

# BICKLEIGH PARISH COUNCIL

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

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Minutes of the Meeting of Bickleigh Parish Council which was held on **Thursday 25<sup>th</sup> February 2021 at 7.30pm**. The meeting was conducted remotely through Zoom.

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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. No items were raised.

Present: Councillors B Spencer (Chair), C Spencer, Taylor, Blight, Haymes and Tamsett-White

Apologies: Councillor Rundell

In Attendance: Helen Nathanson (Parish Clerk), District Councillor Hopwood, 1 member of the public

## 1. To receive apologies.

It was resolved to accept the apologies from Councillor Rundell.

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

Standing Interests with dispensation:

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

Councillor Barrie Spencer has a personal interest as a member of the Woolwell Community Resource Trust.

Councillor Taylor declared a personal interest in Item 6.

Councillor Tamsett-White declared a personal interest in Item 11, planning application 0107/21/HHO.

## 3. To approve the Minutes of the Parish Council Meeting on 28<sup>th</sup> January 2021.

It was resolved to approve the minutes.

## 4. To raise any matters arising from the minutes of the last meeting, including:

- Parish Snow Warden Scheme – two residents have been contacted about the possibility of becoming snow wardens and we are waiting to hear back from them.
- Parish Council website and email hosting – councillors are waiting for confirmation that the client name has been changed with the hosting company.
- Speeding on Woolwell Road - DCC has confirmed that we may be eligible for the SCARF process to obtain new data.
- The portacabin, which has been donated to Roborough Recreation Hall, will be moved by them in spring or when the weather improves. The PC needs to arrange for disconnection of the electrics and furniture removal, which will be done as soon as a new office space is identified.
- A meeting has been arranged with the planning consultant to talk about what advice he could provide on the Barwood applications. The meeting will be at 7pm on Thursday 4<sup>th</sup> March via Zoom.

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

County Councillor Hart gave his apologies and sent the following report:

“Over the last few weeks the number of new Covid-19 cases have steadily dropped. As of last Thursday Devon had the one of the lowest number of cases in England per 100,000 population. I have already expressed my thanks to the vast majority of the residents of Devon for this achievement. I feel it has been as a result of following the lockdown rules and being careful. Over 90% Of over 70 and 80 year old residents have been vaccinated and people aged 60 and above are now called. Please, if offered the opportunity to be vaccinated, take up the offer. This is the only way we will get on top of this virus. It can still kill, however the number of people with Covid-19 in hospitals in Devon has reduced substantially over the last 4 weeks. But we must continue to be very careful.

The County Council budget was approved last Thursday. Over 73% of the net revenue budget of £545.5million will be spent on caring and supporting vulnerable people, both young or old. Spending on Adult services will rise by £21.7Million to £283.5million and on Children’s Services by £11.4million to £158.3million. There will be extra money for Potholes and drainage. We are putting another £600,000 to top up the £1million hardship fund that was set up in the current financial year for those hardest hit by the pandemic. This will result in a Council tax increase of 4.99% which is equivalent to a Band D Council Tax rise of £71.82 a year or £1.38p per week.

District Councillor Hopwood apologised for missing last month’s meeting.

She explained that the SHDC council tax rise will be approximately £5 pa for a Band D household.

She is helping families in Woolwell who are in need. On the positive side there are not many experiencing these difficult times but she has a fund of donations to use to help them with their groceries.

She will meet with the Woolwell Centre Manager next week to discuss ideas for when the Centre opens again.

District Councillor Spencer

The first meeting of the Joint Local Plan Partnership Board AGM took place on 25<sup>th</sup> February and was very interesting and relevant. He encouraged councillors to watch it.

A question was asked about whether or not the Barwood developments would go ahead without the improvements to the A386. The answer is that some houses may be built before the work is done but that it would be likely that the road scheme would have to be at least underway.

The Ivybridge Regeneration Project has been approved and will go to the next stage.

SHDC is looking at enhancing its decision-making processes so it will be reviewing how meetings and democratic processes take place.

**6. To consider an application for a casual vacancy on the Parish Council.**

Mrs Jackie Taylor had applied for one of the casual vacancies. She spoke to councillors about why she would like to join the PC and then was asked questions by them. A vote was held and it was resolved by a unanimous decision to co-opt Mrs Taylor for one of the casual vacancies and she stayed for the remainder of the meeting.

Councillor L Taylor abstained from the vote.

**7. To receive updates from the Woolwell Centre, including the following:**

It was noted that a building survey and schedule of condition will take place on 15<sup>th</sup> March and an insurance reinstatement cost survey will also take place in March, date tbc.

Councillor C Spencer gave an update about the leaking roof. The initial repair was not sufficient and more work has been required. Once this is complete, the damage to the floor can be properly assessed.

Councillor C Spencer gave an update about the relocation of the PC office into the Woolwell Centre. She explained that her remit from the Council had been to accommodate the clerk in the building, preferably downstairs and using local contractors, if possible, to carry out the conversion. The downstairs rooms in the Centre are in high use and a solution was to take out one of the storerooms, convert it to another office and then convert a room at the back of

the building into a replacement storeroom. She and Councillor Haymes spent a long time working this out and getting quotes and, at this point, sent the detail out to councillors. They were surprised by the response because they thought it was what councillors wanted. They were trying to keep the work within budget which is why they went for a smaller local contractor. The problem now is that the portacabin will be moved in mid March and the furniture will need to be removed as soon as possible. The Centre is also due to open soon and there is a lot of pressure on the Centre Manager to focus on this now.

