

## **BICKLEIGH PARISH COUNCIL MEETING HELD ON THURSDAY 25<sup>TH</sup> JULY 2019 AT THE WOOLWELL CENTRE**

**PRESENT:** Cllrs: C Spencer (Chair), L Tamsett-White, K Archer, N Hopwood, P Blight, B Spencer, W Haymes

**IN ATTENDANCE:** Karenza Heald (Clerk), three members of the public

**Minute ref (FC)**

**56/19**      **APOLOGIES OF ABSENCE**

Apologies received from Cllr L Taylor. Cllr S Rundell was also absent from the meeting.

**5719**      **OPEN PUBLIC FORUM**

There were three members of the public present but no comments received.

**58/19**      **DECLARATIONS OF INTEREST**

Cllr C Spencer declared an interest in Woolwell Centre – dispensation previously granted.  
Cllr B Spencer declared an interest in Woolwell Centre – dispensation previously granted.

**59/19**      **POLICE REPORT**

None received

**60/19**      **COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS**

No report County Councillor report received from DCC Hart, who had sent his apologies.

**DISTRICT COUNCILLOR REPORTS**

**Climate Change:** South Hams DC has declared a climate change emergency. It has yet to set a carbon free target date. The government’s target date is 2050. Various Councils in Devon have set a date of 2025. SHDC are aiming for a target date of 2035 and are teaming up with other District Councils and aligning itself to Devon County Council. A Climate Change working group will be meeting in August. Cllr N Hopwood noted the Parish Council has on the agenda a motion to adopt a Climate Change Emergency and advised when addressing Climate Change the Council needs to consider the financial constraints within the Council and strike a balance.

**Commercial Investment Opportunities:** SHDC have a Commercial Investment Strategy. The Executive Committee has looked at projects in the district, which address well-being, jobs and economy and have decided to invest in two projects: (i) a new hotel development in Kingsbridge, with a Premier Inn on the Quay, (ii) Ivybridge regeneration project (which will be going out for consultation); plans include an Aldi store, police surgery, scout hut, youth provision and a 90 minutes free parking scheme.

**Restructuring of SHDC leadership team:** An Agreement has been made to restructure the District Council leadership team. This positive restructuring, for the first two tiers, will result in a £120,000 cost saving.

**61/19**      **MATTERS / ACTIONS ARISING FROM PREVIOUS MEETINGS**

Opening the Council meeting, the Chair advised that because the Council has gone back to review outstanding actions the matters arising are getting longer. Some of these actions have been delegated to the Property & Maintenance Group.

<b>MINUTE</b>	<b>DATE</b>	<b>DETAILS</b>	<b>DECISION / ACTION</b>
Various	Since 2011	BPC & Woolwell Centre lease	Cllr N Hopwood & Cllr L Taylor to arrange a meeting. (Cllr L Taylor has been away). Ongoing
8922(i)	26/10/17	Hedge cutting in New Road	Noted this was completed.
8951	25/01/18	Footpath on New Road,	ACTION: Property & Maintenance Work Group recommended Clerk writes to Nick Coulton, Devon Highways. Cllr Hopwood stressed the debris need to be ‘scraped’ back.

