

BICKLEIGH PARISH COUNCIL

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

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Minutes of the Annual Meeting of Bickleigh Parish Council held on Thursday 23rd May 2024 at 7.30pm at the Woolwell Centre, Woolwell PL6 7TR

Present: Cllr Brian Hill (Chair), Cllr Nicky Hopwood, Cllr Larry Taylor, Cllr Jackie Taylor, Gary Stewart, Cllr Geoff Pithouse

In attendance: Mrs H Broughton (Clerk), District Cllr Chris Oram and one member of the public

Open Forum

The Chair of Woolwell in Bloom passed on a residents' view that he was being discriminated against because the Jubilee bench was not accessible due to the lack of a suitable path. Cllr Hill explained that the Parish Council had supported the path in principle but had not supported the use of S106 for the funding as it would have reduced expenditure on other facilities which had already been agreed and approved. She also informed the Council that the judging of the Britain in Bloom competition was taking place on Tuesday 19th July and that Woolwell 40 was taking place on 15th June.

24 / 1 **Election of Chair and Vice Chair**

- i. It was proposed, seconded and unanimously agreed to appoint Cllr Brian Hill as the Chair of the Council for the 2024/25 Municipal Year
- ii. Cllr Hill signed a declaration of Acceptance of Office form in the presence of the Proper Officer.
- iii. It was proposed, seconded and unanimously agreed to appoint Cllr Larry Taylor the Vice Chair of Council for the 2024/25 Municipal Year

24/ 2 **Apologies for absence** were received from Cllr Paul Blight.

24/ 3 There were no **declarations of interest**

24/ 4 No **dispensations** had been received

24/ 5 **Committees and Working Groups**

- i. It was agreed to dissolve the Asset and Green Space Working Group. The Finance and Staffing Committee, Woolwell Centre Working Group and Neighbourhood Plan Working Group would remain in place.
- ii. It was agreed make the following appointments:
Finance and Staffing Committee – *Cllrs Hill, Hopwood and Stewart*
Woolwell Centre Working group: *Cllrs Hill, Blight, Hopwood, J Taylor and L Taylor*
Neighbourhood Plan – *all councillors*
- iii. It was agreed that Cllr Pithouse be appointed as the parish council representative on the Roborough Village Hall Committee.

- 24 /6 **The following documents were reviewed and adopted**
- i. Financial Regulations
 - ii. Standing Orders
 - iii. Code of Conduct
- 24/ 7 It was agreed that the **minutes** of the Parish Council Meeting held on 25th April 2024 be signed by the Chair as a true record
- 24/ 8 **County and District Councillors reports**
 Cllr Oram gave his report (see appendix A)
 Cllr Hopwood reported that a major arts festival was taking place.
 She was please that Cllr Oram agreed with her view that housing should be a priority over climate change for the District Council.
- 24/ 9 **Clerks Report**
 The Action List was noted. Cllr Hopwood continues to search for a contractor who would undertake work to tidy up Roborough Village. This would be included on the next agenda. The Clerk reported the resignations of Wendy Haymes and Lindy Scott as parish councillors. Vacancy notices had been placed on the website and sent to the District Council.
- 24 /10 **Finance, Audit and Admin**
- i. The Parish Clerks Annual Leave from 2nd July to 20th July was noted.
 - ii. The conclusion of the internal audit was noted and the annual internal audit report received. The Clerk had circulated suggested actions resulting from the internal auditors’ recommendations and these were agreed.
 - iii. The assertions in section 1 of the Annual Governance Statement 2023-2024 (AGAR 1) were agreed and the Chair and Clerk signed the Annual Governance Statement.
 - iv. Section 2 Accounting Statements 2023-2024 (AGAR 2) was approved and signed by the Chair.
 - v. It was agreed that the period for the exercise of public rights would run from Monday 3 June – Friday 12 July 2024
 - vi. Insurance arrangements were agreed and a premium of £3222.32 approved.
 - vii. Receipts and payments against budget as at 30th April 2024 were noted and Cllr Hill confirmed that he would perform additional checks as recommended by the auditor.
 - viii. Bank reconciliations to the end of April 2024 were agreed and Cllr Hill confirmed that he would perform additional checks as recommended by the auditor.
 - ix. The following payments were approved. *Invoices had been sent electronically to Councillors and Cllr Hill confirmed that he had checked each invoice for accuracy.*

Pre-paid

SUPPLIER	DETAILS	TOTAL	VAT	NET
Cutec	Microsoft	70.32	11.72	58.60

For approval

SUPPLIER	DETAILS	TOTAL	VAT	NET
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South Hams DC	Election cost	109.63	0	109.63
South Hams DC	Election cost	63.93	0	63.93
Security Mgmt SW	Key holding response	57.60	9.60	48.00
H Broughton	Salary	688.84	0	688.84
NEST	Pension	61.04	0	61.04
Chubb	Fire alarm Service	421.09	70.18	350.91
ADF	Porch	17676	2946	14730
Auditing Solutions	Internal Audit fee 23 24	312.00	52.00	260.00

24 11 **Woolwell Centre**

- i. A recommendation from the Working Group that ADF Plastics be appointed as the contractor for upgrading the Woolwell Centre windows and doors agreed at a cost of £28.870 plus vat.
- ii. It was agreed that Kovia be requested to undertake a full asbestos refurbishment survey of the Woolwell Centre.
- iii. It was agreed to wait for a timescale from the window contractor before applying for loan money so as to avoid paying unnecessary interest.

