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For 10 May 2023

1. **Local Plan** - There is a briefing for members on the latest consultation feedback on the 24th July.
2. **Announcement by Michael Gove at LGA conference - see link for details.**  
<https://www.gov.uk/government/speeches/local-government-association-annual-conference-2023-secretary-of-states-speech>
3. **Torbay & South Devon NHS Foundation Trust**

The local trust has recently been granted a significant sum of money from the UK Govts £20bn fund to expand services and the hospital at Torquay. This will include new theatres and recovery rooms enabling an additional 4000 plus patients to be treated there annually.

*Andrew MacGregor*  
Councillor for Bishopsteignton Ward  
Tel: [07947 325037](tel:07947325037)

**Devon Education Trust**

I am a member of the Devon Education Trust. The Trust was established in 1988 and is run by a team of Trustees who meet three times each year to assess applications and grant awards.

The aims of this Trust are to provide financial support to young people under the age of 25 years who live in Devon and need financial help with their education and social development.

Do you need help with -

- Higher Education We can help with the cost of books, laptops, expeditions, travel.
- School aged Children We can help with the cost of one- to- one tuition, school trips.
- Sport, Activities, & Arts We can help with the cost of equipment, music, dance and drama lessons, travel.
- Children with Special Needs. We can help with the cost of medical aids, emotional and learning issues.
- Getting into Work We can help with the cost of special clothing, equipment, tools, travel.

Please view our website for more information and application forms.

Devon Education Trust  
PO Box 574  
Newton Abbot  
TQ12 9NJ  
Email [devoneducationtrust.co.uk](mailto:devoneducationtrust.co.uk)

Cllr. Ron Peart  
06/07/23

**Bishopsteignton Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
67	Employee Tax	04/07/2023		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	199.20		199.20
67	Employee NIC	04/07/2023		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	119.55		119.55
67	Employer NIC	04/07/2023		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	177.50		177.50
68	Net Salary	04/07/2023		Current Lloyds TSB Tr		Clerks Salary	Mrs. K Ford	X	1,592.62		1,592.62
69	Employer Pension	04/07/2023		Current Lloyds TSB Tr		Pension Contributions	DCC Pension Fund	X	447.69		447.69
69	Employee Pension	04/07/2023		Current Lloyds TSB Tr		Pension Contributions	DCC Pension Fund	X	123.88		123.88
70	General Parish Maintenance	04/07/2023		Current Lloyds TSB Tr		General Maintenance - See de	Odds Sods n Jobs	X	100.00		100.00
<b>Total</b>									<b>2,760.44</b>		<b>2,760.44</b>



**FINANCIAL STATEMENT At 30.06.23**

**1. BALANCES**

<b>Bank Balance at 30.06.23</b>	<b>180300.08</b>	as bank reconciliation on page 2
<b>of which Restricted/Earmarked Funds</b> (detailed below)	<b>166582.50</b>	92.4% of Bank balance
<b>CONTINGENCY BALANCE AVAILABLE</b> <b>/UNRESTRICTED FUNDS</b> (Aim to hold 3 months' worth of regular expenditure)	<b>13717.58</b>	7.6% of Bank balance

**2. RESERVES - Restricted/Earmarked Funds**

<b>Burial Account</b>	91058.98	Bishopsteignton Cemetery use only
<b>Staff costs</b>	8923.15	Staff salary, Employer NI & Pension contributions
<b>Administration costs</b>	9208.87	Includes all office & admin cost
<b>Asset Management</b>	16766.03	Includes budgets & reserves for management of all assets
<b>Agency Grants</b>	-379.72	P3 grant (Parish Pathway Partnership with DCC)
<b>BERT/Emergency Resilience</b>	1402.34	
<b>Grant Awarding Funds</b>	500.00	Under GPC of Localism Act 2011
<b>Monies held in Trust</b>	1326.34	Cricket Club, Bench donation, Playdays, & trees donation.
<b>CIL</b>	35128.48	Spend must meet criteria, deadlines for spend
<b>S106 Balance</b>	0.00	Balance of monies claimed/spend to be claimed
<b>2021 Climate Action Grant</b>	3724.41	Climate action & sustainability projects
<b>23-24 Tidy Teignbridge Grant</b>	200.00	Shute Hill raised pavement clearance
<b>2020 TE&amp;CP Grant balance</b>	119.70	For litter-picking, etc at the Estuary Foreshore
<b>2023 Teign CVS for Lunch Club</b>	1000.00	To be claimed when required
<b>VAT</b>	<b>-2396.08</b>	Balance of VAT payments & receipts
<b>TOTAL</b>	<b>166582.50</b>	

**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)*

	<b>Bank Reconciliation at 30/06/2023</b>			
	Cash in Hand 01/04/2023			153,358.85
	<b>ADD</b>			
	Receipts 01/04/2023 - 30/06/2023			56,826.88
				210,185.73
	<b>SUBTRACT</b>			
	Payments 01/04/2023 - 30/06/2023			29,885.65
<b>A</b>	<b>Cash in Hand 30/06/2023</b> (per Cash Book)			<b>180,300.08</b>
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2023	0.00	
	Lloyds Premier	30/06/2023	50,185.49	
	Current Lloyds TSB Treasury	30/06/2023	130,114.59	
				<b>180,300.08</b>
	Less unrepresented payments			
				180,300.08
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>180,300.08</b>
	<b>A = B Checks out OK</b>			

# GRANT APPLICATION FORM FY 2023-24

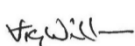


<b>1</b>	<b>ORGANISATION DETAILS</b>				
	Name:	CITIZENS ADVICE TEIGNBRIDGE			
	Registered Charity:	YES	X	NO	
	If YES please provide charity number:	02373461			
	<p>What does your organisation do?</p> <p><i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i></p>	<p>Citizens Advice Teignbridge is a local independent charity that provides free, confidential and impartial advice to individuals seeking help from us. Our goal is to help members of the public find a way forward, whatever problems they face and whoever they are, and to campaign for change on the issues affecting people's lives.</p> <p>We are an independent charity and part of the Citizens Advice national network. We have a team of around 90 individuals, mainly volunteers, who provide the service to the people of Bishopsteignton and other areas of Teignbridge District. We provide a telephone, digital and a drop-in service, offering advice through our Adviceline, email and webchat services and at drop-ins in Newton Abbot and Dawlish. In addition to our core generalist advice service, we provide advice through specialist projects (full details on our website <a href="http://citizensadviceteignbridge.org.uk/services-and-projects/">citizensadviceteignbridge.org.uk/services-and-projects/</a>). Clients can self-refer to these sources of specialist support in many cases or will be referred by our generalist staff. These projects are predominantly run by paid staff and they are funded independently of the core service – the majority are funded on a year by year basis and will end if further funding cannot be secured.</p>			
<b>2</b>	<b>CONTACT DETAILS</b>				
	Primary contact name:	VINCENT WILLSON / GEOFF WILLIAMS			
	Position in organisation:	CHIEF OFFICER / VICE-CHAIR OF BOARD OF TRUSTEES			
	Contact telephone:	07903 776012 / 07854 066176			
	Contact email:	<a href="mailto:vincent.willson@citizensadviceteignbridge.org.uk">vincent.willson@citizensadviceteignbridge.org.uk</a> / <a href="mailto:geoff.williams@citizensadviceteignbridge.org.uk">geoff.williams@citizensadviceteignbridge.org.uk</a>			
<b>3</b>	<b>DETAILS OF GRANT REQUEST</b>				
	What is the intended use of the grant?	<p>If we are awarded a grant it would go towards the cost of training, supporting and mentoring new and existing volunteers so we can increase our capacity to meet the increased demands on our service. Each year we welcome around 20 -30 new volunteers and we would like to welcome even more – it takes around 12 months for a new volunteer to qualify as an adviser.</p>			

