

MINUTES OF
BICKLEIGH PARISH COUNCIL MEETING
HELD ON 23rd MAY 2019
AT THE WOOLWELL CENTRE

PRESENT: Cllrs: C Spencer (Chair), L Tamsett-White, K Archer, P Blight, W Haymes, R Rundell, B Spencer, L Taylor

IN ATTENDANCE: Karenza Heald (Clerk), 9 members of the public,

FC/

13/19 APOLOGIES FOR ABSENCE

Cllr Nicky Hopwood

14/19 OPEN FORUM

GRASS CUTTING

Concern was raised regarding the grass-cutting of the verges at the top of New Road and it is difficult to see the traffic on Tavistock Road.

A question was asked why the contractors are cutting beyond the gate, outside the church wall, leading into the emergency exit into the Royal Marine Bickleigh Barracks when it is M.O.D. land. Linda Crowe (former Councillor) said this area had not been cut in the past.

District Cllr Barrie Spencer stated he was asked by a parishioner to check the standard of cutting of Roborough Green. Cllr Rundell had noticed the cutting is not as frequent as the previous year. A resident of Leat Walk said the grass was cut yesterday and he was pleased with standard.

SORAYA LEWIS-COLEMAN, CHAIR OF WOOLWELL IN BLOOM

- The committee will be entering Britain in Bloom in 2020.
- A thank you was given to the previous Parish Council. Soraya said she hopes to new Council will offer the same level of support.
- In absence of Cllr Nicky Hopwood, Soraya congratulated her on being re-elected and hopes for her continued support.
- The opening of the Commemorative garden will date place on 12th June 2019.¹
- Information was requested regarding the ownership of the roundabout near the nursing home, in Woolwell. Soraya's plans are to build a garden, using a low-level stumpery, so that drivers can still safely see around the roundabout. Instead of using blocks tree stumps would be used, creating a nature theme reusing natural materials.
- Future themed ideas include a dessert, vegetable garden and a recycled garden.
- Next year there are plans for a resident's competition to design a garden.
- Woolwell in Bloom have recently received notification of National Lottery Funding, at this stage the amount awarded cannot be publicly announced but details will follow.
- An email has been received from Scott Ramsay, South Hams regarding the lease of land for Woolwell for Woolwell in Bloom. Soraya will call into the Clerk's office to show her a copy of the email attachment she received.

The Chair suggested that photographs of Woolwell in Bloom are put on the Council website. Soraya's photographs were handed to Cllr Rundell for uploading on the website.

The Chair thanked Soraya stating, on behalf of the Council, she would get continued support from the new Council.

¹ Event was postponed. An alternative date will arranged.

15/19 DECLARATION OF INTERESTS AND DISPENSATIONS

The Chair handed over this part of the meeting to the Clerk. The Clerk asked if all Councillors had received the dispensation requests from Cllr B Spencer & Cllr C Spencer. All Councillors confirmed they had. The Clerk asked Cllr B Spencer & Cllr C Spencer to leave the room, whilst the Council discuss and review their requests.

The Clerk then continued to explain that the Council's Code of Conduct states the granting of the dispensation is down to either the Clerk or the Council but because there is no policy in place, she would leave the voting to the Councillors. The Clerk recommended that both Cllr B Spencer and Cllr C Spencer be allowed to remain in the room to answer any questions and take part in discussions (regarding the Woolwell Centreⁱ). The Clerk had spoken to the monitoring officer of South Hams District Council who confirmed that she could see no reason why the dispensation could not be granted, they stated in most cases the granting of dispensation would be full under the delegated authority of the Clerk.

The Clerk stated Cllr C Spencer & Cllr B Spencer will not take part in any voting in respect of the Woolwell Centre. During the discussion, rather than vacate the room it would be beneficial for Cllr C Spencer and Cllr B Spencer to take their seats with the general public, facing the Council.

Cllr L Taylor proposed the decision motion to grant both Councillors dispensation. All Councillors agreed.ⁱⁱ **RESOLVED.**

A member of the public asked if the decision could be revoked. Cllr L Tamsett-White responded saying there would have to be dispensation. The Clerk advised in October 2018, under the previous Council Cllr C Spencer applied for dispensation and this was refused. The Council cannot rescind a decision within a period of six months. The new proposal falls after the six month period. The request is for a period of four years (Councillors' term in office).

