

Minutes of a meeting of Bickleigh Parish Council held on Thursday 27 July 2017, 7.30pm at Roborough Recreation Hall

PRESENT: - Councillors P W Hitchins (Chairman), F Turner, Mrs S Lusk, Mrs L Crowe, Mrs C Lane, and C Ellis

ALSO PRESENT: - Councillor Mrs N Hopwood (South Hams District Council)
Mr R Lane (Chairman, Neighbourhood Plan Working Group)
Mrs M Small, Clerk to the Parish Council
Mrs A Tamsett-White, Admin Assistant
Mrs C Spencer, Centre Manager, the Woolwell Centre
Members of the public - One

APOLOGIES: - Councillors M Blake and Mrs D Owen
County Councillor J Hart
Mr J Peterson, Chair of Trustees, Woolwell Community Resource Trust
PC Tamsyn Dingley

OPEN FORUM

- a) Is there a remit for the Property and Finance working group? As residents, upon reading the notes there are topics that are of interest e.g. Neighbourhood Plan, Highways Training and Signpost. It would appear that these items are nothing to do with Property and Finance and it would be good to hear them discussed and debated.
The Clerk confirmed that anything discussed is an ongoing item, no decisions are made, just recommendations.
Councillor Hitchins agreed that more control of items discussed will be exercised going forward.
- b) 22 June 2017 minutes refer to the Woolwell Centre Risk Assessments. Mrs C Spencer confirmed the position, see matters arising.
- c) 22 June 2017 minutes record a comment regarding the Woolwell Centre Fire Doors, Lighting etc. The Fire Brigade report was 18 months ago. Fire Doors still not replaced and lighting in the main hall is ongoing. The comment does not reflect the correct position.
The Clerk confirmed that the minute cannot be amended as it records accurately the comment made, However, it can be discussed at the next Property and Finance meeting.
- d) 22 June 2017 minutes refer to £4,000 in budget for Roborough Recreation Hall (RRH).
The Clerk confirmed that the Roborough Recreation Hall Committee had TAP funding of £4k approved and had submitted an invoice for £6k for equipment. Members of the public objected and there will be further discussion later in the meeting.
- e) Mrs C Spencer asked if she could have a copy of the Parish Councils budget for the year.
The Clerk confirmed this will be forwarded.

POLICE REPORT

There was no report

DISTRICT COUNCIL REPORT

Councillor Mrs Hopwood reported:

- Arrangements for the Woolwell fun day are progressing well and Councillor Mrs Hopwood thanked the Woolwell Centre staff for taking over the organising of this huge event.
- A resident reported to the Plymouth Herald that her children were covered in human poo in the Woolwell play park. Councillor Mrs Hopwood saw the link on the Woolwell Matters Facebook page on Sunday, the day after the report. The resident said she would phone District Council Monday morning to report the incident and in the meantime she had put signs on the play park warning others. Councillor Mrs Hopwood rang the District Councils out of hours phone number which is available to all on their website and within

1.5hrs of the initial contact with the Council the poo had been cleaned up and the area disinfected. This was a fantastic response from District Council on a Sunday morning. Councillor Mrs Hopwood was contacted by the Plymouth Herald on the Monday morning and she gave a statement to this effect.

