

BISHOPSTEIGNTON PARISH COUNCIL

FINAL DRAFT MINUTES

FULL COUNCIL VIRTUAL MEETING

HELD 7.00PM MONDAY 1ST MARCH 2021 USING ZOOM

2610 ATTENDANCE

- .01 PRESENT: Members: Cllrs. Merritt (Chair), Benham, Gateshill, Gill, Grimble, Lambert & Watson (7/7)
Newly Co-opted members: Cllrs. Head, Moore, Shaw & Tucker (4/4). Clerk: Mrs. K. Ford.
District Cllr. A. MacGregor, County Cllr. R. Peart & 5 members of the public at various times.
- .02 APOLOGIES: PC. Orchard/PCSO. Bunce
- .03 DOI: None

2611 COUNCILLOR COOPTION:

- .01 The Chairman welcomed applicants and gave the opportunity for each in turn to introduce themselves and answer any questions from current members.
- .02 The co-option of each applicant received a proposal, this proposal was seconded and agreed unanimously. Therefore, Mrs. J. Head, Mr. R. Moore, Mr. N. Shaw & Mr. M. Tucker are duly co-opted as members of Bishopsteignton Parish Council.
- .03 Each new member signed a declaration of Acceptance of Office and therefore was able to act as a councillor with immediate effect.
- .04 Both new and current members reviewed the membership lists for all BPC committees, working parties and representatives. Several additions were suggested, as detailed below, changes in red.
- This was proposed by Cllr. Benham, seconded by Cllr. Watson, agreed unanimously therefore RESOLVED.

ASSET MANAGEMENT COMMITTEE

Cllr. Kate Benham
Cllr. Robert Gateshill (Chairman)
Cllr. June Grimble
Cllr. Keith Lambert
Cllr. Henry Merritt
Cllr. Nicholas Shaw
Cllr. Martin Tucker

PLANNING COMMITTEE

Cllr. Kate Benham (Chairman)
Cllr. Robert Gateshill
Cllr. June Grimble
Cllr. Jo Head
Cllr. Keith Lambert
Cllr. Henry Merritt
Cllr. Richard Moore

FINANCE & PERSONNEL COMMITTEE

Cllr. Kate Benham
Cllr. Robert Gateshill
Cllr. Reg Gill
Cllr. June Grimble
Cllr. Henry Merritt (Chairman)
Cllr. Martin Tucker

OBJECTIVES & PRIORITIES STRATEGY

working party

Cllr. Kate Benham
Cllr. Henry Merritt
Cllr. Jonathan Watson
Cllr. Nicholas Shaw

BERT COMMITTEE

Mrs. Elaine Cawthraw (Chairman)
Mr. Roger Gallagher Cllr. Richard Moore
Mr. Alan Gillespie Cllr. Nicholas Shaw
Mr. Peter Head Mr. Eddy Stephenson
Mrs. Liz Kirkland Cllr. Jonathan Watson

CLIMATE & ECOLOGY EMERGENCY

Joint Steering group

BPC Working Party members
Community representatives

CLIMATE & ECOLOGY EMERGENCY

BPC Working party

Cllr. Kate Benham (Chair)
Cllr. June Grimble Cllr. Jonathan Watson
Cllr. Henry Merritt Cllr. Nicholas Shaw

TEIGN ESTUARY TRAIL

Joint steering group

Cllr. Kate Benham
Cllr. Jo Head
Cllr. Keith Lambert
Cllr. Henry Merritt (Chair)
Cllr. Richard Moore

BPC REPRESENTATIVES ON THE FOLLOWING BODIES:

COMMUNITY CENTRE: Cllr. Henry Merritt
TEIGN ESTUARY PARTNERSHIP: Cllr. Henry Merritt
ST JOHNS MAINTENANCE: Mrs. Kim Ford (Clerk)
DCC HIGHWAYS LIAISON: Cllrs. K. Benham, K. Lambert & H. Merritt
TALC: Cllrs. K. Lambert & H. Merritt.
POLICE LIAISON: Cllr. Richard Moore

