

BISHOPSTEIGNTON PARISH COUNCIL

DRAFT V01 MINUTES

FOR THE ANNUAL GENERAL MEETING HELD ON MONDAY 8TH MAY 2017

COMMUNITY CENTRE, SHUTE HILL, BISHOPSTEIGNTON

PART I

PRESENT: Cllrs. C. Morgan (Chairman), P. Cahill, E. Cawthraw, T. Davey, , M. Gollop, J. Grimble, K. Lambert, I. McDougall & S. Nicholson (9/11) & 6 members of the public

APOLOGIES: Cllr. R. Bailey, Cllr. H. Stuckey, District Cllr. T. Golder & PSCO. S. Bunce

DOI: None declared.

1977 BPC ELECTIONS

.01 **CHAIRMAN** - The following nomination for Parish Council Chairman was received:

Cllr. Morgan, proposed by Cllr. Davey, seconded by Cllr. Lambert, received 8 votes for. (1 Abstention).

It was **RESOLVED** that Cllr. Morgan is Chairman. **CARRIED.**

.02 **VICE CHAIRMAN** - The following members were nominated as Parish Council Vice Chairman:

Cllr. Nicholson, proposed by Cllr. Cahill, seconded by Cllr. McDougall, received 4 votes for.

Cllr. Davey, proposed by Cllr. Lambert, seconded by Cllr. Morgan, received 5 vote for.

It was **RESOLVED** that Cllr. Davey is Vice Chairman. **CARRIED.**

.03 It was **RESOLVED** to agree committee membership as follows:

Planning: Councillors. Bailey, Cawthraw, Cahill, Grimble, Davey, Lambert, Morgan, & Nicholson. (8)

Countryside & Recreation: Councillors. Cahill Davey, Gollop, Lambert & Stuckey. (5)

Maintenance: Councillors. Bailey, Cahill, Davey, Gollop, Lambert, Morgan & Stuckey (7)

Cemetery: Councillors. Bailey, Davey, Gollop, McDougall, Morgan & Stuckey (6)

Finance: Councillors. Bailey, Cawthraw, Davey, McDougall & Morgan (5)

.04 **Fore Street Toilet Subcommittee** (of the Maintenance Committee): It was proposed by Cllr. Morgan, seconded by Cllr. Lambert, agreed unanimously and therefore **RESOLVED** that the Toilet Committee be disbanded with immediate effect. The committee members were thanked for their time and all that had been achieved.

.05 It was **RESOLVED** to agree BPC Representatives as follows:

Hall Foundation: Cllr. H. Stuckey

Teign Estuary Partnership: Cllr. S. Nicholson

Rural Aid: Cllr. R. Bailey

TALC: Cllr. K. Lambert

DCC Highways: Cllr. K. Lambert

St Johns Church Maintenance Committee: Cllr. H. Stuckey

1978 POLICE REPORT

Reported crimes for Bishopsteignton from 01/04/17 – 30/04/17

- **Burglary at Jacks patch** Unknown offenders tried to remove items from shop stopped by staff offenders left empty handed.
- **Theft at Huntly** shoulder bag containing purse stolen by unknown persons.
- **Drive Motor Vehicle when Alcohol above limit** vehicle seen traveling along A381 pulled over by police due to concern about driving.

1979 RATIFICATION OF MINUTES OF THE FOLLOWING MEETINGS

.01 For Parish Council Meeting held 03.04.17 it was proposed by Cllr. Cawthraw, seconded by Cllr. Davey, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED.**

.02 For Planning Committee Meeting held 24.04.17 it was proposed by Cllr. Cawthraw, seconded by Cllr. Davey, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED.**

1780 BPC STANDING ORDERS

Following review and slight amendment it was proposed by Cllr. Grimble, seconded by Cllr. Davey, agreed unanimously and therefore **RESOLVED** to adopt BPC SO v1705.03. Clerk to convert from draft and distribute to all members and the website.

Cllr. Grimble added review of BPC code of conduct and the relevant standing orders (16) should be conducted soon.

MINUTES Continued
FOR THE PARISH COUNCIL MEETING HELD ON 03.04.17

1781 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. Clerk to chase again.

