

**Minutes of a Meeting of Bickleigh Parish Council held on Thursday 26 May 2016 at 7.30pm at the Woolwell Centre**

**PRESENT: -** Councillors P W Hitchins (Chairman), F Turner, C Ellis, Mrs C Lane, Mrs D Owen, Mrs L Crowe

**ALSO PRESENT: -** Councillor Mrs N Hopwood (South Hams District Council)  
Mr R Lane (Neighbourhood Plan)  
Mrs C Bruce-Spencer Chair of Trustees, Woolwell Community Resource Trust  
Mrs M Small Clerk to the Parish Council  
Mrs A Tamsett-White, Admin Assistant to the Clerk

**APOLOGIES: -** Councillors M Blake and Mrs S Lusk  
County Councillor J Hart  
PC Tamsyn Dingley and PCSO Jim Brokensha

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**OPEN FORUM**

Mark Parlett and Mr Glover respective residents of 24 and 22 Tavistock Road raised concerns regarding the dumping of builder's waste onto the Leat, which is now filled in, at the end of their properties and general security. In addition the encroachment onto their land by the adjoining property in Leat Walk where the fence line appears amended. Councillor Hitchins suggested that the boundaries of the respective plots should be established by contacting the Land Registry and South Hams District Council. It was acknowledged that the Parish Council does not want to lose the Leat as it is an ancient monument.

- ***It was AGREED that the Parish Council will arrange a visit to view and determine way forward.***

The main roads in Woolwell have been marked for repair; the Council was asked if this was for patching or full repair. Councillor Hitchins confirmed roads will be patched and dressed now, however, they will be scheduled for full repair next year, although he has no date as yet from the County Council.

Mr R Lane commented that the patching of the main roads in Woolwell would not give a good finish, it is ok for minor roads but not for main roads. Councillor Hitchins reiterated that the patching was intermediate until a full repair plan is rolled out next year.

- ***It was AGREED that Councillor Hitchins will raise concerns with Devon Highways Officer, Nick Colton, with whom a meeting is to take place within the next two weeks.***

In respect of the patching, followed by full repair, it was raised that by doing it twice, it is not cost effective. Councillor Hitchins suggested that the remedial works now may be due to budget constraints and suggested that the matter should be raised with County Councillor Hart.

Trees on Cann Wood View (right hand side from roundabout heading down) overhang the pavements and road.

- ***It was AGREED that the District Councillor for Woolwell, Councillor Mrs Hopwood, will take this forward.***

Further to a planning consultation meeting held at the Woolwell Centre on Friday 20 May the Council was asked for its observations on the plans to erect houses on the field at the bottom of Pinewood Drive. Councillor Hitchins advised that as no planning application has been submitted the Council were unable to comment, however, detailed consideration would be given when the application became available.

Mr R Lane raised the issue of the pathway collapsing into the stable and horse's field on the main road to Bickleigh. Barriers were put in place to protect the public and to act as a warning though these have subsequently fallen away.

- ***Councillor Hitchins confirmed this was on the agenda for discussion when meeting with the Devon Highways Officer.***

A question was asked regarding the painting of either double or single yellow lines to the main Woolwell Road where school children are set down from cars in dangerous situations, e.g. double park and children alight into the path of oncoming traffic. The situation appears to be getting worse as more children attend Bickleigh Down School. Councillor Hitchins advised that the Police had been in attendance at the end of a school day and had cautioned one or two parents. It was acknowledged that there is no easy solution as there is no parking in the school grounds and indeed cars use the Woolwell Centre car park as an overflow parking area. It was suggested that those with concerns write directly to the school, copying in the Parish Council, as no response to the Parish Council's attempts at contact have been forthcoming, public influence may lead somewhere.

## **POLICE REPORT**

There was no report.

## **DISTRICT COUNCIL REPORT**

Councillor Mrs Hopwood reported that she has attended many meetings all of which have been Woolwell dominated.

Woolwell under 5's pre-school is to close with the loss of 9 jobs, this is a significant loss to the community and parents have now been advised of its closure. Councillor Mrs Hopwood, with the pre-school trustees' full blessing, held discussions with Carole Spencer, Centre Manager of the Woolwell Centre, to ascertain if the Centre could accommodate a pre and after school club, included in the discussions was Martin Hancock, Headmaster of Bickleigh Down School. Councillor Mrs Hopwood was delighted to report that the Woolwell Centre has requested an Ofsted inspection to confirm that a before and after school club for working parents commencing in

September can be started. Of the 9 staff losing their jobs 3 have been offered positions at the Centre.

