

BICKLEIGH PARISH COUNCIL

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

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

(other times by appointment)

Temporary telephone number: 07854 948936

E-Mail: parishclerk@bickleigh.gov.uk

MINUTES OF BICKLEIGH PARISH COUNCIL MEETING HELD ON AT 19:30HRS ON THURSDAY 26TH SEPTEMBER 2019 AT THE WOOLWELL CENTRE

PRESENT: Cllrs: C Spencer (Chair), L Tamsett-White, K Archer, N Hopwood, P Blight, B Spencer, W Haymes, L Taylor, S Rundle

IN ATTENDANCE: Karenza Heald (Clerk), DCC John Hart and 8 members of the public

The Chair opened the meeting at 19:30hrs

Minute ref (FC)

83/19 APOLOGIES

All Councillors present

84/19 DECLARATIONS OF INTEREST

- Cllr W Haymes declared an interest in Woolwell Centre items. She is now working at the Woolwell Centre, providing clerical support on an ad-hoc basis. The Clerk had received a dispensation request from Cllr W Haymes, requesting she takes part in discussions regarding Woolwell Centre matters but not participate in voting.
- Cllr K Archer declared an interest in item 12(a). The Clerk advised that a dispensation request had been received from Cllr K Archer relating to the SDS (Service Design Solutions) report. The Clerk stated that Cllr K Archer now employed by SDS but was in alternative employment when initial discussions took place with SDS about completing the report. Cllr K Archer also declared an interest in item 12(b) for the quotation received for electric work in respect of the Council office,

Providing there was no objection, the Clerk agreed to allow the dispensation for Cllr W Haymes & Cllr K Archer to remain in the room whilst discussions took place during these items.

- Cllr S Rundell declared an interest in agenda item 13(a) in relation to the approval of payment for the grant towards Bickleigh Parochial Parish Council's grass cutting grant stating he wished to address the Council
 - Cllr C Spencer has a standing declaration of interest in the Woolwell Centre.
 - Cllr B Spencer has a standing declaration of interest in the Woolwell Centre.
- Cllr C Spencer & Cllr B Spencer were granted dispensation in May 2019.¹

85/19 PUBLIC FORUM

Woolwell in Bloom Report: Soraya Lewis Coleman gave thanks to those who attended the opening of the Commemorative garden on Monday 23rd September at the Doctors Surgery and provided an update on Woolwell in Bloom's plans. She stated there was a communication error regarding the size of the concrete laid on the land owned by the Council, which has now been rectified by the contractor.

¹ Due to her employment as Centre Manager, Cllr C Spencer has a pecuniary interest in the Woolwell Centre.

Cllr B Spencer has a pecuniary interest in the Woolwell Centre, due to his position of trustee in the Woolwell Centre and the fact he is Cllr C Spencer's spouse.

Both Councillors stated, dated in their requests, they did not wish to vote in Woolwell Centre matters.

A dispensation was granted for their term in office.

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Weed spraying: A comment, by a member of public, was made that it would be a waste of public money to obtain quotations for the weed spraying.

Woolwell Centre Heating & Ventilation: Jim Fursden raised further concerns regarding the heating and ventilation system in the Woolwell Centre and gave an overview of his knowledge regarding the heating system and details of investigations which have taken place.

Woolwell forum held at Follaton House, Totnes: Updates on the responses from the development following the Woolwell Forum requested.

86/19 COUNTY COUNCILLOR AND DISTRICT COUNCILLOR UPDATES / REPORTS

Devon County Councillor John Hart:

Highways: The Officer responsible for the roads, Meg Booth had asked Cllr Hart to remind BPC that there is a meeting coming up for Parish & Town Councils. Details of the course for South Hams area had been sent to the Clerk. The Clerk confirmed the information had been forwarded to the Councillors.

Climate Change & Brexit: County have a team of officers and Council cabinet members geared up with a plan for Brexit. 2,000 climate change protestors were outside County Hall last Friday. DCC one of the only local authorities to sign up and put money up for Climate Change. The Chairman of Devon Net Zero Climate Emergency Task Force is [Professor Patrick Devine-Wright](#), a well-known expert on climate change, from Exeter University.

