

2nd DRAFT MINUTES

OF THE FULL COUNCIL MEETING

HELD AT 7.30PM MONDAY 23 OCTOBER 2023
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2989 MEETING GOVERNANCE

- .01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. K. Benham Cllr. R. Gill
Cllr. R. Gateshill Cllr. J. Grimble Cllr. J. Hanafin
Cllr. J. Head Cllr. D. Robbins Cllr. W. Vooght (9/11)
County Cllr. Peart
Clerk: Mrs. K. Ford.
17 members of the public at various times.
- Apologies:** Cllr. Edwards, Cllr. N. Shaw, & (2/11).
PCSO S. Bunce & PC. R. Harvey.
District Cllr. MacGregor

- .02 **Declaration of Interests:** none at the start of the meeting. During agenda item 2310.05.01 Cllr. Merritt declared a NPI as vice Chair of the Bishopsteignton Community Centre Management Committee, he stated he would remain in the room, take part in the discussion but would not vote.

- .03 **Order of Business:** The Chair suggested, for the sake of audience members that agenda item 2310.06.01 be brought forward for discussion after the planning matter. Agreed unanimously therefore RESOLVED.

The Clerk reported an additional item which required decision at tonight's meeting despite being excluded from the agenda. In accordance with BPC Standing Order 10: 'A motion which would normally be dealt with by a committee or an employee can be dealt with at the present meeting if it is urgent or expedient'. and Standing Order 10 Xii 'to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest; Therefore, it was proposed and seconded to discuss in a part II the quotes for Cemetery & Village Green tree works as recommended by a tree inspection conducted in August. Proposed, seconded and unanimously agreed to discuss this evening as part II, therefore RESOLVED.

- .04 **Ratification of Minutes:** Minutes of both the full Parish Council meeting held at Bishopsteignton Community Centre on 04.09.23, and of the extraordinary full council meeting held 18.09.23, were considered. It was proposed and seconded that both these be approved as a true and correct record. Agreed unanimously therefore **resolved to approve** and to be signed by the chair.

2990 PLANNING

APPLICATION REF:	23/01658/FUL - 14 Horns Park Bishopsteignton Devon TQ14 9RP
PROPOSAL:	Construction of four dwellings with parking, alterations to existing property and construction of new access road
The application details were discussed at length, alongside it's relevance to the Bishopsteignton Neighbourhood Development Plan and hearing the opinions of residents. No one present was representing the developer. It was proposed by Cllr. Benham, seconded by Cllr. Merritt, that the following comment be submitted to Teignbridge District Council as the Local Planning Authority and that in addition it be request that the application be called in to TDC planning committee should the delegated officer be minded to approve.	

DATED:

CHAIRMAN:

PARISH COUNCIL COMMENTS:

Bishopsteignton Parish Council strongly object to this proposal and any future proposed development of this land which would be contradictory to the Bishopsteignton Neighbourhood Development Plan, in particular policy BSC1: *'Development which has significant detriment impact on the character of the historic gardens... will be resisted'*.

In addition, the proposal is contradictory to BNDP policies BSB3: *'Any new development should not result in an unacceptable impact on the environmental value of the application site'* and BSB4: *'Proposals that result in harm or loss to existing agricultural or horticultural land and practice, allotments and food production will not normally be supported. This includes the protection of Huntly Walled kitchen garden'*.

Furthermore, the Parish Council support the many residents have expressed objections to this proposal for different and valid material planning considerations. Should the development be permitted, going against the Neighbourhood Development Plan created by this community and made by TDC in Oct 2017, it would raise the following concerns.

- Highway issues: traffic generation, restrictive vehicular access, compromised highway safety for both drivers and pedestrians.
- Increased and therefore excessive parking in a residential area.
- overlooking and loss of privacy to some neighbouring properties and the school.
- The development is not in keeping with the current street scene, the overall design and visual appearance is considered out of character.
- Over development of the site.
- Residents have indicated there has never been a successful application for extending to upwards to allow a Horns Park property to become 2 storey, as this has not been [permitted previously it seems a precedent is set for single storey only in the vicinity.

In addition to this objection from Bishopsteignton Parish Council a call in to TDC Planning Committee is requested should the delegated planning officer is minded to grant approval (see enclosed application form).

2991 HIGHWAYS:

Bollards on Manor Road: Discussed at length, including input from neighbouring parishioners. It was proposed to pursue the neighbourhood highways officer and contact for HATOC to fast-track the application for the extension to the double yellow lines, although it was understood the proposal would still need to go through the advertisement and consultation process. Furthermore, it was proposed and seconded for the installation of 'bendy' bollards (to reduce maintenance cost, initial outlay and damage to passing vehicle but still restrict parking) at this section of pavement towards the junction of Cleland Court. Both proposals were unanimously agreed and therefore RESOLVED.

2992 OFFICIAL REPORTS:

.01 POLICE: No crime report could be provided for this meeting and neither PCSO Bunce nor PC. Harvey was able to attend. The next PACT meeting is to take place at 11am on 16th November at The Old Commercial.

Cllr. Gill reported that to date a new officer to replace PC. Clarke orchard has not yet been appointed. In the meantime, PCSO. Bunce will be supported by other officers for December and January PACT meetings who may potentially take to available role.

