

# BISHOPSTEIGNTON PARISH COUNCIL

## MINUTES

### FOR THE MEETING HELD ON MONDAY 5<sup>TH</sup> JUNE 2017 COMMUNITY CENTRE, SHUTE HILL, BISHOPSTEIGNTON

*A minute of silent reflection was held in remembrance and appreciation of the late Cllr. James Arthur Grimble and as a mark of respect to the victims of terrorism in Manchester and London*

**PRESENT:** Cllrs. C. Morgan (Chairman), R. Bailey, P. Cahill, E. Cawthraw, T. Davey, M. Gollop, K. Lambert, I. McDougall, S. Nicholson & H. Stuckey (10/10) & 10 members of the public

**APOLOGIES:** District Cllr. T. Golder, PSCO. S. Bunce & PC. R. Harvey

**DOI:** Cllr. Stuckey declared an interest in item 1995.01: Countryside and Recreation: For consideration: Removal of trees.

#### 1987 COMMUNITY LED HOUSING DEVELOPMENT

SOS

Mary Ridgway, Housing Enabling Officer at Teignbridge District Council presented information regarding the government grant to support community led housing developments in the District. This grant is called the Community Led Housing Fund and is available for affordable housing projects that are 'community led' in both rural and urban areas. Mary introduced herself and her role; to work with rural and town councils that have existing affordable housing projects, or are interested in community led affordable housing schemes.

She reported the Community Led Housing Fund offers a real opportunity for Bishopsteignton to use this funding to support the delivery of affordable homes. The budget in year one is very flexible and, where a sound business case can be provided, the funds can be used for a range of practical uses including :-

- Rural Housing Needs Surveys – The latest Housing Needs Survey for Bishopsteignton was conducted in 2011 and a report produced in 2012.
- Site suitability assessments.
- Liaison with Planners within Teignbridge on all aspects and tenures of affordable housing delivery including custom and self-build affordable homes.
- Surveys e.g. ecological, geotechnical.
- Land banking of sites.
- Loans to facilitate development or purchase empty homes.
- Conversion of existing buildings
- To help achieve the aims of the BNDP

The funding could be used in collaboration with a neighbouring Town or Parish to produce a joint allocation policy.

Mary was thanked for providing this information. It was agreed for the Planning Committee to give further consideration to an updated HNS for Bishopsteignton as well as possible sites for community led development and the probability of establishing a community working party. All to be added to the agenda of the next BPC Planning Committee meeting to be held Monday 19.06.17.

#### 1988 RATIFICATION OF MINUTES OF THE FOLLOWING MEETINGS

.01 For Annual General Meeting held 08.05.17 it was proposed by Cllr. Davey, seconded by Cllr. Lambert, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.

.02 For Countryside and Recreation Committee Meeting held 15.05.17 it was proposed by Cllr. Stuckey, seconded by Cllr. Morgan, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.

.03 For Planning Committee Meeting held 22.05.17 it was proposed by Cllr. Morgan, seconded by Cllr. Bailey, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.

#### 1989 RECOMMENDATIONS: From the Countryside and Recreation Committee

It was recommended that BPC adopt the draft Terms of Reference for this committee (*Appendix A: BPC\_CRC\_TOR\_V02*). Following a brief discussion of a minor amendment it was proposed by Cllr. Morgan, seconded by Cllr. Davey and agreed unanimously to adopt the Terms of Reference subject to the minor amendment suggested. **RESOLVED**.

#### 1990 POLICE REPORT

**There were 5 crimes reported for Bishopsteignton from 08.05.17 – 05.06.17**

- Burglary (Dwelling) – Entry gained by smashing through rear wooden and glazed door. Jewellery and electrical items stolen. Offender arrested and currently on bail for a series of burglaries in the Teignmouth and Dawlish areas.
- Burglary (Non Dwelling) – Break in to a chalet at Luxton Steps. Nothing stolen but door damaged to gain entry.

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Believed to be linked to the following crimes. No current leads and no forensics.

- Criminal Damage x3 – Crops uprooted or flattened adjacent to public footpath leading to Luxton Steps. Youths believed to be responsible but as yet unidentified. Enquiries ongoing.

**Other matters:** Around the same time as the burglary series there were also door knockers from Nottingham selling kitchen sponges etc. Although they are not responsible for the burglaries PC. Harvey would still urge residents to be vigilant and to keep properties secure.

Cllr. Davey expanded on the last 3 of the crimes reported above; the actions of these individuals had caused the train to carry out an emergency stop. The owner of Metro Motors had witnessed a pedestrian with a sledge hammer in the vicinity.

**1991 TEIGNBRIDGE DISTRICT COUNCILLOR REPORT**

A report had not been provided. The Chairman announced the appointment of Cllr. Golder as Chairman of Teignbridge District Council offering congratulations on behalf of Bishopsteignton Parish Council.