# BICKLEIGH PARISH COUNCIL

## MINUTES FROM PARISH COUNCIL MEETING 25/07/19 CONTINUED

MINUTE	DATE	DETAILS	DECISION / ACTION
8951	25/01/18	Cattle Grid	Correspondence has been received regarding replacement of the cattle grids.
8962	22/02/18	Slow down signs in Dark lake Lane, footpath in New Road	No action required - responsibility of Plymouth City Council
8996c	15/06/18	Defibrillator in Roborough Hill	<b>RESOLVED</b> to remove from matters arising – no quotes received.
8996c	15/06/18	Tree survey work for land adjacent to 21 Leat Walk	ACTION: Clerk to obtain quotations for September meeting
9055	25/10/18	Street lighting in Dark Lake Lane	Property & Maintenance Group has recommended this is not financially viable. Cllr P Blight proposed that the Council does not proceed with this action. Seconded by Cllr L Tamsett White. <b>RESOLVED.</b>
9080	29/11/18	Road sign Bickleigh to Shaugh Prior	ACTION: To be investigated by the Chair
9080	29/11/18	Dark Lake Lane potholes	ACTION: Clerk to contact Plymouth City Council
9080	29/11/18	Road damage to Churchlands Road	ACTION: Property & Maintenance Work Group recommended the Clerk writes to Nick Coulton, Highways
9145(a)	25/04/19	Public telephone box in Roborough village	No update. ACTION: Clerk to investigate.
9147	25/04/19	Refurbishment of the Woolwell Centre Bar – Southmore Ltd	Clerk confirmed payment had been made in full but the items removed from the Woolwell Centre Bar, by the contractor have not been returned. Regretfully, this item to be removed from Matters Arising.
9148	25/04/19	Woolwell in Bloom	Lease has not been presented for signing. ACTION: Clerk to follow up.
11/19	09/05/19	Review of policies & procedures	Ongoing. Cllr W Haymes to follow up. Target November 2019.
24/19	24/05/19	Allowance towards maintenance of St Mary's churchyard.	Awaiting quotations from the Parochial Church Council's treasurer.
25/19	24/05/19	Planning application for TPO works in Leat Walk	The Clerk informed the Council, due to insufficient information provided in the planning application, SHDC had rejected a TPO planning application. Cllr B Spencer has met with the Clerk to review the application requirements. Subject to access arrangements with the neighbour, the Clerk will be meeting the surveyor on site. Specific measurements for the planning application will then be available enabling progression of the TPO planning application.
51/19	04/07/19	Cann Wood View Play Tender	Cllr N Hopwood announced the panel has awarded the tender to Kompan. To ensure best value for the project, some tweaks have been made. Design drawings will be available next week. Cllr L Tamsett-White proposed Cllr N Hopwood is given delegated authority to approve the plans. Seconded by Cllr W Haymes seconded. <b>RESOLVED.</b>
52/19	04/07/19	Roborough Hall Committee – use of Percy Hamley Room.	See endnote on page 3 <sup>i</sup>

# BICKLEIGH PARISH COUNCIL

## MINUTES FROM PARISH COUNCIL MEETING 25/07/19 CONTINUED

MINUTE	DATE	DETAILS	DECISION / ACTION
53/19(i)	04/07/19	Litter bin in Roborough Green	04/06/19: SHDC Customer Service informed the Clerk a request has been made for the dog poo bin to be repaired, the litter bin reinstated and that action would be taken within 5 days. 22/07/19: The Clerk made a further call. ACTION: District Cllr B Spencer to chase SHDC & Clerk to update residents.
53/19(ii)	04/07/19	Over-hanging trees in Roborough	Noted action had been taken.
53/19(iii)	04/07/19	Kerbside weeds in the Parish	ACTION: Clerk to request a quotation from Plandscape for Kerbside weedspraying.
53/19(iv)	04/07/19	Brambles between the Woolwell Centre & play park	A quotation received for £175.00. Cllr W Haymes proposed to accept the quotation. Seconded by Cllr L Tamsett-White. <b>RESOLVED.</b>
46/19a	04/07/19	Bus Shelters	Report prepared by Cllr K Archer detailing replacement costs. Advertising options are still being investigated. Cllr K Archer recommended that the shelters are power washed ASAP. ACTION: Quotations to be sourced for cleaning the shelters. Cllr K Archer to review rental / advertising options.
54/19	04/07/19	Chapter 8 training – Cllr B Spencer had agreed at the last meeting (under correspondence) to participate in training, required to monitor speed cameras.	Cllr B Spencer had volunteered to complete the chapter 8 / road safety training. Cllr P Blight, who was not present at the last meeting, also volunteered ACTION: Clerk to continue investigations into training options.
46/19f	04/07/19	Japanese Knotweed	Matthew Boon of Matt Garden Maintenance will be completing the work next month, with his colleague, proprietor of Jake Rendle Countryside Management. Pesticide certificates have been provided.

