

MINUTES
OF THE FULL COUNCIL MEETING
HELD AT 7.30PM MONDAY 4 DECEMBER 2023
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2998 MEETING GOVERNANCE

.01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. K. Benham Cllr. R. Gill
Cllr. R. Gateshill Cllr. J. Grimble Cllr. J. Hanafin
Cllr. J. Head Cllr. D. Robbins Cllr. W. Vooght (9/11)
County Cllr. Peart, District Cllr. MacGregor, Clerk: Mrs. K. Ford.
2 members of the public at various times.

Apologies: Cllr. Edwards, & Cllr. N. Shaw, (2/11). PCSO S. Bunce & PC. B. Chadwick.

.02 **Declaration of Interests:** None.

.03 **Order of Business:** The Chair suggested that agenda item 2312.08 MEMBERS REPORTS be brought forward for discussion after the FINANCE section.
The clerk advised that agenda item 2312.05 ASSET MANAGEMENT should be moved to the end of the meeting and in accordance with BPC Standing Order 10 Xii *'to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.*
Both changes agreed unanimously therefore RESOLVED.

.04 **Ratification of Minutes:** Draft minutes of the full Parish Council meeting held at Bishopsteignton Community Centre on 23.10.23 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.

2999 OFFICIAL REPORTS

.01 **Police Report:** Nothing provided prior to the meeting.

.02 **District Councillors Report:** Cllr. MacGregor had nothing to report although briefly mentioned the current consultation on Community Infrastructure Levy running until 08.01.24.

.03 **County Councillors Report:** Cllr. Peart had nothing to report.

3000 FINANCE

.01 **Payments:**

- a. It was proposed and seconded, agreed unanimously, and therefore RESOLVED those payments transacted by the clerk across the period 01.11.23 to 30.11.23, be approved retrospectively.
- b. It was proposed and seconded, agreed unanimously, and therefore RESOLVED that payments indicated in payment schedule 2312 be approved.

.02 **Financial Statement:** Statements for both the periods ending 31.10.23 and 30.11.23 were NOTED by members and signed by the Chair. Clerk to publish this on the BPC website.

.03 **Clerical Budget 2023-24:** The changes indicated in the relevant clerk's report regarding salary scale increase across the sector, were NOTED.

DATED:

CHAIRMAN:

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3001 MEMBERS REPORTS

- .01 **Cllr. Merritt – Teign Estuary Trail Update:** The written report of the last working party group meeting was referred to including that £1m has been dedicated to the TET project by TDC, this being taken from their CIL funds. TDC and DCC will soon be writing to Towns & Parishes affected by the development asking for financial support to the project. Cllr. Merritt suggested that in future Bishopsteignton Parish Council might consider the allocation of a portion of the Bishopsteignton CIL funds to the Teign Estuary Trail project.
- .02 **Cllr. Hanafin – Teign Harbour Consultative Group:** further to the report provided by Cllr. Hanafin, which was briefly discussed, there were no resolutions required.
- .03 **Cllr. Hanafin – Teignbridge DC Webinar on Local Plan Review:** further to the report provided members discussed the current consultation and that BPC Planning Committee which lead into the next agenda item.

3002 LOCAL PLAN REVIEW

This was discussed and included input from Cllr. MacGregor as our District Councillor. The council's response shall focus on matters concerning historical assets, undeveloped coast policies, settlement limits, ecological policies, and the assumptions made where public highways are impacted by development decisions. All concerns shall be raised as best as possible in line with the consultation response being limited to comments on the changes made in red throughout the latest revision documents.

It was proposed and seconded, agreed unanimously and therefore RESOLVED that a final submission shall be prepared by several members of the planning committee for the committee's consideration at its meeting to be held 18.12.23; that the planning committee be delegated authority to respond on behalf of the full council.

