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Following the election on May 4th the results were as follows:

Liberal Democrat Party - 26

South Devon Alliance - 9

Conservative Party - 9

Independents - 3.

It is expected that the Liberal Democrats will form the administration. The independents have not formed a group as seen in previous years. This means all committee seats will be split between the LD's, SDA and Conservatives. As a result, I have decided to sit as part of the SDA Group in order to have an opportunity to sit on committees such as Planning, Overview & Scrutiny and Standards. My leaflet commitments are better served through being able to influence more directly. Although I am sitting with the SDA group, I will not be a member of their party.

Tennis Courts

Ace investment for tennis – A quarter of a million pounds will be invested into renovating nine local park tennis courts in a joint initiative between Teignbridge and the Lawn Tennis Association (LTA). Tennis courts at Forde Park and Bakers park are included but there is no mention of the courts adjacent to Hilltop Meadow.

A new online booking platform will be set up which will also link into the LTA making it easier for people to find and book a court. An annual household family membership pass will cost £36 for up to 10 family members. Casual bookings will cost £6 per hour. Believe it or not, on the link provided that carries more details on this week's Update, Teignbridge mis-spell "Newton Abbot"!!!!

<https://www.teignbridge.gov.uk/news/latest-council-news/may-2023/>

Introducing planning to new councillors

PAS (Planning Advisory Service) are working with the LGA to deliver an online short session to introduce planning for councillors. This is part of a wider programme delivered by the LGA to introduce new councillors to key areas of local government work.

This online session on 31 May at 10 am is free to attend for local authority councillors. It will explain the planning process, give clarity to some of its complexities and highlight the importance and different roles that councillors have interacting with the process. [Book your place](#) (Not sure if open to Parish Councillors.)

Avian Flu

Consultation on registration requirements for all bird keepers – where the Government are seeking views on plans to make it compulsory for all poultry and other captive birdkeepers to register their birds with the Animal Plant and Health Agency. The consultation closes on the 31st May.

See: <https://consult.defra.gov.uk/poultry-register/all-birds-registration2023/>

See Heart of the South West Trading Standards Service latest situation on Avian Influenza in Devon at: <https://www.devonsomersettradingstandards.gov.uk/agriculture/animal-disease/avian-influenza-bird-flu/>

Devon & Cornwall Police

Closure of 101-Email facility for non-emergency reports - As reported last month, the facility for making non-emergency reports via the 101@dc.police.uk email was removed on the 17th April and replaced by an online form. If anyone has used the new online form it would be good to learn how you found the service. ***The 101-telephone line will remain in service.***

Members of the public are asked to use an online form is at:

www.devon-cornwall.police.uk/partners/partner-services. They remind people *"if a crime is in progress or someone is in immediate danger, always call 999"*

Devon & Cornwall Police Alert – A road safety campaign has been launched with the onset of the main tourist season and the consequent increase in road traffic. The campaign (Vision Zero South West) is aimed at reducing the number of people killed or seriously injured on the roads of Devon and Cornwall. The prevention of motorcycle collisions is a priority with collaboration the National Fire Chiefs Council Motorcycle Safety Week.

CPRE Campaigns Update

There have been three national campaigns running over the last four weeks. The 'Big Help Out' is a nationwide volunteering event to mark the King's coronation last Saturday with the CPRE an official partner. As a part of this initiative, CPRE launched their 'Hedgelife Help Out' asking members help in building a picture of the health of the country's hedgerows throughout this month. They are asking people to select a short piece of hedge (3 to 5 metres) and answer a few short questions through the link below. To help identify different hedgerow plants they have produced '[A little rough guide around the hedges](#)' You can complete a brief questionnaire on line at: [Hedgelife Help Out](#)

The second initiative was their 'Dark Skies Week' seeking support by members emailing their MP to press for dark skies to be protected. The results of this survey show that 75% of respondents counted stars in areas with the worst three categories of light pollution; 51% counted ten stars or fewer, indicating severe light pollution and just 5% counted more than 30 stars, indicating truly dark skies.

The CPRE is also campaigning against aspects of the 'Levelling Up and Regeneration Bill' which is nearing the end of its passage through Parliament. Their concern is that the National Development Management Policies included in the Bill are in effect a power grab by central government through their implementation and the scale of the existing rules they can replace. The fear is that these rules will erode local democracy as the Secretary of State would be able to override local plans to suit their political agenda.

It is early on in the life of this council, and not much yet has been decided or outlined.

