

Minutes of the Annual Meeting of Bickleigh Parish Council held on Thursday 29th May 2014 at The Woolwell Centre

PRESENT:- Councillor B Spencer (Chairman)
Councillors M Blake, Mrs L Crowe, C Ellis, R Goddard, P W Hitchins,
R Ivey, Mrs C Lane

ALSO PRESENT:- County Councillor J Hart
Mrs M Small (Clerk)

APOLOGY:- Councillor Mrs C Bruce-Spencer
PC Tamsyn Dingley, PCSO J Brokensha

Before the start of the meeting, the Freedom of the Parish was presented to Mrs Betty Oliver in recognition of her services to the Parish over many years.

OPEN FORUM

- (a) The hedges are overgrown on the ramp and pathway leading from Village Drive to the bus stop on the A.386. It was **AGREED** to ask Devon County Council to cut.
- (b) There is a branch overhanging the pavement from Bickleigh Down Road to Leat Walk. It was **AGREED** to add this to the list being prepared by Councillor Goddard of places where branches are over-hanging the pavement.
- (c) It was reported that no grass cutting is taking place along Tavistock Road in Roborough village. Councillors noted that the triangle where the post box and granite seat are located is cut by the Parish Council.
- (d) The issue of grass growing at the edge of the pavement from the Gas Station to the Dartmoor Diner was raised again. Councillor Hitchins reported that he had received a letter on the subject from a resident of Belliver. The Chairman stated that this had been raised with the County Council who had said it was on a list to be done, dependent on money being available. It was also suggested that the work could be undertaken by Community Payback. County Councillor Hart stated that he will make enquiries.

POLICE REPORT

A written report was submitted by PCSO Brokensha showing 5 reported crimes during the month – a common assault in Pinewood Drive, public order offence on New Road, theft in Maple road, common assault on School Drive, possession of controlled drug at Mulberry Close.

DISTRICT COUNCIL REPORT

Councillor Mrs Bruce-Spencer submitted a written report. Councillor Bill Hitchins has been appointed the new Chairman of the District Council and the Vice-Chairman is Thurlestone Ward Councillor Ian Bramble. Two new working groups have been formed to look at income generation and youth engagement.

The District Council has launched the first formal consultation for “Our Plan”. The Plan will be one strategic plan for South Hams setting out a vision, long term priorities and planning policies that are in line with the National Planning Policy Framework. Our Plan will be supported and informed by partner and community plans, who will help to run and commission services in a more effective way. The consultation will run until the 20th June.

At the Annual Meeting of South Hams District Council it was agreed that, initially for a twelve month trial period, the Development Management Committee Public Participation Scheme be amended to enable the opportunity for a nominated town or parish councillor to speak on a planning application within their town or parish.

- Any such request to speak must abide by the same rules as which already apply to objectors and supporters (Note: the rules are available via the following website link: <http://www.southhams.gov.uk/article/2882/Public-Participation-at-Development-Management-Committee-meetings>;
- The most significant rules to point out are: the deadline to notify Member Services (member.services@southhams.gov.uk) of your wish to speak (being 12 noon on the Monday prior to the Committee meeting on the Wednesday (12 noon on the proceeding Friday, if the Monday is a Bank Holiday)); the time limits (being three minutes maximum or five minutes for a ‘major’ application); and the need for statements to be confined to matters which are material planning considerations; and
- Upon receipt of the notification email to inform that the agenda has been published, the onus will be very much on Parish Councils to check if there are any planning applications on that agenda which are located within the local town or parish and for which the Parish Council may wish to utilise this provision.

More than 44 percent of voters turned out to the poll on May 22nd and this was the third highest turnout of 38 authorities throughout the South West region. Coming tops in the region was partner council West Devon Borough with a poll of 42.41 per cent (18,111 votes). South Hams in third place polled 41.49 per cent.

Peter Dale, Community Safety and Emergency Planning Officer has always encouraged Parish and Town Councils to prepare their own self-help emergency plans for occasions such as severe storms/flooding/snow/ice/power loss, when the community may have to fend for themselves. An event will be held at Follaton House, Totnes on Tuesday 1st July and will include a series of short presentations from the Environment Agency, Police, Fire, Ambulance, Coastguard and District Council to discuss what emergency services would do if attending a serious incident in your Parish and what resources the Parish has to support them. This will be followed by a discussion on how Parishes can prepare plans, with examples of those who have done so.

South Hams residents are being urged to help reduce landfill and save money by putting an end to food waste in their grey bins. According to research by South Hams District Council, more than 24 percent of the grey bin refuse collected from households is made up of food waste – the largest single element thrown away. Food waste collections in the South Hams are composted using a technical method called ‘in vessel’ composting to produce a soil conditioner which is used on local farms. South Hams District Council is also working with the Love Food Hate Waste campaign to help residents cut down on the amount of food they waste in the first place. The average family with children wastes around £60 worth of food every month.

