

BICKLEIGH PARISH COUNCIL

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

Telephone 07508 324699

E-Mail: parishclerk@bickleigh.gov.uk

MINUTES OF BICKLEIGH PARISH COUNCIL MEETING HELD ON AT 19:30HRS ON THURSDAY 27th February 2020 AT THE WOOLWELL CENTRE

PRESENT: Cllrs: B Spencer (Chair), L Tamsett-White, N Hopwood, W Haymes, C Spencer

IN ATTENDANCE: Karenza Heald (Clerk), DCC John Hart and 4 members of the public.

Cllr L Tamsett-White, Vice Chair opened the meeting at 19:30hrs.

182/19 **APOLOGIES**

The Council noted apologies received from Cllrs B Blight, K Archer, S Rundle & L Taylor. Cllr C Spencer was not in attendance at the start of the meeting as she was representing Bickleigh Parish Council at the Roborough Hall Committee meeting.

183/19 **COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS**

DEVON COUNTY COUNCILLOR JOHN HART

Budget: The budget of £1.1 billion was agreed last Thursday (20/02/2020). Over the last 10 years DCC has had to increase expenditure by approximately 300 million. The adult services budget has been increased by 10% and children's services by 8.5%. By the end of this year expenditure for Special Education Needs and Disability (SEND) will be twenty-one million pounds overspent but because of the change government regulation rules, the money is not allowed to be offset against the Council Tax. DCC I has had to create a negative budget line for SEND. An extra two million will be spent on highways, dealing with drainage. Devon has 8000 miles of roads which need maintaining and these roads were originally built for horse and carts.
Coronavirus: DCC John Hart has been assured there are no reported cases of Coronavirus in Devon however, contingency plans are in place.

A386 Woolwell to The George extension: District Cllr Nicky Hopwood asked DCC John Hart for assurance that Devon County Highways will look in depth at the transport traffic assessment, which had been submitted by Rockspring Barwood Plymouth, as part of the planning process for the development of 2000 houses. DCC John Hart stated, if DCC were to consider spending funds on the A386, they would need to see what advantage it would bring to the County.

DISTRICT COUNCILLOR NICKY HOPWOOD

Rockspring Barwood Planning application: The outline planning application, which severely affects Woolwell residents, has now been submitted to SHDC and approximately 950 people have objected to the application. A resident has helped Cllr Hopwood set up a form which has been used to assist submitting residents' objections. Cllr N Hopwood reported it has been difficult for people to understand that the build for 2000 homes will go ahead at some stage, but it has to go ahead with the correct planning application.

New corner shop in Woolwell: Cllr N Hopwood also reported she was pleased to announce the new corner shop, with a Post Office, has now opened in Woolwell.

SHDC budget: The District Council budget has been set with a £5.00 increase per household on Council tax.

DISTRICT COUNCILLOR BARRIE SPENCER – For Full report see appendix 1.

Rockspring Barwood Planning application: The Barwood development, which has serious consequences for everyone in the area, has generated a lot of discussion. Cllr B Spencer encouraged members of the public to submit their responses. The initial response date was scheduled for 23rd February, but the Parish Council has approached SHDC requesting an extension, which has been granted.

BICKLEIGH PARISH COUNCIL

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

Telephone 07508 324699

E-Mail: parishclerk@bickleigh.gov.uk

Cllr B Spencer held a public meeting at Roborough Hall on 21st February. 83 residents attended the event, which generated a huge amount of feedback and correspondence.

Climate Change Action Plan: The Action Plan Consultation is open until 31st March 2020.¹

Hemerdon mine: A joint meeting with Shaugh Prior Parish Council, Cornwood Parish Council, The Environment Agency & SHDC took place on 30th January 2020.

184/19 **ELECTION OF CHAIR**

Cllr L Tamsett-White announced that Cllr C Spencer had resigned as Chair of the Council.

Cllr N Hopwood nominated Cllr B Spencer as Chair of the Council. The proposal was seconded by Cllr L Tamsett-White. Cllr B Spencer accepted the proposal, which was unanimously agreed by the Council. **RESOLVED.**

Cllr B Spencer thanked the outgoing Chair, who following the election in May 2019, stepped into a difficult role, which she handled extremely well.