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

- The local plan addendum was debated on Tuesday 17th October. Most significantly were the changes in the land supply designated sites.
- This unfortunately did not include removing Forder Lane from inclusion in the plan. The addendum now goes out to consultation before submission to the Planning Inspectorate.
- It's worth noting that the LD group voted to exclude a Dawlish infill scheme and another from Kenton as it does not suit them politically.
- Spending limits at the District were The local plan addendum was debated on Tuesday 17th October. Most significantly were the changes in the land supply designated sites.
- This unfortunately did not include removing Forder Lane from inclusion in the plan. The addendum now goes out to consultation before submission to the Planning Inspectorate.
- It's worth noting that the LD group voted to exclude a Dawlish infill scheme and another from Kenton as it does not suit them politically.
- Spending limits at the district were included in the agenda and the spending limit without recourse to advance scrutiny is doubled to £100,000 for Revenue based items, and £250,000 for capital items.
- It would seem there are few covenants applicable to land held by TDC directly -particularly in terms of parks/recreational spaces. To explore further the covenant issue with The Lawns I have opened discussion with Cllr Wrigley.
- Fees and charges were reviewed mid-year and there were increases across some services, but mostly on paid parking. This is expected to generate additional income of around £300,000 next year. TDC remains able to deliver services as usual, but increasing erosion of funding means constantly reviewing strategy on non-statutory services.
- To that end, money has been set aside for a Strategy Review to ensure TDC can effectively maintain services. I am not sure if that is internally or externally sourced.
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.03 COUNTY COUNCILLOR: Cllr. Peart provided the following report.

Grants for Community groups

Community groups and organisations are being invited to apply for grants to help look after people over the winter. Devon County Council is encouraging these groups to apply for funding from its Growing Community Fund which was set up last year. So far, more than £700,000 has been awarded to local projects, many of which are helping communities in many ways. Grants have been awarded to 475 local groups, and of these 216 are helping to address food and fuel poverty, 399 are addressing health and wellbeing, 313 are supporting those with mental health issues and 322 are helping families, parents and parents who are on their own.

Groups who can apply include those bringing communities together for activities and social interaction, provide a warm safe place during the winter or help with food poverty and essentials or offer communities the means to cook nutritious meals on a budget.

Cllr Roger Croad, Cabinet Member for Public Health, Communities and Equality, said: We still have funding available. For more details, contact communitygrants@devon.gov.uk

2993 FINANCE

- .01 **Payments:** It was proposed and seconded, agreed unanimously, and therefore RESOLVED that payments transacted by the clerk across the period 01.10.23 to 17.10.23, be approved retrospectively.
- .02 **Financial Statement:** A statement for the period ending 30.09.23 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 Grant Giving:** The following applications were considered and resolutions reached:
- Bishopsteignton Flower Club request for £750: It was proposed and seconded to grant £150 to this group. FOR: 8, ABSTAIN: 1, therefore RESOLVED.
 - Bishopsteignton Village Festival Committee for a craft event in 2024 request for £500: It was proposed and seconded to grant £250 for this event. Agreed unanimously therefore RESOLVED.
- Clerk to arrange payments and notification to the applicants.

2994 ASSET MANAGEMENT

- .01 **Fore Street Toilets Regeneration:** Members considered again the possible uses for the building if converted, however a majority felt these changes were not necessary. It was proposed by Cllr. Benham, seconded by Cllr. Robbins, that the facility be redecorated with no internal changes. This was unanimously agreed and therefore RESOLVED.
- Cllr. Gateshill raised a second part to the considerations, that the council currently pay rent for use of the Community Centre, for storage and all meeting rooms.
- Cllr. Merritt declared a non-pecuniary interest, would stay to discuss but would not vote.*
- Cllr. Gateshill suggested savings could be made by moving all stored items to the recently converted storage space at The Lawns and only booking meeting rooms as and when required. This was discussed; Cllr Hanafin stated the Community Centre most likely rely upon this income, and it is within the council's power to provide essential support to this community asset. The clerk confirmed the break clause of 6 months' notice was in place should the council wish to review this at any time in the future. It was proposed by Cllr. Benham, seconded by Cllr. Gill, for BPC to remain a tenant at Bishopsteignton Community Centre for the foreseeable future. Agreed unanimously therefore RESOLVED.
- .02 **Cemetery Maintenance:** Following a recent site visit a report was provided by the clerk, for members' information and opportunity to raise queries. Cllr. Gill questioned the existence of a tap at the cemetery. The clerk reported there was no evidence of there ever being a water connection, either physically or in written records.
- .03 **Defibrillator at Michaels Field:** Members considered the report provided by the clerk prior to the meeting. It was noted that all members, and the public audience were disappointed that a bill of £250 would be issued by the District Council for its permission to BPC to install this lifesaving community asset. However, it was propped by Cllr. Gateshill, seconded by Cllr. Merritt, to accept the TC Heads of Terms, and proceed to a licence agreement and the purchase and installation of a defibrillator at Michaels Field. FOR: 8, ABSTAIN: 1, therefore RESOLVED.

2nd Draft MINUTES - continued
FULL COUNCIL MEETING - held 23.10.23.

2995 CLERKS REPORT: The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. The following comments were raised/points added:

- **Remembrance:** for this year's civic events the clerk was unable to attend so asked members for assistance on the day. To be advised of duties required in due course.
- **Scouts/Community Hub:** it was confirmed the scouts had not been successful with their grant application however the clerk stressed it was still essential to resolve the Lawns covenant matter with TDC, in case this or another opportunity arose in the future. It was agreed a working party meeting was necessary and should be arranged in due course.
- **BERT:** Members were advised a meeting of the working party was scheduled for Tuesday 24 October, to which more members were welcomed. Cllr. Vooght is attending as a representative of BPC and Luton residents.
- **Earmarked Fund from the late Mr. John Jenner:** The chair suggested the fund be earmarked for something suitable when a matter arises, rather than be swept up into general funds. Agreed unanimously. Cllr. Gill suggested it be put towards the defib cabinet required for the unit to be installed at the Cockhaven Arms, this was considered a good use, but no formal resolution was made.
- **Wall at St Johns:** When questioned the clerk explained problems in extracting a report from a stonemason, although only the recommended stonemason had been contacted. Others to be asked.

