

**Minutes of a Meeting of Bickleigh Parish Council held on Thursday 28 July 2016 at 7.30pm at Roborough Recreation Hall**

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

**ALSO PRESENT: -** Councillor Mrs N Hopwood (South Hams District Council)  
County Councillor J Hart  
Mr R Lane (Neighbourhood Plan)  
Mrs Carole Spencer, (Centre Manager, Woolwell Centre)  
Mr C Huitson (Trustee, Woolwell Community Resource Trust)  
Mrs M Small, Clerk to the Parish Council  
Mrs A Tamsett-White, Admin Assistant

**APOLOGIES: -** Councillor Mrs S Lusk  
Mrs C Bruce-Spencer, Chair of Trustees, Woolwell  
Community Resource Trust  
PC Tamsyn Dingley and PCSO Jim Brokensha

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**OPEN FORUM**

- (a) Whilst acknowledging the trees have been cut back on Pick Pie Drive, Woolwell, concerns were raised regarding the significant tree overhang on the right hand side of Cann Wood View, heading towards Tramway Road. Photos were provided by parishioners.

***Councillor Mrs Hopwood reported that a meeting is being arranged with South Hams District Council who will be assessing the trees in question.***

- (b) The fencing around the car park at the top of Cann Wood View is broken and it is used as a cut through to Woodend Road. The Parish Council was asked if this could be repaired with an access point put in place to avoid damage again in the future.

***Councillor Mrs Hopwood reported that the area in question is private property being car park spaces owned by the homeowners and therefore should be maintained by them. The Parish Council would have to consider the legality of intervening particularly if an access point was considered as it could be considered trespass.***

- (c) The main Woolwell Road is to see road repairs week commencing 15 August and it is anticipated that the work will take two days. Will a constant white line be painted through the middle of the road?

***Councillor Hitchins was unsure at this stage as this is a temporary measure ahead of a full programme of works.***

- (d) Could Woolwell have speed signs erected as cars often drive in excess of the residential speed limit. In addition the bottom of Cann Wood View would benefit from signage advising motorists of the roads ahead being cul-de-sac's namely Pinewood Drive and Rowan Way.

**It was AGREED that this will be raised with the appropriate authority.**

- (e) School Drive would benefit from double yellow lines before a serious accident occurs. Cars park at the entrance and remain all day, possibly staff from the school, nursery, doctors and shops. In addition 'One Stop' loses its delivery slot often, this is in the main due to parents, at school times, parking on the slip road preventing delivery lorries access to the back of the shop.

***Councillor Hitchins acknowledged the problem and reiterated that a site meeting has in the past been held with all interested parties i.e. local shops, school, nursery and the Police also attended. With the Police on site, residents still blatantly parked on the existing double yellow lines. If lines were considered by the County Council a period of enforcement would be required to send the correct message that parking is not allowed. The Police do not have the resources for this. It was however suggested that parking is now a civil matter and civil enforcement officers would be required rather than policing. Councillor Hitchins confirmed that the issue will continue to be championed.***

- (f) The tree belt running from Long Park Drive to Warren Park has 50-60ft Sycamore, Ash, and Oak trees that require attention. There is a fence boundary preservation order in place however the area is long overdue some care. Bindweed and nettles are prevalent as no light gets through. Parish Council was asked if, in the event of tree falling onto a house which would cause significant damage, was adequate insurance in place.

***Councillor Hitchins advised that a Tree Management Programme was in place however this has tapered off due to budget constraints and he gave assurance that adequate insurance would be in place. Noted comment and will raise.***

- (g) Street lights in Pinewood Drive remain on until dawn, unlike the rest of Woolwell, where street lighting goes off.

***Councillor Hitchins will take this forward.***

- (h) 'Woolwell Matters' Facebook page is for residents of Woolwell only; parishioners would like a similar communication tool for all areas of the Parish.

***Councillor Mrs Hopwood confirmed that residents of Roborough and Bickleigh will be permitted access, although 'Woolwell Matters' is primarily for the Woolwell Ward that she represents as District Councillor.***

- (i) Communication as a whole is in need of improvement for the Parish. Signpost was a good tool however information is quickly out of date and important communications are not out there e.g. the recent Joint Local Plan and the Dementia Awareness meetings held at the Woolwell Centre. An effective tool needs to be implemented.

