

**Minutes of a Meeting of Bickleigh Parish Council held on Thursday 23<sup>rd</sup> January 2014  
at 7.30 pm at the Woolwell Centre**

**PRESENT:-** Councillor B Spencer (Chairman)  
Councillors Mrs C Bruce-Spencer, Mrs L Crowe, E Dobinson,  
R Goddard, P W Hitchins, R Ivey

**ALSO PRESENT:-** PC Tamsyn Dingley & Sgt John Livingstone  
Mrs M Small (Clerk)

**APOLOGY:** County Councillor J Hart

**NOT PRESENT:-** Councillor C Ellis

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**OPEN FORUM**

No issues were raised.

**POLICE REPORT**

PC Dingley reported on crimes in the Parish since the last meeting – 2 domestic assaults which have been filed as there were no independent details; an arson in Ferndale Close where a motorability scooter was set alight but there are no leads on this; an assault – a male has been cautioned; burglary at Church Park Road – there are no witnesses; on New Year's eve there were 2 incidents at The Lopes Arms – 2 arrested.

The volunteers for Bickleigh Speed Watch are now trained and will be going out on their own. Volunteers have been requested to set up a Woolwell Speed Watch.

There has been some anti-social behaviour outside the Chinese Takeway in School Drive between the Manager and local youth. This is an on-going situation. It was confirmed that people feel intimidated by the youth. The Police will look into this further and talk to the Crime Prevention Officer about the situation.

PC Dingley has met with the Councillor Spencer and the Centre Manager to see if it would be possible to set up a Youth Club in the Woolwell Centre. They are looking at funding, sponsorship and age groups to be targeted.

A new initiative being introduced by the Police are Cop Cards, which is a method of engaging with the youth. Also the Police in Ivybridge have a Facebook page and Twitter. Details will be put in the Signpost magazine.

There is now a Food Bank in Ivybridge. The Police have emergency hampers if necessary and also vouchers. If there is anyone in need in the Parish, please contact PC Dingley.

There is a new Licensee at Argaum in Bickleigh Down Road.

The Police were asked about the speed of traffic in Bickleigh Down Road, as the problem is on-going. It was also reported that the sign outside the MUGA needs updating and Councillor Hitchins will speak to the District Council about this.

## **DISTRICT COUNCIL REPORT**

South Hams District Council and West Devon Borough Council are to replace their retiring Chief Executive by piloting an Executive Director model of working. Current Corporate Directors Alan Robinson and Tracy Winsor have been appointed as joint Executive.

The District Council will receive a settlement of £3.696 million from the Government in 2014/15, which is £50,000 better than had been anticipated. The Council will support and resource (where possible) projects that provide for young people's housing needs. The Council has agreed the implementation of a proposed cost neutral local Council Tax Reduction scheme for 2014/15

The South Hams is in the top 3 when it comes to recycling in Devon. 54% of waste in the District was recycled, composted or reused in 2012 to 2013.

The City Deal for Plymouth and the South West Peninsula has now been approved by the Cabinet Office and has been signed by the local strategic partners. The deal is projected to deliver over 10,000 jobs, growth for 25,000 businesses and Plymouth's South Yard as a marine industries production campus. Local businesses and young people in the South Hams area will benefit from the deal.

The Dartmoor Sustainable Development Fund was launched in June 2002 to enable individuals, community groups and businesses to implement innovative new ideas for better ways of living in, working in, and visiting Dartmoor, that also contribute towards the Dartmoor National Park Authority achieving its purposes, and that might otherwise have difficulty in getting finance. There is £35,000 remaining in the Fund to be awarded by the end of the financial year. Potential applicants should visit [www.dartmoor.gov.uk/DSDF](http://www.dartmoor.gov.uk/DSDF) for further details. The deadline for applications is Wednesday February 19th and any project ideas must have been discussed with the Sustainable Development Officer in advance.