Cllr B Spencer duly signed the Chairman's Acceptance of Office form, which was witnessed by the Clerk.

185/19 **PUBLIC FORUM**

Members of public raised the following queries:

The timescales of the Woolwell Development: Cllr N Hopwood stated the developers have submitted the planning application and SHDC have 12 months to determine the application, which should be December of this year. She stressed a development of 2000 houses will go ahead, although it won't necessarily be with this planning application. If the planning application is agreed in December 2020, Barwood would be expecting to start building within three years.

The A386 improvements: Cllr N Hopwood responded that although the upgrade is not in the remit of Barwood they would have to contribute through the Section 106 agreement.

Cllr W Haymes announced the Parish Council will be holding a special meeting on 12th March 2020 to consider Bickleigh Parish Council's response to the Land at Woolwell Planning applications.

Sasha Turki, Project Worker – Community Engagement for South Hams Community & Voluntary Services (CVS): Sasha announced she will be in Woolwell & Bickleigh in the next few weeks to complete an Asset Management exercise for community and voluntary groups and services in the area. This includes dementia, mental health, combating loneliness and generally focusing on wellbeing. She will be looking at what activities are available, what is missing and where there is potential for training.

Traffic concern during the school collection times in Ferndale Close: Concern was raised over parking in Ferndale close during Bickleigh Down School pick up and collection times. The Chair responded that the Council has previously spoken to the school, who do all they can to address the issue. Cllr N Hopwood added a meeting took place approximately five years ago with the headmaster, local shop owners and the police, to try and find a solution. She feels if the cars were not parked along the roadside, by the school, traffic would be lot faster. The Chair stated that data from the mobile speed camera will be made publicly available.

186/19 **DECLARATIONS OF INTEREST**

Standing declarations of interests received from Cllr B Spencer and Cllr W Haymes regarding the Woolwell Centre. Dispensations have previously been granted for these Councillors to remain in the room whilst discussions on the Woolwell Centre take place.²

¹ <https://www.southhams.gov.uk/article/6464/A-Plan-for-Climate-Change-Action>

² Cllr B Spencer has a pecuniary interest in the Woolwell Centre, due to his position of trustee in the Woolwell Centre. Cllr W Haymes has a pecuniary interest in the Woolwell Centre due to her employment with Woolwell Centre.

BICKLEIGH PARISH COUNCIL

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

Telephone 07508 324699

E-Mail: parishclerk@bickleigh.gov.uk

187/19 **APPROVAL OF MINUTES FROM THE FULL PARISH COUNCIL MEETING ON 23RD JANUARY 2020**

The Chair highlighted that it was agreed at a previous meeting Clerks report and payments listing should have been issued at the same time as the supporting documents with the agenda. It was proposed by Cllr W Haymes and seconded by Cllr L Tamsett-White. **RESOLVED.**

188/19 **CHAIRMAN'S ANNOUNCEMENTS**

Website: The Chair announced there have been issues with the website which have now been resolved. The Clerk added that most of the pages and documents should be restored, and procedures have been put in place by Cllr S Rundle ensuring regular backups.

Potholes: During the public forum of last months Parish Council meeting a member of public raised concern over potholes in the parish. Correspondence has been received from Devon County Highways providing links on how to report potholes.

189/19 **FINANCE**

(a) **TO APPROVE THE PAYMENTS AS CIRCULATED BY THE CLERK**

Cllr L Tamsett-White read out the Woolwell Centre payments. In order to allow the voting to be quorate and payments to be authorised the Clerk granted Cllr W Haymes dispensation.

WOOLWELL CENTRE EXPENDITURE

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
30/01/2020	Future Cooling	129.00	21.50	107.50	HVAC servicing contract
31/01/2020	Security Management	186.00	31.00	155.00	Annual commercial keyholding
15/02/2020	The Woolwell Centre	50.00	0.00	50.00	Clerks' office room hire January 2020
05/02/2020	The Woolwell Centre	50.00	0.00	50.00	Clerks' office room hire February 2020
15/02/2020	The Woolwell Centre	35.00	0.00	35.00	BPC/Barwood meeting room hire
18/02/2020	The Woolwell Centre	40.00	0.00	40.00	BPC Full Council meeting 27/02/2020
18/02/2020	The Woolwell Centre	24.00	0.00	24.00	BPC working group planning review meeting 26/02/2020

It was proposed by Cllr N Hopwood and seconded by Cllr L Tamsett-White that the Council approve the above payments. Cllr B Spencer abstained from voting. **RESOLVED**

GREEN SPACES

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
18/02/2020	Arbocure	480.00	78.00	390.00	Quantified tree risk assessment
07/02/2020	Plandscape	750.00 (174.00)	125.00 29.00)	650.00 (145.00)	TPO tree works on the parish plot, Leat Walk less agreed credit.

