

BICKLEIGH PARISH COUNCIL
MEETING HELD ON THURSDAY 4TH JULY 2019
AT THE ROBOROUGH RECREATION HALL

PRESENT: Cllrs: C Spencer, L Tamsett-White, K Archer, N Hopwood, P Blight, B Spencer, S Rundell, L Taylor

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

Minute ref

FC36/19 **APOLOGIES OF ABSENCE**

Cllr W Haymes. County Cllr J Hart. **ACCEPTED.**

FC37/19 **PUBLIC FORUM**

Jim Fursdon requested the Council's views on the way forward regarding the heating and ventilation system in the Woolwell Centre. Mr Fursdon was informed the Property & Maintenance Group are in the process of reviewing this and various options are being explored, but no decisions are being made at this present time.

Cllr P Blight stressed the Council needs to ensure that any system installed delivers the best performance for the occupancy levels of the centre.

Mr Fursdon stated he has no connection with any contractors. His only interest in the Woolwell Centre is that runs dance classes in the centre, and he would like to see the heating and ventilation system up and run efficiently for the benefit of the users. Whilst he appreciated the Councils' approach in following procedures and taking due diligence, he did have strong concerns that, with events taking place from 1st September, there are deadlines to be met.

Mrs Fursdon praised the Council and saying it was good to see what the Council have achieved in such a short period of time.

FC38/19 **DECLARATIONS OF INTERESTS AND UPDATE ON COUNCILLORS REGISTER OF INTEREST**

Cllr C Spencer and Cllr B Spencer – pecuniary interest in the Woolwell Centre.

The Clerk announced that the Councillors' register of interests (ROI) have been uploaded, as spreadsheet, onto [Bickleigh Parish Council's website](#). She had spoken to South Hams District Council and whilst they retain the Register of Interest forms, they have recently taken the decision to no longer display the ROIs on their website. The Clerk has provided SHDC with a weblink to BPC's Register of Interests.

FC39/19 **POLICE REPORT**

None received

FC40/19 **COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS**

In the absence of County Councillor John Hart, no report was available.

Report from District Councillor Barrie Spencer – Cornwood & Bickleigh Ward

- Sophie Hosking, Chief Executive has had a meeting with other Devon Councils.
- All District Councillors have new leaders. Many administrations have changed politically.
- Key issues identified for collaborative action include independent building control inspectors, discussion with DCC regarding their business rates gain from District Council development, climate change action plans and shared back office services.
- SHDC priorities include an assessment of whether targets set by the Intergovernmental Panel on Climate Change to reduce global carbon emissions by 45%, by 2030, can be met.

- The Council have teamed up with the Community Safety Association, run by the police – the scheme allows officers to be trained, to assist in helping anti-social behavioural issues.
- A planning workshop, hosted by Bickleigh Parish Council will be taking place in the Woolwell Centre on 8th July 2019. An invitation has been extended to Cornwood and Shaugh Prior Parish Councils – 5 / 6 attending from Cornwood & 2 / 3 from Shaugh Prior.
- Matters of local interest: Discussions include planning, waste collections in Wotter, street scene issues in Roborough, fly tipping in Roborough, debris left following road works in Bickleigh, dust blown up from the Wolf mines and sewage systems in Lee Moor and dealing with fallen tree branches in Bickleigh. Help provided to Cornwood Parish Council regarding funding prospects for the renewal of the play park in Lutton.

Full report available on BPC website.

Report from District Councillor Nicky Hopwood – Woolwell Ward

Climate change is at forefront of everyone thoughts and how we do our part to reduce the amount of waste, carbon emissions etc. At the last meeting South Hams declared a Climate Emergency. Many other Councils including Devon County Council have declared a Climate Emergency. The government's target date is 2050 but South Hams is looking at setting a date target for 2025 / 2030. Cllr Hopwood is going to be pushing for South Hams to set their target date to 2050, if achieved sooner then it will be bonus but in her view it is better to have a realistic deadline and why would we (SHDC) be in a position to achieve the target sooner than the government. Cllr N Hopwood mentioned she had chased the grass-cutting in the playing fields and it had been cut today. There have been some staffing issues, hence the delay.