Councillor Hitchins reported that he is back on the Planning Committee. He also reported on events he had attended as Chairman of south Hams. His chosen charities are ’42 Commando

Royal Marines' and the 'Royal British Legion'. A copy of the Leader's address on the achievements of the District Council has been given to the Clerk if anyone wishes to view this in detail.

There are new boundaries for Greater Dartmoor Leaf and he will follow-up what funding is available.

Councillor Hitchins will ask if there are any other days planned regarding the District Council's 'Our Plan' and report back. Comments have to be back by 20th June. Councillor Hitchins will try to get an Officer down to a special meeting to discuss. It was **AGREED** to inform the District Council that the Parish Council's response will be a little late.

Councillor Hitchins circulated a written report on the Dartmoor National Park Authority. He has been re-elected Chairman of the Authority and reported on events he had attended. The breadth of services have been currently maintained but the depth of the services has been reduced.

COUNTY COUNCIL REPORT

County Councillor Hart stated that the new Strategic Plan will be e-mailed to the Council. He had attended a meeting in London and stated that the process of bidding for extra finance takes time and costs the Authority.

The County Council budget has been reduced by £27m for the current year and is due to be reduced by £49m next year and a further £25m in 2016. This has meant tough choices and the County Council is going to have to actually stop doing some services. All on-statutory services are being reviewed, starting with the Youth Service, Meals on Wheels, Day Care and Residential Homes, followed by the Library Service and Children's Centres.

Councillor Spencer reported that the Parish Council is looking at youth in the Parish and asked if Youth Services could help. County Councillor Hart replied that there is a review of youth services and the results should be out shortly. He also stated that the Parish Council could employ a youth worker.

8552 CO-OPTION OF PARISH COUNCILLORS

The Chairman reported that, together with Councillors Mrs Crowe, Goddard and Hitchins, they had met with the two candidates who had put forward for co-option to the Council. It was unanimously **AGREED** that Michael Blake and Chris Lane be co-opted to the Council for the remaining term of office until May 2015.

The Clerk confirmed that Declarations of Members' interests had been completed.

8553 DECLARATIONS OF INTEREST

Councillor Hitchins declared a personal interest in planning application No. 04/0943/14/F, Field at Bickleigh Down Road, which is opposite his property.

Councillor Mrs Lane declared a personal interest in Minute No. 8561(b) as a Trustee of Roborough Recreation Hall

Councillor Spencer declared a personal interest in Minute No.8561(a) as a Trustee of The Woolwell Centre.

8554 ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

It was proposed by Councillor Ivey and seconded by Councillor Goddard and **AGREED** that Councillor Spencer is re-elected Chairman for the ensuing year.

8555 ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR

Councillor Mrs Bruce-Spencer had written to say that she did not wish to continue as Vice-Chairman due to work commitments. It was proposed by Councillor Ellis, seconded by Councillor Mrs Crowe and **AGREED** that Councillor Hitchins be elected Vice-Chairman for the ensuing year.

8556 APPOINTMENT OF REPRESENTATIVES

It was unanimously **AGREED** that Councillor Mrs Lane is elected the Parish Council's representative on the Roborough Recreation Hall.

8557 APPOINTMENT OF WORKING GROUPS

It was **AGREED** that the following Working Groups are appointed:-

Combined Property and Finance

Councillors Spencer
Ivey
Blake
Goddard
Mrs Crowe

The Clerk

Newsletter

Councillors Spencer
Mrs Crowe
Mrs Lane
Blake

Policy

Councillors Spencer
Blake

The Clerk

Youth

Councillors Spencer
Ellis

Neighbourhood Plan

All Councillors
Plus co-options to the Group

8558 MINUTES

The Minutes of the meeting held on the 24th April 2014 were confirmed and signed as a correct record, subject to deleting (a) Receipts and Payments of the Finance Report and substituting the following:-

Receipts

| | | |
|------------|---------|----------|
| Co-op Bank | £11.91p | Interest |
|------------|---------|----------|

Payments

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

| | | Excl. VAT | |
|--------------------------|---------|--------------|---------------------|
| | £ p | £ p | |
| Future Cooling Solutions | 36.00 | 30.00 | Main Hall vent |
| Mrs M Small | 68.00 | | Reimburse stamps |
| R Eggins | 180.00 | 150.00 | Hedge Roborough |
| Plant Tech | 300.00 | 250.00 | Grass March |
| Appleby Westward | 396.00 | 330.00 | Printing Signpost |
| HMRC | 89.40 | | Tax |
| Staff | 358.00 | | Salary |
| Mrs M Small | 78.50 | 65.42 | Poppy Seeds |
| Appleby Westward | 516.00 | 430.00 | Printing Jan. |
| Plant Tech | 300.00 | 250.00 | Grass April |
| Minerva Accounting | 9.00 | | Payroll Services |
| Staff | 358.00 | | Salary April |
| 02 | 31.79 | 26.50 | Mobile Telephone |
| PWLB | 6833.66 | | Re-pay loan |
| The Woolwell Centre | 50.00 | | Deliver Signpost/NP |
| The Woolwell Centre | 30.00 | | Room Hire |
| The Woolwell Centre | 1333.33 | | Grant |

