

DRAFT MINUTES

OF THE FULL COUNCIL MEETING

HELD AT 7.30PM MONDAY 4 SEPTEMBER 2023
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2973 MEETING GOVERNANCE

- .01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. K. Benham Cllr. R. Gill
Cllr. R. Gateshill Cllr. J. Grimble Cllr. N. Shaw
Cllr. J. Hanafin (7/10)
Clerk: Mrs. K. Ford.
6 members of the public at various times.
- Apologies:** Cllr. Edwards, Head, & Vooght (3/10).
PCSO S. Bunce & PC. C. Orchard.
District Cllr. MacGregor
County Cllr. Peart

.02 **Declaration Of Interests:** none.

.03 **Order Of Business:** The Chair proposed that agenda item 2309.06.02: Double Yellow Lines at Cleland Court be brought forward for the public audience. This was seconded and agreed unanimously.

.04 **Ratification Of Minutes:** Minutes of the Parish Council meeting held at Bishopsteignton Community Centre on 10.07.23, were considered. It was proposed and seconded that these be approved as a true and correct record. Agreed unanimously therefore **resolved to approve** and to be signed by the chair.

2974 HIGHWAYS: Double Yellow Lines at Cleland Court, Manor Road.

The Chair allowed several residents to explain the problems caused by irresponsible parking in the vicinity of the entrance to Cleland Court on Manor Road. The imminent double yellow lines were appreciated although it was felt the proposal was inadequate.

It was proposed by Cllr. Gateshill that a secondary application be submitted to Devon Highways/Teignbridge HATOC via the Neighbourhood Highways Officer which extends the double yellow lines heading East from the junction as far as the pavement travels. It was also proposed that the NHO is consulted regard the installation of permanent bollards along this same stretch, to reduce parking on the pavement. If permitted by Devon Highways these should be purchased by the clerk and installation arranged, within a budget of £1,000 from Community Infrastructure Levy funds currently held. These proposals were seconded by Cllr. Shaw, agreed unanimously and therefore RESOLVED.

2975 OFFICIAL REPORTS:

.01 **POLICE:** No crime report could be provided for this meeting and officers could not be present. The next Gazette will be circulated as soon as it's available. The next PACT meeting is to take place at 10.30am on Wednesday 13th September Jacks Patch.

.02 **DISTRICT COUNCILLOR:** The following report was provided by Cllr. MacGregor.

- *The Lido shut early this year due to a leak which saw water levels drop quickly and dangerously. The showers and toilets in the changing rooms also lost pressure and were also unusable. Effort is now going into establishing the leak location and how to fix it. I have lodged questions regarding this issue for full council.*

DATED:

CHAIRMAN:

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- *Broadmeadow Leisure Centre is to be refurbished after the project was agreed at the last full council. The project value is around £3m of which there is a grant of £300,000. There will be significant disruption as it involves considerable space changes. One of the key aspects which I and others disagree with is the decision to move from three separate changing facilities to a 'village' type changing area. This means removal of single sex spaces as well as the team changing facility.*
- *Ridgetop Park by Exeter was opened recently. It is funded entirely by developer contributions.*
- *No further responses at the stage (from TDC) of responding to the email from you regarding progress on the Scout Hut being built at The Lawns.*
- *I understand that there are free training opportunities for clerks and chairs at Parish and Town level being made available.*
- *Bakers Yard still hasn't made it back to consideration, but I understand that a revised plan is to be put forward specifying a safer route to town which the Parish I recall did not think was practical.*
- *There are additional funds - £33000 - being made available to assist with cost-of-living difficulties for those experiencing the most difficulty. It comes from the Teignbridge Lottery income.*
- *Cost of living drop in events start next week*
- *We've teamed up with the CVS and almost 30 other supporting organisations to run a series of six free, cost of living drop in events at locations across the district. The events – the first of which is at Bovey Tracey on 13 September - will provide a wide range of advice and information to help residents struggling with the cost of living pressures to manage their way through the autumn and winter months.*

The dates and locations of the events, which will be attended by several council teams, are set out below:

- *Wednesday 13 September 9.30 - 12.30 Bovey Tracey Riverside Centre*
- *Thursday 21 September 9.30 - 12.30 Moretonhampstead Parish Hall*
- *Thursday 5 October 9.30 - 12.30 Newton Abbot Courtenay Centre*
- *Monday 9 October 10.00 – 1.00 Teignmouth Pavilions*
- *Wednesday 18 October 9.30 – 12.30 Christow Community Hall*
- *Thursday 26 October 9.30 – 12.30 Buckfastleigh St Luke's Church Hall*

Cllr. MacGregor was asked for advice on how to go about escalating the unresolved matter regarding the covenant on the Lawns transfer deed which according to TDC solicitor, Mr. P. Woodhead, restricts the installation of the proposed building for community use, mainly scouts. 1st Bishopsteignton Scouts, a registered charity, have now spent more than £7,000 to gain planning permission but now are being held up by this issue. He reported liaising with Mr. P. Shears, Managing Director of TDC, to bring him up to speed on this case. He suggested BPC write formally to both Mr. Shears, and Cllr. Martin Wrigley, leader of the council, to ask for the matter to be resolved. It was proposed by Cllr. Merritt, seconded by Cllr. Gateshill, agreed unanimously and therefore RESOLVED to take this recommended action.

.03 **COUNTY COUNCILLOR:** Cllr. Peart provided the following report.

Free Trees Scheme. *Landowners and communities in Devon are being reminded to apply for this year's free tree scheme. Devon County Council is offering up to 50 free tree packs, each containing 45 native broadleaved trees and other items to support their planting and establishment. This project will help achieve carbon net zero, tackle the Climate Emergency and support nature recovery. Last winter, more than 17,000 trees were planted in Devon through the Emergency Tree Fund, a project run in partnership with the Woodland Land Trust, with additional support via the Forestry Commission. This breaks down to 6,750 trees awarded to landowners and more than 9,800 trees planted on County Farms Estate and other council owned land. Applications for this year's scheme need to be completed online by Wednesday 27th September. Applicants will be notified if they have been successful before the end of October and the free tree packs will be delivered*

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in time to be planted during National Tree Week from the 25th November – 3rd December. To find out more about the Emergency Tree Fund visit the County Councils dedicated webpages.

2976 FINANCE

- .01 **Payments:** It was proposed and seconded, agreed unanimously, and therefore RESOLVED that:
- i. payments transacted by the clerk across the period 11.07.23 to 29.08.23, be approved retrospectively.
 - ii. the payments as listed for payment on 05.09.23 shall be transacted by the clerk.
- .02 **Financial Statement:** A statement for the period ending 30.06.23 was forwarded to members prior to the meeting. No questions were raised therefore this was NOTED by members and signed by the Chair. Clerk to publish this on the BPC website.
- .03 **Reallocation of Budget:** The clerk recommended that the budget of £350 which was set for the Kings Coronation, to plant a commemorative tree and printing services for a community program/brochure, be reallocated. A program was not required as posters were sufficient. A tree is going to be approximately £50-100. It was proposed by Cllr. Shaw, seconded by Cllr. Head that the remaining balance of approximately £200-250 be allocated to a new budget heading for 80th Anniversary of D-Day and that this be used to cover any costs relating to beacon lighting and possibly arrangements for a community event. Agreed unanimously, therefore RESOLVED.

2977 ASSET MANAGEMENT

- .01 **Land at Little Haldon Heath:** Full Council considered the clerks' report, which gave updates on this issue since previously discussed, and the recommendation within. It was proposed by Cllr. Gateshill, seconded by Cllr. Grimble, that no further action should be taken by BPC at this time, other than to politely decline to opportunity presented by the voluntary working group and wish them every success in their endeavors. FOR: 6, AGAINST: 1, therefore RESOLVED.
- .02 **Fore Street Toilets Regeneration:** Members considered the report provided by the clerk. Cllr. Gateshill, as Chair of the Asset Management Committee (AMC) summarised the options; to leave it as it is structurally, with redecoration only (setting a budget for this work); Improvements to provide one toilet unisex with disabled access, developing the remaining building for alternative use (options to be considered); or, reconfigure to allow separate male and female toilets, and a disabled access facility, and develop any remaining space for storage or an alternative use. All options were discussed in depth.
It was proposed by Cllr. Benham, seconded by Cllr. Shaw, to defer this consideration until a future meeting of the full council, when future rental charges for the continued use of the Bishopsteignton Community Centre as a storage facility and meeting location are known. Agreed unanimously therefore RESOLVED.
Members were encouraged to research and consider alternative uses for the space, and to explore local unisex/disabled access facilities for reference.
- .03 **Advertising Banners:** Members considered the recommendation made by the Asset Management Committee at its meeting held 24.07.23 (minute ref. 2307.06). It was proposed by Cllr. Gateshill, seconded by Cllr. Grimble, that there should be no advertising banners at the new railings at

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Cockhaven Junction and the businesses/charities currently displaying banners should be asked to remove them. FOR: 5, AGAINST: 1, ABSTENTION: 1, therefore RESOLVED. Clerk to contact Bishopsteignton School and Shaldon Zoo.

