



WILLAND PARISH COUNCIL

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MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 9 FEBRUARY 2023 AT WILLAND VILLAGE HALL COMMENCING AT 7PM

Present: Councillors Glover, Grantham, Little, Major, Phare, Sellick, Warren and Wilcox.

In attendance: DCC Councillor Radford, MDDC Councillors Chesterton and Evans, Clerks B Bodkin and C Dalley, and four members of the public.

The Chair, Councillor Warren, introduced himself and the new Clerk, Clare Dalley, and welcomed all present.

1. Apologies had been received from Councillors James and Mastrolacasa and their reasons for absence were approved unanimously.

2. Declarations of interest from members would be made at the appropriate agenda item.

3. Public questions on any of the agenda items

A member of the public confirmed the streetlamp at Foxglove Chase was now working. 2 other members of the public confirmed they were observing the meeting. The fourth member of the public introduced himself as Brian Lane-Smith, prospective Conservative candidate for MDDC elections.

4. Items brought forward from the Chair

i) Councillor Warren invited nominations for past Parish Chairmen to attend a Garden Party at Buckingham Palace on 9 May. There were no nominations.

ii) As this meeting was to be the last at which Mrs Bodkin would be serving as Clerk, the Chair recorded formal thanks and good wishes on her retirement.

5. Councillor Warren moved from the Chair that the Minutes of the meeting held on Thursday 12 January 2023 be approved as a true record, which was agreed by those who had been present at the meeting and the minutes were signed by the Chair.

6. Reports from District and County Councillors

a) District Councillors Chesterton, Evans and Warren

i) District Councillor Chesterton reported there had been a change of governance in MDDC's Cabinet, following the departure of 4 Conservative members. He warned the MDDC budget and the forthcoming DCC budget would result in Council tax rises. There were no questions.

ii) District Councillor Evans advised that the next MDDC Full Council meeting would be on 22 February and a balanced budget must be set. He provided a verbal update on 3 tree issues in Willand. He explained MDDC's policy on planting trees on their own land which had been widened to other landowners and as a result 1000 trees would be planted via Aggregate Industries, with the involvement of schools in Uffculme. He would report back with further news from a meeting with Aggregate Industries on restoration of

the quarry to increase biodiversity and provide benefits to mental health and wellbeing for those in the community. There were no questions.

iii) District Councillor Warren reported from the MDDC Environment Policy Group on a budgetary rise in charges for brown bins. It was noted that rises in MDDC car park charges had been agreed. Councillor Warren would follow up the removal of debris arising from tree cutting in Victoria Park and a hedgerow. **ACTION: Councillor Warren**

b) County Councillor Radford (note: Councillor Radford arrived at 19:28 hours, after this agenda item had been discussed).

Councillor Radford's February report had been circulated and there were no questions. The Chair noted that potholes should be reported on the DCC portal or via the Parish Clerk. Councillor Glover had been following up related issues, including at Meadow Park and Barnes Close, and had queried with DCC why repairs were being notified to residents as complete in advance of actual completion; Councillor Radford had been informed.

7. For information and discussion

a) Crime in Willand: it was noted that no crimes were reported to the police in December 2022 according to the Devon & Cornwall Police website.

b) Highways Working Group update, to include:

i) It was noted there was no VAS report for January due to operational reasons.

ii) Road Safety Assessment report:

The draft report had been circulated to members. The Chair had also invited the new Clerk, C Dalley, to provide feedback on the draft report. Councillor Major thanked Councillors Warren and Phare for their comments which he would feed back to the author of the report. It was noted that another source of data would be the planning applications submitted by the developers of Ash Close, Rowen Lea and Meadow Park, including a transport assessment.

19:28 hours: Councillor Radford joined the meeting.