OPERATING COSTS

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
19/02/2020	Cleanwise	£54.00	£0.00	£54.00	Bus Shelter cleaning
19/02/2020	Westcare Supply Zone	£121.99	£20.33	£101.66	Printer ink and copier paper

BICKLEIGH PARISH COUNCIL

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

Telephone 07508 324699

E-Mail: parishclerk@bickleigh.gov.uk

25/02/2020	Roborough Hall	£25.00	£0.00	£25.00	Room hire for meeting on 23/01/2020
20/02/2020	Crown Carpets	£265.00	£0.00	£265.00	Carpet for the office portacabin
25/02/2020	Plymove Man & Van	£45.00	£0.00	£45.00	Move Council office furniture

FUNDING CONTRIBUTION – CANN WOOD VIEW PLAY AREA

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
21/01/2020	South Hams DC	25000.00	0.00	5000.00	Cann Wood View Play Area

Payment since the last meeting staffing hours for February 2020 = 55 hours worked + 40 hours holiday.

Cllr N Hopwood asked the Clerk to check with SHDC whether the invoice for the contribution towards Cann Wood View Play equipment should include V.A.T.

It was proposed by Cllr W Haymes and seconded by Cllr L Tamsett-White that the Council approve the above payments. **RESOLVED**

(b) **BANK BALANCE**

The Chair announced the combined bank balance for the current and instant savings accounts was £108,810.92.

190/19 TO REVIEW THE CLERK'S REPORT – Noted. See appendix 2
[Full downloadable pdf report is available the Bickleigh Parish Council](#)

191/19 REPORT FROM THE BPC /ROBOROUGH RECREATION HALL COMMITTEE REPRESENTATIVE – See appendix 3

Having been to the Roborough Recreation Hall (RRH) Committee meeting, Cllr C Spencer joined the Parish Council meeting at 21:10hrs. Cllr C Spencer reported updated the Council on works on the pavilion, at Roborough playing fields, information on hall bookings and the committees' response regarding the Rockspring Barwood Plymouth planning application.

192/19 REPORT FROM THE BPC / WOOLWELL CENTRE LIAISON REPRESENTATIVE

Cllr L Tamsett-White reported she had attended a Woolwell Centre trustees meeting on 8th January 2020. Discussions included the cafe opening times and reviewing activities to increase usage of the Woolwell Centre. The trustees were pleased with the progressive and positive approach the Parish Council was taking to address maintenance issues.

193/19 PLANNING

(a) **TO CONSIDER PLANNING APPLICATION 0121/20/HHO**

Applicant name: Mr Sean Smith

Description: Householder application for two storey side extension including part over existing garage, front porch extension and internal alternations.

Address: 5 Copper Beach Way, Woolwell, PL6 8QH.

It was proposed by Cllr L Tamsett-White and seconded by Cllr W Haymes that the Council support this application. **RESOLVED.**

(b) **TO CONSIDER PLANNING APPLICATION 4129/19/ARM**

Applicant name: Mr P Williams / Williams Capital Ltd

BICKLEIGH PARISH COUNCIL

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

Telephone 07508 324699

E-Mail: parishclerk@bickleigh.gov.uk

Description: Application of reserved matters (landscaping) following outline approval of 1036/19/OPA.

Address: Haxter Lodge, Tamerton Road, Roborough, PL6 7BT.

