

# DRAFT V2 MINUTES

## OF THE FULL COUNCIL MEETING

HELD AT 7.30PM MONDAY 19 FEBRUARY 2024  
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



### 3020 MEETING GOVERNANCE

- .01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. K. Benham Cllr. R. Gill  
Cllr. R. Gateshill Cllr. J. Grimble Cllr. J. Head  
Cllr. D. Robbins (7/9)  
County Cllr. Peart, District Cllr. MacGregor. Clerk: Mrs. K. Ford.  
6 members of the public at various times.
- Apologies:** Cllr. W. Vooght, Cllr. J. Hanafin. PCSO S. Bunce & PC. B. Chadwick.
- .02 **Declaration of Interests:** Cllr. Merritt declared a non-pecuniary interest for agenda item 2402.05.03 – Funding application from the BCC.
- .03 **Order of Business:** The Chair requested that his member's report relating to Teign Estuary Trail is given following Cllr. Peart's report. This was unanimously agreed.
- .04 **Ratification of Minutes:** Draft minutes of the full Parish Council meeting held at Bishopsteignton Community Centre on 15.01.24 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.

### 3021 CO-OPTION

- .01 For the current two vacancies on Bishopsteignton Parish Council four candidate applications were received. These had been circulated to current members prior to the meeting. The chair welcomed the candidates as each to introduce themselves adding anything further they felt appropriate. Members asked various questions. The candidates volunteered to leave the room to allow members to cast votes.
- There were proposers and seconders for three of the four candidates. Following voting it was resolved the duly elected councillors are Mrs. Elaine Harris and Mr. Andrew Keohane. Having each signed a declaration of Acceptance of Officer each to their co-opted seat with immediate effect.
- The Chair thanks the other candidates for their time and interest in joining the council.

### 3022 OFFICIAL REPORTS

- .01 **Police Report:** No report had been provided. No questions were raised for officers.
- .02 **District Councillors Report:** Cllr. MacGregor provided the following report. No comments or questions were raised to be forwarded.
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.

**Draft V2 MINUTES - continued**  
FULL COUNCIL MEETING - held 19.02.24.

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.

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

**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.

**3023 MEMBERS REPORTS**

**Teign Estuary Trail – Cllr. Merritt**

Cllr. Merritt reported that the chair of the campaign group has written to the DCC leader about how more funds from the devolution deal could be used to support the TET. He explained the recent meeting and the arranged walk of the proposed trail, set up for the benefit of the consultants preparing the business case/plan. At this stage there is no further action required from BPC.

**3024 FINANCE**

**.01 Payments:**

It was proposed and seconded, agreed unanimously, and therefore RESOLVED that payments transacted by the clerk across the period 22.01.24 to 16.02.24, be approved retrospectively.

**.02 Financial Statement:** Statements for the period ending 31.01.24 was NOTED by members and signed by the Chair. Clerk to publish this on the BPC website.

**.03 BPC Grant:**

- a. An application from BAGS for £220 towards a solar PV panel to charge gardening equipment on site was considered alongside additional information as was requested at the last BPC meeting. It was proposed, seconded and unanimously agreed to approve the grant of £220 as requested and that this be provided from the Climate Action grant. RESOLVED.
- b. An application from Bishopsteignton Community Centre for £300 towards new planters and related materials to improve the aesthetic and biodiversity of the outside space of the centre. Cllr. Benham kindly offered to provide some of the material required and would liaise with the applicant directly. It was proposed, seconded and unanimously agreed to approve the grant of £300 as requested, subject to other donations offer by Cllr. Benham, and that this be provided from the Climate Action grant. RESOLVED.

**.04 Virement of Funds:**

Members considered a suggestion to allocate a donation made earlier in the current financial year. £62.61, which had been donated as a funeral collection for the late councillor Mr. John Jenner to be used by the Parish Council for the good of the community. It was proposed and seconded that this money be allocated to the DAA Night Landing Site reserve. Unanimously agreed, therefore RESOLVED.

Furthermore, it was suggested that the remaining balance in the 2023-24 BPC community grant fund be allocated to the Night Landing Site reserve. This was proposed, seconded and unanimously agreed, therefore RESOLVED.

Cllr. Head is actively working on fund raising ideas to ensure there is a reserve for the landing light and defibrillator network. The Chair thanked her for this work.

**3025 PLANNING**

The application below was considered and the following comment agreed for submission to Teignbridge District Council as the local planning authority.

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FULL COUNCIL MEETING - held 19.02.24.

**Application Ref:** 24/00159/FUL - Michael's Field , Newton Road  
**Proposal:** Use of land for stationing of trailer for sale of hot and cold food and drinks

This application was considered. The following comment was proposed, seconded and unanimously agreed

**BPC Comment:** The Parish Council object to this proposal. They do not see a need for a new refreshment vendor in the village, this may undermine or threaten the established businesses already within the village including a similar mobile vendor at The Lawns recreation ground, within walking distance. Concern over the creation of additional litter was raised, and how this would be detrimental to the biodiversity and aesthetic appeal of the site.

**3026 COUNCIL GOVERNANCE**

- .01 **2024-25 Meeting Schedule:** The draft schedule presented was considered. It was proposed, seconded, and unanimously agreed, therefore RESOLVED. To be shown on the BPC website.
- .02 **Buckingham Palace Garden Party 2024:** several nominations were suggested and considered. It was proposed and seconded and unanimously agreed that Cllr. Henry Merritt be nominated for the draw for attendance in 2024. RESOLVED, clerk to submit before the deadline.
- .03 **Policy Review:** The following policies were reviewed by the council.  
a. Internal Control Policy (P.040) – new policy, considered best practice.  
b. Memorial Asset Policy (P.015) – new policy to include trees.  
c. Operation Bridges Policy (P. 26) – amended.  
All policies above were proposed and seconded for adoption. Agreed unanimously therefore RESOLVED. Clerk to add to register and website.

**3027 COMMUNITY RECOGNITION AWARDS**

The related papers were considered by members. Amendments included:

- The maximum age for a nomination for the Youth category shall be 18 years.
- Nominators may not be anonymous.
- Business shall not be included in the Community Groups/Organisations category.

The concept and associated documents were proposed, seconded, and unanimously agreed for adoption and promotion later this year. The first awards will be scheduled for the Annual Parish Meeting 2025.

**3028 ASSET MANAGEMENT**

- .01 **Hope Coffee at The Lawns:** Members considered a request from the vendor to attend the site for one additional session per week, preferably Saturdays. It was proposed and seconded to grant permission. FOR: 6, AGAINST: 3, Therefore RESOLVED. Clerk to liaise with Hope Coffee.
- .02 **Line Marking in The Lawns recreation ground car park:** Members considered this suggestion however it was considered there was no real benefit to justify the potential cost of this action. It was suggested the vendor use cones to mark the preferred position. Therefore, it was proposed,

**DATED:**

**CHAIRMAN:**

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seconded, and unanimously agreed that line marking will not take place in the The Lawns recreation ground car park.

.03 **St Johns Church Lower Garden Wall:** Members considered the report provided by the clerk prior to the meeting. It was proposed and seconded to no longer pursue a report from a stonemason and that the project be progressed with the original contractor who provided a quote, subject to and additional cost caused by the delayed instruction. Agreed unanimously therefore **RESOLVED**.

**3029 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 **Railing at Bishops Avenue Car Park:** The clerk reported the recent accident and that this has been reported to the council's insurance policy provider, and a quotation for a like for like repair has been requested, although the clerk recommended that when repairs take place a more substantial solution should be considered by the council. Although this was not part of a budget set for 2024-25 the insurance payout and car park transfer reserve could be used.

.02 **BERT:** Mrs. Elaine Cawthraw, as Chair of BERT reminded BPC that new BERT committee members are essential and anyone would be welcome to find out what is required, to contact her directly for further information.

.03 **Covenant on Lawns Transfer Deed:** There was still no news from Cllrs. Wrigley or Nutley on this matter. Cllrs. MacGregor and Peart both agreed to pursue this.

**3030 FURTHER MEMBERS REPORTS**

.01 **Planning Concerns – Cllr. Benham**

Cllr. Benham raised several issues. Firstly, questioning a static caravan at the top of Wear Farm land. This was a matter to be raised with Planning enforcement. Secondly, she asked if there has been further development, unpermitted, at Park Farm, as it appeared to be larger. A matter to also be raised with planning enforcement.

.02 **Fore Street Highways Concerns – Cllr. Robbins**

Cllr. Robbins asked about the removal of the parking restriction sign outside Supply Stores on Fore Street. The clerk reported this has been raised several times with DCC Highways and they are currently preparing a new, replacement sign to be fixed again. Hopefully a more suitable fixing solution will be used this time. He advised that PCSO Saul Bunce would be interested to know when the new sign is fitted, so he might keep an eye on this.

**3031 PUBLIC PARTICIPATION:**

There were no matters raised by the public audience.

**THE CHAIR CLOSED THE MEETING AT 21.12**



📞 101 Non Emergency SignLive Non Emergency (BSL video relay)  
📞 999 Emergency 📞 Non Emergency Text 67101 (Deaf only)  
🌐 dc.police.uk 📱 999 BSL Emergency (BSL video relay)  
🌐 dc.police.uk/webchat 📱 Text 999 (Deaf only - must pre-register at www.emergencysms.org.uk)

## Neighbourhood Police Report

### Bishopsteignton Parish Council Meeting

Monday 8<sup>th</sup> April 2024.

The Parish of Bishopsteignton is served by the Neighbourhood Police team working out of Teignmouth Police station.

This area is part of the Coastal and Rural sector and has the beat code. JG3J

The team is led by Inspector Sean Roper who is the sector inspector, Sergeant Maddy Williams is the Neighbourhood Team Leader.

PC Ben Chadwick is the Neighbourhood Beat Manager and PCSO Saul Bunce are your local neighbourhood police team.

In the period, **1<sup>st</sup> March 2024 to the 31<sup>st</sup> of March 2024**, there were 4 recorded offences in the Bishopsteignton area, made to the Police.

Assaults:1

Theft:1

Violence:1

Indecent images:1

We have excluded domestic related crimes from this report.



# Bishopsteignton Parish Council

9 April 2024 (2024-2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
15	Stationery/Clerical Expenses	01/04/2024		Current Lloyds TSB Treasury		VAT Adjustment	HMRC	X	-1,164.21		-1,164.21
16	Stationery/Clerical Expenses	01/04/2024		Current Lloyds TSB Treasury		VAT Adjustment	HMRC	R		1,164.21	1,164.21
1	Toilets - Fore St - Cleaning & M	02/04/2024		Current Lloyds TSB Treasury		Toilet Cleaning Contract	P. Walton	X	257.50		257.50
1	Toilets & MUGA - Lawns - Cleaning	02/04/2024		Current Lloyds TSB Treasury		Toilet Cleaning Contract	P. Walton	X	171.67		171.67
2	IT General Use	02/04/2024		Current Lloyds TSB Treasury		Email hosting	Very Good Email Co	S	13.00	2.60	15.60
3	IT General Use	02/04/2024		Current Lloyds TSB Treasury		Website hosting	Dot Combo Ltd	X	50.00		50.00
8	Burial Ground	03/04/2024		Current Lloyds TSB Treasury		Gardening Services	Kate Eco Gardening	X	23.00		23.00
8	Burial Ground	03/04/2024		Current Lloyds TSB Treasury		Gardening Services	Kate Eco Gardening	S	69.77	13.96	83.73
4	Employee Tax	03/04/2024		Current Lloyds TSB Treasury		Tax & NICs	HMRC	X	221.00		221.00
5	Net Salary	03/04/2024		Current Lloyds TSB Treasury		Clerks Salary	Mrs. K Ford	X	1,681.20		1,681.20
4	Employee NIC	03/04/2024		Current Lloyds TSB Treasury		Tax & NICs	HMRC	X	110.46		110.46
6	Subscriptions	03/04/2024		Current Lloyds TSB Treasury		Subscription	DALC	X	502.63		502.63
7	Stationery/Clerical Expenses	03/04/2024		Current Lloyds TSB Treasury		Payroll services	Lee Accounting SW Ltd	S	156.00	31.20	187.20
9	Employee Pension	03/04/2024		Current Lloyds TSB Treasury		Pension Contributions	DCC Pension Fund	X	139.92		139.92
9	Employer Pension	03/04/2024		Current Lloyds TSB Treasury		Pension Contributions	DCC Pension Fund	X	471.42		471.42
4	Employer NIC	03/04/2024		Current Lloyds TSB Treasury		Tax & NICs	HMRC	X	192.45		192.45
8	General Parish Maintenance	03/04/2024		Current Lloyds TSB Treasury		Gardening Services	Kate Eco Gardening	X	22.00		22.00
8	Trees	03/04/2024		Current Lloyds TSB Treasury		Gardening Services	Kate Eco Gardening	X	75.00		75.00
10	Burial Ground	08/04/2024		Current Lloyds TSB Treasury		General Maintenance Contract	BGS Ltd	S	526.00	105.20	631.20
10	General Parish Maintenance	08/04/2024		Current Lloyds TSB Treasury		General Maintenance Contract	BGS Ltd	S	705.00	141.00	846.00
10	St John's Churchyard	08/04/2024		Current Lloyds TSB Treasury		General Maintenance Contract	BGS Ltd	S	413.00	82.60	495.60
10	P3	08/04/2024		Current Lloyds TSB Treasury		General Maintenance Contract	BGS Ltd	S	50.00	10.00	60.00
11	MUGA/Floodlights Maintenance	08/04/2024		Current Lloyds TSB Treasury		MUGA/Floodlights Maintenance	R. D. Edwards Electrical	X	94.64		94.64
13	Burial Ground	09/04/2024		Current Lloyds TSB Treasury		General Maintenance - See description	John Parkes	X	15.00		15.00
14	Subscriptions	09/04/2024		Current Lloyds TSB Treasury		Subscription	DALC	S	210.37	100.53	310.90
12	Toilets - Fore St - Utilities	09/04/2024		Current Lloyds TSB Treasury		Utilities	Everflow Ltd	X	2.56		2.56
13	General Parish Maintenance	09/04/2024		Current Lloyds TSB Treasury		General Maintenance - See des	John Parkes	X	82.50		82.50
13	Trees	09/04/2024		Current Lloyds TSB Treasury		General Maintenance - See des	John Parkes	X	150.00		150.00
<b>Total</b>									<b>5,241.88</b>	<b>1,651.30</b>	<b>6,893.18</b>

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 \_\_\_\_\_ Cllr. Henry Merritt, BPC Chair

