

# BISHOPSTEIGNTON PARISH COUNCIL

## PROGRESS REPORT OF MATTERS ARISING

As of Wednesday 28.06.17

ORIGINAL ISSUE/CURRENT ACTION	PROGRESS/RESOLUTION TO REPORT
<b>HIGHWAYS &amp; PROW</b>	
Bishops Avenue Car Park Improvements Scheme	<ul style="list-style-type: none"> <li>• HOT for land transfer agreed with TDC. TDC Solicitor has confirmed receipt of instruction from their Assets department. Draft transfer agreement expected to be ready in week commencing 26.06.17. Chased; awaiting response.</li> <li>• Funding sources, TDC &amp; DCC, confirmed. Both with deadlines to claim. Funding agreement signed and returned to DCC for up to £10k. Confirmation email from TDC stating delay in the transfer will not affect the funding from TDC as it is not time restricted.</li> <li>• Railing contractor appointed, however misunderstanding with TDC conservation officer will lead to further expense. Awaiting further instruction before design and costs can be fixed.</li> <li>• Detailed survey conducted by BT Openreach. Report and quote provided. Need to liaise with contractor to agree work before instructions can be finalised. Cllr. Davey dealing.</li> </ul>
Vehicle Speeding Concerns - Reports of speeding on A381 and through the village.	Application for 2017 Rural Aid submitted to purchase transportable speed activated warning signs and banners. Awaiting response following Rural Aid Committee Decision meeting in July.
A381 Accidents between Wear Farm entrances	Letter resent to new acting head of HW. Awaiting a response. Also resent to ABP.
PROW 3 (Flow Lane to Newton Road)	Reported as overgrown. Contractor instructed, overgrowth cut back.
PROW 19 (adjacent to Cockhaven Close Playground)	In need of surface repair following burst water main. In contact with PROW Warden about possible solutions.
4 Parish Boundary Stone	Mr. Michael Martyn reported to BPC in April. No further correspondence or action to report. Will liaise further.
<b>BURIAL</b>	
Responsibilities for maintenance of St Johns closed churchyard.	Work in progress to produce an agreement between parties and establish schedule of works. BPC rep. agreed as Cllr. Stuckey.
5 year risk assessment inspection of grave markers in Closed Churchyard of St Johns.	Reports being reviewed by maintenance contractor to provide a quote for recommended work.
Risk assessment inspection of grave markers at Parish Cemetery	Report to be reviewed and work schedule arranged to seek quotes. Work in progress.
Cemetery records	Cemetery records require checking thoroughly and systems update. Work in progress.
Cemetery flower beds	These desperately need weeding. This has been pointed out to Maintenance team, awaiting action.
<b>COUNTRYSIDE &amp; RECREATION</b>	
<b>TO BE NOTED:</b> Emergency tree works conducted at the Lawns 27.06.17.	Area risk assessed: split branch, if it fell naturally, could cause harm to pedestrians/playing children and to the MUGA boundary fencing. Hi-Line instructed and carried out work promptly, awaiting invoice.
Recreation Ground/SA Toilet Roof	Roof repairs - complete. Internal works – To seek quote for works required to extend female toilet and reduce male. Work in progress, chairman seeking quotes.
Sports Area Club with annual membership, key entry and floodlights meter.	Work in progress. Will submit proposal to BPC C&R committee in near future for their consideration and possible modification before recommendation to BPC.
Weekly Play Ground Inspections	Cllr. Cahill regularly conducting weekly inspections at the Lawns. Cllr. Cawthraw and Cllr. Gollop sharing the weekly inspection of

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	Cockhaven Close. Signed inspection sheet being provided for records. Other volunteers always welcomed.
Annual RoSPA Play Ground Inspections	Inspection took place on 29.03.17. Reports received and circulated to C&R Committee. Invoice received and paid. Site visit with maintenance contractor to produce schedule of work required by end of July.
<b>PLANNING</b>	
BNDP	<ul style="list-style-type: none"> <li>• Final referendum version adopted by BPC on 03.04.17. Adoption by the District Council, dependent on referendum results.</li> <li>• <b>Parish Referendum date confirmed as Thursday 28<sup>th</sup> September.</b></li> <li>• A5 leaflet produced and printed by TDC, awaiting distribution. Who? When?</li> <li>• Wording for promotion material has been collated by Cllrs. Morgan and McDougall. To be edited for use on website (awaiting page rebuild following site hacking in May) and poster.</li> </ul>
<b>MAINTENANCE</b>	
Management and Maintenance Plan for ALL Parish Assets/Areas under the care of BPC.	Initial discussions for a plan for the Lawns by the C&R committee. Liaising with TDC Green Spaces team for guidance. Work in progress. Chairman listing other areas and drafting plans to be populated by delegated committees, volunteers & the Clerk. Work in Progress.
Parish Bus Stop – All in need of modifications to enable passengers a more comfortable wait! Seating and improved view of the highway.	Looking into costs for benches for the 3 established bust shelters. Also looking into costs for a bus shelters with a view to putting in place where there is none. Researching finding options, possible use for 2017/18 Elector Fund (not yet open). Currently nothing available on TDC asset disposal list or from neighbouring parishes.
Parish Bench Survey	Needs to be carried out shortly. Clerk to develop members' action plan and advise accordingly.
Replacement Noticeboards – Various	<ul style="list-style-type: none"> <li>• Lawns, Flow Lane, Fore Street – complete.</li> <li>• Luton – Board purchased, final confirmation of location before installation.</li> <li>• Cemetery – Legs to be painted before completion.</li> </ul>
Replacement Tree @ The Hump, Cross House Carpark	Stumps removed and ground levelled. Grass seed sown. Now being left to settle before replanting. BPC resolved to approve replacement with a London Plane to be planted by Spring 2018. Mark Waddams at TDC has approved the delay, now planting must take place by March 31 <sup>st</sup> , 2018. Clerk to seek quotes for new tree and any required work.
Fore Street Toilet Back Yard Licence	Possible new owners before licence renewal option. For consideration at a full BPC meeting before September. Requesting storage of several bicycles.
Eliminate Seagull feeding	Flyer produced, to be distributed, by Marianne, door to door on Stockmeadow Gardens and St Johns Close. Posters for noticeboards and lamp posts produced to be circulated.
Legionella Risk Assessment	Risk assessment carried out at both locations on 26.06.17. Report confirms repair or removal of water heaters at The Lawns should be removed.
Chapter 8 Training for Event & Emergency	Now 2 BPC members and 3 volunteers have completed the training and achieved the certificate.
REMEMBRANCE Working Party	Initial meeting of interested parties was held 12.06.17. Notes below. Members conducting Traffic Management Plan and purchasing list. Work in progress.

