

DRAFT V02 MINUTES
OF THE FULL COUNCIL MEETING
HELD AT 7.30PM MONDAY 4 DECEMBER 2023
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



3011 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 (9/9)
County Cllr. Peart, PCSO S. Bunce & PC. B. Chadwick., Clerk: Mrs. K. Ford.
3 members of the public at various times.

Apologies: District Cllr. MacGregor.

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

.03 **Order of Business:**

.04 **Ratification of Minutes:** Draft minutes of the full Parish Council meeting held at Bishopsteignton Community Centre on 04.12.23 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.

3012 OFFICIAL REPORTS

.01 **Police Report:** Nothing to report. Both expressed they will continue to attend BPC meeting as and when other commitments allow but are always contactable via the clerk and Cllr. Gill. Monthly PACT meetings will also continue. Cllr. Benham, on behalf of the council and the community, thanked them for their service, expressing appreciation of the good working relationship.

.02 **District Councillors Report:** Cllr. MacGregor provided the following report, in his absence. No comments or questions were raised to be forwarded.

- 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.
- 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 real terms cut.
- Council Tax Reduction scheme. 100% support for the most vulnerable across the district. Good news I think, but a risk if the 3conmy continues to struggle.
- 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'.
- 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.

.03 **County Councillors Report:** Cllr. Peart provided the following report.

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.

DATED:

CHAIRMAN:

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Enquiries by Year & Month

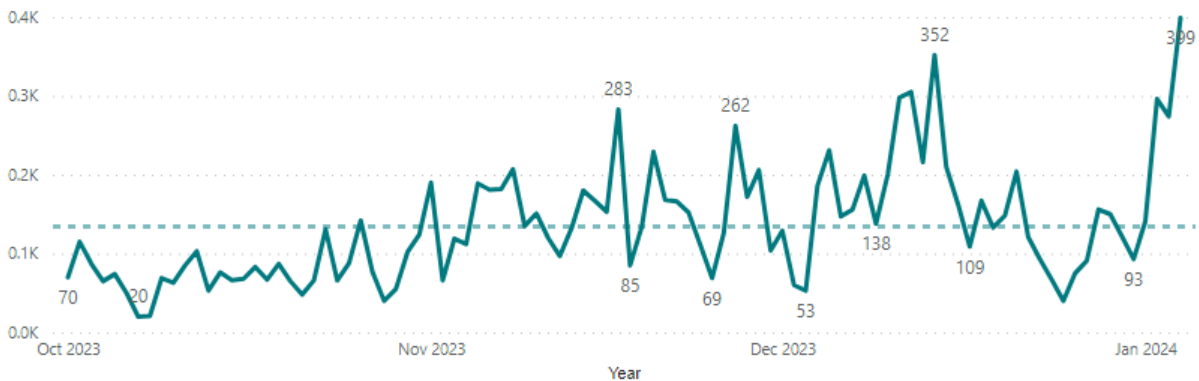


Figure 1 Table of Public Pothole Reports from Oct 2023

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 were 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 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 near 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

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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.

Stuart Hughes - Cabinet member for Highway Management

3013 FINANCE

.01 Payments:

- a. It was proposed and seconded, agreed unanimously, and therefore RESOLVED those payments transacted by the clerk across the period 05.12.23 to 12.01.24, be approved retrospectively.
- b. It was proposed and seconded, agreed unanimously, and therefore RESOLVED that the payments indicated in payment schedule 2401 be approved and transacted accordingly.

.02 Financial Statement: Statements for the period ending 31.12.23 was NOTED by members and signed by the Chair. Clerk to publish this on the BPC website.

.03 BPC Grant: An application from BAGS for £220 towards a solar PV panel to charge gardening equipment on site was considered. Members agreed not enough information was provided with the application, to understand the need for and possible usefulness of the unit. In addition, members asked if a battery was included for the storage for harvested energy. It was proposed, seconded and unanimously agreed to DEFER a decision until more information has been provided.

.04 BPC Budget & Precept for Financial Year 2024-25: Papers detailing a draft budget & precept, as recommended by the BPC Finance Committee, were discussed.

Cllr. Benham expressed concern about the increase being too large and to implement this during a cost-of-living crisis would be morally wrong. She felt the decision should be presented to the parish at an open public meeting to be debated. She felt the matter has not been communicated enough to parishioners.

Other members understood that the Finance Committee has scrutinised each area of expenditure which is relevant to council business and to continue to provide for and improve the parish. It was explained by the clerk how every year the result of the increase is explained fully to parishioners via the website and Parish Chronicle and only occasionally receiving response, from very few parishioners. Members were reminded they are elected to represent the parish, to make the decisions, it is unnecessary to open this up for public debate. All meetings of the council are open to public attendance with the agenda and papers published.

It was proposed by Cllr. Merritt, seconded by Cllr. Gateshill, that the recommended budget and precept be approved by BPC. That £81,986 precept be claimed from TDC. This is an increase of £11,977 which is 17.11%. FOR: 8, AGAINST:1, therefore RESOLVED.

All reasoning for this increase shall be explained to the parishioners in the usual ways.

Draft MINUTES - continued

FULL COUNCIL MEETING - held 15.01.24.

3014 PLANNING

Application Ref: 23/02216/OUT - Iona Teignmouth Road Bishopsteignton TQ14 9PL

Proposal: Outline application for new dwelling (all matters reserved)

This proposal was considered, however as there were no public comments yet listed on the planning portal for this application it was suggested by Cllr. Benham that the matter be deferred for consideration at the next meeting of the BPC Planning Committee (29.01.24). This deferral was unanimously agreed and therefore RESOLVED.

3015 COUNCIL STRATEGY & GOVERNANCE

.01 Strategic Plan Review Schedule: A schedule of review dates was provided by the clerk. This gives a quarterly review by the BPC Strategy & Governance Committee, before reporting and making any recommendations to the Full Council. Some members felt quarterly review may be too often. It was proposed and seconded to keep to this schedule for the first year and consider a longer period between reviews in the future. Unanimously agrees, therefore RESOLVED.

Schedule to be added to the BPC Strategic Plan as an appendix.

.02 Strategic Plan Review: Following the initial review by the BPC Strategy & Governance Committee a list of the objectives within the plan has been enhanced to show project leader, an estimated timescale for the objective and its status. This was provided to all BPC members for consideration.

Cllr. Benham questioned why the clerk believed it would take up to 12 months to produce a Biodiversity Action & Carbon Reduction plan. The clerk responded to remind members this important document required input from external sources, that it shouldn't be rushed, but also that if the council expected the clerk to produce this document within her current working hours, alongside all regular tasks and other projects taken on by the council it would take time. Cllrs. Gateshill and Hanafin suggested task if all members considered this task a priority that a working party be formed to expediate the production and adopt of the plan, and that Cllr. Benham becomes a member of this working party; to establish the steps required to prepare a plan and give an improved timescale as desired.

It was proposed by Cllr. Benham, seconded by Cllr. Vooght, that the notes included in the review document, and the suggestion above be included. Unanimously agreed therefore RESOLVED.

.03 BPC Committee Membership: following the recommendation made to full council by the BPC Finance Committee it was proposed, and seconded, that Cllr. Robbin becomes a member of this committee. Unanimously agreed, therefore RESOLVED.

Whilst there were some other committee which would benefit from increase membership numbers the clerk suggested this be reviewed once the Parish Council was at full quota again; hopefully following co-option at the next full council meeting (19.02.24)

.04 Policy Review: The following policies were reviewed by the council.

- **Community Infrastructure Levy (CIL) Policy (P.022)** – updated. It was suggested that above the project/potential spend list it be added that there is no order of preference or priority. It was proposed and seconded, unanimously agreed, and therefore RESOLVED that this be adopted with immediate effect subject to the minor alternation discussed.
- **BPC Risk Assessment Schedule (P.014)** – as work to update this policy is not yet complete it was agreed to DEFER for review at a future full council meeting. RESOLVED.

DATED:

CHAIRMAN:

3016 COMMUNITY RECOGNITION AWARDS

Members were asked to consider ideas for recognising community spirit in both individuals and groups in the community and how this could be processed and awarded. As guidance the clerk has circulated an example, using the scheme used by Dawlish Town Council.

This was briefly discussed but it was suggested the matter be deferred to the next full council meeting, to be held 19.02.24. The Chair requested members think about the opportunity and forward ideas and examples to the clerk.

3017 CLERKS REPORT: The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. The following further matters were raised by the clerk:

- .01 A BPC Planning Committee meeting is scheduled for 29.01.24, the agenda will include the latest planning application for the development of Bakers Yard.
- .02 Several comments have recently been raised about overgrown hedges throughout the parish, however it seems many of these are from private land but infiltrating public spaces. This is to be mentioned in the February Parish Chronicle as a reminder to carry out any necessary hedge trimming before the bird nesting season.
- .03 The latest councillor resignations have been through the Casual Vacancy notification period and no requests were received for this to go to by-election; therefore, the council may co-opt new members. This opportunity will be promoted imminently and co-option, from any applications received, take place at the next full council meeting, 19.02.24.
- .04 The Community Centre Management Committee are reforming the Centre Regeneration working party and have invited members of BPC to attend. Several members offered and it was proposed, seconded, and unanimously agreed that Cllr. Gill and Robbins will attend to represent BPC.
RESOLVED.

