

**Minutes of a meeting of Bickleigh Parish Council held on Thursday 23 November 2017, 7.30pm at The Woolwell Centre**

**PRESENT: -** Councillors M Blake (Vice Chairman, in the chair), F Turner, C Spencer, Mrs S Lusk and Mrs L Crowe

**ALSO PRESENT: -** Councillor Mrs N Hopwood (South Hams District Council)  
Mr J Peterson, Chair of Trustees, Woolwell Community Resource Trust  
Ms L Gilmour, Secretary, Neighbourhood Plan Working Group  
Mrs M Small, Clerk to the Parish Council  
Mrs A Tamsett-White, Admin Assistant  
Members of the public - Seven

**APOLOGIES: -** County Councillor John Hart  
Councillors P W Hitchins (Chairman), C Ellis and N Prout  
PC Tamsyn Dingley

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**TO CONFIRM THE RESIGNATION OF COUNCILLOR OWEN**

The Clerk read Councillor Mrs Owen's letter of resignation which is with immediate effect and confirmed that the normal process of advertising the Casual Vacancy will be followed.

**Councillor Blake asked that a letter is sent thanking Mrs Owen for her service. The Clerk confirmed that this had already been sent.**

**OPEN FORUM**

a) If Roborough Hall wishes to advertise at the top of New Road planning permission is required. There are signs in this area for 'Little Camden Market' without planning permission.

**Councillor Mrs Hopwood confirmed that any such advertising requires planning permission, the signs are therefore unauthorised. Complaints can be made, however with budget constraints it is unlikely they will be removed.**

b) Speeding is an issue throughout Woolwell however Woodend Road is particularly dangerous. Children play at the bottom of this cul-de-sac. Cars park down one side and cars speed down the road. Need to slow cars down; signage such as 20mph zones is required.

**Councillor Mrs Hopwood reported that the District Council will no longer provide 'Children playing' signs. Speedwatch has previously been promoted, however there were no volunteers, but will try again. Councillor Spencer is a Speedwatch volunteer for Bickleigh and reported that the initiative does work.**

**Councillor Spencer would like to see the Parish Council apply pressure as it may help with some traffic calming initiative. Councillor Mrs Lusk has noticed problems by the Devonshire Care Home, cars park along one side and cars speed past without consideration or giving way. Councillor Turner reported speeding issues in Bickleigh and mentioned the mobile speed awareness signs for which Chapter 8 training is required. County Councillor Hart is still looking in to this. It may be possible to utilise the mobile signs in both Woolwell and Bickleigh.**

c) A SCARF report for the period 24-27 September is awaited. This was requested as nearly knocked over 3 times whilst using the zebra crossing. Will copy to the Parish Council when received.

**The Clerk reported that PC Dingley will be undertaking a Speedwatch initiative with year 6 pupils from Bickleigh Down School across 2 days week commencing 4 December. Councillor Blake suggested that the Parish Council reinforce in writing what has been said tonight thus raising concerns officially.**

d) 20mph signs at Tesco roundabout all the way down or some traffic calming measures would be good.

**Councillor Blake suggested that this should be sent to County Councillor Hart, he would welcome the feedback and support for such measures as very little support is ever received at County Council.**

e) With reference to 26 October draft minutes, Open Forum (c) regarding the payments made to Plant Tech an email response has not been received.

**The Clerk confirmed that she will respond by email.**

f) With reference to 26 October draft minutes, Open Forum (g) regarding Roborough Recreation Hall, Councillors pecuniary interests and their voting, is there an answer as yet?

**The Clerk confirmed that answers to questions raised are awaited from the District Council Monitoring Officer.**

## POLICE REPORT

### **October**

DV Assault ABH 8/10/17. Victim unresponsive. Safeguarding in place. Crime filed.

Rape 6/10/17. Victim unresponsive. This was underage sexual intercourse and not in public interest to pursue. Safeguarding in place. Crime Filed.

Misuse of Comms 2-3/10/17. Defamatory Facebook posts on business page. Words of advice passed. Crime filed.