It was proposed by Cllr N Hopwood and seconded by Cllr B Spencer that the Council support this application. **RESOLVED.**

(c) **PLANNING APPLICATION REVIEW MEETING WITH SOUTH HAMS DISTRICT COUNCIL**

Planning applications ref: 4181/19/OPA & 4185/19/OPA

Address: Land at Woolwell Part of the Land at Woolwell JLP Allocation (Policy PLY44)

The Chair announced that a meeting took place with Ian Lloyd, SHDC Development Management, Gina Small, SHDC Urban Fringe team and representatives from neighbouring parishes to review the application. **NOTED.**

(d) **PARISH COUNCIL MEETING ROCKSPRING BARWOOD PLYMOUTH**

Rebecca Mitchell, Rockspring Barwood Plymouth attended a meeting with Bickleigh Parish Councillors. The Council raised concerns regarding Barwood's communication. **NOTED.**

(e) **SOUTH HAMS DISTRICT COUNCIL PLANNING DECISIONS**

Not available – the Clerk to ensure the information is available for the next Council meeting.

194/19 SOUTH HAMS DC AND PLYMOUTH CITY COUNCIL LOCAL GREEN SPACE DEVELOPMENT CONSULTATION

Following discussions, it was agreed that if any Councillor wishes to comment they would feedback to the Clerk by Tuesday 10th March 2020. Cllr W Haymes agreed to meet with the Clerk and prepare a consolidated response.

195/19 RADAR SPEED DATA, USAGE AND STATISTICS REPORT: NOTED.

Report produced by Cllr B Spencer. Cllr N Hopwood thanked Cllr B Spencer. **See Appendix 3.**

196/19 POLICIES AND PROCEDURES

(a) **HEALTH & SAFETY POLICY**

Cllr N Hopwood referred to SHDC infectious diseases policy. Cllr W Haymes suggested Bickleigh Parish Council should refer to this on our website.

It was proposed by Cllr L Tamsett-White and seconded by Cllr N Hopwood that the Council support this application. **RESOLVED.**

(b) **SOCIAL MEDIA POLICY**

Cllr N Hopwood suggested an amendment is included stating '*no postings from Bickleigh Parish Council's facebook page should be shared by the Clerk or any Councillor onto other Facebook pages.* Following discussion, Cllr B Spencer proposed the Council adopts the policy, subject to the change recommended by Cllr N Hopwood. The proposal was seconded by Cllr W Haymes and agreed by all present. **RESOLVED.**

Cllr C Spencer joined the meeting and reported on the RHH Committee meeting. Minute 191/19.

197/19 ASSET & GREEN SPACES WORKING GROUP RECOMMENDATIONS / AGREEMENT OF GRASS CUTTING TENDER

(a) **TO CONSIDER THE MAPS FOR THE GRASS CUTTING TENDER**

It was proposed by Cllr C Spencer, seconded by Cllr L Tamsett-White and agreed by all Councillors present that the circulated maps for the grass cutting tender are agreed.

BICKLEIGH PARISH COUNCIL

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

Telephone 07508 324699

E-Mail: parishclerk@bickleigh.gov.uk

RESOLVED.

(b) **TO CONSIDER THE APPLICATION FORM FOR THE GRASS CUTTING TENDER**

It was proposed by Cllr W Haymes, seconded by Cllr C Spencer and agreed by all Councillors present that the Council agrees the grass cutting tender. The deadline for receipt of the applications was agreed as being 20th March 2020. **RESOLVED.**

198/19 **FALLEN TREE IN ROBOROUGH VILLAGE**

The Council reviewed the quotations. It was proposed by Cllr L Tamsett-White and seconded by Cllr W Haymes to accept the quotation of £125.00 from Matt Boon Garden Maintenance. The motion was agreed with one Council voting against. The Chair requested that the contractor is asked for their green credentials. **RESOLVED.**

199/19 **WOOWELL CENTRE WORKING GROUP RECOMMENDATIONS FOR ELECTRIC WORKS IN CENTRE**

Cllr L Tamsett-White lead the discussion on this motion. It was noted the recommendations on the electrical testing report did not match the quotation received. Additional quotations are being sourced. The motion was deferred pending further investigation. **DEFERRED.**

200/19 **UPDATE AND AGREEMENT ON BUDGET COSTS FOR THE WOOLWELL CENTRE LEASE BETWEEN SOUTH HAMS DISTRICT COUNCIL AND BICKLEIGH PARISH COUNCIL – See appendix 4**

It was proposed by Cllr L Tamsett-White and seconded by Cllr N Hopwood that the Council agrees a budget of £1,000 for the South Hams DC and Bickleigh Parish Council lease for the Woolwell Centre. The motion was agreed with Cllr B Spencer and Cllr C Spencer abstaining.

