

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25th APRIL 2019 AT THE ROBOROUGH RECREATION HALL

PRESENT: Cllr L Crowe (Vice-Chair), Cllr C Ellis, Cllr F Turner, Cllr L Lusk, C Spencer, Cllr L Tamsett-White,

IN ATTENDANCE: Cllr Nicky Hopwood (SHDC), Cllr Bill Hitchins (SHDC), Cllr John Hart (DCC) and 8 Members of the Public

APOLOGIES: Cllr M Blake, Cllr N Prout

PUBLIC FORUM

Cllr Crowe, Vice Chair opened the meeting at 19:30hrs announcing that there will be an election next week, therefore this meeting would be last meeting of the current Council.

Liz Gilmour gave praise to the outgoing Council and thanked them for their time. In turn Cllr Crowe thanked Liz Gilmour for her time and commitment she has put to the Neighbourhood Plan, which has been successfully accepted by the Council.

MINUTE NUMBER	ITEMS FOR DISCUSSION
9134	DECLARATIONS OF INTEREST: Cllr Spencer declared a pecuniary interest in the Woolwell Centre. Cllr Lusk declared a personal interest in the Roborough Recreation Hall. Cllr Turner declared a personal interest in the Roborough Recreation Hall. Cllr Ellis declared a pecuniary interest in the Joint Local Plan.
9135 9136 9137 9138 9139 9140 9141	REPORTS Police - Cllr Crowe read a report which had been received just after the last meeting. The report had been uploaded on the Council website. District Councillor Reports - report DC Bill Hitchins. Devon County Council - CC John Hart read a report and endorsing thanks to the outgoing Councillor and thanked DC Council Bill Hitchins for his service in the area. A member of the public, who has been campaigning for roadside improvements, asked if action could be taken clear the path in Bickleigh. CC Hart agreed to have a look at it. Dartmoor National Park – report from DC Bill Hitchins Roborough Recreation Hall & Playing Fields - report from Bill Hitchins Woolwell Centre – Cllr Spencer vacated to the room. Barrie Spencer read a report. A discussion took place between Cllr Turner and Barrie Spencer regarding the recent bar refurbishment, the snagging report produced by the Woolwell Centre and the feedback from the contractor. Report from Jim Fursden regarding heating options for the Woolwell Centre and quotations (3 different options) from Jackman Peckover, which would be in addition to the recent works completed by Jackman Peckover (shown on the payment listing below).
9142	Woolwell in Bloom - Report from Saraya Lewis-Coleman who thanked the Parish Council and DC Nicky Hopwood for their support. By year five, instead of 'Woolwell in Bloom' Saraya is aiming for 'Bickleigh Parish in Bloom'.
9143	APPROVAL OF MINUTES FROM 28TH MARCH 2019 Cllr Crowe stated the former Clerk had included number continuation from previous months at the bottom each page. Apologies from Cllr 'C' Ellis not 'Cllr 'S' Ellis 9121 – Snag report not Stag 9123 – Reference minute 9103 Cllr Spencer stated for the last two ' <i>months</i> ' she had not

