



WILLAND PARISH COUNCIL

Clerk to Parish Council Ms K Taylor 40 Townlands,
Willand, Cullompton, Devon EX15 2RS 07920014407
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MINUTES OF THE ONLINE MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 21 May 2020 AT 19.00.

Present: Councillors Grantham, Little, Phare, Tobin, Scott, Warren, Wilcox
In attendance: MDDC Councillors Chesterton, Evans, Clerk K Taylor 1 member of the public.

1. Apologies were received from Councillors Whatley, Glover.
2. There were no declarations of interest from Members on any of the agenda items.
3. Councillor Warren ran through the process for the meeting and explained how the votes would be recorded.
4. There were no public questions on any of the agenda items.
5. Minutes of meetings were agreed.
 - a) Councillor Wilcox proposed that the minutes of the Finance & Administration Committee held on 19 December 2019 be signed as a true record, Councillor Scott seconded the proposal and they were signed.
 - b) Councillor Phare proposed that the minutes of the Environment Committee held on 27 February 2020 be signed as a true record, Councillor Little seconded the proposal and they were signed.
 - c) Councillor Wilcox proposed that the minutes of the Planning Lighting & Transportation Committee held on 12 March 2020 be signed as a true record, Councillor Phare seconded the proposal and the minutes were signed .
 - d) Councillor Phare proposed that the minutes of the Full Council held on 16 April 2020 by video conferencing be signed as a true record, Councillor Grantham seconded the proposal and the minutes were signed
6. **Items relating to the running of the Council as affected by Covid-19.**
 - i) The Corona Virus Act 2020 and its accompanying Regulations remove the requirement for Councils to hold the annual general meetings at which the chair and other appointments are made and current arrangements may remain in place until May 2021. Members views had been sought and no alternative action had been suggested. Councillor Warren proposed that the Parish Council did not hold an AGM and that Councillors Warren and Phare would remain as Chair and Vice Chair for the coming year. Councillor Grantham will continue as representative on the Willand Village Hall Committee and Councillor Little will remain as the Willand United Charities Representative. Councillor Grantham seconded this proposal and it was unanimously agreed.

For Decision

 - ii) Councillor Warren proposed that the Parish Council adopt the current Standing Orders, Financial Regulations and Code of Conduct until May 2021. Councillor Wilcox seconded the proposal and it was unanimously agreed.
 - iii) Following discussion and an amendment suggested by Councillor Grantham to item (1) to include the words 'including environment' Councillor Warren proposed that the following arrangements for virtual meetings be adopted.
 - (1) Full Council be held each month including in August as long as the emergency arrangements are required. This meeting will deal with all issues required on that date including environment.

(2) Finance and Admin Committee will continue to meet quarterly if there is work to be dealt with that cannot be dealt with at Full Council for reasons of complexity or time required.

(3) Planning matters will be dealt with by delegation to the Clerk and Chair after notification to all members, as previously agreed. If a member wishes an application to be discussed and decided upon by Council then a special planning meeting will be called if time constraints do not allow it to be dealt with at Full Council.

(4) A Special meeting can be called by the Chair or appropriate number of Councillors as set out in Standing Orders to deal with any matter requiring urgent attention or requiring more time than a normal meeting agenda could accommodate.

Councillor Phare seconded the proposal and it was unanimously agreed.

7. Items for consideration

i) Audited Accounts 2019 – 2020

a) Approval of the Annual Governance Statement

Councillor Wilcox proposed that the Parish Council approve the annual Governance statement.

Councillor Scott seconded the proposal and it was unanimously agreed.

b) Councillor Wilcox proposed that the Parish Council approve the Accounting Statements for 2019/20 Councillor Scott seconded the proposal and it was unanimously agreed.

c) Councillor Wilcox proposed that the Clerk respond to the internal auditor letter as outlined.

Councillor Scott seconded the proposal and the Clerk was authorised to send a response.

