

MINUTES
OF THE FULL COUNCIL MEETING
HELD AT 7.30PM MONDAY 15 APRIL 2024
AT OLD SCHOOL HALL, LUTON



3032 MEETING GOVERNANCE

.01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. W. Vooght
Cllr. R. Gateshill Cllr. J. Grimble Cllr. J. Head
Cllr. D. Robbins Cllr. A. Keohane Cllr. E. Harris (9/10)
Clerk: Mrs. K. Ford.
District Cllr. MacGregor.
1 members of the public.

Apologies: Cllr. K. Benham County Cllr. Peart, PCSO S. Bunce & PC. B. Chadwick.

.02 **Declaration of Interests:**

- a) Cllrs. Head & Grimble declared non-pecuniary interests for agenda item 2404.03.5a – Funding application for Bishopsteignton Twinning Association. Both members shall remain in the room but not take part in the vote.
- b) Cllr. Merritt declared a non-pecuniary interest for agenda item 2404.03.05b – Funding application from the Village Hall, He will remain in the room but not take part in discussion or vote.

.03 **Order of Business:** No changes required.

.04 **Ratification of Minutes:** Draft minutes of the full Parish Council meeting held at Bishopsteignton Community Centre on 19.02.24 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.

3033 OFFICIAL REPORTS

.01 **Police Report:** Report had been provided and circulated to members. No further questions were raised for officers.

.02 **District Councillors Report:** Cllr. MacGregor provided the following report. No comments or questions were raised to be forwarded.

Scout Hut: Still trying to get both the Exec and the leader to agree a way forward with the Monitoring Officer/Legal team. I can see frustration building. There may be additional pressure to bear using other tools.

Next round of household support fund announced: Devon County Council has confirmed that it's been allocated a little over £5 million from the government to help households struggling to pay higher bills for energy, food, water, and other essential items. The funding is to support households in most need, but specifically those that may not be eligible for other support that is already available from the government. The council must submit plans mid-May to the Department of Work and Pensions, setting out how it, with Devon's District, City and Borough councils and other voluntary and community partners, will make the latest funding available. This latest round is welcome news, and we will await the specific detail of our allocation and will open our next round once we know this. The household support fund has already helped 1503 Teignbridge households in the previous round of HSF, with over £650,000 distributed to residents across Teignbridge. This has helped with things like rent, paying bills, buying vital goods and services and helping people experiencing fuel poverty. We know that these payments have made a

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difference to the lives of people who are experienced financial hardship through this cost of living crisis; and this next round of funding will help us extend the support to more people across the district. We'll be opening the next round of applications next month and will publicise this on our social media channels and through our newsletters.

New restrictions on handing in postal votes: If you are a postal voter, your postal vote pack for the 2 May elections will be posted out to you on Friday 19 April. The best way to return a completed postal vote is to post it yourself in a Royal Mail post box. [Find the location of your nearest Royal Mail post box.](#)

You can still hand-deliver a postal vote if you wish to, but there are now restrictions on how many you can hand-deliver and you will need to complete a form at the place of delivery. You can hand-deliver your postal vote to the person authorised to receive it on the reception desk of our main council offices at Forde House, Newton Abbot. You can only do this when our offices are open, otherwise there will be no one available to receive your postal vote. You can no longer simply place it in the council's external mail box. Alternatively, you can hand-deliver your postal vote to your nearest polling station on polling day.

By law, you can now only hand in your own postal vote, and those of up to five other electors per poll. If there are multiple polls taking place and postal votes for these polls have been issued separately, the postal votes handed in must still only belong to a total of five other electors, although there may be multiple postal votes per elector. If you hand in, or are suspected of handing in, postal votes on behalf of more electors than permitted, all other postal votes will be rejected except your own.

You will need to complete a short form when handing in postal votes, even at a polling station., and you will be required to sign a declaration. We must reject any postal votes which are simply left without the form being completed, or if it is completed incorrectly.

Stricter restrictions apply to political campaigners who may now only hand-deliver a postal vote on behalf of a close relative, or on behalf of someone for whom they provide regular care.

A political campaigner is as follows:

- A candidate at the election
- An election agent of a candidate at the election
- A sub-agent of an election agent at the election
- Employed or engaged by a person who is a candidate at the election for the purposes of that person's activities as a candidate
- A member of a registered political party who carries out an activity designed to promote a particular outcome at the election
- Employed or engaged by a registered political party in connection with the party's political activities
- Employed or engaged by a person listed in (a) to (f) above, to carry out an activity designed to promote a particular outcome at the election
- Employed or engaged by a person within paragraph (g) to carry out an activity designed to promote a particular outcome at the election.

Fly Tipping: Still a problem. At least the Three Trees Lane site will be resolved soon. Special thanks to Kim for geeing up the Waste team.

.03 **County Councillors Report:** No report had been provided.

3034 FINANCE

.01 **Payments:**

It was proposed and seconded, agreed unanimously, and therefore RESOLVED that payments transacted by the clerk across the period 01.04.24 to 09.04.24, be approved retrospectively.