Within two weeks DCC will be announcing that they will be reducing their targets. At least 70% carbon neutral and offsetting the 30% with tree planting and solar panels etc. DCC will be on target.

Budget: Children's services are the biggest overspend. All budget lines are under pressure. Every local authority has been given the right to raise Council tax for care by 2%. Cllr Hart's prediction is that Council tax will rise by 3.99% next year.

District Councillor Barrie Spencer

Senior leadership team has been strengthened and is now in place.

Update from District Cllr Barrie Spencer

Climate change: On 18th September SHDC held Climate change workshop and looked at how South Hams might improve its own footprint, working others to improve theirs.

Woolwell Development: Meeting with Barwood took place in on 19th September at Follaton House, Totnes. Cllr B Spencer was out of the Country so unable to attend the meeting. Within the next couple of weeks, he intends to put together a forum and will do a leaflet drop for residents in Bickleigh and Roborough.

Plymouth & SW Devon Joint Local Plan: Cllr B Spencer attended a JLP meeting on 23rd September Supplementary documents have been produced which define how the Local Plan is interpreted. There will be consultation.

District Councillor Nicky Hopwood – detailed Local community events:

Christmas Tree light switch on 8th December to include Woolwell Carol singers

Residents Christmas lunch over two days, as per last year at the Woolwell Centre. As Councillor Hart is contributing £500 the price will remain the same.

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Firework display – strong need of volunteers. Due to an increase in numbers the cost will be £1.00 per entry.

87/19 ORDER OF BUSINESS

There was no change to order the order of business listed on the agenda.

Due to time constraints and some members of the Council not being in receipt of the relevant supporting documents some agenda items were deferred.

88/19 APPROVAL OF MINUTES FROM PREVIOUS MEETING

(i) FULL PARISH COUNCIL MEETING HELD ON THURSDAY 7TH AUGUST 2019

Cllr K Archer noted as she had sent her apologies to the Clerk but there was no mention of this on the minutes. Subject to this amendment Cllr N Hopwood proposed acceptance of the minutes. Seconded by Cllr B Spencer. **RESOLVED.**

(ii) FULL PARISH COUNCIL MEETING ON THURSDAY 29TH AUGUST 2019

Cllr S Rundell proposed the acceptance of the minutes as a true and accurate record of the meeting. Seconded by P Blight. **RESOLVED**

89/19 CLERKS AND CHAIRS ANNOUNCEMENTS

The Chair announced the Council had been on training and there was a restructure to the minutes.

The Clerk announced the External Audit report had been received. The report will be included on the website by 30th September.

The Chair stated a response has been received from Royal Mail regarding the painting of the post box in Roborough which is on scheduled to be painted in the 2020/21 financial year.

The appointment of the Council Roborough Hall representative was discussed and will be included on the agenda for next months' meeting. The requirements of a Woolwell Centre representative was also discussed and Cllr Lynn Tamsett-White said she would be interested in being the representative for the Woolwell Centre.

90/19 TO REVIEW MATTERS ARISING

The Councillor reviewed and noted the matters arising

Cllr N Hopwood highlighted the need to take action regarding work on Climate Change. Cllr W Haymes said she would like to be part of the group and produce a Climate Change Policy. Cllr Hopwood highlighted SHDC will have climate change on their website and a constant blog for Parish Councils to feed into. The website will also have a carbon calculator. It is likely the SHDC will encourage Parish Councils to work together as a cluster and oversee the first meeting.

91/19 PLANNING APPLICATIONS

(a) Update on South Hams District Council planning decisionsⁱ

The Chair read the recent SHDC planning decisions.

(b) Feedback from Woolwell Development Forum 19/09/19 at Follaton House, Totnes

Cllr S Rundell gave an overview of the meeting. There was disappointment that the meeting was in Totnes instead of the Woolwell area. Several attendees had taken time off work to attend. A live webstream of the meeting was produced.