C Dalley, who had previous experience of a large feasibility study in Crediton, provided feedback and concluded that significantly more data and evidence should be taken into account, including consultation with a wide cross-section of community with different needs and road users, Highways Officers and the Police. She also recommended an automatic traffic count and noted that recommendations needed to be backed up by evidence of their potential impact. The Chair thanked Mrs Dalley. Councillor Major noted there would be a cost attached to a request to the author for a more detailed report. It was agreed that Councillor Major and C Dalley would meet outside of the Parish Council meeting to discuss further, and that Councillor Major would contact the author to ensure that all inaccuracies be corrected prior to publication. **ACTION: Cllr Major & Clerk**

19:46 hours: two members of the public left the meeting.

At this point in the proceedings, the Chair formally welcomed Councillor Radford and introduced C Dalley as the new Clerk. He advised there had been no questions on Councillor Radford's written report and enquired if he had anything to add. Councillor Radford asked that defects be notified to him to be passed on to Dan Wood, DCC Neighbourhood Officer, or ideally reported on the DCC website using "Report A Problem" <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

c) Proposed installation of a disabled access bench in the Jubilee Field: it was agreed that the Clerk would move this forward and obtain quotes. **ACTION: Clerk**

d) Neighbourhood Planning Group update, to include:

i) To receive a report from Councillor Little: a written report had been circulated and Councillor Little expanded on aspects of it. There were no questions. Councillor Little referred to the Parish Online GIS system for which he recommended the subscription be renewed for a further year as data and resources would be needed as part of the Neighbourhood Plan process, noting the expenditure could be offset against £2777 in the designated NP Reserve Fund; this proposal would be discussed later in the meeting at agenda item 8g. Councillor Little informed members that an annual grant had been received in respect of the Neighbourhood Plan of which any unspent amount (approximately £2500) would have to be returned; details of next year's grant application criteria were not yet confirmed.

ii) Members considered 3 proposals contained within the NPG February 2023 report:

1. That Willand Parish Council accepts "Willand Working Draft Neighbourhood Plan v.2 – 29-01-23-2" and its Appendices for submission to Mid Devon District Council. [NEIGHBOURHOOD PLAN LINK ON WEBSITE](#)
2. Council gives the Neighbourhood Planning Group delegated authority to make non-substantive amendments as appropriate during the consultation processes
3. Council agrees to apply for a Plan Boundary change at a time recommended by the Neighbourhood Planning Group

Councillor Warren moved from the Chair that these 3 motions be adopted, and members agreed unanimously. **ACTION: Cllr Little**

It was agreed that community issues such as highways and traffic which could not be included in the Neighbourhood Plan would be referred to the Clerk to be followed up separately e.g. in a Strategic Plan. **ACTION: Cllr Little & Clerk**

Councillor Little noted that further consultation processes would take place including a public consultation which could provide an opportunity for a parallel consultation with the Highways Group's traffic assessment report.

Councillor Phare recorded thanks on behalf of the Parish Council to the Neighbourhood Planning Group for the work undertaken.

e) Pump track: the Chair confirmed that the s106 application had been submitted and agreed by District Councillors; the planning application decision was awaited.

f) Willand Magazine: the Chair reported following his meeting with the Editor, who had confirmed she would stand down after the April/May issue due out at the end of March and would assist with handover as required. Advertising arrangements had been adjusted to an edition-by-edition basis as opposed to an annual basis where possible. No volunteers had come forward and members were encouraged to approach people who may be interested. The Chair would write out to members ahead of a firm decision being made at the March Full Council meeting. It was agreed that an appeal notice would be published on social media, indicating that the Magazine could not continue without additional volunteers to join the team. **ACTION: All Councillors & Clerk**

g) Skatepark – proposed replacement skateboard facility: a briefing paper prepared by Councillor Warren and accompanying consultant's report had been circulated to members. Three options of construction materials for a 'half pipe' facility were discussed, namely (1) primarily wooden (2) metal with a Skatelite riding surface (3) concrete. The Chair confirmed that consultation with users had taken place and was ongoing.