8559 MATTERS ARISING

- Minute 8307(b) County Councillor Hart asked the Parish Council to wait a further month to enable him to obtain information as to whether the funding has to be paid back if the gritter is sold.
- Minute 8393(b) The litter is still present. It was **AGREED** to take the item off the agenda and the Clerk will continue to try and get a litter pick of the area by Plymouth City Council.
- Minute 8514 Councillor Spencer reported that he is still waiting on the Gary Streeter MP to get back to him about a meeting with Plymouth City Council.
- Minute 8550 The Clerk **AGREED** to draw up some bullet points regarding Beating the Bounds.

8560 PLANNING

(a) Consideration of applications, as follows:-

- 04/0943/14/F Retrospective application for change of use of field to equestrian use and erection of stable building. Proposed erection of new stable and tak room (re-submission of 04/3037/13/F) **Field at SX507620, Bickleigh Down Road, Roborough**. It was **AGREED** to ask for a deferral for a further month for the applicant to complete the removal of items from the site, which was one of the Parish Council's objections.

- 04/0998/14/F Replacement of existing metal windows and doors and replacement of 5 No. windows with doors, **Bickleigh Down Primary School**. It was **AGREED** to RECOMMEND APPROVAL.
- 04/1049/14/F Conversion of integral garage to room, **4 Coppers Park, Woolwell, PL6 7SJ**. It was **AGREED** to RECOMMEND APPROVAL subject to no neighbour objection.
- 04/1050/14/F Erection of covered dung store, **Pound Farm, Roborough**. . It was **AGREED** to RECOMMEND APPROVAL subject to no neighbour objection.
- 04/1111/14/F Reinstatement of two cottages from one dwelling, **12 Tavistock Road, Roborough, PL6 7BB** . It was **AGREED** to RECOMMEND APPROVAL subject to no neighbour objection.
- 04/1222/14/F Side extension to form garage with bedroom over (re-submission of 04/3059/13/F) **The Cottage, Bickleigh Down road, Roborough, PL6 7AB** . It was **AGREED** to RECOMMEND APPROVAL subject to no neighbour objection.
- 49/0843/14/F Proposed wind turbine at SX 5332 5789 **Boringdon Park, Plympton**
Decision for approval already made by District Council

(b) Decisions taken by District Council

Agreed

- 04/0698/14/F Bulteel Farm. Common Lane – 2 storey rear extension
- 04/0755/14/F 5 Warren Park, Woolwell – conversion of garage into kitchen and raise roof line
- 04/0509/14/CLE Warleigh House, Tamerton Foliot – Certificate of Lawfulness for existing use of single residential dwelling

8561 REPORTS

(a) The Woolwell Centre

Councillor Mrs Bruce-Spencer submitted a written report.

- The Centre has held ‘Inflatadays’ – a total of 365 children attended the 4 sessions held over Easter. The events proved very successful and sessions will be run again in the October half term.
- **Recent bookings** – 2 presentation evenings for Plymouth Colts and a presentation evening for Woolwell Junior Football Club.
- **Future bookings** – A nursery graduation ceremony. Our first wedding scheduled for December 2014. NAFAS Flower Arranging Courses and the Centre has started to take bookings for 2015.
- **New! - Live Music** – to be held on the last Saturday in every month starting in June.

Maintenance

- The ongoing problem with the toilets blocking happened again.

- Thanks to the Chairman's connection at St Austell Brewery the bar has had new pumps fitted which has been well received by staff and customers alike. The company completed the installation subject to the Centre upgrading the electrical supply in the area. Work has now been completed with a new circuit board and 12 double sockets making use of the area far safer. A new back bar wall has also been built. This leaves fitting out the back bar, new under counter fridges and blinds to be done.
- There have been ongoing problems with the wifi system over the past few weeks resulting in 3 engineer call outs and some complaints from users. Hopefully the problems are now rectified.

A question was asked about the maintenance of the grounds around the Centre and Councillor Spencer replied that he was due to trim the area shortly. Councillor Ivey stated that he will assist.

(b) Roborough Recreation Hall

Councillor Hitchins reported that the recovery of the Trust is progressing steadily, bookings are recovering and Hall occupancy is increasing. The reliance on one activity is slowly changing reflecting more community use of the facilities.