### <sup>i</sup> Matters arising from minute 52/19 – Use of Percy Hamley room, Roborough Hall

During this agenda item Cllr C Spencer and Cllr B Spencer moved to the public seating area.

The Property & Maintenance Working Group have been looking options regarding relocation of the Council office to the Woolwell Centre. Cllr L Tamsett-White highlighted the benefits of the move:

- Lone worker consideration for the Clerk (Roborough Hall is isolated and not in constant use)
- The Woolwell Centre is always open, more parking available.
- Opportunity of drop in clinics.

Cllr L Tamsett-white read an email received from the Woolwell Centre Trustees, offering the Council opportunity to temporarily accommodate the Clerk / Council office, with immediate effect, in the Woolwell Centre. The Council discussed the options and it was resolved the Vice Chair would contact the Roborough Hall Committee giving them notice that the Council intends to vacate the Percy Hamley room by the end of August. **RESOLVED.**

The Property & Maintenance Working Group will be seeking quotations to convert the current storeroom in the Woolwell Centre into a Council office space. Additional external storage for the centre will need to be provided. Cllr L Tamsett-White has produced a draft '*Terms and Conditions for contractors and services*' document. This will be reviewed by the Property & Maintenance Working Group before coming to the full Council for approval. All normal procurement rules for the office space works will be followed and it was anticipated the appointment of the contractor will be considered at the September full Council meeting. Cllr N Hopwood recommended that a maximum budget of £100.00 is allocated for the moving costs of the Council office furniture. Cllr K Archer proposed to the Council accepts the recommendation. Seconded by Cllr P Blight. **RESOLVED**

# BICKLEIGH PARISH COUNCIL

## MINUTES FROM PARISH COUNCIL MEETING 25/07/19 CONTINUED

Cllr K Archer raised the question over the storage of the Council owned gritter. It was agreed the Clerk would contact former Parish Councillor Mr C Ellis to ask if he was still willing to store the gritter and continue with the role of the Council's snow warden.

### 62/19 FINANCE

#### **(a) Approval of payments as presented at the meeting.**

INVOICE DATE	SUPPLIER	TOTAL OWING	V.A.T.	NET	DETAILS
<b>WOOLWELL CENTRE EXPENDITURE</b>					
29/07/2019	Future Cooling	£129.00	£21.50	£107.50	Service contract - pre approval required.
23/07/2019	Woolwell Centre	£30.00	£0.00	£30.00	Meeting 23rd May 2019
		<b>£159.00</b>	<b>£21.50</b>	<b>£137.50</b>	

C Spencer & Cllr B Spencer abstained from voting on the Woolwell Centre payments. Cllr L Tamsett-White read the list and proposed the Council accepts the payments as listed. Cllr K Archer seconded. **RESOLVED.**

<b>OTHER COUNCIL EXPENDITURE</b>					
28/06/2019	Plandscape	£1,168.50	£194.75	£973.75	Grasscutting Bickleigh Woolwell Area
Received 08/07/19	Roborough Recreation Hall	£150.00	£0.00	£150.00	Percy Hamley Room Hire 01/10/18 to 31/10/18
Received 08/07/19	Roborough Recreation Hall	£150.00	£0.00	£150.00	Percy Hamley Room Hire 01/01/19 to 31/03/19
Received 08/07/19	Roborough Recreation Hall	£150.00	£0.00	£150.00	Percy Hamley Room Hire 01/04/19 to 30/06/19
		<b>£1,618.50</b>	<b>£194.75</b>	<b>£1,423.75</b>	