Dated \_\_\_\_\_



# BISHOPSTEIGNTON PARISH COUNCIL

## FINANCIAL STATEMENT At 29.02.24

### 1. BALANCES

<b>Bank Balance at 29.02.24</b>	<b>162456.24</b>	as bank reconciliation on page 2
<b>of which Restricted/Earmarked Funds</b> (detailed below)	<b>151740.47</b>	93.4% of Bank balance
<b>CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS</b> (Aim to hold 3 months' worth of regular expenditure)	<b>10715.77</b>	6.6% of Bank balance

### 2. RESERVES - Restricted/Earmarked Funds

<b>Burial Account</b>	100454.02	Bishopsteignton Cemetery use only
<b>Staff costs</b>	3328.89	Staff salary, Employer NI & Pension contributions
<b>Administration costs</b>	10206.20	Includes all office & admin cost
<b>Asset Management</b>	11767.17	Includes budgets & reserves for all assets
<b>Agency Grants</b>	20.28	P3 grant (Parish Pathway Partnership with DCC)
<b>BERT/Emergency Resilience</b>	692.34	
<b>Grant Awarding Funds</b>	0.00	Under GPC of Localism Act 2011
<b>Monies held in Trust</b>	1166.36	Cricket Club, Bench donation, Playdays
<b>CIL</b>	26974.42	Spend must meet criteria, deadlines for spend
<b>Section 106 Balance</b>	0.00	Balance of monies claimed/spend to be claimed
<b>2021 Climate Action Grant</b>	3204.41	Climate action projects
<b>23-24 Tidy Teignbridge Grant</b>	20.00	Shute Hill raised pavement clearance, balance.
<b>2020 TE&amp;CP Grant balance</b>	119.70	For litter-picking the Estuary Foreshore
<b>2023 Teign CVS for Lunch Club</b>	578.90	
<b>VAT</b>	<b>-6792.22</b>	Balance of VAT payments & receipts
<b>TOTAL</b>	<b>151740.47</b>	

### 3. BANK RECONCILIATION (next page)

SIGNED

DATED 15.04.24



## Bishopsteignton Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 29/02/2024</b>		
	Cash in Hand 01/04/2023		153,358.85
	<b>ADD</b>		
	Receipts 01/04/2023 - 29/02/2024		122,998.28
			276,357.13
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 29/02/2024		113,900.89
<b>A</b>	<b>Cash in Hand 29/02/2024</b> (per Cash Book)		<b>162,456.24</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2024	0.00
	Current Lloyds TSB Treasury	29/02/2024	111,885.31
	Lloyds Premier	29/02/2024	50,570.93
			<b>162,456.24</b>
	Less unrepresented payments		
			162,456.24
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>162,456.24</b>
	<b>A = B Checks out OK</b>		



# BISHOPSTEIGNTON PARISH COUNCIL

## FINANCIAL STATEMENT At 31.03.24

### 1. BALANCES

<b>Bank Balance at 31.03.24</b>	<b>154767.42</b>	as bank reconciliation on page 2
<b>of which Restricted/Earmarked Funds</b> (detailed below)	<b>143995.81</b>	93.0% of Bank balance
<b>CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS</b> (Aim to hold 3 months' worth of regular expenditure)	<b>10771.61</b>	7.0% of Bank balance

### 2. RESERVES - Restricted/Earmarked Funds

<b>Burial Account</b>	99968.52	Bishopsteignton Cemetery use only
<b>Staff costs</b>	512.44	Staff salary, Employer NI & Pension contributions
<b>Administration costs</b>	9701.67	Includes all office & admin cost
<b>Asset Management</b>	9659.41	Includes budgets & reserves for management of all assets
<b>Agency Grants</b>	-35.90	P3 grant (Parish Pathway Partnership with DCC)
<b>BERT/Emergency Resilience</b>	692.34	
<b>Grant Awarding Funds</b>	0.00	Under GPC of Localism Act 2011
<b>Monies held in Trust</b>	1166.36	Cricket Club, Bench donation, Playdays
<b>Community Infrastructure Levy</b>	26974.42	Spend must meet criteria, deadlines for spend
<b>Section 106 Balance</b>	0.00	Balance of monies claimed/spend to be claimed
<b>2021 Climate Action Grant</b>	3204.41	Climate action projects
<b>23-24 Tidy Teignbridge Grant</b>	20.00	Shute Hill raised pavement clearance
<b>2020 TE&amp;CP Grant balance</b>	119.70	For litter-picking the Estuary Foreshore
<b>2023 Teign CVS for Lunch Club</b>	578.90	
<b>VAT</b>	<b>-8566.46</b>	Balance of VAT payments & receipts
<b>TOTAL</b>	<b>143995.81</b>	

### 3. BANK RECONCILIATION (next page)

SIGNED

DATED 15.04.24

## Bishopsteignton Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/03/2024</b>			
	Cash in Hand 01/04/2023			153,358.85
	<b>ADD</b>			
	Receipts 01/04/2023 - 31/03/2024			125,093.32
				278,452.17
	<b>SUBTRACT</b>			
	Payments 01/04/2023 - 31/03/2024			123,684.75
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)			<b>154,767.42</b>
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2024	0.00	
	Current Lloyds TSB Treasury	29/03/2024	104,140.65	
	Lloyds Premier	29/03/2024	50,626.77	
				<b>154,767.42</b>
	Less unrepresented payments			
				154,767.42
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>154,767.42</b>
	<b>A = B Checks out OK</b>			

## Annual Funds Balance for the year ending 31st March 2024:

	General £	Burial £	Total £
<i>(AGAR Box 1)</i> Balances as at 01.04.23	61852.37	91506.48	153358.85
Add total receipts	99453.32	25640.00	125093.32
Deduct total payments	111458.79	12225.96	123684.75
<i>Burial Account adjustment</i>	4952.00	-4952.00	0.00
<i>(AGAR Box 7)</i> <b>Balance at 31.03.24</b>	<b>54798.90</b>	<b>99968.52</b>	<b>154767.42</b>

## Bank Reconciliation for the year ending 31st March 2024:

Balance @ 01.04.23	153358.85
2023-24 Receipts +	125093.32
2023-24 Payments -	123684.75
<b>Cash book balance @ 31.03.24</b>	<b>154767.42</b>

Lloyds Current.	104140.65
Lloyds Saving	50626.77
<b>Bank Balance @ 31.03.24</b>	<b>154767.42</b> <i>AGAR Box 8</i>

<b>Variance</b>	<b>0.00</b>
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## 2023-24 RECEIPTS

	31.03.23 £	31.03.24 £	Explanation/Comments
Precept (not including any grants)	64959.00	70009.00	AGAR Box 2
Burial/Cemetery Fees	17590.00	25640.00	Purchase of plots, interment & memorial application fees
Agency Services Grant	0.00	800.00	
CIL	4679.35	4045.22	
Section 106	588.42	6221.14	S106, includes £1,079 claimed last year.
Grants	1900.00	1785.00	TDC - Tidy Teignbridge - For Church Road/Shute Hill weeding
Donations	3001.33	820.00 500.00 450.00 62.61	New bench War Memorial Rotary Vale Trees John Jenner for general use
Sports Area Income	959.00	1068.00	Hire for Netball, Rugby & Football training session
Other Income	6750.93	50	Hope Coffee Van licence fee
HMRC - VAT recovered	9750.23	13096.43	Includes Q4 2022-23, Q1, Q2 & Q3 2023-24 & VAT charged on hire.
Bank Interest	93.37	533.43	
Sundries	0.00	12.49	
<b>TOTAL RECEIPTS</b>	<b>110271.63</b>	<b>125093.32</b>	

## 2023-24 PAYMENTS

	31.03.23 £	31.03.24 £	Explanation/Comments
Parish Cemetery	9637.12	<b>12225.96</b>	
Staff Costs (Includes Pension Fund)	32691.61	<b>34312.56</b>	AGAR Box 4
General Administration	10366.44	<b>10280.56</b>	
General Parish Maintenance	37706.93	<b>29743.97</b>	
Bishopsteignton Emergency Resilience (BERT)	152.94	<b>810.00</b>	
Agency Services : P3	600.00	<b>606.18</b>	
BPC Grant funding	1500.00	<b>650.00</b>	
Climate Action Projects (from funding)	412.38	<b>712.55</b>	
S106	3629.67	<b>2591.47</b>	
CIL	5302.00	<b>10780.06</b>	
VAT recoverable	10208.04	<b>17099.90</b>	
VAT repayment (under enquiry)		<b>1164.21</b>	
Reserves/Sundries	142.11	<b>1461.25</b>	
Monies held in trust	0.00	<b>159.98</b>	
Spending grants/funds		<b>1086.10</b>	
<b>TOTAL PAYMENTS</b>	<b>112349.24</b>	<b>123684.75</b>	

### OF WHICH Capital Expenditure:

New Defibrillators x2	2778.00	<b>810.00</b>	Saltspreader for Luton
New Football Goalposts	188.42	<b>1257.00</b>	2x New Benches
Handrail at Cemetery	700	<b>120.00</b>	Anti-parking bollards, Manor Road
		<b>1000.00</b>	Interpretation boards at Cemetery and Village Green
		<b>15525.29</b>	CIL for New play equipment, 10% of total costs, VAT (recoverable) & additional costs
		<b>1512.00</b>	New noticeboard at Grange Park
		<b>170.00</b>	Additional tablet
		<b>1645.00</b>	DEFIBRILLATORS: 3x cabinets, donation to school.
	3666.42	<b>22039.29</b>	<i>Differs from insurance value &amp; asset register due to viridor grants for play equipment, and recoverable VAT.</i>

## ASSETS

**At 31st March 2024 the following assets were held (purchase value shown):**

changes in this FY shown in red

pp = purchase price

bp = build price

<b>Land</b>	Recreation Ground & car park	2299 pp
	Burial Ground	1 pp
	Car Park	10 pp
	Land at Wallis Grove and Radway Hill	705 pp
	Village Green	1250 pp
	Fore Street Public Toilets (land)	1 pp
	Bishops Avenue Car Park	1 pp
		4267
<b>Buildings</b>	The Lawns Public Toilet	1395 pp
	Cemetery Store	1500 bp
	Fore Street Public Toilet (building & equipment)	1 pp
	Old Forge Wall - Fore Street	0 pp
	The Lawns Sports Area/MUGA	102463 bp
	Recreation Ground boundary wall & Haha	0
		105359
<b>Equipment/ Surfaces/ Furniture</b>	Gates & Fences (includes railing at Bishops Ave car park)	28000
	Cemetery hand rail	700
	Play area Equipment (both locations)	61632
	Office Equipment (Laptop, tablet, phone)	1250
	Office Equipment (Tablets x11)	1870
	Sports Equipment (Tennis nets, padlocks)	500
	Basketball hoops (2021)	1477 pp
	Floodlight headlamps (2021)	9254 pp
	Equipment (litter picking)	367
	BERT Shed & Equipment (various incl. Fogger)	2200
	Tabletennis table & base	3345
	Football Goal Posts	188
	Equipment: Defibrillators & cabinet (total 9)	11970
	VAS x2 (purchase & install)	7261
	Salt Spreader for Luton	810
	Recycling Shed, shelving & boxes	200
	Street Furniture (Noticeboards, Seats & Picnic Benches, posts at VG & Lawns, interpretation boards)	30433
	Interpretation boards at VG & Cemetery	1000
	2x new benches	1257
	Parking Bollards at Manor Road	120
	Noticeboard, Grange Park	1512
	Monuments (War Memorial & Millenium Stone)	28000
	Lighting Mast for night landing site	5714
	Other Surfaces	29000
		228060

**337686** AGAR Box 9

## Supporting Statement for the year ending 31st March 2024:

**BORROWING**    None 0.00

**LEASES**        Cockhaven Close Play Area from Teignbridge District Council 0.00

**DEBTORS**        VAT reclaim Q4/2023-24 (*claimed, awaiting payment*) 1408.30  
 VAT error for Q3/2023-24 (*ongoing enquiry, expecting repayment*) 7158.16  
**8566.46**

Outstanding Invoices: **NONE**

<b>CREDITORS</b>			
monies held in trust	At 31.03.08. Held in trust as a contribution for a replacement seat at Clanage Cross when required (Minute ref: 921 Maintenance) <i>I shall be reallocating this fund to the Bench Reserve (with a note for the specific bench to not fall into a state of disrepair).</i>	<b>379.00</b>	
	At 31.03.11. Held in trust on behalf of Bishopsteignton Cricket Club (Minute Ref: 1165 Correspondence) <i>I'm trying to reach someone from the Cricket Club to ask what their intention for this money is. Trick as I believe it's folded. Perhaps this amount can redirected into other parish sports facilities?</i>	<b>385.92</b>	
	Held in trust on behalf of Bishopsteignton National Playdays. To be used for future events. <i>If the agreed perhaps this amount could be reallocated to the playground maintenance reserve or allocated to new equipment when BPC next make a acquisition?</i>	<b>111.42</b>	<b>876.34</b>

**TENANCIES**    None 0.00

**ADVANCE PUBLICITY**    None 0.00

**PENSIONS**        Contributions to LGPS for Mrs. K. Ford at 21.9% of salary **5616.96**

<b>AGENCY WORK</b>	Bal B/Fwd	Income	Expenditure	Balance C/Fwd
2023/24 P3	-229.72	800.00	606.18	-35.90



## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Bishopsteignton Parish Council  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	<input type="checkbox"/>	<input type="checkbox"/>	

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

15/04/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk



SIGNATURE REQUIRED

www.bishopsteignton-pc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

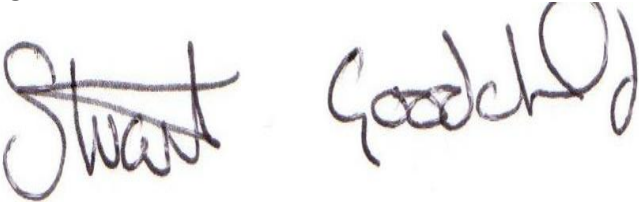
# GRANT APPLICATION FORM FY 2024-25



<b>1</b>	<b>ORGANISATION DETAILS</b>				
	Name:	<b>Bishopsteignton Twinning Association</b>			
	Registered Charity:		NO		
	If YES please provide charity number:	n/a			
	<p style="text-align: center;">What does your organisation do?</p> <p style="text-align: center;"><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></p>	<p>“1.To promote friendship and understanding between the people of Bishopsteignton and La Roche Maurice.</p> <p>2. To encourage visits by individuals and groups to and from linked communities, particularly by children and young people and by doing so broaden the mutual understanding of the culture, recreational, educational and commercial activities of linked communities</p> <p>3. To organise fundraising activities to foster the aims of the Association.”</p>			
<b>2</b>	<b>CONTACT DETAILS</b>				
	Primary contact name:	Stuart Goodchild			
	Position in organisation:	Secretary			
	Tel.	07568595767			
	Contact email:	stuartgoodchild@stuartgoodchild.plus.com			
<b>3</b>	<b>DETAILS OF GRANT REQUEST</b>				
	What is the intended use of the grant?	<p>In May our visitors from our Twinned Village of La Roche Maurice in Brittany, arrive for 3 nights.</p> <p>We are asking for a grant to help with the cost of hosting the weekend. This will include accommodation with host families.</p> <p>A dinner for approximately 65 people with entertainment and a visit to e.g. Bicton Arena.</p>			
	How would this benefit the Parish?	<p>All our fund-raising events are open to Bishopsteignton Villagers and their friends.</p> <p>And of course, we wish to encourage more and more people to join us and experience an alternative culture amongst good friends.</p> <p>We will invite others to one of our social events, which may of course lead to potential new Twinners.</p> <p>The Parish Council will be most welcome and of course some are already Twinners.</p>			
	What is the total cost of the project?	<p>This year we anticipate that the cost of hosting our French visitors will be c£1500.</p> <p>We are in the early days of planning their visit in May.</p> <p>We know from previous visits that the cost to us of organising a 3-day event hosting our Twinners from La Roche Maurice has cost approximately £1100.</p> <p>Our concern is that prices will have increased substantially this year.</p>			

## GRANT APPLICATION FORM FY 2024-25



How much are you applying for from BPC?	£250.00 This could help us with cost of a dinner with dessert (but not free alcohol) for 65 people. We will fund outings and the booking of venues. We must keep funds in reserve for our visit to La Roche in 2025 which in the past has cost c£2100.
What other fundraising will your organisation be carry out?	We fundraise throughout the year. So far this year we have had a Bingo & Chilli evening and a Quiz with Chuck Pies. We have raised approximately £900 to add to our funds.
Have you applied for funds from other sources? <i>If Yes please give details</i>	Not this year but previously we received a grant from the EU which of course is no longer open to us.
<b>4 PAYMENT DETAILS</b>	
Bank Details:	Bank: NatWest  Account name: Bishopsteignton Twinning Association  Eight digit Account Number: 72133325  Six digit Sort Code: 51-61-18
<b>5 CERTIFICATION</b>	
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:	Date: 29 <sup>th</sup> February 2024
	
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.	