3018 MEMBERS REPORTS

.01 TDC Peer Review Group Meeting – Cllr. Benham

To represent BPC Cllr. Benham attended this online meeting which was organized by TDC. An independent assessment has been commissioned. The aim of the assessment is to help TDC develop better strategies to work better with Town & Parish Councils. An intermediate report was provided to the District Council and to meeting attendees for discussion. On completion of the assessment a full report including recommendations of how to move forward will be published.

.02 ACT with Art: Climate Festival – Cllr. Benham

Cllr. Benham reported details of an upcoming arts festival which ACT are arranging for June 2024. Further details can be found on the ACT website: <https://actionclimateteignbridge.org/>

3019 PUBLIC PARTICIPATION:

- .01 A member of the public asked the clerk for details of the trees being planted at The Lawns. The clerk will email this in due course.
- .02 Mrs. Cawthraw was disappointed to report that, despite reminders, there has still been no response from Cllr. Martin Wrigley, regarding amendments to the covenant at The Lawns. Hopefully an update will be imminent.

THE CHAIR CLOSED THE MEETING AT 21.13



BISHOPSTEIGNTON PARISH COUNCIL

Councillor Co-option Policy (P.038)

1. Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Bishopsteignton Parish Council (BPC). The Co-option procedure is entirely managed by BPC and this policy will ensure that a fair and equitable process is carried out.

2. Co-option

The Co-option of a Parish Councillor occurs when either:-

- a) One or more vacancies occur after an uncontested election result; or
- b) A casual vacancy has arisen on the Council and no poll (by- election) has been called. A casual vacancy occurs when:
 - A councillor fails to make his declaration of acceptance of office at the proper time;
 - A councillor resigns;
 - A councillor dies;
 - A councillor becomes disqualified; or
 - A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

BPC has to notify Teignbridge District Council (TDC) of a Casual Vacancy which is then advertised giving electors the opportunity to request an election; this process is managed by TDC as the electoral office. Electors can write to TDC stating their request that the vacancy is filled by the election process. The parish electorate have fourteen days (not including weekends, bank holidays and other notable days), to submit this request. After the Casual Vacancy period closes the electoral officer will advise the parish clerk if the vacancy can be filled by BPC co-option or if a by-election is required.

If a by-election is called, by 10 or more parishioner requests, TDC will initiate the nomination process.

If the number of candidate nominations received by electoral services at TDC matches or is under the number of vacancies on BPC these candidates are duly elected without a ballot.

If there are more candidate nominated than vacancies to be filled a polling station will be set up by TDC. The parish electorate will be asked to go to the polls to vote for candidates for whom a nomination paper has been submitted. BPC will be required to pay the costs of the election.

If less than ten parishioners have requested to TDC that a by-election be held the electoral office will advise that BPC is able to proceed to co-opt a new member/s.

3. Confirmation of Co-option

On receipt, of written confirmation, from the Electoral Services Office from TDC, that the casual vacancy can be filled by means of Co-option, the Parish Clerk will:

- Advise BPC that the Co-option Policy has been instigated. At the next full council meeting BPC shall resolve when the co-option shall take place. (At a full council meeting as soon as is practicable).
- Once the date of the meeting at which co-option shall take place and the application period end date is resolved by BPC the vacancy can be advertised/promoted on the council notice boards and website including, for reference, this policy and associated appendices.

BPC is not obliged to fill any vacancy with any of the candidates who should submit an application. However, it is

not desirable that electors in Bishopsteignton be left partially underrepresented for a significant length of time. It does not contribute to the effective and efficient working of the Council if there are insufficient members to share the workload equitably; to provide a broad cross-section of skills and interests; or achieve meeting quorums without difficulty.

Councillors selected by co-option are full members of BPC.

4. Eligibility of Candidates

BPC is able to consider any person to fill a vacancy provided that:

- He/she is an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land/other premises in the parish; or
- had his/her principal place of work in the parish; or
- has lived within three miles (direct) of the parish.

There are certain disqualification's for election, of which the main are (see section 80 of the Local Government Act 1972):

- holding a paid office under the local authority;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Only candidates able to confirm their eligibility by provision of the signed declaration (Appendix B) shall be considered for the position of Councillor.

5. Applications

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so, candidates will be invited to submit information about themselves, by way of completing a short application form (Appendix A)

Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy'.

Copies of the candidates' applications will be circulated to all members by the Clerk at least 3 clear days prior to the meeting of the full Council, when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as **Strictly Private and Confidential**.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of BPC. Candidates will also be informed that they may be invited to speak about their application at the meeting.

6. At the Co-option Meeting

At the co-option meeting, with a maximum of five minutes each, candidates are invited to introduce themselves, give information on their background and experience and explain why they wish to become a Member of BPC.

Public Bodies (Admission to Meetings) Act 1960 S.1(2) will only apply where BPC can provide special reasons which justify excluding members of the press and public. Decisions about co-option which are made when the public have been excluded will not eliminate the need for the council to explain, for example to unsuccessful candidates, the reasons for its decisions.

Each candidate must receive a proposal, this must be seconded in accordance with BPC standing order 1.b.

Council members will proceed to vote by show of hands and this may be recorded upon request in accordance with

BPC standing order 3.s.

To assist their decision Members may consider:-

1. Introduction/Personal statement made by each candidate at the Co-option meeting; and
2. Completed Application for Co-option (Appendix A) for each candidate, if submitted.
3. The Personal Specification criteria (Appendix C)

In order for a candidate to be elected to BPC, following their nomination, a proposal which is seconded, it will be necessary for them to obtain an absolute majority of votes cast. If there are more than two candidates nominated and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chairman of the meeting has a second of casting vote; the Clerk must assume the Chairman's vote is counted twice, for the casting vote.

After signing their declaration of acceptance of office, the new Member of BPC may take their seat immediately.

The Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.

If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

APPENDIX C

Applications forms of co-option candidates.

PRIVATE & CONFIDENTIAL

Contain personal identifiable information.

For 19 February 2024

In terms of Bishopsteignton,

1. My Councillor Community Fund has £50 left to allocate. It says £400 on the list, but by my calculations it is £50. Final date for applications for that will be 23rd February 2024.
2. Bakers Yard has returned to planning. I have had a few calls from concerned residents already, so I have called it in to committee.
3. TDC are seeking to leverage as much as possible from fees and charges and the application later today is in respect of utilising green spaces assets for income.
4. The Devolution Deal for Torbay Council and Devon County Council has been announced. Plymouth withdrew citing it feels it will suit their needs to remain separate.

Funding detail has yet to be announced, however it is hopefully a scenario that will bring increased leverage for the combined authority. Sadly, no increase in funding for the District Councils from it. Hopefully, it might mean a better opportunity to secure funding for at least part of the Teign Estuary Trail works early.

5. I have today asked for confirmation that all those who made representations to the Local Plan, residents, community groups and Parish & Town Councils to be notified when the Local Plan is to be submitted so they can apply to give evidence if they choose to the Planning Inspector
6. I have also submitted a motion to withdraw the Local Plan for review following U K Govt policy change on targets, heritage and environment to continue to push for Forder Lane to be removed from the LP.

On a wider District level,

7. Queen Street, Newton Abbot. The work is due to be scheduled in late spring / early summer. This may cause disruption for residents travelling into NA for shopping.
8. The developer for Higher Exeter Road Teignmouth has submitted a change to the highways access which when implemented may cause delays during construction and use of rat runs to avoid delays on the B3192.

Andrew MacGregor
Councillor for Bishopsteignton Ward
Tel: [07947 325037](tel:07947325037)

For 19 February 2024

Proposed transfer of powers and funding to local government.

The Minister for Levelling Up, Jacob Young was in Torbay this week to sign a ground-breaking deal that could transfer significant decision-making powers and funding, from Whitehall to local government in Devon and Torbay.

The proposed Deal could mean that more decisions can be taken locally by people who know their areas best, and on things that matter to local people, such as building more affordable homes, investing in new quality jobs and skills, and improving public transport.

Mr Young was joined by the Leaders of Devon County Council and Torbay Council, two local MPs, and the Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly. But before the proposal can be confirmed, it first needs to be supported by the two councils, followed by a six-week public consultation.

What is the Devolution Deal?

The 40-page proposed Deal sets out in detail proposals that see the transfer of power and funding to a Devon and Torbay Combined County Authority, subject to public consultation.

The proposed Combined County Authority would be a partnership made up of Councillors representing the councils of Devon and Torbay, including District Councils, and representatives from business and education.

