

# BICKLEIGH PARISH COUNCIL

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

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Minutes of the Meeting of Bickleigh Parish Council which was held on **Thursday 22<sup>nd</sup> October 2020 at 7.30pm**. The meeting was conducted remotely through Zoom.

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There was an open forum of 15 minutes at the beginning of the meeting to allow members of the public to ask questions or make comment regarding the work of the Council or other items which affect the Parish. No members of the parish were in attendance.

Present: Councillors B Spencer (Chair), Taylor, Tamsett-White, Haymes, Blight and C Spencer

Apologies: Councillor Rundell

In Attendance: Helen Nathanson (Parish Clerk), District Councillor Hopwood

Councillor B Spencer raised an issue on behalf of residents who had contacted him with concerns about the recent traveller camps in the area and whether Roborough Green might be seen as a potential site. Councillors noted this. They agreed that it would be difficult to install barriers across such a large site but are aware of the potential difficulties and will monitor the situation.

**1. To receive apologies.**

It was resolved to accept the apologies from Councillor Rundell.

**2. To declare any personal or pecuniary interests in items on the agenda and the nature of that interest.**

Councillors Haymes and C Spencer declared a pecuniary interest as employees of the Woolwell Community Resource Trust.

Councillor Barrie Spencer declared a personal interest as a member of the Woolwell Community Resource Trust.

**3. To approve the Minutes of the Parish Council Meeting on 24<sup>th</sup> September 2020.**

The Minutes of the meeting were approved and it was resolved to sign them.

**4. To raise any matters arising from the minutes of the last meeting.**

The following matters arose:

Item 4

- PC Speed Radar update – the radar has been moved to Woolwell and the batteries have been changed. Larger fixing clips are needed to put the radar up in Roborough where it will need to be attached to a telegraph pole or post: the estimated cost of these is about £30 and councillors agreed to approve this spend. The radar will then be moved to Roborough next.
- The new PC laptop is up and running. The camera is very low quality but otherwise it is fine.

Item 8

- We are still awaiting a date for a meeting with BT Openreach about the broadband rollout.

Item 13

- PWLB loans can be refinanced but the terms are such that this would not be financially beneficial.
- The discussion about a potential Youth Services Project is ongoing

5. To note the resignation of Councillors Nicky Hopwood and Katherine Archer. This creates two casual vacancies in the Woolwell Ward which have been advertised. If ten or more electors request an election then this will take place on or after May 2020, in accordance with Covid regulations. If no election is requested then councillors may proceed to co-opt to the Council.

This was noted.

## 6. Planning

- To comment on planning application 3044/20/TPO; T1: Ash - Pollard to previous pollard points to keep up 3-5 year cycle previously carried out on tree; 14 Riverford Close Woolwell Plymouth PL6 7QG

The Parish Council supported the application.

- Standing Item: To receive an update about the Barwood planning application 4185/19/OPA and 4181/19/OPA.

Councillor B Spencer gave an update under District Councillor reports at Item 13.

## 7. To receive an update from the Assets Working Group.

Councillor Spencer gave an update about the latest WG meeting on 19<sup>th</sup> October.

a. Councillors were advised about the recommendations from the Tree Survey which was commissioned earlier this year and the Council resolved to approve the following actions:

The recommendation to fell T001, the Horse Chestnut in Tavistock Road, Roborough, was accepted and a new native tree will be planted as a replacement.

The recommendation to fell T003, the Rowan on Roborough Green, was accepted and councillors would like to plant a new tree in its place. Councillors agreed that they would always want to replace any felled trees with new ones and that they would like to be able to plant more if possible. The Clerk will contact DWT about Saving Devon's Treescapes to see if the PC qualifies for that scheme.

The Clerk has asked Arborcure to check on what work has been done to G011 and then a decision can be made about what further work is required: the key issue is whether or not the overhanging branch was removed.

Trees T009 and T010 overhang a well-used path so councillors agreed to accept the recommendations, subject to a quote for the works.

b. Councillors discussed whether or not any changes were required to the grass cutting contract. They agreed that the Plessey roundabout would be allowed to grow wildflowers again in 2021 as it had been very successful this year. They agreed that they would like to engage with residents in future to find out if there are other areas where the grass can be left to grow.

c. Arborcure had quoted £312.00 for the hedge cutting on Roborough Green. Last year's cut cost £330.00 so it was decided to accept the Arborcure quote. The hedge at the northern end is to be maintained at a higher level so as to screen the new development.

d. Councillors received an update about improvements made to the PC website under the Website Accessibility Guidance. This is ongoing to ensure that the website conforms with compatibility rules.

e. The location of the Parish Council office had been discussed by the Assets WG, as requested at the September Council Meeting. The WG thought that the current arrangements were not suitable for the Parish Council office because it was not a good working environment, particularly with regard to lone working. The recommendation from the Working Group was therefore to look at the options for relocating the Parish Council office when the time is right to do so.

Councillors agreed that, if the portacabin were not going to be an office, they would like to see it used purposefully rather than just being a storage unit. Several ideas were suggested, including a Food Bank or small library.

Councillor Blight reminded councillors that the portacabin would become a liability if not looked after properly and that certain issues need to be addressed now, such as painting the roof. It was agreed to get this work done.

The requirement for a Parish Council office is storage space for filing cabinets and enough room for one worker and a couple of visitors for small meetings. The Parish Council office should also be available to be used by Parish Councillors for meeting parishioners and holding small meetings. Historically the office was in the Woolwell Centre and work was done last year to look at converting a cupboard for this purpose. Councillor C Spencer agreed to update this piece of work which will then be the starting point for further discussion. Councillors were all invited to contribute to the discussion and they will continue to think about how the portacabin might be used.

