



## **WILLAND PARISH COUNCIL**

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Minutes of the **Annual Meeting of Willand Parish Council** held on **Thursday 8<sup>th</sup> May 2025 at 7.00 pm, in the Club Room at Willand Village Hall, Gables Rd, Willand**

**Present:** Cllr Warren, Cllr Grantham, Cllr Little, Cllr Sycamore, Cllr Phare, Cllr Hutter, Cllr James, Cllr Leach

**In Attendance:** D Bird, Parish Clerk

### **MINUTES**

- 0805/01** Cllr Warren invited nominations for the role of Chair of the Parish Council. Cllr Warren was nominated by Cllr Leach and seconded by Cllr Sycamore. Cllr Warren accepted the nomination and was unanimously elected. He then signed the Declaration of Acceptance of Office.
- 0805/02** The Chair invited nominations for the position of Vice Chair. Cllr Phare was nominated by the Chair. Cllr Phare accepted the nomination and was unanimously elected.
- 0805/03** **To receive and accept apologies**  
It was **resolved** to note apologies from Cllr Scott and Cllr Jones.
- 0805/04** **Declarations of Interest**  
Declarations taken in the relevant item.
- 0805/05** **Public Question Time**  
There were no members of the public present at the meeting.
- 0805/06** **Order of Business**  
There were no changes to the order of business.
- 0805/07** It was **resolved** to approve and sign the minutes of the Willand Parish Council Meeting held on the 10th April 2025 as a correct record, Cllr Phare proposed and Cllr Sycamore seconded. Unanimously agreed.

**0805/08 Chairman's and Clerk's Announcements**

- The Clerk advised that she has had no luck in obtaining a quotation to weld the brackets back to the field shelter in Jubilee Field. The Way forward to be considered at a future meeting.
- The Handyman has been back to the Cemetery, flattened the mole hills and scattered repellent. He is continuing to monitor. A couple of local pest control companies were contacted but they no longer deal with moles. The Clerk obtained details of a mole catcher but has not heard back from him. The Clerk to ask the former handyman if he would be willing to carry out this work and add an item to next month's agenda.
- The Wildflower Area at the Cemetery was seeded at the end of April.
- Mid Devon Homes have been consulting residents on an additional gate access to Jubilee Field from Somerville Park. They failed to consult the Parish Council as the leaseholder or the relevant Mid Devon officer. We have received an apology, and any works are paused until the implications have been fully considered. The Clerk will bring a paper to the June meeting.

**0805/09 Reports from County and District Councillors.**

- The new County Councillor is Simon Clist.
- No District Councillors were present, apologies received from District Councillor Connor. No report received.

**0805/10 It was **resolved** to approve and adopt the:**

- a) Code of Conduct, as reviewed with no changes. Moved by the Chair, Unanimously agreed;
- b) Standing Orders as reviewed with proposed changes being explained by the Clerk. Moved by the Chair, unanimously agreed;
- c) Financial Regulations as reviewed, with no changes. Revised up to date Financial Regulations were approved in July 2024. Moved by the Chair, unanimously agreed.

**0805/11 It was **resolved** to approve the Committee and Working Group Terms of Reference and the individual Working Groups Terms of Reference as presented . It was **resolved** to agree the Committee and Working Group membership as follows:**

- Neighbourhood Plan Implementation Advisory Committee – Cllrs Little, Scott, James, Leach and Sycamore. The Committee is to promote activities to further the objectives of the Neighbourhood Plan.
  - Cemetery Working Group – Cllrs Grantham and Phare. Cllr Sycamore volunteered to join the working group.
  - Open Space & Recreation Group – Cllrs Warren, Grantham and Scott. Cllr Leach stepped down from the Group.
  - Joint Traffic Working Group – Cllrs Scott, Leach and Grantham are the Willand representatives on this group.
  - Biodiversity Working Group – Cllrs Jones and Leach.
- All moved by the Chair. Unanimously agreed.

