

BISHOPSTEIGNTON PARISH COUNCIL

MINUTES

FOR THE MEETING HELD ON MONDAY 2ND JULY 2018
BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL

PRESENT: Cllrs. H. Merritt (Chairman), R. Bailey, K. Benham, P. Cahill, E. Cawthraw, J.O. Grimble, K. Lambert, I. McDougall, C. Morgan & S. Nicholson (10/11). District Cllr T. Golder, County Cllr. R. Peart & 3 members of the public.

APOLOGIES: Cllr. T. Davey. PSCO. S. Bunce & PC. R. Harvey.

DOI: None

PART I

2161 RATIFICATION OF MINUTES

- .01 Minutes of the Finance & Personnel Committee meeting held 24.05.18 it was proposed by Cllr. Morgan, seconded by Cllr. Cawthraw, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.
- .02 Minutes of the Parish Council meeting held 04.06.18 it was proposed by Cllr. Cawthraw, seconded by Cllr. Cahill, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.
- .03 Minutes of the Planning Committee meeting held 18.06.18. It was proposed by Cllr. Cawthraw, seconded by Cllr. Nicholson, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.
- .04 Minutes of the Finance & Personnel Committee meeting held 25.06.18. It was proposed by Cllr. Morgan, seconded by Cllr. Bailey, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.

2162 DISTRICT COUNCILLOR REPORT

Cllr. Golder reported several enquiries had been received regarding the use of Michaels Field for launching paragliders. This use was not permitted by the District Council therefore suitable signs will be erected.

2163 COUNTY COUNCILLOR REPORT

Cllr. Peart reported in detail a £4.35M renovation project at Stover Country Park. Including a wildlife & cycle trail and restoring the gatehouse. Cllr. Benham asked Cllr. Peart for more information regarding this new cycle trail and for anything he could give her regarding the Teign Estuary Trail. He agreed to forward details to the Clerk.

2164 POLICE REPORT

The following crimes were reported; these occurred within the period 04.06.18 to 01.07.18.

- Criminal Damage – Domestic related. Son caused minor damage to a door when he lost his temper because his computer had stopped working. Victim unwilling to support police action, just called us to get her son to calm down. NFA.
- Theft shoplifting x2 – Aquarium equipment stolen from garden centre on two separate days by the same male and female suspects. Insufficient evidence to link the suspects to the crime. NFA
- Drink Driving – Male driver on wrong side of the road in the early hours of the morning, driving towards a police car! Arrested and charged to court.

Cllr. Merritt reported a white van with trailer lingering suspiciously near several driveways on Canons Close in the early hours of one morning; this has been reported to the police.

2165 PLANNING

.01 HOUSING NEEDS OPTIONS APPRAISAL

The Chairman introduce Janice Alexander, Housing Enabling Officer from Devon Communities Together (DCT) and thanked her for attending. Ms. Alexander presented a summary of the findings of the Housing Needs Survey which was conducted across the parish recently. Of surveys completed the need for affordable housing in Bishopsteignton was 10, (1 from Home Choice Devon). These all met the criteria of having a link to the Parish, their current home was insufficient for their need and they were unable to afford the next step in housing. She reported 10 was a reasonable number to attract a Housing Association.

DCT having conducted an options appraisal advised two options in their report which Ms. Alexander summarised. Assistance from Housing Enablers at DCT & TDC could be provided to the Council with either option if they were to be pursued.

OPTION 1: Find a land to be considered as an exception site for development by a Housing Association.

OPTION 2: Community Led Housing (CLH) by a Community Land Trust (CLT). This offers benefits such as a say in the design and location and the community own the houses in the end. The community would need to be fully involved

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and engaged and the project would need strong leadership. CLH will not receive as much suspicion as other types of new development and therefore less rejection in the planning process. The housing can be managed by a HA once complete however many HAs are less likely to work with a CLT. Of those surveyed, 18 parishioners expressed an interest in becoming involved in a Community Land Trust.

Both options will need to allow developers some market value to meet viability.

Cllr. Banham asked how many CLTs in Devon and how many have failed. Ms. Alexander reported 15 CLT in Devon and so far none had failed however the process can be very lengthy.

Cllr. Merritt proposed the issue was deferred to the planning committee for further consideration, this was seconded by Cllr. Lambert. FOR: 9, AGAINST: 1. Therefore **RESOLVED** to defer.