Together, that partnership would deliver on a jointly agreed programme, working alongside a wide range of local stakeholders to tackle key local priorities.

The Government has chosen Devon and Torbay as one of only a small number of local authority areas in the country to form a Combined County Authority [hereafter CCA], that will not require an elected Mayor or changes to the current structure of local councils.

Here's a summary of the highlights:

Under the proposals, the CCA would have direct control of adult education to create up to 50, 000 new training and retraining opportunities by 2030. It would create a stronger relationship between employers and schools, Colleges and universities to provide the skilled workforce the local economy needs for the future.

It would see the Government transfer over £16 million to invest in new green jobs, homes, skills, and business growth, and accelerate Devon and Torbay's transition to a net – zero economy

There would be a stronger partnership with Homes England to create a joint local action plan to affordable housing schemes for local people and reduce homelessness.

It would lead to even closer working between Devon and Torbay to improve the efficiency and co- ordination of public transport. There is an ambition to introduce a single ticketing system for travellers and investment in services to provide greater access to public transport. Devon and Torbay would be responsible for the developing, designing and delivering the next stages of the UK Shared Prosperity Fund from 2025 there would be a significant boost to high growth business sectors in Devon and Torbay, such as advanced marine engineering, defence, photonics and digital.

Cllr. Ron Peart
16/02/24

BISHOPSTEIGNTON PARISH COUNCIL

Appendix E: PAYMENTS MADE BETWEEN 06.02.24 and 14.02.24
To be authorised retrospectively by the full council at its meeting to be held 15.02.24

VN	Date	Net	VAT	Total	Description	Supplier	Notes
236	14.02.2024	£611.34	£0.00	£611.34	Pension Contributions	DCC Pension Scheme	
235	13.02.2024	£7.90	£0.00	£7.90	Expenses	Mr. H Merritt	Travel & car park
234	13.02.2024	£590.80	£118.16	£708.96	NLS Maintenance	MAT Electrics Ltd	Repairs of faulty floodlights, at Michaels Field
233	12.02.2024	£81.37	£16.28	£97.65	General Maintenance - See description	Kate Eco Gardening	Plants, eco compost & stakes for cemetery and Cockhaven Junction.
232	12.02.2024	£49.58	£0.00	£49.58	Clerk training/CPD	Dawlish Town Council	First Aid Training, certificate awarded
231	12.02.2024	£125.00	£0.00	£125.00	General Maintenance - See description	Crediton town Council	Traffic Management for Community Events training for volunteer T. Bannon.
230	12.02.2024	£95.00	£0.00	£95.00	General Maintenance - See description	Justin Manester (Odds Sods n Jobs)	Installation of replacement bollard, Manor Road.
229	12.02.2024	£90.59	£18.12	£108.71	General Maintenance - See description	Bradford Building Supplies	Wood for tree surrounds, fence repairs
228	12.02.2024	£150.00	£0.00	£150.00	Cemetery Maintenance	Mark Hutchins	topping up and levelling 7 graves unsettled by winter weather
227	12.02.2024	£17.00	£3.40	£20.40	Admin/IT	EE	Clerks mobile contract
226	09.02.2024	£37.16	£1.85	£39.01	Utilities	British Gas	Electricity supply at Fore Street toilets
225	06.02.2024	£1,681.40	£0.00	£1,681.40	Clerks Salary	Mrs. K Ford	
224	06.02.2024	£523.71	£0.00	£523.71	Tax & NICs	HMRC	
		£4,060.85	£157.81	£4,218.66			

On behalf of Bishopsteignton Parish Council, I approve the debts detailed above which were paid from Bishopsteignton Parish Council funds and that these transactions shall be carried out by the Clerk & RFO of Bishopsteignton Parish Council within the 24 hours following this meeting of Bishopsteignton Parish Council.

Signed: _____
 PRINT: HENRY MERRITT, BPC CHAIR
 Date: 15.02.24

APPENDIX F

No longer necessary as there are no outstanding invoices awaiting payment.



FINANCIAL STATEMENT At 31.01.24

1. BALANCES

Bank Balance at 31.01.24	165729.92	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below)	155069.92	93.6% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months worth of regular expenditure)	10660.00	6.4% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	97504.91	Bishopsteignton Cemetery use only
Staff costs	6145.34	Staff salary, Employer NI & Pension contributions
Administration costs	10580.88	Includes all office & admin cost
Asset Management	13349.12	Includes budgets & reserves for management of all assets
Agency Grants	70.28	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	27069.42	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	-6364.35	Balance of VAT payments & receipts
TOTAL	155069.92	

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 31/01/2024			
	Cash in Hand 01/04/2023			153,358.85
	ADD			
	Receipts 01/04/2023 - 31/01/2024			118,480.11
				271,838.96
	SUBTRACT			
	Payments 01/04/2023 - 31/01/2024			106,109.04
A	Cash in Hand 31/01/2024 (per Cash Book)			165,729.92
	Cash in hand per Bank Statements			
	Petty Cash	31/01/2024	0.00	
	Current Lloyds TSB Treasury	31/01/2024	115,214.76	
	Lloyds Premier	31/01/2024	50,515.16	
				165,729.92
	Less unrepresented payments			
				165,729.92
	Plus unrepresented receipts			
B	Adjusted Bank Balance			165,729.92
	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.

Bishop Clerk

From: John Parkes <johnkp609@gmail.com>
Sent: 17 January 2024 10:49
To: Bishop Clerk
Cc: Dawn Rogers
Subject: Re: BAGS application for BPC grant

Hi Kim

This is the spec, as supplied by our resident degree qualified engineer (not me)

John,

We need the following:-

1. A solar power panel with integral controller.
2. A 12v Battery.
3. An inverter to supply the Stihl charger.

The website link states that the rated current of the charger is 0.7 amps. It's not clear if this is the input current at 240 volts or the output current at 36 volts. Could you check the charger which should indicate the input and output voltage and current rating on a sticker or on the plastic moulding. For the following I have assumed that the 0.7-amp current is the input at 240 volts for now. (My Dewalt drill charger states that the input is 230 volts at 0.85 amps, 195 watts and with an output of 4 amps at 22volts, 88 watts). Therefore, my drill charger would appear to be only 0.45 efficient. Anyway, it's the input power which is the important number.

The Inverter

Input power to the charger is 240 volts X 0.7 amps which is 168 watts. I would recommend a 400 watt Inverter rating. This will amply supply the charger and leave spare for expansion if more battery power tools are added. The NDDI 400 watt Inverter comes with dual 3.1 amp USB sockets and is available on Amazon at £31.99 plus delivery.

The Battery

A suitable Battery also available from Amazon is the Autolite 75 AH deep cycle leisure battery priced at £60.90 plus delivery. This battery has 900 watt capacity at 12 volts. The Stihl charger takes 95 minutes to charge the strimmer battery which will require 240V X 0.7A X 1.58 hrs =265 watts at 240volts from the inverter. However, the Inverter losses will be approximately 25%. Power drawn from the battery will therefore be 354 watts at 12V during the charging cycle or approximately 40% leaving the battery comfortably with 60% remaining capacity for other duty.

The Solar Panel

I recommend the Topsolar 100 watt solar panel kit which includes controller and all cabling (16ft) for the controller, battery etc to be mounted in one of the sheds out of the weather. Available from Amazon at £79.99 plus delivery. It is designed for outdoor use and comes with mounting brackets for the panel frame. Panel size is 1150mm high X 450mm wide X 30mm deep. it should fit between two of the sheds though I need to check. The rated output is the maximum in laboratory conditions. Assuming a conservative 25 watts output on average it will take 354/25 or 14 hrs approx to replace the discharge from the 12v battery for a single charge cycle. An additional solar panel can be added to the system if required.

This system should comfortably supply our existing requirements with capacity left over should further battery powered equipment be purchased. Many other uses could be found for making the allotments more enjoyable.

Total cost for the purchases from Amazon is £172.99. I'm sure one of our members has Amazon Prime membership for free delivery. Adding another 25% for mounting the panel plus contingencies total becomes £220.00.

Regards

Robin

The equipment is already owned by BAGS and is used by the maintenance team. The batteries are currently (ha, ha) charged at one our homes.

Thanks

Regards

John

John Parkes
16 Murley Crescent
Bishopsteignton
Teignmouth
TQ14 9SH

07894035094

On Wed, 17 Jan 2024 at 09:27, Bishop Clerk <clerk@bishopsteignton-pc.gov.uk> wrote:

Hi John & Dawn,

Your recent request for a £220 grant from BPC for a PV Solar Panel was considered by the council at its public meeting held 15.01.24.

They are not refusing the request but would appreciate some more details about the project before making a final decision on the grant.

They want to know if the shared tools to be charges are owned by BAGS already, or to be purchased by BAGS? If already owned how are they charged currently, and where are they stored?

Will you be including a battery in the project, for storing the excess energy produced by the solar panel?

