

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 19th December 2019 AT THE WOOLWELL CENTRE

PRESENT: Cllrs: C Spencer (Chair), B Spencer, N Hopwood, K Archer, P Blight

IN ATTENDANCE: Karenza Heald (Clerk)

The Chair opened the meeting at 19:30hrs

Minute ref (FC)

147/19 **APOLOGIES**

The Clerk noted that apologies had been received from Cllrs L Taylor, S Rendell, W Haymes and L Tamsett-White. All Councillors had given reasons for being unable to attend the meeting.

148/19 **PUBLIC FORUM**

No members of the public were present during the meeting.

149/19 **DECLARATIONS OF INTEREST**

Standing declarations of interests received from Cllr C Spencer and Cllr B Spencer.¹
Cllr K Archer declared an interest in agenda item 18a, as her spouse had supplied a quotation from the electric works for the office portacabin.

150/19 **DIVISION OF AGENDA**

The Chair advised there may be will be a closed session at end of this meeting.

152/19 **APPROVAL OF MINUTES FROM THE FULL PARISH COUNCIL MEETING ON 28th NOVEMBER 2019**

Cllr B Spencer highlighted the following errors:

- (i) In attendance... after members it should state *'of the public'*
- (ii) Minute 130/19 remove 'A' after the date
- (iii) Minute 132/19 – remove the number '3' in the sentence ending *'sought approval from the Council to pay a deposit of £500.00.'*
- (iv) Minute 132/19 after authorise the.. add *'payment'*
- (v) Minute 133/19(b) remove the letter 'y' and insert 'a' after *'wildlife garden'*
- (vi) Minute 134/19(b) *'effective'* not *'affective'*
- (vii) Minute 136/19(e) remove the letter 'i' before *'need reviewing and adopting'*
- (viii) Minute 136/19(e) *anti-corruption* should have been hyphenated.
- (ix) Minute 139/19(c) insert *'were'* in the sentence *'confirmed they had reviewed the hedge cutting and 'were' satisfied with the works.'*
- (x) Minute 142/19(f) in the final sentence of the *'Development Management Committee site inspection and committee meeting'* amend to *'Cllr B Spencer will be attending the committee meeting as a District Councillor.'*
- (xi) Appendix 2: 3008/19/TPO remove *'October 2019'*

Cllr B Spencer, proposed subject to these amendments, the minutes of the meeting on 28th November 2019 are approved. Cllr P Blight seconded the proposal. **RESOLVED.**

151/19 **CHAIRMAN'S ANNOUNCEMENTS** - APPENDIX 1

The Chairman informed the Council the following emails had been received today:

- (i) Devon Highways Update
- (ii) Devon County Council [Public Rights of Way](#) Officer.

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 Cllr C Spencer's spouse. Both Councillors' have stated they did not wish to vote in Woolwell Centre matters.

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152/19 **TO REVIEW THE CLERKS REPORT** - APPENDIX 2

The Council discussed the Clerks report and it was agreed

- (a) The report would be put on the website with the same time the agenda is published.
- (b) The report should include all outstanding items – including action being dealt with by working groups
- (c) An open / closed status column is to be inserted.
- (d) To comply with SMART objectives target completion dates to be included
- (e) Completed actions will remain on the report and removed after the meeting in which the report is submitted.

153/19 **UPDATE FROM THE LAST MEETING REGARDING THE COUNCIL'S GRITTER AND TO CONSIDER FUTURE USE OF THE GRITTER**

At the last meeting it was agreed, Shaugh Prior Parish Council would store Bickleigh Parish Council's gritter. A proposed clause was suggested that in exchange for use of the gritter Shaugh Prior PC would be asked to grit the roads in Bickleigh Parish (minute 143/19). However, following the meeting, the Clerk had been in touch with Scott Smy, Shaugh Prior Parish Clerk, who responded stating they were unable to accept such a commitment, so therefore declined the offer. The Chair explained the gritter is currently being stored at a former Parish Councillor's farm and that as it but has not been used so should be in pristine condition. She went on to explain Council has tried in the past to get volunteers to use the gritter however the issue has always been that volunteers have had to use their own insurance to use their car with the gritter. The Clerk had checked with the Council's insurers and confirmed this was still the case. Cllr N Hopwood agreed to store the gritter on her property and suggested Cllr L Taylor is asked if he could collect the gritter. Once the gritter has been collected future options will be considered by the Council.

154/19 **FINANCE**

(a) **Approval of payments**

The Council reviewed the payments as listed below.

Cllr B Spencer requested that the details on the circulated payment listing for the expenditure items are more specific.