	<p>been receiving financial updates – instead of for the last two ‘minutes’ 9128(g) – insert ‘a’ professional 9129 – second line GDPR not GDPR With the above amendments it was RESOLVED to approve the minutes of the meeting from 28th March 2019.</p>
9144	<p>APPROVAL OF MINUTES FROM 28TH FEBRUARY 2019. The approval of the minutes from the February meeting were not approved in the meeting of 28th March due to only 3 Councillors being present, one of which (Cllr Prout) was not present in the February meeting. With the amendments previously noted in the March meeting, all Councillors present approved the February minutes. RESOLVED.</p>
9145	<p>MATTERS AND ACTIONS FROM PREVIOUS MEETINGS (a) Removal of telephone box due to anti-social behaviour. Cllr Spencer has spoken to the police and no record of incidents have been reported. ACTION: CLERK TO CHASE BT AND FIND OUT WHAT THE USAGE IS. NEW COUNCIL TO CONSULT WITH RESIDENTS BEFORE THE TELEPHONE BOX IS MOVED (b) Financial Regulations – DEFERRED TO FOR THE NEW COUNCIL. (c) GDPR – DEFERRED. THE CLERK STRESSED THE COUNCILS POLICIES AND PROCEDURES WILL BE REVIEWED. (d) Speed camera – ACTION: CLERK TO DOWNLOAD DATA. Cllr Prout has said, if required, he would be willing to support the new Council with the speed watch. ACTION: CLERK TO CHECK WHETHER VOLUNTEERS ARE COVERED BY THE COUNCIL’S INSURANCE. NEW COUNCILLORS WILL NEED CHAPTER 8 TRAINING. (e) Website – Improvements have been made to be website and minutes uploaded onto the website. The Clerk has had a meeting with the Garry Hunt, website designer. Access has been given to the Neighbourhood Plan section. Mr Hunt is not interested in continuing with the maintenance of the website. Access will be given to a future website designer to transfer pictures and documents etc. In the meantime his monthly maintenance fee will no longer be charged. The Clerk can continue uploading documents and if necessary, Garry would charge an hourly fee for his time.</p>
9146	<p>PLANNING Consideration of planning applications Planning Application Ref: 0379/19/FUL Applicant Name: Mr & Mrs Hill Description: Erection of new dwelling, landscape enhancements and associated works. Address: Land on the East Side of New Road, Bickleigh, Plymouth, PL6 7AN. Recommendation: Refusal on the grounds of the property being an open market house in the countryside. Objection proposed by Cllr Lusk, seconded by Cllr Ellis and agreed by all Councillors. A detailed response to the objection will be drafted and circulated to all Councillors before submitting to South Hams District Council. RESOLVED.</p> <p>Planning Application Ref: 0848/19/HH0 Applicant Name: Mr & Mrs Henniker Description: Application for construction of warm roof conservatory Address: 14 Larch Drive, Woolwell, PL6 7SW Recommendation: Approval Cllr Lusk proposed to support the proposal, seconded by Cllr Turner. RESOLVED.</p> <p>Work to tree preservation order: 0913/19/TTO Proposal: T1, T2, T3, T4 & T5: Lime – Crown raise all trees to 5m from ground level, lateral reduction above 5m by 1-2m and deadwood removal (exempt). Reason: excessive shading above drive and danger caused by falling branches. Location: Woolwell House, Woolwell Drive, Plymouth, PL6 7JP. Recommendation: No comment proposed by Cllr Turner, seconded by Cllr Lush. Cllr Crowe suggested reference is made to the neighbours’ feedback. RESOLVED.</p>