Can you evidence that the one PV panel will be sufficient for your needs?

If you are able to get these details to me before Wednesday 14th Feb, when I create an agenda and appendices for the councils next meeting, they should be able to decide.

Many thanks

Kim Ford
Clerk to the Council
Bishopsteignton Parish Council



clerk@bishopsteignton-pc.gov.uk

07483 149812

Calls will be answered Monday to Thursday, 11am to 3pm. Please leave a message at all other times detailing the reason for your call and I will respond as soon as possible.

Your privacy is important to Bishopsteignton Parish Council which is subject to the General Data Protection Regulation 2018.

To view a copy of the Council's Privacy Policy and related information please visit <https://www.bishopsteignton-pc.gov.uk/privacy-policy/>

GRANT APPLICATION FORM FY 2023-24



1	ORGANISATION DETAILS				
	Name:	Bishopsteignton Community Centre			
	Registered Charity:	YES			
	If YES please provide charity number:	1180685			
	What does your organisation do? <i>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.</i>	To manage and maintain the village community centre and to promote for the benefit of the residents of Bishopsteignton and the neighbourhood ("area of benefit") without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, by associating together the said residence and the local authorities, voluntary, charities, and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the condition of life for the said residents			
2	CONTACT DETAILS				
	Primary contact name:	Kate Yeo			
	Position in organisation:	Committee member			
	Contact telephone:	07942 898919			
	Contact email:	k80yeo@gmail.com			
3	DETAILS OF GRANT REQUEST				
	What is the intended use of the grant?	To purchase timber planting containers which will be placed in the rear hard surface yard at the Community Centre			
	How would this benefit the Parish?	The rear yard is currently underutilised and hard surfaced with no vegetation. The aim of this project is to provide a 'patio' style garden with drought tolerant and pollinator attracting plants. This would provide an additional 'garden' space for the users of the community centre and would be accessible by all. The planting would go towards increasing the biodiversity in the area which has been nil. Hand weeding has provided the start of a compost heap which means that weedkiller is no longer used and compost is produced on site.			
	What is the total cost of the project?	£320.00 - timber containers 2 raised / 1 ground level £100.00 - plants £150.00 - compost (Please supply/attach quotes/estimate details)			
	How much are you applying for from BPC?	£300.00			

GRANT APPLICATION FORM FY 2023-24



What other fundraising will your organisation be carry out?	We will be holding a wildlife gardening event in the said area
Have you applied for funds from other sources? <i>If Yes please give details</i>	No, although we hope that Otter nurseries will be able to assist by way of donation / discount
4 PAYMENT DETAILS	
Bank Details:	Bank: Account name: Eight digit Account Number: _____ Six digit Sort Code: __ / __ / __
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: Kate Yeo	Date: 10th Feb
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.	



DRAFT 2024 COUNCIL MEETINGS

FULL COUNCIL & COMMITTEES

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

MEETING DATE	COMMITTEE	EXPECTED BUSINESS FOR AGENDA
Monday 19th February	FULL COUNCIL	Finalise any outstanding business which can be concluded within the current financial year and approve a schedule of meetings for the year ahead. Review & comment on any current parish planning applications, if pertinent. Review & adopt any new/reviewed council policies/procedures.
Monday 26th February	ASSET MANAGEMENT COMMITTEE	For clerk to report possible enhancements at The Lawns recreation ground MUGA. Any outstanding Asset Management business.
6pm Monday 18th March	ANNUAL PARISH MEETING FOR ELECTORS	Hosted by BPC, not a council meeting, refreshments served, informal occasion. Chair gives annual report, opportunity to hear directly from parishioners. Community Champion Awards?
Monday 25th March	PLANNING COMMITTEE	To consider BPC comments to any current application and receive notification of approvals, refusals and appeals. If required.
Wednesday 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.
Monday 15th April <i>In Luton – subject to venue availability.</i>	FULL COUNCIL	Acknowledge BPC Annual Statement of Accounts before submission to Internal Auditor. Review & comment on any current parish planning applications, if pertinent. Review & adopt any new/reviewed council policies/procedures.
Monday 29th April	PLANNING COMMITTEE	To consider BPC comments to any current application and receive notification of approvals, refusals and appeals. If required.
Tuesday 28th May <i>Availability of Robinson room tbc</i>	ANNUAL MEETING OF THE PARISH COUNCIL	To elect Chair & Vicechair, set committees and their membership. Acknowledge members acceptance of office, if applicable, and the code of conduct. Adopt latest Standing Orders, Financial Regulations, Risk Assessment, etc.
Tuesday 28th May <i>Availability of Robinson room tbc</i>	FULL COUNCIL	Acceptance and signature of 2023-24 Annual Governance & Accounting Return (AGAR) before submission to External Auditor (if internal audit complete). Review & comment on any current parish planning applications, if pertinent. Review & adopt any new/reviewed council policies/procedures.
Monday 3rd June	PLANNING COMMITTEE	To consider BPC comments to any current application and receive notification of approvals, refusals and appeals. If required.

Monday 17th June	FULL COUNCIL	ONLY REQUIRED if AGAR, as above, was unavailable in May. Currently no business scheduled or expected. Will include current planning matters if required.
Monday 15th July	PLANNING COMMITTEE	To consider BPC comments to any current application and receive notification of approvals, refusals and appeals. If required.
Monday 29th July	FULL COUNCIL	Currently no business scheduled or expected. Will include current planning matters if required.
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.
Monday 9th September	FULL COUNCIL	Currently no business scheduled or expected. Will include current planning matters if required.
Monday 30th September	PLANNING COMMITTEE	To consider BPC comments to any current application and receive notification of approvals, refusals and appeals. If required.
Monday 14th October	FINANCE COMMITTEE	6-month review of BPC budget for 2024-25. Consider cost investigations before preparation of 2025-26 budget.
Monday 21st October	FULL COUNCIL	Currently no business scheduled or expected. Will include current planning matters if required.
Monday 18th November	PLANNING COMMITTEE	To consider BPC comments to any current application and receive notification of approvals, refusals and appeals. If required.
Monday 2nd December	FULL COUNCIL	Currently no business scheduled or expected. Will include current planning matters if required.
Thursday 12th 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.
Monday 16th December	FINANCE COMMITTEE	Consider all parts of BPC budget for 2025-26 and if any further matter to be included. Agree recommendation for Full Council at its January meeting to agree budget, burial fees, burial charge & precept.
Monday 16th December	PLANNING COMMITTEE	To consider BPC comments to any current application and receive notification of approvals, refusals and appeals. If required.
Monday 13th January	FULL COUNCIL	Receive recommendations from the BPC Finance Committee for a budget & precept for FY 2025-26. Will include current planning matters if required.



BISHOPSTEIGNTON PARISH COUNCIL

Appendix K for 19.02.24

Clerks Report – Buckingham Palace Garden Party

The National Association (NALC) is in receipt of 100 tickets to two Garden Parties at Buckingham Palace this year. DALC have been allocated 4 tickets (2 pairs) for the Party on Tuesday 21 May 2024. Therefore, DALC are welcoming nominations from members councils as to who should have one of these limited tickets.

This year, the palace advises that it wishes to celebrate the 75th Anniversary of the Commonwealth so please consider this when selecting nominees.

There are strict rules on the nomination process, please note the following guidance:

- Nominated guests should be from within the council such as a long serving councillor, or a long serving clerk. They should recognise excellent contributions in their field, and in public service, voluntary or community work.
- Guests should NOT have previously attended a Garden Party. However, if the nominated individual was the accompanying guest (i.e. not the main guest) last time they attended, they may be nominated in their own right.
- All nominated guests must be over the age of 18 years and resident in the UK.
- All nominated guests should be accompanied unless they specifically request otherwise. Any accompanying person must be over the age of 18.

Under data protection legislation, an individual's consent is required to process their personal data for the purpose of nominating them to attend a Garden Party. You need to obtain consent to process their personal data from all nominees prior to submitting the completed form.

Nominations to be submitted via a specific form on the DALC website by 2pm, Wednesday 21 February. Nominations made after this time will not be accepted. Due to tight timescales and limited spaces, any incomplete or incorrect nomination forms will be rejected from the process.

The two successful nominees, and their guests, shall be notified in the afternoon on Wednesday 21 February. Nominees will be chosen at random i.e. via pulling names from a hat.

Last year BPC nominated ex-chairman Mr. Trevor Davey, and previously ex-chairman Mr. Charles Morgan, as in previous year the criteria was for retired chairpersons only. Neither were successful and I'm sure either would be pleased to be nominated again. Although this year the criteria now includes any member or staff members, past or present.

Kim Ford
Clerk to the Council



INTERNAL CONTROL POLICY

GENERAL

Bishopsteignton Parish Council is responsible for ensuring that its business is conducted in accordance with the law, proper standards and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively.

