

BICKLEIGH PARISH COUNCIL

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

Telephone 07508 324699

E-Mail: parishclerk@bickleigh.gov.uk

MINUTES OF BICKLEIGH PARISH COUNCIL MEETING HELD ON AT 19:30HRS ON THURSDAY 23RD JANUARY 2020 AT ROBOROUGH RECREATION HALL

PRESENT: Cllrs: C Spencer (Chair), B Spencer, N Hopwood, K Archer, P Blight, W Haymes, S Rundell, L Taylor

IN ATTENDANCE: Karenza Heald (Clerk) and 4 members of the public.

The Chair opened the meeting at 19:30hrs

167/19 **APOLOGIES**

Received from Devon County Councillor John Hart.

168/19 **PUBLIC FORUM**

Mr James Fursden asked the Chair if, rather than at this point, he could address the Council later on during the meeting. The Chair responded any comments from members of the public need to be raised before the Council goes into the Full Council meeting. The Clerk confirmed that the Council has set procedures which have to be followed.

The following comments were raised from members of the public:

Woolwell Centre Heating & Ventilation system: Mr Fursden, a regular user of the Woolwell Centre, enquired about the long term plans regarding the full heating & ventilation system in the Woolwell Centre. Mr Fursden was asked to speak direct to the Woolwell Centre, outside of the Council meeting regarding Woolwell Centre concerns. Cllr P Blight added that the heating and ventilation system works are complete and what is now in place will be there for the short term foreseeable future. He informed Mr Fursden that if, in the future, there is a need for a full heating and ventilation upgrade then Council would be seeking grant funding.

Potholes: It was reported the potholes in Blackeven Hill and Hele Barton Lane, as previously reported still need attention. **Action: The Clerk to submit an additional report to Devon County Highways.**

Speeding: Concern was raised over speeding in the Parish. Cllrs B Spencer and P Blight provided an update regarding the camera. Cllr B Spencer has had to order a new link cable. An upgrade on the software is also required, which has been ordered and will be sent on disk. Some soldering on the wiring is required and will be done before the camera is put up again. It was noted that no previous data from the camera had been retrieved and the Councillors are currently not able to extract any analysis of speeding from camera. It was agreed Cllr B Spencer would chase the delivery of the software and by the weekend of 1st / 2nd February the camera would still be put up in Bickleigh.

169/19 **DECLARATIONS OF INTEREST**

Standing declarations of interests received from Cllr C Spencer, Cllr B Spencer and Cllr W Haymes regarding the Woolwell Centre. Dispensations have previously been granted for these Councillors to remain in the room whilst discussions on the Woolwell Centre take place.¹

Cllr S Rundell declared a pecuniary interest in agenda item 12, minute 178/194

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 is Cllr C Spencer's spouse. Both Councillors have stated they did not wish to vote in Woolwell Centre matters. Due to her employment with Woolwell Centre, Cllr W Haymes has a pecuniary interest in the Woolwell Centre.

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170/19 **DIVISION OF AGENDA**

The Chair advised there may be will be a closed session at end of this meeting, at which point the Clerk and members of the public will be asked to leave the meeting.

171/19 **APPROVAL OF MINUTES FROM THE FULL PARISH COUNCIL MEETING ON 19TH DECEMBER 2019**

156/19(b) should state '*inclusive*' not '*exclusive*'

159/19(a) remove the sentence "*To consider a implementing a plan to ensure the bus shelters are cleaned on a six monthly basis*".

159/19 final sentence insert '*Archer*' after Cllr K.

It was proposed by Cllr W Haymes and seconded by Cllr K Archer that subject to the above amendments, the minutes from full Council meeting on 19th December 2019, be approved as a true and accurate record of the meeting. **RESOLVED.**

Cllr N Hopwood asked as matters arising are no longer included on the agenda, where the update on the gritter would be included. The Clerk confirmed the update was on the Clerks circulated Clerks report, which was published on the website.

