
STRATEGIC PLAN 2023-2027

Our Vision For Bishopsteignton Parish

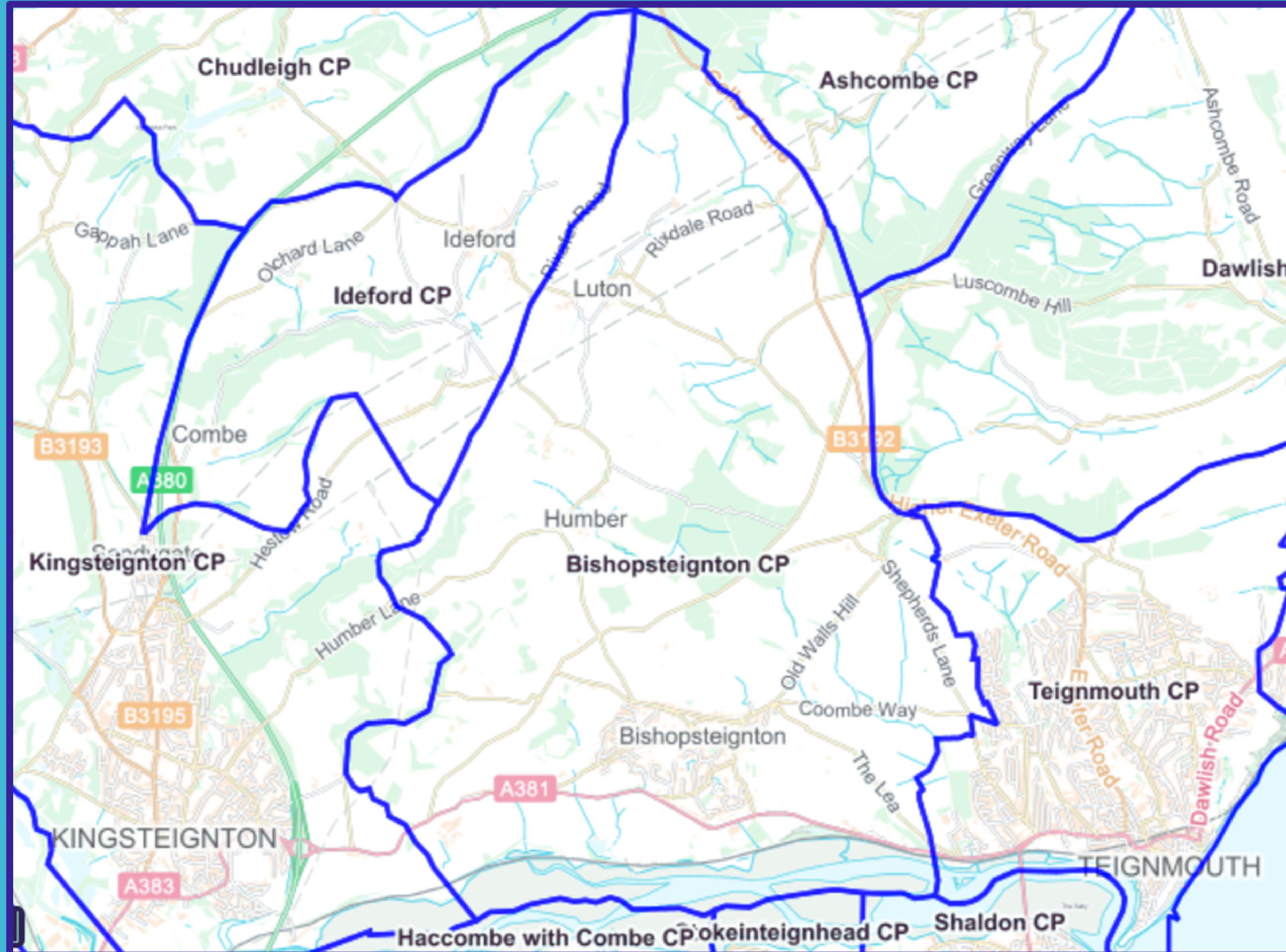


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1. PARISH MAP



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, defibrilators, 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.