<p>How would this benefit the Parish?</p>	<p>Volunteers are at the heart of what we do and, with the rising cost of living, including the rise in energy and fuel prices, we have seen an increase in the demand for our services in recent months from across the area and we expect this to continue for at least the rest of this financial year. We would like to provide more training so that we can advise more clients, including more residents of Bishopsteignton Parish. The Covid 19 pandemic had a dramatic effect on the way we work. We focussed our efforts at that time on delivering the service by phone, text, WhatsApp, webchat and email, with limited face to face appointments for particularly vulnerable clients. We also maintained a postal service for those who would otherwise be excluded. Following the pandemic, we have re-opened drop-in services but have retained a variety of channels by which clients can contact us. This means residents are better able to access our service, no matter where they live in Teignbridge. It is evident from the increase in numbers of residents seeking our assistance that this help is needed.</p> <p>In 2022/23, we assisted 73 residents of Bishopsteignton Parish with a total of 256 issues and helped them secure £60,486 in additional annual income. Across Teignbridge district, we advised 5,692 clients in the last year, addressing 17,661 issues and helping our residents secure more than £2.2million in additional income. Using a government approved financial modelling tool, we have calculated that on average every £1 of funding generates £30.58 in public value and £16.26 in value to the people we help.</p> <p>The top issues residents ask about are typically debt, benefits, housing and energy costs. Over 50% of our clients have a long-term illness or disability. Much of the additional income we help secure for clients is spent in the local economy and reduces expenditure by public authorities like the local Councils and NHS, as clients with maximised income typically become more financially independent and self-reliant.</p>
<p>What is the total cost of the project?</p>	<p>The training, supervision and mentoring of new advisers costs between £3000-£8000 per annum, depending on the number of new recruits and the amount of training, supervision and mentoring each individual may need.</p>
<p>How much are you applying for from BPC?</p>	<p>£ 250</p>
<p>What other fundraising will your organisation be carrying out?</p>	<p>We are applying to parish and town councils across Teignbridge for additional funding to enable us to run additional training courses for new advisers. We also run a number of fundraising events and prepare competitive funding bids to external organisations for funding on a regular basis. We are seeking to raise around £16,000 this year towards the costs of running additional training courses for new volunteers.</p>
<p>Have you applied for funds from other sources? <i>If Yes please give details</i></p>	<p>We are contacting all Town and Parish Councils in Teignbridge to request financial support. Whilst we receive some funding from certain Town Councils, from Teignbridge District Council and Devon County Council (for which we are extremely grateful), it does not enable us currently to meet the needs of all local residents and we need more volunteers so</p>



	<p>we can increase our capacity. We are reliant on supplements to these grants to cover our core costs. Last year some of the district's Town and Parish Councils charitable trusts and private donors helped maintain the current level of service (including of course, the grant generously provided by Bishopsteignton PC last year). However, private donations have dropped considerably in recent years.</p> <p>We apply additionally to a variety of funders for grants. Amounts typically vary from several hundred to several thousand pounds. There is a varying degree of success – typically around 30% of grant applications are successful, although it is very difficult to predict grant application outcomes, which makes running our services challenging.</p>
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<b>4</b>	<b>PAYMENT DETAILS</b>	
	Bank Details:	Bank: CAF Bank  Account name: Teignbridge Citizens Advice Bureau, CAF Gold Account  Eight digit Account Number: 00093827  Six digit Sort Code: 40-52-40
<b>5</b>	<b>CERTIFICATION</b>	
<p>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.</p>		
<b>Signed:</b>		<b>Date:</b>
		23 June 2023
<p>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.</p>		



# BISHOPSTEIGNTON PARISH COUNCIL

## **DRAFT RISK MANAGEMENT SCHEDULE 2023-24** *To be reviewed 10.07.23*

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

<b>FINANCE/MANAGEMENT</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Precept	Adequacy of precept	L	Sound budgeting to underlie the annual precept. The precept meeting is held in November. At the precept meeting the Council receives a budget update report, including actual position and projected position to the end of the financial year. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings.	Existing procedures adequate.
	Requirements not submitted to TDC.	L	The precept is then set based on the budget. The figure is submitted by the Clerk in writing to Teignbridge District Council.	Existing procedures adequate.
	Amount not received	L	The Clerk informs Council when monies are received (April and September).	Existing procedures adequate.
	Lack of Finances through excess spending	M	Effective insurance arrangements. Control of spend with regular reporting. Seek additional income from other sources and Council owned resources.	Existing procedures adequate.
Financial Records	Inadequate records	L L	The Council has Financial Regulations which set out the requirements. Internal and External Audit.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Financial irregularities	L	Internal and External Audit.	Existing procedure adequate. Review the Financial Regulations when necessary.