24 12 **Planning**

Responses to the following planning applications were approved

0889/24/FUL - Land At Sx 490 624, Broadley Park Road, Roborough. Application for the construction of a new business park comprising six units of varying sizes, associated access, parking, drainage and landscaping, together with ground reprofiling, bunds, attenuation pond & associated development.

Cllr Larry Taylor would formulate a draft response as to why the woodland had been highlighted in this application and send to the Clerk.

3994/23/FUL - Little Down Roborough Down Plymouth PL6 7AS. Demolition of existing house & garage and construction of replacement house with garage & related works

No comment

1400/24/HHO - 11 Hazelwood Drive Woolwell PL6 7HL. Householder application for single storey rear extension

No comment

24 13 **Neighbourhood Plan Standing Item:** No update.

24 14 **Roborough Village Hall:** Cllr Pithouse reported that the Treasurer was stepping down. The committee had received S106 money for a new sports pavilion and had requested assistance in the form of project management from the parish council. It was agreed that

the Clerk respond that the parish council did not have the capacity, mainly due to the Woolwell Centre upgrade project currently underway.

24 15 The **date of the next meeting** was agreed as 27th June 2024 at the Woolwell Centre.

The meeting closed at 9pm

Appendix 1

District Council Report - May 2024

Cllr Chris Oram – Bickleigh & Cornwood Ward

Cryptosporidium outbreak

The outbreak of Cryptosporidium in the Brixham, Hillhead and Kingswear areas continues. SHDC have already expressed their views on the handling of the issue and will no doubt take further action later down the road. This is not an issue that effects residents in Bickleigh & Cornwood Ward.

Could your home be more energy efficient?

We are helping South Hams' residents to improve the energy efficiency their homes, one of our top priorities.

Along with partners South Dartmoor Community Energy, Dartmoor Energy Ltd and Correct Contract Services Ltd, we are helping future proof some of the most poorly performing energy rated properties across the district.

From solar panels, better insulation, greener heating, improved ventilation and more, we are helping residents lower their bills and give them more control of their energy use.

South Hams District Council elects its new Chairman

We've announced our new chairman for the next 12 months at this year's Annual Council meeting on 23 May.

Cllr Bernard Taylor, ward member for Charterlands, will be the chairman for the coming year.

Cllr Taylor accepted the chain of office from the outgoing chairman, Cllr Guy Pannell. Cllr Pannell, ward member for South Brent, was appointed as vice-chairman of the council.

Household Support Fund

Help is at hand for South Hams residents struggling with day to day living costs such as food, energy costs or essential household items from South Hams District Council's Household Support Fund.

New funds are now available for those most in need. With limited finances available, we will prioritise residents with the lowest incomes first.

Free decarbonisation support for businesses

We're supporting local businesses and helping them to become more energy efficient through a new decarbonisation scheme.

As part of our efforts to support both the economy and natural environment, we're providing funding for a specialist business consultancy, being run by Libraries Unlimited.

PCC election results

The votes are in for the Police and Crime Commissioner elections.

Congratulations to Alison Hernandez of the Conservative Party for her re-election as the PPC.

Community Safety Partnership update

The end of the financial year is always a busy time for the CSP team, as it is for so many

people.

At the beginning of March, we hold our annual priority setting meeting, where we get together with our lead members and partners from a number of agencies to take a look at the intelligence we have and agree what the priorities of the CSP should be for the coming year.

These priorities include a mix of statutory duties such as the Domestic Homicide Reviews, along with additional local priorities.

Sadly, the intelligence shows us Devon has seen a rise in suicides. As a result of this, suicide prevention and awareness will be one of our priorities for the coming year.

You will also see we have recently been publicising the need to be aware of rogue traders.

This has been as a result of some recent incidents in Devon, and we will also be looking at carrying out more awareness work around rogue traders and the online space.

Our overarching priorities for the coming year are domestic violence and sexual abuse, violence prevention and violence against women and girls, problem drinking and drug use, exploitation and hate crime, changing youth culture and anti-social behaviour.

Plans for major arts festival

Plans are afoot to create a district-wide arts festival for the South Hams next summer.

In partnership with South Hams District Council, NDP Circus is working on delivering a festival across the district in the summer of 2025. The festival would bring together community organisations focused on the arts and culture, while encouraging collaboration with town and parish councils too. Event organisers would help co-ordinate activities within each area. The key theme of the festival would be climate change, a top priority for us in our Council Plan