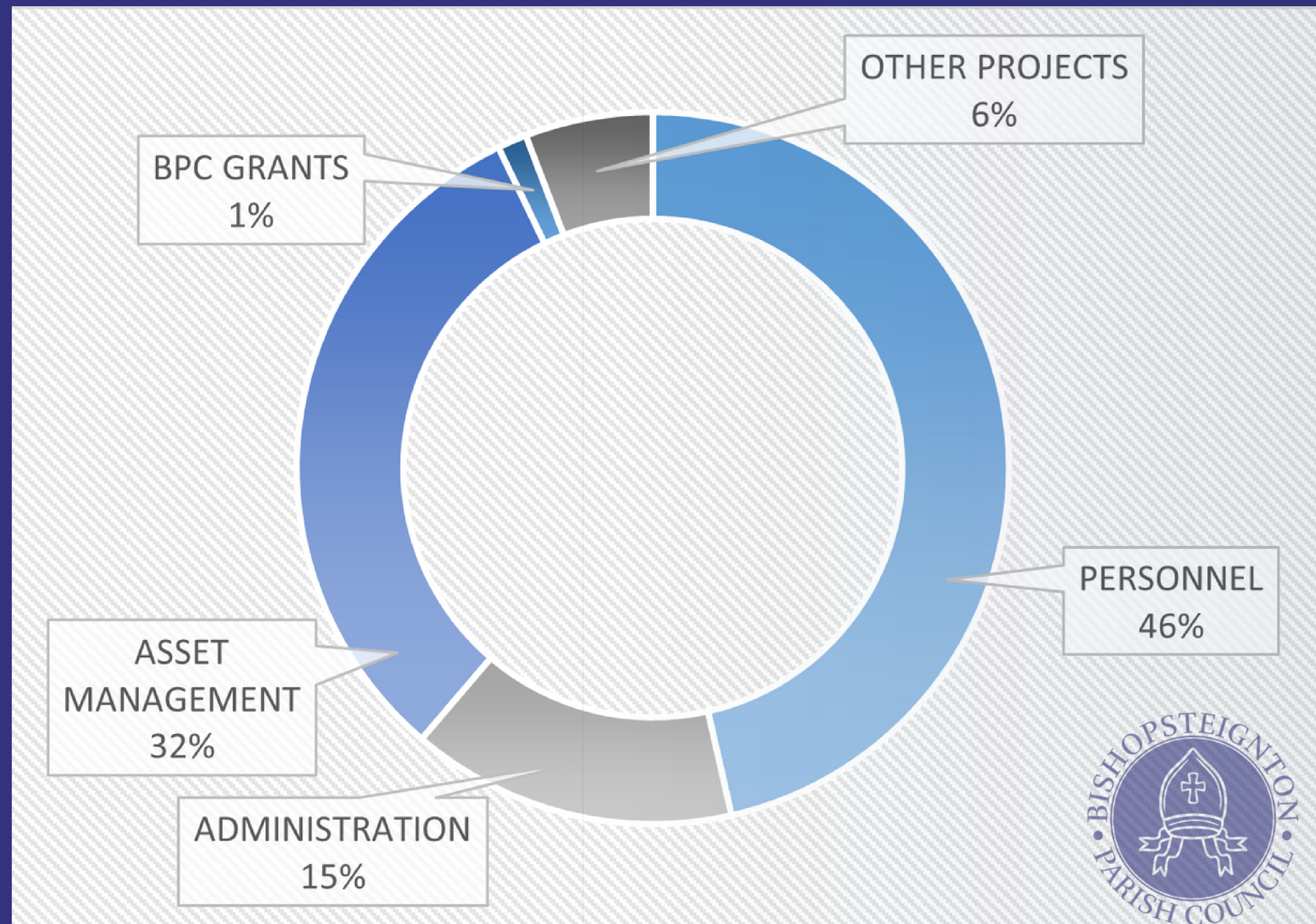
General Reserve should hold enough cash to cover 3-months' worth of regular outgoings such as contracts, rent and staff.

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

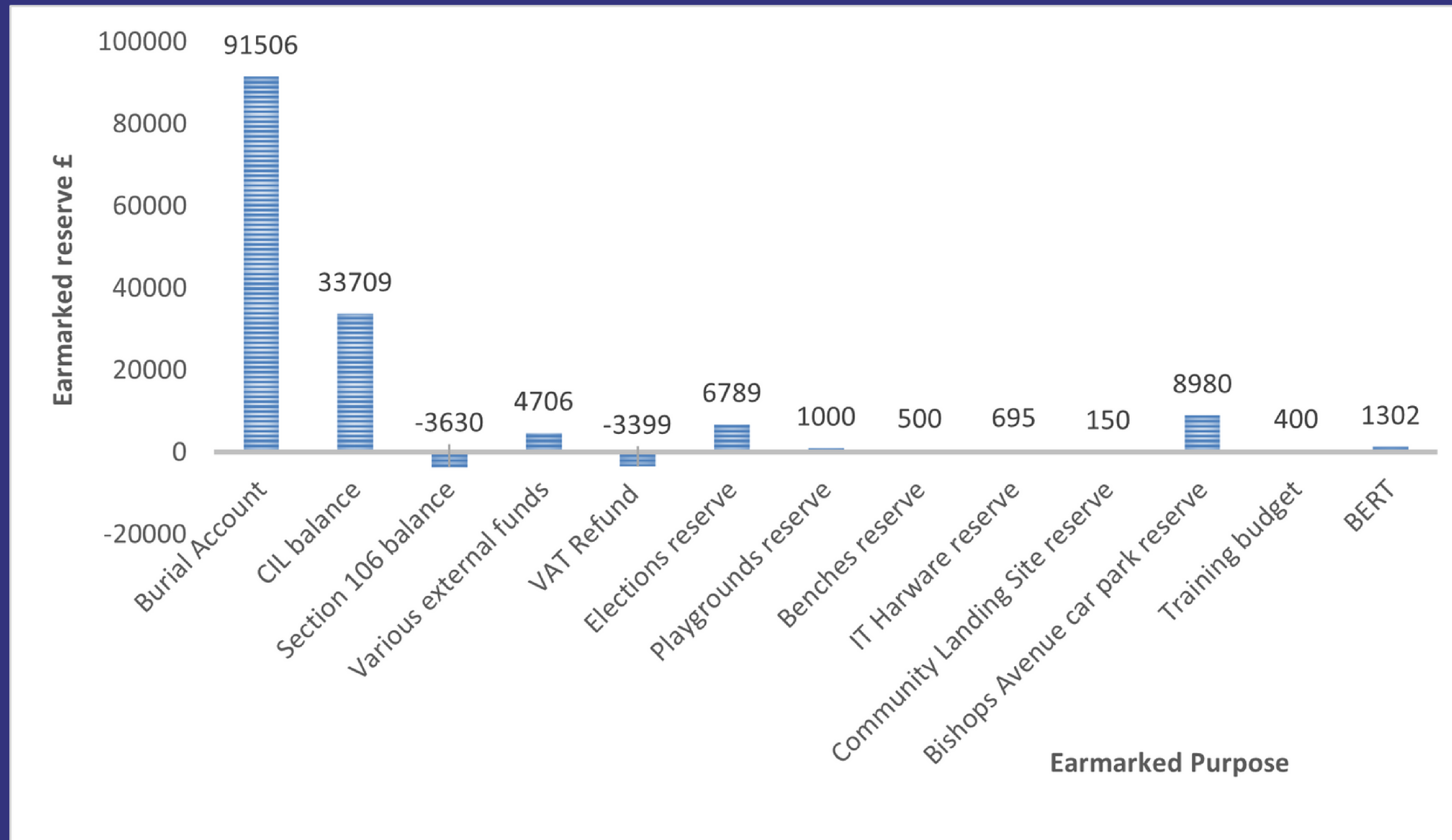
For a band D property this is £55.03 per year