Andrew MacGregor

Councillor for Bishopsteignton Ward

Tel: [07947 325037](tel:07947325037)

PAYMENTS AUTHORISATION

Payments to be transacted 04.05.23 and retrospectively approved at the full council meeting to be held 22.05.23 (Appendix E)

VN	Payment Date	Description	Supplier/Payee	Net	VAT	Total	Notes
21	02.05.2023	Toilet Cleaning Contract	P. Walton	£429.17	£0.00	£429.17	Contracted
22	02.05.2023	Email hosting	Very Good Email Co	£13.00	£2.60	£15.60	Contracted
23	02.05.2023	Website hosting	Dot Combo Ltd	£50.00	£0.00	£50.00	Contracted
24	04.05.2023	Tax & NICs	HMRC	£496.05	£0.00	£496.05	Tax, Employee & Employers NIC
25	04.05.2023	Clerks Salary	Mrs. K Ford	£1,592.82	£0.00	£1,592.82	Clerks salary for April 2023
26	04.05.2023	Pension Contributions	DCC Pension Fund	£571.57	£0.00	£571.57	Employee & Employers pension contributions for April 2023
27	04.05.2023	Internal Audit	Lee Accounting SW Ltd	£200.00	£40.00	£240.00	Annual internal audit for 2022-23 accounts
28	04.05.2023	Insurance	Zurich Municiple	£2,306.31	£0.00	£2,306.31	2023 Insurance policy including public & employers liability
29	04.05.2023	General Maintenance - See description	BGS Ltd	£25.00	£5.00	£30.00	Mowing at the junction of The Orchard (as not part of contract)
30	04.05.2023	Climate Action Grant	Amazon	£37.55	£7.12	£44.67	Prizes for Earth Day sunflower growing competition 2023.
31	04.05.2023	Defibrillator costs	Mrs. K Ford	£22.42	£4.48	£26.90	Engraved plaque for donated defb unit (Old Walls)
				5743.89	59.20	5803.09	

On behalf of Bishopsteignton Parish Council, I agree that the debts detailed above shall be paid from Bishopsteignton Parish Council funds and that these transactions shall be carried out by the Clerk & RFO of Bishopsteignton Parish Council within the 24 hours following this meeting of Bishopsteignton Parish Council.



Signed: _____

Position: **Chairman**

Dated: **22.05.23**

PAYMENTS AUTHORISATION

For approval at the full council meeting to be held 22.05.23 (Appendix F).

Payments to be transacted 23.05.23

VN	Payment Date	Description	Supplier/Payee	Net	VAT	Total	Notes
38	23.05.2023	Admin/IT	Amazon	£16.65	£3.33	£19.98	Replacement charger for councillors samsung tablet. Excluding vat & delivery this cost was covered by C. East.
39	23.05.2023	Admin/IT	Mrs. K Ford	£33.33	£6.66	£39.99	Renewal of Kaspersky virus/firewall security for BPC laptop. Personal credit card used.
40	23.05.2023	Cemetery Maintenance	Mrs. K Ford	£296.50	£59.30	£355.80	Purchase & delivery of Strulch. A mulching product suitable to support water retention at the Garden of Rest rose garden during summer months drought.
41	23.05.2023	Playground Maintenance	Wicksteed Leisure	£677.75	£135.55	£813.30	Items required from the original playground manufacturer for essential safety works to the existing equipment.
				1024.23	204.84	1229.07	

On behalf of Bishopsteignton Parish Council, I agree that the debts detailed above shall be paid from Bishopsteignton Parish Council funds and that these transactions shall be carried out by the Clerk & RFO of Bishopsteignton Parish Council within the 24 hours following this meeting of Bishopsteignton Parish Council.

Signed: _____

Position: **Chairman**

Dated: **22.05.23**





FINANCIAL STATEMENT At 30.04.23

1. BALANCES

Bank Balance	193434.67	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below)	179777.54	92.9% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months worth of regular expenditure)	13657.13	7.1% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	87811.48	Bishopsteignton Cemetery use only
Staff costs	14458.77	Staff salary, Employer NI & Pension contributions
Administration costs	12880.37	Includes budgets & reserves for all office & admin costs
Asset Management	21254.66	Includes budgets & reserves for management of all assets
Agency Grants	-279.72	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1402.34	
Grant Awarding Funds	500.00	Under GPC of Localism Act 2011
Monies held in Trust	876.34	Cricket Club, specific bench donation, Playdays
CIL	35128.48	Spend must meet criteria, deadlines for spend
S106 Balance	1512.47	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	3916.96	Climate action projects
23-24 Tidy Teignbridge Grant	200.00	Shute Hill raised pavement clearance
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
2023 Teign CVS for Lunch Club	1000.00	
VAT	-1004.31	Balance of VAT payments & receipts
TOTAL	179777.54	

3. BANK RECONCILIATION (next page)

Bishopsteignton Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2023			
	Cash in Hand 01/04/2023			153,358.85
	ADD			
	Receipts 01/04/2023 - 30/04/2023			51,072.34
				204,431.19
	SUBTRACT			
	Payments 01/04/2023 - 30/04/2023			10,996.52
A	Cash in Hand 30/04/2023 (per Cash Book)			193,434.67
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2023	0.00	
	Lloyds Premier	30/04/2023	50,125.04	
	Current Lloyds TSB Treasury	30/04/2023	143,309.63	
				193,434.67
	Less unrepresented payments			
				193,434.67
	Plus unrepresented receipts			
B	Adjusted Bank Balance			193,434.67
	A = B Checks out OK			