.04 **Garden Wall at St Johns Churchyard:** This item did not appear on the agenda however consideration was expedient to resolve the matter.

The recent concerns with the wall and the remedial actions taken so far were explained and the need for future remedy was considered. It was proposed by Cllr. Shaw, seconded by Cllr. Head, that a second opinion is sought from a Stonemason. Agreed unanimously, therefore RESOLVED.

2978 COUNCIL STRATEGY & GOVERNANCE

.01 **Member Sabbatical Request:** Members considered a request from Cllr. Edwards, for a 3-months leave of absence due to ongoing health concerns. It was proposed by Cllr. Merritt, seconded by Cllr. Benham, that this request be granted. Agreed unanimously therefore RESOLVED.

.02 **Council Strategic Plan 2023-2027:** Members considered the final draft of this plan. Cllr. Benham suggested the introduction of a Carbon Reduction Plan be included, alongside the proposed Biodiversity Plan. Other than thanks to the clerk for the production of this document, no further comments were made.

It was proposed by Cllr. Merritt, seconded by Cllr. Gateshill, that this version, including the addition suggested by Cllr. Benham above, be adopted for immediate use and referral and its regular review be scheduled into Full Council meeting agendas. Agreed unanimously therefore RESOLVED.

.03 **BPC Policy Review:** The following policies were recommended for adoption, following review and necessary alterations carried out by the clerk:

- i. **BPC Financial Regulations (P.012):** Several amendments were discussed and recommended. It was proposed by Cllr. Gateshill, seconded by Cllr. Shaw, that this version be adopted for immediate use, subject to actioning of the amendments discussed. Agreed unanimously therefore RESOLVED.
- ii. **Freedom of Information Policy (P.021):** This was considered, and no comments raised. It was proposed by Cllr. Shaw, seconded by Cllr. Benham, to adopt with immediate effect. Agreed unanimously therefore RESOLVED.

2979 HIGHWAYS:

.01 **20's Plenty Campaign:** Members considered the clerk's report and recommendation within. It was proposed by Cllr. Shaw, seconded by Cllr. Head, to act in accordance with the recommendation: - *Bishopsteignton Parish Council fully supports the 20's Plenty for Devon campaign. The Parish Council calls on Devon County Council to request the implementation of 20mph in the village of Bishopsteignton and Luton. The Parish Council will write to Devon County Council to express support for the campaign to implement 20mph limits on streets throughout Devon where people live, work, shop, play or learn.* Agreed unanimously therefore RESOLVED.

.02 **Double Yellow Lines at Cleland Court:** *Discussed earlier, see minute reference 2974, on page 1.*

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.03 **Road Closures:** The notifications, as listed in the circulated appendix, were noted. To be shared on BPC website and social media for public information.

2980 DISRUPTED WATER SERVICE IN LUTON/IDEFORD:

Members considered the issues highlighted in the clerks report and it was proposed, seconded to act in accordance with the recommendation: - *To offer its support to its residents BPC might consider writing to both A. Morris and SWW to strengthen the arguments put forward by residents and Ideford PC.* Agreed unanimously, therefore RESOLVED.

2981 CLERKS REPORT: The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. The following comments were raised/points added:

- **Remembrance:** Planning for Civic Services for 2023 is underway.
- **Paperchase:** As there have recently been flytipping incidents after several paperchase skip visits Cllr. Hanafin questioned the agreement in place with the Preschool. The clerks advised there was nothing official in writing, but this should be remedied. A draft agreement to be drawn up and considered at a future meeting.
- Cllr. Benham asked if Bishopsteignton School are affected by RAAC. Clerk to liaise with School Manager and report back to the council.

2982 MEMBERS REPORTS:

- Cllr. Merritt reported an upcoming meeting of the TET working party, with DCC, and TDC representatives. Any report from this can be circulated/discussed at the next full council meeting.

2983 PUBLIC PARTICIPATION: None.

THE CHAIR CLOSED THE MEETING AT 21.47

DRAFT MINUTES

OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD AT 7.30PM MONDAY 18 SEPTEMBER 2023 AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2987 MEETING GOVERNANCE

.01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. K. Benham Cllr. R. Gill
Cllr. R. Gateshill Cllr. J. Grimble Cllr. J. Head
Cllr. N. Shaw Cllr. Vooght (8/10)
Clerk: Mrs. K. Ford.
No public audience.
Apologies: Cllr. Edwards, J. Hanafin (2/10).

.02 **Declaration Of Interests:** none.

2988 NEW COUNCILLOR CO-OPTION.

The Council acknowledged the application received from parishioner Mr. Dave Robbins, who unfortunately could not join the meeting. After consideration it was proposed by Cllr. Merritt, seconded by Cllr. Grimble that Mr. Robbins be duly co-opted as a member of Bishopsteignton Parish Council. Agreed unanimously therefore **RESOLVED**.

Clerk to liaise with Cllr. Robbin for the completion of his Declaration of Acceptance of Office, to make him aware of the Councillors Code of Conduct, and completion of his declaration of Registerable Interest for submission to Teignbridge District Council.

THE CHAIR CLOSED THE MEETING AT 19.43

BISHOPSTEIGNTON PARISH COUNCIL

Appendix C: PAYMENTS MADE BETWEEN 01.10.23 to 17.10.23

To be authorised retrospectively by the full council at its meeting to be held 23.10.23

VN	Date	Net	VAT	Total	Description	Supplier	NOTES
129	02.10.2023	£429.17	£0.00	£429.17	Toilet Cleaning Contract	P. Walton	Contractual
130	02.10.2023	£13.00	£2.60	£15.60	Email hosting	Very Good Email Co	Contractual
131	02.10.2023	£50.00	£0.00	£50.00	Website hosting	Dot Combo Ltd	Contractual
132	02.10.2023	£17.97	£3.59	£21.56	Admin/IT	BT	Contractual
133	05.10.2023	£496.25	£0.00	£496.25	Tax & NICs	HMRC	Contractual
134	05.10.2023	£1,592.62	£0.00	£1,592.62	Clerks Salary	Mrs. K Ford	Contractual
135	05.10.2023	£571.57	£0.00	£571.57	Pension Contributions	DCC Pension Fund	Contractual
136	10.10.2023	£33.58	£1.67	£35.25	Utilities	British Gas	Contractual
137	12.10.2023	£17.00	£3.40	£20.40	BPC Mobile Phone contract	EE	Contractual
138	17.10.2023	£211.00	£0.00	£211.00	Office Rent	Bishop CC	Contractual
139	17.10.2023	£1,616.00	£323.20	£1,939.20	General Maintenance Contract	BGS Ltd	Contractual
140	17.10.2023	£39.91	£0.00	£39.91	Utilities	Everflow Ltd	Contractual
141	17.10.2023	£180.00	£0.00	£180.00	General Maintenance - See description	Justin Manester	Using Tidy Teignbridge funding
142	17.10.2023	£1,079.00	£215.80	£1,294.80	General Maintenance - See description	JHB Linemarking	Using S106
143	17.10.2023	£90.00	£18.00	£108.00	Member Training	DALC	Cllrs. Benham & Shaw to attend DALC conference
144	17.10.2023	£18.61	£3.72	£22.33	Admin/IT	Amazon	Charger for Cllr. Robbins tablet.
145	17.10.2023	£68.80	£0.00	£68.80	Clerks Expenses - See description	Mrs. K Ford	Postman retirement gift and thank you reward both from Unrestricted Reserves. Stamps from Stationery.
146	17.10.2023	£180.00	£0.00	£180.00	General Maintenance - See description	J. Parkes	Weeding/general clearance of Forder Lane (end of Grange Park), junctions of Radway Hill with Grandison Ave, and Manor Rd.
		6704.48	571.98	7276.46			

On behalf of Bishopsteignton Parish Council, I approve the debts detailed above which were paid from Bishopsteignton Parish Council funds and that these transactions shall be carried out by the Clerk & RFO of Bishopsteignton Parish Council within the 24 hours following this meeting of Bishopsteignton Parish Council.