Cllr S Rundell declared an interest (pecuniary) in agenda item 13, St Mary's Church yard.

Cllr C Spencer & Cllr B Spencer returned to the room and were duly informed of the decision.

16/19 MATTERS ARISING FROM LAST MEETING(S) & ACTIONS OUTSTANDING

The Chair highlighted that the risk assessment has not been done and there is a risk assessment package available for £170.00 – see agenda item 22/19 (c)

Cllr B Spencer highlighted a distinction between the internal and external audit. The Internal audit is more procedural – whether processes and procedures are right. The external audit is more about figures. The external audit follows the Internal audit.

Actions outstanding:

- (a) Public telephone box in Roborough
- (b) Outstanding telephone account for unused telephone line.
- (c) Neighbourhood plan review
- (d) Review of the Council's website
- (e) Removal of former Councillors as authorised bank signatories
- (f) Review of policies and procedures
- (g) Completion of bar works in the Woolwell Centre
- (h) BPC and Woolwell Centre lease
- (i) Review of Woolwell Centre maintenance list
- (j) Completion of internal audit
- (k) BPC lease with South Hams DC for land at Woolwell in relation to Woolwell in bloom
- (l) Review of insurance cover for volunteers in respect of Chapter 8
- (m) Review of contents insurance cover

(n) Download and review data from speed camera

17/19 APPROVAL OF MINUTES FROM THE ANNUAL PARISH MEETING ON 9TH MAY 2019

It was proposed by Cllr B Spencer and seconded by Cllr L Taylor that the minutes from the Meeting of 9th May 2019 were a true and accurate record. **RESOLVED.**

18/19 APPROVAL OF LONE WORKER POLICY

Cllr L Taylor suggested as the policy circulated could do with reviewing to take into account that the Council only has one employee. Cllr B Blight suggested proposed the Council should have a lone worker policy and that it is adopted as is it but reviewed at a later date. Cllr B Spencer seconded the proposal, which was unanimously agreed by all present. **RESOLVED.**

19/19 RECOMMENDATIONS FROM CLLR HAYMES IN RESPECT OF THE STANDING ORDERS

Cllr W Haymes brought to the Councils attention that the [Committee on Standards of Public Life](#)² have issued a report, for all authorities, which contains 26 recommendations 15 best practice recommendations. Recommendations include addressing complaints area of behaviour such as social media, bullying and harassment.

Cllr W Haymes proposed the Standing Orders are adopted in their current format and any gaps / missing information is reviewed at a future meeting. Cllr L Taylor seconded the proposal. **RESOLVED.**

20/19 FORMATION OF COMMITTEES/ COUNCIL WORKING

Cllr B Spencer proposed the previous Property & Finance working group is no longer operating. Cllr C Spencer proposed the formation of a Property & maintenance (PMC) committee. Cllrs K Archer, P Blight, L Tamsett-White and L Taylor all volunteered to join the committee. The Chair advised the Council that should anyone wish to attend the meetings they would be welcome to do so. The committee will need to agree Terms of Reference. **RESOLVED**

21/19 PLANNING APPLICATION FOR TPO WORKS IN 14 RIVERFORD CLOSE, WOOLWELL

No comment. **RESOLVED.**

22/19 FINANCE

a) APPROVAL OF PAYMENT LISTING AS PRESENTED AT THE MEETING

Cllrs C Spencer & B Spencer joined the public seating whilst the Woolwell payments were discussed.

The Clerk asked Carole Spencer if she had any prior notification before Mr R Alan removed items, including the bar hatch as the first the Clerk new about this was an email from Carole Spencer. The Clerk had tried to make contact with Mr Allen, Southmore. The fact there were no terms agreed within the contract was discussed.

Cllr P Blight proposed, subject to the return of the items, the balance owing is paid to Southmore. Cllr L Tamsett-White seconded the proposal. All those present (with the exclusion of Cllr C Spencer & Cllr B Spencer who abstained) agreed. **RESOLVED.**

Cllr C Spencer & Cllr B Spencer returned to the table.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/777315/6.4896_CO_CSPL_Command_Paper_on_Local_Government_Standards_v4_WEB.PDF

Bickleigh Parish Council
Roborough Recreation Hall, New Road, Roborough, Plymouth, PL6 7FJ
Tel 01752 696972
Email parishclerk@bickleigh.gov.uk

The Council reviewed the payment listing as presented at the meeting. The payment listing as on the following page was duly approved. **RESOLVED.**