GREEN SPACES

INVOICE DATE	SUPPLIER	TOTAL OWING	V.A.T.	NET	DETAILS
01/11/19	Plandscape	1168.50	194.75	973.75	Grasscutting November 2019

Cllr K Archer read the Woolwell expenditure payments.

WOOLWELL CENTRE EXPENDITURE

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
21/10/19	Woolwell Centre	70.00	0.00	£70.00	Room Hire 8 th & 24 th October 2019
01/10/19	Woolwell Centre	50.00	0.00	£50.00	Rent for Clerks office October 2019
28/12/19	Woolwell Centre	35.00	0.00	£35.00	Room Hire 28 th November 2019
12/12/19	Woolwell Centre	50.00	0.00	£50.00	Clerks office December 2019
11/12/19	Paul Harvey	50.00	0.00	£50.00	Removal and refit of Woolwell Centre loft hatch for the main hall heating & ventilation fitting
11/12/19	Paul Harvey	200.00	0.00	£200.00	Clear brambles at the Woolwell Centre car park
30/10/19/ 28/11/19	Future Cooling	258.00	43.00	£215.00	HVAC maintenance – 2 months
29/11/19	Jackman Peckover	11624.40	1937.40	£9637.00	Woolwell Centre Heating & Ventilation

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Cllr P Blight requested an engineer's report for the Future Cooling invoices. Cllr N Hopwood suggested the information is reviewed by the Woolwell working group. Cllr C Spencer confirmed the rolling annual contract includes servicing of the gas boiler, fans in the toilets, kitchen outflow extractor.

Cllr N Hopwood proposed the Council agree the above payments. The proposal was seconded by Cllr P Blight seconded the proposal. **RESOLVED.** Cllrs C Spencer & B Spencer declined from voting on Woolwell Centre the payments.

The Clerk advised emergency works had to be completed due to block drains and that payments are due to Draincare and D Stockton.

It was noted the grass cutting contract is due for renewal and Green Spaces working group would review the tender process.

(b) **Bickleigh Parish Council bank balance**

The Clerk advised the bank is £134,509.69 and that all funds are in the Unity Trust bank.

(c) **Appointment of additional bank signatory**

The Chair advised that she had raised the suggestion only Councillors present in the meetings where payments have been approved should be processing the online bank transactions. Although not present in this meeting, Cllr L Tamsett-White had previously volunteered to be an additional bank signatory.

It was proposed by Cllr P Blight and seconded by Cllr B Spencer that Cllr L Tamsett-White is appointed as an additional bank signatory. **RESOLVED.**

(d) **To note the payment due for Employers National Insurance**

The Chair informed the Council that the Clerk had noticed the Employers National Insurance had not been paid. Having spoken to the Council's payroll bureau, Minerva, the Chair ascertained that Minerva had applied, in the Council's name, to receive the Government Employers allowance. Noting that Public authorities (such as local authorities, town councils and parish councils) are not eligible for the Employment Allowance unless they have charitable status the Chair asked Minerva to check this. The Employers Allowance owing for this year is £905.80. The Council agreed, as recommended by the staffing committee, as from April 2020 the Council will process the payroll in house. **NOTED.**

155/19 WOOLWELL CENTRE HEATING AND VENTILATION UPDATE

Cllr P Blight updated the Council that the works have been completed. Jackman Peckover had advised the thermostat required rewiring in a four core cable. When the system was live as the supply and the neutral as the switch live back to the heater and no earth. To rectify this an order was placed to replace the supply cable to the thermostat, enclosed in a lockable box connect as per the manufacturers wiring plan at a cost of £217.85. As per Financial Regulation 4, under the Clerks delegated authority and in consultation with the BPC Woolwell Centre working group, the Clerk authorised the expenditure. The works will be completed the first week in January. Cllr P Blight has circulated instructions regarding the heating & ventilation to the Woolwell Centre manager. **NOTED**

156/19 GRANT AND DONATIONS

Cllr B Spencer vacated the room. Cllr C Spencer remained in the room to answer any questions raised by the Councillors and sat in the public seating area.

Cllr N Hopwood raised a question to the Clerk on procedures. The Woolwell Centre working group met with the Centre Manager and last month produced a list of recommendations. The Working Groups recommendations included an item that the centre should be awarded a one of grant of £15,000, to bring the centre up to an acceptable level of decoration and provide better facilities. Cllr N Hopwood noted the Clerk had altered the recommendations with amendments to state Woolwell Centre should complete a grant application form and requested in future, even if the Clerk disagrees with the recommendations not to alter them. The Clerk

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responded that she felt the procedures of completing the application form was the most appropriate method but agreed to improve communication and in future would not amend any working group recommendation notes.