FC41/19 APPROVAL OF MINUTES FROM THE FULL COUNCIL MEETING ON 23RD MAY 2019

Cllr C Spencer noted an amendment - Minute 24/19 – page 5 – The Chair 'stipulated' not 'stimulated' Proposed by Cllr L Taylor seconded by Cllr B Spencer. **RESOLVED.**

FC42/19 APPROVAL OF MINUTES FROM THE EXTRA-ORDINARY MEETING ON 27TH JUNE 2019

Approved by Cllr L Taylor. Seconded by Cllr P Blight. Agreed by all present. **RESOLVED.**

FC43/19 AGREE NOTES TAKEN FROM THE PROPERTY & FINANCE WORKING GROUP MEETING ON 30TH MAY 2019

All those present at the meeting agreed notes were an accurate record.

FC44/19 MATTERS ARISING

As the Woolwell Centre is included matters arising Cllr L Tamsett-white chaired Woolwell Centre matters arising.

8893 / WOOLWELL LEASE: Cllr N Hopwood pointed out that the completion of Bickleigh Parish Council's lease for the Woolwell Centre, had been outstanding since at least 2011, and action needs to be taken to get this finalised. She proposed two members of the Council work through the lease making recommendations to the Council.

9148 Cllr Taylor and Cllr Hopwood agreed look at requirements, produce Heads of Terms and make recommendations to the Council. **RESOLVED**

9110 NEIGHBOURHOOD PLAN: Cllr N Hopwood proposed the NDP comes off matters arising and is reviewed in 12 months time. **RESOLVED.**

9131 WEBSITE, FACEBOOK & PUBLICITY: The Clerk reported Cllr S Rundell & Cllr K Archer have completed fantastic work on the website and this was echoed by the Councillors. Cllr S Rundell confirmed the Council now has control of the website and as of today is in a period of transition. Information on how to pick up Council emails has been issued. The website is being regularly backed up. Cllr K Archer has tidied up the content of the website. Additionally, points have been introduced where you don't just click and download the reports, you can now actually review the reports direct on the website. Cllr S Rundell stressed that it was very important to keep up with the content so if anyone has any suggestions to let him or Cllr K Archer know.

Cllr K Archer highlighted some of the information which being included on the council's Facebook page, for example she spotted a sewage leak on Woolwell Road which was reported to South West Water and posted it on Facebook.

Cllr L Tamsett-White suggested the facebook page is providing lots of information but needs more followers. She asked if the Council should consider looking at ways to publicise links to the website and Facebook page promoting work the Council. Following discussions, it was agreed Council information leaflets are produced detailing with links to the Council website and Facebook page. It was agreed to produce up to 2,000 A5 double sided flyers for an estimated cost of £40.00. **Proposed by Cllr Tamsett-White. Seconded by Cllr P Blight. ACTION: CLLR K ARCHER DESIGN THE FLYER. RESOLVED.**

- 9145 TELEPHONE BOX IN ROBOROUGH VILLAGE: no update
- 9147 LEASE OF LAND AT WOOLWELL FOR WOOLWELL IN BLOOM: The Clerk is waiting for SHDC to send the agreed lease for signing.
- FC11/19 POLICIES & PROCEDURES: A list of policies and procedures, with explanations, had been provided to the Councillors, in the induction packs. **ACTION: CLERK TO UPDATE THE LIST HIGHLIGHTING WHICH POLICIES NEED ADOPTING AND PRIORITISING THE LIST.**
- FC24/19 ALLOWANCE TOWARDS MAINTENANCE OF ST MARY'S CHURCHYARD: The Clerk is waiting for quotations. The treasurer for St Mary's PCC is currently away on holiday.
- FC25/19(i) PLANNING APPLICATION FOR TREE WORKS IN LEAT WALK (*outstanding since July 2018*). An application submitted by the Clerk has been returned due to the drawing, which was supplied by the contractor, being the incorrect format. Cllr S Rundell has met the Clerk on site, they have measured out the area and Cllr S Rundell has produced a drawing which will be submitted.
- FC25/19(iii) ROBOROUGH RECREATION HALL INSURANCE CLAIM: The Clerk informed the Council that a cheque for £1,167 had been received from Roborough Hall Committee. This did not cover the full amount owing, as the Council had been invoiced an administration fee for return of the copier, which was not covered by insurance. Monthly maintenance payments were also outstanding. The copier had been collected and all amounts due to the copier suppliers, Concorde, have been paid in full.

