

# BISHOPSTEIGNTON PARISH COUNCIL

## MINUTES

### FULL COUNCIL VIRTUAL MEETING

HELD 7.00PM MONDAY 1<sup>ST</sup> JUNE 2020 USING ZOOM

#### 2455 ATTENDANCE

- .01 PRESENT: Cllr. Merritt (Chairman), Cllrs. Benham, Gateshill, Gill, Grimble, Jebson, Lambert, Nicholson & Parkes (9/9), Clerk: Mrs. K. Ford & up to 5 members of the public at different times.
- .02 APOLOGIES: None
- .03 DOI: None

#### 2456 OFFICIAL REPORTS

- .01 **POLICE:** PC. Harvey provided the following crime report for the period 05/05/20 to 31/05/20 - Common Assault (x2) Domestic related. Neither party supported any prosecution. No further action.

The clerk reported this would be the last report from PC Harvey who is due to retire with the next 4 weeks. The chairman asked that thanks and best wishes be conveyed from Bishopsteignton Parish Council. Agreed unanimously.

- .02 **COUNTY COUNCILLOR REPORT:** Cllr. Peart reported there is to be £167k of financial support available for struggling individual and families in the Teignbridge district. Further details of how to apply are yet to be published and he will keep BPC updated.

- .03 **DISTRICT COUNCILLOR REPORT:** Cllr. MacGregor responded to Cllr. Benham's enquiry regarding the £250m fund toward the creation of walking and cycling networks. He confirmed the criteria for the fund, which has been introduced since the break of the coronavirus pandemic, is for only new routes so can not be used to support the Teign Estuary Trail. He added the fund is to be spread across the whole of Devon, not just Teignbridge, and will be aimed mostly at urban areas only, not rural locations.

TDC are aiming to get back up to speed as soon as possible with the swift return of furloughed staff, as well as getting a plan drawn up quickly to reopen leisure centres on an appointment basis, although swimming pools shall not be reopened just yet.

There will be a campaign announced soon to assist in the promotion of using local shops and the local marketplace for purchases as these will struggle to regain normality.

Cllr. MacGregor reported waste management and refuse collection is currently stretched with waste levels up by 162%, not necessarily the result of the holiday period, although the fine weather and closure of cafes and restaurants is bring people out to eat and drink on the beach and in parks. He encouraged the public to put out as much cardboard as possible as this currently has a high value. Although the collection and what is selected and taken away is based on the capacity of the lorry used on each round.

Parish Councillors commented that the Paperchase scheme raises money for the preschool also by collecting paper and card.

When questioned about the reopening of public toilets he reported Teignmouth Town Council have open just one set of toilets, several in Newton Abbot, and some in smaller parishes across the district, but all should have a risk assessment in place.

#### 2457 RATIFICATION OF PREVIOUS MEETING MINUTES:

- .01 Minutes of the Full Parish Council virtual meeting held 04.05.20; it was proposed by Cllr. Grimble, seconded by Cllr. Gill, that these be approved as a true and correct record; to be signed in the future. Agreed unanimously therefore **RESOLVED**.
- .02 Minutes of the Planning committee virtual meeting held 15.05.20; it was proposed by Cllr. Nicholson, seconded by Cllr. Lambert, that these be approved as a true and correct record; to be signed in the future. Agreed unanimously therefore **RESOLVED**.

# BISHOPSTEIGNTON PARISH COUNCIL

## MINUTES - continued

FULL COUNCIL VIRTUAL MEETING - held 01.06.20

.03 Minutes of the Asset Management committee virtual meeting held 19.05.20; it was proposed by Cllr. Lambert, seconded by Cllr. Jebson, that these be approved as a true and correct record; to be signed in the future. Agreed unanimously therefore **RESOLVED**.

.04 Minutes of the Extraordinary full council virtual meeting held 19.05.20; it was proposed by Cllr. Jebson, seconded by Cllr. Lambert, that these be approved as a true and correct record; to be signed in the future. Agreed unanimously therefore **RESOLVED**.

### 2458 TEIGNBRIDGE LOCAL PLAN REVIEW

The clerk reported Teignbridge District Council have extended the consultation period with a revised closing date of 13<sup>th</sup> July. The task of finalising BPC comments for approval and submission was discussed.

