

BICKLEIGH PARISH COUNCIL

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

Telephone 07508 324699

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MINUTES OF BICKLEIGH PARISH COUNCIL MEETING HELD ON THURSDAY 26TH MARCH 2020

PRESENT: Cllrs: C Spencer (Chair), B Spencer, B Spencer, N Hopwood, K Archer, P Blight, W Haymes, Cllr S Rundell joined the meeting after minute reference 211/19 (Agenda item 3b)

IN ATTENDANCE: Karenza Heald (Clerk).

DUE GOVERNMENT GUIDELINES DURING THE COVID-19 / CORONAVIRUS PANDEMIC THE PARISH COUNCIL MEETING WAS HELD REMOTELY VIA FACEBOOK MESSENGER

The Chair opened the meeting at 19:30hrs

209/19 **APOLOGIES**

Received from Cllr L Taylor noted and accepted by all Councillors present.

210/19 **DECLARATIONS OF INTEREST.**

Pecuniary interests declared from Cllrs B Spencer, C Spencer and W Haymes in respect of the Woolwell Centre. (See footnote 1).

A pecuniary interest was declared from Cllr K Archer in respect of payments to Electrical & Security Ltd

211/19 **COVID 19 / CORONAVIRUS PANDEMIC**

(a) **COMMUNITY SUPPORT PLAN TO REVIEW THE REPORT FROM THE CHAIRMAN**

All Councillors confirmed they had reviewed the Community Support Plan, which had been produced and circulated by the Chairman. A request for volunteer support in the parish had been publicised on the Council's Facebook page. 'If you are self-isolating I can help' postcards had been distributed. A database consisting of volunteers and those in need of support has been set up. The Chairman has been able to match those having to self-isolate and in need of support with volunteers. He has also contacted Age UK and other organisations offering community advice and volunteer support in respect of the Covid-19 Coronavirus pandemic. Cllrs K Archer and W Haymes have agreed to support the scheme.

(b) **TO CONSIDER THE PANDEMIC CRISIS PROPOSAL FROM THE CLERK. IN ORDER FOR THE COUNCIL TO FULFIL ITS RESPONSIBILITIES TO ITS RESIDENTS THE COUNCIL NEEDS TO AGREE A METHOD OF DELEGATION.**

The proposal was agreed by Cllr B Spencer, seconded Cllr P Blight and unanimously agreed by all Councillors present. **RESOLVED.**

Cllr S Rundell joined the meeting.

¹ Due to her employment as Centre Manager, Cllr C Spencer has a pecuniary interest in the Woolwell Centre. Cllr B Spencer has a pecuniary interest in the Woolwell Centre, due to his position of trustee in the Woolwell Centre. Following advice from the SHDC Monitoring Advice, both Councillors were granted dispensation, for their term in office in May 2019 (Minute reference 15/19, meeting 23rd May 2019. Note both Councillors stated in their dispensation requests that they did not wish to vote in Woolwell Centre matters. Due to her part time employment with the Woolwell Centre, Cllr W Haymes has a pecuniary interest in the Woolwell Centre. Dispensation was granted to Cllr W Haymes on 26th September 2019, minute reference 84/19, which allows Cllr W Haymes to remain in the meeting room but not take part in any voting relating to the Woolwell Centre.

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212/19 FINANCE

(a) TO APPROVE THE PAYMENTS AS CIRCULATED BY THE CLERK

The Clerk read the payments relating to Woolwell Centre expenditure

WOOLWELL CENTRE EXPENDITURE

| INVOICE DATE | SUPPLIER | TOTAL OWING £ | V.A.T. £ | NET £ | DETAILS |
|--------------|---------------------------|---------------|----------|---------|---|
| 19/03/20 | Woolwell Centre | 18.00 | 0.00 | 18.00 | Pre-booked Asset & Green Spaces Working Group meeting |
| 19/03/20 | Woolwell Centre | 50.00 | 0.00 | 50.00 | Parish Council Office rent March 2020 |
| 19/03/20 | Woolwell Centre | 50.00 | 0.00 | 50.00 | Parish Council Office rent April 2020 |
| 19/03/20 | Woolwell Centre | 35.00 | 0.00 | 35.00 | Pre-booked Full Council meeting 26/03/20 |
| 27/02/20 | Future Cooling | 129.00 | 21.50 | 107.50 | HVAC Maintenance contract |
| 10/03/20 | Electrical & Security Ltd | 1560.00 | 260.00 | 1300.00 | Electric works |