Councillor Little proposed the concrete option, seconded by Councillor Grantham and agreed unanimously. Members also agreed that the new facility should be installed on the existing site in the Jubilee Field. Agreed the Clerk would take this forward, including a site meeting, and would report back to members to include any safety concerns.

ACTION: Clerk

h) Street lighting issue in Jaycroft: following discussion, it was agreed that Councillor Radford would see what DCC could do and he would contact the relevant DCC Officer.

It was agreed the item would be on the March Parish Council agenda.

ACTION:

DCC Cllr Radford & Clerk

20:35 hours: Councillor Evans left the meeting.

i) The decision by Councillor Grantham (in conjunction with Chair and Clerk) to authorise the handyman to clean dirt and moss off play equipment in Worcester Crescent on safety grounds was ratified by members.

j) Overhanging trees at Willand Tennis Club: a report and recommendations from the tree consultant had been circulated to members. It was agreed that the Clerk would take the matter forward and obtain quotes.

ACTION: Clerk

20:37 hours: Councillors Chesterton and Radford and a member of the public left the meeting.

8. Finance & Administration

a) Authorisation of payments including invoices received since 6 January 2023 was agreed unanimously. It was also agreed that authorisation of the approved invoices by initialling should be conducted solely by the Chair. Councillor Phare proposed the approval of payments to Quarlfox which had been retained for one year from 28.2.22 in relation to planting of whips at Cemetery extension (invoice 657, £165.27) and Worcester Crescent (invoice 658, £18.80), as included on the February Monthly Payment sheet, seconded by Councillor Glover and unanimously agreed.

ACTION: Cllr Warren & Clerk

b) Income received in January 2023 had been circulated and was noted.

c) Income and Expenditure report as at end of January 2023 had been circulated. There were no questions arising and the report was approved unanimously.

d) The Council's Statement of Internal Control for the Financial Year 2022-2023 had been circulated. It was agreed to make the following amendment prior to signature by the Chair and Clerk/RFO: under "The Internal Control Environment", fourth paragraph, first sentence to read, "The Council met on a monthly basis with the exception of August and September and received the minutes of all Committees and ratifies the decisions therein".

ACTION: Cllr Warren & Clerk

20:45 hours: the fourth member of the public left the meeting.

e) Councillor Little proposed, Councillor Wilcox seconded and all members voted in favour to approve the employment of the temporary Litter Picker to cover a continuous period of 11 days annual leave in March, at an estimated cost of £240.

f) Members agreed to approve payment of £26 for office costs in February for the new Clerk and noted that from March onwards this would be covered by the Annual/Monthly Payments authorisation.

g) Following a proposal from the Chair, it was agreed to renew the Parish Online subscription from 1.3.23 at a cost of £200 + VAT. **ACTION: Clerk**

9. Meeting dates

i) To note the following dates:

Thursday 9 March – Annual Parish Meeting (to precede Full Council meeting)

Thursday 9 March – Full Council meeting

Thursday 16 March – Finance and Administration Committee meeting

Thursday 13 April – Full Council meeting

Thursday 11 May – Annual Meeting of the Parish Council

Thursday 8 June – Full Council meeting

Thursday 15 June – Finance and Administration Committee meeting

Working Groups – to note any scheduled dates.

All were noted, including the format of the Annual Parish Meeting. **ACTION: Clerk**

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

a) The Clerk advised that with effect from March 2023, the Councillors Roundtable item would be replaced by “Items brought forward by Councillors for information only.”

b) Councillor Wilcox reported that a King’s Coronation event was being planned in the village, the organisers would be asking for funding from the Parish Council and she would like a proposal to be included on the agenda for the March Full Council meeting.

ACTION: Clerk

c) Councillor Wilcox suggested that the Parish Council may wish to consider having a Twitter account (or to use an alternative platform) administered by the Clerk.

d) Councillor Wilcox tendered her apologies for the March Full Council meeting.

