

DRAFT MINUTES

OF THE FULL COUNCIL MEETING

HELD AT 7.30PM MONDAY 4 DECEMBER 2023
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2998 MEETING GOVERNANCE

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

.02 **Declaration of Interests:** None.

- .03 **Order of Business:** The Chair suggested that agenda item 2312.08 MEMBERS REPORTS be brought forward for discussion after the FINANCE section.
The clerk advised that agenda item 2312.05 ASSET MANAGEMENT should be moved to the end of the meeting and in accordance with BPC 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.*
Both changes agreed unanimously therefore RESOLVED.

- .04 **Ratification of Minutes:** Draft minutes of the full Parish Council meeting held at Bishopsteignton Community Centre on 23.10.23 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.

2999 OFFICIAL REPORTS

- .01 **Police Report:** Nothing provided prior to the meeting.
- .02 **District Councillors Report:** Cllr. MacGregor had nothing to report although briefly mentioned the current consultation on Community Infrastructure Levy running until 08.01.24.
- .03 **County Councillors Report:** Cllr. Peart had nothing to report.

3000 FINANCE

- .01 **Payments:**
- It was proposed and seconded, agreed unanimously, and therefore RESOLVED those payments transacted by the clerk across the period 01.11.23 to 30.11.23, be approved retrospectively.
 - It was proposed and seconded, agreed unanimously, and therefore RESOLVED that payments indicated in payment schedule 2312 be approved.
- .02 **Financial Statement:** Statements for both the periods ending 31.10.23 and 30.11.23 were NOTED by members and signed by the Chair. Clerk to publish this on the BPC website.
- .03 **Clerical Budget 2023-24:** The changes indicated in the relevant clerk's report regarding salary scale increase across the sector, were NOTED.

3001 MEMBERS REPORTS

- .01 **Cllr. Merritt – Teign Estuary Trail Update:** The written report of the last working party group meeting was referred to including that £1m has been dedicated to the TET project by TDC, this being taken from their CIL funds. TDC and DCC will soon be writing to Towns & Parishes affected by the development asking for financial support to the project. Cllr. Merritt suggested that in future Bishopsteignton Parish Council might consider the allocation of a portion of the Bishopsteignton CIL funds to the Teign Estuary Trail project.
- .02 **Cllr. Hanafin – Teign Harbour Consultative Group:** further to the report provided by Cllr. Hanafin, which was briefly discussed, there were no resolutions required.
- .03 **Cllr. Hanafin – Teignbridge DC Webinar on Local Plan Review:** further to the report provided members discussed the current consultation and that BPC Planning Committee which lead into the next agenda item.

3002 LOCAL PLAN REVIEW

This was discussed and included input from Cllr. MacGregor as our District Councillor. The council's response shall focus on matters concerning historical assets, undeveloped coast policies, settlement limits, ecological policies, and the assumptions made where public highways are impacted by development decisions. All concerns shall be raised as best as possible in line with the consultation response being limited to comments on the changes made in red throughout the latest revision documents.

It was proposed and seconded, agreed unanimously and therefore RESOLVED that a final submission shall be prepared by several members of the planning committee for the committee's consideration at its meeting to be held 18.12.23; that the planning committee be delegated authority to respond on behalf of the full council.

3003 COUNCIL GOVERNANCE

- .01 **BPC Policy Review:** The following policies were reviewed by the council.
It was proposed and seconded, unanimously agreed and therefore RESOLVED they be adopted with immediate effect, subject to minor alterations to be carried out by the clerk:
1. Scheme of Delegated Authority (P011) – updated.
 2. Risk Management Policy (P039) – new policy
 3. Investment Strategy Policy (P009) – as recommended for full council adoption by the BPC Finance Committee at its meeting held 27.11.23.
 4. BPC Financial Regulations (P.012): Several amendments were discussed and recommended. It was proposed by Cllr. Gateshill, seconded by Cllr. Shaw, that this version be adopted for immediate use, subject to actioning of the amendments discussed. Agreed unanimously therefore RESOLVED.

For future policy review, where changes are to be considered, it was suggested by Cllr. Benham that these be highlighted in red to make the review process simpler; agreed unanimously.

- .02 **Community Infrastructure Levy Policy (P.022):** Members were asked to review the tables in appendix 2 which needed updating before re-adoption of the policy in January 2024. Guidance on how Bishopsteignton might wish to allocate its CIL should be outlined in table 2. It was agreed

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for the Strategy & Governance Committee to give this further consideration at its committee meeting to be held 11.12.23 before the draft policy be brought back to full council next January. It was suggested that at some point in the future the parishioners should be consulted on how they believe the CIL monies should be spent; for this a consultation strategy may be required, but at least the idea be shared on the BPC website, looking for public opinion. No resolutions were made.

3004 CLERKS REPORT

The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. No further matters were raised, or comments added:

3005 PUBLIC PARTICIPATION:

A member of the public made the following comments regarding recent BPC activity & business:

- Remembrance – it was noted the timing of the service at the War Memorial did not suit everyone, particularly Bell Ringers and anyone hoping to attend a service at the Church. The clerk reiterated previous statements which explained the time is dictated by Remembrance commemorations nationally with the Last Post, 2-minute silence and Reveille being heard at 11am at War Memorials across the country.
- She asked if the parish council would support the installation of a loading only bay at the entrance of the Community Centre, to discourage parking close to the gate. Clerk to liaise with Devon Highways officer on this suggestion.
- She expressed disappointment over the recent council decision not to develop the Fore Street toilet building for improved public use for more purposes, but simply redecorate.
- She expressed disappointment at the lack of Christmas decoration, including lights, throughout the village, particularly Fore Street. This was discussed briefly, and it was agreed to consider an amount for this activity within the BPC budget for 2024-25.
- She reminded the council of its declaration of Climate & Ecological Emergency and to support all efforts/actions to mitigate the impact. She felt this declaration was often forgotten by the council and relevant activity should be regular and more apparent.

A member of the public raised concern over the flow of water from the grounds of Huntly into the public right of way, PF03 approaching Village Green/Horns Park. Clerk to raise this in writing to the Huntly management committee.

THE CHAIR CLOSED THE PUBLIC MEETING AT 20.38

The following part of this meeting was held in accordance with the Public Bodies (Admission to Meetings) Act 1960, where the public and representatives of the press and broadcast media were excluded from the meeting for consideration of items for which publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

3006 ASSET MANAGEMENT

- .01 **Fore Street Toilets:** Quotes for the work required to redecorate this BPC managed asset were considered and it was proposed and seconded to appoint O'Briens Painting and Decorating,

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quote dated 26.11.23, for £1,090.72. This appointment was unanimously agreed and therefore RESOLVED.

Clerk to liaise with appointed contractor to book the work to take place in March April and add this amount to the BPC budget for 2024-25 precept.

- .02 **Asset Management Contracts:** Quotes received for each contract were reviewed, discussed and the following appointments proposed, seconded and RESOLVED accordingly:
1. **Green Spaces Contract for 2024-27:** BGS Ltd at £20,350 per annum.
 2. **Small Gardens Contract for 2024-26:** Miss Moffat Gardening at £20 per hour for an average of 5 hours per week.
 3. **Toilet Cleaning Contract for 2024-27:** It was agreed with the recommendation made by the Finance Committee, to renew the contract with Mr. P. Walton for facilities cleaning at the current contract value.