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2612 OFFICIAL REPORTS

.01 POLICE: An up-to-date report was not available in time for the meeting however the following has been submitted by PC. Orchard since:

Bishopsteignton Monthly Crime Report-1st-27th February 2021 (5 crimes)

- X1 Fraud (Non-counting Action Fraud)
- X1 Malicious Communications
- X2 Common Assaults
- X1 Public Order offence

Offence	Recorded Crime 01/02/2021 to 27/02/2021	Recorded Crime 01/02/2020 to 27/02/2020	Recorded Crime % Difference
Violence with Injury	0	1	-100.0%
Violence without Injury	3	2	50.0%
Other Sexual Offences	1	0	-
Burglary Dwelling	2	0	-
Criminal Damage	0	2	-100.0%
Public Order Offences	1	0	-
Total	7	5	40.0%

Incident Closing Category	Incidents - 01/02/2021 to 27/02/2021	Incidents - 01/02/2020 to 27/02/2020	Incidents % Difference
Anti Social Behaviour	1	1	0.0%
Crime Recorded	4	1	300.0%
Public Safety	6	7	-14.3%
Transport	5	8	-37.5%
Total	16	17	-5.9%

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.

PACT meetings will hopefully resume soon, subject to Government lockdown guidance. The next meeting is scheduled for Wednesday 10th March 2021, times TBC (*please see parish social media page for details*).

Again, this month we are looking to 'target' local poaching issues/rural wildlife crime in and around the area. If you see anything suspicious, please report as soon as possible. Any information would be greatly appreciated to assist with our plans moving forward.

On 11th February 2021 Teignmouth Police conducted an operation to disrupt poaching in the local area. 16 officers in plain and marked vehicles were patrolling the area with the help of local landowners, all of whom have been recent victims of poaching/livestock theft on their land. Officers included, the force Rural Wildlife Crime Officer PC Martin Beck, Neighbourhood Inspector Andrew Tomlinson, PS Jon Ross, PC Clarke Orchard Rural Neighbourhood Beat Manager of whom was the OIC for the operation and PCSO Saul BUNCE. Members from Teignmouth and Chudleigh Neighbourhood teams linked up along with support from the Special Constabulary. Several local game keepers were also present, who with the permission of the landowners were deployed around the area covering Ashcombe Rural, Dawlish Haldon Ridge and Kenton to try to spot potential offenders/poachers.

On this occasion no arrests were made but considerable disruption was caused to any potential poaching in the area which demonstrated an excellent example of the Police and the rural community working together.

Community Speed Watch is currently on hold due to the lockdown. This will naturally resume when restrictions ease.

PC Clarke Orchard – officer 17015

Clarke.ORCHARD@devonandcornwall.pnn.police.uk

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

Ware Barton Roundabout – Sight Screens. Cutting back vegetation on the A380. New funding pot from DCC.

I have been in touch with Highway Asset Officer regarding Sight Screens and this is their response. These screens are passively safe. The uprights are fixed on a beam on the ground, anything above ground would fold on impact. The alignment of the screens has been selected to obscure visibility with as little screen as possible [this product is not cheap]. That means that they are generally perpendicular to the line of sight that we wish to obscure, not parallel to the road. They have all been installed on straight horizontal alignments. The vertical alignment of the northbound off-slip is stepped because it extends part way up the embankment.

Other solutions such as earth bank or willow screens would not have been passively safe.

The removal of vegetation along the A380 has been carried out as part of a longer-term approach to the maintenance of this vital route. Due to the high cost of working on the A380 and accompanying disruption to the travelling public, previous maintenance of vegetation has not been as regular as needed, so we have taken the opportunity to carry out more substantial works under the DfT funded Capital project.

Our main aim is to improve visibility along the route, particularly approaching the adjoining on – slips, giving drivers a better opportunity to join the A380 safely. Also removing the vegetation to a greater extent on this occasion should make it easier for Devon County Council to maintain it more sympathetically in years to come. The contractor has left tree stumps and low-level vegetation in place to comply with the Dormouse Licence, which states that vegetation shall be left to a height of 300mm. An ecologist was present on site to ensure that no harm was done to any vulnerable species. I would also like to mention that all cuttings are being sent for processing as renewable energy.

