

**Minutes of a meeting of Bickleigh Parish Council held on Thursday 25 January 2018, 7.30pm at Roborough Recreation Hall**

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

**ALSO PRESENT:** - County Councillor John Hart  
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 - Two

**APOLOGIES:** - Councillor P W Hitchins (Chairman)  
PC Tamsyn Dingley

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**OPEN FORUM**

**a) The Woolwell Centre**

**NB - Councillor Spencer left the meeting as she has a disclosable pecuniary interest in The Woolwell Centre as Centre Manager**

Representations regarding The Woolwell Centre grant application of £11,800 for the year 2018/19 were made by Mr J Peterson, Chair of Trustees, Woolwell Community Resource Trust and Mr B Spencer, Trustee, The Woolwell Centre.

They stated that the Parish Councils grant is relied upon to operate and keep the Woolwell Centre open. The offered grant of £8,000 represents a 33% reduction. Trustees have already cut costs to balance the budget and meet the grant request of £11,800. The Trustees stated that they were grateful for the support of the Parish Council. They have employed a grant finder and they are applying for grants. However the grants are not for revenue. Improvements need to be made to the kitchen and bar areas.

In 2012, the Parish Council raised the precept by 30% specifically for the Woolwell Centre and whilst The Woolwell Centre grant reduced by 10% per annum, the precept did not reduce.

The Trustees asked:

- Why when there are funds available is The Woolwell Centre grant being reduced? Funds are available in the proposed precept against solar, projects and carried forward from last year. Can the grant be reconsidered?
- When Council is considering the precept approval later in the meeting a contingency is needed to consider what will happen if the charity pulls out.
- Has the Parish Council considered applying for capital grants to meet the cost of its maintenance works?

Councillor Prout suggested reconsideration of the grant in view of the representations made and suggested it is left at £11,800 this year and discussed more in readiness for next year's application.

Councillor Mrs Crowe reported that looking at the work required to maintain The Woolwell Centre, e.g. the roof works, the Parish Council had to take a sensible decision. Councillors have asked for detail of room bookings over the coming months and this information is awaited. If the Centre is failing the Parish Council would like to see what it can do.

Councillor Blake reported The Woolwell Centre has received £150,000 from the Parish Council excluding maintenance. The Parish Council need to utilise funds to make the building safe and to draw up a lease. The project pot in the precept will be used to meet the cost for roof and security upgrades.

**NB: Councillor Spencer joined the meeting.**

- b) Miss Gilmour stated that the Parish Councils website has not been updated. The Councillor page is out of date and there is a discrepancy between agenda and minutes. ie 28 July 2016 minutes record how the Parish Council will respond to Neighbourhood Plan section 13a however there is no agenda for 28 July 2016. March minutes are saved as September.

**POLICE REPORT**

There was no report

**DISTRICT COUNCIL REPORT**

Councillor Mrs Hopwood, District Councillor for Woolwell Ward reported:

- The residents Christmas lunch and Christmas tree light switch on were both very successful. Councillor Mrs Hopwood thanked all who were involved with these events and dates are in the diary for next year.
- December saw a successful 2 day purge on speeding on the main road through Woolwell arranged by PC Dingley and the new Sergeant Andy Woodwood in conjunction with the Bickleigh Down School. Children monitored the speed of traffic and those speeding were pulled over by the police. There were approx. 15 Police Officers and PCSO's each day so this was a big undertaking by the Police. Councillor Mrs Hopwood, met with Sergeant Woodwood, to discuss the issues within Woolwell and a more regular Police presence in Woolwell has been agreed.
- South Hams District Council have spent two weeks working in the tree belts in Woolwell and have reported that their job is made harder due to the high level of garden waste dumped in the tree belts. All residents have been urged to put garden waste in the brown recycling bin and not the tree belt.
- The Joint Local Plan Examination in public starts on 30 January at the New Continental Hotel in Plymouth. The Policy relating specifically to Woolwell will be discussed on 7 February 2018 starting at 9.30am.

Councillor Mrs Crowe referred to the 23 November 2017 Parish Council meeting when Woolwell speedwatch was talked about following discussion in open form regarding speed signs. Councillor Mrs Crowe enquired if any volunteers had come forward. Councillor Mrs Hopwood reported that a team of volunteers are waiting for PC Dingley to arrange training.

