

BISHOPSTEIGNTON PARISH COUNCIL

DRAFT V01 MINUTES

FOR THE MEETING HELD ON MONDAY 6TH NOVEMBER 2017

COMMUNITY CENTRE, SHUTE HILL, BISHOPSTEIGNTON

PRESENT: Cllrs. C. Morgan (Chair), P. Cahill, E. Cawthraw, T. Davey, K. Lambert, , H. Merritt & Cllr. S. Nicholson (7/11).
District Cllr T. Golder, County Cllr. R. Peart & 5 members of the public.

APOLOGIES: Cllrs. R. Bailey, M. Gollop, I. McDougall & H. Stuckey. PSCO. S. Bunce & PC. R. Harvey

DOI: None

2060 DISPENSATION REQUEST

Members considered a request from Councillor Gollop for approval of her apologies for absence from all BPC meetings, full and committee, for a maximum period of six months following a family bereavement. It was proposed by Cllr. Davey, seconded by Cllr. Nicholson, to grant the request. FOR: 5, ABSTENTION: 2, therefore **RESOLVED**.

2061 RATIFICATION OF MINUTES OF THE FOLLOWING MEETINGS

- .01 Parish Council Meeting held 02.10.17 it was proposed by Cllr. Davey, seconded by Cllr. Merritt, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.
- .02 Planning Committee Meeting held 16.10.17 it was proposed by Cllr. Cawthraw, seconded by Cllr. Merritt, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.
- .03 Finance & Personnel Committee Meeting held 23.10.17 it was proposed by Cllr. Cawthraw, seconded by Cllr. Morgan, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.

2062 RECOMMENDATIONS from the Finance & Personnel Committee

- .01 It is recommended that the following documents be adopted by BPC to enable the Employee Appraisal Process to commence: Appendix A – DRAFT BPC Employee Appraisal Policy, Appendix B – DRAFT BPC Personal Performance & Development Assessment – Interim & Appendix C – DRAFT BPC Personal Performance & Development Assessment – Annual. It was proposed by Cllr. Cawthraw and seconded by Cllr. Nicholson that these appendices be subject to minor amendments. The motion to amend was agreed unanimously and therefore **CARRIED**.
It was proposed by Cllr. Cawthraw, seconded by Cllr. Merritt, that BPC adopt the appendices as amended in the previous motion. Agreed unanimously and therefore **RESOLVED**.
- .02 It is recommended that BPC adopt the schedule of cemetery fees for use in FY 2018/19; which have been increased by 3% as shown in Appendix D. It was proposed by Cllr. Morgan, seconded by Cllr. Davey, for appendix D to be adopted. Agreed unanimously therefore proposal **CARRIED**, and motion **RESOLVED**.

2063 POLICE REPORT

Police Report for the following period was provided and read by the Clerk.

Reported crimes from 01/10/17 – 06/11/17 (3 crimes)

- x2 Malicious Communications – Two young children of the same household received an anonymous letter/leaflet offering assistance should their mother become terminally ill, causing them distress. Two crimes generated as both are victims. No leads as to the origin of the leaflet.
- Theft from motor vehicle – Petrol cap forced and fuel taken; anytime between 4th-11th Oct. No leads.

2064 DISTRICT COUNCILLOR REPORT

Councillor Golder reported the Civic Service for Teignbridge District Council is due to be held on Sunday 4th March 2018 and he hoped all BPC members would accept his invitation to attend. For the year his Chairman's Charity will be the Devon Memory Café Consortium.

He commented that a meeting held recently between members of BPC, the County Councillor and himself as Ward member for Bishopsteignton was a good example of working together. He hopes that the striking inaccuracies of reported accident statistics can be resolved.

Cllr. Nicholson reported recent delays for planning comments to be uploaded to application details pages and despite the warning from TDC it is taking even longer than suggested. It was suggested that the Clerk write to Nick Davies with these concerns. Cllr. Golder agreed to support this correspondence.

2065 COUNTY COUNCILLOR REPORT

Councillor Peart reported his attendance at an event at Plymouth University which focused on South West Coastal Flood Prevention; he suggested if there are any concerns within the Parish these can be flagged up for his attention.

Also attended was the Newton Abbot Honorary Fire Service display where a mini fire engine was showcased.

A Regional Air Quality plan has been published; there are no significant issues for Bishopsteignton.

Cllr. Davey asked if any further progress has been made regarding the collapsed drain on Combes Road East. Cllr. Peart

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had nothing new to report This issue and that of other blocked gullies and drains was discussed. It was also noted by Cllr. Davey that surveyors had been witnessed in the vicinity of the A381 by Wear Farm and some measurement had appeared on the road. It is hoped this will be followed by the County Councillor in the future.

2066 PLANNING

The following new planning applications were discussed to agree comments to send to Teignbridge District Council as the Local Planning Authority:

- .01 **App No:** 17/02512/CAN - St Johns House, Church Road
 Proposal: Height reduce one Turkey oak by 3m and laterally reduce by 4m to the west
 It was proposed by Cllr. E. Cawthraw, seconded by Cllr. Morgan, for the following comment to be submitted. Agreed unanimously therefore **RESOLVED**.
 PC Comments: No objection
- .02 **App No:** 17/02416/FUL - Humara, Berry Hill
 Proposal: First floor side extension
 It was proposed by Cllr. E. Cawthraw, seconded by Cllr. Morgan, for the following comment to be submitted. Agreed unanimously therefore **RESOLVED**.
 PC Comments: No objection
- .03 **App No:** 17/02515/FUL & 17/02516/LBC - Wolfsgrrove Farm Buildings
 Proposal: Conversion of existing farm building into one dwelling
 It was proposed by Cllr. Davey, seconded by Cllr. Morgan, for the following comment to be submitted. Agreed unanimously therefore **RESOLVED**.
 PC Comments: No objection
- .04 Current Approvals, Refusals, Withdrawals and Appeals were **NOTED**.
- .05 **BNDP**
 The Clerk reported that the BNDP has now received adoption by Teignbridge District Council as the Local Planning Authority. Thanks was expressed to all who took part in the development of the Plan.