DCC have made available a £100, 000 maintenance fund for outside painting, street furniture maintenance, Towns and parishes can apply for some of this funding I will find out how you can apply and let you know.

Cllr. Peart added that he would provide further information about the funding allocation and application process in due course.

.03 DISTRICT COUNCILLOR REPORT: Cllr. Andrew MacGregor had been unable to provide a report prior to the meeting so gave the following updates verbally:

Currently many of the staff at TDC are taking annual leave since returning from furlough, to assure this is used before the end of the financial year.

The 2021-22 proposed budget has received full council authorisation which enables the chief finance officer to balance the coming year. Concerns remain valid that the council may be required to publishing a section 114 and have been seeking advice from other councils in the same position, such as Croydon Borough Council. Advice to help keep the budgets on track for the year ahead.

Cllr. Benham asked for advice regarding the unexpected decision from TDC planning committee to grant permission for the proposed development at Applegarth. Cllr. MacGregor commented it was evident that emerging changes to the National Planning Policy Framework would be responsible for more applications such as this being passed and that to object will require a stronger case.

2613 RATIFICATION OF PREVIOUS MEETING MINUTES:

- .01 Minutes of the Full Parish Council virtual meeting held 01.02.21 it was proposed by Cllr. Watson, 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 BPC Asset Management Committee virtual meeting held 11.02.21 it was proposed by Cllr. Gateshill, 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 BPC Planning Committee virtual meeting held 15.02.21 it was proposed by Cllr. Lambert, seconded by Cllr. Benham, that these be approved as a true and correct record; to be signed in the future. Agreed unanimously therefore **RESOLVED**.

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The following noted were provided to members for information. No questions were asked or further discussion necessary. These documents were NOTED:

- .04 Notes of the Teign Estuary Trail meeting held via zoom on 08.02.21.
- .05 Notes of the ACT working party meeting held via zoom on 05.02.21.

2614 FINANCE

.01 PAYMENTS:

It was proposed by Cllr. Benham, seconded by Cllr. Watson, that the payments listed below, in accordance with '210301 payment schedule' be approved; then processed by the clerk. Agreed unanimously therefore **RESOLVED** to approve. Clerk to process.

HMRC	Tax & NI for February 2021 PAYE	269.06
Mrs. Kim Ford	Clerk salary for February 2021 + 4.5hr OT for Jan 2021	1534.07
DCC Pension Fund	Employer & employee contribution to pension for February 2021	492.77
Amazon Business	Clerical Exps: Mouse. General Maint: Gorilla tape for playground.	23.25
P. Walton	Inv. 007 WAR MEM: Lay concrete slabs	170.00
Kate Eco Gardening	Inv. 02/2021 Work to Rose Garden and beds at Cemetery	36.26
DALC	Inv. 2565 GDPR Training Cllr. Benham	36.00
P. Walton	Inv. 008 Various minor maintenance works	35.00
Bishop Property	Epoxy repair work at Cemetery Gates, incl. materials	25.49
J. Parkes	Volunteers Expenses: Stakes for Lawns tree planting & gloves	25.50
TOTAL (Gross. Incl VAT – to be reclaimed)		2647.40

In addition, the following payments were authorised retrospectively:

Bishopsteignton Village Festival	BPC Grant in accordance with minute ref: 2599.03	400.00
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.02 MONTHLY FINANCE STATEMENTS:

A statement for the period ending 28.02.21 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.

.03 BPC GRANT:

Members considered the application from Bishopsteignton Healthy Living Group (HLG). The need for this venture and the expected outcome were explained by Mrs. Cawthraw. It was proposed by Cllr. Benham, seconded by Cllr. Gateshill, to award the requested grant of £120.00. This was approved unanimously therefore **RESOLVED**. Clerk to transfer the grant in accordance with the application details and BPC policy.