# GRANT APPLICATION FORM FY 2024-25



<b>1 ORGANISATION DETAILS</b>	
Name:	BISHOPSTEIGNTON VILLAGE HALL
Registered Charity:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If YES please provide charity number:	300769
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>	MAINTAINS THE PARISH VILLAGE HALL. ITS MAIN OBJECTIVE IS TO HAVE A VENUE WHICH HAS A STAGE WITH DRESSING ROOMS AND TOILETS OPEN FOR HIRE.
<b>2 CONTACT DETAILS</b>	
Primary contact name:	CHARLES MORGAN
Position in organisation:	VICE CHAIRMAN
Contact telephone:	01626 775312
Contact email:	charlesmorganbmet@icloud.com
<b>3 DETAILS OF GRANT REQUEST</b>	
What is the intended use of the grant?	To repair the stage which has suffered a construction problem. It is mainly due to water ingress from the gully down its side.
How would this benefit the Parish?	It would become a hazard which needs attention and would give piece of mind to ourselves.
What is the total cost of the project?	THE QUOTATIONS ARE FOR 2 PART £ 3,000.00 FOR THE FIRST WORK £ 1,100.00 FOR THE SECOND. <small>(Please supply/attach quotes/estimate details)</small>
How much are you applying for from BPC?	£ 1,000.00 or a portion
What other fundraising will your organisation be carry out?	We have already raised over a thousand. We have contacted TDC AND DDC COUNCILLORS.
Have you applied for funds from other sources? <small>If Yes please give details</small>	Yes T.D.C. and D.D.C COUNCILLORS



email: andy@ravus.co.uk - tel: 01626 355817 - mob: 07757 893846

- holiday park services
- civils
- grounds
- plumbing & grey water
- testing/servicing
- maintenance
- construction
- it support

## Report & Estimate

10-3-24

### The Bishopsteignton Village hall floor

After a good visual stability test on the main floor in my opinion on the whole it is a good sound floor apart from a small area near the steps where there has been previous attempts to patch the floor, This area in near to the more affected area which is under the stage, which there is significant deterioration probably caused from water ingress from the outer gully on the roadside, When large amounts of water floods down through the gully it does always manage the volume so over spills through under the doors on the roadside also it requires a larger benching of concrete between the gully and stone wall, This would help resolve any further damp ingress underneath the stage area.

Repairs to under the Stage : As all the upper decking is still in good order and was built originally with decent timber it would be a shame to rip all of this up, So I suggest we go underneath and basically under pin it, but removing any old rotten timbers and add concrete footintings and new 4x4 timber legs with additional timber pearlings, This would make it a good safe strong surface alot stronger than with ever was.

The double doors need some attention and also the threshold raising to prevent water ingress

Estimate of works Labour and materials £3800

Regards Andy

# QUOTATION



14 Grandison Avenue, Bishopsteignton, TQ149SP  
07866599043 paulvowlescarpentry@gmail.com

Village Hall  
46 Fore Street  
Bishopsteignton

Quote: 0157  
Date: 10/02/24

<b>Description of work</b>	
Remove existing flooring and timber joist from the main hall area and the stage.	
Removal of all waste	
Install new 5x2 timber joists	
Create new raised stage area, including access steps.	
Fit new softwood timber tongue and groove flooring.	
Labour and materials for the above work	
	11,900.00
<b>Thank you for you business!</b>	<b>Total £ 11,900.00</b>

If you have any questions please do not hesitate to contact Paul on 07866599043.

### Customer Acceptance

Signature:.....

Print Name:.....

Date.....





# 2024 BISHOPSTEIGNTON CEMETERY FEES

CURRENT FEES DRAFT for Council Approval 15.04.24

	Parishioner		Non-parishioner	
	Garden of Rest for cremated remains interment & memorial tablet  £	Church of England/ Roman Catholic/ Non Confirmist sections for coffin interment & memorial headstone  £	Garden of Rest for cremated remains interment & memorial tablet  £	Church of England/ Roman Catholic/ Non Confirmist sections for coffin interment & memorial headstone  £
<b>Purchase of EROB</b> ( & BA Administration thereof) (Exclusive Right of Burial, any depth)	<b>500</b>	<b>1000</b>	<b>1000</b>	<b>2000</b>
<b>As above for a Child</b> (Stillborn, up to & including 18 years)	<b>0</b>	<b>0</b>	<b>100</b>	<b>200</b>
<b>Extension of EROB</b> (per 10 years)	<b>110</b>	<b>215</b>	<b>215</b>	<b>430</b>
(BA Administration of...) <b>Interment</b> (Any depth)	<b>215</b>	<b>430</b>	<b>430</b>	<b>860</b>
(Purchase & installation of) <b>Reservation Tablet</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>
(BA Administration of...) <b>Permit for Erection of Memorial</b> Permitted to the owner of EROB only (tablet or headstone)	<b>150</b>	<b>300</b>	<b>150</b>	<b>300</b>
(BA Administration of...) <b>Additional inscription</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b>Additional Administration Charge</b> for transfer/return of purchased plot	<b>20</b>	<b>20</b>	<b>30</b>	<b>30</b>

Grave digging/plot preparation fees to be settled directly with the grave digger or funeral director

<b>Scattering of Cremated Remains</b>	... into Garden of Rest Rose Garden	... into an existing burial plot	... into Garden of Rest Rose Garden	... into an existing burial plot
	110	110	220	220
<b>Planting a memorial tree, with plaque</b>	POA		N/A	
<b>Erection of a memorial bench</b>	POA		N/A	

### For all plots purchased between 01.04.20 and 01.08.21.

The original purchase includes EROB for 50 years from date of purchase, and burial authority administration for the first interment and permit & administration for memorial headstone/tablet approval.

(Does not include preparation of grave space or preparation & installation of tablet/headstone)

Additional Interment	215	430	430	860
Additional Inscription	60	60	60	60

**PAYMENT:** BACS Preferred to Account 02377021, Sort Code: 30-96-06  
Or, cheque. Made payable to Bishopsteignton Parish Council

**FURTHER DETAILS:** Clerk: Mrs Kim Ford  
Community Centre, Shute Hill, Bishopsteignton, TQ14 9QL  
Email: [clerk@bishopsteignton-pc.gov.uk](mailto:clerk@bishopsteignton-pc.gov.uk)  
Tel: 07483 149812



# BISHOPSTEIGNTON PARISH COUNCIL

## **DRAFT SAFEGUARDING POLICY (P.041)**

### **Policy Statement**

Everyone has a duty to safeguard children, young people and at-risk adults. Bishopsteignton Parish Council is committed to ensuring that children and at-risk adults are protected and kept safe from harm whilst they are engaged in an activity associated with the Parish Council.

### **Definitions**

- **Children/Young Person:** Anyone under the age of 18
- **Vulnerable Adult:** Anyone over 18 who is:
  - Unable to care for themselves.
  - Unable to protect themselves from significant harm or exploitation.
  - Or may be in need of Community Care Services

### **Safeguarding Policy Statement**

- Bishopsteignton Parish Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and promotes a safeguarding culture and environment.
- The welfare of children and vulnerable adults is paramount.
- All children and vulnerable adults have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff, volunteers and elected members of the Council have a responsibility to report concerns to the appropriate officer.
- All staff, volunteers and elected members are not to deal with situations of abuse or to decide if abuse has occurred.
- The Parish Clerk is the Responsible Officer for implementing this policy.

### **Responsibilities**

All members, volunteers and staff of Bishopsteignton Parish Council must:

- Understand and apply this policy and procedures in their activities.
- Identify opportunities and undertake appropriate training to support them in their role.
- Act appropriately at all times and be able to challenge inappropriate behaviour in others.
- Be able to recognise harm and know how to report concerns in a timely and appropriate way.

Members of Bishopsteignton Parish Council must:

- Encourage all staff and volunteers to understand this policy.
- Offer opportunities to undertake appropriate safeguarding training and refresher training.
- Ensure the policy and procedure is adhered to and to undertake regular compliance audits.
- Ensure that the Council's Whistleblowing Policy is communicated to all staff and volunteers.



The role and responsibilities of the Responsible Officer are:

- To ensure that all staff are made aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- Ensure that any concerns about a child or vulnerable adult are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The name person(s) will record any reported incidents in relation to a child/young person or breach of Safeguarding policies and procedures. This will be kept in a secure place and its contents will be confidential.

## **Procedures**

A Safeguarding Officer should be appointed from within the Council and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or at-risk persons, participants are appropriately briefed.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed, and two references taken up.
- Decisions on whether any person should be DBS (Disclosure & Barring Service) checked will be made by the Council or the Chair after consultation with the Clerk following a Risk Assessment.
- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it
- Councillors will adhere to the List of Recommended Behaviour namely:
  - A minimum of two adults when supervising children
  - Not to play physical contact games
  - Adults to wear appropriate clothing at all times.
  - Ensure that accidents are recorded in the accident book.
  - Never do anything of a personal nature for a young person.
- Keep records in an incident book or any allegations a young person may make to any committee member or volunteer. Incident book to be presented to Full Council meeting for inspection when required or requested.
- If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment
- Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers

- In the event of a contractor, working directly for the Parish Council, being deemed to be working in an area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

Any organisation which may make contact with children or at-risk adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

### **Declaration**

Bishopsteignton Parish Council is fully committed to safeguarding the well-being of children and at-risk adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Bishopsteignton Parish Council should read the Safeguarding Policy.



# BISHOPSTEIGNTON PARISH COUNCIL

## **DRAFT EQUALITY & DIVERSITY POLICY (P.029)**

### **Introduction**

Bishopsteignton Parish Council aim to provide the best possible services and amenities which meet the needs and expectations of our residents and endeavour to manage these within the most economical budget available. Where the council provide direct service, it endeavours to maintain high professional standards and a quality of service. It feels that such quality is the expectation of the parishioners and will not compromise these standards.

The Parish Council aims to be a “listening Council” and encourages residents to let us know their opinions, comments, and concerns.

### **Equal Opportunities Employer Statement**

Bishopsteignton Parish Council is an equal opportunities employer. Our policy is to ensure that no employee or job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origins, age, sex, marital status, sexual preference, or disability, or is disadvantaged by conditions or requirements which cannot be shown as justifiable. Selection criteria and procedures will be regularly reviewed to make sure that individuals are selected and treated based on their relevant merits and abilities. Employees will be given equal opportunity and where appropriate, special training, to enable them to progress within the Council.

Bishopsteignton Parish Council is committed to a program of action to make this policy effective.

### **Diversity Statement**

Bishopsteignton Parish Council takes pride in being a diverse organisation, enriched by the participation of all individuals and communities. We recognise that prejudice and discrimination continue to result in unfair treatment for many people. We are committed to addressing this by:

- Ensuring the effectiveness of our Equal Opportunities Employers Statement
- Being clear and open about our values and promoting them
- Listening, learning, and taking action to bring about change.
- To expand and promote Equality and Diversity in the Community.



# BISHOPSTEIGNTON PARISH COUNCIL

**Appendix O** for 15.04.24  
Clerks Report

## **Teignbridge Towns & Parishes Spring Conference Hosted TDC & DALC**

Myself, Cllr. Head & Cllr. Benham attended this Spring conference on Tuesday 12.03.24 hosted jointly by DALC & TDC at the Courney Centre in Newton Abbot.

This collective event was the first held since the DALC Annual Conference held in October 2023, and the independent peer assessment of TDC which provided them feedback and encouraged this kind of interaction.

It was attended by officers representing a wide variety of departments from within the District Council. Also in attendance were some District Councillors, some clerks and some local councils, Cara Stobart, DALC County Officer, and Phil Shears, TDC Chief Executive Officer.

I felt this was a very useful gathering of like-minded, community players and it was apparent how hard TDC are working towards improving relations and working practices to meet the needs of local councils. They understand the need to build collaborative working, with officers, members and local council representatives assisting and enabling each other rather than the current top-down approach, which sadly is often accompanied with a no-can-do attitude. Hopefully they will listen, they were provided plenty of feedback during the workshop sessions, and begin to work differently in the future.

Attached are the slides which were shown at the event. If anyone has any questions about this please ask me, Jo or Kate.

