

**MINUTES**  
**OF THE FULL COUNCIL MEETING**  
HELD AT 19.30 TUESDAY 6 MAY 2025  
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



**2505.01 MEETING GOVERNANCE**

- .01     **Attendance:**   Cllr. H. Merritt (Chair)                      Cllr. R. Gill                      Cllr. E. Harris  
                         Cllr. J. Grimble                      Cllr. J. Hooper                      Cllr. D. Robbins  
                         Cllr. A. Keohane                      Cllr. D. Dixon  
                         Cllr. W. Vooght (arrived during the meeting) (9/10)  
                         District Cllr. A. MacGregor.  
                         Clerk: Mrs. K. Ford, & 8 members of the public.
- Apologies:**     Cllr. R. Gateshill (1/10). PCSO. S. Bunce.

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

.03     **Order of Business:** No change necessary.

.04     **Ratification of Minutes:** Draft minutes of the Full Council meeting, held at Bishopsteignton Community Centre on 03.03.25, parts I & II, 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.

**2505.02 PLANNING**

The following application was considered again since revisions have been introduced.

**APP REF:**            25/00027/FUL - Land at Ngr 291086 73950 Radway Street Bishopsteignton.

**PROPOSAL:**        Demolition of existing sheds and erection of one self-build dwelling.

Representation was made by the applicant detailing how concerns had been met by the revisions. Further comments were made by several objecting neighbours.

Concerns were raised by councillors over the conflicting drainage reports shown on the planning portal, one of which is unsigned, and no return address is provided.

Cllr. MacGregor advised he had withdrawn his request for this application to go to TDC Planning Committee based on a discussion with the delegated planning officer.

Cllr. Merritt proposed that BPC object to the current development proposal due to the elevation of the land creating issues of overlooking and loss of privacy from the inappropriate overdevelopment of this plot. Furthermore, he requests clarity on the conflicting drainage reports. This was seconded by Cllr. Harris. FOR: 4, AGAINST: 0, ABSTENTION: 5.

Members moved on to discuss a possible site visit to understand the proposals and objections, so that a revised resolution could be made achieving more votes rather than abstentions.

It was proposed by Cllr. Vooght, seconded by Cllr. Keohane, for a site visit to be conducted before a comment to TDC is agreed. FOR: 6, AGAINST: 1, ABSTENTION: 2. Therefore it was **RESOLVED** that a site visit to both the applicant and objecting neighbours shall be arranged.

**2505.03 COUNCILLOR CO-OPTION**

An application for co-option had been received before the deadline. The clerk confirmed the eligibility of Mr. Lewis Myers. Unfortunately, Mr. Myers was not able to attend due to a prior engagement.

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Members considered the applicant. It was proposed by Cllr. Merritt, seconded by Cllr. Grumble, to co-opt Mr. Myers as a Bishopsteignton Parish Councillor. Agreed unanimously therefore RESOLVED.

Clerk to engage with Cllr. Myers for signature of the Acceptance of Office and Declaration of Interests, to provide the Councillors Code of Conduct, BPC Standing Orders, meeting schedule, email and tablet.

**2505.04 OFFICIAL REPORTS**

- .01 **Police Report:** No crimes report had been provided, likely due to PCSO. Bunce work schedule and bank holiday. Once received by the clerk this will be circulated to members and shared on the BPC website.
- .02 **District Councillors Report:** Cllr. MacGregor had not provided a written report but gave the following verbal updates:  
At TDC many officers and members have been busy and restricted by the pre-election period therefore there isn't a great deal to report.  
The Equality Act has recently been revised, and this will have an impact on shared toilet and changing facilities. Further information needed.  
There is a stop works notice issued to the developers of Higher Exeter Road, Teignmouth for not meeting certain planning conditions.
- .03 **County Councillors Report:** Cllr. Tony Dempster, having only recently been elected was not able to attend this meeting. Contact and introduction to be made imminently and we hope to welcome him to our next meeting.  
It was unanimously agreed for a letter of thanks to be sent to Cllr. Peart for his support and dedication to the parish.

**2505.05 FINANCE**

- .01 **Payments:** It was proposed by Cllr. Keohane and seconded by Cllr. Gill, agreed unanimously, and therefore RESOLVED that the payments transacted by the clerk across the period 001.03.25 to 30.04.25, be approved retrospectively.
- .02 **Financial Statement:**
- a. A financial statement for the period ending 31.03.25 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
  - b. A financial statement for the period ending 30.04.25 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
  - c. A Virement Report showing the balances of all accounts after 31.03.25 and how the remaining excess or deficit funds will be dealt with to start the next financial year. This was proposed by Cllr. Hooper, seconded by Cllr Grumble, as a true and correct record of accounts and sound proposal for virement, and opening balances for the coming year. Agreed unanimously therefore RESOLVED.
- .03 **BPC Annual Accounts & Annual Governance & Accountability Return (AGAR):**  
The annual accounting and auditing documents were considered. It was proposed for approval by Cllr. Keohane, seconded by Cllr. Gill and agreed unanimously that the following be ratified:

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- a. BPC 2024/25 Annual Accounts Statement.
- b. Acknowledged receipt of the Annual Internal Audit report 2024/25 (page 3 of 6).
- c. The Annual Governance Statement 2024/25 (page 4 of 6) was acknowledged and ratified as a true and correct record, and this was signed by the meeting Chair.
- d. The Accounting Statement 2024/25 (page 5 of 6) was acknowledged and ratified as a true and correct record, and this was signed by the meeting Chair.

