

BICKLEIGH PARISH COUNCIL

Roborough Recreation Hall, New Road, Roborough, Plymouth PL6 7BD

Office opening hours: Monday & Tuesday 11:00 – 15:00hrs

(other times by appointment)

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30th June 2019

To members of Bickleigh Parish Council Dear Councillor

You are duly summoned to attend a Full Council Meeting of Bickleigh Parish Council to be held at **The Percy Hamley Room of Roborough Recreation Hall on Thursday 4th July at 7.30pm.**

Mrs Karenza Heald

Clerk / RFO to the Parish Council

AGENDA

1. Apologies (Minute FC36/19)
2. Public Forum (Minute FC37/19)
3. Declaration of interests and update on Councillors register of interests (Minute FC38/19)
4. Police Report (Minute FC39/19)
5. County Councillor, District Councillor(s) & Dartmoor National Park Reports (Minute FC40/19)
6. Approval of minutes from the Full Council meeting on 23rd May 2019 (Minute FC41/19)
7. Approval of minutes from the Extra-ordinary meeting on 27th June 2019 (Minute FC42/19)
8. Approval of minutes from Property and Finance Committee meeting on 30th May 2019 (MinuteFC43/19a)
9. Matters Arising (Minute FC44/19)
 - Minute 8893 July 2017 BPC & Woolwell Centre lease
 - Minute 9110 Feb 2019 Neighbourhood Plan Review
 - Minute 9131 March 2019 Website review
 - Minute 9145(a) April 2019 Public telephone box in Roborough Village
 - Minute 9147 April 2019 Lease of land at Woolwell for Woolwell in Bloom
 - Minute 9148 April 2019 BPC & Woolwell Centre lease
 - Minute FC11/19 May 2019 Review of policies & procedures
 - Minute 15/19 May 2019 Granting of dispensation – see agenda 9
 - Minute 24/19 May 2019 Allowance towards maintenance of St Mary's Churchyard
 - Minute 25/19(i) May 2019 Planning application for TPO works in Leat Walk ¹
 - Minute 25/19(iii) May 2019 Roborough Hall Insurance Claim

Councillors' Carole Spencer and Barrie Spencer to vacate the meeting room.

10. Requests for dispensation
 - (a) Ratification of voting (proposer & seconder) on the decision to accept Cllr Carole Spencer's request for dispensation in respect of her position as Manager to of the Woolwell Centre? (i see footnote on page 3) (Minute FC45/19a)
 - (b) Ratification of voting (proposer & seconder) on the decision to accept Cllr Barrie Spencer's request for dispensation in respect of his position as Trustee for the Woolwell Centre? (Minute FC45/19b)

Depending on the outcome of items 9a and 9b Councillors' Carole Spencer and Barrie Spencer to return the meeting room and remain take seats with the public for item 10 or return to the meeting for item 11.

¹ <http://www.bickleigh.gov.uk/wp-content/uploads/2018/10/Finance-Property-Notes-130918.pdf>

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11. Report and recommendations from the Property and Maintenance Committee.
- (a) Update on maintenance meeting at the Woolwell Centre (Minute FC46/19a)
 - (b) What action does the Council wish to take regarding completion of bar work in the Woolwell Centre and the items relinquished from Southmore Ltd? (Minute FC46/19b)
 - (c) To review quotations received for Electrical Testing in the Woolwell Centre. (Minute FC46/19c)
 - (d) To discuss options regarding the heating & ventilation in the Woolwell Centre (Minute FC46/19e)
 - (e) To approve the quotation received from Recourse and Environmental Ltd (REC) for the re-inspection of asbestos following the survey completed in August 2017. (Minute FC46/19e)
12. To review and revise the Council's Standing Orders ²
- (a) Standing order 1t – Debates at meetings
Excluding motions moved under 'standing order 1(r)' ³, the contributions or speeches by a councillor shall relate only to the motion under discussion. Does the Council wish to agree a time limit, subject to consent from the Chair, allowing Councillors to contribute and speak during Council meetings? (Minute FC48/19a)
- (b) Standing order 3f – Meetings
Historically, Bickleigh Parish Council's Standing Orders have stated 'The period which is designated for public participation shall not exceed 15 minutes. Does the Parish Council wish to adopt this timeframe? (Minute FC48/19b)
- (c) Standing order 3g – Meetings
Subject to SO3f does the Council wish to agree a limit allowing individual members of the public speak during a Council meeting? In 2013, the adopted Standing Orders "each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes" (Minute FC48/19b)
- (d) Standing order 3x – Meetings
Does the Council agree a limit in relation to the duration of a Council meeting. (Minute FC48/19d)
- (e) Standing order 4dv – Committees & Sub-committees
The Council Subject to standing orders 4(b) and (c)⁴, Committees & sub-committees may appoint and determine the terms of office of the substitute members to a committee, whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend. How many days' notice does the Council propose ordinary members of a committee should give to the Proper Officer? (Minute FC48/19e)
- (f) Standing order 7a – Previous resolutions
A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee. Does the Council wish to reinstate the requirement for 5 councillors to give notice, as per the Standing Orders from 2013. (Minute FC48/19f)

