



BISHOPSTEIGNTON PARISH COUNCIL

CLERKS REPORT – Appendix F GENERAL UPDATES @ 31.08.22

PARISH MAINTENANCE/AMC COMMITTEE:

- **Benches** – Maintenance ongoing, as and when required. None of the benches currently require urgent attention.
- **Trees – Cemetery Ash Dieback:** Inspection being arranged for October. Quote requested from DTS.
- **Vehicular Access from The Lawns car park on to The Drive:** One further quote to be sought for comparison. This is for a solid line and STOP to be painted at the exiting junction (joining The Drive from the car park) as agreed by BPC AMC (21.06.22, minute ref: 2206.04).
- **Removable Bollard on footpath at The Lawns:** Damage removed, and area made safe. Replacement does not need to be removable as access can be gained via the bottom gate. BGS instructed to carry out this job, awaiting timescale.
- **Dropped kerb adjacent to coffee vendor:** As the ramps are not fit for purpose (put it down to trial & error!) a drop kerb is required. Highways permission is not required. Seeking quoted.
- **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 Garde of Rest Handrail:** Quote received, approved by AMC as within approval limit. Awaiting contractor to provide detail drawings with measurements before final approval of design and costs which shall be met using burial account.
- **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 & Clerk 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) only during this financial year and the primary court to be included in the 2023/24 budget.
- **MUGA/Toilets vandalism:** Wally has removed the sheltered end of the toilet block, as well as the graffiti. There has been no further vandalism noted since.
- **MUGA/Floodlight vandalism:** R. Edwards has installed a new tamperproof box for the lighting controls. No further vandalism noted since.

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, but unfortunately no response received to date. Added to this is the potential for a Cockhaven Road Safety Team, which was considered as a result of public comments at the July full council meeting, however volunteers would be required for anything to be established.

PUBLIC RIGHTS OF WAY:

Surface of FP13 (adjacent to School): Some minor repairs have been made however the highway neighbourhood officer confirmed a full resurface 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.

CLERKS REPORT Cont'd - GENERAL UPDATE 31.08.22

Access gate on PROW 13 (adjacent to Metro Motors): Following the installation of a new heavy-duty gate post and repairs to the gate it has since been reported this is sticking/not closing fully. Reported to PROW, awaiting response.

Handrail at Luxton Steps, PROW 13: reported as wobbly, forwarded to DCC PROW warden, awaiting action.

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. MEETING TO BE ARRANGED.

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, Village Green, Old School (Community Centre), and a full village map. **Please see agenda item 2209.05.a for further consideration and action.**

LIME TREE BRANCH FAILURE, ST JOHNS CHURCHYARD:

An extreme but essential crown reduction was carried out to extend the life of this tree and make it safe following recent branch failure. 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. Invoice issued, arranging meeting with the PCC of St Johns to discuss meeting this large cost as insurance cannot be claimed for this work.

Nearby have been inspected for damage. Minor damage detected; I am meeting a contractor next week to organise remedial work.

FUTURE OF BISHOPSTEIGNTON COMMUNITY CENTRE

A working party is established to consider all possible outcomes for this under-utilised parish asset. Currently the BPC are not represented on this committee, other than Cllr. Merritt attending as a member of the BCC Management Committee. Should an invitation to join this working party be forthcoming I would suggest another member, or myself as clerk, should be appointed and shall report back to full council with relevant information or matters requiring further consideration. **Please see agenda item 2209.05.c for further consideration and action.**

SCRIBE ACCOUNTS & CEMETERY PACKAGE:

ACCOUNTS: Enabling quick and easy management of day-to-day accounts, nothing significant to report.

CEMETERY: Uploading and checking of records still ongoing, as and when time allows but for most of the day-to-day enquires and for the recording of recent activity the system is sufficient.

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 For September onwards:

- Wednesdays 7.00 to 8.45 Chudleigh Canon Netball
- 9-10am Sundays for Sarah Fields Powerhoop
- Occasion use for first Bishopsteignton Scouts
- Potential new regular booking for Cobras Netball, depending on availability.

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DEFIBRILLATORS:

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

- Teign View Road/top of Murley Crescent area, and Teign Close/Forder Lane junction, opposite Grange Park. Both these cabinets are to be attached to new telegraph poles and power supplied by WPD in perpetuity. Fixing frame being adjusted by metal fabricator, awaiting collection and connection. With thanks to Reg Gill, Russell Edwards and Wally for enabling this work.
- 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. Post and frame installed by Wally, awaiting connection, by Russell Edwards.

Further 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.

Regular Inspections: Each defibrillator unit require a monthly inspection to ensure it is fully operational. To date these have been carried out by Mr. Eddy Stephenson, with our thanks. He would like to pass this on. I will be arranging for him to train me how to carry out the inspections, and until a volunteer comes forward, I shall complete this task, however it could be anyone! Please make contact if you can help, with all or a few of them.

REMEMBRANCE 2022

The working party have met several times this year and have submitted the road closure application for both Remembrance Sunday and Armistice Day. The general idea is that the civic service moves away from the church service with more effort being made at the War Memorial, a reduced parade, followed by refreshments at the Community Centre. Will BPC support this community event by providing a small budget for refreshments and printing of reusable service programs? **See agenda item 2209.05.d for further consideration and action.**

FURTHER MEETINGS – FOR INFORMATION/TO BE ARRANGED:

- **BPC Planning Committee:** Monday 19 September 7.30pm @ BCC.
- **Next Full Council:** Monday 3 October 7.30pm @ BCC.
- **AMC:** To be arranged when required.
- **Finance Committee:** To be arranged soon, with 2023/24 budgeting season approaching!
- **BPC Governance & Strategy Committee** meeting: to be arranged
- **BERT:** meeting required, shall arrange with E. Cawthraw, as chair.
- **Climate Action Committee:** currently organising for w/c 19/09/22, to be confirmed in due course.
- **Digital Solutions Committee:** **Please see agenda item 2209.05.b for further consideration and action.**

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.