



# BISHOPSTEIGNTON PARISH COUNCIL

## CLERKS REPORT – Appendix I GENERAL UPDATES @ 28.09.22

### FINANCE/ACCOUNTING:

The audit of BPC 2021-22 Accounts is now complete and signed off by the external auditor as meeting all statutory regulations of proper, open & transparent accounting practices.

### BPC GRANTS:

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

### TEIGNBRIDGE LOTTERY:

Today, 28.09.22, I attended a zoom session to introduce and explain the new Teignbridge Lottery. It is self-explanatory, free and simple for local charities/CICs to join to receive benefits. However, this is not intended for Local Councils.

More details can be found here: <https://www.teignbridgelotteryforcommunities.co.uk/>

### PARISH MAINTENANCE/AMC COMMITTEE:

**Benches** – Maintenance ongoing, as and when required. None of the benches currently require urgent attention.

**Trees – Cemetery Ash Dieback:** Inspection took place on 22 Sept, carried out by Devon Tree Services. Awaiting report and recommendations.

**Vehicular Access from The Lawns car park on to The Drive:** 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). BGS Ltd provided the most reasonable quote and have been appointed. Awaiting action.

**Removable Bollard on footpath at The Lawns:** Replaced with wooden posts. No further action required.

**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. **See agenda item 2210.04.**

**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. One further quote provided, this and existing quotes to be reviewed. No further action taken yet.

**Cemetery Garden 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. Awaiting action from the contractor.

**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. No further action taken yet.

**MUGA – Line Markings:** Discussed by AMC who agreed to seek quote for the markings. The quote from BGS Ltd was the most reasonable and they have been appointed to carry out the work. Members are

## CLERKS REPORT Cont'd - GENERAL UPDATE 28.09.22

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.

**Cockhaven Junction Enhancement:** Despite the budget set by the council and highways approval there have been several factors causing a delay to this work getting started. One of the appointed contractors has now declared he is not able to complete the work until early 2023. The other contract has been consulted to carry out these elements in addition to those already allocated to them. A quote has been provided but this is more than a 50% increase on the original budget. Furthermore, In the current economic climate the price of materials is constantly increasing. Between Cllr. Merritt, Cllr. Gateshill & the clerk it has been agreed to revise the design and project spec and seek quotes for the reduced impact project. Once quotes are ready these can be reviewed by the AMC.

### 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. **The latest attendance with the speed detection trolley is arranged for Monday 3 October at 14.30.**

### 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.

**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 report 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.

Two boards moving into production, for The Parish Cemetery and The Village Green. These will be funded by BPC, from the Burial Account for the former, and S106 for the latter. Further boards are anticipated at Bishops Palace Walls (replacement board depending on continued agreement of the landowners) and The Lawns recreation ground, Old School (Community Centre), and a full village map.

## **CLERKS REPORT Cont'd - GENERAL UPDATE 28.09.22**

In future, other than the board at the Lawns and insurance cover for each new installation the cost of these will be met by BH.

### **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, to be settled when funds claimed through BPC insurance is supplied. Confirmation received, awaiting transfer. Nearby memorials have been inspected for damage. Minor damage detected which will be resolved by BGS Ltd as the contracted maintenance company.

### **FUTURE OF BISHOPSTEIGNTON COMMUNITY CENTRE**

A working party is established to consider all possible outcomes for this under-utilised parish asset. BPC are now represented on this committee, and I attended the last meeting, held 23.09.22. [See agenda item 2210.06 and appendix G.](#)

### **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 regular bookings mean the court will be 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 October onwards:

- Wednesdays 7.00 to 8.45 Chudleigh Canon Netball
- 9-10am Sundays for Sarah Fields Powerhoop
- Potential new regular booking for the Netball league, awaiting confirmation.
- Potential 6week block booking for Kingsteignton Tennis Club coaching while their own court is being resurfaced. Awaiting confirmation.

### **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 has been adjusted by the metal fabricator, awaiting connection.
- The Lawns recreation ground. Now installed and commissioned.

With thanks to Reg Gill, Russell Edwards and Wally for enabling this work.

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 has provided training to me to carry on the inspections when required. Kindly, a volunteer has now come forward, who will take over from November.

### **REMEMBRANCE 2022**

The working party have met several times this year and are working towards the civic ceremonies to be held at the War Memorial on Friday 11<sup>th</sup> & Sunday 13<sup>th</sup> Nov 2022.

## CLERKS REPORT Cont'd - GENERAL UPDATE 28.09.22

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

- **Bishopsteignton Climate Action Projects Committee:** Monday 10 October 7.30pm @ BCC.
- **BPC Planning Committee:** Monday 17 October 7.30pm @ BCC.
- **AMC:** Monday 17 October 7.30pm @ BCC.
- **Next Full Council:** Monday 7 November 7.30pm @ BCC.
- **Finance Committee:** To be arranged soon, with 2023/24 budgeting season approaching!
- **BPC Governance & Strategy Committee** meeting: to be arranged
- **BERT:** meeting held Wed 28<sup>th</sup> Sept, next meeting to be arranged.

### 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 Bishopsteignton Heritage Hub/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.