SIGNED: _____ Cllr. Merritt, BPC Chairman

DATED: _____



FINANCIAL STATEMENT At 30.09.23

1. BALANCES

Bank Balance at 30.09.23	191480.78	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below)	178442.39	93.2% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months worth of regular expenditure)	13038.39	6.8% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	93908.17	Bishopsteignton Cemetery use only
Staff costs	18354.33	Staff salary, Employer NI & Pension contributions
Administration costs	13352.18	Includes all office & admin cost
Asset Management	21865.67	Includes budgets & reserves for management of all assets
Agency Grants	-529.72	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1502.34	
Grant Awarding Funds	750.00	Under GPC of Localism Act 2011
Monies held in Trust	1326.34	Cricket Club, Bench donation, Playdays, & new trees
CIL	30235.38	Spend must meet criteria, deadlines for spend
S106 Balance	0.00	Balance of monies claimed & spend to be claimed
2021 Climate Action Grant	3724.41	Climate action projects
23-24 Tidy Teignbridge Grant	200.00	Shute Hill raised pavement clearance
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
2023 Teign CVS for Lunch Club	786.36	
VAT	-7152.77	Balance of VAT payments & receipts
TOTAL	178442.39	

3. BANK RECONCILIATION (next page)

Bishopsteignton Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2023		
	Cash in Hand 01/04/2023		153,358.85
	ADD Receipts 01/04/2023 - 30/09/2023		102,526.67
			255,885.52
	SUBTRACT Payments 01/04/2023 - 30/09/2023		64,404.74
A	Cash in Hand 30/09/2023 (per Cash Book)		191,480.78
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2023	0.00	
	Current Lloyds TSB Treasury 30/09/2023	141,177.09	
	Lloyds Premier 30/09/2023	50,303.69	
			191,480.78
	Less unrepresented payments		
			191,480.78
	Plus unrepresented receipts		
B	Adjusted Bank Balance		191,480.78
	A = B Checks out OK		

GRANT APPLICATION FORM FY 2023-24



1 ORGANISATION DETAILS	
Name:	Bishopsteignton Flower Club
Registered Charity:	NO
If YES please provide charity number:	
<p>What does your organisation do?</p> <p><i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i></p>	<p>We provide a safe environment for local people to enjoy floral demonstrations, workshops, and social integration. We also support the village festival providing workshops for the children during school hours and adults on the Saturday. Many of our members arrange the flowers in the local churches.</p> <p>Membership currently 28</p>
2 CONTACT DETAILS	
Primary contact name:	Sandra Lane
Position in organisation:	Treasurer
Contact telephone:	07927729168
Contact email:	scmlane@gmail.com
3 DETAILS OF GRANT REQUEST	
What is the intended use of the grant?	To continue to attract NAFAS demonstrators to our meetings. Since COVID etc their fees have gone up, the price of flowers up by 50% and as there is a smaller pool of demonstrators, we are having to have demonstrators from further afield and incurring large motor expense bills. As a small club we cannot sustain these costs, having made substantial losses over the last few years.
How would this benefit the Parish?	We will be able to continue supporting the village festival and provide members to arrange the church flowers. We also add another organisation in the village for residents to join, reducing loneliness and creating wellbeing. Providing coffee and a sales table before the meeting enables time to interact with each other and collect flower arranging supplies. We have noticed a couple of members with the early stages of dementia being able to remember flower and foliage names when they struggle elsewhere!
What is the total cost of the project?	£1500 – £2000 (for the next year's program of demonstrators) (Please supply/attach quotes/estimate details)
How much are you applying for from BPC?	£750

GRANT APPLICATION FORM FY 2023-24



What other fundraising will your organisation be carry out?	We currently raffle off the arrangements at each meeting, but this no longer covers the cost of flowers! We are holding a couple of coffee mornings to encourage new members and additional funds and having our Christmas meal at the CC instead of subsidising a restaurant, (hopefully making a profit!) and opening our workshops to non-members.
Have you applied for funds from other sources? <i>If Yes please give details</i>	No
4 PAYMENT DETAILS	
Bank Details:	Bank:Santander Account name: Bishopsteignton Flower Club Eight digit Account Number: 77706187 Six digit Sort Code: 72 /00 /00
5 CERTIFICATION	
I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council.	
Signed: S. Lane	Date: 09/10/23
If your application is successful the Parish Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in BPC Grant Awarding Policy.	

GRANT APPLICATION FORM FY 2023-24

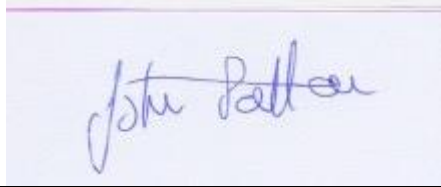


1	ORGANISATION DETAILS	
	Name:	Bishopsteignton Makes (Chair- Chris Hunt)
	Registered Charity:	NO
	If YES please provide charity number:	
	What does your organisation do? <i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i>	Working under the Bishopsteignton Festival umbrella. A new venture. A weekend of Arts and Crafts workshops using 3 venues in the village. Working with village organisations and individuals our aim is to offer taster workshops in a wide range of activities as well as a venue for people to sell their craft products.
2	CONTACT DETAILS	
	Primary contact name:	John Patton
	Position in organisation:	Committee member
	Contact telephone:	07530854444
	Contact email:	pavard2@gmail.com
3	DETAILS OF GRANT REQUEST	
	What is the intended use of the grant?	Hire costs for the Village Hall/ Community Centre/Methodist Church Workshop expenses Publicity – banners/fliers/posters
	How would this benefit the Parish?	The event is open to all residents of Bishopsteignton. Some activities will be available to children. People will sign up for workshop sessions. Hopefully it will encourage people to join village groups to develop their interest in crafts.
	What is the total cost of the project?	£730 Estimates: Hire of VH/CC/MC for a weekend - £360 Banners/Fliers/Posters - £220 Workshop expenses - £150
	How much are you applying for from BPC?	£500
	What other fundraising will your organisation carry out?	We will be offering refreshments at the venues to help cover costs, with the rest of the profit going to charity. Some activities may ask participants to contribute towards the cost of materials.
	Have you applied for funds from other sources?	No
4	PAYMENT DETAILS	
	Bank Details:	Bank: Lloyds Account name: Bishopsteignton Village Festival Eight digit Account Number: <u> </u> 37823360 Six digit Sort Code: 30 / 90 / 89
5	CERTIFICATION	

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council.

Signed:

Date: 15/09/2023

A photograph of a handwritten signature in blue ink on a light blue background. The signature appears to read "John Patten".

If your application is successful the Parish Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in BPC Grant Awarding Policy.



BISHOPSTEIGNTON PARISH COUNCIL

Appendix G for the full council meeting to be held 23.10.23

FORE STREET PUBLIC CONVENIENCE – POTENTIAL DEVELOPMENT

Further to discussions initiated by reports of the current poor condition at this facility these drawings have been provided following a building survey conducted voluntarily.

The first shows the current layout of the building. Options 1-3 show how the internal building space might be laid out/developed to create just one unisex/shared toilet with disabled access and baby-changing table. Dimensions are not shown but the drawing is to scale, measurements can be added if/when required.

If the council wish to enhance the facility but still provide separate Male & Female toilet, this can be achieved but if creating an accessible facility, it will need to be an additional room. 3 toilets with sink, in 3 separate room.

If the parish council wish to proceed with a project along any of these lines this can be deferred to the Asset Management Committee for closer control and reporting back to full council as and when required.

Further investigations will include, but is not limited to the following:

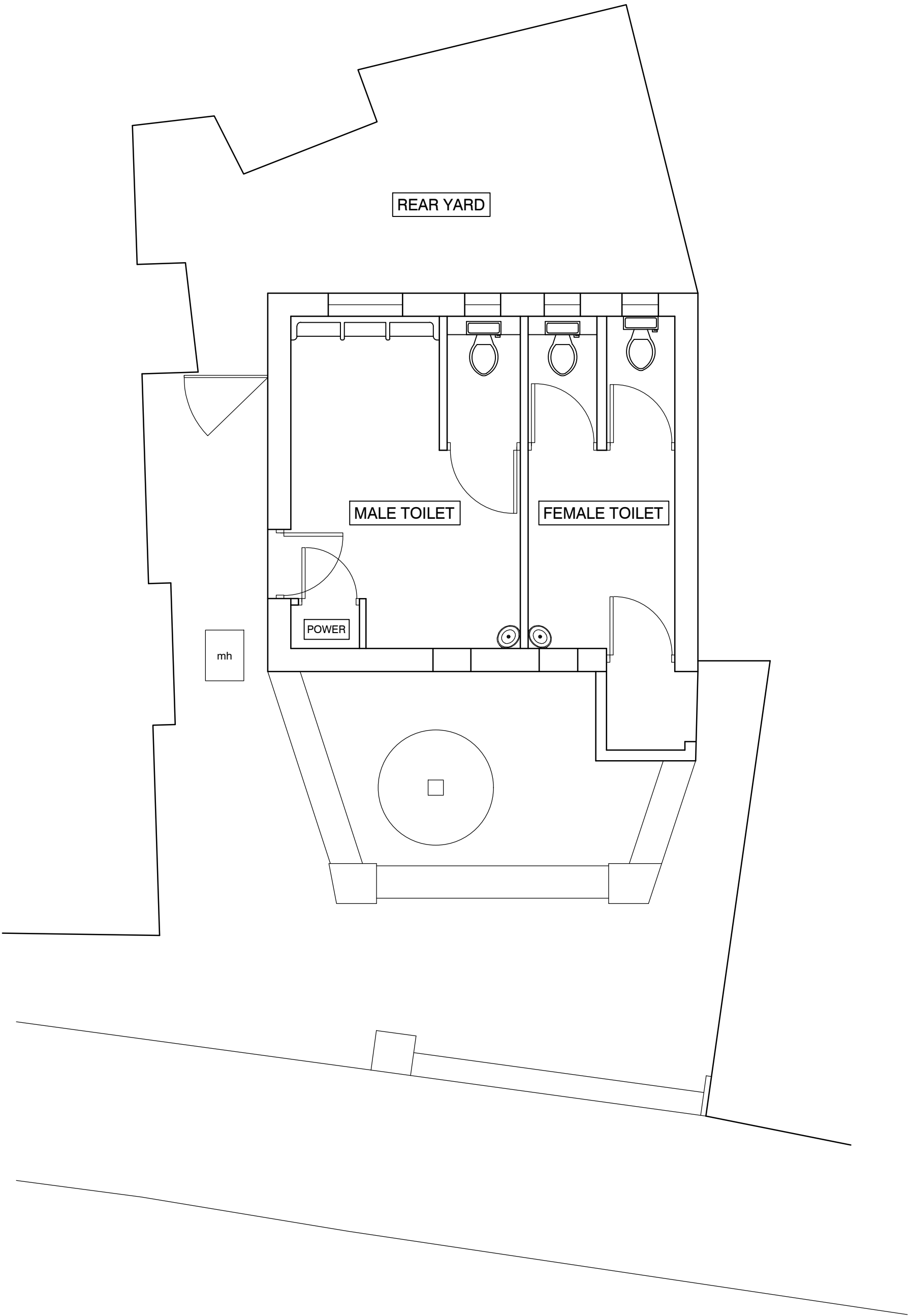
- Possible uses for the building. Would public consultation be made? If a commercial let, how will this be opened to tenders?
- Potential associated costs of the development, and how these costs might be met.
- Essential planning permission especially considering its position within the Bishopsteignton conservation area.
- Potential overage clause fees which may be applied by TDC, depending on if income is to be received from a commercial let.
- Potential business rates applied by TDC, depending on the new use ie. BPC office space, Community Hub, rented space.
- Comparison of the current cost obligations for storage/ office use at the Community Centre against use of this possible new site use. Must factor in the cost of relocation and an additional budget for room hire for meetings which would be required should BPC move away from the BCC.

The Community Centre rent increase for 2024 has been advised. Currently we pay £211 per calendar month, made up of £180 rent, and £31 utilities. Totaling £2532 per annum (of which £2,160 is rent). From January 2024 the rent shall be increased to £200 per calendar month, £2,400 per annum. There will be an increase to utilities, but this amount has not yet been advised.

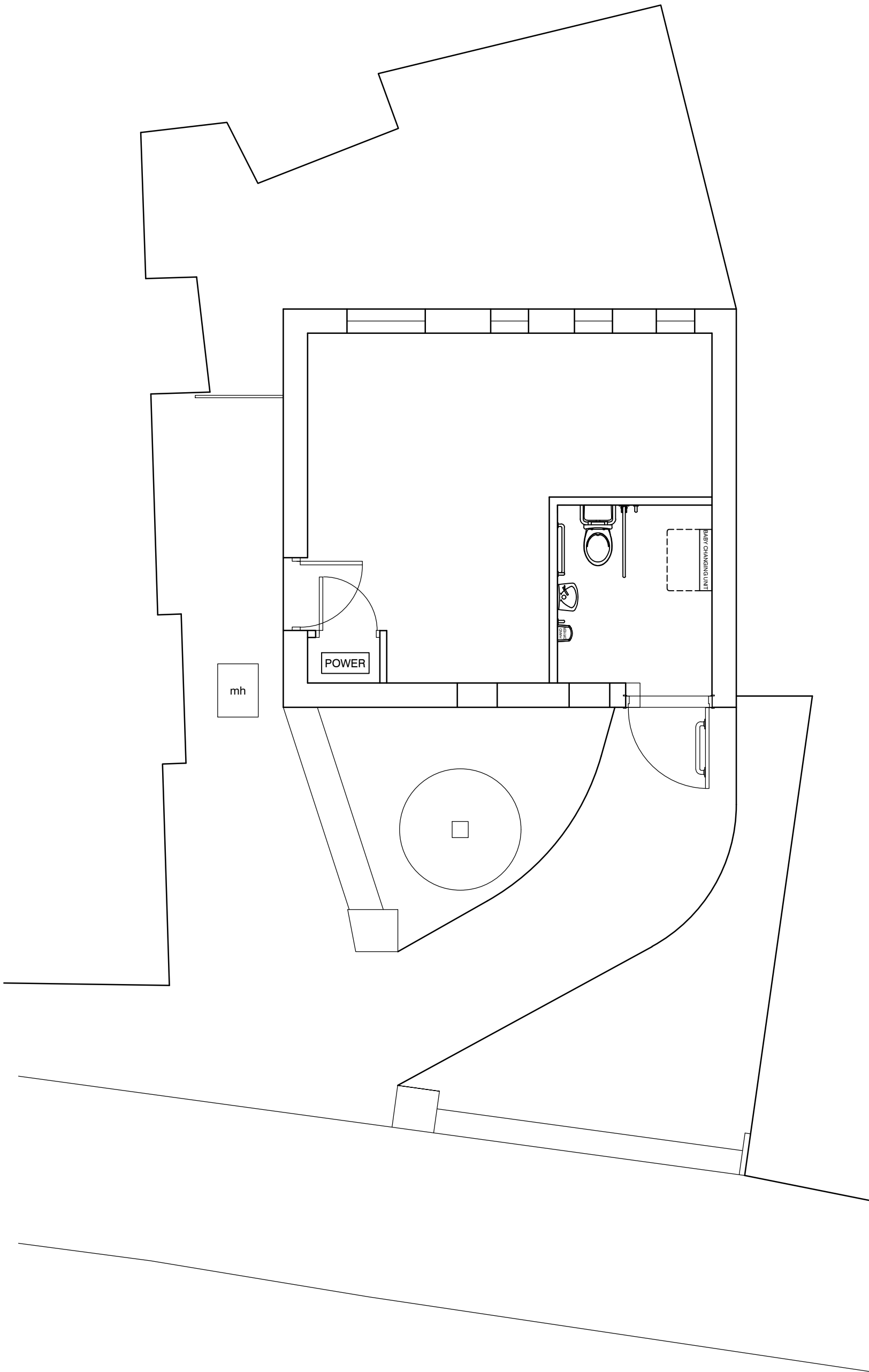
The lease contract has a Contractual Term of 20 years commencing on and including the 1 January 2019., with an official break date of 1 January 2029 however from 1 January 2024 (5 years into the lease) there is a break clause of 6 months notice.

Please review and collectively resolve any tasks/actions as considered appropriate.

