

BICKLEIGH PARISH COUNCIL

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

Telephone 07508 324699

E-Mail: parishclerk@bickleigh.gov.uk

MINUTES OF BICKLEIGH PARISH COUNCIL MEETING HELD AT 19:30HRS ON THURSDAY 30th APRIL 2020 BY ZOOM CONFERENCING

PRESENT: Cllrs: B Spencer (Chair), C Spencer, N Hopwood, K Archer, P Blight, L Taylor
IN ATTENDANCE: Karenza Heald (Clerk)

The Chair opened the meeting at 19:30hrs

215/19 **APOLOGIES**

Apologies received from Devon County Cllr J Hart.

The Council **RESOLVED** to accept the apologies of absence received from Cllrs L Tamsett-white and W Haymes. Cllr S Rundell was absent from the meeting.

216/19 **DECLARATIONS OF INTEREST**

Standing declarations of interests received from Cllr B Spencer and Cllr C Spencer. Dispensations have previously been granted for these Councillors to remain in the meeting whilst discussions on the Woolwell Centre take place. (see footnote)

217/19 **DISTRICT AND COUNTY COUNCILLOR REPORT**

Devon County Councillor John Hart has submitted a report which was forwarded to all Councillors prior to the meeting. See appendix 1.

District Cllr N Hopwood highlighted following the Clerks advice that only urgent business should be discussed during the zoom conference meetings she had not submitted a District Councillor report. Following a discussion, it was agreed District Councillor reports would not be included on the zoom conference meeting agendas and will be reinstated once the Council returns to face to face meetings.

218/19 **OPEN PUBLIC FORUM**

Zoom login details had been provided on the Council website but no members of the public were present in the meeting.

219/19 **DECISIONS MADE DURING THE PARISH COUNCIL ZOOM MEETING HELD ON 26TH MARCH 2020**

This meeting was scheduled to take place on 26th March in the Woolwell Centre, adhering to social distances measures imposed due to the coronavirus pandemic. Following further government restrictions, the meeting was cancelled at short notice and zoom conference meeting arranged to agree items of an urgent nature.

(a) approval of the community support plan – minute 211/19a

(b) approval the pandemic crisis support plan – minute 211/19b

(c) approval of payments as listed on minute 212/19a

(d) appointment of Bickleigh Parish Council's grass cutting contractor

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. Both Councillors have stated they do not wish to vote in Woolwell Centre matters.

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It was proposed by Cllr C Spencer and seconded Cllr P Blight that the Council approves to ratify the decisions made during the zoom Council meeting held on 26th March 2020. The motion was agreed by all Councillors. **RESOLVED.**

220/19 **APPROVAL OF MINUTES THE PREVIOUS MEETING**

(a) Full Council meeting held on 27th February 2020

(b) Full Council meeting held on 12th March 2020

(c) Full Council meeting held on 26th March 2020

Cllr C Spencer proposed subject amendment of the grammatical errors, which she had highlighted by email to the Clerk, the Council agrees the minutes for the meetings held on 27th February 2020, 12th March 2020 and 26th March 2020 are accepted as a true and accurate record of the meetings. The motion was seconded by Cllr P Blight. **RESOLVED**

221/19 **GENERAL POWER OF COMPETENCE**

Bickleigh Parish Council resolved, until the next relevant annual meeting of the Council, that having met the conditions of eligibility in the [Localism Act 2011](#) and [SI 965 The Parish Councils General Power of Competence, prescribed conditions order 2011](#), to adopt the General Power of Competence. Proposed by Cllr L Taylor and seconded by Cllr B Spencer. The motion was carried with two abstentions. **RESOLVED**

222/19 **CODE OF CONDUCT**

Following the election in May 2019, the South Hams model Code of Conduct was circulated to all Councillors and was included in their new councillor induction packs. All Councillors present confirmed they had read and understood the Code of Conduct. It was proposed by Cllr K Archer, seconded by Cllr L Taylor that the Council adopts the South Hams DC model Code of Conduct. The motion was agreed by all councillors. **RESOLVED.**

8:00pm: The meeting adjourned so the Councillors could participate in applauding the NHS and key workers.

8:05pm: Meeting reconvened

223/19 **FREEDOM OF INFORMATION POLICY AND MODEL PUBLICATION SCHEME**

It was proposed by Cllr C Spencer that subject to a review of the charges in February 2021, the council adopts the draft freedom of information policy and model publication scheme. The motion was seconded by Cllr L Taylor and agreed by all councillors. **RESOLVED. Action:** Clerk to note the policy review date of February 2021.