## **8. Woolwell Centre**

- To receive an update about the preparation of the new lease on the Woolwell Centre between SHDC and Bickleigh Parish Council.

Work to prepare the new lease is ongoing.

- To receive an update from the Woolwell Community Resource Trust (WCRT).

Councillor B Spencer gave an update. SHDC Planning Officers have requested from the Trust a list of works and improvements to the Woolwell Centre as part of the outline planning application for the Barwood developments. This decision to opt for upgrading the existing centre rather than requiring a new one to be built within the development is based on the results of a consultation held with residents. The Trust has not been given any parameters by SHDC, financial or otherwise, and it is not clear on what basis the money is available ie S106 or the timeframe for securing it.

The Trust has given some thought to possible refurbishments and improvements and requested input from the PC, as landlords of the building. Their ideas included but are not limited to: developing the rear of the property behind the stage to make a café/coffee/bar area next to the play area and with outdoor space - food and drink bring in a good income to the Centre and this could also serve as a youth club area at night; developing an upper floor to the building which will provide additional meeting rooms, with a lift to make this accessible; and upgrading equipment such as installing solar panels or a new heating system.

All measures would be designed to increase the income to the Centre and broaden its appeal. The Trust has been informed that Barwood will give some assistance in developing the ideas but this has not been quantified.

Councillors asked if concept plans could be drawn up by an architect so that building contractors could give an estimate of costs. There was a question about whether this is something that Barwood could provide or whether the PC would need to set aside some money for it.

Councillors expressed concerns about the fact that they were being asked to come up with ideas without knowing what money was available. The decision was made to put together a wish list of all possible improvements and developments which would be a joint submission from the Trust and the PC, to be submitted to SHDC in early November.

- To nominate a new BPC representative on the WCRT.

Councillor Blight volunteered and was unanimously elected.

#### 9. To discuss a review of the Neighbourhood Plan.

Councillors agreed that the NP needs to be reviewed and this will be discussed at the November meeting.

#### 10. To discuss the procedure for wreath laying on Remembrance Day on 8<sup>th</sup> November.

The PC will take its lead from the Church and are awaiting advice from them.

#### 11. To review the Parish Council Working Groups.

The following changes were agreed:

The Woolwell Centre Lease Task & Finish Group will end with immediate effect and the work will now be progressed by the Parish Clerk and Councillor Taylor.

The Climate Change WG will end but climate change measures will underpin all PC activities.

The Woolwell Centre WG will end and all issues to do with the Centre will be taken up by the Assets WG.

All other groups and committees will remain as they are.

#### 12. To receive an update from the BPC representative for Roborough Recreation Hall.

Councillor C Spencer explained that they now have a decent football club which has taken over the pitches and worked hard to bring the pavilion back to a good standard. The Hall intends to approach the PC to ask for grant funding because the building is in need of work. The Hall has not opened as expected as there were some concerns still but they will look at it again soon.

A question was asked about the relationship between the Hall and the PC. Councillor C Spencer explained that the property reverts to the PC if it fails and will distribute the Trust document which explains this.

#### 13. To receive reports from County and District Councillors.

See attachment from Councillor B Spencer.

#### 14. Finance

- To note the current bank balance of £103,578.03.

This was noted.

- To approve the following payments:

*Councillor Tamsett-White took over the Chair for this section.*

Date	Payee	Total	VAT	Net	Details
06/10/20	Woolwell Centre Resource Trust	£6,000		£6,000	Emergency Covid grant
02/10/20	Rialtas	£30.00	£5.00	£25.00	Move software to new laptop
05/10/20	Future Cooling	£129.00	£21.50	£107.50	HVAC Monthly Contract Woolwell Centre
05/10/20	Arborcure	£2,808.00	£468.00	£2,340.00	Grass Cutting Contract
25/09/20	cutec	£747.60	£124.60	£623.00	Parish Council laptop and Office 2019
	<b>Total</b>	<b>£9,714.60</b>	<b>£619.10</b>	<b>£9,095.50</b>	
Oct 20	Crowncarpets	£9,600.00	£1,600.00	£8,100.00	New flooring throughout the WC
	<b>New Total</b>	<b>£19,314.60</b>	<b>£2,219.10</b>	<b>£17,195.50</b>	

The payments were approved to the total of £9,714.60 as listed above.

It was also agreed to include the additional payment (listed above) to Crown Carpets for the new flooring in the Woolwell Centre to a total of £9,600.00 including VAT.

*Councillor B Spencer resumed the Chair.*

**15.** To discuss a grant funding application from Bickleigh Parochial Church Council.

This was discussed and it was resolved to award the grant of £1,500 as requested.

**16.** To note the following projects and information for residents:

**Test and Trace Support Grant:** If you are required by law to self-isolate because you have been in close contact with someone who has COVID- 19, and you are on a low income, you may be supported through a payment of £500, which would be administered by your local Council. Please get in touch with South Hams District Council at [www.southhams.gov.uk/test-and-trace-payments](http://www.southhams.gov.uk/test-and-trace-payments)

This was noted.

**17.** To note the date of the next meeting of the Parish Council on Thursday 26<sup>th</sup> November and to agree the dates of the December and January meetings.

The date of the next meeting was noted. The need for a meeting in December will be reviewed at the November meeting but a date was set for an additional meeting on 14<sup>th</sup> Jan at 7.30pm in order to discuss the budget.

The meeting ended at 9.35pm.

Councillor B Spencer  
Chairman