Regulation 3 of the Accounts and Audit Regulations 2015 states that 'a relevant authority must ensure that it has a sound system of internal control which:

- a) facilitates the effective exercise of its functions and the achievement of its aims and objectives.
- b) ensures that the financial and operational management of the authority is effective.
- c) includes effective arrangements for the management of risk'

THE PURPOSE OF INTERNAL CONTROL

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective, efficient and economical exercise of the Councils functions, and which includes arrangements for the management of risk.

The system of internal control is designed to reduce risk to a reasonable level to achieve aims and objectives within the bounds of Council policies, and therefore, it can only provide reasonable and not absolute assurance of effectiveness. The system is on-going, and the process is designed to identify and prioritise the risks and to evaluate and manage these accordingly.

RESPONSIBILITY FOR INTERNAL CONTROL

The Council should understand its internal controls because Councillors will be required to state (as part of the Annual Governance Statement in the Annual Return) that adequate systems of internal control, including measures designed to prevent and detect fraud and corruption are in place and that it has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

The Council has made and will keep under review Financial Regulations, Standing Orders, and other relevant policies that define its responsibilities relating to financial control including management of contracts.

INTERNAL AUDIT:

An independent Internal Auditor (IA) shall be appointed by the Council every 3 years, based on competence, independence and service charge. The IA shall report to the Council on the adequacy of Bishopsteignton Parish Council Records, Procedures, Systems, Internal Controls, Regulations, Risk Management, and Reviews. The IA will conduct a review every year prior to the completion of the Annual Governance Annual Return (AGAR) which shall include completion of page 5 by the IA.

EXTERNAL AUDIT:

The Councils External Auditor (EA) is appointed by the Public Sector Audit Appointments (PSAA) in accordance with the Local Audit and Accountability Act 2014. Currently this is PKF Littlejohn LLP who shall indicate the deadlines for submission of relevant documents for audit purposes. Upon completion of its audit the EA shall issue an annual audit certificate and recommendations for future internal controls.

SYSTEMS OF INTERNAL CONTROL

The following checklist details the systems of internal control and should be used to ensure that the responsibility for internal control is being adequately met by the Council and its employees, officers and members.

CONTROL	REVIEW DATE	HOW/WHO	ACTION: CLERK/ RFO	ACTION: COUNCIL
Appointment of Staff: Specifically, Clerk/ Proper Officer/ RFO	As necessary	Full meeting	Current Clerk to provide/ensure adequate hand-over to any new staff	To appoint a suitably qualified and experienced employee for the role
Appointment of Internal Auditor	Every 3 years	Full meeting	To provide a complete set of accounts for completion of the AGAR	To appoint a suitably qualified and experienced IA
Audit Trail	As necessary	RFO	To ensure that all payments and receipts are properly recorded, tracked and referenced from order to completion	To monitor payments and receipts as per the bank reconciliation and financial reports provided at regular intervals by the RFO
Budget and financial monitoring: Budget Monitor Cash Book Bank Reconciliation Bank Statements Invoices/ Receipts Payments List Petty Cash	Quarterly Monthly Monthly Monthly As necessary Monthly N/A	Full meeting	To report on all aspects of income, expenditure, payments for consideration. To provide relevant receipts and invoices and reconciliation documents along with bank statements and details of any cash received/ held	To consider and note the reports on Council finances as provided by the RFO
Budget and financial planning: Budget proposal/ approval Precept setting	Annual Annual	Finance Committee before Full meeting	To produce a budget and precept proposal to finance Committee. Amend accordingly for presentation to Full Meeting.	To consider and approve the budget proposal and set precept in line with evidence provided by the Clerk & RFO
Compliance with HMRC PAYE NI	Monthly	Outsourced to payroll provider	RFO to ensure PAYE and NI are calculated and payments submitted monthly to HMRC.	To ensure payments have been submitted
Compliance with publication of public notices: Agenda Minutes AGAR & Conclusion of External Audit Exercise of Public Rights Constitutional documents Asset Register	Monthly Monthly Annual Annual Annual Annual	Website/ noticeboards	To ensure all public notices have been completed and displayed in a timely manner	To ensure they receive and approve relevant papers/ notices

CONTROL	REVIEW DATE	HOW/WHO	ACTION: CLERK/ RFO	ACTION: COUNCIL
Document Safety: Hard Files Computer Files Website Email	As necessary As necessary As necessary As necessary	Each member/ staff/ officer	To ensure that appropriate measures are in place for document storage, locked filing cabinets or office room, computer passwords virus protection, spyware and security is in place. Sensitive information is password protected, documents are signed and archived regularly.	To ensure that Council documents are kept safe and that appropriate computer security is in place, to use Council email address and ensure that they adhere to policy when dealing with Council documents and property.
End of Year Accounting and Audit regulations: AGAR External Audit	Annual Annual	Full Meeting	RFO to prepare income & expenditure accounts and supporting documents in line with AGAR and external audit	To consider and adopt the accounts and to approve AGAR papers
Insurances	Annual	Company/ Broker	To ensure that appropriate insurances are in place and up to date in accordance with the Asset Register and report to Council as necessary	To receive Insurance reports as necessary
Management of banking facilities and arrangements	As necessary	Via branch	To ensure that facilities meet the requirements of the Council	To liaise with the Clerk/ RFO and ensure facilities meet the requirements of the Council
Management of VAT: Record VAT on payments VAT Reclaim	As necessary Quarterly	Clerk/RFO VAT 126	To appropriately record VAT payments and submit the VAT return using the appropriate forms	To ensure that the VAT return has been submitted and to check VAT against payments & income with finance monitoring
Meetings of Committees	As scheduled	At BCC or on site, as indicated on the agenda	To produce and serve relevant papers on the Committee and public as necessary	To attend meetings and read all relevant information provided by the clerk/ RFO. To observe the 6 month rule and produce updates and reports as necessary

CONTROL	REVIEW DATE	HOW/WHO	ACTION: CLERK/ RFO	ACTION: COUNCIL
Meetings of the full Council	Approximately 10 meetings per year.	BCC	To produce and serve relevant papers on the Council and public as necessary	To attend meetings and read all relevant information provided by the clerk/ RFO. To observe the 6 month rule and produce updates and reports as necessary
Relevant policy and procedure: Financial Regulations Code of Conduct Standing Orders Grants Policy Internal Control Risk Management Scheme Other Relevant Legislation	Annual Annual Annual Annual Annual Annual As necessary	Strategy & Governance Committee / Full Council	To ensure that all policies and procedures are up to date and in place and to ensure Council is informed of all legislation relating to its functions/ business	To familiarise themselves with all relevant policy, procedure and legislation and to adopt policies as necessary
Staff contracts up to date	As necessary	Full Council	Clerk to ensure that contracts are up to date and reviewed as necessary	To ensure that staff reviews inform contracts for review
Clerk/ RFO Review	Annual	As agreed. Currently Chair & Vice-chair	To attend relevant appraisal and consider personal development and action plan for new objectives	To review and appraise the Clerk as necessary
Training and Development	As necessary	Full Meeting	To produce a training matrix and identify relevant training and training budgets for members and staff/ officers	To identify areas of training and attend relevant training identified for their role by the Council or via personal review



BISHOPSTEIGNTON PARISH COUNCIL

MEMORIAL ASSETS POLICY

1 INTRODUCTION

1.1 When a loved one is lost a tree or bench is a not only a way honour their memory but provides a beautiful and functional improvement to the local environment. Bishopsteignton Parish Council (BPC) supports the needs and principles of allowing memorial benches/seats/trees with plaques to be installed within the parish and is mindful that these assets are enjoyed by a wide range of people.

BPC will ensure the provision and future care/maintenance of these assets is managed and regulated for the mutual benefit of all.

BPC will always endeavour to be respectful, sympathetic and fair towards those donating benches and trees; to balance the needs of facility users; and to maintain the high quality of its open spaces.

1.2 The policy covers any memorial bench, tree or other lasting item (excluding memorials around graves) placed on BPC-owned or controlled property/land and is relevant to anyone who has commissioned or is thinking of commissioning a memorial bench or tree.

BPC property includes: Bishopsteignton Parish Cemetery on Lindridge Road, The Lawns Recreation Ground, The Village Green, playgrounds at The Lawns & Cockhaven Close, and various smaller green spaces such as Radway Hill garden, Wallis Grove garden, Newton Road junction of Cockhaven Road.

1.3 BPC is unable to agree to the interment or scattering of ashes/cremated remains at public open spaces within the parish.

1.4 BPC does not accept applications for memorials for pets.

1.5 The number of memorial benches and trees permitted shall not detract from the prime recreational purpose of the property/land. Therefore, the size and location of the property/land shall limit the number of benches/trees permitted. The Council reserves the right to refuse applications on this basis.

1.6 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be reviewed regularly and revised as necessary to meet changing circumstances.

2 BENCHES

2.1 TERMS & CONDITIONS OF DONATION

- a. Memorial benches will only be considered from people who can demonstrate a close tie with the person being commemorated. BPC reserves the right to refuse a memorial bench should it have any grounds to believe the application to be contrary to the wishes of the commemorated person's next of kin.

