



## WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs T Leaman, 11 Lower Town, Sampford  
Peverell, Tiverton, Devon, EX16 7BJ 01884 822914  
Email: willandclerk@willandmatters.org.uk

### THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD ON THURSDAY 20<sup>TH</sup> SEPTEMBER 2012 AT WILLAND VILLAGE HALL AT 19:00

#### MINUTES

**Present:** Cllrs Phare, Ursell, Crick, Mander, Dennis, Wilcox, Tracy Leaman (Parish Clerk), Cllr Wilcox was also present although not a committee member

**1. Apologies:** Cllr Mander

**2. Matters arising** – Minutes of the meeting held on Thursday 28<sup>th</sup> June 2012 Cllr Crick proposed signing the minutes as a true and correct record, Cllr Ursell seconded, unanimously agreed.

**3. Financial**

**Funding –**

Skateboard facilities, South View Close play area and Gables

Over the next three years the Parish Council would like to revamp three areas in the village. There is currently £9,000.00 of S106 funding available for this. The approximate cost for the skateboard facilities are £50,000.00 and for South View Close play area £10,000.00-£11,000.00. The Gables funding would come from different schemes. Cllr Dennis presented the committee with two proposed plans for the play area. Cllr Crick asked if Mid Devon District Council would be assisting with the finances as they are responsible for that play area. Cllr Dennis confirmed that it is a Mid Devon District Council update and that he is assisting. Cllr Firkins also reminded the committee that the entrance to the Jubilee Parish Field would need enhancing should another village event such as the Jubilee celebration be organised and it could cost £7,000.00-£8,000.00, Cllr Firkins offered to bring a more detailed costing to the next meeting. Cllr Crick reminded the committee that South View Close play area and the skateboarding facilities have not been approved by the Parish Council, these will be included on the next agenda, as will the Jubilee Parish Field enhancement. Cllrs Crick and Firkins were concerned that the skateboard area would be used by a relatively small number of the community, Cllr Dennis confirmed that it will be important to get the youth of the village involved in the fund raising. Cllr Wilcox confirmed that the cycle track is currently in need of some attention. Cllr Firkins stated that the skateboarding area may need maintenance in the near future. Cllr Phare

confirmed that the quote received for tarmac that area did not take into account ground levelling. Cllr Firkins asked if a digger driver could flatten the area.

The Parish Council will ask Viridor for support over the period of the next 2 – 3 years. Cllrs Ursell, Phare, Metherell and District Cllr Brandon will meet to discuss the projects and prepare a proposal and statement – what the Parish Council hopes to achieve, for the Parish Council meeting and the December Viridor meeting. The health and safety issues in the field will be dealt with by the Environment Committee. Cllr Crick asked if the grass around the cycle track could be cut. The Clerk will ask the football club for a quote. **Action Clerk, Cllr Ursell, Phare, Metherell, Firkins**

Weed spraying 2013/2014 – the weeds have died down and now needs sweeping up by the road sweeper. Cllr Firkins confirmed that a local farmer in Jaycroft has covered road in silage, Cllr Dennis suggested the committee write to the farmer. Next year the weed spraying will take place earlier in the year. It will be included in the precept at a cost of £500.00, village enhancements will then be reduced by that amount.

Grass cutting 2013/2014 – Other parish and town councils cut their own grass and receive a rebate from Devon County Council. Willand Parish Council will ask how much of a rebate it would be due if it also managed its own grass cutting. Cllr Crick suggested the Parish Council ask Mid Devon District Council in the first instance and then Devon County Council. Cllrs Dennis and Ursell will write to District Cllr Brandon and Evans as a starting point. Figures will be required for the precept meeting in December. The football club will be asked to supply one of the quotes as it has new grass cutting equipment. **Action Cllr Dennis, Ursell**

- 4. Christmas lights** – Cllrs Phare and Crick confirmed that everything is in place. Cllr Phare will be completing the necessary paperwork for Devon County Council. Cllr Crick suggested the Parish Council ask local businesses for donations towards the costs. Cllr Dennis suggested an item in the village magazine. The Clerk and Cllr Crick will draft a letter which will be amended for different areas of the village. **Action Clerk, Cllr Crick**

**5. Parish plan** - Cllr Ursell set out the development of the Parish Plan

1. Introduction

Rolling quarterly updates, section by section – each plan formally reviewed every two years or if a major change is envisaged.

Each plan owned by the appropriate committee

Parish Council – Full Council

Infrastructure and planning – Planning Committee

Environment – Environment committee

Community – Community Committee

Finance and administration – Finance and Admin Committee

Communications - Finance and Admin Committee

Law and Order - Full Council

## Emergency and contingency - Full Council

Each plan to be considered as a potential neighbourhood plan

Clear actions to be defined which will become agenda items on the relevant committee

For each Plan

Identify stakeholders for each plan to ensure that their needs are being considered

Create embryonic plan and consult with stakeholders

## 2. Plans

### 2.1 Parish Council

### 2.2 Infrastructure and Planning

### 2.3 Environment

### 2.4 Community

#### Stakeholders

- Residents - recipients
- Parish Council – Planning and funding
- MDDC -
- DCC -
- Service Providers -
- Fund Raisers

#### Areas for consideration

- Room hire for village organisations
- Medical services
- Pharmacy services
- Health and fitness
- Learning centre
- Heritage
- Meeting facilities
- Carer support
- Vulnerable resident support

#### Critical success factors

- Use of services
- Feedback on availability and quality
- Availability of new services

Current situation

Village hall

No accommodation

Actions and timescales

Identify and acquire suitable accommodation for the delivery of community services

Work with local medical organisations to ensure the availability of high quality medical services within the village.

Put in place regular survey process to sense availability and quality of all services.

Measurements

Resources needed

External support needed

2.5 Finance and Administration

2.6 Communications

2.7 Law and Order

2.8 Emergency and Contingency

3. Timetable

**Meting closed: 20:06**

**Cllr Richard Phare**

**Chair Willand Finance and Administration Committee**