GRANT APPLICATION FORM FY 2023-24



1	ORGANISATION DETAILS				
Name:		Bishopsteignton Village Festival			
Registered Charity:		YES		NO	X
If YES please provide charity number:					
What does your organisation do? <i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i>		We run the biannual village festival that will take place between the 15 - 18 June this year.			
2	CONTACT DETAILS				
Primary contact name:		Jim Lockhart			
Position in organisation:		Chair			
Contact telephone:		07811 170 708			
Contact email:		jim@clanlockhart.com			
3	DETAILS OF GRANT REQUEST				
What is the intended use of the grant?		We are having to pay for Teignbridge council to deliver and collect the recycling bins that will be used during the festival. The Bishopsteignton Scout group will be managing the usage of the bins during the festival to ensure that waste is correctly separated.			
How would this benefit the Parish?		The festival committee aims to provide a festival that has as limited an impact on the environment as possible and the visible use of recycling also sets a good example for the rest of the village to follow.			
What is the total cost of the project?		£ Circa £17k for the whole festival. (Please supply/attach quotes/estimate details)			
How much are you applying for from BPC?		£155: that is three hours of council time charged at £50.67 an hour.			
What other fundraising will your organisation be carry out?		We have run a concert, a Christmas market and various raffles and tombolas.			
Have you applied for funds from other sources? <i>If Yes please give details</i>		We have received funding from the National Lottery, Teignbridge Council and Bishopsteignton Parish Council during the previous financial year.			

GRANT APPLICATION FORM FY 2023-24



4	PAYMENT DETAILS
Bank Details:	Bank: Lloyds Bank Account name: Bishopsteignton Village Festival Eight digit Account Number: <u>37823360</u> Six digit Sort Code: <u>30</u> / <u>90</u> / <u>89</u>
5	CERTIFICATION
I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council.	
Signed: J K Lockhart	Date: 14 May 2023
If your application is successful the Parish Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in BPC Grant Awarding Policy.	



BISHOPSTEIGNTON PARISH COUNCIL

RESERVES POLICY (P.008)

Bishopsteignton Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves. As with any financial entity, it is essential that the parish council have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should keep and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as general or earmarked.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves can be held for several reasons:

- Renewals – to enable the council to plan and finance an effective programme of asset and infrastructure maintenance and replacement. The funds required are built up incrementally over several years when considering asset conditions and asset life. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets with sudden increase/decrease when expenditure is required.
- Carry forward of underspend – some ongoing projects may have committed expenditure which spans different financial years. Reserves are used as a mechanism to carry forward these resources.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

Earmarked Reserves

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements. Any decision to set up a reserve must be approved by the Council. Earmarked reserves must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors.

To the extent that reserves may be used to meet short term funding gaps, they must be replenished in the following financial year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All earmarked reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held. Reviewing the Council’s

Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of reserves.

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the council, be transferred to other budget headings within the budget, to general reserves or to one or more other earmarked reserves.

General Reserves

The level of general reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Additional funds to be kept as general reserves are:

- Unspent earmarked funds from the previous financial year which are no longer required to be earmarked for the same purpose; underspend on a completed project.
- Interest earned on funds held in the bank account/s.

Setting the level of general reserves is one of several decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment. A logical and well used practice is to ensure three months' worth of day to day running costs is held as a general reserve. Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to always pay one month's salaries to staff in General Reserves.

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

In addition to allowing the Council to manage unforeseen financial pressures and to plan for known or predicted liabilities, there is a benefit to holding general reserves, and/or an earmarked reserve which is unlikely to be utilised in the immediate future, to be held where interest earned provides an income. This method of collecting investment income should be factored into the budget strategy if adopted.

Given the opportunity costs of holding reserves in a relevant interest return account/investment, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

Level of Financial Reserves

The level of financial reserves held by the council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year. The level of general reserves to be held by the Council shall be three months of the annual precepted figure, i.e. to fully cover three months' expenditure. (NALC recommendation 3-12 months).

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

BISHOPSTEIGNTON PARISH COUNCIL

www.bishopsteignton-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

21/04/2023 02/05/2023 DD/MM/YYYY

Hania Lee ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

Hania Lee SIGNATURE REQUIRED

Date 02/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

BISHOPSTEIGNTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

05/06/2023

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.bishopsteignton-pc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

BISHOPSTEIGNTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	160,395	155,436	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	62,206	64,959	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	62,948	45,313	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	30,212	29,981	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	99,901	82,368	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	155,436	153,359	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	155,436	153,359	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	290,652	295,327	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

05/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

05/06/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

BISHOPSTEIGNTON PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



BISHOPSTEIGNTON PARISH COUNCIL

(DV0038)

Annual Governance & Accountability Return 2022-23

Explanation for ticking the NO box for line 7 of section 1 – Annual Governance Statement 2022/23:

In the internal auditors report for the previous financial year (2021/22) it was recommended that Bishopsteignton Parish Council review its process relating to reserves to produce and adopt a relevant policy.

