

# BICKLEIGH PARISH COUNCIL

The Council Offices, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR

07508 324699

[parishclerk@bickleigh.gov.uk](mailto:parishclerk@bickleigh.gov.uk)

20<sup>th</sup> September 2021

Minutes of the Meeting of Bickleigh Parish Council which was held on **Thursday 23<sup>rd</sup> September 2021 at 7.30pm in the Woolwell Centre.**

---

*There was an open forum of 15 minutes at the beginning of the meeting to allow members of the public to ask questions or make comment regarding the work of the Council or other items which affect the Parish.*

A representative from the Bickleigh, Roborough and District Garden Society attended the meeting to speak to councillors about their grant application. He explained that the Society was keen to attract new members and make the events programme more interesting by booking outside speakers to come along to their meetings. The grant money would enable them to do this. The Chair thanked him for attending the decision on the grant application was moved forward to be discussed before Item 3.

*The meeting convened.*

Present: Councillor Spencer (Chair), Haymes, Tamsett-White, Rundell (arrived at 8.15pm) and Blight (via Zoom)

Apologies: Councillors J Taylor and L Taylor

In Attendance: Helen Nathanson (Parish Clerk), County Councillor John Hart and 1 member of the public

**1. To receive apologies.**

It was resolved to accept the apologies.

**2. To declare any personal or pecuniary interests in items on the agenda and the nature of that interest.**

Councillors Spencer and Haymes have a pecuniary interest as employees of the Woolwell Community Resource Trust.

Item 15 – The grant funding application was discussed at this point. Councillors reviewed the application and agreed that they would like to support the Society by awarding the requested amount of £500.

**3. To approve the Minutes of the Parish Council Meeting on 29<sup>th</sup> July 2021.**

It was resolved to approve the Minutes of the Meeting on 29<sup>th</sup> July 2021.

**4. To receive reports from County and District Councillors.**

County Councillor attended the meeting and answered questions from councillors.

Discussion was had about the Woolwell to the George road widening scheme and about the impact of traffic around the area. He asked about the speed radar owned by the PC and to which he had contributed. It was explained that the radar has been refurbished and that it is collecting data from the villages.

Councillor Blight asked if Councillor Hart was looking to provide support to parishes with carbon offsetting projects. Councillor Hart explained that he is waiting for a response from the Citizens' Assembly about what DCC can do, In the meantime, DCC has invested in good IT systems to allow its staff to work from home and he thinks that home working will continue in future, which helps the carbon situation.

Councillor Barrie Spencer sent a Monthly Report – see separate attachment.

Councillor Nicky Hopwood had previously raised an issue about Matters Arising and councillors emphasised that the content was a matter for the Parish Council and that any future such queries should be directed to the Parish Clerk.

**5.** To raise any matters arising from the minutes of the last meeting, including updates on the following:

- Speed radar – It was agreed to start collecting and recording data from the radar now that it had been refurbished.
- Consultation with Roborough residents about the plot of land where the Horse Chestnut grew – at a meeting with the grass cutting contractor, councillors had discussed the various viable options and will await further details on these before printing the leaflets and distributing them to residents in the village.

**6.** To consider an application for co-option to a casual vacancy on the Parish Council.

The co-option process was postponed until the October meeting for Covid reasons. Councillors discussed the process for co-option and agreed that it would be nice to meet candidates more informally before holding the vote. It was therefore agreed that Councillors Spencer and Tamsett-White would invite the candidate for a coffee and a chat at the Woolwell Centre.

**7.** To note the notes from the Woolwell Centre Working Group and to approve the recommendations.

- Councillors discussed the quote for the works to replace the panic bars, fire escape doors and associated door closers and it was resolved to accept the quote subject to the following checks with the contractor: FENSA registration, Insurance and Public Liability and product guarantee for the new equipment.
- Roof assessments and quotes – councillors agreed that they would need to consider a loan from the Public Works Loan Board. They also agreed to look at other major capital items which require repair or replacement in the Centre so that these could be added to the loan. The Woolwell Centre WG was asked to continue with this work.
- Councillors agreed to take on the benches near the Woolwell Centre, which will include adding them to the insurance and maintaining them in future. However, they also agreed to request that, in future, District Councillor Hopwood should check with the PC before adding to its assets. She was also requested to give the PC appropriate recognition.

