



WILLAND PARISH COUNCIL

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Minutes of the **Meeting of Willand Parish Council** held on **Thursday 13th July 2023 at 7.00 pm, in the Club Room at Willand Village Hall, Gables Rd, Willand.**

Present: Cllr Warren, Cllr Phare, Cllr Grantham, Cllr James, Cllr Sellick (arrived 8.03 p.m.)

In Attendance: D Bird, Parish Clerk
District Councillor C Connor (arrived at 7.25 p.m.)
County Councillor R Radford (arrived at 7.28 p.m.)

Minutes

1307/01 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllrs Little & Glover and the reasons for absence were approved unanimously.

1307/02 Declarations of Interest

There were no declarations.

1307/03 Public Question Time

There were no members of the public present at the meeting.

1307/04 Order of Business

There were no changes to the order of business.

1307/05 Parish Council Minutes –

It was **resolved** to approve and sign the minutes of the Willand Parish Council Meeting held on Thursday 8 June 2023, as a correct record. Cllr Grantham proposed & Cllr James seconded. Unanimously agreed.

1307/06 Finance & Administration Committee –

- a) It was **resolved** to agree to the proposal of the June Finance & Administration Committee that the Committee be disbanded temporarily, and Committee Business be moved to Full Council with the duties of Committee Chair to be split between the Chair and Vice-Chair of Full Council with an extraordinary meeting in December to set the budget for the following year. The Chairman proposed & Cllr Phare seconded. Unanimously agreed.

- b) It was **resolved** to approve and sign the minutes of the Finance & Administration Committee held on Thursday 15th June 2023, as a correct record. Cllr James proposed & Cllr Phare seconded. Unanimously agreed.

1307/07 Chairman's and Clerk's Announcements

- Chair – Culm Park, further consultation on amended plans. Extension agreed for response until 8th August. **Chairman to draft Objection response for circulation and agreement, to be ratified at September meeting.**
- Chair – Issues brought to the Parish Council's attention by a local resident re Meadow Park:
 - extending footpath closure until Jan 2024, agreed by DCC.
 - raised land levels – concerns re potential flooding.
 - Condition 17 – Non-Material Application to delay widening of footpath until occupation of some properties despite enforcement case. Parish Council not consulted. **Clerk to send letter of complaint in consultation with the Chairman.**
- Clerk – Chestnut Drive Refurbishment complete. Cllr Grantham stated that there was space that could be filled with additional equipment. **Clerk to check what monies are available in the earmarked reserve.** As project funded by MDDC **Clerk to approach them re official opening and joint press release.**
- Clerk – Pump Track start date for work 9th August.
- Clerk – Mini Ramp specification, drawings and completed spec still awaited.
- Clerk – Accessible Bench on Jubilee Field - bench costed, handyman to quote to fit, S106 application started.
- Clerk on leave 19th-24th July inclusive. Chair will have the Clerk's phone. Email out of office will direct that any urgent requests be emailed to a Councillor.

1307/08 Police Report

Email response received and circulated with agenda. District Councillor Poynton has received similar response from PCC's office – see next item. **Clerk to remove from agenda until information available.**

1307/09 To receive reports from County and District Councillors

Apologies received from District Cllr Poynton who provided an email report – received similar response re crime figure reporting from the PCC's office. Email also mentioned closure of Tiverton Parkway Station ticket office consultation.

Chair advised District Cllr Connor of issues re Meadow Park, discussed earlier in item 7. Chair also raised concerns re the Register of Interests and Planning Enforcement – Chair has been invited to speak at Mid Devon Scrutiny meeting on the 17th July.

County Cllr Radford also provided an email report in advance of the meeting with an update on DCC Finances. In addition, he advised that the owner of Pittfield House has agreed to cut the overgrown hedge. He raised a question regarding a Townlands resident's complaint re footpaths. The Parish Council has had no complaints but there have been some complaints on Facebook re the road. Cllr Radford raised a

query re the Pencarrie footpath extension, the Chair advised that they were having some issues with DCC – **Cllr Radford to arrange a meeting with the Chair and DCC Highways Officer, Dan Wood**. Cllr Radford advised that Parish Councillors can email him if they have any queries.

