



# BISHOPSTEIGNTON PARISH COUNCIL

## MEMBERS SUMMONS

Issued Tuesday 28 November 2023

Dear Councillor,

Your presence is requested for the Full Council Meeting of Bishopsteignton Parish Council at **19.30 on Monday 4 December 2023** at Bishopsteignton Community Centre, Shute Hill. An agenda of business to be transacted at this meeting is below.

Declarations of Interest: Please consider the declaration of any disclosable pecuniary interests or other interests for any agenda items. Should you wish to request dispensation please apply to the clerk in writing prior to the meeting in accordance with BPC Standing Order 13. d to h.

Kim Ford - Clerk to the Council

[clerk@bishopsteignton-pc.gov.uk](mailto:clerk@bishopsteignton-pc.gov.uk)

07483 149812

## AGENDA

### OF BISHOPSTEIGNTON PARISH COUNCIL MEETING

TO BE HELD AT 19.30 ON MONDAY 4 DECEMBER 2023 AT BISHOPSTEIGNTON COMMUNITY CENTRE

*As the first tier of local government and being closest to the people, we have the ability to influence decisions for the benefit of the community we serve. In our endeavours we are mindful that we are entrusted to act in the best interests of the whole community; our aim being to facilitate the best value services and facilities for the Parish of Bishopsteignton.*

#### APPENDIX

<b>2312.01</b>	<b>MEETING GOVERNANCE</b>	
.01	ATTENDANCE & APOLOGIES: for absence, received prior to the meeting, to be noted.	
.02	DECLARATION OF INTERESTS: Acknowledgment of DOI received for any item on the agenda. <i>And, if required, Clerks response to any request for dispensation (made in writing prior to the meeting).</i>	
.03	ORDER OF BUSINESS: Consider possible reorder of the agenda items listed below and if any should be discussed with press & public excluded ( <i>PART II</i> ). <i>In accordance with Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, ss100 - 102</i>	
.04	RATIFICATION OF MINUTES of the full council meeting held 23.10.23.	<b>App A</b>
<b>2312.02</b>	<b>OFFICIAL REPORTS</b> from:	<b>App B</b>
.01	PCSO. Saul Bunce/PC. Chadwick	
.02	CLlr. Andrew MacGregor - Teignbridge District Councillor for Bishopsteignton Ward.	
.03	CLlr. R. Peart - Devon County Councillor for Kingsteignton & Teign Estuary Division.	
<b>2312.03</b>	<b>FINANCE</b>	
.01	PAYMENTS:	
	a. Resolve to retrospectively approve payments made by the Clerk/RFO across the period 01.11.23 to 30.11.23 detailed in 2311 Payment Authorisation.	<b>App C</b>
	b. Resolve to approve payment to be made by the Clerk/RFO on 05.12.23 as detailed in 2312 Payment Authorisation.	<b>App D</b>
.02	FINANCIAL STATEMENTS:	
	a. Acknowledge statement of BPC financial position at 31.10.23.	<b>App E</b>
	b. Acknowledge statement of BPC financial position at 30.11.23	<b>App F</b>

.03	CLERICAL BUDGET 2023-24: To note the updated contractual pay scale for clerical payments, including increase to pension contributions.	App G
<b>2312.04</b>	<b>TEIGNBRIDGE LOCAL PLAN REVIEW</b> Consider changes made to the local plan and resolve to approve an appropriate consultation response.	App H
<b>2312.05</b>	<b>ASSET MANAGEMENT:</b>	
.01	FORE STREET TOILETS: Consider the quotes for the redecoration of the public toilets, Fore Street. Resolve to appoint a preferred contractor, or to request further information if required.	App I
.02	ASSET MANAGEMENT CONTRACTS: Consider quotes received for the following contracts and resolve to appoint accordingly: <ul style="list-style-type: none"> <li>a. Green Spaces Contract – 2024 to 2027</li> <li>b. Small Gardens Contract – 2024 to 2026</li> <li>c. Toilet cleaning Contract – 2024 to 2027. It is recommended by the BPC Finance Committee, at its meeting held 27.11.23, that the current providers contract be extended at the same value as it has not been possible to obtain alternative tenders</li> </ul>	App J App K
<b>2312.06</b>	<b>COUNCIL GOVERNANCE</b>	
.01	POLICIES: To review, amend if required and adopt accordingly the following relevant policies: <ul style="list-style-type: none"> <li>a. Scheme of Delegated Authority (P011, updated)</li> <li>b. Risk Management Policy (P039, new policy)</li> <li>c. Risk Assessment Schedule (P014, renamed &amp; updated)</li> <li>d. Investment Strategy Policy (P009) – Recommended for full council adoption by the BPC Finance Committee at its meeting held 27.11.23.</li> </ul>	App L App M App N App O
.02	COMMUNITY INFRASTRUCTURE LEVY: Consider table 2 of Appendix 1 of the CIL Policy (P022) for new projects and potential uses for CIL funds in the future.	App P
<b>2312.07</b>	<b>CLERKS REPORT:</b> A report of updates for ongoing matters, notification of actions taken and any new/forthcoming business for the council for information.	App Q
<b>2312.08</b>	<b>MEMBERS REPORTS:</b> Opportunity for updates from members relating to meeting/events/training attended, progress of working parties or representation on external bodies. <ul style="list-style-type: none"> <li>• Teign Estuary Trail joint working group 29.11.23 – Cllr. Merritt</li> </ul>	App R
<b>2312.09</b>	<b>PUBLIC PARTICIPATION</b> A period of approximately 5 minutes will be allowed for members of the public to raise questions or make comment regarding any other activity, new or ongoing concern within the parish.	



Kim Ford, Parish Clerk.