Cllr C Spencer and Cllr B Spencer vacated the meeting room.

- FC45/19 DISPENSATION REQUESTS FROM CLLRS C SPENCER & B SPENCER**
The Clerk explained that an email, which had been circulated, had been received regarding incorrect voting procedures during the meeting on 23rd May 2019, for the granting of dispensation for Cllr C Spencer and Cllr B Spencer. (minute ref 15/19)
Cllr L Tamsett-White highlighted voting needs to take place on an individual basis.
- a. **DISPENSATION REQUEST FROM CLLR C SPENCER TO PARTICIPATE IN THE DISCUSSIONS REGARDING THE WOOLWELL CENTRE BUT NOT TO VOTE.**
As Manager and an employee, of the Woolwell Centre, Cllr C Spencer has an interest declared in the centre. A dispensation request for a four-year period, until the next election, has been sought, to remain in the room answering queries and providing background to any issues, offering Councillors access to her knowledge regarding the day to day running of the centre. **ACCEPTANCE OF CLLR C SPENCER'S DISPENSATION REQUEST PROPOSED BY CLLR L TAMSETT-WHITE AND SECONDED BY CLLR L TAYLOR. RESOLVED.**
- b. **DISPENSATION REQUEST FROM CLLR B SPENCER TO PARTICIPATE IN THE DISCUSSIONS REGARDING THE WOOLWELL CENTRE BUT NOT TO VOTE.**
As Trustee of the Woolwell Centre, Cllr B Spencer has an interest declared in the centre. A dispensation request for a four-year period, until the next election, has been sought by Cllr B Spencer to remain in the room during discussions and to be able to contribute to discussions offering clarification where required. **CLLR L TAYLOR PROPOSED THE COUNCIL ACCEPT CLLR B SPENCER'S DISPENSATION REQUEST. CLLR K ARCHER SECONDED THE PROPOSAL. RESOLVED.**

Cllr C Spencer and Cllr B Spencer returned to the room and were informed of the decision.

- FC46/19 REPORT, UPDATE AND RECOMMENDATIONS FROM THE PROPERTY & MAINTENANCE COMMITTEE**

A discussion on the format of the group took place and Cllr N Hopwood proposed a vote, 'does the Council support the operation of the Property & Maintenance Councillors operating as a working group?' Due to their interests in the Woolwell Centre Cllr C Spencer and Cllr B Spencer abstained from voting, with one additional abstention, it was **RESOLVED** in favour of operating as working group.

Cllr B Spencer suggested the meetings should still be public meetings. Following a discussion and Cllr N Hopwood's request for a vote whether the meetings should be open to the public, it was **RESOLVED** three votes to one that the meetings are closed to the public. ¹ (Note: some Councillors abstained from voting, including Cllr C Spencer and Cllr B Spencer who have interests in the Woolwell Centre).

