

MINUTES
OF THE FULL COUNCIL MEETING
HELD AT 7.30PM MONDAY 10 JULY 2023
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2961 MEETING GOVERNANCE

.01 Attendance:

.i **Present:** Members: Cllrs. Merritt (Chair), Benham, Edwards, Gateshill, Gill, Grumble, Hanafin, Head, Shaw & Vooght (10/11).
County Cllr. Peart. District Cllr. MacGregor. Clerk: Mrs. K. Ford. 1 members of the public.

.ii **Apologies:** Cllr. Watson (1/11). PCSO S. Bunce & PC. C. Orchard.

.02 Declaration Of Interests: none.

.03 Order Of Business: No change required.

.04 Ratification Of Minutes: Minutes of the two meetings of the Parish Council held at Bishopsteignton Community Centre on 22.05.23, including the Annual Meeting of the Parish Council, were considered. It was proposed and seconded that these be approved as a true and correct record. Agreed unanimously therefore **resolved to approve** and to be signed by the chair.

2962 OFFICIAL REPORTS:

.01 POLICE: No crime report could be provided for this meeting. The latest issue of the Gazette had been circulated to members and uploaded to the website.

The clerk advised that the 101 service is being ceased, advice on how to report non-urgent crimes shall be circulated on social media and the website.

The clerk has been encouraged by local police to sign up to Devon & Cornwall Police Alerts, and email list which sends regular updates of local crimes. When these reports are relevant to Bishopsteignton the info can be share on social media and to members by the clerk.

.02 DISTRICT COUNCILLOR: The following report was provided and Cllr. MacGregor.

Local Plan - There is a briefing for members on the latest consultation feedback on the 24th July.

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>

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.

Cllr. Benham asked Cllr. MacGregor if there was anything worth noting, relevant locally, in the report from Mr. Gove. He responded that there was some funding and development opportunities significant to the regeneration projects of Newton Abbot and that this will allow for a review of the Cinema project which recently has been put on hold due to lack of opportunity.

Cllr. Grumble asked what percentage of TDC officers are still working from home. Cllr. MacGregor reported that 55% of staff are unable to work from home anyway, being from either the leisure or waste departments, so the assessment is on the remaining 45%. He reports that no officer works from home exclusively with all attending the office space at some point. The unfortunate circumstance at for the time being is a low headcount of staff.

.03 COUNTY COUNCILLOR: Cllr. Peart provided the following report.

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.

MINUTES - continued
FULL COUNCIL MEETING - held 10.07.23.



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 the DCC website for more information and application forms.

Devon Education Trust, PO Box 574, Newton Abbot, TQ12 9NJ
Email devoneducationtrust.co.uk

2963 FINANCE:

- .01 **Payments:** It was proposed and seconded, that the payments listed in '230704 Payment Authorisation' be approved retrospectively as processed by the clerk. Agreed unanimously therefore **RESOLVED**.
- .02 **Monthly Finance Statements:** A statement for the period ending 30.06.23 was forwarded to members prior to the meeting. No questions were raised therefore this was **NOTED** by members and signed by the Chair. Clerk to publish this on the BPC website.
- .03 **BPC Community Grant:** An application from Teignbridge Citizens Advice Bureau for a grant of £250 was considered. A proposal to approve this grant was made by Cllr. Benham, this was seconded by Cllr. Shaw, agreed unanimously therefore **RESOLVED**. Clerk to advise Teignbridge CAB and transfer the grant.

2964 BPC GOVERNANCE

Drafts of the following policies/documents were prepared and circulated to members prior to the meeting. Each was reviewed.

- .01 **Risk Management Schedule 23-24 (P014).** It was proposed, seconded, and unanimously agreed to adopt with immediate effect, therefore **RESOLVED**.
- .02 **Responsible Purchasing & Procurement Policy (P.010).** Cllr. Benham suggested that each new contractor is asked to provide a carbon reduction plan. This was agreed in principle and Cllr. Shaw added that links to such a document can be provided to smaller businesses who may not have this in place already. It was proposed, seconded, and unanimously agreed to make the suggested addition and adopt immediate effect, therefore **RESOLVED**.
- .03 **Device Users Agreement (Members Tablets) (D.005).** It was proposed, seconded, and unanimously agreed to adopt with immediate effect, therefore **RESOLVED**. The Clerk highlighted that a list of the device serial numbers matched to the tablet issued to individual members need to be provided by Cllr. Watson before the agreement can be signed by each member and countersigned by the clerk. This was **NOTED**. The clerk suggested purchase of an additional BPC tablet for use by the clerk when on site, particularly useful for cemetery site visits. This was considered. It was proposed by Cllr. Head, seconded by Cllr. Shaw to purchase an additional tablet for the clerk's use, using IT reserves. Agreed unanimously therefore **RESOLVED**.

MINUTES - continued
FULL COUNCIL MEETING - held 10.07.23.



2965 ADOPTION OF COMMON LAND AT LITTLE HALDON

Members reviewed the proposal raised in the clerk's report. There were concerns from all members regarding the unknown liability, level of responsibility regarding risk assessment and public liability insurance, and a definition was required for the term 'adopt' in regard to taking on the land. Clerk to investigate further and report back to the Asset Management Committee or Full Council meeting, whichever is soonest once information is provided.

2966 HIGHWAYS:

.01 20's plenty – No BPC member was able attend either of the free webinars for councils in Devon to educate on this matter. Without a level of understanding of the issues it was not clear what actions the council should be considering. Further information to be sought before this matter can be considered. It was unanimously agreed to **DEFER** this matter. It was agreed members will suggest roads they believe should be included as part of the proposed reduced speed restriction area. Clerk to mark these on a map for consideration.

.02 The following DCC notices (TTRO's) were noted –

- Temporary Prohibition of Through Traffic – Clanage Street 08.00 to 23.59 Monday 21 August for Jurassic Fibre access to poles and chambers to connect customers. Signed diversion in place.
- Temporary Prohibition of Through Traffic – Church Road 08.00 to 17.00 Wednesday 30 August for detechnic are carry out works on the manhole. installation of sewer level equipment in the manhole. no excavation required. Signed diversion in place.

2967 CLERKS REPORT

The clerk provided a report prior to the meeting and made available to download from the website. The following matters were considered further:

- .01** Cllr. Benham reported that support for a Carbon Reduction Plan could be provided by ACT and a dedicated officer at TDC. Communications should come out to Town & Parishes soon.
- .02** Cllr. Head asked if the council could consider removal of the advertising banners at Cockhaven Junction, and a suitable policy for the future management of this issue. IT was unanimously agreed for this matter to be on the next meeting agenda for the Asset Management Committee.
- .03** Members consider the condition of the MUGA surface. It was agreed a Big Sweep session be arranged for 5pm Tues 18th July.

2968 MEMBERS REPORTS: members gave brief summaries on the following matters/events:

- .01** Cllr. Merritt reported that a written report on the Teign Estuary Trail shall be provided following the next joint working party meeting.
- .02** Various areas where summer weeds are particularly bad were discussed. Clerk to liaise with the Neighbourhood Highways Officer on what can be done, such as utilising the Community Payback Scheme. Matter to be deferred to the Asset Management Committee for further consideration.
- .03** Cllr. Grimble highlighted that dumping waste at the top of FP12 (Teig View Road), including garden waste was continuing. Matter to be deferred to AMC also, to monitor this activity and consider enhancing the area. She also reported bad weeds at the bottom of this footpath, where it meets Murley Crescent; clerk to ask D of E volunteers to weed here.

2969 PUBLIC PARTICIPATION: None.

THE CHAIRMAN CLOSED THE MEETING AT 20.45PM

For 4 September 2023

1. The Lido shut early this year due to a leak which saw water levels drop quickly and dangerously. The showers and toilets in the changing rooms also lost pressure and were also unusable. Effort is now going into establishing the leak location and how to fix it. I have lodged questions regarding this issue for full council.
2. Broadmeadow Leisure Centre is to be refurbished after the project was agreed at the last full council. The project value is around £3m of which there is a grant of £300,000. There will be significant disruption as it involves considerable space changes. One of the key aspects which I and others disagree with is the decision to move from three separate changing facilities to a 'village' type changing area. This means removal of single sex spaces as well as the team changing facility.
3. Ridgetop Park by Exeter was opened recently. It is funded entirely by developer contributions.
4. No further responses at the stage (from TDC) of responding to the email from you regarding progress on the Scout Hut being built at The Lawns.
5. I understand that there are free training opportunities for clerks and chairs at Parish and Town level being made available.
6. Bakers Yard still hasn't made it back to consideration, but I understand that a revised plan is to be put forward specifying a safer route to town which the Parish I recall did not think was practical.
7. There are additional funds - £33000 - being made available to assist with cost-of-living difficulties for those experiencing the most difficulty. It comes from the Teignbridge Lottery income.
8. Cost of living drop in events start next week
We've teamed up with the CVS and almost 30 other supporting organisations to run a series of six free, cost of living drop in events at locations across the district. The events – the first of which is at Bovey Tracey on 13 September - will provide a wide range of advice and information to help residents struggling with the cost of living pressures to manage their way through the autumn and winter months.
The dates and locations of the events, which will be attended by several council teams, are set out below:
 - Wednesday 13 September 9.30 - 12.30 Bovey Tracey Riverside Centre
 - Thursday 21 September 9.30 - 12.30 Moretonhampstead Parish Hall
 - Thursday 5 October 9.30 - 12.30 Newton Abbot Courtenay Centre
 - Monday 9 October 10.00 – 1.00 Teignmouth Pavilions
 - Wednesday 18 October 9.30 – 12.30 Christow Community Hall
 - Thursday 26 October 9.30 – 12.30 Buckfastleigh St Luke's Church Hall

Andrew MacGregor

Councillor for Bishopsteignton Ward

Tel: [07947 325037](tel:07947325037)



County Councillors Report to Bishopsteignton Parish Council

For 4 September 2023

Deadline for free trees scheme.

Landowners and communities in Devon are being reminded to apply for this year's free tree scheme.

Devon County Council is offering up to 50 free tree packs, each containing 45 native broadleaved trees and other items to support their planting and establishment.

This project will help achieve carbon net zero, tackle the Climate Emergency and support nature recovery.

Last winter, more than 17,000 trees were planted in Devon through the Emergency Tree Fund, a project run in partnership with the Woodland Land Trust, with additional support via the Forestry Commission. This breaks down to 6,750 trees awarded to landowners and more than 9,800 trees planted on County Farms Estate and other council owned land.

Applications for this year's scheme need to be completed online by Wednesday 27th September.

Applicants will be notified if they have been successful before the end of October and the free tree packs will be delivered in time to be planted during National Tree Week from [the 25th November – 3rd December]

To find out more about the Emergency Tree Fund visit the County Councils dedicated webpages.

Cllr. Ron Peart
31/08/23

PAYMENTS AUTHORISATION

Payments transacted between 11.07.23 to 01.09.23 to be retrospectively approved at the full council meeting to be held 04.09.23 (Appendix Ci).

VN	Date paid	Suppliers/Payee	General Description	NET	VAT	TOTAL
72	11.07.2023	British Gas	Utilities	£25.16	£1.25	£26.41
73	11.07.2023	Valencia Communities Fund	CIL	£1,594.00	£0.00	£1,594.00
74	11.07.2023	Kate Eco Gardening	General Maintenance - See description	£224.00	£0.00	£224.00
75	11.07.2023	Inter-Line Building Supplies Ltd	General Maintenance - See description	£6.06	£1.21	£7.27
76	11.07.2023	Valencia Communities Fund	CIL	£2,749.10	£0.00	£2,749.10
77	12.07.2023	EE	BPC Mobile Phone contract	£17.00	£3.40	£20.40
78	14.07.2023	Everflow Ltd	Utilities	£45.28	£0.00	£45.28
79	17.07.2023	Bishop CC	Office Rent	£211.00	£0.00	£211.00
80	17.07.2023	BGS Ltd	General Maintenance Contract	£1,616.00	£323.20	£1,939.20
81	17.07.2023	Octopus	Utilities	£369.69	£0.00	£369.69
82	19.07.2023	Citizens Advice Teignbridge	Donation	£250.00	£0.00	£250.00
83	20.07.2023	C. R. Barnes	Cemetery Maintenance	£45.00	£0.00	£45.00
84	20.07.2023	Russell Edwards	General Maintenance - See description	£110.00	£0.00	£110.00
85	20.07.2023	J. Manester (Odds Sods n Jobs)	Cemetery Maintenance	£440.00	£0.00	£440.00
86	24.07.2023	Steve Underhill Services	General Maintenance - See description	£75.00	£0.00	£75.00
87	31.07.2023	British Gas	General Maintenance - See description	£79.20	£3.96	£83.16
88	01.08.2023	P. Walton	Toilet Cleaning Contract	£429.17	£0.00	£429.17
89	01.08.2023	Very Good Email Co	Email hosting	£13.00	£2.60	£15.60
90	01.08.2023	Dot Combo Ltd	Admin/IT	£50.00	£0.00	£50.00
91	02.08.2023	HMRC	Tax & NICs	£496.25	£0.00	£496.25
92	02.08.2023	Mrs. K Ford	Clerks Salary	£1,592.62	£0.00	£1,592.62
93	02.08.2023	DCC Pension Fund	Pension Contributions	£571.57	£0.00	£571.57
94	08.08.2023	DALC	Member Training	£75.00	£15.00	£90.00
95	08.08.2023	Morris & MCGinn	Cemetery Maintenance	£9.41	£1.88	£11.29
96	08.08.2023	PKF Littlejohn	Admin/IT	£420.00	£84.00	£504.00
97	08.08.2023	Williams & Triggs MM	Cemetery Maintenance	£67.50	£13.50	£81.00
98	08.08.2023	Bishop property (J. Parkes)	Cemetery Maintenance	£73.90	£6.94	£80.84
99	08.08.2023	Kate Eco Gardening	Cemetery Maintenance	£84.00	£0.00	£84.00
100	14.08.2023	British Gas	Utilities	£7.46	£0.37	£7.83
101	14.08.2023	EE	Admin/IT	£17.00	£3.40	£20.40
102	14.08.2023	Everflow Ltd	Utilities	£39.91	£0.00	£39.91
103	14.08.2023	ABC Siddalls Skip Hire Ltd	General Maintenance - See description	£121.67	£24.33	£146.00
104	15.08.2023	Bishop CC	Office Rent	£211.00	£0.00	£211.00
105	15.08.2023	BGS Ltd	General Maintenance Contract	£1,616.00	£323.20	£1,939.20
TOTALS				£13,751.95	£808.24	£14,560.19

On behalf of Bishopsteignton Parish Council, I approve that the debts detailed below were paid from Bishopsteignton Parish Council funds and that these transactions were carried out by the Clerk & RFO of Bishopsteignton Parish Council as detailed.