Best wishes  
Kim

## HEADS OF TERMS

**Subject to Contract and Without Prejudice**

**Subject to Any Council Approval**

**Date: 27<sup>th</sup> September 2023**

**Licence Agreement – Installation of Defibrillator. Michaels Field Pavilion, Newton Road, Bishopsteignton**

<b>Licensor</b>	Teignbridge District Council, Forde House, Brunel Road, Newton Abbot TQ12 4XX
<b>Licensee</b>	Bishopsteignton Parish Council, Community Centre, Shute Hill, Bishopsteignton, TQ14 9QL
<b>The Premises</b>	The premises will comprise The Pavilion, Michaels Field, Newton Road, Bishopsteignton shown edged red on the attached plan for identification purposes only.
<b>Rights</b>	The Licensee to have the rights to install defibrillator unit onto the premises in location identified in blue on the attached plan.
<b>Access</b>	The Licensor can be granted pedestrian access to the Premises over the Licensors adjacent land.
<b>Licence Period</b>	The Licence to be for a period of 12 months and to continue thereafter from year to year until either party wish to terminate the Licence.
<b>Licence Fee</b>	The fee to be £1 payable in advance of the commencement of the Licence.
<b>Permitted Use</b>	To permit placement of one defibrillator unit, dimensions being 465 x 435 x 240mm (Cardiac Science Powerheart G5 CPRD Semi-Automatic AED & Defibstore 4000 Cabinet).

Making a healthy and desirable place where people want to live, work and visit

<b>Indemnity &amp; Public Liability</b>	<p>The Licensee shall indemnify the Licensor against any claim for loss, damage, injury or any liability suffered by the Licensor, or any third party, howsoever arising from the grant of this Licence, and the Licensee's activities at the Premises. The Licensee shall hold public liability insurance in the sum of £5 million, for any single incident and shall indemnify the Licensor in respect of any claim for damage, loss, injury or death arising out of the Licensee's use of the premises.</p> <p>The Licensee must provide written evidence of the insurance being in place prior to the commencement of the Licence period, and at any other time throughout the Licence period upon the request of the Licensor.</p>
<b>Rates</b>	<p>The Licensee will be liable for and indemnify the Licensor against all other costs arising from its use of the premises during the Licence Period such as National Non-Domestic Rates if applicable.</p>
<b>Outgoings</b>	<p>The Licensee shall be responsible for any other costs associated with the Permitted Use during the Licence Period, if any, except the cost of electricity from the supply at the building.</p>
<b>Costs</b>	<p>The Licensee shall also pay the Licensor's reasonable costs in the grant of this Licence of £250 (no VAT) whether or not it proceeds to completion.</p>
<b>Reinstatement</b>	<p>At termination of the Licence, the Licensee to remove all associated items to the satisfaction of the Licensor.</p>
<b>Alienation</b>	<p>This Licence by its nature is personal to the Licensee and is therefore non-assignable and may not be transferred at any time.</p>
<b>Forfeiture</b>	<p>In the event of the Licensee being in breach of any of the terms and conditions of this agreement or for any other Health and Safety reason, the Licensor will be permitted to terminate the agreement forthwith. In this event, there will not be any repayment of the Licence fee.</p>
<b>Termination</b>	<p>Either party may terminate the agreement at any time upon giving 3 months' prior notice in writing.</p>
<b>Nuisance</b>	<p>The Licensee shall not permit anything to be done in or upon the Premises or any part thereof which in the opinion of the Licensor may cause a nuisance or unreasonable annoyance or inconvenience to the Licensor or the owners or occupiers or visitors of any adjoining or neighbouring property.</p>
<b>Consents</b>	<p>The Licensee will be required to carry out a risk assessment for the Permitted Use. The Licensee will be responsible for obtaining all necessary statutory or regulatory consents (such as planning permission) and those health and safety measures required to use the Premises.</p>

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**Other Terms**

The Licence shall contain any other clauses, as deemed appropriate by the Licensor's solicitor for a licence of this nature and duration.

**ACCEPTANCE**

We/I have read and understood the Heads of Terms and confirm we/I agree to the said terms and wish to proceed with a licence on this basis.

Signed:

*W. H. Merritt*

Print name:

WILLIAM HENRY MERRITT

Date

27/10/23



Making a healthy and desirable place where people want to live, work and visit



**Dated** \_\_\_\_\_

**TEIGNBRIDGE DISTRICT COUNCIL**

**and**

**BISHOPSTEIGNTON PARISH COUNCIL**

relating to the area known as

Part of The Pavilion, Michaels Field, Newton Road, Bishopsteignton

Teignbridge District Council

Legal Services

Forde House

Brunel Road

Newton Abbot

TQ12 4XX

IKEN reference: JB/IKEN978



**CONTENTS**

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**CLAUSE**

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3. Licensee's obligations ..... 4

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6. Costs ..... 6

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8. Limitation of Licensor's liability ..... 6

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10. Governing law ..... 7

11. Capacity ..... 7

12. Jurisdiction ..... 7

This licence is dated \_\_\_\_\_

## Parties

- (1) Teignbridge District Council of Forde House Brunel Road Newton Abbot Devon TQ12 4XX  
**(Licensor)**
- (2) Bishopsteignton Parish Council of Community Centre Shute Hill Bishopsteignton **(Licensee)**

## Agreed terms

### 1. Interpretation

The following definitions and rules of interpretation apply in this licence.

#### 1.1 Definitions:

**Access:** means the pedestrian access route as nominated by the Licensor

**Apparatus:** means any cabling, trunking or ducting which is necessary to connect to the electricity consumer unit at the Building to provide an electric supply to the Equipment.

**Building:** means The Pavilion, Michaels Field, Newton Road, Bishopsteignton shown edged red on the Plan.

**Competent Authority:** any statutory undertaker or any statutory public local or other authority or regulatory body or any court of law or government department or any of them or any of their duly authorised officers.

**Equipment:** means one defibrillator unit, the dimensions being 465 x 435 x 240mm (Cardiac Science Powerheart G5 CPRD Semi-Automatic AED and Defibstore 4000 Cabinet)

**Licence Fee:** the amount of £1.00.

**Licence Fee Commencement Date:** \_\_\_\_\_

**Licence Period:** the period from and including \_\_\_\_\_ until the date on which this licence is determined in accordance with clause 4.

**Necessary Consents:** all planning permissions and all other consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any Competent Authority for the Permitted Use.

**Permitted Use:** the installation of the Equipment on the Site which forms part of the Building.

**Plan:** the plan attached to this licence.

**Schedule of Condition** means the photographic record of condition dated 15.11.2023 which is attached to this licence.

**Site:** a location on the exterior of the Building shown with a blue dot on the Plan.

**VAT:** value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.

- 1.2 Clause headings shall not affect the interpretation of this licence.
- 1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.4 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.5 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.6 Unless otherwise specified, a reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.7 A reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that legislation or legislative provision.
- 1.8 A reference to **writing** or **written** excludes fax and email.
- 1.9 Any obligation on a party not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.10 Any obligation in this licence on a person to do something includes an obligation to ensure that any person under their control complies with that obligation.
- 1.11 References to clauses are to the clauses of this licence.
- 1.12 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.13 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

## **2. Licence**

- 2.1 Subject to clause 3 and clause 4, the Licensor permits the Licensee to use the Site for the Permitted Use for the Licence Period in common with the Licensor and all others authorised by

the Licensor (so far as is not inconsistent with the Licensee's use of the Site for the Permitted Use) together with first pedestrian access over the Accessway to and from the Site and second the right to install the Apparatus on the Building on the basis that the Apparatus will be removed at the end of the licence period (however determined) and all damage caused by the removal made good and any walls on which the Apparatus and Equipment were sited will be returned to the condition as evidenced by the Schedule of Condition.

2.2 The Licensee acknowledges that:

- (a) the Licensee shall use the Site as a licensee and that no relationship of landlord and tenant is created between the Licensor and the Licensee by this licence;
- (b) the Licensor retains control, possession and management of the Site and the Building and the Licensee has no right to exclude the Licensor from the Site and the Building ;
- (c) this licence is personal to the Licensee and is not assignable and the rights given in clause 2.1 may only be exercised by the Licensee; and
- (d) without prejudice to their rights under clause 4, the Licensor shall be entitled at any time on giving not less than four weeks' notice to require the Licensee to transfer the Equipment to an alternative location on the Building and the Licensee shall comply with such requirement and following the relocation of the Equipment to the new location shall become the Site as appropriate for the purposes of this licence.

### **3. Licensee's obligations**

The Licensee agrees and undertakes:

- 3.1 To pay to the Licensor the Licence Fee payable without any deduction in advance on the date of this licence together with such VAT as may be payable on the Licence Fee.
- 3.2 Not to use the Site other than for the Permitted Use.
- 3.3 Not to make any alteration or addition whatsoever to the Site.
- 3.4 Not to do on or in the Site anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the Licensor or any owner or occupier of neighbouring property.
- 3.5 Not to cause or permit to be caused any damage whilst using the Site to:
  - (a) the Building or the Accessway or any neighbouring property; or
  - (b) any property of the owners or other occupiers of the Building or any neighbouring property.
- 3.6 Not to obstruct the Accessway.

- 3.7 Not to do anything that will or might constitute a breach of any Necessary Consents affecting the Site, or any statutory provision, regulation or bye-laws made by a Competent Authority with regard to the Permitted Use.
- 3.8 Not to do anything that will or might vitiate in whole or in part any insurance effected by the Licensor or any other person in respect of the Building or any other property from time to time or cause the premium to increase.
- 3.9 To leave the Site in a clean and tidy condition and to remove the Equipment from the Site at the end of the Licence Period and make good any damage to the Building caused by the removal. If the Equipment on the Site or any other property is not removed within 28 Working Days of the end of the Licence Period, the Licensor may dispose of it in any manner that the Licensor deems fit without incurring any liability whatsoever to the Licensee.
- 3.10 To ensure public liability insurance is held by the Licensees or its contractors of at least £5,000,000 for any single incident and shall indemnify the Licensor against all third-party losses, injuries or claims.
- 3.11 If requested by the Licensor to provide written evidence of the public liability insurance effected pursuant to clause 3.11 but not more frequently than once in every calendar year.
- 3.12 To indemnify the Licensor and keep the Licensor indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
- (a) this licence;
  - (b) any breach of the Licensee's undertakings contained in clause 3; and/or
  - (c) the exercise of any rights given in clause 2.

#### **4. Termination**

- 4.1 This licence shall end on the earliest of
- (a) After \_\_\_\_\_ 2024 this licence shall end on the expiry of not less than three months' notice to terminate given by either party to the other; and
  - (b) the Licensor giving notice to the Licensee to terminate this licence with immediate effect if the Licensee breaches any of the obligations contained in Clause 3.
- 4.2 Termination of this licence shall not affect the rights of either party in connection with any breach of any obligation under this licence which existed at or before the date of termination.

#### **5. Notices**

- 5.1 Any notice or other communication given to a party under or in connection with this licence shall be in writing and shall be given by hand or by pre-paid first-class post or other next working

day delivery service at its registered office (if a company) or its principal place of business (in any other case).

- 5.2 If a notice or other communication complies with the criteria in clause 5.1, it shall be deemed to have been received:
- (a) if delivered by hand, at the time the notice or other communication is left at the proper address; or
  - (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting.

5.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

5.4 A notice or other communication given under this licence is not valid if sent by e-mail or fax.

## **6. Costs**

On completion of this licence, the Licensee shall pay to the Licensor's costs of £250.00.

## **7. No warranties for use or condition**

7.1 The Licensor gives no warranty that the Building possesses the Necessary Consents for the Permitted Use.

7.2 The Licensor gives no warranty that the Building is physically fit for the purposes specified in clause 2.

7.3 The Licensee acknowledges that it does not rely on, and shall have no remedies in respect of, any representation or warranty (whether made innocently or negligently) that may have been made by or on behalf of the Licensor before the date of this licence as to any of the matters mentioned in clause 7.1 or clause 7.2.

7.4 Nothing in this clause shall limit or exclude any liability for fraud.

## **8. Limitation of Licensor's liability**

8.1 Subject to clause 8.2, the Licensor is not liable for:

- (a) the death of, or injury to, the Licensee or the Licensee's employees;
- (b) any theft, damage, destruction or loss of the Equipment;
- (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Licensee or the Licensee's employees in the exercise or purported exercise of the rights granted by clause 2; or

- (d) any loss or damage suffered by the Licensee or the Licensee's employees as a result of any cause beyond the Licensor's control that prevents the Licensee or the Licensee's Employees from using the Site.

8.2 Nothing in clause 8.1 shall limit or exclude the Licensor's liability for:

- (a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees or agents; or
- (b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability.

## **9. Third party rights**

A person who is not a party to this licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this licence.

## **10. Governing law**

This licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

## **11. Capacity**

The Licensor enters into this Licence solely in its capacity as freehold owner first of the Building of which the Site forms part, second of the Accessway and not in any other capacity. Nothing in this licence shall restrict the Licensor's powers or rights as a local authority, local planning authority or statutory body to perform any of its statutory functions.

## **12. Jurisdiction**

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this licence or its subject matter or formation (including non-contractual disputes or claims).

This licence has been entered into on the date stated at the beginning of it.

**Signed** .....

**Print Name** .....

**On behalf of Teignbridge District Council (The Licensor)**

**Signed** .....

**Print Name** .....

**On behalf of Bishopsteignton Parish Council (The Licensee)**





# Michaels Field Pavilion Bishopsteignton

## Purpose of Report: Photographic Schedule of Condition

**Report produced by:**

Alex Carpenter  
Graduate Estates Surveyor  
Teignbridge District Council  
Forde House  
Newton Abbot  
Devon TQ12 4XX

**Report prepared on:** **Wednesday 15<sup>th</sup> November 2023**

**Weather Conditions:** Clear and dry at time of inspection but it had been raining earlier in the week.

**Project Title:** PHOTOGRAPHIC SCHEDULE OF CONDITION  
**Location:** Michaels Field Pavilion, Bishopsteignton




# Photographic Schedule of Condition Report

Section One

**1.0**      **DESCRIPTION:**

Pavilion at Michaels Field containing changing rooms and toilet facilities.

**Title:** PHOTOGRAPHIC SCHEDULE OF CONDITION.  
**Location:** Michaels Field Pavilion, Bishopsteignton

Photograph	Description
	Photo 1
	Photo 2

**Title:** PHOTOGRAPHIC SCHEDULE OF CONDITION.  
**Location:** Michaels Field Pavilion, Bishopsteignton



Photo 3



Photo 4

**Title:** PHOTOGRAPHIC SCHEDULE OF CONDITION.  
**Location:** Michaels Field Pavilion, Bishopsteignton



Photo 5



Photo 6

Signed as a true record of the condition of Michaels Field Pavilion, Bishopsteignton.