## DRAFT RISK MANAGEMENT SCHEDULE 2023-24

Bank and Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, including internet banking, cheques and reconciliation of accounts. A schedule of payments to be made requires three signatories and details of the accounts are reported monthly on the Council meeting minutes. Bank reconciliations and a statement of reserves are also presented quarterly to the Council on meeting minutes.	Existing procedure adequate. Review the Financial Regulations and bank signatory list when necessary. Especially after an AGM and an election.
	Bank mistakes	L	The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts, these are dealt with immediately by informing the bank and awaiting their correction.	Monitor the bank statements monthly.
Reporting & Auditing	Information miscommunication	L	The reporting of payments, bank reconciliation, reserves status and bank account statements is produced monthly and provided to all councillors as part of the PC meeting minute. A precept budget update including spend to date and predicted spend at the end of that financial year is provided to all council members each quarter and included as part of the PC meeting minutes. The auditor reviews the bank reconciliation, bank statements, payments and receipts, precept budget and all related electronic records.	Existing communication procedures adequate.
Direct costs	Goods not supplied but billed.	L	The Council has Financial Regulations which set out the requirements. At each Council meeting the Council approves a schedule of payment.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing	L	Chair's signature is required for this schedule which is kept as a record in the minute book.	
	Cheques incorrect	L	Although rarely used, any cheques require three signatures and counterfoils to be initialled.	
Grants and support payable	Power to pay/ Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, with a minute taken and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedures adequate. Parish Councillors request an S137 rules if required.
Grants receivable	Receipt of Grant	L	The Parish Council does not presently receive any regular grants. Any one-off grant will come with terms and conditions to be satisfied.	Procedure would need to be formed if required.
Best value accountability	Work awarded incorrectly	L	Normal Parish Council practice would be to seek, if possible, three quotations for any substantial work required to be undertaken or for goods: in accordance with the BPC Responsible Procurement & Purchasing policy.	Existing procedure adequate. To be included when reviewing Financial Regulations.
	Overspend on services	M	If a problem is encountered with a contract the Clerk or nominated Councillor shall investigate the situation, check the quotation/tender, research the problem and report to the full Council.	
Clerk	Fraud	L	The requirements of the Fidelity Guarantee Insurance to be adhered to	Existing procedures adequate. Membership of DALC, NALC and SLCC.
	Actions not undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice.	

## DRAFT RISK MANAGEMENT SCHEDULE 2023-24

Election costs	Risk of an election cost	L/M	Risk is higher in election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election. A contingency fund has been established to meet the costs.	Existing procedures adequate. Review contingency fund when setting precept.
VAT	Reclaiming	L	The Council has Financial Regulations which set out the requirements. VAT to be claimed quarterly. Clerk to monitor VAT on a regular basis.	Existing procedures adequate.
Annual Governance & Accountability Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the external auditor within the time limit.	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M/L	An annual review is undertaken of all insurance arrangements in place this includes a review of the Asset Register. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedures adequate. Review provision and compliance annually.
Clerk	Accident/ harm caused in the workplace	L	Suitable Employer's liability Insurance policy in place and reviewed when necessary. Lone Working policy in place and regularly reviewed.	
Councillors	Insufficient skills within council membership to undertake actions effectively.	L	Widely publicise elections, engagement of the community, setting up of committees and working parties involving non councillors to get wider range of people with suitable expertise and skills involved.	
Community	Lack of credibility within the community	M	Action communication of information on the website, social media, and noticeboards. Prompt publication of minutes. Arrange public meetings when necessary. Regularly include an article in the Parish Chronicle.	Existing procedures adequate.
Data Protection	Breach of GDPR, Unpermitted publication of personal data	L L	Suitably secure record retention and deletion of documents in accordance with relevant policies. All councillors to be provided council specific emails and tablet for council specific business.	Existing procedures adequate. Regular review of legislation and related policy.
Freedom of Information Act	Policy Provision	M M	The Council has adopted the model publication scheme for Local Councils. The Council commits to make information available to the public as part of its normal business activities. Information that is not published under this scheme may be requested under the Freedom of Information Act or by submitting a Subject Access Request.	Monitor and report any impacts of requests made under the Freedom of Information Act

## DRAFT RISK MANAGEMENT SCHEDULE 2023-24

LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at Parish Council Meetings written into BPC minutes to be approved and published.	Existing procedures adequate
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Non-compliance with statutory requirements	L L	Minutes and Agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and Agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedures adequate. Undertake adequate training. Members to adhere to latest adopted Code of Conduct.
Members interests	Conflict of interest	M	Councillors have a duty to declare any interest at the meeting.	Existing procedures adequate.
	Register of members interests.	L	Register of Members interest forms to be reviewed at least on an annual basis.	Members take responsibility to update their register with the District Council.
PHYSICAL EQUIPMENT/ AREAS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage	L	An annual review of assets is undertaken for insurance provision, annual accounts return and maintenance provisions. Users agreement for the issue and return of councillors tablets.	Existing procedures adequate
	Risk/damage to third party(ies)/property Accident on Council owned land	L M	Effective public liability insurance. Monitoring of condition, regular inspection of trees, land, monitoring playgrounds, sports area and any other equipment. Users Agreement policy & application form for use of BPC managed open spaces.	Existing procedures adequate
Maintenance	Poor performance of assets.	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.	Existing procedures adequate. Ensure inspections carried out.
	Risk to third parties	L	All assets are insured and reviewed annually. All public amenity land is inspected regularly.	Existing procedures adequate. Ensure inspections carried out.
Events on BPC Land organised by external bodies/commu nity.	Loss or Damage Risk/damage to third party(ies)/property Accident on Council owned land	M	Organisers of events to be held on any land/open space owned by BPC must apply in writing (completing necessary data gathering forms as requested). BPC to review each request before its permission is either granted or denied. An event cannot commence unless a suitable Risk Assessment has been conducted by the event organiser and copy provided to BPC via the Clerk. An event cannot commence unless suitable insurance cover has been arranged and documented proof provided to BPC via the Clerk.	Existing procedure adequate. Review relevant application forms when necessary.

## DRAFT RISK MANAGEMENT SCHEDULE 2023-24

Council records - paper	Loss through theft, fire, damage	L	The Parish Council records are stored at the Parish Council Office. Records include historical correspondence, minute books, land transfers, leases for lands, burial records and records such as insurance. A Fire-proof, lockable safe is used for land deeds.	Damage is unlikely so provision adequate. To be checked regularly.
Council records - electronic	Loss through theft, fire, damage, corruption of computer or tablets	L M	The Parish Council's electronic records are stored on the Parish Council's laptop computer held by the proper officer. Sufficient firewall and anti-virus protection to be used. Back-ups of files are taken at regular intervals.	Back-up of electronic files produced regularly.
Health and Safety	Parish Council Office Parish Council Activities	L L	Storage and working premises and facilities are considered adequate. Meetings held in Community Centre which is considered adequate. Risk assessments to be carried out for any new BPC activities and events. Public liability Insurance held. The council to ensure that any BPC activity undertaken is covered by insurance.	Existing locations adequate. Existing procedures adequate.

The information above was agreed and approved by Bishopsteignton Parish Council and will be reviewed each year to ensure content and procedures are correct.

**CHAIRMAN**

**PROPER OFFICER/RFO**

**SIGNED:** .....

.....

**PRINT:** .....

.....

**DATE:** .....

.....

Date adopted ..... Minute reference ..... Date of next review .....



# BISHOPSTEIGNTON PARISH COUNCIL

## RESPONSIBLE PURCHASING AND PROCUREMENT POLICY

Bishopsteignton Parish Council (BPC) recognise the impact that its actions may have on the environment and that it might use purchasing and contracting to influence sustainable practices within the area. This policy and procedure explains how BPC will aim to incorporate sustainable procurement into its tendering procedures and contracts.