Cllr N Hopwood asked why the District Councillor reports had not been included on the agenda. The Chair advised this meeting was primarily to agree the budget and precept. Following discussions with the District Councillors, it was agreed District and County Councillor reports would be reinstated in the agendas and will be listed above the public forum. This would give members of the public the opportunity to address the District Councillors and County Councillor.

172/19 **CHAIRMAN'S ANNOUNCEMENTS**

The Chair asked the Councillors if they had received the email from Devon County Association of Councils (DALC) regarding a call for Casual Vacancies on the County Committee and if anyone was interested in the role. No one put themselves forward. **Action: Clerk to inform DALC.**

173/19 **FINANCE**

The Chair stated, the Budget and Finance Working Group had asked the Clerk (the Council's Responsible Finance Officer) to produce a Finance Statement. The group felt this was a good way to outline to both the Councillors and public how the decision to recommend the budget and precept had been made. This will be a public document. The Clerk confirmed once the budget and precept has been agreed the Finance Statement will be published on the Parish Council website.

The Clerk asked for confirmation that all Council had read the Finance Statement and accompanying spreadsheet and although they had been given the opportunity to raise any queries by email she asked again if any Councillor had any queries relating to the documents. All Councillors confirmed they had read the relevant documents. Cllr L Taylor said it was helpful to have detailed explanations on the variances.

Cllr B Spencer asked the Clerk for confirmation that she was happy with the budget and precept recommendation. The Clerk confirmed that as she had spent several hours with the Budget & Finance Working Group scrutinising the figures in such detail she was satisfied with her recommendation. She thanked the working group for their time and thanked Cllr N Hopwood for taking the time to proof-read her document.

The Chair thanked the Budget and Finance working group. The group will continue to meet with the Clerk / RFO on a regular basis.

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(a) TO CONSIDER AGREEMENT OF THE PROPOSED PRECEPT FOR 2020-21 OF £86,675

	2020/21	2019/20
Council Tax Support Grant	1100	2200
Precept	86675	81667
Tax Base Figure	1300.37	1299
Band D rate * (Bickleigh PC proportion)	66.65	62.87
Increase	3.78	
% increase	6.02%	
Increase per month per home (Bickleigh PC proportion)	0.85	
Precept increase / decrease from previous year	5008	2619
% precept increase / decrease from previous year	6.13	3.31

* Cllr L Tamsett-White suggested the Finance Statement should show the Band D rate figure as being Bickleigh Parish Council's yearly proportion of the Council Tax on a Band D property.

A breakdown of the Council's anticipated expenditure for 2020/2021, covered by the precepted income had been distributed to the Councillors.

It was proposed by Cllr W Haymes and seconded by Cllr L Tamsett-White that the Council accepts the proposed precept of £86,675. The proposal was unanimously agreed. **RESOLVED**

(b) TO CONSIDER AGREEMENT OF PROPOSED BUDGET FOR 2020-21 OF £145,286

All Councillors had received information detailing how the budget would be met. The figures included the receipts and payments to date, anticipated spend up to 31st March 2019, the estimated closing bank balance and anticipated income for 2020-21. Anticipated income consists of estimated the V.A.T. reclaims, Devon County Council Urban cutting agreement, Parish Precept and the Council Tax Support Grant from SHDC. The proposed budget for 2020-21 of £145,286 includes reserves of £57,511. It was proposed by Cllr L Tamsett-White and seconded by

Cllr L Taylor that the Council approve the proposed budget of £145,286. The proposal was unanimously agreed. **RESOLVED**

(c) TO APPROVE THE PAYMENTS AS CIRCULATED BY THE CLERK

Cllr L Tamsett-White read the payments associated to the Woolwell Centre
WOOLWELL CENTRE EXPENDITURE

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
04/11/2019	Chubb Fire & Security	292.72	48.79	243.93	6 monthly Fire Alarm service
09/12/2019	Chubb Fire & Security	819.72	136.62	683.10	Annual servicing for the Intruder Alarm in the Woolwell Centre
18/12/2019	G Clark Electrical	1150.00	0.00	1150.00	Electrical testing
30/12/2019	Future Cooling	129.00	21.50	107.50	HVAC services contract
07/01/2020	Jackman Peckover	261.42	43.57	217.85	Woolwell Heating and Ventilation – replacement of the supply cable to the thermostat enclosed in a lockable box.
16/01/2020	Security South West	48.00	8.00	40.00	Keyholding response service

