

# BISHOPSTEIGNTON PARISH COUNCIL

## FINAL DRAFT MINUTES

FOR THE MEETING HELD ON MONDAY 3<sup>RD</sup> JULY 2017  
COMMUNITY CENTRE, SHUTE HILL, BISHOPSTEIGNTON

### PART I

**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) District Cllr. T. Golder, County Cllr. R. Peart & 9 members of the public

**APOLOGIES:** PSCO. S. Bunce & PC. R. Harvey

**DOI:** None

#### 2005 RATIFICATION OF MINUTES OF THE FOLLOWING MEETINGS

.01 For the Parish Council Meeting held 05.06.17 it was proposed by Cllr. Cawthraw, seconded by Cllr. Gollop, 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 19.06.17 it was proposed by Cllr. Cawthraw, seconded by Cllr. Cahill, that these be approved and signed as a true and correct record. Agreed unanimously by all who attended therefore **RESOLVED**.

#### 2006 POLICE REPORT

**There were 5 crimes reported for Bishopsteignton from 06.06.17 – 29.06.17**

- Theft (Shoplifting) – from Jack's Patch. Suspect identified and enquiries ongoing.
- Theft from Motor Vehicle x3 – Three vehicles broken into (or insecure) in different parts of the village over the same night (12/06/17). Items such as a mobile phone, binoculars and cash stolen. No leads.
- Dog not under proper control – Dog on cat attack after the dog slipped its lead whilst being held by a young girl. Enquiries ongoing.

**Other matters:** PC. Harvey wished for the following advice to be published:

Please be aware that some rogue traders from Somerset are in the area leaflet dropping and offering to do gardening/tree work. They are driving a red Nissan pickup with a set of ladders in the back.

Please continue to be vigilant. Please take care of your belongings. Property mark them and make a note somewhere of the make, model and serial numbers of expensive items where appropriate.

Please don't leave mobile phones, sat navs, cash or relatives in your cars overnight!

Please report any suspicious people or vehicles, taking time to write down vehicle registrations and inform the police as it is happening, as opposed to a day or so after. Don't be afraid to use the 999 number if it's appropriate.

#### 2007 TEIGNBRIDGE DISTRICT COUNCILLOR REPORT

Cllr. Golder thanked the Parish Council for their congratulations letter following his appointment as Chairman of Teignbridge District Council.

He has been working alongside Cllr. Peart on several projects and passed to him to report progress to date.

#### 2008 DEVON COUNTY COUNCILLOR REPORT

Cllr. Peart reported on the ongoing work of himself and Cllr. Golder for the benefit of Bishopsteignton.

- POTHoles – Aware of the state of roads and the poor attempts at the repair of potholes; particularly on Bishops Avenue, Forder Lane, etc. and, whilst it is understood the repairs being carried out are not a permanent fix but a making good for the sake of managing risk, he is to conduct site meetings with DCC's Simon Pearson; the Team Manager for Neighbourhood Highways officers responsible for Teignbridge region. He will report back to BPC following this meeting. Cllr. Cahill asked for detail of the number of insurance claims made against DCC due to poor road conditions. Cllr. Peart could not answer but would look into the figures.
- SPEEDING – He reported on a meeting held with Inspector. Adrian Woon of Devon & Cornwall Constabulary based in Newton Abbot. Insp. Woon could assist Bishopsteignton with solutions to alleviate the speeding problems on the A381. The Chairman explained to Cllr. Peart the measure BPC hoped to take if Rural Aid was allocated. Cllr. Peart asked for details of the speed-activated warning signals. Clerk to provide this information.
- HIGHWAYS MAINTENANCE – Work of the latest contractor for Devon Highways was discussed, Cllr Peart offered some ideas for BPC to get work done through the parish including the Community Payback service and setting up a contract and claiming 50% of the cost from DCC, as done by Kingsteignton. The Clerk added that BPC have used Community Payback in the past; a great service they hoped to use again.

#### 2009 PLANNING

.01 There were no planning applications for review.