46/19a **UPDATE ON MAINTENANCE MEETING AT THE WOOLWELL CENTRE**

- (i) **WOOLWELL CENTRE MAINTENANCE LIST**: Cllr K Archer reported the group had met at the Woolwell Centre and reviewed the maintenance list. The list needs to be reviewed collectively and regulatory obligations accessed.
- (ii) **GRASS CUTTING**: it was noted Roborough Green has been cut and is looking better. **ACTION: THE CLERK TO REVIEW THE MAPS AND IF SHE NEEDS CLARIFICATION TO CHECK WITH CLLR HOPWOOD WHO IS RESPONSIBLE FOR EACH PARTICULAR AREA (DCC, SHDC, BPC).**
- (iii) **BUS SHELTERS**: The shelter in Pick Pie Drive needs maintenance work. A discussion took place on whether to promote advertising on the bus shelters. Income generated from advertising could cover potential cleaning, maintenance, and if necessary (in the future), replacement bus shelters. **ACTION: CLLR K ARCHER TO INVESTIGATE BUS SHELTER ADVERTISING OPTIONS TO INCLUE REPLACEMENT BUS SHELTER COSTS AND REPORT BACK TO THE COUNCIL.**
- (iv) **NEXT PROPERTY & MAINTENANCE MEEETING**: Wednesday 17th July @ 7pm in the Woolwell Centre. The group to agree Terms of Reference.
- (v) **TREES**: A tree had fallen down in Roborough Green and emergency repairs had been completed (*under the delegated authority of the RFO*).
- (vi) **STREET LIGHTING IN DARK LANE, WOOLWELL**: The Chair suggested this outstanding action is reviewed and put back under Matters Arising. The Property & Maintenance team were not aware of this. Information will be provided by the Chair.

46/19b **SOUTHMORE LTD'S REMOVAL OF THE HATCH FROM THE WOOLWELL CENTRE**

It was noted the hatch, which was removed from the Woolwell Centre bar by Ross Alan, Southmore Ltd on 21st May 2019, had not been returned to the Woolwell Centre. The Clerk confirmed that Southmore had been paid for the balance owing.

ACTION: THE CLERK TO CONTACT MR ROSS ALLEN, SOUTHMORE LTD REMINDING HIM IF HIS CONTRACTUAL OBLIGATIONS TO RETURN THE MATERIALS WITH 14 DAYS.

46/19c **ELECTRICAL TESTING IN THE WOOLWELL CENTRE** – Deferred and to be referred to the Property & maintenance working group for recommendations.

46/19d **HEATING AND VENTILATION IN THE WOOLWELL CENTRE**

The Chair advised that contact has been made with James Fursdon to ensure, due to Health & Safety implications, Mr Fursden ² does not enter the loft space in Woolwell Centre.

Cllr P Blight read an email sent received regarding the heating in the Woolwell Centre. Following a survey at the Woolwell Centre proposing a new AHU with heat recovery to replace the redundant supply and extract fans. For budgetary purposes a quotation, to include the flatpack delivery of the unit and to build in situ is £42,261. As part of their corporate responsibility the Company is willing to put together a tender package. It was suggested the Clerk looks into grant options for the centre.

Cllr B Spencer highlighted when the Woolwell Centre was built there were major issues with roof which will need to looking at.

46/19e **ASBESTOS SURVEY IN THE WOOLWELL CENTRE**

DEFERRED. The quotation for the asbestos survey has been referred to the Property & Maintenance Group for review. A survey was completed in August 2017.

FC47/19 TO REVIEW AND REVISE THE COUNCIL’S STANDING ORDERS ³

FC47/19a STANDING ORDER 1t – DEBATES AT MEETINGS: Excluding motions moved under ‘standing order 1(r)’, see footnote ⁴), the contributions or speeches by a councillor shall relate only to the motion under discussion. Does the Council wish to agree a time limit, subject to consent from the Chair, allowing Councillors to contribute and speak during Council meetings? **IT WAS RESOLVED TO LEAVE THIS TO THE CHAIR’S DISCRETION.**

FC47/19b STANDING ORDER 3f – MEETINGS: Historically, the period of time designated for public participation at a meeting in accordance with standing order 3(e), see footnote ⁵, shall not exceed 15 minutes unless directed by the chairman of the meeting. **IT WAS RESOLVED, SUBJECT TO DISCRETION OF THE CHAIR TO KEEP TO THE TIMEFRAME OF 15 MINUTES.**

FC47/19c STANDING ORDER 3g – MEETINGS: Subject to Standing Order 3f, the Council was asked if they wish to agree a limit allowing individual members of the public to speak during a meeting. In 2013, the adopted Standing Orders stated, “*each member of the public is entitled to speak only once in respect of business itemised on the agenda and shall not speak more than 5 minutes*”. **COUNCILLORS HAD NOT RECEIVED THE REVISED AGENDA AND THE VERSION THEY HAD RECEIVED WAS AMBIGUOUS. MOTION THEREFORE DEFERRED.**

