

BICKLEIGH PARISH COUNCIL

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

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Minutes of the meeting of Bickleigh Parish Council held on **Thursday 24th September 2020 at 7.30pm via Zoom.**

Present: Councillors B Spencer (Chair), Tamsett-White, Archer, Taylor, C Spencer, Haymes, Blight, Rundell and Hopwood

In Attendance: Helen Nathanson (Parish Clerk)

There was an open forum of 15 minutes at the beginning of the meeting to allow members of the public to ask questions or make comment regarding the work of the Council or other items which affect the Parish. No members of the public were in attendance.

1. To receive apologies.

There were no apologies.

2. To declare any personal or pecuniary interests in items on the agenda and the nature of that interest.

Councillors Haymes and C Spencer declared a pecuniary interest as employees of the Woolwell Community Resource Trust.

Councillor Barrie Spencer declared a personal interest as a member of the Woolwell Community Resource Trust.

3. To approve the Minutes of the Parish Council Meeting on 23rd July 2020 and the Confidential Minutes of the Staffing Committee Meeting on 11th August 2020.

The Minutes of both meetings were approved and it was resolved to sign them.

4. To raise any matters arising from the minutes of the last meeting. The following matters arose:

Minutes of the Parish Council Meeting on 23rd July 2020

Item 6

The overhanging tree on Tavistock Road in Roborough has been dealt with.

Japanese Knotweed on Roborough Green has been dealt with.

Item 9

Councillors were sent a plan of where it is proposed to install yellow lines outside RM Barracks, Bickleigh and all supported the proposal. This decision was passed to Highways and to the Barracks.

A discussion was had about the current location of the PC speed radar and how effective it has been in terms of data reported. The radar is in Woolwell at present and it was decided to move it back to Bickleigh as there has been a noticeable increase in traffic through the village lately. The batteries need to be changed at least fortnightly otherwise the data collected is not usable.

Minutes of the Staffing Committee on 11th August 2020

Item 5

The Committee recommended that the Portacabin was not fit for purpose as a Parish Council office under Covid regulations because it was not possible to enforce social distancing measures in there if more than one person was present. They also recommended that it was not generally fit for purpose as an office because there is only one entrance/exit and you cannot see out of the windows, which creates a safety issue. Councillors discussed both of

these points in outline and agreed that this should go to the Assets WG for full consideration and to produce a recommendation to Council. A meeting will be arranged.

Item 6

The new PC laptop is ready and the Clerk will collect.

5. To accept Cllr Tamsett-White's resignation as Deputy Chair and to elect a successor.

Councillor Tamsett-White's resignation was accepted and she was thanked for her contribution and all she has done. Councillor Rundell volunteered for the role and it was resolved unanimously to elect him as Deputy Chair of the Parish Council.

6. Planning

- To comment on the following planning applications:

2645/20/HHO Mr & Mrs Bush

Householder application for widening of existing driveway and garage conversion
24 The Heathers Woolwell PL6 7QT

The Parish Council supported the application.

- To note that an appeal has been made to the Secretary of State in respect of the site at Woodlands House, Station Road, Tamerton Foliot, PL5 4LD. The appeal follows the Refusal of planning permission by SHDC. The appeal will be determined on the basis of written representation. Representations must be made by the deadline of 1st October 2020.

This was noted.

- To note the following decisions on planning applications which were made via email in order to meet the SHDC deadline:

2317/20/VAR Taylor Wimpey

Application for variation of condition 2 of planning consent 04/1129/15/F (appeal ref:
APP/K1128/W/16/3167179)
Proposed Development Site At Sx 4744 616 Allern Lane Tamerton Foliot

The Parish Council supported this application.

1740/20/HHO Mr G Williamson

Householder application for proposed removal of existing conservatory and construction of extension and associated works
14 Campion View Woolwell PL6 7TA

The Parish Council supported this application.

2375/20/HHO Mr & Mrs Williams

Householder application for first floor side extension
East Wind Cottage Bickleigh Down Road Roborough PL6 7AD

The Parish Council supported this application.

These were noted.

- To receive an update about the Barwood planning application 4185/19/OPA.

SHDC planners continue to work with Barwood on the proposed plans for the Woolwell extension and there is only some reduction in the speed of their progress due to Covid19. Planners are still talking about landscape issues, ecology and urban design matters with SHDC expecting a review of all three, but not yet received.

There are ongoing discussions regarding highways with the expectation of further assessments to come. Planners are also talking with the NHS and Forestry England regarding ongoing matters.

The subject of S106 considerations are only just being opened with initial heads of terms being considered.

There will be some sort additional consultation with the public but this is likely to be some time after the end of October and the end of December. It is not yet clear what shape those consultations will take being dependent upon Covid19 issues.

7. Woolwell Centre

Councillor Rundell took over the Chair for this section of the meeting.

