

# BISHOPSTEIGNTON PARISH COUNCIL

## FINAL DRAFT MINUTES

### FULL COUNCIL VIRTUAL MEETING

HELD 7.00PM MONDAY 6<sup>TH</sup> JULY 2020 USING ZOOM

#### 2473 ATTENDANCE

- .01 PRESENT: Cllr. Merritt (Chairman), Cllrs. Benham, Gateshill, Gill, Grimble, Lambert, Nicholson & Parkes (8/9), Clerk: Mrs. K. Ford & up to 4 members of the public at different times.
- .02 APOLOGIES: Cllr. Jebson (1/9)
- .03 DOI: None

#### 2474 OFFICIAL REPORTS

- .01 **POLICE:** The clerk reported PC. Harvey has now officially retired. His replacement is PC. Clarke Orchard, who lives in the Parish. He has not officially started the role yet, so the following table has been provided by Sargent Ross but no further detail of the individual crimes.

Bishopsteignton crimes recorded in the period 01/05/20 to 01/07/20:

Offence	Recorded Crime 01/05/2020 to 01/07/2020	Recorded Crime 01/05/2019 to 01/07/2019	Recorded Crime % Difference
Violence with Injury	1	0	-
Violence without Injury	2	1	100.0%
Burglary Non-Dwelling	1	0	-
Shoplifting	2	4	-50.0%
Other Theft	0	2	-100.0%
Criminal Damage	1	4	-75.0%
Public Order Offences	1	0	-
Possession of Drugs	1	0	-
<b>Total</b>	<b>9</b>	<b>11</b>	<b>-18.2%</b>

- .02 **COUNTY COUNCILLOR REPORT:** Cllr. Peart reported:

- During June 99 schools across Devon have reopened and attendance on Monday 15<sup>th</sup> was 17,600 of which 2,525 were vulnerable.
- Waste and Recycling centres were still not accepting waste from business and trade but have increase capacity to include vans, but pre-booking is required.

- .03 **DISTRICT COUNCILLOR REPORT:** Cllr. MacGregor reported:

- TDC are not opening playgrounds immediately, although there have been reports of them being used.
- Plan to reopen leisure centres soon, not including swimming pools, on a pre-booked only basis with membership priority. Swimming pools will come later however it was confirmed the Teignmouth Lido will not reopen during 2020.
- Furloughed TDC staff were being eased back to work steadily. Beach resort staff and park rangers already up to speed to meet holiday season demands.
- TDC Recovery Plan: The financial gap which was originally believed to be in the region of £11m is more likely to be approximately £7m. This will mean the council are more cautious with spend in the future.
- There has been much unauthorised trespassing activity, particularly in Decoy. These have now moved on, out of the district, toward Exeter. Conflicting advice from solicitors and police has been difficult to decipher and therefore has caused delays.

#### 2475 RATIFICATION OF PREVIOUS MEETING MINUTES:

- .01 Minutes of the Full Parish Council virtual meeting held 01.06.20; it was proposed by Cllr. Grimble, seconded by Cllr. Parkes, that these be approved as a true and correct record; to be signed in the future. Agreed unanimously therefore **RESOLVED**.

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FULL COUNCIL VIRTUAL MEETING - held 06.07.20

- .02 Minutes of the Asset Management committee virtual meeting held 12.06.20; it was proposed by Cllr. Parkes, seconded by Cllr. Grimble, that these be approved as a true and correct record; to be signed in the future. Agreed unanimously therefore **RESOLVED**.
- .03 Minutes of the Planning committee virtual meeting held 15.06.20; it was proposed by Cllr. Benham, seconded by Cllr. Lambert, that these be approved as a true and correct record; to be signed in the future. Agreed unanimously therefore **RESOLVED**.
- .04 Minutes of the Finance & Personnel committee virtual meeting held 22.06.20; it was proposed by Cllr. Gateshill, seconded by Cllr. Benham, that these be approved as a true and correct record; to be signed in the future. Agreed unanimously therefore **RESOLVED**.

### 2476 COUNCILLOR VACANCY / CO-OPTION

The clerk reported that electoral services had not received 10 or more requests for a by-election during the Casual Vacancy Notification period therefore the current council can co-opt to fill the two vacant seats on BPC. Members considered the date and means of this co-option. It was proposed by Cllr. Merritt, seconded by Cllr. Parkes that the co-option take place at the full council meeting to be held Monday 7<sup>th</sup> September, whether this be a remote virtual meeting or face to face. This was unanimously agree therefore **RESOLVED**.

It was also agreed that promotion of the vacancies be carried out using the Chronicle, BPC website, Social media and noticeboards. The end date for the receipt of applications shall be Friday 21<sup>st</sup> August 2020.

