

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 25th April 2024 at 7.30pm at the Woolwell Centre, Darklake Lane, Woolwell

Present: Cllr Brian Hill (Chair), Cllr Paul Blight, Cllr Gary Stewart

In attendance: Mrs H Broughton (Clerk)

Open Forum: There were no members of the public present.

2023 218 **Apologies for absence:** Cllr Lindy Scott, Cllr Wendy Haymes, Cllr Jackie Taylor, Cllr Larry Taylor, Cllr Geoff Pithouse.

2023 219 There were no declarations of interest.

2023 220 There were no dispensation requests.

2023 221 **Minutes**

- i. It was agreed that the minutes of the Parish Council Meeting held on 28th March 2024 be signed by the Chair as a true record.
- ii. Woolwell Centre Working Group minutes were noted.

2023 222 **County and District Councillors reports**

No reports had been received.

2023 223 **Clerks Report**

The action list was noted.

2023 224 **Finance and Admin**

- i. Bank reconciliations as at 31st March 2024 were approved.
- ii. The unaudited summary of receipts and payments for the 2023/24 Council year was noted.
- iii. The detailed and summary unaudited annual return for 2023/24 was noted.
- iv. It was noted that the VAT reclaim had been submitted
- v. The Statement of Internal Control was considered and adopted.
- vi. The Risk Management Schedule was considered and adopted.
- vii. Reserves were considered and it was agreed to make the following virements:
£10,000 from the general reserve to the Woolwell Centre budget for 24 25.
£5,000 from the general reserve to the legal fees budget for 24 25.
£20,000 to the Woolwell Centre EMR
£2,000 to the Elections EMR

viii. The following payments were approved (*invoices sent electronically to Councillors*)

Pre-paid or direct debit

SUPPLIER	DETAILS	TOTAL	VAT	NET	NOTES
Cutec	Monthly MS fee	70.32	11.72	58.60	April
Cutec	Monthly MS fee	70.32	11.72	58.60	May
Woolwell Centre	Room hire April	60	0	60.00	

For approval

SUPPLIER	DETAILS	TOTAL	VAT	NET	NOTES
H Broughton	Salary	668.17		668.17	
Nest	Pension payment	63.73		63.73	7% council 3% clerk
HMRC	PAYE mnth 12	148.00		148.00	
ADF Plastics	Fire exit door	2136.00	356.00	1780.00	
Devon ALC	DALC and NALC subs	1027.66	124.66	903.00	24/25
DM Payroll	Payroll service	120.00		120.00	24/25
South Hams DC	Emptying dog bin	93.60	15.60	78.00	
Rialtas	Annual fee	230.40	38.40	192.00	
The Woolwell Centre	1 st half grant	10,000		10,000	

2023 225 Woolwell Centre

- i. It was noted that tenders for replacement windows and PV array have been placed on the governments Contracts Finder website and that roofing tenders would be added next week.
- ii. It was unanimously agreed to delegate authority to the Clerk in consultation with the Working Group to appoint contractors, approve expenditure and agree any action relating to the Woolwell centre upgrade and lease. Actions would be reported at the next council meeting.

It was agreed that the Clerk contact an energy company to ask what permissions were needed for the PV array. It was noted that provisional approval had been received from DNO for 80KW of PV, however it was noted that this offer letter had expired.

- iii. It was agreed to meet a contractor on site to obtain advice and a quotation for an asbestos survey.

2023 226 Planning: There were no planning applications

- 2023 227 **Annual Parish Meeting:** The Annual Parish Meeting was being held on 23rd May at 7pm. The Chair would review any actions required.
- 2012 228 **Electric Scooters:** It was agreed to pass on information to the District Councillors regarding electric scooters.
- 2023 229 **Neighbourhood Plan Standing Item:** No update.
- 2023 230 **Roborough Village Hall:** No update
- 2023 231 The **date of the next meeting:** 23rd May 2024

The meeting closed at 8.15pm