9147	<p>LEASE WITH SOUTH HAMS DISTRICT FOR LAND AT WOOLWELL IN RELATION TO WOOLWELL IN BLOOM</p> <p>A draft please between Bickleigh Parish Council and South Hams District Council had been circulated to all Councillors.</p> <p>Saraya Lewis-Coleman, representing Woolwell in Bloom requested:</p> <ul style="list-style-type: none"> • her report is listed as a standing item on future agendas. • The Council contact the landlord of the shops in Woolwell requesting action is taken to clear the overhanging guttering. <p>The acceptance of the proposed please was proposed by Cllr Spencer and seconded by Cllr Tamsett-White. RESOLVED.</p>																																																																																				
9148	<p>BICKLEIGH PARISH COUNCIL LEASE WITH THE WOOLWELL CENTRE</p> <p>Cllr Spencer vacated the room.</p> <p>The Clerk asked Cllr Crowe whether the agreement to proceed with the solicitors had been formerly approved and minuted. It was noted three quotations had been circulated and matter was discussed at the Property and Finance Working Group meeting in December. The Council agreed to proceed the with cheapest option and the recommendation to proceed should have been included in the January minutes.</p> <p>A meeting took place in the Council office with Howard & Over Solicitors, Cllr Blake, Cllr Crowe, Cllr Lusk, Cllr Turner, Cllr Ellis and the Clerk, with a view to the solicitor producing a standard lease outlining tenants and landlord responsibilities.</p> <p>Contact needs to be made with Plymouth City Council, in respect of the area of land in Dark Lane owned by PCC.</p>																																																																																				
9149	<p>APPROVAL OF FINANCES</p> <p>Cllr Spencer returned to the room and was given permission to remain in the room by Clerk & Cllr Crowe. She abstained from voting on items relating to the Woolwell Centre.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 15%;">DATE OF INV</th> <th style="width: 20%;">SUPPLIER</th> <th style="width: 15%;">TOTAL AMOUNT</th> <th style="width: 10%;">V.A.T.</th> <th style="width: 10%;">NET</th> <th style="width: 30%;">DETAILS</th> </tr> </thead> <tbody> <tr> <td>05/12/2018</td> <td>SLCC</td> <td style="text-align: right;">138.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">138.00</td> <td>Clerks membership</td> </tr> <tr> <td>Bal 2018/19</td> <td>HMRC</td> <td style="text-align: right;">43.71</td> <td style="text-align: center;">n/a</td> <td style="text-align: right;">43.71</td> <td>PAYE</td> </tr> <tr> <td>27/02/2019</td> <td>Southmore</td> <td style="text-align: right;">60.00</td> <td style="text-align: right;">10.00</td> <td style="text-align: right;">50.00</td> <td>Call out - loss of power to kitchen</td> </tr> <tr> <td>08/03/2019</td> <td>Future Cooling</td> <td style="text-align: right;">2635.20</td> <td style="text-align: right;">439.29</td> <td style="text-align: right;">2196.00</td> <td>Beer cellar cooling supply & installation</td> </tr> <tr> <td>15/03/2019</td> <td>Jackman Peckover</td> <td style="text-align: right;">3177.36</td> <td style="text-align: right;">529.36</td> <td style="text-align: right;">2647.80</td> <td>Heating</td> </tr> <tr> <td>21/03/2019</td> <td>Chubb</td> <td style="text-align: right;">414.40</td> <td style="text-align: right;">69.07</td> <td style="text-align: right;">345.33</td> <td>Fire Alarm</td> </tr> <tr> <td>27/03/2019</td> <td>Brandon Hire</td> <td style="text-align: right;">458.40</td> <td style="text-align: right;">76.40</td> <td style="text-align: right;">382.00</td> <td>Hire of heaters</td> </tr> <tr> <td>28/03/2019</td> <td>Woolwell Centre</td> <td style="text-align: right;">45.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">45.00</td> <td>Room hire for meeting</td> </tr> <tr> <td>01/04/2019</td> <td>Chezouspc</td> <td style="text-align: right;">214.99</td> <td style="text-align: right;">35.83</td> <td style="text-align: right;">179.16</td> <td>Laptop repairs & printer</td> </tr> <tr> <td>08/04/2019</td> <td>Stockton, D</td> <td style="text-align: right;">75.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">75.00</td> <td>Leaks in the ladies WC</td> </tr> <tr> <td>15/04/2019</td> <td>Security Managemen</td> <td style="text-align: right;">48.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">48.00</td> <td>Keyholding response charge</td> </tr> <tr> <td>Apr-18</td> <td>Cllr Crowe</td> <td style="text-align: right;">15.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">15.00</td> <td>Reimbursement of ink</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">7325.06</td> <td style="text-align: right;">1159.95</td> <td style="text-align: right;">6165.00</td> <td></td> </tr> </tbody> </table> <p>It was RESOLVED to authorise payment for the above invoices / expenses.</p> <p>Cllr Turner proposed Southmore's estimate* of £1104.16 + V.A.T. is accepted and the balance owing on Southmore's invoice for the bar work (£199.65 + V.A.T) is paid once the snags and the estimate work is completed. The motion was seconded by Cllr Ellis and agreed by Cllr Lusk and Cllr Crowe.