A member of the public, chairman of Bishopsteignton Scout Group, reported the scouts were looking for voluntary tasks to contribute to their badge work and if leaflets could be produced, they would be able to deliver. The chairman gave thanks for the offer and said this could be further considered.

### 2477 TEIGNBRIDGE LOCAL PLAN REVIEW

Members reviewed the draft which had been circulated prior to the meeting as well as the additional comments from several residents. Cllr. Nicholson thanks Mr. Grimshaw for his input and felt these should be incorporated into the Parish Councils final submission. She also felt that more emphasis should be place on policy EN1 – Strategic Breaks.

Cllr. Benham gave thanks to Cllr. Nicholson for the work carried out towards producing the draft comments document. The chairman endorsed these thanks extending them to all involved so far, including members, the clerk and parishioners.

It was proposed by Cllr. Benham and seconded by Cllr. Lambert, to approve the draft comments, subject to the minor alterations and additions discussed, and that this be submitted to Teignbridge District Council before the expiry date. Agreed unanimously therefore **RESOLVED**.

### 2478 ASSET MANAGEMENT

#### .01 REPLACEMENT BUS SHLETERS

Cllr Parkes reported the research so far and the reasons behind this. All bus shelters are in a poor state of disrepair and will require remedial work or replacement soon. A schedule of quotes for the removal of the existing shelters was reviewed however it was considered premature and not comparable and that further research is required, and the confirmation of costs, methods and risks are sought.

Considerations included the how the costs for this project should be met. It was agreed that this matched with the criteria for the use of Community Infrastructure Levy allocated to the Parish. It was proposed by Cllr. Nicholson and seconded by Cllr. Merritt, that in principle agreement is given to the allocation of up to £5k of Bishopsteignton CIL funds to this project. With further research into alternative funds being conducted as well as the research mentioned above. This was unanimously agreed and therefore **RESOLVED**.

#### .02 LAWNS TOILETS & MUGA CARETAKER

The clerk provided an update on the resignation/retirement of Mr. Roger James from the contracted post of MUGA caretaker and cleaner of the Lawns public toilet. It was proposed by Cllr. Benham and seconded by Cllr.

DATED:

CHAIRMAN:

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Lambert that using the General Power of Competence (SI.961, The Localism Act 2011 (Consequential Amendments) Order 2012) to purchase a thank you gift of £50 voucher for Otter Nurseries to be presented with a thank you card. FOR: 7, ABSTAIN: 1. Therefore **RESOLVED**.

### 2479 PLANNING

**19/01341/FUL – Coombe Cellars – Retention of eight flood lights set on two poles** – Members consider new information and the numerous objections relating to this application and the submission of further comments from BPC. It was proposed by Cllr. Nicholson and seconded by Cllr. Grimble that BPC submit a further objection to this application, wording to be agreed between Cllr. Nicholson and the Clerk. Agreed unanimously, therefore **RESOLVED**.

### 2480 LONG SERVICE GIFT

Consideration was given to awarding a thank you gift to thanks Mr. Trevor Davey for his long service to Bishopsteignton Parish Council. It was proposed by Cllr. Merritt, seconded by Cllr. Lambert, that a budget of £100 is set and for gift ideas the clerk should liaise with Mrs. Davey. FOR; 7, AGAINST: 1, therefore **RESOLVED**.

### 2481 FINANCE

.01 **2019-20 ACCOUNTS AUDIT SUPPORTING PAPERS:** The following papers were noted.

- BPC Statement of Accounts 2019-20
- Internal Audit Report for BPC accounts 2019-20 from Lee Accounting.
- page 3 - Annual Internal Audit (completed) of the 2019-20 Annual Governance and Accountability Return (AGAR)

.02 **2019-20 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR):** Members reviewed all the sections of the 2019-20 AGAR, completed by the clerk/RFO and provided prior to the meeting. To be noted and approved specifically was section 2: Accounting Statement (page 5) for which the Finance & Personnel Committee at their meeting held 22.06.20 recommended that BPC adopt as a true and correct record and approve for the chairman and clerk/RFO to sign accordingly. This was proposed by Cllr. , seconded by Cllr. , agreed unanimously therefore **RESOLVED**.

.03 **PAYMENTS:** It was proposed by Cllr., seconded by Cllr., that the payments listed below, in accordance with '2007 payment schedule' be approved; then processed by the clerk. Agreed unanimously therefore **RESOLVED** to approve. Clerk to process.