On Saturday 21 May Councillor Mrs Hopwood attended the 20<sup>th</sup> anniversary event of the Woolwell Centre and reported it was a great success; the decorating of the Centre to mark the occasion looked lovely.

The Brownies have requested financial assistance to organise and hold a 'Queens 90<sup>th</sup> birthday tea party'. Councillor Mrs Hopwood has provided £100 from her locality budget.

In respect of the potential Pinewood Drive Development, Councillor Mrs Hopwood reported that the public consultation meetings held on 20<sup>th</sup> and 21<sup>st</sup> May were not well publicised. She obtained 150 leaflets from the landowners and delivered these to the residents affected. From discussions held with the architects, Mitchell & Co, the planning application is due to be submitted in June. Residents can then decide what they want to do and Councillor Mrs Hopwood will take matters forward on their behalf.

Councillor Hitchins reported that the District Council was reviewing their recycling policy, one thought being to limit the number of recycle bags to 26 per annum per household. Various comments were made in response to this including, it depends on the number of residents in a property, if tidying up a loft or garage..

Councillor Hitchins introduced and welcomed Mrs Angie Tamsett-White as Admin Assistant to the Parish Clerk and the Parish Council.

Councillor Hitchins reported the resignation of Mrs Irene Andrew (Councillor) from the Parish Council. It was acknowledged that Mrs Andrew had done a tremendous job and her input would be missed.

## **COUNTY COUNCIL REPORT**

No updates

## **REPORTS**

### a) The Woolwell Centre

Mrs C Bruce-Spencer gave the following update

- **Maintenance**

- The Trustees welcome Cllr Frank Turner's attendance at their meetings and all agree that it is extremely beneficial to be able to discuss maintenance and building issues together.

Key points from the meeting held on 23<sup>rd</sup> May 2016 were:

- Payment by the Council of the Annual Maintenance Alarm & CCTV
- Very positive feedback received from Trustees, Staff and Centre Users in respect of the painting of the outside of the building. The Trustees would like to thank the Council and the contractors for a job well done.

- Fire Doors - Doors in Woolwell Hall not closing properly and door split in Roborough Suite.
- Emergency Lighting – Cllr Turner is waiting on the Electrician to contact him regarding this and in respect of the lighting faults in the main hall.
- The Centre has been advised that a routine Fire Inspection will take place on Friday 27<sup>th</sup> May 2016.

- **Workplace Pension Auto Enrolment Scheme**

- The Trustees are currently sourcing quotes from Financial Advisers able to deliver support in respect of the requirements of the auto enrolment 'Workplace Pension Scheme'. The commencement date for The Woolwell Centre is 1<sup>st</sup> May 2017.

- **The Woolwell Centre's 20<sup>th</sup> Anniversary**

- The celebration was held on Saturday 21<sup>st</sup> May and had in excess of 100 attendees and the Trustees thanked everyone who attended, also the Parish and District Councillors for their support.

- **Bookings**

- May has been a quiet month for bookings but June in comparison will be very busy with some days experiencing back-to-back bookings. There are a number of 'Football Presentation' events booked. The EU Referendum Poll has been booked for Thursday 23 June.

b) Roborough Recreation Hall

Mr R Lane provided the following update:

- The hall is doing well and maintenance issues are being kept on top of.
- Now the football season has finished the pitch is to be aerated.
- Cricket square all weather wicket finally installed, work was undertaken in pouring rain and remedial works were required causing further damage. Cricket team, however, managed to rescue the situation before the 'Open day' attended by Lord and Lady Roborough. Recompense from Company concerned will be taken forward.

**8764 ELECTION OF CHAIRMAN FOR THE ENSUING YEAR**

**(Councillor Hitchins stood down and it was unanimously AGREED that Councillor Ellis takes the Chair for this item)**

It was proposed by Councillor Ellis, seconded by Councillor Mrs Crowe and unanimously **AGREED** that Councillor Hitchins is re-elected Chairman for the ensuing year.

**8765 ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR**

It was proposed by Councillor Ellis, seconded by Councillor Mrs Crowe and unanimously **AGREED** that Councillor Turner be elected Vice-Chairman for the ensuing year.