Criminal Damage to M.V 12/10/17 Ferndale Close. Window damaged by stone thrown at it. No suspects. No evidence. Crime filed.

Criminal Damage to M.V 13/10/17 Ferndale Close. Window damaged by stone thrown at it. No suspects. No evidence. Crime filed.

Theft of M.V (& tools) 20-21/10/17 Long Park Drive. Vehicle located on 21/10 in car park in Ferndale Close. No damage but tools stolen (tools were also stolen month before). No suspects/witnesses. Crime filed.

**Concern was raised at the rape mentioned. The Clerk will seek further information as to whether this, whilst underage, was consensual or not as residents will want to know. Councillor Spencer reported that greater police presence in the past has helped alleviate crime and more police presence is needed again.**

**Councillor Blake expressed concern at the number of cases being filed with no further action and would like this followed up. It was AGREED that the Clerk will write to PC Dingley in the first instance to raise the Parish Councils concerns.**

### **Information**

Patrols around Woolwell Road, School Drive etc. have been requested via FB page however resourcing, vehicles and other emergencies hinder this being done regularly and likewise other schools also want patrols. Patrols will be done when the above allows. PC Dingley is liaising with other officers from Crownhill re community/school speed watch.

PC Dingley is aware that Cllr Hopwood is sourcing a defibrillator for Woolwell. PC Dingley has offered her services to assist with this and to help set up the relevant training. Location of the defibrillator is also a priority as Police will need to know where it will be and have easy access. The Police control room has a list of all defibrillator locations.

### **Logs to note**

5/10 Female was knocked over by vehicle in Champion View.

8/10 Youths messing around with the schools barrier. Unit attended but youths not located.

16/10 Kids wearing clown masks running across the Pick Pie Drive. Units attended, however it was a school project.

20/10 Kids on building site (school). Units attended but kids not located.

## DISTRICT COUNCIL REPORT

Councillor Mrs Hopwood, District Councillor for Woolwell Ward reported:

- The One Council proposal went to South Hams Full Council in October and councillors voted in favour. West Devon voted against so this will not go ahead. District Council will now look at other ways of closing the budget gap from 2020/21.

- The Joint Local Plan public examination will be on 30 January 2018 and will be held over a number of weeks.
- Plans for residents Christmas Lunch on 12 and 13 December are progressing; local businesses and residents have been generous in donating raffle prizes.
- Councillor Mrs Hopwood will meet the new Police Inspector and PC Dingley next week and will bring up comments about lack of police presence in the area. Crimes seem to be rising so a greater presence is needed.
- The Christmas tree lights switch on will be on 10 December at 5pm.
- The new road sign for Ferndale Close has arrived and this will be erected soon.
- Councillor Mrs Hopwood met with Mr Hancock, head teacher of Bickleigh Down Primary School to discuss the planning application for security fencing.
- It is welcomed that all future Property and Finance Working Group meetings are in public. Councillor Mrs Hopwood attended the first open meeting two weeks ago and requested that residents be given sight of an agenda prior to these meetings so they know what is being discussed and then they can make a judgement if they would like to attend and hear the debate.
- County Councillor John Hart has donated £1000 towards a defibrillator that will be for public use and available 24/7. It will be located on the outside wall of the Woolwell Centre in a key coded cabinet. The final cost will be circa £2k inc. VAT. Councillor Mrs Hopwood asked if she gave £400 from her locality budget would the Parish Council make up the shortfall after claiming the VAT back.
- Councillor Mrs Hopwood has given £300 from her locality budget to the Patient Liaison Group at the Woolwell Surgery.
- Councillor Mrs Hopwood thanked the Parish Council for holding a meeting in Woolwell and asked that 4 dates be considered and decided upon for 2018 which can be published in advance.