Signed: _____

Position: **Chairman** _____

Dated: **04.09.23** _____

PAYMENTS AUTHORISATION

App Cii - Payments to be approved at the full council meeting to be held 04.09.23 and to be transacted 05.09.23

VN	Payment Date	Description	Supplier/Payee	Net	VAT	Total	Notes
109	05/09/2023	Tax & NICs	HMRC	£496.25	£0.00	£496.25	contracted/obligatory
110	05/09/2023	Clerks Salary	Mrs. K Ford	£1,592.62	£0.00	£1,592.62	contracted/obligatory
111	05/09/2023	Electoral Services	TDC	£331.30	£0.00	£331.30	Admin fees for uncontested election
112	05/09/2023	Admin/IT	Amazon	£198.78	£39.77	£238.55	Clerks tablet, tablet cover, stationery and basketball hoop nets
113	05/09/2023	General Maintenance	Devon Tree Services Ltd	£360.00	£72.00	£432.00	Tree safety inspection/obligatory
114	05/09/2023	General Maintenance	Inter-Line Building Supplies Ltd	£45.54	£9.11	£54.65	Supplies for pooppy wreath holder/stand
115	05/09/2023	General Maintenance	John Parkes	£150.00	£0.00	£150.00	labour and additional materials for building pooppy wreath holder/stand
116	05/09/2023	Admin/IT	Richard Cowell (Richard Cowell Jewellery)	£1,330.00	£0.00	£1,330.00	For the referbishment of Council Regalia. Fromunrestricted
117	05/09/2023	Admin/IT	Mrs. K Ford	£10.76	£0.00	£10.76	Batteries for the bank card reader
118	05/09/2023	General Maintenance	Justin Manester (Odds Sods n Jobs)	£170.00	£0.00	£170.00	Part 1 of work to the wall at St Johns.
				£4,685.25	£120.88	£4,806.13	

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: **04.09.23**





FINANCIAL STATEMENT At 31.08.23

1. BALANCES

Bank Balance at 31.08.23	172288.77	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below)	158499.94	92.0% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 month worth of regular expenditure)	13788.83	8.0% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	96552.17	Bishopsteignton Cemetery use only
Staff costs	3602.27	Staff salary, Employer NI & Pension contributions
Administration costs	8131.87	Includes all office & admin cost
Asset Management	12859.26	Includes budgets & reserves for management of all assets
Agency Grants	-479.72	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1402.34	
Grant Awarding Funds	250.00	Under GPC of Localism Act 2011
Monies held in Trust	1326.34	Cricket Club, Bench donation, Playdays
CIL	30785.38	Spend must meet criteria, deadlines for spend
S106 Balance	0.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	3724.41	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	786.36	
VAT	-760.44	Balance of VAT payments & receipts
TOTAL	158499.94	

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 31/08/2023			
	Cash in Hand 01/04/2023			153,358.85
	ADD			
	Receipts 01/04/2023 - 31/08/2023			66,904.61
				220,263.46
	SUBTRACT			
	Payments 01/04/2023 - 31/08/2023			47,974.69
A	Cash in Hand 31/08/2023 (per Cash Book)			172,288.77
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2023	0.00	
	Lloyds Premier	31/08/2023	50,256.74	
	Current Lloyds TSB Treasury	31/08/2023	122,032.03	
				172,288.77
	Less unrepresented payments			
				172,288.77
	Plus unrepresented receipts			
B	Adjusted Bank Balance			172,288.77
	A = B Checks out OK			

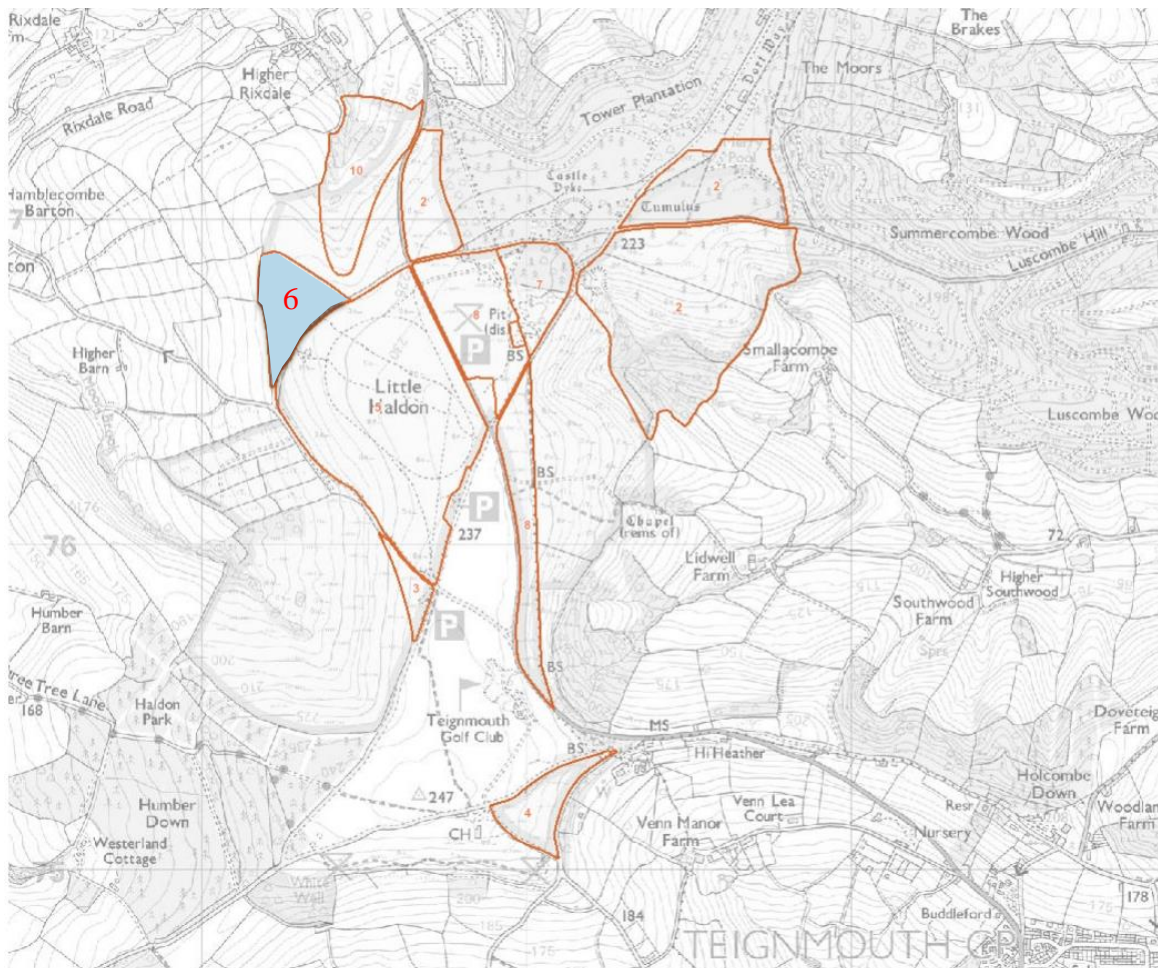


BISHOPSTEIGNTON PARISH COUNCIL

Appendix E for 04.09.23
Clerks Report

ADOPTION OF LAND AT HALDON MOOR (aka Little Haldon)

PREAMBLE: 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 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.

NB. Please note the boundaries shown are not accurate and should be used for identification purposes only. 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 one of the reasons it is neglected. Where there is no acknowledged owner of common land, a local council (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>

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.

Earlier this Summer, a request has been 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....

However,

- I have been advised that any necessary risk assessments and sufficiently valid insurance cover of the managed work shall be provided by the group.
- There is no definitive answer from any associated advisory bodies what level of liability or responsibilities BPC take on by adopting the common land.
- Research has led me to believe this is a matter for the District Council, not Parish. Due to their resources, such as green spaces, wildlife wardens, solicitor and legal services, etc.
- Mandy, the contact from the working group has since advised that there is no clear legal route for either the Parish Council or the District Council to undertake management on an unowned common. Due to a recent court case, they are no longer confident of the advice given on the Open Spaces Society website, www.oss.org.uk.
- She added that... "What the OSS have suggested is that conservation work by individual volunteers on an unowned common or SSSI would not involve any contravention of criminal law provided no damage is caused. So it may be that we just go ahead and do this work without requiring any permissions, which would be the simplest course of action."

CLERKS RECOMMENDATION: Therefore, I believe no further action should be taken by BPC at this time, other than to politely decline to opportunity presented by the voluntary working group and wish them success in their endeavours.

Kim Ford
Clerk to the Council



BISHOPSTEIGNTON PARISH COUNCIL

Appendix F for the full council meeting to be held 04.09.23

FORE STREET PUBLIC CONVENIENCE – POTENTIAL DEVELOPMENT

Further to discussions initiated by reports of the current poor condition at this facility these drawings have been provided following a building survey conducted voluntarily.

The first shows the current layout of the building. Options 1-3 show how the internal building space might be laid out/developed to create just one unisex/shared toilet with disabled access and baby-changing table. Dimensions are not shown but the drawing is to scale, measurements can be added if/when required.

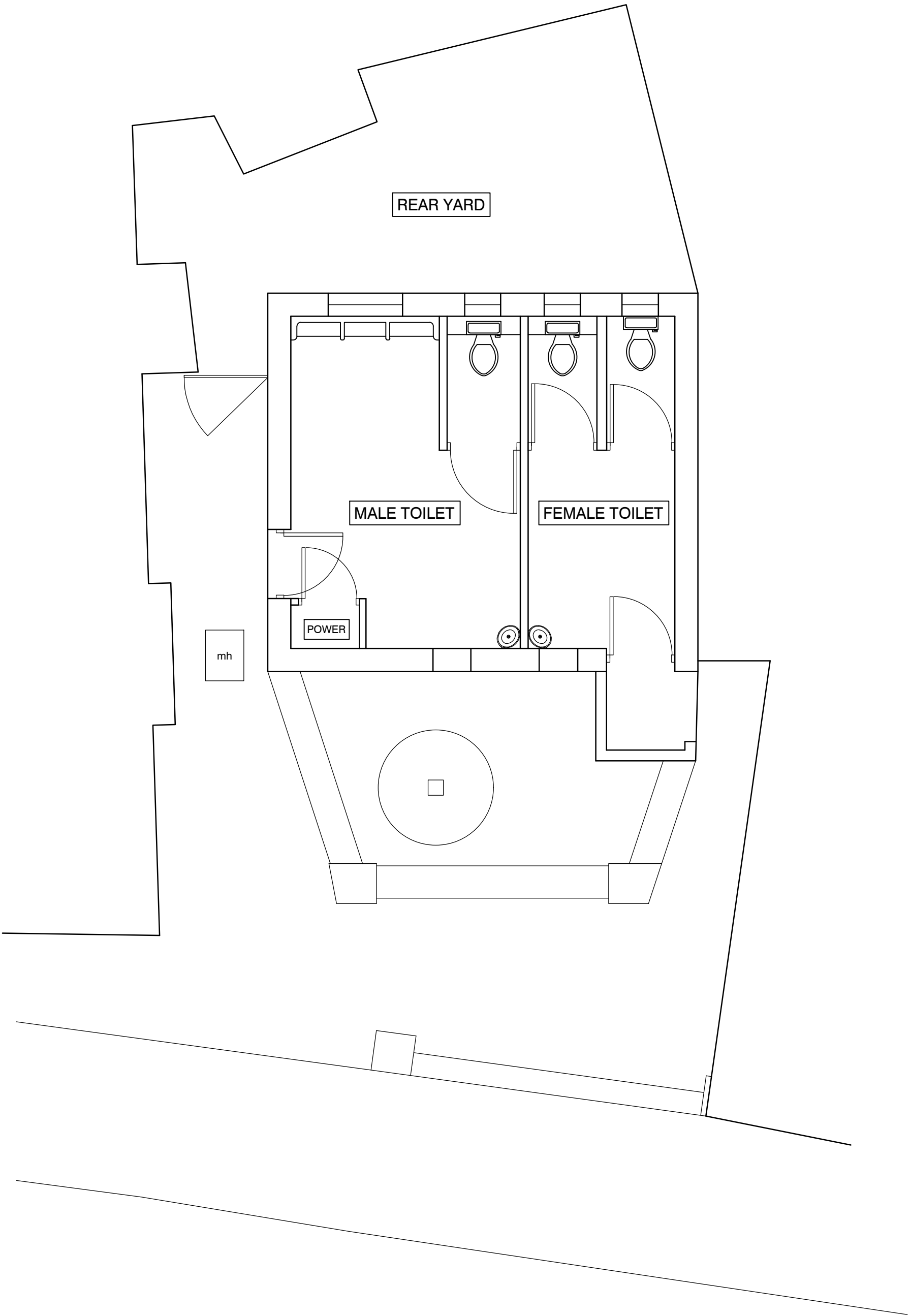
If the parish council wish to proceed with a project along these lines this can be deferred to the Asset Management Committee for closer control, reporting back to full council as and when required.