- Residents are delighted to see that the grass cutting issues with the Contractor have hopefully been resolved and Woolwell is now back up to speed with its grass cutting. There are still some areas that are not cut because they are in areas not under the Parish Council control and it is not clear who owns them. This is however not the fault of residents and Councillor Mrs Hopwood asked that any unidentified areas are added to the grass cutting contract moving forward.
- Last month Councillor Mrs Hopwood reported on the sad news that the baby of a young Woolwell couple had been born sleeping at 31 weeks. The fund raising in Woolwell is a credit to all and over £800 was raised that will go towards the siting of a memory bench (which has also been donated by a friend of the family) and tree. A blessing of the tree and bench will take place on 16 September by Father Simon Rundle. The Woolwell Centre will provide refreshments afterwards and the family would like the support of the local community on that day. Any excess money raised will be donated to the Snowdrop appeal.
- South Hams District Council (SHDC) is to go out to consultation from 14 August to the end of September with proposals for a single Council with West Devon. There will be drop in events throughout the South Hams to enable residents to gain more information. Since 2008 both councils have shared services and this in itself has meant a saving of 3.9 million per annum to SHDC. The key objective is to achieve financial sustainability and protect and enhance services moving forward. Councillor Mrs Hopwood provided the following information:
 - There is a need to close the budget gap, SHDC have to set a balanced budget each year.
 - SHDC need to protect the £3.9m annual savings achieved from partnership with West Devon.
 - The two Council's fortunes are totally interdependent; if West Devon fails there is a very damaging impact on SHDC given the shared services arrangements which could lead to very significant costs if the shared service arrangements come apart. It is highly likely that West Devon will have a deficit in their budget in 2-3 years time which would mean handing their keys back so to speak. Because of the way we are interlinked with West Devon the government would then tell SHDC to run West Devon and there will be no financial incentive to do so.
 - West Devon residents currently pay more Council Tax than South Hams residents for the same service/workforce and will continue to pay more until such a time as the rates are harmonised. So for the first few years of new Council West Devon residents will be paying more for the same service. There would have to be an equalisation of Council Tax between the two authorities. At the moment the West Devon portion on a Band D property is £218.30 and the South Hams portion is £155.42, a difference of £62.88. The equalisation can be done over a short period i.e. 3 years which would mean an increase on band D of £25.99 or up to 10 years which would mean £11.29 per annum. These figures include the £5 increase that is the District Council limit. If the increase was over 3 years starting 2020/21 that would be an income to both Councils from 2022/23 of £3,022,883. If the 10 year option was taken it would mean an income starting 2020/21 of £388,997 rising to £3,133,081 at the end of the 10 years. This would mean that the Council would have money to invest in to communities which it does not have at the moment.
 - SHDC has benefited from greater savings than West Devon from the T18 programme (£3.9m per annum in South Hams). This has been positive for South Hams residents in balancing the budget each year with an ever decreasing grant from Central government which incidentally will cease by 2020 (e.g. it made it possible to freeze Council Tax in 2015).
 - It is likely that the Local elections in 2019 will be postponed until 2020 and a boundary review will take place prior to that election. There will be a need to reduce the number of elected members across both authorities which at the moment is 62 and this will reduce by around 20/25%. As South Hams went through a boundary review in 2015 the majority of members will be lost from West Devon as at the moment South Hams members have more residents per head than members in West Devon. Councillor Mrs Hopwood urged residents to take part in the consultation and be part of shaping the future of SHDC. Whilst Councillor Mrs Hopwood's own view is she is unhappy with the increase in Council Tax which equates to 12p per week on a band D property, there is little choice as should West Devon go in to a budget deficit then SHDC will be forced to take them on, at least if we choose we can forward plan in advance of what will only be the inevitable.

COUNTY COUNCIL REPORT

There was no report

REPORTS

a) The Woolwell Centre

A written report from Mr Peterson was read by Mrs C Spencer:

- A professional external fundraiser has been approved to prepare a grant application on behalf of the trustees for a relatively small amount in order to limit the costs. The process and its outcomes will be reviewed before deciding whether to provide similar instructions for larger grant applications.
- The trustees continue to push hard for new additional trustees and any suggestions would be warmly welcomed.
- Nominations for this year's Business and Community Awards are now open so if anyone knows of any local individuals or businesses that deserve recognition then please do contact the Centre, it only take a few seconds. The trustees would also welcome a member of Bickleigh Parish Council, if someone is available, to sit on the judging panel. Mrs Spencer reported the nomination process has now closed.
- The Woolwell Community Fun Day on Saturday 19 August is all ready to go so please spread the word to make sure it is a massive success for the community.
- The trustees understand that the draft Underlease between Bickleigh Parish Council and the Centre is nearly finalised and they look forward to receiving this together with the Head Lease.
- As you may be aware, there was adverse publicity in the local media over an incident that happened in Woolwell where human faeces was left in the park. The trustees had a long meeting to see if it was possible for the Centre to open up its toilet facilities for public use but this is not possible. Unfortunately, the result is that the Trustees are not able to allow public use of The Woolwell Centre's toilets for the following key reasons:
 - There would be safeguarding issues.
 - There are vulnerable and confidential user groups in the Centre on a regular basis which impose strict criteria on the Centre.
 - It would cause problems with insurance.
 - The Trustees have a duty of care to The Woolwell Centre staff, who are often working alone.
 - There are security issues with allowing access.
- A recent User group of the Centre has damaged the main hallway floor and this has been reported to Bickleigh Parish Council. In the first instance, the trustees are liaising with the user group, holding them liable and requesting compensation to rectify the damage as far as reasonably possible.
- The trustees understand that there is an invoice addressed to Bickleigh Parish Council from Paul Ide for £50 which remains outstanding in relation to an emergency call out and work he carried out at the Centre when the toilet flooded. Please can you confirm whether this is being paid and if not, why not. **Councillor Turner clarified that the invoice relates to the toilet water siphon overflow causing flooding. Mr Ide was called out in the early hours of the morning and stopped the flooding, however did not repair. At a Property and Finance meeting payment of the invoice was declined as it did not represent value for money nor is Mr Ide the Parish Council preferred plumber. Mrs Spencer reiterated that the water was stopped preventing further flooding and damage and she had been asking the Parish Council what to do and whom to contact should such an incident occur. The trustees would like to know if the invoice will be paid. Councillor Mrs Lane stated that the work had been carried out, albeit not finished and therefore the invoice should be paid. A list of preferred, registered suppliers is to be made available to the Woolwell Centre and more than one of each maintenance category is required. Anyone on the list should know that it's 'Any time call-out'. Councillor Mrs Hopwood requested that these are sourced from the Woolwell community. It was AGREED that the invoice from Mr Ide will be paid.**