For and on behalf of the Licensee:

Signature

Print Name

**Title: PHOTOGRAPHIC SCHEDULE OF CONDITION.**  
**Location: Michaels Field Pavilion, Bishopsteignton**

Position

Date

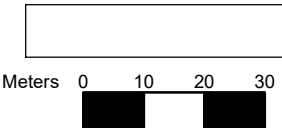
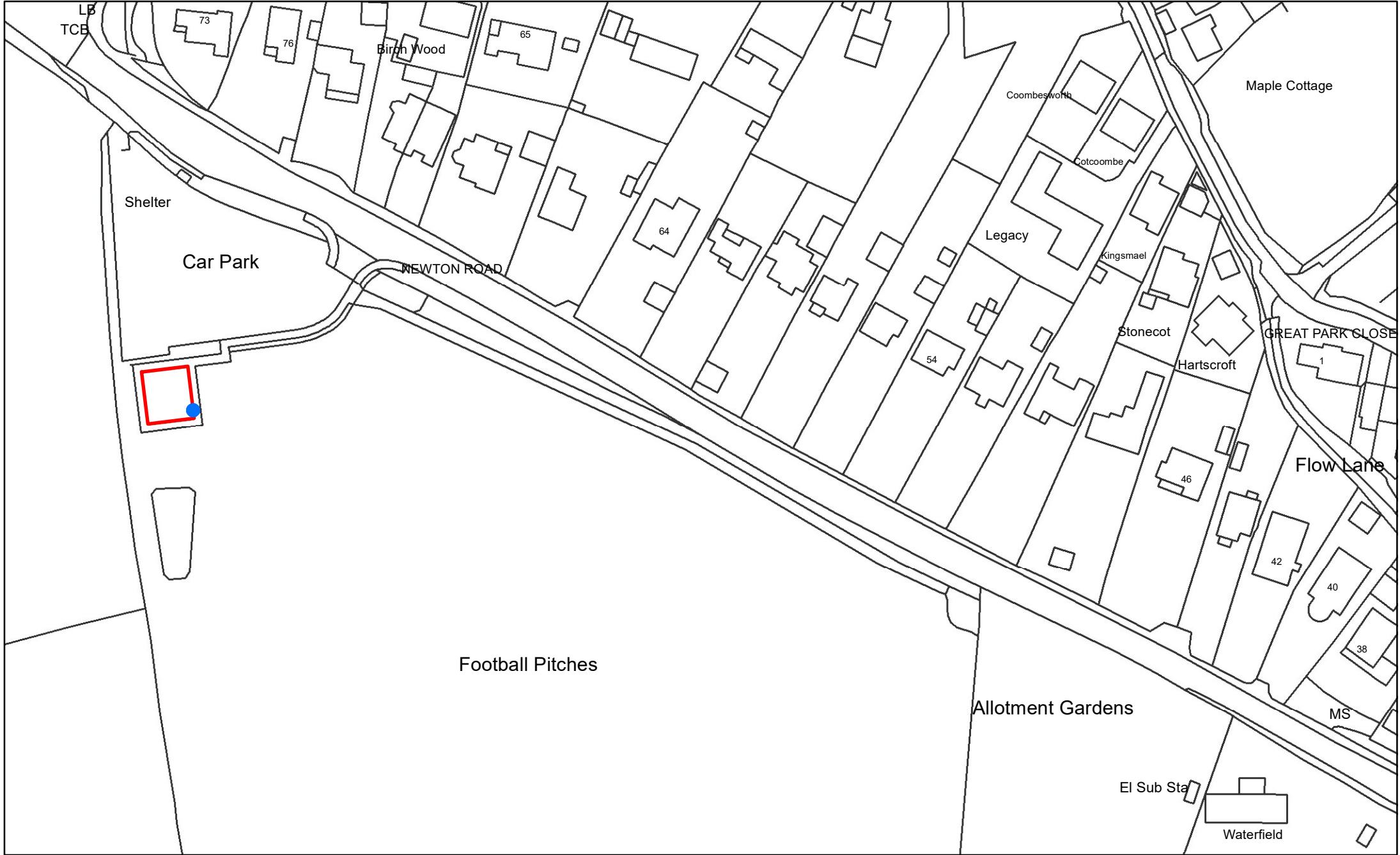
For and on behalf of the Licensor:

Signature *Alex Carpenter*

Print Name Alex Carpenter

Position Graduate Estates Surveyor

Date 15<sup>th</sup> November 2023



**BPC - Defibrillator Licence at Michaels Field Plan**

Scale: A4@ 1:1,250

Drawn By: SC

Date: 21/09/23



# BISHOPSTEIGNTON PARISH COUNCIL

**Appendix O** for 15.04.24  
Clerks Report

## **Teignbridge Towns & Parishes Spring Conference Hosted TDC & DALC**

Myself, Cllr. Head & Cllr. Benham attended this Spring conference on Tuesday 12.03.24 hosted jointly by DALC & TDC at the Courney Centre in Newton Abbot.

This collective event was the first held since the DALC Annual Conference held in October 2023, and the independent peer assessment of TDC which provided them feedback and encouraged this kind of interaction.

It was attended by officers representing a wide variety of departments from within the District Council. Also in attendance were some District Councillors, some clerks and some local councils, Cara Stobart, DALC County Officer, and Phil Shears, TDC Chief Executive Officer.

I felt this was a very useful gathering of like-minded, community players and it was apparent how hard TDC are working towards improving relations and working practices to meet the needs of local councils. They understand the need to build collaborative working, with officers, members and local council representatives assisting and enabling each other rather than the current top-down approach, which sadly is often accompanied with a no-can-do attitude. Hopefully they will listen, they were provided plenty of feedback during the workshop sessions, and begin to work differently in the future.

Attached are the slides which were shown at the event. If anyone has any questions about this please ask me, Jo or Kate.

Best wishes  
Kim



# Welcome to the DALC conference

# Teignbridge Council

## Insights unveiled: Data sharing for collaborative discussion

An overview of key data, insights, and trends, about Teignbridge and its communities.

Amanda Pujol

07/03/2024

What does the data tell us  
about Teignbridge?

**Economy:**

Above median employment rate, below median productivity

**Education:**

Higher GCSEs, lower KS2 performance

**Skills:**

Above median apprenticeships and further education, below median level 3 + qualifications

**Wellbeing:**

Above median on all health metrics

**Connectivity**

:  
Below median on all connectivity metrics

**Health:**

Above median on all health metrics

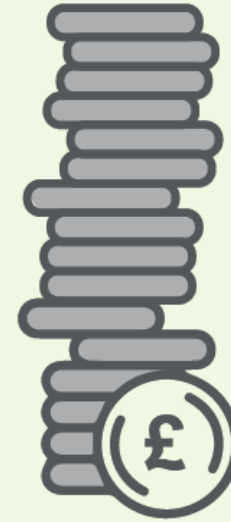
# Teignbridge vs England & Wales

Economy



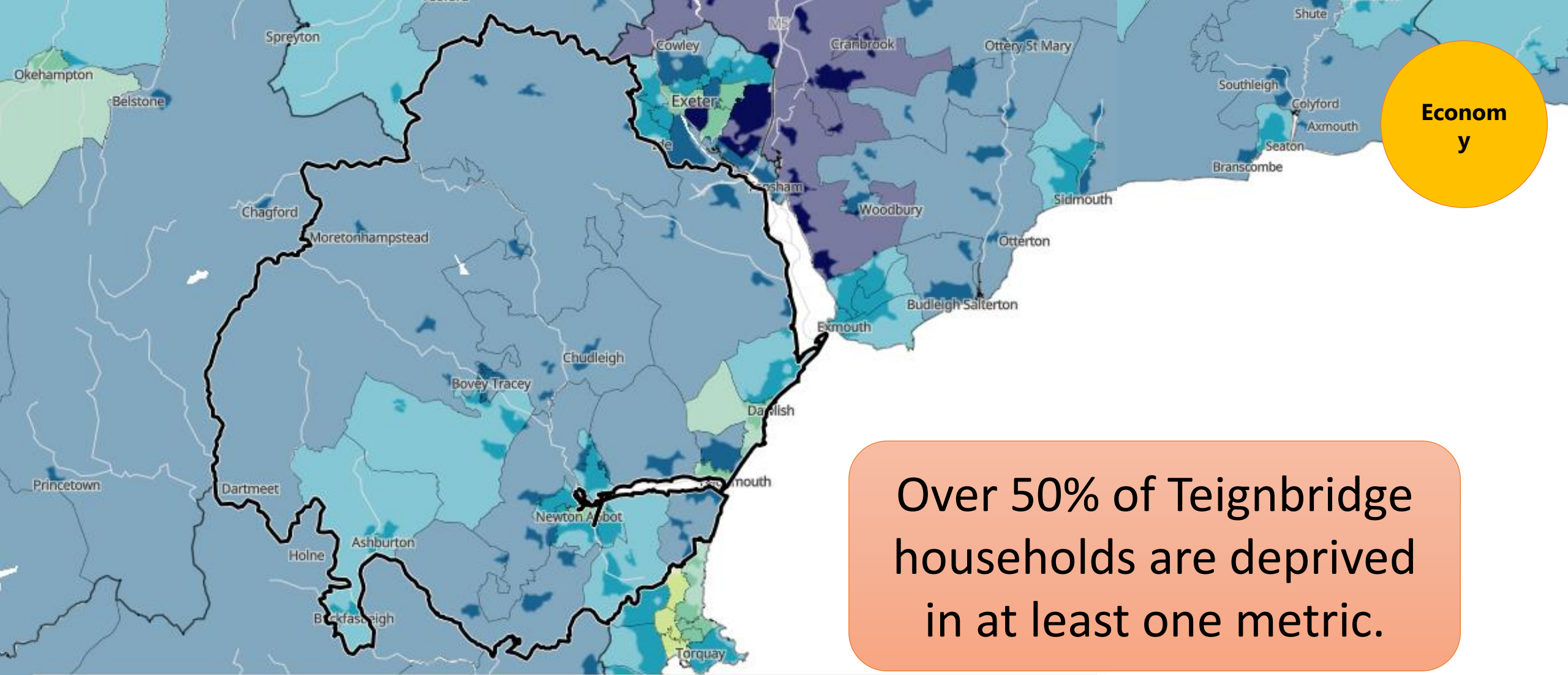
£25,415

vs

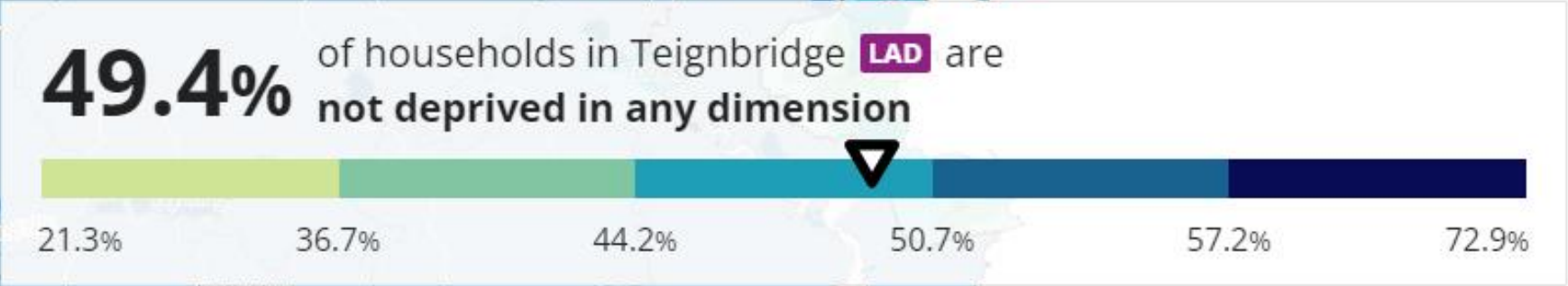


£29,795

**Median income for  
all jobs in 2023**



Over 50% of Teignbridge households are deprived in at least one metric.



## English Housing Survey proportion of non-decent homes



Location	England	Teignbridge
Owner occupied	16.4	17.1
Private rented	23.3	28.4
Social	12.0	20.4
All Rented	17.2	25.5



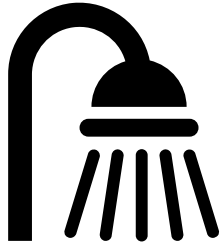
**10.94%**  
**(6,564)**

**Households  
are fuel poor**

in Teignbridge



12.1% of Teignbridge residents class themselves as unpaid carers



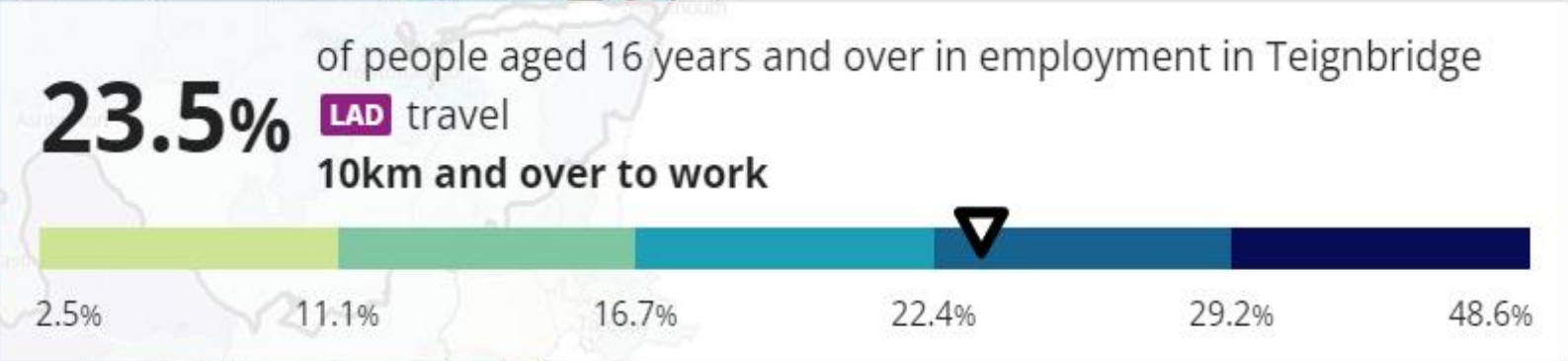
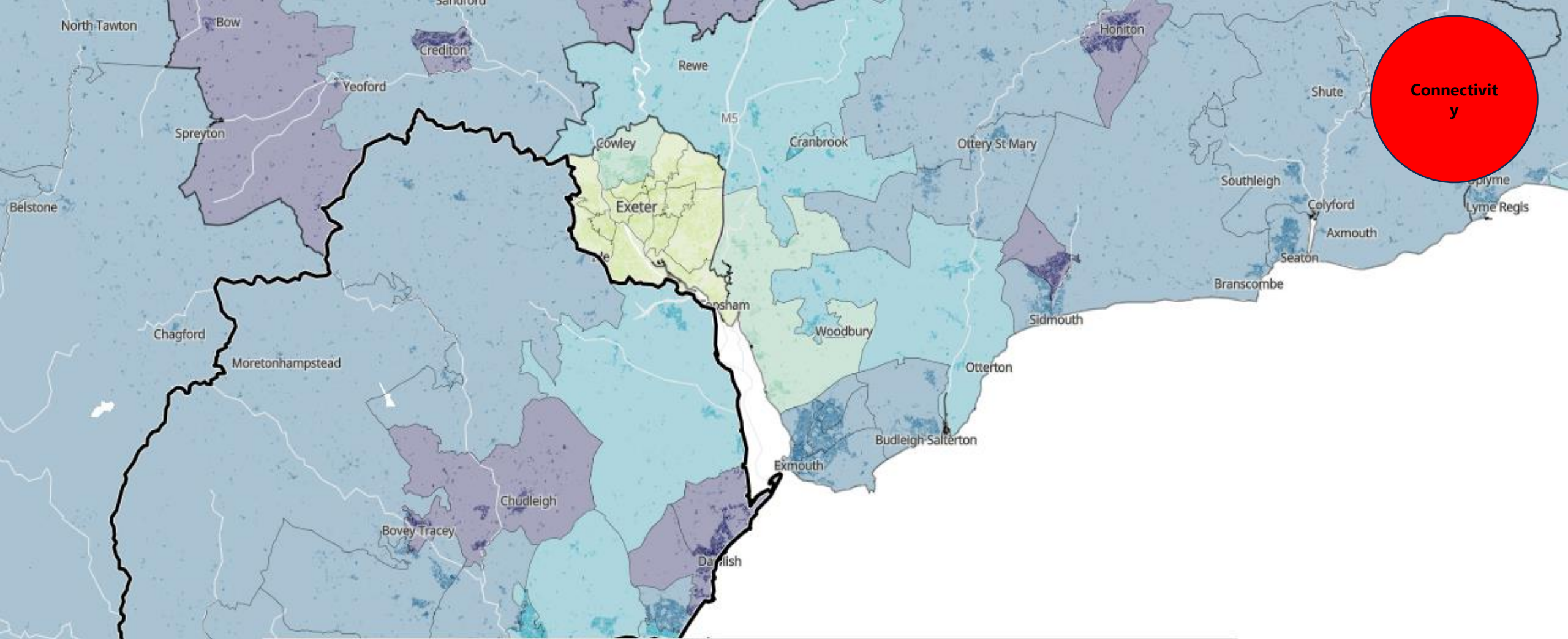
**Skill  
s**

