: Erection of 2 storey side extension and conservatory to rear

Location: 20 Tamarind Willand Cullompton

Response due: by 16 May 2022

Councillors agreed unanimously to the response of "no observations". **ACTION: Clerk**

ii) Planning Decisions notified for information

a) 22/00353/TPO

Proposal: Application to pollard 1 Weeping Willow tree protected by Tree Preservation Order 04/00011/TPO

Location: Woodsmoke Cottage Willand Cullompton Devon

Decision: consent granted

b) 22/00370/TPO

Proposal: Application to remove 1 Oak tree; reduce the crown of 1 Oak tree by 1-2m and reduce one side of the tree by 3-4m protected by Tree Preservation Order
09/00002/TPO

Location: 5 Rectory Close Willand Old Village Cullompton Devon
Decision: consent refused

c) 21/01920/FULL

Proposal: Erection of dwelling following demolition of existing garage (Revised scheme)
Location: 8 Somerlea Willand Cullompton Devon
Decision: consent granted

d) 22/0-0385/CLP

Proposal: Certificate of lawfulness for the proposed erection of a single storey rear extension

Location: 49 Chestnut Drive Willand Cullompton

Confirmed: Certificate of Lawful Use For A Proposed Use or Development

Councillor Warren clarified that the Parish Council would not be consulted about an application of this type.

e) 22/00170//CLP

Proposal: Certificate of Lawfulness for proposed external alterations to the porch; alterations to porch and workshop roof; conversion of garage into additional ancillary accommodation and repositioning of front door

Location: St Davids, Silver Street Willand

Certificate of Lawful Use For A Proposed Use or Development. The proposed development is considered to be permitted development.

Councillor Warren clarified that the Parish Council would not be consulted about an application of this type.

iii) Newsletters and other correspondence

4 Mid Devon Press Releases

8 NALC bulletins and events newsletters

3 DALC newsletters

2 Mid Devon meeting notifications

5 Rural Services Network bulletins

1 SLCC news bulletin

4 Devon County Council Coronavirus Updates & News Roundups

1 Locality Newsletters

1 Devon CPRE newsletters

3 MDDC Town and Parish Newsletter & training

1 Devon Communities Together (DCT) newsletters

1 Devon Climate Emergency newsletters

1 Information Commissioner's Office newsletter

1 Connecting the Culm newsletter

1 DCC Local Flood Risk Management Strategy Newsletter

C) Communications not referred to Councillors

14 emails offering various seminars, equipment and services

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

12 MAY 2022 PAYMENT SHEET			
PAYMENTS TO	INVOICE FOR	AMOUNT	BUDGET
Barclaycard	mobile phone	6.00	Office/Admin
	stamps	14.52	Magazine
	printer ink - black	37.99	Office/Admin
	printer ink - multipack	86.99	Office/Admin
	domain renewal (2 years)	28.78	Office/Admin
Ken White Signs	cycle track signs	72.00	Play areas equip.
Ken White Signs	no ball games (Mallow Court)	24.00	Play areas equip.
Quarlfox Services	S.View & Mallow grass cut	49.92	Play area ground maint
Quarlfox Services	Jub.Fld HAGS equip repair	86.00	Play areas equip.
Quarlfox Services	Slabs to replenish stocks	108.00	Cemetery
Countrywide Grounds Maintenance	Verges cut 4.4.22	858.00	Gen. ground maint.
Countrywide Grounds Maintenance	Jub.Fld cut 4.4.22 and 21.4.22	308.40	Play area ground maint
Countrywide Grounds Maintenance	Orchard Way cut 13 & 29.4.22	176.28	Play area ground maint
	Total of all payments	1856.88	
RECEIPTS APRIL 2022	MDDC Precept payment	30742.51	
	Magazine advertising	1759.50	
	Cemetery fees	42.00	
TOTAL INCOME		32544.01	

**ANNUAL AND MONTHLY REGULAR PAYMENTS
FINANCIAL YEAR 2022-2023**

Service	Payment Method	Frequency	Amount	Paid to
Salaries	BACS & Direct Debit	Monthly	£20274 for year	Staff & NEST Pensions
CCTV Electricity	Standing Order	Annual May	£263.00	Youth Club
Electricity DAAT	Standing Order	Annual May	£50.00	Youth Club
Office	Standing Order	Monthly	£26.00	Clerk
Clerk Phone	Credit card	Monthly	£6.00	Giffgaff

Authorised Full Council 12 May 2022, Minute 18e