

# BICKLEIGH PARISH COUNCIL

The Council Offices, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR  
07508 324699  
[parishclerk@bickleigh.gov.uk](mailto:parishclerk@bickleigh.gov.uk)

## A Meeting of Bickleigh Parish Council will be held on Thursday 27<sup>th</sup> March 2025 at 7.30pm in the Woolwell Centre PL6 7TR

*Helen Broughton*, Bickleigh Parish Clerk

20<sup>th</sup> March 2025

### **Open Forum**

- i. To receive welcome a representative from the Four Rivers Dementia Alliance and receive an update on their work.
- ii. There will be 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.

### **AGENDA**

101. To receive and accept **apologies for absence** (and their reasons).
102. Members to declare any **pecuniary and other interests** pertaining to items on the agenda.
103. **Dispensations:** to consider any received
104. **Minutes**  
To agree that the **minutes** of the Parish Council Meeting held on 26<sup>th</sup> February 2025 be signed by the Chair as a true record.
105. **County and District Councillors reports**  
To receive reports from County and District Councillors.
106. **Clerks Report** (*for information only*)  
To note action list
107. **Devolution**  
To receive an update.
108. **Finance and Administration**
  - i. To note and review receipts and payments against budget as at 28<sup>th</sup> February 2025.
  - ii. To review and approve the bank reconciliations to the 28<sup>th</sup> February 2025
  - iii. To further consider a grant request from Roborough Village Hall, subject to requested information being received.
  - iv. To further review and approve the asset register.
  - v. To review and approve an investment policy and agree action, if necessary.

- vi. To approve the following payments (*note invoices have been sent to all councillors by email*):

**Pre-paid**

SUPPLIER	DETAILS	TOTAL	VAT	NET	Notes
Cutec	Microsoft monthly fee	71.16	11.86	9.30	
Cutec	Email update	54.00	9.00	45.00	
Bloom Renewables	Solar installation final payment	6485.23	1080.87	5404.36	
The Dodd Group	Works – application less retention	9291.72	1548.62	7743.10	Total of 2 invoices to include vat and retention. PWLB.
Security SW	Annual Commercial Keyholding	251.14	41.86	209.28	
Woolwell Centre	Refund Easter eggs	38.64	0	38.64	

**For approval**

SUPPLIER	DETAILS	TOTAL	VAT	NET	
H Broughton	Salary March	690.57	0	690.57	
NEST	Pension March	44.50	0	44.50	
Woolwell Centre	Room hire April	78.00	0	78.00	
Transom Project Services	JCT contract (Dodds)	262.80	0	262.80	
Western Web	Domain renewal	66.00	11.00	55.00	
PWLB	Loan repayment	2341.35	0	2341.35	
The Dodd Group	To follow				Invoice to be submitted.

109.

**Woolwell Centre**

- i. To note a fully designed proposal and targeted on-site commencement date of 07/04/25 for heating upgrades.
- ii. To consider expenditure on a fire risk assessment to support the Woolwell Centre.
- iii. To consider variations provided by The Dodds Group, as part of the heating upgrade works.

110.

**Planning**

To agree comments on the following planning application:

0683/25/LBC - Dairy House Maristow House Roborough PL6 7BZ. . Listed Building Consent to replace timber sash windows on south elevation with timber sash windows containing slimline double-glazed units

111.

**Roborough Village Hall:** To receive an update.

112. To agree the **date of the next meeting** as 24<sup>th</sup> April 2025 at the Woolwell Centre.
113. To resolve that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
114. To **review the draft Woolwell Centre** lease agreement and agree action.