This task is underway but has not been completed to date. A draft policy has been prepared and is to be reviewed by members minded to adopt this document for immediate use. This shall be resolved accordingly at the next full council meeting to be held 22.05.23 and therefore by the time this report is submitted to PKF Littlejohn, as the appointed external auditor, a suitable policy should be in place.

K. Ford (CiLCA)
Clerk & RFO to Bishopsteignton Parish Council
03.05.23

Explanation of variances

Name of smaller authority: **Bishopsteignton Parish Council**

County area (local councils and parish meetings only): **DEVON**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	160,395	155,436				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	62,206	64,959	2,753	4.43%	NO		
3 Total Other Receipts	62,948	45,313	-17,635	28.02%	YES		During FY 21/22 the Council received CIL, S106 and donation which wer not reciprocated in FY 22/23. These amounts were:- CIL £7,336.16 S106 £6767.39 Donations for defirillators £3,929.69 TOTAL £18,033.24
4 Staff Costs	30,212	29,981	-231	0.76%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	99,901	82,368	-17,533	17.55%	YES		During FY 21/22 the Council spent some Community Infrastructure Levy (CIL) which has been held in reserves since receipt in previous years. Payments made including:- Floodlights upgrade at £11,105 Vehicle Activated speed signs at £8,322 TOTAL £19,427. This level of spend was not required in FY 22/23.
7 Balances Carried Forward	155,436	153,359			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS	
8 Total Cash and Short Term Investments	155,436	153,359				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	290,652	295,327	4,675	1.61%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Burial Fund	91506		
Remaining CIL	33709		
S106 - Awaiting repayment	-3630		
Election reserve	6789		
Various unspent grants	4037		
Held in trust	877		
Emergency Resilience Fund	1302		
IT reserve	695		
Training reserve	400		
Parish Maintenance, earmarked	1673		
Grant, only for use on transferred asset	8980		
Quarter 4 VAT to be reclaimed	-3399		
Agency grant - Awaiting repayment	-230		
		142710	
General reserve	10649		
		10649	
Total reserves (must agree to Box 7)			153359

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **Bishopsteignton Parish Council**

County area (local councils and parish meetings only): **Devon**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Mrs. K. Ford - Clerk & RFO to the Council**

Date: **03/05/2023**

	£	£
Balance per bank statements as at 31/3/23:		
Current Account @ Lloyds	103,265.51	
Interest Account @ Lloyds	50,093.34	
		153,358.85
Petty cash float (if applicable)	Not applicable	-
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)		
None	0.00	
		-
Add: any un-banked cash as at 31/3/23		
None	-	
		-
Net balances as at 31/3/23 (Box 8)		<u><u>153,358.85</u></u>

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS



BISHOPSTEIGNTON
PARISH COUNCIL

Name of smaller authority: _____

County Area (local councils and parish meetings only): DEVON


On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Monday 19 June 2023

and ending on Friday 28 August 2023

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

Signed: 

Role: Clerk & RFO to Bishopsteignton Parish Council

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.



BISHOPSTEIGNTON PARISH COUNCIL

Appendix K for 22.05.23 Clerks Report

BISHOPSTEIGNTON WAR MEMORIAL

The War Memorial on Fore Street is under the care of Bishopsteignton Parish Council. It is currently in a state of disrepair, although there is currently no risk of structural failure. This item has been on the agenda previously, but we are now able to approve a contractor and instruct work to begin, subject to agreement on how these costs will be met:

FUNDS:

BPC have allocated £1,000 in the 2023/24 budget, from precept.

BHT have donated £500 towards this project. They wish that this donation and their support to be promoted/advertised, which is not a problem.

Depending on the final project costs I can apply to War Memorials Trust (WMT) if additional funding is required, if this is not forthcoming, BPC will need to decide where this amount will come from. Possibilities might include applying to our District or County Councillor if they find the project agreeable, or from unearmarked/general reserves already held by BPC. An assessment of the balance available will be provided closer to the time as there are other projects to come from this pot including the Council regalia renovation. Please note the project does not meet the criteria for either CIL or S106.

