

BISHOPSTEIGNTON PARISH COUNCIL

MEMBER SUMMONS

Issued Wednesday 1st July 2020

Dear Council Member,

Your presence is required for the full council meeting of Bishopsteignton Parish Council via Zoom (meeting ID 857 5695 2405) on Monday 6th July 2020 at 7.00pm. An agenda of business to be transacted at this meeting is below.

Declarations of Interest: Please consider the declaration of any disclosable pecuniary interests or other interests for any agenda items. Should you wish to request dispensation please apply to the clerk in writing prior to the meeting.



Kim Ford - Clerk to the Council

clerk@bishopsteignton-pc.gov.uk

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AGENDA

OF FULL COUNCIL VIRTUAL MEETING TO BE HELD 7.00PM MONDAY 6TH JULY 2020 VIA ZOOM (ID 857 5695 2405)

As the first tier of local government and being closest to the people, we have the ability to influence decisions for the benefit of the community we serve.

In our endeavours we are mindful that we are entrusted to act in the best interests of the whole community; our aim being to facilitate the best value services and facilities for the Parish of Bishopsteignton.

PART I

2007.01	APOLOGIES & DOI: <ul style="list-style-type: none">i. Apologies for absence received prior to the meeting, to be noted.ii. Acknowledgment of DOI received for any item on the agenda; andiii. <i>If required</i> Clerk's response to any request for dispensation (made in writing prior to the meeting).
2007.02	OFFICIAL REPORTS from:- <ul style="list-style-type: none">i. PSCO/Policeii. Cllr. R. Peart - Devon County Councillor for Kingsteignton & Teign Estuary Divisioniii. Cllr. A. MacGregor – Teignbridge District Councillor for Bishopsteignton Ward
2007.03	RATIFICATION OF MINUTES for the following meetings: <ul style="list-style-type: none">i. Full council meeting held via zoom on 01.06.20ii. Planning committee meeting held via zoom on 15.06.20iii. Asset Management Committee held via zoom on Tuesday 12.06.20iv. Finance & Personnel Committee meeting held via zoom on 22.06.20
2007.04	COUNCILLOR VACANCY / CO-OPTION <p>In accordance with the result of the latest casual vacancy notification the Parish Council may co-opt 2 new members. Consider and resolve:</p> <ul style="list-style-type: none">i. Date of meeting for the co-option to be conducted. Future full council meeting dates include 10th August, 7th September, 5th October.ii. Consider if the co-option should take place in a zoom meeting or not until further relaxation of government guidelines will allow or a face to face meeting within the community centre.iii. the advertising period (with a closing date which allows BPC time to review any applications before the co-option meeting).iv. Preferred methods of publication & public engagement.
2007.05	LOCAL PLAN REVIEW <p>Using the final draft submission of members comments (Appendices A & B), amend if necessary and resolve a final response from BPC to be submitted to Teignbridge District Council.</p>
2007.06 01	ASSET MANAGEMENT REPLACEMENT BUS SHELTERS <p>Further to AMC research conducted to replace the existing bus shelter, members to consider this proposal.</p> <ul style="list-style-type: none">i. Review and resolve to appoint a contractor using the anonymous schedule of quotes provided (see Appendix C) for demolition of the existing shelters and extension of the concrete base to accommodate the new shelter.ii. Consider and resolve approval of the utilise CIL funds to meet the costs of this project.
02	LAWNS TOILETS & MUGA CARETAKER <ul style="list-style-type: none">i. Update from Clerk on new contract proposal following retirement of current contractor, Mr. R. James. Council to consider and resolve to approve.ii. Council to consider and resolve to approve a reward in recognition of Mr. James service to BPC

2007.07	PLANNING: CURRENT APPLICATION: 19/01341/FUL – Coombe Cellars – Retention of eight flood lights set on two poles – Consider submission of further comments following the provision of additional document as requested by the delegate planning officer. For further details and new reports use the following link: https://www.teignbridge.gov.uk/planning/forms/planning-application-details/?Type=Application&Refval=19/01341/FUL
2007.08	LONG SERVICE GIFT To consider and resolve approval of a gift in recognition of long service to Bishopsteignton Parish Council for Mr. T. Davey. (To be purchased using the General power of Competence)
2007.09 01	FINANCE: 2019-20 AUDIT SUPPORTING PAPERS: To be noted (previously noted by the Finance & Personnel Committee at their meeting held 22.06.20) i. BPC Statement of Accounts 2019-20 (appendix D) ii. Internal Audit report (Appendix E) iii. Completion of Annual Governance & Accountability Return: Annual Internal Audit 2019/20 (page 3 of Appendix F). .02 Annual Governance & Accountability Return for BPC Accounts 2019-20: In accordance with minute reference FPC2006.05.03. The Finance & Personnel Committee recommend that BPC: i. approve & sign accordingly section 2: Accounting Statement for 2019/20 (page 5 of Appendix F); and ii. adopt the completed Annual Governance & Accountability Return for BPC Accounts 2019-20 (Appendix G) as a true and correct record to be by submission to the appointed external auditor. .03 PAYMENTS: Resolve payment transactions detailed in '200706 Payment Schedule' (Appendix H). .04 MONTHLY FINANCE STATEMENT: Resolve to acknowledge '200630 Financial Statement' (Appendix J). .05 BPC Grant Awards 2020-21: In accordance with minute reference FPC2006.03. The Finance & Personnel Committee recommend that BPC award Bishopsteignton Scout Group a £450 grant for the purposes detailed in the application form (Appendix K).
<i>NB: Matter brought to the council in either of the following two section cannot be concluded by resolution as there is no written notice and/or it is not featured on the agenda. Items requiring further consideration and/or full council resolution can be deferred to a future agenda of a committee or to the next meeting of the full council for which it will be an agenda item and therefore a resolution may be reached.</i>	
2007.10	CLERKS REPORTS: A report of updates for ongoing matters, notification of actions taken and any new/forthcoming business for the council for information. (Appendix L)
2007.11	PUBLIC PARTICIPATION: A period of 5 minutes will be allowed for members of the public to raise questions or make comment regarding any other activity, new or ongoing concern within the parish.

PART II – MEMBERS ONLY

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media are 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 to be transacted.

2007.12	CLERKS CONTRACTED HOURS To consider the following recommendation made in accordance with Finance & Personnel Committee minute reference 2006.06: The Finance & Personnel Committee recommend that BPC resolve to approve 2 hours per week are added to the clerks contracted hours for the period 01.07.20 to 31.12.20, and that this be paid from the burial account. <i>This temporary revision will incorporate a regular review of the hours worked by the clerk, how these are utilised and where alternative methods and delegation can be encouraged to improve productivity. In addition, future budgets will allow for a portion of the clerk's salary to be paid using the burial account funds as opposed to 100% from the precept.</i>
2007.13	LORD LIEUTENANTS RECOGNITION FOR COVID-19 CONTRIBUTION Consider nominations for attendees to the Lord Lieutenants Garden Party to be held in recognition of voluntary contributions relating to the Coronavirus pandemic within the community.



Kim Ford, Clerk to the Council