***Councillor Hitchins acknowledged that communication does need to be reviewed. It is a struggle to obtain articles for Signpost which is costly to print. The latest edition of Signpost is still in the throes of being delivered. Straw poll of audience, monthly A4 double sided newsletter would be welcome. Distribution points could possibly be***

**established for collection such as Woolwell Centre, One Stop, Doctors, Lopes Arms whilst displaying on Parish Council notice boards too. Will also consider setting up an email distribution list for communication.**

- (j) Tesco/LIDL roundabout direction signage to Post Office, Woolwell Centre has still not been put up having been blown down in gales before Christmas 2015. The signage has also now disappeared. It would appear to be a boundary issue between Plymouth City Council and Devon County Council.

'One Stop' post office is the only post office open in Plymouth in the evening and on Sundays, they feel trade is lost as people do not know where to find the shop.

An elderly lady who had been to a function at the Woolwell Centre was unable to find her way out of Woolwell and asked a resident of Pinewood Drive to assist her as no signs at the Cann Wood View roundabout to aid.

**Councillor Hitchins confirmed he has reported this to Devon County Council Highways on several occasions and continues to chase.**

**County Councillor Hart will ascertain where the boundary is and will arrange for signage to be reinstated soonest on the County boundary side.**

- (k) Grass cutting maintenance in Roborough is a great credit to the Parish Council which enables the community to use the green space. Grass cutting across the whole of the Woolwell estate is not very good.

**Councillor Hitchins acknowledged that the growth spurt has been an uphill struggle however getting on top now. Contractor does not have a systematic approach and this will be discussed in a forthcoming meeting with the contractor.**

- (l) Grass is so high on the verges by the pavements in Bickleigh that one is forced to walk in the road and it's the same on New Road up to Roborough Recreation Hall. In addition following the recent road chipping in Bickleigh the temporary signs that were taped to lamp-posts are now, following the rain, littering the roads.

**Councillor Hitchins confirmed he is looking into the grass cutting alongside the footpaths however does not have the funds available.**

**County Councillor Hart asked Councillor Hitchins to email him as he may have a small contribution.**

Councillor Mrs Hopwood was thanked for her comprehensive report and her hard work for Woolwell Ward.

### **POLICE REPORT**

There was no report.

### **DISTRICT COUNCIL REPORT**

Councillor Mrs Hopwood firstly apologised for her report tonight.

Councillor Mrs Hopwood was disappointed that her District Councillor report in the latest edition of Signpost, only being delivered now, gave no explanation that it was her annual report to council for last year. Many phone calls from residents have been received questioning the statement within that report praising the grass cutting. Councillor Mrs Hopwood would like it made clear that it was about the grass cutting last year which was excellent. This year there have been many problems with the grass cutting and the Clerk was thanked for the time given this week to drive around Woolwell Ward viewing problem areas. Councillor Hitchins will now view and discuss with the contractor, it is acknowledged that several areas for which the Parish Council has the grass cutting contract have been left uncut. Councillor Mrs Hopwood took the opportunity to thank residents who have become fed up with the state of some areas that they have cut the grass themselves. Residents question where their council tax goes but in the end have taken matters in their own hands as they want to live in an area that does not look unkempt.

Councillor Mrs Hopwood asked how the Parish Council will deal with agenda item 13a which is the Parish Council response to the Joint Local Plan. This topic has serious implications for the Bickleigh Parish and despite this Councillor Mrs Hopwood was unable to recall the last time a member of the Parish Council attended a neighbourhood plan meeting, nor that any member of the Parish Council offered to gather information whilst being fully aware that the group is lacking help. There was a drop in session at the Woolwell Centre recently and no members of the Parish Council were present to listen to views of the people. There was nothing in Signpost making residents aware of the start of the public consultation. Some ladies who are members of 'Woolwell Matters' have formed a distribution group and have at their own expense printed leaflets that are being delivered through as many doors as they can, to make sure people respond before the 12 August deadline.