THE CHAIR CLOSED THE PRIVATE MEETING AT 21.04

For 15 January 2024

1. Broadmeadow Leisure Centre refurbishment. This was presented to council last year and Cllr Jane Taylor put in a motion regarding retention of single sex facilities. There is a survey on this but the changing facilities question is unclear. At last Exec mtg I spoke at length about retention of single sex facilities, following the law, legal advice and statistics relating to risk to women and girls.
2. Voluntary Sector commitment. TDC have committed to maintaining the financial commitment to the voluntary sector at the same level as last year. Unfortunately this does mean that without an inflationary uplift, the voluntary organisations will actually be receiving a real terms cut.
3. Council Tax Reduction scheme. 100% support for the most vulnerable across the district. Good news I think, but a risk if the economy continues to struggle.
4. TDC is now a stakeholder in the 'reducing serious violence' drive with D&C Police. I spoke on this to emphasise TDC needing to address failings in respect of 'domestics'.
5. Budget outline. Some interesting stuff covered. Biggest concern is the potential big gap in funding/expenditure in 2026/27. This is likely to lead to the immediate next budgets being set around cost reduction and revenue increases which is of concern obviously.

Andrew MacGregor

Councillor for Bishopsteignton Ward

Tel: [07947 325037](tel:07947325037)

Winter Carriageway Conditions

January 2024

Following the period of extended wet weather that we have experienced over the festive period the Highways and Traffic Management Service has experienced a significant increase in the number of potholes reported by the public and recorded through the Highway Safety Inspection process.

Enquiries by Year & Month

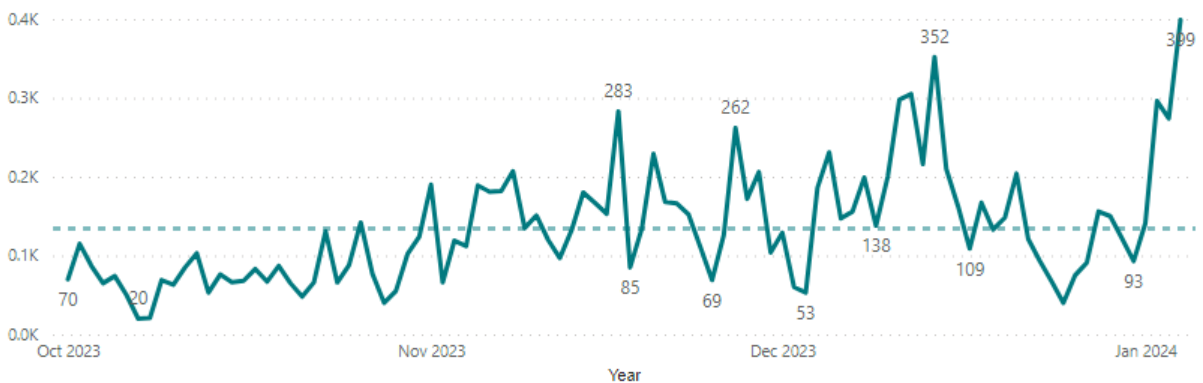


Figure 1 Table of Public Pothole Reports from Oct 2023

This increase in numbers highlights the fragile nature of our carriageways due to the long term lack of capital funding, leading to under investment.

This situation is undoubtedly going to get worse over the next couple of weeks as the current cold spell leads to further deteriorations due to freeze thaw effects.

If you receive direct contact by members of the public regarding potholes it would help if they are encouraged to use the ‘report a problem’ webpages.

www.devon.gov.uk/roads-and-transport/report-a-problem/

Once a defect has been reported by the public the Service aims to visit and triage the report within 3 working days on our higher category road network, and 7 days in our lower category network. The Triage Officer will then arrange the appropriate response based on the Council’s [Highway Safety Policy](#).

Should members of the public contact you regarding the late repair of defects or suggestions that defects have been closed down without action, please ask for the reference number (it starts with a

D) that they will receive when they made the report. With this number it is much easier to follow up on these enquiries.

In addition to the increase in defect repairs the additional task of gritting the network is likely to stretch resources, particularly if this cold snap continues for any length of time. Currently the road surface temperatures are rising above zero in the daytime. When they remain freezing all day we enter a cycle of continuing to grit the roads throughout the day. This draws heavily on resources. The potential impact will be the need to focus on the safety critical operations over the planned improvement works such as patching and drainage improvements. While this is frustrating for our communities, the safe operation of the network has to be prioritised.

The Network Response Team are in daily communication with our contractor, Milestone, to assess the current demand, adequacy of resources and priorities. This includes identifying non-safety or 'serviceability' defects that do not meet safety defect criteria, but that may represent sufficient deterioration to be considered a nuisance or are likely to continue to deteriorate further. Where defects are situated in close proximity to one another, inspectors can specify larger patch repairs to encompass those defects.

In addition to identification and repair of non-safety defects we are continually innovating and trialling new products and processes to improve the efficiencies associated with defect repairs. For example, the recent trial of a product called 'Elastomac' which we demonstrated at County Hall back in the summer (a mastic asphalt that utilises around 70%-80% recycled materials). This is in parallel to now established processes like the dragon patchers we operate in Devon. Whilst pothole numbers may be higher than we'd like in the weeks ahead, it's worth reflecting on where we might be if it wasn't for a combination of these combined efforts.

To give you an understanding of the current level of resources, at present there are up to 26 defect gangs across the County undertaking pothole repairs, supported by 2 additional sub-contractor gangs. With regards to serviceability repairs, we currently have around 8 internally resourced Milestone gangs carrying out larger scale repairs across the County. In addition to this they are being supported by two externally resourced gangs and further work is underway as we speak in potentially bringing in one or two further sub-contractor gangs. Lastly, all four dragon patching gangs are on programmed work this week and will continue whilst the weather remains favourable.

As I reported before Christmas, the additional £6.663m is already being invested into the carriageway with additional serviceability patching and local planned works brought forward in the programme. Again, I would encourage you to continue liaising with your local Neighbourhood Officer to agree future priorities.