3003 COUNCIL GOVERNANCE

- .01 **BPC Policy Review:** The following policies were reviewed by the council.
It was proposed and seconded, unanimously agreed and therefore RESOLVED they be adopted with immediate effect, subject to minor alterations to be carried out by the clerk:
1. Scheme of Delegated Authority (P011) – updated.
 2. Risk Management Policy (P039) – new policy
 3. Investment Strategy Policy (P009) – as recommended for full council adoption by the BPC Finance Committee at its meeting held 27.11.23.
 4. 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.

For future policy review, where changes are to be considered, it was suggested by Cllr. Benham that these be highlighted in red to make the review process simpler; agreed unanimously.

- .02 **Community Infrastructure Levy Policy (P.022):** Members were asked to review the tables in appendix 2 which needed updating before re-adoption of the policy in January 2024. Guidance on how Bishopsteignton might wish to allocate its CIL should be outlined in table 2. It was agreed

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for the Strategy & Governance Committee to give this further consideration at its committee meeting to be held 11.12.23 before the draft policy be brought back to full council next January. It was suggested that at some point in the future the parishioners should be consulted on how they believe the CIL monies should be spent; for this a consultation strategy may be required, but at least the idea be shared on the BPC website, looking for public opinion. No resolutions were made.

3004 CLERKS REPORT

The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. No further matters were raised, or comments added:

3005 PUBLIC PARTICIPATION:

A member of the public made the following comments regarding recent BPC activity & business:

- Remembrance – it was noted the timing of the service at the War Memorial did not suit everyone, particularly Bell Ringers and anyone hoping to attend a service at the Church. The clerk reiterated previous statements which explained the time is dictated by Remembrance commemorations nationally with the Last Post, 2-minute silence and Reveille being heard at 11am at War Memorials across the country.
- She asked if the parish council would support the installation of a loading only bay at the entrance of the Community Centre, to discourage parking close to the gate. Clerk to liaise with Devon Highways officer on this suggestion.
- She expressed disappointment over the recent council decision not to develop the Fore Street toilet building for improved public use for more purposes, but simply redecorate.
- She expressed disappointment at the lack of Christmas decoration, including lights, throughout the village, particularly Fore Street. This was discussed briefly, and it was agreed to consider an amount for this activity within the BPC budget for 2024-25.
- She reminded the council of its declaration of Climate & Ecological Emergency and to support all efforts/actions to mitigate the impact. She felt this declaration was often forgotten by the council and relevant activity should be regular and more apparent.

A member of the public raised concern over the flow of water from the grounds of Huntly into the public right of way, PF03 approaching Village Green/Horns Park. Clerk to raise this in writing to the Huntly management committee.

THE CHAIR CLOSED THE PUBLIC MEETING AT 20.38

The following part of this meeting was held in accordance with the Public Bodies (Admission to Meetings) Act 1960, where the public and representatives of the press and broadcast media were excluded from the meeting for consideration of items for which publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

3006 ASSET MANAGEMENT

- .01 **Fore Street Toilets:** Quotes for the work required to redecorate this BPC managed asset were considered and it was proposed and seconded to appoint O'Briens Painting and Decorating,

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quote dated 26.11.23, for £1,090.72. This appointment was unanimously agreed and therefore RESOLVED.

Clerk to liaise with appointed contractor to book the work to take place in March April and add this amount to the BPC budget for 2024-25 precept.

- .02 **Asset Management Contracts:** Quotes received for each contract were reviewed, discussed and the following appointments proposed, seconded and RESOLVED accordingly:
1. **Green Spaces Contract for 2024-27:** BGS Ltd at £20,350 per annum.
 2. **Small Gardens Contract for 2024-26:** Miss Moffat Gardening at £20 per hour for an average of 5 hours per week.
 3. **Toilet Cleaning Contract for 2024-27:** It was agreed with the recommendation made by the Finance Committee, to renew the contract with Mr. P. Walton for facilities cleaning at the current contract value.

THE CHAIR CLOSED THE PRIVATE MEETING AT 21.04