- 1307/10 To receive an update from the Neighbourhood Planning Group on the upcoming Regulation 14 consultation**
Report circulated prior to meeting. No further comments made.
- 1307/11 To review progress to fill vacancies under co-option arrangements.**
Cllr Phare suggested the Parish Council hold a Saturday morning event in September/October to highlight the role of Councillors to try and attract further interest in the role.
- 1307/12** It was **resolved** to agree that the costs of purchasing tables and chairs for the Willand Health & Community Centre of £1,917.18 be reimbursed from the S106 monies set aside in funds earmarked for refurbishment of the Centre. Cllr Grantham declared an interest. Chair moved. Unanimously Agreed.
- 1307/13 Accounts Due for Payment and Receipts to include:**
- a) **To examine and agree the Summary of Receipts and Payments for 2023-2024, up to 30th June 2023, and to receive the bank reconciliation.** It was **resolved** to approve the Summary of Receipts and Payments and the Bank Reconciliation. Unanimously agreed.
 - b) **Authorisation of payments including invoices received between 7th June 2023 and 6th July 2023.** It was **resolved** to approve the monthly payment list. Cllr Phare proposed, seconded by Cllr James. Unanimously agreed.
 - c) **To examine and agree the Reserves Balance Report for 2023-2024, up to 30th June 2023.** It was **resolved** to approve the Reserves Balance Report. Unanimously agreed.
- 1307/14 To consider a request by 3 residents of Willand Old Village to cut the grass verge between their properties.**
Although The Parish Council is not contracted to cut this verge, it was **resolved** that it be added to the verge cuts with no extra charge being made by Contractor. **Clerk to write to the residents.** Unanimously agreed.
- 1307/15 To consider and adopt the draft General Data Protection Regulations – Privacy Policy.**
It was **resolved** to adopt the draft General Data Protection Regulations - Privacy Policy. Proposed by Chair. Unanimously Agreed
- 1307/16 To consider and adopt the draft Fixed Asset Register Policy and the draft Asset Register.**
It was **resolved** to adopt the draft Fixed Asset Register Policy and draft Asset Register. Proposed by Cllr Phare & seconded by Cllr James. Unanimously agreed. Non-working Acer Laptop to be decommissioned. Cllr Sellick to assist the Clerk to do this.

1307/17 **To receive and consider the monthly play area inspection reports and agree any required courses of action.**

No actions identified. Report noted.

1307/18 **To provide an update on costings for the re-commissioning of the VAS equipment.**

Verbal update provided – at their meeting on Tuesday a Halberton Councillor suggested that the Handyman become a Road Warden to obtain free Chapter 8 training from Devon County Council. Having looked at the scheme, the Clerk advised that it was her view this would not be appropriate. Councillors agreed. Cllr Grantham stated that he would be happy to refresh his Chapter 8 training and Cllr Sellick said he would undertake Chapter 8 training, so they can assist with the moving of the VAS. **Clerk to arrange training with DCC.** It was **resolved** that the VAS to be recommissioned once training undertaken. Cllr Phare proposed, Cllr James seconded. Unanimously agreed.

1307/19 **Mid Devon District Council – Planning Applications [MDDC Planning Public Access Portal](#)**

Reference: 22/02102/MFUL

Proposal: Construction of on-farm anaerobic digestion plant with associated equipment and works

Location: Land at NGR 300535 112291 (Bycott Farm) Lower Town Halberton Devon

Parish: Halberton

It was **resolved** to comment as per the response drafted by the Chair and circulated in advance of the meeting. Cllr Grantham proposed & Cllr Sellick seconded

Reference: 23/00978/TPO

Proposal: Application to remove limbs below height of guttering of house and reduce crown and other limbs by 2 metres on south and west sides from 1 small Oak tree; remove limbs below the height of apex of house and reduce full crown and other limbs by 2 metres on south and west sides from 1 large Oak tree protected by Tree Preservation Order No. 22/00003/TPO

Location: 15 Tamarind, Willand, EX15 2SR

It was **resolved** to comment as follows: The Parish Council has no observations and supports the view of the MDDC tree officer.

1307/20

Mid Devon District Council – Planning Decisions

It was **resolved** to note Mid Devon District Council, the determining Authority, has made the following planning decisions.

Reference: 23/00690/FULL

Proposal: Erection of an agricultural workers dwelling and garage

Location: Development Site at NGR 304216 110864 (Weir Mill Farm) Jaycroft Willand Devon

DECISION: Permission Granted

1307/21

Correspondence and Matters to Note – To receive Council correspondence and matters to note.

Correspondence noted. No further action required.

1307/22

Councillor Reports

Bins – Mid-Devon sometimes have to be chased re emptying bins. They have placed a notice on the Chestnut Play Area bin reminding people not to use for dog mess. **Clerk to obtain some notices from them for Parish Council use.**

Cemetery Meeting – Cllr Phare updated the Council on the previous day's meeting at the Cemetery. Clerk in conjunction with the Chair to agree that the Handyman weeds the extension hedge area at the usual hourly rate, clean the water trough and level two of the graves. Grave digger to be asked to level the area of spoil at the rear of the extension. Quotes to be obtained for a tap to be fitted to the water trough and for a bench to be placed in the top right-hand corner of the current cemetery near the tree, in front of the hedge. Owner of one of the ashes plot's to be written to, to remove the cherub/angel which is not in accordance with the Cemetery Rules & Regulations. Once it is clear how much of the extension hedge will need replanting a further discussion will be required. The Cemetery Group is Cllr Phare & Cllr Grantham with the assistance of the Clerk. It was agreed that at this time formal Terms of Reference were not required.

Hedges/Grounds Maintenance –

- Clerk to contact landowner re hedge near the fuel station.
- Clerk to contact Mid-Devon overgrown Sycamore in bus layby at South View.
- Clerk to contact Mid-Devon to see if they intend to replace the cherry tree in Silver St between the road & the bungalows

1307/23

Meeting closed at 20.51 p.m.