

BICKLEIGH PARISH COUNCIL

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

07508 324699

parishclerk@bickleigh.gov.uk

Minutes of a meeting of Bickleigh Parish Council held on Thursday 26th September 2024 at 7.30pm at the Woolwell Centre, Woolwell PL6 7TR

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

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

Open Forum

There were no members of the public present

24 39 **Apologies for absence** were received from Cllr Jackie Taylor, Cllr Larry Taylor and Cllr Paul Blight.

24 40 There were no **pecuniary or other interests** declared.

24 41 It was agreed that the **minutes** of the Parish Council Meeting held on 25th July 2024 be signed by the Chair as a true record.

24 42 **County and District Councillors reports**

A written report had been circulated by the County Councillor (appendix A) and the County Councillor (appendix B) and the Chair and Cllr Oram discussed the content of these reports. Councillor Hopwood had attended a meeting with representatives from Balfour Beatty and Plymouth Council to discuss the A386 road upgrade. They will be considering feedback and suggestions from residents regarding this project. Efforts to expedite the installation of the enforcement camera are ongoing, and its importance has been acknowledged. It was proposed that the Communications Officer from Balfour Beatty be invited to join the Woolwell Matters Facebook page to facilitate better communication.

24 43 **Clerks Report**

The Action List was noted and the Clerk advised that tree works were scheduled for 30th September.

24 44 **Finance**

- i. Receipts and payments against budget as at 31st August 2024 were noted. There was some discussion regarding the parish council paying for meeting room hire at the Woolwell Centre. It was noted that the fee partially covers staff expenses, as centre staff are required to be present during meetings. It was suggested to review the meeting schedule to align with times when the centre is already staffed.
- ii. Bank reconciliations to the end of August 2024 were approved.
- iii. Cllrs Nicky Hopwood, Brian Hill and Gary Stewart had been appointed to the Finance Committee so there was no need to appoint additional members.

- iv. It was agreed to hold a Finance Committee meeting to consider the 2025/26 budget and precept and to review budget v spend to date. The Clerk would circulate potential dates.
- v. It was noted that the conclusion of audit and that the statutory notice has been placed on the website. The external auditor had noted that 'The AGAR was not accurately completed before submission for review. Section 2, Box 10 for the prior year is incorrect. This is due to a transcription error and should read £914 instead of £2,666.' Care would be taken in future years.
- vi. transcription error and should read £914 instead of £2,666
- vii. An invoice had been received from ADF for replacement windows and doors and a payment of £32,911.80 was approved which included a 5% retention. This was to be paid from the PWLB loan.
An invoice had also been received from Bloom Renewable, which included 5% retention fee and a payment of £49,863.10 was approved. This would be paid from the PWLB loan. It was noted that the Edi diverter had not yet been fitted as the heating upgrade was not completed. Cllr Hill would investigate prices of a battery.
- viii. The following payments were approved and it was noted that invoices have been sent to all councillors electronically and checked by Cllr Hill.

Pre-paid

SUPPLIER	DETAILS	TOTAL	VAT	NET
Cutec	Microsoft monthly fee	70.32	11.72	58.60
Woolwell Centre	Room hire September	72.00	0	72.00

For approval

SUPPLIER	DETAILS	TOTAL	VAT	NET
PKF Littlejohn	External audit fee	504.00	84.00	420.00
Security Mgmt SW	Keyholding response	115.20	19.20	96.00
H Broughton	Salary	688.17	0	688.17
Security Mgmt SW	Keyholding response	57.60	9.60	48.00
NEST	Pension	61.00	0	61.00

The costs of key holding, security & fire and IT would be investigated by the Clerk.

24 45

Woolwell Centre

- i. The Woolwell Centre Working Group minutes were noted.
- ii. A tender for upgrade of the building and mechanical services associated with the heating and ventilation system had been sent to several companies and placed on the Government website. This had only resulted in one tender being received. It was therefore agreed to go out to tender a further time.
- iii. ADF were looking at replacement of the small meeting room fire door on 9th October and it was agreed to delegate authority to the Clerk to approve expenditure on this once a quotation had been received.

- iv. It was noted that as the boiler room door does not meet ventilation requirements and it was agreed to ask the contractor for his suggestions to resolve this. The Clerk was delegated authority to approve expenditure and the contractor once prices were received.
- v. Repairs to the toilet and boiler service were being undertaken under delegated action.
- vi. A Working Group recommendation that the solicitors be asked to produce a lease for the area outlined in maps and not that owned by Plymouth City Council was approved.
- vii. The council would consider booking a parish council table for community Christmas event on Friday 13 December.

24 46 **Planning**

Recent planning applications were considered.

2278/24/FUL - Development Site At Sx 503 623 Tavistock Road Roborough. Erection of detached 3-bedroom house. To be reviewed.

24 47 **Village Maintenance**

i. Hedges

Letters consulting with residents and suggesting a 5-6 foot cut of the hedges around Roborough Green had been sent. These would be considered and hedge cutting undertaken in November.

ii. Weed spraying in Woolwell, New Road and Bickleigh Village.

The County Councillor John Hart had indicated that a Locality grant of £1k towards weed killing in Woolwell could be applied for by the Parish Council. The Parish Council had previously received a £1,500 grant which could be used for weed killing in other areas. It was agreed that the Clerk obtain advice from Cornwood Parish Council on their lengthsman scheme, obtain a road sweeping schedule from the District Council and apply for a locality grant.

24 48 **Roborough Village Hall**

Councillor Pithouse reported that the costs and availability for booking meetings in the main hall are currently under review. The primary challenge for the Village Hall Committee remains the shortage of new volunteers.

Concerns were raised regarding speeding vehicles on the road near the sports field, with a request for the parish council to consider installing a speed sign. Additionally, the council was asked to provide administrative support for the pavilion project. In response, the council advised that the trustees hire a part-time project manager, as the parish council lacks the professional expertise, experience, and capacity to undertake this project.

The Clerk would send Cllr Pithouse names of tree surgeons.

24 49 The **date of the next meeting** was agreed as 24th October 2024 at the Woolwell Centre , although alternative dates would be looked at.

The meeting closed at 8.45pm