Below is a summary of some of the recent key maintenance points:

- Replacement fire doors have been agreed and further quotes are being obtained. Thank you.
- Councillor Turner is arranging that the front of the building is painted as the previous contractors have gone into liquidation. Thank you.

Councillor Turner clarified it is not the whole front of the Centre only the areas requiring attention. A similar colour has been sourced however it is not a perfect match.

- The Asbestos Register is being booked. Thank you.
- Please could you provide an update in relation to the Main Hall lighting following your discussions after User complaints?

The Clerk confirmed that no decision has been made and this is an agenda item for the next Property and Finance meeting.

- The biggest current maintenance issue concerns Chubb as follows. Please provide an update generally and on each point:
 - The 'sounders' in the am/pm club room and the upstairs room are intermittent. This raises serious Health and Safety concerns, particularly for the upstairs room. Please provide an update.
Councillor Turner reported awaiting the fire side of the business to quote for lighting, intruder and fire alarm. It may be more economical to replace the intermittent fire sounders given the frequent call outs. The rep knows the matter is urgent.
Councillor Mrs Lane suggested that a letter be sent to the local office and copied to their head office. Recommended that as a short term solution a manual fire bell is purchased and provided as an emergency measure.
The purchase of a fire bell was AGREED.
 - Can a copy of the contract with Chubb be provided so there is awareness of what incurs additional costs?
The Clerk confirmed this will be provided.
 - Either the Centre Manager needs to be provided with power to be the 'Person Notified' of issues with the alarms and have the power to instruct Chubb (within guidelines) on behalf of Bickleigh Parish Council OR Bickleigh Parish Council will need to nominate a person to act as the 'Person Notified' when there are alarm issues at the Centre.
The Clerk confirmed that she will act as the 'Person Notified' until matters resolved with Chubb.
 - In terms of the 'Risk Manager', Chubb will not provide a 'forward date' to visit which is making it extremely difficult for the task to be carried out as we need to work around the Users booked in to the Centre. Mrs Spencer confirmed a date of 28 July has been provided.

b) Roborough Recreation Hall and Playing Fields

Mr R Lane reported:

- Playing fields - trench for electricity cable back filled. Has met with contractor as soil very stony to determine what actions can be taken forward.
- Eco homes top soil does not belong to the developers, it is owned by the ground workers. Issue in bringing onto playing fields in trucks however the contractor currently working on the playing fields offered to bring in on his trailer to raise corner of the pitch. Small fee of £200 negotiated.
- Gents toilets to be refurbished and issue of fire door opening on its own now resolved, thanks to Councillor Turner.
- Met with Councillor Hitchins and Mr P Blight regarding the projector and screen for the Hall. Whilst a quote was provided for £4,000 the equipment was not of the same specification and the trustees will continue with the original supplier. Mr Lane asked if the Parish Council would consider giving £2,000 to meet the full costs. Alternatively and if preferred would the Parish Council consider £2,000 towards the cost of the Gents toilet refurbishment the cost of which has currently been met by the trustees.

8904 DECLARATIONS OF INTEREST

Councillor Hitchins declared a disclosable pecuniary interest in any discussions on future development at Woolwell as a land owner in the area.

8905 MINUTES

It was unanimously **AGREED** that the Minutes of the meeting held on 22 June 2017 be signed as a correct record.

8906 MATTERS ARISING

Minute No. 8818 (c) Signs for Leat Walk/direction sign to Roborough village.