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Cllr Hopwood had received feedback from Rebecca Mitchell, Barwood Developments, requesting additional time to respond to her questions.

Cllr N Hopwood envisaged that she would receive their responses by mid to end of next week and anticipated putting the responses on youtube and her facebook page. The Chair opened up the meeting to public and following discussions it was agreed once the updates and Barwood Development responses had been published on Woolwell Matters and Cllr B Spencer's facebook, they would be added to Bickleigh Parish Council's website and facebook page.

92/19 POLICIES AND PROCEDURES

(a) To consider adoption of the circulated Complaints Procedure Policy
DEFERRED.

(b) To consider the circulated (i) Grants Policy and (ii) grant application form

It was agreed to adopt the proposed Grant Policy, subject to the following amendments: (i) Applicants are required to submit the previous years' accounts or if the organisation is a new start up a project outline or statement of governance should be provided.* (ii) Evidence should be provided that the applicant has a bank account in their name. (iii) Once the Council is no longer operating using cheque payments the form should be amended accordingly. (iv) Further background on the [Local Government Act 1972, Section 137](#) to be included in the form.

** During the discussions the Chair opened up the meeting and Soraya Lewis Coleman informed the Council that when applying for funding, as a new start up, she was required to submit a statement of governance.*

(c) To review and consider adoption of the circulated planning protocol policy

Cllr B Spencer proposed to insert that all Councillors must undergo planning training. Grammatical errors on the document were noted. It was proposed by Cllr S Rundell and seconded by Cllr K Archer, subject to these amendments, the Council adopts the Planning Protocol Policy. **RESOLVED**

93/19 WOOLWELL RESIDENTS COMMUNITY FIREWORKS DISPLAY

Cllr B Blight proposed the Council donates £500.00 towards the residents community firework display. Seconded by Cllr L Tamsett-White. **RESOLVED**

Cllr Carole Spencer moved to the public seating area.

94/19 PROPERTY & MAINTENANCE WORKING GROUP (PMWG)

(a) SDS Building Services Engineering optioneering report for the heating system in the Woolwell Centre Heating and Ventilation system.

Cllr L Tamsett-White opened this section of the meeting.

Cllr P Blight outlined the details of the SDS Building Services report, which had been circulated to all Councillors. The report was produced as part of SDS's Corporate Responsibility and included recommendations for the heating and ventilation solution in the Woolwell Centre. Cllr L Taylor proposed the Council accept the recommendation on the SDS report. Following a response from Carole Spencer (Woolwell Centre Manager) that the centre has an average of at least four events a week, with at least 50 members of the public present, Cllr N Hopwood confirmed her support in accepting the report. With the exception of those Councillors with a pecuniary interest in the Woolwell Centre, all remaining Councillors voted in support

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of the report. (Note: at this stage, in accepting the report, no financial implications have been incurred). **RESOLVED**

- (b) **The PMWG's recommendation regarding a temporary heating solution in the Woolwell Centre.** Cllr B Blight advised a quotation from Aggreko of £260.00 per week, to provide a temporary heating solution, had been received. A 32amp three phase supply would need to be installed. An electrician has quoted £540.00 for these works. Additionally, the pane at the rear of the building would need to be removed with an estimated cost of £200.00. Cllr N Hopwood proposed acceptance of the quotation.

Cllr L Tamsett-White opened the meeting to allow Jim Fursden to address the Council. Following discussion with the Councillors he produced a report from Jackman Peckover, which detailed what works had been done in the past.

Cllr N Hopwood proposed, although it is not a decision the Council taking likely, the Council proceed with accepting the quotation and works required for the temporary heating solution. With the exception of Councillors with a pecuniary interest in the Woolwell Centre (who abstained from voting), the proposal was agreed by all Councillors present. **RESOLVED**

- (c) **PMWG's recommendation for electrical testing in the Woolwell Centre.** Cllr L Taylor stated the electrical testing for had not been carried out in the Woolwell Centre for some considerable time. Quotations have been received from three separate electrical contractors. The PMWG recommended the work is completed by Clark Electrical. Cllr L Taylor highlighted that once the testing has completed it will highlight other works which will be required.

