

BISHOPSTEIGNTON PARISH COUNCIL

MINUTES

FULL COUNCIL VIRTUAL MEETING

HELD 7.00PM MONDAY 5TH OCTOBER 2020 USING ZOOM

PART I

2518 ATTENDANCE

- .01 PRESENT: Cllr. Merritt (Chairman), Cllrs. Benham, Gateshill, Gill, Grimble, Lambert, Nicholson & Watson (8/8), Clerk: Mrs. K. Ford, District Cllr. A. MacGregor, County Cllr. R. Peart & up to 4 members of the public at different times.
- .02 APOLOGIES: PC. Orchard/PCSO. Bunce
- .03 DOI: None

2519 OFFICIAL REPORTS

- .01 **POLICE:** The following reports had been forwarded by PC. Orchard prior to the meeting:

1. Monthly crime report/figures for the month of September 2020.

Offence	Recorded Crime 01/09/2020 to 29/09/2020	Recorded Crime 01/09/2019 to 29/09/2019	Recorded Crime % Difference	Incident Closing Category	Incidents - 01/09/2020 to 29/09/2020	Incidents - 01/09/2019 to 29/09/2019	Incidents % Difference
Violence with Injury	2	2	0.0%	Anti Social Behaviour	2	2	0.0%
Violence without Injury	1	1	0.0%	Crime Recorded	2	2	0.0%
Shoplifting	0	2	-100.0%	Public Safety	4	4	0.0%
Criminal Damage	2	0	-	Transport	5	4	25.0%
Public Order Offences	1	0	-	Total	13	12	8.3%

2. **'Shellfish on the TEIGN'**. Information pack and appropriate signposting on the recent concerns re: harvesting/gathering shellfish on the rivers **TEIGN** and **EXE**. *Available from the clerk on request.*
- 3.. The date proposed for the next Community Speed Watch is Saturday 3rd October 2020 at the designated approved site within the village. An update will follow.

PC. Orchard also provided the following:

I would like to take this opportunity to introduce myself as your local Neighbourhood Beat Manager and inform you that I am looking to hold Police and Communities Together meetings (**PACT meeting**) within the village moving forward to give you chance to raise issues affecting your local area and simply give you the opportunity to meet me in person.

The meetings will be advertised in advance via your Parish Chronicle newsletter and social media platforms with dates, times and venue(s) highlighted in the hope they are well attended (naturally all Govt. social distancing guidelines will be adhered to) to give you the chance to discuss any concerns or issues with your local Neighbourhood Policing Team especially in these unprecedented times.

In addition to these meetings I will be passing through most days and I am more than happy to stop and discuss any concerns you may have. Finally, we are looking to work closely with your local **'Community Speed Watch'** team to monitor speed of vehicles in and around the village to ultimately

- Reduce death and injury on the roads
- Improve the quality of life for local communities
- Reduce the speed of vehicles to the speed limit
- Increase public awareness of inappropriate speed.

- .02 **COUNTY COUNCILLOR REPORT:** Cllr. Peart reported some figures collated and presented during this year's annual recycling week, 21 to 27th September and noted kerbside recycling rates increased during lockdown and the rate of recycling in Devon is now 56%, one of the highest counties in the UK.

Cllr. Peart also gave a report of some of the relevant figures for cases and deaths due to Covid-19 in Devon.

- .03 **DISTRICT COUNCILLOR REPORT:** Cllr. MacGregor responded to a query from Cllr. Benham, that TDC will not be implementing 3-week cycle for black bin collection soon. Theoretically the reduced collection scheme should encourage more waste to be recycled however TDC felt problems with storage of waste at people's homes may lead to an increase in fly-tipping.

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He reported more than 1,000 additional green bin licences have been applied for and issued this year.

Air quality is being closely monitored by TDC with a noted improvement during lockdown but now restrictions have been lessened and traffic is increasing the quality is being detrimentally affected.

Financially, for the district council, income from council tax has seen a 7.8% decrease due to increased claims for benefits and income from business rates has decreased by 1.8%.

In leisure, centres are now running at 1/3 of regular capacity. All parks and open spaces remain functioning and well maintained by a full crew.

Cllr. Gill reported an increase in parked traffic at Michaels Field on weekends, even on the grass verges on approach, which he considered dangerous. He asked if the DC would be addressing this potential problem. Cllr. MacGregor would investigate.

Cllr. Benham asked about the high levels of CO2 from Broadmeadow Leisure Centre, particularly after the centre closes in the evenings. Would TDC be contacting onsite staff to ensure all equipment is turned off as well as a suitable turnover of tired, inefficient equipment. Cllr. MacGregor to investigate.

