

BICKLEIGH PARISH COUNCIL

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

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A meeting of Bickleigh Parish Council will be held on Thursday 26th January 2023 at 7.30pm in the Woolwell Centre.

AGENDA

Helen Pack, Clerk
22nd January 2023

Open Forum

There will be 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.

- 2023 01 To receive **apologies for absence**
- 2023 02 Members to declare any **pecuniary and other interests** pertaining to items on the agenda.
- 2023 03 To note any **dispensations** received
- 2023 04 To agree that the **minutes** of the Parish Council Meeting held on 24th November 2022 be signed by the Chair as a true record
- 2023 05 To note the following (*for information only*)
- a) Draft minutes of the Finance Committee meeting held on 18th January 2023
 - b) Notes of the Woolwell Centre Working Group held on 4th January 2023
- 2023 06 To receive **reports** from County and District Councillors
- 2023 07 **Clerks Report** (*for information only*)
- a) To note the action list
 - b) To note approval of the following expenditure under delegated action:
 - £318 - removal of a Thorn tree at the rear of 3 Leat Walk
 - £350 - repair of the Woolwell Centre roof
- 2023 08 **Finance**
- a) To consider a grant request from Roborough Recreation Hall
 - b) To consider a request for a donation to SHCVS to support its services in 2023
 - c) To consider a request for a donation of at least £300 from the Citizens Advice Bureau
 - d) To note the bank reconciliation as at 31 12 2022 (*Appendix A*)
 - e) To note Income and Expenditure as at 31st December 2022 (*Appendix B*)
 - f) To approve the 2023/24 Council budget as recommended by the Finance Committee
 - g) To agree that the parish council request a 2023/24 precept of £104,303 as recommended by the Finance Committee.

- h) To appoint DM Payroll as payroll service at a cost of £120 per annum
- i) To approve amended Financial Regulations as recommended by the Finance Committee.
- j) To approve the following payments (*invoices sent electronically to Councillors*)

Pre-paid

SUPPLIER	DETAILS	TOTAL	VAT	NET	NOTES
Smart Pensions Ltd	Monthly charge	18	0	18	DD
Future Cooling	Monthly charge	129	21.50	107.50	SO
Cutec	Exchange online	62.40	10.40	52.00	DD
Chubb	Intruder Alarm annual	898.01	149.67	748.34	BACS

For approval

SUPPLIER	DETAILS	TOTAL	VAT	NET	Centre	Budget left
HMRC	Month 6 overdue tax and NI	150	0	150	salaries	9619
DM Payroll	Payroll services Jan to March	30		30	Payroll	59
Woolwell Centre	Room hire January	60		60	Room	366
Arborcure	Removal of tree rear Leat Walk	318	53	265	Green Space	3609
Richard Eggins	Hedge cutting	360	60	300	Green space	3309

2023 09 Road Safety

To further consider and agree action on a radar speed sign for Woolwell

2023 10 Grass Cutting contract

To note that the grass cutting contract is due for renewal and to agree action

2023 11 Woolwell Centre

- a) To receive an update on insurance claims
- b) To agree expenditure of £130 on annual legionella testing and £100 on cleaning of outlets and to appoint Kovia as contractors for these services
- c) To agree that Woolwell Centre Trustees can arrange for painting of the exterior of the Woolwell Centre
- d) To agree that the Woolwell Centre can utilise the parish council office space on a temporary basis
- e) To approve expenditure on repairs to the front door of the Centre to prevent water entering

2023 12 Planning

To consider responses to the following planning applications:

4072/22/FUL - Land at SX 499 626. Installation & operation of solar farm & associated works, equipment & necessary infrastructure for a temporary period of 40 years. (*Extension requested and granted*)

2715/22/HHO - 27 Long Park Drive PL6 7QE. Householder application for a balcony extension

3654/22/FUL - Plessey Semi Conductors Ltd Tamerton Road Roborough PL6 7BQ. Replacing an existing guardhouse at the front of the commercial property with a new unit (retrospective)

3558/22/HHO - Wentsworth House 2 Haxter Wood Chase Roborough PL6 7FQ. Householder application for proposed first floor extension over existing garage & single storey rear extension

4375/22/HHO - 24 Meadowlands Woolwell PL6 7RR. Householder application for side extension.

To note the following planning decisions:

3828/22/HHO - Greystones Kirkland Close Woolwell PL6 7QD. Householder application for the removal of uPVC conservatory & replacement with single storey extension. **Conditional Approval.**

4417/22/TPO - 20 Ferndale Close Woolwell PL6 7HJ. T1: Oak - Crown Lift to 5m all round, to provide clearance of garden/property & carpark on the other side of hedge line & sever ivy and T2: Oak - Crown Lift to 5m all round, to provide clearance of garden/property & carpark on the other side of hedge line & sever ivy. **Lesser tree works allowed.**

2023 13 **Staff and Administration**

- a) To appoint Helen Broughton as interim Proper Officer, Clerk and Responsible Financial Officer for 10 hours a week at £28 per hour
- b) To approve the Council joining the NEST pension scheme
- c) To agree to hold meetings in March, June and October at Roborough Recreation Hall

2023 14 **Neighbourhood Plan Standing Item:** Update on the Plan review

2023 15 **Roborough Recreation Hall:** To receive an update

2023 16 To agree the **date of the next meeting** as 16th February 2023 at the Woolwell Centre

2023 17 *Members to resolve to **exclude the press and public** from the meeting during the consideration of commercial information which is confidential under Section 100(A)(2) of the Local Government Act 1972*

2023 18 **Woolwell Centre contracts**

- a) To consider quotations and agree a contractor and expenditure on installation of emergency lighting in the café and bar
- b) To consider quotations and agree a contractor for fire alarm, intruder alarm and emergency lighting maintenance and monitoring