.02 **NEW APPLICATIONS:** The following application was discussed and comment agreed for submission to TDC, the Local Planning Authority:

App No: 18/01122/FUL - Windfall , Forder Lane

Proposal: Single storey front extension, two storey rear extension and pergola
Members discussed the application. It is proposed by Cllr. Nicholson, seconded by Cllr. Cawthraw to submit the following comments. FOR: 8, ABSTAIN: 2, therefore **RESOLVED**.

PC Comments: The Parish Council have concerns that these neighbouring properties, Sunnysdene, 1, 2, & 3 Canons Close may be affected by overlooking from the proposed 2 storey extension.

.03 **CURRENT APPLICATIONS:** The following current Approvals, Refusals, and Appeal decisions were **NOTED**.

APP REF.	ADDRESS	PROPOSAL	DECISION TO REPORT	DATED
18/00844/VAR	Land Rear Of 52 Newton Road,	variation Of Conditions 2 & 3 On Planning Permission 17/02950/Ful (Erection Of A Dwelling) To Add Window To West Elevation, Increase Building Length And Provision Of Drainage Details	GRANT OF CONDITIONAL PLANNING PERMISSION	21/06/2018
18/00770/FUL	Flow Lane	Raising Of And Alterations To Roof To Create Additional Living Accommodation	GRANT OF CONDITIONAL PLANNING PERMISSION	21/06/2018
18/00792/FUL	Hartscroft, Flow Lane	Removal Of Hedgerow, Fence And Wall And Erect Replacement Wall	GRANT OF CONDITIONAL PLANNING PERMISSION	21/06/2018
18/00810/FUL	30 Newton Road	Double garage	GRANT OF CONDITIONAL PLANNING PERMISSION	21/06/2018
E2/27/22	Land at & adjacent to 9 Moors Park	Making of a Tree Preservation Order	Confirmation of the order	20/04/2018

.04 **LOCAL PLAN REVIEW: BPC CONSULTATION RESPONSE**

Cllr. Cawthraw reminded member to submit their comments online as well as to the Clerk for consideration by the working party when devising the BPC response to the consultation. Members of the public were advised to do the same with 06.07.18 being the deadline. Members were to expect a copy of David Kiernan's presentation, which he had given at the recent TALC meeting.

2166 BPC GOVERNANCE: STANDING ORDERS REVIEW

It was proposed by Cllr. Morgan, seconded by Cllr. Lambert, for BPC to adopt this latest version of Standing Orders, (ref: BPC.SOV1807.01). FOR: 9, ABSTAIN: 1. Therefore **RESOLVED** to adopt.

Clerk to make available on the website. Cllr Merritt thanked Cllrs. Cawthraw & Nicholson for assisting him in the review and preparation of this document.

2167 FINANCE

.01 **PAYMENTS APPROVED:**

It is proposed by Cllr. Morgan, seconded by Cllr. Bailey, that the payments listed below be approved and processed by the clerk. Agreed unanimously therefore **RESOLVED** to approve.

		£
HMRC	Tax & NI	224.70
Mrs. K. Ford	Salary for June 2018	1324.63
DCC Pension Fund	Contribution to Clerks Pension	412.46
BGS Ltd	Q1 18/19 Parish Maintenance & Grass cutting contract	3384.00
BGS Ltd	Additional Maintenance In Q1 18/19	1650.00
BGS Ltd	Additional Maintenance In Q1 18/19	408.00
Bishops Community Centre	Rent advance Q2 18/19	600.00
T. Martin	Q1 18/19 Fore Street Toilets cleaning contract	687.50

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L.M.James	Sports Area Caretaker contract Q1 18/19	522.60
Mark Howard Decorators	Ceiling redecoration in Fore St toilets	382.99
K. Ford	Expenses June 2018	91.70
Devon Wildlife Trust	Land Data Search for Management Plan	72.00
H. Merritt	Expenses : Gratuity for printer installation assistance	5.00

.02 FINANCIAL REGULATIONS:

It was proposed by Cllr. Cawthraw, seconded by Cllr. Morgan, for BPC to adopt this latest version of Financial Regulations, (ref: BPC.FRV1807.01). Agreed unanimously therefore **RESOLVED** to adopt. Clerk to make available on the website. Again, Cllr Merritt thanked Cllrs. Cawthraw & Nicholson for assisting him in the review and preparation of this document.

