

# BICKLEIGH PARISH COUNCIL

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

07832966859

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**Members are summoned to the Annual Meeting of Bickleigh Parish Council  
being held on Thursday 22<sup>nd</sup> May 2025 at 7.30pm at the Woolwell Centre,  
Woolwell PL6 7TR**

*Helen Broughton*

15<sup>th</sup> May 2025

*Helen Broughton, Bickleigh Parish Locum Clerk*

## **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.*

*Cllr Hill opens the meeting as the outgoing Chairperson, if present*

1. To **elect the Chairperson** of the Council for the Council Year 2025-26
2. To receive the Chairpersons **Declaration of Acceptance of Office** or, if not then received, to decide when it shall be received.

*Incoming Chairman in the Chair*

3. To **elect the Vice Chair** of the Council for the 2025/26 year.
4. **Apologies for absence** to be received and accepted.  
*The Local Government Act requires members who cannot attend a meeting to give apologies in advance to the Parish Clerk, along with the grounds for non-attendance. Members must decide whether the reason(s) for a member's absence are acceptable.*
5. Members to declare any **pecuniary and other interests** pertaining to items on the agenda.  
*Under the Localism Act and in accordance with the Council's Code of Conduct members are required to declare any interests that are not currently entered in the members register of interests. If the member has a pecuniary interest he/she should leave the room and not participate in the debate.*
6. To note any **dispensations** received.  
*Requests for dispensations should be made in writing to the Clerk in advance of the meeting.*
7. **Minutes**  
To receive and resolve to approve as a correct record the minutes of the Council Meeting held on 24<sup>th</sup> April 2025.

8. **Clerks Report (for information only)**

To note the action list

9. **Committees and Working Groups**

- i. To create or dissolve committees, sub-committees and working groups  
*Currently: Finance and Staffing Committee, Woolwell Centre Working Group, Neighbourhood Plan Working Group.*
- ii. To appoint members to Committees and Working Groups.
- iii. To agree appointments to outside bodies *Currently: Roborough Village Hall*

10. **To review and adopt the following governance documents:**

- i. Financial Regulations
- ii. Standing Orders

11. **Finance and Administration**

- i. To review and agree insurance arrangements (document to follow)
- ii. To appoint a councillor to review the accounts and bank reconciliations on a quarterly basis.
- iii. To note receipts and payments against budget as at 30<sup>th</sup> April 2025.
- iv. To note earmarked reserves and PWLB position as at 30 04 2025.
- v. To consider opening a bank account with the Hinkley and Rugby Building Society – [click to see link with more information](#)

12. **Payments**

To approve the following payments (*invoices sent electronically to Councillors. All invoices listed have been 'examined and verified' by the RFO.*)

**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 June	78.00	0	78.00

13.

**Woolwell Centre**

- i. To note expenditure of £504.00 for LST radiator cover, agreed under delegated action.
- ii. To agree that the VO install CO detectors and interface these with the existing Chubb 24v fire alarm system. Also to agree a second VO to interface these new BMS with Chubb fire alarm and agree a budget.
- iii. To receive an update on the Woolwell Centre and agree action, if necessary.

14.

**Planning**

To agree a response to 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:** To receive an update.

16.

To agree the **date of the next meeting** as 26<sup>th</sup> June 2025.