

BICKLEIGH PARISH COUNCIL

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

Office opening hours: Monday & Tuesday 11:00 – 15:00hrs
(other times by appointment)

E-Mail: parishclerk@bickleigh.gov.uk

19th October 2019

To members of Bickleigh Parish Council

Dear Councillor

You are duly summoned to attend a Full Council Meeting of Bickleigh Parish Council to be held at
The Woolwell Centre on Thursday 24th October @ 7:30pm.

Mrs Karenza Heald
Clerk / RFO to the Parish Council

AGENDA

1. **APOLOGIES** ⁱ
2. **OPEN PUBLIC FORUM** ⁱⁱ
3. **POLICE, COUNTY COUNCILLOR AND DISTRICT COUNCIL REPORTS / UPDATES**
4. **DECLARATIONS OF INTEREST** ⁱⁱⁱ
5. **CLERK AND CHAIRS ANNOUNCEMENTS**
6. **ORDER OF BUSINESS**
7. **TO NOTE MATTERS ARISING AND ACTIONS OUTSTANDING** ^{iv}
8. **APPROVAL OF MINUTES FROM THE PREVIOUS MEETING**
9. **FINANCE**
 - (a) Approval of payments as presented at the meeting
 - (b) Review the budget and forecast
10. **ROBOROUGH GREEN**

Does the Council agree to pay a contractor to cut back the hedge in Leat Walk green?
12. **WOOLWELL IN BLOOM**

To agree the revised lease for land to be used by Woolwell in Bloom and consider Woolwell in Bloom
13. **TACKLING DOG FOULING**
 - (b) Subject to permission from the landowners does the Council support Cllr K Archer's proposal for a 'plastic bottle initiative to tackle dog fouling' in Woolwell.
14. **POLICIES, PROCEDURES AND CLLR LIAISON OFFICERS / REPRESENTATIVES**
 - (a) To consider adoption of the draft Complaints procedures
 - (b) To consider adoption of the draft safeguarding policy
 - (c) To consider adoption of the draft equal opportunities policy.
 - (d) To nominate a Parish Councillor representative for the Roborough Hall Committee.
 - (e) To agree a Parish Council liaison procedure for the Woolwell Centre

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15. **TRAINING AND EVENTS**

- (a) Does the Council agree to fund the cost of additional planning training?
- (b) Is any Councillor available to attend the Town & Parish Council event at Follaton House on 4th December 2019.
- (c) Update on Standards training event at Follaton House, Totnes on 24th September 2019

16. **WOOLWELL CENTRE**

- (a) Feedback from the Business Awards which took place on Friday 11th October
- (b) Update on the agreed works required for the Heating & Ventilation System in the Woolwell Centre

17. **TO CONSIDER PLANNING APPLICATIONS AS DETAILED BELOW**

- (a) **Planning application ref: [2929/19/HHO](#)**
Applicant name: Mr C Dowrick
Address: 25 Clover Rise, Woolwell, PL6 7TB
Description: Householder application to build summer house attached to existing detached garage. Single storey with 2 velux windows in roof and trifold doors overlooking garden.
Comments due by: 1st November 2019
- (b) **Planning application ref: [3055/19/HHO](#)**
Applicant name: Mr Robin Powell
Address: 53 Powers Park Drive, Woolwell, PL6 7SH
Description: Householder application for extension over existing garage and kitchen to provide bedroom and ensuite
Comments due by: 1st November 2019
- (c) **Planning application ref: [3008/19/TPO](#)**
Site: Land at Sx 504 62
Address: Land between 21 and 27 Leat Walk, Roborough, PL6 7AT
Proposal: T6 Oak – Deadwood removal (exempt) and crown raise to 4m from ground level as overhanging garden.
- (d) **Planning application ref: [3260/19/TPO](#)**
Address: 10 Jump Close, Roborough, PL6 7AU
Proposal: T1 – T10 Beech – Crown height reduction by approx. 8m leaving a height of approx. 10, lateral reduction of Northern side reducing back to 3m taking back to boundary line. Trees are encroaching on driveway, causing excessive shading and dropping branches onto property and vehicles.

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APPENDIX

LEGISLATION

ⁱ Members who attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

ⁱⁱ In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public and press are welcome to attend. Members of the public are invited to make representations in writing to the Clerk or in person prior to the commencement of the meeting proper. The time limitation for members of the public to address the Council shall be at the discretion of the Chair.

