

BISHOPSTEIGNTON PARISH COUNCIL

MINUTES

FULL COUNCIL VIRTUAL MEETING

HELD 7.15PM TUESDAY 4TH MAY 2021 USING ZOOM

2648 MEETING GOVERNANCE

.01 ATTENDANCE:

PRESENT: Members: Cllrs. Merritt (Chair), Benham, Gateshill, Gill, Grimble, Head, Lambert, Shaw, Tucker & Watson (10/11)

Clerk: Mrs. K. Ford. District Cllr. A. MacGregor, County Cllr. R. Peart & up to 10 members of the public at various times.

APOLOGIES: Cllr. Moore (1/11). PC. Orchard/PCSO. Bunce

.02 DECLARATION OF INTERESTS: None

.03 ORDER OF BUSINESS: It was not expected that any business to be transacted should require the removal of press and public audience.

2649 OFFICIAL REPORTS: POLICE: PC. Orchard provided the following report:

Bishopsteignton reported crimes from 01/04/2021-28/04/2021:

- X1 Fraud
- X1 Burglary (Commercial Premises)
- X2 Theft related crimes
- X1 Driving related offence/crime
- X1 Common Assault

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 resume soon, subject to Government lockdown guidance. Hopefully, we can get together in **June 2021** (*please see parish social media page for details*)

Shellfish Gathering/Harvesting-River Teign and River Exe

On Monday 12th April and Tuesday 13th April 2021 multi-agencies addressed the ongoing shellfish/harvesting concerns by attending the rivers TEIGN and EXE. Representatives from Environmental Health, Gangmasters and Labour Abuse Authority, members from your Local Neighbourhood Policing Team along with local Councillors met to discuss the ongoing concerns highlighted by local parish members and residents. Gavin Fearby of Environmental Health has provided a detailed leaflet/map (attached) to provide education moving forward. A more detailed report will be shared in due course, however if there are any concerns, please do not hesitate to contact the Local Neighbourhood Team. (*leaflet/map attached*)

Community Speed Watch

Local volunteers have been active again within the Parish since the easing of lockdown restrictions. A comprehensive report has been attached, detailing the numerous site activities and results collated. Any volunteers would be welcome moving forward to assist the team. Details of how to become a volunteer can be found on the *poster attached*.

Monthly Themes

We are aware that across the county this month it has been busy with both residents and visitors enjoying the outdoors. This situation will obviously increase as we move out of lockdown. Natural England re-launched the 'Countryside Code' in an aim to highlight some of its key messages and would like to promote a 'protect, respect and enjoy' campaign. Please could we advertise this to the wider community and ensure our beautiful surroundings are protected.

Equine Crime

Equine-related activity attracts criminals due to the high value of animals, equipment and transport. This has a financial and emotional impact on all concerned and can affect animals and owners long after an incident has taken place.

Reduce equine crime with simple crime prevention measures. Farmers, horse owners, rural businesses, and members of the public should be vigilant in the countryside reporting any suspicious activity to the police noting vehicle details and descriptions.

Poaching

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.

BISHOPSTEIGNTON PARISH COUNCIL

MINUTES - continued

FULL COUNCIL VIRTUAL MEETING - held 04.05.21

2650 RATIFICATION OF PREVIOUS MEETING MINUTES:

- .01** Minutes of the Full Parish Council virtual meeting held 01.03.21 were considered. It was proposed by Cllr. Benham, seconded by Cllr. Grimble, that these be approved as a true and correct record; to be signed by the Chairman in the future. Agreed unanimously therefore **RESOLVED**.
- .02** Minutes of the Full Parish Council virtual meeting held 06.04.21 were considered. It was proposed by Cllr. Gill, seconded by Cllr. Shaw, that these be approved as a true and correct record; to be signed by the Chairman in the future. Agreed unanimously therefore **RESOLVED**.