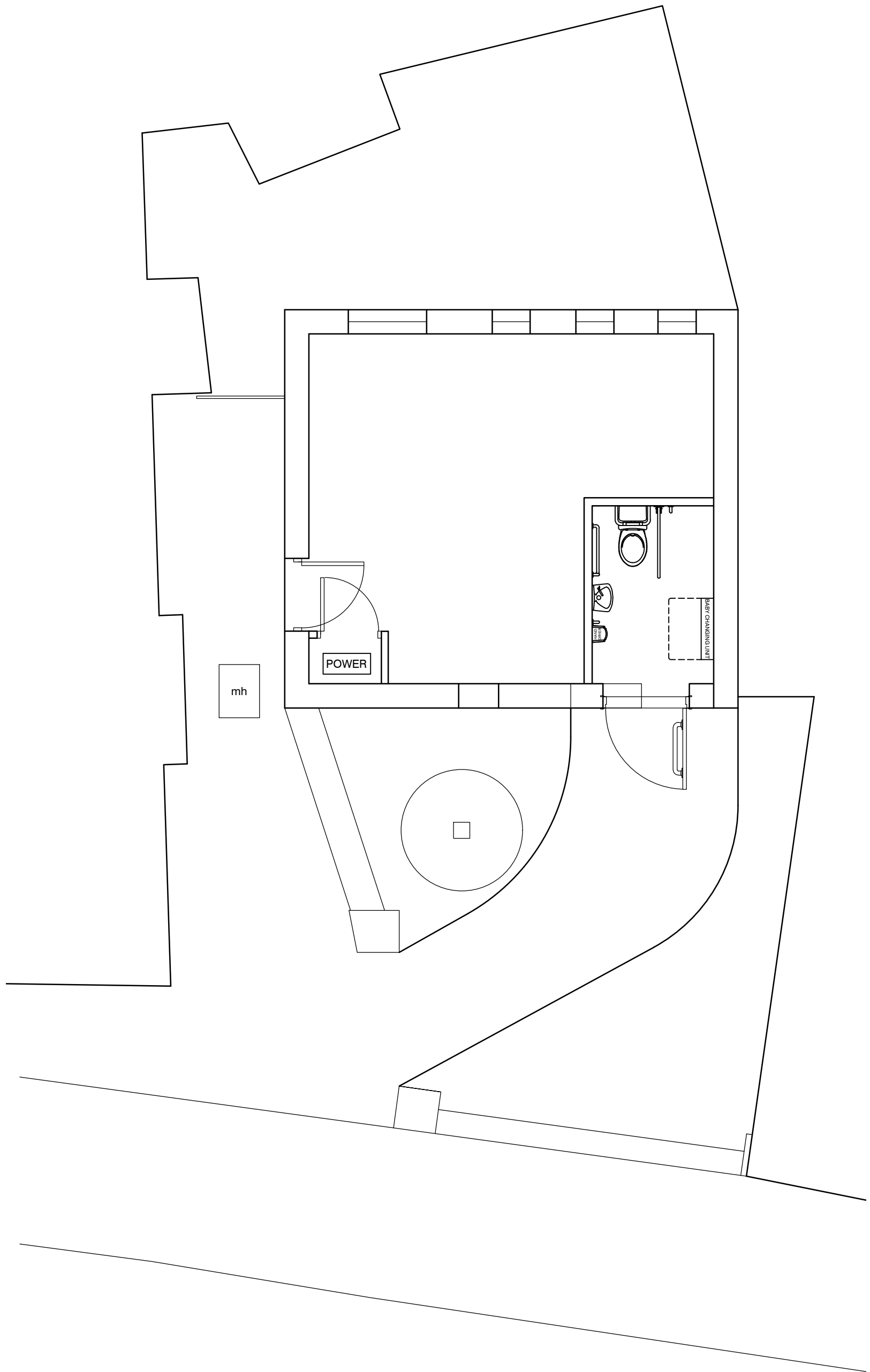
Kim Ford
Clerk to the Council



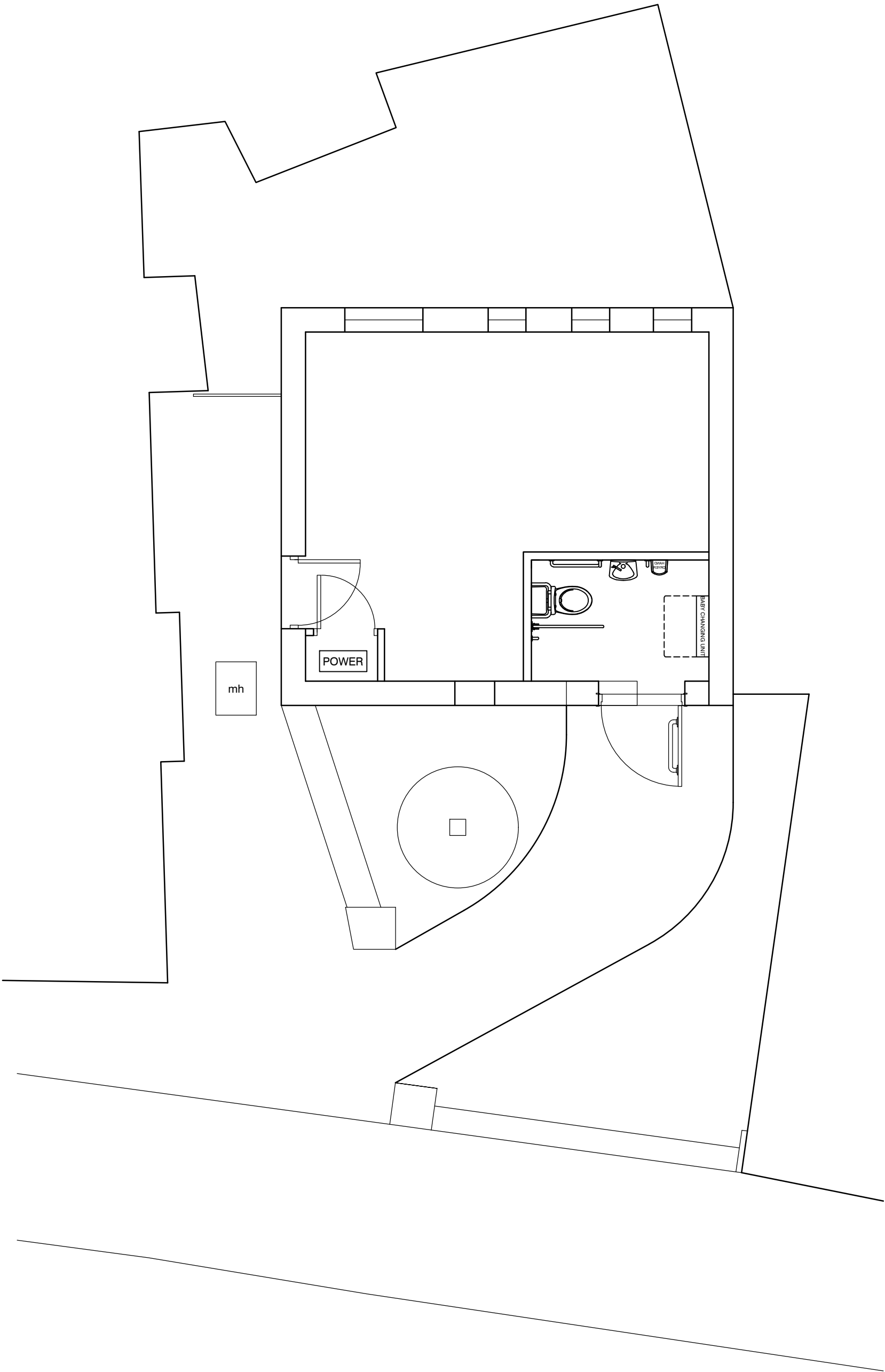
EXTG GA (1:50)



OPTION 1 - UTILISING EXTG WALLS (1:50)



OPTION 2 - STD DDA TOILET PORTRAIT 1:50)



OPTION 3 - STD DDA TOILET LANDSCAPE 1:50)



BISHOPSTEIGNTON PARISH COUNCIL

Appendix H for 23.10.23

Clerks Report – Cemetery Maintenance

On Wednesday 04.10.23 a site visit to Bishopsteignton Parish Cemetery, Lindridge Road was held. Cllrs. Merritt, Gateshill, Grimble and Head were present, along with Mr. Les Down, funeral director and parishioner who had asked for the meeting to discuss a few concerns. The following matters of additional maintenance and future planning were raised.

TASK – to improve row marking for empty plots, both reserved for future interment, and where available for reservation. It was agreed this was essential to utilise the available space sensibly and enable complete control of future reservations and interments. To make this possible a quote for plot number plaques, where required, shall be sought from Williams & Triggs. When new markers are obtained and ready for installation these can be installed using a line-setting rope. Particular attention should be paid to the last 2 rows of the non-conformist section, 2 rows of the Roman Catholic section, and all the new Church of England section surrounding existing graves, up to plots 600; to enable this in the new section the wild grass area will need reduced a little. Grounds maintenance to be advised.

TASK – Improvements to the northern boundary where the bank has slipped, and weeds allowed to creep across several graves. This requires thorough weeding, levelling of the excess soil and sowing grass seed where graves are affected. Possibly to use excess red stones to build a low drystone wall border, adding wildlife friendly plants to help bind the soil of this border, and reduce slippage. This should provide better control and easier management of this area. Further consideration required for design, plants and costs. All to be funded by the cemetery account.

TASK – Members agreed with Mr. Down that the water butts adjacent to the Cemetery Store were not attractive and could be better hidden. It was suggested a hedge be added, either privet, escallonia or beech. Clerk to liaise with a contractor for this work.

RESEARCH – The possible introduction of natural burials was discussed. Further research required before bring the matter to AMC for a recommendation to full council at a future meeting.

None of the above requires formal resolution to continue, unless anyone is opposed to the work or requires any clarification of the intentions. This report is for your information but may be discussed if required.