Cllr S Rundell proposed the council accept the quotation from Clark Electrical. The motion was seconded by Cllr P Blight. Councillors with pecuniary interests in the Woolwell Centre abstained from voting. **RESOLVED**

- (d) **Office works and storage solutions**

Cllr K Archer advised quotations had been received to convert a room in the Woolwell Centre, previously a shower room, into an office. Prices have also been obtained for both the hire and purchase of a container for the Woolwell Centre's storage (currently in the proposed room).

Since the Property and Maintenance Working Group had their last meeting an alternative solution was put forward, this being a portacabin to be located in the Woolwell Centre car park. The Clerk had produced a report detailing the costings for all options.

The Clerk was asked for her recommendations, who suggested a designated Council would be the best option.

Cllr N Hopwood proposed the Council purchase the container at a cost of £2,000 from Wernick Hire. The suggested vandal proof container could be utilised. The Clerk advised that it is likely the Council would need to obtain planning permission.

The Council discussed the options in detail and it was **RESOLVED** providing planning permission can be obtained and lone worker policy procedures are put in

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place, the Council purchases the container from Wernick Hire at a cost of £2,000 plus delivery.

95/19 FINANCES

(a) To approve the payments listing as circulated by the Clerk.

WOOLWELL CENTRE

DATE	SUPPLIER	TOTAL OWING	V.A.T.	NET	DETAILS
14/08/19	Security Management	48.00	0.00	48.00	Keyholding service
27/08/19	Woolwell Centre	26.25	0.00	26.25	Meeting 29 th August 2019
27/08/19	Woolwell Centre	50.00	0.00	50.00	Clerk's office
02/09/19	Woolwell Centre	40.00	0.00	40.00	Training session
29/08/19	Future Cooling	129.00	21.50	197.50	HVAC
11/09/19	Southmore	168.00	28.00	140.00	Reimburse Cllr Hopwood – Doors Woolwell Centre
12/09/19	Woolwell Centre	24.00	0.00	2400	Meeting

OTHER COUNCIL EXPENDITURE

DATE	SUPPLIER	TOTAL OWING	V.A.T.	NET	DETAILS
11/08/19	Plandscape	1168.50	94.75	973.75	Grasscutting August 2019
23/09/19	K Heald	18.00	0.00	18.00	Reimbursement bus shelter cleaning
	K Heald	95.88	0.00	95.88	Dropbox
25/09/19	Bickleigh PCC	1000.00	0.00	1000.00	Grant St Mary's churchyard
25/09/19	PKJ Littlejohn	480.00	80.00	400.00	External audit

Payment since last meeting – K Heald 103.75hours

Listing of pre-approved / delegated spend payments shown in appendix ii

Cllr S Rundell joined the public forum to talk about the Bickleigh Parochial Church Council grant for grass cutting. Whilst a discussion took place regarding the grant, it was noted that under the Standing Order regulations (SO 7 – previous resolutions), unless the Clerk receive a request from 5 or more Councillors, the item could not be revisited for 6 months. No action or decision regarding the queries raised from Bickleigh Parochial Church could be taken until the November meeting however Cllr C Spencer, Cllr B Spencer and Cllr W Haymes agreed to meet with Fr Simon Rundell and Mr Mark Lindo, Treasurer of Bickleigh Parochial Church.

The Council reviewed the payment listing as detailed above. Cllrs C Spencer, B Spencer and W Haymes abstained from voting on the Woolwell Centre payments and it was **RESOLVED** to authorise the payments as listed is above.