CONTRACTORS QUOTES:

Quote breakdown/comparison:

Contractor	Location	Quote	Work Description	Notes
West Access Conservation www.westaccess.co.uk/	Exeter	1590.00	High temperature stone cleaning: Carefully clean the memorial and surrounding paving etc using a Thermatec machine. Redecoration: Repaint the names of the fallen, on top of the existing lead lettering.	Carried out assessment foc as it's a WM (not that anyone else charged!) Recommended by Newton Abbot Town Council. Not a Stone Mason but specialist in preservation of historic buildings.
Orchard Stonemasons http://www.orchardstonemasons.co.uk/	Silverton	1200.00	Cleaning using Thermatec cleaning system. Can provide power, would need water supply from MC. Does not include for lead replacement or painting.	The second part of this quote might be expensive as they wouldn't provide it until after the cleaning. Although this is probably more realistic.
Williams & Triggs https://www.williamsandtriggs.co.uk/	Newton Abbot	2210.00	Clean with DOFF super-heated water system Granite cross and bases, concrete hardstanding around memorial, steps either side of cross, granite plaque in front of cross, including concrete around and vase in front. Redecoration: Remove paint from raised lead letters on cross base and plaque in front. Re-paint with two coats of black enamel paint. Chase joints where cement has perished removing any old cement and re-point joints where required.	Trusted memorial mason who often work in Bishopsteignton Cemetery. On the British Register of Accredited Memorial Masons. This quote is out of date but Mr. Williams has recently confirmed the price is still valid.

As you can see these aren't entirely comparable, for example #2 doesn't include repairing the lettering.

FURTHER CONSIDERATIONS:

I have reviewed the application process and eligibility criteria for funding from the War Memorial Trust (WMT) and I have submitted an expression of interest; a response from the WMT and an invitation to submit a full application is attached. I had hoped this might be a easy process, simply to apply for the balance required depending on which contractor is to be appointed. However, I can see it will involve more of my time than anticipated; and our project is considered low priority, by WMT. If the council still wish to make an application the next decision meeting is scheduled for 30.06.23, followed by 30.09.23.

As requested by Cllr. Merritt, I liaised with Jon at West Country Access. His quote is still valid and all pointing work which can be carried out during the allotted day for work will be done so as part of the quote. If a further visit is required, this will be quoted separately however he was confident from his initial inspection that this would not be the case; he commented that the Bishopsteignton War Memorial was in good condition compared to some he sees!

Kim Ford (CiLCA)
Clerk to the Council

Bishop Clerk

From: War Memorials Trust <grants@warmemorials.org>
Sent: 04 May 2023 10:20
To: clerk@bishopsteignton-pc.gov.uk
Cc: grants@warmemorials.org
Subject: Grants Pre-application response for Bishopsteignton with Application Form
Attachments: Grants Application Form writeable v20230103.docx; Grants Guidance Notes v20230103.pdf



Our ref: WMO/190295 (WM3240)

Name: Bishopsteignton

Dear BishopClerk,

Thank you for submitting an enquiry to War Memorials Trust regarding grant funding for Bishopsteignton war memorial.

Based on the information you have provided I am pleased to say the project, or part of it, is **eligible** for a grant from War Memorials Trust.

Please be aware that just because a project is eligible does not mean a grant application will be successful. The charity has limited funds and available funding is allocated to those war memorials in greatest need. Based on the information provided I feel your project is **low priority**. This does not mean you should not apply but we feel it is appropriate to let you know that grants are competitive to ensure you are not disappointed if your application is not successful due to high demand.

Please read the following comments on the works you propose, or the Trust advises need doing, as these will help you ensure your application has the greatest chance of success. If you ignore this advice, it is likely your application will be rejected.

Stone cleaning

War Memorials Trust grants are available for cleaning in specific circumstances as outlined in point 3.5 of the [What we can and cannot fund](#) document:

"3.5.1.1 where the surface build up is damaging the fabric by chemical action

3.5.1.2 where there is so much soiling on the memorial that it must be removed in order to assess the extent of the necessary work

3.5.1.3 in order to read the inscriptions

3.5.2 Cleaning for cosmetic reasons cannot be funded as unnecessary or over-cleaning can damage a memorial. War memorials are a part of our heritage and will show their age – cleaning to remove signs of ageing or weathering is not eligible for support. Details of how cleaning fulfils at least one of the above criteria will need to be supplied with an application."

In this case it is borderline as to whether the cleaning is required to help with legibility. If a wider project to address the lettering and pointing was submitting then cleaning would likely be accepted as part of a comprehensive scheme of works. However please note that cleaning should be limited to the steps and base only. The light discolouration of the cross is consistent with the exterior environment of the memorials and is not impacting on the legibility of lettering nor the interpretability of the memorial.

- Stone cleaning using DOFF/ Thermatech steam cleaning system can be carried out to base and steps [excluding cross] **or**
- Hand cleaning using natural bristle brushes, a chemically neutral soap and water washing by hand [excluding cross]

Inscription work to improve legibility is eligible for funding.

- Careful removal of defective/flaking paint
- Re-painting of previously painted lead lettering using appropriate oil based paint in colour to match existing to improve legibility

Re-pointing

From the images provided it appears as though small areas of pointing are missing/have deteriorated. In order to prevent damage from water ingress, it would be prudent to address this as part of a wider project to the memorial.

- Careful removal of defective/loose mortar from construction joints

- Re-pointing of construction joints with an appropriate lime mortar

Please be aware you will need to submit at least two comparable quotes for projects under £5,000 and at least three quotes for projects over £5,000. I recommend you get itemised quotes and these must cover the same items of work so they are comparable.