Councillor Mrs Hopwood said it was a very sad day last Friday when the Woolwell under 5's closed its doors after 27 years operating as a charity in the Parish seeing many local children pass through its doors. The closure has been public knowledge since 9 May after the embargo was lifted. Councillor Mrs Hopwood has reviewed the minutes after that date and can find no discussions in relation as to how the Parish Council may have helped them move forward. Indeed on 'Woolwell Matters' a resident made a comment about the Pre-School closing and one of the Parish Councillors posted that the school should make public what the land was needed for. That was the very first question answered by the school.

With the full backing of the chair of the Pre-School, Councillor Mrs Hopwood reported that the Woolwell Centre is opening in September offering before and after school care for in excess of 50 children. The Woolwell Centre has approached the Parish Council for a grant to improve the outdoor facilities and to carry out other remedial works to bring the building up to standard to pass an OFSTED inspection without which they cannot operate. Councillor Mrs Hopwood was mortified to see that this request was discussed in part 2 of the last Parish Council meeting and asked the Woolwell Centre why they thought this was. The Woolwell Centre confirmed that no information they have given or will provide is confidential. Councillor Mrs Hopwood asked of the Parish Council, when spending council tax payer's money please do not discuss in private but in the open.

Councillor Mrs Hopwood reported that the travellers have now gone from the fields by LIDL however have left an awful mess, it is her belief that they are now at Marsh Mills.

The trees across the road from the Nursing Home have been cut back by Plymouth City Council and look much better; residents are able to use the footpath. There are other trees that still need cutting and these are being investigated by South Hams District Council.

The Woolwell Ward is really coming together as a community with residents working together to make the area a cleaner, tidier place in which to live. The Woolwell litter busters who meet Sunday mornings on a fortnightly basis are doing a great job. Dog fouling is still evident although has reduced dramatically through education and resident pressure.

Lastly a resident of Roborough village had asked Councillor Mrs Hopwood why 'Woolwell Matters' is for Woolwell residents only. Councillor Mrs Hopwood started this page as an information sharing page for the residents which she represents in the Ward of Woolwell. Due to the popularity of the page when someone asks to join she verifies that they live in Woolwell, if they do they are added, if they live in Roborough village or Bickleigh village then she allows them to join with an individual explanation that as their Ward member has an interest declaration in the proposed development she will represent them on that matter only.

***Councillor Mrs Lane would like to discuss Councillor Mrs Hopwood's report and make comment.***

Councillor Hitchins reported that the new South Hams District Council phone system is not working well; staff training is underway. The system gets overloaded very quickly, however it will be more efficient in the long run. In respect of complaints, email is the best way until phone issues are resolved.

In respect of the leisure contract, Fusion Lifestyle will take over from Tone Leisure with effect from 1 December 2016; the contract will cover South Hams and West Devon. This will be a 24 year agreement covering Ivybridge, Kingsbridge and Dartmouth. The plan includes a new outdoor pool for Ivybridge and other major capital projects. There will be investment by the Council of £6million and the investment will be recovered by the significant savings that will be made over the contract period. An outreach programme is being developed for the rural areas including Woolwell.

Councillor Hitchins reported on Devolution and that the Council has taken the next step towards a heart of the south west combined authority and this will allow further dialogue with Government. A consultation will be staged in December 2016 / January 2017. It appears the position of a Mayor is being dropped in the proposals.

Councillor Hitchins also reported that it has been agreed to proceed with the next step of possibly creating a Local Authority Controlled Company (LACC) in partnership with West Devon Borough Council. A joint steering group will examine the complex issues such as pensions, tax, staff issues and governance with a view to reporting back a recommendation to members. The objective is to allow trading by

transferring staff and assets to the LACC and seeking new contracts that will generate income to counteract forecast reduction in Government grants that will necessitate possible service reductions.

Locally there have been many incidents of Fly Tipping, mainly builder's rubble, in the Bickleigh Ward obstructing roads and gateways. There has been a slow response from South Hams District Council which has been highlighted. In the past, the Council has been very good at identifying culprits and prosecuting.

The road works on Mill Hill (A386) are causing long tailbacks particularly around 16:00 – 19:00hrs.