Councillor Hitchins reported that signage is only prepared when a number/batch are required. Ongoing.

Minute No. 8818 (f) Collapsed pavement opposite Old Vicarage.

County Councillor Hart taking forward. Ongoing.

Minute 8893 (a) Lease for Community Centre.

A meeting will be arranged with Councillor Blake when he returns from holiday. Ongoing. Councillor Hitchins asked Mrs Spencer to arrange for Mr J Peterson to telephone him.

Minute 8893 (c) Asbestos Register.

The Clerk confirmed 3 August as the date for this work to be carried out.

Minute 8893 (e) Risk Assessment, the Woolwell Centre.

The Clerk confirmed CHUBB will be taking this forward. Mrs C Spence, Centre Manager of the Woolwell Centre confirmed that all Risk Assessments are done, the only exception being this one as she was waiting for the go ahead from the Parish Council which has now been received.

Minute 8902 (a) Maintain 40mph speed limit from Clearbrook to New Road/New Road to Clearbrook – A386.

Ongoing.

Minute 8902 (f) 'No HGV sign by Roborough Recreation Hall.

Ongoing.

8907 PLANNING

a) Consideration of applications:-

None

b) Decisions taken by District Council:-

None

8908 WORKING GROUPS

(Councillor Hitchins left the meeting having declared a disclosable pecuniary interest in any discussions on future development at Woolwell as a land owner in the area.)

In the absence of the Chairman and Vice-Chairman, it was unanimously **AGREED** that Councillor Turner takes the chair for this item.

a) **Neighbourhood Plan (NHP)**

Mr R Lane reported:

Over the past 2 months the Working Group, with the help of the Consultant, Paul Weston, have been revisiting Policy 03 and Map 04 with the aim of updating it to reflect our views and concerns given the problems that we have reported on already. The Bickleigh Parish Neighbourhood Development Plan Pre-Submission version is now just about ready to be put to Regulation 14 Consultation. A draft letter / email have been produced, plus a spreadsheet with business contacts. The feedback form is still being worked on.

The Group is again in communication with Jason Elson of the District Council regarding the production hard-copies of the Plan plus letters and feedback forms to go out to the community. However, items for adverts in local papers and magazines should be sent from the Council.

The Working Group agreed that August is not the time to be requesting feedback from business or residents and so it has been mooted that the 6-week consultation period will not start until after the August Bank Holiday and will then run through September. No date has yet been set.

It is imperative that the emails, letters and flyers all go out in advance of the start date and obviously the web-site will need to be updated well in advance for the links to be available for the various documents. The Working Group in conjunction with the Council will need to keep in touch with the timing of the activities over the next few weeks.

Once the consultation starts it is hoped that the feedback that will pour in can be collated for review by the Working Group after the period ends. It will be useful to ensure the continued services of our Consultant for this final effort. Mr Lane advised that the Joint Local Plan had been submitted by Plymouth, District and West Devon Councils.

As Mr Lane is leaving the area, he resigned as Chairman of this group.

Miss L Gilmour, on behalf of the Neighbourhood Plan Working Group, thanked Mr Lane for all he has done as Chairman of the group. There had been times when support had been much reduced and without his determination over the years the plan would definitely have evaporated. Over the past 5 years he has worked steadily to keep the project going. He has applied knowledge from his own working life and skills learned in negotiating with others to keep an even keel. It is a shame that circumstances have conspired against him with the timing of his move, the Plan could have been well through the final stages had it not been for outside issues.

Councillor Turner thanked Mr Lane and all of the Working Group for their hard work and wished Mr Lane all the best for the future

(Councillor Hitchins returned to the meeting)

Councillor Hitchins presented Mr and Councillor Mrs Lane with a card and gift and also thanked Mr Lane for his help and support with the Plan.

b) **Property and Finance**

- (i) At the Property and Finance meeting Signpost was discussed and whether it is still required now that the Parish Council has a Facebook page.
The Clerk confirmed that the recommendation to Council was for the newsletter to continue and this was AGREED.
- (ii) The Clerk advised that the grass cutting contractor was on annual leave returning Monday 31 July. In respect of areas left uncut the contractor will be approached to add these to his contract.

(iii) The Clerk reported that County Council Highways had served notice on the landowner of the hedge on New Road. It is so overgrown it presents a safety issue.

Councillor Hitchins asked for an update to be obtained form Nick Colton of Devon Highways.

c) **Signpost and Facebook**

It was **AGREED** to proceed with August's newsletter.