2615 CLIMATE & ECOLOGICAL EMERGENCY DRAFT PLAN:

.01 Members considered the draft plan as recommended by the BPC working party.

The use of the ACT carbon tracker was discussed, and it was suggested a more user-friendly version might be considered to ensure community engagement and the retention of their commitment. It was thought by some that the version used by ACT was lengthy, overly detailed and complicated and several members expressed they had trouble using it. On the other hand, other members had used the ACT Carbon tracker successfully, without cause for concern. Cllr. Benham added there is help available if a user is struggling such as a guidance video on the ACT website. Cllr. Shaw felt it was important that whichever tracker is used and promoted that it is based on accurate data. Despite split opinion on the ACT Carbon Tracker there was no proposal for changes to content of the draft plan.

It was proposed by Cllr. Watson, seconded by Cllr. Grimble, that BPC adopt with immediate effect the draft plan as recommended by the Climate & Ecological Emergency Action Plan working party. FOR: 10, ABSTENTION: 1. Therefore **RESOLVED**. To be published on BPC website.

.02 Members considered the draft Purchasing and Procurement Policy in line with the declarations previously made and the plan adopted above. Cllr. Benham added that the documents will both evolve over time as up

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to date support and information on the climate & ecological crisis emerges is published and as new strategies to combat these changes emerge.

It was proposed by Cllr. Benham, seconded by Cllr. Grimble, to adopt and use with immediate effect the policy as recommended. Agreed unanimously, therefore RESOLVED.

2616 ASSET MANAGEMENT COMMITTEE PROJECTS: In accordance with matters discussed at the AMC meeting held 11.02.21 and the initial research conducted for the work required the following budget recommendations were considered.

- **PLAYGROUND:** installation of a safety rubber base beneath the crow's nest swing (Lawns) and tidy up around the entrance gate (at both playgrounds). Budget £2,750.00. (This can be funded either using general 2020-21 budget for asset maintenance or S106)
- **CEMETERY:** To consider the improvement of the footpath through the cemetery from the main gate to the gate to the field by scrapping off the surface grass and topping with type 1 MOT granular material. Budget £2,250.00 (To be funded using the burial account)
- **MUGA:** To consider the installation of a basketball hoop in the MUGA. Budget £400.00 (Can be funded using S106 or unearmarked reserves).

It was proposed by Cllr. Lambert, seconded by Cllr. Benham, agreed unanimously and therefore RESOLVED to set the budgets for the three projects detailed above. AMC members will seek further quotations for review at their next committee meeting.

Cllr. Watson asked if the timber required to fit the basketball hoop would be responsibly sources, Cllr. Gateshill confirmed it would. When asked, Cllr. Gateshill also clarified that basketball court marking were not currently being considered, the hoop was an extra play/exercise facility for all generations, but not serious organised games. A member of the public suggested the committee contact Basketball England who may be able to support the installation with advice or funding.

2617 COMMUNITY TOOLBOX/SHARE SHED: Members consider the scheme as detailed in Cllr. Watson's report; he answered queries and provided clarification that it was simply a mechanism for parishioners to liaise and exchange tools/equipment they own, no tools/equipment would be owned by BPC and therefore no liability so additional insurance would not be required.

It was proposed by Cllr. Benham, seconded by Cllr. Grimble, to permit the facility to be hosted on the BPC website, to enable Cllr. Watson to build the necessary page to promote the sharing facility starting by a expression of interest survey. FOR: 10, ABSTENTION: 1, therefore RESOLVED.

.01 BISHOPSTEIGNTON FREE FOOD INITIATIVE: Members considered a request from a subgroup of Sustainable Bishop who hope to gather unwanted dry-store foods, donated by parishioners, and offer these where they can be used in the community via a collection box positioned outside the public toilet on Fore Street. Members agreed this was in line with their climate emergency declaration and would support the community to reduce waste.

It was proposed by Cllr. Lambert, seconded by Cllr. Watson, to grant permission and support the initiative where possible. Agreed unanimously therefore RESOLVED.