2996 MEMBERS REPORTS: members gave brief summaries on the following matters/events:

- **Teign Estuary Trail:** Cllr. Merritt provided a report prior to the meeting, this summarized the recent workshop held at Devon County Hall with officers from TDC, officers and members of DDC, BPC members Cllr. Benham & Merritt, and members of the campaign group. He suggested another parish councillor would be beneficial to the working party, but none was forthcoming. A future meeting date was announced; 29.11.23.
- **Devon Association of Local Council (DALC) Annual Conference:** Attended by Cllrs. Benham and Shaw. Cllr. Benham gave a general summary of information provided and relevant issues and considerations for local councils. Slides to be circulated to all BPC members, via the clerk, in due course.
- **Teignbridge Town & Parish Forum:** Attended by Cllr. Benham who reported this was an opportunity for TDC to explain its difficulties recently with planning officer recruitment and how this was leading to failings in this department. Also discussed were the financial constraints of the District Council, how it was working from its reserves, caused mostly by 27% cuts to the funds provided by central government over the last few years. They would continue to make cuts to services but may need to file a section 114 notice by the end of the next financial year. This limits future spending of the authority; TDC officers must carry out their duties in line with contractual obligations and to acceptable standards, while being aware of the financial situation. Any spending that is not essential or which can be postponed should not take place and essential spend will be monitored.

2997 PUBLIC PARTICIPATION:

One member of the public reported an overgrown private hedge which was reducing visibility and therefore compromising public safety. The clerk offered to write to the homeowner.

THE CHAIR CLOSED THE MEETING AT 21.46

Bishopsteignton Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
153 IT General Use	01/11/2023		Current Lloyds TSB Tr		Email hosting	Very Good Email Co	S	13.00	2.60	15.60
151 Toilets - Fore St - Cleaning &	01/11/2023		Current Lloyds TSB Tr		Toilet Cleaning Contract	P. Walton	X	257.50		257.50
151 Toilets & MUGA - Lawns - Cl	01/11/2023		Current Lloyds TSB Tr		Toilet Cleaning Contract	P. Walton	X	171.67		171.67
152 IT General Use	01/11/2023		Current Lloyds TSB Tr		Admin/IT	Dot Combo Ltd	X	50.00		50.00
158 Stationery/Clerical Expenses	07/11/2023		Current Lloyds TSB Tr		Admin/IT	Geosphere ltd	S	128.00	25.60	153.60
159 Stationery/Clerical Expenses	07/11/2023		Current Lloyds TSB Tr		Admin/IT	Amazon	S	152.87	30.60	183.47
160 Stationery/Clerical Expenses	07/11/2023		Current Lloyds TSB Tr		Admin/IT	Shaw & Sons Ltd	S	89.00	17.80	106.80
161 CIL: Unallocated	07/11/2023		Current Lloyds TSB Tr		General Maintenance - See de	Start Traffic Ltd	S	116.00	23.20	139.20
162 IT General Use	07/11/2023		Current Lloyds TSB Tr		Admin/IT	Mrs. K Ford	S	61.00	12.20	73.20
156 Net Salary	07/11/2023		Current Lloyds TSB Tr		Clerks Salary	Mrs. K Ford	X	1,592.62		1,592.62
155 Employee Tax	07/11/2023		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	199.20		199.20
155 Employee NIC	07/11/2023		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	119.55		119.55
157 Employee Pension	07/11/2023		Current Lloyds TSB Tr		Pension Contributions	DCC Pension Fund	X	123.88		123.88
157 Employer Pension	07/11/2023		Current Lloyds TSB Tr		Pension Contributions	DCC Pension Fund	X	447.69		447.69
163 Toilets & MUGA - Lawns - Cl	07/11/2023		Current Lloyds TSB Tr		General Maintenance - See de	Joseph Walton	X	276.10		276.10
154 Grant 2023-24	07/11/2023		Current Lloyds TSB Tr		Donation	Bishopsteignton Flower Club	Z	150.00		150.00
155 Employer NIC	07/11/2023		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	177.50		177.50
164 Lunch Club	07/11/2023		Current Lloyds TSB Tr		Donation	Bishopsteignton Lunch Club	X	207.46		207.46
165 Toilets - Fore St - Utilities	09/11/2023		Current Lloyds TSB Tr		Utilities	British Gas	E	35.77		35.77
166 Stationery/Clerical Expenses	13/11/2023		Current Lloyds TSB Tr		BPC Mobile Phone contract	EE	S	17.00	3.40	20.40
167 Unrestricted Reserves	13/11/2023		Current Lloyds TSB Tr		Donation	Mrs. H. CORLETT	X	50.00		50.00
168 Toilets - Fore St - Utilities	14/11/2023		Current Lloyds TSB Tr		Utilities	Everflow Ltd	X	54.09		54.09
169 Toilets & MUGA - Lawns - Ut	14/11/2023		Current Lloyds TSB Tr		Utilities	Octopus	X	157.55		157.55
171 Burial Ground	15/11/2023		Current Lloyds TSB Tr		General Maintenance Contract	BGS Ltd	S	508.00	101.60	609.60
171 General Parish Maintenance	15/11/2023		Current Lloyds TSB Tr		General Maintenance Contract	BGS Ltd	S	655.00	131.00	786.00
171 St John's Churchyard	15/11/2023		Current Lloyds TSB Tr		General Maintenance Contract	BGS Ltd	S	403.00	80.60	483.60
171 P3	15/11/2023		Current Lloyds TSB Tr		General Maintenance Contract	BGS Ltd	S	50.00	10.00	60.00
170 Office Rent	15/11/2023		Current Lloyds TSB Tr		Office Rent	Bishop CC	X	211.00		211.00
173 Burial Ground	21/11/2023		Current Lloyds TSB Tr		Cemetery Maintenance	Williams & Triggs MM	S	37.50	7.50	45.00
172 CIL: Unallocated	21/11/2023		Current Lloyds TSB Tr		CIL	First Rescue Training	S	900.00	180.00	1,080.00
174 General Parish Maintenance	21/11/2023		Current Lloyds TSB Tr		General Maintenance - See de	Elementary Signs Ltd	S	85.80	17.16	102.96
175 Burial Ground	21/11/2023		Current Lloyds TSB Tr		General Maintenance - See de	Bishop property (J. Parkes)	X	75.00		75.00
175 General Parish Maintenance	21/11/2023		Current Lloyds TSB Tr		General Maintenance - See de	Bishop property (J. Parkes)	X	120.00		120.00