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The above payments relating to the Woolwell Centre were approved by Cllr K Archer and seconded by Cllr L Tamsett-White. **RESOLVED**

Cllrs with interests in the Woolwell Centre did not participate in voting. Cllr B Spencer highlighted that the minutes from the previous meeting did not state clearly that the Councillors with declarations of interests in the Woolwell Centre did not participate in any voting.

COUNCIL OPERATING COSTS

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
16/10/2019	Wernick Hire	1685.00	364.17	1320.83	Balance owing for the purchase of the Council office portacabin
06/12/2019	BT	31.20	5.20	26.00	1 st November - 31 st December 2019 (Final invoice)
07/01/2020	Society of Local Clerks	90.00	15.00	75.00	Clerks' attendance to Regional Development Course.

It was proposed by Cllr K Archer and seconded by Cllr B Spencer that the Council approve the above payments.

Payments made since the last meeting

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
30/12/2020	Cleanwise	54.00	0.00	54.00	Bus Shelter cleaning
08/02/2019	K Heald – reimbursement of payment to Screwfix	990.00	166.65	833.25	Door guard / fire door retainers for the Woolwell Centre Minute ref 160/19(e)

Clerk's hours 87.75

(d) TO NOTE THE COUNCILS BANK BALANCE

The Clerk reported the bank balance as £117,538.15

174/19 TO REVIEW THE CLERK'S REPORT

The Council reviewed the Clerk's report. **See Appendix 1.** As suggested by Cllr K Archer, it was agreed any completed actions would be listed at the end of the report.

Cllr C Spencer asked for a further update on the collection of the gritter. The gritter had been collected from Darklake Farm by Cllr L Taylor. Cllr N Hopwood said she intended to clean up gritter, reporting that where it had been stored some of the paint had rusted off. She believes the gritter has hardly been used and when the appropriate time comes the Council could look into selling it (as previously discussed). It was noted grit had not been returned.

Cllr B Spencer highlighted the motion regarding a task & finish working group for the Council Office move should not have appeared on the Clerks report as it this had not yet been agreed by the Council.

175/19 PLANNING

(a) TO CONSIDER PLANNING APPLICATIONS AS DETAILED BELOW:

(i) Planning application ref: 4180/19/FUL

Applicant name: Mr & Mrs Gray

Description: Householder application for proposed attached domestic single garage and associated work

Address: 1 Croft Park, Woolwell, PL6 7QJ

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It was proposed by Cllr C Spencer and seconded by Cllr W Haymes that the Council support this application. **RESOLVED.**

(ii) **Planning application ref:** 4130/19/FUL

Applicant name: Mr Coombe

Description: Householder application for proposed single rear extension

Address: 16 Pinewood Drive, Woolwell, Devon, PL6 7SP

It was proposed by Cllr C Spencer and seconded by Cllr L Taylor that the Council support this application. **RESOLVED.**

(iii) **Planning application ref:** 4110/19/FUL

Applicant name: Mr T Short

Description: Householder application for single storey extension to side and rear of existing two/three split storey dwelling including new main entrance, studio/home office wing and wellness/sauna beside adjacent swimming pool.

Site: Warleigh Grange.

Address: Old Warleigh Lane, Tamerton Foliot, PL5 4LG

It was proposed by Cllr L Tamsett-White and seconded by Cllr S Rundell that the Council support this application. **RESOLVED.**

(b) **BARWOOD DEVELOPMENT SECURITIES LTD**

The Chair stated following communication from Rebecca Mitchell, Planning Director of Barwood Development Securities asking if the Council requires a copy of all planning application documents for the development (some of which are approximately 500 pages), the Chair and the Clerk had taken the decision to have just one copy of each document, which be retained in the Woolwell Centre. Parishioners will be welcome to review the documents, but they need to be retained in the Centre. Floating copies of the documents will also be passed around between the neighbouring parishes.