The Woolwell Centre had submitted one grant application which covers both items 11a and 11b.

(a) **To consider maintenance grant application from The Woolwell Centre Trustees**

Cllr N Hopwood highlighted the £12,000 per annum grant was originally £35,000 proposing in order to help with the cashflow the Council commits to paying the £12,000 in two instalments over a three-year period.

Cllr K Archer proposed the Council agrees to commit the £12,000 per annum (over a three-year period) with the amount being paid in advance in two installments) but this Council reviews this in January 2020. Cllr N Hopwood seconded the proposal. **RESOLVED.**

(b) **To consider grant application from The Woolwell Centre for refurbishment of the centre and improved wifi facility.**

Cllr N Hopwood stated the reasons behind the Woolwell Centre working group's recommendations to support this funding:

- The Woolwell Centre is not looking fit for purpose and because of this the centre is losing bookings.
- In order to attract more corporate clients, the Woolwell Centre needs have a more professional corporate image.
- The Centre is starting to become such an inclusive part of the community.

Cllr N Hopwood stressed she would expect the Centre Manager to show due diligence by getting three quotes.

Cllr P Blight stated he would like to work in consultation with the Woolwell Centre and proposed the Council offer the funding of £15,000, working in consultation with the Woolwell Working group. The proposal was seconded by Cllr K Archer. **RESOLVED**

(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.**

The Chair reported a meeting had taken place with herself, Fr Simon Rundell, the treasurer of Bickleigh Parochial Church Council, Cllr B Spencer and Cllr W Haymes. Various options regarding the maintenance of St Marys Churchyard, including the possibility wildflower planting were discussed. Following the meeting, communication has been received from the Parochial Church Treasurer stating the church intended submitting a grant from April 2020. The Chair explained that whilst the Council is not considering the grant the figure requested, of £1,400, will be used for budgetary purposes.

The Chair also stated a grant application was received from Bickleigh Parochial Church Council on 16th December requesting funding for this financial year. As the application had been received after the agenda and supporting documents had been distributed, the funding request will be considered at the next Council meeting.

WORKING GROUPS

157/19 CLIMATE CHANGE WORKING GROUP

Cllr B Spencer read the report from the Climate Change working group and the Council considered the recommendations, as detailed below.

- (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.

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Cllr B Spencer proposed the Council accept the recommendations. The proposal was seconded by Cllr K Archer. **RESOLVED**

158/19 ASSET WORKING GROUP

Cllr N Hopwood read the groups recommendations:

- (a) To consider a implementing a plan to ensure the bus shelters are cleaned on a six-monthly basis.
Cllr K Archer suggested the bus shelters are cleaned more often in the winter proposing they are cleaned October, December, February and April. It was agreed the bus shelter on Pick Pie Drive needs extra cleaning. Cllr K Archer advised the Pick Pie Drive bus stop was previously not in service but is now back in service. The Council agreed to Cllr K Archers proposal.
- (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 - £100 to be included on the asset register noted as an Annual cost.
- (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, i.e. not replacing the noticeboards within the parish.

Cllr Hopwood proposed the Council accepts the recommendations which were seconded by Cllr B Spencer. **RESOLVED**.

159/19 GREEN SPACES WORKING GROUP

- (a) Update on the tree survey works – the Clerk reported she had been in touch with the contractor and works will be completed early next year.
- (b) Action will be taken to remove the large branch in Roborough Green.
- (c) Hedge cutting in Roborough - Cllr N Hopwood and Cllr B Spencer reported they were pleased with the work completed by contractor (Mr Eggins). The hedges around the green were previously at varying heights and are now around the same height. The hedge that backs onto the road has been cut down leaving around 10” of new growth, next year Mr Eggins he will do the same, so that the hedge grows up higher for when houses are built on the back providing a screen. **Action: Clerk to contact Mr Eggins in September 2020.**
- (d) To note the tender for the grasscutting need to be drawn up in January 2020 and agree Procedures. **Action: Clerk to email tender information to Cllrs B Spencer & N Hopwood.**
- (e) Cllr Hopwood recommended it would be beneficial to combine the Asset group & Green Spaces group as one group.

Cllr K Archer proposed the Council accept the recommendations. Cllr B Spencer seconded the proposal. **RESOLVED**.

