



# BISHOPSTEIGNTON PARISH COUNCIL

## CLERKS REPORT – Appendix I GENERAL UPDATES @ 06.06.22

### PARISH MAINTENANCE/AMC COMMITTEE:

- **Benches** – Where needed, benches in the parish are to be refurbished over the next month or so. Wally is completing those in the cemetery, he and John P are attending to various others around the parish. This work will need assessing before payment is released. WIP. In addition, John P is helping me load them onto the Parish Online mapping tool to form the asset register.
- **Trees – Cemetery Ash Dieback:** Inspection to be arranged for Autumn.
- **Litter & Dog waste bin, Cockhaven Road:** Investigating this, I have applied to TDC. Awaiting response.
- **Vehicular Access from The Lawns car park on to The Drive:** Concern raised by a resident that cars are not stopping/looking before leaving The Lawns car park. I am meeting our NHO to consider what road markings/signage might reduce this risk. Will refer findings to the next meeting of the AMC.
- **Removable Bollard on footpath at The Lawns:** Very old, now rusted and collapsed. Damage removed, seeking quotes for replacement as necessary to restrict vehicular access/trespassing on The Lawns. Quotes will be deferred to the next meeting of the AMC.
- **Playground Revamp:** Public Consultation: Event at The Lawns: 11:00 to 13:00 Saturday 25<sup>th</sup> June. All member involvement appreciated. In addition, Robert and I are visiting the school children on Friday to be grilled! They are having a go at mapping the areas and designing dream playgrounds. Once both consultation results can be reviewed detailed quotations can be sought before a Viridor grant application can be submitted.
- **Cemetery:** Received a request to provide a handrail at the steps to the garden of rest. Seeking quotes for AMC consideration.
- **Bus Shelter, Michaels Field:** Glass smashed before the weekend, no evidence of how. Reported to Fernbank Ltd, to be replaced before the end of the week. 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.
- **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.

### MOBILE VEHICLE ACTIVATED SIGN:

A trial has been conducted. Having discussed several matters with PC. Orchard it is clear there is no liability for the Parish Council, the unit is insured by the police as well as all operative, if necessary, BPC insurance does cover volunteers too. We may need to purchase more high Visibility vests but otherwise there is no associated cost to this activity. As discussed by full council, volunteers are needed to operate the unit, in teams. A poster and FB post will be produced and shared.

### 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. No action taken yet.

**Access gate on PROW 13 (adjacent to Metro Motors):** Gate broken, reported to DCC PROW Warden who will carry out the repair.

## CLERKS REPORT Cont'd - GENERAL UPDATE 06.06.22

### REPORTS, TRAINING OPPORTUNITIES & WEBINARS FOR MEMBERS ATTENTION:

Should any members wish to attend any of the available courses please contact the clerk.

- Congratulations to Cllr. Watson has achieved level 2 Retrofit Advisors course. Taken independently of BPC but very beneficial to BCAP and the community thermal camera.
- Cllr. Benham attended NALC webinar on fighting climate change, on 25.05.22. she is awaiting the meeting recording to provide a report to the council.
- Clerk Training booked:
  - 1. SLCC Southwest Training Seminar 25.05.22 – see brief report below.
  - 2. SLCC Management in Action Training seminar 9 June
  - 3. NALC Local Council Award Scheme Introduction & application insight. 23.06.22 at 12:00, online.

### SLCC Southwest Training Seminar Summary

Slides of all the training session are available, please let me know if you would like to see these. The day provided the opportunity to network with over 70 Town and Parish clerks, and Local Council officers, from across the Southwest. The sessions were:

- **Government Reforms of the National Planning System** – Interesting, a knowledgeable speaker who highlighted several issues to look out for in the future, for example reduced response times, weighting given to 'Good Design' on planning decisions, a more rule-based system with clearer rules than general planning policy. This will involve a simplifies local plan and a new model design code. More permitted development such as some agricultural building into up to 5 dwellings.
- **Local Government Reorganisation, Localism & Levelling Up: Implications & Opportunities for the Sector** – A long session with a very knowledgeable speaker. Difficult to summarise but I came away thinking BPC should look again into possible asset transfers from TDC, subject to funding offered / capabilities within our precept.
- **Community Engagement** – In my opinion this was a terrible session, a waste of time and irrelevant to a parish of our size.
- **Operation London Bridge** – Excellent, it confirmed some of what I knew but also added a whole lot more detail which should be in our current policy, basically he opened a can of worms!

### 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 the following policies, new & revisions: Training policy, Complaints Policy, the BPC Standing Orders, the BPC Financial Regulations, and BPC Risk Management Scheme.

### 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, Community Centre (as the old school). 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.

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### SCRIBE ACCOUNTS & CEMETERY PACKAGE:

ACCOUNTS: Some further training session completed including VAT & Making Tax Digital which is now mandatory for 2022/23 and beyond. Several further sessions booked. Some fine-tuning needed improve day-to-day use.

CEMETERY: System set up complete, but some inaccuracies detected. Needs revisiting and full attention. I intend to complete this during the Councils summer recess.

### 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.
- Every Wednesday 7.00 to 8.30 Chudleigh Canon Netball (from 01/06)
- 9-10am Sundays 15/05, 22/05 & 29/05 for Sarah Fields Powerhoop
- Varied use by 1<sup>st</sup> Bishopsteignton Scout troops different units. (Weather permitting & FOC)

### DEFIBRILLATORS - POTENTIAL NEW UNITS:

- A unit has been purchased and delivered; for installation in the Teign View Road/top of Murley Crescent area. Have arranged with WPD for it to be attached directly on the telegraph pole. WPD will provide the power directly, free of charge in perpetuity. This is not likely to be installed for a couple of months while WPD continue with the upgrade across the village.
- Agreement in principle to install a unit at Cockhaven Arms, to liaise with management company and arrange funding/donation for the unit purchase.
- 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. Have met with Russell and this is possible. Awaiting response from fabrication to make a stand for it.
- Funds have been raised by Linda & Neville Bond for another unit, it will be located on a telegraph pole opposite the junction of Grange Park and powered by WPD.
- Additional potential locations to be shown on a map, to ensure even coverage.

### FURTHER MEETINGS – FOR INFORMATION/TO BE ARRANGED:

- BPC Planning Committee: Monday 20 June 7.30pm @ BCC.
- Next Full Council: Monday 6 June 7.30pm @ BCC.
- Asset Management Committee: TBC for the week commencing 20.06.22, please could members complete the doodle poll emailed 06.06.22.
- BPC Governance & Strategy committee meeting: should be arranged for the near future, as policies which have been reviewed by the clerk should be approved by this committee and recommended for adoption by the full council.
- BERT: meeting required, shall arrange with E. Cawthraw, as chair.

### VANDALISM AT THE LAWNS (including Floodlights):

The following actions are being taken:

- Gents to be permanently locked.
- New unisex toilet sign on the other unit (previously Ladies).
- This is padlocked, permanently, code provided to regular users of the area, such as groups booking the MUGA, John from Crew Coffee, etc.
- Russell to install an electric hand dryer to eliminate the need for blue paper towels.
- Wally providing a quote to 'box-in' the sheltered end of the unit.
- Russell to source and install a new tamperproof box to the floodlights switch, timer has been corrected to stop the light being left on overnight.

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### **BPC GRANTS:**

Better promotion of this is needed and probably an improvement on the application process. Work in progress.

### **FOR INFO:**

For direct contact either phone: 07483 149812, 11am to 3pm, Monday, to Thursday. or email: [clerk@bishopsteignton-pc.gov.uk](mailto: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.