A discussion took place regarding a potential meeting with Barwood. As District Councillors, both Cllr N Hopwood and Cllr B Spencer have meetings planned with Barwood. Cllr N Hopwood felt would be beneficial for the Council to meet with Barwood. This would give Councillors the opportunity to get to know the application in more detail.

Cllr B Spencer stated he has canvassed opinion and believes there is need for knowledge and a lot of speculation and misinformation. Cllr B Spencer advised he will be hosting a meeting on **21st February 2020** at Roborough Recreation Hall for residents in his ward.

Action: Clerk to liaise with Barwood Development and agree a date for a meeting.

176/19 COMPLETION OF THE COUNCIL OFFICE MOVE

Following discussions with the Chair, the Clerk had circulated a report listing outstanding actions for the office move, with a recommendation that the Council forms a task and finish working group. The Clerk also highlighted that she is due some leave so needs someone to work with her to move things forward. Cllr P Blight agreed to liaise with the electricians. Although the budget for cladding the portacabin has been agreed, the Clerk expressed concern whether the expenditure was necessary. It was agreed to (i) pay the balance owing for portacabin (ii) organise delivery (iii) arrange delivery and fitting of the carpet (iv) publicise the scope of work, produced by Cllr P Blight, for the electrics works. Once the portacabin is on site decisions can be made regarding possible additional works, i.e. any external painting.

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177/19 **TO REVIEW THE RECOMMENDATIONS FROM THE CLIMATE CHANGE**

WORKING GROUP

The Council reviewed the recommendations from the Climate Change working group notes and agreed to accept recommendations 1 – 4 detailed below.

1. A Climate Change action plan is created to identify what steps we can take as a Parish Council to reduce our carbon footprint. This will be a working document.
2. We review our current assets and ensure that any efficiencies that we can make are actively encouraged. This includes discussing recycling with the Woolwell Centre and reviewing energy suppliers.
3. The council calculates our own carbon footprint and set ourselves a goal of reducing this over the next 12 months.
4. Review our suppliers' 'green' credentials and ask for a copy of their 'sustainability' policy if they have one. Such a policy should be taken into account when considering future projects.

It was felt the 5th recommendation was outside the remit of the Parish Council.

Cllr N Hopwood highlighted SHDC has put aside a budget for climate change and Councils can put in bid projects such as planting trees.

178/19 **TO CONSIDER A THE GRANT REQUEST FROM THE BICKLEIGH PAROCHIAL CHURCH COUNCIL**

In order to respond to any questions, Cllr S Rundell moved to the public seating area.

Cllr B Spencer asked how often the grass is cut. Fr Simon Rundell responded the grass is cut as often as necessary, in order to keep it clear and accessible, adding if it was not cut regularly the Parochial Church would soon receive complaints from the public.

Cllr B Spencer asked if there was any thinking about allowing wilder space. Cllr S Rundell advised there is not enough space to do this.

Cllr S Rundell vacated the meeting room.

Cllr C Spencer noted the £1,000 on the grant application form stated previous funding of £1,000 was received for 2018 however, the grant was for 2019, as the Council cannot backdate a grant payment.

The Council discussed the previous policy relating to the churchyard allowance and the previous funding awarded to the Parochial Church Council. It was noted the applicant was applying for more than awarded in previous years.

The Clerk recommended that the previous policy relating to allowances awarded to Bickleigh Parochial Church Council was some time ago and as the Council now has a grants policy in place, the Council should purely assess the application based on the information on the application form, in the same way they would any other application. The Clerk suggested the Council may decide to award the applicant a lower amount than they have applied for but if it did it should not be based on historic decisions.

Cllr K Archer proposed the Council approved the full grant request of £1,395. Cllr L Tamsett-White seconded the proposal. The motion was carried with two abstentions. **RESOLVED..**

Following Cllr B Spencer's suggestion, it was agreed that when the Council reviews future applications, consideration on the impact on Climate Change is taken into account.

