

# BICKLEIGH PARISH COUNCIL

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Minutes of the **Annual Meeting of Bickleigh Parish Council** which was held on Tuesday 24<sup>th</sup> May 2022 at 7.30pm in the Woolwell Centre.

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**Present: Councillors Carole Spencer (CS) (Chair), Paul Blight (PB), Brian Hill (BH), Nicky Hopwood (NH) – following co-option, Lynn Tamsett-White (LTW) and Wendy Haymes (WH)**

**In Attendance: Cllr Nicky Hopwood (NH) (SHDC), Sally Smale (Parish Clerk) and 2 members of the public.**

## **2022 61 Election of officers**

- 1. Proposed by PB, seconded by WH and all in favour that CS be elected as Chair.**
- 2. Proposed by PB, seconded by LTW and all in favour that WH be elected as Vice-Chair**
- 3. Nicky Hopwood addressed the room, expressing her interest in being co-opted onto the Council.**

**Agreed by all that she be co-opted.** The declaration of acceptance of office was signed and **NH** joined **BPC** for the meeting.

## **2022 62 Apologies for absence were accepted from Cllrs Lindy Scott (personal reasons), Jackie Taylor and Larry Taylor (Annual Leave)**

## **2022 63 Declarations of pecuniary and other interests**

CS and WH declared a pecuniary interest as employees of the Woolwell Centre.

**Proposed by BH, seconded by PB and all in favour that the dispensation request from LTW as a new employee at The Woolwell Centre be agreed.**

## **2022 64 It was agreed in accordance with the Public Bodies (Admission to Meetings) Act 1960, S1(2), that agenda item 2022 79 Woolwell Centre should be taken with the public excluded due to the commercial and legal sensitivity of the items under consideration**

## **Public Forum**

Two representatives from “The Woolwell Crafters” gave a brief presentation of the activities of the group and detailed what the grant money they had requested from BPC would be used for. Agenda item 2022 71b was brought forward for consideration and **it was agreed that, subject to the group opening a bank account, BPC would grant fund them £450.**

## **2022 65 The minutes of the Parish Council Meeting on Thursday 28<sup>th</sup> April 2022 It was resolved to approve the minutes**

## **2022 66 Matters arising from the minutes of the last meeting.**

Cllr Taylor aims to install the new noticeboard at Bickleigh w/c 6<sup>th</sup> June 2022

The Platinum Jubilee Bench will be delivered 25<sup>th</sup> May 2022 and installation has been arranged CS explained that the rent payment for the office in the Woolwell Centre is for the space being used. The monthly rent is considerably less than if BPC paid the hourly hire rate.

**2022 67 Representation by members on the committees, sub-committees, working groups and other bodies as detailed in the Scheme of Delegation were agreed.**

**2022 68 The following Parish Council arrangements were approved:**

Insurance arrangements – Ansvar - £3004 to 5<sup>th</sup> June 2023

Subscriptions to other bodies:

DALC £734.81

Grass-cutting contract with Arborcure to end 2022

**2022 69 Proposed by WH, seconded by LTW and all in favour that the following reviewed policies and council documents be adopted:**

Statement of Internal Control (Reviewed May 2022)

Financial Regulations (Reviewed May 2022)

Register of Fixed Assets (Revised May 2022)

Scheme of Delegation (New)

Standing Orders (Reviewed May 2022)

Financial Risk Assessment (Reviewed May 2022)

**It was agreed that the Grants Policy be reviewed at the June meeting.**

**2022 70 It was agreed that the meetings would continue to be held on the 4<sup>th</sup> Thursday of the month (The October meeting has been confirmed for the 20<sup>th</sup> October)**

**2022 71 Finance**

a) The payments as listed in App 1 were approved

b) The grant application from Woolwell Crafters for £450 was approved earlier in the meeting

c) The purchase of a second VAS camera was considered **and it was agreed that the clerk would seek further quotations for different display options.**

d) **The End of Year Accounts were agreed**

e) **The renewal of the contract with the internal auditor for 2022-2023 (£250) was agreed**

**2022 72 Audit and Annual Governance and Accountability Return**

a) The annual internal audit report was received and **it was agreed that the clerk would bring quotations for the website accessibility review and statement to the next meeting.**

b) **Proposed by CS, seconded by WH and all in favour that Section 1 of the Annual Governance Statement 2021-2022 be approved (NH abstained)**

It was noted that statement 4 of the Annual Governance Statement “Period for the Exercise of Public Rights” had not been complied with due to complications caused by the pandemic and un-availability of the clerk. The period of notice for this year has been agreed as below.

c) **Proposed by WH, seconded by BH and all in favour that Section 2 Accounting Statements 2021-2022 be approved (NH abstained)**

d) **It was agreed that the period for the exercise of public rights runs from 29<sup>th</sup> June to 9<sup>th</sup> August**

**2022 73 Bickleigh telephone box community library maintenance**  
It was agreed to seek further quotes for this work and consider at the June meeting

**2022 74 Planning**

**a) The following planning applications were considered:**

- i) 1130/22/VAR Application for variation of condition 1 (shelter to be removed) of planning consent 04/0919/07/F Field North Of Hampool Cottages At Sx528 630 Bickleigh  
**Support**
- ii) 0934/22/FUL Construction of a new crematorium facility with associated access drives, car parking, ancillary accommodation and service yard. Land At Sx 499 632 Tamerton Road Roborough  
Agreed that this complies with Bickleigh Neighbourhood Plan **Support**
- iii) 0943/22/HHO Householder application for conversion of existing integral garage into shower room & utility area 3, Maple Way. Woolwell PL6 7SS  
**Support**

**2022 75 There is no update on the Barwood planning applications 4185/19/OPA and 4181/19/OPA**

**2022 76** The request for the **installation of speed humps on the road into and through Bickleigh** was considered. Unfortunately Bickleigh Parish Council has no powers with regards to work on the highways and so DCC Highways will need to be approached. BPC hope that making the speed device in Bickleigh a permanent fixture will help to alleviate the problem of speeding traffic.

**2022 77 Neighbourhood Plan Standing Item:**

Meetings have been arranged in June to progress work on modifying the plan

**2022 78 Roborough Recreation Hall.**

It was noted that BPC is Custodian Trustee of the charity holding the property and all the documents relating to it but taking no decision on its use. The property is listed as a Council asset with nil value.

**It was agreed that CS would request at the next meeting that BPC receives the annual accounts from the Recreation Hall Committee in future in order to comply with the duties of a Custodian Trustee.**

**PART 2**

**2022 79 Woolwell Centre**

- a) Four quotations ranging from £12,000 – 31,000 were considered for surveying the Centre as it stands now and offering a holistic solution to transform it into a cost-effective, energy efficient and sustainable building that meets all the current day building regulations.  
**It was agreed to commission Expedite to undertake the work.**
- b) **It was noted that the legal work required to update the leases was proving to be complicated and would take longer than initially anticipated.**