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

**COUNTY COUNCIL REPORT**

County Councillor Hart reported:

- Photos received of cars parked on pavements in Rowan Way and asked the Clerk to provide the Police contact details as this is a Police matter. Councillor Mrs Hopwood reported she has a meeting with PC Dingley next week and will take this forward.
- In respect of requests from Woolwell residents for 20mph signs, this probably will not happen. However, he has offered mobile speed signs to Bickleigh that can be moved around the Parish. Chapter 8 training is essential though. The mobile signs do have a deterrent effect. If Chapter 8 training is undertaken, Councillor Hart will supply a mobile speed sign. Councillor Turner reported there are 3 willing volunteers in the Parish who will undertake Chapter 8 training however not at their own expense e.g. have to cover the cost of equipment, clothing, and tools. County Councillor Hart asked Councillor Turner to email the costings to him and he will see what he can do. Councillor Turner asked the outcome of the Bickleigh resident's petition for a 20 mph speed limit in New Road as no response has been received. County Councillor Hart will chase up a response. Councillor Mrs Hopwood reported that she would be happy to cover the costs, if Councillor Hitchins would too, from their locality budgets, if County cannot assist.

- In respect of budgets, County has been offered an additional 1% from Council Tax that will be taken and used for drainage works.
- County will be involved in the Business Rate pilot, retaining all Business Rates generated in 2018, currently received 9%. The pilot will see Devon receiving £70million and whilst a formula needs to be agreed County Council may receive £9.8million end of this year/early next.
- County Council has lost 3500 staff, not much more can be done. County Councillor Hart continues to meet with MPs asking each to get final settlements before budget has to be set.
- Potholes and drains worse now after recent bad weather.

## **REPORTS**

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

Mr Peterson, Chair of Trustees, Woolwell Community Resource Trust: had already spoken in Open Forum.

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

Councillors Turner and Mrs Lusk reported:

- Playing fields cannot be used due to the ongoing issue with grubs
- Bookings are good, voluntary painting continues. A leak in the hall foyer is being investigated.

### **8944 DECLARATIONS OF INTEREST**

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

Councillors Turner and Mrs Lusk both disclosed a personal interest in Roborough Recreation Hall.

### **8945 MINUTES**

It was unanimously **AGREED** that the Minutes of the meetings held on 23 November and 14 December 2017 be signed as a correct record.

### **8946 MATTERS ARISING**

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|---------------------|---|
| Minute No. 8818 (c) | The sign for Leat Walk has been renewed by the District Council   |
| Minute No. 8818 (f) | Collapsed pavement opposite Old Vicarage. Councillor Hart had nothing to report.  |
| Minute No. 8911 (a) | Mobile speed sign for Bickleigh. Update included in the report by County Councillor Hart.   |
| Open forum (g)      | A discussion is still to be held with the Deputy Monitoring Officer regarding Declarations of interest regarding Roborough Recreation Hall.   |
| Open forum Nov.     | Councillor Mrs Crowe referred to the question raised regarding unauthorised posters/signs for Little Camden Market. and asked if the signs can be taken down? Councillor Mrs Hopwood confirmed the posters/signs are considered fly tipping and can be removed. |
| Open Forum          | Councillor Spencer asked when the Parish Councillor representative for Roborough Recreation Hall would be considered. The Clerk confirmed that there has been no request from the trustees of Roborough Recreation Hall to nominate another Trustee as yet.     |
| Minute No. 8941     | The Clerk reported that details of courses being offered by the Devon Association of Local Councils has been received which will be forwarded.  |

8947 **PLANNING**

**a) Consideration of applications:-**

**4230/17/HHO** Trecrom, Blackeven Hill, Roborough, PL6 7AD

Householder application for alterations and extension to existing bungalow, to create a 2 storey dwelling.

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

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

**2290/17/HHO** 6 Long Park Drive Woolwell PL6 7QE

Householder application for two storey extension to side

**Conditional Approval**

**2992/17/ARC**

Development site at Sx4990 6292 South East of Roborough Farm Tamerton Road Roborough

Approval of Details Reserved by Conditions (discharge)

Application for approval of details reserved by condition (0475/17/FUL)

**Discharge of condition Approved**

**3200/17/HHO** 5 Pinewood Drive Woolwell Devon PL6 7SP

Householder application for two storey extension

**Conditional Approval**

**3315/17/FUL** Rittal CSM Limited Broadley Park Road Roborough Devon PL6 7EZ

Partial extension to roof height (raising height of specific roof section by 3m)

**Conditional Approval**

**0910/17/ARC** Land adjoining Towerfield Drive Woolwell Plymouth PL6 7RF

Application for approval of details reserved by conditions 8,15,16, & 18 of (04/0671/14/VAR)

**Discharge of condition Approved**

**2330/17/ARC** Development at Towerfield Drive Towerfield Drive Woolwell Devon

Application for approval of details reserved by condition 22 of granted planning consent 04/2184/12/F

**Discharge of condition Approved**

**3815/17/NMM** Development at Towerfield Drive Woolwell Plymouth

Application for a non-material amendment following grant of planning

**Conditional Approval**

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

Householder application for a two storey side extension

**Conditional Approval**

**3275/17/FUL** Bickleigh Down Church Of England Primary School, School Drive Woolwell PL6 7JW

Replacement of existing timber rail fence with new 2.4m high welded mesh fence and gates, construction of new retaining walls to allow the existing steep playground to be re-levelled and other works to improve the infant play area, and formation of a new gap in existing bank to allow new pedestrian access from the public highway into the school playground

**Conditional Approval**

**3238/17/TPO** Tamerton Road Roborough Devon PL6 7BQ

Works to a TPO Tree

T1: Sycamore - Crown lift by 6 metres; T2: Sycamore - Crown lift by 6 metres; T3: Sycamore - Crown lift by 6 metres; T4: Sycamore - Crown lift by 6 metres; T5: Sycamore - Crown lift by 6 metres; T6: Sycamore - Crown lift by 6 metres; T7: Sycamore - Crown lift by 6 metres; T8: Sycamore - Crown lift by 6 metres; T9:

Sycamore - Crown lift by 6 metres; T10: Beech - crown lift by 6 metres; T11: Sycamore - Crown lift by 6 metres; T12: Beech - Crown lift by 6 metres; T13: Beech - Crown lift by 6 metres; T14: Sycamore - Crown lift by 6 metres; T15: Sycamore - Crown lift by 6 metres; T16: Cypress – Crown lift by 6 metres. All works to maintain health of trees that have become overgrown

### **Refusal**

**4087/17/ARC** Hatshill House The Village Rd from Carron Cross to Bickleigh Bridge Bickleigh PL6 7AH

Approval of Details Reserved by Conditions (discharge)

Application for approval of details reserved by condition 3 of planning consent 04/0397/15/FUL

**Discharge of condition Approved**

## **8948 WORKING GROUPS**

### **a) Neighbourhood Plan (NHP)**

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

A meeting was held on the 5 December for the Working Group to review changes suggested by Consultant, Paul Weston, following feedback from the Regulation 14 Consultation. Following discussion the changes were agreed and feedback is on the website.

The Group was asked to try to provide appropriate photographs for the front of the documents that would identify the Parish clearly; this is ongoing.

It was decided that the Submission version Neighbourhood Plan (NHP) would be put to the Parish Council for approval, together with the Final Drafts of the Basic Condition Statement and the Consultation Statement. The latter 2 are for evidence purposes once the NHP goes for examination. A meeting to discuss and review the NHP with the Parish Council is arranged for 31 January. Some updates are being made to the website to be ready for the final submission documents.

Ms Gilmour requested the allocation of a few more days in the budget for Consultant, Paul Weston and and further requested that she be included in communications going forward in connection with the NHP.

Ms Gilmour advised that the Parish Council website is not being updated as per requests submitted to the website designer. Councillor Mrs Crowe expressed concern that the website continues to be out of date and requests remain un-actioned. The website is now due for renewal and the Parish Council needs to decide on the way forward. The Clerk confirmed that the designer is well aware of the importance from the numerous meetings held and does not do as he says. Any requests submitted should be dealt with within 48 hours as per timescales provided.

**Councillor Turner suggested the Clerk ring the designer again to say requests must be actioned swiftly and to ascertain workable timescales for all.**

The Joint Local Plan will be examined soon, information and links have been forwarded to those people who showed an interest after the various Consultations. The Examiner has many questions about the various parts of the JLP and many people are lined up to respond. The dates of particular interest to the Parish, seem to be the 7, 8 and 20 February. There are a couple of speakers registered to respond, The Planners for the Woolwell extension seem to be saying that they don't see why they should have to wait to start building until infrastructure is resolved. In addition they seem to be planning on moving the "Centre" of Woolwell over the hill, creating a new one and using the old area for building.

Area of Natural Beauty NHP Groups.