- To note that the Woolwell Centre WG met on 13th August to discuss the request from the Woolwell Centre Resource Trust for a grant of £14,000 to help with the financial difficulties caused by the pandemic. The WG made a recommendation to Council that the Trust be granted the money to draw down as required and this decision was agreed by email with councillors. The Trust has been informed.

This was noted.

- To receive an update from the Woolwell Centre Lease Task & Finish Group about the preparation of the revised lease between the Woolwell Community Resource Trust and SHDC.

Councillors Hopwood and Taylor gave an update about the revised lease, which is being drawn up by SHDC.

The existing lease between SHDC and the PC, dated 16.5.96, does not include all land that is now occupied by The Woolwell Centre. The best way to resolve this is to arrange the simultaneous surrender of the existing lease and the grant of a new lease to include the adjoining piece of land. The terms of the lease will remain similar to that of the existing lease, with the exception of the ability for the PC to sublet to the Woolwell Community Resource Trust only. The lease will be for the remainder of the term which is 125 years from 1996.

It is possible that the piece of land in question is designated as public open space. If this is the case, it will be necessary to advertise the proposed grant of a lease. This will involve the posting of a notice in the local newspaper for 2 consecutive weeks. SHDC will arrange the notices, with the cost of these notices (which will be in the region of £250) to be borne by BPC. SHDC has also requested that BPC cover its legal costs up to a maximum of £750. Because the new lease will be for a term exceeding 15 years, it will be necessary for the proposal to be approved by SHDC members. The cost to the Parish Council will therefore be £1000.

Councillor Archer asked if the PC should be following its procurement rules and asking for 3 quotes from different solicitors. Councillor Taylor explained that this was not possible as the work had to be undertaken by SHDC's solicitors.

Councillors approved the cost of £1000, which has already been allocated in this year's budget. Once this new lease is in place, the sub-lease between the PC and Woolwell Centre Resource Trust can then be progressed.

8. To receive the notes from the meeting with DCC about fibre broadband roll-out within the Parish.

Councillor B Spencer took back the Chair.

The notes were received. It was noted that some residents have received letters telling them that they need to pay for a fibre connection: the PC will look into this and will inform DCC that the PC would like to attend meetings with Openreach in order to be kept up to date.

9. To receive an update about the new recycling and waste collections which will start on 5th October.

There will be no changes within the Parish at this stage so there is no information required until the next phase of the rollout early next year.

10. It was noted that the Dropbox account will not be renewed on 4th October and that all files will be transferred out to the new PC laptop, with backup.

11. To receive an update about the BPC Community Aid Programme.

Councillors Haymes and Archer gave an update.

They feel that the programme could be very useful to the community in the future in a revised form. At the moment it is still the system that was put in place to respond to the Covid situation: Councillor Haymes has spoken to all the volunteers registered in Bickleigh and Roborough and, of 18, 8 are still willing to remain volunteers. Woolwell was dealt with separately by Councillor Hopwood.

Councillor Haymes recommended that a Working Group be formed to look at this in more detail and set parameters. She and Councillor Archer have lots of ideas about what could be offered by such a scheme and they feel that this could be a way to raise the profile of the PC.

It was resolved to set up a Working Group which will include Councillors Haymes, Archer, Rundell and Tamsett-White. They will draft some Terms of Reference and come back to the November Council meeting with a plan.

Councillor Hopwood made a request that all councillors be informed about Working Group meetings so that they have the option to attend if they wish.

12. To receive reports from County and District Councillors.

Councillor Hart sent his apologies

District Councillor Hopwood said that it was continuing to be a very busy time at SHDC where they are formulating a Recovery Plan which will see the Council working in a very different way in future. They are even looking into whether they need Follaton House because working from home is a realistic option for the future.

All South Hams Leisure Centres will now be reopened in full.

District Councillor Spencer explained that there are talks about the regeneration of Ivybridge, which he said will be interesting to follow.

Climate Change and Biodiversity Plans – there has been heated debate about this and plans are progressing albeit slowly on formulating a proper plan about how SHDC and residents can do something about the problems.

13. Councillor Rundell took over the Chair for this part of the meeting as Councillor B Spencer has a declared interest in the Woolwell Centre payments.

Finance

- To note the current bank balance of £117,913.44.

This was noted.

- To note the latest Annual Budget Report dated 18th September. (see attachment)

This was noted. The Clerk talked through the main points of income and expenditure to date and the following points were made:

The PC would like to advertise grant funding more widely. This will be placed on the on agenda in November for proper discussion.

Youth Project - £2000 funding has been allocated and Councillors Hopwood and C Spencer are meeting next week with an experienced youth worker who would like to set up a youth club from the Woolwell Centre.

It was noted that some expenditure will be different because there has not been the same opportunity this year to carry out projects. If the PC needs to reallocate money within the budget to different areas then this can be done provided the Council approves the change. Equally, if there is money left over at the end of the year for the same reason, this can be earmarked and carried forward to spend in the following year.

