

BISHOPSTEIGNTON PARISH COUNCIL

MINUTES

FOR THE MEETING HELD ON MONDAY 14TH JANUARY 2019
COMMUNITY CENTRE, SHUTE HILL, BISHOPSTEIGNTON

PRESENT: Cllrs. H. Merritt (Chairman), K. Benham, P. Cahill, E. Cawthraw, T. Davey, J.O. Grimble, K. Lambert, I. McDougall & S. Nicholson (9/10). Devon County Cllr. R. Peart, Teignbridge District Councillor. T. Golder & 2 members of the public.

APOLOGIES: Cllrs. R. Bailey, PC. R. Harvey & PCSO. S. Bunce.

DOI: None

PART I

2206 POLICE REPORT

A report was forwarded and read by the Clerk. Bishopsteignton crimes reported during the period 03.12.18 to 14.01.19 were 1x criminal damage, 1x common assault, 1x dog out of control & 2x theft; total crimes = 5.

The Community Speed Watch team formed back in 2011 has lost numerous volunteers over the years and now cannot function. They are *still* desperately in need of new recruits! If anyone would be interested and able to become a Police Volunteer then please contact PC. Rob Harvey robert.harvey@devonandcornwall.pnn.police.uk

2207 DISTRICT COUNCILLOR REPORT

Cllr. Golder began by thanking all BPC members responsible for pursuing the installation of a litter bin position in the Salcombe Dip layby; with particular thanks to Cllr. Benham and the Clerk. Litter and recycling was discussed at length including concerns raised by Cllr. Davey about fly tipping on Coombes End Road East; he question the need for stronger prosecution.

Cllr. Golder also reported further review of the Public Spaces Preservation Order was to be carried out before agreement. The order is due to commence in Teignbridge from 01.04.19 but some areas needed further consideration. Another matter recently debated at Forde House is the proposed Wolborough Development Plan. IT was agreed that the plan would go ahead with public consultation being the next stage.

2208 COUNTY COUNCILLOR REPORT

Cllr. Peart gave a statistical report on client uptake at Citizen Advice Bureau across in Devon in recent years; this number is steadily increasing. This report led to a brief introduction of the bid for Communities Together Funding from Kingsteignton Town Council (discussed further as item 2217.02).

With Cllr. Peart's agreement the Chairman reported invitation to a meeting to be held on 31.01.19 at Forde House, Teignbridge District Council office at Forde House regarding the Teign Estuary Trail. This is to be attended by Cllr. Stuart Hughes and members of the Teign Estuary Trail Campaign Group. The Chairman was disappointed he was unable to attend. It was agreed unanimously for Cllr. Nicholson to attend in his place.

2209 RATIFICATION OF MINUTES

- .01 Minutes of the Parish Council meeting held 03.12.18 it was proposed by Cllr. Cawthraw, seconded by Cllr. Benham, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.
- .02 Minutes of the Planning Committee meeting held 17.12.18. 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**.
- .03 Minutes of the Full Council meeting held 03.12.18 to discuss the 2019/20 Precept Budget. 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**.

2210 RECOMMENDATIONS

Personal Performance & Development Process: It is recommended by the Finance and Personnel Committee that BPC adopt the amended Personal Performance & Development Guidance Policy and Annual Appraisal form (drafts provided by the Clerk prior to the meeting).

Cllr. Benham asked for it to be considered that the form should indicate that objectives must be measurable.

Cllr. Cawthraw expressed concern that members of the PPD Review panel had not been consulted on these papers before their publication to all members. She proposed the adoption by BPC be deferred until the review panel had a chance to comment on the papers. This was seconded by Cllr. McDougall and agreed unanimously therefore **RESOLVED**. Clerk to arrange a meeting of the PPD review panel.