2520 RATIFICATION OF PREVIOUS MEETING MINUTES:

- .01 Minutes of the Full Parish Council virtual meeting held 07.09.20; it was proposed by Cllr. Grimble, seconded by Cllr. Benham, 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 21.09.20; 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**.
- .03 Minutes of the Asset Management committee virtual meeting held 23.09.20; it was proposed by Cllr. Grimble, seconded by Cllr. Benham, 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 08.09.20; it was proposed by Cllr. Benham, seconded by Cllr. Gill, that these be approved as a true and correct record; to be signed in the future. Agreed unanimously therefore **RESOLVED**.
- .05 The notes of the following meetings were **NOTED**:
 - Teign Estuary Trail joint liaison meeting held 14.09.20
 - St Johns Churchyard annual joint inspection held Monday 28.09.20
 - Highways liaison meeting held 30.09.20
- .06 The minutes of the BERT meeting held 15.09.20 were NOTED. Mrs. Cawthraw, as chair of BERT, offered the following updates:
 - Cllr. Watson was thanked for joining BERT, for which he will lead on IT.
 - Mr. L. Myers has stood down from the committee, to be replaced by Mr. Alan Gillespie in due course.
 - Since the phasing out of lockdown the committee were stood down from response mode. They are preparing for possible action with winter approaching and potential further lockdowns.
 - Bishopsteignton Care Watch have taken on some the response duties from BERT, their coordinator is Lis Durham.

2521 FINANCE

.01 PAYMENTS:

Following a brief discussion for clarification it was proposed by Cllr. Gill, seconded by Cllr. Grimble, that the payments listed below, in accordance with '201005 payment schedule' be approved; then processed by the clerk. Agreed unanimously therefore **RESOLVED** to approve. Clerk to process.

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HMRC	Tax & NI for September 2020	254.01
Mrs. Kim Ford	Clerk salary for September 2020	1481.75
DCC Pension Fund	Employer & employee pension contribution for September 2020	492.77
BGS Ltd	Q2 20-21 Parish Maint & Grass Cutting contract Inv 4586	3384.00
Morris McGinn Ltd	Paint etc for Luton Phone box refurb. Inv TT665097	67.48
Amazon Business	Various - see invoices	375.97
Machine Mart Ltd	BERT Shelves for shed	85.18
Russell Edwards	Repairs to MUGA floodlights, PIR in Lawns toilets	270.88
Mrs. Kim Ford	Expenses Sept 2020 - Various see receipts and retirement gift	151.58
DALC	Attendance at Planning training for KB, SN & HM	54.00
P. Walton	Repair bench on Fore Street	35.00
TOTAL (Gross. Incl VAT – to be reclaimed)		6652.61

.02 **MONTHLY FINANCE STATEMENTS:** A statement for the period ending 30.09.20 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.

The Chairman reported a statement of available funds and for their eligibility from grants, CIL and S106 will be provided to member before the next full council meeting. Clerk to produce.

2522 PLANNING

.01 **APP REF:** 20/01601/HOU - St Fillans, 28 Murley Crescent, TQ14 9SH

PROPOSAL: Single storey rear extension

It was proposed by Cllr. Nicholson, seconded by Cllr. Lambert, that the following comment be submitted.

Agreed unanimously therefore **RESOLVED**.

PC COMMENTS: No Objection

2523 DCC CONSULTATION OF THE UPDATED LOCAL FLOOD RISK MANAGEMENT STRATEGY FOR DEVON

Members consider the response given by DCC to the BPC enquiry made following last months meeting where this item was deferred.

It was proposed by Cllr. Benham, seconded by Cllr. Nicholson, for BPCs response to include detailed reference to the county councils Climate Emergency declaration, and to reiterate the questions raised in BPCs original enquiry. Agreed unanimously, therefore **RESOLVED**.

2524 BPC STRATEGIC PLANNING: PRIORITIES & ROUTINES

The Chairman introduced the documentation asking members for their observations and suggestions.

Several minor changes to wording were suggested and would be incorporated.

Cllr. Benham felt it was important that each objective/priority or 'project' must have a leader and involve the appropriate members; that these were not for the clerk alone to manage. Cllr. Watson agreed adding that each should be given a timescale also.

.01 Cllr. Nicholson felt the council should be looking at guidelines for project management simultaneously, she had drafted an example and requested the clerk forward this to the working party for their consideration.

It was proposed by Cllr. Merritt, seconded by Cllr. Nicholson, that the document 'Strategic Planning' (app D) is adopted subject to the agreed amended wording, inclusion of project manager and timescales for each project but that a procedure for project management is drawn up to be referenced alongside this. Agreed unanimously therefore **RESOLVED**. The working party will arrange to meet to consider a written procedure for BPC project management.

It was proposed by Cllr. Gateshill, seconded by Cllr. Gill, that the document 'BPC Routines' (app E) is adopted subject to minor agreed amendments to the wording. Agreed unanimously therefore **RESOLVED**.

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.02 It was agreed to defer consideration for the methods and detail of publication of these documents until a project management scheme is adopted and the Strategic planning document includes appointed project manager/leader and timescale details.