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- .02 **Financial Statement:** Following several queries the financial statements for the periods ending 29.02.24 and 31.03.24 were NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
- .03 **Annual Accounts 2023-24:** Following several queries it was proposed and seconded, agreed unanimously, and therefore RESOLVED to approve the annual report.
- .04 **2023-24 Annual Governance & Accountability Return, section 1:** It was proposed and seconded, agreed unanimously, and therefore RESOLVED to approve section 1 of the return and that this be signed by the Chair. Ready for submission to the external auditor. The clerk explained the next stages in the AGAR process and that the internal audit is currently underway.
- .05 **BPC Grant:** Members reviewed and discussed the following two applications:
- a. Bishopsteignton Twinning Association: It was proposed by Cllr. Gateshill, seconded by Cllr. Robbins, to award a grant of £250. FOR: 6, AGAINST: 1, NP-DOI: 2, total = 9. Therefore RESOLVED.
 - b. Bishopsteignton Village Hall: It was proposed by Cllr. Gill to award £500, there was a secondary proposal by Cllr. Harris to award £250. A vote was conducted, and it was RESOLVED to award £500.
Clerk instructed to transfer both grants and advise the applicants.
- .06 **Bishopsteignton Cemetery – Schedule of Burial Authority Charges:** The draft schedule was reviewed and discussed. The following amendments were to be included; administration charge for parishioners to be £25, and for non-parishioners £50. All other amendments shown were approved. This resolution was proposed, seconded and unanimously agreed therefore the new schedule of charges was adopted for immediate use.

3036 COUNCIL GOVERNANCE

- .01 **Policy Review:** The following policies were reviewed by the council.
- a. Safeguarding Policy (P.041) – new policy, considered essential to ensure best practice.
 - b. Equality & Diversity Policy (P.029) – revised policy.
- Several amendments on both policies were discussed and agreed. It was proposed, seconded and resolved to adopt both policies with immediate effect. It was further agreed for the clerk to undertake training in safeguarding.

3037 ASSET MANAGEMENT

- .01 **Defibrillator at Michaels Field:** Members considered a draft license agreement provided by Teignbridge District Council. The clerk advised a supplementary report of up-to-date photos of the building condition should be included in the paperwork before the agreement is signed. Subject to this point it was proposed, seconded, and agreed unanimously to approve the license agreement, and for the chairman to sign, subject to the report mentioned above.

3038 MEMBERS REPORTS

Reports were provided by members who had attended the events listed below. No further actions were resolved.

- a. **27 February – DCC/Torbay Devolution Deal via Zoom - attended by HM & KB.**

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Public consultation has finished, authorities now moving to finalise the merge with a vote. It is envisaged the combined county authority will be established in Oct 2024.

b. 12 March – TDC & DALC – Town & Parish Conference – attended by KF, JH & KB.

A written report had been provided by the clerk. No further questions.

c. 14 March – TET - Update to Campaign Group – attended by HM & KB.

Cllr. Merritt reiterated the commitment of funds by TDC and their work towards to project to date, on land acquisition and business planning.

d. 20 March – LEVI – EV Charging Points via Teams – attended by DR.

A written report had been provided by Cllr. Robbins. He explained a central government fund for new charging stations was to be distributed to local councils by the County Council however there was more emphasis and encouragement for on-street charging. Cllr. Robbins expressed concerns about pursuing this for Bishopsteignton as parking was already limited and on occasion a cause for upset. Cllr. Keohane helpfully advised about an app for private charging stations and for the owner to book and charge other EV owners with charging slots. It was considered more likely that to promote and encourage such a function within the village would be more beneficial than installing units which will cause parking problems which cannot be policed by the council.

e. 20 March – TET - TDC Business Plan, presentation to Business & Tourism Stakeholders – attended by KB.

Cllr. Benham was not present to provide a report. Cllr. Merritt felt he had covered the points relating to the TET business plan in item c. above.

f. 26 March – TDC - Community Leader Workshop - attended by KB & HM.

Cllr. Merritt reported this event sounded similar to that described in item b. above, that TDC are keen to work with Local Council leaders to improved working relationships between the towns, Parishes & district.

3039 CLERKS REPORT: The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. The following further matters were raised by the clerk:

.01 Councillor Vacancy: Following the official Casual Vacancy notice period, for which TDC electoral services did not receive the required number of requests for a by-election, BPC are now able to advertise for a new member by co-option. Posters and social media posts will be made over the next few days and assuming applications are received the co-option process shall take place at the next full council meeting, 28.05.24.

The following points were raised by members:

.02 D-Day 80th Anniversary – Cllrs. Gill and Harris felt something should be done to commemorate this event of national importance. The clerk explained that despite liaising with other village organisations there seemed to be no appetite to hold celebratory events. Cllr. Grumble advised Knit & Tink intend to create a display and that possibly the WI will hold an event. Lighting of the beacon was considered. The clerk explained it was a huge commitment for a volunteer but if the council especially wanted to pursue it perhaps a contractor could be engaged to carry this out. The chair suggested that any ideas from councillors and volunteers to carry out related organisational tasks are made known to the clerk by email.

.03 Pedestrian Crossing at Cockhaven Junction – Cllr. Keohane concurred with the parishioner's complaint about near misses at the junction. However, it was established in discussion people

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are not crossing at the safest point, indicated by the dipped kerb and tactile paving. Various solutions were considered but as all the original work was carried out in conjunction with Devon Highways approval and safety inspection it was agreed there was nothing further to be done.

.04 **Pedestrian Access to Lawns via Stone Lodge** – Cllr. Robbins reported this matter which a parishioner has brought to his attention. It was understood this permissive access route was under threat of closure as the current owner of Stone Lodge does not want pedestrians to use his private driveway anymore. A lengthy discussion continued with the clerk confirming it is permissive access and not a registered public right of way (PROW). Although not considered morally acceptable there is no legal reason for the landowner to maintain this permission however as the route has been in use for more than 20 years, closer to 25 years, it may be possible for the route to be registered as a PROW.

Cllr. MacGregor added this was important in relation to the draft Teignbridge Local Plan Review as land allocations V2 and V3 very much rely on this route for pedestrians to access public transport and the rest of the village.

It was agreed unanimously for the clerk to re-open the conversation with the PROW department/warden at Devon Highways.

3040 PUBLIC PARTICIPATION:

There were no matters raised by the public audience.

THE CHAIR CLOSED THE MEETING AT 21.12