Cllr C Spencer resumed to Chairing the meeting. Cllr W Haymes proposed the Council accepts the payments as listed above. Cllr L Tamsett-White seconded the proposal. **RESOLVED.**

#### **(b) Does the Council wish to change to bank accounts?**

Cllr B Spencer proposed subject to reviewing transactions charges, the Council changes to Unity Bank. Seconded by Cllr W Haymes. **RESOLVED.**

### 63/19 PROPERTY AND MAINTENANCE WORKING GROUP

#### **(a) Property & Maintenance Working Group Terms of Reference**

(b) Cllr B Spencer proposed the Council adopts the Property & Maintenance working group Terms and Conditions. Seconded by Cllr W Haymes. **RESOLVED.**

#### **CLLR L TAMSETT-WHITE CHAIRED THIS SECTION OF THE MEETING**

#### **(c) Woolwell Centre maintenance list**

To be reviewed in more detail. The working group will meet again before the full Council meeting in September.

#### **(d) PMWG recommendations regarding the heating and ventilation for the Woolwell**

The Council discussed and debated costs and options for solving the heating and ventilation issues in the Woolwell Centre. The PMWG are reviewing options, which may include temporarily using heaters in The Woolwell Centre.

#### **(e) Other matters discussed covered by the PMWG not shown on the agenda**

- The PMWG recommends future meetings take place on a 2:1 Woolwell / Roborough basis. The Council agreed to this recommendation and it was resolved that all future meeting dates, up to the end of March 2019, would be published on the website.
- PMWG main priorities (i) Moving the Council office (ii) Heating system in the Woolwell Centre.
- Cllr L Taylor has been seeking quotations for electrical testing.

#### **CLLR C SPENCER RESUME CHAIRING THE MEETING**

- **Solar lighting:** A verbal offer has been received fit Solar Lighting outside the Scout Hut in Woolwell free of charge. Cllr P Blight recommended Solar lighting is fitted to the Scout Hall. Cllr K Archer proposed the Council accepts Cllr P Blight's recommendation. On the basis that there are no cost implications for the Parish Council Cllr B Spencer seconded the proposal.

### 64/19 CLIMATE CHANGE

# BICKLEIGH PARISH COUNCIL

## MINUTES FROM PARISH COUNCIL MEETING 25/07/19 CONTINUED

Cllr N Hopwood proposed the Council formulates a task and finish working group looking at what actions the Council can take to reduce climate change. Cllrs Archer and B Spencer agreed to take the lead.

### **65/19** PLANNING APPLICATION

- (a) **Planning application ref: 2215/19/FUL**  
**Applicant name:** Mr Joseph Hess – The Maristowe Estate  
**Description:** Proposed new dwelling with The Bothy retained as traditional garden outbuildings  
**Address:** Maristowe Gardens, Roborough, PL6 7BZ  
**Agent name:** Mr Richard Atkinson – Atkinson Architects  
**Comments due by:** 16<sup>th</sup> August 2019  
**DEFERRED – To be reviewed in more detail and considered at an additional Parish Council meeting on 7<sup>th</sup> August 2019 (prior to the Councillor training session).**
- (b) **Planning application ref: 1907/19/FUL**  
**Applicant name:** Mr P Thompson  
**Description:** Erection of stables and tack room (Rerospective)  
**Address:** Land at Hampool, SX528629 Hele Lane to Station Road, Bickleigh, PL6 7AN  
**Agent name:** Mr John Byers  
**Comments due by:** 9<sup>th</sup> August 2019  
Cllr K Archer proposed the Council supports this application. Seconded by Cllr W Haymes.  
**RESOLVED**
- (c) **Planning application ref: [1965/19/HHO](#)**  
**Applicant name:** Mr Ankers  
**Description:** Householder application for proposed rear conservatory  
**Address:** 17 Bowers Park Drive, Woolwell, PL6 7SH  
**Agent name:** Mr Simon Moverley  
**Comments due by:** 2<sup>nd</sup> August 2019  
Cllr N Hopwood proposed the Council supports this application.  
Seconded by Cllr L Tamsett-White. **RESOLVED**
- (d) **Planning application ref: [1917/19/HHO](#)**  
**Applicant name:** Mr & Mrs Shelley  
**Description:** Householder application for two storey side and single storey front extension  
**Address:** 3 Croft Park, Woolwell, PL6 7QJ  
**Agent name:** Ms Serena Page  
**Comments due by:** 23<sup>rd</sup> August 2019  
Cllr N Hopwood proposed the Council supports this application.  
Seconded by Cllr L Tamsett-White. **RESOLVED**

