

BISHOPSTEIGNTON PARISH COUNCIL

MINUTES

FULL COUNCIL VIRTUAL MEETING

HELD 7.00PM MONDAY 7TH DECEMBER 2020 USING ZOOM

2559 ATTENDANCE

- .01 PRESENT: Cllr. Merritt (Chair), Cllrs. Benham, Gateshill, Gill, Grimble, Lambert, Nicholson & Watson (8/8), Clerk: Mrs. K. Ford, District Cllr. A. MacGregor, County Cllr. R. Peart & 3 members of the public.
- .02 APOLOGIES: PC. Orchard/PCSO. Bunce
- .03 DOI: None

2560 OFFICIAL REPORTS

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

Monthly crime report/figures: For the period 01/11/2020-28/11/2020: 1 count of criminal damage; no specific details provided.

Community Speed Watch: 'River Teign' speed watch has completed 3 sessions in November. 33 vehicles were exceeding the speed limit. The maximum speed recorded this session was 42 mph. Areas that were monitored were MICHAELS FIELD, BISHOPSTEIGNTON and SHALDON BRIDGE (x2).

Other matters: Please report any suspicious persons/activities and record vehicle registration details if used. Please contact the police on 999 if the incident is happening there and then, or by 101 (emailing is quicker) if it is historic.

Please avoid leaving valuable power tools or gardening equipment unattended wherever possible. Record serial numbers of such items and use a UV pen to property mark them with your postcode. Please pay extra attention to home and car security.

Consider some sort of shed alarm if your shed is out in the middle of nowhere and register valuable electrical items and power/garden tools on the website www.immobilise.com which also gives advice on other security measures. For outboard engines consider fitting a tracking device, record the engine serial number and property mark and use the Immobilise website. PLEASE PAY EXTRA ATTENTION DURING THE FESTIVE SEASON!!!!

We will continue to monitor the parking issues in and around ST MARY MAGDALENE CLOSE and the recent Anti-Social Behaviour issues at THE LAWNS RECREATION GROUND.

PC Clarke Orchard – officer 17015

Clarke.ORCHARD@devonandcornwall.pnn.police.uk

- .02 **COUNTY COUNCILLOR REPORT:** Cllr. Ron Peart gave the following report:

Schools in Devon: As you know schools have been fully open since the autumn term started. Teachers and staff have done an amazing job in organising their school, round the COVID 19 guidance and restrictions. COVID19 cases were low to start with, but since the return to school after half term cases have risen. Last week we had over 2600 children self-isolating and over 400 teachers. This has put a real strain on schools, but most have remained open. Schools are experiencing extra costs, including:

1. Supply teachers
2. Heating and Water [following COVID19 guidance]
3. Extra cleaning and support staff
4. For Special Schools especially, extra PPE costs

A letter was sent to the DfE explaining the need for additional support and the issues facing schools.

Newton Abbot- provision of new Waste Recycling Centre: The existing Brunel Road Household Waste Recycling Centre facility is the busiest in Devon managing 12,000 tonnes of waste per annum and approximately 250,000 visits per year. As Waste must be loaded from bay areas into HGV, and HGVs must access public areas, part of the site have to close temporarily leading to significant queuing problems and frustrated site users. The existing site is not big enough to serve the communities that currently use it and existing problems will become exacerbated as the local area continues to be developed. A new state-of the art facility is therefore proposed.

Health and adult Care Scrutiny Committee: I attended this meeting on Thursday 12th November one of the topics was the closure of Teignmouth Hospital members of the public gave a presentation this was held online. They wanted to keep Teignmouth Hospital open, It was agreed by the Health and Adult Care Scrutiny Committee to have a Spotlight Review regarding the closure ready by the 14th of December for the Committee to make a decision on what appends next.

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.03 DISTRICT COUNCILLOR REPORT: Cllr. Andrew MacGregor gave the following report:

Leisure: Our parks and green spaces have remained open during the most recent lockdown. Play Parks and Skate Parks were kept open, however our free to use Tennis Courts were closed and locked. The Pavilion in Bakers Park is well underway and looks like it will finish on time. The damaged bridge at Decoy Park will be replaced by end December. It has caused some concern with residents and visitors as the current structure's closure effectively prevented use of part of the park. The tender for refurbishment of the play park has now gone out to contractors. It was held up due to Lockdown 1.