Stay Safe

Stuart Hughes

Cabinet member for Highway Management

Bishopsteignton Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
189	General Parish Maintenance	07/12/2023		Current Lloyds TSB Tr		General Maintenance - See de	P. Walton	X	225.00		225.00
190	Burial Ground	11/12/2023		Current Lloyds TSB Tr		Cemetery Maintenance	John Parkes	X	375.00		375.00
191	Burial Ground	11/12/2023		Current Lloyds TSB Tr		Cemetery Maintenance	John Parkes	S	26.63	5.33	31.96
192	Stationery/Clerical Expenses	12/12/2023		Current Lloyds TSB Tr		BPC Mobile Phone contract	EE	S	17.00	3.40	20.40
193	Toilets - Fore St - Utilities	12/12/2023		Current Lloyds TSB Tr		Utilities	British Gas	L	36.40	1.82	38.22
194	General Parish Maintenance	13/12/2023		Current Lloyds TSB Tr		General Maintenance - See de	Mrs. K Ford	E	404.81		404.81
194	Dartmoor Vale Rotary Club tr	13/12/2023		Current Lloyds TSB Tr		General Maintenance - See de	Mrs. K Ford	E	159.98		159.98
194	Jubilee/Coronation	13/12/2023		Current Lloyds TSB Tr		General Maintenance - See de	Mrs. K Ford	E	139.98		139.98
195	Toilets & MUGA - Lawns - Ut	14/12/2023		Current Lloyds TSB Tr		Utilities	Octopus	L	12.84	0.64	13.48
196	Toilets - Fore St - Utilities	14/12/2023		Current Lloyds TSB Tr		Utilities	Everflow Ltd	E	67.67		67.67
197	Office Rent	15/12/2023		Current Lloyds TSB Tr		Office Rent	Bishop CC	X	211.00		211.00
198	Burial Ground	15/12/2023		Current Lloyds TSB Tr		General Maintenance Contract	BGS Ltd	S	508.00	101.60	609.60
198	General Parish Maintenance	15/12/2023		Current Lloyds TSB Tr		General Maintenance Contract	BGS Ltd	S	655.00	131.00	786.00
198	St John's Churchyard	15/12/2023		Current Lloyds TSB Tr		General Maintenance Contract	BGS Ltd	S	403.00	80.60	483.60
198	P3	15/12/2023		Current Lloyds TSB Tr		General Maintenance Contract	BGS Ltd	S	50.00	10.00	60.00
199	Burial Ground	21/12/2023		Current Lloyds TSB Tr		Cemetery Maintenance	Williams & Triggs MM	S	37.50	7.50	45.00
200	Burial Ground	21/12/2023		Current Lloyds TSB Tr		Cemetery Maintenance	Williams & Triggs MM	S			
201	Burial Ground	21/12/2023		Current Lloyds TSB Tr		Cemetery Maintenance	Williams & Triggs MM	S			
202	B.E.R.T.	21/12/2023		Current Lloyds TSB Tr		BERT	Vames Agriculture	S	810.00	162.00	972.00
203	Burial Ground	21/12/2023		Current Lloyds TSB Tr		Cemetery Maintenance	DTG Trees & Grounds	S	1,550.00	310.00	1,860.00
204	Toilets - Fore St - Cleaning &	02/01/2024		Current Lloyds TSB Tr		Toilet Cleaning Contract	P. Walton	X	257.50		257.50
204	Toilets & MUGA - Lawns - Cl	02/01/2024		Current Lloyds TSB Tr		Toilet Cleaning Contract	P. Walton	X	171.67		171.67
205	IT General Use	02/01/2024		Current Lloyds TSB Tr		Email hosting	Very Good Email Co	S	13.00	2.60	15.60
206	IT General Use	02/01/2024		Current Lloyds TSB Tr		Website hosting	Dot Combo Ltd	X	50.00		50.00
207	Stationery/Clerical Expenses	02/01/2024		Current Lloyds TSB Tr		Admin/IT	Amazon	S	32.64	6.53	39.17
208	Employee Tax	02/01/2024		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	221.00		221.00
208	Employee NIC	02/01/2024		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	132.55		132.55
208	Employer NIC	02/01/2024		Current Lloyds TSB Tr		Tax & NICs	HMRC	X	192.45		192.45
209	Net Salary	02/01/2024		Current Lloyds TSB Tr		Clerks Salary	Mrs. K Ford	X	1,659.11		1,659.11
210	Employee Pension	09/01/2024		Current Lloyds TSB Tr		Pension Contributions	DCC Pension Fund	X	139.92		139.92
210	Employer Pension	09/01/2024		Current Lloyds TSB Tr		Pension Contributions	DCC Pension Fund	X	471.42		471.42
Total									9,031.07	823.02	9,854.09

Bishopsteignton Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
211	Stationery/Clerical Expenses	16/01/2024		Current Lloyds TSB Tr		Clerks Expenses - See descript	Mrs. K Ford	S	49.99	10.00	59.99
211	Stationery/Clerical Expenses	16/01/2024		Current Lloyds TSB Tr		Clerks Expenses - See descript	Mrs. K Ford	S	83.33	16.66	99.99
211	Toilets & MUGA - Lawns - Clk	16/01/2024		Current Lloyds TSB Tr		Clerks Expenses - See descript	Mrs. K Ford	X	4.00		4.00
212	Unrestricted Reserves	16/01/2024		Current Lloyds TSB Tr		Expenses	T. Bannon	S	3.50	0.70	4.20
212	Unrestricted Reserves	16/01/2024		Current Lloyds TSB Tr		Expenses	T. Bannon	Z	9.00		9.00
213	CIL: Unallocated	16/01/2024		Current Lloyds TSB Tr		CIL	Start Traffic Ltd	S	29.96	5.99	35.95
214	Burial Ground	16/01/2024		Current Lloyds TSB Tr		General Maintenance - See de:	Kate Eco Gardening	X	116.00		116.00
214	General Parish Maintenance	16/01/2024		Current Lloyds TSB Tr		General Maintenance - See de:	Kate Eco Gardening	X	14.00		14.00
Total									309.78	33.35	343.13

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

Dated 15.01.24

Signed: Meeting Chair



FINANCIAL STATEMENT At 31.12.23

1. BALANCES

Bank Balance at 31.12.23	169074.81	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below)	155978.43	92.3% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months' worth of regular expenditure)	13096.38	7.7% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	93877.91	Bishopsteignton Cemetery use only
Staff costs	8961.79	Staff salary, Employer NI & Pension contributions
Administration costs	11064.04	Includes all office & admin cost
Asset Management	14934.66	Includes budgets & reserves for management of all assets
Agency Grants	-679.72	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	692.34	
Grant Awarding Funds	350.00	Under GPC of Localism Act 2011
Monies held in Trust	1228.97	Cricket Club, Bench donation, Playdays
CIL	27099.38	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	20.00	Shute Hill raised pavement clearance
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
2023 Teign CVS for Lunch Club	578.90	
VAT	-5993.95	Balance of VAT payments & receipts, claimed quarterly.
TOTAL	155978.43	

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 31/12/2023		
	Cash in Hand 01/04/2023		153,358.85
	ADD Receipts 01/04/2023 - 31/12/2023		115,833.79
			269,192.64
	SUBTRACT Payments 01/04/2023 - 31/12/2023		100,117.83
A	Cash in Hand 31/12/2023 (per Cash Book)		169,074.81
	Cash in hand per Bank Statements		
	Petty Cash	31/12/2023	0.00
	Lloyds Premier	31/12/2023	50,463.04
	Current Lloyds TSB Treasury	31/12/2023	118,611.77
			169,074.81
	Less unrepresented payments		
			169,074.81
	Plus unrepresented receipts		
B	Adjusted Bank Balance		169,074.81
	A = B Checks out OK		

GRANT APPLICATION FORM FY 2023-24



1 ORGANISATION DETAILS	
Name:	BAGS
Registered Charity:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If YES please provide charity number:	
What does your organisation do? <small>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</small>	Provides allotments for the community including a shared community one.
2 CONTACT DETAILS	
Primary contact name:	JOHN PARCES
Position in organisation:	CHAIR
Contact telephone:	07894035094
Contact email:	bagsjke@gmail.com
3 DETAILS OF GRANT REQUEST	
What is the intended use of the grant?	To buy and instal a solar panel and related equipment to charge shared battery powered tools
How would this benefit the Parish?	Enable us to maintain the site for community use
What is the total cost of the project?	£ 220 <small>(Please supply/attach quotes/estimate details)</small>
How much are you applying for from BPC?	£ 220
What other fundraising will your organisation be carry out?	Quiz night. Plot fees
Have you applied for funds from other sources? <small>If Yes please give details</small>	No
4 PAYMENT DETAILS	

GRANT APPLICATION FORM FY 2023-24



Bank Details:	Bank: CO-OP Account name: BISHOPSTEIGNTON ALLOTMENT GROWERS SOCIETY Eight digit Account Number: 65827066 Six digit Sort Code: 08/92/99
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5 CERTIFICATION

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council.

Signed:

John Jones

Date:

28/12/23

If your application is successful the Parish Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in BPC Grant Awarding Policy.