**In respect of Councillor Mrs Hopwood's request for funding for a defibrillator, Councillor Blake proposed taking this to the next Property Working Group for discussion. The Clerk confirmed that there will be a meeting in December and the Parish Council can give delegated authority tonight for a decision to be made at that meeting. Councillors AGREED the delegated authority.**

**The Clerk reported that enquiries are to be made of the Parish Councils insurers regarding Nacho the Gorilla. It is believed that any associated costs in respect of insuring him will be minimal however he will need to be added to the Parish Councils asset register.**

In the absence of Councillor Hitchens, there was no District Council report for Bickleigh.

### **COUNTY COUNCIL REPORT**

In the absence of County Councillor Hart, there was no County Council report.

### **REPORTS**

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

Mr Peterson, Chair of Trustees, Woolwell Community Resource Trust, reported:

Other ongoing property maintenance issues will be dealt with through the usual routes between the trustees and the Council, however, Mr Peterson requested an update on the following 3 urgent matters:

- The Hall Lighting  
**Councillor Turner confirmed that the revised quote from the electrician was awaited and will be chased. Councillors agreed that the damage to the switch had not caused the problems with the main lights.**
- The flooding outside the Centre (2 areas).  
**Councillor Turner confirmed this is being investigated. One flood is believed to be caused by a blockage in the pipe. The other flood is possibly due to run-off from land owned by District Council and the Clerk will write in the first instance.**

- The Fire Doors (Contractor has not turned up when agreed).  
**Councillor Turner confirmed he has tried on several occasions to contact Carpenter. He will try once more however if unsuccessful will try elsewhere. He appreciated the importance of this work.**

Other property points were raised, being:

- Quote for CCTV upgrade and the emergency lighting work.  
**Councillor Turner will chase the Electrician.**
- Parish Council had approved the two storage heaters but this work has not been carried out.  
**Councillor Turner will chase the Electrician.**

Mr Peterson formally thanked Councillors for their visit to the Centre and he looks forward to receiving the draft lease as soon as possible.

In respect of next years budget the trustees have spent considerable time finalising it and will shortly submit the grant application, together with the Account for 2016 and a summary of the budget for next year. Mr Peterson will attend the finance and property meeting on Thursday 14 December to answer any questions.

Mr Peterson confirmed that there were lots of challenges and a loss of income to the Centre (compared to that budgeted for) from Room Hire, the Bar and the Kitchen. Many commercial reasons for this but it has highlighted the need to improve the Bar and the Kitchen and that the only way to fund this is from grants.

Small general community grant applications have been made to Tesco and the Co-op. The outcome of the Tesco application is awaited however the Co-op application was successful in getting just over £2,000. Further similar grant applications will be submitted, including to the National Grid.

A completed grant application was submitted that the trustees would like the Parish Council to make on their behalf to TAP Fund. Copies given to all Councillors.

**After discussion, the TAP grant application was AGREED, Councillor Spencer abstained. Mr Peterson will liaise with the Clerk to make sure it is submitted on time.**

#### **b) Roborough Recreation Hall and Playing Fields**

Councillors Turner and Mrs Lusk reported:

- Following the resignation of Councillor Mrs Owen a new Parish Council representative will be required.
- Following the resignation of Mr Lane the current Chair of Trustees is Councillor Hitchins.
- Playing fields, football team cannot play on the pitch due to damage being caused by grubs, badgers and rabbits. As a consequence no football or cricket can be played. New fields being sought however will result in a loss of income.
- Craft Fair was well supported and raised monies enabling hall decorating to be continued.

#### **8934 DECLARATIONS OF INTEREST**

The Clerk reported that clarification is awaited from the District Council Monitoring Officer in respect of Councillor Spencer.

Councillor Spencer declared a disclosable pecuniary interest in The Woolwell Centre, as Centre Manager.

#### **8935 MINUTES**

It was unanimously **AGREED** that the Minutes of the meeting held on 26 October 2017 be signed as a correct record.

It was unanimously **AGREED** that the Minutes of the meeting held on 9 November 2017 be signed as a correct record, subject to;

Amending minute 8933. Planning application number 3271/17/FUL to **3275/17/FUL**.

