



WILLAND PARISH COUNCIL

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Minutes of the Willand Parish Council Finance and Administration Committee Meeting held on Thursday 16th March 2023 at 7.00 pm, in the Club Room at Willand Village Hall, Gables Rd, Willand.

Present: Cllrs Mrs F Wilcox (Chairman), Mr B Warren, Mr R Phare, Mr K Grantham, Mr S Little, Mr N James.

Apologies: Cllr Mr P Major

Absent: Cllr N Bartlett, A Glover, L Mastrolacasa, J Sellick,

It was **resolved** for Cllr Warren to act as Proper Officer for the meeting and to take the minutes due to the absence of the Parish Clerk. (Proposed by Cllr Warren)

1. **To receive and accept apologies.**
No apologies were received.
2. **Declarations of Interest**
There were no declarations.
3. **Finance & Administration Committee Minutes** - To approve and sign the minutes of the Willand Parish Council Finance and Administration Committee Meeting held on Thursday 15th December 2022, as a correct record. It was **resolved** to approve and sign the minutes of the Willand Parish Council Finance & Administration Committee meeting held on Thursday 15th December 2022, as a correct record. (Proposed by Cllr Phare)
4. **Chairman's and Clerk's Announcements**
There were no announcements.
5. **To review the Council's finances year to date and agree any courses of action.**
An up-to-date Income and Expenditure summary table was presented to committee. It was noted that the bank interest had risen and that the Nationwide interest was still to come. No actions were required. It was **resolved** to note the Income & Expenditure summary. (Proposed by Cllr Warren)
6. **To consider a request for funding to support an event to celebrate the King's Coronation.**
Information regarding the funding request had been issued with the agenda. Cllr Mrs Wilcox declared an interest, as part of the organising committee and Cllr Grantham declared an interest as the Parish Council representative on the Village Hall Trustees. Both Councillors were asked to stay in the room to answer any questions but could not vote. Cllr Warren took

the Chair for this one item. An application was made by the Village Hall Committee for up to £2,000 to pay for various hire charges and entertainers fees etc. It is not possible to provide further details at this stage as some bookings were still to be made. Consideration was given to:

- Whether the full amount should be transferred to the Village Hall account and any unspent monies returned;
- Due diligence to be exercised in respect of public monies;
- Monies were available reserved in specific account;
- Arrangements to be made for payment of invoices in timely manner and need to be flexible with payment procedures;
- Potential to reclaim any VAT.

It was unanimously **resolved** that a maximum of £2,000 be made available to fund the event and the Parish Council would arrange prompt payment of presented invoices. (Proposed by Cllr Phare)

7. **To consider quotations for the tree works required at Jubilee Field, for the trees located on the boundary of the tennis courts.** Four contractors were approached but in spite of reminders only one had responded. Due to the urgent need to carry out the work before bird nesting season it was **resolved** to accept the quotation and award the contract to Hi-Line. The Parish Clerk will be instructed to place the order having clarified the address for the site as this was incorrect on the quotation. (Proposed by Cllr Warren)
8. **To review the Emergency Plan and identify any changes needed.** The following changes were identified:
 - removal of any reference to Cllr Major and,
 - amendment of Clerk's details.
9. **To receive updates on Councillor training.** Cllr James reported on his completion of a new councillor course which he considered very helpful.
10. **Mid Devon District Council – Planning Application.**
Mid Devon District Council, the determining Authority, has asked for comments from this Parish Council on the following planning applications:

Reference: [23/00407/TPO](#)

Proposal: Application to remove 3 Ash and 1 Cherry, reduce 1 Sycamore to 5m monolith, remove crown of 1 Oak to reduce to a monolith and remove limb of 1 Hornbeam protected by Tree Preservation Order 74/00015/TPO and remove 1 Willow protected by Tree Preservation Order 73/00012/TPO

Location: Land at Meadow Park Willand Devon

Applicant: Tilhill Forestry Ltd

It was **resolved** to recommend NO OBJECTION (Proposed by Cllr Grantham)

PART TWO

11. It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. (Proposed by Cllr Warren)

12. **To discuss the resignation of the Parish Clerk and agree a course of action, including any interim arrangements and recruitment process.** Supporting papers including a job advertisement, job description and person specification had been issued prior to the meeting.

It was **resolved** as follows:

- Cllrs Mr Phare, Mrs Wilcox and Ms Mastrolacasa would form the recruiting/interview panel;
- To accept for use the advertisement, job description and person specification prepared by the current Clerk subject to minor amendment, such as the addition of the closing date of 7th April 2023;
- Cllr James would attend the Scribe Training session.

13. **Close.**

There being no further business the Chairman closed the meeting at 7.51 pm.