

# BICKLEIGH PARISH COUNCIL

**Please note our new address:** The Woolwell Centre, Dark Lake Lane, Woolwell, PL6 7TR

Office opening hours: Monday & Tuesday 11:00 – 15:00hrs

(other times by appointment)

Telephone: 07854 948396

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

17<sup>th</sup> September 2019

To members of Bickleigh Parish Council

Dear Councillor

You are summoned to attend a Full Council Meeting of Bickleigh Parish Council to be held at **The Roborough Recreation Hall, New Road, Roborough, PL6 7FJ on Thursday 26<sup>th</sup> September 2019 7.30pm.**

Mrs Karenza Heald  
Clerk / RFO to the Parish Council

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## AGENDA

1. **APOLOGIES OF ABSENCE** <sup>i</sup>
2. **DECLARATION OF INTEREST** <sup>ii</sup>
3. **PUBLIC FORUM** <sup>iii</sup>
4. **COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS**
5. **ORDER OF BUSINESS** <sup>iv</sup>
6. **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**  
Full Parish Council meeting held on Thursday 7<sup>th</sup> August 2019  
Full Parish Council meeting held on Thursday 26<sup>th</sup> August 2019
7. **CLERKS AND CHAIRS ANNOUNCEMENTS**
8. **TO REVIEW MATTERS ARISING** (for information only)
9. **PLANNING APPLICATIONS**
  - (a) Update on South Hams District Council planning decisions <sup>v</sup>
  - (b) Feedback from Woolwell Development Forum 19/09/19 at Follaton House, Totnes
10. **POLICIES AND PROCEDURES**
  - (a) To consider adoption of the circulated Complaints Procedure Policy
  - (b) To consider the circulated (i) Grants Policy and (ii) grant application form
  - (c) To review and consider adoption of the circulated planning protocol policy
11. **WOOLWELL RESIDENTS COMMUNITY FUN DAY**  
Does the Council wish to donate £500 towards the residents' community firework event?
12. **PROPERTY & MAINTENANCE WORKING GROUP (PMWG)**
  - (a) Does the Council agree with the PMWG's recommendations outlined in the SDS Building Services optioning report regarding the Woolwell Centre Heating and Ventilation system.
  - (b) Does the Council agree with the PMWG's recommendation regarding a temporary heating solution in the Woolwell Centre?
  - (c) Does the Council agree with the PMWG's recommendation for electrical testing.
  - (d) To consider quotations and options regarding the Council office works and storage solutions.

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## 13. FINANCES

- (a) To approve the payments listing as circulated by the Clerk.
- (b) Does the Council agree to the Clerk maintaining a petty cash float and the Financial Regulations amended accordingly?
- (c) In respect of the Repeal of s.150 (5) of the Local Government Act 1972, provided safe and efficient measures are in place, does the Council agree to Clerk making telephone banking payments and the Council's Financial Regulations revised accordingly. <sup>vi</sup>

## 14. OPEN PUBLIC SPACES

- (a) **Works on TPO Oak Tree on the 'parish plot', adjacent to 21 Leat Walk**  
Subject to planning permission from SHDC, for works required on the Oak tree adjacent to 21 Leat Walk, with a Tree Preservation Order 562, does the Council approve the required works and quotation received(s)
- (b) **Tree overhanging the highway in Tavistock Road, Roborough Village**  
To agree quotation for works required on the overhanging tree, located by the post box in Roborough.

## 15. STAFFING, COUNCILLOR & CLERK TRAINING & DEVELOPMENT

- (a) Feedback from DALC training course
- (b) Town and Parish Council Standards and Governance Training session organised by SHDC at Follaton House, Totnes on Thursday, 3 October 2019 at 2.00pm in the Council.
- (c) SLCC Regional Seminar 13<sup>th</sup> November 2019
- (d) Does the Council wish to form a staffing committee?

## 16. DATE OF NEXT MEETING

<http://www.bickleigh.gov.uk/meetings/>

<sup>i</sup> Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

<sup>ii</sup> Under Section 31 of the Localism Act 2011 S31 (4), a member may not participate in any discussion or vote upon a matter at the meeting in which he/she has a disclosable pecuniary interest.

<sup>iii</sup> In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public and press are welcome to attend. Members of the public are invited to make representations in writing to the Clerk or in person prior to the commencement of the meeting proper. The time limitation for members of the public to address the Council shall be at the discretion of the Chair.

<sup>iv</sup> At the discretion of the Chair the order of business may be altered to accommodate members of public, Councillors and officers of the Council.

**Planning Application Ref:** 2431/19/ADV

**Applicant Name:** Amazon UK Services Limited

**Description:** Advertisement consent for 1no. non-illuminated sign on west elevation

**Address:** 1-2 Broadley Park Road Roborough PL6 7EZ

**Application Date:** 25  
July 2019

**Officer Name:** Jenny Draper

**Target Determination  
Date:** 19 September  
2019

**Agent Name:** Mr Alex Cole DWD

**Decision Date:** 16 September 2019

**Advertisement Consent**

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**Planning Application Ref:** 1917/19/HHO

**Applicant Name:** Mr & Mrs Shelley

**Description:** Householder application for two storey side and single storey front extension

**Address:** 3 Croft Park Woolwell PL6 7QJ

**Application Date:** 17  
July 2019

**Officer Name:** Jenny Draper

**Target Determination  
Date:** 17 September  
2019

**Agent Name:** Mr Mike Leggett Mike Leggett Building Plans  
Ltd

**Decision Date:** 16 September 2019

**Conditional Approval**

**Planning Application Ref:** 2215/19/FUL

**Applicant Name:** Mr Joseph Hess - The Maristow Estate

**Description:** Proposed new dwelling with The Bothy retained as traditional garden outbuildings

**Address:** Maristow Gardens Roborough PL6 7BZ

**Application Date:** 08  
July 2019

**Officer Name:** Oliver Gibbins

**Target Determination  
Date:** 02 September  
2019

**Agent Name:** Mr Richard Atkinson - Atkinson Architects

**Decision Date:** 30 August 2019

**Refusal**

<sup>vi</sup> <https://www.legislation.gov.uk/ukpga/1972/70/section/150>