

BICKLEIGH PARISH COUNCIL

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

Office opening hours: Monday & Tuesday 11:00 – 15:00hrs

(other times by appointment)

Temporary telephone number: 07854 948936

E-Mail: parishclerk@bickleigh.gov.uk

MINUTES OF BICKLEIGH PARISH COUNCIL EXTRA ORDINARY MEETING HELD ON AT 19:30HRS ON WEDNESDAY 8TH OCTOBER 2019 AT THE WOOLWELL CENTRE

PRESENT: Cllrs: C Spencer (Chair), L Tamsett-White, K Archer, N Hopwood, P Blight, B Spencer, L Taylor, S Rundle

IN ATTENDANCE: Karenza Heald (Clerk), DCC John Hart and 8 members of the public

The Chair opened the meeting at 19:30hrs

Minute ref (FC)

99/19 **APOLOGIES**

Apologies received from Cllr W Haymes. Cllr S Rundell was absent from the meeting.

100/19 **DECLARATIONS OF INTEREST**

Standing declarations of interests received from Cllr C Spencer and Cllr B Spencer.¹

101/19 **PUBLIC FORUM**

There was one member of the public present requiring an update of the Woolwell Centre heating and ventilation works.

102/19 **PROPERTY & MAINTENANCE WORKING GROUP (PMWG)**

(a) **The notes from the last Property & Maintenance Working Group were reviewed.**

(b) **Woolwell Heating & Ventilation**

Cllr P Blight read details of a quotation received from Jackman Peckover for the replacement of the gas fired heater unit in the Woolwell Centre, totalling £10,000. There would be a two to three weeks lead from placing the order. Jackman Peckover had not allowed for the removal of the loft hatch and reinstating the hatch within their quotation. The Clerk has obtained a quotation of £50.00 for this work. Cllr P Blight agreed to be the point of contact for day to day communication. Cllr P Blight stated this would not be a permanent solution but the order would come with a 12 month warranty.

Cllr N Hopwood proposed Cllr P Blight, working alongside with Cllr L Tamsett-White, proceeds with the contract. Cllr K Archer seconded the proposal. Cllr C Spencer and B Spencer abstained from voting. **RESOLVED.**

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. In their dispensation requests both Councillors stated they did not wish to vote in Woolwell Centre matters.

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(c) **Update on purchase of the office portacabin and associated spend**

The Clerk advised she was still in the process of working on a planning application for the portacabin. Cllr N Hopwood stated the standard planning application procedure is eight weeks. The Clerk agreed to prioritise submitting the planning application. Wernick Hire have visited the site to check the suitability of the location.

A quotation has been received to clear the shrubbery where the portacabin will be located. Cllr N Hopwood proposed as the brambles are overgrown along the side of the car park (from the proposed location of the portacabin to the entrance of Darklake Lane) and the Parish Council has a responsibility to clear them, a quotation is obtained to clear, remove and destroy the brambles. It was **RESOLVED** the Clerk would obtain quotations and the Property and Maintenance working group would be delegated to decide which quotation to accept.

103/19 **FINANCES**

(a) **Petty cash system**

The Council agreed the Clerk should have a petty cash float implemented (for items such as postage, bus shelter cleaning). **RESOLVED**

(b) **Telephone bank payments**

Following discussion, noting that action should have been taken to add proceed With the an applying to transfer to Unity Bank, it was **RESOLVED** that, as a temporary measure the Clerk makes payments by telephone banking, in the presence of another Councillor. Two of the Councillors voted against the motion. It was agreed the Clerk would prioritise the application to change bank accounts to Unity Trust.

(c) **Current bank balance**

The current bank balance as at 17/10/19 was £150,285.55. **NOTED.**

(d) **Bank reconciliations**

The Chair informed she had bank reconciliations from April to August 2019 had been completed and she had signed them off accordingly. **NOTED**

(e) **Review of the Councils budget and forecast**

The updated forecast and budget spreadsheet had been circulated to all Councillors. Cllr N Hopwood reminded the Clerk and Chair that a task and finish working group meeting was due to take place to review the budget and finance. Cllr N Hopwood also felt that matters arising should have been produced. The Clerk explained she had been working on this updating the list with information on action being taken.

The Clerk vacated the meeting at 21:30 and the meeting was closed.