

# BICKLEIGH PARISH COUNCIL

The Council Offices, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR  
07832966859

[parishclerk@bickleigh.gov.uk](mailto:parishclerk@bickleigh.gov.uk)

**Members are summoned to the Annual Meeting of Bickleigh Parish Council  
being held on Thursday 28th May 2026 at 7.30pm at the Woolwell Centre,  
Woolwell PL6 7TR**

*Helen Broughton*

21<sup>st</sup> May 2026

*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 2026/27
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 2026/27 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 23rd April 2026.

8. **Clerks Report (for information only)**  
To note the action list
9. **Reports and updates**
- i. To receive reports from the County and District Councillors.
  - ii. To receive updates on local government re-organisation.
10. **Committees and Working Groups**
- i. To create or dissolve committees, sub-committees and working groups  
*Currently: Finance and Staffing Committee, Woolwell Centre Working Group*
  - ii. To appoint members to Committees and Working Groups.
  - iii. To agree appointments to outside bodies *Currently: Roborough Village Hall*
11. **To review and adopt the following governance documents:**
- i. Financial Regulations
  - ii. Standing Orders
  - iii. Code of Conduct
12. **Finance and Administration**
- i. To review and agree insurance arrangements
  - 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 2026.
  - iv. To receive the April 26 bank reconciliation.
  - v. To agree an application to the District Council Climate and Biodiversity Fund for £2,000 for new benches and picnic tables.
  - vi. To consider a grant application from Roborough Methodist Church.
  - vii. To review the Parish Council grants policy.
  - viii. To approve the following payments (*invoices sent electronically to Councillors. All invoices listed have been 'examined and verified' by the RFO.*)

**Pre-paid**

SUPPLIER	DETAILS	TOTAL	VAT	NET
Cutec				

**For approval**

SUPPLIER	DETAILS	TOTAL	VAT	NET
H Broughton	Salary May	707.35	0	707.35
Nest	Pension April	67.46	0	67.46
Arborcure	Grass cutting April 26	1013.47	168.91	844.56
Cleanwise	Cleaning of bus shelters	38.00	0	38.00
Western Web	Annual Web Accessibility check	54.00	9.00	45.00

13. **Annual Governance and Accountability Return (AGAR)**
- i. To receive the annual internal audit report and agree actions on any recommendations made (*to follow*)
  - ii. To consider the effectiveness of the Internal Audit.
  - iii. For the Authority to consider and to respond to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2026, as informed by the IA report.
  - iv. For the Authority to approve Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2026 (informed by Council Accounts and confirmed by IA figures)
  - v. To note that the period of elector's rights will commence on Wednesday 3rd June 2026 and finish on Tuesday 14th July 2026. Public notification will be placed on noticeboards and the website
14. **Woolwell Centre**
- i. To receive an update on the Woolwell Centre and agree action, if necessary.
15. **Planning**
- To agree a response to the following planning applications:
- 1327/26/HHO - The Beeches, Bickleigh Down Road, Roborough. Demolition of existing conservatory and porch. Erection of new rear extension, garage extension. Raise roof to provide new first floor rooms.
- 0789/26/HHO - 89 Woodend Road, Woolwell. Single storey rear extension
16. **Community and Environment**
- i. To consider hosting a free community talk delivered through the Age UK Devon Scams Awareness Service.
  - ii. To receive an update on weed killing and agree action.
17. **Roborough Village Hall:** To receive an update.
18. To agree the **date of the next meeting** as 25<sup>th</sup> June 2026.