**8.** To consider a request from South Hams Climate Action Network for the PC to support the Climate and Ecological Emergency Bill.

Councillors discussed the email and resolved to support the motion.

**9.** To receive an update from the Communications Working Group.

The consultation with Roborough residents was discussed at Item 5.

**10.** To consider the notes from the meeting with the grass cutting contractor and to discuss further actions.

Councillors agreed the following:

Councillors carried out a site visit to the Parish Plot to look at the oak tree on the corner. The contractor who had carried out the risk assessment explained how the process worked and why he considered that he did not need any further action at present. Councillors therefore agreed with the recommendation that no further work is needed but they acknowledged that the neighbour can apply to the Tree Office for permission to carry out work on their side of the fence should they wish to do so.

The hedge along Carron Lane will be cut this autumn and the top will be maintained at its current height so as to provide screening for when the new housing is built on the other side. It was suggested that further planting of native trees in front of the existing hedge could also help to screen the Green from the building works and create a buffer. Councillors agreed with this suggestion and requested a quote for planting tree whips along that stretch of the hedge between the copse and the lane between Leat Walk and Carron Lane.

The hedges at the southern end of the Green will be cut this year. Councillors requested that they are cut across the full depth of the tops but only on the side facing the Green. The height of the hedges will be maintained at the current levels. Councillors had visited the site and noted that many residents have maintained their own hedges to the existing height; they did not want to interfere with this.

The damaged cherry tree in the group next to the path will be cut down to leave a monolith.

Councillors will review the grass cutting maps and decide which areas could be left for wildflowers and which should be cut regularly. The area in Ferndale which is long at the moment will be cut on the next round and the Clerk will contact the resident who requested that it be left to grow to explain the above. Grass cutting will not take place before 8am without consultation.

A quote will be requested from the grass cutting contractors for the mechanical removal of weeds growing in the roadways and gutters in Woolwell, Roborough and Bickleigh. Self-help was discussed as an alternative way to approach this, as has been done in Bickleigh, but it was agreed that it would be better to do it properly and make sure the drains are not blocked. Once a quote has been received, councillors will then discuss the idea in more detail and will find out what other funding is available.

**11.** To elect Councillor Haymes as a member of the Staffing Committee and to accept Councillor Spencer's resignation from the same.

Councillor Haymes was elected to the Staffing Committee and Councillor Spencer's resignation was accepted. A meeting of the Staffing Committee will be arranged.

## **12. Planning**

- To consider the following planning applications which can be viewed on the [SHDC website](#):

3232/21/HHO 1, Honeysuckle Close, Woolwell, PL6 7TE

Householder application for construction of additional bedroom with en-suite at first floor level above existing garage and rear utility room. Single storey rear extension to for enlarged dining and kitchen area.

Councillors supported the application.

2725/21/HHO 9, Clover Rise, Woolwell, PL6 7TB

Householder application for proposed single storey rear extension

Councillors supported the application.

3195/21/FUL Field on East side of New Road At SX 528 630 Bickleigh

Construction of 2 timber stable buildings for equestrian use.

Councillors supported the application.

3486/21/FUL 1 Old School House Cottage, Bickleigh, PL6 7AG

Subdivision of existing 3 bedroom dwelling to form two dwellings

Councillors supported the application.

- Standing Item: Barwood planning applications 4185/19/OPA and 4181/19/OPA  
The transport documents have still not been published. However, councillors had requested a meeting with Plymouth City Council to discuss the proposals for road widening between Woolwell and the George. Notes of the meeting are attached.  
Councillor Rundell explained that a group of local churches had met to discuss a response to the need for churches within the new developments. Generally, there was no desire for putting a new church in there but they all agreed that they would like to have a presence there in a different and more informal way, such as a young family living there and being a Christian focal point.
- Standing Item: Neighbourhood Plan review

A meeting needs to be arranged for a Review Group. Councillors Spencer and Rundell will be part of the group and it was agreed to ask Councillor J Taylor if she would be prepared to join to represent Bickleigh village. The Clerk will set up a meeting.

- To note the S106 contributions for the Parish (see attachment)  
This was noted.
- To note the confidential enforcement updates. (see emails)  
These were noted.

