

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 22nd May 2025 at 7.30pm at the Woolwell Centre, Woolwell PL6 7TR

Present: Cllr Brian Hill (Chair) Cllr Larry Taylor (Vice Chair), Cllr Paul Blight, Cllr Andrew Clarke, Cllr Nicky Hopwood, Cllr Geoff Pithouse, Cllr Jackie Taylor, Mrs H Broughton (Clerk / RFO) .

In attendance: Cllr Chris Oram and 1 member of the public

Minute number: 2025:

Open Forum

The Manager of the Woolwell Centre expressed gratitude to the Council for its ongoing support and provided the following updates:

- Upgrades to the heating system are progressing well.
- Some wall damage occurred following the removal of radiators; she inquired whether this would be repaired. – The PC will discuss with the Contractor carrying out the ongoing works.
- Bickleigh Down Primary School will begin offering wraparound childcare from September, which may impact attendance at the Centre's AM/PM Club due to the school's ability to provide care at a lower cost.
- Funding has been secured to replace the flooring on the side patio area to better accommodate pre-school use.
- The premises licence has been approved.
- Discussions are ongoing with South Hams District Council regarding the installation of round waste bins at the Centre.
- The installation of a fence between the end of the Centre carparking area and the path leading to the playing fields was proposed to prevent children from riding skateboards or similar equipment down the slope at high speeds.
- It was recommended that the Woolwell Centre provide updates to Bickleigh Parish Council three times per year.

District Councillor Chris Oram extended his congratulations to the newly elected County Councillor, Tony Carson, and expressed his intention to establish a close working relationship with him. He also reported that Councillor Dan Thomas has been appointed as the new Leader of South Hams District Council, succeeding Councillor Julian Brazil, who has now taken on the role of Leader of Devon County Council. There are ongoing discussions regarding local government reorganisation, with a final proposal expected to be submitted in the autumn. Consultation will take place.

Councillor Oram also noted that, following discussions with representatives from Plymouth Argyle, the club confirmed they are unable to provide support to the Roborough Village Hall for the improvements works

planned at Roborough playing fields. A meeting is being arranged between South Hams District Council, District Councillors, and the Parish Council.

Cllr Hill opened the meeting as the outgoing Chairperson

1. It was proposed and seconded that Cllr Hill be appointed Chairperson for the 2025-26 Council Year. There being no other nominations **Cllr Brian Hill was duly appointed as Chairperson.**
2. The Chairpersons **Declaration of Acceptance of Office** was received.
3. It was proposed and seconded that Cllr Larry Taylor be appointed Vice Chairperson for the 2025-26 Council Year. There being no other nominations **Cllr Larry Taylor was duly appointed as Vice Chairperson**
4. There were no **apologies for absence** as Councillors were present. It was noted that there was still a vacancy.
5. **Pecuniary and other interests:** Cllr Paul Blight declared an interest in approval of a payment to The Dodd Group (item 12), the nature of his interest being that he was an employee of the Dodd Group.
6. A **dispensation had been approved** for Cllr Blight to speak on issues relating to the Woolwell Centre ongoing works.
7. **Minutes**
It was resolved to approve as a correct record the minutes of the Council Meeting held on 24th April 2025 as correct.
8. **Clerks Report**
The action list was noted.
9. **Committees and Working Groups**
 - i. It was agreed to leave committees and working groups unchanged.
 - ii. It was agreed to appoint the following members to Committees and Working Groups.
Finance and Staffing – Cllrs Brian Hill, Nicky Hopwood, Gary Stewart.
Woolwell Centre Working Group – Cllrs Larry Taylor, Jackie Taylor, Brian Hill, Paul Blight, Nicky Hopwood, Andrew Clarke.
Neighbourhood Plan Working Group - members to be agreed at a future date.
 - iii. It was agreed to appoint Geoff Pithouse as the **Parish Council representative on the Roborough Village Hall Committee.**
10. It was agreed to adopt the following **governance documents:**
 - i. Financial Regulations - approved
 - ii. Standing Orders - approved
11. **Finance and Administration**
 - i. Insurance arrangements were reviewed and approved. It was agreed to renew insurance with James Hallam.

- ii. It was agreed to appoint Cllr Gary Stewart to review the accounts and bank reconciliations on a quarterly basis.
- iii. Receipts and payments against budget as at 30th April 2025 were noted (appendix A).
- iv. Earmarked reserves and the PWLB position as at 30th April 2025 were noted.
- v. It was agreed to review opening a new bank account once all works to the Woolwell Centre had been paid.

12. Payments

The following payments were approved. It was noted that all invoices had been examined and verified' by the RFO and Cllr Hill.

Receipts

SUPPLIER	DETAILS	TOTAL	VAT	NET
South Hams DC	Precept	56,610	0	56,610
HMRC	VAT refund	4934.04	0	4934.04

Pre-paid

SUPPLIER	DETAILS	TOTAL	VAT	NET
Cutec	Email support	27.00	4.50	22.50
Cutec	MS 365 and hosting fee	71.16	11.86	59.30
Arborcure	Grass cutting April	1004.30	167.38	836.92
Unity Bank	Service Charge	7.95	0	7.95

For approval

SUPPLIER	DETAILS	TOTAL	VAT	NET
Auditing Solutions	Audit 24 25	324.00	54.00	270.00
H Broughton	Salary May	707.35	0	707.35
Nest	Pension April	67.46	0	67.46
Woolwell Centre	Room hire 26 June	78.00	0	78.00
Chubb	Fire alarm annual service	454.79	75.80	378.99
The Dodd Group	Works application no 4	40089.26	6681.54	33407.42

13. Woolwell Centre

- i. Expenditure of £504.00 for LST radiator cover, agreed under delegated action, was noted.
- ii. A variation to the Dodd contract to install 3 x CO detectors and interface these with the existing Chubb 24v fire alarm system at a cost of £1046.64 was approved. A

further variation to the Dodd contract to interface the new BMS with the Chubb fire alarm system at a cost of £1,280 was also approved.

- iii. Cllr Hill gave an update on the Woolwell Centre. He continues to have 2 weekly progress meeting and the works are expected to be finished in next fortnight. ADF have visited the Centre to look at the broken AM/PM door. They will contact the contractors for a suitable date to visit. It was suggested that the Centre should be asked not to use this fire door for day to day use.
The Council approved a variation to the contract with The Dodd Group to supply and install a full size louvred panel to the existing plantroom door at a cost of £770.40

14. **Planning**

It was agreed to make no comment on the following planning application:

1390/25/TPO - 16 Blackeven Close Roborough PL6 7AXG1 (x4) T1: 1x Oak – fell, poor form with limited photosynthetic material. T2: 1x Pedunculate Oak - crown lift secondary & sub lateral branch growth, provide clearance of approx. 4m from ground level to foliage tips, for driveway access. T3 & T4: 2x Sycamore - crown lift secondary & sub lateral branch growth, provide clearance of approx. 4m from ground level to foliage tips, for driveway access. Remove dead or broken branches over road only if exceeds 10mm in diameter.

15. **Roborough Village Hall:** Cllr Pithouse reported that a new trustee had been appointed. Bookings were positive. Planning permission had been approved and the project was being promoted through Hospital Radio.

16. The **date of the next meeting** was agreed as 26th June 2025.

The meeting closed at 8.45pm