As the memorial is Grade II listed you will need to discuss whether the works require Listed Building Consent with the local planning authority.

All details about how to apply for a grant, the supporting information you must submit and the grant deadline dates can be found at www.warmemorials.org/apply, the next deadline is 30th June with a decision by 31st August 2023. If you have not already visited the website then please read this section carefully as if you fail to provide all the required information, it is likely your application will be rejected.

I attach a copy of the Guidance Notes and Application Form to enable you to submit an application for a grant. Please remember our helpsheet [What we can and cannot fund](#) provides advice on what type of work is eligible and any works undertaken must follow best conservation practice.

War Memorials Trust is unable to fund work already started or finished, so please do not commence work prior to receiving a decision on your application.

If you have any questions, please contact us at grants@warmemorials.org or 020 7233 7356 quoting the reference number above.

Kind regards,

Conservation Team

War Memorials Trust



BISHOPSTEIGNTON PARISH COUNCIL

Appendix L for 22.05.23 Clerks Report

BIODIVERSITY ENHANCEMENTS AT THE LAWNS

Further to the planning application for a Scouts & Community Hub at the Lawns Recreation Ground the need for further enhancements to improve biodiversity at the site has been raised. This provides the Parish Council with the opportunity to support both the Scout Group with its application and make efforts to improve biodiversity where possible in accordance with the Councils 2019 declaration of Climate & Ecological Emergency.

The following is an extract from the Ecologist working with the applicant. He is due to submit a report to TDC as the LPA and this would fare better with the PC (as landowner) giving commitment to ecological enhancements of this land; in his words '*... a commitment to some clearly defined actions*'. Examples for your consideration are provided in the extraction below.:

Unfortunately, with the enhancements, anything I put in the report will become a condition of planning. This is the planning authority's obligation under the National Planning Policy Framework to ensure all development results in a net gain for biodiversity. At present, this is unquantified, but as of November this year this will have to be a measurable 10% net gain.

I feel that it is really important to take the opportunity to offer enhancements which will directly benefit the grey long-eared bat population. As you have said, further development is proposed in adjacent land and this internationally significant population, is under tangible threat of being lost.

They have benefited a great deal from the grassland meadow and more of this would be fantastic. The attached plan shows the preferred location of this in the orange circle #1. Polygon #2 would be a good area to plant with trees or shrubs to screen the MUGA somewhat. And Polygon #3 shows the location of the street lighting, which is affecting the lawns, if this could be baffled, it would be a great enhancement. If any or all of these could be committed to it would be of great benefit to the bats and the project.

Bird boxes could be added to trees and wooded area, but they offer a minimal gain for a few common species of hole nesting birds, and I think we should be aiming higher than this. Equally with bat boxes, they wouldn't offer a resource to the grey long-eared or horseshoe bats as neither species uses boxes, and they have the potential to increase competition from commoner species such as common pipistrelles, which would most likely uptake the boxes.

I was looking at the newly created slope around the scout hut to be species rich grassland. From what I remember, the remaining slope around the MUGA is very steep, and bramble dominated so difficult to manage as a grassland, but this could be a good starting point.

Teign Close is in the north-west of the Lawns. These houses are already well screened by high hedges and this area is the focal point of both grey long eared and lesser horseshoe bats, so I don't want to do too much to change this area. The biggest problem with light spill is from the cul-de-sac on Lawns End. It would be great to screen this.

The best enhancement we could offer would be: -

- Shielding of street lighting at Lawns End cul-de-sac using deflectors around the streetlights so they only shine down and not onto the Lawns;
- More surface area of grassland managed as meadow like the area already well managed in the west;

The scouts as the applicant will be ultimately responsible for enhancement, so it may be worth you getting a written agreement with BPC, once we decide what can be offered.

I hope this gives you some options to discuss with Sustainable Bishop and the Parish council. My report is up and together, I just need to add these last details.

The plan he refers to:



Elaine Cawthraw (Chair of 1st Bishopsteignton Scouts, the applicant) advised that *'Louis's idea of street lighting deflectors around the streetlights in the Lawns End cul-de-sac comes under the remit of Devon County Council making it outside of our control.'*

Kate Yeo (Chair of Sustainable Bishop) made further suggestion of a rainwater garden... *The rainwater gardens could be used in addition to the harvesting... taking up the overflow after extreme heavy rainfall. Personally speaking, Wildflower planting can only work with regular annual maintenance. and would only add net gain for a year or two.*

Some other idea to be considered... more ideas or suggestions are welcome!

- Allocating part of the Lawns to plant a 'Tiny Forest'?
- Living Wall to the north of the car park?
- Creating one or several wildlife ponds?
- Write to Devon Highways to encourage them to take action to shield streetlighting?
- Providing insect hotels and woodpiles

The cost of these action can be discussed with 1st Bishopsteignton Scout Group and there may be grants available however many of them will meet the criteria of S106 allocated to open spaces and/or CIL?