2211 PLANNING

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

MINUTES Continued
FOR THE PARISH COUNCIL MEETING HELD ON 14.01.19

- a. **App No:** 18/02536/TPO - The Coach House, Bishopsteignton
 Proposal: Crown reduce/pollard one maple tree to 4m above ground level.
Members discussed the application. It was proposed by Cllr. Cawthraw, seconded by Cllr. Lambert, to submit the following comments. FOR: 8, ABSTENTION: 1, therefore **RESOLVED**.
PC Comments: No objection.
- b. **App No:** 18/02460/FUL - Linden Cottage , TQ14 9TJ
 Proposal: Single storey rear extension to provide annexe with terrace over, replacement porch and installation of new sewage treatment plant
Members discussed the application. It was proposed by Cllr. Cawthraw, seconded by Cllr. Nicholson, to submit the following comments. This was agreed unanimously, therefore **RESOLVED**.
PC Comments: No objection.
- c. **App No:** 18/02560/FUL - Rivercott, 7 Fore Street, TQ14 9QR
 Proposal: Change of use to that part of the building from pharmacy (Use Class A1) to part of existing dwelling including front and rear extensions
Members discussed the application. It was noted that the applicant/agent had submitted revised drawings to the proposal details online. No comments were raised regarding the change of use and how this may be seen as contradictory to policies in BNDP. It was proposed by Cllr. Davey, seconded by Cllr. Lambert, to submit the following comments. This was agreed unanimously, therefore **RESOLVED**.
PC Comments: No objection.
- d. **App No:** 18/02588/TPO - 14 Murley Grange
 Proposal: Re-pollard one lime tree at a height of approx. 6.5m from ground level initiating a 'candelabra framework' for future branch structure to establish
Members discussed the application. It was proposed by Cllr. Nicholson, seconded by Cllr. Cawthraw, to submit the following comments. This was agreed unanimously, therefore **RESOLVED**.
PC Comments: The Parish Council feel unable to give a comment on this proposal as they feel insufficient evidence has been provided; photos of the visible damage or a tree report would have been helpful. They will trust and support an informed decision of the Senior Arboriculture Officer on this occasion.

2212 HIGHWAYS

The proposed DCC road closure was noted: Road closure for Asphalt works on Fore Street between Clanage House and Supply Stores from Monday 21.01.19 for up to 5 days. Diversion will be in place.

2213 MAINTENANCE

MEMORIAL BENCH POLICY: A set of draft documents were reviewed. It was proposed by Cllr. Cawthraw, seconded by Cllr. Cahill, that BPC adopt the draft memorial bench policy and associated application form as presented. Agreed unanimously therefore **RESOLVED**.

PROW 12: Cllr. Grimble proposed thanks be given to the Clerk for liaising with DCC PROW department to arrange remedial works and vegetation clearance on PROW 12 (Murley Crescent to Teign View Rd).

2214 ECOBRICKS PROJECT

Cllr. Cawthraw expanded on information she had circulated to members recently highlighting the project was of interest to groups in Bishopsteignton such as Bishopsteignton Outdoor Art Group (BOAG), Sustainable Bishop and Bishopsteignton Scout Troop. The TRAIL Art group of Teignmouth shall be submitting a bid for Communities Together Fund to promote the project locally and train members to enable them to train others; residents of Ideford are also interested to get involved. Cllr. Cawthraw proposed that BPC offer fully support to TRAIL for their CTF bid, clerk to send letter, as well as promote the project within the parish. This was seconded by Cllr. Grimble, agreed unanimously and therefore **RESOLVED**.

2215 ROYAL GARDEN PARTY

The Clerk confirmed suspicions that the nomination for invitation to the royal garden party only applies to ex-chairmen of Parish Councils/Town Mayors, as highlighted by the Lord Chamberlain on the application form. Members felt this criteria was unfortunate when there are so many parishioners deserving of this honour in recognition of their services to the community.

Cllr. Merritt proposed that these feelings be expressed by response to DALC. This was seconded by Cllr. Davey, agreed unanimously therefore **RESOLVED**.

MINUTES Continued

FOR THE PARISH COUNCIL MEETING HELD ON 14.01.19

2216 NIGHT LANDING SITE

This project was discussed at length particularly the lack of progress. The Clerk reported the current situation – that a MOU was not suitable to TDC and their Estates department were consulting their legal department potentially to produce a lease for the Parish Council to install the mast on Michaels Field. Cllr. Nicholson suggested a written draft lease document was required before the Parish Council could consider the terms. Cllr. Golder expressed concern that not one of the involved parties had taken ownership of the project to drive it forward. Cllr. Cahill offered to ensure a resolution is reached; he would work alongside Cllr. Golder to drive the project to fruition.

2217 FINANCE

- .01 **PAYMENTS APPROVED:** It was proposed by Cllr. Lambert, seconded by Cllr. McDougall, that the payments listed below be approved and processed by the clerk. Agreed unanimously therefore **RESOLVED** to approve.