It was proposed by Cllr. Nicholson to defer any consideration of draft comments until the planning committee meeting scheduled for 15<sup>th</sup> June. Extra meetings could be set up to finalise the draft response to each chapter, starting on Monday 8<sup>th</sup> June at 11am, and each day that week until ready for consideration and approval. This was seconded by Cllr. Parkes, agreed unanimously and therefore **RESOLVED**. Clerk to arrange meeting and advise members.

### 2459 CEMETERY – GARDEN OF REST ENHANCEMENT WORK BUDGET

Members considered the estimate which had been created by Cllr. Parkes and Ms. Kate Yeo; both were thanked for their time and efforts. The clerk added there was enough in the burial account to cover this budget and enhancement work in the cemetery was long overdue. Additional budget would be required to cover planting, but this could be discussed further and agreed in future.

It was proposed by Cllr. Lambert, seconded by Cllr. Grimble, that BPC approve the budget provided, £2,078 and for work to proceed with immediate effect. Agreed unanimously therefore **RESOLVED**.

### 2460 GOVERNANCE

.01 Members considered the clerks report. Both appendix C – **Draft Addendum to BPC Standing Orders** and & appendix D – **Draft Virtual Meeting Policy** were considered together. It was proposed by Cllr. Lambert, .02 seconded by Cllr. Gill, that both be adopted by BPC. Agreed unanimously therefore **RESOLVED**.

Clerk to advise of any minor alterations required to ensure the policies do not contradict with each other.

.03 Members considered the draft BPC Risk Management Schedule for 2020/21 which the clerk had updated and circulated prior to the meeting. It was proposed by Cllr. Nicholson, seconded by Cllr. Jebson, that this be adopted by BPC. Agree unanimously therefore **RESOLVED**.

.04 **Draft Social Media, Communication & Publication Policy** – Members considered in depth the possibility of sharing either video or audio recordings of BPC meeting on their website. Concern was raised about how this might be used once publicly available. Many members commented that all meetings are already open for public viewing and interaction, and that minutes of all meetings available following each meeting, in perpetuity. County Cllr. Peart and District Cllr. MacGregor felt the need to share these files was unnecessary. It was proposed by Cllr. Merritt, seconded by Cllr. Lambert, that BPC should adopt the draft policy subject to alternations which remove the suggested sharing of audio and video files. Agreed unanimously, therefore **RESOLVED**.

Clerk to amend policy accordingly and upload final adopted version to the BPC website.

### 2461 FINANCE

.01 **2019-20 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN:** Members reviewed section 1: Annual Governance Statement of the audit return. It was proposed by Cllr. Merritt, seconded by Cllr. Parkes, that BPC approve this statement and it is signed by the Chairman and clerk. Agreed unanimously therefore **RESOLVED**.

# BISHOPSTEIGNTON PARISH COUNCIL

## MINUTES - continued

FULL COUNCIL VIRTUAL MEETING - held 01.06.20

- .02 **PAYMENTS:** It was proposed by Cllr. Parkes, seconded by Cllr. Nicholson, that the payments listed below, in accordance with '200601 payment schedule' be approved; then processed by the clerk. Agreed unanimously therefore **RESOLVED** to approve. Clerk to process.

HMRC	Tax & NI for May 2020	253.81
Mrs. Kim Ford	Clerk salary for May 2020	1450.73
DCC Pension Fund	Employer & employee contribution to pension for May 2020	479.80
SLCC	Clerks CPD/Training webinar - Microsoft 365 Overview Inv 131694	36.00
BGS Ltd	Safety railing at St Johns - Inv 668	1395.26
BGS Ltd	Tree work at Cemetery - Inv 3958	72.00
Mrs. Kim Ford	Expenses - Kaspersky Antivirus software & Stamps	28.55
Mr. J. Parkes	Expenses - Chain & padlock for vehicular access gate at the Lawns	42.23
<b>TOTAL</b>		<b>3758.38</b>

- .03 **MONTHLY FINANCE STATEMENTS:** A statement for the period ending 31.05.20 had been forwarded to members. No questions raised therefore this was **NOTED** by members and signed by the chairman. Clerk to publish on the BPC website.

### 2462 MEMBERS REPORT:

- .01 **TEIGN ESTUARY TRAIL:** Notes for the liaison meeting held 11.05.20 had been circulated to members before the meeting. No questions raised; this document was **NOTED**. (copy available at [www.bishopsteignton-pc.gov.uk/teign-estuary-trail/](http://www.bishopsteignton-pc.gov.uk/teign-estuary-trail/))

### 2463 CLERKS REPORT: (Available on request) Members considered the report provided prior to the meeting and the following points were discussed further:

**Fore Street Toilets:** Quotes for the contract to be considered in part II. Questions were raised as to whether Legionella testing is required as water is source directly from the mains. This was discussed and it was concluded to continue with testing. It was agreed that this could be done anytime before or after reopening the toilets. A risk assessment is required before reopening the toilets, the clerk to produced this, gain BPC member approval via email and retrospectively at the full council meeting to be held 06.07.20.