2618 BPC FUTURE MEETING SCHEDULE & GOVERNANCE

.01 MEETING SCHEDULE: Members considered the draft schedule of meeting dates. It was agreed unanimously to proceed with the dates indicated and the schedule was NOTED. To be published on the BPC website.

To be NOTED: 2021 Annual Parish Meeting (Electors) is scheduled for Thursday 22nd April, 6pm start to ensure the meeting is closed by 8pm, Earth Hour.

.02 DELEGATION: The clerk explained the implications of the forthcoming termination of covid related legislation which enabled virtual/remote meetings of local councils up until 07.05.21. There has been no agreement by central government to permanently adopt this policy therefore after this date meeting should return to face-to-face format. Possible solutions such as the adoption of a scheme of delegated authority were discussed.

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Members considered this as a reasonable way forward, to be used if necessary as it was noted that the National Association of Local Councils are lobbying central government to amend this legislation. It was NOTED the clerk would keep members up to date with any changes and work on a scheme of delegation for possible amendment/adoption at the April full council meeting, if required.

- .03 BERT COMMITTEE:** The clerk requested this item be deferred allowing more time to consider the correct structure for BERT moving forward. Currently a committee of BPC, BERT will not be able to meet remotely after 07.05.21, changing to a working party will resolve this but further matters need consideration. Clerk to liaise with BPC members and BERT Chair and provide a recommendation at the next full council meeting, to be held 06.04.21.
- .04 PROCEDURE POLICY FOR THE DEATH OF A MEMBER OF THE ROYAL FAMILY:** Members considered the draft policy which had been circulated by the clerk prior to the meeting. Cllr. Gateshill commented that should a death occur within a period of national lockdown the protocol will need to be amended slightly. The clerk suggested an addendum to the main policy to cover these restrictions. It was proposed by Cllr. Watson, seconded by Cllr. Shaw, to adopt the policy, subject to the addition of a addendum explaining the procedural changes during national lockdown. Agreed unanimously, therefore RESOLVED.
- .05 BPC POLICY REVIEW:** It was NOTED that the BPC Objectives & Priorities Strategy working party shall assist the clerk in reviewing all current policies of BPC to ensure these are relevant, up to date and consistent; particularly in accordance with BPC declaration of Climate & Ecological Emergency.
- 2619 MEMBERS REPORTS:** *The opportunity for members to report back on external communications, training, working party meetings and developments:*
The chairman highlighted his article in the March issue of the Parish Chronicle which detailed and explained to parishioner the increase to their parish precept.
- 2620 CLERKS REPORT:** *A full report of BPC business was provided to members prior to the meeting and uploaded to the BPC website.* The following queries and additional comments were raised:
- .01** Cllr. Gateshill reported he has met on site with the contractor responsible for the railing installation at Bishops Avenue car park. It was concluded the railing had been struck by a vehicle on more than one occasion and that the installation complies with the original specification.
- .02** The clerk reported that there have been reports of further confrontations at Flow Point foreshore, between the landowner and pedestrians. Cllr. Moore offer to liaise with PC. Orchard for further advice.
- 2621 PUBLIC PARTICIPATION:**
- .01** Mr. Stephenson commented it would be unfortunate for BPC to withdraw the support of the clerk from the BERT committee meetings. Adding that this may require the purchase of a secondary Zoom licence.
- .02** Mrs. Cawthraw expressed appreciation to newly co-opted members for taking on the role of parish councillor to support their community.
- .03** Mrs. Cawthraw report the flooding issue on Forder Lane, which was discussed at last moths meeting, is ongoing. The clerk offered to chase the highways officer, as this was reported in the correct way at the time. County Cllr. Peart also offered to chase the responsible Neighbourhood Highways Officer.
- .04** Cllr. Head raised the missing fingerpost sign towards Bishopsteignton at Rowden Cross. The clerk reported this was being dealt with, a new sign is on order awaiting installation.
- .05** Cllr. Lambert reported repairs are now complete to the stream crossing on public right of way FP09.

THE CHAIRMAN CLOSED THE MEETING AT 21.24PM

DATED:

CHAIRMAN: