

# **BICKLEIGH PARISH COUNCIL CLERK'S REPORT**

## **FOR PARISH COUNCIL MEETING 12/12/19**

<b>DATE</b>	<b>MINUTE</b>	<b>DETAILS</b>	<b>ACTION REQUIRED</b>	<b>ASSIGNED TO</b>	<b>STATUS / ACTION TAKEN</b>
<b>28/11/2019</b>	143/19	Council gritter	Locate storage & future use	Clerk	A decision was taken in November's Parish Council meeting to offer shared ownership of the gritter, with a request the grit the roads in Bickleigh Parish. The Clerk contacted Scott Smy, Clerk for Shaugh Prior Parish Council who responded they would have to decline the offer as cannot commit to gritting areas outside Shaugh Prior Parish.
<b>28/11/2019</b>	139/19(a)	Tree survey required	Contact Arborcure	Clerk	Email sent 4/12/19 to request the tree survey is undertaken.
<b>28/11/2019</b>	137/19	Mobile & mini wifi	Order from EE & set up	Clerk	Sim cards & wifi mini supplied. Network on trial. Need to check coverage in Roborough. Reception varies but good where the portacabin will be situated. Will be charged a termination fee from BT for coming out of BT cloud but overall the costs are likely to be significantly cheaper.
<b>24/10/2019</b>	127/19	Roborough Hall representative	Cllr C Spencer to make contact with Roborough Hall Committee	Chair	At meeting of 28/11/19, the Chair reported she had been unable to make contact with the Roborough Hall Committee members.
<b>24/10/2019</b>	118/19(a)	Planning training	In order to comply with Planning Protocol policy training required	Clerk	DALC unable to source a trainer until new year. PAT Whymer, WDBC has agreed to complete training on 16/12/19 Cllr L Taylor & Cllr W Haymes taking part. Other BPC Cllrs invited for refresher training. Councillors from neighbouring parishes have been invited.
<b>24/10/2019</b>	119/19b	Woolwell Centre Heating & Ventilation	Quote agreed by Cllr Cllr P Blight had a meeting with Jackman Peckover 18/10/19 – Terms and conditionssigned	Clerk & Cllr Blight (PMWG)	Works complete 2/12/19 JP have advised The thermostat requires four cores, live, neutral, earth and a switch live, whoever wired the thermostat originally has used the earth cable as the neutral, the live as the supply and the neutral as the switch live back to the heater and no earth. A quotation to fit new lockable stat and replace the wiring core will be provided. Cllr P Blight has supplied the Woolwell Centre with instructions

<b>08/10/2019</b>	102/19c	Cutting back hedge in the Woolwell Centre car park	Quotations to be obtained.	Clerk & Woolwell Group	Quote received from Paul Harvey - £200 <b>See 28/11/19 - Minute 139/19(b)</b> Email sent 29/11/19 confirming instructions. Works commenced 9/12/19. Scheduled for completion 12/12/19
<b>26/09/2019</b>	94/19d	Office portacabin	Order has been placed for the cabin.	Clerk	<a href="http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/193429">http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/193429</a> Planning ref 3429/19/FUL. Site notice 27/12/19 No objection from Highways 9/12/19 10/12/19 - requests for quotation of electrical connections have been requested. Cllr P Blight seeking quotes on cladding. Cllr N Hopwood has obtained a competitive quote for office flooring.
<b>25/07/2019</b>	62/19b	New bank account	Transfer of funds from Co-op to Unity Bank	Clerk	6/12/19 - phone call received from Unity. Further delay due to Co-operative Bank not updating our details with our new address (letter had been sent). Switching of funds scheduled for 17/12/19
<b>04/07/2019</b>	44/19	Neighbourhood Plan	Review of neighbourhood plan	Council	Cllr N Hopwood recommended review takes place in July 2020.
<b>24/05/2019</b>	34/19(d)	Local Council Risk System	A recommendation from the internal auditor which needs reviewing.	Council	Clerk needs to review with Asset Working Group
<b>23/05/2019</b>	18/19	Lone Worker	Policy to be reviewed	Cllr Hayes & Clerk	To be reviewed once the new Council office is in situ.
<b>23/05/2019</b>	19/19	Standing orders	Cllr W Haymes to review by January 2020.	Clerk & Cllr Haymes	Gaps in Standing Orders to be filled in
<b>02/05/2019</b>	24/19	Allowance towards maintenance of St Mary's Churchyard	Meeting with working party - Cllr C Spencer / B Spencer & W Haymes.	Cllr C Spencer Cllr B Spencer Cllr W Haymes	5/12/19: Email received from treasurer with costings advising grant application will be submitted after 1st April 2020.

<b>25/04/19 plus previous meetings over the years</b>	9418	Bickleigh Parish Council / Woolwell Centre Lease	Completion of lease	Cllr N Hopwood & Cllr L Taylor	Cllrs Hopwood & Taylor have a meeting with SHDC Senior Specialists (Estates) at the Woolwell Centre to review documents.
<b>25/04/2019</b>	9145	Chapter 8 / highway training	Cllr L Taylor has shown an interest in attending a Chapter 8 training course which needs to be arranged.	Cllr P Blight Cllr B Spencer Cllr L Taylor	NOTE FROM THE CLERK: DCC Highways recommend Chapter 8 training is required to put up the speed camera. Email from Came & Co 12/08/19: We would recommend a risk assessment is in place and any training if applicable is undertaken. Cllr P Blight & Cllr L Taylor have completed online assessment training. <b>Meeting 28/11/19 134/19(a) &amp; (b)</b> - Councillor agreed to put speed camera up in suitable location.
<b>28/02/2019</b>	9110	Neighbourhood Plan	Review of plan	Council	Recommended June 2019.
<b>29/11/2018</b>	9080	Weedspraying in the parish	To be reviewed in the appropriate season	Clerk	Action to be taken next year
<b>15/06/2018</b>	8996(c)	TPO works in Parish land adjacent to 21 Leat Walk	Clerk has been in touch with neighbour of the parish plot, who has agreed for the tree surgeon to contact them direct, so that access can be arranged.	Clerk / Green Spaces Group	Minute reference 96/19a it was agreed, subject to planning permission being obtained the Plandscape would be given the works.  <a href="http://www.bickleigh.gov.uk/wp-content/uploads/2019/11/Minutes-of-Meeting-26.09.19_Approved-1.pdf">http://www.bickleigh.gov.uk/wp-content/uploads/2019/11/Minutes-of-Meeting-26.09.19_Approved-1.pdf</a>