Table 1 - Clerical Costs _____	2
Table 2 - Admin Costs _____	3
Table 3 - Asset Management excl. Cemetery _____	4
Table 4 - Other project costs _____	5
Burial Account Charge _____	6
Burial Account summary _____	7
Draft Proposed budget & precept _____	8
Parishioner Council Tax Equivalent _____	9

Table 1. CLERICAL COST BREAKDOWN

Updated for review and adoption by Full Council on 15.01.24

NALC pay scale	£ per hour	Hours per week	£ per annum	Pension Contribution ***	
				BPC @ 21.9%	Clerk @ 6.5%
			TAKEN FROM PRECEPT	TAKEN FROM SALARY	

CURRENT (2023/24) SALARY BREAKDOWN

LC2 SCP 30 *	19.87	25.0	25831.00	5656.99	1679.02
ANNUAL TOTAL			25831.00	5656.99	1679.02

PROPOSED BUDGET FOR 2024/25 SALARY

NALC pay scale	£ per hour	Hours per week	£ per annum	Pension Contribution ***	
				BPC @ 21.9%	Clerk @ 6.5%
SALARY: LC2 SCP 30 *	19.87	25.0	25831.00	5656.99	1679.02

Contingency budget for overtime and/or clerical cover **	19.87	25.0	496.75	No pension contribution required on OT	
Contingency budget for possible contractual 2024/25 pay increase subject to union negotiations.			1350	310	N/A as from salary

* Rate taken from 23/24 NALC pay scale as published November 23.

** It is essential to include an amount for potential overtime payments or clerical cover if required, to ensure the correct amount is available and the budget is not exceeded. I have allowed for 25 hours at my current rate, applicable if for overtime but, if additional cover the rate for a locum is unknown. It is hoped this will not be needed and if still available at the end of the FY to be carried forward.

*** Rates set by Local Government Pension Scheme actuaries.

	= Per Annum from precept budget 2024/25
	= Not from additional budget. From salary, already part of budget

Table 2. ADMINISTRATION COST BREAKDOWN

Updated for review and adoption by Full Council on 15.01.24

	DETAIL	BUDGET 23/24	Proposed 24/25	NOTES
IT	.gov.uk website domain	0	40	2 year contract (£80)
	Website Support contract	600	600	Provider advised no increase for the next FY.
	Website hosting	60	60	
	Email Hosting of various BPC emails	175	180	We have 12 separate email addresses at £1 per month however there may be a stages when more emails are needed to cover the handover period to new council members.
	Multi Device Management	0	0	Now fixed a new contract, free as its for less than 20 devices owned.
	Device & Laptop contingency	745	800	Reserves at end of FY 2023/24 will be £1260. Budget is based on ... Current replacement value of 12 Tablets @ approx £180 each, 1 Laptop @ approx £800 = £2,960 spread over 4 years (expected life, although may be longer). A further £60 has been added for inflation.
	TOTAL	1580	1680	

Clerical Expenses	Rent	2160	2600	Rent increased from January 2024. £2,400 plus contingency for potential increase in Jan 25
	CC Service charge agreement	372	450	Confirmation of this estimate received from BCC. Subject to minor adjustments.
	Stationery	600	600	Includes manuals & books, toner, paper & stationery, postage, storage.
	BPC mobile	204	204	Fixed.
	Annual Parish (Electors) Meeting	100	100	
	Accounting package	562	562	Scribe. No increase indicated by provider, allow 10% contingency in case.
	Mapping subscription	133	133	Parish Online subscription. No increase indicated by provider, allow 10% contingency in case.
	Payroll services	150	156	Small increase notified by provider.
	TOTAL	4281	4805	

Subs	DALC (includes NALC)	800	750	Both worked out on the Council's precept, in bands or a percentage. Increases inevitable. for other possible subscriptions
	SLCC	275	300	
	Coningency		0	
	TOTAL	1075	1050	

Elections	Payable to the principal authority for all services relating to a local council election.	250	0	There will balance of £6707.44 at the end of this FY. A full election for this parish will be IRO £3.5k. Similar if a mid-term by-election is called. Continue to accumulate a reserve but the amount can be reduced while the reserve is healthy.
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Audit Fee	Internal Audit & Report	250	300	Contingency allows for possible increase as rate of increase not yet provided.
	External Audit	450	500	
	TOTAL	700	800	

Insurance	Original Premium	2000	2306	Fixed fee, some minor changes to asset register anticipated, see below for this and contingency required.
	Contingency for premium increase	0	500	As above, due to acquired assets throughout the FY.
	Asset Valuation & Report	100	100	To build up a reserve for the asset evaluation process, at least once every 5/6 years. Current reserve has been used for premium shortfall. Re-evaluation not due until at least 2025/26. Current reserve is nil.
	TOTAL	2000	2906	

Training	Clerk CPD	400	400	for opportunities to undertake CPD throughout the FY
	New Councillor training	400	200	New Council Training expense are hard to estimate, depends if new members are required, and found!
	Councillor CPD	300	300	DALC fees have increased, and they are constantly changing their training programme, it's hard to know what will be available, its relevance and cost.
	TOTAL	1100	900	

ADMINISTRATION TOTAL 12141

Table 3. ASSET MANAGEMENT COST BREAKDOWN

Updated for review and adoption by the Full Council on 15.01.24

ASSET	DETAIL	BPC Budget 23/24	Proposed budget 24/25	NOTES
OPEN RECREATION SPACES, PLAY AREAS & MUGA	Green Spaces Contract for general maintenance	8450	8350	Contract Awarded to BGS.
	Budget for general weeding	0	2350	based on 3hrs per week at the average contractor rate, with small contingency.
	Reserve for additional work at open spaces & playgrounds	1000	500	Covers replacement parts and upkeep of existing play equipment. Reduced as much equipment is new and will not require attention this year.
	Annual playground inspections	180	200	Increase anticipated, contingency added
	Monthly playground inspections	180	200	By Wally at average of 1hr per calendar month, he will inspect both areas twice a month in May - August.
	Tree works: Assessment & recommended works plus emergency works if required	0	1500	£500 for tree inspection in 2024/5 (current reserve @ 31.03.24 will be £300). Additional tree works at open spaces, after care for the new tree planting and rewilded areas, etc. including an external contractor to water new trees using a bowser.
	Orchard management	300	300	Not part of any contract. Budget covers annual work recommended to keep the orchard in good health as a one-off instruction session, and further work as required.
	Small Gardens Contract	0	1200	Contract Awarded to Miss Moffat Gardening.
	Lawns Toilets Caretaker	2060	2060	Contract with P. Walton extended.
	Utilities for Lawns Toilets & MUGA floodlights	500	800	fixed utilities rates but unpredictable usage and maintenance. Rates increased recently, awaiting smart meter as their estimates are terrible! Income on lights but unpredictable and depends on court usage.
	Other expenses for MUGA & Toilets	400	400	To cover any additional care-taker duties required, on hourly rate & materials.
	Waste Bin emptying contract wih TDC	0	3410	3 bins at £14.00 per empty 21 weeks of 2 empties per week & 31 weeks of 1 empty per week = £3,066. plus a contingency of 20 empties and £64 admin charge.
	Reserve: Contingency for MUGA resurfacing	500	500	For future use. Quote to be sought for a more realistic value and timescale until work will be required. Reserve at 31.03.24 will be £500.
Bishops Avenue Car Parks	450	450	For business rates. Any possible increase is unknown. Contingency available for unpredicted works, if required, with balance of the handover grant.	
	TOTAL	14020	22220	
St Johns Churchyard	Maintenance Contract (part of Green Spaces)	4840	5000	As per contract awarded to BGS.
	Additional cost	0	500	Necessary? There always seems to be something crop up!
	TOTAL	4840	5500	
Fore Street Toilets	Caretaker	3090	3090	Contract with P. Walton extended.
	Utilites	1000	1200	New slightly reduced rate negotiated for energy, water remains the same. Unlikely to see a significant difference either way
	2023/4 internal redecoration	0	1200	As per quote, with small contingency for material
	Repairs & additional expenses	200	300	Necessary? There always seems to be something crop up!
	TOTAL	4290	5790	

