

# BISHOPSTEIGNTON PARISH COUNCIL

## PROGRESS REPORT OF MATTERS ARISING

For the meeting 04.03.17

ORIGINAL ISSUE & CURRENT ACTION	PROGRESS/RESOLUTION TO REPORT
<b>HIGHWAYS</b>	
<b>Bishops Avenue Car Park Improvements Scheme</b>	<ul style="list-style-type: none"> <li>• HOT for land transfer agreed with TDC – awaiting transfer agreement from their solicitor for review.</li> <li>• Funding sources, TDC &amp; DCC, confirmed. Both with deadlines to claim. Funding agreement signed and returned to DCC for up to £10k.</li> <li>• Quotes sought for the railings – to be reviewed in PART II.</li> <li>• BT Open reach instructed to carry out site survey for detailed quote.</li> </ul>
<b>General HW Concerns</b> - Reports of speeding on A381 and through the village. Poor parking damaging pavements and disrupting the bus service.	Considering purchasing a speed warning sign and warning banners, both to be moved around the parish, using next round of Elector Funding or Rural Aid. To be discussed further.
<b>PROW – Postman’s Path</b> – report of wear to path causing slipping of the lower bank.	Assessed by DCC following report and photos. Action to be taken asap, bank rebuilt and footway secured.
<b>PROW – Postman’s Path</b> – Burial of cremated remains and memorial tributes.	Reported to DCC PROW admin (again as originally raised in 2016). They have met with TDC, as the landowner. The land is lease to Teignmouth Golf Club but maintained by TDC. There is no clause in the lease agreement which either restricts or allows this use of the land however neither would endorse it. Maintenance of the public right of way is between BPC and DCC but the area of concern is well away from the line of the path. TDC are in contact with the families of the decease and are working together to manage the situation. The current memorials will remain and debris kept to a minimum however the area will be constantly monitored to limit additional scatterings.
<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.
Main Church Gates	All work complete. Invoice settled and donation from St Johns received.
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 Bishopsteignton 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.
<b>COUNTRYSIDE &amp; RECREATION</b>	
Get quotes for 2 new tennis nets (use S106)	No action taken yet. Defer to C&R committee – Is this required?
Recreation Ground/SA Toilet Roof	Roof repairs - completed by BGS. Invoice for works received. Internal works – To seek quote for works required to extend female toilet and reduce male. Work in progress.
SA Floodlights.	Some bulbs relocated to improve current lighting to 2 courts. Further consultation with TDC environmental health for advice on lighting. To be deferred to C&R committee for their next meeting.
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 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 and invoice received. Arranging site visit with maintenance contractor to carry out necessary and some recommended safety improvement works.

## PROGRESS REPORT Continued - For the BPC meeting 03.04.17

Replacement Tree @ The Hump, Cross House Carpark	Stumps removed and ground levelled. Grass seed to be sown imminently then left to settle before replanting. BPC resolved to approve replacement with a London Plane to be planted in Spring 2018. Mark Waddams at TDC has approved the delay, now planting must take place by March 31 <sup>st</sup> , 2018.
<b>PLANNING</b>	
BNDP	Inspectors report received, recommendations incorporated by David Kiernan to produce latest version 'referendum version' which has undergone a new design. For discussion/review and possible adoption by BPC at their meeting to be held 03.04.17. If adopted the referendum will be held by TDC.  NB. Following the final public consultation any amendments now can only be those proposed by the examiner and those the LPA consider address grammatical and factual inaccuracies.
<b>MAINTENANCE &amp; FORE ST TOILETS</b>	
Replacement Noticeboards – Various	<ul style="list-style-type: none"> <li>• Lawns – Installation complete. Also a new path on approach and improvements to steps from Lawns End. Handrail to follow.</li> <li>• Flow Lane – Owners of Floris Cottage aware and agree BPC intention for new noticeboard. To be installed imminently.</li> <li>• Luton – Board purchased, final confirmation of location before installation.</li> <li>• Fore Street – Installation complete, ready for use.</li> <li>• Cemetery – Current board to be replace with old board from Fore Street which will be more in keeping with this setting. To be installed imminently.</li> </ul>
<b>OTHER</b>	
Community Emergency Plan	Work in progress. Cllr. Stuckey and McDougall will report further if necessary.
APM 2017	Held Monday 20.03.17. DRAFT meeting and Parish Reports being prepared.
PC Subcommittees Terms of Reference. To include responsibilities, BPC members/co-options, authority limitations, reporting requirements, time limits for running.	Work in progress. TOR adopted for Toilet Subcommittee, Finance & Personnel Committee, Countryside & Recreation Committee and Emergency Plan Working Group. Others to be presented at the next meeting of each committee.
Defibrillator in Luton.	Unit & cabinet purchase and passed to Nick Powell, proprietor of The Elizabethan, Luton. Location on the pub exterior agreed with Nick, the Clerk and the Chairman. Installation imminent, to be arranged by Nick directly. Future training event to be arranged.
Standing Orders Review – on request of several members.	Following review by Cllr. Nicholson & Clerk has amended. To be sent to members for review and possible adoption. To be sent to all members imminently for review and possible adoption at the AGM, 08.05.17.
Update Risk Assessment documentation.	Work in progress.
S&G HQ Project & Steering Group	Letter sent to S&G offering without prejudice terms as agreed by BPC. S&G reply received and forward to all members. On agenda of April meeting for consideration/reply.
Chapter 8 Training for Event & Emergency	This one day course covers traffic management for events and emergencies only but is sufficient for Remembrance. £70 per attendant, EP can claim cost for one member. Parishioners Mr. Les Down, Mr. Mike Byford & Mr. George Lilley booked to attend 12.05.17 and help at events in the future. Mr. Richard Moore to attend in the future.
<b>FINANCE</b>	
2017-18 PRECEPT	20.12.16 - Amount agreed (£47815) at the precept meeting, held 19.12.16, submitted to TDC. Confirmation received. Budget and explanations to be published on line asap.
VAT Returns	JAN 17 – Q3 FY 16/17 return prepared, submitted and repayment received. APR 17 – Q4 FY 16/17 return to be prepared.
End of year Accounts 2016-17	Clerk preparing accounts for internal audit. Dates to be arranged. Return form for external audit received.