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Defibrillator in Luton.	Unit & cabinet installed in the agreed location on the exterior of the pub. Unit to be commissioned with SW ambulance service in due course. Future training event to be arranged, possibly jointly with Ideford Parish.
<b>ADMINISTRATION</b>	
Community Emergency Plan	Work in progress. Cllr. Stuckey or McDougall may report further.
APM 2017	Held Monday 20.03.17. DRAFT meeting minutes and Parish Reports being prepared.
PC Committees Terms of Reference. (To include responsibilities, BPC members/co-options, authority limitations, reporting requirements, time limits for running).	TOR for each committee to be reviewed at their first meeting following the BPC AGM. TOR for BPC C&R Committee complete and adopted by full BPC
BPC Standing Orders	Review conducted and adopted by BPC at their meeting held 08.05.17. Further review of S.O.16 and the BPC Code of Conduct necessary.
Update Risk Assessment documentation.	Work in progress. RA for BPC MUGA complete.
Casual Vacancy	Casual Vacancy advertised from Mon 19.06.17. Closes 07.07.17 when TDC shall advise if the vacancy is to be filled by co-option or by-election. No further action required until this stage.
<b>FINANCE</b>	
2017-18 PRECEPT	Agreed precept of £47815 for FY 2107/18. 1 <sup>st</sup> ½ received. Budget and explanations to be published online asap.
End of year Accounts 2016-17	Internal audit of 2016/17 Accounts completed successfully. Audit reports and Annual Return signed and submitted to external auditor. Submission acknowledged. Awaiting confirmation of acceptance.

**Road Traffic Management for Remembrance Group**  
**Notes of briefing held Monday 12th June 2017**

**PRESENT:** Cllrs. Bailey, Morgan, Nicholson & Lambert. Mr. Byford, Mr. Lilley, Mr. Moore, Mrs. Corlett, Mr. Down.

After introductions Cllr. Morgan summarised the TMCE course which was attended by 5 members; now qualified to manage traffic for a community event. This training is not to Chapter 8 level but DCC Highways have advised it is sufficient for our purpose.

It was agreed that a detailed traffic management plan was needed for the services and parade, this would give the number and type of signs required, the number of traffic cones and where and when these are to be located for the events. A risk assessment must be carried out also.

A walk around site visit was arranged for 6pm Tuesday 13th June, meeting at the War Memorial, to begin work on the traffic management plan and risk assessment.

Upon completion Cllr. Morgan would present the plan and risk assessment to PC. Rob Harvey for police approval. Once approved the road closure application could be submitted to DCC Highways for this year's events.

Simultaneously signage can be sought and purchased. Funding/grants can be researched also.

All volunteers will require a mobile phone, the use of walkie-talkies was also considered. A contact list is to be produced by the Clerk and provided to all members.

The correct Personal Protection Equipment must also be sought; high visibility jackets/vests for all, steel toe-capped footwear and heavy-duty gloves for sign handlers.

Cllr. Bailey offered the use of his van for moving signs, cones, etc.

Mr. Moore stated he was First Aid trained, as was Mrs. Down who may also be available.

Mr. Byford has taken over Standard Bearing duties but can be involved in traffic management before the day of the events.

Mrs. Corlett queried who is ultimately responsible for the remembrance service at the War Memorial and parade to the church. Currently she was organising the event as a member of the Royal British Legion but she

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**Road Traffic Management for Remembrance Group ... *cont'd***

felt it should be a responsibility of the Parish Council. It was agreed to continue as currently arranged but together as a working party. Overall responsibility can be reviewed in the future.  
The Clerk would research how other local parishes handle Remembrance.

Once the plans and application for Remembrance events of 2017 are complete further thought can be given to 2018 which marks 100 years since the end of WW1; with special arrangements/displays/fellowship to be considered and arranged.