FC47/19d STANDING ORDER 3fx– MEETINGS: Does the Council wish to agree a limit in relation to the duration of a Council meeting. **IT WAS RESOLVED, AS THERE IS A LOT OF WORK TO CATCH UP ON AND THE COUNCIL IS A NEW COUNCIL NOT TO STIPULATE A TIME LIMIT BUT LEAVE TIME FOR CLOSING THE MEETING TO THE CHAIR’S DISCRETION.**

FC47/19e STANDING ORDER 4dv – COMMITTEES & SUB-COMMITTEES: The Council, subject Standing Orders 4b and (c) ⁶, Committees & sub-committees may appoint and determine the terms of office of the substitute members to a committee, whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend. How many days’ notice does the Council propose ordinary members of a committee should give to the Proper Officer? **IT WAS RESOLVED TO STIPULATE 3 DAYS.**

FC47/19f STANDING ORDER 3f – MEETINGS: A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee. Does the Council agree to reinstate the requirement for 5 councillors to give notice, as per the Standing Orders from 2013? **IT WAS RESOLVED TO PROVIDING 5 COUNCILLORS ARE IN AGREEMENT THEN A DECISION MADE WITH SIX MONTHS COULD BE REVISITED.**

FC48/19f **REMOVAL OF JAPANESE KNOTWEED IN LEAT WALK, ROBOROUGH VILLAGE**
The Council reviewed the quotations, detailing removal methods of removal, from three contractors. Following a discussion, it was proposed by Cllr N Hopwood and seconded by Cllr P Blight to accept Matt Boon Garden Maintenance’s quote of £290.00. **RESOLVED**

FC48/19f **APPOINTMENT OF QUANTIFIED TREE SURVEYOR TO ASSESS THE RISK OF TREES THE PARISH:** The Clerk was informed a survey took place in 2014. The decision was **DEFERRED** pending further investigation.

FC49/19 PLANNING

a. CONSIDERATION OF PLANNING APPLICATIONS

(i)	Planning application reference	1604/19/HH0
	Application name	Mr G Harvey
	Address	36 Wooden Road, Woolwell, PL6 7RQ
	Details of application	Householder application for conversation of existing garage to ground floor bedroom with en-suite and enlarge existing kitchen. Re-positioning of existing turning area at the front of the property to enable storage unit with level access to be formed.

	Parish Council decision	Cllr S Rundell proposed the Council support the application. Seconded by Cllr P Blight RESOLVED
(ii)	Planning application reference	1127/19/HH0
	Application name	Mr M Wiley
	Address	26 Rowan Way, Woolwell, PL6 7SU
	Details of application	Householder application for single block shed to replace unsafe wooden shed (part-retrospective).
	Parish Council decision	Cllr N Hopwood proposed the Council submit a 'No comment' for this application, noting that there is no planning policy or material consideration whereby the Council can object to the application however the Council does have sympathy with the neighbour. Seconded by Cllr B Spencer. RESOLVED.
Cllr N Hopwood reminded the Councillors that as the application is retrospective, you need to look at the application as though the shed is not in position.		

b. DECISIONS ON DISTRICT COUNCIL PLANNING APPLICATIONS – these were not available to present at the meeting but are shown below

Town/Parish:	Bickleigh	
APPLICATION NUMBER :	<u>1147/19/TPO</u>	Bickleigh
LOCATION :	14 Riverford Close Woolwell PL6 7QG	
APPLICANT NAME :	Mr Adrian Jones	
APPLICATION TYPE :	Works to a TPO Tree	
GRID REFERENCE :	(250590, 61310)	
PROPOSAL :	T1: Ash - pollard tree to its previous points 12 metres from ground level to keep up the 3-5 year cycle that has been previously carried out on this tree	
CASE OFFICER :	Lee Marshall	
DECISION DATE :	21-June-2019	
DECISION:	Tree Works Allowed	
APPLICATION NUMBER :	<u>1372/19/ARC</u>	Bickleigh
LOCATION :	Development At Towerfield Drive Towerfield Drive Woolwell Devon	
APPLICANT NAME :	Mrs K Foot	
APPLICATION TYPE :	Approval of Details Reserved by Conditions (discharge)	
GRID REFERENCE :	(250404, 61837)	
PROPOSAL :	Application for approval of details reserved by conditions 19, 20, 21,23 and 25 of planning consent 04/0671/14/VAR	
CASE OFFICER :	Sarah Carroll	
DECISION DATE :	17-June-2019	
DECISION:	Discharge of condition Approved	