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

Short Term 2023 - 2025	Adopt a Strategic Plan; including a schedule to review it regularly <small>ST.001</small>	Develop and adopt a Biodiversity Action & Carbon Reduction Plan including a schedule to review it regularly <small>ST.002</small>	Establish a Community Award Scheme to recognise exceptional parishioners & community groups <small>ST.003</small>
Build a mailing list (within the parameters of GDPR) for sharing news <small>ST.004</small>	Complete refurbishments to both play areas, promote with thanks to Valencia Community Funds <small>ST.005</small>	Design and implement a Celebration of Art garden at Cockhaven Junction <small>ST.006</small>	Support 1st Bishopsteignton Scouts to create a new hub and community venue <small>ST.007</small>
Design & approve repurposing of Fore Street toilets, agree funding source, and apply for the required planning permissions <small>ST.008</small>	Review all policies & operational procedure updating where necessary and maintain a register for easy monitoring <small>ST.009</small>	Review all parish owned assets; develop a work schedule of priority and routine maintenance <small>ST.010</small>	Ensure Emergency Resilience efforts are up to date and reach the whole of the Parish, including Luton <small>ST.011</small>
Establish Greenspaces, Cleaning and Asset Management contracts for 2024-2027 <small>ST.012</small>	Establish suitable methods for consulting parishioners on various parish matters <small>ST.013</small>	Develop and agree a plan for improvements to the MUGA <small>ST.014</small>	Improve care of the public gardens on Radway Hill to include biodiversity support & rainwater harvesting <small>ST.015</small>

Medium Term 2024 - 2026

Following the imminent adoption of the Teignbridge Local Plan 2020 -2040, initiate a review of the BNDP by committee

MT.001

Implement a schedule to monitor the routine maintenance for all parish owned assets to ensure optimal street-scene

MT.002

Deliver and monitor new asset management contracts

MT.003

Map all assets
Link to website for reporting

MT.004

Achieve accreditation in the Local Council Award Scheme

MT.005

Community Leadership for action to combat climate change such as the introduction of EV charging, community energy solutions, rainwater harvesting.

MT.006

Work alongside DCC to identify solutions to reduce traffic speeds and encourage safer parking. Within this, investigate 20mph zones

MT.007

Arrange inspection of all trees on Parish Council land, implement plan for necessary works & future inspections

MT.008

Consider and agree funding source for the implementation of improvements to the MUGA

MT.009

Deliver a communication strategy including a schedule to review it regularly

MT.010

Carry out development at Fore Street toilets, in accordance with BPC Climate & Ecological declaration, subject to planning permission

MT.011



Longer Term 2025 - 2027

Consult parishioners on possible improvements to the BNDP, move to referendum & adoption by BPC/TDC

LT.001

Promote widely the opportunity for parishioners to become a councillor at the local elections of May 2027

LT.002

Implementation of any solutions identified with DCC Highways to reduce traffic speeds and encourage safer parking

LT.003

Continue to deliver the objectives and aims outlined for previous years and in separate strategic documents

LT.004

Consider possible purchase of new land to extend Bishopsteignton Parish Cemetery

LT.005

Review/Renew Greenspaces, Cleaning and Asset Management contracts for 2027-2030

LT.006

Continue to assess the condition of play equipment implementing upgrades and further improvements when required

LT.007

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 a related 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:



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



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