

BICKLEIGH PARISH COUNCIL

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

Helen Broughton, Bickleigh Parish Locum Clerk

18th May 2023

The Annual Council Meeting of Bickleigh Parish Council will be held on Thursday 25th May 2023 at 7.15pm at the Woolwell Centre, Woolwell PL6 7TR

Open Forum

There will be 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.

2023 76 **Election of Chair and Vice Chair**

- i. To elect the Chair of the Council for the 2023/24 Municipal Year
- ii. To receive the Chair's declaration of Acceptance of Office
- iii. To elect the Vice Chair of the Council for the 2023/24 Municipal Year

2023 77 **Members**

- i. To receive Members declarations of acceptance of office, or agree when they will be received.
- ii. To remind Members that their Register of Interests should be returned within 28 days of taking office.

2023 78 **Co-option**

- i. To agree co-option onto the parish council following the uncontested elections.
- ii. Subject to 78i) to receive co-opted members declarations of acceptance of office.

2023 79 To receive and accept **apologies for absence** (and their reasons).

2023 80 Members to declare any **pecuniary and other interests** pertaining to items on the agenda.

2023 81 To note any **dispensations** received.

2023 82 **General Power of Competence**

To confirm the council's eligibility, as defined in the Localism Act 2011 and SI 965 The Parish Councils General Power of Competence Order 2012, and to subsequently adopt the General Power of Competence.

2023 83 **Committees and Working Groups**

- i. To create or dissolve committees, sub-committees and working groups (*Currently: Finance Committee, Staffing Committee, Marketing and Communications Committee / Community Engagement Working Group, Woolwell Centre Working Group, Asset and Green Spaces Working Group, Neighbourhood Plan Working Group*)
- ii. Subject to 2023 83i) to appoint members to the above.

- iii. To agree appointments to outside bodies (*Currently: Roborough Village Hall*)

2023 84 **To review and adopt the following policies and council documents:**

- i. Financial Regulations (Revised Jan 2023)
- ii. Standing Orders (Reviewed May 2022)

2023 85 To agree that the **minutes** of the Parish Council Meeting held on 27th April 2023 be signed by the Chair as a true record

2023 86 To note the Woolwell Centre Working Group minutes of a meeting held on 10th May 2023

2023 87 **County and District Councillors reports**

To receive reports from County and District *Councillors* (*has been requested that written reports been received in advance*)

2023 88 **Clerks Report** (*for information only*)

To note action list

2023 89 **Finance, Audit and Admin**

- i. To note the Parish Clerks Annual Leave from 18th July to 2nd August and consider revising the July meeting date.
- ii. To note conclusion of the internal audit and receive the annual internal audit report and agree any actions in response (*report*)
- iii. Following the internal auditors report recommendations to confirm that the Clerk is employed for 10 hours per week and that Sharon Henley had resigned as Clerk in 2022 with a locum clerk being recruited from the Society for Local Clerks (SLCC) due to advertisements for a replacement being unsuccessful. To also note that no PAYE deductions are made as she was employed by SLCC.
- iv. To approve Section 1 of the Annual Governance Statement 2022-2023 (AGAR 1)
- v. To approve Section 2 Accounting Statements 2022-2023 (AGAR 2)
- vi. To agree that the period for the exercise of public rights runs as from Monday 5 June – Friday 14 July 2023 (*The inspection period must be 30 working days inclusive and must include the first 10 working days of July*).
- vii. To agree insurance arrangements.
- viii. To review reserves and agree virement of funds to and from Earmarked and General Reserves.
- ix. To note receipts and payments against budget as at 30th April 2023
- x. To approve the following payments (*invoices sent electronically to Councillors*)

Pre-paid

SUPPLIER	DETAILS	TOTAL	VAT	NET	NOTES
Cutec	MS Exchange plan May 23	62.40	10.40	52.00	S/O
Future Cooling	Monthly charge	129.00	21.50	107.50	S/O

For approval

SUPPLIER	DETAILS	TOTAL	VAT	NET	NOTES
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Collards	Flooring	1863.65	310.61	1553.04	Cost from 22/23
Collards	VAT element fire damage	1861.20	1861.20	0.00	To be reclaimed
Alison Marshall	Internal Audit 22 23	250.00	0	250.00	
E&S Ltd	Emergency Lighting	2220.00	370.00	1850.00	
H Broughton	Salary May	637.94		637.94	
Rialtas	Annual accounts software	155.74	25.96	129.78	Querying allotment element
Woolwell Centre	Room hire May	24.00	0	24.00	

2023 90 **Woolwell Centre**

To agree expenditure of up to £1,800 (excluding vat) on a new boiler at the Woolwell Centre
(note quotations required as per financial regulations)

2023 91 **Planning**

i. To consider responses to the following planning applications:

0803/23/TPO - Jump Close, Roborough PL6 7AU. T1: Crown height reduction by 3 metres, T2: Crown height reduction by 3 metres, T3: Crown height reduction by 3 metres, T4: Crown height reduction by 3 metres to reduce overall weight on bank & close proximity to house & road, B1: Removal of dead trees & shrubs (deadwood exempt), The treeline would be sympathetic to the environment, the crown reductions to differ in height and ensure the reduction is within keeping of the trees natural lines.

ii. To note the following planning decisions:

3751/22/TPO - 16 Blackeven Close, Roborough. T1 & T2: Oak - pollard to 2-3m above Devon bank, being suppressed by sycamores, T3 & T4: Sycamores - coppice to 1m above Devon bank, risk of multi-stemmed trees splitting. **Refusal.**

0046/23/FUL - Land At Sx 499 626. Installation of an underground cable grid connection in association with a proposed solar farm application South Hams LPA ref 4072/22/FUL and Plymouth City LPA 22/01922/FUL. **Conditional approval.**

2023 92 **Roborough Green**

- i. To consider further action to prevent access to Roborough Green
- ii. To consider / agree to make a grant application to the Sustainable Development Fund for tree planting on Roborough Green.

2023 93 **Neighbourhood Plan Standing Item:** Update on the Plan review

2023 94 To agree the **date of the next meeting** as 22nd June 2023 at Roborough Village Hall