Bishopsteignton Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
176	CIL: Unallocated	21/11/2023		Current Lloyds TSB Tr		CIL	Odds Sods n Jobs	X	340.00		340.00
177	CIL: Unallocated	23/11/2023		Current Lloyds TSB Tr		Donation	DCC	X	250.00		250.00
Total									8,282.75	643.26	8,926.01

On behalf of Bishopsteignton Parish Council I approve the debts detailed above which were paid from Bishopsteignton Parish Council funds by the clerk/RFO across the same period.

Date: 04.12.23

Signed: Cllr. Henry Merritt, Chair of Bishopsteignton Parish Council

Bishopsteignton Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
188	Subscriptions	05/12/2023		Current Lloyds TSB Tr		Admin/IT	SLCC	E	229.00		229.00
184	General Parish Maintenance	05/12/2023		Current Lloyds TSB Tr		General Maintenance - See de	DTG Trees & Grounds	S	675.00	135.00	810.00
185	Burial Ground	05/12/2023		Current Lloyds TSB Tr		Cemetery Maintenance	Bradford Building Supplies	S	498.36	99.67	598.03
186	Burial Ground	05/12/2023		Current Lloyds TSB Tr		Admin/IT	Starboard Systems	S	561.60	112.32	673.92
186	Stationery/Clerical Expenses	05/12/2023		Current Lloyds TSB Tr		Admin/IT	Starboard Systems	S	468.00	93.60	561.60
187	Stationery/Clerical Expenses	05/12/2023		Current Lloyds TSB Tr		Clerks Expenses - See descript	Mrs. K Ford	S	7.54	1.51	9.05
181	Employee Tax	05/12/2023		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	412.20		412.20
181	Employee NIC	05/12/2023		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	247.39		247.39
181	Employer NIC	05/12/2023		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	324.52		324.52
182	Staff contingency (overtime/:	05/12/2023		Current Lloyds TSB Tr		Clerks Salary	Mrs. K Ford	X	198.70		198.70
182	Net Salary	05/12/2023		Current Lloyds TSB Tr		Clerks Salary	Mrs. K Ford	X	2,062.11		2,062.11
183	Employee Pension	05/12/2023		Current Lloyds TSB Tr		Pension Contributions	DCC Pension Fund	X	189.21		189.21
187	Burial Ground	05/12/2023		Current Lloyds TSB Tr		Clerks Expenses - See descript	Mrs. K Ford	S	99.67	19.93	119.60
187	IT General Use	05/12/2023		Current Lloyds TSB Tr		Clerks Expenses - See descript	Mrs. K Ford	S	61.00	12.20	73.20
183	Employer Pension	05/12/2023		Current Lloyds TSB Tr		Pension Contributions	DCC Pension Fund	X	637.53		637.53
187	Unrestricted Reserves	05/12/2023		Current Lloyds TSB Tr		Clerks Expenses - See descript	Mrs. K Ford	X	8.75		8.75
Total									6,680.58	474.23	7,154.81

On behalf of Bishopsteignton Parish Council I approve the debts detailed above which shall be paid from Bishopsteignton Parish Council funds by the clerk/RFO within 24 hours of this meeting.

Date: 04.12.23

Signed: Cllr. Henry Merritt, Chair of Bishopsteignton Parish Council



BISHOPSTEIGNTON PARISH COUNCIL

Appendix H for 04.12.23 Clerks Report

TEIGNBRIDGE LOCAL PLAN REVIEW

The Proposed Submission Local Plan Addendum 2020-2040 sets out policies for how development will be managed in the district, and includes site allocations including for new housing, employment areas, gypsy and traveller pitches, and wind turbine areas.

This is the second Regulation 19 version of the Plan (i.e. the final draft). It is the version of the Plan which will be submitted to the Planning Inspectorate for public examination. TDC will consider the comments received and recommend any modifications to the Inspector examining the Plan if appropriate.

This public consultation runs from 8 November until 5pm on 22 December 2023.

The Addendum shows the changes to the Proposed Submission Plan as red text (this is in the BPC google drive or available on the TDC website <https://www.teignbridge.gov.uk/planning/local-plans-and-policy/proposed-submission-local-plan-2020-2040/live-consultation-of-the-local-plan-proposed-submission-addendum-regulation-19/>)

Deleted text is shown in red strikethrough and new text is shown in red underline. This consultation is not intended to be an opportunity to make comments on any other parts of the Proposed Submission Plan. Comments should only relate to the proposed changes to the plan contained within the Addendum or the additional/updated evidence which has been published. TDC will not review other comments made about the Proposed Submission Plan which are outside the scope of this consultation.

Neither V2, nor V3 are amended so neither are featured in the Villages addendum. However, a new concept plan for V2 Forder Lane (which follows). This includes more detail of the proposed vehicular and pedestrian access routes and may be commented on in this consultation.