The management changes are now complete including the complicated and protracted changes to the bank mandate. Work is still ongoing with regard to the longstanding utility account.

The Chairman has nearly completed his detailed survey of the Hall and is planning and costing the necessary work required to meet statutory requirements and the safe running of the Hall. He will be presenting his findings at the next Committee meeting when he intends to seek support for a prioritised programme of work and to identify possible sources of funding.

Simultaneously a review of the Playing Field's condition and running is being undertaken and will be reported to the Committee in the near future.

The volunteer involvement is being maintained and the results of their efforts is easily seen and much appreciated by the users.

8562 REPORTS FROM WORKING GROUPS

- (a) The notes of the meeting held on 14th May 2014 of the Joint Property and Finance Working Groups were circulated. Note 1(i) was amended to delete the last sentence and substitute "No signs to be attached to the building but a free standing sign is permitted and therefore the Slimming World sign to be removed." **There was a recommendation that the Council pay the additional £56 plus VAT a year, as they will be saving on ink costs as the existing Council printer will no longer be required. It was AGREED that the recommendation is adopted.**

- (b) Councillor Mrs Crowe reported that issue 9 of Signpost is back from the printers. There are 3 new advertisers this month. It was **AGREED** that a letter of thanks is sent to Edwin Dobinson. There will be a meeting of the new Committee shortly.
- (c) Mr Lane reported that the analysis of all returns regarding the Neighbourhood Plan is complete and a report has been sent out to the working group for comments. Once comments have been received, it will be sent to the Parish Council.

8563 ADOPTION OF POLICIES

(Councillors Mrs Lane and Blake abstained from voting on the adoption of policies and had not been on the Council during the discussions)

- (a) Councillors Spencer, Goddard and the Clerk had reviewed NALCs model financial regulations, a copy of which had been sent to Councillors. It was **AGREED:-**
 - (i) to adopt the Financial Regulations as amended and where necessary to introduce different methods of control as described in the Regulations.
 - (ii) to appoint Councillor Ivey to verify bank reconciliations.
- (b) A Statement of Internal Control was circulated. It was **AGREED** to adopt the Statement and an annual review is undertaken at the next meeting.

8564 FINANCE

- (a) The Clerk reported that the Council's insurance is due on 6th June. She had received one quotation from Came and Co who offer specific insurance for Parish Councils but was unable to obtain a second quotation from WPS insurance brokers as they work with Town Councils. Came and Co. are recommending that the Woolwell Centre is valued. It was **AGREED** to accept the quotation of Came and Co in the sum of £4,653.88p for one year.

(b) Receipts

| | | |
|--------------------------|----------|--------------------------|
| PR & MA Place | 90.00 | Signpost Advert |
| Co-op | 11.16 | Interest |
| <u>Payments</u> | | |
| English Tree | 240.00 | Tree Survey |
| Computing Solutions | 72.00 | IT Repair 2012 |
| Investec | 74.32 | Copier |
| The Woolwell Centre | 30.00 | Refreshments for May mtg |
| Devon Assoc of Local Cls | 668.27 | Subscription |
| SHDC | 97.50 | Planning Application |
| K Harmer | 105.00 | Scroll |
| Staff | 358.00 | Salary |
| HMRC | 89.40 | Tax |
| Broker Network Ins | 4653.88- | Insurance |
| Plant Tech Gardening | 300.00 | Grass cutting Rob. Grn |

8565

CORRESPONDENCE

Two letters of complaint were reported about the grass cutting on Woolwell. The Chairman stated that there was an article on the Parish Council's web site and in the Signpost magazine outlining the reasons for this.

8566 **CHAIRMAN'S TIME**

- (a) Councillor Mrs Crowe enquired when the charge for an extra bin/black sack for refuse is being introduced. It was **AGREED** that Councillor Hitchins will make enquiries and report back.
- (b) Councillor Goddard reported that he has identified 19 places where there is overhanging foliage. It was **AGREED** that in the first instance Councillor Goddard will draft an article for Signpost and if this has no effect, letters will be sent out.
- (c) There are areas which need clearing up and are not necessarily owned by anyone. It was **AGREED** that the Parish Council will investigate undertaking this work by volunteers.
- (d) Councillor Spencer thank Councillors and Charlie Huitson and for their assistance in sowing the poppy seeds.
- (e) Councillor Ivey reported that Plymouth City Council has not cut the grass as contractual paper work was not complete.
- (f) Councillor Ivey stated that the application for funding the lighting of the footpath in the Park has been submitted to the Crime Commissioners and the planning application is due to be submitted shortly.

8567 **DATE OF NEXT MEETING**

Thursday 26th June 2014 at 7.30 pm