160/19 WOOLWELL CENTRE MAINTENANCE & GRANT WORKING GROUP

Cllr C Spencer & Cllr B Spencer moved to the public seating area

Cllr N Hopwood reported that Cllr L Tamsett-White, P Blight and herself had met with the centre manager. The maintenance list was reviewed. Cllr N Hopwood stated many of the items on the list are outstanding since 2014. Cllr N Hopwood proposed that Council accept the recommendations detailed below and the associated costs are spent in 2019/20.

- (a) To consider the groups recommendation accepting option 1 of Future Cooling's quotation, which lists defects found during a recent service inspection. See Appendix 3
- (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.

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Cllr N Hopwood advised the weeds in the car park will need looking into in Spring as they are lifting the car park.

Cllr P Blight seconded Cllr N Hopwoods recommendation. All Councillors, excluding Cllr C Spencer and Cllr B Spencer agreed to accept the recommendations. **RESOLVED**

161/19 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).

Decision: Conditional approval

(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.

Decision: Refused.

The Clerk apologised to Cllr N Hopwood for not informing Democratic Services at SHDC that Cllr N Hopwood had agreed to attend the DM Committee meeting. Cllr N Hopwood said she was disappointed as she had spent many hours preparing a response to take to the meeting.

The Council thanked Cllr B Spencer who, in his capacity as District Councillor, attended the DM Committee meeting.

162/19 WOOLWELL CENTRE / PARISH COUNCIL LIAISON REPRESENTATIVE

It was noted Cllr L Tamsett-White has been appointed as Bickleigh Parish Council / Woolwell Centre liaison representative.

163/19 BICKLEIGH PARISH COUNCIL NEW OFFICE

Cllr K Archer vacated the room

(a) **Electric works required for the office portacabin**

It was noted two quotations had been received but the specifications varied. The Council agreed a maximum budget of £1,000 but deferred any decision regarding which contractor to use. Concern was raised that only two quotations had been received.

Action: Cllr P Blight to provide a specification to be distributed to the interested contractors. The specification will then be advertised on the website and Woolwell Matters.

Cllr K Archer returned to the meeting.

(b) **Cladding for the office portacabin**

The Council agreed a budget of £3,000 to cover the costs of cladding for office portacabin.

Cllr P Blight advised recommended cladding be BS / Fire risk approved.

(c) **Carpet / flooring for the office portacabin**

Cllr N Hopwood proposed a budget of £500.00 is allocated.

164/19 TO REVIEW REPORT FROM THE CLERK REGARDING INTERNAL COMMUNICATION AND VOTE ON INDIVIDUAL COMMUNICATION METHODS

The Council reviewed a report circulated by the Clerk detailing various methods of communication and voted on whether to continue with the following methods:

(i) **Clerks Roundup:** The Council voted not to continue with this method the Clerk sending a roundup email with various emails attached as one email.

(ii) **Dropbox** - it was agreed Clerk continue using dropbox for uploading documents, in particular supporting documents for meetings.

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(iii) **Facebook group page** – Yes. For informal communication, sharing copies of Council magazine articles.

(iv) **Google calendar - Not required**

(v) **Messenger** – For informal use quick communication

165/19 DATE OF BUDGET AND FINANCE MEETING

It agreed to meet on 7th January 2020 at 2pm.

166/19 DATE OF NEXT FULL COUNCIL MEETING

23RD January 2020 in Roborough Recreation Hall.

The review of the staffing committee recommendations were **DEFERRED**.

The meeting closed at 10pm.

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Appendix 1

(i) Devon County Highways Update

- Town and Parish Council events. <https://www.devon.gov.uk/devonhighways/events>.
- The Roadmap Newsletters can be viewed on the Devon highways Town & Parish Councils webpage <https://www.devon.gov.uk/devonhighways/information>

(ii) Devon County Council Public Rights of Way

A review of the definitive map and statements, which are legal records of Public Rights of Way in Devon.

The review, a rolling programme of parishes, looks at any amendments required. <https://www.devon.gov.uk/prow/>

Appendix 2

BICKLEIGH PARISH COUNCIL CLERK'S REPORT FOR PARISH COUNCIL MEETING 12/12/19

DATE	MINUTE	DETAILS	ACTION REQUIRED	ASSIGNED TO	STATUS / ACTION TAKEN
28/11/2019	143/19	Council gritter	Locate storage & future use	Clerk	A decision was taken in November's Parish Council meeting to offer shared ownership of the gritter, with a request the grit the roads in Bickleigh Parish. The Clerk contacted Scott Smy, Clerk for Shaugh Prior Parish Council who responded they would have to decline the offer as cannot commit to gritting areas outside Shaugh Prior Parish.
28/11/2019	139/19(a)	Tree survey required	Contact Arborcure	Clerk	Email sent 4/12/19 to request the tree survey is undertaken.
28/11/2019	137/19	Mobile & mini wifi	Order from EE & set up	Clerk	Sim cards & wifi mini supplied. Network on trial. Need to check coverage in Roborough. Reception varies but good where the portacabin will be situated. Will be charged a termination fee from BT for coming out of BT cloud but overall the costs are likely to be significantly cheaper.
24/10/2019	127/19	Roborough Hall representative	Cllr C Spencer to make contact with Roborough Hall Committee	Chair	At meeting of 28/11/19, the Chair reported she had been unable to make contact with the Roborough Hall Committee members.