Leisure Centres: All Leisure Centres were closed for use by the public, clubs and 3rd party PT instructors. Schools were still able to use some of the facilities so there was not a total closure. 110 staff approximately were placed on furlough again as part of the lockdown and despite the opportunity to re-open the leisure centres some of those will remain on furlough for the time-being while the service is at reduced capacity. Green Spaces officers or operatives were in role throughout lockdown 2. During Lockdown we saw a few staff decide to look elsewhere from within Leisure. 2 staff from Leisure have been supporting housing and business rates team due to the extra workload there. The leisure centres re-opened on the 2nd with a management plan and process is currently being outlined while detail is being finalised by the Govt. Initially on a gym, swim and U18 basis. Most residents remain positive about the Leisure Centres despite the restrictions. Around 1650 viewers have watched/viewed the 'Work Out from Home' youtube videos, particularly the Pilates video. I am awaiting the updated figures. Shaldon Golf will re-open 02.12.20; a good outdoor activity for residents.

Update on ACT enquiry: Regarding carbon reduction at Leisure Centres. Leisure are working with CC officer and Fergus in trying to establish funding for retro-fitting heating systems to Leisure Centres as part of the refurbishment to reduce emissions, outlay and operational costs.

Health and Wellbeing: the first Covid Marshall has been appointed – ex local PC based Dawlish – Rob Harvey. His primary role will be to assist businesses with maintaining covid safe operating.

Dawlish Warren: Discussions are ongoing with the EA over re-instatement of a path across the top of the higher terrain. The recent storms and high tides have left the Nature Reserve battered and a bit of a risk for stranding of visitors by tides, hence the focus on a higher path to allow egress safely. There has been some significant erosion.

SANGS: Ridgetop (Exminster/Exe) Rangers are working hard to get this re-opened in the NY – ideal with the risk of further restrictions in the NY for enclosed spaces. Dawlish SANGS continues to function normally, and the work will start next year to identify a contractor to install the recently approved refreshment booth.

Cemeteries: Functioning normally. All grounds maintenance either up to date or being finalised for the year.

Tourism: An area which has been hit hard, but expectations are that the re-vitalisation of the 'staycation market' will potentially improve future opportunities. Many accommodation sites have been impacted over the year. The economy team is working with tourism led businesses across the district and providing what support they can.

Business and economy: Priority is being given to managing the Local Restrictions support grant (LRSG). Information is still being collated from local businesses. There was a deadline of Thursday 3rd to gain some information from businesses on how they are being affected, and what are the biggest impacts.

The number of empty shops on high streets is increasing; a mapping exercise is taking place. At the moment this is being fed through from traders' associations. The request has gone again to central govt to feed back on the future High streets fund as we are still awaiting information on a decision on our application, which has been delayed.

- Additional Restrictions Grant (ARG) looking to go live early December - £2.7m allocated. Devon-wide approach & discretionary grant element being agreed.
- Local Restrictions Support Grant (LRSG) 617 applications to date. 450 have been approved. The total paid/due to pay last Friday (27th) £683k.
- Kickstart – still awaiting confirmation on whether self-employed will be able to apply. DWP advised today that TDC should hear soon. (DWP not known for quick decisions)
- Reopening High Streets Safely / Environmental Health awarded £58k grant and looking to appoint EH support for towns/businesses.
- Christmas – PHE/DCC likely to adopt an enforcement approach for any events breaching social distancing. Speak to Environment Health for advice.
- Cashflow/late payment issue, low business confidence, difficult to open business bank account and secure online presence.
- Dawlish avian flu further impacted on town, but both District and DTC to focussing on positives such as getting the Dawlish Brook lights back on.

Finance: This is an 'oh dear!' area at present. Revenues from Leisure Car Parks, Business Rates and other funding streams are severely impacted. Negotiations are ongoing with the Ministry of Housing, Communities and Local Govt regarding

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how to cover gaps left by the lockdowns and resultant slowdown in the economy. Officers are working hard to keep costs down and impact as mitigated as possible whilst ensuring key services continue as close to normal as possible.