Sustainable Procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a Whole Life Cost (WLC) basis. Moreover, sustainable procurement not only focuses on benefits to the organisation, but also to society and the economy, whilst minimising damage to the environment. It encompasses environmental sustainability, social value, ethics and equality.

***Bishopsteignton Parish Council is committed to ensuring that sustainability is embedded throughout every level of the organisation and its operations.***

A rigorous approach is required when implementing a process to govern purchasing decisions. It is not enough to only consider what a product is made of and so the decision needs to be based on a lifecycle assessment. *Although this will differ depending on the product being considered, a basic assessment would be as follows:*

**SOURCING MATERIALS** – IMPACT – Natural resource depletion, habitat damage.

**MANUFACTURE** – IMPACT – Greenhouse gas emissions, Contamination of water supply, Effect on air quality.

**PACKAGING** – IMPACT – Natural resource depletion, habitat damage, Greenhouse gas emission, increased landfill.

**TRANSPORT** – IMPACT – Greenhouse gas emission, Effect on local air quality, Increase demand for petroleum.

**DISPOSAL** – IMPACT – Habitat damage, visual intrusion, Increased burden on landfill

It would be impossible to eliminate all of the above impacts when selecting a product, but the aim should be to make a purchase which removes as many as possible. In practice, making a purchasing decision can be broken down to several easy-to-follow steps and centre on the following principle:

**Do we really need to buy the product at all?** Do we have to buy new or does the product already exist within the organisation or local community so that it may be borrowed/hired/exchanged instead of bought?

*If the product really does have to be purchased, then the following steps should apply:*

- 1) **Buy locally wherever possible.** Local can either mean distributed from a local supplier or manufactured locally. A local supplier may be buying the product from elsewhere however buying from a distributor such as this should reduce the number of miles travelled if the product is ordered on an individual basis from the original, distanced source. Better still is a product made locally as this is likely to have less associated transport, be made using local ingredients/materials which have been sourced sustainably.
- 2) **Check the credentials of the manufacturer or product.** Use Ethical Consumer website to assist.
- 3) **Check whether the manufacturer or product is associated with known environmental issues.**
- 4) **Check whether the product requires certification.** Several sustainable products require certain standards or certification (such as FSC timber). If the product you are considering requires this, make sure that the final purchased item has the relevant certification.
- 5) **Does the product require excessive transport in delivery?** If you cannot buy locally, look for the closest option.
- 6) **End of life options.** Can the product be recycled when it is no longer needed? If not try and find an alternative that can.

## **Sustainable Procurement Day to Day**

Sustainable procurement practices do not have to stop after you have tendered/quoted, awarded a contract and managed the contract. It can be used around the offices and outside of work.

*Below are some ideas of how sustainable procurement can be boosted day to day:*

### **Environmental Sustainability**

- Are computer monitors and printers left on or on stand-by?
- Is the heating on when windows are open?
- In summer – are buildings being over-cooled?
- Is water being wasted?
- Can you reduce the use of single-use plastics?
- Can you cycle to work instead of drive?
- Can you hold a remote meeting/call instead of travelling to an external meeting?
- When disposing of an item, can it be reused or recycled rather than sent to landfill?
- Have you ordered the right quantity? (reduce waste)
- Can you participate in carbon offsetting? E.g. plant a tree

### **Equality and Diversity**

- Can you help participate in “meet the buyer” events?
- Report unlawful discrimination, harassment and victimisation.

### **Ethics**

- Can you use more Fairtrade products?



## Timber and Wood Derived Products

In line with Teignbridge District Council Sustainable Procurement Policy and Procedure (SPP 2019) (for which a resolution was made at the executive meeting held 08.10.19 that this policy be endorsed), Bishopsteignton Parish Council also support and adopts 'The Timber Pledge':

As a consumer of timber and wood derived products, Bishopsteignton Parish Council has a responsibility to ensure that the procurement of these products is not at the expense of the future of the world's forests, but positively supports responsible forest management.

*To achieve this aim, Bishopsteignton Parish Council will only purchase timber and wood derived products that are either:*

- From independently verifiable legal and sustainable or FLEGT (Forest Law Enforcement, Governance and Trade) licensed or equivalent sources
- Recycled timber or wood derived products

*It shall not knowingly source forest products from:*

- Forests or forest product suppliers that do not comply with all relevant national and international legislation relating to the trade in forest products.
- High Conservation Value Forests where these are recognised nationally or regionally, unless these forests are progressing towards credible forest certification in a time bound, stepwise and transparent manner.
- Protected areas, parks or similar areas where harvesting operations are not complimentary to responsible forest management.
- Forests which are currently being converted to other land uses, or forests that have been converted since 1994.
- Forests which are in areas of armed conflict or civil unrest where there is a direct relationship between the forest products trade and the funding of such conflicts.

**END**

Approving committee:	Full BPC
Date approval was granted:	
Approval at minute reference:	
Policy title:	Responsible Purchasing & Procurement Policy
Internal reference number:	P.010
Policy version reference:	Version 02
Policy effective from:	
Date for next review: unless NALC/SLCC recommend amendments sooner	July 2025
To be reviewed by:	Strategy & Governance Committee in consultation with BCAP



# BISHOPSTEIGNTON PARISH COUNCIL

## DEVICE USER AGREEMENT

**THIS AGREEMENT** is dated Nineth May 2023 is made **BETWEEN:**

a) **Bishopsteignton Parish Council**, Community Centre, Shute Hill, Bishopsteignton, Devon TQ14 9QL ("**BPC**")

**and**

b) **JONATHAN WATSON**, A Parish Councillor of Bishopsteignton Parish Council ("the councillor")

### **WHEREAS:**

1) BPC is to supply on loan the Device to the Councillor in relation to BPC business only.

Make: **SAMSUNG**

Model: **SM-T150**

ID: **3c6268fcf5af69c5**

Serial Number: **R52N50VP7GM**

2) In reliance upon supply of The Device, you have agreed to accept the engagement on the terms and conditions of this Agreement.