**1992 DEVON COUNTY COUNCILLOR REPORT**

As his first attendance to Bishopsteignton Parish Council since his election in May Cllr. Peart was congratulated and welcomed by the Chairman.

Cllr. Peart reported he is undergoing training at the Council head offices and being introduced to all the departments and processes. He gave a thorough report on the finances of Devon County Council.

Cllr. Davey expressed concern at how Sanska, the contractor for highways maintenance, had not been visible throughout the Parish since their appointment. He gave examples of particular problem areas such as drainage on Coombes Road East. Cllr. Peart said he would take these enquiries back to County Hall.

**1993 PLANNING**

The following new planning applications were discussed to agree comments to send to Teignbridge District Council as the Local Planning Authority:

- .01           **App No:** 17/01161/FUL - Clearwater , Bishopsteignton Road,  
                  **Proposal:** Single storey extension on east elevation

It was proposed by Cllr. Morgan, seconded by Cllr. Davey, for the following comment to be submitted. FOR: 9. AGAINST: 0. ABSTENTION: 1. therefore **RESOLVED**.

**PC Comments:** No objection.

- .02 Current Approvals, Refusals, Withdrawals and Appeals were **NOTED**.

**1994 BPC AT BVF**

Following discussion it was proposed by Cllr. Morgan, seconded by Cllr. Davey, agreed unanimously and therefore **RESOLVED** that BPC would have a display at the Saturday fair of Bishopsteignton Village Festival to raise awareness of the PC and the Neighbourhood Plan and its upcoming referendum.

**1995 COUNTRYSIDE & RECREATION**

- .01 **Removal of Trees at The Lawns** – *Having declared an appendix B interest for this item Cllr. Stuckey and left the room.*

The matter was discussed at length. It was proposed by Cllr. Bailey, seconded by Cllr. Morgan to remove the 4 trees on BPC land, outside the boundary with numbers 11 and 12 Lawns End. FOR: 7. AGAINST: 1. ABSTENTION: 1. Therefore **CARRIED**. Clerk to consult TDC Arboriculture Officer regarding necessary permission and instruct a contractor if possible. *Cllr. Stuckey returned.*

- .02 **Seagulls**

The Clerk reported an enquiry from a resident of St Johns Close regarding neighbours who regularly feed seagulls and how this is causing a nuisance in the local vicinity. This was discussed and it was proposed by Cllr. Morgan, seconded by Cllr. Davey, agreed unanimously and therefore **CARRIED** for BPC to take the following action: Prepare advisory flyers, notices and posters; Cllr. Gollop offered to drop flyers door to door on Stockmeadow Gardens and St Johns Close, Cllr. Lambert offered to put posters up in residential areas, Clerk to post on noticeboards. Should these fail, and the problem persist, the clerk shall consult Environmental Health Officers at Teignbridge District Council. Clerk to contact complainant to report this intended action.

**1996 FORE ST TOILETS**

The clerk explained the expected change in ownership of Araba Cottage, 4a Fore Street and how new owners may suggest changes to the terms of the licence for use of the backyard; with or without a change to the terms the licence was due for renewal on 30.09.17 for which BPC approval was sought.

**MINUTES Continued**  
**FOR THE PARISH COUNCIL MEETING HELD ON 05.06.17**

Until members are provided with greater details of the terms of current licence it was agreed unanimously for this item is to be **DEFERRED** to the next meeting of BPC, to be held 03.07.17

**1997 HIGHWAYS**

**Temporary Road Closure** of Humber Lane 06.06.17 to 11.06.17 was **NOTED**.

**1998 BPC PROGRESS 'PR1705'** was reviewed and the following comments made:

**HIGHWAYS:** Cllr. Davey asked about progress with the legal transfer of Bishops Avenue Car Park from TDC. The Clerk reported TDC Solicitor has confirmed receipt of instruction from their Assets department and a Draft transfer agreement is expected to be ready in 4 weeks (from 30.05.17). A reduced price was quoted by BT Openreach, achieved by syphoning off work which could be conducted by the tarmacadam laying contractor, however the contractor's price for the additional work was more than anticipated. The Clerk to liaise further with BT.

**PLANNING:** Cllr. Nicholson raised concerns over proposed additional costed services and increases to the cost of current advisory services of TDC planning department. This was discussed briefly. Cllr. Nicholson to write to Cllr. Golder for his input.

Cllrs. Morgan and McDougall are preparing copy for BNDP promotional flyers, website content, etc. for the forthcoming referendum; date to be confirmed.

**MAINTENANCE:** Cllr. Stuckey gave thanks for the newly installed hand rail at the Lawns.

Cllr. Stuckey expressed concern about the lack of seating in bus shelters throughout the parish. Also that passengers waiting could not see the bus approaching from within the shelter. Further research into requirements and costs to be conducted.