Further investigations will include, but is not limited to the following:

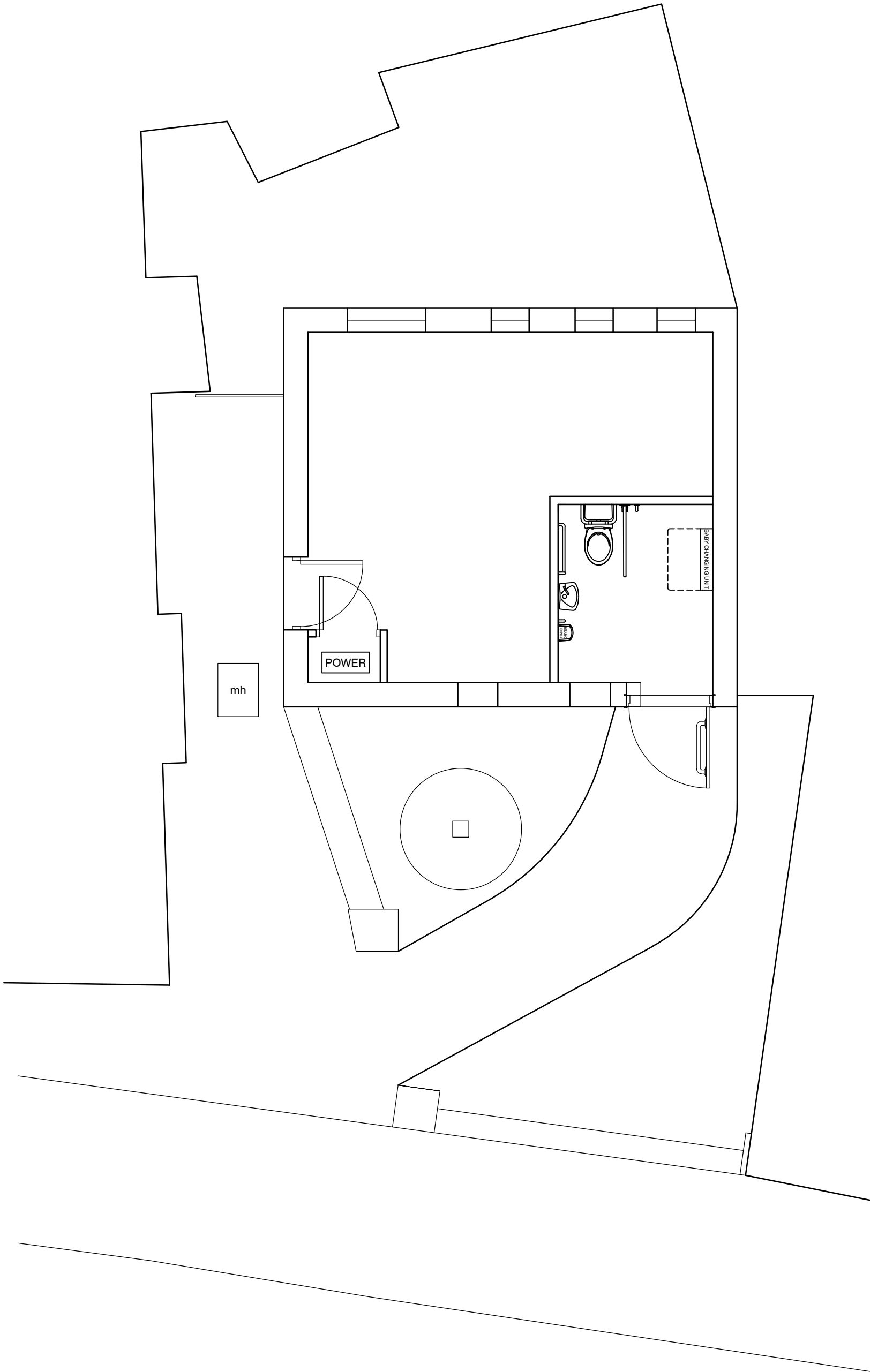
- Possible uses for the building. Would public consultation be made? If a commercial let, how will this be opened to tenders?
- Potential associated costs of the development, and how these costs might be met.
- Essential planning permission especially considering its position within the Bishopsteignton conservation area.
- Potential overage clause fees which may be applied by TDC, depending on if income is to be received from a commercial let.
- Potential business rates applied by TDC, depending on the new use ie. BPC office space, Community Hub, rented space.

Please review and collectively resolve any tasks/actions as considered appropriate.

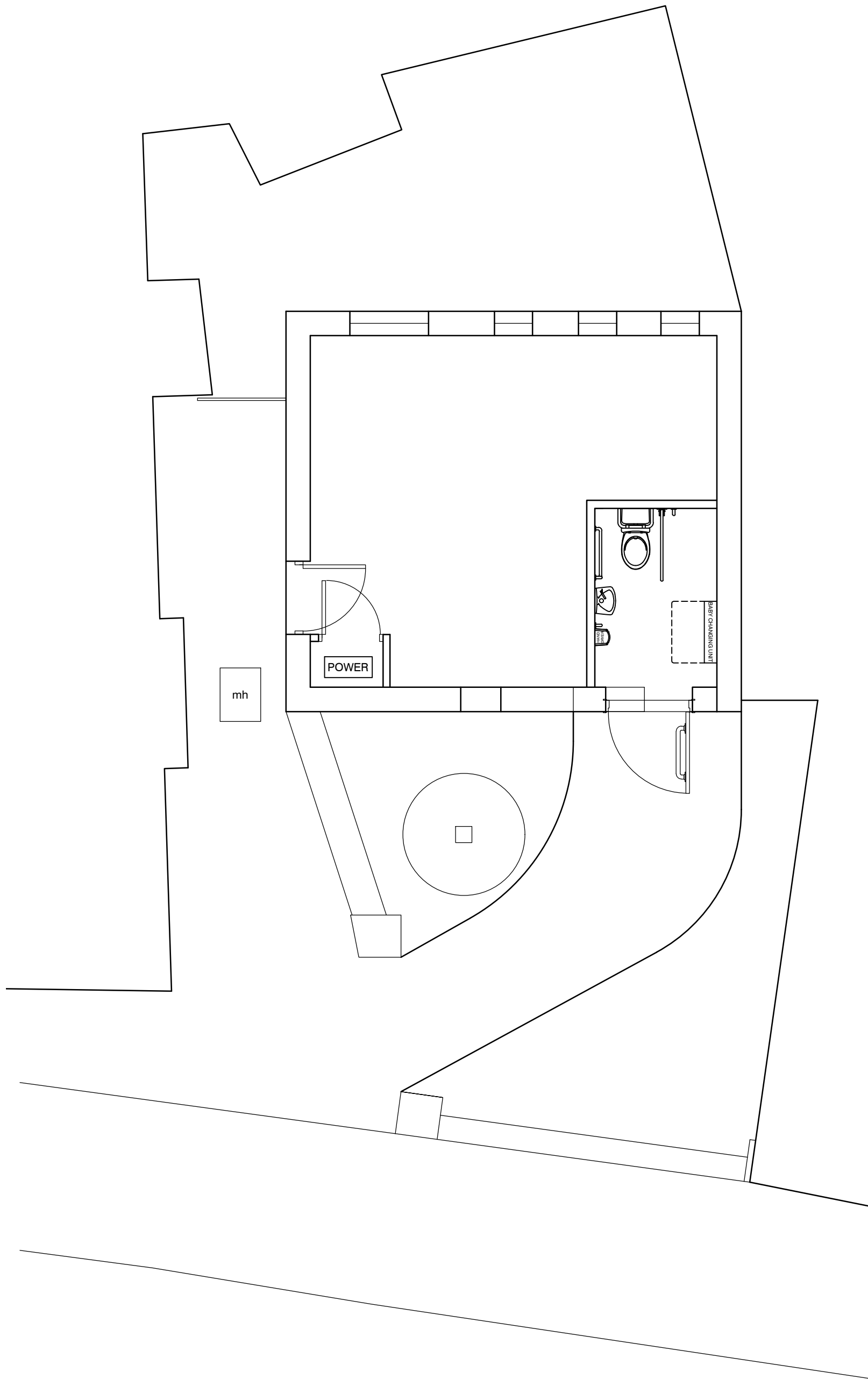
Kim Ford
Clerk to the Council



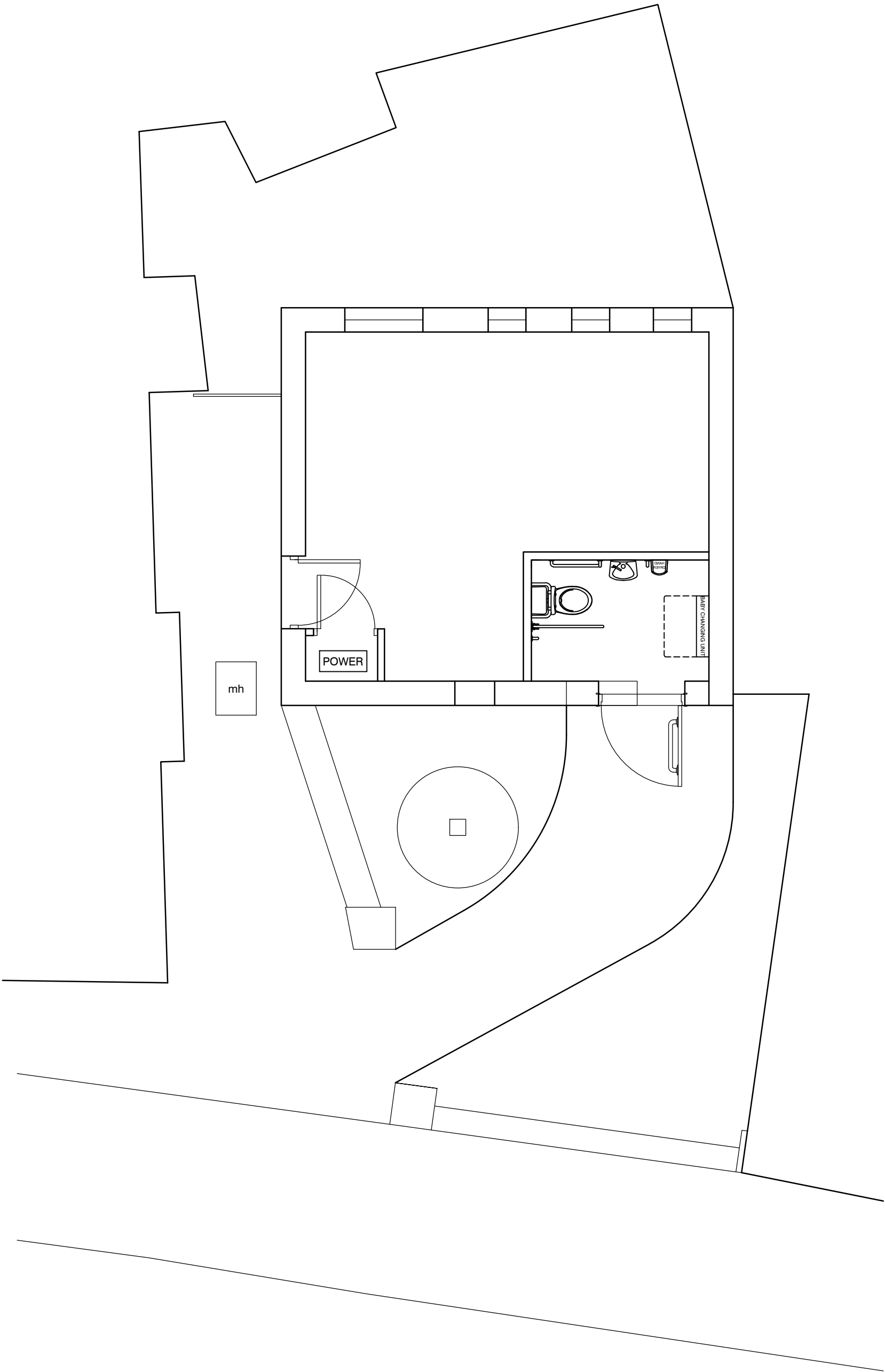
EXTG GA (1:50)



OPTION 1 - UTILISING EXTG WALLS (1:50)



OPTION 2 - STD DDA TOILET PORTRAIT 1:50)



OPTION 3 - STD DDA TOILET LANDSCAPE 1:50)



BISHOPSTEIGNTON PARISH COUNCIL

Appendix G for 04.09.23 Clerks Report – Advertising Banners

Prompted by several complaints from parishioners, at its last meeting (24.07.23) the Asset Management Committee discussed the display of banners on the new railings at the junction of Cockhaven Road. Currently, and for a few months at least there has been one for Shaldon Zoo, and for even longer one for Bishopsteignton School/Preschool. Both worthwhile causes which do need support. However, this led to various businesses adding advertising boards using cable ties in the end this looked rather untidy and defeat the objective of enhancing that area!



Following discussions, it was resolved to make the following recommendation to full council:

The AMC recommend the full council to resolve that there should be no advertising banners at the new railings at Cockhaven Junction and the businesses/charities currently displaying banners should be asked to remove them.

Every effort shall be made to support parish charities/community groups to find suitable alternative locations to display notices of events/promotion, etc. For example, the fence for the Lawns playground might suit the School banner, or the railing of Fore Street?

However, if BPC are going to provide alternative spaces there should be a policy which ensures locations are specified and anything displayed is suitable (size, condition, fixings) is safe (condition, fixings, not obscuring the view of vehicle and pedestrian) timely (displayed for not more than 4 weeks prior to an event and removed promptly afterwards), limited (say a maximum of 4 weeks per banner).

If members agree with this approach, I shall prepare a suitable policy for adoption at a future meeting.

Kim Ford
Clerk to the Council

STRATEGIC PLAN 2023-2027

Our Vision For Bishopsteignton Parish

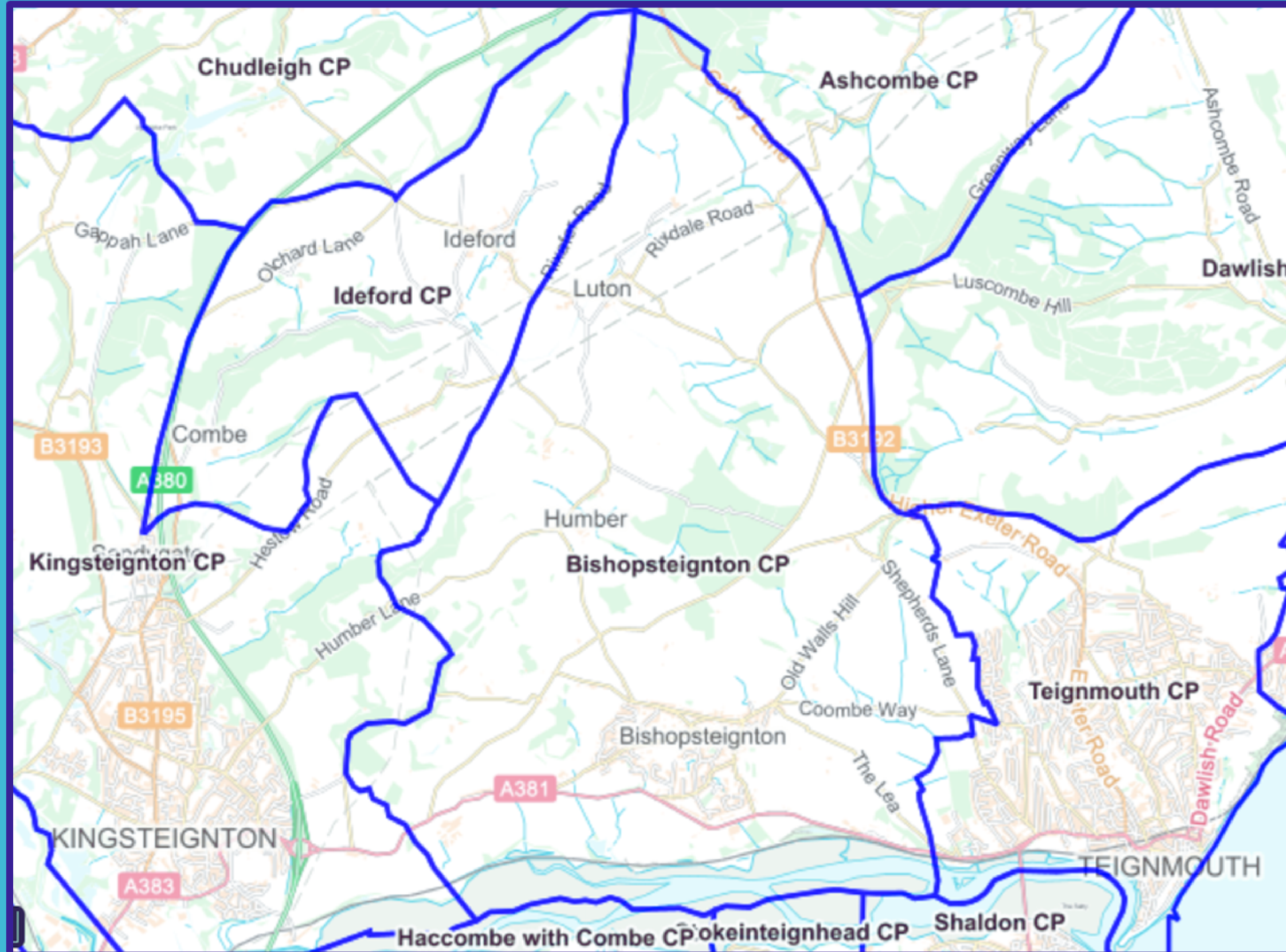


CONTENTS

1. Map
2. Introduction
 - Mission Statement
3. About Us,
 - Where We Fit
 - Organisation Structure
4. About this Strategic Plan
 - Monitoring the Plan
5. Bishopsteignton Parish Council Aims To Be...
6. Financial Information
 - Budget for 23-24
 - Earmarked Reserves
7. Core Objectives
 - Governance & Accountability
 - The Parish Environment
 - Community Heritage, Health & Wellbeing
8. What Next? Key Priorities
9. Glossary of Terms
10. Contact Details



1. PARISH MAP



Bishopsteignton is a village and civil parish in South Devon, England, between Newton Abbot and Teignmouth, on a steep hill on the northern bank of the Teign Estuary.



2. INTRODUCTION

This is Bishopsteignton Parish Councils Strategic Plan for the parish of Bishopsteignton for 2023-2027

This Strategic Plan sets the Parish Council's vision for the Parish, its purpose, values, objectives and key priorities until May 2027.

The aim of the Plan is to give residents a clear understanding of what the Parish Council does and what it is trying to achieve, either directly or indirectly by attempts to increase its influence for action of the relevant delivery body, such as the District or County Council.

The Plan is a live document that will be reviewed bi-annually, used to drive the budget process, plan activities for the coming year and enable the Parish Council to monitor its progress against key priorities.



MISSION STATEMENT

The Parish Council always aims to be forward thinking and outward looking, working with the residents of Bishopsteignton to bring about a thriving community and sustainable environment.

The Council will work collectively to:

- Improve the quality of life for the residents of Bishopsteignton by ensuring that the village is a desirable, thriving and sustainable place in which to live.
- Maintain high standards of governance, integrity, and transparency
- Adopt high standards of financial management
- Operate efficiently and effectively
- Be a good employer
- Work in partnership with others
- Communicate clearly
- Be a learning organisation
- Fulfil statutory and regulatory requirements



3. ABOUT US

Bishopsteignton Parish Council is made up of 11 elected Councillors and conducts its business through a committee system focused on serving the community.

Currently the Council qualifies for the 'General Power of Competence' (GPC), which gives Bishopsteignton Parish Council more 'power to act' – this enables the smooth running of the Council and can bring new opportunities for the Parish area in terms of providing cost-effective services and facilities to meet the needs of local people.

The Council works within its Standing Orders and Financial Regulations, these lay down the rules by which it operates and conducts its business. Parish Councillors adhere to the Council Code of Conduct. Committees work to terms of reference reviewed and agreed at its meetings.



WHERE DO WE FIT WITH OTHER AUTHORITIES?

Principal Authority



- Highest tier of local government
- Highways
- Education & Libraries
- Health & Social Care
- Refuse Disposal
- Public Rights of Way

Local Authority



- Second tier of local government
- Housing & Planning
- Environmental Services
- Refuse Collection
- Strategic Planning Policy through the 'Local Plan'

Local Council



- First, most local tier of local government
- Management of local assets, some green spaces, cemetery, etc
- Local Planning Authority consultee
- Represent & support parishioners & the community



ORGANISATION STRUCTURE

FULL COUNCIL



The Full Council of 11 elected or co-opted members. A corporate body deciding together on policy and direction of the Council.

COMMITTEES &



Committees & Working Parties are formed by the Full Council and reviewed annually. On some, members of the public may be co-opted.



THE CLERK

The Clerk is the Proper Officer & Responsible Financial Officer



4. ABOUT THE STRATEGIC PLAN

PROVIDES A FRAMEWORK TO WORK WITHIN

Having an agreed strategy provides a framework for the Parish Council to work within, enabling it to operate in a more consistent and co-ordinated way, to be proactive rather than reactive in its decision-making. We have based the Plan and the key priorities therein, on our understanding of the community's needs gathered from our day-to-day involvement with residents.

CLARIFY WHAT THE PARISH COUNCIL DOES AND DOESN'T DO

The Strategic Plan will help the local community to have a better understanding of what the Parish Council does and also clarify what it doesn't do; in other words to explain what issues fall under the responsibility of other delivery bodies such as Teignbridge District Council (TDC) e.g. planning enforcement, or Devon County Council (DCC) e.g. highways.



OUTLINE BPC'S COMMITMENT TO THE COMMUNITY

Having a strategic plan outlines Bishopsteignton Parish Council's commitment to the community to both make a difference and provide added value; it serves to break down the different aspects of these commitments.

The community can also be involved and considered in the process, focusing on their stated needs and aims.

A WORKING DOCUMENT TO BE MONITORED AND UPDATED

It will be a 'live' document, which the Parish Council will review periodically and can be updated as required, enabling the Council to track, and monitor its progress against the key priorities.

Because the Strategic Plan will be publicly available, residents will also be able to monitor progress.



MONITORING THE PLAN

Bi-annual checks at full council meetings to evaluate progress made against the "Action Plan", with progress updates to be given at the Annual Parish Meeting.

The Strategic Plan will be available on the Council website, with paper copies available at various village outlets & on request.



The Plan will continue to inform residents of how BPC are working to meet the needs of the community. It's a two-way conversation. Please tell us what you think about it. We welcome your comments.

The Plan itself will be subject to annual review and updated to keep the document relevant and up-to-date.



5. BISHOPSTEIGNTON PC AIMS TO BE:

Responsible

Where services are provided directly they are managed to a good quality standard, in an efficient, effective and responsive way, at an affordable cost.

The Parish Council seeks to manage its assets responsibly on behalf of its residents, and ensure fiscal responsibility.

Active

Where services are provided by others, BPC endeavour to ensure that these are dealt with effectively, and in accordance with community needs.

BPC will act as a champion for the community at all levels of local government and seek to facilitate support networks. Progress will be reported annually.

Progressive

A progressive council regularly reviews its structures, processes and community engagement to ensure these are effective in taking the Parish towards the future.

BPC understands the impacts of its actions on the environment and shows leadership on these issues.

Caring

BPC works with its residents, local authorities and other service providers, businesses and community organisations with the aim of achieving a safe, healthy, and sustainable community.

BPC wants to be inclusive, accessible, and make sure all voices are heard.

Inclusive

BPC seek to maximise community engagement; to build and participate in projects that ensure no one and no part of the Parish is left behind.

BPC will maximise accountability and responsiveness to the diverse community it represents.

6. FINANCIAL INFORMATION

Income



BPC is mainly funded by the residents of the parish, through the 'precept'. This is the local tax levied by the Parish Council which is collected on its behalf by Teignbridge District Council as part of the council tax bill.

During financial year 2023-24, £55.03 per year (band D property) of Bishopsteignton Parish residents' Council Tax contributes to the Parish Council precept.

Other income is from cemetery fees and MUGA hire fees.

Expenditure



The main areas of expenditure are:

- General grounds maintenance including The Lawns, The Village Green & Bishopsteignton Parish Cemetery, and St Johns Closed Churchyard.
- Care of Parish Assets such as playgrounds, MUGA, defibrillators, benches, noticeboards etc
- General Parish Council administration, including rent, insurances, and staff costs

Reserves



BPC adopts a risk-based approach to its levels of reserves which is reviewed regularly.

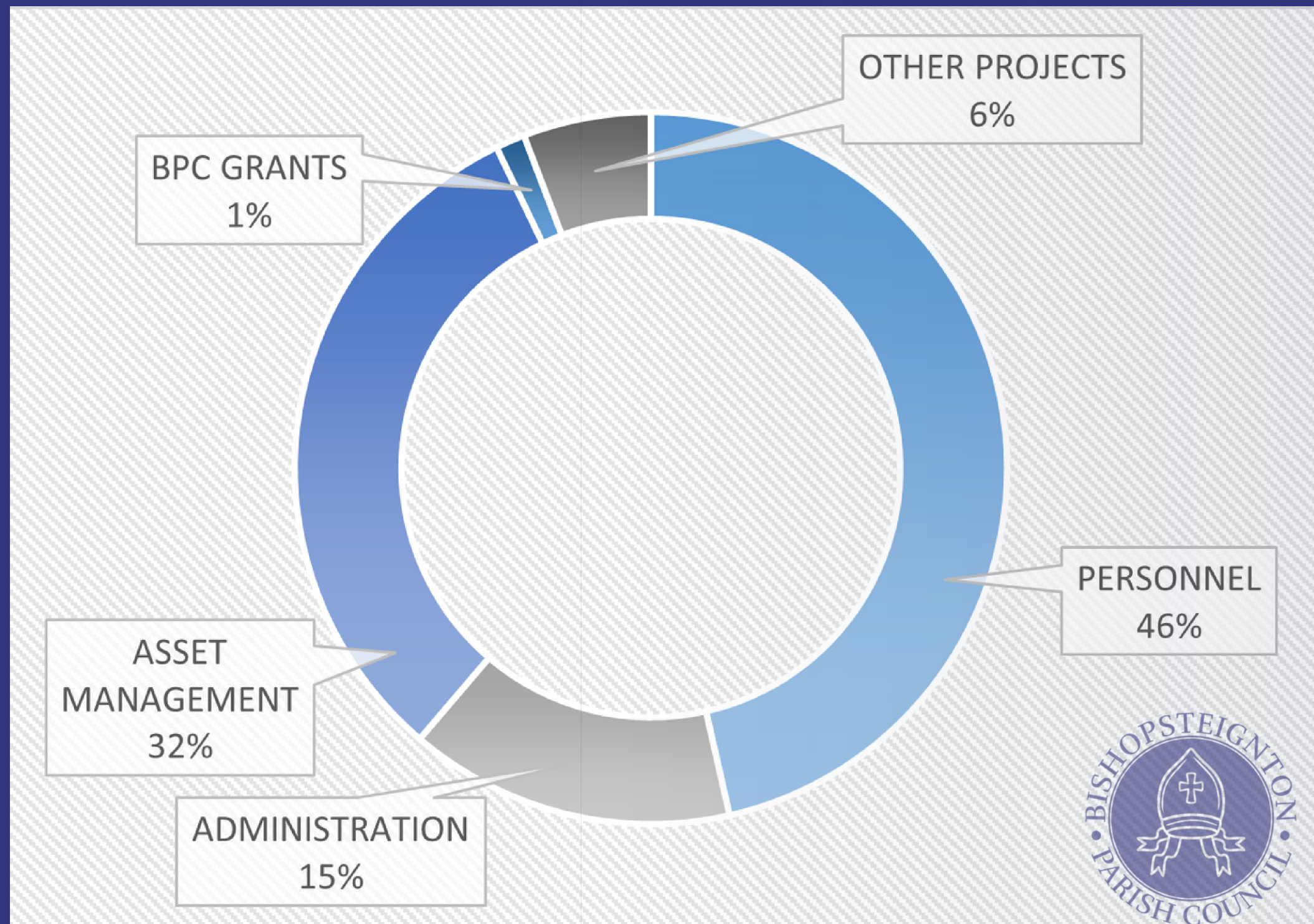
General Reserve should hold enough cash to cover 3-months' worth of regular outgoings such as contracts, rent and staff.

Other reserves are held for specific, earmarked purposes such as Cemetery management, or for criteria based funds such as CIL, or Climate Action projects.



BUDGET FOR 2023-24

For reference this chart depicts a breakdown of the budgeted expenditure for 2023-24. The precept for the same year totals this, less an administration charge to the burial account.



BUDGET = £74,961

less burial charge £4,952

PRECEPT = £70,009

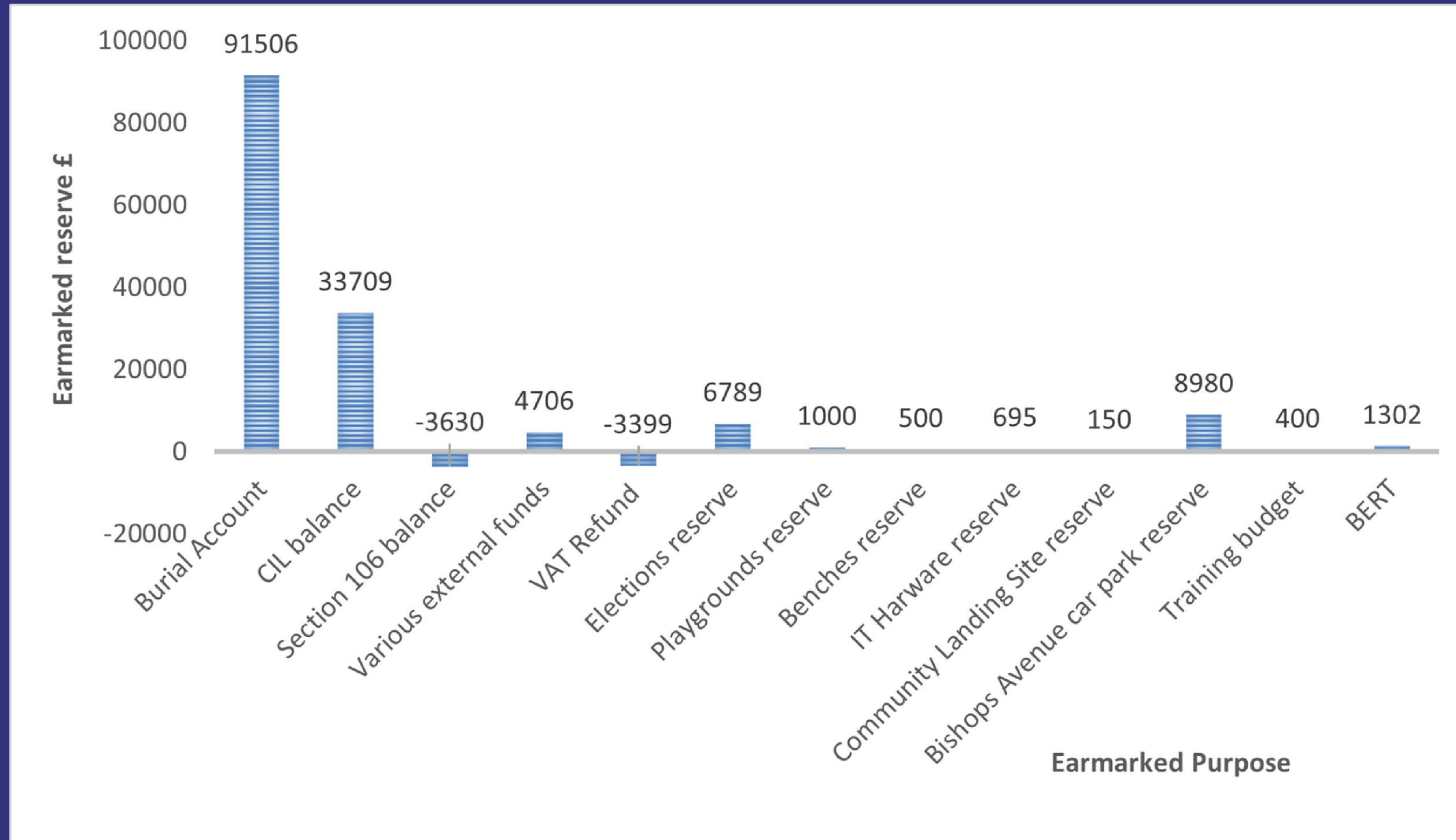
For a band D property this is £55.03 per year

These categories include:

- **PERSONNEL:** Clerks Salary, Employers National Insurance Contributions, Pension Contributions & clerical contingency.
- **ASSET MANAGEMENT:** Open space, playgrounds, MUGA, closed churchyard, public toilet, car parks, street furniture, defibs, etc.
- **ADMINISTRATION:** IT, Stationery, rent (meeting & storage space at BCC), Insurance, training, audit fees, election costs, etc.

EARMARKED RESERVES AT 01.04.23

For reference this chart depicts a breakdown of the funds held as earmarked reserves.
TOTAL = £141,407



These figures may alter regularly depending on:

- Payments (use of external funding, and reserves when required); and
- Receipts (cemetery fees, VAT refund, additional funding, etc).

A Financial Statement is noted by members at each meeting and published via our website for public information.

7. CORE OBJECTIVES

GOOD GOVERNANCE & FISCAL RESPONSIBILITY

FINANCE

- Achieve satisfactory internal & external audit
- Regular financial reporting
- Annual budgeting & forecasting
- Manage investments & savings
- Risk Management
- Regular accurate VAT submissions

GOVERNANCE

- Operate under Standing Orders & Financial Regulations
- Annually review governance & policies
- Regularly review legal powers
- Ensure adequate insurance is in place
- Monitor strategic direction
- Facilitate Annual parish Meeting

ADMINISTRATION

- Facilitate both Full Council & Committee meetings
- Staff appraisals
- Monitor outsourced payroll & pension scheme

TRAINING

- Ensure staff have access to suitable training and relevant continuous professional development
- Ensure councillors and volunteers have access to suitable training and encourage attendance of relevant seminars, meetings & workshops

TRANSPARENCY

- Ensure compliance with the Transparency Code by publishing all relevant information on the council website within the prescribed timeframe
- Deal with FOI & SAR appropriately
- Ensure suitable data management and compliance with GDPR

COMMUNICATIONS

- Ensure the council website is up to date and relevant
- Actively promote community information via social media
- To liaise with and maintain good relations with parishioners and stakeholders within the community and external bodies

EVENT & CONTRACT MANAGEMENT

- Review & manage all Council contracts to maximise both operational and financial performance
- Work with organisers/stakeholders to ensure sufficient risk management of community events



THE PARISH ENVIRONMENT

PLANNING

- Liaise with District Council on planning issues and make appropriate representations on planning applications in a timely manner
- Review and perpetuate the Bishopsteignton Neighbourhood Development Plan

COMMUNITY EVENTS

The Council chooses to provide support for the following events:

- National celebrations such as Royal Coronations, D-Day 80th Anniversary
- Collaboration with RBL and volunteers to deliver a civic service of Remembrance at the War Memorial
- Celebratory events to bring the community together such as the Village Festival

TREE MANAGEMENT

- To regularly liaise with the Parish Tree Warden & area specific experts on the correct management of trees on council owned land and the planning proposal for trees within the parish
- Ensure periodic tree surveys are carried out in line with relevant guidance

TRAFFIC & INFRASTRUCTURE

- To work in collaboration with the relevant authority to reduce traffic speed
- Help resident report highway faults to Devon County Council and help pursue action when required.

PUBLIC SAFETY

- Liaise with local policing teams to reduce crime and anti-social behaviour
- Support and promote a platform for two-way communication between parishioners and the local policing team



COMMUNITY HERITAGE, HEALTH & WELLBEING

OPEN SPACES

- Maintain open green spaces for the whole community
- Balancing the management of both public accessibility and safety with natural enhancements for biodiversity
- Conduct regular safety inspections and maintain a good condition of play areas

CEMETERY

- To act as the Burial Authority to facilitate burials, interment of ashes, and memorial installations at Bishopsteignton Cemetery
- Maintain the cemetery considering both public access and nature in the setting
- Regularly review burial charges

COMMUNITY

BPC chooses to offer support to volunteer organisations within the parish through:

- Community Grant Funding
- Involving the community in BPC initiatives
- Regular 'signposting' to alternative funding or other support networks, possibly from higher tiers of local government

PARISH STREET SCENE

- To develop, deliver and regularly monitor a maintenance schedule for all Parish Council owned assets.
- This includes car parks, public toilets, MUGA, playgrounds, open spaces, benches, defibrillators, noticeboards, Parish Cemetery, gardens at Radway Hill, Wallis Grove and Cockhaven Junction.

HERITAGE ASSETS

To develop, deliver and regularly monitor a maintenance schedule which is sympathetic to the following heritage assets:

- Bishopsteignton War Memorial
- St Johns closed churchyard
- Millennium Stone & mound

To support other village organisations in their efforts to preserve local heritage



8. WHAT NEXT? KEY PRIORITIES 2023 - 2027

<p>Short Term 2023 - 2025</p>	<p>Adopt a Strategic Plan; including a schedule to review it regularly</p>	<p>Develop and adopt a Biodiversity Action Plan including a schedule to review it regularly</p>	<p>Establish a Community Award Scheme to recognise exceptional parishioners & community groups</p>
<p>Build a mailing list (within the parameters of GDPR) for sharing news</p>	<p>Complete refurbishments to both play areas, promote with thanks to Valencia Community Funds</p>	<p>Design and implement a Celebration of Art garden at Cockhaven Junction</p>	<p>Support 1st Bishopsteignton Scouts to create a new hub and community venue</p>
<p>Design & approve repurposing of Fore Street toilets, agree funding source, and apply for the required planning permissions</p>	<p>Review all policies & operational procedure updating where necessary and maintain a register for easy monitoring</p>	<p>Review all parish owned assets; develop a work schedule of priority and routine maintenance</p>	<p>Ensure Emergency Resilience efforts are up to date and reach the whole of the Parish, including Luton</p>
<p>Establish Greenspaces, Cleaning and Asset Management contracts for 2024-2027</p>	<p>Establish suitable methods for consulting parishioners on various parish matters</p>	<p>Develop and agree a plan for improvements to the MUGA</p>	<p>Improve care of the public gardens on Radway Hill to include biodiversity support & rainwater harvesting</p>

<p style="text-align: center;">Medium Term 2024 - 2026</p>	<p style="text-align: center;">Following the imminent adoption of the Teignbridge Local Plan 2020 -2040, initiate a review of the BNDP by committee</p>	<p style="text-align: center;">Implement a schedule to monitor the routine maintenance for all parish owned assets to ensure optimal street-scene</p>
<p style="text-align: center;">Deliver and monitor new asset management contracts</p>	<p style="text-align: center;">Map all assets Link to website for reporting</p>	<p style="text-align: center;">Achieve accreditation in the Local Council Award Scheme</p>
<p style="text-align: center;">Community Leadership for action to combat climate change such as the introduction of EV charging, community energy solutions, rainwater harvesting.</p>	<p style="text-align: center;">Work alongside DCC to identify solutions to reduce traffic speeds and encourage safer parking. Within this, investigate 20mph zones</p>	<p style="text-align: center;">Arrange inspection of all trees on Parish Council land, implement plan for necessary works & future inspections</p>
<p style="text-align: center;">Consider and agree funding source for the implementation of improvements to the MUGA</p>	<p style="text-align: center;">Deliver a communication strategy including a schedule to review it regularly</p>	<p style="text-align: center;">Carry out development at Fore Street toilets, in accordance with BPC Climate & Ecological declaration, subject to planning permission</p>



<p>Longer Term 2025 - 2027</p>	<p>Consult parishioners on possible improvements to the BNDP, move to referendum & adoption by BPC/TDC</p>	<p>Promote widely the opportunity for parishioners to become a councillor at the local elections of May 2027</p>
<p>Implementation of any solutions identified with DCC Highways to reduce traffic speeds and encourage safer parking</p>	<p>Continue to deliver the objectives and aims outlined for previous years and in separate strategic documents</p>	<p>Consider possible purchase of new land to extend Bishopsteignton Parish Cemetery</p>
<p>Review/Renew Greenspaces, Cleaning and Asset Management contracts for 2027-2030</p>	<p>Continue to assess the condition of play equipment implementing upgrades and further improvements when required</p>	

The Parish Council priorities, made on behalf of the community of Bishopsteignton, may change and be added to. This a live document subject to regular review and updates



9. GLOSSARY

- **Precept:** This is the local tax levied by the Parish Council. It is collected on its behalf by Teignbridge District Council as part of the council tax bill.
- **BNDP:** The Bishopsteignton Neighbourhood Development Plan which was first 'made' in October 2017. A neighbourhood plan enables communities to develop a shared vision for their neighbourhood and shape the development and growth within the local area.
- **CIL:** The Community Infrastructure Levy is a charge which can be levied by local authorities on new development in the area.
- **Standing Orders:** The adopted statutory regulations and rules that govern the procedure of the Council.
- **Section 106:** A legal agreement between a planning authority and a developer that ensures that certain extra works related to a development are undertaken. This predates CIL. S106 funds for Bishopsteignton are held by TDC and claimed following relatable spend.
- **FOI & SAR:** Freedom of Information and Subject Access Request. Application which can be made to the council for specific information to be provided.



10. CONTACT DETAILS

If you have any questions or would like to comment please contact us on:



07483 149812



clerk@bishopsteignton-pc.gov.uk



<https://www.facebook.com/groups/370773483132245>



Bishopsteignton Community Centre
Shute Hill, Bishopsteignton
Devon
TQ14 9QL





BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL REGULATIONS

INDEX

1. GENERAL	2
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	4
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	5
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND	6
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	7
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS	8
7. PAYMENT OF SALARIES.....	9
8. LOANS AND INVESTMENTS	10
9. INCOME	11
10. ORDERS FOR WORK, GOODS AND SERVICES.....	12
11. CONTRACTS.....	12
12. ASSETS, PROPERTIES AND ESTATES	14
13. INSURANCE.....	14
14. RISK MANAGEMENT	15
15. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	15

These Financial Regulations were adopted by Bishopsteignton Parish Council at its meeting held on 04.09.23, minute reference xxx.xx.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the full council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. Annually, the Finance Committee of the Council must review the effectiveness of the system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for Bishopsteignton Parish council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;

- ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,

All of the above shall be a matter for the full council only.

- 1.14. In addition, the full council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in the latest version of *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member of the Finance Committee shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee and/or full council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Governance & Accountability Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

- 2.5. The internal auditor shall be appointed by the RFO and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - provide a written report to the council, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The Finance Committee and the RFO shall review the three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than end of April, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee.

- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the full council for all items over £2,000;
 - the RFO, in conjunction with either the Chair or Vice-chair of Council for any items between £1,000 and £2,000;
 - the RFO for any items below £1,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. During the budget year virement of up to 25% of the original budget heading between budgets headings may be actioned by the RFO and reported retrospectively to the Council on the quarterly report. Any virement in excess of 25% of the original budget heading must be approved by the Council in advance.
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFOs judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.5. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.6. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.7. The RFO shall regularly provide the Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 25% of the budget.
- 4.8. Changes in earmarked reserves shall be recommended by the Finance Committee for approval of the full council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for security and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the appendices pack for a meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be signed by the Chair of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid an interest charge under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. A schedule of direct debit payments shall be drawn up and presented to the Finance Committee annually.
- 5.7. In respect of grants duly authorised the Council shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by BACS payment schedule, or otherwise, in accordance with a resolution of council.
- 6.4. A BACS payment schedule to be drawn on the bank account is presented to council or committee to be signed by the chair of the meeting, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the BACS payment schedule with the invoice or similar documentation.
- 6.6. BACS payment schedules shall not normally be presented for signature other than at a council meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

- 6.7. It is thought appropriate, by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit.
- 6.8. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.9. Where access to the Councils online banking system requires personal identification number (PIN), password(s), bank card and card-reader a note shall be made of the personal identification number (PIN) and password(s) to be retained by the Chair of Council in a sealed dated envelope This envelope may not be opened other than in the presence of at least one other councillor. After the envelope have been opened, in any circumstances, the PIN and/or passwords shall be altered, by the RFO, as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. The bank card and card-reader shall be kept securely by the RFO.
- 6.10. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.11. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.12. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.13. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work.
- 6.15. The council will not maintain any form of cash float.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the

rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council by recommendation of the Finance Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.7. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chair of the council at the same time as one is issued to the RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council by the RFO and shall be for a set period. In each case a report in writing shall be provided to council in respect of value for money for the proposed investment.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short-term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the RFO.
- 9.4. Ensuring every effort is made in attempt to recover bad debts, any sums found to be irrecoverable shall be reported to the council and shall be written off.
- 9.5. All sums received on behalf of the council shall be banked as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers within two weeks of receipt.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.8. When any cash is received by the Council, the RFO shall ensure at least one other person is present when the cash is counted in the first instance and that the amount is recorded in a written receipt, to be signed by both the RFO and payee. A copy of

this shall be issued at this time and should be retained to both parties. Any cash received by the Council shall be deposited at the Council's bank as soon as is practicable and to be held in a safe if there is a delay.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. A instruction email or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of emails/letters shall be retained at least for the period of the contract.
- 10.2. All members and officers are responsible for always obtaining value for money. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by requesting three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.3. A member may not issue an official order or make any contract on behalf of the council.
- 10.4. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone and broadband services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chair and Vice Chair of council); and

- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked email or envelope in which the tender shall remain unopened until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18 and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 and above £2,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. ASSETS, PROPERTIES AND ESTATES

- 12.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 12.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 12.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 12.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 12.5. Subject only to the limit set in Regulation 12.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 12.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

13. INSURANCE

- 13.1. Following the annual risk assessment (per Regulation 14 (*Risk Management*)), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 13.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 13.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

- 13.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

14. RISK MANAGEMENT

- 14.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 14.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

15. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 15.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 15.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Approving committee:	Full Council
Date of meeting where approved:	04.09.23
Approval minute reference:	tbc
Policy title:	BPC Financial Regulations
Internal reference number:	P.012
Policy version reference:	
Policy effective from:	04.09.23
Date for next review: unless NALC/SLCC recommend amendments sooner	September 2024
To be reviewed by:	Finance Committee for recommendation to Full Council



BISHOPSTEIGNTON PARISH COUNCIL

FREEDOM OF INFORMATION POLICY (P.021)

The Freedom of Information Act 2000 provides public access to information held by public authorities such as Bishopsteignton Parish Council (BPC).

It does this in two ways:

- BPC are obliged to publish certain information about its activities; and
- members of the public are entitled to request information from BPC.

Access to official information can improve public confidence and trust in a public authority and it should be seen as being open and transparent.

BPC, like all public authorities, spend money collected from taxpayers living within the parish boundary, and it makes decisions that can affect the lives of parishioners. Access to information helps the public make the council accountable for its actions and allows public debate to be better informed and more productive.

The Act covers information that is held on behalf of BPC even if it is not held on the council's own premises. Similarly, although individual councillors are not public authorities, they do sometimes hold information about the council business on behalf of BPC.

The Act does not cover information that is in someone's head. When a member of the public asks for information, BPC can only, and must, provide information already held in recorded form. The authority, (BPC) is not required to create a new record of this information. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that BPC hold about them, they should make a data protection subject access request; *please refer to BPC policy: Subject Access Request (P.005)*.

The Act does not cover information held solely on behalf of another person, body or organisation. Employees' private information is not covered, even if it is on a work computer or email account.

Who can make a freedom of information request?

Anyone can make a freedom of information request – they do not have to be UK citizens, or resident in the parish, or even the UK. Freedom of information requests can also be made by organisations, for example a newspaper, a campaign group, or a company.

Requesters should direct their requests for information to the public authority they think will hold the information. The public authority that receives the request is responsible for responding.

An applicant (requester) does not need to give a reason for wanting the information. If there is valid reason to withhold any part of the information requested BPC must justify its refusal to provide the information.

- All requests for information will be treated equally, except under some circumstances relating to vexatious requests and personal data.
- All requesters will be treated equally, whether they are journalists, local residents, public authority employees, or foreign researchers.
- Because all requesters shall be treated equally, BPC will only disclose information under the Act that would be disclosed to any other requester. BPC should consider any information it releases under the Act as if it were being released to the world at large.

This does not prevent BPC from voluntarily giving information to certain people outside the provisions of the Act.

What are the Councils obligations under the Freedom of Information Act?

BPC, as a local council, have two main obligations under the Act. It must:

- publish certain information proactively.
- respond to requests for information.

As far as is practically possible BPC will adhere to the following codes of practice:

- **Request Handling - Section 45 Code of Practice** - gives recommendations for public authorities about the handling of requests; covering situations where advice & assistance should be given to the requester; recommends a complaints procedure to have in place; and various considerations that may affect your relationships with other public bodies or third parties.
- **Record Management - Section 46 Code of Practice** - covers good records management practice and the obligations of a public authority under the Public Records Acts to maintain their records in an ordered and managed way, so that they can readily retrieve information when it is needed.
- **Advice & Assistance - Section 16 code of Practice** - give recommendations with regard to providing a requester/applicant with reasonable advice and assistance. This includes advice and assistance to members of the public before they have made their request.

These codes of practice are not directly legally binding but failure to follow them is likely to lead to breaches of the Act.

How does the Freedom of Information Act affect data protection?

The UK General Data Protection Regulation (the UK GDPR) and the Data Protection Act 2018 (DPA 2018) exist to protect people's right to privacy, whereas the Freedom of Information Act is about getting rid of unnecessary secrecy. Both Acts give rules for handling information about people. They include the right for people to access their personal data. The Freedom of Information Act and the DPA 2018 come under the heading of information rights and are regulated by the Information Commissioners Office (ICO).

When a request is received which is for information that includes someone else's personal data, this will need carefully assessment to ensure a balance of transparency and openness under the Freedom of Information Act against the data subject's right to privacy under the data protection legislation is

met. BPC will decide whether the information can be released without infringing the UK GDPR data protection principles.

When a request might be refused?

When a request is made for information held by BPC it does not mean the council are always obliged to provide the information. In some cases, there will be a good reason why BPC should not make public some or all the information requested.

BPC can refuse an entire request under the following circumstances:

- **Cost & Time:** It would cost too much or take too much staff time to deal with the request. They should not be allowed to cause a drain on your time, energy and finances to the extent that they negatively affect your normal public functions.
- **Vexatious:** A minority of requesters may sometimes abuse their rights under the Freedom of Information Act, which can threaten to undermine the credibility of the freedom of information system and divert resources away from more deserving requests and other public business. the Act permits the council to consider the context and history of a request, including the identity of the requester and the councils previous contact with them. The decision to refuse a request often follows a long series of requests and correspondence.
- **Repetitive:** The request repeats a previous request from the same person. BPC can refuse to comply with a request if it is identical or substantially similar to one previously complied with from the same requester.
- **Personal:** If the information requested includes the personal data of someone other than the applicant, such as a member of staff.

Refusal of a request for information.

When it is deemed appropriate to refuse a request for information BPC must do so in writing promptly or within 20 working days of receiving it.

The refusal notice will:

- explain what provision of the Act is being used to refuse the request and why.
- give details of an internal review (complaints) procedure BPC offer.
- explain the requester’s right to complain to the ICO, including contact details for this.

Approving committee:	Full Council
Date of meeting where approved:	04.09.23
Approval minute reference:	tbc
Policy title:	Freedom of Information Policy
Internal reference number:	P.021
Policy effective from:	04.09.23
Date for next review: <small>unless NALC/SLCC recommend amendments sooner</small>	Sept 2024
To be reviewed by:	Strategy & Governance Committee or Full Council



BISHOPSTEIGNTON PARISH COUNCIL

Appendix G for 04.09.23

Clerks Report – 20's Plenty Speed Reduction Campaign

I have conducted research on this matter with various colleagues and officers in the sector. Some mixed messages but the following information/comments are worth noting:

From the website https://www.20splenty.org/parish_council_motion

By adopting a motion to support 20mph where people live, work and play, your Parish or Town Council will 1) benefit the local community, 2) demonstrate to the Highway Authority the desire for 20mph county-wide and 3) make it cheaper and easier to implement.

Demonstrating widespread local community support is critical to implementing 20mph across a county. The local Highway Authority sets local speed limits, erects signs and changes road features via a Traffic Regulation Order. Counties in England such as Cornwall, Oxfordshire and Lancashire, have agreed 20mph for every settlement, as have counties throughout Wales, with 20mph promised by the Scottish Government. In all those places, 30mph is becoming the exception and will only be on roads that are demonstrably safe for all road users, particularly pedestrians, children and the elderly.

From Tegan Faulkner, Devon County Council Neighbourhood Highways Officer for Bishopsteignton.

County Councillors were notified in December 2022 that we were taking requests for consideration of new 20mph limits/zones and that these needed to be submitted by the 31st January. This was also published in the Town and Parish Bulletin copy found here: [An update on 20mph speed restrictions from Councillor Stuart Hughes \(govdelivery.com\)](#) (KF. Apologies, I did not see this edition of the bulletin, otherwise I would have acted upon it). Members were told to liaise with their local communities and how to submit requests to be included. If BPC/Ron haven't then I'm afraid I don't think the Traffic Team are taking new requests at this time.

Extract from the Okehampton Hamlets PC minutes of its meeting held 04.07.23, minute ref: 18.

20's Plenty for Devon – resolution, ... - Okehampton Hamlets Parish Council supports the 20's Plenty for Devon campaign; it calls on Devon County Council to implement 20mph in Okehampton Hamlets; and will write to Devon County Council to request 20mph limits on streets throughout Devon where people live, work, shop, play or learn with 30 mph the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.

Extract of the Cranbrook Town Council minutes of its meeting held 26.06.23, minute reference 23/101:

Cllr Henry Gent, representing Devon County Council, apologised for not bringing two previous invitations by Devon County Council to the Town Council's attention for expressions of interest to create 20mph zones and reported that in 2022, 100 communities had applied and four had been accepted and in 2023, 60 communities had applied and six had been accepted...

*It was ... **resolved** to*

a) apply to the highway authority Devon County Council to impose a 20mph blanket speed limit to all roads in Cranbrook excluding the B3174 but including those not yet constructed in the expansion areas.

The clerk to Cranbrook TC, Ms. Janine Gardner applied and received the following response from DCC Highways (extracted from):

...I understand that speed management is a important matter for the community. I have discussed the matter with colleagues in development management.

Our intention, along with East Devon District Council, has always been for roads within Cranbrook to remain at 30mph as with most Devon towns and villages. The roads have however generally been designed

following the principles of the Devon Design Guide and the Manual for Streets with a 20mph design speed in mind. The aim being to avoid excessive signing and lining in the town for both aesthetic and maintenance reasons, the design principles described negating their need...

Traffic Management Team

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

Disclaimer: <http://www.devon.gov.uk/email.shtml>

From Maiken Hutchings, Sustainability Officer at Totnes Town Council.

*DCC Cllr Hodgson has put a motion to DCC Council requesting they support the campaign and change their default policy. This will be happening on 7th September. We are looking at getting as many supporters as possible to County Hall on the day (1-2pm) to show the council the level of support. We also have out Totnes and South Devon MP on board who has said he will help garner support amongst the Conservative Cllrs. We are hoping to get as many **more PCs passing motions in support and emailing DCC prior to the 7th.***

As you can see, several local councils across Devon are passing a motion to liaise with DCC about the introduction of a speed reduction scheme in their community. Should BPC wish to do the same now would be opportune as I can ensure the support from BPC for the campaign is made known to DCC before its meeting on 07.09.23.

I would suggest a motion as follows:

Bishopsteignton Parish Council fully supports the 20's Plenty for Devon campaign. The Parish Council calls on Devon County Council to request the implementation of 20mph in the village of Bishopsteignton and Luton. The Parish Council will write to Devon County Council to express support for the campaign to implement 20mph limits on streets throughout Devon where people live, work, shop, play or learn.