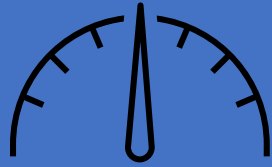


**6.6% of working age people in Teignbridge have no qualifications - compared to 8.9% nationally**



**38.6% of people in Teignbridge have qualifications at Level 4 or higher - compared to 42% nationally**





**96.4% of Teignbridge has access to broadband internet – against 97.9% nationally**



**66.6% of the district has next-gen Gigabit access – less than the average 81.4% of England**



Teignbridge residents have higher-than-average life expectancy, and Teignbridge as a district has lower levels of obesity and life-limiting health conditions than the UK as a whole.

Teignbridge residents report much higher-than-average happiness and life satisfaction, and report much lower levels of anxiety than the general population of the UK.

Wellbeing



# Teignbridge Council

## Insights unveiled: Data sharing for collaborative discussion

An overview of key data, insights, and trends, about Teignbridge and its communities.

Phil Shears

07/03/2024

# Complaints (2023/24)

260

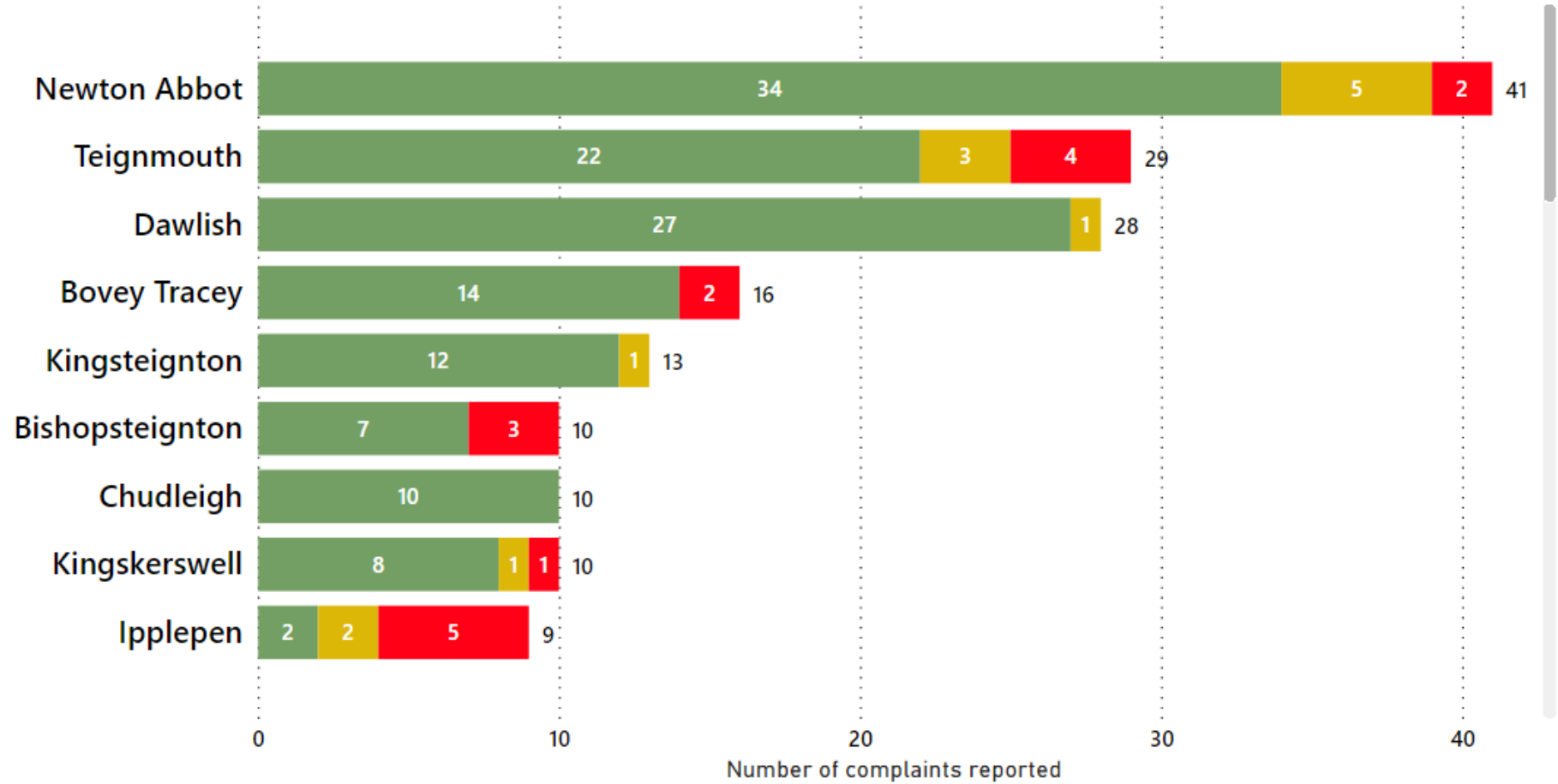
Complaints

88%

Resolved in 20 working days

## Where are complaints most reported? Top 10 parishes by target

● Closed - 20 Working Days or Less ● Open - 20 Working Days or Less ● Open/Closed - Over 20 Working Days





# Missed Bins & Fly Tips Reported (2023/24)

5782

Missed Bin Reports

Town	Missed Bin Reports
Newton Abbot	1297
Teignmouth	642
Dawlish	488
Kingsteignton	479
Chudleigh	363
Bovey Tracey	281
Ashburton	214
Kingskerswell	204
Exminster	170
Bishopsteignton	137
Shaldon	104
Buckfastleigh	100

1175

Fly Tips Reported

Parish	No. of fly tips reported
Newton Abbot	206
Teignmouth	119
Dawlish	68
Chudleigh	62
Bishopsteignton	57
Hacombe With Combe	54
Exminster	52
Kingsteignton	45
Kingskerswell	37
Coffinswell	34
Ilington	34
Ide	28
Bickington	27



# Household Support Fund 4 (2023/24)

454

Completed Applications

£117,546

Total Awarded

Town	Applications	totalawarded
Newton Abbot	180	£49,877
Teignmouth	56	£8,175
Dawlish	45	£12,336
Kingsteignton	37	£7,527
Bovey Tracey	17	£4,390
Chudleigh	17	£3,500
Ashburton	14	£2,227
Buckfastleigh	12	£2,100
Heathfield	12	£3,698
Kingskerswell	12	£4,528
Exminster	8	£1,900
Abbotskerswell	7	£2,800
Moretonhampstead	5	£200
Denbury	4	£1,456
Starcross	4	£1,779
Shaldon	3	£1,200
Dawlish Warren	2	£600
Exeter	2	£0
Ipplepen	2	£6,354



# Devon Home Choice Applications (data from 01.03.2024)

1500

Active Applications

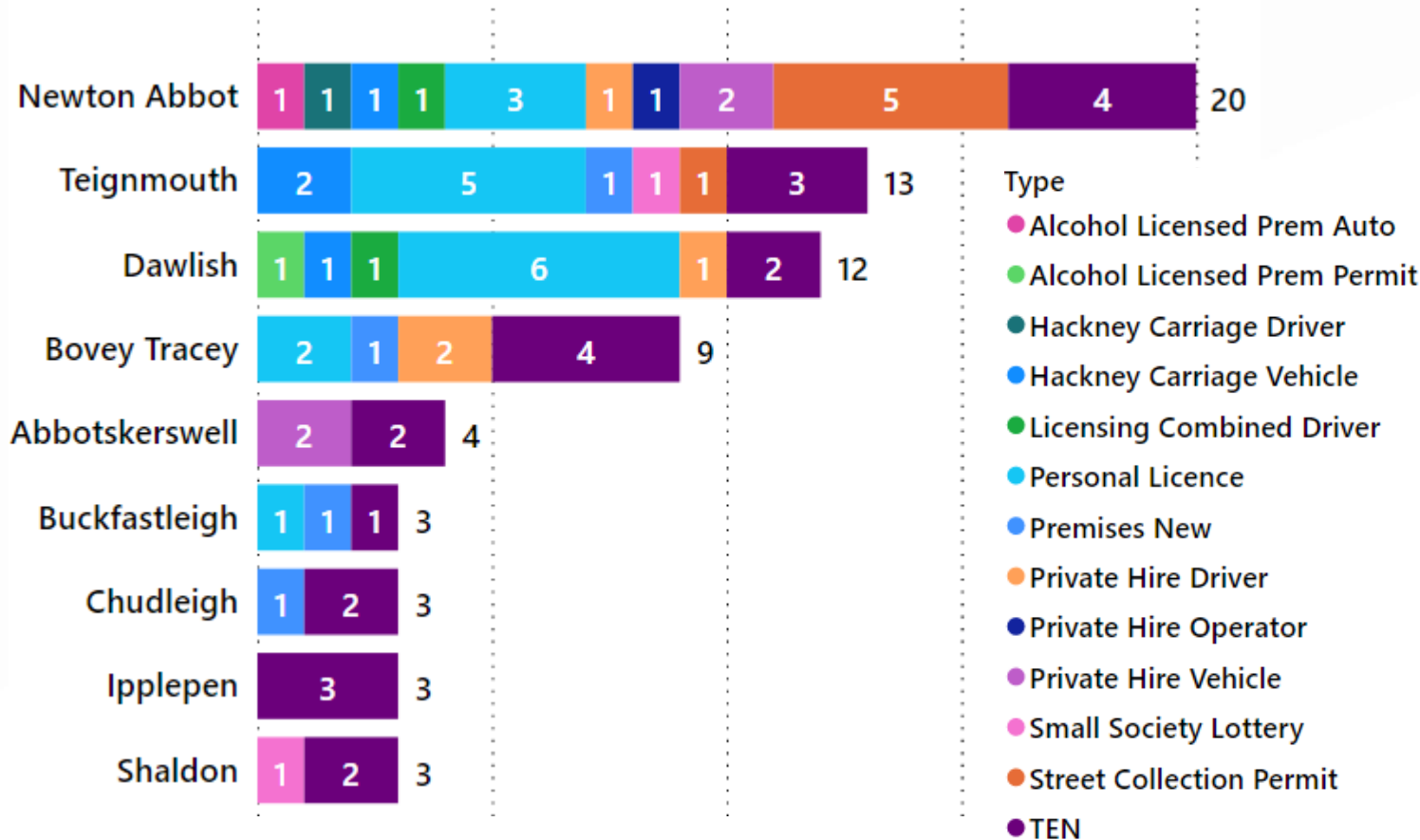
## Active Applications by Bed Size Need

Parish	1 bed	2 bed	3 bed	4 bed+	Total
Newton Abbot	182	85	64	34	365
Teignmouth	107	44	36	17	204
Dawlish	85	58	40	16	199
Kingsteignton	44	24	15	9	92
Bovey Tracey	24	13	12	7	56
Ashburton	29	15	6	5	55
Chudleigh	24	15	6	6	51
Exminster	20	9	13	2	44
Buckfastleigh	17	9	4	7	37
Kingskerswell	17	8	4	3	32
Hennock	5	4	5	5	19
Starcross	6	5	2	3	16
Moretonhampstead	9	3	1	2	15
Bishopsteignton	8	4	2		14
Ipplepen	8	4		1	13
Tedburn St. Mary	9	2	1	1	13
Kenn	7	4	1		12
Hacombe with Combe	5	2	3	1	11

# Licenses Issued (data from 01.01.2024)

124

## Licenses Issued



## Licenses Issued

License Type	Licenses Issued
TEN	39
Personal Licence	22
Hackney Carriage Vehicle	14
Private Hire Vehicle	9
Hackney Carriage Driver	8
Private Hire Driver	7
Street Collection Permit	7
Premises New	6
Licensing Combined Driver	4
Small Society Lottery	3
Alcohol Licensed Prem Auto	2
Private Hire Operator	2
Alcohol Licensed Prem Permit	1
<b>Total</b>	<b>124</b>