11. Communications

A)

i) Members noted that Citizens Advice had sent a message of thanks to the Parish Council for their financial support.

ii) Silverton Neighbourhood Plan regulation 16 consultation. Information had been circulated and members agreed they had no observations.

B) Communications received since 6 January and emailed to Councillors:

i) Current Planning Applications

a) 22/02209/HOUSE & 22/02210/LBC

Proposal: Listed Building Consent for the conversion of an outbuilding to annex

Location: Land and Buildings at NGR 303719 110353 (Dye House) Willand Old Village

Revised and Additional Drawings received.

Response due: 10.2.23

It was unanimously agreed that the Clerk would submit the following response in each case, "Willand Parish Council has no comments to add to our original submission".

ACTION: Clerk

ii) Planning Decisions notified for information:

a) 22/02157/TPO

Proposal: Application to crown reduce 1 Oak tree protected by Tree Preservation Order No. 96/00014/TPO by 1.5 to 2m, shape and balance crown by reducing sides by 2 to 3m and thin crown by 15%

Location: 18 Pear Drive Willand Cullompton Devon

Decision: consent granted

The decision was noted by members.

b) 22/02234/TPO

Proposal: Application to lift the crown of 1 Beech tree to approximately 5m in height and crown reduction of 1-2m protected by Tree Preservation Order 08/00004/TPO

Location: 5 The Gables Willand Cullompton Devon

Decision: consent granted

The decision was noted by members.

iii) Newsletters and other correspondence

5 MDDC Press Releases, 9 MDDC meeting notifications

1 MDDC Voting & Elections Update

12 NALC bulletins and events newsletters, 3 DALC newsletters, 2 SLCC news bulletins

6 Rural Services Network bulletins

5 Devon County Council Coronavirus Updates & News Roundups

2 Locality Newsletter

1 Devon CPRE newsletter

3 Public Sector Executive news bulletins

1 Devon Highways/Traffic Management newsletter

2 Devon Climate Emergency newsletters

2 ICO newsletters

1 Involve newsletter

1 Devon Communities Together newsletter

2 Gallagher Insurance newsletters

1 National Highways Notice

C) Communications not referred to Councillors

4 emails offering various seminars, equipment and services

21:00 hours: there being no further business the meeting closed.

9 FEBRUARY 2023 PAYMENT SHEET			
PAYMENTS TO	INVOICE FOR	AMOUNT	BUDGET
Barclaycard	Pump Track Planning Fee	149.20	Reserves: BMX track
	Mobile phone	6.00	Office/Admin
	Ladder Safety training	18.00	Office/Admin
NALC	Advert for Clerk vacancy	120.00	Office/Admin
SJM Tree Services	Hedge cut @ Worcester Cresc	450.00	Play area grnd maint
Citizens Advice TNMWD	Donation	50.00	Donations
MDDC	Chestnut equip insp 6/22-3/23	207.00	Reserves: Other incl. Community Facilities
Brightsea Print Group	Magazine printing	1120.00	Magazine
Starboard Systems t/a Scribe Acc.	Scribe Accounts subscription	792.00	2022 Gen Opps Rsrve
T Scrace	Bus shelter cleaning x 6	106.00	Village projects
Quarlfox Services	Retention of labour - 10% payable re new Cem. hedge	165.27	Cemetery
Quarlfox Services	Retention of labour - 10% payable re new Worc. hedge	18.80	Play area grnd maint
Quarlfox Services	Equipmnt clean at Worc Cresc	18.00	Reserves: Worcs Cres
DALC	Training webinar: N James	19.20	Office/Admin
Parker Digital Marketing Ltd	Monthly website maint - Jan	50.00	Office/Admin
	Total of all payments	3289.47	
RECEIPTS IN JANUARY 2023	Magazine advertising	247.00	
	Cemetery fees	25.00	
	s106 funding re Chestnut Drive	5216.00	
TOTAL INCOME		5488.00	