



## WILLAND PARISH COUNCIL

### MINUTES OF THE ANNUAL GENERAL MEETING OF WILLAND PARISH COUNCIL HELD ON THURSDAY 09 MAY 2019 AT WILLAND VILLAGE HALL

**Present:** Councillors Dilke-Wing, Little, Phare, Sellick, Scott, Warren, Whatley, Wilcox  
**In attendance:** Clerk K Taylor 1 member of the public

The Councillors having signed their acceptance of office forms the Chair of the outgoing council, Councillor Warren opened the meeting at 19.03 and reminded that it would be recorded. As this was a new Council, he invited people to give a brief introduction of themselves.

1. Councillor Warren invited proposals for the position of Chair of Willand Parish Council and indicated his willingness to stand again if the Parish Council wished. Councillor Wilcox proposed Councillor Warren, Councillor Sellick seconded the proposal and it was agreed that Councillor Warren would leave the room to give Councillors the opportunity to discuss this with regard to possible conflict of interest. Councillor Phare took the chair and following a full discussion Councillor Warren was unanimously elected as chair. Councillor Warren signed an acceptance of the office of Chairman.
2. Councillor Warren invited proposals for the position of Vice Chair of Willand Parish Council Councillor Wilcox proposed Councillor Phare, Councillor Phare accepted the nomination and it was seconded by Councillor Scott and agreed with one abstention.
3. Apologies for absence were received from Councillor Grantham, Councillor Glover, DCC Councillor Radford, MDCC Councillors Chesterton and Evans
4. a) Councillor Scott proposed that the minutes of the 11 April 2019 were signed as a true record Councillor Wilcox seconded and the minutes were signed.  
 b) Councillor Phare proposed that the minutes of the 29 April 2019 were signed as a true record Councillor Scott seconded and the minutes were signed.
5. **Review and Adoption of:**
  - a) Standing Orders
  - b) Financial Regulations
  - c) Code of Conduct

Councillor Warren proposed that the documents were all adopted for the next 12 months and this was agreed.
6. **Formation of Committees**
  - a) Planning, Lighting & Transportation Committee meetings twice monthly
  - b) Environment Committee meeting monthly
  - c) Finance & Administration Committee meeting quarterly

It was agreed that all Councillors would remain on the committees and endeavour to attend as many meetings as they could and this would be reviewed as necessary.
7. Councillor Warren proposed that Councillor Little take the role of representative to Willand United Charities, Councillor Phare seconded the proposal and it was agreed.
8. Councillor Grantham had indicated his interest in continuing to be the Parish Council representative on the Trustee board of the Village Hall. Councillor Dilke-Wing proposed Councillor Grantham, Councillor Scott seconded the proposal and it was unanimously agreed.
9. Councillor Dilke-Wing agreed to take an overview on Data Protection Regulations.
10. There were no public questions.

## 11. Progress Reports for information

a) None of the Councillors present were able to attend the MDDC Estate walkabout which is due to be on 13 May it was agreed that the Clerk would approach the other Councillors to see if they were available. **ACTION:** Clerk

b) The cake concert agreed at the April meeting would not now be taking place as the Bournemouth Symphony Orchestra were no longer able to offer this event.

c) Councillor Warren had raised the question of involvement of Councillors in activities on behalf of the Parish Council because of recent activity on Social Media and reminded Councillors that they should make it clear that they were commenting as individuals rather than on behalf of the Parish Council. The discussion widened to include health & safety and child protection protocols.

d) Orchard Way Play area and Open Space lease had been completed, the lock had been changed and the Parish Council grass cutting contract had been implemented.

## 12. Reports

a) Devon and Cornwall Police crime map for March recorded 8 crimes in Willand, 3 burglaries 4 Violence and sexual assaults and one vehicle crime. It was noted that one of these was up the B3181 near to Hitchcocks Farm, another was at Five Bridges.

b) District Councillors

Councillor Warren reported that training for the new District Councillors was now taking place. He gave a brief update on the Two Sisters liaison group, the next meeting of which is taking place on 10 May at 1.00pm. He would attend with Councillor Evans. There was an invitation to any other parish councillor who may like to attend as a representative from Willand they should meet at the main gate. No one was available.

c) County Councillor Radford had sent apologies and had not sent in a report.