## **COUNTY COUNCIL REPORT**

County Councillor Hart reported:

- Devon County Council has made a grant of £3k to the Woolwell Centre pre and after school project.
- Money has been made available for road repairs.
- Following the referendum decision to leave the EU there are some 14k edits to work through many of which affect the general public e.g. water quality.
- County Council will have a further re-structure, staffing was reduced by 4k last time and will reduce again as there will be insufficient money in the next couple of years.
- Devolution plans are forging ahead, looking for more powers from London with more money. Devolution will service people better.
- There will be a Winter Consultation with the general public to ascertain what they would like; this will be held in Plymouth, Exeter and the Northern Devon areas.
- NHS trusts all face financial problems; they have bigger gaps than Councils, and are now working more closely with Councils.
- Acknowledged that the South Hams District Council's new telephone system was not efficient.

County Councillor Hart confirmed he will take away the issue of the signage and get this resolved.

County Councillor Hart advised he aims to attend Bickleigh Parish Council meetings every 2 months and will take on issues. Point of fact in respect of the pre school closure he had made his feelings very clear right up to the Bishop of Exeter. The Director of Education listened but was unable to help. Please email if he can help with matters, email address is: [\*\*john.hart@devon.gov.uk\*\*](mailto:john.hart@devon.gov.uk)

## **REPORTS**

### **a) The Woolwell Centre**

Mrs Spencer read the following update provided by Mrs Bruce-Spencer in her absence:

## **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 20<sup>th</sup> July 2016 were:

- Cllr Turner has arranged for the repair of the water leak in the rear ladies toilet and the catch on the front doors.
- The electrical problem in the Woolwell Hall remains but the electrician has tested the system and has assured the Centre Manager that it is safe. Cllr Turner advised that the plan is to keep the existing light units and replace the fittings.
- The air conditioning unit in the Studio is not working and needs to be repaired as a priority. Similarly the air conditioning unit in the Maristow suite requires repair.
- A new battery is required for the security alarm system at a cost of £332.82. The invoice has been passed to the Parish Clerk for payment.

## **Bookings**

- Bookings are steady with a number of new bookings from September.
- Flower Show had 224 people in attendance.
- The 'Mind, Body & Spirit Fair' takes place 20<sup>th</sup>–21<sup>st</sup> Aug and is a very popular event.

## **The Woolwell Centre Local Community & Business Awards – 16<sup>th</sup> September 2016**

- Nominations have now closed for the award categories with a fantastic response received. Judging takes place on Tuesday 30<sup>th</sup> August 2016
- Tickets will go on sale shortly

## **AM/PM Club (Before / After School Club)**

- 53 children have paid the registration fee and advised of sessions required.
- Feedback from the community in relation to this provision has been positive.
- The Club is currently on the Ofsted list awaiting approval.

## **b) Roborough Recreation Hall**

Councillor Hitchins provided the following update:

- Bookings are very good although falling off slightly
- Damaged flooring has been replaced.
- Overgrown hedges have been cut back
- Enquiries continue to come through

## **8790 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.

Councillor Mrs Owen declared a personal interest in respect of correspondence received from Mrs I Andrew (Minute 8797) in her role as an Administrator for the Pre-school.

## 8791 MINUTES

It was unanimously **AGREED** that the Minutes of the meetings held on the 30 June 2016 and 21 July 2016 be signed as a correct record, subject to:

- i) Amending Minute no 8786(d) to "Councillor Hitchins reported the success of the Birthday Party held on Bickleigh Green".

## 8792 MATTERS ARISING

Minute 8781: Dumping of rubbish in the Leat, Roborough.

***A site visit to be arranged to view and discuss, report back at next meeting***

Minute 8786(a): Fly tipping on Roborough Down.

***Councillor Hitchins asked if parishioners see any fly tipping that they obtain the vehicle registration, record where, along with the date and time, and email detail to the Parish Clerk. South Hams District Council will be collecting and tidying soon.***

June Open Forum: Grass cutting.