**8936 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.**

**26/10 Roborough sign, take to next Property Working Group meeting, Parish Council can tidy up sign possibly. Leat Walk sign, the Clerk will chase again.**

**23/11 No response received to chaser.**

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

**County Councillor Hart taking forward.**

**28/9 Councillor Turner reported that as the water drains away after a certain amount of time no work will be undertaken by County Council (Devon Highways).**

**Councillor Hitchins reiterated the need for further representations to be made yet again by letter addressed to Nick Colton, Devon Highways and copied to County Councillor Hart and the Highways Safety Officer.**

**What happened regarding the mobile speed signs? County Council were buying more but no update. The Clerk will chase.**

**Councillor Hitchins asked the Clerk to arrange a meeting with Nick Colton.**

**26/10 County Councillor Hart will investigate.**

**23/11 With County Councillor Hart**

Minute No. 8911 (a) Mobile speed sign for Bickleigh.

**26/10 County Councillor Hart will investigate.**

**23/11 With County Councillor Hart**

Open forum (g) Declarations of interest regarding Roborough Recreation Hall.

**23/11 The Clerk reported that answers are awaited from District Councils Monitoring Officer to questions raised.**

Chubb Invoices.

**The Clerk confirmed the reason for and amounts of recent transactions:**

Invoice No. 6356122	Call out – set alarm	£140.00	+ £28.00 VAT
Invoice No. 6356430	Call out – replace detector in office	£282.83	+ £56.57 VAT
Invoice No. 6417850	Low audibility, 1 <sup>st</sup> floor	£145.00	+ £29.00 VAT
Invoice No. 6520651	Routine Service of Fire Alarm	£146.20	+ £29.24 VAT
Invoice No. 6337111	Fire Alarm spare parts	£536.35	+ £107.29 VAT
<b>(Credit note issued £804.52, net invoice £643.64)</b>			
		<b>Total =</b>	<b>£1250.38 + £250.10 VAT</b>

**8937 PLANNING**

**a) Consideration of applications:-**

**3696/17/HHO 26 The Heathers, Woolwell, PL6 7QT**

Householder application for a two storey side extension.

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

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

**2819/17/HHO 19 Ferndale Close Woolwell PL6 7HJ**

Householder application for two storey side extension and single storey rear extension

**Conditional Approval**

**2089/17/NMM Development At Towerfield Drive Towerfield Drive Woolwell Devon**

Application for non-material amendment following grant of planning consent 04/0671/14/VAR

**Conditional Approval**

**1743/17/FUL 1 Old School House Cottage Bickleigh PL6 7AG . New dwelling Refusal**

**(Councillor Turner declared a prejudicial interest as the applicant)**

## 8938 WORKING GROUPS

### a) Neighbourhood Plan (NHP)

Ms L Gilmour, Secretary, Neighbourhood Plan Working Group reported:

Consultant, Paul Weston, has pulled together feedback received from the Regulation 14 Consultation, the relevant JLP policies and the NHP Policies affected by the feedback. This included interest from Shaugh Prior, who wish to be kept informed of activities within the Parish, and Natural England raised a concern regarding the mapping of the industrial estate at Broadley and Devonshire Meadows. This is not yet resolved. These items were discussed at a Working Group meeting on the 7 November.

Part of the feedback from the District Council and from other parties indicated that a meeting with Tom Jones from the District Council would be a good idea. This meeting was held, very successfully, on 17 November. Feedback awaited following the meeting to confirm that wording in a couple of the NHP Policies does not clash with the JLP along with ideas on how to deal with the MoD site. The Consultant has now put together statements that are required to support the NHP plus a Local Green Space report. These need to be finalised before publication on the website. The Working Group will be meeting on the 5 December to confirm any further tweaks needed to the Policies.

As a result of the meeting with Tom Jones and the timing of the JLP going to examination it is currently expected that the Bickleigh Parish Neighbourhood Plan will be ready to be submitted to the District Council to begin the examination process early in 2018. It will need to be presented to the Parish Council for approval prior to this next stage, either by a special meeting or to the January meeting, the working group will try to get all appropriate documentation to the Parish Council well in advance of the meeting.