2651 FINANCE

.01 PAYMENTS:

It was proposed by Cllr. Lambert, seconded by Cllr. Watson, that the payments listed below, in accordance with '210504 payment schedule' be approved; then processed by the clerk. Agreed unanimously therefore **RESOLVED** to approve. Clerk to process.

HMRC	Tax & NI for April 2021 PAYE	464.25
Mrs. Kim Ford	Clerk salary for April 2021	1494.26
DCC Pension Fund	Employer & employee contribution to pension for April 2021	506.02
DALC	Inv. 2703. Membership for 2021/22	618.85
BGS Ltd	2021-22 P1 (April) Maintenance Contract. Inv . 5272	1936.80
K. Lambert	Expenses: Hose & fixings for VG tree watering	114.86
DALC	Inv. 3028. Cllr Training	36.00
Bishop Property	Redecoration of Cemetery Gates	200.00
K. Ford	Expenses: See invoices	242.25
H. Merritt	Expenses: Stationery, see receipts	32.00
TDC	Business Rates for Bishops Ave Car Park (April payment)	34.20
Kate Eco Gardening	Invoices 03/21- Apple Tree Pruning and clearance, 04/21 - various planting	547.95
Lee Accounting	Internal Audit of 20-21 Accounts	240.00
R. Gateshill	Expenses: Basketball Hoops	299.98
Morris McGinn	Materials for Cemetery Gates repairs/decoration	21.00
TOTAL (Gross. Incl VAT – to be reclaimed)		6788.42

In addition, the following payments were authorised retrospectively:

Kingfisher	Parts for BERT gritters, paid as no credit account provision	37.78
SLCC	12th Edition of Local Council Administration, paid as overdue	123.80
Amazon Business	Tablet covers, paid as overdue	22.95
TOTAL (Gross. Incl VAT – to be reclaimed)		184.53

In addition, the following Standing Orders were authorised:

		Annual Total
Paul Walton - Toilet cleaning contract	Monthly x12	6180.00
BGS Ltd – Greenspaces Contract	Monthly x11	21331.20
TDC – Business rates for Bishops Ave Carpark	Monthly x9	315.00

.02 MONTHLY FINANCE STATEMENTS:

A statement for the period ending 31.04.30 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 2020-21 ANNUAL ACCOUNTS STATEMENT: This document was NOTED.

.04 2020-21 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN: Members reviewed all the sections of the 2020-21 AGAR, completed by the clerk/RFO and provided prior to the meeting.

BISHOPSTEIGNTON PARISH COUNCIL

MINUTES - continued

FULL COUNCIL VIRTUAL MEETING - held 04.05.21

- i It was proposed and seconded to acknowledge completion of Annual Internal Audit Report - AGAR Page 3 of the audit return submission for 2020-21. Agreed unanimously therefore RESOLVED.
- ii It was proposed and seconded to approve for the chairman to sign section 1: Annual Governance Statement - AGAR page 4 of the audit return submission for 2020-21. Agreed unanimously therefore RESOLVED.
- iii It was proposed and seconded to approve for the chairman to sign section 2: Accounting Statement for 2020-21 - page 5 of the audit return submission 2020-21. Agreed unanimously therefore RESOLVED.
- iv It was proposed and seconded to approve as a true and correct record by submission of the completed Annual Governance & Accountability Return 2020-21 to the appointed external auditor. Agreed unanimously therefore RESOLVED.

2652 PIZZA VENDOR: REVISIT ORIGINAL OFFER

The chairman opened the discussion by referring to his report circulated prior to the meeting.

It was proposed by Cllr. Merritt that

- (a) that the request from Sam Connett of Soul Pizza Truck for trading at the Lawns for one evening every two weeks be respectfully declined.
- (b) that a survey of community views on the wider question of food vendors using Parish Council land be undertaken no earlier than Spring 2022.

This was seconded by Cllr. Watson. FOR: 8, AGAINST: 1, ABSTENTION: 1, therefore RESOLVED.