It seems to me the Parish needs a BAP (Biodiversity Action Plan) to make the intentions and the process clearer, specific and measurable. The council could work with experts in this field to produce a plan covering village wide green spaces whilst also attempts to 'green up' the grey spaces.

Kim Ford (CiLCA)
Clerk to the Council



Appendix X - CLERKS REPORT OF GENERAL UPDATES 16.05.23

DUKE OF EDINBURGH PARTICIPATION – I have agreed to support 2 young parishioners who are completing the DofE award scheme. 15 years old doing Silver and 13-year-old doing Bronze. Both must try to carry out 1 hour of community service each week, for Bronze this is for 3 months' worth and for silver it will be six months. I have thought of several tasks they can complete including PROW assessments, bench assessments, checking and cleaning food supply boxes (for sus bishop if agreeable). There is bound to be more tasks crop up in the meantime but if you think of anything please let me know and if suitable I can liaise with them.

PLANNING MATTERS TO BE NOTED - Amendments to the following application:

REQUEST TO GO TO CATEGORY B: 22/02156/FUL - Cockhaven Arms 12 Cockhaven Road - Stationing of three shepherd huts and the erection of a linen and cycle store. To date, no further change to the application, no revisions received or showing on the TDC planning portal. Have requested an update from the applicant's agent.

APPEAL AGAINST LPA DECISION: 22/00073/REF - 2 Great Furlong - Appeal against the refusal of 21/02823/FUL: Erection of a new detached dwelling. The appeal has been dismissed by the Planning Inspectorate 21.04.23.

PARISH MAINTENANCE/AMC COMMITTEE:

Benches – Maintenance ongoing, as and when required. John Parkes is working to repairs to the benches at the Village Hall and Fore Street (outside Riverview). Agreed for members of AMC to assess the current condition and recent works, walks to be arranged. A possible task for the DofE participants.

Playgrounds:

General repairs following RoSPA inspection report (March 23) – A list of required maintenance to keep the current equipment safe has been divided by John Parkes and Justin Manester. This work is ongoing.

Revamp – Funding: Phase 2 applications for funding both playgrounds have been acknowledged and accepted as eligible with Viridor agreeing to access further to award a grant in due course. To allow this assessment a site inspection with an officer from Viridor is arranged. I shall know more after 31.05.23. Viridor's final decision should be confirmed by 28.06.23 therefore Viridor insist no works are to begin before mid-July.

Suppliers: Both chosen contractors have been advised of the awarded contract and the timescale we are working to, that this is subject to funding. Unsuccessful contractors have been advised and thanked for their time. Both successful contractors will be in contact in May about site visits in late May/early June for final plans to be approved.

Additional: AMC agreed unanimously the wooden ship at Cockhaven Close should be removed at the same time, this has been factored into the quote and work schedule for the relevant contractor.

BPC Car Parks - The three car parks owned and managed by BPC, being both sides at the top of Bishops Avenue and the one at the Lawns, require some suitable signage and a policy for use to be adopted. This is a task delegated to the Asset Management Committee & Clerk for further consideration/preparation. No further action has been taken yet.

MUGA – Line Markings - Marking of the secondary netball court, completed last year, was not as successful as we'd hoped. The first court must be remarked as soon as possible. S106 can be used. One quote received, to be considered by full council on 22.05.23.

Improvements at Fore Street Toilets - It has been reported some minor repairs and painting is required to keep this facility in good condition. Site visit/inspection was carried out in April. IT was agreed to consider alternative layout and use for the building. To retain one shared toilet unit which incorporated

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and disabled access and baby changing. To take this further a volunteer has agreed to survey the building to provide plans and layout options.

Cockhaven Junction Enhancement - Work complete, except planting, to commence Autumn 23 as a celebration garden in memory of parishioner Gill Greatorex. Wildflower cornflower mix sown for summer colour, thanks to Robert, Kate Yeo & Mike Lane for this.

Trees: Cemetery - Ash Dieback - Inspection carried out by Devon Tree Services in Sept 22. Report advises no serious deterioration because of Ash Dieback, no immediate action required, recommends further inspection in August 2023 when in leaf. There is a second Ash which needs checking, this is along the path edge, and it appears to have damage, inspection to be organised.

War Memorial - Requires professional steam clean and lettering repainted. All three quotes for this work now received. BH have awarded a donation of £500 towards the final cost. A budget heading is established for 2023/24 with £1,000 allocated. On the agenda of the meeting 22.05.23 for approval of contractor.

New Parish Noticeboard: Board ordered, S106 fund claimed and received from TDC. To be located on Forder Lane at the junction with Grange Park. Approval received from Devon Highways. Awaiting delivery, Justin Manester to install.

Public Rights Of Way:

Surface of FP13 (adjacent to School) - Resurfacing of this section is now completed, paid using CIL. No further action required.