In respect of the developers feedback it was lengthy and impacts on one policy, that referring to 25+ dwellings. 25 is a legitimate number. A local needs assessment will be required and developers would draw up plans to meet this.

### b) Property and Finance

The Clerk is to obtain confirmation from Plymouth City Council and District Council that they will be cutting their designated areas next season.

**Councillor Mrs Hopwood will arrange to have the Parish Councils designated cutting areas highlighted on a map of Woolwell along with the unadopted areas, different colours for both, making the grass tender documentation easier to follow by those wishing to tender for the works. It was AGREED that tenders will be invited for a 1 year contract with the option to extend to 3 years and quotations are to be obtained for both 1 and 3 years.**

The Clerk introduced the Terms of Reference (ToR) document for the Property and Finance Working Group. **Councillors AGREED to formally adopt the ToR.**

Woolwell Centre Lease

**It is RECOMMENDED TO COUNCIL that a twice yearly inspection is undertaken jointly by Councillors and Trustees with a further inspection by Councillor Blake and Mr Huitson every three months, It was AGREED to adopt this action.**

**It is FURTHER RECOMMENDED TO COUNCIL that a protocol is drawn up for the Centre to notify the Council of any work they propose to undertake on the building. It was AGREED to adopt this proposal.**

**It was FURTHER AGREED that the Council make an official visit to the Centre to consider what is the Council's equipment and what is the Centre's. The Clerk will arrange a date.**

Fire Doors (Woolwell Centre)

**Further attempt at contacting the contractor to be made by Councillor Turner.**

Hall Lighting (Woolwell Centre)

**Switch gear damaged by chairs however this was not the cause of the lights failing.**

**c) Signpost and Facebook**

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

**8939 FINANCE**

**a) To report on Parish Council receipts and payments**

**Receipts**

**Nil**

**Payments**

Staff	464.49	Salaries	
HMRC	75.80	Tax	
D Stockton	95.00	Tap in disabled toilet	
Royal British Legion	25.00	Poppy Wreath	
Bickleigh PCC	2000.00	Replacement cheque	
Chubb Fire & Security	314.57	262.14	Annual fire safety service
IAC Audit	342.00	285.00	Internal audit
G D Hunt	35.00	Web maintenance	
Future Cooling Solutions	129.00	107.50	Maintenance contract
Woolwell Comm. Centre	990.00	Grant	

**8940 CORRESPONDENCE**

- a) Citizens Advice Bureau requests a donation of £100 - £250 towards provision of their core services. **It was AGREED, with one abstention, that the request will be DECLINED.**
- b) **Councillor Spencer asked what constitutes correspondence. The Clerk confirmed that various formats of correspondence are received, e.g. email, telephone, Facebook, letter and discretion is used when considering the items to bring before full council. Councillor Blake confirmed that judgement is left to the Clerk.**
- c) Councillors are invited to attend a future budget challenges meeting at the District Council on 27 November at 6.30pm. **Councillor Blake has a prior appointment however will attend if possible.**

**8941 CHAIRMAN'S TIME**

- a) Councillor Spencer asked how Councillor training is delivered. **The Clerk will look into Devon Association courses and liaise with Councillor Spencer.**
- b) Councillor Mrs Spencer asked to be noted as Councillor Spencer going forward. **The request was noted.**
- c) Councillor Mrs Crowe is unable to attend the NHP meeting on 5 December and asked that another Councillor attend in her absence.
- d) Councillor Mrs Lusk reported 3 separate areas of fly tipping, all in hand for removal.
- e) Councillor Turner reported a Bickleigh villager had hand dug debris from a drain when it had caused flooding, road sweepers are desperately needed. **The Clerk will write to County Councillor Hart highlighting concerns.**

- f) Councillor Turner reported that pot hole on the bridge and further down has opened up again.  
**Councillor Blake confirmed this can be reported on line.**

**8942 DATE OF NEXT MEETING**

**Thursday 25 January 2017, 7:30 pm, at Roborough Recreation Hall.**

**DRAFT**