

BISHOPS CLYST PARISH COUNCIL

Minutes of the Annual Meeting of Bishops Clyst Parish Council Held on Tuesday, 04 May 2021 commencing at 19.30 hrs via ZOOM

Members Present: Chairman Cllr R Hatton; Cllrs P Cain; M; C Scanes; R Steer-Kemp; H Platter; C Trudgeon; M Howe; M Fernbank was unable to attend due to technical issues. In attendance: Karan Bennett, Bishops Clyst Parish Clerk

Members of Public: 0

Members of the Press and Public were welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2).

MINUTES (ratified)

1. **ELECTION OF CHAIRMAN** - Cllr Howe proposed Cllr Hatton, seconded by Cllr Trudgeon; there were no other nominations. **RESOLUTION - all voted unanimously that Cllr R Hatton be elected as Chairman** – Cllr Hatton to sign the Declaration of Acceptance once circumstances allow.
2. **COUNCIL MEMBERS**
 - 2.1 **Apologies:** Cllr James Leverton
3. **RISK ASSESSMENT/DECLARATIONS OF INTEREST AND DISPENSATIONS**
 - 3.1 No declarations of interests not currently entered in the Member's Register of Interests were received. and no requests for Dispensations.
 - 3.2 There were no further written requests for dispensations for disclosable pecuniary interests.
4. **ELECTION OF VICE-CHAIRMAN** - Cllr Hatton proposed Cllr Trudgeon, seconded by Cllr Steer-Kemp; there were no other nominations. **RESOLUTION - all voted unanimously that Cllr Trudgeon be elected as Vice-Chairman** – Cllr Trudgeon to sign the Declaration of Acceptance when circumstances allow.
5. **ELECTION OF FINANCE CHAIRMAN AND COMMITTEE MEMBERS** – Cllr Hatton proposed Cllr Cain be elected as Finance Chairman, seconded by Cllr Trudgeon – all in favour. Committee members elected: Cllrs Cain, Hatton, Howe, Fernbank, Platter, Trudgeon, plus Clerk – all in favour.
6. **ELECTION OF PLANNING CHAIRMAN AND COMMITTEE MEMBERS** – Cllr Hatton proposed Cllr Steer-Kemp be elected as Planning Chairman, seconded by Cllr Trudgeon – all in favour. Committee members include all councillors.
Action: Cllr Steer-Kemp to review and update Planning Committee Terms of Reference to be considered at next meeting.
7. **COMMITTEE AND GROUP MEMBERSHIP** - Council reviewed a report on membership of committees and groups and nominations to other bodies for the forthcoming year. The following was agreed:

Standards & Personnel Committee

Cllrs Hatton (Chair), Trudgeon and Cain plus Clerk

Finance Committee

Cllrs Cain (Chair), Hatton, Trudgeon, Howe, Fernbank and Platter plus Clerk

Planning Committee

Cllr Steer-Kemp (Chair) plus all other councillors

Action: Cllr Steer-Kemp to draft revised Terms of Reference (ToR) for the Committee.

Clerk's Performance Review Group

Cllrs Hatton and Trudgeon

Emergency Planning Group

Cllrs Steer-Kemp (Chair), Scanes and Howe plus Clerk.

Members queried the purpose of this group.

Action: ToR to be reviewed at the next meeting.

Traffic & Parking Group representatives

Cllrs Steer-Kemp (Chair), Scanes and Trudgeon

Flood Action Group representatives

Cllrs Scanes and Steer-Kemp

Infrastructure Delivery Plan Group representatives

Cllrs Platter (Chair), Scanes, Steer-Kemp and Howe

Representative members on other bodies

Exe Estuary Management Committee – Cllr Scanes

Airport Consultative Committee – Cllr Scanes

Crealy Liaison Group - Cllr Howe

DALC – Cllr Trudgeon

CSM Village Hall Committee – Cllr Cain

Sowton Village Hall Committee – Cllr Fernbank

Other areas of interest – lead councillor

Parish Field – Cllr Hatton

Play Area – Cllr Leverton

Allotments – Cllr Cain

PCCO – Cllr Trudgeon

Tree Warden – vacancy

Footpath Warden – vacancy

Action: Cllr Hatton to contact Chris Coles who had previously expressed an interest in this area.

Oil Mill Residents Association – vacancy

Cat & Fiddle Residents Association – vacancy

Action: In due course, to approach Residents Association to ascertain who Chair will be.

School liaison – Clerk

Neighbourhood Watch

Action: Cllr Trudgeon to approach Commissioners Office for a contact.

8. STATEMENT OF INTERNAL CONTROLS - Council received a Statement of Internal Controls for 2020/21.

RESOLUTION: Cllr Hatton proposed statement approved, Cllr Cain seconded, all in favour.

9. MINUTES – Council received Minutes of the last meeting held on 19/04/2021. Paper copies will be signed by the Chairman once circumstances allow.

RESOLUTION: Chairman proposed approval of minutes, seconded by Cllr Steer-Kemp, unanimously agreed.