To:	Payment Detail:	£
Mrs. K. Ford	Salary for Dec 2018	1522.23
DCC Pension Fund	Contribution to Clerks Pension Dec 2018	412.46
Bishopsteignton CC	Jan 2019 Rent Advance	200.00
Function 28	Website Hosting	12.00
BGS Ltd	Routine work from annual tree inspection Inv 2419	384.00
BGS Ltd	Q3 2018-19 Parish Maintenance Contract + additional. Inv 2416	4176.00
Mr. T. Martin	Q3 2018-19 Fore St toilet & bus stop cleaning contract	1037.50
L. M. James	Q3 2018-19 Sports area facilities caretaker contract	522.60
Earth Anchors	Memorial bench (CHARLESWORTH: Cockhaven Rd)	600.00
Devon County Council	Grit bin	350.00
Mrs. K. Ford	Expenses: Shredder	29.99
* Mrs. K. Ford	Expenses: MPH Bin stickers	131.00
* BGS Ltd	St Johns: Removal of overgrowth at Admirals Graves	420.00

- * The clerk reported details of two additional payments. These have been added to the payment authorisation sheet since it was circulated to members before the meeting.

.02 COMMUNITIES TOGETHER FUNDING

Several requests for support had been received.

Kingsteignton Town Councils intention is to use the fund towards a joint venture to be run by CAB and KingsCare to assist members of the public who are struggling to understand the changes to the Universal credit system. It was proposed by Cllr. Cawthraw, seconded by Cllr. Nicholson, to offer BPCs support to this bid. Agreed unanimously therefore **RESOLVED**.

The second request is from Teignmouth Town Council who are working with Teignmouth Swimming club to offer a crash course in swimming to children aged 11 to 16 year who missed out on the opportunity to learn to swim at primary school age. It was proposed by Cllr. Benham, seconded by Cllr. Davey, to offer BPCs support to this bid. Agreed unanimously therefore **RESOLVED**.

.03 BANK RECONCILIATION: - As at 31.12.18

Cumulative Receipts	193072.53	Lloyds TSB Treas.	131411.01
Cumulative Payments	60272.42	Lloyds TSB Premier	1389.10
Balance per Cash Book	132800.11	Closing Balance per Bank Statements	132800.11

.04 BPC RESERVES:- As at 31.12.18

Burial Account	51844.44	Bishopsteignton Cemetery use only
Admin	9444.03	Includes staff & office costs, election, insurance, etc.
Maintenance	2716.23	Includes toilets, Carpark, St. Johns CY.
Countryside & Recreation	4863.08	Includes Sports Area Income
Car Park Enhancement scheme	27102.34	Bishops Avenue Carparks
Agency Grants	-106.24	Includes P3 grant

MINUTES Continued

FOR THE PARISH COUNCIL MEETING HELD ON 14.01.19

Monies held in Trust	876.34	Cricket Club, Bench donation, Playdays
SUNDRIES	15244.75	S106/CIL/Grants/Donations for various uses
S137	243.61	
Trim Trail	2407.90	
NLS	2956.87	
Emergency Plan	536.21	
VAT	-1713.75	balance to be claimed from HMRC
TOTAL	116415.81	

Bank Balance	132800.11	as bank reconciliation above
Restricted/Earmarked Funds	116415.81	87.7% of Bank balance
Contingency (Quarterly outgoings)	8000.00	6.0% of Bank balance
BALANCE AVAILABLE/UNRESTRICTED FUNDS	8384.30	6.3% of Bank balance