K. Ford
Clerk to the Council

Land at Bishopsteignton

Revised Proposals



Key

- Vehicle access from Forder Lane
- Pedestrian access
- Potential pedestrian access subject to Parish Council agreement
- Pedestrian improvements
- Primary route
- Development blocks
- Hedgerow and tree planting
- Footpath connection to bus stop

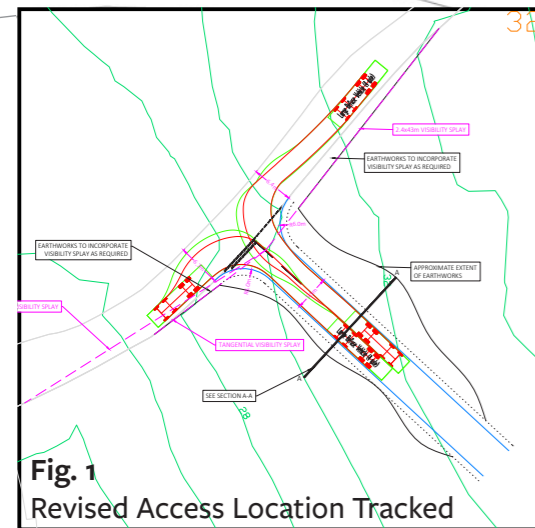


Fig. 1
Revised Access Location Tracked



BISHOPSTEIGNTON PARISH COUNCIL

SCHEME OF DELEGATION

Principles of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. In an emergency the Proper Officer is empowered to carry out any function of the Council
4. Where the Proper Officer or Committee are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Delegation to The Proper Officer

Matters reserved for Council or Committee

5. Subject to urgent items (see paragraph 6 below), the following matters shall be referred to the relevant Committee or Council, where appropriate.
Any matter which:
 - (a) requires a new policy; or
 - (b) requires an alteration to an existing policy (other than a minor amendment); or
 - (c) would be contrary to the policy framework; or
 - (d) involves expenditure or a reduction in income, for which there is no sufficient budgetary provision; or
 - (e) is an issue of principle as determined by The Council; or
 - (f) in the opinion of the Proper Officer, cannot in law or in accordance with the Standing Orders be decided by an Officer; or
 - (g) upon which a Committee has requested a report; or
 - (h) a member has requested an item to be put on an agenda under Standing Orders; or
 - (i) in the opinion of the officer concerned, should be determined by a Committee; or

Urgent Items

6. Matters of urgency, as determined by the Proper Officer, shall be delegated to the Proper Officer or appropriate committee in consultation with the Chair and/or Vice-Chair of the Council subject to a report being made to the next meeting of the appropriate Committee.
This allows the Proper Officer to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings to prevent the authority from incurring liability during the period that the delegation is applicable. The Proper Officer, as decision maker, will consult with the Chair and/or Vice Chair but on these matters and during the period of the emergency the Council should acknowledge that the clerk is the decision maker.

Delegation to Committees

7. Each Committee has delegated authority to decide matters within their terms of reference **except** for the following matters, which are reserved for Council:
- To adopt and change the Standing Orders.
 - To approve and adopt the Policy Framework.
 - To approve and adopt the Annual Budget & set the Precept.
 - To determine the Council's Corporate Priorities.
 - To appoint the Chair and Vice-Chair
 - To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
 - To adopt the schedule of full council meetings for the ensuing year.
 - To make any decisions which would be contrary to the policy framework.
 - To determine matters involving expenditure for which budget provision is not made or is exceeded.
 - To determine matters which do not fall within the remit of any Committee.
 - To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
 - To determine any matters referred to it by a Committee in accordance with Standing Orders.
 - To make decisions concerning district boundaries, electoral divisions, Towns or polling districts.
 - To make byelaws.
 - To borrow money.
 - To receive statutory reports from the Proper Officer.
 - To consider any matter required by law to be considered by Council.

Authority to Act

8. Subject to those matters that are reserved for Committee (see item 5) the Proper Officer shall be responsible and shall have delegated authority for the day-to-day operation and management of the services and land for which the Council is responsible.
9. Any matter not reserved for Committee (i.e. any matter falling outside the criteria contained in item 5) shall be regarded as falling within the day to day operation and management of the council, shall be delegated to the Proper Officer and shall be exercised in accordance with the principles of delegation.
10. Delegations to the Proper Officer/Responsible Financial Officer in respect of financial matters are set out in the Standing Orders and Financial Regulations.
11. Delegations to The Proper Officer in relation to the letting of contracts are set out in the Standing Orders and Financial Regulations.
12. Delegations to The Proper Officer in respect of land and premises are set out in the Standing Orders and Financial Regulations.
13. The Proper Officer shall also have delegated management authority for media and corporate issues.
14. The Proper Officer has delegated authority to decide on the final content, editing and layout of the Parish Council website and social media content and for arranging its publication.
15. The Proper Officer shall be responsible for signing all the Council's Official Notices and for witnessing the signing of Council documents. The council does not have a seal.

16. The Clerk shall be the Proper Officer for any function of the Council in the absence of any other appointment as specified within this Delegation Scheme.
17. The Proper Officer shall:
 - i. arrange for interments in the Parish Cemetery
 - ii. approve monuments
 - iii. grant exclusive rights of burial
 - iv. maintain up to date records in all Burial Registers.
 - v. carry out an inspection with at least one representative of the Church Fabric Committee and one councillor of all the monuments within the closed Churchyard of St John the Baptist Church, Church Road, and with at least one councillor in the Parish Cemetery, Lindridge Road, during the four years between the five-yearly independent inspections.
 - vi. get quotes for and appoint a contractor for the following:
 - Independent inspection of the memorials in the churchyard and cemetery, once every five years, or sooner if necessary.
 - Annual playground inspections.
 - Tree survey every 3 years and additional inspections as required.
 - vii. keep all land and property under review and take such emergency action as may be necessary for the protection of the public or the Council's property.
 - viii. undertake the appointment of a contractor and/or volunteer for the day-to-day management and maintenance of Council property within a budget set by the Council.
 - ix. call any extra meetings of the Council as necessary, having consulted with the Chair of the Council where possible.
 - x. respond to any correspondence, requiring or requesting information or relating to previous decisions of the Council.
 - xi. act as the Council's designated officer for the purposes of the Freedom of Information Act 2000 and General Data Protection Regulation 2018 and respond to Freedom of Information/Subject Access requests.
 - xii. arrange for the payment of invoices where appropriate (e.g. where approved by the council or by the use of delegated authority as specified above) that will be overdue by the next scheduled meeting or where discount for the Council will be lost.
 - xiii. make grant applications after identifying suitable funds and submit monitoring/outcome statements where grant applications were successful.
 - xiv. have the authority to refuse to deal with matters or to put them on the agenda if they are outside the council's remit, areas of interest and/or civil matters (but will continue to inform in the first response to a correspondent/caller where to refer matters, if known and if appropriate.)
 - xv. Planning: have the delegated authority to respond to:
 - Extension: request, from the delegated Officer at the Local Planning Authority, an extension for council response to a planning application where the consultation period closes prior to the next Planning Committee meeting.
 - Planning applications: when an extension is not granted by the planning officer at the Local Planning Authority, and a meeting cannot be held, determine the Council's response to the planning application by consultation with planning committee members by email. Final response for submission to be determined by the Proper Officer in consultation with the Chair of the Planning Committee.
 - xvi. keep councillors informed of training courses and book them upon request.
 - xvii. identify and book training courses for their own Continuous Professional Development.
 - xviii. renew subscriptions and pay annual fees to the DALC, the SLCC, website host/servers, and any relevant software licences/packages.
 - xix. request that two councillors authorise the payment of invoices between meetings for salary, and all items specifically budgeted for, contracted for or expenditure agreed by full