C&R:

The Clerk reported a meeting of this committee was arranged for 15.05.17. Cllr. Lambert gave his apologies.

Cllr. Morgan reported BGS had been instructed to tidy the hump/millennium stone following parishioners concerns.

PLANNING:

Cllrs. Morgan and McDougall agreed to arrange a meeting to prepare copy for BNDP promotion for the forthcoming election, date to be confirmed.

1782 FINANCE

.01 PAYMENTS APPROVED:

		£
HMRC	Tax & NI	159.68
K.Ford	Salary & Expenses March 2017	1093.05
DCC Pension Fund	Contribution to Clerks Pension	291.42
Bishopst'n Community Centre	Q1 17/18 Rent Advance	600.00
BGS Ltd	Q4 16/17 Parish Maintenance & Grass Cutting Contract	3384.00
BGS Ltd	Q4 16/17 Additional Maintenance	1770.00
Mr. T. Martin	Toilets Cleaning Contract Q4 16/17	625.00
L.M. James	Q4 16/17 Sports Area Caretaker duties & expenses	522.60

.03 BANK RECONCILIATION: - As at 30.04.17

Cumulative Receipts	106127.86
Cumulative Payments	<u>9470.92</u>
Balance per Cash Book	<u>96656.94</u>
Lloyds TSB Treas.	85269.01
Lloyds TSB Premier	1387.93
Lloyds TSB Fixed Term	<u>10000.00</u>
Closing Balance per Bank Statements	<u>96656.94</u>
BALANCE	<u><u>96656.94</u></u>

.04 BPC RESERVES:- As at 30.04.17

Burial Account	43961.99	
Admin	12831.82	Includes staffing cost, rent, elections contingency, insurance, etc.
Maintenance	4435.79	Includes public toilets & St Johns Churchyard
Countryside & Recreation	3280.12	Includes Sports Area
Bishops Ave Car Parks	8625.71	Carpark development scheme
Agency Grants	512.91	P3 grant
Monies held in Trust	876.34	Cricket Club, Bench donation, Playdays, Trim Trial
Trim trail	2407.90	
Sundries: S106/Grants/Donations	1895.37	S106 for open spaces
S137	325.00	
VAT	-955.81	Balance of repayments and amount to be claimed from HMRC
TOTAL	78197.14	

MINUTES Continued
FOR THE PARISH COUNCIL MEETING HELD ON 03.04.17

Bank Balance	96656.94	As above
Restricted/Earmarked Funds (as above)	78197.14	81% of Bank balance
Contingency (Quarterly outgoings)	10214.70	11% of Bank balance
BALANCE AVAILABLE/UNRESTRICTED FUNDS	8245.10	9% of Bank balance

1983 PUBLIC PARTICIPATION

- .01 Mrs. J. Grimble asked what the process was for community groups to use BPC owned land for community events. This was discussed briefly. It was confirmed by the Clerk that a risk assessment must be carried out by the organiser and event insurance obtained by the organiser. Copies of these documents to be provided to the Clerk.
- .02 Cllr. Cawthraw reported that the village website was currently undergoing modernisation changes should anyone be experiencing difficulties locating certain information or documents.

The Chairman closed PART I of the meeting at 8.42PM

PART II

PRESENT: Cllrs. C. Morgan (Chairman), P. Cahill, E. Cawthraw, T. Davey, M. Gollop, J. Grimble K. Lambert, I. McDougall & S. Nicholson (9/11)

APOLOGIES: Cllrs. R. Bailey & H. Stuckey

DOI: None declared.

1984 LEGIONELLA TESTING AT PUBLIC TOILETS

The Clerk emphasised the importance of carrying out a Risk Assessment at both public toilets and for a plan of future testing/tasks required to minimise risks at both The Lawns and Fore Street public toilets. The issue was briefly discussed. Three comparable quotes had been sought and were reviewed. It was proposed by Cllr. Davey, seconded by Cllr. McDougall, agreed unanimously and therefore RESOLVED to appoint WT Consultancy to carry out a risk assessment at both sites. Clerk to action.

The Chairman closed PART II of the meeting at 8.57PM