Table 4. OTHER COSTS BREAKDOWN

Updated for review and adopted by the Full Council on 15.01.24

	BUDGET HEADING	BPC BUDGET		NOTES
		ACTUAL 23/24	PROPOSED 24/25	
POTENTIAL SPEND OR STARTER RESERVES FOR FUTURE PROJECTS (Balance to be carried forward or reallocated at end of FY)	Queens Platinum Jubilee Queens Memorial Kings Coronation	1150	0	<i>balance to be carried forward to purchase bench, if not completed before 31.03.24</i>
	Climate Emergency Actions	0	0	<i>Not necessary as no projects yet agreed and there is still a balance of the Climate Action National Lottery grant available. Be used for BAP & CRP</i>
	Scout Hut Project	1000	0	<i>Unknown. No expenses predicted in the next FY.</i>
	D-day 80th in 2024		400	<i>Budget for a possible community event?</i>
	War Memorial	1000	500	<i>to build a contingency for future WM maintenance, transfer to AM heading. To be under Asset Management.</i>
	Remembrance	0	250	<i>Set a specific budget for the civic ceremonies and event, wreath/RBL donation. traffic management, refreshments, etc.</i>
TOTAL		3150	1150	

Charge to Burial Account

2024/25 Clerical costs	£36,645
per week	704.71
per hour	£28.19

2024/25 Admin Costs	£12,141
per week	233.48
per hour	£9.34

Burial charge hourly rate	£37.53
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average hours per week	2.5
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Charge per week	£93.82
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47 working weeks per year	£4,409 to be deducted from budget for precept total
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For Info only: BURIAL ACCOUNT RESERVE (Not from Precept)

RESERVE BALANCE at 01.04.19		52846.44
2019/20	Income	15227.00
	Expenditure	4682.57
RESERVE BALANCE at 01.04.20		63390.87
2020/21	Income	13094.00
	Expenditure	5158.41
RESERVE BALANCE at 01.04.21		71326.46
less admin charge to burial account		2722.00
2021/22	Expenditure	8524.86
	Income	26315.00
RESERVE BALANCE at 01.04.22		86394.60
less 22/23 admin charge to burial account		2841.00
2022/23	Expenditure	9637.12
	Income	17590.00
RESERVE BALANCE at 01.04.23		91506.48
less 23/24 admin charge to burial account		4952.00
2023/24 to 31.12.23	Expenditure	9000.57
	Income	18800.00
RESERVE BALANCE at 31.12.23		96353.91

Predicted expenditure for 2024/25		
BGS Annual Contract	6400	
Scribe Cemetery package	580	
Clerical assistance with burial record keeping (estimate as rate to be agreed)	500	
Maintenance of flower beds/rose garden (estimate based on previous)	800	
Tree inspection & recommended work (estimate based on previous)	800	9080
Admin charge (at an average of 2.5 hrs per week)	4409	
Total		£13,489

DRAFT PROPOSED BPC BUDGET & PRECEPT FOR FY 2024/25 - For Full Council at the meeting to be held 15.01.24

		APPROVED BUDGET 23/24	PRELIMINARY BUDGET PROPOSAL 24/25	NOTES FOR INFORMATION
PERSONNEL (SALARY, CLERICAL COVER, EMPLOYERS PENSION CONTRIBUTION, EMPLOYERS NI CONTRBUTIONS)	Clerical Salary	24531	25831	Breakdown shown in Table 1 - Clerical Costs
	NALC payrise contingency	1200	1350	Contingency for rise to the payscale rates, which will be negotiated during the same financial year. Based on changes made during this current FY.
	Employers N.I.	3000	3000	Estimated. Applicable rates unknown.
	Clerical contingency	472	497	Contingency for admin support/overtime eg. additional/exception time-limited tasks, locum sick leave cover, if required. If unused at the end of the FY this can be carried over for the same purpose or redirected into general reserve.
	Pension: Employers contirbution includes Employers pension contribution on increase	5622	5967	Breakdown shown in Table 1 also.
SUBTOTAL		34825	36645	
ADMINISTRATION (OFFICE RENT, STATIONERY, HARD & SOFTWARE, PHONE & BROADBAND, ELECTIONS, AUDITS, INSURANCE, TRAINING, CLERKS & MEMBERS EXPENSES)	IT	1580	1680	Breakdown shown in Table 2 - Administration costs
	OFFICE EXPENSES	4281	4805	
	Subscriptions	1075	1050	
	Elections	250	0	
	Audit Fee	700	800	
	Insurance	2100	2906	
	Training	1100	900	
SUBTOTAL		11086	12141	
ASSET MANAGEMENT (MUGA, OPEN SPACES, PLAYGROUNDS, WAR MEM, NOTICEBOARDS, BENCHES, CAR PARKS, ST JOHNS CLOSED CHURCHYARD, FORE ST TOILETS)	MUGA & Lawns facilities, Green Spaces Management & general Asset Maintenance	14020	22220	Breakdown shown in Table 3 - Asset Management costs
	Public Toilets Fore St	4290	5790	
	St Johns Closed Church Yard	4840	5500	
	Defibs	500	500	for general maintenance when required. Increased as we have more units, some now aging (battery packs, cabinets, not the units themselves).
	Night Landing Site	50	50	building reserve for inspections and maintenance when required
SUBTOTAL		23700	34060	
BPC Grant Giving	BPC Grants (or S137 if BPC loses GPC)	1000	1000	Keep same as previous year
BERT	BERT & Gritting	200	400	limited grant funding available, stocks may need replenishing/updating.
OTHER PROJECTS	Other projects	3150	1150	Breakdown shown in Table 4
CONTINGENCY	Contingency (General Reserve)	1000	1000	General reserves need to be rebuilt to safe guard for inflation, potential transferred assets, etc.
	TOTAL BUDGET	£74,961	£86,396	DRAFT 2024/25 BPC BUDGET CONSIDERATIONS
	less Burial Account charge	£4,952	£4,409	Admin charge (to the Burial Account) to be deducted from Precept claim
	2022/23 BPC BUDGET & PRECEPT TOTAL	£70,009	£81,986	DRAFT 2024/25 BPC PRECEPT CONSIDERATIONS
			11,977	increase to BPC precept (2023/4 to 2024/25)
			17.11%	

PROPOSED 2024/2025 BUDGET & PRECEPT Shown for property bands

for information at the Full Council meeting to be held 15.01.24

Property Banding	A	B	C	D	E	F	G	H	Provides precept	% change to previous precept	£ change to previous precept
	6/9	7/9	8/9	9/9 (1)	11/9	13/9	15/9	18/9			
Actual 2022/23	£33.29	£38.84	£44.39	£49.94	£61.04	£72.14	£83.23	99.88	£64,959		
Actual 2023/24	£36.69	£42.80	£48.92	£55.03	£67.26	£79.49	£91.72	110.06	£70,009		
Proposed BPC budget & precept for 2024/25 less burial charge	£42.80	£49.94	£57.07	£64.20	£78.47	£92.74	£107.00	£128.40	£81,986	17.11%	£11,977
Annual Increase £	£6.11	£7.14	£8.15	£9.17	£11.21	£13.25	£15.28	£18.34			
increase PCM	£0.51	£0.59	£0.68	£0.76	£0.93	£1.10	£1.27	£1.53			



2024-2025 COUNCIL STRATEGY & GOVERNANCE COMMITTEE MEETINGS

Community Centre, Shute Hill
Bishopsteignton, Devon, TQ14 9QL
07483 149812
clerk@bishopsteignton-pc.gov.uk