Councillors discussed this and agreed in principle that this work needed to be done and that they would like the PC office to be in the Centre. Some councillors were unsure about exactly what the works would be and concerns were raised about ensuring that the chosen contractor had appropriate levels of public liability cover. It was also agreed that, whilst it is the proper case to obtain 3 quotes, the Covid regulations make this much more difficult and put pressure on the Centre Manager to be in contact with a range of people, which is against Government guidelines. Councillor Blight asked about fire safety and was told that the system is already in place in the room to be converted. He also asked about asbestos and was assured that an asbestos survey of the building is held and that nothing was highlighted in the room in question.

In order to move forward with the work, it was agreed that Councillor Taylor and any others who were available, would meet at the Centre at the weekend and have a look at exactly what was proposed and at the quote for the work. Feedback will be given to councillors via email and then a decision will be made about the next steps.

**8. To discuss a grant application from the Woolwell Brownie Unit.**

Councillors discussed the application and it was resolved to award the requested amount to the Woolwell Brownie Unit.

**9. To receive updates about general Parish matters, including:**

It was noted that complaints have been received by District Councillor Hopwood about weeds in roadways and about an overgrown bramble patch at the bottom of Clover Rise in Woolwell.

The land on Clover Rise is not owned by the PC and SHDC has already carried out a land search and found that it is unowned. On the basis that the PC takes responsibility for cutting the grass there it was agreed to ask Arborcure to cut back the bramble patch.

Discussion was had about the issue of weeds growing in the roadways. The Clerk was asked to check the details of the grass cutting contract and then this will be brought back to the Assets WG because it is potentially a large task and more discussion is needed.

The trees on Roborough Green which need to be felled do not have a TPO but the Tree Officer still needs to give permission for the work, which is in hand. A date has not yet been confirmed with the contractor. The additional work to the Oak on the Parish Plot does require permission as the tree has a TPO – this will be taken to the Assets WG for discussion.

**10. To receive the notes from the Communications Training session on Thursday 18<sup>th</sup> February and to discuss the outcomes.**

Councillor Haymes explained that she had obtained quotes for designing and printing leaflets and would like to arrange a meeting of the Communications WG to discuss this in more detail. Councillor B Spencer said that he listened with great interest at the training session, which was very professional. The one thing that concerned him was whether or not the PC has the skills to achieve what is required without expert assistance. It was agreed to add this to the agenda for the next WG meeting.

**11. Planning**

0115/21/HHO Householder application for proposed single storey rear extension  
42, Tavistock Road, Roborough, PL6 7BB

This was discussed and the Council supported the application.  
 0107/21/HHO Householder application for proposed side extension  
 14, Maple Way, Woolwell, Plymouth, PL6 7SS

This was discussed and the Council supported the application. Councillor Tamsett-White abstained from the vote.

- Standing Item: To receive an update about the Barwood planning applications 4185/19/OPA and 4181/19/OPA.

Devon Highways are close to submitting the traffic assessment for the development and the District Councillors are waiting for the date of their next meeting with the planners.

- Standing Item: Updates about the Neighbourhood Plan.

The Clerk will meet with Councillor B Spencer to look at the Plan and work out what help would be needed from a further review.

Councillor B Spencer also offered to present a session to all councillors to refresh them on the Plan and this will be arranged.

- To note that an Appeal has been made to the Secretary of State regarding planning application 0379/19/FUL erection of new dwelling, landscape enhancements and associated works on land on the East Side of New Road, Bickleigh, PL6 7AN and to discuss submitting comments. Appeal Ref: APP/K1128/W/20/3253743

This was noted and it was agreed that the PC would submit a response to object to the application, which the Clerk will draft.

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

There was no update this time.

**13. Finance**

- To note the current bank balance of £76,806.88.

This was noted.

- To note the following reports:

Bank Reconciliation to date 31/01/2021

Payments and Receipts

Payments and Receipts by Budget Headings

Statutory Receipts and Payments (see attachments)

These were noted. Councillor C Spencer asked why the figures on the bank reconciliation and bank statement were different and the Clerk will check.

- To approve the following payments and to note the receipt:

Date	Payee	Total	VAT	Net	Details
08/02/21	Cleanwise	54.00			Bus Shelter cleaning
31/01/21	Security Management SW Ltd	£195.30	£32.55	£162.75	Woolwell Centre Keyholder Annual Contract
14/1/21	Chubb Fire & Security	207.24	34.54	172.70	Emergency Lighting Service
	Receipt				
06/02/21	Devon County Council	£4,436			Grass Cutting Grant

The payments were approved and the receipt of the grant from DCC was noted. An additional payment to Chubb Fire & Security was approved as it had been received late and was overdue.

14. To note the following correspondence:

- **Census Day** is on 21<sup>st</sup> March 2021. It is vital that everyone takes part and more information can be found at [www.census.gov.uk](http://www.census.gov.uk).
- **2021 Elections** will take place on Thursday 6 May 2021 for the Devon and Cornwall Police and Crime Commissioner elections, the Devon County Council elections and other by-elections. There are a number of ways to have your say in the elections in May - you can vote in a polling station, by post, or by appointing someone you trust to vote on your behalf, which is known as a proxy vote. If you would like to vote by post, now is the time to register using the [Electoral Commission website](#)
- **Remote Meetings** The legislation permitting councils to meet remotely will come to an end on 6 May 2021. As it currently stands, all council meetings held on, or after the 7 May, must therefore return to a face-to-face format. DALC has issued guidance about this but we are advised to await further information.

These were noted. Councillors do not intend to return to face-to-face meetings until the Government guidelines allow this so will await further instruction.

15. To note the date of the next meeting on 25<sup>th</sup> March 2021 at 7.30pm via Zoom.

This was noted and the meeting ended at 9.45pm.

Councillor B Spencer

Chairman