.04 **BPC Grant:** The following applications were considered by members. It was proposed, seconded and unanimously agreed to distribute the first round of grant awards accordingly:

Applicant	Purpose	Amount requested	Award Approved	Further comments
Bishopsteignton Pantomime Society	Replacement storage shed	£500	£300	
Bishopsteignton Village Festival	Parish wide transportation, general funds	£300	£200	
Lego Club (Mr. J. Watson)	Startup fund for equipment, refreshments and venue hire	£250	£0	BPC encourage the application to apply for funding once the club is established with regular attendees.
<b>TOTAL AWARDED</b>			<b>£500</b>	

#### 2505.06 COUNCIL STRATEGY & GOVERNANCE

.01 **Policies:** The following policy has been updated in accordance with any legislative changes for council review. It was proposed, seconded and unanimously agreed to adopt, subject to the correction of minor clerical errors:

- a. Risk Management Policy (P.039)
- b. Internal Controls Policy (P.040)
- c. Training & Development Policy (P.025)
- d. Scheme of Delegation (P.011)

#### .02 **Community Recognition Awards**

A clerk's report provided a summary of the first Community Recognition Awards scheme that BPC has run. This was considered and the following points raised:

- All 3 categories remain the same.
- Increase and improved publicity, including direct to community groups.
- Awards specifically for individual or group efforts across the municipal year, rather than previous years.

It was proposed by Cllr. Vooght, seconded by Cllr. Gill, that the scheme should continue and the changes above be incorporated into the policy. Agreed unanimously, therefore **RESOLVED**.

#### 2505.07 ASSET MANAGEMENT

.01 **Tree Works:** Members considered the work required and the comparative quotes provided. It was proposed by Cllr. Harris, seconded by Cllr. Robbins, agreed unanimously and therefore resolved to appoint Hulls Landscaping, quote ref. E1003131 at £4,600 + vat.

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- .02 **MUGA Playing Surface:** Members considered the clerk's report but on the clerk's advice it was decided there was not enough information to make a resolution on this matter. It was agreed unanimously that further research should be conducted and the authority for any decisions be delegated to the Asset Management Committee.

**2505.08 CLIMATE ACTION**

Members considered the proposal submitted by resident Mr. J Watson. Whilst it was agreed this was an excellent concept put together well with obvious passion and enthusiasm, it was felt the establishment of a CIC should take place independent of BPC financial support or influence. Once organized it is hoped the CIC and the parish Councils Climate Impact Action committee might come together to collaborate on projects to increase climate action in the parish. It was proposed by Cllr. Hooper, seconded by Cllr. Grimble, that at this time no financial support is provided to establish a CIC but that once established the CIC should approach BPC with individual project plans to request support, financial or otherwise. Agreed unanimously therefore RESOLVED.

**2505.09 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 and members:

- .01 **Applegarth Fire Recovery Funds:** The clerk advised on the efforts in the community to raise funds to support the fire victims' recovery. This was to be transferred to the BPC community account and divided equally between the two flats. To ensure the victims receive all the donations intended for them it was suggested that BPC use unearmarked reserves to cover the fees that will be charged by the Just Giving organization. The clerk advised this would be in the region of £200, not more. This action was proposed by Cllr. Harris, seconded by Cllr. Hooper agreed unanimously and therefore RESOLVED.

**2505.10 MEMBERS REPORTS**

- .01 **EV Charging – Zoom from Devon County Council – Cllr. D. Robbins.**  
Cllr. Robbins gave a summary of the online meeting adding that the concerns raised previously by members about charging stations being inappropriate for Bishopsteignton had not been alleviated. He suggested the Parish Council remain mindful of future opportunities but that no action be taken yet. He made this proposal, it was seconded and unanimously agreed therefore RESOLVED.
- .02 **Village Hall Committee – Cllr. R. Gill**  
Cllr. Gill reported on changes to the committee following the Village Hall AGM. Mr. James Day is now Chairman and Mary James is to become president following her long dedication as chair of the committee. It was suggested by Cllr. Gill that BPC show their appreciation to Mrs. James and a bunch of flowers are presented to her at the next VH meeting. This was unanimously agreed, clerk to organise.
- .03 **Parking – Cllr. Robbins**  
Cllr. Robbins raised concerns over the extreme pinch points through the parish exacerbated by poorly parked vehicles and the fact the fire service had difficulty attending the fire at Applegarth. He felt that matter should be raised with Devon Highways for action to be taken and he proposed

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a meeting with the relevant officer be arranged to discuss the matter further. This was seconded by Cllr. Keohane and unanimously agreed therefore RESOLVED.

There were no further members reports.

**2505.11 PUBLIC PARTICIPATION:** There were no public comments.

**THE CHAIR CLOSED THE MEETING AT 21.40**