



WILLAND PARISH COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY SUB COMMITTEE HELD ON THURSDAY 7 MAY 2015 AT 19:00 IN WILLAND VILLAGE HALL

PLEASE NOTE: All Council Meetings are electronically recorded in the interests of accuracy.

MINUTES

Present: Cllrs Grantham, Mander, Phare, Ursell, Warren, Wilcox. K Taylor Clerk

Cllr Diane Brandon attended at the start of the meeting to say goodbye as she had stood down as a MDDC Councillor at the election. She had enjoyed her time as a District Cllr and hoped that she had made a positive difference to the ward. She had enjoyed meeting and getting to know the Parish Council and wished it well for the future and hoped the Gables project was a success. The Chairman thanked Cllr Brandon for her support and assistance during the last 8 years. Cllr Brandon left the meeting.

1. Apologies there were no apologies

2. Chairman's announcements: Cllr Wilcox declared the meeting open at 19.10
Meeting recorded
CCTV will be on the agenda for the Full Council

3. Public Questions no members of the public present

4. Minutes of meeting held: Thursday 2 April 2015 Proposed Cllr Warren
Seconded Cllr Phare unanimously agreed that they be signed as a true and correct record.

5. Declarations of Interest / Code of Conduct

Cllrs Wilcox, Ursell, Grantham, Phare and Mander declared an interest as Trustees of the Charity Willand Health & Community Centre.
Cllr Warren declared a Code of Conduct.

Kate Taylor as Parish Council's Proper Officer – Gave dispensation to continue as goals of the Parish Council are the same.

6. Matters arising

3a) i) Questions for the architect regarding the drainpipes on neighbouring property & the damp in the building - Cllr Warren
There had been email correspondence regarding this and the architect had requested a meeting to further discuss the drainage. After discussion the following was unanimously agreed:-

i) The drainage not previously identified as being part of the contract with the Architect should be part of the contract.

ii) In the absence of Cllr Ursell, Cllr Warren would approach the architects for a copy of the drainage report and circulate it to all Cllrs for them to read.

iii) A meeting would be set up with the Architect in order to discuss the drainage

ACTION: Cllr Warren

3a) iii) Progress on separating the Charity & Parish Council

Cllr Ursell reported that he was making progress on separating the accounts and would be continuing to work on this.

ACTION: Cllr Ursell

4) Inventory of tools had been sent to Cllr Grantham. Remove from agenda

Selling two items for £10 was discussed. Proposed by Cllr Wilcox and seconded by Cllr Phare and unanimously agreed.

7) Questions for the architect regarding Quantity Surveyor & M&E Engineer

The QS & M&E Engineer had been appointed. Waiting for them to contact for access if needed. It was proposed by Cllr Mander and seconded by Cllr Ursell that two copies of the A1 drawings would be purchased.

AGREED ACTION: Cllr Warren

8) Lease agreement – Commissioning of Solicitor by Charity to set out the lease agreement. It was agreed that this would be put in progress. The Parish Council did not have a need to appoint a Solicitor at the moment but would do so if appropriate.

ACTION: Cllr Ursell

li) Building Costs - Spreadsheet costs in date order – Cllr Ursell reported that this was still a work in progress.

10) Costs of paving and entrance – Cllr Warren reported that this was still under negotiation and explained the changes proposed. The architects would be providing new drawings FOC. Three contractors were identified to be approached to do the work. When done there will be negotiations with DCC for it to be adopted. The Parish Council will need to do this.

8.20 Cllr Mander left meeting

7. Tools – request received from the Blue Cross Animal Charity for any tools that the Parish Council did not want to retain to be donated to them.

Following discussion it was agreed that the tools needed to be disposed of. It was decided to ask the Litter Picker if there were any that he needed. The possibility of selling them at the car boot sale was raised. Cllr Wilcox agreed to find out the details of the next car boot sale at the village hall. Cllr Grantham would box up the tools if needed for a sale. Following these actions it was agreed to tell the Blue Cross that they were welcome to view and take any remaining hand tools.

ACTION: Clerk

8.22 Cllr Mander returned to the meeting

8. Building – CDM Email received from Architect to say now able to act as a CDM.

It was proposed by Cllr Phare, seconded by Cllr Mander and unanimously agreed that Cllr Warren accept this offer

ACTION: Cllr Warren

9. Finances – VAT relief Update

No update yet but had been sent in.

10. Taking on the Project

a. Clearing Rubbish proposed date 17 May. It was agreed to try to obtain a big skip for mixed waste ready for the 15 May and have it for two weeks. Agreed to contact Simon Green to find out about skips he uses on site and see if possible to get one through him. **ACTION:** Cllr Warren

b. Weed Control. Weeds have been sprayed once and will be done again if necessary

c. Insurance. Due this month but includes the building. This will need to be separated out as the Parish Council would not want to have a three year agreement which included the building as this would be passed to the Charity. **ACTION:** Cllr Ursell

d. Tenders – QS would need to know who to ask to tender.

Three preferred contractors were suggested by the Parish Council and it was agreed that the two contractors who had approached the architects would also be given the opportunity to tender. It was proposed by Cllr Wilcox seconded by Cllr Mander and unanimously agreed that this information be provided to the QS. Preferred sub-contractors were discussed and agreed. Proposed by Cllr Mander seconded by Cllr Warren that this information be provided to the QS. **ACTION:** Cllr Warren

Meeting closed 20:50

Cllr Frances Wilcox
Chair of Community Sub Committee