council at a meeting. Councillors will receive a list of transactions at the meeting following payment.

18. In addition the Proper Officer has authorisation for expenditure on: (note: standing orders allow for emergency expenditure up to £1000)
- i. the defibrillators as required – all consumables and cabinets as required.
 - ii. Safety works to individual seats up to a maximum of £250.
 - iii. Safety works to bus shelters up to a maximum of £250.
 - iv. Essential works to play equipment up to a maximum of £500 where safety is of concern.
 - v. Essential works to trees up to a maximum of £500 where safety is of concern.
 - vi. routine maintenance works to trees up to £500 per tree.
 - vii. office administrative materials and equipment as required.
 - viii. IT storage/working facilities, as required.
 - ix. virtual meeting costs, such as Zoom licence/subscription.

DRAFT



BISHOPSTEIGNTON PARISH COUNCIL

RISK MANAGEMENT STRATEGY

1. Introduction

1.1 This document forms Bishopsteignton Parish Council Risk Management Strategy. It sets out:

- What risk management is.
- Why the Parish Council needs a risk management strategy.
- The Parish Council philosophy on risk management.
- The risk management process.
- Roles and responsibilities.
- Future monitoring.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Parish Council.
- Integrate risk management into the culture of the organisation.
- Embed risk management through the ownership and management of risk as part of all decision-making processes; and
- Manage risk in accordance with best practice.

2. What Risk Management is

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'*

Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety *but* applies to all aspects of the Parish Council work.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk – Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Parish Council, loss of public confidence, in a worst-case scenario Local Authority/Government intervention.

Compliance Risk – Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk – Fraud and corruption, waste, excess demand for services, bad debts. risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Parish Council reserves.

Operating Risk – Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 These risks can be broken down further into specific areas which could impact on the achievement of the Parish Council strategic objectives and day-to-day delivery of services:

Political – Those associated with the failure to deliver local, regional or national policy.

Financial – Those affecting the ability of the Parish Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; initiative overload.

Social – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Parish Council ability to deliver its strategic priorities.

Technological – Those associated with the capacity of the Parish Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. This includes the consequences of internal failures on the Parish Council's ability to deliver its objectives.

Legal – The ability of the Parish Council to meet legislative demands affecting breaches of legislation (UK & EU);

Environmental – Those relating to the environmental consequences of progressing the Parish Council's objectives in terms of its climate energy-efficiency, pollution, recycling, emissions etc.

Partnership/Contractual – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Parish Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition.

Human Resources – Those associated with the professional competence of staff; training and development; over-reliance on key personnel; ineffective project management; recruitment and selection issues.

Organisational – Those associated with the review of services and delivering continuous improvement.

Health & Safety/Physical – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public; safeguarding and accounting of physical assets.

Reputational – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding poor public and media relations.

Not all of these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3. Why the Parish Council needs a Risk Management Strategy

3.1 Risk management will strengthen the ability of Bishopsteignton Parish Council to achieve its objectives and enhance the value of services provided.

- 3.2 The Risk Management Strategy will help to ensure that all Committees and service areas have an understanding of risk and that the Parish Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer, or acceptance.
- 3.3 Strategic risk management is an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework, and process for managing risk.

4. Risk Management Policy Statement

Bishopsteignton Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees and volunteers, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.

The Parish Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focussed approach to assess, mitigate and managing risk.

Risk management is an integral part of the Parish Council's management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – The circumstances from which the risk arises are removed so that the risk no longer exists.

Reduction – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer – The financial impact is passed to others e.g., by revising contractual terms.

Sharing – The risk is shared with another party.

Insuring – Insure against some or all of the risk to mitigate financial impact; and

Acceptance – Documenting a conscious decision after assessment of areas where the Parish Council accepts or tolerates risk.

5.2 Risk Register

The Strategic Risk Register (*Appendix A*) will be regularly refined and updated as part of this Risk Management Strategy. The Parish Council also uses software provided by Peninsula Business Services to record Health and Safety Risk Assessments.

5.3 Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The Risk Assessment Plan will be reviewed at least annually by the Proper Officer/RFO and recommendation for changes presented to the Governance & Strategy Committee or Full Council, whichever meets soonest after review.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.4 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Parish Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Negligible (1), Low (2), Medium (3) and High (4).