DATE	PAYEE	GROSS TOTAL	TOTAL DUE	DETAILS
15/05/2019	BT	£13.83		Final balance owing of unused line (£641 written off)
07/05/2019	Phone and broadband	£104.18	£118.01	Paid DD
02/04/2019	Devon County Associal (DALC)	£727.34	£727.34	Membership renewal
25/04/2019	Karenza Heald reimbursement of ink	£15.00		Tesco - ink for printer
29/04/2019	Karenza Heald reimbursement of postage cost	£6.60		Yealpmton Post Office - Registered Post Office. Bank signatory form.
04/05/2019	Karenza Heald reimbursement of stationery	£7.56		Dividers for welcome packs
			£29.16	
31/03/2019	O2	£25.20		Mobile phone
30/04/2019	O2	£28.20		Mobile phone
30/04/2019	O2	-£10.00		Paperless billing
30/04/2019	OS		£43.40	
30/04/2019	Plandscape	£1,168.50	£1,168.50	Grass cutting April 2019
		2,086.41	2,086.41	

b) APPROVAL OF CURRENT BANKING ARRANGEMENTS

Application submitted for new signatories. It was noted until the signatories have been appointed the Clerk will only make telephone BACS payments in the presence of a Councillor. **NOTED.**

c) REVIEW OF THE INTERNAL AUDIT REPORTS FROM 2017/18 AND 2018/19

The Chair advised these would be available on the website.

d) PURCHASE OF THE LOCAL COUNCIL RISK SYSTEM, AS RECOMMENDED BY THE INTERNAL AUDITOR

Proposed by Cllr Taylor and seconded by Cllr L Tamsett-White. **RESOLVED.**

e) MAINTENANCE COSTS AND POTENTIAL TRAINING COSTS FOR THE USE OF ALPHA ACCOUNTING SOFTWARE PACKAGE FROM RIALTAS

The internal auditor recommended that the Clerk uses the Alpha accounting package for the Council's accounts. He had noticed in the minutes that Cllr C Spencer had asked the Question why the software was not being used. As maintenance costs had been paid for but the system has not been in use the Clerk has been able to negotiate re-joining at no extra costs. Free upgrades will also be provided.

It was proposed by Cllr K Archer and seconded by Cllr L Tamsett-White that the Council covers the maintenance costs of the software and if required, up to two hours remote training at £35.00 per hour for the Clerk. **RESOLVED.**

23/19 TRAINING

a) DEVON COUNTY ASSOCIATION OF LOCAL COUNCILS (DALC) BESPOKE TRAINING COURSE

– Introductory training course covering a range of topics to include governance, roles and responsibilities etc. The maximum the cost would cost would be £315.00 plus travel. Cllr K Archer proposed and Cllr L Taylor seconded the proposal. **RESOLVED.**

Cllr W Haymes left the meeting.

b) CHAIRMANSHIP TRAINING COURSE – agreed by all Councillors. **RESOLVED.**

- c) **PLANNING TRAINING COURSE** – organised by SHDC. District Councillor B Spencer agreed to communicate with Cornwood & Shaugh Prior, who are had expressed an interest in attending the training. It was unanimously agreed that all Councillors would be interested in training. Availability dates to be circulated to the Clerk. **RESOLVED.**
- d) **SLCC BRANCH MEETING AT LAUNCESTON ON 25TH JUNE 2019** – Once the agenda is available the Clerk will liaise with the Chair & Vice Chair for approval. **RESOLVED.**

Cllr S Rundell left the meeting

24/19 ALLOWANCE TOWARDS THE MAINTENANCE OF ST MARY'S CHURCHYARD

A policy implemented in 2013 stating the following are required:

- (i) 3 quotations required
- (ii) Accounts required
- (iii) Up to 50% of the costs to be contributed up to a maximum of £1,000 to be granted.

The Chair opened the meeting to the public. A discussion on the meaning of faculty took place and whether the churchyard is open for burials.

The Chair read an email from the secretary of the Parochial Church Council "*The Churchyard at Bickleigh has only a few limited spaces for burial which have been reserved by faculty. However, a new portion of consecrated ground has been designated by the PCC for the interment of ashes. This means that the cremated remains of those wishing to be interred at Bickleigh may continue for a number of years to come, but there is no more unreserved space for burials*".