224/19 **STANDING ORDERS**

It was proposed by Cllr C Spencer that, subject to the removal of reference to sub-committees (which are not relevant to Bickleigh Parish Council) that the Council agrees to adopt the amendments and inclusions to the Council's Standing Orders. The motion was seconded by Cllr L Taylor and agreed by all present in the meeting. **RESOLVED.**

225/19 **FINANCE**

Cllr C Spencer the proposed subject to the following amendments, which were recommended by the budget and finance working group, the Council resolves to accept the revised standing orders:

(i) do not remove 6.19, the use of a prepaid card.

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(ii) include section 13 – stores and equipment

(iii) remove the word 'committee' on 5.2

The proposal was seconded by Cllr P Blight and agreed by all Councillors present.

RESOLVED.

(b) Appointment of internal auditor

It was proposed by Cllr K Archer and seconded by Cllr L Taylor that the Council approves the Clerk's recommendation to appoint Julie Snook as the Council's internal auditor.

The Clerks report stated Julie Snook's internal audit fee is £325.00. (See footnote 2)

Action: Clerk to liaise with Julie Snook and agree the method of process of the audit sing social distancing measures.

(c) Approval of payments

Cllr K Archer read the payments as listed below:

WOOLWELL CENTRE EXPENDITURE

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
23/04/2020	Woolwell Centre	60.00	0.00	60.00	Office rental of portacabin – May 2020
31/03/2020	Future Cooling	258.00	43.00	215.00	February & March HVAC Cooling
	TOTAL	318.00	43.00	275.00	

It was proposed by Cllr P Blight and seconded Cllr K Archer that the Council approves the payments as listed above. **RESOLVED.**

Cllrs B Spencer and C Spencer did not take part in the voting.

OPERATING COSTS

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
01/04/2020	DALC	712.00	78.00	634.00	DALC Subscription & NALC service + affiliation charge
17/04/2020	SLCC	498.00	83.00	415.00	LCC Associate Fee: Skills and capability appraisal and report
	TOTAL	1,210.00	161.00	1049.00	

Payments made since the last meeting (not shown on the previous payment listing)

16/04/2020 - £330.00 to Mr R Eggins for hedge cutting in Roborough Green. Invoice was received towards the end of March 2020 but due to issues with Unity Trust setting up new beneficiaries the payment was not paid until 16/04/2020.

01/04/2020 – 6 monthly standing orders payment to the Woolwell Centre for £6,000. Approved minute 156/19a, Parish Council meeting 19th December 2019.

30/04/2020 – Staff salary 82 hours + 8 hours holiday

It was proposed by Cllr P Blight and seconded Cllr K Archer that the Council approves the payments as listed above. **RESOLVED.**

(d) To note the bank balance as at 31/03/2020

Main account	£ 2,373.52
Savings account	£70,215.93

² Reviewing the scale of fees received from the internal auditor. Scale of audit charges – based on fees payable on the higher of receipts / income or payments / expenditure in the previous year. The total payments from the draft payments = £141,174. Therefore, this falls into the charging bracket of £375.00.

Up to £100,000	£325.00
Up to £150,000	£375.00
Up to £175,000	£425.00

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(e) To note the bank balance as 30/04/2020

Main account	£ 1,273.01
Savings account	£102,023.43

(f) To note future budget monitoring procedures

It was noted the Clerk had received training using the Alpha accounting package and budget monitoring reports will be produced using the system.

(g) The Council noted the receipts and payments report as at 31/03/2020, which had been produced using the Alpha software package.

(h) Statement of internal control

The Clerk advised she had come across a document which had been produced by former Clerk, Mrs Marilyn Small. She had reviewed the document. As it had not been received by all Councillors consideration of the document was deferred.

(i) Clerk's workplace pension

It was proposed by Cllr C Spencer and seconded by Cllr B Spencer that the Council should accept the staffing committees' recommendation to offer the Clerk a workplace pension using the Smart pension provider. The motion was agreed by all Councillors present. **RESOLVED.**

(j) Change of payroll service provider and authorisation to purchase moneysoft package.

Cllr L Taylor proposed to accept the staffing committees' recommendation to discontinue using the Councils payroll provider, Minerva and to manage the payroll inhouse using the moneysoft accounting package at £72.00. The motion was seconded by Cllr P Blight and agreed by all Councillors present. **RESOLVED.**

(k) Prompt Acton Support Fund

It was noted the Council has received a grant of £495.00 from #wearedevon for the Prompt Action Support Fund. This will be earmarked for costs related to the Coronavirus (COVID-19) support scheme.

226/19 TO REVIEW AND CONSIDER ANY ALTERATIONS OF THE COUNCIL ASSET REGISTER

The Council discussed the need to review the asset register ensuring it meets the Requirements of 5.57, [Joint Practitioners Accountability and Governance](#), as detailed on the Clerks report.

Action: Asset and Green Spaces Working Group to meet and review the asset register.

227/19 UPDATE ON SOUTH HAMS DC PLANNING APPLICATIONS

Details circulated for information purposes.