# Planning Applications (2023/24)

1137

Received

1005

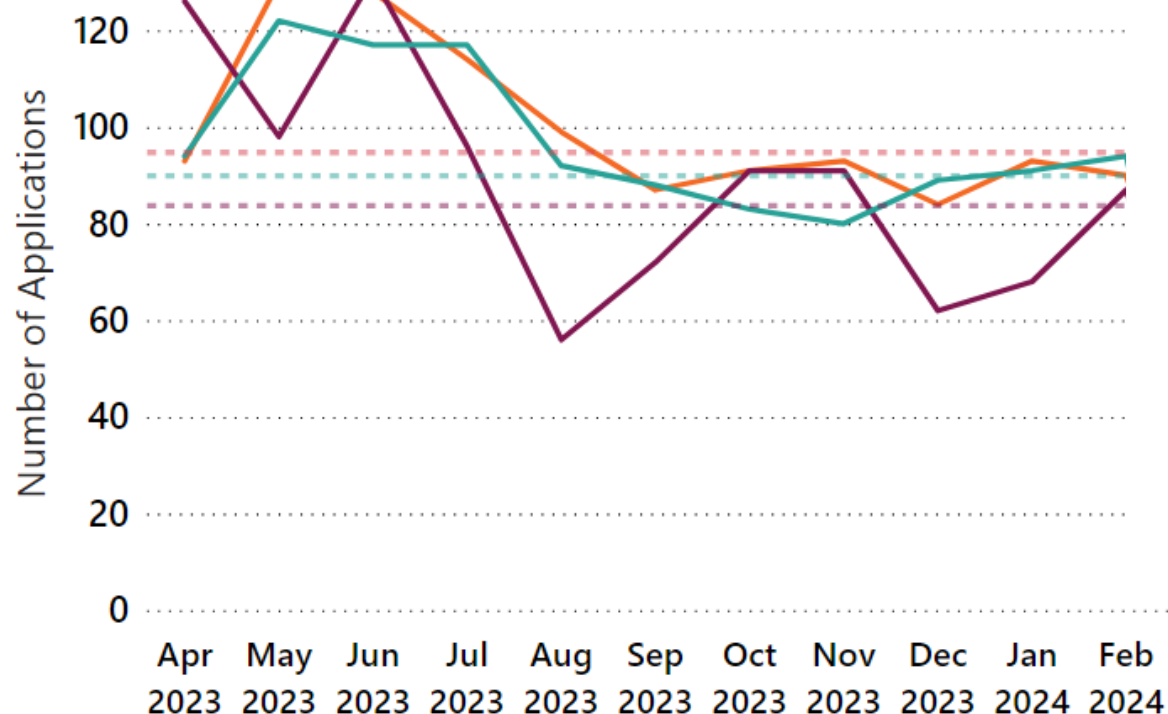
Determined

1079

Valid

## Monthly Planning Applications

● Received ● Determined ● Valid



Parish	Received	Determined	Valid
Newton Abbot	156	132	153
Dawlish	126	109	118
Teignmouth	106	121	105
Shaldon	53	50	48
Kingsteignton	50	50	50
Bovey Tracey	49	42	48
Ipplepen	43	30	35
Chudleigh	41	40	40
Bishopsteignton	37	27	32
Exminster	35	31	38
Kingskerswell	35	43	35
Whitestone	35	28	31
Ogwell	25	17	25



234

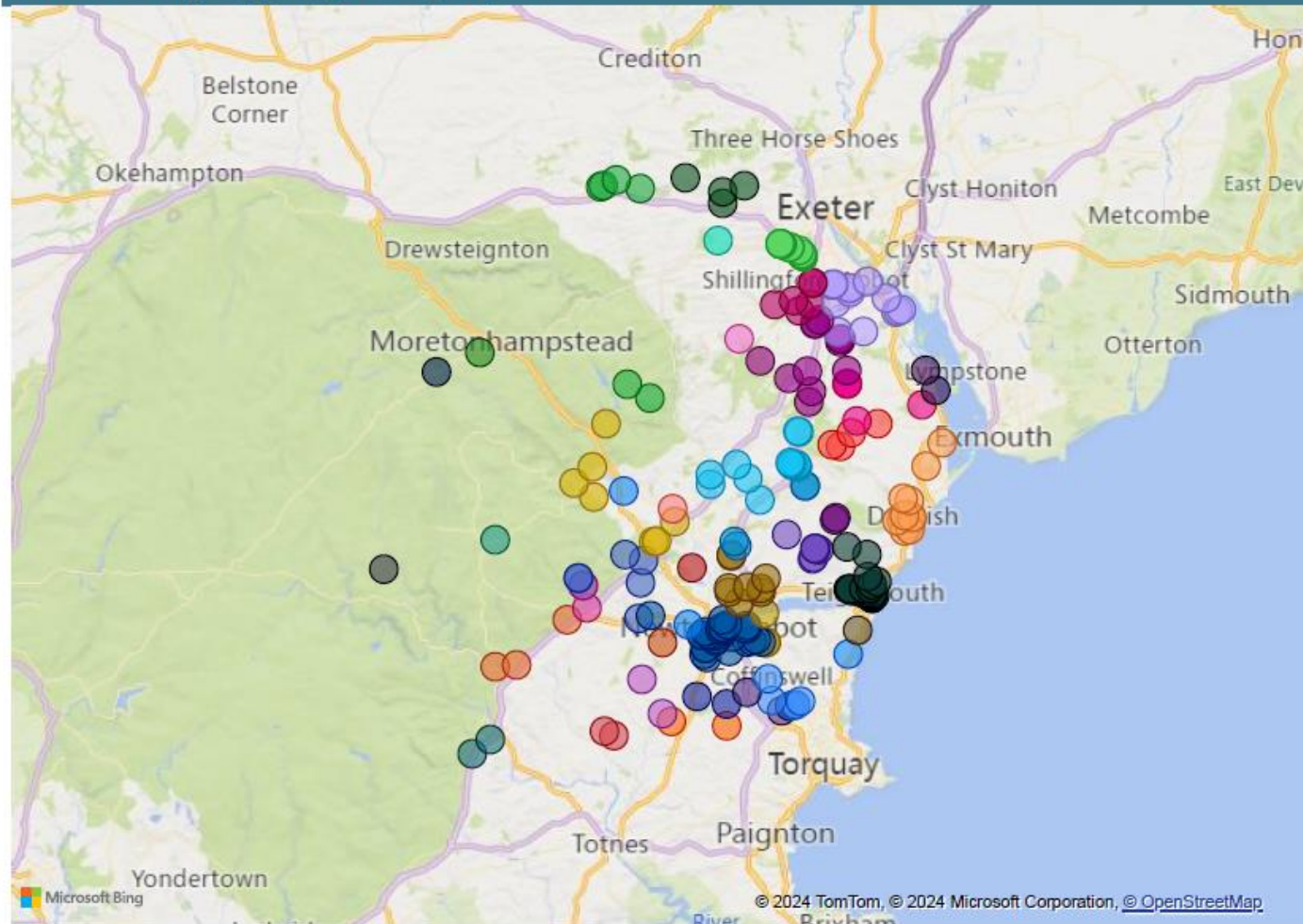
Total Fly Tips Reported

Fly tipping reported between

01/01/2024

26/02/2024

Where is fly tipping being reported?



incidentparish	No. of fly tips reported
Newton Abbot	30
Teignmouth	30
Ide	16
Chudleigh	15
Exminster	15
Kenn	13
Dawlish	11
Kingsteignton	9
Bishopsteignton	8
Bovey Tracey	7
Illesington	6
Shillingford	6
Coffinswell	5
Kenton	5

**Total**

**234**

## Teignbridge Rank (out of 317 LAs) in England for Deprivation

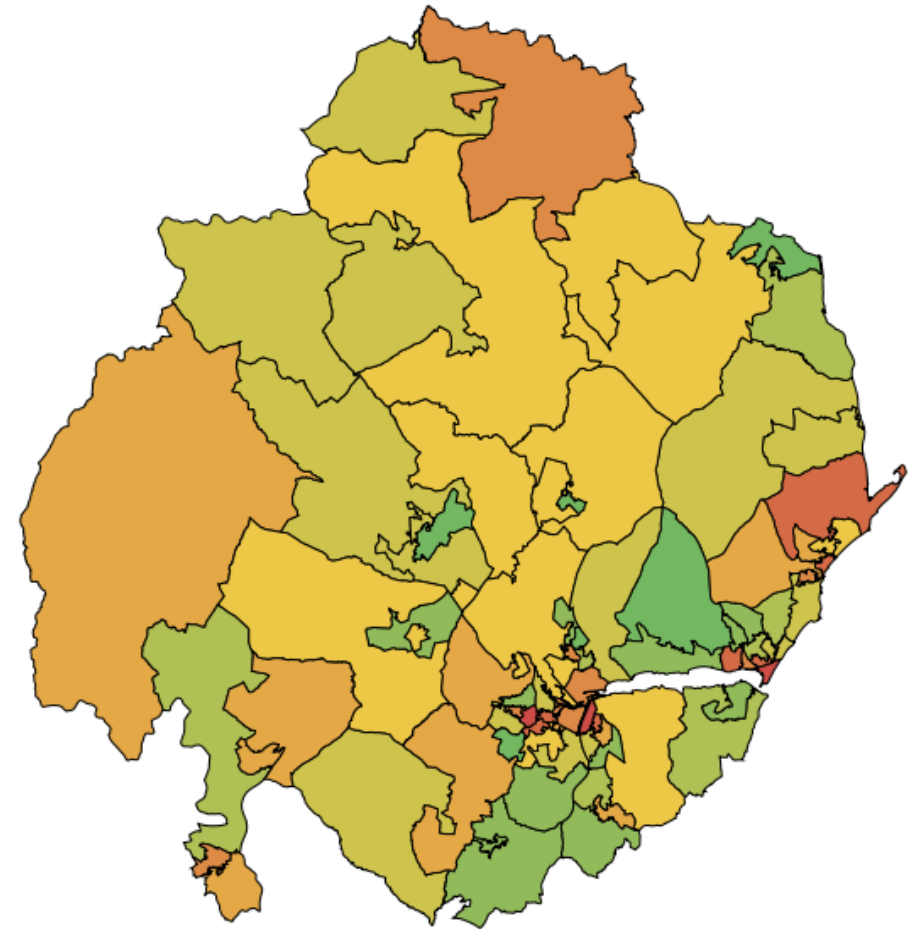
### Page Information:

The Indices of Multiple Deprivation (IoD 2019) is an overall ranking of deprivation made by combining these 7 domains: Income, Employment, Education, Health, Crime, Barriers to housing & services, Living environment

Deprivation ranks are calculated at lower super output area. The ranks for Teignbridge can be seen in the table below and on the map to the right.

A deprivation rank of 3 means that output area is in the bottom 30% of deprivation of all output areas in England.

LSOA	Ward Description	Index of Multiple Deprivation
015A	Newton Abbot: Broadlands area	2
014A	Newton Abbot: Sandringham Road area	2
010B	Teignmouth: Town Centre and Seafront area	2
005A	Dawlish Warren and Cookwood	3
006A	Dawlish: Seafront area	3
014C	Newton Abbot: Central – Union Road and Halcyon Road area	3
015B	Newton Abbot: St Leonards Road area	3
016A	Newton Abbot: Windsor Avenue area	3



Least deprived

Most deprived



To see all 7 domains of deprivation by LSOA click here -->





# 186

## Teignbridge Rank (out of 317 LAs) in England for Deprivation

### Page Information:

The Indices of Multiple Deprivation (IoD 2019) is an overall ranking of deprivation made by combining the 7 domains on the right.

The table below shows Teignbridge LSOAs and the rankings within each domain

For example, a rank of 2 in "Income" means that LSOA is in the bottom 20% of all LSOAs in England for "Income".

### 7 domains of deprivation (and weighting)

- Income (22.5%)**
- Employment (22.5%)**
- Education (13.5%)**
- Health (13.5%)**
- Crime (9.3%)**
- Barriers to housing & services (9.3%)**
- Living environment (9.3%)**

LSOA	Ward Description	Index of Multiple Deprivation (IMD)	Income	Employment	Education, Skills and Training	Health Deprivation and Disability	Crime	Barriers to Housing and Services	Living Environment
015A	Newton Abbot: Broadlands area	2	2	2	3	3	3	6	7
014A	Newton Abbot: Sandringham Road area	2	2	2	2	3	3	9	6
010B	Teignmouth: Town Centre and Seafront area	2	2	2	4	2	2	9	1
005A	Dawlish Warren and Cookwood	3	5	3	4	5	7	2	1
006A	Dawlish: Seafront area	3	3	2	5	3	6	8	2
014C	Newton Abbot: Central – Union Road and Halcyon Road area	3	3	3	4	4	2	7	2
015B	Newton Abbot: St Leonards Road area	3	3	3	5	5	3	9	2
016A	Newton Abbot: Windsor Avenue area	3	2	2	2	3	6	10	6
010D	Teignmouth: Hospital and Mill Lane area	3	2	3	2	4	6	9	5





# 3,864

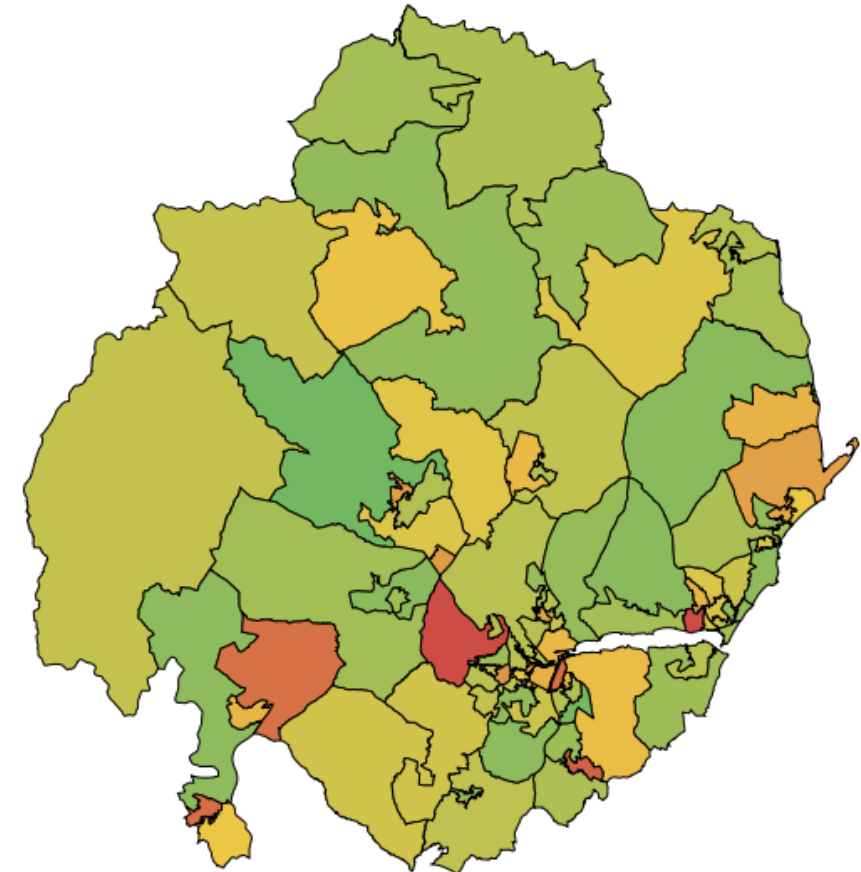
## Children in Relative Low Income Households - 2020/21

### Page Information:

Relative low-income is defined as a family in low income Before Housing Costs (BHC) in the reference year. A family must have claimed Child Benefit and at least one other household benefit (Universal Credit, tax credits, or Housing Benefit) at any point in the year to be classed as low income.