ACTION: Clerk

ii) Play area provision

Following discussion and noting the points that had been raised regarding the position of the equipment, the type of roundabout, the possibility of equipment getting hot, and in particular the need to replace all of the play surfaces Councillor Warren proposed that the Parish Council approve obtaining 3 quotes to resurface the play area and for the equipment as detailed in option 2 of the provided drawings. Councillor Little seconded the proposal and it was unanimously agreed.

ACTION: Cllrs Grantham/Warren

8. Reports from District Councillors

a) Councillor Chesterton informed the Council that MDDC had been working closely with DCC and other local councils to respond to issues raised by COVID-19 but that it was now beginning to get back to more normal activities. He reminded that the consultation on dog control order was really important and that residents should be encouraged to respond, this was reiterated by all the District Councillors. Councillor Evans highlighted the fact that the finances of the Council were being hit with a significant loss of income during the first quarter of the year. Some Government support had been obtained but it was limited. He gave a brief report on his work with 2 Sisters and felt confident that the management team at the factory were keen to work on the issues. Councillor Grantham asked for more information on the HSE inspection and report at 2 Sisters factory and it was agreed that the report could now be shared more widely.

ACTION: Clerk.

Councillor Evans thanked the Parish Council for its positive response to his request for a page on the website to put information regarding his work with the Police & Crimes Commissioner.

Councillor Warren added that in addition he had been involved with local firms regarding obtaining business rate support through Mid Devon.

19.55 Councillors Chesterton and Evans and the member of the public left the meeting,

20:00 Councillor Phare left the meeting for a short time to clap for the NHS

Councillor Tobin internet's connection failed and he was not able to rejoin the meeting.

9. Finance

a) Councillor Wilcox proposed that the monthly payments be actioned, Councillor Scott seconded the proposal and it was agreed.

ACTION: Clerk

Payments are recorded at the end of these minutes.

b) The Income in April was noted

c) To discuss allocation of reserve funds for projects in the coming year.

There was a free discussion on this topic It was reminded that MDDC were discussing the future of Chestnut Drive play area which might come back to the parish. Councillor Scott asked about investing in the BMX track. Following the discussion the consensus was that all Councillors would consider and feed in ideas to the Clerk. The Clerk would collect together all the decisions from the

last five years into a list so that it can be cross checked. It was agreed that this should be put on to the F&A meeting agenda and the consensus was that members would feed in new ideas to the Clerk. **ACTION:** Clerk

10. Neighbourhood Plan

Councillor Little informed the Parish Council that there will be an article in the next magazine at the end of the May. It is intended to hold a meeting of the Neighbourhood Plan as soon as is convenient.

11. It was confirmed that the following meetings would be scheduled using Zoom

Full Council Thursday 11 June 2020

Finance & Administration Committee Thursday 18 June 2020

Full Council Thursday 09 July 2020

Councillor Wilcox would send out invitations through Outlook so that it could go into the diaries of anyone who used that system. **ACTION:** Councillor Wilcox

12. Councillors Roundtable

Councillor Little raised the question of the meeting with Devon Highways regarding road conditions in the village it was agreed that the Clerk and Councillor Scott would meet with the Neighbourhood Highways Officer and report back. **ACTION:** Clerk/Councillor Scott

It was agreed that information from the speed check report would be summarised and put on the website. **ACTION:** Clerk

Councillor Little informed the Council that Willand United Charities have given some money via the school to support local families who are struggling under the current situation. He informed the Councillors that the Charity would also welcome any input on any other sectors of the community that might need support.

Councillor Warren reminded the Council that in February it had asked Councillor Radford for some support towards the provision of a picnic bench in Orchard Way. This had now been granted and Councillor Warren proposed that the parish council order a bench and pay for the installation of it. Councillor Scott seconded the motion and it was unanimously agreed. **ACTION:** Clerk

13. Communications

a) (i) 4/5/2020 response from MDDC regarding issue of parking in Somerlea circulated 4 May The response was noted and it was agreed that the Parish Council could not take this any further.