3) BPC is to supply an email address for conducting parish business only with.  
Email address:

**IT IS HEREBY AGREED** as follows:

### **1. Definitions and Interpretations**

**1.1.** In this Agreement where mentioned the following mean:

"Agreement"	The binding contract between BPC and the Councillor.
"Commencement Date"	The date on which this Agreement comes into authority.
"the Device"	A tablet with case and charger supplied to the Councillor by BPC.
"BPC"	Bishopsteignton Parish Council
"the Clerk"	The person appointed to represent BPC as its Proper Officer
"the Councillor"	A person elected or co-opted as a member of Bishopsteignton Parish Council
"Termination Date"	Means at the end of membership as a Councillor to BPC

2. BPC will supply the Councillor with the Device. This will be personally issued under signature of this agreement.

### **3. Safeguarding & Maintaining**

- 3.1. The Password to unlock the device must not be disclosed to any 3rd parties, including another Councillor.
- 3.2. Passwords to access applications on the device will meet the password complexity policy defined on the device.
- 3.3. The password created for any application/document contained on the device must be notified to the Clerk who will keep a secure copy for administration/monitoring purposes
- 3.4. Malfunctions or technical issues with the Device must be reported immediately to the Clerk to seek repair or replacement.
- 3.5. BPC reserves the right to monitor the use of the Device including using the devices GPS location.
- 3.6. The Device is only to be used in the connection with the BPC business. You must not sync the Device to any 3<sup>rd</sup> party device other than WIFI/broadband provided it is a secure network.
- 3.7. The Device is the property of Bishopsteignton Parish Council and will be subject to audit checks
- 3.8. All personalised changes to the Devices must be of an appropriate standard to be expected of an employee, Councillor or volunteer of BPC.

### **4. Care and Use of the Device**

- 4.1. The device issued to the Councillor is their responsibility and must not be loaned out to any other person. The device must be kept away from liquids and food.
- 4.2. Care must be taken in keeping the device clean and from being damaged.
- 4.3. The device must be switched off and stored in a secure place when not in use. You are responsible for keeping the device safe and secure at all times.
- 4.4. You are prohibited from removing the serial number or any other identifiers placed on the device by the BPC.
- 4.5. Whilst transporting the device anywhere, proper care must be given to ensure the device is well protected.
- 4.6. You must ensure the device is not left unattended anywhere in public, including in a vehicle or on public transport.

### **5. Lost, Damaged or Stolen device**

- 5.1. In the event of a loss, damage or theft of the Device BPC must be notified immediately.
- 5.2. The Councillor is responsible if due to negligence by them for any repair, replacement of any lost, stolen or damaged device.

### **6. Acceptable Use**

- 6.1. The Device issued must only be used for official Council Business purposes in accordance with Bishopsteignton Parish Council Policies, Standing Orders, Code of Conduct, Financial Regulations, Data Retention, Data Protection & Social Media.

**7. Prohibited Uses**

- 7.1. Accessing inappropriate materials. You are not allowed to send, access, upload, download, or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials. All internet traffic is monitored, and active web filtering is enabled on all devices.
- 7.2. Illegal activities. Including the use of Bishopsteignton Parish Council email accounts for financial or commercial gain or for any illegal activity.
- 7.3. Violating copyrights. Items downloaded and synced to the Device must comply with copyright laws.
- 7.4. Misuse of passwords, codes or other authorised access. Any Councillor caught trying to gain access to another person’s account, files or data will be subject to disciplinary action.
- 7.5. Malicious use / vandalism. Any attempt to destroy the hardware, software or data of the device and you will be liable to replace the device to equal specification.
- 7.6. BPC reserve the right to remotely lock and disable access to the device of any Councillor who is in violation of the use as set out in this agreement.
- 7.7. This is not an exhaustive list. If in doubt, contact the Clerk.

**8. Returning of the Device:**

- 8.1. The Councillor will return the Device to BPC on request or at the completion of the Councillors term of office.
- 8.2. The Councillor and the Clerk will both sign and date the receipt below on the return handover of the Device.
- 8.3. BPC will ensure the device is wiped remotely and restored to factory settings once all information relevant to parish business is retrieved.

**9. Acceptance:**

I have read, understood and agree to the User Agreement and acknowledge receipt of the Device.

<b>On behalf of Bishopsteignton Parish Council</b>	
Name	Kim Ford
Position	Proper Officer/Clerk/RFO
Signature	
Date	

<b>The Councillor</b>	
Name	JONATHAN WATSON
Position	Parish Councillor
Signature	
Date	

**10. Receipt**

It is acknowledged that the Device:-

Make: **SAMSUNG**

Model: **SM-T150**

ID: **3c6268fcf5af69c5**

Serial Number: **R52N50VP7GM**

has been returned to BPC on ----- (date)

**Returned by**

PRINT: ***JONATHAN WATSON*** (the Councillor)

SIGN -----

**Received by**

PRINT ----- (the Clerk)