MEETING DATE	COMMITTEE	EXPECTED BUSINESS FOR AGENDA
LAST MEETING: Monday 11th December	GOVERNANCE & STRATEGY COMMITTEE	To consider the council progress, focus, priority and strategy. To review objectives to date and revise, if necessary, making recommendation and providing a report to the Full council at the next opportunity (15.01.24). Policies: any which require review/readoption.
Thursday 3rd April	GOVERNANCE & STRATEGY COMMITTEE	To consider the council progress, focus, priority and strategy. To review objectives to date and revise, if necessary, making recommendation and providing a report to the Full council at the next opportunity. Policies: any which require review/readoption.
Thursday 8th August	GOVERNANCE & STRATEGY COMMITTEE	To consider the council progress, focus, priority and strategy. To review objectives to date and revise, if necessary, making recommendation and providing a report to the Full council at the next opportunity. Policies: any which require review/readoption.
Thursday 5th December	GOVERNANCE & STRATEGY COMMITTEE	To consider the council progress, focus, priority and strategy. To review objectives to date and revise, if necessary, making recommendation and providing a report to the Full council at the next opportunity. Policies: any which require review/readoption.
April 2025	GOVERNANCE & STRATEGY COMMITTEE	To consider the council progress, focus, priority and strategy. To review objectives to date and revise, if necessary, making recommendation and providing a report to the Full council at the next opportunity. Policies: any which require review/readoption.
August 2025	GOVERNANCE & STRATEGY COMMITTEE	To consider the council progress, focus, priority and strategy. To review objectives to date and revise, if necessary, making recommendation and providing a report to the Full council at the next opportunity. Policies: any which require review/readoption.
December 2025	GOVERNANCE & STRATEGY COMMITTEE	To consider the council progress, focus, priority and strategy. To review objectives to date and revise, if necessary, making recommendation and providing a report to the Full council at the next opportunity. Policies: any which require review/readoption.

REF:	AIM/OBJECTIVE	TARGET DATE	PROJECT LEADER	ALSO INVOLVES...	STATUS & ACTION REQUIRED	ADDITIONAL NOTES
ST001	Adopt a Strategic Plan including a schedule to review this regularly	Jan-24	Parish Clerk	BPC Strategy & Governance Committee	Plan complete, adopted and published. Schedule for review (as Appendix A to the plan) to be adopted following presentation to full council at its meeting to be held 15.01.24.	
ST002	Develop & adopt a Biodiversity Action & Carbon Reduction Plan including a schedule to review this regularly	Dec-25	TBC. Establish a working party	To liaise with TDC, independent ecologist, community	Clerk to liaise with TDC Climate Change Officer and ACT to discover what help is available for PCs. Clerk to liaise with parishioners to form a working party who remit will be to produce the plan.	Currently the Clerk is regularly liaising with Sus Bishop and attending these meetings. Any plans or developments relevant to council business, or where the council can support, will be reported to the full council.
ST003	Establish a Community Award Scheme to recognise exceptional parishioners & community groups	Mar-24	Parish Clerk	Full Council decisions/resolutions	Clerk to provide a summary and recommendations in a report to the full council at its meeting scheduled for 15.01.24, necessary to meet the Annual Parish Meeting scheduled for March 2024.	To be presented at the Annual Parish Meeting (of Electors). Council to select recipients in the first instance, look to engage the community for decisions on future awards.
ST004	Build an emailing list (within the parameters of GDPR) for sharing news.	Jul-24	Parish Clerk	Liaising with J. Hooper & Bishopsteignton Residents Association.	No action taken since plan adoption. Clerk to discuss with J. Hooper.	Consider quarterly E-newsletter.
ST005	Complete refurbishment to both play areas. Promote with thanks to Valencia Community Funds	Mar-24	Parish Clerk	Representative from Valencia	All installation work complete, signed off and invoices paid using grants. Awaiting official opening event and press release.	
ST006	Design & Implement a celebration of art garden at Cockhaven junction	Sep-24	Cllr. Grimble & Clerk	Dr. Greatorex & BOAG, guidance from gardening & ecological experts.	Space ready for additional planting, awaiting plans and designs for BPC to approve any non-vegetation installations.	Clerk to liaise with Dr. Greatorex for an estimated delivery of designs for BPC consideration.
ST007	Support 1st Bishopsteignton Scouts to create a new hub and community venue	TBC	Cllr. Gateshill & Clerk	1st Bishopsteignton Scouts. TDC.	liaising with Cllr. Wrigley to confirm TDC permission.	To be considered for CIL funding as a support contribution.
ST008	Design & approve repurposing of Fore St toilets, agree funding source and apply for the required planning permission. CHANGE TO: Decorate to improve the public convenience facility on Fore Street. Introduce a programme of regular inspections and essential ongoing maintenance/build a reserve for future maintenance/decorating.	Apr-24	AMC	Appointed contractor. To be assessed and managed by AMC & Parish Clerk.	In accordance with full council resolution dated 23.10.23, ref 2994.01, amend this aim to 'redecorate'. Quotes were sought and reviewed. Contractor appointed by full council resolution at meeting held 04.12.23. Work scheduled for March 2024.	No permission required. Cost to be met as part of 24-25 budget.
ST009	Review all policies and operational procedures updating where necessary and create a register for easy monitoring	Ongoing	Parish Clerk	Recommending reviewed policies for adoption as and when available	Ongoing task involving regular review by the clerk, quarterly review by the Strategy & Governance Committee.	Robust review system should be in place before undertaking MT005.

REF:	AIM/OBJECTIVE	TARGET DATE	PROJECT LEADER	ALSO INVOLVES...	STATUS & ACTION REQUIRED	ADDITIONAL NOTES
ST010	Review all parish assets; develop a work schedule of priority and routine maintenance	Ongoing	Parish Clerk & AMC	Various contractors and/or members appointed work and/or assessment responsibility.	No action taken since plan adoption.	Robust review system should be in place before undertaking MT002.
ST011	Ensure Emergency Resilience efforts are up to date and reach the whole of the parish, including Luton	Ongoing	Parish Clerk. BERT & Snow Warden		Ongoing. Current tasks include review of existing Emergency Plan, creation of a Snow Plan.	BERT requires more members.
ST012	Establish Greenspaces, Cleaning & Asset Management Contracts for 2024-27	Jan-24	Parish Clerk	Full Council approval. Review & management by AMC.	COMPLETE. Appointment of contractor relevant to each contract was resolved by full council at its meeting held 04.12.23. Contractors advised by the clerk.	No further action required.
ST013	Establish suitable methods for consulting parishioners on various parish matters	Jul-24	Parish Clerk	Simultaneous development alongside aim ST004.	Currently use Parish Chronicle, Facebook, Website, Notice boards.	To consider regular newsletters/e-bulletins. Other ideas welcomed. Liaise with Parish Chronicle Editors for possible joint collaboration in the future but remain conscious of council workload and religious aspect of current provision.
ST014	Develop & approve a plan for improvements to the MUGA	Nov-24	AMC	For discussion by AMC making recommendations to Full Council.	To prepare a schedule of works required, gather quotes accordingly. Consider these prior to considerations of budget and precept for FY 2025-26	Will need to research the market & establish funding sources.
ST015	Improve care of the public gardens at Radway Hill to include biodiversity enhancements and rainwater harvesting		Parish Clerk	Appointed contractor. Assessed and managed by AMC.	Contractor appointed, contract to begin April 2024	Perhaps together BPC & the contractor, and possible Sus Bishop can organise a joint event in the late spring to raise awareness of the importance of biodiversity
MT001	Following the imminent adoption of the Teignbridge Local Plan 2020-2040, initiate a review of the BNDP by committee	TBC	TBC. Establish a working party	Community engagement.	Once dates established form a working party to lead the BNDP review. Create a task list with suitable timetable.	Awaiting firm dates from TDC
MT002	Implement a schedule to monitor the routine maintenance of all parish owned assets to ensure optimal street scene	TBC	AMC		No action required until a suitable method or recording all assessments is approved (ST010)	
MT003	Deliver & monitor new asset management contracts, as required	Quarterly reviews	AMC & Parish Clerk	Appointed contractors	No action required until contracts underway.	Ensure contractors are ready to start and understand the workload/schedule from 01.04.24.
MT004	Map all assets, link to website for public reporting and monitoring purposes	TBC	AMC & Parish Clerk	Website developer	Continued familiarisation with Parish Online mapping software	
MT005	Achieve accreditation in the Local Council Award Scheme	TBC	Parish Clerk	Full Council decisions/resolutions	Monitor application process and criteria to ensure BPC will meet accreditation specifications.	ST009 essential for this aim to be achieved.