Kim Ford
Clerk to the Council

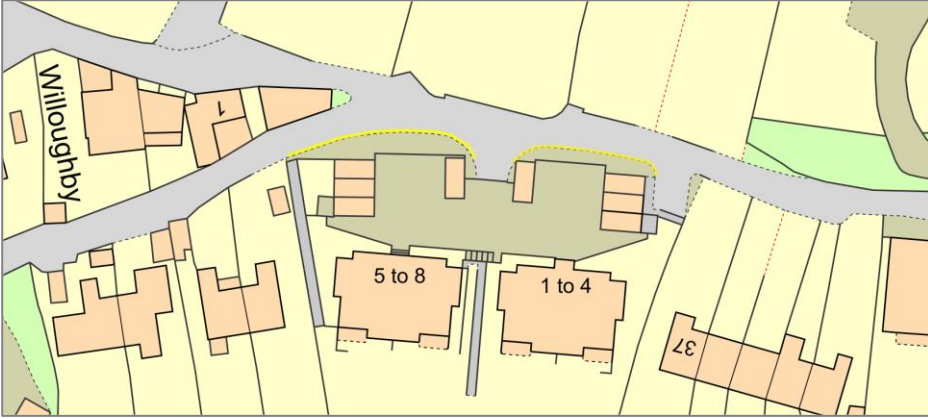


BISHOPSTEIGNTON PARISH COUNCIL

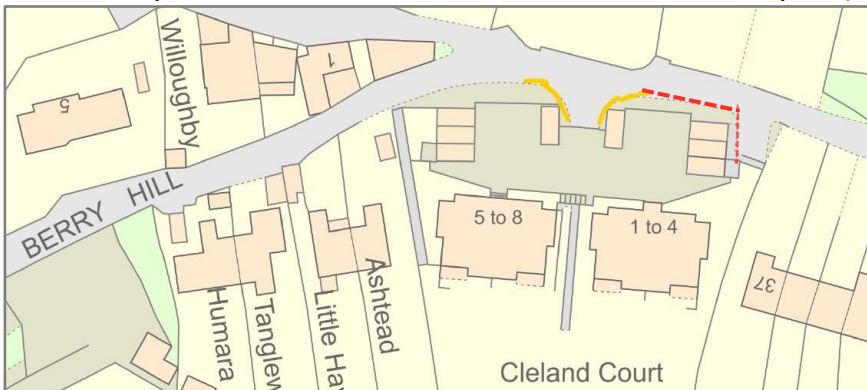
Appendix L for 04.09.23

Parking Issues – Cleland Court, Manor Road.

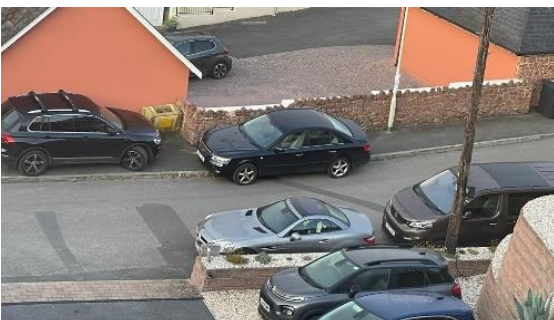
In 2021 Bishopsteignton Parish Council were asked to consider making an application to the Highways And Traffic Orders Committee (HATOC) for Teignbridge for the introduction of double yellow lines. The proposal below was made by the clerk, in consultation with residents and our Neighbourhood Highways Officer.



When reviewed by the parish council, at its meeting held 16 December 2021, minute reference, the proposal was amended due to concerns of removing too much parking opportunity and how this might affect the rest of the village. The following was submitted to HATOC, via the HNO, early the following year, was considered by the HATOC committee and approved. These DYL are to be installed any time soon, but before the end of this financial year (31.03.24).



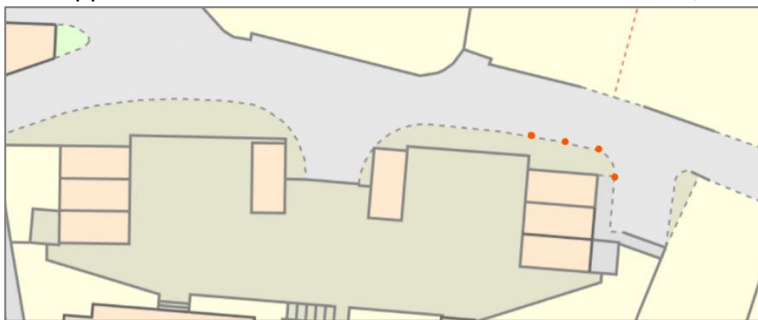
Since the approval and notification of these works residents have been in touch to express grave concerns over the reduction of DYL they originally requested, with particular concerns about the section to the east of the exit (marked in red). Vehicles are often left here overnight despite the fact cars may also be parked opposite; causing a blockage for any larger vehicle wishing to pass or emergency vehicle needing to pass. This is a pedestrian footway and on occasion some cars will park fully on the pavement, blocking it for pedestrians.





Unfortunately, it is a common assumption for some road users that as soon as DYL cease to exist, it is as an invitation to park, believing it is allowed, whether safe or not.

I did approach the NHO about the introduction of bollards, like the images shown below...



to remove the opportunity for anyone park on the pavement, keeping the path clear for pedestrians, this was her advice:

We are not installing new bollards at the moment as we just have issues with them being hit and there are already rules in place regarding pavement parking. If the parish wanted to you could create a polite notice to stick on cars reminding them not to park on the footway.

Because currently there are no parking restrictions in place residents are not even able to report inconsiderate parking to the Highways Authority (DCC) as no restriction is being breached. The police will only attend and deal with a situation which causes a complete blockage to the highway, and even then, their attendance may be delayed due to priority calls.

CONSIDERATION:

- Could anything further be done to improve the inconsiderate parking in this area?
- Should an application be made to extend the DYL's already approved?
- Facebook warning posts did not create any improvements, should be try leafleting, as suggested by the NHO?
- Should BPC consider the installation of bollards at its own expense (including all future maintenance)? 4x recycled plastic bollard will be iro £350, plus installation and DCC Highways permission, likely the trickiest part. Ad to consideration this will be setting a precedence for similar action where parking is an issue, which is many places!

Kim Ford
Clerk to the Council



BISHOPSTEIGNTON PARISH COUNCIL

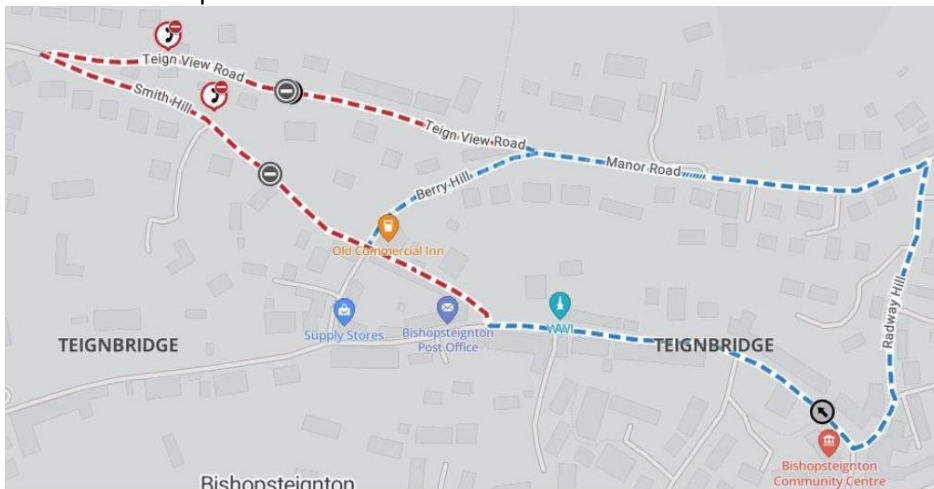
Appendix M for 04.09.23 Clerks Report

1. Temporary Prohibition of Through Traffic – 21.09.23 to 22.09.23 Closure of Old Walls Road. Diversion Provided.



2. Temporary Closure – 28.09.23 to 02.10.23 Closure of Cockhaven Close, no alternative route provided. Resident access provided but possible delays.

3. Temporary Prohibition of Through Traffic – 16.10.23 to 20.10.23 Closure of Smith Hill/Teign View Road. Diversion provided.



Kim Ford
Clerk to the Council



BISHOPSTEIGNTON PARISH COUNCIL

Appendix N for 04.09.23

Clerks Report – Ongoing Disrupted Water Service in Luton/Ideford

Cllr. Vooght recently highlighted some issue being faced by residents in both Ideford and Luton (part of the parish of Bishopsteignton). These include unpredictable interruptions to water flow, poor quality supply and service. My understanding is this has been going on for many years and can cause the business real problems, having to close when there is no water.

So far...

- Residents of Ideford have collectively written to SWW to request action.
- A resident of Ideford has submitted a Freedom of Information request to SWW asking for details on how many hours the village had lost water and on how many occasions, amongst other details. SWW refused to provide a response.
- Residents of Ideford have collectively written to MP Anne-Marie Morris to request action (copy attached).
- Ideford PC have written to SWW & A. Morris on the same theme (awaiting copied and copy of responses)
- A resident of Ideford has produced the attached press release which clearly outlines the issues. However, this was distributed to the local press yet but not published.

To offer its support to its residents BPC might consider writing to both A. Morris and SWW to strengthen the arguments put forward by residents and Ideford PC.

Kim Ford
Clerk to the Council

Press Release

Over 50 households of the small village of Ideford have recently signed an open letter to MP Anne-Marie Morris regarding South West Water's supply of mains water to the locality. For over 20 years, the village and surrounding areas have experienced complete water losses on average around 5 times a year, for hours and on one occasion, days at a time. The loss of water is always due to burst pipes within a relatively short distance of a couple of miles. Residents have learned to keep stores of bottled water for such emergencies. Sometimes, within a few hours, South West Water bring a tanker to supply the village but this often takes hours to arrive. On many occasions, the pipes burst during the night, so residents wake up to no water, no means to flush of toilets, no washing before school or work, no showers, no cups of tea or coffee. For families with young children, teens and for some of the elderly residents, this can be an incredibly challenging start to the day. Local businesses have been impacted too, with local pubs and restaurants forced to shut and cancel bookings. At the time of writing this article, there are at least two leaking pipes on the edge of the village that were reported months ago and are still not fixed. Meanwhile, residents are forced to comply with a hose pipe ban, due to low reservoir capacity.

In frustration, and after a conversation with a 90 year old resident, Vicki Gardner submitted a Freedom of Information request to South West Water, asking for details on how many hours the village had lost water and on how many occasions, amongst other details. South West Water's responded that since they are not a public body, they are not legally required to provide this information and refused the request. Following this refusal, Vicki felt there was no option but to contact her local MP Anne-Marie Morris for support and invited local residents to sign the open letter. In the letter it is estimated that over 10 years, the village has effectively lost mains water supply for a total of 150 hours or a whole week, spread over different occasions.

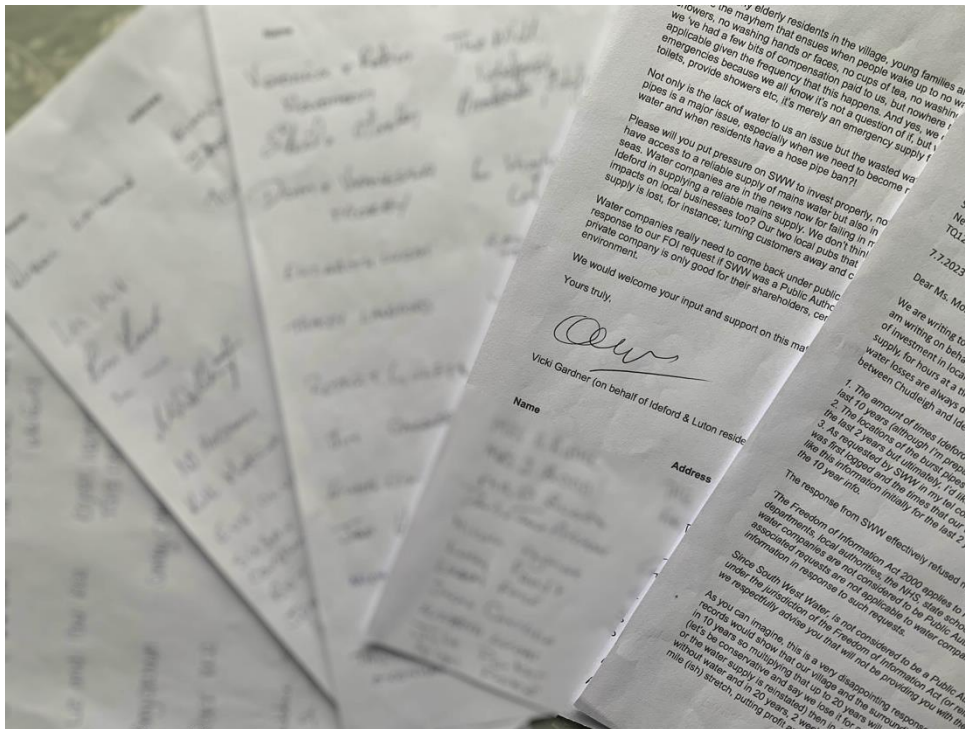
Despite numerous platitudes in their company information and prospectus regarding provision of reliable supplies, investment in infrastructure and excellent customer service, South West Water has recently been heavily criticised by Ofwat. In May this year, Ofwat announced that they were investigating South West Water on leakage and per capita consumption (PCC). Ofwat has also heavily criticised South West Water on a previous occasion, stating it is one of the worst performing companies in the sector. In 2021 – 2022, South West Water failed to deliver its commitments across five measures including pollution incidents, treatment works compliance and water quality. During 2022, South West Water poured sewage into our waters for a staggering **290,271 hours, on 37,000 occasions** and yet declared £135m in profits during the same year. Despite this poor performance, damage to local environments, ongoing and regular inconvenience to customers and the clear failure to properly upgrade failing infrastructure, dividends to shareholders have been increased in 2023.