Tom Jones (SHDC) has started an initiative to bid for funding to form a group of NHP related teams with reference to Areas of Natural Beauty (AONB). Ms Gilmour reported information and responses have been passed onto the Parish Council and the NHP Working Group as the Parish is next to a number of AONBs.

The reason for raising this is if the Parish Council wishes to continue its connection to any part of this the assumption is that it will want volunteers to be involved. As the NHP is approaching examination, after which it will need to be taken into account for all planning requests, the Parish Council may need to start to activate interest in this.

**b) Property and Finance**

(i) The Clerk reported that Councillors Mrs Hopwood and Mrs Crowe have identified some land to be included in the tender and send out the tender documents after they are approved by Councillors. There are some 8 Companies/sole traders interested in tendering for the contract.

(ii) Report from meeting on 11 & 23 January 2018. The notes of the Property and Finance Working Group meeting held on 11 January require an amendment to 3(e) to £7,000.

**NB - Councillor Spencer left the meeting as she has a disclosable pecuniary interest in The Woolwell Centre as Centre Manager.**

It is **RECOMMENDED TO COUNCIL** that the grant for the Woolwell Centre is reduced to £8,000 for 2018/19. This is because of the amount of maintenance still needed on the building and the Council will make this a high priority over the next two years to bring it up to standard. Taking the representations made for and on behalf of The Woolwell Centre into account it was **AGREED**, 5 for and 1 against, to stay with the proposal of an £8,000 grant with a review in 3 months.

It is **ALSO RECOMMENDED** that Mr Peterson is asked if in his monthly reports from April, in order for the Council to have an insight into the bookings, he would include, the percentage of room occupancy for the month, so that the Council may gauge the increase/decrease in bookings.

**NB: Councillor Spencer joined the meeting but did not respond to any of the points raised in the notes of the Property and Finance Working Group meeting of the 11 January.**

It is **RECOMMENDED** to Council that Chubb's quotation of £5,550.68 to upgrade the audible system at the Woolwell Centre is accepted. It was **AGREED** to proceed with the quotation.

It is **RECOMMENDED** to Council that the quotation from RA Electrics to replace 4 CCTV cameras at The Woolwell Centre at a cost of £282 plus VAT is accepted. It was **AGREED** to proceed with the quotation.

It is **RECOMMENDED** to Council that the quotation of £2,694.50 plus VAT from Fine Line Joinery to undertake work at The Woolwell Centre is accepted for the 14 fire doors and work required on stairs. It was **AGREED** to proceed with the quotation.

It is **FURTHER RECOMMENDED** that a letter is sent to the Centre staff asking them not to use wedges on the doors as it damages the closers and is also against Fire Service Regulations.

It is **RECOMMENDED TO COUNCIL** that a quotation from RA Electrics to upgrade the Hall lights by putting units into the existing ceiling lights with dimmable LEDs and switch gear in the front office in the sum of £6,500 plus VAT is accepted, this is an all inclusive quote. It was **AGREED** to proceed with the quotation.

The Clerk reported that the budget for The Woolwell Centre will be overspent but funding could be taken from the project. It was **AGREED** to vire project monies.

The Clerk reported an e-mail from the Council's internal auditor with regard to the new Data Protection regulations and whether the Council would be interested in their company acting as Data Protection Officer.

This would include audit of Councils compliance arrangements with GDPR , acting as Data Protection Officer, provision of training, drafting guidelines / procedures .

**It is RECOMMENDED TO COUNCIL that they respond saying that they might be interested but would need further details of cost etc. It is FURTHER RECOMMENDED that £500 is added to the budget as the Parish Council will have to do something as the regulations come into force in May. It was AGREED to proceed with the recommendation and to write to ascertain further detail.**

It is estimated that to replace the flat roof on the Woolwell Centre will cost in the region of £52,000 based on current prices. **It is therefore RECOMMENDED TO COUNCIL that a budget of £7,000 is started. It was AGREED to proceed with the recommendation.**

**It is RECOMMENDED TO COUNCIL that £400 is included for a defibrillator. It was AGREED to proceed with the recommendation**

**It is RECOMMENDED TO COUNCIL that the Council's web site should be reviewed. It was AGREED that a review of the website is required.**

The Clerk reported receipt of 3 invoices from Plant Tech Garden Services in respect of 2 cuts of Roborough Green and 1 removal of a broken tree branch on Roborough Green.  
**It was AGREED, 5 for and 1 against, to pay the invoices.**