- (b) Does the Council agree to the Clerk maintaining a petty cash float and the Financial Regulations amended accordingly? **DEFERRED.**
- (c) In respect of the Repeal of s.150 (5) of the Local Government Act 1972, provided safe and efficient measures are in place, does the Council agree to Clerk making telephone banking payments and the Council's Financial Regulations revised accordingly. ⁱⁱⁱ **DEFERRED.**

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96/19 OPEN PUBLIC SPACES

(a) Works on TPO Oak Tree on the 'parish plot', adjacent to 21 Leat Walk

The Council reviewed the quotations received and subject to receipt of planning permission, it was proposed by Cllr B Spencer and seconded by Cllr L Taylor the Council appoints Plandscape to complete the works. **RESOLVED**

(b) Tree overhanging the highway in Tavistock Road, Roborough Village

Reported by Cllr N Hopwood works not be required.

97/19 STAFFING, COUNCILLOR & CLERK TRAINING & DEVELOPMENT

(a) **Feedback from DALC training course – NOTED**

(b) **Town and Parish Council Standards and Governance Training session organised by SHDC at Follaton House, Totnes on Thursday, 3 October 2019 at 2.00pm in the Council. NOTED**

(c) **SLCC Regional Seminar 13th November 2019 NOTED**

(d) **Staffing committee:** Cllr N Hopwood proposed the Council forms a staffing committee. Cllr B Blight seconded the proposal. Cllrs C Spencer, B Spencer and L Tamsett-White stated they would like to be on the committee.

98/19 DATE OF NEXT MEETING – Thursday 28th November 2019

<http://www.bickleigh.gov.uk/meetings/>

The meeting closed at 22:30

ⁱ SHDC Planning decisions

Planning application reference	2431/19/ADV
Applicant name	Amazon UK Services
Description:	Advertisement consent for 1no. non-illuminated sign on west elevation
Address:	1 – 2 Broadley park Road, Roborough, PL6 7EZ
Decision:	16 th September 2019 Advertisement consent

Planning application reference	1917/19/HHO
Applicant name	Mr & Mrs Shelley
Description:	Householder application for two storey side & single storey front extension.
Address:	3 Croft Park, Woolwell, PL6 7QJ
Decision:	16 th September 2019 Conditional approval

Planning application reference	2215/19/FUL
Applicant name	Mr Joseph Hess – The Maristow Estate
Description:	Proposed new dwelling with The Bothy retained as traditional garden buildings
Address:	Maristow Gardens, Roborough, PL6 7BZ
Decision:	30 th August 2019 - Refusal

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ii Addendum to minutes – payments made 2nd September 2019

INVOICE DATE	SUPPLIER	TOTAL OWING	V.A.T.	NET	DETAILS
WOOLWELL CENTRE EXPENSES					
27/08/2019	Woolwell Centre	£50.00	£0.00	£50.00	Meeting 29/08/19
27/08/2019	Woolwell Centre	£50.00	£0.00	£50.00	Clerk's office September 2019
		£50.00	£0.00	£50.00	
OTHER COUNCIL EXPENDITURE					
12/06/2019	Westcare Supply Zone	61.69	10.28	£51.41	Ink and paper
25/07/2019	Westcare Supply Zone	£17.99	£3.00	£14.99	Printer ink
30/07/2019	Roborough Recreation Hall	£100.00	£0.00	£100.00	Council Office Room Hire: July to Aug 2019
14/08/2019	Matthew Boon Garden Maintenance	£175.00	£0.00	£175.00	Brambles behind Woolwell Centre
14/08/2019	Matthew Boon Garden Maintenance	£290.00	£0.00	£290.00	Japanese Knotweed - Roborough Green
17/08/2019	K Heald / B & M Stores	£41.97	£0.00	£41.97	Storage boxes - office move
20/08/2019	K Heald / Amazon	£6.49	£0.00	£6.49	New lead for laptop charger
21/08/2019	Vandyman removals	£96.00	£8.00	£88.00	Office move
22/08/2019	Devon Association of Local Councils	£319.20	£46.00	£273.20	Bespoke Council training course
		£1,108.34	£67.28	£1,041.06	

Payment to Devon Association of Local Councils authorised minute 23/19 - 23rd May 2019

Payments to Matthew Boon Garden Maintenance authorised under delegated authority – meetings in August covering limited items.

Financial Regulation 5.5.

The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];