</p> <p>Cllr Tamsett-White stated that the decision had already been taken to DEFER the proposal to accept the estimate. Cllr Turner stressed if the agreement to progress is not made then it is likely the work will not get done by Southmore. Cllr Crowe responded that there should be continuity for the whole job, using the same contractor and in order for the centre to use the facilities as quickly as possible and get the income from the bar, the work should be completed by Southmore as soon as possible.</p>	DATE OF INV	SUPPLIER	TOTAL AMOUNT	V.A.T.	NET	DETAILS	05/12/2018	SLCC	138.00	0.00	138.00	Clerks membership	Bal 2018/19	HMRC	43.71	n/a	43.71	PAYE	27/02/2019	Southmore	60.00	10.00	50.00	Call out - loss of power to kitchen	08/03/2019	Future Cooling	2635.20	439.29	2196.00	Beer cellar cooling supply & installation	15/03/2019	Jackman Peckover	3177.36	529.36	2647.80	Heating	21/03/2019	Chubb	414.40	69.07	345.33	Fire Alarm	27/03/2019	Brandon Hire	458.40	76.40	382.00	Hire of heaters	28/03/2019	Woolwell Centre	45.00	0.00	45.00	Room hire for meeting	01/04/2019	Chezouspc	214.99	35.83	179.16	Laptop repairs & printer	08/04/2019	Stockton, D	75.00	0.00	75.00	Leaks in the ladies WC	15/04/2019	Security Managemen	48.00	0.00	48.00	Keyholding response charge	Apr-18	Cllr Crowe	15.00	0.00	15.00	Reimbursement of ink			7325.06	1159.95	6165.00	
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	<p>Cllr Tamsett-White requested a meeting takes place with the contractor and the Woolwell Centre to arrange a suitable date for the works.</p> <p>* Carpentry Labour:</p> <ol style="list-style-type: none"> 1. Install Trims & Accessories To Cellar Fire Door. 2. Infill Missing 1200mm Tile Using Plywood. 3. Install Additional Worktop To Drinks Area. 4. Install Fillet Piece To Side Of Sink Cupboard. 5. To Install 2 Decor End Panels Either Side Of Chiller (Its recommended that the chiller is changed for a shorter one as the manufacturer wants the top supported every 1.2m). <hr/> <p>Decoration Labour:</p> <ol style="list-style-type: none"> 1. To Stain Additional Wood Work (3-4 Coats). 2. To Paint Fillet Piece & Ceiling Tile. <hr/> <p>Ceiling Tiles Labour:</p> <hr/> <p>Materials Cost:</p> <hr/> <p>Dry Store Flooring:</p> <hr/> <table border="1" data-bbox="288 909 1465 987"> <tr> <td>14/02/2019</td> <td>Westcare</td> <td>782.04</td> <td>130.34</td> <td>651.00</td> <td>Filing cabinets - insurance claim</td> </tr> <tr> <td>06/03/2019</td> <td>Concorde</td> <td>1410.11</td> <td>282.02</td> <td>1692.13</td> <td>Service termination - insurance claim</td> </tr> </table> <p>It was noted invoices were outstanding in respect of the insurance claim, currently in progress by Roborough Recreation Hall. Cllr Crowe had been told that Westcare had been paid by the Roborough Hall Committee. Cllr Spencer asked for clarification as to whether the insurance claim had been accepted and if the insurance Company has accepted liability. The Clerk responded that she has been chasing for an update. Cllr Turner agreed to chase the Roborough Hall Committee.</p>	14/02/2019	Westcare	782.04	130.34	651.00	Filing cabinets - insurance claim	06/03/2019	Concorde	1410.11	282.02	1692.13	Service termination - insurance claim
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9150	<p>APPLICATION FOR AN ALLOWANCE TOWARDS THE MAINTENANCE OF ST MARY'S CHURCHYARD, BICKLEIGH</p> <p>Cllr Crowe stated a contribution had been made since 2011. Cllr Crowe will provide the Clerk with historic correspondence regarding the Council's allowance contribution. Cllr Crowe suggested information should be provided on the Council's website regarding the availability of burial space. An email had been received stating "<i>The Churchyard at Bickleigh has only a few limited spaces for burial which have been reserved by faculty. However, a new portion of consecrated ground has been designated by the PCC for the interment of ashes. This means that the cremated remains of those wishing to be interred at Bickleigh may continue for a number of years to come, but there is no more unreserved space for burials.</i>"</p> <p>It was agreed a decision would be DEFERRED until the new Council is formed.</p>												
9151	<p>CHAIRMAN'S UPDATE</p> <p>Cllr Crowe advised the Chair is preparing an update for the meeting of the new Council. Cllr Crowe gave her thanks to those she has worked with during her eight years as a Councillor.</p>												
9152	<p>CORRESPONDENCE</p> <p>Dartmoor Way walking route – working with the Ramblers on a partnership project to re-invigorate the Dartmoor Way Walking route. ACTION: INFORMATION TO BE UPLOADED ON THE COUNCIL WEBSITE</p> <p>Woolwell Centre email – Fascia's need fixing. Cllr Turner has had a look and agreed although the damage is cosmetic not structural it does need attention.</p>												
9153	<p>DATE OF NEXT MEETING: Thursday 9th May 2019 at 7.30pm (Annual Parish Council Meeting) in the Roborough Recreation Hall.</p>												
<p>THE MEETING CLOSED AT 9:45PM</p>													