**13. Standing Item:** To receive updates about any emerging general Parish matters.

- To discuss a letter from Sir Gary Streeter MP regarding electrical vehicle charging points. (see attachment)  
Councillors discussed the request and agreed that they would be interested and that there was a possibility of the Woolwell Centre hosting charging points. The Clerk was asked to find out what funding would be available for installation and how it would work.
- To consider the need for a Parish Lengthsman  
Councillors discussed this and it was agreed that the Staffing Committee would look into this and then come back to Council with recommendations.

**14.** To receive an update from the BPC representative for Roborough Recreation Hall.

There was no update this month. The Hall will now be available for meetings and the Clerk was asked to check bookings.

**15. Finance**

- To note the notes from the Finance Working Group and to approve the recommendations.
  - a) It was agreed that the financial regulations and Standing Orders should be reviewed during the course of this financial year.
  - b) Councillors agreed that they would prefer to leave the numbering of minutes as it is done now.
  - c) The auditor highlighted the high percentage of precept that is spent on the Woolwell Centre. Councillors acknowledged this but wanted to make it clear that the money is not exclusively grant funding. The majority is being spent on long-overdue maintenance to fund a backlog of repairs and renovation. Once the building has been brought up to an agreed standard, the cost will change considerably.
  - d) Recommendation Points 3 and 4 above highlight the urgent need to draw up a lease between BPC and WCRT and it was recommended that councillors contract a solicitor and make this a priority.
  - e) Councillors agreed to maintain the current arrangements because this offered an authorisation check.
- To discuss a grant application from the Bickleigh, Roborough and District Garden Society  
This was discussed earlier in the meeting and the grant was awarded.
- To discuss the EE contract for mobile and broadband which can be closed or altered on 29<sup>th</sup> November 2021 with one months' notice.  
It was agreed to cancel the contract and move to a Pay as You Go phone, keeping the same number.
- To approve the following payments (invoices sent to councillors electronically).  
The payments were approved. It was agreed to investigate alternative providers for fire and security services at the Woolwell Centre because the present contractor is expensive.

Date	Payee	Total	VAT	Net	Details
24/08/21	Chubb	£216.00	£36.00	£180.00	Digital upgrade to the fire alarm system
31/8/21	Future Cooling	£645.00	£107.50	£537.50	Monthly Servicing – April to August
19/08/21	Woolwell Centre	£39.38			Meeting Room Hire
	Parish Clerk	£14.40			Zoom Licence Aug, Sep
		<b>£914.78</b>	<b>£143.50</b>	<b>£771.28</b>	
<b>August Invoices – approved by email</b>					
23/08/21	BPCC	£1,400			Grant to St Mary's Church, Bickleigh

	Cleanwise	£54.00			Bus Shelter Cleaning
		£10.50			Noticeboard Cleaning
	Electrical & Security	£180.00	£30.00	£150.00	Electrical repairs WC
		£747.00	£124.50	£622.50	Replacement lighting WC
	Cladglaze	£320.00			New panic bars to fire doors WC
	Rialtas	£124.00	£24.80	£99.20	Accounts software annual fee
	SLCC	£178.00			Parish Clerk Membership
	Woolwell Centre	£39.38			Meeting room hire
	Parish Clerk	£21.60			Zoom Licence May, June, July
		£4.68			Postage for internal audit documents
01/09/21	PWLB	£940.29			Loan repayment direct debit

**16.** The following correspondence was noted:

- South Hams District Council has launched a public consultation on its gambling policy. The Council is required to review its gambling policy, known as the 'Statement of Principles', every three years. The policy sets out the principles South Hams District Council will apply under the Gambling Act 2005 over the next three years. This policy covers everything from family entertainment centres and betting premises to gaming machines, charity lotteries, and bingo premises. Any comments must be received by **Sunday 24 October 2021** at the latest. You can find out more and share your views here: [www.southhams.gov.uk/gambling-consultation](http://www.southhams.gov.uk/gambling-consultation)
- The DALC AGM and Conference will take place remotely on 5<sup>th</sup> – 7<sup>th</sup> October. Councillors are welcome to attend and are asked to notify the Clerk for bookings.
- To note the [Parish & Town Council Highways Newsletter - Spring 2021 \(govdelivery.com\)](http://govdelivery.com)

**17.** To note the date of the next meeting on Thursday 28<sup>th</sup> October 2021 at 7.30pm in the Woolwell Centre. This was noted and the meeting ended at 9.30pm.

Carole Spencer  
Chairman