### **66/19** **CHAIRMANS TIME**

- all **Approval of minutes from meeting on 4<sup>th</sup> July 2019:** The minutes had been circulated to Councillors but as the approval had been omitted from the agenda the Chair covered this under Chairman's time. It was proposed by Cllr W Haymes that the minutes of the meeting from 4<sup>th</sup> July were accepted as true and accurate. Seconded by Cllr B Spencer.  
**RESOLVED**
- Cllr K Archer discussed the flyer:** A draft flyer containing Council information has been circulated for approval
- Cllr W Haymes requested copies of the slides from Planning training:** ACTION: Clerk to write to Pat Whymer, the trainer from WDBC thanking him for the training asking for copies of the slides.
- Cllr W Haymes highlighted traffic concerns and signage inaccuracies in Skylark area**  
Street Signs do not adequately signpost to the correct streets. ACTION: Cllr W Haymes to go through details with the Clerk, who will then contact SHDC.

# BICKLEIGH PARISH COUNCIL

## MINUTES FROM PARISH COUNCIL MEETING 25/07/19 CONTINUED

### 67/19 CORRESPONDENCE

- **Devon and Somerset Fire and Rescue Service**  
Under the new proposals, Devon & Somerset Fire & Rescue Service are looking to move underused resources from where the risk is low and invest more into work to reach the most vulnerable members of society and help keep them safe. This includes proposed closures of a number of fire stations where risk and activity is low and the removal of fire engines that are underused. To have your say on how the changes could impact you and your life follow this link <http://bit.ly/DSFRSconsult>
- **Society of Local Council Clerks Regional Training Seminars 2020**  
On 19<sup>th</sup> January 2020 SLCC will be hosting the South West Regional Training Seminar in the Woolwell Centre.
- Cattle Grid Cleansing: areas with the Bickleigh Parish are the Road past Leighbeer Plantations, Road east of Commonmoor Plantation and New Road to Roborough Down.

#### ROAD TRAFFIC REGULATION ACT 1984

#### SECTION 14

#### THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (VARIOUS ROADS, DEVON) (NO. 2) ORDER 2019

#### TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING

**NOTICE** is hereby given that Devon County Council has made the above titled order.

From **MONDAY 12 AUGUST 2019**  
for a maximum of 18 months

Anticipated Finish **TUESDAY 31 MARCH 2020**

No person shall cause or permit any vehicle to proceed or wait on the sections of Affected Roads.

All roads will be closed for between 1 and 3 days within the road closure period. It is anticipated that the closures will be on consecutive days.

Advance warning signs for the road closure will be placed on site at least 7 days before the planned commencement of work at each location.

Please refer to <https://devon.roadworks.org> for details on the diversion routes. For further information please refer to <https://www.devon.gov.uk/roadsandtransport/traffic-information/roadworks/cattle-grid-cleansing-2019-20/>

This temporary restriction is considered necessary to enable -  
**DEVON HIGHWAYS – CATTLE GRID CLEANSING 2019/20**

### 68/19 **DATES OF NEXT MEETING**

**7<sup>th</sup> August 2019 at the Woolwell Centre**

**26<sup>th</sup> September in the Roborough Recreation Hall**

The meeting closed at 22:10hrs