FC50/19 FINANCE

- a. NALC MODEL FINANCIAL REGULATIONS**
Proposed by Cllr P Blight & secoed by Cllr K Archer proposed the Council adopts the NALC Model Financial regulations. The motion was carried with two abstentions. **RESOLVED.**
- b. BICKLEIGH PARISH COUNCIL'S ASSET REGISTER**
DEFERRED. To be reviewed by all Councillors.
- c. TO REVIEW THE REPORT PROVIDED BY THE CLERK**
No report was available for the meeting. External audit submissions have been completed. The Clerk has identified a further £1,038 unclaimed V.A.T. and having spoken to HMRC has submitted a 'sweeping up' claim.
- d. APPROVAL OF PAYMENT LISTING, AS PRESENTED AT THE MEETING**
Cllr L Tamsett-White read the Woolwell Centre payments.

PAYMENTS FOR APPROVAL - PARISH COUNCIL MEETING 04/07/19					
INVOICE DATE	SUPPLIER	TOTAL OWING	V.A.T.	NET	DETAILS
WOOLWELL CENTRE EXPENDITURE					
15/05/2019	Security Management	£51.60	£8.60	£43.00	£48.00 monthly charge plus £3.60 owing from incorrect payments 2018-19
22/05/2019	Chubb Fire	£292.72	£48.79	£243.93	Fire Alarm - Service Agreement 1534893
24/05/2019	Woolwell Centre	£57.00	£0.00	57.00	Room Hire - Meeting 23rd May to include tea & coffees

The Clerk asked Cllr C Spencer to advise the Councillors the details of the Security Management ontract. As Centre Manager, Cllr C Spencer was able to inform the Council that Security Management provide a key holding service providing the out of service alarm call out (usually between midnight and 5am). They send out a security officer to check the building, reset the alarm or contact Chubb Fire & Security. The centre manager or a Trustee is only contacted if they find a break in or some other problem which needs immediate attention. Cllr P Blight proposed to accept the Woolwell Centre expenditure payments. Cllr L Taylor seconded the proposal. **RESOLVED.**

OTHER COUNCIL EXPENDITURE

15/05/2019	Westcare Supply	£64.98	£10.83	£54.15	Coloured ink (note: I am mostly using black toner - when printer arrived there wasn't much ink)
29/05/2019	DMH Solutions	£132.00	£22.00	£110.00	Local Council Risk System - Minute ref FC08/19 (ii)
31/05/2019	Plandscape	£1,947.50	£389.50	£2,337.50	Grasscutting Bickleigh & Woolwell - 1st & 22nd May
29/05/2019	Minerva	£33.00	£0.00	£33.00	Payroll: April 2018 to May 2019
06/06/2019	K Heald / Plymouth Self Storage	£12.00	£0.00	£12.00	Reimburse payment for confidential shredding
07/06/2019	IAC	£342.00	£57.00	£285.00	Internal audit
10/06/2019	K Heald / Yelverton P.O.	£7.40	£0.00	£7.40	Special delivery - bank form
12/06/2019	Westcare Supply	£61.98	£10.28	£51.41	Black ink and 1 x 5 reams of printing paper
12/06/2019	SLCC	£108.79	£0.88	£107.99	Arnold Baker Book - Local Council Administration
17/06/2019	Rialtas	£84.00	£14.00	£70.00	Online training - Alpha Software
18/06/2019	Matthew Boon Garden Maintenance	£208.98	£0.00	208.98	Roborough Green Fallen tree - Emergency call out. Includes fencing.