***Councillor Hitchins reported that he, along with the Clerk and contractor, will travel around the Parish to view cutting areas and discuss way forward.***

## 8793 PLANNING

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

Re planning application for 34 The Village, homeowner will contact the District Council to request the planning team liaise with Councillor Hitchins to expedite the revised plans.

- a) 1339/16/HHO Ground floor rear extension to replace conservatory, 3 Ferndale Close.

***It was AGREED to RECOMMEND APPROVAL subject to no neighbour objection.***

1954/16/HHO Two storey extension to side of house above and behind existing garage, 6 Long Park Drive, Woolwell.

***It was AGREED to RECOMMEND APPROVAL subject to no neighbour objection.***

1903/16/HHO Ground and first floor side extension, 14 Riverford Close, Woolwell.

***It was AGREED to RECOMMEND APPROVAL subject to no neighbour objection.***

- b) No decisions were reported by District Council.

## 8794 WORKING GROUPS

### a) Neighbourhood Plan

Mr Lane reported:

Approval for the next grant to carry on with the services of consultant, Paul Weston is awaited. Application has been submitted and feedback is awaited.

The new District Council contact, Alan Storah, has already been moved on and the appointment of a new neighbourhood plan contact is awaited.

Some headway has been made with the Neighbourhood Plan section of the Parish website; however there is still work outstanding and then a catch-up will be needed.

There is much activity between the various members of the new Joint Local Plan – South Hams District Council, Plymouth City Council and West Devon District Council. They have produced documentation to identify their different sections and how they will be working together. Both Mr Lane and Miss Gilmour attended a workshop hosted by District Council at Ivybridge. It appears that the Bickleigh Parish will be mostly affected by the Plymouth City Council housing numbers, as had been anticipated

At the invitation of Councillor Mrs Hopwood a drop-in session was held at the Woolwell Centre on the 13 July. A number of members of the public turned up to see the maps and plans. The two main representatives from South Hams District Council and Plymouth City Council fielded most of the comments with support from Councillor Mike Hicks and Councillor Mrs Nicky Hopwood. The Council is reminded that feedback for the Joint Local Plan needs to be registered on the District Council and City Council websites. On the whole most feedback that Miss Gilmour was made aware of seemed to be that the new build was not a welcome idea and certainly not without the road system being addressed first.

Members of the Working Group continue to gather evidence towards supporting the Neighbourhood Plan policies. There is still a lot of work needed before the next consultation session.

### b) Property and Finance

- (i) Councillor Turner provided the following quotations for the air-conditioning units in the studio of the Woolwell Centre:
  - Future Cooling Solutions £1,684 + VAT, works would carry a 3 year warranty.
  - More expensive from second company approached at £2168.24 +VAT.

The studio does require ventilation as there are no windows in this part of the Centre and whilst it does have a fire door it is unacceptable to leave it open.

***It was AGREED, by 6 in favour, with 1 abstention by Councillor Blake, that the works be approved and Future Cooling Solutions awarded the contract as per the quotation.***

- (ii) The Woolwell Centre has requested a grant to establish a pre and after school club. Councillor Hitchins suggested that as landlords the Council agrees the request as the monies will be improving the Council's asset. The works funded, to the value of £4k, will be non educational, i.e. will be external work to the fencing and patio. The Woolwell Centre Manager, Carole Spencer, confirmed that works have had to commence, currently underwritten by the Trustees, to ensure all is completed by OFSTED visit. Trustee Mr Huitson made comment that 50+ children already signed up for this community service and parents needed the reassurance of seeing works commencing ready for September start. It is recognised that works started before Parish Council agreement however time is of the essence.

Councillor Blake asked if all the children signed up live within the Bickleigh Parish Council area. Mrs Spencer replied that all children attend Bickleigh Down School, although some live outside in Glenholt.

Councillor Mrs Owen asked if the Church had been approached for funding. Mrs Spencer stated that funding has been pursued as far as possible, although the school has donated furniture from refurbished classrooms.

***It was AGREED, by 6 in favour, with 1 abstention by Councillor Mrs Owen, that a grant of £4,000 for funding fencing and patio work be approved.***

#### **b) Signpost**

A discussion was held regarding the continuation of the Parish Councils Signpost newsletter given other technology and media is now available.