Anger in Ideford and other communities in the region is growing. It's clear the current system of privatised water companies is broken and is failing customers. Profit and increased dividends for shareholders are prioritised above customer service, investment in infrastructure and protection of the environment. Ideford residents say it's well past time for change and that water companies like South West Water need to prioritise their

customers more, get a grip on the challenges faced by communities and the environment that they are causing and invest accordingly.

Images

Below; The letter and signatures of residents



Below; Pipes have been leaking close to Ideford for months



Mennystones
Butts lane
Ideford
Devon TQ13 0BD

Anne-Marie Morris MP
2 Salisbury House
Salisbury Road
Newton Abbot
TQ12 2DF

7.7.2023

Dear Ms. Morris,

We are writing to you regarding South West Water and their supply of water to our village, Ideford. I am writing on behalf of many residents who are now, quite frankly, totally fed up with SWW's lack of investment in local infrastructure, which means that on average, our village loses its water supply, for hours at a time, up to 4 or 5 times a year. This has been happening for over 20 years. The water losses are always due to burst pipes on the edge of Chudleigh or in the 2 mile stretch between Chudleigh and Ideford. Recently a FOI request was put into SWW asking the following;

- 1. The amount of times Ideford has lost water in the last 2 years (in the first instance) but also in the last 10 years (although I'm prepared to wait a bit longer for the 10 years information).*
- 2. The locations of the burst pipes that have caused our water loss, again, in the first instance for the last 2 years but ultimately, I'd like this information for the last 10 years.*
- 3. As requested by SWW in my tel con yesterday, I'll amend this request to the times that water loss was first logged and the times that our water supply was reinstated, for each water loss. Again, I'd like this information initially for the last 2 years but again, even if it takes longer, I'd eventually like the 10 year info.*

The response from SWW effectively refused my FOI request; they stated as follows:

'The Freedom of Information Act 2000 applies to Public Authorities, which include government departments, local authorities, the NHS, state schools etc.; although they provide a public service, water companies are not considered to be Public Authorities. Therefore, this legislation and any associated requests are not applicable to water companies, i.e., there is no duty on them to provide information in response to such requests.'

Since South West Water, is not considered to be a Public Authority and therefore does not fall under the jurisdiction of the Freedom of Information Act (or related freedom of information requests) we respectfully advise you that will not be providing you with the information you have requested.'

As you can imagine, this is a very disappointing response, but we are not surprised. We know that records would show that our village and the surrounding area will have lost water well over 50 times in 10 years so multiplying that up to 20 years will give a considerable amount of dates and hours (let's be conservative and say we lose it for an average of 3 hours before we either get a tanker in or the water supply is reinstated) then in 10 years we've had 150 hours or nearly a whole week without water and in 20 years, 2 weeks! All because SWW won't invest in replacing the pipes in a 2 mile (ish) stretch, putting profit and shareholders above customers.

We have many elderly residents in the village, young families and working families. I'm sure you can imagine the mayhem that ensues when people wake up to no water – no flushing of toilets, no showers, no washing hands or faces, no cups of tea, no washing up etc...for hours at a time. Yes, we've had a few bits of compensation paid to us, but nowhere near the amount that would really be applicable given the frequency that this happens. And yes, we do all keep stores of bottled water for emergencies because we all know it's not a question of if, but when. Bottled water won't flush toilets, provide showers etc, it's merely an emergency supply for drinking.

Not only is the lack of water to us an issue but the wasted water that comes from leaks and burst pipes is a major issue, especially when we need to become more climate resilient and not waste water and when residents have a hose pipe ban?!

Please will you put pressure on SWW to invest properly, not just in ensuring that Devon residents have access to a reliable supply of mains water but also in their sewage overflows to rivers and seas. Water companies are in the news now for failing in many regards and SWW are totally failing Ideford in supplying a reliable mains supply. We don't think we need to stress how much this impacts on local businesses too? Our two local pubs that have to shut regularly when the water supply is lost, for instance; turning customers away and cancelling bookings.

Water companies really need to come back under public ownership, we'd at least have had a response to our FOI request if SWW was a Public Authority. It seems clear that having them as private company is only good for their shareholders, certainly not their customers or the environment.

We would welcome your input and support on this matter.

Yours truly,

Vicki Gardner (on behalf of Ideford & Luton residents below)

Name

Address



BISHOPSTEIGNTON PARISH COUNCIL

CLERKS REPORT OF GENERAL UPDATES 31.08.23

COUNCILLOR VACANCY

The recent casual vacancy notice period, for the vacancy created by the resignation of Jon Watson, resulted in the council being permitted to co-opt a new member; there were no requests made for a by-election so will be no cost implication to the parish.

The vacancy has been promoted by posters, website and social media; for anyone interested to contact the clerk for further details and instructions for how to apply. Feel free to discuss this opportunity with potential candidates.

It was considered the meeting on 04.09.23 is too soon for co-option but 15.10.23 is too long to wait for a new member so an extraordinary full council meeting has been called for 18.09.23 for the full council to consider applicants and co-opt a new member.

CLIMATE & ECOLOGICAL ACTION

At a previous 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 – West Access, have completed cleaning of the War Memorial, which looks good. A small amount of repointing is required and will be completed when they return to repaint the memorial lettering; these tasks are weather-dependent, but the contractor understands the November deadline for Remembrance.

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 remaining 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 a condition assessment for all parish benches.

Playgrounds:

The Lawns - Work is complete with new equipment erected and surfacing is laid; no issues were encountered during this project. Awaiting invoice and sign off from Valencia Community funding. Requesting quotes for repairs to existing, but aging, wet pour surfacing, S106 may be used.

Cockhaven Close - 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. New equipment and surfacing to commence in September, awaiting confirmation of dates and pre-start site meeting from Proludic, the appointed 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.

CLERKS REPORT Cont'd - GENERAL UPDATE 31.08.23

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 contractor has now repainted the lines, to be assessed. I am meeting with an alternative contractor next week to get the netball lines on court one re-marked; for this we will use S106.

MUGA - other issues - Between them John P and Robert have solved the uncover hole left by the tennis net when not in use, thanks to them both, it was perplexing me! New nets for the basketball hoops have been purchased and should be fitted this week.

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 agreed to survey the building to provide plans and layout options. To be considered as agenda item 2309.04.02 at next week's full council meeting.

Cockhaven Junction Enhancement - Work complete, except planting and other enhancements, to commence Autumn '23 as a celebration garden featuring art in memory of parishioner Gill Greatorex. Awaiting further designs and ideas.

Parish Trees: Interim inspection carried out by Devon Tree Services in August '23. This recommends some coppicing work and removal of dead wood at both the Cemetery and Village Green. Requested quotes from local arboriculture contractors, awaiting responses.

Public Rights of Way - 2022-23 Annual Condition Survey: Carried out by DofE volunteers, results submitted to DCC P3 co-ordinator, awaiting grant payment.

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.

New Trees @ The Lawns: Requests for planting of celebration, memorial, and commemorative trees at The Lawns. All planting will take place in the Autumn where there is plenty of space and opportunity for more trees. This all adds to the actions to reduce carbon footprint.

SMART Meter at The Lawns Recreation Ground: Engineer booked for this installation on 15.09.23.

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, have registered an interest but await a response.

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

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 are now in place at 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).

CLERKS REPORT Cont'd - GENERAL UPDATE 31.08.23

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, insurance cover, and the cost of each new installation, the capital cost of these will be met by BH.

GENERAL ADMINISTRATION

FINANCIAL REGULATIONS: Despite recently revising the BPC Financial Regulations (BPC P.012), which is ready for adoption as agenda item 2309.05.03, in accordance with the model version provided by NALC they have just announced a further review is to be conducted (see article below). I will submit a response in the allocated time, but this should not affect BPC adopting its latest revision.

The National Association of Local Councils (NALC) is working with The Parkinson Partnership LLP to update its 2019 Model Financial Regulations for England and Wales.

The model financial regulations are part of a support package that local (parish and town) councils receive through their NALC and county association membership. They are an essential tool for councils of all sizes, setting out the framework within which the council ensures responsible, sustainable and compliant management of its finances.

NALC is seeking views on the technical aspects of the regulations. The responses will inform the revision and content of these regulations. The consultation will not result in any changes to existing legislation.

NALC would like to know:

- 1. Is the description of budget preparation (Section 3) adequate, and if not, what changes should be made?*
- 2. How should we improve the wording (Section 4) about expenditure monitoring?*
- 3. What changes are needed to manage safe and satisfactory delegation of authority to staff (Section 5)?*
- 4. Suggestions for amendments to improve control of online payments and banking (Sections 5 and 6)?*
- 5. What revisions are needed to manage procurement (Sections 10,11 and 12) effectively?*
- 6. What additional regulations may be necessary concerning financial risk management (Section 17)?*
- 7. Which regulations create challenges for transparency or protecting personal and commercially sensitive data?*
- 8. What, if anything, should be removed from the model regulations and why?*
- 9. Which paragraphs, if any, are obsolete and need replacing?*
- 10. Are there any other issues that should be covered within financial regulations?*

Submit views by 5 November 2023.

DEVON HIGHWAYS UPDATE – COMMUNITY LIAISON: We have been advised of a slight staffing restructure at DCC Highways, it is hoped this will strengthen communications for preplanned and emergency road works. The following information was circulated:

The team have been set up to liaise between contractors and the public, concentrating on keeping Councillors and Parishes especially, up to date on what is happening in their areas. You will be used to being emailed about upcoming roadworks that will affect you, but the Stakeholders can provide a more personal touch and are here to discuss any issues or concerns that you may have, and to help resolve any problems, if at all possible.

- We will ensure that any affected properties/businesses, schools etc, will be informed of upcoming works in plenty of time prior to the start date.*
- We will liaise with the contractors and businesses to try and minimise any impact of upcoming works, in order to try and sort out any problems before they arise.*
- We will be available to contact (within working hours 9 – 4.30 Mon - Fri) regards any specific individual access issues.*
- We will endeavour to notify you of any works that we become aware of at very short notice, however, this might not always be possible.*
- In the coming months we will be putting information on social media to raise awareness of annual works such as Gully Cleaning, Re-surfacing etc and when to expect them in the different areas.*
- We already produce Webpages for the jobs that we anticipate will generate a lot of customer contact. These can be found via this link. [Roadworks - Roads and transport \(devon.gov.uk\)](https://www.devon.gov.uk/roadworks)*

In the future we would like to send out a questionnaire asking what works well for you and what you would like to see going forward. We would welcome the sharing of information, knowledge and any ideas that could improve working together.

CLERKS REPORT Cont'd - GENERAL UPDATE 31.08.23

You can contact us by emailing: highway.highwayscommunityliaison-mailbox@devon.gov.uk or you can ring us on 01392 385084 and choose option 2 (Community Queries)

This does not affect the working relationship between BPC and our Neighbourhood Highways Officer.

REMEMBRANCE 2023: The working party have met, and plans are underway for the events this year. Armistice Day is on a Saturday this year, so there will be no school children present as usual therefore the service of Remembrance will be shorter but with the important and poignant parts.

Remembrance Sunday will be as last year, with a community civic service involving children from 1st Bishopsteignton Scouts. There will be the same short but safe parade to the community centre for refreshments. The order of service shall be finalised and published in due course. Road closure for both days have been applied for and acknowledged by DCC. There will also be a service of remembrance at St Johns running simultaneously, giving parishioners a choice of where they wish to attend. It is hoped the congregation may join the community for refreshments at the BCC afterwards too.

Regarding my recent email about a horse attending – it seems the horse in question is more than happy in crowds and as an ex-service animal is used to noise and bustle. The animal is insured which includes public he encounters; the owner will carry out their own risk assessment to add to mine for the event. So, depending on a response from the Methodist Church, about the horse being positioned on the driveway, it seems acceptable to all parties.

Having undergone surgery last year our regular bugle (trumpet) player Terry is stepping down after playing at Bishopsteignton Remembrance services for over 10 years. If anyone knows of a trumpet or bugle player who might be keen to take part, please let me know.

John Parkes was commissioned and has successfully built a stand to securely hold the remembrance poppy wreaths in place at the war memorial, as they often end up down the street and in Central Garage due to the wind.

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 to strengthen the covenant whilst ensuring it enable the new building, 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. Still awaiting a response from TDC. Cllr. MacGregor also not getting a response.

D-DAY 80TH ANNIVERSARY COMMEMORATIONS 06.06.24 – For this event The Crown are calling for beacons to be lit. Will need to be project managed, risk assessed, volunteers will be required. Once in place need to register our beacon by 30.05.24. Have emailed Steve Hochkins, who has carried this out before, but no response to date. Need to check location of the beacon (behind Fore St toilets?) The best place to watch this from is Bishopsteignton Community Centre (outside space). Perhaps a celebratory community event could be organised jointly by the Parish Council/BH/BCC. To be considered by each party. See agenda item 2309.03.03.

DUKE OF EDINBURGH PARTICIPATION – As part of their Duke of Edinburgh award 2 young parishioners have been carrying out various voluntary tasks around the village including PROW condition assessment, bench condition assessment, weeding, helping at Sustainable Bishop clothes swap event. A review of this period is required before I can sign them off; then thanks can be given.

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.

CLERKS REPORT Cont'd - GENERAL UPDATE 31.08.23

THE FUTURE OF BPC @ BCC: I have a brief meeting with Dominic, the BCC Chairman, and Maurice, the BCC Treasurer, later in September, to consider future rent charges and the future of BPC at the centre, whether it be as an officer space, or storage, or only meetings.

FOR INFO:

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

Other than meetings, the 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.

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

- **Full Council:** 7.30pm Monday 4 Sept. **Next:** 7.30pm Monday 16 Oct.
- **Planning Committee:** 7pm 18 Sept @ BCC. If matters arising.
- **Extraordinary Full Council meeting:** (for co-option only) 7.30pm Monday 18 Sept.
- **PACT:** (Police & Community Together): Wednesday 13 Sept 10.30am @ Jacks Patch.
- **DALC AGM & Annual Conference:** 10am – 4pm Wednesday 27 Sept @ Exeter Racecourse. Cllr. Benham is attending on behalf of BPC.
- **SLCC Clerks National Conference:** Wednesday 11 and Thursday 12 Oct @ Hinckley, Leicestershire.

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

Kim