2653 RECOMMENDATIONS COMMITTEES/WORKING PARTIES: In accordance with matters discussed at the relevant meetings the following recommendations were considered:

.01 From the Objectives & Priorities Working Party:

In accordance with the working party meeting held 20.04.21, it is recommended that BPC consider to approve the following amendment of the Project Management Guidelines: 'Identifying a Project' be amended so that a PID is required for projects above £5,000 rather than £1,000 and with no future reference to the number of people involved.

This was proposed by Cllr Merritt, seconded by Cllr. Watson and agreed unanimously therefore RESOLVED.

.02 From the Asset Management Committee:

In accordance with the AMC meeting held 29.03.21; an anonymous summary of the three quotations for the required work was shared for all members, and the audience to view. Following a brief discussion about the work it was proposed by Cllr. Benham, seconded by Cllr. Lambert to appoint the contractor who provided quotation 1 at £2,400 (+vat). This was unanimously agreed therefore RESOLVED. Clerk to inform all applicants of the outcome.

2654 SCOUT HUT PROVISION AT THE LAWNS:

Cllr. Gateshill opened discussions explaining where the project was left in March 2017 with the council in receipt of a letter from the Scout & Girlguiding groups withdrawing as the proposed lease terms were not acceptable to them. He felt many of the issues could be resolved and was looking for members to give wholehearted support to reopening negotiations under the draft heads of terms (circulated prior to the meeting). Members discussed the potential building, how this might be used by the community and remained mindful of the other establishments in the parish where room hire is available.

It was proposed by Cllr. Benham, seconded by Cllr. Watson and agreed unanimously to support this project wholeheartedly by offering land at the Lawns recreation ground to be leased to the Executive committee of 1st Bishopsteignton Scout Troop under these draft heads of term. Agreed unanimously therefore RESOLVED.

2655 MEMBERS PHOTOGRAPHS:

The chairman explained how a photograph of each members could be displayed on the website and noticeboards. It was proposed by Cllr. Lambert, seconded by Cllr. Grimble, to support this suggestion however

BISHOPSTEIGNTON PARISH COUNCIL

MINUTES - continued

FULL COUNCIL VIRTUAL MEETING - held 04.05.21

that no personal contact details be displayed publicly, other than specific parish council supplied email addresses. This was unanimously agreed therefore RESOLVED. All members to provide a photograph to the clerk.

2656 MEMBERS REPORTS: *The opportunity for members to report back on external communications, training, working party meetings and developments:*

.01 Cllr. Benham raised concerns regarding the amount of raw sewage reportedly being discharged into the River Teign. Members discussed this and it was proposed that a letter be sent to South West Water to question the current practices allowing this to happen. The clerk requested further details and information be provided to her to enable the letter to be factual. Members and Cllr. Peart to forward research, after which a letter shall be drafted for further consideration.

.02 The Chairman proposed a vote of thanks be sent to all scouting leaders for their dedication to the care and guidance of children and young people of the parish, especially over the last year, keeping scouting meetings going and members active despite the lockdown situation. This was seconded by Cllr. Lambert and unanimously agreed therefore RESOLVED. Clerk to email.

2657 CLERKS REPORT: A full report of BPC business was provided to members and uploaded to the BPC website prior to the meeting. No queries or additional comments were raised.

2658 PUBLIC PARTICIPATION:

.01 A member of the public reported a fallen tree blocking access to Happy Valley. The clerk said this has been reported to DCC PROW warden who was appointing a contractor to carry out clearance of the blockage and arising debris.

.02 A member of the public asked for an update following the site meeting at Flow Point regarding access issues. The clerk reported on the site meeting and that a statement was to be drafted, ratified by PROW and the Teign Estuary & Coastal Partnership before publication. It was hoped this would be within the week.

2659 CHAIRMAN'S THANKS:

Before closing the meeting, the Chairman wished to note this being the last remote meeting of the council under current legislation, due to change from 7th May 2021. He wished to thank the clerk and members for making the process simple and ensuring the smooth and efficient process of PC meetings and efficiently despite the initially steep learning curve.

THE CHAIRMAN CLOSED THE MEETING AT 8.49PM