

# BICKLEIGH PARISH COUNCIL

The Council Offices, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR  
07508 324699  
[parishclerk@bickleigh.gov.uk](mailto:parishclerk@bickleigh.gov.uk)

*Helen Broughton*

18<sup>th</sup> January 2024

**A meeting of Bickleigh Parish Council will be held on Thursday 25<sup>th</sup> January 2024 at 7.30pm at the Woolwell Centre, Darklake Lane, Woolwell**

---

## **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 168 To receive **apologies for absence**

2023 169 Members to declare any **pecuniary and other interests** pertaining to items on the agenda

2023 170 To note **dispensation** granted for Cllr W Haymes to speak on items relating to the Woolwell Centre.

2023 171 **Minutes**

- i. To agree that the minutes of the Parish Council Meeting held on 23<sup>rd</sup> November 2023 be signed by the Chair as a true record (minutes)
- ii. To note draft Finance Committee draft minutes (minutes)
- iii. To note Woolwell Centre Working Group minutes (if available)

2023 172 **County and District Councillors reports**

To receive the following reports:

- i. County Councillor (report)
- ii. District Councillor (report)

2023 173 **Clerks Report** *(for information only)*

To note action list *(paper)*

2023 174 **Public Works Loan (PWLB)**

- i. To consider a Report to Council on the cost, benefit and results of the public consultation for an application to the Public Works Loan Board. *(Report)*
- ii. Members to resolve to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £250,000 over the borrowing term of 17 years for improvements to the Woolwell Centre building. The annual loan repayments will come to approximately £22,850. It is not intended to increase the council tax precept for the purpose of the loan repayments.

**2023 175 Playpark**

To consider a Parish Council grant towards refurbishment of the play park near the Woolwell Centre and, subject to this, to agree an amount (from the 2024/25 budget – see 2023/176iii).

**2023 176 Finance and Admin**

- i. To note the bank reconciliations as at 31<sup>st</sup> December 2023 (*confidential bank statements available on Dropbox*)
- ii. To note Receipts and Payments as at 31<sup>st</sup> December 2023 (*paper*)
- iii. To consider recommendations from the Finance Committee as to the 2024/25 budget and agree the budget and precept request (*draft budget*)
- iv. To consider a grant application from the Citizens Advice Bureau (*application*)
- v. To clarify the arrangement between the Woolwell Centre and the Parish Council regarding the room / office at the Woolwell Centre
- vi. To approve the following payments (*invoices sent electronically to Councillors*)

**Pre-paid**

SUPPLIER	DETAILS	TOTAL	VAT	NET	NOTES
Chubb	Fire alarm service	379.36	63.23	316.13	
Dart Forest	Tree Survey	774.00	129.00	645.00	
E&S Ltd	Repair main hall lighting	456.00	76.00	380.00	
Arborcure	Grass cutting 2023	5875.20	979.20	4896.00	
Cutec	MS 365 plan December	66.00	11.00	55.00	
Cutec	MS 365 plan January	66.00	11.00	55.00	
Woolwell Centre	Room hire January	90.00		90.00	
Nest Pensions	Pension Jan	62.25		62.25	
Unity	Service Charge	18.00		18.00	

**For approval**

SUPPLIER	DETAILS	TOTAL	VAT	NET	NOTES
Chubb	Alarm system contract	957.90	159.65	798.25	increase
Security Mgmt	Keyholding response charge	52.80	8.80	44.00	
H Broughton	Salary Jan	652.51		652.51	
NEST Pensions	Pension Feb	62.25		62.25	
Woolwell Centre	Room hire 22 Feb	60.00		60.00	

**2023 177 Woolwell Centre**

- i. To agree to suspend Standing Orders to enable one quotation to be received to replace porch at the Woolwell Centre. *Note additional quotations have been requested and chased but not received.*
- ii. To agree expenditure of £11,840 (ex vat) on the porch with £5,000 from the Woolwell Centre Maintenance budget and the balance to be vired from the loan repayments budget.
- iii. To appoint ADF as the contractor for the replacement porch.
- iv. To agree action and expenditure on emergency exits.
- v. To agree action on replacement of emergency lighting.

**2023 178 Planning**

- i. To consider responses to the following planning applications:

4240/23/CLP - Land South of Woolwell Centre, Woolwell. Certificate of lawfulness for proposed creation of a tarmac track for wheeled sports, with associated reprofiling of earth at the site to create supporting berms & features.

3997/23/FUL - Wind Chimes, 3 Tavistock Rd, Roborough PL6 7BB. Erection of 3 bedroom detached house with garage

- ii. To note planning decision:

2560/23/HHO - 1 Sycamore Drive, Woolwell PL6 7QQ. Householder application for conversion of existing garage w. PV panels to host roof, addition of devon bank and bike/store shed. *Conditional approval.*

**2023 179 Co-option**

To note that there has been no request for an election following the resignation of Cllr Tamsett-White and to agree action on co-option.

**2023 180 Urban Grass Cutting and hedges**

- i. To approve the urban grass cutting agreement for 2024/25 and agree that the Clerk signs the agreement on behalf of the Council. *(Confidential agreement)*
- ii. To agree not to cut the hedges on Roborough Green this winter.

**2023 181 Trees**

- i. To note the results of a tree survey and agree action *(survey)*
- ii. To agree action on trees backing onto Blackeven Close.

**2023 182 Electric Scooters**

To consider action on the use of electric scooters in the Village.

**2023 183 Deer warning sign**

To consider placing a deer warning road along Cann Wood View in Woolwell.

**2023 184 Neighbourhood Plan Standing Item:** To receive an update.

**2023 185 Roborough Village Hall:** To receive an update.

**2023 186 To note the date of the next meeting**