10. OPEN SESSION – no members of the public were present.

11. MATTERS ARISING/ACTION LIST

From 19 April 2021

6.1 Clerk reported that only the WPA tree has been cut back on the footpath.

Action: Cllrs Hatton and Cain to assess if lighting has improved.

6.5 Clerk reported that Street Scene has responded regarding a litter bin in the bus shelter on the Westbound carriageway giving a number of reasons for not having one in this location (i) daily monitoring suggests there is not an alarming amount of waste; (ii) litter bins available on buses for people to dispose of their waste; (iii) health and safety of operative due to speed of traffic approaching roundabout, and having to step into live traffic lane as unable to pull off the road completely. Council decided not to pursue.

6.6.4 Clerk reported that Street Scene has been advised of issue with dog bin in Church Lane and requested regular servicing (3 times per week) is implemented. Resident has been advised of action taken. Cllr Hatton reported that the bin is over-flowing again.

Action: Cllr Howe to follow up on dog bin issue when back in the office next week.

10.6 Clerk reported that Avalon/BE have been advised that the current information is insufficient to enable comments, particularly Zones A and D. An acknowledgement has been received and further details will be provided in due course.

13.2 Clerk reported that contractor has been instructed to go ahead with work (WPA-A376 junction).

13.3 Clerk reported that contractor has been advised that we do not wish to go ahead with work (Village Hall bank).

13.4 Cllr Steer-Kemp disposed of the fly-tipping.

13.5 Parking enforcement to be discussed by Traffic and Parking Group and a recommendation made to the Council – actioned (discussed under 22.10)

14.1 Cllr Leverton to complete a snagging list on play area.

18.7 Cllr Leverton to write a piece for the DALC report; clerk to provide photos.

Action: Clerk to follow up with Cllr Leverton on play area snagging list and DALC report.

18.9 Clerk has written to Simon Jupp in advance of his meeting with SWW CEO.

20.1 Clerk has written to both tenderers of the Greenspire to CSM Village footpath advising them of the decisions made by Council regarding their tenders.

11.4 Cllr Cain advised that we are unlikely to receive s106 money from EDDC to pay for Play Area this week due to staff absence and suggested this is paid from the Reserve Account to avoid further delay. Reserve Account will be reimbursed when s106 received.

RESOLUTION: Cllr Cain proposed contractor is paid from Reserve Account, Cllr Hatton seconded, all in favour.

12. CORRESPONDENCE FROM LAST MEETING

12.1 Clerk reported that we are awaiting further advice from Co-Cars.

12.2 Exe-Estuary Management Partnership Memorandum of Agreement, membership fee due £111. Cllr Cain confirmed this was allowed for in the precept.

RESOLUTION: Cllr Hatton proposed continued membership, Cllr Scanes seconded, all voted in favour.

12.3 Clerk reported that graffiti on sight-barrier on A376 and signs on CSM roundabout has been reported to DCC.

12.4 Clerk reported on introductory correspondence from South West Regional Organised Crime Unit (SWROCU) offering training on fraud.

Action: Clerk to put Youtube video and book link on website and Facebook.

12.5 Clyst Valley AFC has shared a letter sent to Avalon Planning regarding Winslade Park matters reserved. Cllr Howe advised that Parish Council should support the Football Club in discussions regarding Winslade Park planning issues.

12.6 Cllr Howe reported that there has been mention on FaceBook of dog fouling in play area (but this is undoubtedly a fox) and nappies discarded in the play area.

Action: Clerk to arrange FB post.

13. REPORT FROM COUNTY COUNCILLOR – nothing received due to Purdah.

14. REPORT FROM DISTRICT COUNCILLOR HOWE – Strategic Planning Committee agreed Clyst Valley Regional Park last week and it is now a legal entity.

15. REPORT FROM POLICE – nothing received.

16. PLANNING

16.1 Cllr Steer-Kemp advised that it is unnecessary to comment on Collaton NP.

16.2 Cllr Steer-Kemp advised that he will be attending the East Devon District Council New Local Plan Meeting 25 May 7.00pm ZOOM.

16.3 Cllr Howe reported that a tree in Clyst Valley Road (21/0376/TRE) was refused permission to remove due to its prominence, but pruning was allowed.

Action: Clerk to check planning notifications for outcomes.

17. ACCOUNTS AND FINANCES

17.1 Payment Schedule

Council noted and approved retrospectively the following payments made in advance of the meeting, paid in accordance with Financial Regulations as they related to invoices which were due for payment prior to the meeting.

Payee	Services	Amount	Method
EDDC	Church Lane dog bin servicing	324.00	BACS
DALC	Membership subscription	338.79	BACS
HUCK Nets	Football Goals	970.32	BACS
DALC	Clerk's training course	36.00	BACS
RoSPA	Annual inspection MUGA and Outdoor Gym	94.80	BACS
Eon	Street Light	23.27	DD
Chic/Plandscape	Grounds Maintenance	520.36	SO
CSM Village Hall	Office Hire	148.00	SO

RESOLUTION: It was proposed by Cllr Cain that Council approves the above payments retrospectively; seconded by Cllr Hatton and unanimously agreed.