REF:	AIM/OBJECTIVE	TARGET DATE	PROJECT LEADER	ALSO INVOLVES...	STATUS & ACTION REQUIRED	ADDITIONAL NOTES
MT006	Community Leadership for action to combat climate change such as the introduction of EV charging, community energy solutions and rainwater harvesting	TBC	Working party?			ST002 supports this aim.
MT007	Work alongside DCC to identify solutions to reduce traffic speeds and encourage safer parking. Within this investigate the 20mph zone.	TBC	BPC Highways liaison group	DCC Neighbourhood Highways Officer	No action taken since plan adoption.	
MT008	Arrange inspection of all trees on Parish Council land. Implement plan for necessary works and future inspections	Summer 2024	Parish Clerk	AMC	No action taken since plan adoption and not required until Spring 2024	
MT009	Consider and agree funding source for the implementation of improvements to the MUGA	TBC	AMC		No action taken since plan adoption.	AMC considering improvement by the installation of a booking/payments system
MT010	Deliver a communication strategy including a schedule to review it regularly	TBC	Parish Clerk G & S Comm		No action taken since plan adoption.	Requires completion of ST004, E-mailing list.
MT011	Carry our development at Fore St toilets in accordance with Climate & Ecological Emergency declaration, subject to planning permission. REMOVE following amendment to ST008					
LT001	Consult parishioners on possible improvements to the BNDP, move to referendum and adoption by BPC & TDC	TBC	A working party to be formed, good to include parishioners			Awaiting adoption of the TDC Local Plan Reviwed version
LT002	Promote widely the opportunity for parishioners to become councillors at the local election of May 2027	Start Feb 2027	Parish Clerk			
LT003	Implementation of any solutions identified with DCC Highways to reduce traffic speed and encourage safer parking				No action required until MT007 completed.	
LT004	Continue to deliver the objectives and aims outlined in previous years in separate strategic documents	Start Spring 2027			Begin preparation of a new plan for the 2027 elected council	
LT005	Consider the possibility of the purchase of new land to extend Bishopsteignton Parish Cemetery	TBC				
LT006	Review/Renew Greenspaces, Cleaning, and Asset management contracts for 2027 - 2030	Autumn 2026	Parish Clerk & AMC			
LT007	Continue to assess the condition of play equipment implementing upgrades and further improvements when necessary		Parish Clerk & AMC	Appointed inspector. Liaising with community including school		

BISHOPSTEIGNTON PARISH COUNCIL

COMMITTEES

Updated January 2024

FINANCE

Cllr. Robert Gateshill (VC)
Cllr. Reg Gill
Cllr. June Grimble
Cllr. Henry Merritt (C)
Vacancy/Cllr. Robbins

STRATEGY & GOVERNANCE

Cllr. Robert Gateshill
Cllr. June Grimble
Cllr. James Hanafin (VC)
Cllr. Henry Merritt
Vacancy/No chair appointed

ASSET MANAGEMENT

Cllr. Robert Gateshill (C)
Cllr. Reg Gill
Cllr. June Grimble (VC)
Cllr. James Hanafin
Cllr. Jo Head
Cllr. Henry Merritt
Vacancy

PLANNING

Cllr. Robert Gateshill (VC)
Cllr. Reg Gill
Cllr. June Grimble
Cllr. James Hanafin
Cllr. Jo Head
Cllr. Henry Merritt (C)
Cllr. Will Vooght



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	Deadline
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	Oct 2025 for remaining balance £1,046.44
2021	7336.16	20836.18	34331.91	October 2026
2022	4679.35	0	39011.26	April 2027
2023	0	15957.10	23054.16	-
TOTAL	60358.04	37303.88	23054.16	

2. Potential Project List from 01.01.24

These categories or examples are not exhaustive.

YOUTH PROVISION	To engage and provide for younger parishioners. <i>e.g. financial support for the Bishopsteignton Scout Community Hub.</i>
WELLBEING & ACTIVITY	To provide facilities to encourage wellbeing through spending time outdoors/in nature. <i>e.g. financial support for the Teign Estuary Trail.</i>
PROTECT HISTORIC ASSETS	To maintain & enhance historical assets within the parish. <i>e.g. financial support for the care of the Admirals graves in St Johns Churchyard.</i>
COMMUNITY ENGAGEMENT	Financial support for events which encourage a safe social scene within the community and may enable the Parish Council to promote it's work and volunteering opportunities.
COMBAT CLIMATE CHANGE	Deployment of projects which provide solutions to the community to reduce the impact climate change. <i>e.g. take actions recommended in a parish wide Biodiversity Action & Carbon Reduction Plan.</i>



BISHOPSTEIGNTON PARISH COUNCIL

CLERKS REPORT OF GENERAL UPDATES 10.01.24

GENERAL ADMINISTRATION/GOVERNANCE

SCOUTS HQ/COMMUNITY HUB @ The Lawns: A recent meeting of BPC working party members with Scout trustees and TDC leader, Cllr. Martin Wrigley was positive. From this Martin will be liaising with TDC solicitor, Mr. Paul Woodhead for further consideration on providing written confirmation to allow the building on the Lawns, as an addendum to the Transfer Deed, for this purpose only. Awaiting response.

I am working towards an end user agreement, which TDC felt was essential. For this I am investigating with other Town and Parish Council clerks who may have a similar experience and documents we may use as a template. No further action taken since the December meeting, will pick this project back up when time allows.

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. We'll need to register our beacon by 30.05.24. I 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. No update.

FINANCIAL REGULATIONS: NALC are looking to review and rewrite this document, but it will be a while before a new model is ready for adoption. I have responded to the consultation. Awaiting news.

CONTRACT OF EMPLOYMENT: A new model of the employment contract has just been published. This will be more in line with the latest employment law and your statutory requirements as an employer. This will apply to any new contract of employment i.e. new staff. It is not necessary to change existing contracts of current staff, i.e. me! However, changes can be made in consultation so I will prepare a report of recommendations for a future meeting of the full council. When the matter is to be discussed I would suggest it is done without press and public present.

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.

BISHOPSTEIGNTON EMERGENCY RESILIENCE: The team have been active across the last few weeks, prepping for icy roads/bad weather. This excellent teamwork includes all current member, with Will Vooght representing Luton, and Jon Watson as our Parish Snow Warden. They still need to review volunteer lists and revise the plan for re-adoption. Working to include better maps.

BPC STRATEGIC PLAN: The latest version, as adopted in September 23 is available to download on the website. It was shared via the BPC FB page and mentioned in the Chronicle but as yet no comments have been received from parishioners. A list of review dates is to be adopted and the objectives have been listed following a review by the Strategy & Governance Committee, both ready to be considered on 15.01.24, agenda item 2401.05.02.