- b. Applications to replace an existing bench (with a new bench) on public land within the Parish must be made in writing to the clerk using Memorial Bench Application Form, copy available online or from the Clerk. The application will be reviewed by the clerk who shall, upon preliminary approval, liaise with the applicant to finalise details of the bench & plaque specification, costs, payment, supply and installation.
 - c. Applications to install a bench in a new location on public land within the Parish must be made in writing to the clerk using form MApp.v02. The application shall be reviewed by the BPC Asset Management Committee or the full Council; whichever meets soonest. Should approval of an alternative authorities be required, such as DCC Highways, this shall be sought by the clerk. Upon approval of BPC/alternative authority the clerk shall liaise with the applicant to finalise details of the bench & plaque specification, cost, payment, supply and installation.
 - d. The Council will attempt to accommodate the wishes of applicants at all times - However, memorial benches will be positioned to maximise the benefit and development of the surrounding area.
 - e. Under the Crime and Disorder Act 1998, BPC must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable if it may attract antisocial behaviour.
- 2.2
- a. BPC promotes the use of eco-friendly, recycled, durable plastic benches as detailed in the application form MApp.v02. Alternative benches maybe considered by the Asset Management Committee in special circumstances who reserve the right to decline an application if the bench quality or design is not deemed suitable.
 - b. The donation for a new recycled plastic bench, as detailed in the application form MApp.v02, is £600 or £700 (depending on its length). This covers the purchase and delivery of the bench and toward installation. There is an additional fee for a plaque and inscription as detailed on form MApp.v02.
 - c. If an alternative bench model is approved this will be ordered by BPC. The applicant's donation shall cover the cost of the bench, plaque, specific fixings and delivery charge plus a 25% surcharge added to cover installation and future maintenance.
All donations are exclusive of VAT.
 - d. No bench shall be ordered until BPC are in receipt of the full payment and completed application form from the donor/applicant.
 - e. In order to maintain a consistency of appearance and quality the installation of all benches shall be managed and paid for by BPC.
 - f. No additional mementoes shall be permitted on or around the bench, without prior permission.

3 BENCHES: MAINTENANCE

- 3.1 The new bench shall be listed on the Asset Register of BPC and insured as such. Benches shall remain the property of BPC; the principal of donations mean sponsorship/provision not

ownership. Legal ownership of a donated bench remains with BPC therefore all future maintenance cost will be met by BPC and the donor does not retain any right to determine future management of the asset.

- 3.2 A condition survey of each bench within the Parish will be conducted by a representative appointed by the clerk and/or Asset Management Committee Chairman. This will occur every 2 years; or sooner if deemed necessary by the clerk or a members of BPC.
- 3.3 BPC shall endeavour to maintain a memorial bench in its original chosen location for as long as possible. However, it reserves the right to re-site any bench should the position no longer be deemed suitable or the land be required for alternative use.
- 3.4 If a bench within the Parish is damaged beyond economical repair it shall be removed by BPC. In this instance the clerk will inform the original donor who may decide to replace the bench in accordance with item 2.2. However, if a replacement is not required by the original donor the location will become available for another applicant.

Neither the donor nor any third party shall be permitted to undertake any maintenance of the memorial bench without the permission of BPC. Maintenance of the bench will remain the responsibility of BPC. This will include any preservation, treatment, and repair work.

BPC accepts no liability for replacing a memorial bench at the end of its useful life. When a bench has been disposed of, the commemoration will automatically cease. In the event that BPC installs a new bench at the same location, it reserves the right to agree a commemoration with a new donor.

- 3.5 BPC shall maintain a record of each donation. The record shall contain all pertinent information including the donor's name and contact details. This information is held in accordance with BPC Privacy & Data Retention Policy, and the General Data Protection Regulations and Data Protection Act 2020.

4 MEMORIAL TREES

- 4.1 The provision of memorial trees and associated commemorative plaques can be accommodated subject to the agreement of tree type and location by the Council.
- 4.2 Only native trees suitable to thrive and in-keeping to the immediate surrounds, will be considered. Details of suitable tree species can be provided on application. The applicant will be required to pay the Council for the tree, the fee will include a reserve to ensure the new tree is watered thoroughly across the first 2 years since planting, to ensure survival.
- 4.3 Planting will usually only be permitted between late autumn and early spring, in line with the tree-planting season. Trees will normally be planted by a Council appointed, qualified contractor. However, donors are welcome to be present at the tree planting and carry out a small ceremony if they wish.
- 4.4 Commemorative plaques can be placed next to a memorial tree, subject to agreeing a size, wording and specification with the Clerk. Preparation of the plaque, installation and cost to be organised. No plaque may be affixed to a tree itself. The plaques are subject to patination from the weather and will be restored as and when other work is carried out to the bench. Plaques may be subjected to vandalism. Any replacement costs will need to be met by the donor.

- 4.5 No additional mementoes shall be permitted on or around the tree without prior permission.
- 4.6 Ownership of the tree will transfer to the Council at the time of installation. The Council will maintain the tree in line with the current maintenance regime. If a tree requires to be removed due to safety reasons or due to disease the Council will make every effort to inform the owner.
- 4.7 In the two-year period after a memorial tree has been planted, the Town Council will commit to providing a similar replacement should the original tree get damaged or vandalised. Following that initial two-year period, the Council accepts no replacement liability for damage to the plaque or the tree from vandals or third parties. The cost of any necessary replacement is then the responsibility of the original applicant.



BISHOPSTEIGNTON PARISH COUNCIL

OPERATION X BRIDGE ACTIVATION POLICY

This policy sets out the procedure which will be followed by Bishopsteignton Parish Council (BPC) in the event of the death of HRH. King Charles III (operation London Bridge), HRH Queen Camilla (operation *title to be confirmed*), and HRH The Prince of Wales (operation Menai Bridge), and HRH Prince Edward The Duke of Edinburgh (operation Forth Bridge).

The policy shall only be enacted when an official announcement is made by Buckingham Palace. A period of state mourning will commence which, depending on which member of the Royal Family, could potentially last up to 10-days. The State Funeral shall be held on the 10th day; unless this falls on a Sunday in which case the funeral will be on the Monday.

The Clerk will be the lead for this procedure, in the event of the Royal death, in liaison with TDC. The following actions will be undertaken to mark the occasion:

- **Cancellation of meetings/business** – Meetings pre-arranged to be held anytime within the 10 days of mourning must be cancelled/rescheduled. This includes any events of a celebratory nature (Christmas, Easter, fetes, parties) but does not include Remembrance Services. Unless falling on a Saturday, the day of the state funeral will be a public holiday and no business should be transacted.
- **Words of Condolence** (ADDENDUM A) – A message of condolence from the Parish Council as a corporate body shall be published on the parish council website, noticeboards and social media and released to local press. This wording shall be prepared in advance, agreed by the full council and reviewed annually. Before publication, the Clerk in conjunction with the Chairman shall review the wording to ensure appropriateness.
- **Letter of Condolence** (ADDENDUM B) – The Parish Council shall pre-arrange a letter offering condolences to next of kin to be sent to the Royal Archives on the day following death. The pre-written letter shall be prepared in advance, agreed by the full council and reviewed annually. Before posting, the Clerk in conjunction with the Chairman shall review the wording to ensure appropriateness.
- **Condolence Book** – This shall initially be placed in the office of Bishopsteignton Parish Council (Community Centre, Shute Hill) and made available for parishioners to write their messages of condolence from the first working day after the day of death until the day after the state funeral has taken place; a schedule of open times shall be published at the time. During the following 9 days of mourning the pages from the book shall be made available at various locations around the village allowing parishioner to leave a message of condolence. These venues might include the school, care homes, village hall & churches. The black-bordered loose-leaf pages will be in a black ring-binder. This allows for pages to be reordered and for the removal of inappropriate content. Following completion of the open period for signing (approximately 10 days) the pages may be reviewed, reordered and bound. A letter shall be sent to the Private Secretary at Buckingham Palace advising a

OPERATION MENAI BRIDGE continued

condolence book is held in council archives. The book is to be placed on a table clothed in black with a small

appropriate floral tribute (to be refreshed when necessary), a framed photo of the specific member of the royal family with a black ribbon across one top corner of the frame and image. A supply of pens will be made available.

- **In Mourning Veil on Website** – From the first day after death a grey veil shall be placed on the main web pages of www.bishopsteignton-pc.gov.uk . This shall be arranged by the current website developer and remain in place until the day after the state funeral has taken place.
- **In Mourning Covering Image** (for BPC Facebook page) – From the first day after death a suitable cover image shall be published. This shall stay in place until the day after the state funeral has taken place. To be arranged by the Clerk.
- **Area for Laying Floral Tributes** – Floral tributes may be laid on the Village Green, Cockhaven Close. This opportunity will be published accordingly at the time. Only cut flowers in compostable wrappings (with no plastic wrapping, ribbons/ties or rubber bands) may be laid. The area shall be checked regularly during the week of mourning. These will remain in place until the day after the state funeral has taken place. Once removed the flowers will be composted appropriately. For alternative locations, the District Council shall provide a list on their website of locations over the district where floral tributes can be laid and will be managed. A link to this information shall be provided to parishioners via the BPC website and social media.

