

BISHOPSTEIGNTON PARISH COUNCIL

CLERKS REPORT – Appendix K GENERAL UPDATES @ 02.12.21

PLAYGROUND INSPECTIONS: Wally is happy to conduct these. Once a month during Sept to end of April, then every 2 weeks from May to end of August. He is charging £15 per month across the year. There will be additional charges when repairs are required. Him and I will stay in communication when this happens. I feel this is an ideal low-cost solution and members input will not be required to meet the minimum duties.

PARISH MAINTENANCE: Benches – All benches in the parish which need some TLC will be attended to over the next month or so, using the precept budget which was set for use in this financial year. Wally is completing those in the cemetery and John is attending to various others around the parish. This work will need assessing before payment is released.

BERT: Revised Emergency Plan expected for full Council adoption at the January full council meeting.

PUBLIC RIGHTS OF WAY:

- **Surface of FP13 (adjacent to School):** Although the highways officer is happy to add this to a list of work to be address it is not considered a safety defect so is unlikely to be considered for a couple of years. She would be happy for the Parish Council to arrange resurfacing. Community Enhancement Fund could be used, she would sign off, depending on if funds are still available. This will give 50% match funding up to £1000. CIL could be used to meet the balance. Quotes and further investigation into funding will be needed before further consideration.
- **P3 PROW Condition Assessment:** The annual assessment will be due before end of February. I will liaise with Bishopsteignton Scouts about this as they have done a brilliant job over the last 3 years. If Covid restrictions reduce the options for assessment by groups I may need help from those of you who regularly walk (I know who you are!)

REPORTS, TRAINING OPPORTUNITIES & WEBINARS FOR MEMBERS ATTENTION:

- Several opportunities for training provided by DALC, recently shared. If you are interested please let me know.

BPC CAR PARKS –The three car parks owned and managed by BPC, being both sides at the top of Bishops Avenue and the one at the Lawns, require some suitable signage and a policy for use to be adopted. This is a task delegated to the Asset Management Committee for further consideration/preparation.

COMMUNITY LAND TRUST/LOCAL HOUSING ISSUES – No further information or contact from Emily regarding a CLT in Bishopsteignton.

WEBSITE ACCESSIBILITY & GDPR – General policies relating to GDPR, such as the cookies policy and privacy notice, require review and minor amendments. work in progress.

POLICY WORK: I am currently working through a review of all BPC policies, existing and additional which may be required, to ensure we are compliant with statutory regulations before we consider an application for a quality council award (foundation level).

TREE PLANTING & NEW ASSETS AS MEMORIALS – From recent email communication it is apparent BPC need a policy to cover all possible requests, including details such as bench style, costing/fees, acceptable plaques, locations. This is work in progress.

GREEN ROOF BUS SHELTERS: Awaiting addition of the green roof plants, delays from sedum supplier and wrong time of year to plant. Once complete press release to be created.

BISHOPSTEIGNTON PARISH COUNCIL
CLERKS REPORT Cont'd - GENERAL UPDATE 02.12.21

INTERPRETATION BOARDS – Bishopsteignton Heritage are leading on the production of several boards around the parish. So far, they have completed these at the four-parish boundary stone, St Johns Church front, and the Admirals graves in the Churchyard. Further boards are anticipated at Bishops Palace Walls (replacement board depending on continued agreement of the landowners) and The Lawns recreation ground to share the wonder of the flora and fauna. When draft copy is available to review, I will let you know. I would suggest financial support for the project, perhaps installation, can be provided using S106 funds available for Open Spaces enhancements.

ADMIRALS BOARD – An event shall be organised to unveil the new interpretation board at the Churchyard. This was installed by BH, with support from BPC and the Church so all parties should be involved. Awaiting details.

FOUR-PARISH BOUNDARY STONE PROJECT: Bench to be installed imminently. Plaque needed, both delayed due to Covid.

