



WILLAND PARISH COUNCIL

16 Tudor Grove, Cullompton, EX15 1XG

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You are hereby invited to attend the **Annual Meeting of Willand Parish Council**, which will be held on **Thursday 8th May 2025 at 7.00 pm, in the Club Room at Willand Village Hall, Gables Rd, Willand.**

Members of the public are advised to submit questions to the Parish Clerk prior to the meeting.

The purpose of the meeting is to transact the following business.

Debbie Bird
Parish Clerk

30 April 2025

Please note that: -

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Willand Parish Council is unable to make any decision on matters not listed within the agenda.
- Willand Parish Council will always attempt to record meetings.

AGENDA

- 1. Election of Chairman and signature of Declaration of Acceptance of Office of Chairman.**
- 2. Election of Vice-chairman.**
- 3. To receive any apologies from Councillors and record approval of reasons for absence.**
(please make any apologies known to the Parish Clerk)
- 4. Declarations of Interest - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.**

5. **Public Question Time - To receive questions from members of the public relevant to the work of the council.** (A maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)
6. **Order of Business - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.**
7. **Parish Council Minutes - To approve and sign the minutes of the Willand Parish Council Meeting held on Thursday 10th April 2025, as a correct record.**
8. **Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make.** (For information only)
9. **To receive reports from County and District Councillors.** (For information only)
10. **To review and approve the:**
 - a) **Code of Conduct**
 - b) **Standing Orders**
 - c) **Financial Regulations**(Documents to be issued prior to the meeting)
11. **To review and agree Committees and Working Groups including membership and Terms of Reference.** (Documents to be issued prior to the meeting)
12. **To note the Willand United Charities Trustees.**
13. **To elect a Village Hall Committee representative.**
14. **To review the Asset Register Policy and the inventory of land and other assets including buildings and office equipment as at the end of the Financial Year – 31st March 2025.**
(Asset Register & Policy to be issued prior to the meeting)
15. **To review the Council's insurance policy with Clear Councils (formerly BHIB).** (Schedule to be issued prior to the meeting. Note: Council entered into a 3-year agreement with BHIB/ Clear Councils in 2023)
16. **To review and approve the following Council policies:**
 - Press & Media Policy
 - Social Media Policy
 - General Data Protection Regulations Policy
17. **To review and approve the Council's employment policies and procedures:**
 - Health and Safety Policy
 - Sickness Policy
 - Grievance Policy
 - Equality and Diversity Policy

- Disciplinary and Capability Policy
(Documents to be issued prior to the meeting for all policies in items 16 & 17 above)

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

- Full Council meetings on the second Thursday of each month at 7pm at Willand Village Hall, excluding August. Note: August is only if needed.
- Budget Meeting to be held on Thursday 18th December 2025 at 7 p.m.
- Annual Meeting of the Parish Council to be held on second Thursday of May 2026.
- Committee Meetings to be held according to the outcome of item 11 on this agenda

19. Accounts Due for Payment and Receipts to include:

- To examine and agree the Summary of Receipts and Payments for 2025-2026, as at the 30th April 2025, and to receive the bank reconciliation.
- To authorise payment of invoices received between the 7th April 2025 and 6th May 2025 and to minute ratification of additional payments made since the previous meeting.
- To note the Reserves Balance Report for 2025-2026, as at the 30th April 2025.
- To approve and sign the regular payments list for the 2025-2026 financial year.
- To review the Council's expenditure under s137 of the Local Government Act 1972 for the financial year 2024-2025.
- Annual Governance & Accountability Return (AGAR) –
 - to receive the Internal Auditors Report
 - to agree and sign the Annual Governance Statement 2024-25
 - to approve and sign the Accounting Statements 2024-25
 - to note the submission of the AGAR to the External Auditor following this meeting and the dates for the Exercise of Public Rights as the 3rd June to the 14th July inclusive.
- To approve a transfer of £20,000 from the VAT reclaim funds received for 2024-25 to the Lloyds 95-day notice account

20. To approve a donation of £50 to Willand Scout Group following their painting of the Jubilee Field fence area adjacent to Gables Court.

21. Mid Devon District Council – Planning Applications [MDDC Planning Public Access Portal](#)

Mid Devon District Council, the determining Authority, has asked for comments from this Parish Council on the following planning applications: **NO PLANNING APPLICATIONS RECEIVED.**

22. Mid Devon District Council – Planning Decisions

To note Mid Devon District Council, the determining Authority, has made the following planning decisions.

Reference: 25/00169/FULL
 Proposal: Siting of storage container within existing yard
 Location: The Co-Operative Food Unit 3 Four Cross Court Four Cross Avenue
 DECISION: Permission Granted

23. Councillor Reports – At the discretion of the Chairman, to receive reports from Parish Councillors – strictly for information only.

24. Close