Cllr W Haymes requested it is minuted that previous Churchyard allowance policy is no longer in place.

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179/19 **TO CONSIDER CORRESPONDENCE FROM DCC PUBLIC RIGHTS OF WAY OFFICER**

The Council discussed the request from the [Devon County Public Rights of Way](#) Officer to attend the Parish Council meeting in March to give a short presentation on the review of the Definitive Maps and Statements. Cllr N Hopwood suggested Mr John Skinner (The Ramblers Access Officer for Devon) is invited to attend the meeting.

The Cllr agreed the Clerk would contact DCC PROW Officer and invite her to attend the meeting on 26th March allowing 15 minutes, including questions and answers.

180/19 **PUBLIC BODIES ADMISSION TO MEETINGS**

The Council **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 section 1 (2) and Local Government Act 1972 s100 (2) the public and press leave the meeting because of the confidential nature of the business to be transacted.

The meeting closed at 21.20

CLOSED SESSION

181/19 **RECOMMENDATIONS FROM THE STAFFING COMMITTEE**

The Council reviewed the notes and recommendations from the staffing committee. It was agreed to approve the Staffing Committees recommendation to approve the quotation of £1,620 from SLCC. The proposal to approve the quotation was made by Cllr W Haymes, seconded by Cllr B Spencer and agreed by all Councillors. The quotation includes an appraisal of the Clerks role and potential of mentoring. The costs may be lower and will be assessed once the consultant meets with the Clerk and Staffing Committee. **RESOLVED.**

APPENDIX 1: BICKLEIGH PARISH COUNCIL CLERK'S REPORT FOR PARISH COUNCIL MEETING 23/01/2020

Key

Asset Working Group – AWG

Green Spaces Working Group – GSWG

Woolwell Centre Working Group - WCWG

DATE	MINUTE	DETAILS	ASSIGNED TO	ACTION REQUIRED	STATUS / ACTION TAKEN	TARGET DATE	STATUS
19/12/2019	159/19(f)	Replacement of patio doors from main hall to patio area	Woolwell Centre Manager / WCWG	Quotations to be obtained	Outstanding	15/03/2019	Open
19/12/2019	159/19(e)	Replace door guards in the Woolwell Centre	Woolwell Centre Manager / WCWG	Purchase door guards and arrange contractor to fit them	10 x Dorgard Fire Door Retainers purchased from Screwfix Handyman to be sourced to fix the door guards.	15/03/2019	In progress
19/12/2019	159/19(d)	Complete odd jobs in the Woolwell Centre	Woolwell Centre Manager / WCWG	Organise quotations from reviewed maintenance list	Original contractor, who had provided competitive rates no longer available. Estimates / quotations and communication with potential contractors are being sourced by the Centre Manager	15/03/2019	Open
19/12/2019	169/19(c)	Complete plumbing works in the Woolwell Centre	Woolwell Centre Manager / WCWG	Organise quotations	Quotations currently being obtained.	15/03/2019	Open
19/12/2019	169/19(b)	Complete Electric work for the Woolwell Centre	Woolwell Centre Manager / WCWG	Organise quotations	Currently waiting report from recent electric testing.	15/03/2019	Open
19/12/2019	160/19(a)	Future Cooling	Woolwell Centre Manager	Contact Future Cooling and make arrangements for completion of quote as recommended by WCWG	Centre Manager has advised the Clerk that she has contacted Future Cooling.	28/02/2020	Open
19/12/2019	159/19(d)	Grass cutting Tender	Cllr B Spencer Cllr N Hopwood Clerk	Review grass cutting tender	Details of previous tender forwarded to Cllrs B Spencer & N Hopwood in January 2020	20/12/2019	Open
19/12/2019	159/19(c)	Cutting of Hedge in Roberorough Green	Clerk in consultation with GSWG	Make arrangements for the hedge cutting to be completed around October 2020	Clerk to contact Mr Eggins in September 2020	31/10/2020	Open