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

**FINAL DRAFT MINUTES Continued**  
**FOR THE PARISH COUNCIL MEETING HELD ON 03.07.17**

**.03 Housing Needs Survey**

This was discussed at length. The Clerk confirmed the survey can be conducted at no cost to the Parish Council, all cost being covered by Devon Communities Together and the Community Led Housing Fund, although it would be expected that BPC would arrange for all surveys to be hand delivered. The Clerk added that, following consultation, David Kiernan, TDC Neighbourhood Planning Officer, strongly recommended BPC to update the 2012 Housing Needs Survey.

Both Cllrs. Cahill and Gollop suggested the survey be carried out but that it should wait until after the BNDP referendum, to be held 28.09.17, so as to limit the risk of confusion. This was then proposed by Cllr. Bailey, seconded by Cllr. McDougall, agreed unanimously and therefore **CARRIED**. Clerk to Liaise with Mary Ridgway, TDC Housing Enabling Officer to make arrangements.

**.04 Community Led Affordable Housing**

Following discussion it was proposed by Cllr. Stuckey, seconded by Cllr. Cahill, that a community led housing group would not be required until after the resulting report of the Housing Needs Survey, if at all. This was agreed unanimously and therefore the decision whether or not to form of such a group was **DEFERRED**.

**2010 CONSULTATION: Forestry Commission Plan for Haldon Forest & SSSI**

Cllr. Nicholson has reviewed the plan thoroughly and reported that the only areas of concern to Bishopsteignton Parish are the outlying block of woodland between Colley Lane and Ideford Common and the woodland on the other side of the common. The wording in part 3 of the plan suggests only woodland on the East is SSSI whereas Cllr. Nicholson believes the common itself and woodland to the West also has SSSI status and this should be made clearer. Cllr. Nicholson to send suggested wording to the Clerk for the Parish Councils response to the consultation.

In addition she queried the wording in part 6 – Heritage, questioning the lack of statement regarding archaeological significance or protection policies. However Cllr. Morgan said there was sufficient reference to this, he would highlight this to Cllr. Nicholson, therefore no comment was agreed for part 6.

**2011 BPC RISK ASSESSMENTS**

The Chairman thanked the Clerk for work undertaken to produce both documents.

MUGA - Following brief discussion it was proposed by Cllr. Stuckey, seconded by Cllr. Bailey, agreed unanimously and therefore **CARRIED** to adopt the draft BPC Risk Assessment for the Lawns (1706).

UMBRELLA - Several suggestions were made to improve the umbrella Risk Assessment for BPC including event management and Clerks security/safety. It was agreed for these items to be added and the updated document to be issued to members for further review before possible adoption at a future meeting.

**2012 FORE STREET TOILETS: Licence Agreement Renewal: DEFERRED to PART II**

**2013 COUNTRYSIDE & RECREATION**

**.01 Removal of Further Trees at The Lawns**

Following discussion it was proposed by Cllr. Davey, seconded by Cllr. Bailey, agreed unanimously and therefore **CARRIED** to remove the self-seeded trees and overgrowth along the boundary fence adjacent to 25 Lawns End. This should be followed up with the continuation of the hedgerow saplings. Clerk to instruct BGS Ltd.

It was mentioned that the self-seeded growth at the foot of the oak tree should also be removed. Clerk to liaise with contractor.

**.02 Land adjacent to the Lawns/ Northern Boundary of Stone Lodge**

Bearing in mind BPC's duty of care, some options for the area of land, registry title number DN420231, were discussed including: clearing, designation for storage unit/container for the maintenance and grass cutting contractor, the offer for rent/sale to other interested parties.

It was proposed by Cllr. Morgan, seconded by Cllr. Stuckey, agreed unanimously and therefore **CARRIED** to seek at least 3 quotes for the land to be cleared.

**.03 DAA Landings at Michaels Field**

Cllr. Cahill explained the situation before it was discussed at length. For further information, particularly to be aimed at the general public, it was proposed by Cllr. Bailey, seconded by Cllr. Stuckey, that a public meeting be held inviting Mr. Toby Russell, Community Helipads Development Officer for Devon Air Ambulance, to make a presentation. This proposal was agreed unanimously and therefore **CARRIED**. Clerk to make arrangements.