17.2 Council received and noted Budget Monitoring report to 01/05/2021.

17.3 Council received and noted bank reconciliation to 01/05/2021.

17.4 Council considered insurance renewal, policy start date 01/06/21, £561.65. Cllr Cain advised that insurance covers all Parish Council assets including new play area equipment.

RESOLUTION: Cllr Cain proposed that Council approves renewal of insurance in May, seconded by Cllr Trudgeon and unanimously agreed.

Action: Clerk to renew insurance.

17.5 Cllr Cain reported that the internal auditor will provide internal audit next week and the Annual Governance and Accountability Statement (2020-21) will be approved at the June meeting.

18. GENERAL MAINTENANCE INCLUDING HIGHWAYS

18.1 Cllr Trudgeon mentioned poor road surface in Winslade Park Avenue. Cllr Howe suggested that the matter is discussed with DCC councillors after the election.

19. IMPROVEMENT WORKS

19.1 Council received an update on Greenspire to Clyst St Mary Village footpath (PTC). A meeting with the successful tenderer will be arranged within the next couple of weeks. Solicitor's Terms and conditions have been signed and returned.

19.2 Clyst Valley Cycle Trail (RH). Council received a Route Option Appraisal from Simon Bates. A meeting on Thursday 6th May has been arranged with SB to discuss the new Winslade Park Avenue footpath and will also be an opportunity to discuss his suggested cycle routes.

20. WEBSITE

20.1 Clerk advised that the new website will be launched before 24 May 2021 when the current hosting package ends.

RESOLUTION: Chair proposed members' photographs are included on the Councillors page with silhouettes for those who would rather not, Cllr Trudgeon seconded, all agreed.

21. TRAINING

21.1 Council members were encouraged to register for DALC training opportunities. It was suggested that when new Councillors join the Council they receive a package which contains advice and expectations on training.

22. REPORTS

22.1 Clyst St Mary Village Hall – PTC – nothing to report, next meeting 17/05/2021.

22.2 Sowton Village Hall – MF was not present.

22.3 Airport – CS – meeting next Wednesday.

22.4 Allotments – PTC – two new tenants, only one outstanding fee.

22.5 School liaison – Clerk – nothing to report.

22.6 Crealy liaison – MH – nothing to report.

22.7 DALC – CT – nothing further since court case on virtual meetings.

22.8 Police – CT – in Purdah.

22.9 Flood Action Group (to include review of Emergency Plan) – CS – A meeting took place with the owners of Mill Cottage and Tom Walling, Environment Agency, who satisfied them that correct standards will be met.

22.10 Traffic & Parking Group – RSK – reported on meeting held on 29/04/21.

Action: Clerk to advise resident (PH) of outcome of enquiry.

Action: Clerk to advise resident (DL) that concerns will be passed to Simon Bates, Project Manager, Clyst Valley Cycle Trail.

Action: Cllr Steer-Kemp to approach owner of campervan informally regarding parking in lower car park.

22.11 Exe Estuary – CS - nothing to report.

22.12 Infrastructure Delivery Plan – HP – nothing to report.

23. DATE OF NEXT MEETING

23.1 Chairman reported that Council meetings will revert to face-to-face from 7th May 2021 in light of Government legislation. June meeting date to be arranged when a suitable venue can be found.

24. CONFIDENTIAL ITEMS

25. CLOSE OF MEETING

The meeting closed at 21:26 hrs.

Signed:

Print:

Dated:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Minute	Actions
6	Action: Cllr Steer-Kemp to draft revised Terms of Reference (ToR) for the Committee.
7	(i) In due course, Clerk to approach C&F Residents Association to ascertain Chair. (ii) Cllr Trudgeon to approach Commissioners Office for Neighbourhood Watch contact. (iii) Emergency Planning Group ToR to be reviewed at the next meeting. (iv) Cllr Hatton to contact Chris Coles who had previously expressed an interest in this area.
11	6.1 Members to assess if lighting has improved on WPA to A3052 footpath.
11	6.6.4 Cllr Howe to follow up on dog bin issue on return to office next week.
11	18.7 Clerk to follow up with Cllr Leverton on play area snagging list and DALC report.
12.4	Clerk to put SWROCU Youtube video and book link on website and Facebook.
12.6	Clerk to arrange FB post on litter (nappies) discarded in play area.
16	Clerk to check planning notifications for outcomes.
17.4	Clerk to renew insurance.
22.10	(i) Clerk to advise resident (PH) of outcome of enquiry. (ii) Clerk to advise resident (DL) that concerns will be passed to Simon Bates, EDDC Project Manager, Clyst Valley Cycle Trail. (iii) Cllr Steer-Kemp to approach owner of campervan informally regarding parking in lower car park.