19/12/2019	157/19	Climate Change Working group	CCWG	Standing agenda item with updates	Next stationery order – Clerk to order recycled printing paper Clerk has created a separate page on the Council's website for the Climate Change Working Group reports	2030	Open
19/12/2019	156/19(c)	Grant request from Bickleigh Parochial Church	Full Council (Excluding Cllr S Rundell)	Application to be circulated and included on agenda	Agenda item 12 – to be considered at the BPC meeting on 23/01/2020	23/01/2020	Open
19/12/2019	156/19(b)	Woolwell refurbishment & wifi improvement grant	Woolwell Centre/ Woolwell liaison rep & WCWG	Centre manager to obtain quotes and work in consultation with BPC/WC liaison rep / members of WCWG	Woolwell Liaison rep (Cllr L Tamsett-White) has asked the Clerk if she can provide an update in the BPC meetings	12/03/2020	In progress
19/12/2019	156/19(a)	Woolwell maintenance grant	Clerk & Councillor bank signatories	Set up standing order for two lunch sum maintenance grant payments	Not actions yet £6,000 payment for 01/04/2020 and £6,000 payment 01/09/2020 Standing order to be set up for 3 year period	01/03/2020	Open
19/12/2019	154/19(d)	Discontinue using current employment bureau and process the wages in-house	Staffing committee	From new tax year (after April 2020) wages to be process in-house.	Notification to be given Minerva. Systems to be put in place for wages to be processed in house.	01/03/2020 05/04/2020	Open
19/12/2019	154/19(c)	Appoint additional bank signatory	Clerk Cllr L Tamsett-White	Make arrangements for Cllr L Tamsett-White to fill in the necessary forms for additional bank signatory	Cllr L Tamsett-White to meet with the Clerk or account signatories to complete the online information.	31/02/2020	Open
19/12/2019	154/19(a)	Future Cooling maintenance contract	Clerk / Woolwell Working Group	For information details of works completed to include job sheet to be provided by contractor	Cllr C Spencer has spoken to the contractor - potential meeting to be arranged with Cllr P Blight / WCWG. More detailed information to be provided on completed works.	28/02/2020	In progress
28/11/2019	139/19(a)	Tree survey	Clerk/ GSWG	Contact Arborcure	Clerk contacted to Arborcure to arrange date for survey. Map of boundaries sent by Arborcure. Area to be surveyed reviewed by Cllr N Hopwood. Clerk has met with the contractor on site Quantified tree survey completed 21/01/2020	31/01/2020	In progress
24/10/2019	136/19(b)	Lone Worker Policy	Clerk / Cllr W Haymes	Adopt Social Media Policy	Has been completed by Cllr W Haymes & reviewed by Cllr K Archer. To be circulated with supporting documents for full Council meeting on 27 th February 2020.	27/02/2020	Open