HMRC	Tax & NI for June 2020	0.00
Mrs. Kim Ford	Clerk salary for June 2020	1659.33
DCC Pension Fund	Employer & employee contribution to pension for June 2020	479.80
BGS Ltd	Bollard installation at The Lawns Inv 722 (To be claimed from S106)	1123.20
BGS Ltd	Parish Maintenance & Grass cutting Q1 20/21 Inv 4026	3384.00
Lee Accounting SW Ltd	Internal Audit on completion	240.00
P. Walton	Removal of Lawns noticeboard	45.00
J. Parkes	Expenses: Timber for GOR, Cemetery	171.72
WT Consultancy	Legionella Riak Assessment Inv. I07420	270.00
Morris McGinns	Key cutting for Fore St toilets	27.76
Amazon Business	Various: see invoices provided	132.64
Ravus	Digger work at Cemetery GOR	150.00
L.M.James	Q1 2020-21 Lawns toilet & MUGA caretaker contract	522.60
H S Hire	Digger Hire for Cemetery work	221.32
Mrs. Kim Ford	Expenses: see breakdown	67.13
<b>TOTAL (Gross. Incl VAT – to be reclaimed)</b>		<b>8494.50</b>

.04

DATED:

CHAIRMAN:

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**MONTHLY FINANCE STATEMENTS:** A statement for the period ending 30.06.20 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.

.05 **BPC GRANT AWARD 2020-21:** Members considered the application and the recommendation made by the Finance & Personnel Committee at their meeting held 22.06.20.

It was proposed by Cllr. Lambert, seconded by Cllr. Gill, that BPC award the requested amount, £475.00, to First Bishopsteignton Scout Group to enable them to purchase a secondhand minibus. Agreed unanimously therefore **RESOLVED**.

**2482 CLERKS REPORT:** (Available on request) Members considered the report provided prior to the meeting and the following point were discussed further:

- More confusion had been caused by the new signage on PROW 3, Flow Lane. This was noted and it was agreed to reassess later before any further action is taken.

### **2483 PUBLIC PARTICIPATION**

.01 The Chairman of 1<sup>st</sup> Bishopsteignton Scouts provided an update on the sale of the headquarters building. The sale had been agreed and is progressing subject to contract. The guides are pulling out of the village and will be taking their 50% equity; they can no longer sustain a Girlguiding group in the village due to a lack of adult support. Negotiations are ongoing with TDC for permission for a new building within the car park at Michael's Field, a Heads of Terms is being considered. Cllr. Nicholson asked if the original transfer deeds stipulated the building should be retained by the village for local use, Mrs. Cawthraw confirmed this was local misinformation and the condition did not exist, all original and subsequent paperwork had been checked.

.02 Cllr. MacGregor reported advice from Teignmouth town Council to be noted, that everyone reporting crimes to the police via 101 should ensure they receive a crime reference number. Police performance is monitored using these figures and by not issuing a reference number it appears police officer numbers are no longer required in some areas. Logging all crime and receiving an allocated crime reference number will help to retain police officer numbers.

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.*

### **2484 CLERKS CONTRACTED HOURS**

Members had been asked to consider a recommendation made by the Finance and Personnel Committee at their meeting held 22.06.20 however before members discussion was permitted to take place or the recommendation was even considered Cllr. Merritt proposed that the matter be deferred. The clerk asked for an explanation for this action. He indicated more information and time was required to consider the full implications. The clerk disagreed due to the provision of a clerk's report to the F&P Committee (*available on request*) and their unanimously resolved recommendation being made two weeks previously. The proposal for deferral was seconded by Cllr. Nicholson, who expressed reluctance to agree to an increase in hours for the clerk in the current economic climate. Cllr. Gill asked if the matter would be deferred back to the F&P Committee or straight to full council, no definitive response was given. Cllr. Benham suggested that once this matter is considered at a future meeting it will be possible to back date the additional payment for time already worked. FOR: 4, AGAINST: 2, ABSTAIN: 2. Therefore deferral of this matter to a future meeting is **RESOLVED**. This will be after the clerk's annual appraisal (date to be arrange) to be conducted by Cllrs. Merritt and Nicholson.

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**CHAIRMAN:**

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### 2485 LORD LIEUTENANT OF DEVON RECOGNITION FOR COMMUNITY CONTRIBUTIONS DURING COVID 19

Cllr. Merritt reported further communication from Sir Andrew Ridgway regarding the submission of nominations for members of the parish to attend a garden party to be hosted by the Lord Lieutenant of Devon to give thanks for members of rural villages for the support they have given to their community during Covid-19 lockdown. Members considered several names and it was agreed to criteria was not clear enough, with no limit to nomination or a deadline for submission. It was agreed for the Chairman to resort back to Sir Andrew for further details and then liaise with the clerk to gather names from various contact in the village.

THE CHAIRMAN CLOSED PART II OF THE MEETING AT 9.15PM