8909 FINANCE

a) A request was submitted from Roborough Recreation Hall for a projector and screen at a cost of £5,924.35 Inc VAT, £4,000 will come from TAP funding. Therefore £1,000 is requested from the Parish Council. **The request was AGREED.**

b) An estimate was received for replacement of some Fire Doors at The Woolwell Centre Estimate £800. **It was AGREED to proceed with the quotation of £800 and the Clerk will confirm whether this includes VAT.**

c) It was **AGREED** to new membership of the Society of Clerks at a cost of £93.

d) **Receipts**

National Grid	£ 2.17	
South Hams DC	£40,016.50	Precept
South Hams DC	£ 2,709.00	Grant

e) **Payments**

	£ p	£ p Excl VAT	
Staff	160.00		Salaries
HMRC	76.00		Tax
BT	222.01		Telephone
Security Management SW	42.00	35.00	Key holding call out
Plant Tech Grounds Maint	667.50	556.25	Grass cutting
Staff	1072.87		Salaries
HMRC	76.20		Tax
Soc. Local Clerks	93.00		Subscription
G D Hunt	140.00		Web Maint. (April – July)
02	100.80	84.00	Mobile (Apr – July)
PWLB	6833.00		Loan re-payment
BT	119.52		Telephone (April – July)
Co-op	2.50		Copy statement
Concorde Ltd	394.61		Copier (April & July)
Future Cooling Solutions	516.00	430.00	Maintenance contract (April – July)
Woolwell Comm. Centre	3960.00		Grant (April – July)

8910 CORRESPONDENCE

a) Email received regarding Consultation on Public Spaces Protection Orders for Alcohol, the current Alcohol Designation Orders will be repealed after 3 years, October 2017) unless replaced by a PSPO. **The extended PSPO area as suggested by District Council was AGREED.**

b) Email received regarding the National Park Public Consultation regarding the Pay and Conserve Parking Scheme.

It was AGREED that a collective response is preferred and should include:

- **The Parish Council agree as long as charges are reasonable.**

- **Seasonal charging from Easter through to October clock change.**
- c) Email received regarding Consultation on Taxi Licensing Policy.
Councillor Hitchins confirmed no response required as the Parish does not have a Taxi Company.
- d) Email received regarding the hedgerow from Plessey roundabout to the Dartmoor Diner (A386) overgrowing the already narrow footpath causing a safety issue.
It was reported that the hedge has been cut back from the lodge up to the Diner and the residual hedgerow is Plessey's responsibility. Councillor Hitchins asked the Clerk to forward the email onto Plessey to take forward.

8911 CHAIRMAN'S TIME

- a) Councillor Mrs Crowe asked when Bickleigh is due to have the mobile speed sign again.
- b) Councillor Turner reported the drain by Old School is full.
Councillor Hitchins saw County Council staff working there and asked Councillor Turner to check the drain again.
- c) Councillor Ellis reported the cattle grid at 'Upperton Farm' needs clearing as a matter of urgency and there are several pot holes on Leigh Lane.
Councillor Hitchins will forward.
- d) Councillor Mrs Lane reported that she will be emailing her resignation tomorrow and feels rather sad to be leaving after 40 years of living in Bickleigh.
Councillor Hitchins expressed his thanks to Councillor Mrs Lane.
- e) Councillor Hitchins reported that Councillor Mrs Lusk undertakes litter picking throughout the Parish on a voluntary basis although people believe she is paid to do it. Councillor Hitchins suggested that high visibility jacket marked 'Volunteer' is purchased along with protective gloves for Councillor Mrs Lusk.
Councillor Mrs Hopwood reported that the Woolwell Litterbusters Group, of which Councillor Mrs Lusk is a member, has spare jackets.
- f) Councillor Hitchins reported that 260+ dogs and 70 Caravans were parked on the rugby/football pitches for 2 dog shows on 15/16 and 228/23 July. Takings in the local shops were up and all had a good time. Unfortunately the event ended with 5 youths setting a fire in the tree belt between the fields and the houses at the top of Skylark Rise.
- g) The Clerk reported that when Councillor Mrs Lane's resignation is received she will advertise the 2 Casual Vacancies together. The first vacancy follows Councillor Ramsay's resignation following June's meeting.
Councillor Mrs Crowe asked if the Parish Council should write and thank Mr Ramsay for the work he carried out.

8912 DATE OF NEXT MEETING

Thursday 28 September 2017, 7:30 pm, at Roborough Recreation Hall.