

BICKLEIGH PARISH COUNCIL

The Council Office, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR

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

(other times by appointment)

E-Mail: parishclerk@bickleigh.gov.uk

12th December 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 Woolwell Centre on Thursday 19th December @ 7:30pm.

Mrs Karenza Heald

Clerk / RFO to the Parish Council

AGENDA

1. APOLOGIES

2. OPEN PUBLIC FORUM subject to the discretion of the Chairman the length of time for public participation shall not exceed 15 minutes..

3. DECLARATIONS OF INTEREST

4. DIVISION OF AGENDA - to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;

5. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

6. CHAIRMANS ANNOUNCEMENTS

7. TO REVIEW THE CLERKS REPORTS

8. UPDATE FROM THE LAST MEETING ON THE COUNCILS GRITTER ¹ AND TO CONSIDER FUTURE USE OF THE GRITTER

9. FINANCE

- (a) Approval of payments
- (b) To note the Parish Council bank balance.
- (c) To appoint an additional bank signatory
- (d) To note the Employers National Insurance contributions due.

10. WOOLWELL CENTRE HEATING AND VENTILATION UPDATE

To note the Clerks purchase to replace the supply cable to the thermostat, enclosed in a lockable box, connected as per manufacturers wiring plan, at a cost of £217.85.

11. GRANT AND DONATIONS

- (a) To consider maintenance grant application from The Woolwell Centre Trustees
- (b) To consider grant application from The Woolwell Centre for refurbishment of the centre and improved wifi facility.
- (c) To note communication from Honorary Treasurer of St Mary's Parochial Church Council, Bickleigh regarding intentions to submit a grant application after 1st April 2020.

¹ Minute 143/19

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WORKING GROUPS

12. CLIMATE CHANGE WORKING GROUP

To review notes and recommendations from the Climate Change Working Group

- (a) Does the Council agree to declare a climate and biodiversity emergency?
- (b) To consider aligning to the Devon County Council model and the work of the Net Zero Task Force.
- (c) To consider aligning to the emergency Devon Carbon Plan.
- (d) To consider working towards a paperless office and to only use recycled paper.

The working group has recommended that all the initial actions indicated above should become part of the Council policy.

13. ASSET WORKING GROUP

- (a) To consider a implementing a plan to ensure the bus shelters are cleaned on a six-monthly basis.
- (b) To note the working groups recommendation to check the assets on an annual basis and agree the month when this should take place.
- (c) To agree to budget for the replacement of the defibrillator pads
- (d) To note the working groups recommendations regarding checking the Council's insurance policy and Council assets.
- (e) To consider the setting a budget allocation for assets for 2020/21 of £1,000
- (f) To agree the plans for the noticeboards in the parish.

14. GREEN SPACES WORKING GROUP

- (a) Update on the tree survey works
- (b) To consider recommendations for the removal of the large branch on Roborough Green
- (c) To consider the procedures the hedge cutting in Roborough
- (d) To note the tender for the grass cutting need to be drawn up in January 2020 and agree Procedures
- (e) To consider combining the Asset & Green Spaces Group

15. WOOLWELL CENTRE MAINTENANCE & GRANT WORKING GROUP

- (a) To consider the groups recommendation regarding option 1 of Future Cooling's quotation, which lists defects found during a recent service inspection.
- (b) To consider a budget with a maximum of £2,000 to cover the costs of electrical repairs.
- (c) To consider a budget with a maximum of £1,500 to cover plumbing issues
- (d) To consider a budget of £2,000 for the completion of odd jobs identified on the maintenance list.
- (e) To consider the quotations received for door guards with a maximum budget of £2,000.
- (f) To consider replacement of the patio doors from the main hall on to the patio area with a Maximum budget of £2,000.

The notes from the Woolwell Centre group also included recommendations to award the annual maintenance on a longer term basis and an additional grant to bring the Woolwell Centre for redecoration and facility improvements.. The Trustees will be submitting their own grant application, in line with the Councils Grant Application policy.

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16. PLANNING APPLICATIONS

(a) **To note Planning application ref: 3429/19/HHO**

Applicant name: Karenza Heald on behalf of Bickleigh Parish Council

Address: The Woolwell Centre

Description: Installation of grey portacabin in the Woolwell Centre car park (equivalent of two car park spaces)

(b) **Update on SHDC planning decisions**

Planning application ref: 0379/19/FUL

Applicant name: Mr & Mrs Hill

Description: Erection of new dwelling, landscape enhancements and associated works

Decision: SHDC Development Management Committee – 4th December 2019.

REFUSED.

17. WOOLWELL CENTRE / PARISH COUNCIL LIAISON REPRESENTATIVE

To note the appointment of Cllr L Tamsett-.White as Bickleigh Parish Council / Woolwell Centre liaison representative.

18. BICKLEIGH PARISH COUNCIL NEW OFFICE

(a) To consider a budget to cover the cost of electrics

(b) To consider a budget to cover the cost of cladding the portacabin

(c) To consider a budget to cover the cost of carpet / flooring of the portacabin

19. TO REVIEW REPORT FROM THE CLERK REGARDING INTERNAL COMMUNICATION AND VOTE ON INDIVIDUAL COMMUNICATION METHODS

20. DATE OF BUDGET AND FINANCE MEETING

21. DATE OF NEXT FULL COUNCIL

22. PUBLIC BODIES ADMISSION TO MEETINGS

To resolve 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.

CLOSED SESSION

23. TO REVIEW NOTES AND CONSIDER RECOMMENDATIONS FROM THE STAFFING COMMITTEE

Karenza Heald

Clerk/RFO