(ii) 7/05/2020 Email request for support from CHAT circulated to Councillors on 7 May Councillor Phare proposed that the Parish Council support the organisation by giving £100, Councillor Wilcox seconded the proposal. This was unanimously agreed **ACTION:** Clerk

(iii) 15/05 Email request from MDDC for assistance putting up planning notices during Covid-19 It was agreed that the Clerk would respond to say that in cases of difficulty they send to Parish Clerk and suitable provision will be made. **ACTION:** Clerk

(iv) 7/05/2020 Email from member of public raising concerns about the Parish Council agendas The Parish Council noted the correspondence.

b) Communications received since 8 April and forwarded to Councillors by email:

i) Request from MDDC for consultation on the Planning Design Guide - Supplementary Planning Councillors Little and Wilcox agreed to read this before the June meeting and lead on the discussion. **ACTION:** Councillors Wilcox and Little

ii) Request from MDDC to review the Parish Charter to see if still fit for purpose, it was agreed to put on the July agenda, and all should look at it with a view to any proposed changes that might be suggested. Councillor Little reminded that Safeguarding was something that MDDC might support the parishes with. **ACTION:** All Councillors

iii) Request from MDDC to consult on public open space provisions. Councillor Phare agreed to look at this in more detail before the June meeting and lead the discussion as to what the Parish Council response should be. **ACTION:** Councillor Phare

c) Communications not referred to Councillors

70 plus emails offering various services, seminars or equipment.

All Communications were noted.

14. Planning items for discussion

a) 20/00674/HOUSE

Proposal: Erection of a single storey rear extension and two storey side extension

Location: 41 South View Close Willand

Following discussion, it was proposed that the Clerk would respond saying that Willand Parish Council had a concern that there should remain sufficient off road parking. They are also concerned that the massing of the property with the proposed extensions is excessive for the rest of the estate area and that the rear extension is not legally compliant in that it will take the light from the neighbouring property. (Prescription Act 1832 and the 45 degree code) There were five votes for and one abstention.

ACTION: Clerk

b) 20/00165/HOUSE revised details on front fence

Proposal: Erection of first floor and two storey extensions, conversion of garage to living accommodation and erection of 1.22m high wooden fence to top of front wall.

Location: St Davids Silver Street Willand Cullompton Devon EX15 2RG

Following discussion, Councillor Little proposed that Willand Parish Council strongly object to the application to increase the height of the roadside fence as the proposed height and materials would be severely detrimental to the street scene. Councillor Wilcox seconded the proposal and it was passed by 5 votes with Councillor Grantham voting against the proposal.

ACTION: Clerk

There being no further business the meeting closed at 21.11

Councillor Barry Warren
Chair of Willand Parish Council

PAYMENTS TO	INVOICE FOR	AMOUNT	BUDGET
F Tucker	admin work March/April	150.00	office/admin
M Phillips	internal audit	70.00	office/admin
Barclaycard	SLCC cemetery mgt resource	31.80	office/admin
	123 reg Website domain	28.78	office/admin
Vodafone	final invoice	134.78	office/admin
Countrywide	Verge cutting	835.80	ground maintenance
Countrywide	Jubilee Field grass cutting	303.19	play area maintenance
Countrywide	Orchard Way grass cutting	172.63	play area maintenance
Countrywide	Weed spraying	852.00	ground maintenance
Came & Company	Insurance cover	512.80	office/admin
Quarlfox	Cemetery grass cutting	122.50	Cemetery
Quarlfox	groundworks Jubilee field	35.62	ground maintenance
EDF	Christmas lights 2019	49.91	village projects
Willand Youth Club	final amount due for annual electricity costs	11.65	village projects
Quarlfox	Play area grass cutting	33.80	play area maintenance
Quarlfox	play area repair to surfaces	548.35	play area maintenance
Parker Digital Marketing	Web site support	50.00	office/admin
	TOTAL	3943.61	
RECEIPTS IN April			
Various Local Companies	Adverts in the Magazine	258.00	Magazine
Two residents	Rents & membership new plot holders	24.00	Allotments
MDDC	Precept	28713.50	
	TOTAL	28995.50	