

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 24TH OCTOBER 2019 AT THE WOOLWELL CENTRE

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

IN ATTENDANCE: Karenza Heald (Clerk) and 6 members

The Chair opened the meeting at 19:30hrs

Minute ref (FC)

104/19 **APOLOGIES**

Apologies received from Cllr L Taylor & Cllr K Archer. Apologies also received from Devon County Councillor John Hart.

105/19 **PUBLIC FORUM**

A parishioner raised concerns over speeding in Bickleigh Village and potholes in Blackleven Hill, Little Down Lane and the at the back of Bickleigh Camp.

Woolwell In Bloom

Soraya Lewis-Coleman provided the Council with an update on Woolwell in Blooms plans. See Appendix ¹.

Objection to planning application 2929/19/HH0, 25 Clover Rise, Woolwell

A resident addressed the Council asking the Council to support her objections to the above [planning application](#). An email had previously been sent to the Council, outlining reasons for the objection, which included (i) overdominance, overshadowing and loss of light (ii) design of proposed development, (iii) damage to their property and (iv) loss of privacy and quality of life.

106/19 **POLICE REPORT, COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS**

The Clerk reported there no police report has been received but she will chase one and publicise it on the website.

Apologies from DCC John Hart. He has committed to funding the purchase of the portacabin, for the Council office from his IID Fund (Investment in Devon).

No report from District Cllr Nicky Hopwood.

District Cllr Barrie Spencer provided an update on Drakelands mine and Climate change. (See appendix ²) He recently attended a SHDC meeting to review planning enforcements.

107/19 **DECLARATIONS OF INTEREST**

Standing declarations of interests received from Cllr C Spencer and Cllr B Spencer in respect of the Woolwell Centre¹

Cllrs C Spencer and B Spencer both declared personal interests in agenda item 17a Planning application 2929/19/HHO.

Cllrs C Spencer declared pecuniary interest in item 17b, planning application 3055/19/HHO, as the resident is an employee of Woolwell Centre. Cllr B Spencer also declared an interest in this item.

As the Parish Council has Tree Preservation Orders issued (TPO 562) for applications 3008/19 and 3260/19, all Councillors declared interests in agenda items 17c and 17d.

¹ Due to her employment as Centre Manage, 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 Cllr C Spencer's spouse. Both Councillors' have stated they did not wish to vote in Woolwell Centre matters.

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108/19 CLERKS AND CHAIRS ANNOUNCEMENTS

The Clerk announced the Unity Trust bank application had been processed, the planning application for the Council office had been submitted and the application for funding of the Councillor office has been submitted to Devon County Council John Hart.

109/19 ORDER OF BUSINESS

Due to some members of the public having an interest in the planning applications the Chair bought forward these items for consideration.

110/19 TO CONSIDER PLANNING APPLICATIONS AS DETAILED BELOW

Due to the new planning protocol having been adopted, Cllr W Haymes, who has not attended planning training was able to comment on planning applications but not vote.

(a) Planning application ref: 2929/19/HHO

Applicant name: Mr C Dowrick

Address: 25 Clover Rise, Woolwell, PL6 7TB

Description: Householder application to build summer house attached to existing detached garage. Single storey with 2 velux windows in roof and trifold doors overlooking garden.

Comments due by: 1st November 2019

Cllr P Blight commended a consideration for objection is loss of light.

Cllr N Hopwood, who will be considering the application at District level, suggested a response is submitted "having considered the application, the Council have no comment to make because it does not believe there are sound planning policies for objecting to the application". The Council agreed stating they do have concerns. **RESOLVED** with two abstentions due to interests declared and one abstention not having undertaken planning training.

(b) Planning application ref: 3055/19/HHO

Applicant name: Mr Robin Powell

Address: 53 Bowers Park Drive, Woolwell, PL6 7SH

Description: Householder application for extension over existing garage and kitchen to provide bedroom and ensuite

Comments due by: 1st November 2019

It was proposed by Cllr L Tamsett-white and seconded by Cllr P Blight that the Council supports this application. **RESOLVED** with two abstentions due to interests declared and one abstention due not having undertaken planning training.

(c) Planning application ref: 3008/19/TPO

Site: Land at SX 504 62

Address: Land between 21 and 27 Leat Walk, Roborough, PL6 7AT

Proposal: T6 Oak – Deadwood removal (exempt) and crown raise to 4m from ground level as overhanging garden. **NO COMMENT**

(d) Planning application ref: 3260/19/TPO

Address: 10 Jump Close, Roborough, PL6 7AU

Proposal: T1 – T10 Beech – Crown height reduction by approx. 8m leaving a height of approx. 10, lateral reduction of Northern side reducing back to 3m taking back to boundary line. Trees are encroaching on driveway, causing excessive shading and dropping branches onto property and vehicles. **NO COMMENT**

An update on SHDC planning decisions is shown in Appendix 3

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111/19 MATTERS ARISING AND ACTIONS OUTSTANDING 4

The Chair went through the distributed list of matters arising from the previous meeting(s) and actions outstanding. See Appendix 2.