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24/10/2019	118/19(a)	Planning training	In order to comply with Planning Protocol policy training required	Clerk	DALC unable to source a trainer until new year. PAT Whymer, WDBC has agreed to complete training on 16/12/19 Cllr L Taylor & Cllr W Haymes taking part. Other BPC Cllrs invited for refresher training. Councillors from neighbouring parishes have been invited.
24/10/2019	119/19b	Woolwell Centre Heating & Ventilation	Quote agreed by Cllr Cllr P Blight had a meeting with Jackman Peckover 18/10/19 – Terms and conditionssigned	Clerk & Cllr Blight (PMWG)	Works complete 2/12/19 JP have advised The thermostat requires four cores, live, neutral, earth and a switch live, whoever wired the thermostat originally has used the earth cable as the neutral, the live as the supply and the neutral as the switch live back to the heater and no earth. A quotation to fit new lockable stat and replace the wiring core will be provided. Cllr P Blight has supplied the Woolwell Centre with instructions
08/10/2019	102/19c	Cutting back hedge in the Woolwell Centre car park	Quotations to be obtained.	Clerk & Woolwell Group	Quote received from Paul Harvey - £200 See 28/11/19 - Minute 139/19(b) Email sent 29/11/19 confirming instructions. Works commenced 9/12/19. Scheduled for completed 12/12/19
26/09/2019	94/19d	Office portacabin	Order has been placed for the cabin.	Clerk	http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/193429 Planning ref 3429/19/FUL. Site notice 27/12/19 No objection from Highways 9/12/19 10/12/19 - requests for quotation of electrical connections have been requested. Cllr P Blight seeking quotes on cladding. Cllr N Hopwood has obtained a competitive quote for office flooring.
25/07/2019	62/19b	New bank account	Transfer of funds from Co-op to Unity Bank	Clerk	6/12/19 - phone call received from Unity. Further delay due to Co-operative Bank not updating our details with our new address (letter had been sent). Switching of funds scheduled for 17/12/19
04/07/2019	44/19	Neighbourhood Plan	Review of neighbourhood plan	Council	Cllr N Hopwood recommended review takes place in July 2020.
24/05/2019	34/19(d)	Local Council Risk System	A recommendation from the internal auditor which needs reviewing.	Council	Clerk needs to review with Asset Working Group
23/05/2019	18/19	Lone Worker	Policy to be reviewed	Cllr Hayes & Clerk	To be reviewed once the new Council office is in situ.
23/05/2019	19/19	Standing orders	Cllr W Haymes to review by January 2020.	Clerk & Cllr Haymes	Gaps in Standing Orders to be filled in

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25/04/19 plus previous meetings over the years	9418	Bickleigh Parish Council / Woolwell Centre Lease	Completion of lease	Cllr N Hopwood & Cllr L Taylor	Cllrs Hopwood & Taylor have a meeting with SHDC Senior Specialists (Estates) at the Woolwell Centre to review documents.
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Appendix 3

Rear Kitchen – hot water tap has been sheared off – this type of tap is designed to drip at times as it is a pressure relief from the hot water tank situated below the worktop.
3 options

1 – Rear kitchen – hot water tap has been sheared off – this type of tap is designed to drip at times as it is a pressure relief from the hot water tank situated below the worktop
There are 3 options to rectify this

Option 1 – to fit a replacement water heater and cheaper replaceable taps

Cost - £274.98p plus VAT (you may notice a pressure reduction when fitted)

Option 2 – to replace taps with type fitted

Cost - £285.00p plus VAT

Option 3 – To fit a replacement water heater, expansion vessel and taps to suit

Cost - £478.87p plus VAT

2 -The extract fan in the rear male toilets, the rear female toilets and the female changing rooms have been replaced, but have only been replaced with domestic style fans instead of commercial ones which would give the correct extraction rate to comply with building regulations

To fit PIR operated, timed xpelair fans per room would be per room £81.60p plus VAT

3 - The upstairs meeting room air conditioning system has failed and requires replacement.