2561 RATIFICATION OF PREVIOUS MEETING MINUTES:

- .01 Minutes of the Full Parish Council virtual meeting held 02.11.20 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 16.11.20; it was proposed by Cllr. Benham, 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 Finance & Personnel committee virtual meeting held 30.11.20; it was proposed by Cllr. Benham, seconded by Cllr. Gateshill, that these be approved as a true and correct record; to be signed in the future. Agreed unanimously therefore **RESOLVED**.
- .04 Minutes of the Asset Management committee virtual meeting held 02.12.20; it was proposed by Cllr. Grimble, seconded by Cllr. Gateshill, 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 committee/working party meetings were NOTED.
 - i. Minutes of BERT Committee meeting held via zoom on 03.11.20
 - ii. Notes of the Teign Estuary Trail Update meeting with Save the Teign Estuary Trail Group and DCC/TDC representatives held via zoom on 09.11.20
 - iii. Notes of the joint working party meeting of BPC and ACT (Action on Climate in Teignbridge)

All of the minutes and notes, 2561.01-05, can be viewed/downloaded at www.bishopsteignton-pc.gov.uk

2562 FINANCE

.01 PAYMENTS:

It was proposed by Cllr. Nicholson, seconded by Cllr. Lambert, that the payments listed below, in accordance with '201207 payment schedule' be approved; then processed by the clerk. Agreed unanimously therefore **RESOLVED** to approve. Clerk to process.

HMRC	Tax & NI for November 2020	268.86
Mrs. Kim Ford	Clerk salary for November 2020	1528.34
DCC Pension Fund	Employer & employee contribution to pension for November 2020	492.77
BGS	Various, see breakdown sheet	1221.60
ESE Ltd	BERT Snow shovels (from grant funding)	205.20
Josh Harris tree care	Inv 311 to 313. Various labour and supplies at Lawns & Cemetery	960.00
Morris & McGinns Ltd	Inv. TT670689 Rope for cordoning off new trees at Lawns	40.51
Viking Direct	BERT batteries Inv. 321499	63.78
Netball UK	Inv. 289677 2 new posts (S106 to be claimed)	259.99
SLCC	Annual Membership Renewal. Inv MEM232921	185.00
Amazon Business Account	INV-GB-168871441-2020-24523. MUGA Noticeboard	160.00
Russell Edward Electical	Inv. 20133. Defib cabinet at Elizabethan Luton, rewire & connection	115.06
J. Parkes	Lawns/Village green expenses wood for tree surrounds (part invoice)	113.14
P. Walton	Additional work at The Lawns in November. Invoice 0005	90.00
K. Ford	Expenses see invoice	180.31
Wellers Headley Solicitors	Fee for pitch licence agreement (paid by vendor via BPC)	240.00
T. Martin	Annual fee for Caretaking at Parish Bus shelters	350.00
TOTAL (Gross. Incl VAT – to be reclaimed)		6474.56

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- .02 **MONTHLY FINANCE STATEMENTS:** A statement for the period ending 30.11.20 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.

Cllr. Nicholson asked how long monies held in trust needed to be held by the Parish Council, particularly for an organisation which no longer exists. The Clerk agreed it would be good to clarify this point and research was required, through the National Association of Local Councils on any recommended practices.

2563 RECOMMENDATIONS FROM BERT COMMITTEE: from the meeting held 03.11.20

- .01 It was recommended that BPC approve new member Mr. Alan Gillespie to join the BERT committee. This was proposed by Cllr. Lambert, seconded by Cllr. Grimble and unanimously agreed, therefore **RESOLVED**.

- .02 It was recommended that BPC consider and resolve a suitable storage location for the community fogger which is accessible to authorised personnel and allows the control of users, signing the fogger out for us and return. It was proposed by Cllr. Nicholson, and seconded by Cllr. Lambert, that as BPC had overall responsibility for insurance of this machine it should be kept in the BPC office at the community centre with logging sheets managed by the clerk or an appointed member. Agreed unanimously therefore **RESOLVED**.