**Estuary Beach at Flow lane:** It was noted that the matter will be dealt with by DCC public right of way officers. The Chairman added there has been police involvement in recent weeks, with several reports being made.

**Councillor Vacancies:** The Chairman acknowledged the sadness of losing these two members although both for understandable reasons which he explained to other members. It was proposed by Cllr. Merritt, seconded by Cllr. Lambert, that both Mr. Davey & Mr. Moore are sent thanks for their service to the parish. Agreed unanimously therefore **RESOLVED**.

**Dropped Kerb at Village Green:** Cllr. Lambert reported he was seeking quotes for this work, 2 received so far. It is hoped these could be reviewed by the Asset Management Committee at their next meeting.

### 2464 PUBLIC PARTICIPATION

- .01 Ms. K. Yeo enquired if BPC could assist Supply Stores in anyway as it is proving difficult to provide enough space to ensure social distancing which shopper wait outside. It was noted that social distancing is the responsibility of everyone as opposed the shop owner and staff. The clerk has previously offered cones so the spaces in front of the shop could be left free allowing additional space for the queue, but this offer was declined as these parking spaces are valuable in the vicinity. Clerk to seek advice from the DCC Neighbourhood Highways officer and liaise with the shop manager again offering BPC assistance if necessary.

# BISHOPSTEIGNTON PARISH COUNCIL

## MINUTES - continued

FULL COUNCIL VIRTUAL MEETING - held 01.06.20

.02 Mrs. E. Crawthraw wished to express thanks to Teignbridge District Councillor, via District Councillor MacGregor, for the Local Plan review consultation period extension to 13.07.20. BPC members seconded this thought.

Cllr. MacGregor reported the number of responses so far is much increased compared to previous consultations, the use of YouTube and Facebook to share video clips to explain each chapter has been particularly popular.

THE CHAIRMAN CLOSED PART I OF THE MEETING AT 8.42PM

## 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 the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business transacted.*

### 2465 CLEANING CONTRACT – FORE STREET TOILETS

Members considered three quotes received for cleaning three times per week of the public convenience on Fore Street. However, members were uneasy to select a contractor on the information provided as the two might possibly be lapsed and the clerk had been unable to make contact to confirm the prices quoted.

From the information provided it was proposed by Cllr. Nicholson, seconded by Cllr. Gateshill, that BPC offer Mr. P. Walton a 6-month contract, to commence on the day the facility is re-opened. FOR: 8, AGAINST: 1, therefore **RESOLVED**. Clerk to liaise with Paul to agree terms and a start date.

It was proposed by Cllr. Jebson, seconded by Cllr. Merritt, that a specialist cleaning company is employed to carry out a deep clean of the facility before it is re-opened. Agreed unanimously therefore **RESOLVED**. Clerk to arrange.

It was confirmed the toilets would not be re-opened immediately; only following the deep clean, approved risk assessment and completion of any actions highlighted within this document.

### 2466 LORD LIEUTENANT OF DEVON HONOURS: VOLUNTEERS DURING CORONAVIRUS

This item was raised by the chairman as a matter requiring immediate attention, but which cannot wait for the next full council meeting therefore it should be discussed despite no advance public notice as an agenda item. The clerk confirmed it was acceptable to proceed.

The Chairman explained contact from Sir Andrew Ridgway, as a deputy of the Lord Lieutenant of Devon, about the Queens birthday honours being delayed due to the coronavirus pandemic. As well as the delay there is an extension to include nominations for people whose efforts have been invaluable and proactive to help and support the community, where required because of Covid-19 lockdown restrictive measures. A nomination was suggested; for their overall commitment to volunteering to assist the community throughout the Covid-19 emergency, for their personal effort in supporting vulnerable people in our community as well as their ongoing commitment to other organisations and community groups.

The Chairman proposed this nomination from BPC. This was seconded by Cllr. Lambert. FOR: 8, AGAINST: 1. The application form shall be completed by the Chairman with assistance from the clerk if required.

THE CHAIRMAN CLOSED PART II OF THE MEETING AT 9.09PM