

# BICKLEIGH PARISH COUNCIL

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

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*Helen Broughton*

Helen Broughton, Bickleigh Parish Locum Clerk

17<sup>th</sup> May 2024

**The Annual Meeting of Bickleigh Parish Council will be held on  
Thursday 23<sup>rd</sup> May 2024 at 7.30pm at the Woolwell Centre, Woolwell PL6 7TR**

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## **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.*

### 24 1 **Election of Chair and Vice Chair**

- i. To elect the Chair of the Council for the 2024/25 Municipal Year
- ii. To receive the Chair's declaration of Acceptance of Office
- iii. To elect the Vice Chair of the Council for the 2024/25 Municipal Year

24 2 To receive and accept **apologies for absence** (and their reasons).

24 3 Members to declare any **pecuniary and other interests** pertaining to items on the agenda.

24 4 To note any **dispensations** received.

### 24 5 **Committees and Working Groups**

- i. To create or dissolve committees, sub-committees and working groups (*Currently: Finance and Staffing Committee, Woolwell Centre Working Group, Asset and Green Spaces Working Group, and Neighbourhood Plan Working Group*).
- ii. Subject to 2024 5) to appoint members to the above.
- iii. To agree appointments to outside bodies (*Currently: Roborough Village Hall*)

### 24 6 **To review and adopt the following policies and council documents:**

- i. Financial Regulations
- ii. Standing Orders
- iii. Code of Conduct

24 7 To agree that the **minutes** of the Parish Council Meeting held on 25<sup>th</sup> April 2024 be signed by the Chair as a true record

### 24 8 **County and District Councillors reports**

To receive reports from County and District Councillors

### 24 9 **Clerks Report** (*for information only*)

To note action list

## 24 10 Finance, Audit and Admin

- i. To note the Parish Clerks Annual Leave from 2<sup>nd</sup> July to 20<sup>th</sup> July
- ii. To note conclusion of the internal audit and receive the annual internal audit report and agree any actions in response (*report*)
- iii. To approve Section 1 of the Annual Governance Statement 2023-2024 (AGAR 1)
- iv. To approve Section 2 Accounting Statements 2023-2024 (AGAR 2)
- v. To agree that the period for the exercise of public rights runs as from Monday 3 June – Friday 12 July 2024 (*The inspection period must be 30 working days inclusive and must include the first 10 working days of July*).
- vi. To agree insurance arrangements.
- vii. To note receipts and payments against budget as at 30<sup>th</sup> April 2024
- viii. To approve the following payments (*invoices sent electronically to Councillors*)

### Pre-paid

SUPPLIER	DETAILS	TOTAL	VAT	NET	NOTES
Cutec	Microsoft	70.32	11.72	58.60	

### For approval

SUPPLIER	DETAILS	TOTAL	VAT	NET	NOTES
South Hams DC	Election cost	109.63	0	109.63	
South Hams DC	Election cost	63.93	0	63.93	
Security Mgmt SW	Key holding response	57.60	9.60	48.00	
H Broughton	Salary	688.84	0	688.84	
NEST	Pension	61.04	0	61.04	
Auditing Solutions	Internal Audit fee 23 24	312.00	52.00	260.00	

## 24 11 Woolwell Centre

- i. To agree a recommendation from the Working Group that ADF Plastics be appointed as the contractor for upgrading the Woolwell Centre windows and doors.
- ii. To agree that Kovia be requested to undertake a full asbestos refurbishment survey of the Woolwell Centre.
- iii. To agree action on requesting loan monies from the PWLB for the windows and doors.

## 24 12 Planning

To consider responses to the following planning applications:

0889/24/FUL - Land At Sx 490 624, Broadley Park Road, Roborough. Application for the construction of a new business park comprising six units of varying sizes, associated access, parking, drainage and landscaping, together with ground reprofiling, bunds, attenuation pond & associated development.

3994/23/FUL - Little Down Roborough Down Plymouth PL6 7AS. Demolition of existing house & garage and construction of replacement house with garage & related works

1400/24/HHO - 11 Hazelwood Drive Woolwell PL6 7HL. Householder application for single storey rear extension

24 13     **Neighbourhood Plan Standing Item:** Update on the Plan review

14 14     **Roborough Village Hall:** To receive an update

24 15     To agree the **date of the next meeting** as 27<sup>th</sup> June 2024 at the Woolwell Centre.