201/19 **BICKLEIGH PARISH COUNCIL NEW OFFICE**

(a) **TO AGREE SCOPE OF WORKS AND QUOTATIONS RECEIVED FOR ELECTRIC CONNECTION OF THE OFFICE PORTACABIN**

The Council reviewed the quotations and scope of works. Cllr N Hopwood proposed the council accepts Electrical and Security's quotation of £932.00. The proposal was seconded by Cllr C Spencer and agreed by all present. The Council discussed the recommendations for testing, and it was agreed this would be part of the annual maintenance. Now that the portacabin is in situ it was agreed the Assets and Green Spaces Working Group would review the requirements of the portacabin and submit future recommendations. **RESOLVED**

(b) **TO CONSIDER COVERING THE EXTERNAL PAINTWORK COSTS OF THE OFFICE PORTACABIN**

Cllr C Spencer updated the Council that a volunteer had offered to paint the portacabin. Costs for the paint had been provided by Cllr P Blight. Cllr N Hopwood suggested the Asset (& Green Spaces) Working Group should look at the best options for specialist treatment for the roof. It was proposed by Cllr W Haymes that in order to get the best lifespan out of the portacabin the Asset and Green Spaces Working Group consider the best options and put forward their recommendations to the Council. **RESOLVED.**

Now that the portacabin is in situ it was agreed the Assets and Green Spaces Working Group would review the requirements of the portacabin and submit future recommendations.

202/19 **REVIEW OF THE PARISH COUNCIL STANDING ORDERS**

BICKLEIGH PARISH COUNCIL

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

Telephone 07508 324699

E-Mail: parishclerk@bickleigh.gov.uk

Cllr W Haymes went through Standing Orders 3g, 6d, 9b and 9d, which had gaps. The agreed inclusions are shown underlined in bold below.

- (a) **Standing Order 3g**: Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes, **at the discretion of the Chairman**. See footnote ref ³
- (b) **Standing Order 6d**: Standing Order 6b states 'If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.'
- It was agreed that Standing Order 6d would state 'If a chairman of a committee (or sub-committee) does not call an extraordinary meeting with 7 days of having been requested to do so by 2 members of the committee (or the sub-committee), any 2 members of the committee (or the sub-committee) may convene an extraordinary meeting of the committee (or sub-committee). See footnote ref ⁴
- (c) **Standing Order 9b**: No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- (d) **Standing Order 9d**: If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected ~~until~~ **unless** the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 8 clear days before the meeting.

It was proposed by Cllr B Spencer, seconded by Cllr L Tamsett-White and agreed by all Councillors present in the meeting that the above amendments for Standing Orders 3g, 6d, 9b and 9d, as shown above are approved. **RESOLVED.**

203/19 **DATE OF NEXT MEETINGS**

Thursday 12th March at The Woolwell Centre: to consider BPC Consultee response for the Rockspring Barwood Plymouth planning application

Thursday 26th March at The Woolwell Centre: Ordinary Full Council meeting.

³) Standing Order 3e: Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Standing Order 3f: The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

⁴) Standing Order 6. Extraordinary meetings of the Council, Committees and Sub-committees

Standing Order 6a: The Chairman of the Council may convene an extraordinary meeting of the Council at any time.

Standing Order 6b: If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

APPENDIX 1: District Councillor Report – DC Barrie Spencer Report to Bickleigh Parish Council 27 February 2020

From **Cllr Barrie Spencer**
Bickleigh & Cornwood Ward, South Hams District Council

Barwood Development

These applications have now hit the ground and are generating a lot of discussion pretty much everywhere. I won't go through the applications since I am sure that they will now be familiar to most of you already.

These are applications that have serious consequences to everyone in the area, not just Bickleigh, Roborough or indeed Woolwell. I am very disappointed by the poor response to the planning application by members of the public; this development affects tens of thousands of residents in the surrounding area, but the number of responses so far is nowhere near that level. I would strongly encourage every resident to respond; it does not take much effort and you can influence the outcome. My only comment to those who have not responded or are not going to is 'if you do not comment you will get what you are given!'