2564 RECOMMENDATIONS FROM FINANCE & PERSONNEL COMMITTEE: from the meeting held 30.11.20

- .01 It was recommended that *BPC resolve to approve and adopt the 2021-22 budget and from this claim a precept of £62,194. This makes a 2.2% increase on BPC 2020-21 precept. The addition of approximately £1,368 is also required to balance the tax base reduction proposed by Teignbridge District Council, making the total precept claim of £63,562; a 4.55% increase and the application for this amount is submitted to TDC by the clerk.*

This recommendation was considered during which concerns were raised about the effect of the tax base reduction and the fact this amount was not yet known, awaiting decision from TDC. It was proposed by Cllr. Nicholson, seconded by Cllr. Benham, to defer this item for further consideration and adjustment according to the confirmed tax base reduction announcement from TDC. FOR: 7, ABSTENTION: 1. Therefore **RESOLVED**. Clerk to advise members as soon as announcement is made.

- .02 It was recommended that *BPC resolve to approve and adopt the 21-22 Cemetery Fees as shown in appendix E.*

Members consider the draft schedule of fees. The section for memorial trees was discussed further, the clerk confirmed current practice was to charge the cost of the tree and the fee for the planting, if applicable, communication was essential to ensure the type of tree is correct and the location as well as the plaque is appropriately worded before installation. It was agreed this section of the schedule required rewording so that it encouraged tree planting in line with the council's climate and ecological emergency declaration; also, to specify native trees. It was proposed by Cllr. Benham, seconded by Cllr. Watson, to proceed with the fees scheduled but that the clerk improves the wording for memorial trees. Agreed unanimously, therefore **RESOLVED**.

- .03 It was recommended that *BPC resolve to approve the purchase, set up and commitment to the annual subscription of Scribe Accounting and Cemetery for the management of BPC accounts and cemetery records, with immediate effect, in accordance with the fees shown in appendix F.*

Several queries were raised including the fees; this was confirmed by the clerk. Also, if starting a new accounting practice part-way through a financial year was practical; the clerk reported the new package will include all backdated information for the current financial year and that the existing system shall be ran simultaneously to enable a period of security whilst learning the new system. It is hoped the new package will be the only method required for BPC accounts from 01.04.21.

It was proposed by Cllr. Gill, seconded by Cllr. Lambert, to proceed by committing to the set-up costs and ongoing annual subscription fee for both packages. Agreed unanimously therefore **RESOLVED**.

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2565 RECOMMENDATIONS FROM ASSET MANAGEMENT COMMITTEE: from the meeting held 02.12.20

.01 It was recommended *that BPC resolve to approve a third parish noticeboard to be situated at the Cemetery as replacement of the existing derelict board currently in place. This will be ordered from G. Bogdan, the carpenter who built the Fore Street and Village Green boards, at £1,200 to be funded using the burial account.* This was proposed by Cllr. Lambert, seconded by Cllr. Gateshill, unanimously agreed and therefore **RESOLVED**.

.02 It had been intended to make a further recommendation to full council; for agreement to any additional spend, if budget has already been exceeded, for the installation of bollards at the village green. This was to be considered however an up to date budget balance had not been prepared in time. For this reason, Cllr. Nicholson proposed the item be deferred; this was seconded by Cllr. Benham and agreed unanimously, therefore **RESOLVED**.

Clerk to provide relevant budget information as soon as possible.

2566 BPC STRATEGIC PLANNING

Members reviewed all associated documents as presented in appendix G.

Following discussion, it was proposed by Cllr. Benham, seconded by Cllr. Nicholson, that the final version of objectives/projects listed, now including a project leader and estimated completion date be adopted by Bishopsteignton Parish Council. FOR: 7, AGAINST: 1. Therefore **RESOLVED**.

It was proposed by Cllr. Lambert, seconded by Cllr. Gateshill, that the addition project 'Feasibility for the introduction of 20mph speed limit zones and associated safety measures to be implemented where possible throughout the village'. This was agreed unanimously therefore **RESOLVED**. Currently there is no leader or estimated time scale for this project. To be considered and included in future.