SIGN -----

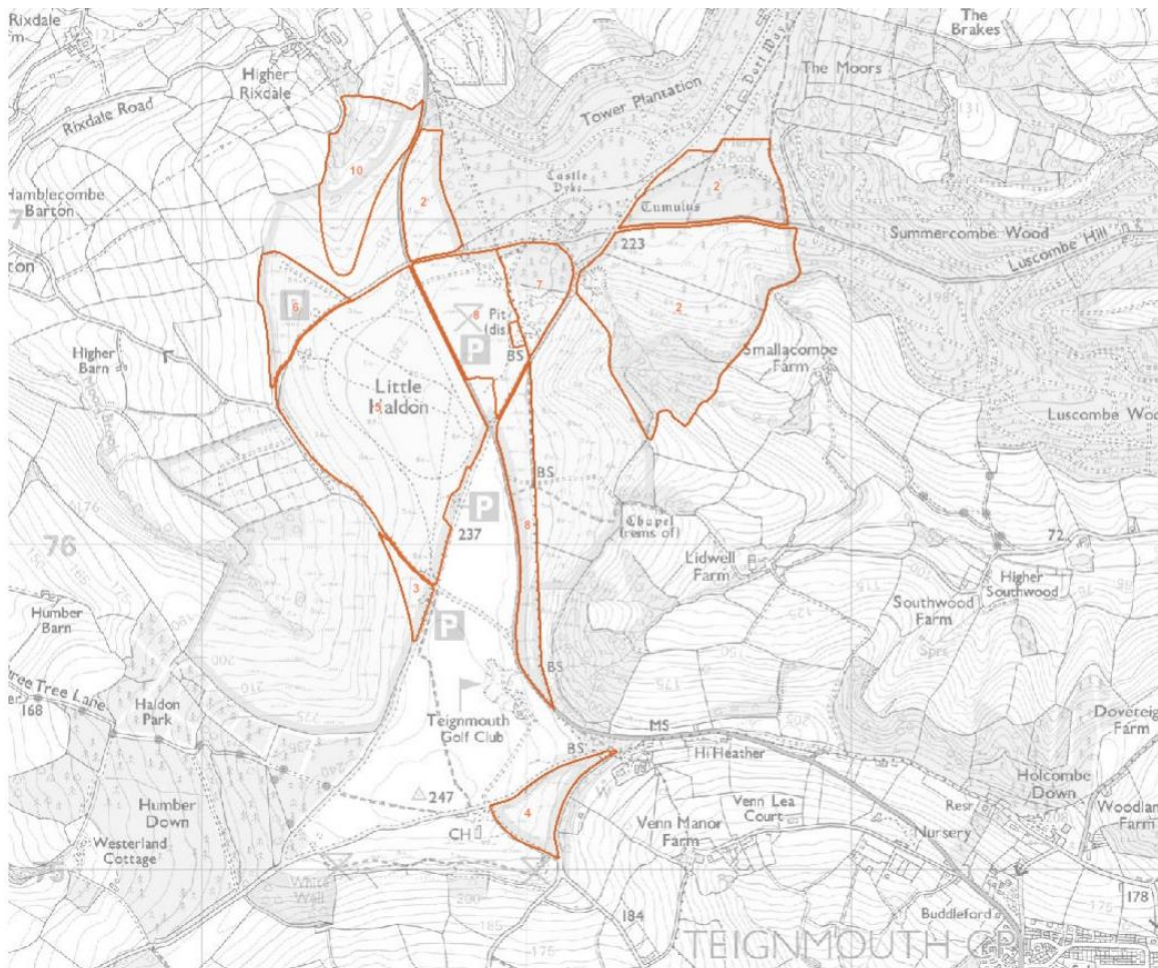


# BISHOPSTEIGNTON PARISH COUNCIL

## Appendix H for 10.07.23 Clerks Report

### ADOPTION OF LAND AT HALDON MOOR (aka Little Haldon)

There is a parcel of common land on Haldon Moor which is in a poor state, unkept and unmanaged for many years and therefore detrimental to nature which could benefit from a different approach. This land has no known owner, nothing registered, but it is a SSSI. Due to this, work cannot be carried out without prior approval of Natural England. There are some local interest working groups interested in carrying out these works and some of the essential procedures which will allow the land to thrive as a moor, for floral and fauna biodiversity.



The land is shown as section 6 on the map above. Or on the attached parish map with the boundary of the entire common land marked up in blue and the triangle with no known owner marked up in red. *Please note the boundaries shown are not accurate and should be used for identification purposes only.*

NB. Although the common land is known locally as Little Haldon, it is called Haldon Moors in the official Commons Register.

The piece of common in question has no registered owner, which is why it is neglected. Where there is no acknowledged owner of common land, a local council (county, district or parish) can manage it, though none of the councils are under any obligation to do so. According to the Natural England Ecologist (Phil Stocks), Teignbridge DC used to manage this bit of common land but stopped doing it due to lack of resources. There's more info about rights and responsibilities on common land with no acknowledged owner on the Open Spaces Society website at <https://www.oss.org.uk/need-to-know-more/information-hub/commons-unclaimed-land-and-adverse-possession/#sectionA>

While any support that the PC can give would be welcomed, it is not envisioned that this would be a PC-led project. The only thing they may need from the PC is their sign-off on an application for work on the SSSI.

**A request is being made by the working group that BPC adopt the land and apply for official assent from Natural England to carry out work on an SSSI.**

Risk Assessments and sufficiently valid insurance cover of the managed work shall be provided by the group. The PC can check these at any time, as will the Natural England advisors.

Also attached is the consent form that needs to be sent to Natural England. The working group will fill it in as the 'agent', if the PC are willing to sign it as the 'occupier'.

I have been assured by the Natural England ecologist that by adopting the common land BPC take on no liability and it does not need to be insured, it's a non-financial custodian role.

The intended work includes:

- Surveying and identifying plants up on the common to be sure which self-seeded saplings should be removed and which should remain and be cared for.  
The ecologist is mainly concerned about Devon Whitebeam and suggests any surveying is left until October when the fruits would be visible for easier identification and there will be no disturbance to any nesting nightjars.
- Thinning of heather and gorse, after nesting season for birds that nest on the ground. Random section of up to  $1m^2$  to be cleared allowing new heather and gorse to thrive. A healthy moor has an even mix of old and new, but this land only has old. This is sometimes carried out by burning but this is not advised and will not be done.

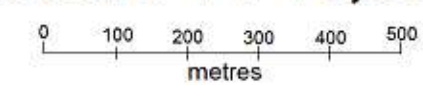
I would recommend BPC take this request seriously as this kind of conservation and enhancement work is completely in line with its declaration of Climate & Ecological Emergency and working where possible to reduce the impact of climate change on biodiversity. However, you may wish to request in writing the assurance of non-liability for the land and trespassing, injury, etc. from both the Commons registry, Natural England and the working group.

Kim Ford  
Clerk to the Council

# Parish Map Bishopsteignton

Showing  
Public Rights of Way  
and County Roads

Scale 1 : 10,000



LOCATION PLAN  
(Adjoining Parishes)



Drawing No. ED/PROW/03/19

Notes / Revisions

Date	Details
Jan 03	First copy
Oct 05	Re-printed
Jul 14	Updated (BM)

- Haldon Moors Common
  - No Known Owner
- FOR IDENTIFICATION ONLY.  
BOUNDARIES NOT ACCURATE

### Legend

- Public Rights of Way**
- Footpath
  - Bridleway
  - Restricted Byway
  - Byway
- Cycleways**
- Off Road
  - On Road
- Roads**
- Motorway
  - A Road
  - B Road
  - Other Road

The public rights of way information shown on this plan has been derived from the Definitive Map and Statement and any amending orders.