		IMPACT			
		Negligible (1)	Low (2)	Medium (3)	High (4)
Likelihood	High (4)	4	8	12	16
	Medium (3)	3	6	9	12
	Low (2)	2	4	6	8
	Negligible (1)	1	2	3	4

The scores for impact and likelihood are scored as above. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

6. Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Parish Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 Councillors – Risk management is seen as a key part of Councillors’ stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including:

- i. Annual review and adoption of the Risk Management Strategy.
- ii. Annual review of the Risk Assessment Plan.
- iii. Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- iv. Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
- v. Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

6.3 Employees – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to their line manager or the Proper Officer.

6.4 Proper Officer – will act as the lead officer on risk management and be responsible for overseeing the implementation of the Risk Management Strategy. The Proper Officer will:

- i. Provide advice as to the legality of policy and service delivery options.
- ii. Provide advice on the implications for service areas of the Parish Council's strategic aims and objectives.
- iii. Update the Parish Council on the implications of new or revised legislation.
- iv. Assist in handling any litigation claims.
- v. In consultation with the Parish Council's external advisors as necessary, provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
- vi. In consultation with the Parish Council's external advisors as necessary, advise on any health and safety implications of the chosen or proposed arrangements for service delivery.
- vii. Assess and implement the Parish Council's insurance requirements.
- viii. Assess the financial implications of strategic policy options.
- ix. Provide advice on budgetary planning and control.
- x. Ensure that the financial information systems and processes allow effective budgetary control.
- xi. Ensure the Parish Council's Risk Assessment Plan is regularly reviewed.
- xii. Ensure the Parish Council Risk Register is maintained and recommendations are carried out
- xiii. Effectively manage the Parish Council's investment and loan portfolio.

6.5 Role of Internal Audit – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Parish Council in identifying both its financial and operational risks and seeks to assist the Parish Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.



6.6 Training – The aim will be to ensure that both Staff and Councillors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development will be provided through a range of methods such as workshops, literature and in- house service familiarisation.

6.7 In addition to the roles and responsibilities set out above, the Parish Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

7. Future Monitoring

7.1 Review of Risk Management Strategy – This Strategy will be reviewed annually by the Finance Committee and recommendation made to the Full Council for acknowledgement and re-adoption.

8. Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Parish Council. It will assist in demonstrating that the Parish Council is committed to continuous service improvement and effective corporate governance.



BISHOPSTEIGNTON PARISH COUNCIL

INVESTMENT STRATEGY POLICY

To be reviewed/amended by the Finance Committee before a recommendation is made to Full Council at its next meeting

INTRODUCTION

Bishopsteignton Parish Council acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community.

The Parish Council is required under Section 15(1) of the Local Government Act 2003 to have regard to such Guidance as is issued by the Secretary of State. The current statutory community and Local Government (CLG) Investments Guidance Note came into force on 1 April 2018.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/67886/6/Guidance_on_local_government_investments.pdf

The Guidance Note makes a distinction between investments that are:

- Specified Investments – High security and high liquidity.
- Non-specified investments – Those with potentially greater risks and lower liquidity

This strategy is prepared regarding the above guidance and in accordance with the Parish Council's Financial Regulations (8. Loans and Investments and 14. Risk Assessment)

INVESTMENT OBJECTIVES

The Council's objective when investing money is to strike an appropriate balance between risk and return, avoiding the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. The Council will, therefore, aim to achieve an optimum return on its investments commensurate with appropriate levels of security and liquidity.

The Council's investment priorities are:

- The **security** of its reserves
- The adequate **liquidity** of its investments
- The **return** (yield) on investments.

All investments will be made in sterling and any payments or repayments in respect of investment are in sterling.

The Department for Communities and Local Government maintains that borrowing monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Where external investment managers are used, as resolved at a Full Council meeting, they will be contractually required to comply with the Strategy. The Council does not currently employ in-house or external financial advisers.

SPECIFIED INVESTMENTS

Specified Investments are, in the Guidance Notes, those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. Such short-term investments made with the UK Government, or a local authority or town/parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

BPC INVESTMENTS STRATEGY POLICY

- Deposits with banks, building societies, local authorities, or other public authorities
- The debt management agency of HM Government

Current investment is with Lloyds Bank which is highly secure.

The Parish Council will ensure FSCS protection where possible for future investments as a means of minimising risk.

NON-SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment in the money market, stock, and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council should seek expert advice and be prudent.

It is recognised that the Parish Council could consider placing funds on deposits protected by FSCS, including placing funds with institutions which do not have a high credit rating. This would mean that these are technically Non-Specified Investments. The Parish Council would only consider doing so where FSCS protection applies to eliminate the associated investment risk.

LIQUIDITY OF INVESTMENTS

The Responsible Finance Officer (RFO) in consultation with the Finance Committee will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

LONG TERM INVESTMENTS

Long term investments are defined in the Guidance Notes as greater than 12 months and the Note requires that should any Council wish to invest for periods greater than 12 months, it must identify the procedures for monitoring, assessing, and mitigating the risk of loss of invested sums.

Bishopsteignton Parish Council does not currently hold any long-term investments.

END OF YEAR INVESTMENT REPORT

The Responsible Finance Officer will provide investment reports to the Finance Committee on a regular basis. Reports will provide details of all current investments monthly, highlight investments which are approaching maturity, and where investments are approaching maturity and require re-investment, give details of options. The scope for information regarding options must be specified by the Finance Committee.

REVIEW AND AMENDMENT OF REGULATIONS

This Investment Strategy Policy will be reviewed annually by the Finance Committee and approved by Full Council before the commencement of a new financial year.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.bishopsteignton-pc.gov.uk



BISHOPSTEIGNTON PARISH COUNCIL

COMMUNITY INFRASTRUCTURE LEVY POLICY

To be updated & readopted in January 2024

1. BACKGROUND

Community Infrastructure Levy (CIL) is the charge payable on new development to be used to provide infrastructure that supports the development of the area. Teignbridge District Council started charging the Levy in October 2014. The CIL charge is determined by location depending on development viability – largely driven by house prices and affordable housing targets. Charges are made per internal square metre of new floor area; once development commences the full amount of CIL becomes payable. Payments are phased over 24 months and are non-negotiable.

