

BICKLEIGH PARISH COUNCIL

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

07508 324699

parishclerk@bickleigh.gov.uk

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

Present: Cllr Brian Hill, Cllr N Hopwood, Cllr Lindy Scott, Cllr Lynn Tamsett-White, Cllr Geoff Pithouse (co-opted during meeting), Cllr Wendy Haymes (Co-opted during meeting)

In attendance: Mrs Broghton (Clerk), District Cllr Chris Oram

It was agreed that Cllr Brian Hill Chair the meeting in the absence of the current Chair

Cllr Hill in the Chair

Open Forum

There were no members of the public present.

2023 76 Election of Chair and Vice Chair

- i. It was proposed and seconded to appoint Cllr Brian Hill as Chair of the Parish Council for the 2023/24 Municipal Year. There being no other nominations he was appointed unopposed.
- ii. The Chair's declaration of Acceptance of Office was received in the presence of a Councillor.
- iii. It was proposed and seconded to appoint Cllr Larry Taylor as Vice Chair of the Council for the 2023/24 Municipal Year. There being no other nominations Cllr Larry Taylor was appointed unopposed.

2023 77 Members

- i. Declarations of acceptance of office were signed by all Councillors present. Cllr Blight was absent and it was agreed that his declaration would be received at or before the next meeting.
- ii. Members were reminded that their Register of Interests should be returned within 28 days of taking office.

2023 78 Co-option

- i. It was proposed and seconded to co-opt Geoff Pithouse and Wendy Hames to the Parish Council to fill vacant seats following the election. This was unanimously approved.
- ii. Co-opted members declarations of acceptance of office were received in the presence of a Councillor.

Cllr Geoff Pithouse and Cllr Wendy Hames joined the meeting

- 2023 79 **Apologies for absence** were received from Cllr Paul Blight, Cllr Larry Taylor and Cllr Jackie Taylor.
- 2023 80 Cllrs Wendy Hames and Cllr Lynn Tamsett-White declared **pecuniary interests** in the Woolwell Centre, the nature of their interest being that they were employees of the Woolwell Centre.
- 2023 81 No **dispensations** had been received.
- 2023 82 **General Power of Competence**
The Council confirmed its eligibility, as defined in the Localism Act 2011 and SI 965 The Parish Councils General Power of Competence Order 2012, and agreed to adopt the General Power of Competence.
- 2023 83 **Committees and Working Groups**
- i. It was agreed to dissolve the Marketing and Communications Committee / Community Engagement Working Group and continue with Finance and Staffing Committee, Woolwell Centre Working Group, Asset and Green Spaces Working Group, and Neighbourhood Plan Working Group.
 - ii. The following members were appointed:
Finance and Staffing Committee – Cllr Brian Hill, Cllr Nicky Hopwood, Cllr Wendy Hames
Woolwell Centre Working Group – Cllr Larry Taylor, Cllr Jackie Taylor, Cllr Brian Hill, Cllr Nicky Hopwood, Cllr Lynn Tamsett-White.
Assets and Green spaces – Cllr Lindy Scott, Cllr Geoff Pithouse, Cllr Nicky Hopwood
Neighbourhood Plan Working Group – all councilors
 - iii. It was agreed to make the following appointments to outside bodies:
Cllrs Jackie and Larry Taylor to the Roborough Village Hall Committee (subject to their agreement)
Cllr Nicky Hopwood to the Board of Governors Bickleigh Down School (subject to the school's agreement). The Clerk to contact the Board of Governors.
- 2023 84 **The following were reviewed and re-adopted:**
- i. Financial Regulations
 - ii. Standing Orders
- 2023 85 It was agreed that the **minutes** of the Parish Council Meeting held on 27th April 2023 be signed by the Chair as a true record.
- 2023 86 The Woolwell Centre Working Group minutes of a meeting held on 10th May 2023 were noted.
- 2023 87 **County and District Councillors reports**
A report from the County Councillor had been circulated.
District Cllr Chris Oram was looking forward to working with the Parish Council. There was nothing further to report at this time as newly appointed.
District Cllr Nicky Hopwood reported that she was pleased to be re-elected as member for Woolwell and that the Conservatives had lost control of the District Council.
- 2023 88 **Clerks Report**

The action list was noted. The Clerk reported that the insurance claim following a water leak had been unsuccessful as it appeared to be due to wear and tear which was excluded from cover.

2023 89 Finance, Audit and Admin

- i. It was noted the Parish Clerks Annual Leave from 18th July to 2nd August. A revised meeting date in July would be considered.
- ii. The conclusion of the internal audit and the annual internal audit report was noted and actions agreed following recommendations.
- iii. Following the internal auditors report and recommendations it was confirmed that the Clerk is employed for 10 hours per week and that Sally Small 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. It was also noted that no PAYE deductions were made for the locum Clerk as she was employed by the Society for Local Council Clerks.
- iv. The Annual Governance Statement 2022-2023 (AGAR 1) was approved and signed by the Chair of the Council and Clerk.
- v. Section 2 Accounting Statements 2022-2023 (AGAR 2) was approved and signed by the Chair of the Council and Responsible Financial Officer.
- vi. It was agreed that the period for the exercise of public rights runs as from Monday 5 June – Friday 14 July 2023
- vii. It was agreed to delegate authority to the Clerk in consultation with councillors to make insurance arrangements as renewal was due on 6th June and the renewal price had not yet been received from the insurer. This would be reported at the next meeting.
- viii. Movement to and from reserves would be considered by the Finance Committee and recommendations made to Council.
- ix. Receipts and payments against budget as at 30th April 2023 were noted.
- x. The following payments were approved (*invoices sent electronically to Councillors*)

Pre-paid

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

For approval

SUPPLIER	DETAILS	TOTAL	VAT	NET
Collards	Flooring	1863.65	310.61	1553.04
Collards	VAT element fire damage	1861.20	1861.20	0.00
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
Woolwell Centre	Room hire May	24.00	0	24.00

2023 90 **Woolwell Centre**

Expenditure of up to £1,800 (excluding vat) on a new boiler at the Woolwell Centre was approved. Cllr Hopwood would obtain 3 updated quotations.

2023 91 **Planning**

i. The following response to planning applications was approved:

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. **No comment**

ii. The following planning decisions were noted:

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. There was an issue with traveller access being possible via Blackeven Close. Cllr Hopwood would look at the grass cutting equipment when Roborough Green was cut and ascertain the space needed for access. It was agreed to approve expenditure of up to £1,000 to install new posts as necessary. *(Note that three quotations had been previously attempted for the installation of posts but only one obtained)*
- ii. It was agreed not to make an application to the Sustainable Development Fund for tree planting on Roborough Green. Cllr Hopwood would liaise with the District Council regarding use of the grant received in 2022/23.

2023 93 **Neighbourhood Plan Standing Item:** A meeting was to be arranged to update the Neighbourhood Plan.

2023 94 The **date of the next meeting** was agreed as 22nd June 2023 at Roborough Village Hall
The meeting closed at 8.40pm