Public Rights of Way  
Lucombe House  
County Hall  
Exeter  
EX2 4QD

Telephone: 0345 155 1004

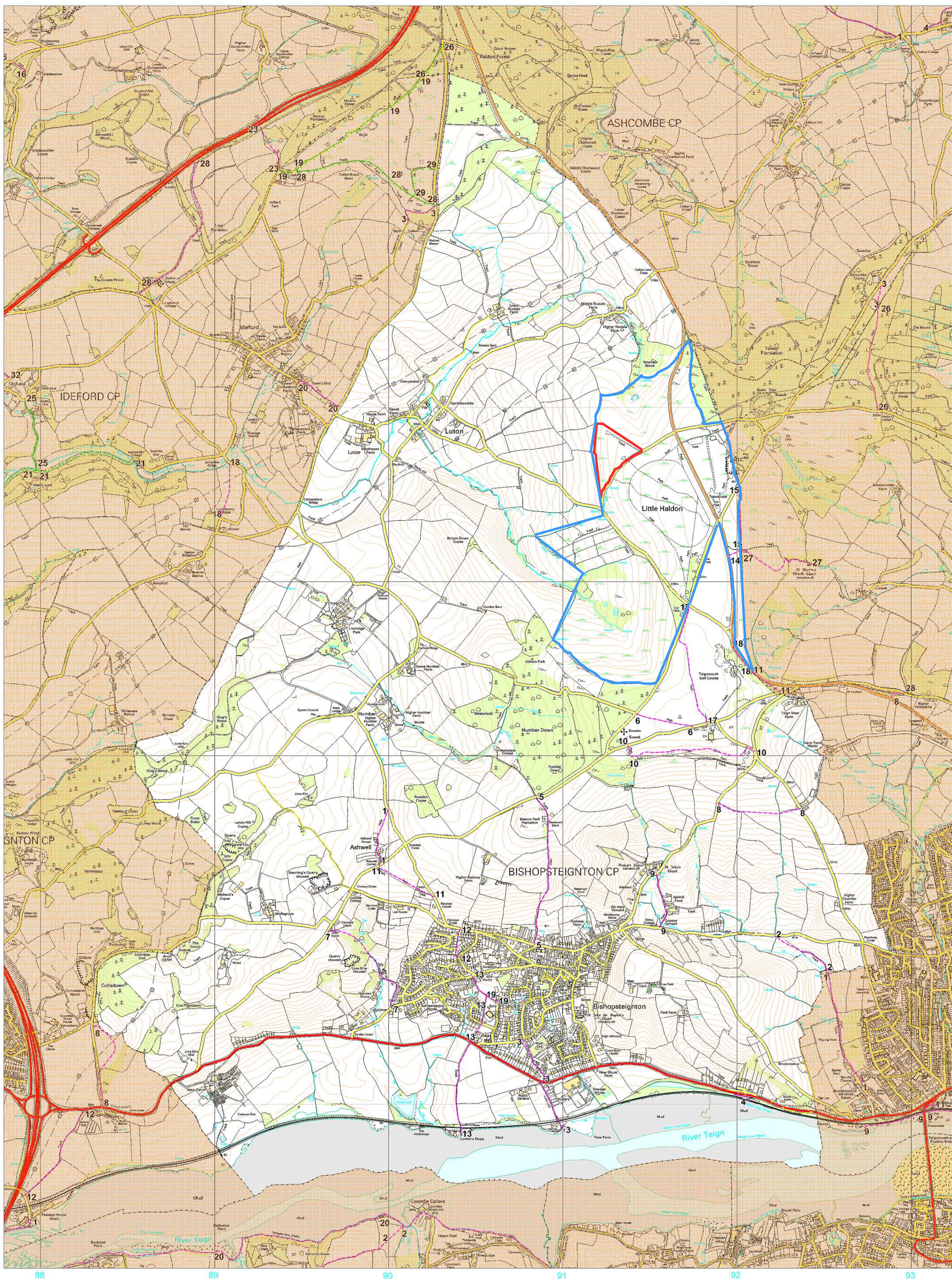
Web: [www.devon.gov.uk/prow](http://www.devon.gov.uk/prow)

**David Whitton**

HEAD OF HIGHWAYS,  
CAPITAL DEVELOPMENT & WASTE



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# Notice of proposal to cause, carry out or permit operations requiring Natural England's consent on a site of special scientific interest (SSSI)

Owners and occupiers of land within a SSSI should use this form to give notice of a proposed operation on a SSSI that needs Natural England's consent.

Complete all sections including the declaration on the final page, and send this Notice along with any accompanying information to: [ProtectedSites@naturalengland.org.uk](mailto:ProtectedSites@naturalengland.org.uk)

If you need advice or support before you submit your Notice, [contact Natural England](#). Natural England can in some circumstances [offer advice](#) if you need help with your proposal, with drafting the notice form, or if you need advice quickly (in less than 28 calendar days).

## EIA (Agriculture) regulations

If you need Natural England's consent, your project may also need assessing under the EIA (Agriculture) regulations. Find out [when you need to apply for an EIA screening or consent decision](#).

## Part 1: Where you intend to carry out, cause or permit the operations

### Name of SSSIs

Name all of the SSSIs where operations are proposed to be carried out. If you do not know the name of the SSSI where you will carrying out your operations, you can find this by visiting the [MAGIC map system](#).

Click or tap here to enter text

### Details of land on which operations are intended to be carried out, caused or permitted.

You should provide details of the exact location of where you will gain access and carry out operations within the SSSI. You can provide one or more of the following:

- OS grid references (find [OS grid references](#))
- field parcel details

- a screenshot of a map or aerial photograph that shows the exact location

Click or tap here to enter the location's details

## **Part 2: What operations you intend to carry out, cause or permit**

### **List all operations you intend to carry out, cause or permit**

You should refer to the relevant 'List of Operations Requiring Natural England Consent' (ORNEC) for the named SSSIs. If you do not have a copy of the ORNEC list for the SSSIs, you can find this on the [designated sites system](#).

Click or tap here to list the operations

## **Part 3: How you intend to carry out each operation**

**Describe how you, or someone you are permitting, intend to undertake your proposed operations.**

Click or tap here to describe the operations

## **Part 4: When you intend to carry out, cause or permit the operations**

**Indicate any specific considerations or restrictions relating to the timing of each proposed operation, such as certain weather or ground conditions**

Click or tap here to enter text

### **Enter the start and end date of the proposed operations**

Natural England has up to 4 months to consider a notice and decide whether to grant consent. Operations should not commence until consent has been granted by Natural England. Consider this when you specify your start and end dates.

#### **Start date of operations**

Click or tap to enter the start date

#### **End date of operations**

Click or tap to enter an end date

## **Part 5: Declaration**

In providing this information and signing this form, I hereby give notice to Natural England in accordance with Section 28E (1)(a) of the Wildlife and Countryside Act 1981 (as amended) of my proposal to carry out, cause or permit the operations stated above within this SSSI.

### **Name of SSSI owner or occupier**

Enter the name of the SSSI owner or occupier

### **Address**

Click or tap here to enter the address

### **Email**

Click or tap here to enter the email address

### **Telephone number**

Click or tap here to enter the telephone number

### **SSSI owner or occupier signature**

Enter the owner or occupier signature

### **Date**

Click or tap to enter the date

## **Agent representing SSSI owner or occupier**

If you are an agent representing a SSSI owner or occupier, you should provide your own contact details as well.

### **Full name**

Enter agent's first and last name

### **Address**

Click or tap here to enter the agent's address

### **Email**

Click or tap here to enter the agent's email address

### **Telephone number**

Click or tap here to enter telephone number

## **Agent's signature**

Click or tap here to enter the agent's signature

## **Date**

Click or tap here to enter the date

## **Privacy notice**

Using and sharing your information: The Data Controller is Natural England. For further information on how we process your personal information, read our [Sites of Special Scientific Interest \(SSSI\) Privacy Notice](#) on GOV.UK.

It is your responsibility to obtain all necessary permissions required to undertake the operations lawfully. You may face enforcement action from other authorities or parties if you carry out the work without permission.