Cllr B Spencer mentioned that both Cornwood & Shaugh Prior Parish Councils have decided not to use IAC for their internal audit next year. He also highlighted their invoices were lower. Cllr B Spencer proposed to accept the payments. Seconded by Cllr K Archer. **RESOLVED.**

The Council noted the additional payments made since the last meeting, which included:

- Balance owing to Southhmore for bar works - £239.28
- Final balance owing to Concorde for the copier - £1,837.80 (£1,167 received - insurance claim).
- £387.00 to Future Cooling for three months – monthly contract
- Staff wages & HMRC

FC51/19 UPDATE ON CANN WOOD VIEW PLAY TENDER

Cllr N Hopwood has been nominated as the Parish Council representative to sit on Cann View Play area panel to assess the tenders.

FC52/19 ROBOROUGH RECREATION HALL – UPDATE ON COMMUNICATION REGARDING THE PERCY HAMLEY (PH) ROOM AS A COUNCIL OFFICE

EMAIL RECEIVED 14TH JULY 2019 FROM KAY ALAN, SECRETARY OF ROBOROUGH HALL & PLAYING FIELDS COMMITTEE – A summary is shown below:

- Apologies received from the Roborough Hall committee that the Council feels the hall is falling short in the safeguarding of both staff and content.
- The minutes from the Roborough Hall Committee Meeting on 16th June, item 2c, state *“Parish Council accommodation made available at the hall, phone line had been installed at the Parish Council’s expense, but may be used by the trustees, Use of the P.H. room Tuesday 9am – 12pm, alternate Wednesday 9am – 11am, main hall use for meetings one Thursday a month 7:30 – 9pm. Charge £50.00 per month, paid quarterly. Parish Council to provide own lockable cabinets for secure storage of papers. Room to still be available for other bookings”.*

- At this time (*of the agreement*) the Clerk was available to Parishioners to call in at these designated times as required, and if the Clerk had someone in with them or did not want to be disturbed they simply locked the door, visitors could simply knock on the wooden door and the Clerk was able to view who was there through the window prior to letting them in. The door is still able to be locked and the window still gives a suitable view of who is there, if you feel a doorbell would enhance the safety of the office contents and staff, we do not have a problem with the Parish Council fitting one.
- Condition of the room – as volunteers the trustees rely solely on fundraising and grants to maintain the hall. The trustees have concentrated their efforts on upgrading the area that brings in most earnings, i.e. the main hall.
- Quotations have been obtained for replacing the door and having main radiators repairs.
- Financial and voluntary manpower to bring the room up to standard is welcome.
- The Roborough Recreation Hall committee are meeting on 22nd July and have requested information detailing hours of use for the Percy Hamley room, estimated monthly use of the main hall and an up to date risk assessment.

FC53/19 **CHAIRMAN'S TIME**

(i) Cllr B Spencer had mentioned to the Clerk the litter bin and dog bin on Roborough Green needs attention. The Clerk had received a response from South Hams was action would be taken in five days, but nothing has happened. **ACTION – CLERK TO CHASE SHDC**

(ii) Cllr N Hopwood requested that the Clerk writes to the Maristowe Estate regarding the overhanging trees in Roborough Village. Cllr L Tamsett-White had recently spoken to with Nick Coulton from Highways who had been informed her Maristowe Estates. Works are due to be completed on 4th July and Nick Coulton will inspect in a week's time. Cllr Hopwood was pleased that action has been taken but requested the Clerk still writes to the landowner highlighting the Council has received complaints about the trees.

(iii) Cllr Hopwood has noted the kerbside weeds need spraying in the parish (Woolwell, Bickleigh & Roborough). **ACTION – CLERK TO OBTAIN QUOTE**

(iv) Cllr K Archer had previously cut a hanging branch. There is a whole mass of brambles located at the back of the Woolwell Centre, near the play park. **ACTION – CLERK TO OBTAIN QUOTATIONS FOR WEED SPRAYING**

(v) The Chair thanked Cllr S Rundell & Cllr K Archer for all their work on the website.

(vi) The Chair thanked Cllr K Archer for dealing with the water leak in Woolwell so promptly.