Councillor Hitchins reported that the Council workforce have been excellent during the recent bad weather. There is a tree on the hedge near Blackeven Close which is against the wires but it is not known if this is the responsibility of the property owner or the Parish Council. The hedge at the head of The Green which abuts Bickleigh Down road, belonging to the Parish Councils, need attention. Also two trees on Plymouth City land are in need of urgent attention.

The Sherford documentation has still not been signed nor has the 106 Agreement for the gypsy site.

The District Council's Band D tax will be going up by 1.9%

Councillor Hitchins reported that the National Park has received a grant from DEFRA again. They are losing one of the senior Directors and Assistant Solicitor and the Head of Planning is retiring. The recent storms have had an impact on the budget. Councillor Hitchins had met a delegation from China and had a video conference with the Chairs of all the National Parks.

## COUNTY COUNCIL REPORT

There was no report.

### **8498 DECLARATIONS OF INTEREST**

The following declarations were made:-

Councillors Spencer and Mrs Bruce-Spencer:- personal interest in Minute No.8502(a) as Trustees of the Woolwell Centre.

Councillors Spencer and Mrs Bruce-Spencer: declarable interest in Planning Application No. 04/3061/13/F 52 Skylark Rise, Woolwell, PL6 7SN as the applicant is an employee of the Woolwell Centre, of which they are Trustees, and they will leave the meeting during discussion and voting on this application. Councillor Dobinson declared a personal interest as the applicant was a near neighbour and will abstain from discussion and voting on the application. All other Councillors and the Clerk declared a personal interest, as the applicant is known to them as an employee at The Woolwell Centre.

### **8499 MINUTES**

The Minutes of the meetings held on the 28<sup>th</sup> November 2013 and 16<sup>th</sup> January 2014 were confirmed and signed as a correct record, subject to:-

Minute No. 8490(b)(ii) delete “Adams” and insert “Evans”

Minute No. 8496 Amend planning application No. 04/3005/13/F to read “4 votes for and 3 votes against, having used the Chairman’s casting vote,”

### **8500 MATTERS ARISING**

Open Forum April The rubbish near the footbridge over A386 has still not been removed. The Clerk will report it again.

Minute No.8307(b) The Clerk had circulated a list of the road names on Woolwell for consideration of whether they would need gritting. It was **AGREED** that:-

- (i) Councillors would advise the Clerk and an updated list would be circulated.
- (ii) The gritter needs to be relocated
- (iii) A new Snow Warden needs to be appointed
- (iv) A central point for delivery of salt needs to be identified
- (v) Once delivered, it needs to be distributed.

Minute No. 8393(a) The garage sign on Woolwell roundabout has been removed.

Minute No. 8393(c) With reference to the road markings on the A386, the road is coned off in parts. It was **AGREED** that the Clerk would write

an individual letter to Plymouth City Council with a copy to PC Dingley.

**8501 PLANNING**

(It was noted that Councillors Hitchins and Mrs Bruce-Spencer took no part in the discussion or voting on planning (except planning application No. 04/0107/14/TW when Councillor Hitchins voted) as they will be considering the applications as District Councillors)

(a) **Planning Applications for consideration:-**

04/3005/13/F New detached dwelling, land to east of Old School House Cottages, New Road, Bickleigh, PL6 7AG.

At the site visit, it was noted that there had been a previous application for the site which resulted in a refusal. The Parish Council feel that the previous reasons cannot be ignored and **RECOMMEND REFUSAL:-**