- 0805/12** it was **noted** that the following Trustees had been appointed by the Parish Council on the 10 November 2022 for a term of 4 years: Kate Taylor, Cllr Stephen Little, Cllr Neil James and Cllr Jason Scott. The fifth Trustee being Ex-officio (the Rector).
- 0805/13** No nominations had been received for a Village Hall Committee representative. Cllr Grantham confirmed that he was happy to continue, and this was moved by the Chair and unanimously agreed.
- 0805/14** It was **resolved** to approve the Asset Register Policy and the inventory of land and other assets as at the end of the Financial Year – 31<sup>st</sup> March 2025. Moved by the Chair. Unanimously agreed. With thanks to the Clerk for updating and maintaining the register.
- 0805/15** It was **resolved** to renew the insurance policy with Clear Councils (formerly BHIB). The Clerk reminded Councillors that this is a package policy for Councils with a standard set of cover and limits based on Parish size. The Council is in the last year of a 3-year Long Term Agreement having decided to self-insure some of its assets rather than pay an increased premium. As part of Precept setting for next year the Clerk will investigate the costs of full cover for the play area assets and equipment, with assistance from the Open Space & Recreation Group as required. Moved by the Chair. Unanimously agreed.
- 0805/16** It was **resolved** to approve the following policies as reviewed, with no changes:
- Press & Media Policy
  - Social Media Policy
  - General Data Protection Regulations Policy
- All Moved by the Chair. Unanimously agreed.
- 0805/17** It was **resolved** to approve the following policies:
- Health and Safety Policy – no changes
  - Sickness Policy – no changes
  - Grievance Policy – no changes
  - Equality and Diversity Policy – with one minor change in 1(iii) to Vice-Chair from Chair
  - Disciplinary & Capability Policy – no changes
- All Moved by the Chair. Unanimously agreed.
- 0805/18** **Meetings of Council.**
- a) It was **resolved** that Full Council Meetings would be held on the second Thursday of each month at 7pm at Willand Village Hall, excluding August.
  - b) It was **resolved** that a Budget Meeting be held on Thursday 18<sup>th</sup> December 2025 at 7 p.m.
  - c) It was **resolved** that the Annual Meeting of the Parish Council would be held on the second Thursday of May 2026.  
Moved by the Chair. Unanimously Agreed

**0805/19 Accounts Due for Payment and Receipts to include:**

- a) It was **resolved** to note the Summary of Receipts and Payments and approve the Bank Reconciliation as at the 30<sup>th</sup> April 2025. Cllr Leach proposed, Cllr James seconded. Unanimously agreed.
- b) It was **resolved** to authorise the payment of invoices received between the 7<sup>th</sup> April 2025 and 6<sup>th</sup> May 2025, and to ratify additional payments made since the previous meeting. Cllr James proposed & Cllr Phare seconded. Unanimously agreed.
- c) The Reserves Balances Report as at the 30<sup>th</sup> April 2025 was **noted**.
- d) It was **resolved** to approve the annual and monthly regular payments list for 2025-2026. Cllr Hutter proposed & Cllr James seconded. Unanimously agreed.
- e) The Council's expenditure under s137 of the Local Government Act 1972 for the financial year 2024-2025 was **noted**.
- f) Annual Governance and Accountability Return –
  - i. The internal Auditors Report was **noted** with thanks to the Clerk.
  - ii. It was **resolved** to agree the Annual Governance Statement 2024-25, which was then signed by the Chairman and the Clerk. Proposed by Cllr Sycamore and seconded by Cllr Leach. Unanimously agreed.
  - iii. It was **resolved** to approve the Accounting Statements for 2024-25, signed by the Clerk prior to the meeting and signed by the Chairman at the meeting. Proposed by Cllr Leach and seconded by Cllr Sycamore. Unanimously agreed.
  - iv. It was **noted** that the AGAR will now be submitted to the External Auditor and the dates for the Exercise of Public Rights will be the 3rd of June to the 14<sup>th</sup> of July inclusive.
- g) It was **resolved** to approve a transfer of £20,000 to the Lloyds 95-day notice account. Cllr Hutter proposed, Cllr James seconded. Unanimously agreed.

**0805/20** It was **resolved** to approve a donation of £50 to Willand Scout Group once they have completed the painting of the Jubilee Field fence area adjacent to Gables Court. Moved by the Chair. Unanimously agreed with thanks to the Scouts.

**0805/21** Mid Devon District Council – Planning Applications [MDDC Planning Public Access Portal](#)  
**There were no applications received for comment prior to the issue of agenda.**

**0805/21 Mid Devon District Council – Planning Decisions**

It was **noted** that 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

**0805/22    Councillors Reports**

- The Chair expressed his thanks to Cllr Scott for the VAS report. The Chair also asked that consideration be given to who would take this on if Cllr Scott was unavailable. Cllr Little replied that Cllr Scott has made provision for this.

**0805/23**    The meeting closed at 20.04 p.m.