CIL payments are received by Teignbridge District Council who will then pay 15% of the CIL income to the local council (ie the Town or Parish Council), unless a local council has an up to date adopted Neighbourhood Plan, such as Bishopsteignton, then local council shall receive 25% of CIL income within its area.

Since the introduction of CIL in Teignbridge, Bishopsteignton Parish Council have received a total of £k of CIL money in relation to various eligible developments across the parish. Potentially more CIL may be due in future years depending on the outcome of various planning applications.

The parish council may determine how its CIL receipts are spent; however, any expenditure must meet the following criteria as set out by CIL regulations:

- The provision, improvement, replacement, operation, or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

2. CIL SPENDING DECISION PROCESS

Bishopsteignton Parish Council welcomes input from local groups/organisations or individuals for projects on which to spend CIL money. If the proposed projects are within the CIL regulations and are items on which the parish council may lawfully spend, then a prioritisation process will be carried out and the criteria outlined in this policy will be used as a ranking mechanism. A prioritised “CIL Project List” (see appendix A) will be maintained and will be referenced when CIL funding becomes available. Organisations proposing their own projects may be requested to put forward costed and deliverable projects with multiple quotes and supporting information, such as financial accounts belonging to the beneficiary.

An assessment of project applications for CIL funding will be conducted by the Parish Council Finance Committee to resolve whether to make a recommendation, for the project to be included on its future CIL Projects List and its level of priority in respect to other projects, to the Full Council at its next meeting. Following a final resolution of the full council the CIL Projects List will be updated and published online.

NB. Full council meetings are open to the public; however, the council may move into private session if commercial sensitivity is required in order to achieve best value for public money.

BPC COMMUNITY INFRASTRUCTURE LEVY POLICY

3. RANKING PROJECTS FOR CIL EXPENDITURE

The CIL Project List is expected to cover projects providing, but not be limited to, the following benefit categories:

- Environmental/Climate change
- Crime reduction/Public Safety
- Traffic/Road safety
- Community engagement & Communication
- Leisure/Sport/Amenity
- Public services/provision
- Heritage protection

In general, the parish council will use the following **primary criteria** to rank CIL projects against each other:

- **Community Benefit** – how wide an impact will the project have for Bishopsteignton and how many people might benefit
- **Costs and Funding** – The overall cost of the project and any future expenditure it may generate, such as ongoing maintenance. Projects part-funded by the benefitting organisation or from grant funding may increase the ranking as it means more projects can be sufficiently financed.
- **Deliverability** – how practical is the project and are there likely to be barriers around the planning or legal aspects
- **Environmental Benefits** – does the project offer benefits to the environment of the village and show no negative impact

Secondary criteria under consideration may include:

- Projects that demonstrate the benefit will be sustained with revenue expenditure
- Projects that reduce running costs or increase revenue generation
- Projects that mitigate the detrimental effects of development, such as those delivering infrastructure identified as being required in the community
- Projects that connect developments to parish services and assets

NB. Inclusion on the CIL Projects List, meeting some or all the criteria for CIL ranking, does not commit the council to fund the project; all council spending decisions are made by a majority council vote.

The Finance Committee and Full Council will review the CIL Projects List following receipt of CIL funds (twice a year) and may resolve to award funding on the basis of current priorities and available funds. The council may ask for supporting information to be provided, such as group financial accounts, or multiple quotes for the work; this list is not exhaustive.

Continued...

BPC COMMUNITY INFRASTRUCTURE LEVY POLICY

Appendix 1

1. Balance of CIL receipt/spend at 31.12.23

	Receipt	Spend	Balance
2017	5339.38	0	5339.38
2018	11922.17	0	17261.55
2019	19025.88	0	36287.43
2020	12055.10	510.60	47831.93
2021	7336.16	20836.18	34331.91
2022	4679.35	0	39011.26
2023	0	tbc	tbc
TOTAL	60358.04	21346.78	39011.26

2. Potential Project List at 31.12.23

Title	Proposed by	Total Budget	Other potential funds	From CIL



BISHOPSTEIGNTON PARISH COUNCIL

Appendix X for 04.12.23 Members Report

Teign Harbour Consultative Group Meeting held 23.11.23

The THC meeting focused on the damage caused by the two recent named storms and responsibilities for rectifying the damage. It should come as no surprise to learn that TDC and THC disagree on ultimate responsibility.

Interestingly, the overriding view from those present was that the current policy of shifting the sand to the side of the channel has exacerbated the problem in that there is no longer a natural shelving bottom off the beach and spit to enhance the natural flow of sand and silt.

THC have been tasked with liaising with the dredging company contracted in the past to enquire as to the possibility of reduced rates to use their dredge in the off-peak season in an effort to bring the beach front and back beach channel back to a safe and stable environment for all.

Mooring costs were also discussed at length with several local stakeholders unhappy with the scale of increases.

TDC Local Plan Review Online Guidance Session

The planning teams meeting was a general run-through of the process of the consultation and as you are aware, the V2,V3 proposals were not included the discussion.

Future site allocation is predicated on the following in order of importance.

1. Brown field sites. Currently only 9% of allocated sites.
2. Locating homes close to employment opportunities.
3. Small scale development in villages.

I asked about scaling re developments and a small-scale development consists of 10 houses or less. They would not comment on the 55 houses on the Forder Lane development, by definition, a major development.

I also asked about safeguards to limit or prohibit second homeowners or buy to let purchasers that would inflate property values and apparently there are moves afoot to legislate against this.

Finally, I asked about the thought process involved in planning so many houses in a small village with few and very limited employment opportunities necessitating travel to nearby larger towns and cities. Apparently there are a lot of people now working from home!

Cllr. James Hanafin 30.11.23