(vii) The Chair pointed out that the potholes in bottom of Dark Lake Lane were getting very bad and could the Clerk write to Plymouth City Council. **ACTION – CLERK TO REPORT**

FC54/19 **CORRESPONDENCE**

(i) **DEVON & SOMERSET FIRE & RESCUE SERVICE CHANGES** – 12-week consultation.
<https://tinyurl.com/y/tccrrc>

(ii) **SOUTH DARTMOOR COMMUNITY ENERGY ROADSHOW:**
<https://www.facebook.com/southdartmoorcommunityenergy>

(iii) **SOUTH HAMS DISTRICT COUNCIL PRESS RELEASE – ECO HOMES IN DARTMOOR**
A planning application has been submitted for four innovative, high quality and sustainable homes to be provided in Dartmouth.

(v) **STAGECOACH SOUTH WEST ANNUAL STAKEHOLDER CONFERENCE – 24TH JULY.**
No Councillors are available to attend. **ACTION – CLERK TO RESPOND**

(vi) **RESIDENT FROM BICKLEIGH STRONGLY CONCERNED ABOUT THE TRAFFIC SPEEDING IN THE VILLAGE:** *“concern raised for children’s safety, walkers, cyclists and Bickleigh stables horses and riders. Without due consideration it is only a matter of time that the village will have a serious collision.*

(viii) **RESPONSE FROM NICK COULTON, HIGHWAYS**

“At the moment I can only refer you to previous correspondence but one recent improvement is that the Parish Council (with help from the DCC Local Member) have purchased their own speed sign for the area which as far as I am aware does have the ability to record speed and volume data.

I am aware of the proposed development at Woolwell which may have a positive influence on this issue in the future but it is too early at this stage to be certain.

With regards to enforcement I am aware that the police carried out an operation on 3rd October 2018 within the 30mph limit in Bickleigh village between 16.00pm and 18.00pm with tickets being issued but I am not certain if any further enforcement is planned for the near future.

Additionally, it may be you would wish to discuss looking at the Community Speed Watch scheme which is a police initiative with the Parish Council.”

(ix) PENINSULA ROAD SAFETY PARTNERSHIP

The team visited the village on 03/07/19 from 0626-0817 with 7 offences recorded with most entering 42, top speed was 43mph, I think the visit was the hot topic of the day due to the amount of vehicles entering the camp, hopefully it way dampen down the speeding.

(x) WOOLWELL CENTRE COMMUNITY FUN DAY – 17/08/19:

Documents submitted public liability insurance, risk assessment & waste management.

(xi) Duncan Smith, SW Devon Neighbourhood Planning Officer: [Plymouth & SW Devon Joint Local Plan](#) – Explanatory note setting out the Council’s position regarding the interpretation of Policy TTV 25

FC55/19 DATE OF NEXT MEETING: Thursday 25th July 2019, 7:30pm at The Woolwell Centre.

The Meeting closed at 22:15HRS

¹ Notes will be produced, Terms of Reference agreed, and decisions will come to the full Council, which is a public meeting.

² Only individuals who have been authorised by the Council are permitted enter the loft space / non-public areas of the Woolwell Centre

³ In 2013, BPC adopted the Local Councils (NALC) standing orders. A later version was produced in 2018, to include changes in legislation. This version required BPC to insert their own requirements in places where brackets are shown. From the records it is unclear whether BPC adopted a full version of the Standing Orders, with information shown where there are gaps.

⁴ **Standing Order 1(r) When a motion is under debate, no other motion be moved except:**

- | | |
|--|---|
| (i) to amend the motion | (ii) to proceed to the next business |
| (iii) to adjourn the debate | (iv) to put the motion to a vote |
| (v) to ask a person to be no longer heard of to leave the meeting | (v) to refer a motion to a committee or sub-committee for consideration |
| (vi) to exclude the public and press | (vii) to adjourn the meeting or |
| (xi) to suspend standing order(s) except those which reflect mandatory statutory or legal requirements | |

⁵ **Standing order 3e – Representations from Members of Public:** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda

⁶ Rules of debates in meetings

b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c) A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.