² In 2013 the BPC adopted the Standing Orders for Local Councils (NALC).

A later version was produced in 2018 to include changes in legislation. However, model standing orders require information to be inserted within brackets. It is unclear whether Bickleigh Parish Council has adopted full Standing orders with the required modifications.

³ When a motion is under debate, no other motion shall be moved except:

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

⁴ Rules of debates in meetings

b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c) A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

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13. To review the quotations and method of work for removal of Japanese Knotweed in Leat Walk, Roborough Village and appoint a contractor to complete the work (Minute FC549/19)
14. Does the Council agree to appoint a Quantified Tree Surveyor to assess the risk of Council owned trees? (Minute FC50/19)
15. Planning
a) Consideration of planning applications (Minute FC51/19)
- Planning application ref:** 1604/19/HHO
Applicant name: Mr G Harvey
Address: 36 Woodend Road, Woolwell, PL6 7RQ
Details of application: Householder application for conversion of existing garage to ground floor bedroom with en-suite and enlarge existing kitchen.
Re- positioning of existing turning area at the front of the property to enable storage unit with level access to be formed.
- Planning application ref:** 1127/19/HHO
Applicant name: Mr Mark Wiley
Address: 26 Rowan Way, Woolwell, PL6 7SU
Details of application: Householder application for single block shed to replace unsafe wooden shed (part-retrospective)
- b) Update on planning decisions from District Council
16. Finance
(a) To review and adopt the NALC Model Financial Regulations (Minute FC52/19a)
(b) To review the Council's asset register (Minute FC52/19b)
(c) To review report provided by the Clerk detailing the Council's receipts and payments to date. (Minute FC52/19c)
(d) To approve payment listing submitted by the Clerk and note any income received and payments made since the last meeting (Minute FC52/19d)
17. Update on Cann Wood View Play Tender (Minute FC53/19)
18. Roborough Hall – update on communication regarding the Council Office (Minute FC54/19)
19. Chairman's time (Minute FC55/19)
20. Correspondence (Minute FC56/19)
21. Date of next meeting: Thursday 25th July, 7:30pm at The Woolwell Centre. (Minute FC57/19)

Karenza Heald, Clerk / RFO

(i) A member of the public has contacted the Council stating that dispensation procedures were not followed. Prior to the meeting:

(1) The District Councillor - Woolwell Ward spoke to the Monitoring Officer.

(2) The Clerk took advice from the South Hams Monitoring Officer.

(3) As both Councillors are involved in the running of the Woolwell Centre (the Councillors biggest asset) the Monitoring Officer agreed for informative purposes and to minimise disruption in the meetings they is not reason why they should not be allowed to remain in the room to answer any questions.

(4) The formal requests were circulated to all Councillors, who are fully aware of both Councillors positions.

(5) At no point has the Clerk had any knowledge on how individual Councils would vote.

(6) The Council has always followed the National Association of Local Council (NALC) Standing Orders and South Hams Model Code of Conduct. All Councillors have read and understand both documents.