Signpost printing costs could be reduced by producing a regular 2 page Newsletter and rather than distributing to every home it would be made available through distribution points, i.e. One-Stop, Woolwell Centre, Lopes Arms etc, also on Parish Council notice boards and website. Should a distribution email be set up for those registering an interest in receiving the Newsletter by email will be investigated.

Preferred content, basic fact/ notices with some history, on the whole just information. In essence something simple about what the Parish Council is doing.

***It was AGREED that further discussion is needed and it will be an agenda item for the next Property & Finance meeting.***

### **8795 FINANCE**

#### **a) End of Year Accounts**

The Clerk confirmed that the Parish Council's accounts have been audited by 'IAC Audit Consultancy' and the Annual Governance Statement 2015/16 needed confirmation of 9 points before sign off achieved.

***It was AGREED that the Council is compliant with Governance Statement 2015/16.***

**b) Receipts and Payments**

**(i) Receipts**

Co-op Bank	9.66	Interest
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**(ii) Payments**

IAC Ltd	342.00	Internal audit
Staff	506.49	Salaries
HMRC	33.80	Tax
South Hams D.C.	7.80	Plan – N.P.
Plant Tech Grounds	667.50	Grass cutting
D Stockton	45.00	Plumbing
Appleby Westward	462.00	Printing Signpost
02	25.20	Mobile Phone
The Woolwell Centre	20.00	Office
The Woolwell Centre	30.00	Room Hire
The Woolwell Centre	1100.00	Grant
Future Cooling Sol.	129.00	Maint. Contract
G D Hunt	35.00	Web maint.
BT	11.58	Telephone
BT	193.00	Broadband
Concorde Ltd	119.40	Copier

**8796 CORRESPONDENCE**

- (a) The Clerk advised correspondence has been received from Mrs I Andrew as trustee for the Woolwell under 5's Pre-School regarding financial assistance to close the site.

***It was AGREED that further investigation is required.***

- (b) **(Councillor Turner took the Chair for this item as the Chairman had declared a disclosable interest)**

In respect of the Joint Local Plan a response is required by 12 August. The District Council has provisionally booked a meeting with the Parish Council on 2 August.

Councillor Mrs Hopwood reported that an open parish meeting has taken place and she offered to assist with the Parish Council response to the Plan. Councillor Mrs Hopwood also reported that she now meets with Plymouth City Council monthly and if anything should be shared

she will feedback to the Clerk. E.g. the road from The George junction to the Woolwell roundabout is now a top priority.

**It was AGREED that the Parish Council meets on Tuesday 9 August to discuss a response to the Joint Local Plan.**

**8797 CHAIRMAN'S TIME**

- a) Councillor Ellis reported fly tipping of rubble in Frogmore Lane and the first bay of the Clearbrook turning, in addition there is a burnt out car at Blaxton Hill.

***Councillor Hitchins confirmed he had reported this on 16 June to both the District Council and the National Park.***

- b) Councillor Ellis also reported pot holes on Frogmore Lane and also near Luke's farm.

- c) Councillor Mrs Lane asked if there was an update regarding the Woolwell Centre lease.

***The Clerk reported that Stephen Evans is on holiday however a meeting will be arranged upon his return.***

- d) Councillor Mrs Lane thanked the Chairman for taking forward grass cutting in Bickleigh.

- e) Councillor Mrs Crowe stated that one more edition of Signpost is required to fulfil the paid up advertisers, after edition 16, three advertisers would require a small refund.

- f) Councillor Turner asked if a full set of plans were available for the Woolwell Centre as these would be useful, as landlords, for maintenance works.

**It was AGREED that *Councillor Hitchins will obtain.***

- g) Councillor Turner asked if an update was available on the speed limit petition.

***Councillor Hitchins reported nothing as yet***

- h) Councillor Turner reported the weed and hedge growth on New Road, Bickleigh was causing people to walk into the road.

***Councillor Hitchins reported Highways said it was the landowners responsibility, however County has cut in the past. Cannot proceed now as bird nesting season until September.***

**8798 DATE OF NEXT MEETING**

**Thursday 22 September at 7:30pm at Roborough Recreation Hall**