ADDENDUM A



BISHOPSTEIGNTON PARISH COUNCIL

It is with great sadness Bishopsteignton Parish Council acknowledge the passing of

H... Royal Highness

On behalf of Bishopsteignton Parish Council members and parishioners of Bishopsteignton, the Chairman Cllr. (*current Chair*) wishes to express sadness felt by this event and convey condolences to H... Royal Highness. and the Royal family.

As a mark of respect meeting/events X, Y, & Z are cancelled. (*add meeting/event titles and dates*)
Rearrangements will be published in due course.

Details of how to show your personal respects using a physical and/or virtual condolence book service are available here (*link to Buckingham palace & BPC webpages*) or with flowers placed at the Village Green (*link to BPC webpage*)

ADDENDUM B



BISHOPSTEIGNTON
PARISH COUNCIL

Letter of condolence to Buckingham palace on the death of H.. Royal Highness
For attention of: Private Secretary to the new Sovereign

Dear

As we learn of the sad news that H.. Majesty Has passed away the thoughts of the citizens of Bishopsteignton are with the Royal Family as they grieve for their, *(grandfather/mother and Great grandfather/mother)*.

The demonstrated extraordinary dedication and commitment to duty throughout his/her reign and did so with graceful strength and admirable determination.

This is a period of public grief when people who do not know each other come together to mourn a national figure who has been consistent throughout and for whom we have collective affection despite not knowing him/her personally.

Please pass the condolences of the Parish Council on to H.. Majesty

A book of Condolence has been opened at the Community Centre and will visit the school and care homes in the parish. This will be retained in local archives at the proper time.

Yours sincerely

Chair, Bishopsteignton Parish Council



BISHOPSTEIGNTON PARISH COUNCIL

Appendix O for 19.02.24

Clerks Report – Community Recognition Award

I was disappointed that no members brought forward any ideas or suggestions on this matter despite the brief discussion at the last full council meeting.

Using research into other Local Council award schemes, documents and processes I have prepared the following draft/example documents for a possible Community Recognition Award Scheme for the parish of Bishopsteignton.

I feel it is too late to promote this and gather nominations for possible awards at this years Annual Parish Meeting, especially given there is no full council meeting in the meantime. I would suggest, you're your scheme is approved by the full council, either at this meeting or the next with possible amendments/tweaks, that this is promoted later in the year for nominations to be received 01.10.24 to 31.01.25. The PC would review these nominations at their meeting in February 2025 with awards/prizes being presented to the successful candidates at the Annual Parish Meeting of 2025.

Matters for your consideration:

- Are you satisfied with the three categories suggested?
- Should this include local businesses? As on occasion they might provide support and wellbeing and facilities to the community. They would not benefit financially, just in recognition.
- Age range for the 'Young Individual' category? I have suggested no lower limit with 25 being the oldest.
- Possible prizes? I have suggested a financial contribution to a local charity or community organization as chosen by the winner of each category. I would suggest anything from £50 to £100, per category and that this new budget heading be included in the 2025-26 budget for 2025-26. This year's rewards will need to be paid from unearmarked reserves; more details of available funds will be available towards the end of the year.

To help the council finalise a suitable scheme please see the following draft / example documents:

- Draft Community Recognition Award Scheme Policy
- Draft Community Recognition Awards nomination form
- Example of Awards promotional material which can be displayed in the usual ways... social media & website posts, noticeboards, chronicle, etc to increase awareness of the scheme and nomination process, follow up promotion of the winners and their good deeds.

Kim Ford
Clerk to the Council



BISHOPSTEIGNTON PARISH COUNCIL

COMMUNITY RECOGNITION AWARD SCHEME

Application Form

- For Community Recognition Awards 2024-2025 please complete the form below and submit to the clerk by midnight of 31 January 2025.
- All nominations received by this deadline at a full council meeting to be held 24 February 2025.
- Once the successful recipients are agreed they will be invited to the Annual Parish Meeting to be held XX March 2025 to receive their recognition award.

Criteria for Nominees. At least one of the following criteria must be fulfilled and demonstratable:

- They have made a material contribution towards the improvement of services and facilities in the Parish.
- They have made a material contribution towards the improvement of the environment in the Parish.
- They have made a significant contribution toward improving the welfare or wellbeing of residents of the Parish.
- They have significantly promoted or raised the profile of the Parish.
- They have undertaken significant charitable work or charitable fundraising within the Parish.
- They have significantly assisted the work of the Parish Council in a voluntary capacity.
- They have demonstrated outstanding citizenship.
- They have been recognised for a significant personal achievement e.g. sporting excellence, contribution to arts and culture.

Award Scheme Rules: *To be added, from policy once approved.*

NOMINATION**1. About You:**

Name:	
Address:	
Contact email:	
Contact number:	

Please note: Your personal information will be held securely, for the purposes of this nomination only in accordance with the BPC Privacy Policy. To read this in full please visit our website: <https://www.bishopsteignton-pc.gov.uk/privacy-policy/>

2. Your Nomination:

CATEGORY	Please Tick
Individual (a resident of the Parish of Bishopsteignton)	
Young Individual (as above up to and including the age of 25)	
Group (incl. registered charities and businesses in the Parish)	

Name:	
Contact details:	
Reason for nomination:	
<i>Please continue on an additional sheet if required.</i>	

You are welcome to submit any information, such as photos, to support this nomination.

3. Declaration

I certify the following:

- Acknowledgement and compliance with the BPC Community Recognition Awards Policy, including the criteria and rules above, and how my personal data will be used and temporarily retained.
- The information submitted above is true and correct to the best of my knowledge.

Signed:		Dated:	
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BISHOPSTEIGNTON PARISH COUNCIL

COMMUNITY RECOGNITION AWARD SCHEME

In Search of Community Heroes

Do you know a Local Hero?

Somone deserving of recognition for their voluntary work?

Or a selfless group of people who support the wellbeing of the community?

If you know someone, or a group, who dedicates time to improving the welfare of residents of Bishopsteignton, or raises the profile of the parish through charity work, fundraising, environmental work, outstanding sport, art or cultural contributions, then please let us know...

Bishopsteignton Parish Council is launching its new Community Recognition Scheme, which aims to recognise the often-unsung heroes of the local community. Parish residents are invited to nominate individuals and groups whom they feel are deserving of this award. Nominations will be considered and winners decide by the Parish Council. Presentations of awards will take place at the Annual Parish Meeting. Successful candidates will be presented with a Bishopsteignton Community Recognition Certificate and a financial contribution to a local charity or a cause of their choice.

Please note: The Award Scheme has been designed to avoid creating undue time or financial burdens on the Parish Council. A budget shall be to be set for each financial year and/or sponsorship agreed.

Nominations may be made in respect of any individual or group who are either a resident with the Bishopsteignton/Luton Parish or a group that regularly undertake voluntary activities within the Parish.

Nominations may be made every year from October to the end of January (approximately). Nominations must be made using a form on the website, or a paper copy can be provided (request from the clerk). These may be submitted by email/post. After a closing date all nominations will be reported to the Parish Council.

Having received nominations, the Parish Council will consider these at a full council meeting to be held each February. Once the successful recipients are agreed these will be invited to the Annual Parish Meeting (held in March) to publicly receive their recognition award.

Categories for Nominees:

- Individual (resident of the Parish)
- Young Individual (up to and including age 25, resident of the Parish) *What do you think appropriate?*
- Group including registered charities and businesses in the Parish. *Appropriate?*

Criteria for Nominees. At least one of the following criteria must be fulfilled and demonstratable:

- They have made a material contribution towards the improvement of services and facilities in the Parish.
- They have made a material contribution towards the improvement of the environment in the Parish.
- They have made a significant contribution toward improving the welfare or wellbeing of residents of the Parish.
- They have significantly promoted or raised the profile of the Parish.

- They have undertaken significant charitable work or charitable fundraising within the Parish.
- They have significantly assisted the work of the Parish Council in a voluntary capacity.
- They have demonstrated outstanding citizenship.
- They have been recognised for a significant personal achievement e.g. sporting excellence, contribution to arts and culture.

Award Scheme Rules

- Nominations received after the published closing date will not be considered.
- Nominations with insufficient evidence of community involvement will be returned, if time permits, to the applicant for more details.
- Nominees should live in the Parish, but discretion can be granted to people or organisations from outside the Parish Boundary if there has been clear and substantial benefit to the Parish.
- A Parishioner is not eligible to receive an award every year for service rendered.
- A Nomination must have a Proposer and a Secunder. *Necessary?*
- An application may be anonymous. *Will need to check this is possible.*
- The decision of the Parish Council is final.
- Parish Councillors, BPC staff, or ward members may not receive an award.