.03 BANK RECONCILIATION: - As at 30.06.18

Cumulative Receipts	129796.50	Lloyds TSB Treas.	108981.98
Cumulative Payments	19425.77	Lloyds TSB Premier	1388.75
Balance per Cash Book	<u>110370.73</u>	Closing Balance per Bank Statements	<u>110370.73</u>

.04 BPC RESERVES:- As at 30.06.18

Burial Account	49783.44	Bishopsteignton Cemetery use only
Admin	12130.83	Includes staff & office costs, election, insurance, etc.
Maintenance	4477.40	Includes toilets, Carpark, St. Johns CY.
Countryside & Recreation	3454.48	Includes Sports Area Income
Car Park Enhancement scheme	7570.37	Bishops Avenue Carparks
Agency Grants	492.51	Includes P3 grant
Monies held in Trust	876.34	Cricket Club, Bench donation, Playdays
SUNDRIES	9768.71	S106/CIL/Grants/Donations for various uses
S137	250.00	
Trim Trail	2407.90	
NLS	2931.87	
Emergency Plan	551.62	
VAT	-1208.08	balance to be claimed from HMRC
TOTAL	93487.39	

Bank Balance	110370.73	as bank reconciliation above
Restricted/Earmarked Funds	93487.39	84.7% of Bank balance
Contingency (Quarterly outgoings)	8000.00	7.2% of Bank balance
BALANCE AVAILABLE/UNRESTRICTED FUNDS	8883.34	8.0% of Bank balance

2168 MEMBERS & CLERKS REPORTS

- .01 Devon & Cornwall and Dorset Police Merger:** As Police Liaison Cllr. Morgan gave a brief overview of the merger and asked for all members' comments to be forwarded to him to form a response from BPC.
- .02 Teign Estuary Trail (TET):** Cllr. Benham asked for an update meeting with Roger North to be arranged. The Clerk reported that there was nothing new for Mr. North to discuss; he was still in complicated negotiations with

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landowners and there as yet no additional funding had been sourced. Cllr. Merritt propped he liaise with Mr. North, this proposal was seconded by Cllr. Cawthraw and agreed unanimously therefore **RESOLVED**.

- .03 **BPC Strategy:** Cllr. Benham asked if any progress had been made in considering the strategy and forward planning of the council and this be written into a definite statement for the public. The Chairman reported he and the Clerk were working on a list of ongoing project and this would be published in due course.
- .04 **BERT:** Cllr. Cawthraw updated members that the plan would be presented to full council at their September meeting.
- .05 **Litter Picking:** Cllr. Cawthraw reported disappointment at discovering TDC will no longer authorise the Blitz Team to collect bags of litter after a voluntary litter pick. This was discussed and District Councillor. Golder consulted. He and the Clerk both reported it was related to insurance and risk assessment, if the event is attended by an official officer of TDC it can be arranged for the litter to be collected, or if the Parish book a collection slot and provide a detail risk assessment and evidence of insurance TDC will approve the event and arrange collection.
- .06 **TALC:** Both Cllr. Cawthraw and Cllr. Merritt attended the latest TALC meeting and reported a presentation was given about GDPR. This included advice for Local Councillors to have separate email addresses for their council business; keeping these communications separate from other business affairs and personal correspondence. This was discuss and it was agreed for the Clerk to investigate options for members to have addresses under the website domain.
- .07 **Tree on the Hump, Bishops Avenue:** Cllr. Morgan reported a resident had been regularly watering the newly planted walnut tree but required some assistance. It was agreed for the Clerk to liaise with residents in Cross House.
- .08 **Boundary Hedging at The Lawns:** Cllr. Nicholson reported the removal of some of the new hedging plants on the boundary between The Lawns and 10 Lawns End asking if this had been authorised. It had not, clerk to investigate and report back.
- 2169 CLERKS REPORT: Highways Issues:** The Clerk provided a report of ongoing highways concerns following a meeting with the Neighbourhood Highways Officer. See Appendix A. A further meeting was to be arranged for further updates.
- 2170 PUBLIC PARTICIPATION:**
- .01 **Overgrown Footpath, West of Forder Lane:** It was reported this path was very badly overgrown and concern was raised for pedestrians who regular use it. The Clerk said it was on the schedule of work for the Community Payback Scheme, that no date had been set but she would chase for immediate action.
- .02 **Police Merger:** Mr. Jenner expressed frustration at the proposals for merging these county forces and suggested if the action was inappropriate many resident should consider withholding their council tax payments.