**1999 MEMBERS REPORTS**

- .01 Cllr. Stuckey gave a report from the Halls Foundation AGM held in May. There were no questions from members.
- .02 Cllr. Stuckey gave a report from of the St Johns Church Maintenance Committee meeting held in May. There were no questions from members.

**2000 FINANCE**

.01	<b>PAYMENTS APPROVED:</b>		£
	HMRC	Tax & NI	149.58
	K.Ford	Salary & Expenses March 2017	1105.07
	DCC Pension Fund	Contribution to Clerks Pension	341.87
	Mr. Byford	Travel expenses - TMCE training - S137	65.70
	Mr.Lambert	Travel expenses - TMCE training - S137	65.70
	Shopmobility	S137 Donation	200.00
	Dawlish Ring & Ride	S137 Donation	200.00
	Mr. H. Merritt	Internal Audit fee	195.00
	C. Morgan	Sign for Cemetery Noticeboard	14.80
	Cormac Solutions ltd	2 attendees to Traffic Management for Community Events	168.00

.02 **End of Year 2016/17 Accounts:**

It was reported the internal audit of BPC accounts for the period 01.04.16 to 31.03.17 was successfully completed. It was proposed by Cllr. Bailey, seconded by Cllr. Morgan, agreed unanimously and therefore **RESOLVED** to carry out the recommendations of the internal auditor, as follows:

1. Adoption of the 2016/17 Annual Accounts
2. Authorisation by signature and then submission of the Audit Commission Return

Clerk to action. The Clerk was thanked for her work in preparation of the accounts for this period and completion of both the internal and external audit submission. Mr. Henry Merritt was thanked for carrying out the internal audit of these accounts.

.03 **BANK RECONCILIATION:** - As at 31.05.17

Cumulative Receipts	107003.80	Lloyds TSB Treas.	82272.79
Cumulative Payments	13365.92	Lloyds TSB Premier	1387.99
<b>Balance per Cash Book</b>	<u>93637.88</u>	Lloyds TSB Fixed Term	10000.00
		<b>Closing Balance per Bank Statements</b>	<u>93660.78</u>
		Less... Unpresented Chq 1509	22.90
		<b>BALANCE</b>	<u>93637.88</u>

**MINUTES Continued**  
**FOR THE PARISH COUNCIL MEETING HELD ON 05.06.17**

.04 **BPC RESERVES:-** As at 31.05.17

<b>Burial Account</b>	44798.99	Bishopsteignton Cemetery use only
<b>Admin</b>	9673.57	Includes staffing cost, rent, elections contingency, insurance, etc.
<b>Maintenance</b>	4410.79	Includes public toilets, Millennium Stone Carpark, St. Johns Churchyard.
<b>Countryside &amp; Recreation</b>	3297.92	Includes Sports Area Income & Expenditure
<b>Car Park Enhancement scheme</b>	8625.71	Bishops Avenue Carparks
<b>Agency Grants</b>	507.91	DCC P3 grant
<b>Monies held in Trust</b>	876.34	Cricket Club, Bench donation, Playdays
<b>SUNDRIES</b>	1465.43	S106/Grants/Donations
<b>S137</b>	185.00	
<b>Trim Trail</b>	2407.90	
<b>Emergency Plan</b>	-70.00	
<b>VAT</b>	-1001.48	Balance of repayments and amount to be claimed from HMRC
<b>TOTAL</b>	<b>75178.08</b>	

<b>Bank Balance</b>	<b>93637.88</b>	after adjustment shown in bank reconciliation above
<b>Restricted/Earmarked Funds</b>	<b>75178.08</b>	80% of Bank balance (breakdown shown above)
<b>Contingency (Quarterly outgoings)</b>	10214.47	11% of Bank balance (breakdown available from BPC Clerk)
<b>BALANCE AVAILABLE/UNRESTRICTED FUNDS</b>	<b>8245.33</b>	9% of Bank balance

**2001 PUBLIC PARTICIPATION**

.01 Mrs. Lamb, Ideford Parish Clerk, gave condolences on behalf of Ideford Parish Council for the loss of Cllr. Grimble.

Mrs. Lamb reported that defibrillator training events were ongoing in Ideford which she believed could be combined for a joint parish training event. Clerks to liaise.

.02 Bishopsteignton parishioner, Mr. John Shaw, reminded members of the concerns he raised at the Annual Parish meeting held in March 2017 regarding the loss of facilities in the village; recently highlighted by the closure of the Ring of Bells Public House and For Sale notices at Bishop John de Grandisson. Along with likeminded parishioners a simple questionnaire has been prepared which they intend to circulate during the upcoming Bishopsteignton Village Festival. A report shall be produced from the collated results which he hopes to present to the Parish Council in due course.

**The Chairman closed the meeting at 9.39PM**