The initial response date was around 23 February but SHDC has come to an agreement with the developer that it could take up to a year to reach a decision. It would appear that the planners and the developers are having quarterly meetings, so you need to make your response soon even if it is after 23 February. There is no point in leaving it until the last moment and then expect to be heard.

It is now your time to stand up and be counted.

Residents Meeting

I ran a very successful meeting on Friday 21 February for residents in my ward which was arranged as a result of their wishes to know more about the development, how it might affect them and what they could do about it. There were 83 residents at that meeting. It has generated a lot of feedback and I hope that those who attended now have a better understanding of the issues involved.

Climate Change

Climate change initiatives continue to be high on the Council's agenda and rightly so. The Group is working on a formal action plan, a carbon reduction plan and a Citizens Assembly. The first two of these are out for consultation with Parish Councils and other bodies and we await their responses by 31 March.

Joint Liaison Meeting – Hemerdon Mine

I attended the most recent meeting of the joint liaison meeting on 30 January which included attendees from Shaugh Prior Parish Council, Cornwood Parish Council, the Environment Agency, and SHDC. We had a full and frank discussion with the new mine owners and, hopefully, these will become a regular occurrence.

Barrie Spencer
 Cllr.Barrie.Spencer@southhams.gov.uk
 27 February 2020

APPENDIX 2: CLERKS REPORT FOR MEETING 27/02/2020

BICKLEIGH PARISH COUNCIL CLERK'S REPORT FOR PARISH COUNCIL MEETING 27/02/2020

Key

Asset & Green Spaces Working Group – AGSWG

Climate Change Working Group– CCWG

Woolwell Centre Working Group - WCWG

DATE	MINUTE	DETAILS	ASSIGNED TO	ACTION REQUIRED	STATUS / ACTION TAKEN	TARGET DATE	STATUS
23/01/2020	181/19	Clerks review / appraisal	Staffing committee and Clerk	Make arrangements with consultant	Cllr W Haymes has emailed the Clerk informing her of the Councillors decision Clerk has liaised with Cllr W Haymes and sent the SLCC consultant a list of available dates	21/02/2020	Open
23/01/2020	177/19	Climate Change – Reduction of carbon footprint	CCWG	Council to calculate its own carbon footprint and set a goal of reducing it over the next 12 months	Ongoing	31/01/2021	Open
23/01/2020	176/19	Council Office move	Clerk & Cllr P Blight	Obtain quotations of electric works	Details of all quotations and specifications have been circulated to all Councillors. Cllrs P Blight and L Taylor have put forward their recommendations. Agenda item 20a – meeting 27/02/2020	07/03/2020	Complete
19/12/2019	159/19(f)	Replacement of Patio doors from main hall to Patio area	Woolwell Centre Manager / WCWG	Quotations to be obtained	Outstanding	15/03/2019	Open
19/12/2019	159/19(e)	Replace door guards in the Woolwell Centre	Woolwell Centre Manager / WCWG	Purchase door guards and arrange contractor to fit them	10 x Dorgard Fire Door Retainers purchased from Screwfix Centre manager to arrange for handyman to fix the door guards.	15/03/2019	In progress
19/12/2019	159/19(d)	Complete odd jobs in the Woolwell Centre	Woolwell Centre Manager / WCWG	Organise quotations from reviewed maintenance list	Original contractor, who had provided competitive rates no longer available. Estimates / quotations and communication with potential contractors are being sourced by the Centre Manager	15/03/2019	Open
19/12/2019	169/19(c)	Complete plumbing works in the Woolwell Centre	Woolwell Centre Manager / WCWG	Organise quotations	Quotations currently being sourced.	15/03/2019	Open