- (i) The access is a major problem. Following discussion with the applicant it is understood that the existing access gateway is to be widened. Looking at the property from the road the intention is to widen the access by removing the existing hedge wall to the right of the existing gateway. The Parish Council feel that this will encroach on the existing parking spaces that already exist at that point making access (and protection of their vehicles) an issue.
- (ii) The Parish Council is mindful that the initial access was granted onto a road as it existed some 25 years ago; a country road with limited traffic flow probably moving at moderate speeds. The current usage of the road in both speed and volume will mean that access will be difficult without danger to the vehicles doing so. Traffic coming from the Bickleigh direction, in particular, approaches the entrance over a blind hill and at speed. Traffic approaching from the Plymouth direction approaches at high speed although with greater vision of the entrance.
- (iii) This is a development in the countryside which is not in accordance with the pre NPPF guidance. Whilst the Parish Council have sympathy with the applicant and their circumstances, the development along the lines indicated is not sympathetic with the pre NPPF policies but nor should those policies simply be dismissed
- (iv) There is some concern that development on this site would create precedence for further development in the immediate area. This should be avoided.
- (v) The Parish Council is mindful that there are misleading statements being made in the application about the proposed development at the Lidl/Tesco site in Woolwell (91 eco Village style homes) which are being suggested as being in the immediate vicinity. This is not true and not relevant to this application.

- (vi) Access to this development can only, realistically, be achieved by total dependence on the use of motor vehicles which is contrary to established planning guidelines. Public transport is infrequent, at best, and walking is simply not possible to the nearest facilities likely to be required.

Should the District Council be mindful to grant permission the Parish Council believe that the following should be taken into account

- (i) The development of the original school site has created a unique character which should be preserved and further enhanced. Building materials and the overall style of the existing houses should be maintained and, ideally, enhanced. Use of identical materials should be a condition of any permission.
- (ii) Reinstatement of the same style of hedging should be made to preserve the visual appeal of the access gateway.
- (iii) Parking on site should be carefully considered particularly since the widening of the gateway will impact on existing parking arrangements
- (iv) Access/traffic issues should be fully investigated including, if thought necessary, a comprehensive traffic survey to determine the reality of safe access to and from the site
- (v) A fully comprehensive construction traffic plan should be a condition of this application to allay the fears of immediate neighbours regarding the degradation of the gravel access track and its encroachment onto their sites.

04/3059/13/F The Cottage, Bickleigh Down Road, PL6 7AB – side extension to form garage with bedroom over. It was **AGREED by 5 in favour and 2 abstentions (Councillors Mrs Bruce-Spencer and Hitchins)** to **RECOMMEND APPROVAL**

04/3061/13/F 52 Skylark Rise, Woolwell, PL6 7SN – conversion of existing garage into bedroom/store room. It was **AGREED** by 3 in favour and 2 abstentions (Councillors Hitchins and Dobinson) to **RECOMMEND APPROVAL**.

**(Councillors Spencer and Mrs Bruce-Spencer left the meeting during discussion and voting on this application, and the Chair was taken by Councillor Hitchins)**

04/0107/14/TW Moorcot, 42 Tavistock Road, Roborough, PL6 7BB – work to a tree subject to a TPO. It was **AGREED by 6 in favour and 1 abstention (Councillor Mrs Bruce-Spencer)** to **RECOMMEND APPROVAL**

04/0101/14/F 4 Kestrel Way, Woolwell, PL6 7SY – rear conservatory. It was **AGREED by 5 in favour and 2 abstentions (Councillor Mrs**

**Bruce-Spencer and Hitchins) to RECOMMEND APPROVAL**, subject to no neighbour objection.

(b) **Decisions taken by District Council:**

Approved

04/2537/13/F Hele Barton Barn, Hele Lane, PL6 7AQ Listed Building consent for repairs to building – new roof covering (profiled metal type), traditional stone repairs to walls, timber repairs to trusses and lintels. Replacement floor and wooden shutters.

04/2548/13/F 37 Leat Walk, Roborough, Removal of conservatory and construction of single storey extension.

04/2562/13/F 53 Bowers Park Drive, Woolwell, Conservatory to rear of property.

