

BISHOPSTEIGNTON PARISH COUNCIL

CLERKS REPORT – Appendix H GENERAL UPDATES @ 07.02.22

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, he and John P is attending to various others around the parish. This work will need assessing before payment is released.
- **Cemetery** – I have recently been dealing with some issues relating to Grave Diggers / Funeral Directors. I feel it right to issue a letter of appointment to our preferred grave digger, to be copied to all FDs who use Bishopsteignton Cemetery.
- **Trees** – Full inspection carried out by Devon Tree Services on 17th & 18th January. Awaiting report and invoice.

FUNDING APPLICATIONS:

- **Tidy Teignbridge** – Application for £1,900 submitted to begin clearance work at the Cockhaven road junction. Response to be received 25th Feb.
- **District Councillor Community Fund** – Applied via TDC website for £74.00 to develop the community book swap in the shed at the Lawns.

PUBLIC RIGHTS OF WAY:

- **Surface of FP13 (adjacent to School):** The highways neighbourhood officer confirmed this work is not in any future programme as it is not considered a safety defect. 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 has been carried out by Bishopsteignton Scout who have done a brilliant job over the last 3 years. Thanks to Cllr. Merritt & Gill, and Mrs. J. Moore, for opening the centre and providing hot chocolates to the scouts.

REPORTS, TRAINING OPPORTUNITIES & WEBINARS FOR MEMBERS ATTENTION:

- **South Devon & Dartmoor Community Safety Forum – email sent 26.01.22.** Held via Teams on Wednesday 23rd March from 9.15 to 13.00. Cllrs. Moore & Gill are registered to join.
- **NALC: Levelling up the nation and our communities.** Learn more about the government's upcoming white paper on devolution and what it means for local councils. 23 February, 12pm - 1.15pm.
- **NALC: Working together to make communities safer.** Hear how Police and Crime Commissioners are improving community safety and explore the part local councils can play. 30 March, 12pm - 1.15pm.
- **DALC: Responding to Planning Applications:** Aimed at councillors and clerks who would like a better understanding of the council's role in the planning system. 23 March, 6pm- 8pm.

BAKERS YARD SITE INSPECTION – In relation to planning application 19/00800/MAJ a site visit is to be held on site before the application goes to TDC Planning Committee. The original date has been postponed, further arrangements to be advised and it has been agreed BPC members Cllr. Gateshill and Merritt will attend.

BUCKINGHAM PALACE GARDEN PARTY: following the email I received 8 replies. It was agreed by a majority that BPC nominate Mr. Charles Morgan as a previous BPC Chairman, to be entered into the DALC ballot to attend the 2022 Royal Garden party. Nomination submitted awaiting results.

BISHOPSTEIGNTON PARISH COUNCIL
CLERKS REPORT Cont'd - GENERAL UPDATE 07.02.22

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 – The BPC website requires upgrades, work in progress by James and I; Cllr. Watson also supporting this. 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).
Currently working on new policies for member and staff training, reviewing possible updates to the members Code of Conduct and the Standing Orders.

TREE PLANTING & NEW ASSETS AS MEMORIALS – 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.

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 installed. Plaque affixed; bench unveiled... loos cold!



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.

BISHOPSTEIGNTON PARISH COUNCIL
CLERKS REPORT Cont'd - GENERAL UPDATE 07.02.22

- 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:

- Every Tuesday 7.00 to 8.30 Chudleigh Canons Netball.
- Varied use by 1st Bishopsteignton Scout troops different units. (Weather permitting & FOC)

MUGA FLOODLIGHTS: Several public enquiries about the brightness of the new floodlights. These have been positioned incorrectly, installation contractor will be adjusting imminently, we've been advised **Friday 11th Feb**. Further assessment of light spill after this adjustment. Additional communication from TDC EHO after receiving a complaint. To liaise for further guidance once alignment corrections made.

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.
- Agreement with parishioner for a unit to be installed at private property, accessible to public, Teign View Road. Funding secured through HLG and County Councillor Locality budget. Awaiting receipt of funds before unit ordered. Electrician Russell Edwards aware.
- Cllr. Gill has kindly offer to donate funds raised from his birthday in 2022 to a new unit, his preferred location in the Lawns, which is ideal.
- Additional potential locations to be shown on a map, to ensure even coverage, and agreed.

FURTHER MEETINGS – FOR INFORMATION/TO BE ARRANGED:

- Police & Community Together (PACT) – Tuesday 15th Feb 11-12 The Ring O Bells (also see below)
- Queens Platinum Jubilee working party – Wednesday 9th Feb. Time & location TBC.
- Remembrance working party – 4/15th Feb evening. *Awaiting confirmation.*
- Asset Management Committee: Friday 18th Feb 2022, 2pm.
- BPC Planning Committee: Monday 21st Feb 7.30pm @ BCC. *NB. In the Hawkins Room.*
- Next Full Council: Monday 7th March 7.30pm @ BCC.
- Annual Parish Meeting: **NEW DATE:** Wednesday 16th March, 7pm.
- Teign Estuary Trail Liaison group: Tuesday 12th April, 7pm via Zoom.

OTHER PACT arrangements, all 11am to 12pm:

FEB – 15 th (Tues) Ring o Bells	MAR - 16 th (Wed) at Old Commercial
APR 13 th (Wed) Community Centre	MAY 19 th (Thurs) Ring of Bells
JUN 15 th (Wed) Old Commercial	JUL 13 th (Wed) Community Centre

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

- 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, to receive application for FY 2022/23
- Create layers within the parish online mapping system, such as
 - Parish trees (on BPC Land/in BPC care) type, condition, TPO status, next assessment due and care required.
 - All assets, such as benches, noticeboards for condition status, for future assessment planning and schedule of works.
 - Grit bins, locations, available capacity, condition status

BISHOPSTEIGNTON PARISH COUNCIL
CLERKS REPORT Cont'd - GENERAL UPDATE 07.02.22

- Defib units, initiation date, replacement parts date, condition assessment, security access codes (confidential).
- Potential locations for new asset such as benches, defibs, trees, etc.

FOR INFO:

For direct contact either phone: 07483 149812, 11am to 3pm, Monday, Tuesday, Wednesday & Friday.
or email: clerk@bishopsteignton-pc.gov.uk

Majority of my weekly hours will be worked from home, but I do 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.