New documents, Project Management Guidelines and Project Initiation Document (PID) were considered a length. Cllr. Nicholson requested that 'business manager' is amended to 'project leader', this was agreed. It was proposed by Cllr. Benham, seconded by Cllr. Nicholson, that both these documents be adopted for future use by Bishopsteignton Parish Council. FOR: 7, ABSTENTION: 1. Therefore **RESOLVED**.

2567 CLIMATE & ECOLOGICAL EMERGENCY ACTION PLAN

Members reviewed phase 1 action plan, draft, as appendix H, circulated prior to the meeting.

A member of the public asked if this meant the previously established joint working party with Sustainable Bishop, the smaller working groups for specific areas of the plan, and the suggestions already made for consideration for inclusion into the final plan would now be defunct. Cllr. Benham confirmed this was not the case. Phase 1 and working with ACT would put the parish Council in a more knowledgeable position regarding the parishes existing carbon footprint to be able to plan to become net zero. It is intended for the working parties to reconvene once the data gathered during phase 1 is available.

It was proposed by Cllr. Benham, seconded by Cllr. Grimble, for Phase 1 to be adopted and actioned by Bishopsteignton Parish Council. This was agreed unanimously therefore **RESOLVED**.

2568 BPC DEVICE USERS POLICY

Members reviewed the draft policy provided prior to the meeting as appendix I. Cllr. Nicholson suggested several amendments, including the addition of a receipt section for the return of each tablet at the end of a member's term in office. It was proposed by Cllr. Nicholson, seconded by Cllr. Grimble, for BPC to adopt this policy for future use, subject to minor amendments, to include the return receipt, to be made by Cllr. Nicholson and the Clerk. FOR: 7, ABSTENTION: 1. Therefore **RESOLVED**.

2569 TERMINATION OF RURAL SKIP SERVICE

Following notification of termination of the existing annual rural skip service, which was supplied by TDC, members consider provision of an alternative service.

It was proposed by Cllr. Nicholson, seconded by Cllr. Gateshill, that at the present time a proposal relating to this matter is not progressed. Agreed unanimously therefore **RESOLVED**.

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2570 MEMBERS REPORTS

No reports currently available. The chairman reminded members this section was an opportunity for updates from working parties and individual members about project progress, training attended, etc. Cllr. Gateshill added it was preferable these reports be circulated in writing rather than only given verbally, particularly for member training.

2571 CLERKS REPORT

A clerk's report had not be circulated in time for review at this meeting.

The chairman asked for an update regarding development of the council's 'logo'. The clerk reported this matter will need to be discussed soon, she and Cllr. Watson will prepare visual representation for members to consider.

No further questions were asked.

2572 PUBLIC PARTICIPATION:

- .01 Cllr. Grimble address District Cllr. MacGregor regarding site notification and letters to neighbouring properties of new planning applications. Cllr. MacGregor would seek advice from a planning department administrator and report back.
- .02 Mr. E. Stephenson wished for it to be noted that positive comments have been received regarding the newly covered bollards at the Methodist Church driveway. He thanked Cllr. Nicholson for this final finishing touch to the project.
- .03 Ms. K. Yeo informed BPC that the Sustainable Bishop will be working on providing a Community Larder, not purely to meet a poverty need but, in an attempt, to reduce food waste and therefore carbon footprint. Initially this will be small with drop off/collection points/boxes stationed around the village, volunteers will monitor these and log use and interest in the project. A paper will be presented to BPC in the future. The Chairman thanked her for this news and express members will look forward to receiving the report via the clerk.
- .04 Mrs. E. Cawthraw commented that the priority above all others for BPC should be to address the Climate and Ecological Emergency Declaration.
In addition, she asked if appendices for future meeting could be provided to all via the website, she felt public interest may increase if these papers and the information within them was published. The clerk reminded that along with the agenda on the website it states papers may be emailed/provided upon request. Cllr. Nicholson felt it was only important, and would cause less confusion, if papers are only published once adopted by the council.

THE CHAIRMAN CLOSED THE MEETING AT 9.14PM