2525 VACANCIES

Members discussed the options for filling the three current vacancies on BPC. As new members, including the two more recently appointed are unable to attend New Councillor training in the foreseeable future it was agreed the co-option of further new members should be delayed until face-to-face meetings are permitted and considered safe practice. Although Zoom meetings are considered accessible for most it does not completely provide equal opportunities for potential applicants. When restrictions are lifted, and BPC know face-to-face meetings may resume the item shall be added to the agenda to consider promotion of the vacancies again. The above strategy was proposed by Cllr. Gill, seconded by Cllr. Nicholson, agreed unanimously and therefore **RESOLVED**.

2526 BPC FULL RISK MANAGEMENT SCHEME

The clerk reported there were no necessary amendments to the current scheme, last reviewed and adopted in June 2020.

The clerk raised concern that playgrounds, since reopening following Covid lockdown, have not been inspected for health and safety defects. Cllr. Watson offered to assist Cllr. Benham with this process as he regularly visits both playgrounds with family. Members to liaise to ensure and inspection every fortnight during the winter.

2527 ECOLOGICAL EMERGENCY DECLARATION

Members consider the report provided by Cllr. Benham, who added that Teignbridge District Council have also action this additional issue into its declaration.

It was proposed by Cllr. Benham, seconded by Cllr. Lambert, that Ecological be added to the Parish Council Climate Emergency declaration, originally made 13.05.19. This was unanimously agreed, therefore **RESOLVED**.

The wording of this now reads:

BPC declare a Climate & Ecological Emergency and publicise this to the community to raise awareness and support the public in taking action. BPC will prepare an Action Plan within 6 months on actions it will undertake to address this emergency. A working party led by Cllr. Benham, will liaise with members of Sustainable Bishop to understand and develop resolutions suitable for the council to include in the Action Plan.

Further to the declaration Cllr. Benham asked BPC to consider the possibility of working closely with Action in Teignbridge (ACT) who may be looking for a partner council to assist in the preparation of strategy and policies to lower their CO2 emissions.

It was proposed by Cllr. Benham, seconded by Cllr. Watson, that BPC agree to the above in principle, depending on the involvement required but are please to meet with ACT, if required, but without further commitment initially. Agreed unanimously therefore **RESOLVED**.

2528 VILLAGE GREEN MEMORIAL TREE

The proposal from Cllr. Merritt, in accordance with his members reports was considered. The final location and species of tree was also discussed.

It was proposed by Cllr. Benham, seconded by Cllr. Lambert, to grant permission for a memorial tree for Mr. Roy Halsey to be included in the planting program at Bishopsteignton Village Green. Agreed unanimously therefore **RESOLVED**.

2529 PUBLIC RIGHT OF WAY 3 FLOW LANE

Members consider the emailed correspondence which had been circulated prior to the meeting.

It was proposed by Cllr. Gatheshill, seconded by Cllr. Nicholson, that a response from the Parish Council should be brief, should iterate the BPC does not condone but cannot control the public trespass onto private land. This was unanimously agreed and therefore **RESOLVED**.

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2530 THE LAWNS: CREW COFFEE PROPOSAL

The clerk referred to the email which was circulated to members prior to the meeting in which Teignbridge District Councils solicitor indicated a licence agreement, drawn up by legal professionals would need to be in place. Teignbridge would consider granting permission on receipt of an official request which indicates the benefit, to the community if not financial, from the proposal.

Cllr. Lambert raised concern over the financial implication as well as additional work for the clerk which may be brought about by this project. For this reason, he proposed that BPC do not proceed unless Crew Coffee were prepared to cover the cost of BPC solicitor fee. This was seconded by Cllr. Benham and agreed unanimously therefore **RESOLVED**.

2531 CLERKS REPORT: (Available on request) Members considered the report provided prior to the meeting and the following point were discussed further:

- Cllr. Nicholson corrected that a financial summary of the War Memorial railings and Methodist church driveway could not be completed until after the bollard covers have been installed and the pathway surface is finished.
- Cllr. Nicholson reported BPC will be considering a response the government consultation on Changes to Planning at the planning committee meeting to be held 19.10.20.

2532 PUBLIC PARTICIPATION: None.

THE CHAIRMAN CLOSED 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.

2533 BPC & GDPR:

Mr. James Hooper from Dotcombo Ltd, host and technical support for the BPC website, gave a full presentation to members detailing their responsibilities for data protection under the General Data protection Regulation of 2018 and gave two options of how these obligation might be met in the future.

It was proposed by Cllr. Merritt, seconded by Cllr. Lambert, that BPC will meet its statutory obligation for Data Protection as set out in the General Data Protection Regulation 2018 by taking the following action:

- a. The BPC develop and publish its own GDPR policy and Privacy Notice*
- b. Each councillor is issued a BPC email address*
- c. Each councillor is issued a device for the sole purpose of BPC work*
- d. The devices will be centrally managed to comply to the GDPR security policy (Password protection, data loss protection)*

FOR: 6, AGAINST: 1, ABSTENTION: 1, therefore **RESOLVED**.

2534 CLERKS HOURS:

Due to the late hour and as members have been in this meeting since 7pm, it was agreed unanimously to defer this agenda item until Friday 9th October, 7pm, for a full Council Part II meeting.

THE CHAIRMAN CLOSED THE MEETING AT 9.48PM