**c) Signpost Newsletter**

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

**8949 FINANCE**

**a) Receipts**

Nil

**Payments**

P A Weston	1575.00		N.P. Consultant
Landscaping & Grounds Maint	1152.00		Grass cutting
The Woolwell Centre	33.00		Room hire
Rialtas Bus. Solutions Ltd	139.20	116.00	Alpha Maint.
Mrs A Tamsett-White	20.00		Reimburse Window clean
Staff	929.58		Salaries
HMRC	151.00		Tax
RAE Services Ltd	279.23		Emergency lights/heaters
Roborough Recreation Hall	100.00		Rent Nove/Dec
Feature Force Bldg Contractors	75.00		Remove Fire
Grant Thornton UK LLP	390.00	325.00	External audit
Chubb Fire & Security Ltd	688.94	574.12	Replace board:lightning
Security Management SW Ltd	42.00	35.00	Key holding call Out

**b) Councillors Prout and Turner AGREED to become additional cheque signatories.**

**c) 2018/19 precept**

Councillor Spencer noted that on Draft 3 the carry forward figure differed from previous versions. The Clerk confirmed this was an error and offered her apologies.

Councillor Spencer asked that her request for an income and expenditure report is recorded in the minutes as she has asked several times before. The Clerk confirmed that the income and expenditure report will be emailed to all Councillors.

**The 2018/19 precept was AGREED at £79048 plus £2442 Council Tax Support Grant, making a total of £81,490 5 for and 1 abstention from Councillor Spencer who has a discloseable interest for The Woolwell Centre, as its Manager.**

**8950**    **CORRESPONDENCE**

- a) The Clerk reported a letter from the Roborough Team Ministry thanking the Parish Council for its grant towards maintaining the churchyard.
- b) The Clerk has received 1 expression of interest in the Casual Vacancy for a Councillor for the Woolwell Ward thus far. The vacancy closes on 9 February. **An interview date has been arranged for Tuesday 13 February at 7pm at Roborough Recreation Hall. Councillors Turner, Spencer and Mrs Crowe will attend.**
- c) A request has been received to consider the naming of land east of Roborough Farm. Councillor Hitchins has previously replied with a preference of 'Haxtor Wood View'. **It was AGREED to name the development 'Haxtor Wood View Road'.**
- d) South Dartmoor Community Energy are running a series of free 1hour evening workshops for anyone who would like to find out how to get the best energy deals for either themselves or friends and family. The nearest venue is Ivybridge Library, The Beacon Room, on Wednesday 21 February from 7pm.
- e) Email received this evening from Mrs Taylor-Brown regarding ideas for spending the precept on. Councillor Blake asked Councillors to consider the suggestions ready for discussion at the next full Council meeting.

**8951**    **CHAIRMAN'S TIME**

- a) Councillor Mrs Crowe asked if the path down New Road would be a Chapter 8 project or would it need to go back to County Council.
- b) Councillor Mrs Crowe asked are District Council starting a lottery and if so is anything known about it?
- c) Councillor Mrs Crowe reported a sign by the Barracks is down. It will need to be riveted back on as both post and sign are metal.
- d) Councillor Turner reported a huge pot hole on Danger Hill.
- e) Councillor Turner reported further down Danger Hill by Brook House a pot hole has opened up and it has a stream running under it.
- f) Councillor Turner reported both the road heading towards Shaugh Prior and also Little Down Lane were flooded for a number of days.
- g) Councillor Ellis reported a pot hole in Lee Lane on the way to Lee Farm.
- h) Councillor Mrs Lusk reported the cattle grid on the other side of Little Down Lane as being flooded.
- i) Councillor Mrs Lusk reported large pot holes on the main road just past The Dartmoor Diner. **Councillor Blake advised pot holes can be reported online. It is effective as he has recently had success with reported pot holes being dealt with promptly by Plymouth City Council.**
- j) Councillor Spencer asked if a sign could be erected in Darklake Lane asking traffic to slow down as pedestrians use it. In addition Councillor Spencer reported a deep ridge off of the side of the lane where water cascades down.

**8952**    a) **DATE OF NEXT MEETING**

**Thursday 22 February 2018, 7:30 pm, at Roborough Recreation Hall.**

- b) **The following dates were AGREED initially for meetings at The Woolwell Centre:  
22 March, Annual Parish Meeting with Parishioners and 26 July, Full Parish Council Meeting**