24/10/2019	116/19	Dog Fouling initiative	Climate Change Working Group	Further investigation into 'bag station' ideas	21/01/2020 – Clerk referred outstanding action to CCWG.	20/02/2020	Open
04/07/2019	44/19	Neighbourhood Plan	TBC	Review of neighbourhood plan	Cllr N Hopwood recommended review takes place in July 2020.	26/03/2020	Open
24/05/2019	34/19(d)	Local Council Risk System	Asset Working Group	A recommendation from the internal auditor which needs reviewing.	Clerk needs to review with Asset Working Group	26/03/2020	Open
23/05/2019	19/19	Standing orders	Cllr Hayes / Clerk	Cllr W Haymes to review by January 2020.	Gaps in Standing Orders to be filled in	27/02/2020	Open
25/04/2019 plus previous meetings	9418	Bickleigh Parish Council / Woolwell Centre Lease	Cllr Hopwood Cllr Taylor	Completion of lease	Cllrs Hopwood & Taylor have a meeting with SHDC Senior Specialists (Estates) at the Woolwell Centre to review documents. Meeting scheduled for 24/01/2020	Ongoing	Open
25/04/2019	9145	Chapter 8 / highway training	Cllr Taylor / Clerk	Cllr L Taylor has shown an interest in attending a Chapter 8 training course which needs to be arranged.	NOTE FROM THE CLERK: DCC Highways recommend Chapter 8 training is required to put up the speed camera. Email from Came & Co 12/08/19: We would recommend a risk assessment is in place and any training if applicable is undertaken. Cllr P Blight & Cllr L Taylor have completed online assessment training. Meeting 28/11/19 134/19(a) & (b) - Councillor agreed to put speed camera up in suitable location.	Speed camera is up. Training requested by Cllr Taylor 30/04/2020	Open
29/11/2018	9080	Weedspraying in the parish	Green spaces working group	To be reviewed in the appropriate season	Action to be taken next year	Date to be confirmed	Open
15/06/2018	8996(c)	TPO works in Parish land adjacent to 21 Leat Walk	Clerk	Make arrangements with Plandscape for works to be completed.	18/01/20 – Chased Plandscape. Still waiting for confirmation of date for works to be completed. 10/12/19 – Plandscape advised they have they are waiting confirmation of date from their tree surgeon. Minute reference 96/19a. 26/09/19, it was agreed, subject to planning permission being obtained the Plandscape would be given the works.	31/01/2020	Open
19//12/2019	162/19	Bickleigh Parish Council / Woolwell Liaison Rep	Cllr Lynn Tamsett-White	Update to be provided to Full council	Cllr L Tamsett-White has met with the Trustees and has put in a request to speak for 5 minutes reporting back to Full Council.	Not set	Complete

19/12/2019	158/19	Asset Working Group Recommendations	Clerk	Amend Asset Register to include recommendations	Register amended to show agreed recommendations	23/01/2020	Complete
19/12/2019	158/19(a)	Bus Shelter Cleaning	Asset Working Group & Cllr Archer	Make arrangements for contracted to complete the cleaning of the shelters	Complete	23/01/2020	Complete
19/12/2019	154/19(d)	Employer National Insurance Contribution	Clerk & Councillor Bank signatories	Make payment to HMRC employers' contribution and check future notifications from Minerva include Employers' NIC	Payment of £905.80 covering Employers NICs due payments from April to November 2019. Minerva have made an adjustment and December Employment record included Employers NIC	31/12/2019	Complete
19/12/2019	153/19	Council gritter	Clerk	Arrange removal of gritter from Darklake Farm to Roborough	Emailed Mr C Ellis 21/12/19, 11/01/20 & 15/01/20 – Email had gone to Mr Ellis's spam folder. Arrangements made for collection of the gritter from Darklake Farm 18/01/20 Gritter collected. Cllr L Taylor reported it appears to have been stored outside. No grit was left with the gritter for collection	19/01/2020	Complete
24/10/2019	127/19	Roborough Hall representative	Clerk	Cllr C Spencer to make contact with Roborough Hall Committee	18/01/19 – Clerk contacted Roborough Hall Committee. Next meeting 27th February 2020	23/01/2020	Complete
15/06/2018	8996(c)	TPO works in Parish land adjacent to 21 Leat Walk	Clerk	Make arrangements with Plandscape for works to be completed.	18/01/20 – Chased Plandscape. Still waiting for confirmation of date for works to be completed. 10/12/19 – Plandscape advised they have forwarded my email to the tree surgeon and are waiting for a date. Clerk has been in touch with neighbour of the parish plot, who has agreed for the tree surgeon to contact them direct, so that access can be arranged. Minute reference 96/19a. 26/09/19, it was agreed, subject to planning permission being obtained the Plandscape would be given the works.	31/01/2020	Open

KEY DATES

27th January 2020 Parish Clerk on leave
18th February 2020 Parish Clerk on leave
24th February 2020 Parish Clerk on leave

29th January 2020 Society of Local Clerks Regional Seminar – Clerks training
31st January 2020 Deadline for submission of the parish precept to South Hams DC
27th February 2020 Full Council meeting to be held at the Woolwell Centre