19/12/2019	169/19(b)	Complete Electric work for the Woolwell Centre	Woolwell Centre Manager / WCWG	Organise quotations	Report received from J Greaves. Centre Manager & Woolwell Centre Working Group to review the report and Seek quotations for the electric works.	15/03/2019	Open
19/12/2019	160/19(a)	Future Cooling	Woolwell Centre Manager	Contact Future Cooling and arrange for completion of quote as recommended by WCWG	Quotation supplied was inaccurate – needs reviewing. Woolwell Working Group to review.	28/02/2020	Open
19/12/2019	159/19(d)	Grass cutting Tender	Cllr B Spencer Cllr N Hopwood Clerk	Review grass cutting tender	Cllr N Hopwood & Cllr B Spencer have reviewed the maps and produced the tender application form. Agenda item 16a & 16b – meeting 27/02/2020	20/12/2019	In progress
19/12/2019	159/19(c)	Cutting of Hedge in Roborough Green	Clerk in consultation with GSWG	Make arrangements for the hedge cutting to be completed around October 2020	Clerk to contact Mr Eggins in September 2020	31/10/2020	Open
19/12/2019	156/19(b)	Woolwell refurbishment & wifi improvement grant	Woolwell Centre/ Woolwell liaison rep & WCWG	Centre manager to obtain quotes and work in consultation with BPC/WC liaison rep / members of WCWG	In progress Woolwell Liaison rep (Cllr L Tamsett-White) has asked the Clerk if she can provide an update in the BPC meetings	12/03/2020	Open
19/12/2019	154/19(d)	Discontinue using current employment bureau and process the wages in-house	Staffing committee	From new tax year (after April 2020) wages to be process in-house.	Notification to be given Minerva. Systems to be put in place for wages to be processed in house.	01/03/2020 05/04/2020	Open
19/12/2019	154/19(a)	Future Cooling maintenance contract	Clerk / WCWG	For information details of works completed to include job sheet to be provided by contractor	Cllr C Spencer has spoken to the contractor - potential meeting to be arranged with Cllr P Blight / WCWG. More detailed information to be provided on completed works.	28/02/2020	In progress
24/10/2019	136/19(b)	Lone Worker Policy	Clerk / Cllr W Haymes	Adopt Social Media Policy	Has been completed by Cllr W Haymes & reviewed by Cllr K Archer. Agenda item 15b – Meeting 27/02/2020	27/02/2020	Open
04/07/2019	44/19	Neighbourhood Plan	TBA	Review of neighbourhood plan	Cllr N Hopwood recommended review takes place in July 2020.	26/03/2020	Open

24/05/2019	34/19(d)	Local Council Risk System	AGSPWG	A recommendation from the internal auditor which needs reviewing.	Clerk needs to review with Green Spaces & Asset Working Group	26/03/2020	Open
23/05/2019	19/19	Standing orders	Cllr W Hayes / Clerk	Cllr W Haymes to review by January 2020.	Gaps in Standing Orders to be filled in Cllr W Haymes and the Clerk have reviewed Standing Orders Agenda item 21 – meeting 27/02/2020	27/02/2020	Open
25/04/2019 plus previous meetings over the years	9418	Bickleigh Parish Council / Woolwell Centre Lease	Cllr N Hopwood Cllr L Taylor	Completion of lease	Cllrs Hopwood & Taylor have a meeting with SHDC Senior Specialists (Estates) at the Woolwell Centre to review documents. Meeting scheduled for 24/01/2020 Cllr N Hopwood produced a report for the PCC meeting 25/02/2020	Ongoing	Open
25/04/2019	9145	Chapter 8 / highway training	Cllr L Taylor / Clerk	Cllr L Taylor has shown an interest in attending a Chapter 8 training course which needs to be arranged.	NOTE FROM THE CLERK: DCC Highways recommend Chapter 8 training is required to put up the speed camera. Email from Came & Co 12/08/19: We would recommend a risk assessment is in place and any training if applicable is undertaken. Cllr P Blight & Cllr L Taylor have completed online assessment training. Meeting 28/11/19 134/19(a) & (b) - Councillor agreed to put speed camera up in suitable location. Report has been produced by Cllr B Spencer Agenda item 14 – meeting 27/02/2020.	Speed camera has been placed in Woolwell & Bickleigh. Training requested by Cllr Taylor	Open
29/11/2018	9080	Weed spraying in the parish	AGSWG	To be reviewed in the appropriate season	Action to be taken next year	Date to be confirmed	Open
15/06/2018	8996(c)	TPO works in Parish land adjacent to 21 Leat Walk	Clerk / AGSWG	Make arrangements with Plandscape for works to be completed.	18/01/20 – Chased Plandscape. Still waiting for confirmation of date for works to be completed. 10/12/19 – Plandscape advised they have forwarded my email to the tree surgeon and are waiting for a date. Minute reference 98/19a. 26/09/19, it was agreed, subject to planning permission being obtained the Plandscape would be given the work. Not all the worked detailed in the quotation from Plandscape completed. Invoice as per quotation but a credit has been issued to cover the works not completed.	31/01/2020	Re-opened