04/2385/13/F 14 Forest View, Woolwell, Excavation to form garage/store

04/2338/13/F 2 Sycamore Drive, Woolwell, erection of fence

(c) **Permitted Development Rights on the Woolwell Estate**

Councillor Dobinson referred to permitted development rights on the Woolwell Estate which had been withdrawn when the Estate was originally built and asked if this was now relevant in 2014. It was **AGREED** to discuss this further in the Property Working Group.

**8502 REPORTS**

(a) **The Woolwell Centre**

Councillor Mrs Bruce-Spencer reported that a new Trustee, Ali Bishop, has joined the team. The Trustees are working on a strategy to recruit more members to the team in the near future.

Bookings over the Christmas/New Year period were good. The Centre has taken its first 2015 booking for a flower show. The Centre is currently reviewing its price structure which includes the cafe, catering options and children's party packages. An additional toddler party package is being designed.

The Trustees have agreed that the Centre should move towards accepting card payments. The objective is to move to a near cashless basis within 18 months.

Complaints are being received from users regarding the lack of lighting in the car park and the Centre Manager is going to raise this matter with BPC at the next Property Working Group.

A new bar has been sourced and fitted using the 'Invest in Devon' grant funding and is a marked improvement on the old facility however the work has not been completed and alternative providers are being sourced in order to finish the project. The patio doors in the bar are due to be replaced in the next few weeks.

(b) Roborough Recreation Hall and Playing Field

It was unanimously **AGREED** that the report is given in Confidential Part II.

**8503 WORKING GROUPS**

- (a) Councillor Dobinson reported that now Councillor Ms Tapp has resigned, the Group need another person. Signpost will now be produced every other month. There has been an increase in the number of advertisers. The Woolwell Centre wishes to advertise for Trustees and it was **AGREED** that there would be no charge and an article will be placed as and when there is space. It was also suggested that the telephone number of Church groups are added for information.

**(Councillor Hitchins left the meeting)**

- (b) The Property Working Group had met on the 10<sup>th</sup> December 2013 and 14<sup>th</sup> January 2014 and notes of the meetings had been circulated. A second branch has come down on Roborough Green, and a tree survey on the condition of the trees should be undertaken now on all trees owned by the Parish Council in order that a maintenance plan can be put in place and thereafter every three years. It was **AGREED** that the survey is undertaken.
- (c) The Finance Group had met on the 16<sup>th</sup> December 2013 and considered the requests from the Woolwell Centre Trustees. The following recommendations were made:

Grant

- (i) The Trustees are asked to make a reserves policy.
- (ii) The Trustees to be asked about the high usage of Petty Cash and how the risk is controlled.
- (iii) A grant of £16,000 is agreed for the coming year

Councillor Mrs Bruce-Spencer replied to item (ii) stating that a lot of purchases are cash orientated as the commercial card has not come through yet. It is recorded in the accounts in petty cash and has to be broken down into individual columns. The Policy is to move away from cash.

It was **AGREED** that recommendations (i) and (iii) are endorsed and the response to recommendation (ii) is noted.

Room Hire

It was **AGREED** to endorse the recommendation that as there has been a 10% increase in utility costs, it is therefore reasonable for a 10% increase in room hire to £330 per annum.

The date of the next Finance Working Group is Wednesday 12<sup>th</sup> February at 8.30 am

#### Office Hire

The Clerk advised that since the Finance Group had met, the office had been cleared of the Centre's filing cabinets and she was now working in the office. It was **AGREED** that Councillor Goddard will draw up a project plan to present to the Trustees by the end of February 2014, to accommodate the Parish Council office on the ground floor with a potential for holding the smaller type committee meetings also, with a view to implementation by this time 2015. In the meantime, the office rental space to remain at £20 per month and reviewed once the lease is completed.

- (d) A report was read from Mr Lane regarding the Neighbourhood Plan. An electronic survey was sent to all businesses on the database. By the closing date for returns only 2 responses had been received. Therefore, it is assumed that the businesses did either not receive the survey or did not appreciate the significance of what it was they were asked to do. A more personal approach will now be made with a letter, a copy of the survey and a return policy. To do this some money is required to cover printing costs.