ⁱⁱⁱ Under Section 31 of the Localism Act 2011 S31 (4), a member may not participate in any discussion or vote upon a matter at the meeting in which he/she has a disclosable pecuniary interest.

iv MATTERS ARISING AND ACTIONS OUTSTANDING FROM MEETINGS

ACTIONS FROM MEETINGS				
	MINUTE	DATE	DETAILS	ACTION TAKEN
	8996(c)	15/06/18	Tree survey work for land adjacent to 21 Leat Walk	Quotes received – agreed subject to receipt of planning permission Council would use Plandscape
	9080	29/11/18	Weedspraying in the parish	To reviewed at a late date during the appropriate season.
	9080	29/11/18	Darklake Lane potholes	Previous report rejected. Clerk submission with photos: Reference number is FS-Case-148488131. Sept 2019: Cllr Taylor email Plymouth City Council. Issue over land ownership. PCC have forwarded issue to Land Registry. Notification received from PCC – works being completed 21 st October 2019
	9145	25/04/19	Chapter 8 / highway training	Training course needs to be arranged for Cllr L Taylor.
	9147	25/04/19	Signing of Lease of Land for Woolwell in Bloom	Summary: several emails sent to SHDC confirming acceptance of the lease and chasing the official document for signing. Email received 10/10/19 " <i>I have been passed this matter to deal with now that Beverley's locum role has come to an end. My apologies for the delay in responding to you, my estate client has been producing a revised plan which should accurately reflect the land. I would be grateful if you could please confirm the attached plan is approved by you and I will then get the lease out to you for signing. Many thanks Kind regards KATIE WEBB SPECIALIST (LEGAL)</i> " 16/10/19: The Clerk asked why the plan was amended and received a response explaining it was due to the fact works started.

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	Various Minutes 9148	Since 2011 25/04/19	BPC & Woolwell Centre lease BPC & Woolwell Centre lease	Preliminary meetings have taken place with Cllr L Taylor, Cllr N Hopwood and representatives from the Woolwell Centre (Barrie Spencer & Carrie Spencer)
	Minute 11/19	09/05/19	Review of policies and procedures	Table produced detailing policies which are due for adopting. Standing orders adopted – some of the gaps agreed on 4/7/19 (minute FC47/19) will some s/o's to go through with Council to agree where gaps are shown.
	2/19	2/05/19	Allowance towards maintenance of St Mary's Churchyard	May 2019 - Decision agreed in May 2019 meeting. Existing police in place from 2012 - 3 quotations / Accounts required / Up to 50% of the costs up to a maximum of £1,000. / payable in arrears. July 2019 – September 2019: Queries received from Bickleigh Parochial Church Council requested backdated payment and RPI. October 2019 – Chq issued. Nominated Cllrs to meet with Bickleigh PCC as a task and finish work group.
	18/19	23/05/19	Lone Worker	Once KH in new Council Office – Lone Worker policy to be reviewed
	19/19	23/05/19	Standing orders	Review gaps in standing orders
	25/19(i)	23/05/19	Planning application for TPO works in Leat Walk	Outstanding action from previous Clerk Site visit took place with tree specialist. Detailed application submitted. Further information was requested. Confirmation received from SHDC that application had been processed.
	34/19(d)	24/05/19	Local Council Risk System	KH has put information on the system need to work with the delegated Cllr(s) to update to the software
	46/19a	04/07/19	Cleaning / refurbishment of bus shelters	Cllr K Archer sourced by obtaining competitive quotes – go ahead agreed with the Clerk & PMWG Refurbishment quotes and possibly advertising to be looked into at a later date.
	48/19	04/07/19	Tree survey	Organise quotes for tree survey but first to clarification on trees owned by the Council.
	50/19b	04/07/19	Review of Council's asset register	Outstanding
	53/19(ii)	04/07/19	Litter bin in Roborough Green	Broken dog bin – SHDC ref 2019/7/0045. Passed to contractor no timescale. No update on litter bin.
	62/19b	25/07/19	Transfer to Unity Bank	17/10/19 – Email received stating application complete pending copy of minutes and transfer of funds

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	64/19	25/07/19	Climate Change	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. Mtg 26/09/19: Cllr W Haymes requested to join the group to produce policies.
	91/19b	26/09/19	Woolwell Development Forum	Responses from Barwood to be shared on Council website
	92/19c	26/09/19	Planning Protocol policy	Amendments made – policy uploaded onto the website 15/10/19 and on dropbox under 'policies and procedure 15/10/19'. Training course to be arrange for Cllrs W Haymes & L Taylor.
	94/19d 102/19c	26/09/19 08/10/19	Office move	Portacabin reserved. Planning application to be submitted. Arrangements to be made for electrics, flooring and at a later date covering / screening or cladding to be considered. Flooring, electrics and telephone connection to be organised.
	94/19c	26/09/19	Electric testing	Agreed the Council would proceed with Clark Electrical for the electrical testing. KH emailed Clark Electrical – waiting for response.
	97/19d	26/09/19	Staffing committee	To meet and agree terms of reference.
	102/19b	08/10/19	Woolwell Centre Heating & Ventilation	Proceed with the quotation from Jackman Peckover (JP ref QQ / 1908/ 2261)
	102/19c	08/10/19	Cutting back hedge in the Woolwell Centre car park	Quotations to be obtained for cutting, removing and destroying the brambles.

KEY CODE	OUTSTANDING / ACTION REQUIRED	
	IN PROGRESS	
	IN PROGRESS – NEAR COMPLETION	
	COMPLETE	