112/19 APPROVAL OF MINUTES FROM THE PREVIOUS MEETINGS

(a) Minutes of meeting from 26th September 2019

Cllr C Spencer raised the following amendments:

94/19(c) – Remove 'Woolwell Centre' (Electrical testing is not the responsibility of the Woolwell Centre).

94/19(d) – The Clerk was asked for her recommendations who suggested a designated (insert the word 'office' would be the best office.

Cllr L Tamsett-White proposed to accept the minutes of the meeting from 26th September 2019 as a true and accurate record of the meeting. The proposal was seconded by Cllr B Spencer.

RESOLVED.

(b) Minutes of meeting from 8th October 2019

Cllr W Haymes proposed the minutes from 8th October 2019 are accepted, subject to the following amendments:

(i) Title spelling / typing error in heading

(ii) Item 103/19(b) change "in the presents of .." to "in the presents of.." and "Council" to "Councillors".

The proposal was seconded by Cllr S Rundell. **RESOLVED**

113/19 FINANCE

(a) Approval of payments

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	
23/10/19	Woolwell Centre	50.00	0.00	50.00	Rent – November office hire

OTHER COUNCIL EXPENDITURE

30/09/19	Westcare Supply	103.99	17.23	86.16	Printer ink
30/09/19	Roborough Hall	30.00	0.00	30.00	Meeting 26th September 2019
30/09/19	Plandscape	1168.75	194.75	973.75	Grasscutting September 2019

PAYMENTS MADE SINCE LAST MEETING

06/10/19	Cleanwise	36.00	0.00	36.00	Bus shelter cleaning
03/10/19	Stockton	145.00	0.00	145.00	Leaking tap at the Woolwell Centre
21/10/19	K Heald	12.00	0.00	12.00	Reimbursement payment of plans for planning application
21/10/19	K Heald	28.08	0.00	28.08	Reimbursement payment of plans for planning application
21/10/19	South Hams DC	142.00	0.00	142.00	Planning application fee for Council office portacabin

Clerk 109.75hrs

It was proposed by Cllr Simon Rundell & seconded by Cllr P Blight that the payments are approved for payment as listed above.

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(b) Review of budget and finance

Cllrs C Spencer, B Spencer, N Hopwood & W Haymes reviewed the budget and finances to date with the Clerk.

Correspondence had been reviewed from a previous Parish Councillor enquiring about review of the Woolwell Grant. It was noted that both Cllr Haymes and the Clerk had been through the previous minutes of the former Council and could not find any mention of an action to review the grant.

To assist with preparing the budget planning the forecasted expenditure, working groups task and finish working groups are formed.

The Councillors put themselves forward as detailed:

Green Spaces - Cllr B Spencer & Cllr N Hopwood

Council Assets - Cllr N Hopwood, Cllr B Spencer, Cllr S Rundle

Woolwell Centre * - Cllr P Blight & Cllr N Hopwood

* to review the maintenance issues and grant option

111/19 HEDGE CUTTING IN LEAT WALK GREEN, ROBOROUGH

It was proposed by Cllr B Blight and seconded by Cllr Tamsett-white that the council agree to the quotation of £275.00 from Mr Richard Eggins, who has historically been contracted to trim back the hedge in Leat Walk. Mr Eggins had given the Clerk a proposed date of mid-November. Cllr N Hopwood brought to Councillors' attention the Devon Hedge, in Caron Lane, that overlooks, what will be new buildings on the Woolwell Extension should be allowed to grow. Cllr B Spencer stated although he is happy to accept the quotation, he wants to ensure there is no misunderstanding on the brief required to complete the works. Prior to the works being completed it was agreed Cllr N Hopwood & Cllr B Spencer would meet Mr Eggins on site.

RESOLVED

Future works will be delegated to the green spaces working group for recommendation.