**Appendix J - CLERKS REPORT OF GENERAL UPDATES 10.07.23**

**PLANNING**

22/02156/FUL - Cockhaven Arms 12 Cockhaven Road – Stationing of three shepherd huts and the erection of a linen and cycle store. A request has been submitted by Cllr. MacGregor for this matter to go to category B. 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 – to date there has been no response.

**CLIMATE & ECOLOGICAL ACTION**

I attend a NALC webinar session on Wednesday 24 April called Fighting Climate Change with Local Council Action which stated it would give examples and tips on how your local council can think globally and act locally in the fight against climate change. Unfortunately, this webinar did not give anything more that BPC are already aware. It did not give any guidance and best practice when it comes to do communication with the public, engaging volunteers, promoting local council actions let alone what these might be. So the lists I'd hope to prepare, a list of must-do and could-do actions for BPC, are no further along.

On Wednesday 28<sup>th</sup> June we, BPC & Sus Bishop, held a drop-in session with an expert from ECoC (Exeter Community Energy) and their local rep David Cochrane. This was reasonably well attended, and thought should be given to holding a further session in the Autumn. Sadly, David no longer wishes to continue as the local representative, but we can work with Sus Bishop and ECoC.

At the last BPC meeting it was agreed the council should create a Biodiversity Action Plan. For this to happen the first stage is to meet with an independent ecologist, which is in the pipeline, alongside a relevant officer from TDC. This will come at a cost so the council will need to either agree to set a budget for this work, or that the Climate Action grant is used. This will be added to the agenda for the next Asset Management Committee Meeting.

**PARISH ASSET MAINTENANCE**

**War Memorial** – Following the resolution made at the May Full Council meeting a contractor, West Access, has been appointed to professionally steam clean and repaint the lead lettering. The contractor is to advise what dates the work will take place. BH have awarded a donation of £500 towards the final cost. A budget heading is established for 2023/24 with £1,000 allocated. The small balance will be taken from BPC unrestricted reserves; to save the time it would take to make an application to the War Memorials Trust.

**Benches** – Maintenance ongoing, as and when required. The DoFE participants are currently conducting an condition assessment for each.

**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 now complete.

## CLERKS REPORT Cont'd - GENERAL UPDATE 10.07.23

**Revamp** – Funding: the applications for funding both playgrounds has been successful and approved. Suppliers: Both chosen contractors have been advised of the awarded contract and the installation timescale and final order needs to be confirmed. Site visits will be required. 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 original contract is repainting the lines, to be assessed.

**Improvements at Fore Street Toilets** - Some repairs and painting is required to keep this facility in good condition. Complaints have been received. 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 and disabled access and baby changing. To take this further a volunteer has agreed to survey the building to provide plans and layout options. This shall be reviewed by the AMC at its meeting on 24.07.23.

**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 which recommended further inspection in August 2023 when the tree is in leaf. This has been organised for Monday 21<sup>st</sup> August.

**New Parish Noticeboard:** Board now installed on Forder Lane at the junction with Grange Park.

### **Public Rights of Way:**

**2022-23 Annual Condition Survey:** Carried out by DofE volunteers, results submitted to DCC P3 coordinator, awaiting grant.

**Bookings @ the Muga:** Several regular bookings mean the court will be closed to the public at these times, this is difficult to guarantee due to the fact it is never locked. Booking as follows:

- Tuesdays 7.00 to 8.45 Chudleigh Canon Netball, occasionally carried forward to Wednesday due to inclement weather.
- Power hooping classes 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. This has been monitored by a councillor and the volume is satisfactory, not considered intrusive to neighbouring properties. Complaint dismissed.

**Recent Vandalism:** A matter which has now been resolved, with a positive face-to-face meeting with the four boys who confessed to being involved. This included the police and enabled us to explain the consequences, and possible consequences of their actions. I offer for them to come back to the council with some idea of what we might provide in the future, as way of entertainment. Awaiting responses.

## CLERKS REPORT Cont'd - GENERAL UPDATE 10.07.23

**Trees @ The Lawns:** recently I have had requested for planting of celebration, memorial, and commemorative trees at The Lawns. All plant will take place in the Autumn and there is plenty of space and opportunity for more trees. This all adds to the actions to reduce carbon footprint.

**Electrical work @ The MUGA:** Damage to one of the junction boxes for the floodlights; unsure if vandalism or not. Repairs carried out but R. D. Edwards, awaiting invoice.

**Posts @ Village Green:** As you know one of the bollards at the VG was damaged by the delivery lorry of the BVF marquee. Repairs have been carried out and in accordance with the Users agreement this cost is being covered by the BVF committee.

## GENERAL ADMINISTRATION

**SCOUTS HQ/COMMUNITY HUB @ The Lawns:** Now that the scouts have been granted planning permission, I will be chasing the solicitor at TDC for permission to change/vary the covenant, or at least acknowledge the covenant is not a valid restriction to this building.

Further meetings will be required to ensure all matters have been dealt with as they should, and the lease agreement is in place and ready.

**D-DAY 80<sup>TH</sup> ANNIVERSARY COMMEMORATIONS** – For this event The Crown are calling for beacons to be lit. Will need to be project managed, risk assess, volunteers required. To register our beacon by 30.05.24.

**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.

### **CIVILITY & RESPECT PROJECT & PLEDGE:**

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

Once the Strategy & Governance Committee have completed a review of policies and have created a Strategy for the council this opportunity can be considered by this committee.

### **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). Delivered, Justin to be installed within the next few weeks.

Further boards are anticipated at 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.

### **DEFIBRILLATORS:**

Agreement in principle to install a unit at Cockhaven Arms, agreement given. Unit provided by HLG.

Awaiting funds for a cabinet and installation. I've discovered a new grant suitable, need to register an interest.

## CLERKS REPORT Cont'd - GENERAL UPDATE 10.07.23

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:

- **Full Council:** 7.30pm Monday 10 July. **Next:** 7.30pm Monday 4 Sept.
- **Finance Committee:** 7pm 17 July @ BCC.
- **Planning Committee:** 7pm 24 July @ BCC. If matters arising.
- **Asset Management Committee:** Approx. 7.30pm 24 July @ BCC. (after Planning Committee).
- **PACT:** (Police & Community Together): Thursday 20 July 10.30am @ Cockhaven Arms.
- **Strategy & Governance Committee:** 7pm Monday 31 July @ BCC
- **Teignbridge Town & Parish Planning Forum/TALC:** TBC
- **Teignmouth Harbour Consultative Group:** TBC
- **ECoE Healthy Homes for Wellbeing:** TBC
- **BCC Regeneration Joint Committee:** TBC

### FOR INFO:

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

Majority of my weekly hours will be worked from home, but I do intend to visit the parish at least once a week and occasionally work from the Bishopsteignton Heritage Hub. 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*