**FINAL DRAFT MINUTES Continued**  
**FOR THE PARISH COUNCIL MEETING HELD ON 03.07.17**

**2014 BPC PROGRESS 'PR17.06.28'** was reviewed there were no further updates from the Clerk or questions/comments from members.

**2015 FINANCE**

**.01 PAYMENTS APPROVED:**

		£
HMRC	Tax & NI	146.70
K.Ford	Salary & Expenses March 2017	1111.96
DCC Pension Fund	Contribution to Clerks Pension	341.87
Bishopsteignton Community Centre	Q2 17-18 Rent Advance	600.00
BGS Ltd	Q1 17-18 Parish Maintenance & Grass contract	3384.00
BGS Ltd	Q1 17-18 Additional Parish Maintenance	720.00
L. M. James	Q1 17-18 MUGA & Toilet Caretaker contract	522.60
Tim Martin	Q1 17-18 Fore St Toilet Caretaker contract	625.00
Viking Direct	Printer Ink - Stationery	77.81

**.02 BANK RECONCILIATION: - As at 30.06.17**

Cumulative Receipts	107212.86	Lloyds TSB Treas.	79865.12
Cumulative Payments	15959.69	Lloyds TSB Premier	1388.05
<b>Balance per Cash Book</b>	<b>91253.17</b>	Lloyds TSB Fixed Term	10000.00
		<b>Closing Balance per Bank Statements</b>	<b>91253.17</b>

**.03 BPC RESERVES:- As at 30.06.17**

<b>Burial Account</b>	44969.19	Bishopsteignton Cemetery use only
<b>Admin</b>	7841.70	Includes staffing cost, rent, elections contingency, insurance, etc.
<b>Maintenance</b>	4054.39	Includes public toilets, Millennium Stone & car park, St. Johns Churchyard.
<b>Countryside &amp; Recreation</b>	3299.85	Includes Sports Area Income
<b>Car Park Enhancement scheme</b>	8625.71	Bishops Avenue car park scheme
<b>Agency Grants</b>	502.91	Includes P3 grant
<b>Monies held in Trust</b>	876.34	Cricket Club, Bench donation, Playdays
<b>SUNDRIES</b>	1465.49	S106/Grants/Donations
<b>S137</b>	-75.00	
<b>Trim Trail</b>	2407.90	
<b>Emergency Plan</b>	-140.00	
<b>VAT</b>	-1035.11	Balance of repayments and amount to be claimed from HMRC
<b>TOTAL</b>	<b>72793.37</b>	

<b>Bank Balance</b>	<b>91253.17</b>	after adjustment shown in bank reconciliation above
<b>Restricted/Earmarked Funds</b>	<b>72793.37</b>	80% of Bank balance
<b>Contingency (Quarterly outgoings)</b>	<b>10214.47</b>	11% of Bank balance
<b>BALANCE AVAILABLE/UNRESTRICTED FUNDS</b>	<b>8245.33</b>	9% of Bank balance

**2016 PUBLIC PARTICIPATION**

**.01** Mr. Jenner questioned the use of the term 'affordable housing' stating that there should be a capped figure for this term to be used when referring to open market properties. This was debated briefly with Cllr. McDougall offering the following explanation:

**Affordable Housing was originally only for rent.** The rent set at a percentage of market rate made it affordable. Houses Not for sale. 1985 started a new trend with over 50% of Council Houses bought at discount rate.

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From 1985 Councils could not build new homes; only Housing Associations like Devon and Cornwall Housing Association (now DCH) i.e. Lawns End.

Up to 2010 the formulae used to set rent was based on the Average earnings in the County.... and Market rate for the property. This averaged out at 50% of market rate. So, Affordable was half what you would pay in the Market.

From 2010 rent had to be set at 80% of market rate. The extra 30% was to be used to build new affordable homes.

Buying Affordable homes started as shared ownership. You could buy 40%, 60 % etc. of the house and pay Mortgage plus lower rent. Number of variations...like special price for Nurses, teachers etc.

- .02 Mrs. Jean Knapman reported the poor condition of the seat at the entrance to Bishops Palace. The Chairman thanked Mrs. Knapman and reported a survey of the seats was imminent.