#### **8766 APPOINTMENT OF REPRESENTATIVES FOR THE ENSUING YEAR**

- i) It was proposed by Councillor Hitchins, seconded by Councillor Turner and **AGREED** that Councillor Mrs Owen is elected the Parish Council's representative for Roborough Recreation Hall. Councillor Hitchins will stand down down as a representative for Roborough Recreation Hall

#### **8767 APPOINTMENT OF WORKING GROUPS**

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

- a) Neighbourhood Plan  
Mr R Lane.
- b) Property and Finance  
Councillors Mrs Lane, Mrs Crowe, Mrs Owen, Mrs Lusk, Turner, Hitchins and Blake.
- c) Signpost  
Councillors Mrs Crowe, Mrs Lusk and Hitchins.

Regrettably, and due to unforeseen circumstances, the quarterly publication of Signpost missed its publishing slot with the printers.

It was **AGREED** that:-

- i) if possible the publication be suspended, as much of the material will now be out of date and to obtain a new printing date.
- ii) a meeting to discuss way forward is held with Signpost representatives and also delivery, i.e. setting up distribution and collection points.

#### **8768 DECLARATIONS OF INTEREST**

Councillor Hitchins declared a personal interest in planning application No. 1230/16/OPA, re-submission of outline planning application, Tren crom, Bickleigh Down Road, as an adjacent neighbour.

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

#### **8769 MINUTES**

It was unanimously **AGREED** that the Minutes of the meeting held on the 28 April 2016 be signed as a correct record.

#### **8770 MATTERS ARISING**

No updates.

## 8771 PLANNING

**(Councillor Hitchins took no part in discussions on planning as he will be considering applications as a District Councillor.)**

- a) 1413/16/HHO Replacement fascia's, barge boards, gutters and downpipes. Addition of cladding to elevations on first floor, **5 Merlin Close, Woolwell, PL6 7SX.**

- ***It was AGREED that a site visit is arranged.***  
***(NB subsequent to the site visit, it was AGREED to RECOMMEND APPROVAL)***

1153/16/FUL Demolition of existing building and replace with a new property with disabled access, **The Cottage, Tavistock Road, Roborough, PL6 7BB.**

- ***It was AGREED to RECOMMEND APPROVAL.***

1230/16/OPA Re-submission Outline Planning Application (with some matters reserved) for 4 bed dwelling with attached garage, **Trencrom, Bickleigh Down Road, Roborough, PL6 7AD.**

- ***It was AGREED that a site visit is arranged.***  
***(NB subsequent to the site visit, it was AGREED to RECOMMEND REFUSAL in view of unneighbourliness and over-development of site.)***

0980/16/HHO Rear and first floor extension above existing adjoined garage, **26 Pinewood Drive, Woolwell, PL6 7SP.**

- ***It was AGREED to RECOMMEND APPROVAL, subject to no neighbour objection***

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1211/16/HHO Demolition of existing garage to be replaced with two storey extension, **25 Hazelwood Drive, Woolwell, PL6 7HL.**

- ***It was AGREED to RECOMMEND APPROVAL subject to satisfactory parking arrangements.***

- b) No decisions were reported by District Council.

## 8773 WORKING GROUPS

- a) Neighbourhood Plan

Mr R Lane advised that meetings have been held to confirm the wording of the draft policies and subsequently to identify the evidence needed to support these policies. These meetings have met with more interest from the public than had been the case for some time and this has been both refreshing and uplifting.

As a result of these meetings there are a small number of helpers researching the presence or absence of necessary evidence to support the Neighbourhood Plan and the Chairman and Secretary, are both grateful for their assistance.

They are also grateful for the expert assistance from the consultant, Paul Weston. His expertise is made available through grants from the government and other bodies. These grants are made to the Council and then released by the council.

Unfortunately the paperwork is taking time to progress for the next set of grants, or, indeed, with the closing down of the last set of grants. It is hoped to have the first draft of the plan by the end of July to be taken to informal community consultation in August and to be taken to a public consultation, again, in September.

***It was AGREED to underwrite the funding of the Consultant pending reimbursement from the Council. It should be noted that Councillor Hitchins abstained from this vote.***

b) Property and Finance

Meeting arranged for **Wednesday 15 June, 7pm**, at the Woolwell Centre.

c) Signpost

Minute **8768** refers, meeting to be arranged.

**8774 FINANCE**

a) Appointment of Admin Assistant

The appointment of Mrs Angela Tamsett-White was confirmed with effect from Monday 16<sup>th</sup> May 2016

b) End of Year Accounts

The Clerk advised Auditor, booked for 9 June 2016, is seriously ill and as a result many Parish Councils will be left un-audited. Grant Thornton will grant an extension. Contact received from 'IAC Audit Consultancy' who could undertake audit.