Rebecca Pengelly, said she suspects, as burials takes up more space and because of the finite space, the PCC has tried to ensure parishioners are able to have cremation plot, thereby maximising the plot space available. She went on to say as it is a large part of our community support should be given.

The Chair closed the open session.

It was proposed by Cllr L Taylor, subject to available funds the Council donates the funds. The motion was seconded by Cllr K Archer and agreed by all present.

The Chair stipulated that the grant must be reviewed annually and not ongoing.

25/19 CORRESPONDENCE

- (i) District Cllr B Spencer had received an email regarding tree works with preservation orders in Leat Walk. The previous Clerk had agreed to submit a planning application and it transpires this had not been actioned.
- (ii) Concern over highway in Roborough and rats in the area. Links have been shared on facebook.
- (iii) The Chair raised concern that the insurance claim had been prolonged and an outstanding remains owing to Concorde, the copier suppliers. It was agreed that the Clerk would write to the Chair of the Roborough Hall and Playing Fields Committee.
- (iv) The Chair sought clarification on the assets of the Council. In particular what had happened to the damaged desks from the Clerks office and whether these are included in the Council's asset register.
- (v) The Clerk had always understood the minutes should include actions and decisions relevant to that meeting. Following an enquiry asking why the previous Chairman's report was not included as an appendix the Clerk had sought independent professional advice. The Chair read a response from SLCC confirming the purpose of minutes and the relevance of reports.ⁱⁱⁱ

26/19 Date of June meeting postponed to **Thursday 4th July 2019 at Roborough Recreation Hall. Followed by 25th July 2019 at the Woolwell Centre.**

Bickleigh Parish Council
Roborough Recreation Hall, New Road, Roborough, Plymouth, PL6 7FJ
Tel 01752 696972
Email parishclerk@bickleigh.gov.uk

CLOSED SESSION

27/19 The Council **resolved** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 section 1 (2) and Local Government Act 1972 s100 (2) the public and press leave the meeting because of the confidential nature of the business to be transacted.

Members of the public and the Clerk vacated the meeting.

28/19 The Council reviewed the Clerks working hours and working conditions.

The meeting closed at 22:00hrs

ⁱ It was not made publicly clear during the meeting that Cllr Carole Spencer employed, is the manager of the Woolwell Centre (a Council owned asset) and Cllr Barrie Spencer (spouse of Cllr C Spencer) is a trustee.

ⁱⁱ Since the meeting the Clerk has received an email from the former Chair of the Council highlighting correct procedures had not been followed. In his communication he states Bickleigh Parish Council have always followed South Hams Standing Orders* and Code of Conduct, the reason for the decision was not sought, as both Councillors have a conflict of interest there could be circumstances of perceived bias or predetermination by anyone present. In response to the above:

- Bickleigh Parish Council has adopted NALC Model standing orders (not SHDC) and SHDC Code of Conduct.
- The District Councillor - Woolwell Ward spoke to the Monitoring Officer.
- The Clerk took advice from the South Hams Monitoring Officer.
- 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 could see no reason why Cllr C Spencer and Cllr B Spencer should not be allowed to remain in the room to answer any questions and take part in discussions on the centre.
- The formal requests were circulated to all Councillors, who are fully aware of both Councillors positions.
- Councillors have been provided with information regarding dispensations, including NALC legal March 2017 – Members' Code of Conduct and the registration and disclosure of their interests.
- At no point has the Clerk had any knowledge on how individual Councillors would vote.

Having sought professional advice, the background for the granting of the dispensation has been added the minutes within this footnote. For clarity and transparency this item will be covered again at the next full Council meeting. At the next meeting the interests of each Councillors will be announced individually, and Councillors will vote as to whether dispensation should be granted for each Councillor.

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Advice from SLCC: "The purpose of the minutes is to record in clear terms the decisions/resolutions of the council made at a meeting. The freedom of information act 2000 provides that the council must publish how the council makes decisions i.e. the minutes of the meeting, and if a member of the public wishes to see all relevant information/reports circulated to inform the decision then they should be provided with copies.

So, if the report made by the resigning chair was pertinent to a resolution made then the information should be available on request. The minutes should reflect the report was NOTED and perhaps any salient lines, but it does not have to be published in full but as you say filed in case of request under FOI.

If the report was not pertinent to any resolution or item then there is no need to even record it. The resigning chair has no jurisdiction over the council and can come as a member of public to give his report within the allotted time."