



BISHOPSTEIGNTON PARISH COUNCIL

CLERKS REPORT – Appendix I GENERAL UPDATES @ 01.07.22

PARISH MAINTENANCE/AMC COMMITTEE:

- **Benches** – Where needed, benches in the parish are to be refurbished by John Parkes & Wally, over the next month or so, having already completed approximately 8. 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. Following advice given by the NHO at a site meeting this was considered by the AMC. IT was agreed for the clerk to seek quotes for a solid line and the word STOP to be painted on approach to the junction, from the car park. WIP.
- **Removable Bollard on footpath at The Lawns:** Very old, now rusted and collapsed. Damage removed, considering options for replacement as necessary to restrict vehicular access/trespassing on The Lawns. It's possible there were some left over from the Village Green. Does not need to be removable as access can be gained via the bottom gate.
- **Playground Revamp:** Now the children and public have been consulted results can be reviewed and 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. Quote received, approved by AMC as within approval limit. Awaiting contractor to provide detail drawings with measurements before final approval of design.
- **Bus Shelter:** 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.
- **MUGA – Line Markings:** This was discussed at the AMC meeting, it was agreed to seek further quotation for the markings, Members are looking to mark just the secondary Netball court (yellow).
- **MUGA/Toilets vandalism:** Just one unit in use, secured although the padlock is being smashed of and disappearing, have already replaced twice. Wally keeping a close eye and reporting any further damage if it occurs. Wally will be removing the sheltered end of the toilet block, as soon as possible, to deter gatherings. The bench seat will be relocated and repaired, chained in position if possible.
- **MUGA/Floodlight vandalism:** R. Edwards has installed a new tamperproof box for the lighting controls. Awaiting invoice.

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 have been shared, awaiting response.

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

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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): Heavy-duty gate post installed and gate repaired by DCC PROW Contractor.

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. All new drafts can be reviewed by the BPC Strategy & Governance Committee.

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), Village Green and a full village map. 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. The boards will likely end up on the BPC asset register and insurance policy.

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.

LIME TREE FAILURE, ST JOHNS CHURCHYARD:

As advised, a very large branch from this tree failed. There was concern for the remaining tree and public safety due to its proximity to the public highway and location in a publicly accessed space. Following several expert inspections, it was recommended and resolved that the tree should receive a crown reduction of 8-10 metres removing the branches at risk. This tree surgery was carried out by Hi-Line under a 5-day emergency notice served to TDC, using a crane and an emergency road closure notice. Awaiting invoice.

Nearby gravestones to be inspected for damage to ensure safe. Claim to be raised with BPC insurer to cover the cost of this emergency work and remedial work to headstones.

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 and Wednesday 7.00 to 8.30 Chudleigh Canon Netball (from 01/06), possibly some Thursdays for matches depending on weather.
- 9-10am Sundays 15/05, 22/05 & 29/05 for Sarah Fields Powerhoop

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DEFIBRILLATORS - POTENTIAL NEW UNITS:

BPC currently hold 3 units, ready for installation in the following locations:

- Teign View Road/top of Murley Crescent area. To be attached to a telegraph pole and power supplied by WPD in perpetuity.
- Teign Close/Forder Lane junction, opposite Grange Park. To be attached to a telegraph pole and power supplied by WPD in perpetuity.
- The Lawns recreation ground. Adjacent to the electricity box next to the pedestrian gate to Lawns End houses. Most central point with access to power.

All of these require a sip-galvanised frame to be fabricated to attached to telegraph poles, a post at the Lawns. SM Engineering are producing these, estimated delivery is 3 weeks.

Future units: Agreement in principle to install a unit at Cockhaven Arms, to liaise with management company to confirm when funds for another unit are available. Additional potential locations to be shown on a map, to ensure even coverage.

FURTHER MEETINGS – FOR INFORMATION/TO BE ARRANGED:

- **BPC Planning Committee:** Monday 25 July 7.30pm @ BCC.
- **Next Full Council:** Monday 5 September 7.30pm @ BCC.
- **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.
- **Climate Action Committee** meeting to be arranged now that Cllr. Watson is getting back his mobility.
- **Digital Solutions Committee** will need to meet soon, I have been working with James on the new website, will be soft launched very soon, will need some volunteer page-checkers when the time comes.

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

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.