Having received nominations, the Parish Council will consider these at a full council meeting to be held each February. Once the successful recipients are agreed these will be invited to the Annual Parish Meeting (held in March) to publicly receive their recognition award.



2024-25
COMMUNITY RECOGNITION
AWARDS



**Community
Group**

Individual

**Young
Individual**

Who will you nominate?

To find out how to nominate a deserving community hero please visit
www.bishopsteignton-pc.gov.uk or speak to the clerk 07483149812



BISHOPSTEIGNTON
COMMUNITY RECOGNITION
AWARD

2024-25
WINNERS



Find out more about these community heroes on our website
www.bishopsteignton-pc.gov.uk



BISHOPSTEIGNTON PARISH COUNCIL

Appendix P for 19.02.24 Clerks Report – St Johns Church Wall

The proposal to seek a second opinion from a stone mason was resolved unanimously by full council at its meeting held 04.09.23.

This matter has still not been resolved and the report sought has not been provided despite numerous attempts. Now, church volunteers are waiting to turn over and replant this area, to ensure it looks pleasant for the spring.

The original resolution was made 24 weeks prior to this meeting. To overturn this resolution, seeking an alternative proposal, would be contrary to BPC Standing Order 7a states '*A resolution shall not be reversed within six months...*'.

Clerks Recommendation: As the model stand order above is not in bold type it does not contain legal and statutory requirements. Ordinarily, I would not suggest an action which is contrary to Standing Orders, however, specific to this issue I would suggest the council agree to reverse the previous resolution and that new proposals be considered at this meeting.

New proposals may include to revisit quotes provided to take away the bulk of the soil, redistribute elsewhere, stabilise the wall with mortar where required and fixing in the loose coping stones, to ensure stability of the structure in the future.

Because of the length of time passed since these quotes were provided, I would need to ensure validity and possible increases, however to expediate the project being completed perhaps the new resolution might include a budget so I, the clerk, in conjunction with AMC Chair/Vice Chair may appoint and instruct a contractor.

Kim Ford
Clerk to the Council



BISHOPSTEIGNTON PARISH COUNCIL

CLERKS REPORT OF GENERAL UPDATES 15.02.24

GENERAL ADMINISTRATION/GOVERNANCE

SCOUTS HQ/COMMUNITY HUB @ The Lawns: Cllr. John Nutley & Cllr. Martin Wrigley are positive about the chances of TDC granted permission for the building at the Lawns, by way of a letter, rather than amending the covenant/transfer deed of 1999. Both councillors are liaising with TDC officers from Estates & Assets, and an inhouse-solicitor.

I am working towards an end user agreement, and a community use agreement which TDC felt were essential, however I haven't yet seen this in writing and am hoping they might provide examples from other organisations.

Until there is a written official permission Scouts are at a standstill with funding applications.

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 mild winter, so far, has meant the team have only needed to grit a handful of times. But they are regularly keeping an eye on the forecast in case. However, the team are not only there to respond to snow/ice forecasts and keeping the roads safe. Should any other emergency occur, they will be ready to act, when usual emergency services are unable to attend. More volunteers are always welcomed, either as call-upon support when an emergency occurs or as BERT committee members. The plan is due to be reviewed by the council, once updated by the team.

CEMETERY RECORDS ONLINE MANAGEMENT: I shall be contracting out the uploading of burial records into the digital system, Scribe. Mrs. Melanie Deeks has started work on this project. Initially a 30-hour contract but to be reviewed. I shall meet with her regular to ensure progress. All good progress to date with no hiccups.

DEVOLUTION DEAL CONSULTATION: The consultation invites views on the draft proposals to establish a new Combined County Authority – a new decision-making body which would be required by law to oversee new funds and powers transferred from Whitehall to Devon and Torbay.

A [devolution deal website](#) has been launched which features FAQs, a consultation questionnaire, a summary of the Devolution Deal proposal as well as the full document.

CLERKS REPORT Cont'd - GENERAL UPDATE 15.02.24

The consultation closes on 24.03.24. On completion, Devon County Council and Torbay Council will each consider all responses and determine whether to submit a final proposal to the Secretary of State for Levelling Up, Housing and Communities. If the SoS is satisfied, an Order in Parliament will create the Devon and Torbay Combined County Authority, with the aim being to create the CCA during 2024.

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 this years needs I shall work out a schedule/plan for weeding across the spring/summer of 2024, but some will be responsive to report rather than planned. For this I'll be using money from the new budget heading set as part of the 24-25 budget.

Cemetery – Ongoing tasks:

- **Improve plot marking** – to ensure straight rows and correct numbering. This has been considered and action is planned although not yet taken. Diagrams of the plots are being prepared.
- **Border hedgerow** – Improvements to hedgerow between the roadside and cemetery, southward from the main gate / wall are ongoing with new hedge planting to improve species variety, increase biodiversity, and tidy up this ignored area.
- **Devon Bank** – A community event took place on Sunday 28.01.24. Thanks to volunteers who removed all the plastic tree guards from when the hedge was enhanced a few years ago.

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! Still no response, to be discussed, agenda item 2402.07.03

Night Landing Site (Lighting Mast) at Michaels Field – Following several test landings over the Autumn it was 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; he has carried out the repairs since. The invoice has been paid but leaves a deficit rather than the reserve we had started to build. Cllr. Head is kindly conducted some fundraising.

This made me think that as a rule we should factor some fundraising events into the annual calendar for community assets which have essential but costly maintenance needs, such as the night landing site and the defibrillators. Hopefully we can work with other community groups to achieve this.

Playgrounds:

- **The Lawns** -Need to get quotes for repairs to existing, but aging, wet pour surfacing, S106 may be used. Several comments/concerns received about the new equipment and one area where there is a large drop height for younger users. I am meeting with one of the grandparents, Cllr. Head also attending. Will report any findings and suggested changes to the AMC next week. If changes are required, we can use CIL or S106 to cover the costs.
- **Cockhaven Close** – The old gates are reaching the end of their useful lives, may need replacing soon. Keeping an eye on this.

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.

The annual ROSPA inspection of both areas is booked for March.

CLERKS REPORT Cont'd - GENERAL UPDATE 15.02.24

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.

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. Another option comes with possible affiliation with the LTA, for a small annual fee they will list our venue on their website, hopefully increasing awareness and potential users. We can then have a booking/pay by credit card option linked from our own website. This will reduce admin in creating invoices, managing bookings. Income can be reserved for all future maintenance of the area. The booking system and promotion is not limited to tennis as the only sport.
- **Bookings:** Currently a lot of interest, hence looking into systems to improve bookings and payments etc. There is still the 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). Bootcamp sessions started this week, uptake will guide whether this continues, and Teignmouth tennis club whose 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. To be presented to BPC AMC at a meeting next week.
- **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. 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 – Plans for additional planting and other enhancements as a celebration garden featuring art in memory of parishioner Gill Greatorex. BPC have purchase plants which were added last week. Awaiting further designs and ideas from Dr. Greatorex, Gills family, and the art group.

Public Rights of Way – 2023-24 Annual Condition Survey: This was conducted by 1st Bishopsteignton Scouts on 28.01.24 including litter picking. BPC provided refreshments to the scouts taking part. Results yet to be submitted from which next years grant will come.

New Trees @ The Lawns: Several new trees shall be planted next week at The Lawns. Purchased, we've just been waiting for ideal conditions. Wood purchased, for John Parkes to erect protective tree surrounds for each one. Also includes 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 For Michaels Field the defib and

CLERKS REPORT Cont'd - GENERAL UPDATE 15.02.24

cabinet were purchased using CIL. However, the cabinet has arrived damaged and needs returning and replacing before installation. Also 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 in the future such as Estuary/Village Litter picking, and a biodiversity assessment family picnic in April/May.

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:

- **Asset Management Committee: Monday 26 February, 7pm @ BCC**
- **St Johns Fabric Committee:** Tuesday 12 March 2pm @ St Johns Church
- **Teignbridge Partnership Spring Forum:** Tuesday 12 March, 4 – 7pm @ Courtney Centre, Newton Abbot. Book a place via DALC.
- **Annual Parish Electors Meeting: Monday 18 March, 7pm @ BCC**
- **Planning Committee:** Next is scheduled for Monday 25 March, only if required. 7pm @ BCC.
- **One Teignbridge Workshop:** Tuesday 26 March, 6pm - 8.30pm Forde House, Newton Abbot. Cllr. Merritt attending to represent BPC.
- **BPC Strategy & Governance:** Wednesday 3 April, 7pm @ BCC
- **Full Council:** Monday 15 April. 7.30pm @ BCC
- **PACT: (Police & Community Together):** Monday 18 March, 10.30am @ Cockhaven Arms

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

Kim