## 13. Audit Report

a) To approve the Annual Governance Statement

The Clerk presented the Annual Governance Statement to the Council. Councillor Wilcox proposed that the annual governance statement be approved, Councillor Phare seconded the proposal and it was agreed with the three new Councillors abstaining from the vote. **ACTION:** Clerk

b) To approve the accounts for the year 2018 - 2019

The Clerk presented the accounting statements to the Council. Councillor Wilcox proposed that the accounting statements be approved, Councillor Phare seconded the proposal and it was agreed with the three new Councillors abstaining from the vote. **ACTION:** Clerk

## 14. Finance

a) Payment Authorisation

### MAY 2019 MONTHLY ACCOUNTS

PAYMENTS TO	INVOICE FOR	AMOUNT	BUDGET
SWW	Cemetery	14.65	cemetery
Barclaycard	post office refreshment APM,ink	58.08	office/admin
Astra printing	magazine	890.00	magazine
Quarfox	Various maintenance jobs	22.16	salaries
Quarfox	Cemetery grass cutting	46.35	cemetery
Quarfox	Jubilee Field fence repair & disposal		
Quarfox	tyre	261.87	playarea grnd maint
Countrywide	Jubilee Field grass cutting	295.68	playarea grnd maint
Countrywide	Verge cutting	815.40	general ground maint
Glasdon	new bin	336.88	villageprojects

Ken White signs	Orchard way play area signs	252.00	play area equipment
blachere illuminations	rent for Christmas lights	2057.58	villageprojects
Mike Phillips	Internal audit	70.00	office/admin
SWW	Allotment water bill	37.35	Allotment
Ken Broom	play area grass cutting	120.00	playarea grnd maint

### RECEIPTS IN APRIL 2019

MDDC	precept payment	28068.50
Magazine	advertisers	244.00
WH Squires	Interment	147.00
Allotments	allotment rents	44.80
	<b>TOTAL</b>	<b>28504.30</b>

Councillor Sellick proposed that the payments be actioned, Councillor Phare seconded the proposal and it was unanimously agreed. **ACTION:** Clerk

b) Income in April 2019 was noted.

### 15. Meeting dates

Thursday 09 May 2019 - AGM & Full Council and Planning Committee meetings  
 Thursday 23 May 2019 - Planning and Environment Committee meetings  
 Thursday 13 June 2019 - Full Council and Planning Committee meetings  
 Thursday 20 June 2019 - Finance & Administration Committee meeting.  
 Thursday 27 June 2019 - Planning and Environment Committee meetings

The clerk gave notice that she would not be able to attend the Full Council meeting due to take place on the second Thursday in July and following a brief discussion it was agreed that the meeting would be delayed by one week to 18 July. The Clerk to inform everyone. **ACTION:** Clerk

### 16. Councillors Roundtable

Councillor Whatley reported that she had contacted the Co-op regarding the hedge between the business park and Halfway house and the Manager had informed her that he would investigate. It was agreed that this would be brought up at the Environment meeting. **ACTION:** Clerk

Councillor Wilcox had contacted MDDC customer service regarding overgrown hedge in Fir Close and blossom trees in Willand Moor Road overhanging pavement. She reported that the Trustees had ordered the lift for the community rooms in the Gables.

Councillor Little expressed an interest in the production of a neighbourhood plan and following discussion it was agreed that he would work with Councillor Dilke-Wing and bring back a way forward to the Parish Council.

Councillor Phare had reported an overgrown hedge in Mallow court.

Councillor Sellick asked the Clerk to contact the MDDC Chief Exec and ask about the Parish Boundary review which he had informed would be started after the elections. It was noted that the Boundary Commission was now looking at MDDC Ward boundaries, which would impact on these plans. **ACTION:** Clerk

The Clerk had received a complaint from a resident regarding soil and stones on the B3181 near the Esso station and had reported this to Devon Highways.

## **17. Communications**

### **a) To consider**

- I. Invitation from Housing Officer at Ash Close to meet with Councillors to discuss concerns regarding rubbish & recycling collections on 10 May 2019. This had now been altered to coincide with the display at the Halfway House on 15 May when the Housing Officer would be present. Councillor Warren would attend and discuss with her.
- II. Invitation from Live West to attend the event at the Halfway House on 15 May, Councillors were all invited to attend the event which was from 4pm – 7pm

### **b) Communications received since 6 April 2019 and forwarded to Councillors by email:**

Request by allotment holder to erect a shed on plot agreed by email Clerk had actioned  
Introducing Simply Connect Culm Valley  
2 MDDC press releases regarding elections  
3 notices of Agendas for MDDC committees  
Carnegie Newsletter - April 2019  
The Rural Bulletin - 30 April 2019  
The Town & Parish newsletter from MDDC  
Involve Funding News APRIL 2019

### **c) Communications not referred to Councillors**

70 plus emails offering various services, seminars or equipment.

Communications were noted.

Meeting closed 20.45.

Councillor Barry Warren  
Chair of Willand Parish Council.  
13 June 2019