228/19 COMMITTEES AND WORKING GROUPS

(a) To note the Clerks report and information regarding the operation of committees and working groups – Noted and agreed subject to correction of spelling and typing errors.

(b) To agree the staffing committees' terms of reference

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It was proposed by Cllr L Taylor and seconded by Cllr P Blight that the Council accept the draft terms of reference for the staffing committee. **RESOLVED.**

(c) **To agree the Asset and Green Spaces working group terms of reference**

It was proposed by Cllr L Taylor and seconded by Cllr P Blight that the Council accept the draft terms of reference for the Asset and Green Spaces working group. **RESOLVED.**

(d) **To agree the Woolwell Centre Working Group terms of reference**

Cllr C Spencer noted it was previously minuted the Woolwell Centre Manager would be responsible for sourcing quotations. This was agreed by Cllr C Hopwood who proposed accepting the terms of reference subject to these changes. The motion was seconded by Cllr P Blight and agreed by all Councillors. Cllrs B Spencer and C Spencer did not take part in the voting of the Woolwell Centre terms of reference.

The Clerk agreed that subject to the terms of reference for the budget and finance working group being provided and Chairs / point of contact being elected for all of the groups that all the groups / committees were compliant capable of functioning correctly

Councillors present were asked if they wanted to join the staffing committee or any of the working groups. Members of the staffing committee and working groups were agreed as detailed below:

Staffing Committee

Cllrs B Spencer, L Tamsett-White, W Haymes, C Spencer

Budget and finance working group

Cllrs B Spencer, W Haymes, N Hopwood, C Spencer

Woolwell Centre Working Group

Cllrs P Blight, N Hopwood, L Tamsett-White and L Taylor

Asset & Green Spaces Working Group

Cllrs B Spencer, C Spencer, N Hopwood, S Rundell

Climate Change Working Group

Cllr B Spencer and Cllr K Archer (with Cllr W Haymes assisting on policies)

Woolwell Centre Lease

Cllrs N Hopwood and L Taylor

Clerks action:

To ask those Councillors not present in the meeting if they wish to remain on the committee / working groups.

To produce terms of reference for the budget and finance working group and the Woolwell Centre lease group.

229/19 CORONAVIRUS

Update from Cllr B Spencer: 14 requests for help received. All fulfilled within 24 hours. Mostly prescription collection and newspaper collection.

230/19 DATE OF NEXT MEETING - 28th May 2020

Prior to closing the meeting the Council discussed the new regulations and the requirement to hold an Annual Council meeting. It was agreed to carry on with Cllr B Spencer remaining as Chairman. The Council agreed to defer the annual council meetings in line with current regulations.³

The meeting closed at 9:39pm.

³ The Local Authorities And Police And Crime Panels (Coronavirus) (Flexibility Of Local Authority And Police And Crime Panel Meetings) (England And Wales) Regulations 2020

Devon County Councillor Report from DCC John Hart received 27/04/2020

Karenza....Please accept my apologies for the Parish Council meeting on Thursday This is a quick report..... John
County Councillor report

- Never thought I would be isolated in Exeter for weeks but am able to get into County Hall daily to use the Computer and other facilities. Nor did I ever think I would be on regional and National media asking Holiday makers and second home owners NOT to come to the South West on holiday, particularly on a Bank Holiday. Neither did I think we could get AIRB&B to stop taking bookings and that the D&C Police would support us in checking properties where people had ignored the no travel rule. It was a good team effort and Devon and Cornwall have not had the much faster spread of the virus like Cumbria and other similar holiday areas.
- DCC are using the TEAMS system to hold virtual meeting. We have had one scrutiny meeting and a full Cabinet meeting this way.
- Have been kept very busy on DCC work . Additionally through TEAMS have been chairing weekly meetings with the Devon MPs and with the 8 District Councils. We have also been having weekly meetings of the County Council network as well as weekly sometimes twice weekly virtual meetings with Ministers. We also had our first Regional meeting for all County, District, and Unitary Authorities last Friday and virtually all 32 out of 34 participated.
- The leaders of Plymouth and Torbay and I are also meeting weekly with the 4 Hospitals and NHS England to get an overview on the demand pressure that this COVIC 19 is putting on all of our services.
- Hospitals have never been emptier. We have transferred out all patients that we are able to in order to free up beds for when the spike on the virus come. DCC are working with some Hotels and other establishments to give increased capacity for extra beds. We also have the Nightingale hospital coming on stream in early May to give more Hospital capacity should it be necessary. We have access to a large storage facility for bodies if the crematoriums get overwhelmed.
- Devon is as ready as we can be for whatever may come. I just hope that we never have to use any of it.
- The vast majority of DDC staff are working remote and County Council still functions on a day to day basis and we are already planning for the recovery which will come. I don't know how quickly it will come but I am sure it will come and we will all get back to a normal way of living. John