It was proposed by Cllr P Blight and seconded by Cllr S Rundell that the payments as listed above are approved. Cllr B Spencer, C Spencer, W Haymes and K Archer did not take part in the voting. **RESOLVED.**

COUNCIL ASSET

| INVOICE DATE | SUPPLIER | TOTAL OWING | V.A.T. | NET | DETAILS |
|--------------|---------------------------|-------------|--------|--------|--|
| 10/03/20 | Electrical & Security Ltd | 1118.40 | 186.40 | 932.00 | Electric works for the office portacabin |

GREEN SPACES

| INVOICE DATE | SUPPLIER | TOTAL OWING | V.A.T. | NET | DETAILS |
|--------------|------------------------------|-------------|--------|--------|---|
| 03/03/20 | Matt Boon Garden Maintenance | 125.00 | 0.00 | 125.00 | Fallen tree in Roborough Green – logging and removal of stump |

Payments since the last meeting:

- (i) Clerks hours – 74 workings hours plus 16 hours holiday
- (ii) D Stockton – emergency repair to a burst pipe in the Woolwell Centre £45.00

It was noted certificates had been received from Electrical & Security Ltd and that the works in Roborough Green had been checked by Cllr N Hopwood.

It was proposed by Cllr S Rundell and seconded by Cllr L Tamsett-White that the payments as listed above relating to council assets and green spaces. Cllr K Archer abstained from voting. The proposal was unanimously agreed by all other Councillors. **RESOLVED.**

(b) TO NOTE THE APPROVAL THE CLERKS BANK RECONCILIATION

It was noted the Clerks bank reconciliation (for the previous six months) had been circulated to the bank signatories. Cllrs K Archer and P Blight confirmed the bank reconciliation matched the amounts on the bank statements. **NOTED.**

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(c) **TO RATIFY ACCEPTANCE OF THE STAFFING COMMITTEES RECOMMENDATION TO CHANGE PAYROLL SERVICE PROVIDERS**

The recommendation, to process the payroll in house using the Moneysoft computer software programme, was previously put to the Full Council during the closed session of the full Council meeting on 28th November 2019 (minute reference 146/19). From April 2020 the payroll bureau, Minerva, will no longer be processing the Council's payroll.

Cllr L Tamsett-White proposed to accept the recommendation, which was seconded by Cllr W Haymes and agreed by all Councillors. **RESOLVED.**

213/19 PLANNING

TO CONSIDER THE FOLLOWING PLANNING APPLICATION 0481/20/HHO

Applicant name: Mr Andrew Burt

Description: Householder application for rear extension.

Address: 15 Meadowlands, Woolwell, PL6 7RR

It was proposed by Cllr C Spencer and seconded Cllr B Spencer that the Council support this application. The motion was passed with one Councillor abstaining from voting. **RESOLVED.**

214/19 GRASS CUTTING

SUBJECT TO THE PUBLIC PROCUREMENT REGULATIONS, TO CONSIDER THE ASSET & GREEN SPACES RECOMMENDATIONS REGARDING THE GRASS CUTTING TENDER CONTRACT.

The Asset & Green Spaces Working Group (to include Cllrs B Spencer, C Spencer, N Hopwood and S Rundell) had met remotely to scrutinise the four tenders received. Based on Arborcure's tender (reference A) being the most competitive, subject to satisfactory references, the working group recommended that the tender is awarded to Arborcure.

It was noted that Arborcure had supplied the Council with an Environmental policy.

The Council noted that they were pleased the service which had been provided by Plandscape, the Councils current contractor, and it was agreed the Clerk would write to Plandscape thanking them for their work, informing them they would be pleased to supply them with a positive reference.

Due to the current Coronavirus restrictions, Cllr N Hopwood highlighted the cuts are likely to be significantly reduced. It was agreed the tender should be offered on a pro-rata basis.

| REF | 2020 £ | 2021 £ | 2022 £ |
|------------|-------------------|-------------------|-------------------|
| A | 7,800.00 | 8,034.00 | 8,275.02 |
| B | 16,000.00 | 16,000.00 | 16,000.00 |
| C | 15,000.00 | 15,000.00 | 15,000.00 |
| D | 9,980.00 | 10,229.50 | 10,485.24 |

It was proposed by Cllr B Spencer and seconded by Cllr P Blight that the tender is awarded, subject to satisfactory references and works being completed pro-rata based on the number of cuts achieved, is awarded to Arborcure. **RESOLVED.**

The meeting closed at 19:55 hours.