***It was AGREED that the Council proceed with this Company if necessary.***

c) Receipts and Payments

<u>Income</u>	£	p	£	p
Co-op Bank	8.10			Interest
 <u>Payments</u>				
Rawlings Joinery	3154.80	2629.00		Fire Doors
PA Weston	1350.00			N.Plan Consultant

Staff	358.00		Salary
The Woolwell Centre	160.00		Office, room,grant
HMRC	89.04		Tax
Feature Force	60.00		Window Latches
Plant Tech	667.50	556.25	Grass cutting
Plant Tech	667.50	556.25	Grass cutting
The Woolwell Centre	201.96		N.Plan mtg/teas
02	25.20	21.00	Mobile Telephone
The Woolwell Centre	20.00		Office Hire
The Woolwell Centre	30.00		Room Hire
The Woolwell Centre	1110.00		Grant
G D Hunt	35.00		Web maintenance
Future Cooling Solutions	129.00	107.50	Maintenance contract

### **8775 CORRESPONDENCE**

a) Resignation of Councillor Mrs Andrew

Councillor Hitchins thanked Mrs Andrew for her support in the Community and her short time on the Parish Council. Her decision is regrettable.

b) Insurance renewal 6 June 2016

The Clerk advised that the above insurance is due for renewal. Councillor Ellis asked if he and his vehicle would be covered for his duties as Snow Warden. The Clerk advised that the insurance will cover Councillor Ellis personally but not his vehicle. The Parish Council will not cover the cost of the vehicle insurance but may offer a donation toward it.

**It was AGREED that the insurance policy is renewed.**

### **8776 CHAIRMAN'S TIME**

a) Councillor Mrs Crowe reported that this evenings Parish Council meeting did not appear in the Woolwell Centre community flyer.

b) Councillor Mrs Crowe referred to the 30mph flashing sign for Bickleigh. The village is on a rotation list and Councillor Mrs Crowe enquired when it will be Bickleigh's turn.

- ***Councillor Hitchins will add this to the agenda for discussion when meeting with the Nick Colton.***

c) Councillor Mrs Crowe reported that 'Street Life' would like to celebrate the 20<sup>th</sup> anniversary of The Woolwell Centre and asked if anyone has photos or newspaper cuttings recording the building of said Centre or subsequent events/anniversaries.

d) Councillor Mrs Crowe reported that the patch of tarmac in Hele Close, Bickleigh is already dropping and warning signage is required.

- e) Councillor Mrs Crowe raised concerns at the number of accidents by the Dartmoor Diner. Councillor Hitchins confirmed that this was raised as a planning concern when the application was submitted and will add to his list in view of the water board works.
- f) Councillor Ellis reported that the pot hole on Frogmore Lane at the bottom of Blackeven Hill along with that by The Vicarage remain and are getting bigger.
- g) Councillor Turner has received a quotation of £625 from Elm Building Company for the refurbishment of the locking devices on some of the doors in the Woolwell Centre.

***The Parish Council AGREED the quotation is accepted subject to the doors damaged by the mobility scooter being individually itemised. The Woolwell Centre will take this forward with the patron concerned.***

- h) Councillor Turner is awaiting further information in respect of the Woolwell Centre's emergency lighting.
- i) In respect of the speed limit petition, no update was available from Councillor Turner.
- j) Councillor Turner reported that following the burst water main by The Vicarage in Bickleigh cars go up on the pavement, not helped as the drains are blocked, and this causes concern as the pavement continues to break away into the stable/field.
  - o ***Councillor Hitchins confirmed this as an agenda item for discussion when meeting with the Nick Colton.***
- k) Councillor Mrs Owen reported that the signage on the Woolwell Road/Tesco roundabout has been fixed however the direction signs are still down.
  - o ***Councillor Hitchins will add this to the agenda for discussion when meeting with the Nick Colton.***
- l) The Clerk reported that with effect from 3 July 2016 Plymouth City Bus will run a new 42c Sunday service from Woolwell to Royal Parade to Woolwell.
- m) Councillor Hitchins reported that he had attended the new water treatment works, a 63million project by SWWA. SWWA are keen to become involved in/with the local community.

**8777 DATE OF NEXT MEETING**

In view of The EU Referendum, it was **AGREED** that the next meeting is held on Thursday **30 June at 7:30pm** at Roborough Recreation Hall