She added, for information to be noted, there was most likely to be an uplift clause of the transfer agreement of the land referred to in 2013.02 (above). The Clerk confirmed this was the case and assured members it would be included in all future consideration of the land.

- .03 Mrs June Grimble asked for the following statement to be noted:

*I was not present at the last month's meeting but I am sorry to see that the minutes are subject to REDACTION at the beginning by stating 'A minute of silent reflection was held in remembrance and appreciation of the late Councillor James Arthur Grimble, and as a mark of respect to the victims of terrorism in Manchester and London.' I have been informed by several members of the audience that Jim was mentioned last in order and only basically in passing. I do not wish to make a big issue of this but I am deeply upset by the casual way it was presented considering the years that Jim was on the Parish Council. I am aware of the ratifications of the minutes has been passed this evening but I would like to see this note attached to the minutes.  
On another note I commend the Parish Clerk for the article in the newspaper and Parish Chronicle.*

The Chairman apologised to Mrs. Grimble that the tribute given last month to Cllr. Grimble, particularly the manner it was presented, was not considered satisfactory. He proceeded to explain how his emotions had got the better of him that evening, preventing him from giving a better account of Jim's years as a Parish Councillor. It was agreed for the newspaper/chronicle article to be added to these minutes as an addendum (see below).

**The Chairman closed PART I of the meeting at 9.04PM**

**PART II**

**2017 FORE STREET TOILETS: Licence Agreement Renewal** (As deferred 2012 above)

The option to renew the licence was discussed at length. Concerns were raised about the possible increased risk of personal injury due to the storage of road signs, cones, etc.

To be noted: The licence is between BPC, as owner of the public toilet and backyard, and Mr. & Mrs. Conway of Araba Cottage 4a Fore Street, as the licensee. Should the licensee sell their property, and therefore no longer require use of the back yard, the licence between these two parties shall be terminated. Should any new owner of Araba Cottage, 4a Fore Street, wish to establish a similar licence a request will be reviewed as and when submitted.

It was proposed by Cllr. Davey and seconded by Cllr. Stuckey to offer a licence renewal to Mr. & Mrs. Conway, in accordance to the current terms, subject to the additional term regarding health and safety liabilities. 'The licensee enters their own risk; BPC will not be liable for any personal injury or damage to property stored in the yard.' (Wording subject to amendment upon review). FOR: 9, AGAINST: 0, ABSTAIN: 1. Therefore **CARRIED**.

**The Chairman closed PART II of the meeting at 9.26PM**

**ADDENDUM**

**COUNCILLOR JAMES ARTHUR GRIMBLE**

*Jim*



***27<sup>th</sup> August 1949 – 4<sup>th</sup> June 2017***

It is with great sadness that we announce the passing of the longest standing current member of Bishopsteignton Parish Council.

Jim was a dedicated, enthusiastic and reliable councillor, with an eye for detail he was very knowledgeable on many current affairs; always acting on behalf of the parishioners of Bishopsteignton with integrity and transparency.

Elected in 1991 he served as a Parish Councillor for just over 26 years during which he was Chairman from 2007 to 2009. As well as his commitment as a Parish Councillor Jim served as a District Councillor for the ward for Bishopsteignton at Teignbridge District Council. With his wicked sense of humour Jim was known by many in the Village and enjoyed involvement in lots of community activities including The Twinning Association, The Residents Association and serving as a governor at the village primary school.

Jim was instrumental in the creation of the Lawns Recreation Ground, stopping the threat of housing covering the entire area of land. He was equally involved in securing Village Green Status for the land on Horns Park, previously known as Pathfields. These acts, along with many others, demonstrated his devotion to safe-guarding the area on behalf of parishioners.

For all these deeds, however big or small, the current Parish Council offer much thanks to Jim for everything he has achieved serving on Bishopsteignton Parish Council. I'm sure previous members who served alongside Jim would agree he gave his all to the role and for this reason he will be sorely missed.

Unfortunately, Jim predeceased his mother and leaves behind a wife, 4 daughters and 11 grandchildren to who our thoughts go to at this difficult time.