2067 TEIGN ESTUARY TRAIL

- SOS** Parishioner and Trail activist, Mrs. Kate Benham requested the Parish Council give consideration to setting up a small working party to liaise with Roger North in attempt to progress the section of the trail between Teignmouth docks and Bishopsteignton Village (approx. Luxton Steps). She would like to meet with Mr. North to discuss the progress made so far and what limitations this dictates to be able to pursue route options to enable this section to be 'shovel ready' should the opportunity for funding arise. The matter was discussed at length. Cllr. Golder encouraged such a working group to capture the enthusiasm and realism of Mrs. Benham, for which he thanked her.
It was agreed for the Clerk to contact Mr. North to arrange an initial meeting. Members to include Cllrs. Morgan, Cahill, Lambert & Nicholson and Mrs. Benham.

2068 MEMBERS & CLERKS REPORTS

- .01 The Clerk read the following update from the Night Landing Site Fundraisers chairman Mrs. Jo Head:
 Just to keep you updated on the Night Landing site fund raising. We currently have £1,810.50 in the Parish Council account which Kim has kindly banked. We also have the promise of two £500 donations. This will be donated once permission has been granted for the Landing Light. Currently we need an additional £200 to cover the cost of the landing light and ideally £500 for any ongoing running costs. On the 25th of November at the Christmas Fayre the Village Festival Team will be donating money raised from their raffle. A donation will also be made from a share of the proceeds at the Big Breakfast on 2nd December. We are confident that by Xmas we will have raised our target amount of £3,500.00. Toby from the Devon Air Ambulance Trust is delighted with our efforts so hopefully this project can be completed as soon as permission is granted.
 Cllr. Merritt proposed a letter of thank be sent to the fundraising group, this was seconded by Cllr. Cawthraw and unanimously agreed, therefore **RESOLVED**.
- .02 The Clerk reminded members that a Community Tidy Event is being arranged for Sunday 19th November at the Cockhaven Close playground. Posters/Notices to be distributed soon in the usual way. Tasks to include fence painting, weeding & bulb planting; all help welcomed and appreciated. Cllr. Nicholson suggested the event is mentioned to the school/FOBS for extra attendees.

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- .03 Cllr. Davey commented on recent communication regarding the road signage on the road between Colway Cross and the A381. Clerk to liaise with DCC NHO to suggest signage improvements.
- .04 Members were reminded of the Armistice Day and Remembrance services to be held at the War Memorial.

2069 FINANCE

.01 PAYMENTS APPROVED:

		£
HMRC	Tax & NI	159.12
Mrs. K. Ford	Salary & Expenses for October 2017	1289.47
DCC Pension Fund	Contribution to Clerks Pension	341.87
G.A. Earthworks Ltd	Tree @ Hump	120.00
Mrs. H. Corlett	Remembrance Wreath	20.00
Royal British Legion	Remembrance Donation	30.00
C. Morgan	Expenses - High Vis for TM team	0.00
SLCC Devon Branch	SLCC AGM & Clerks Xmas lunch	12.50
Realise Futures CIC	Bus Stop benches - Elector funding + delivery	1431.30
TDC	August 17 By-election fees	3846.19

.02 BANK RECONCILIATION: - As at 31.10.17

Cumulative Receipts	142854.87	Lloyds TSB Treas.	105859.89
Cumulative Payments	35606.70	Lloyds TSB Premier	1388.28
Balance per Cash Book	107248.17	Closing Balance per Bank Statements	107248.17

.03 BPC RESERVES:- As at 31.10.17

Burial Account	46660.19	Bishopsteignton Cemetery use only
Admin	14266.18	Includes staffing cost, rent, elections contingency, insurance, etc.
Maintenance	5127.13	Includes public toilets, Millennium Stone Carpark, St. Johns Churchyard.
Countryside & Recreation	3808.29	Includes Sports Area Income
Car Park Enhancement scheme	8625.71	Bishops Avenue Carpark
Agency Grants (P3)	282.91	
Monies held in Trust	876.34	Cricket Club, Bench donations, Play-days
SUNDRIES	5663.10	S106/CIL/Grants/Donations
S137	275.00	
Trim Trail	2407.90	
NLS	1605.50	
Emergency Plan	-140.00	
VAT	-800.58	Balance of repayments and amount to be claimed from HMRC
TOTAL	88657.67	

Bank Balance	107248.17	shown in bank reconciliation above
Restricted/Earmarked Funds	88657.67	82.7% of Bank balance
Contingency (Quarterly outgoings)	10214.47	9.5% of Bank balance
BALANCE AVAILABLE/UNRESTRICTED FUNDS	8376.03	7.8% of Bank balance

20 PUBLIC PARTICIPATION

Mrs. H. Corlett reported the poor state of repair of the footpath in front of the Cockhaven Close Playground. The Clerk reported this was an ongoing issue currently under investigation with both the District Council (as landowner) and the County Council (responsible for PROW). Any development to be reported in due course.

The Chairman closed the meeting at 9.12PM