					After further investigated, an email was received from SHDC Tree Specialist – National Environment stating 'please accept this email as an exempt consent from the Local Authority for the reduction of the limb on the SW side of the tree by no more than 5m of branch length and by the removal of no branch greater than 100mm in diameter.'		
--	--	--	--	--	--	--	--

ONGOING

23/01/2020	177/19	Climate Change – Review assets	CCWB	Discuss recycling with the Woolwell Centre and review energy suppliers	Discussions have taken place with The Woolwell Centre – who have reviewed their recycling.	Ongoing	Open
23/01/2020	177/19	Climate Action Plan	CCWG	Climate change action plan to be created identifying steps to reduce carbon footprint.	In progress – working document	30/04/2020	Ongoing

COMPLETED

23/01/2020	179/19	Presentation from Devon CC Public Rights of Way Officer	Clerk	Clerk to confirm arrangements for 15 minute presentation	P.R.O.W. Officer is felt she would need more than 15 minutes and will therefore make separate arrangements for a meeting in the Parish in which Parish Councillors, District Councillors and the County Councillor will be invited.	28/02/2020	Closed
23/01/2020	179/19	Presentation from Devon CC Public Rights of Way Officer	Clerk	Clerk to confirm arrangements for 15 minute presentation	P.R.O.W. Officer is felt she would need more than 15 minutes and will therefore make separate arrangements for a meeting in the Parish in which Parish Councillors, District Councillors and the County Councillor will be invited.	28/02/2020	Closed
23/01/2020	178/19	Council Office move	Clerk & Cllr P Blight	Arrange carpet fitting	Cllr C Spencer met the carpet fitter and she oversaw the fitting of the new carpet in the portacabin.	31/01/2020	Complete
23/01/2020	175/19(b)	Meeting with Rockspring Barwood Plymouth Ltd	Clerk	Arrange date with Councillors & Barwood representative	Meeting took place Monday 10/02/2020	07/02/2020	Complete

APPENDIX 3: UPDATE FROM CLLR C SPENCER REFERENCE ROBOROUGH RECREATION HALL (RRH) COMMITTEE MEETING

Cllr C Spencer reported:

- Works have been completed on the Pavilion at Roborough playing fields. Issues arising from both negligence of use and the recent contracted works have been identified. Estimated repair costs are £11,000, this includes Roborough Hall Committee's responsibility for electricity supply costs of £5,000.
- Hall bookings are adequate.
- The hall committee have stated they organise their meetings on an ad-hoc basis.
- Having asked the committees opinion regarding the proposed access for the Barwood developments being New Road their response the RRH Committee could not see this as being an issue and if the road is blocked off the hall would benefit by having a larger car park.
- Cllr C Spencer pointed out to RRH committee there was an inaccuracy in their understanding that Barwood had not taken the hall in consideration. Cllr C Spencer highlighted Roborough Hall is mentioned by name in the design and access statement. The content states following community feedback '*there is preference for improving existing facilities (the Woolwell Centre and Roborough Recreation Hall) rather new provision on site.*'
- Cllr C Spencer raised the possibility of S106 monies being available to them. A meeting was arranged for two weeks' time to discuss the projects they might put forward.

APPENDIX 4 – SOUTH HAMS DISTRICT COUNCIL / BICKLEIGH PARISH COUNCIL LEASE – RE: THE WOOLWELL CENTRE

Woolwell Lease meeting

3rd February 2019

Present: Guy Pedrick (SH), Larry Taylor, Nicky Hopwood

Met to discuss how we move forward with the Woolwell Lease as there has never been a lease between South Hams District Council and the Parish Council.

Guy explained that there had been 4 attempts to get this resolved in the past and he knew this because Guy has found 4 draft leases. Guy suggested to start again and disregard the previous draft leases.

A new lease will be drawn up by South Hams and Guy will liaise with his legal department to get a new lease drawn up and sent to the Council for consideration. He could not give a timescale.

The cost to the Council will be under £1000.