The Chairman closed PART I of the meeting at 9.36PM

PART II

- 2171 REMEMBRANCE:**
Members considered the request from Remembrance organisers for S137 funds to purchase standard bearers flag holder & white gloves. Cllr. Morgan confirmed this would be in the region of £50-£60. It was proposed by Cllr. Lambert to meet this cost using S137, this proposal was seconded by Cllr. Bailey and agreed unanimously. Cllr. Morgan to arrange the order. Clerk to advise Mrs. Corlett.

The Chairman closed PART II of the meeting at 9.42PM

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APPENDIX A
Clerks Report on Highway Matters
June 2018

Following a brief informal one to one meeting with Tegan Preston, DCC Neighbourhood Highways officer, on Thursday 28th June 2018. The latest updates on the following ongoing issues are to be noted:-

1. **3x White Hornbeam trees, Shute Hill** – These three trees situated on the raised pavement need attention; base suckers removed, crown lifting, lower branches removed from the smallest tree to help form a defined trunk. DCC had no recorded responsibility for these trees and are happy for the parish Council to carry out any necessary work provided an email outlining the proposed works was submitted to Tegan. I have done this and arranged for BGS Ltd to carry out the work later this week. The proposed work has also been reviewed and approved by Mark Waddams, TDC Design & Heritage Arboriculture Officer.

2. **Drainage Concern, Bishops Avenue kerb by car park** – Tegan has confirmed this work shall be conducted by their contractor, Skanska, however a date for the programmed work could not be confirmed by her. All responsibility for this issue is with DCC Highways; all costs shall be met by them. This no longer affects the car park land transfer from TDC therefore the solicitor has been instructed to proceed.

3. **DCC Highways Programme of Scheduled Works** – I asked Tegan if this information could be published to the Parish Council for forward planning and notice to the public. She explained the complexities of scheduling any works and how even the programmed jobs can be moved around at the last minute. Another team, not NHOs, are in control of future planned maintenance such as footway treatment or road surfacing; she only has control over reactive safety defects. Tegan advised that we regularly look at www.roadworks.org to find scheduled works as this is used by utilities companies as well as Devon Highways. You can look up anything for a set time period into the future or individual days. Each incident is marked on a map and gives detail of the proposed length, who is responsible, etc. This can be done by anyone.
Work that Tegan could confirm as approved, therefore happening, using the Potholes Action Fund from central government (no confirmed dates but definitely within FY 18/19) include:-
 - Patching works on Horns Park
 - Design 7 Delivery tender out for resurfacing work on Forder Lane from A381 junction to Supply Stores, Fore Street. Tegan also confirmed no further work could be scheduled for FY 18/19 other than reactive safety defects.

4. **Overgrown Vegetation, several spots** – Tegan confirmed that Community Payback have been instructed to conduct cutting back at La Roche Maurice Walk and the footpath leading from Forder Lane to the bus stop on A381 (East). Unfortunately a date could not be confirmed by her. The section of overgrowth along the A381 towards the Salcombe Dip will not be included for two reasons: they cannot work on, or too closely to, the highway as they are not chapter 8 trained; and, Tegan, as NHO, does not consider this area to be a safety defect. She has alluded that ANYONE is more than welcome to walk past and give it some attention with a pair of secateurs; any waste, as biodegradable, can be left in the hedgerow!
NB. Obviously, anyone doing so will not be covered by any insurance as not instructed by either authority, this instruction would not be forthcoming as risk assessments and training would need to be carried out and approved.
In addition to these areas I asked about those mentioned by Cllr. Grumble at the last BPC meeting; these are not considered a safety defect until the vegetation completely blocks the footway. She has shared with me the standard vegetation letter which I can adapt to BPC. These can then be posted through the door of any property owner where you believe the boundary needs attention. Equally, take your secateurs and have a trim yourself! (*not insured*).

5. **Potholes, everywhere!** – Despite my best attempts to highlight the severity of the potholes through the village I could tell she'd been bombarded by others and had a formulated response! Tegan reported that the district of Teignbridge was the worst in Devon so has been awarded 13 additional pothole gangs to work their way through the backlog of defects on the system.
I questioned the methods used for pothole filling/repairs and how they do not seem to last. The reason, obviously, was the reduced cost of 'cold lay' as the material is cheaper and fewer workforce are required. She acknowledged this solution does not offer longevity but that the policy to use this method was approved and resolved by County Councilors in chambers.