Cemetery Rose Garden – A product called 'Strulch' (<https://www.strulch.co.uk/>) has been order, due to be delivered next week, to lay on the garden to hopefully improve water retention across the dry summer months.

CIVILITY & RESPECT PROJECT & PLEDGE:

<https://www.nalc.gov.uk/our-work/civility-and-respect-project>

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils. NALC, One Voice Wales, the SLCC and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

PLEDGE - NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct. All councils are being invited to make the Civility and Respect Pledge. More detail can be provided for BPC to make the pledge at a future meeting.

INTERPRETATION BOARDS:

Bishopsteignton Heritage are leading on the production of several boards around the parish. So far, they have completed these at the four-parish boundary stone, St Johns Church front, and the Admirals graves in the Churchyard, which sadly now do not show the correct logo or styling.

Two new boards ordered by BPC, for The Parish Cemetery and The Village Green, funded by BPC, from the Burial Account for the former, and S106 for the latter (application for fund submitted). Awaiting delivery.

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Further boards are anticipated at Bishops Palace Walls (replacement board depending on continued agreement of the landowners) and The Lawns recreation ground, Old School (Community Centre), and a full village map. In future, other than the board at the Lawns and insurance cover for each new installation the cost of these will be met by BH.

POLICY WORK:

I am currently working through a review of all BPC policies, existing and additional which may be required, to ensure we are compliant with statutory regulations before we consider an application for a quality council award (foundation level).

Currently working on the following policies, new & revisions: Training policy, Complaints Policy, and the BPC Financial Regulations. All new drafts can be reviewed by the BPC Strategy & Governance Committee or Full Council whichever meets soonest.

CLIMATE & ECOLOGICAL ACTION:

I will be attending a NALC webinar session on Wednesday 24 April called Fighting Climate Change with Local Council Action which aims to give examples and tips on how your local council can think globally and act locally in the fight against climate change. From this I hope to report back with a list of must-do and could-do actions for BPC to achieve as much as they can. I intend to work with Sustainable Bishop, local ECoC (Exeter Community Energy) rep David Cochrane, and other community-based organisations. If a councillor can become a leader or champion for this aspect of BPC business it would be useful and appreciated, this detail can be established when we have the information to form an action plan but if you think you will want to get involved, please contact me to chat.

BOOKINGS @ THE MUGA:

Several regular bookings mean the court will be closed to the public at the same time, this is difficult to guarantee due to the fact it is never locked. Booking as follows For February onwards:

- Tuesdays 7.00 to 8.45 Chudleigh Canon Netball
- Various usage from Newton Abbot Rugby club and Teignmouth Youth AFC for training when their own pitches are water-logged.
- Power hooping classes are due to restart in April, these will be at 9-10am on Sundays, approximately 3 each month.

Recently a complaint was received about the powerhoop class music being too loud and too early, however the instructor is unable to hold the class any later. She has agreed to adjust the volume and direction of the speaker.

DEFIBRILLATORS:

Agreement in principle to install a unit at Cockhaven Arms, agreement given. Purchase and installation to be confirmed when HLG funds/donations for another unit are available.

Regular Inspections: Each defibrillator unit requires a monthly inspection to ensure it is fully operational; this is carried out by a couple of volunteers who report any problems to HLG and BPC.

Recently a new cabinet was required at The Elizabethan. This has been supplied awaiting fitting.

FURTHER MEETINGS/EVENTS – FOR INFORMATION/TO BE ARRANGED:

- **Annual Meeting of the PC:** 22 May 7.30pm @ BCC
- **Full Council:** Monday 22 May following meeting above, approximately 8pm.
- **Teignbridge Town & Parish Planning Forum:** Thursday 25 May 7.30pm (Cllr. Shaw leading)
- **Teignmouth Harbour Consultative Group:** Thursday 25 May 7pm TBC, Teignmouth.
- **ECoE Healthy Homes for Wellbeing:** Drop-in advice session on home energy improvements for sustainability and the cost of living: Wednesday 28 June 10am to 1pm @ BCC
- **Planning Committee:** 26 June 7pm @ BCC
- **BCC Regeneration Joint Committee:** TBC
- **Asset Management Committee:** TBC
- **Strategy & Governance Committee:** TBC

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- **PACT:** (Police & Community Together): Wednesday 28 June 10.30am @BCC; Thursday 20 July 10.30am @ Cockhaven Arms.

FOR INFO:

For direct contact either phone: 07483 149812, 10am to 1pm, Monday to Thursday. or email: clerk@bishopsteignton-pc.gov.uk

Majority of my weekly hours will be worked from home, but I do intend to occasionally work from the Bishopsteignton Heritage Hub/visit the parish. I will always ensure Cllr. Head knows when I am there, and when I leave, in accordance with the BPC Lone Working Policy.

*In case I have missed anything off
this update report please just ask!
Kim*