112/19 AGREEMENT OF REVISED PLAN FOR THE SECTION OF LAND IN WOOLWELL ROAD TO BE LEASED FROM SOUTH HAMS DISTRICT COUNCIL FOR WOOLWELL IN BLOOM

All Councillors present agreed to the revised plan received from SHDC in respect of the area of land to be leased by Bickleigh Parish Council for Woolwell in Bloom. **RESOLVED.**

113/19 PROPOSAL TO TACKLE DOG FOULING IN WOOLWELL

The Council discussed in detail in detail the proposal put forward by Cllr K Archer to create 'bag Stations' in and around the area. Whilst the Council were supportive of the concept that had Concerns over promoting use of the plastic bags. It was **RESOLVED** to take the idea back to the Climate change working group for further investigation.

113/19 POLICIES, PROCEDURES AND COUNCILLOR REPRESENTATIVES

(a) Complaints procedure: Cllr B Spencer made some recommended changes.

The amendments to be made, circulated and to be **DEFERRED** to the next meeting for approval.

(b) Safeguarding policy: Cllr B Spencer made some comments and recommended changes.

Subject to amendments raised Cllr S Rundle proposed the circulated policy is adopted.

RESOLVED

(c) Equal Opportunities Policy: Cllr B Spencer made some recommended amendments.

Subject to the amendments Cllr S Rundle proposed acceptance of the circulated Equal Opportunities representative. The proposal was seconded by Cllr L Tamsett-White.

RESOLVED

(d) Roborough Hall Committee representative: Cllr N Hopwood proposed Cllr C Spencer is nominated as the Parish Council representative on the Roborough Hall Committee.

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- (e) **Woolwell Centre liaison / representative**: DEFERRED pending further discussions with the Woolwell Centre Trustees.

114/19 **TRAINING AND EVENTS**

- (a) **Planning training**: The cost of a planning training course, organised by Devon Association of Local Councils is £200.00 + Room Hire. In order to comply with the Council's new Protocol Policy, before participating in voting, Cllr Wendy Haymes and Cllr Larry Taylor require planning training. The Clerk said she has been in touch with other local Councils (Cornwood & Ermington Parish Council) who are interested in participating, therefore some of the costs could be recovered.

Cllr N Hopwood proposed the Council proceed with the training. The proposal was seconded by Cllr P Blight Second. **RESOLVED**

- (b) **Town & Parish Council event at Follaton House on 4th December 2019**

- (c) **Update on Standards training at South Hams District Council at Follaton House, Totnes on 24th September 2019**: Cllr W Haymes & the Clerk attended the training event. Slides have been circulated to all Councillors.

115/19 **WOOLWELL CENTRE**

- (a) **Woolwell Centre Business Awards Friday 11th October 2019**

Cllr N Hopwood reported the Woolwell Business Centre awards were a big success and an excellent opportunity to celebrate many of the local businesses. Many of the Councillors attended and supported the event.

- (b) **Heating and Ventilation system in the Woolwell Centre**: Cllr P Blight informed the Council that a meeting will be taking place with Jackman Peckover on Friday 18th October 2019. Cllr N Hopwood thanked Cllr P Blight and Jim Fursden for all hard work.

- 116/19 **DATE OF NEXT MEETING**: Thursday 28th November 2019 at the Woolwell Centre.

¹ **APPENDIX 1: WOOLWELL IN BLOOM REPORT**

1. To continue with existing gardens by refreshing and replanting.
2. The roundabout at the junction of Cann view, Pick Pie and Woolwell Road, awaiting approval from PCC. My link is Pete Nicholas and Adrian Trim. This will become an environmental stumpery style garden.
3. To finish main display area by the S/H sign as you enter Woolwell.
4. Do planting of tubs under the street signs along Woolwell Road.
5. Finish garden areas around the Centre.
6. Get the local groups involved in Bloom for next year.
7. To get the " HUB" area started as our main year project as a community project.

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Woolwell in Bloom have other various ideas to involve the community but do not have a fixed timeline.

Following confirmation from the surveyor at SHDC Woolwell in Bloom have laid the concrete base for the wishing well, on the land on which Bickleigh Parish Council are in the process of leasing from SHDC. The Clerk advised that the official lease, which was agreed by BPC on 25th April 2019 (minute reference 9147), had not been sent to her for signing from SHDC, explaining due this was due to works having been started and the plan having to be revised slightly (see agenda 12). Cllr N Hopwood stated she believed the lease had already signed by the previous Council.

Soraya provided a copy of Woolwell in Bloom's accounts to the Council during the meeting.

The Clerk requested a copy of Woolwell in Bloom's lottery application form and for insurance purposes a list of Woolwell in Bloom's volunteers. It was agreed Soraya would meet with the Clerk the following week.

Cllr Hopwood said the work Woolwell in Bloom have completed has not gone unnoticed but asked if they have policies and a schedule of works in place for onward maintenance. Soraya responded their current schedule is for refreshing and replanting and she has a fixed plan until July next year, when the judging takes place.