Kim Ford
Clerk to the Council



BISHOPSTEIGNTON PARISH COUNCIL

Appendix I for 23.10.23

Clerks Report – Defibrillator for Michaels Field

- Having a defibrillator at this site will benefit all users and the matter has been raised by many residents over the past 12 months. With regular football training and matches, training for other sports, daily walkers and the allotments it is a well-used piece of land, currently an asset of Teignbridge District Council (TDC).
- BPC will purchase the defibrillator and cabinet. It shall be the same as all the other units we have in Bishopsteignton for easy installation, condition assessment and maintenance.
<https://defibwarehouse.co.uk/shop/defibrillator-packages/cardiac-science-powerheart-g5-cprd-semi-automatic-aed-defibstore-4000-cabinet/> This can be funded using CIL, unless an alternative source of funding can be found. I have applied to the Department of Health and Social Care, and The British Heart Foundation, which both currently have a fund available for this purpose.
- The intention is for it to be located on the existing pavilion, attached to an external wall. The exact location shall be agreed with TDC assets team, as long as it is visible.
- I will arrange an electrician for the installation, subject to access being made available by the TDC assets team. In the past R. D. Edwards Electrical has kindly volunteered his service free of charge, however if remuneration is required this can be met using CIL.
- There will be no sub-metering for powering the unit, using the same arrangement as the Night Landing Site (NLS); for TDC to cover the costs of power as a gesture of goodwill in the community.
- As with the NLS, the Parish Council will be 100% responsible for the defibrillator. We already carry out monthly inspections and replace parts as and when required. Each unit is on the BPC Asset Register and covered in the Parish Council's insurance policy. When replacement parts are needed, i.e. batteries or pad, this cost is covered by BPC, as part of our duty to maintain these assets. We set an annual budget for this, taken from the precept. Occasionally Bishopsteignton Healthy Living group will financially support the council to maintain the supply of lifesaving devices spread evenly across the parish.
- An additional cost of £250 is a one-off licence fee payable to TDC. They have stated this is to cover the legal cost of producing the licence agreement. CIL can also be used for this.

**The final Heads of Terms (attached) has been drawn up by TDC, with my support, and is ready to be signed by the chair, subject to the full council understanding and agreement for the facts listed above.
To be resolved accordingly.**

Kim Ford
Clerk to the Council

HEADS OF TERMS

Subject to Contract and Without Prejudice

Subject to Any Council Approval

Date: 28th September 2023

Licence Agreement – Installation of Defibrillator. Michaels Field Pavilion, Newton Road, Bishopsteignton

Licensor	Teignbridge District Council, Forde House, Brunel Road, Newton Abbot TQ12 4XX
Licensee	Bishopsteignton Parish Council, Community Centre, Shute Hill, Bishopsteignton, TQ14 9QL
The Premises	The premises will comprise The Pavilion, Michaels Field, Newton Road, Bishopsteignton shown edged red on the attached plan for identification purposes only.
Rights	The Licensee to have the rights to install defibrillator unit onto the premises in location identified in blue on the attached plan.
Access	The Licensor can be granted pedestrian access to the Premises over the Licensors adjacent land.
Licence Period	The Licence to be for a period of 12 months and to continue thereafter from year to year until either party wish to terminate the Licence.
Licence Fee	The fee to be £1 payable in advance of the commencement of the Licence.
Permitted Use	To permit placement of one defibrillator unit specified as: iPad SP1 Semi-Auto Defibrillator & Defibstore 4000 Locked Green Package.
Indemnity & Public Liability	The Licensee shall indemnify the Licensor against any claim for loss, damage, injury or any liability suffered by the Licensor, or any third party, howsoever arising from the grant of this Licence, and the Licensee's activities at the Premises. The Licensee shall hold public liability insurance in the sum of £5 million, for any single incident and shall indemnify the Licensor in respect of any claim for damage, loss, injury or death arising out of the Licensee's use of the premises.

Making a healthy and desirable place where people want to live, work and visit

	The Licensee must provide written evidence of the insurance being in place prior to the commencement of the Licence period, and at any other time throughout the Licence period upon the request of the Licensor.
Rates	The Licensee will be liable for and indemnify the Licensor against all other costs arising from its use of the premises during the Licence Period such as National Non-Domestic Rates if applicable.
Outgoings	The Licensee shall be responsible for any other costs associated with the Permitted Use during the Licence Period, if any, except the cost of electricity from the supply at the building.
Costs	The Licensee shall also pay the Licensor's reasonable costs in the grant of this Licence of £250 (no VAT) whether or not it proceeds to completion.
Reinstatement	At termination of the Licence, the Licensee to remove all associated items to the satisfaction of the Licensor.
Alienation	This Licence by its nature is personal to the Licensee and is therefore non-assignable and may not be transferred at any time.
Forfeiture	In the event of the Licensee being in breach of any of the terms and conditions of this agreement or for any other Health and Safety reason, the Licensor will be permitted to terminate the agreement forthwith. In this event, there will not be any repayment of the Licence fee.
Termination	Either party may terminate the agreement at any time upon giving 3 months' prior notice in writing.
Nuisance	The Licensee shall not permit anything to be done in or upon the Premises or any part thereof which in the opinion of the Licensor may cause a nuisance or unreasonable annoyance or inconvenience to the Licensor or the owners or occupiers or visitors of any adjoining or neighbouring property.
Consents	The Licensee will be required to carry out a risk assessment for the Permitted Use. The Licensee will be responsible for obtaining all necessary statutory or regulatory consents (such as planning permission) and those health and safety measures required to use the Premises.
Other Terms	The Licence shall contain any other clauses, as deemed appropriate by the Licensor's solicitor for a licence of this nature and duration.

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ACCEPTANCE

We/I have read and understood the Heads of Terms and confirm we/I agree to the said terms and wish to proceed with a licence on this basis.

Signed:

Print name:

Date



Making a healthy and desirable place where people want to live, work and visit





BISHOPSTEIGNTON PARISH COUNCIL

Appendix J for 23.10.23

Clerks Report – Bollards on Manor Road

On Tuesday 03.10.23 a site visit to discuss the installation of bollards on Manor Road was conducted with me, Cllr. Gateshill and Tegan Faulkner, DCC Neighbourhood Highways Officer for the parish.

In principle DCC have no objection to the Parish Council installing bollards at this location provided these are funded by the PC and the PC agree to take on any future maintenance liability.

That said we did discuss some areas of concern that DCC think would benefit the PC to consider before committing to this project. These are listed below:

- Manor Road is at points very narrow, and we must be careful that any bollard installation does not cause an obstruction for vehicles such as the bin lorry or emergency services should something opposite be parked. We want to avoid pavement parking as much as possible but at times in a small village such as Bishop it may be necessary for vehicles to mount the pavement for a short period of time to gain access through a narrow section.
- The PC would need to defend their decision to install bollards at this location but not at the many other locations around the village that have parking conflict. The installation would set a precedent, and the same treatment will be expected in other locations. DCC usually use the historic accident record to justify installations at a certain location. Tegan has checked the accident record and there is no history of pedestrian/vehicle collisions at this location.
- There is already a proposal to install double yellow lines at this location which would allow the Civil Enforcement Officers to issue tickets/fines to any pavement parking. Whilst this is potentially many months away Tegan cannot see there is a justification to carry out immediate interventions at this location.
- When installing we would need to maintain a minimum footway width of 1.2m to comply with the relevant disability discrimination legislation, this is very tight to achieve at some points.
- Any installation here is likely to be contentious; both for and against. We experienced one parishioner whilst we were out on site who held strong opinions about parking in the area.

Should you wish to proceed I shall order bollards and instruct a contractor, however we must set a new budget heading for future maintenance of this asset when preparing the 2024-25 budget to submit to the principal authority in January 2024

Please consider again the resolution, which was made at the last meeting, as this was subject to DCC Highways approval and this advice should be taken into consideration.

Kim Ford
Clerk to the Council



CLERKS REPORT OF GENERAL UPDATES 20.10.23

GENERAL ADMINISTRATION/GOVERNANCE

REMEMBRANCE 2023: Plans are underway for the events this year. Armistice Day is on a Saturday this year, so there will be no school children present therefore the civic service of Remembrance will be shorter but with the important and poignant parts.

Remembrance Sunday will be as last year, with a community civic service involving children from 1st Bishopsteignton Scouts, and a pony called Custard!. There will be the same short but safe parade to the community centre for refreshments. The order of service shall be finalised and published in due course. Road closure for both days have been applied for and acknowledged by DCC. There will also be a service of remembrance at St Johns running simultaneously, giving parishioners a choice of where they wish to attend. It is hoped the congregation may join the community for refreshments at the BCC afterwards too.

We have not found a replacement trumpet/bugle player so the Last Post and Reveille, either side of the 2 minutes silence, will need to be played from a recording. Jason McMurray is helping to source and set up speaker and wireless microphone equipment, awaiting news on this.