SCRIBE ACCOUNTS & CEMETERY PACKAGE:

- **ACCOUNTS:** Started using the accounting system from 01.04.21, but alongside old excel system for reassurance. Aim to be using the system only to save time and duplication. Some training session completed, further session required and tweaks to the BPC set-up.
- **CEMETERY:** System set up complete, full range of data to be entered when time permits. Further training required to enable day to day use.

BOOKINGS @ THE MUGA: Several of regular booking being made mean the court is closed to the public at the same time, this is difficult to guarantee due to the fact it is never locked. Booking as follows:

- Tuesdays 7.00 to 8.30 Chudleigh Canons Netball.
- Wednesday & Thursday evenings for 1 hr training of each under 10s and under 11s from Teignmouth AFC.
- Varied use by 1st Bishopsteignton Scout troops different units. (FOC)
- Powerhoops is now cancelled until the spring, attendance was low due to the weather.

MUGA FLOODLIGHTS: Several public enquiries about the brightness of the new floodlights. Have been positioned incorrectly, installation contractor will be adjusting imminently. Further assessment of light spill after this adjustment.

DEFIBRILLATORS - POTENTIAL NEW UNITS: Agreement in principle to install a unit at Cockhaven Arms, to liaise with management company and arrange funding/donation for the unit purchase. Additional potential locations to be shown on a map, to ensure even coverage, and agreed.

NALC FUTURE COMMUNITIES CONFERENCE 2021: I have attended this all-day event today and heard from some interesting speakers on subjects including:

- Creating sustainable communities using neighbourhood plans
- Engaging with the community. encouraging community-led initiatives, ideas & practices
- Civility & Public Life – updates on the development of the new Code of Conduct.
- Complaints – learning from them to strengthen public trust
- Inspiring Communities – after covid has left our communities exhausted with depleted resources.

All session recording will be made available which I can share if you are interested.

FURTHER MEETINGS – FOR INFORMATION/TO BE ARRANGED:

- Police & Community Together – Wednesday 8th December 10-12 BCC
- Finance & Personnel Committee: for 2022/23 BPC Budget & Precept Friday 17th December 2pm
- BPC Planning Committee: Monday 20th December 7.30pm @ BCC

BISHOPSTEIGNTON PARISH COUNCIL
CLERKS REPORT Cont'd - GENERAL UPDATE 02.12.21

- Next Full Council: Monday 10th January 2022, 7.30pm @ BCC
- Asset Management Committee: January 2022, TBA.
- Teign Estuary Trail Liaison group: TBA for after the planning application is determined (closed)

PROJECT IDEAS – SOME REQUIRE SUPPORT FROM MEMBERS OR AN EXTERNAL SOURCE

- Create portfolio holder status for some members to be linked to areas of expertise or specific projects. E.g., A member affiliated to Housing – to investigate and keep track of legislation associated with affordable housing from a local council and community perspective. A member to specialise in external funding sources, keeping track of what is available, from where and make applications when required and resolved by full council. A member or community volunteer to monitor Public Rights of Way.
For every person who takes on a task they can be offered relevant training, support or relevant association memberships, obviously all funded by the PC.
Needs thought, please share any ideas.
- List of Sites for the installation of new defibrillator units. To ensure even spread around the village when donations are made, or funding is available.
- As above for benches/trees.
- Better promotion of the BPC General & Climate Action Grants. Ready to receive application for FY 2022/23

FOR INFO:

I, The Parish Clerk, am taking the following annual leave and therefore non-contactable on Tuesday 7th, Monday 13th and Wednesday 22nd to Friday 31st December. Returning to duties on Tuesday 4th January 2022.

For contact either phone: 07483 149812 between 12 and 4pm, Monday to Thursday, or email: clerk@bishopsteignton-pc.gov.uk

I intend to work from the office/visit the parish at least once per week. I will always ensure Cllr. Head knows when I am there, and when I leave, in accordance with the BPC Lone Working Policy.