CEMETERY RECORDS ONLINE MANAGEMENT: I shall be contracting out the uploading of burial records into the digital system, Scribe. Mrs. Melanie Deeks will start a 30-hour contract from later this month, she is aiming to carry out 5 hours per week and I shall meet with her regularly to ensure progress. The hours and task remaining to be regularly reviewed. This is featured on the BPC Burial Account summary included as part of the 2024-25 budget & precept papers for consideration under agenda item

CLERKS REPORT Cont'd - GENERAL UPDATE 10.01.24

2401.03.04. This temporary contract is to be done on and invoice basis, no employment or the associated expense required.

FINANCIAL ASSISTANCE TO CHURCHES: Changes to legislation mean it is now possible for a Local Council to financially support, using the precept, building maintenance or ad hoc repairs of a church/place of worship, previously not permitted. However, there is no duty or obligation to do so. It is reminded that the value provided must be commensurate with the benefit to the parish. I take this as meaning small congregation = small donation, but each grant application/request received can be assessed on its individual merits. And, if for example the church building in question began to benefit a larger proportion of the community through alternative use, this could be rewarded great support. To help explain there is a legal Topic Note provided by NALC, a copy is available to councillors through their google drive, or ask me for a copy.

PARISH ASSET MAINTENANCE

Weeding throughout the Parish – Following the need to attend to this ourselves, Devon Highways stating they are no longer routinely clearing weeds, I will continue to instruct various contractors to tackle different areas as they arise. From these years needs I shall work out a schedule/plan for weeding across the spring/summer of 2024 using the new budget heading (if approved).

Cemetery – From the notes of the last site meeting I have the following updates:

- **Improve plot marking** – to ensure straight rows and correct numbering. This has been considered and action is planned although not yet taken.
- **Natural Burials** – clerk to research the possibility of this within the lower section, although it was understood new land may be required. No action taken yet.

War Memorial – As thanks for the financial support it was agreed a small sign be erected by the War Memorial to state the project had been supported by Bishopsteignton Heritage, with a QR code to their website. Clerk to arrange. No action taken yet.

St Johns Garden Wall – At a previous full council it was agreed I seek a second opinion from a Stonemason. He inspected but I have not been able to get an opinion from him! Will chase, or at least appoint someone new.

Night Landing Site (Lighting Mast) at Michaels Field – Following several test landings over the Autumn it has been reported by Devon Air Ambulance Trust that the lighting mast is faulty with some lights dim and some not illuminating at all. An electrical engineer inspected in December. Awaiting report and proposed repairs and a quote for this work. The cost for this is yours, as its your asset. Currently we have an earmarked reserve for the NLS lighting mast of £200. It is possible some fund raising will be required, Cllr. Head has kindly offered to co-ordinate this.

Playgrounds:

- **The Lawns** - Work is complete; no issues were encountered during this project. Invoice paid. Need to get quotes for repairs to existing, but aging, wet pour surfacing, S106 may be used.
- **Cockhaven Close** – Work is complete, no complications with the project. Invoice paid.

For both I need to arrange an official opening, when the contribution of Valencia Community Funds can be recognised and promoted, photo opportunity. To be arrange for Spring 2024.

BPC Car Parks – The three car parks owned and managed by BPC, being both sides at the top of Bishops Avenue and the one at the Lawns, require some suitable signage and a policy for use to be adopted. This is a task delegated to the Asset Management Committee & Clerk for further consideration/preparation. No further action has been taken yet.

CLERKS REPORT Cont'd - GENERAL UPDATE 10.01.24

MUGA :

- **Weeds** - We shall continue to monitor overgrowth from around the outside of the court to ensure it is maintained as and when required. Whilst this may not be the best action for biodiversity, we have a responsibility to look after the asset. Biodiversity can be and is often encouraged in other locations, and BPC should continue with this as well as good maintenance of the MUGA.
- **Payment for Floodlights** – It has been suggested amongst AMC member that a pay as you go solution for floodlight hire is considered, such as a card machine at the site. This equipment can be investigate for AMC to consider further before making a recommendation to full council in the future. This will reduce work associated with booking management, invoicing and chasing payments.
- **Bookings:** Currently a lot of interest, hence looking into systems to improve bookings and payments etc. Currently there is regular use for Chudleigh Canons (Netball) every Tuesday. Other bookings include training sessions for both Teignmouth AFC, Teignmouth RFC and Newton RFC (due to waterlogged pitches). Also interest from a trainer wanting to start bootcamp session, and a new tennis club whos current arrangement with Trinity School has come to an end and they are looking for a new home. This latter opportunity may introduce benefits for the council as owners of the MUGA due to the tennis clubs LTA affiliation.
- **Electricity Meter** - Although I met an engineer for the installation of a SMART meter on 15.09.23, it could not be installed as the wrong sort of meter was provided. Awaiting further instructions and a new board for inside the cabinet from SWEB or National Grid. No action taken; I will chase this but at least bills have now regulated as the old meter is now functioning.

Improvements at Fore Street Toilets – At the December Full Council meeting the appointment of contractor was agreed. Tom is scheduled to start the decorating on 11/03/24.

Cockhaven Junction Enhancement – Work complete, except additional planting and other enhancements as a celebration garden featuring art in memory of parishioner Gill Greatorex. BPC have purchase plants to be added to the largest border, to be planted once the ground conditions are correct. Awaiting further designs and ideas from Dr. Greatorex and the art group.

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. Permission to work on TPO trees was awarded by TDC and all work has now been completed by the appointed contractor. Invoice paid, no further action.

Public Rights of Way – 2023-24 Annual Condition Survey: To be conducted by 1st Bishopsteignton Scouts on 28.01.24 and will include litter picking. Community Centre is booked, and BPC are providing refreshments to the scouts taking part. A hot chocolate and biscuit make it all worthwhile!

If any councillor wishes to help with the refreshments, or bake something towards this, you'll find me in the community centre between 10 and 12 that Sunday.

New Trees @ The Lawns: Several new trees shall be planted soon at The Lawns. Purchased, just awaiting ideal conditions. Wood purchased, for John Parkes to erect protective tree surrounds for each one. Need to purchase piping for watering tubes.

To ensure the survival of these trees we will need to consider a method of watering them in the Spring and Summer for the next few years. I have discussed this provision with BGS as they have own to water containers and would happily take on this additional task/contract. Prices to be discussed in due course, as first they need a map of all trees which will need water to work out the price. The cost of this is already factored into the asset management budget for trees but if more required it could be met by the Climate Actions grant or S106 for green spaces.

Defibrillators: The new unit at Cockhaven Arms has been installed. This unit was provided by HLG, and the cabinet purchased using CIL. To be added to insurance policy

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For Michaels Field the defib and cabinet were purchased using CIL. It can be installed once access is granted by a TDC officer.

Regular Inspections: Each defibrillator unit requires a monthly inspection to ensure it is fully operational; this is carried out by a volunteer 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.

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.

CLIMATE & ECOLOGICAL ACTION

At a previous BPC meeting it was agreed the council should create a Biodiversity Action and Carbon Reduction 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.

To maintain a good working relationship with Sustainable Bishop and engage with this part of the community I am working with them to support events such as the recent and successful Orchard Wassailing at the Lawns on January 6th. We shall be conducting litter picking at the Estuary soon, and working together on other events, possibly in celebration of D-Day 80th Anniversary, and maybe offer support to a Christmas light trail.

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, or colleagues in the Hub 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:

- **Planning Committee:** Next is scheduled for Monday 12 February, if required. 7pm @ BCC.
- **St Johns Fabric Committee:** Tuesday 16 January 2pm @ St Johns Church
- **Full Council:** Mondays 15 January, 19 February and 15 April. All 7.30pm @ BCC
- **BPC Strategy & Governance:** TBC, awaiting approval of dates scheduled for Strategic Plan review
- **AMC:** TBC
- **Finance Committee:** TBC
- **PACT:** (Police & Community Together): Monday 15 January, 6.30pm @ BCC. Further TBC

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

Kim