2218 MEMBERS REPORTS

- .01 **TEIGN ESTUARY:** Cllr. Nicholson shared a report from the Coastal and Intertidal Zone Archaeological Network (CITIZAN) who have been successful in their bid for Heritage Lottery Funding to establish six Discovery Programmes in areas around Britain where the risk to intertidal and coastal archaeology is extreme; this included the Teign Estuary. She reported her intention to liaise with Bishopsteignton Heritage Research Group as well as other groups within the parish. This was supported unanimously.
- .02 **ABANDONED BICYCLE:** Cllr. Benham reported what appeared to be an abandoned bicycle by the Coles Barn Bus Stop. The Clerk asked if Cllr. Benham could report this directly to TDC, they would investigate and remove the item. In case it had been lost or stolen the clerk offered to put Cllr. Benham's photos on Facebook.
- .03 **STONE LODGE:** Cllr. Benham expressed concern about the amount of 'private' and 'no entry' signage displayed on the footpath between The Lawns and the Newton Road adding it was intimidating for anyone walking this route. The Clerk said she would liaise with the PROW warden for the area to investigate further.
- .04 **TEIGNMOUTH HOSPITAL:** Cllr. Cawthraw raised concerns that BPC had not spoken up in the recent local campaign to save Teignmouth Hospital; both Teignmouth Town Council and Shaldon Parish Council have the issue high on their agendas. As Cllr. Cawthraw wished to make a proposal the Chairman proposed the matter be dealt with at this meeting rather than defer it until later in accordance with BPC standing order 10. This was seconded by Cllr. McDougall, agreed unanimously therefore **RESOLVED** for a motion to be raised.
It is proposed by Cllr. Cawthraw and seconded by Cllr. McDougall that BPC write to offer their support to the campaign for Teignmouth Hospital remains open. Agreed unanimously therefore **RESOLVED**.
- .05 **SCOUTS LITTERPICKING:** Cllr. Cawthraw referred to an email circulated earlier from a Scout hoping to raise funds for a European Scout Jamboree to Poland. The group are hoping to organise sponsored litter picking on Teignmouth Beach and well as through the village and riverside. The Clerk will work alongside leader to check what procedure they must follow regarding insurance and risk assessment for TDC to remove any waste which is collected.

2219 PUBLIC PARTICIPATION: None

The Chairman closed PART I of the meeting at 9.17PM

PART II

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media were excluded from this part of the meeting for the consideration of business for which publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

2220 2019/20 PRECEPT

Members reviewed the budget with additional amount to personnel costs since the expected publication of NALC salary scale for FY 2019/20. It was proposed by Cllr. Davey and seconded by Cllr. Cawthraw to resolve to approve final budget figure for submission to TDC at a precept total of £56,892 which is an increase of 5.23%. Agreed unanimously therefore **RESOLVED**.

2221 BISHOPS AVENUE CAR PARK ENHANCEMENT

MINUTES Continued

FOR THE PARISH COUNCIL MEETING HELD ON 14.01.19

An update was provided to members by way of a written report circulated prior to this meeting. This can be seen in appendix A. There were no questions and members were in agreement with the design proposals.

Quotes for the work had been requested but only one received to date. To eliminate the delay which would occur by waiting until the next full council meeting to approve a contractor it was proposed by Cllr. McDougall and seconded by Cllr. Cawthraw to delegate the decision to the working party. Agreed unanimously therefore **RESOLVED**.

Concerns were raised regarding the abandoned vehicle, which has a SORN licence; an owner needed to be found to ensure the car can be removed before work can commence. Clerk to post notices door to door along Fore Street whilst liaising with the DVLA.

The Chairman closed PART II of the meeting at 9.35PM

APPENDIX A: MEMBERS REPORT : UPDATE: BA CAR PARK ENHANCEMENT

After a site meeting held on Friday 11th Jan, the Bishops Ave car park working group are of the opinion that extending the parking area at eastern boundary by cutting into the bank adjoining the terraced houses will allow us to gain approximately a metre depth along 16m stretch. This will allow greater turning/manoeuvring space for vehicles; we felt this is worthwhile. The support wall could be Gabion baskets or concrete block (faced with local stone). For aesthetic reasons we preferred the latter and believe this option will be more acceptable to the conservation officer. The clerk is awaiting a response from Maureen Pearce at TDC.

The old block surrounding boundary wall would be removed; to be replaced by a hedge. (This idea came from Alison Prestt). This would add an annual cost for maintenance but cheaper in the long run as repairing bent railings /Masonry is also expensive. Again this is more likely to be acceptable to the conservation officer than the current wall.

The whole car park surface shall be removed and two layers of tarmac to finish off. Line-marked parking spaces also in the future. Quotes are being provided by 3 separate contractors.

We shall preserve the Weeping pear tree in the top corner of the area. The clerk has applied to the arboriculture officer at TDC for this to be crown lifted before the 1st March.

We are conscious the council's plans, once approved, need to be very well published and soon otherwise it may prove difficult to arrange clearing the area, free of vehicles. For example, the silver VW Polo which has a SORN notice and looks abandoned.

Keith Lambert
13/01/19