John Parkes has successfully built a stand to securely hold the remembrance poppy wreaths in place at the war memorial, as they often end up down the street and in Central Garage due to the wind.

Sadly, I am not available to attend on either day so I am hoping between you as councillors, working with the community, the event will run smoothly. Please might I have a volunteer or two to help. With ensuring the event of each day runs smoothly and to assist with refreshments at the Community Centre on Sunday. If possible, a new member for the road closure team would also be appreciated.

SCOUTS HQ/COMMUNITY HUB @ The Lawns: Sadly, Scouts have just learnt their application to the National Lottery for funding has been rejected. As this would have made up the main bulk of the project costs, with other smaller grant providers needing this in place to allow them to commit, they are now without any financial support at all. The reason provided by NL is '...due to the existence of other community venues within the local area, and an oversubscribed and competitive pipeline'.

Furthermore, TDC are still stalling on a variation or strengthening of the potentially restrictive covenant in the transfer deed for the Lawns. They are asking we create an End Users Agreement between 1st Bishopsteignton Scouts and BPC for the circumstances for the building should either party terminate the lease. Whilst this is no longer urgent it should be considered for when funds do become available, allowing scouts to be shovel-ready. I would suggest this is first considered at a meeting of the working party.

The reason given for rejection of the planning application could lead to a review of the current venues in the parish, ensuring they are useful, fit for purpose and if there is anything which could be done to amalgamate the services/provision to ensure the communities needs are met. Whilst there are historic and emotive reason for the continuation of certain venues it often feels there could be a better solution. Something for consideration in the future, following necessary research and discussion with relevant parties.

D-DAY 80TH ANNIVERSARY COMMEMORATIONS 06.06.24 – For this event The Crown are calling for beacons to be lit. Will need to be project managed, risk assessed, volunteers will be required. Once in place need to register our beacon by 30.05.24. Have emailed Steve Hochkins, who has carried this out before, but no response to date. Need to check location of the beacon (behind Fore St toilets?) The best place to watch this from is Bishopsteignton Community Centre (outside space). Perhaps a celebratory community event could be organised jointly by the Parish Council/BH/BCC. To be considered by each party. No update, to be discussed at a joint meeting in November.

FINANCIAL REGULATIONS: NALC are looking to review and rewrite this document, but it will be a while before a new model is ready for adoption. I have responded to the consultation. Awaiting news.

CLERKS REPORT Cont'd - GENERAL UPDATE 20.10.23

DUKE OF EDINBURGH PARTICIPATION – As part of their Duke of Edinburgh award 2 young parishioners have been carrying out various voluntary tasks around the village including PROW condition assessment, bench condition assessment, weeding, helping at Sustainable Bishop clothes swap event. A review of this period is required before I can sign them off; then thanks can be given.

CIVILITY & RESPECT PROJECT & PLEDGE: <https://www.nalc.gov.uk/our-work/civility-and-respect-project> Once the Strategy & Governance Committee have completed a review of policies and have created a Strategy for the council this opportunity can be considered by this committee.

Financial Contribution to BPC work: The funeral of ex-councillor Mr. John Jenner took place last month, as he wished the retiring collection was donated to the funds for the workings of Bishopsteignton Parish Council. After admin fees were deducted by the funeral director £65.00 was donated. If there is a specific purpose the council wish to use this fund for please discuss and advise, it will be held in general reserves until allocated.

Growing Communities Fund – I have shared the details of this fund with several groups and organisations within Bishopsteignton. Should they have ideas/project which BPC are able to support this provides good opportunities for collaborative working. Awaiting response.

Is your group looking to support your community this winter? We can help...

As the cold nights draw in many local groups and organisations are looking at how best to support their community this winter – and it's these groups we are calling on to apply for a grant from our Growing Communities Fund.

It's over a year since we launched it and since then we've awarded more than £700,000 to local projects, many of which are helping communities in numerous ways.

Initially, we set it up to support proactive, effective, measurable and sustainable actions to help individuals and communities build self-reliance, improve connections, reduce loneliness and isolation and improve local people's mental health and wellbeing. Since then, it has developed into one of our main responses to the continued high cost of living, aiming to help local groups and organisations to become more resilient and help those in their communities cope with these financial pressures.

Groups which are encouraged to apply include those that bring communities together for meaningful activities and social interaction, offer local people a warm safe haven during winter or alleviate food poverty by producing or distributing surplus food and essentials or offering communities the means to cook nutritious meals on a budget.

BISHOPSTEIGNTON EMERGENCY RESILIENCE: The team meet on Tuesday 24 Oct to ensure the plan, kit, and indeed the team are Winter Ready! The team have worked hard together over the last 5 year and some members are now looking to take a break from this responsibility. If you or anyone you know would like to hear more about this opportunity of great community spirit and teamwork, please let me know.

BPC STRATEGIC PLAN: The final version has been added to the website, with a link shared to FB, and promotion in the next issue of the Parish Chronicle. I have give all the objectives a reference number and wil reference these in future correspondence, agenda and minutes. I will create a spreadsheet to monitor progress against each one.

PARISH ASSET MAINTENANCE

Weeding throughout the Parish – Following the need to attend to this ourselves, Devon Highways stating they are no longer routinely clearing weeds, I have instructed various contractors to tackle different areas, they have been paid using the remaining balance of the Tidy Teignbridge fund and the

CLERKS REPORT Cont'd - GENERAL UPDATE 20.10.23

general maintenance portion of the precept budget. Many compliments have been received for this work. I have allocated a little more work including Grandison Avenue and Fore St.

Cemetery – Several maintenance issues to be attended to, see report for agenda item 2310.05.02.

War Memorial – Work completed; contractor paid. Consider setting a budget to build a reserve for future maintenance.

As thanks for the financial support it was agreed a small sign be erected by the War Memorial to state the project had been supported by Bishopsteignton Heritage, with a QR code to their website. Clerk to arrange.

St Johns Garden Wall – Since the last full council discussion where it was agreed I seek a second opinion from a Stonemason I'm afraid this has not yet been possible. I am awaiting the report from one site visit and have chased numerous times.

Night Landing Site (Lighting Mast) at Michaels Field – Following several test landings over the last month it has been reported by Devon Air Ambulance Trust that the lighting mast is faulty with some lights dim and some not illuminating at all. An electrical engineer will be arranged to inspect and repair as required. The cost for this falls to BPC as its your asset. I will keep you updated with expected costs. Currently we have an earmarked reserve for the NLS lighting mast of £200.

Benches – Maintenance ongoing, as and when required.

Playgrounds:

The Lawns - Work is complete with new equipment erected and surfacing is laid; no issues were encountered during this project. Contract paid by BPC and Valencia Community funding.

Need to get quotes for repairs to existing, but aging, wet pour surfacing, S106 may be used.

Cockhaven Close – Work is complete but awaiting removal of heras fencing & portaloos before the playground is open for use. Should be completed 20.10.23.

For both I need to arrange an official opening, when the contribution of Valencia Community Funds can be recognised and promoted, photo opportunity.

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 has been taken yet.

MUGA - Line Markings – Work completed. Contractor paid and S106 claimed.

MUGA - other issues – Overgrowth from around the outside of the court was creeping in, and there were lots of weeds establishing on the inside perimeter. I instructed Wally to clear this and monitor future growth. Whilst this may not be the best action for biodiversity, we have a responsibility to look after the asset. Biodiversity can be and is often encouraged in other locations, and BPC should continue with this as well as good maintenance of the MUGA.

The Lawns Toilets – These were permanently closed last year, due to vandalism. Both sides are padlocked and the combination for the single toilet is given to various trustworthy people for occasional use. The larger unit contained 2 cubicles, urinals and 2 sinks. All the sanitary ware and partitioning wall on this side have now been removed, creating a larger, more useful storage area for maintenance and sports equipment.

CLERKS REPORT Cont'd - GENERAL UPDATE 20.10.23

Improvements at Fore Street Toilets – Some repair and redecoration is required to keep this facility in good condition. Complaints have been received. Upon inspection by some members of AMC it was agreed to consider alternative layout and use for the building. To retain one shared toilet unit which incorporated and disabled access and baby changing. To take this further a volunteer conducted a survey of the building to provide plans and layout options. To be considered as agenda item 231005.01 at next week's full council meeting.

Cockhaven Junction Enhancement – Work complete, except planting and other enhancements, to commence Autumn '23 as a celebration garden featuring art in memory of parishioner Gill Greatorex. Awaiting further designs and ideas.

Parish Trees – Interim inspection carried out by Devon Tree Services in August '23. This recommends some coppicing work and removal of dead wood at both the Cemetery and Village Green. Quotes were requested from 5 different contractors, 2 have been provided. To be considered in a part 2 meeting.

Public Rights of Way – 2022-23 Annual Condition Survey: Carried out by DofE volunteers, results submitted to DCC P3 co-ordinator, awaiting grant payment.