² APPENDIX 2: DISTRICT COUNCILLOR BARRIE SPENCER REPORT

Drakelands mine: (*situated in the neighbouring Parish of Shaugh Prior*) complaints been received regarding the former Drakelands Mine, which recently shutdown (the Company operating the mine 'Wolf Minerals) went into receivership. Cllr B Spencer made contact with Devon County Council, who oversee the mine, and arranged a multiple agency partnership site meeting (attendees included District Councillor Barrie Spencer, Shaugh Prior Parish Council, Sparkford Parish Council, the Environment Agency, the mine representatives) One of the issues which does affect Bickleigh Parish is dust, which is being monitored and steps have been taken to mitigate the impact of the dust complaints. High-volume water sprinklers have been installed. For further information see the District Council report Shaugh Prior Parish Council minutes ([page 2, minute reference 104/19](#)).

Climate change: Devon Climate Emergency. Devon Carbon Plan process has been launched. <https://www.devonclimateemergency.org.uk/devon-carbon-plan/>.

<https://www.facebook.com/DevonClimateEmergency/>.

Details will be shared on Bickleigh Parish Council's [website](#) and [facebook page](#).

³ APPENDIX 3: SOUTH HAMS DISTRICT COUNCIL PLANNING APPLICATION DECISIONS

⁴ APPENDIX 3: MATTERS ARISING FROM PREVIOUS MEETINGS AND ACTIONS OUTSTANDING

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MINUTE	DATE	DETAILS	REPORTED ACTION – IS DISCUSSED IN THE MEETING ON 24TH OCTOBER 2019
8996(c)	15/06/18	Tree survey work for land adjacent to 21 Leat Walk	Quotations received – subject to planning permission
9080	29/11/18	Weedspraying in the parish	To be reviewed in the appropriate season
9080	29/11/18	Darklake Lane potholes	Part completed Monday 21 st October by Plymouth Highways. FS-Case-148488131. Potholes still remaining. ACTON Clerk to chase.
9145	25/04/19	Chapter 8 / highway training	Cllr L Taylor has shown an interest in attending a Chapter 8 training course which needs to be arranged. Cllrs P Blight & Cllr L Taylor have attended online training course. Cllrs B Spencer & P Blight to arrange to put the camera equipment in the parish.
9147	25/04/19	Signing of Lease of Land for Woolwell in Bloom	The Clerk to meet with Soraya and communicate with SHDC. The Clerk to contact SHDC to request the official list is sent out for signing.
Various Minutes 9148	Since 2011 25/04/19	BPC & Woolwell Centre lease	Ongoing. Cllr N Hopwood & Cllr L Taylor communicating Communication with South Hams.
11/19	09/05/19	Review of policies and procedures	Cllr W Haymes has been working through the recommended policies. The Planning Protocol needs uploading on the website. Anticipated completion January 2020.
2/19	02/05/19	Allowance towards maintenance of St Mary's Churchyard	Meeting to be arranged with Cllrs C Spencer, B Spencer, W Haymes and Bickleigh Parochial Church (Fr Simon Rundle and his treasurer, Mark Lindo).
18/19	23/05/19	Lone Worker	To be reviewed once the new Council office is in situ.
19/19	23/05/19	Standing orders	Cllr W Haymes to review by January 2020.
34/19(d)	24/05/19	Local Council Risk System	A recommendation from the internal auditor which needs reviewing.
46/19a	04/07/19	Cleaning / refurbishment of bus shelters	The bus shelters have been cleaned.
48/19	04/07/19	Tree survey	Outstanding
50/19b	04/07/19	Review of Council's asset register	Outstanding – will be actioned when the task and finish working group is formed.
53/19(ii)	04/07/19	Litter & dog bin in Roborough Green	SHDC ref 2019/7/0045 – it has been passed to the contractor. No timescale provided.
62/19b	25/07/19	Transfer to Unity Bank	Application to transfer from Co-op bank completed.

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64/19	25/07/19	Climate Change	Feedback from to be added to the next agenda
91/19b	26/09/19	Woolwell Development Forum	District Cllr Hopwood felt the responses from Barwood Development were not adequate. The Clerk had previously added the link to the Council's website.
94/19d 102/19c	26/09/19 08/10/19	Office move	Order has been placed for the cabin. Planning application has been submitted.
94/19c	26/09/19	Electric testing	Electrical contractor has arranged a date has been arranged.
97/19d	26/09/19	Staffing committee	Meeting to be arranged
102/19c	08/10/19	Cutting back hedge in the Woolwell Centre car park	Quotations to be obtained.