With regard to the residents' survey, the Group has a draft for a flyer that would accompany a survey attachment. However, to do this money is required to cover printing costs. Contacts are in the process of being made to obtain competitive quotations for both surveys.

The Working Group wish to know whether the Parish Council would be prepared to provide the funds necessary to allow the surveys to proceed on the understanding that the Parish Council would have first call on any grant monies available. Applications for funding were submitted in December 2013 but as yet there has not been a response. It was **AGREED** that the Parish Council fund the printing initially.

- (e) As stated in the Police report, Councillor Spencer reported that an initial meeting has been held with the Police and the Centre Manager regarding the youth and they will come back with some suggestions.
- (f) The Public Services and Policies Working Groups have not met.

#### **8504** FINANCE

- (a) The November/December print-outs had been circulated and no questions were raised.
- (b) It was **AGREED** to defer consideration of a request from the Roborough Recreation Hall for a grant to purchase a line marking machine until after the report in Confidential Part II

(c) Receipts and Payments

The following receipts and payments were noted:-

Receipts

C Tucker	20.00	Signpost Advert
Moorheat	140.00	Signpost Advert
SW Football Academy	90.00	Signpost Advert
Roborough Methodist Church	30.00	Signpost Advert
Jackie Stoker	65.00	Signpost Advert
Co-op	£ 15.11	Interest
Woolwell Comm. Centre	2.00	Re-pay Visa
Woolwell Comm. Centre	977.38	Re-pay Visa
Gas	13.83	Overhead lines
Roborough Pre School	£768.00	R'cd in error
P Jarvis	£ 75.00	Signpost advert
Bickleigh PCC	£100.00	Signpost advert
T R Crocker	25.00	Signpost Advert
South Hams DC	£300.00	Grant re door survey
Interest	13.24	Interest

Payments

It was **NOTED** that the following payments have been made:-

	£	p	Excl. VAT	
Plant Tech	660.00		550.00	Hedge/grass cut
Drain Care SW Ltd	96.00		80.00	Blocked drain at Centre
Investec	74.32		61.93	Copier rental
Security Management SW	30.00		25.00	Call-out
Mrs M Small	358.00			Salary Dec.
Minerva Accounting	18.00			Payroll Services
HMRC	89.40			Tax
Appleby Westward	456.00		380.00	Signpost Magazine
Universal Fire & Security	352.08		293.40	Door survey
ASG	224.40		187.00	Fire detector 1 <sup>st</sup> floor
The Woolwell Centre	50.00			Office and room hire
The Woolwell Centre	1480.00			Grant
The Woolwell Centre	125.00			Companies House
The Woolwell Centre	25.00			Delivery of magazine
O2	33.61		28.01	Mobile

**8505** CORRESPONDENCE

An invitation to a stakeholder workshop with lunch was received from Western Power. No-one wished to attend.

**8506 CHAIRMAN'S TIME**

No issues were raised.

**8507 CITIZEN OF THE YEAR**

Nominations for Citizen of the Year should be sent to the Chairman or Clerk.

**8508 CONFIDENTIAL PART II**

It was unanimously **AGREED** to move into Confidential Part II to receive a report on the Roborough Recreation Hall.

**8509 ROBOROUGH RECREATION HALL**

- (a) In Confidential Part II, a report was received on the current position of the Hall. It was **AGREED** that the Parish Council will work with the Hall and attend the next meeting.

It was unanimously **AGREED** to move back into open meeting.

- (b) It was **AGREED** that the Parish Council purchase a white line marking machine at a cost of £305.30p plus VAT and the Council take up the offer of a grant from Councillor Hitchins' Locality Fund. The machine will be loaned to the Roborough Recreation Hall for the time being and will be added to the Council's Asset Register.

**8510 DATE OF NEXT MEETING**

Thursday 27<sup>th</sup> February 2014 at 7.30 pm