There is some work to do on making the expenditure codes more explanatory, especially with the Woolwell Centre. The Projected and Committed columns will be populated in future to give a better idea of how the budget is progressing.

- To note the following payments which were approved by email over the summer:

Date	Supplier	Total Amount	VAT	Net	Description of Work
24/08/20	Chubb Fire & Electrical	£207.24	£34.54	£172.70	Emergency Lighting Checks WC
	JSG Communications	£2,049.60	£341.60	£1,708	Wifi installation WC
	Cutec	£2,793.76	£456.63	£2,328.13	IT Equipment WC
	Future Cooling	£938.76	£156.46	£782.30	Works to fan and boilers WC
	Future Cooling	£129.00	£21.50	£107.50	HVAC Monthly Service
	SLCC	£1,638.00	£273.00	£1,365	Locum Clerk July 2020
	Future Cooling	£129.00	£21.50	£107.50	HVAC Monthly Service
	Rialtas	£148.80	£24.80	£124.00	Alpha accounts software annual fee
15/09/20	Woolwell Centre	£188.25			Staffing Committee Meetings Room Hire
	Arborcure	£78.00	£13.00	£65.00	Japanese Knotweed treatment
	EE	£49.04	£8.18	£40.86	June and July Phone and Wifi
	Cleanwise	£54.00			Bus Shelter cleaning
	JT Greaves	£4,177.20	£696.20	£3,481.00	Electrical works to Woolwell Centre
	SLCC	£1,050	£175.00	£875.00	Locum Fee
	PWLB	£940.29			Loan repayment taken as direct debit

These were noted.

- To approve the following payments:

	H Nathanson, Parish Clerk	£16.58			Stationery – A4 Diary and Notebook
		£31.92			IT Equipment – Wireless Keyboard & Mouse with batteries; 2 x USB Sticks
	Future Cooling Solutions	£129.00	£21.50	£107.50	HVAC Monthly Service - September
	EE	£24.52	£4.09	£20.43	Mobile and Broadband
	Moneysoft	£88.80	£14.80	£74.00	Payroll Software to process Clerk's pay
14/10/20	PWLB	£6,833.66			Loan Repayment direct debit – for information only

The payments listed above were approved.

The Clerk was asked to investigate whether a PWLB loan could be refinanced to get better terms because current interest rates are so high.

14. Councillor B Spencer took back the Chair.

To receive updates from representatives on outside bodies.

- BPC/Roborough Recreation Hall representative

There were some problems with the playing fields but a new team has been found and they are making progress on repairs. The Pavilion needs urgent repairs and a grant has been received to fence the playing fields and repair the pitch for the new season. In July the decision was made to close the Hall, using the £10k Covid grant, but the Committee will now meet to discuss reopening.

15. The following projects and information for residents were noted:

- **Devon Road Works** - this website for public use shows all current and planned road works in Devon. Click here for the link <https://apps1.wdm.co.uk/Live/Devon/PBLC/PIP/Map.aspx?cg=sws>
- **Honour your Covid Hero.** If you would like to thank someone for going above and beyond in the past few months, why not nominate them for an Honour. The scheme would see residents, communities and businesses nominated to receive an award under specific categories. Everyone nominated will be recognised on a special web page showing what they did. SHDC will hold an award ceremony to personally thank the award recipients and the Lord Lieutenant of Devon will be notified of their achievements.
- **Alcohol and Entertainment Licensing Policy.** An eight week consultation will begin on Friday 21 August to Friday 16 October 2020.
To read the new policy visit www.engagement.southhams.gov.uk/licensing. Comments can be made by emailing: licensing@southhams.gov.uk
Councillor C Spencer has an interest as the licensee at the Woolwell Centre and will respond separately.
- The **Devon Solar Together** project is launching to support the region's energy and climate strategies. Devon Climate Emergency (DCE) is looking to incentivise a solar PV collective purchasing scheme for the residential 'able-to-pay' sector. The project is called 'Devon Solar Together'. For more information Email alastair.mumford@devon.gov.uk
- **A Helping Hand for Cold Homes** Eligible residents, who are living without gas heating, are being offered the opportunity to benefit from free gas central heating of home heating from South Hams District Council. To find out more go to www.southhams.gov.uk/ReduceFuelBills
- **You can adopt** Devon County Council is supporting a new nationwide campaign to dispel the myths around adoption and provide information to anyone who is interested in adoption. For more information: <https://content.govdelivery.com/accounts/UKDEVONCC/bulletins/2a0d988>

16. The date of the next meeting of the Parish Council on Thursday 22nd October 2020 at 7.30pm was noted.

The Parish Council Priority Setting Meeting on Monday 12th October at 7pm is programmed to be held in the Woolwell Centre and via Zoom but a decision will be taken again nearer the time.

Councillor Barrie Spencer
Chair