

# BICKLEIGH PARISH COUNCIL

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

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## A Meeting of Bickleigh Parish Council will be held on Thursday 24<sup>th</sup> April 2025 at 7.30pm in the Woolwell Centre PL6 7TR

*Helen Broughton*, Bickleigh Parish Clerk

16<sup>th</sup> April 2025

### **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.*

### **AGENDA**

115. To receive and accept **apologies for absence** (and their reasons).
116. Members to declare any **pecuniary and other interests** pertaining to items on the agenda.
117. **Dispensations:** to consider any received.
118. **Minutes**  
To agree that the **minutes** of the Parish Council Meeting held on 27<sup>th</sup> March 2025 be signed by the Chair as a true record.
119. **County and District Councillors reports**  
To receive reports from County and District Councillors.
120. **Action List** (*for information only*)  
To note the action list.
121. **Devolution**  
To receive an update.
122. **Finance and Administration**
  - i. To consider a grant application from the Woolwell Centre.
  - ii. To note and review receipts and payments against budget as at 31<sup>st</sup> March 2025.
  - iii. To review and approve the bank reconciliations to the 31<sup>st</sup> March 2025 and agree that these be signed by the Chair.
  - iv. To note that the VAT refund claim has been submitted.
  - v. To note conclusion of the internal audit.
  - vi. To receive the annual internal audit report and agree actions on any recommendations made.

- vii. To approve Section 1 of the Annual Governance Statement 2024-2025 (AGAR 1)
- viii. To approve Section 2 Accounting Statements 2024-2025 (AGAR 2)
- ix. To agree that the period for the exercise of public rights runs from Tuesday 3 June – Monday 14 July 2025. *(The inspection period must be 30 working days inclusive and must include the first 10 working days of July).*
- x. To re-adopt the statement of internal control.
- xi. To review and approve the Financial Risk Assessment.
- xii. To approve the following payments *(note invoices have been sent to all councillors by email)*:

**Pre-paid**

SUPPLIER	DETAILS	TOTAL	VAT	NET	No
Cutec	Microsoft monthly fee	71.16	11.86	9.30	

**For approval**

SUPPLIER	DETAILS	TOTAL	VAT	NET
DM Payroll	Payroll annual fee	120.00	0	120.00
Fire RA SW Ltd	Fire RA	690.00	0	690.00
South Hams DC	Empty dog bin – pickpie drive	312.00	52.00	260.00
Devon Assoc of Local Councils	NALC and DALC annual fee	1071.80	128.80	943.00
HMRC	PAYE bill mnth 10,11 and 12	588.63	0	588.63
H Broughton	Salary April	707.55	0	707.55
NEST	Pension March	65.86	0	65.86
Woolwell Centre	Room hire May – inv to follow	78.00	0	78.00

109. **Woolwell Centre**  
To receive an update on the Woolwell Centre and agree action if necessary.

110. **Planning**  
To agree comments on the following planning application:

4122/24/FUL - Little Down Roborough Down Plymouth PL6 7AS. Demolition of existing house & garage & construction of replacement house with garage & related works (re-submission of 3994/23/FUL)

111. **Roborough Village Hall:** To receive an update.

112. To agree the **date of the next meeting (Annual Council Meeting and Annual Parish Meeting)** as 22<sup>nd</sup> May 2025 at the Woolwell Centre.