Bookings @ the Muga: Several regular bookings mean the court will be closed to the public at these times, this is difficult to guarantee due to the fact it is never locked. Booking as follows:

- Tuesdays 7.00 to 8.45 Chudleigh Canon Netball.
- Sundays 9 to 10am Powerhoop with Sarah.

New Trees @ The Lawns: Requests for planting of celebration, memorial, and commemorative trees at The Lawns. All planting will take place in the Autumn where there is plenty of space and opportunity for more trees. This all adds to the actions to reduce carbon footprint. To ensure the survival of these trees we will need to consider a method of watering them on the Spring and Summer for the next few years. Recommended is to either purchase a water bowser trailer (as a BPC asset which can be stored at the cemetery store. Will need to consider the funding for this, either Climate Actions grant, adding to the precept, or CIL if it meets the criteria. Will also need to consider how this will be trailered to the trees which need to be watered, and who by!). Or, find a contractor to carry out this service using their own equipment. Prices to be investigated and included in next years budget.

SMART Meter at The Lawns Recreation Ground: Although I met an engineer for this installation on 15.09.23, it could not be installed as the wrong sort of meter was provided. Awaiting further instructions and a new board for inside the cabinet from SWEB or National Grid.

Defibrillators: Agreement in principle to install a unit at Cockhaven Arms, agreement given. Unit provided by HLG. Awaiting funds for a cabinet and installation. I've discovered a new grant suitable, have registered an interest but await a response.

Regular Inspections: Each defibrillator unit requires a monthly inspection to ensure it is fully operational; this is carried out by a volunteers who report any problems to HLG and BPC.

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, which sadly now do not show the correct logo or styling. Two new boards are now in place at The Parish Cemetery and The Village Green, funded by BPC, from the Burial Account for the former, and S106 for the latter.

Further boards are anticipated at The Lawns recreation ground, Old School (Community Centre), and a full village map. In future, other than the board at the Lawns, insurance cover, and the cost of each new installation, the capital cost of these will be met by BH.

CLIMATE & ECOLOGICAL ACTION

At a previous BPC meeting it was agreed the council should create a Biodiversity Action and Carbon Reduction Plan. For this to happen the first stage is to meet with an independent ecologist, which is in the pipeline, alongside a relevant officer from TDC. This will come at a cost so the council will need to either agree to set a budget for this work, or that the Climate Action grant is used. This will be added to the agenda for the next Asset Management Committee Meeting.

FOR INFO:

For direct contact either phone: 07483 149812, 10am to 1pm, Monday to Thursday. or email: clerk@bishopsteignton-pc.gov.uk Other than meetings, the majority of my weekly hours will be worked from home, but I do intend to visit the parish at least once a week and occasionally work from the Bishopsteignton Heritage Hub. I will always ensure Cllr. Head knows when I am there, and when I leave, in accordance with the BPC Lone Working Policy.

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

- **Full Council:** 7.30pm Monday 23 Oct. **Next:** 7.30pm Monday 4 Dec.
- **St Johns Fabric Committee:** Tuesday 2pm 31 October @ St Johns. Committee recently reformed with a new Chairman, clerk attending to represent BPC with regard to the Churchyard and boundary wall.
- **Finance Committee:** 7pm Monday 13 Nov @ BCC
- **Planning Committee:** 7pm Monday 20 Nov @ BCC. If matters arising.
- **BPC Strategy & Governance:** 7pm Monday 27 Nov @ BCC
- **AMC:** TBC
- **PACT:** (Police & Community Together): Thursday 16 Nov 11am @ The Old Commercial, Wednesday 6 Dec 10.30am @ The Cockhaven Arms.

*In case I have missed anything off this update report,
please just ask!*

Kim

Notes of workshop with representatives of Devon County Council, Teignbridge District Council, Bishopsteignton Parish Council and the Teign Estuary Trail Campaign Group on 11 September 2023 at 3.30 pm at County Hall, Exeter

Present (in person):

Cllr Kate Benham, Arron Carpenter, Hannah Clark, Cllr David Cox, Jordan Facey, Cllr Andrew MacGregor, Cllr Henry Merritt (Chair), Judith Sharples, Estelle Skinner, Cllr Gary Taylor, Cllr Martin Wrigley

Present (online):

Cllr Keeley Gearon, Cllr Stuart Hughes, John Penaligon

Apologies:

Neil Blaney, Cllr Jackie Hook, Cllr Nina Jeffries, Cllr John Nutley, Cllr Ron Peart

1. Welcome and introductions

The Chair welcomed everyone and thanked them for attending. Attendees introduced themselves. The Chair advised that representatives of Bishopsteignton Parish Council and the Teign Estuary Trail Campaign Group had been meeting regularly with representatives of Devon County Council and Teignbridge District Council for a number of years to receive updates on progress. At the last meeting in July, it had been suggested that a workshop session be arranged to explore whether it would be possible to begin work on one section of the Trail between the urban edge of Teignmouth and the Passage House Hotel using currently available funding.

2. Update from DCC

Hannah Clark reported that the Teign Estuary Trail remains a priority for DCC but, in any scheme of this nature, there are 3 key challenges which must be overcome:

- Getting planning permission;
- Acquiring land;
- Securing funding.

In the case of the Teign Estuary Trail, conditional planning permission was secured in December 2021. Physical delivery must commence by or before December 2031 in order for the approval to remain valid. External funding will be required to construct the Trail but there are no live government funding opportunities that DCC can pursue at present and bids for external funding are unlikely to succeed until the land, or some of the land, is acquired. DCC currently has £400k in the capital programme and plans to increase this by a further £250k subject to Cabinet approval when the capital programme is considered in October 2023. If agreement cannot be reached with landowners, DCC could only exercise its CPO powers once it has secured the funding required to purchase the land.

John Penaligon provided an update on the current position regarding landowner negotiations. It was noted that council funding used to purchase the land was likely

to be treated as 'match funding' in any bids for government funding to construct the Trail (unless any particular fund specifically states this is not permitted).

Jordan Facey provided a breakdown of the current estimated costs of approximately £38 million across three phases:

Phase 1 - Morrisons to eastern edge of Bishopsteignton

Phase 2 - Eastern edge of Bishopsteignton to Flow Lane

Phase 3 - Flow Lane to Passage House Hotel

It was noted that these costings include 25 years' maintenance, as well as construction costs, and costs for meeting biodiversity net gain. It is based on 2022 rates/costs. It does not include an amount for optimism bias (which is considered as part of funding bids).

A discussion then took place on which section of the Trail should be considered top priority for a phased approach of delivery. It was noted that the most dangerous section of the A381, where the greatest local benefits would be unlocked, is between Bishopsteignton and the Ware Barton roundabout due to the bends and gradients and lack of pavement (however, the full extent of benefits will be realised only by delivery of the entire route). Representatives of the Campaign Group and Parish Council felt that this should be prioritised if possible. The potential to progress the section between Morrisons junction and the eastern edge of Bishopsteignton was noted, as this section is largely under public ownership. Further design work is needed on this section. Cllr Cox also pointed out that the section between Morrisons and Teignmouth town centre also needs addressing. The preferred route alignment for this section is not yet defined.

3. Update from TDC

Cllr Wrigley reported that TDC was reviewing its capital programme as part of the annual budget. There is a consideration for up to £1.5m of Community Infrastructure Levy (CIL) to be earmarked for prospective use towards delivery of the Teign Estuary Trail. This funding is not yet approved and would require either Full Council or Executive Committee consideration and approval for any specific uses.

It was noted that, if the DCC and TDC capital programme allocations are approved, this would enable landowner negotiations to acquire the land to proceed much more effectively. It was noted that a footpath / permissive path provision could be an early, interim approach whilst progressing towards securing funding for phased scheme construction, if necessary.

It was proposed that, as local town and parish councils have their own CIL allocations, they should be asked to consider using some of their CIL towards the cost of the Trail. This would be of notable benefit for evidencing the strong local support via funding bids.

It was agreed that there was a strong case for using CIL funding to support the Teign Estuary Trail delivery given the extra traffic that new housing development would generate on the already busy and constrained A381.

It was also noted that it may be possible to access other funding such as the Valencia Landfill Communities Fund.

4. Next steps

Hannah Clark agreed to draft a proposal that can be shared with local town and parish councils.

Estelle Skinner said she would need to confirm agreement from TDC Executive and Shadow Executive councillors with relevant portfolios and, subject to this and a full Councillor update, then prepare a report for Full Council on 28th November 2023 with relevant recommendations to provide further support to the Teign Estuary Trail project delivery.

It was agreed to hold a further meeting following the TDC full Council meeting on 28 November. This will take place on **Wednesday 29th November at 10.30am at Bishopsteignton Community Centre.**