

# BICKLEIGH PARISH COUNCIL

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

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## Minutes of a meeting of Bickleigh Parish Council held on Thursday 25<sup>th</sup> January 2024 at 7.30pm at the Woolwell Centre, Darklake Lane, Woolwell

**Present:** Cllr Brian Hill (Chair), Cllr Paul Blight, Cllr Geoff Pithouse, Cllr Lindy Scott, Cllr Wendy Haymes

**In attendance:** Mrs H Broughton (Clerk) and District Cllr Chris Oram

### **Open Forum**

*There were no members of the public.*

2023 168 **Apologies for absence were received** from Cllr Nicky Hopwood, Cllr Jackie Taylor and Cllr Larry Taylor.

2023 169 Cllr Wendy Haymes declared an **interest** in items relating to the Woolwell Centre, the nature of her interest being that she was an employee of the Centre.

2023 170 A **dispensation** granted for Cllr W Haymes to speak on items relating to the Woolwell Centre was noted.

### 2023 171 **Minutes**

- i. It was agreed 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.
- ii. Draft Finance Committee minutes were noted.
- iii. Draft Woolwell Centre Working Group notes were noted.

### 2023 172 **County and District Councillors reports**

The District Councillor had circulated County and District reports for December and would submit further reports next month. January had been quiet and there was nothing further to report.

### 2023 173 **Clerks Report**

The Action List was noted.

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

- i. The Council considered and approved a Report to Council on the cost, benefit and results of the public consultation for an application to the Public Works Loan Board.
- ii. It was proposed, seconded and unanimously agreed 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**

The Chair read out a statement from Cllr Hopwood in support of a grant for refurbishment the play park near the Woolwell Centre. This was at her request due to her absence at the meeting. There was some discussion and it was agreed that this item should be deferred until such time as a project outline and associated costs were available.

**2023 182 Electric Scooters**

It was agreed that this item be brought forward on the agenda to enable the District Councillor be present for the discussion. A councillor reported that she had witnessed five electric scooters recently and had nearly been hit by one of them. The Road Traffic Act requires users of electric scooters to be over the age of 16 and, unless in a trial area, they cannot be used on the road or pavement. It was suggested that residents be informed of the law and it was agreed that Cllr Haymes draft some publicity to go on social media. Cllr Oram advised that local community officers could be invited to parish council meetings and that South Hams maybe prepared to share a post of this sort.

**2023 176 Finance and Admin**

- i. The bank reconciliations as at 31<sup>st</sup> December 2023 were noted and approved.
- ii. Receipts and Payments as at 31<sup>st</sup> December 2023 were noted.
- iii. Recommendations from the Finance Committee as to the 2024/25 budget and precept were considered. It was agreed to move £8,000 from grants to contingency. It was noted that the precept would increase by 3.05% to fund increased costs but this was not for the purpose of paying off any loan. It was proposed seconded and unanimously agreed that the revised budget be approved and that a precept request of £110,025 be made to the District Council by the Clerk.
- iv. A grant application from the Citizens Advice Bureau was rejected as outside the parish council area.
- v. The arrangement between the Woolwell Centre and the Parish Council regarding the office at the Woolwell Centre was considered. There is currently an informal arrangement but the sub lease will formalise arrangements which will be legally binding, going beyond the current council and management at the centre. Under the existing informal arrangement, the Parish Council incurs no charges for the use of the room, employing it primarily for the storage of paperwork and the receipt of mail. The Centre also makes use of the space. Due to the presence of confidential information, public access to the room is restricted. However, the Centre Manager has assured that if councillors require space to meet with residents, the café area will be made available at no cost.
- vi. The following payments were approved (*invoices had been sent electronically to Councillors*)

**Pre-paid**

SUPPLIER	DETAILS	TOTAL	VAT	NET
Chubb	Fire alarm service	379.36	63.23	316.13
Dart Forest	Tree Survey	774.00	129.0	645.00
E&S Ltd	Repair main hall lighting	456.00	76.00	380.00

Arborcure	Grass cutting 2023	5875.20	979.2	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	Room hire January	90.00	0	90.00
Nest Pensions	Pension Jan	62.25	0	62.25
Unity	Service Charge	18.00	0	18.00

**For approval**

SUPPLIER	DETAILS	TOTAL	VAT	NET
Chubb	Alarm system contract	957.90	159.6	798.25
Security Mgmt	Keyholding response charge	52.80	8.80	44.00
H Broughton	Salary Jan	652.51	0	652.51
NEST Pensions	Pension FEb	62.25	0	62.25
Woolwelll	Room hire 22 Feb	60.00	0	60.00

**2023 177 Woolwell Centre**

- i. It was agreed to suspend Standing Orders to enable one quotation to be received to replace porch at the Woolwell Centre. It was noted that additional quotations have been requested and chased but not received.
- ii. Expenditure of £11,840 (ex-vat) on the porch (£5,000 from the Woolwell Centre Maintenance budget and the balance to be vired from the loan repayments budget) was approved.
- iii. It was agreed to appoint ADF as the contractor for the replacement porch.
- iv. The Chair reported that the emergency exits were non-compliant and that the issue should be addressed as soon as possible. It was agreed to ask the Centre Manager to obtain quotations and that costs be considered at the next meeting or under delegated authority, depending on the cost.
- v. It was agreed ask the Centre Manager to obtain a cost for replacement of four emergency lights of the self-test variety.

**2023 178 Planning**

- i. The following responses to planning applications were approved:

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. No response.

3997/23/FUL - Wind Chimes, 3 Tavistock Rd, Roborough PL6 7BB. Erection of 3 bedroom detached house with garage. It was agreed that Cllrs Haymes, Scott and Hill visit the site and report back.

ii. The following planning decision was noted

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**

It was noted that there has been no request for an election following the resignation of Cllr Tamsett-White. A notice advertising the vacancy would be distributed.

**2023 180 Urban Grass Cutting and hedges**

- i. The urban grass cutting agreement for 2024/25 was considered and it was agreed that the Clerk sign the agreement on behalf of the Council.
- ii. It was agreed not to cut the hedges on Roborough Green this winter for ecological reasons, and to allow growth to provide natural screening from the proposed future development

**2023 181 Trees**

- i. The results of the tree survey were noted and a residents' concerns noted. It was agreed to consider this further at the next meeting and agree action.
- ii. It had been confirmed by Mairstow that the trees backing onto Blackeven Close were their property and there was therefore no action for the parish council to take.

**2023 183 Deer warning signage**

Following several accidents involving deer along the Cann Wood View road in Woolwell it was agreed to request that the District Council apply pressure on the County Council to install deer warning signs.

**2023 184 Neighbourhood Plan Standing Item:** No update.

**2023 185 Roborough Village Hall**

Cllr Pithouse reported that Roborough Village Hall was currently looking for volunteers. S106 month to refurbish the football pitches had been received and it had been asked if the parish council would like to manage the project. The RFO advised that the parish council would be unable to reclaim vat on their behalf.

**2023 186 The date of the next meeting** was noted as 22<sup>nd</sup> February 2024.

Cllr Pithouse gave his apologies as he was attending the Roborough Village Hall meeting.

**The meeting closed at 9.45pm**