LSOA	Ward Description	2016/17	2017/18	2018/19	2019/20	2020/21
010D	Teignmouth: Hospital and Mill Lane area	124	130	145	160	108
013C	West of Newton Abbot: Seale Hayne area	55	76	87	85	108
018B	Kingskerswell (Central)	55	63	89	87	99
017D	Buckfastleigh (North)	52	76	106	99	95
014A	Newton Abbot: Sandringham Road area	76	69	94	98	94
017A	Ashburton (East), Caton and surrounding areas	80	90	105	116	93
015A	Newton Abbot: Broadlands area	81	87	106	82	79
007B	Heathfield	54	51	51	85	76
004B	Bovey Tracey (West)	54	46	58	82	75
005A	Dawlish Warren and Cookwood	77	75	64	92	74
000D	Kingskerswell (South)	40	65	40	74	72
<b>Total</b>		<b>3591</b>	<b>3666</b>	<b>3773</b>	<b>4179</b>	<b>3864</b>

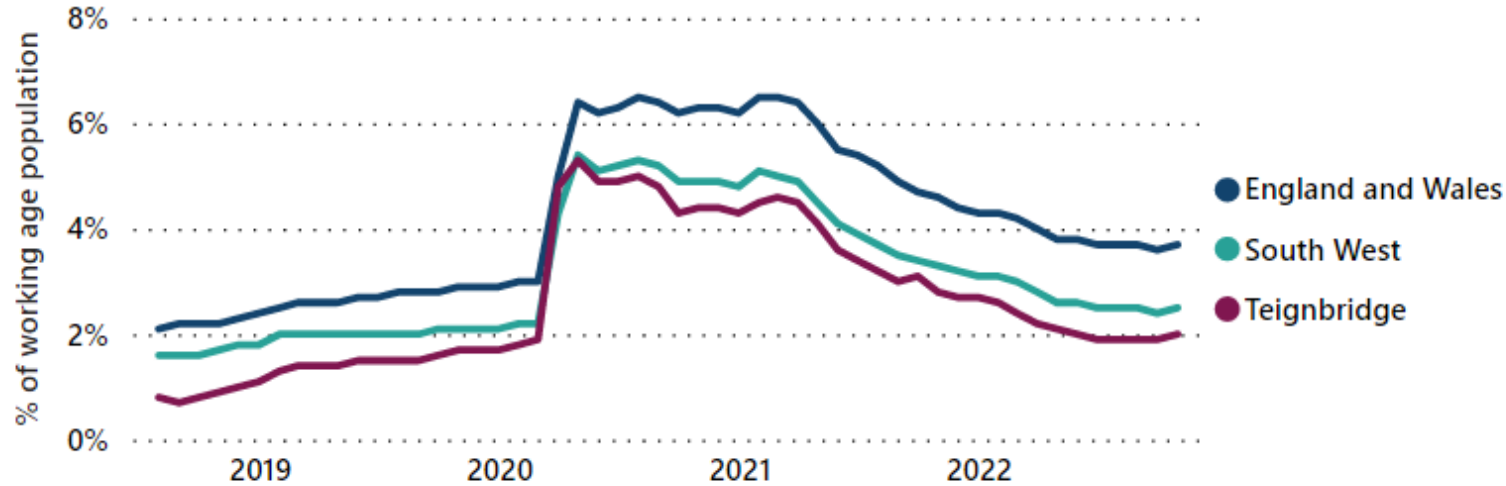
## No. children in low income households by LSOA - 2020/21



Source - [Children in low income families: local area statistics](#)

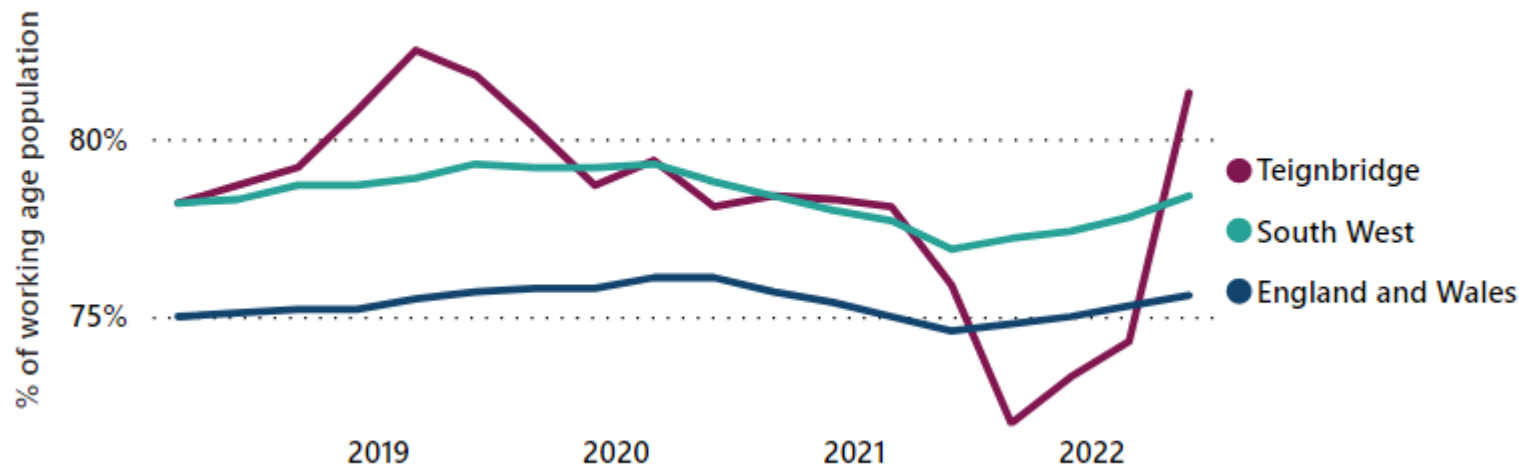
# Jobs, Homes, Climate Change Action – What has Teignbridge delivered?

## Universal Credit Claimants



**2%**  
of Teignbridge working  
age population  
claiming universal  
credit.

## Employment Rates



**81%**  
of Teignbridge working  
age population in  
employment

# DALC – Bridging the gaps



# How do you find out what the issues are in your community?

What data are you missing?

Word of mouth?  
Parish meetings?  
Social Media?

# What are the issues in your parish?

Use the post-it notes to write down the issues that are affecting people in your parish

What are you seeing?  
What are you hearing?  
How does it resonate  
with the evidence?

Did anything in the  
evidence surprise  
you? If so, why are  
you not seeing it?

# What issues have the biggest impact on your community – and why?

Use your previous post-it notes to rank these issues in order of the effect they have on the quality of life for people in your parish



# Understanding statutory and discretionary functions of district councils



# Council Responsibilities

## County

Trading standards

Education

Transport/Highways

Fire and public safety

Waste management

Libraries

Social Care

## District

Rubbish collection

Council tax collections

Recycling

Housing

Planning

Play areas

Environmental Health

## Parish / Town

Allotments

Public clocks

Community centres

Play areas

Grants to help local organisations

Consultation on neighbourhood planning



# Who provides our local services?

- Devon County Council
- Teignbridge District Council
- Town and Parish Councils
- Devon Fire & Rescue
- Police and Crime Commissioner
- UK Government
- South West Water
- NHS
- Highways England
- Network Rail



# Where does council tax go?

For an average Band D household in Teignbridge:

Precept	Band D Charge	Percentage
Devon County Council	£1715.67	72%
Devon and Cornwall Police and Crime Commissioner	£274.50	11%
Teignbridge District Council	£196.41	8%
Devon and Somerset Fire and Rescue Authority	£99.68	4.5%
Town and Parish Council (average)	£96.11	4.5%

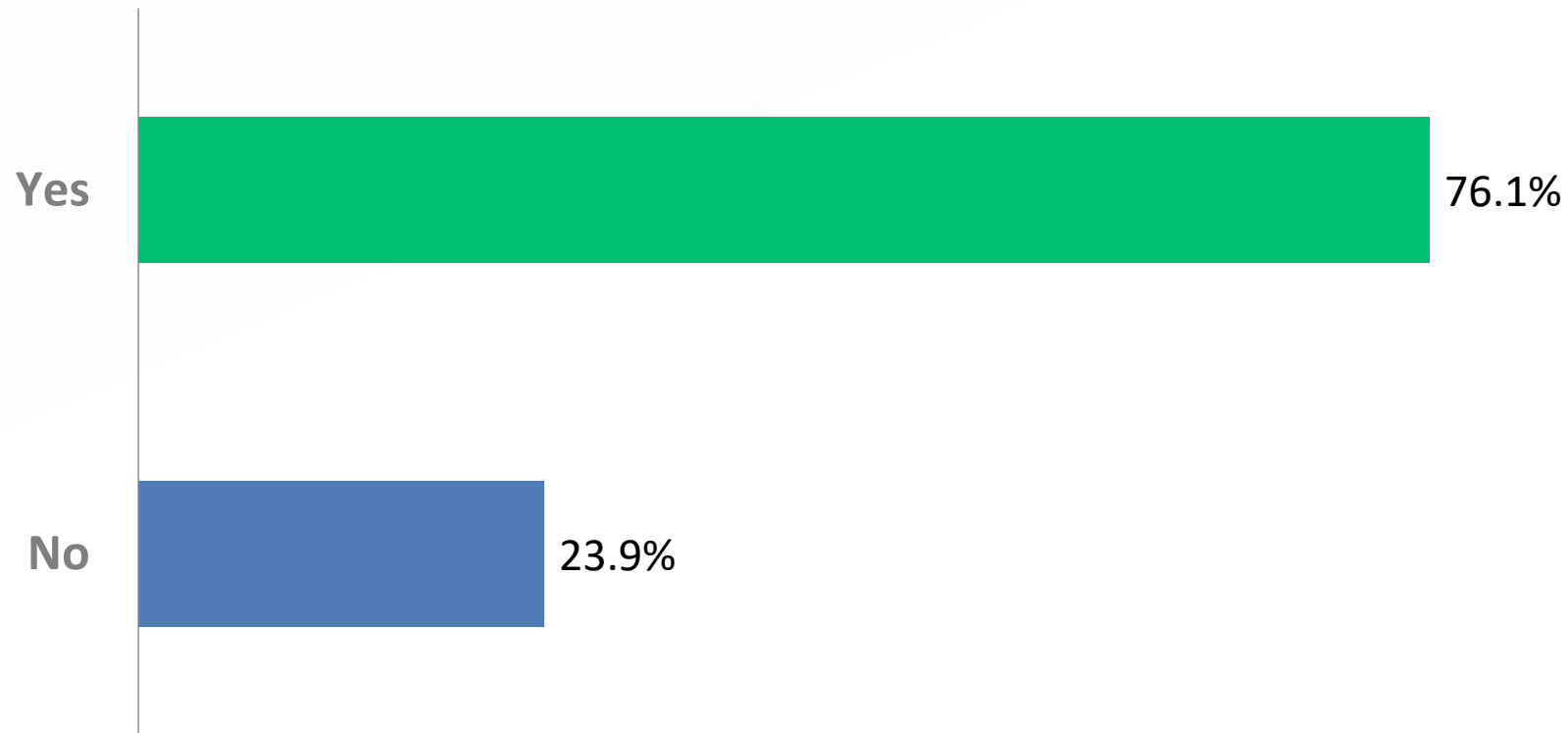
Town and Parish precepts across the district range from £0 to £181.88 per year for a Band D household.



# TDC Budget Survey – February 2024



We asked residents, do you agree with the current recommendation to increase council tax by 2.99%, which equates to £5.70 per year for a Band D property, (taking the council tax to £196.41) to help maintain essential services?

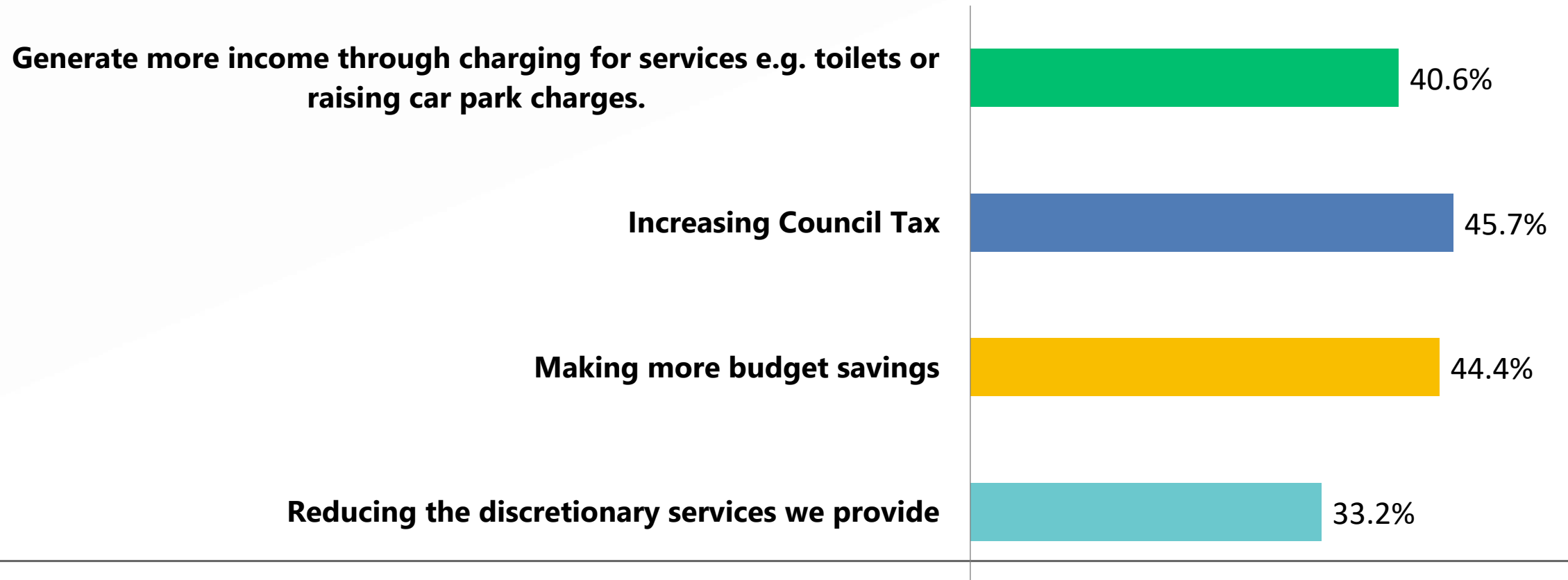


Answered: 854 Skipped: 16

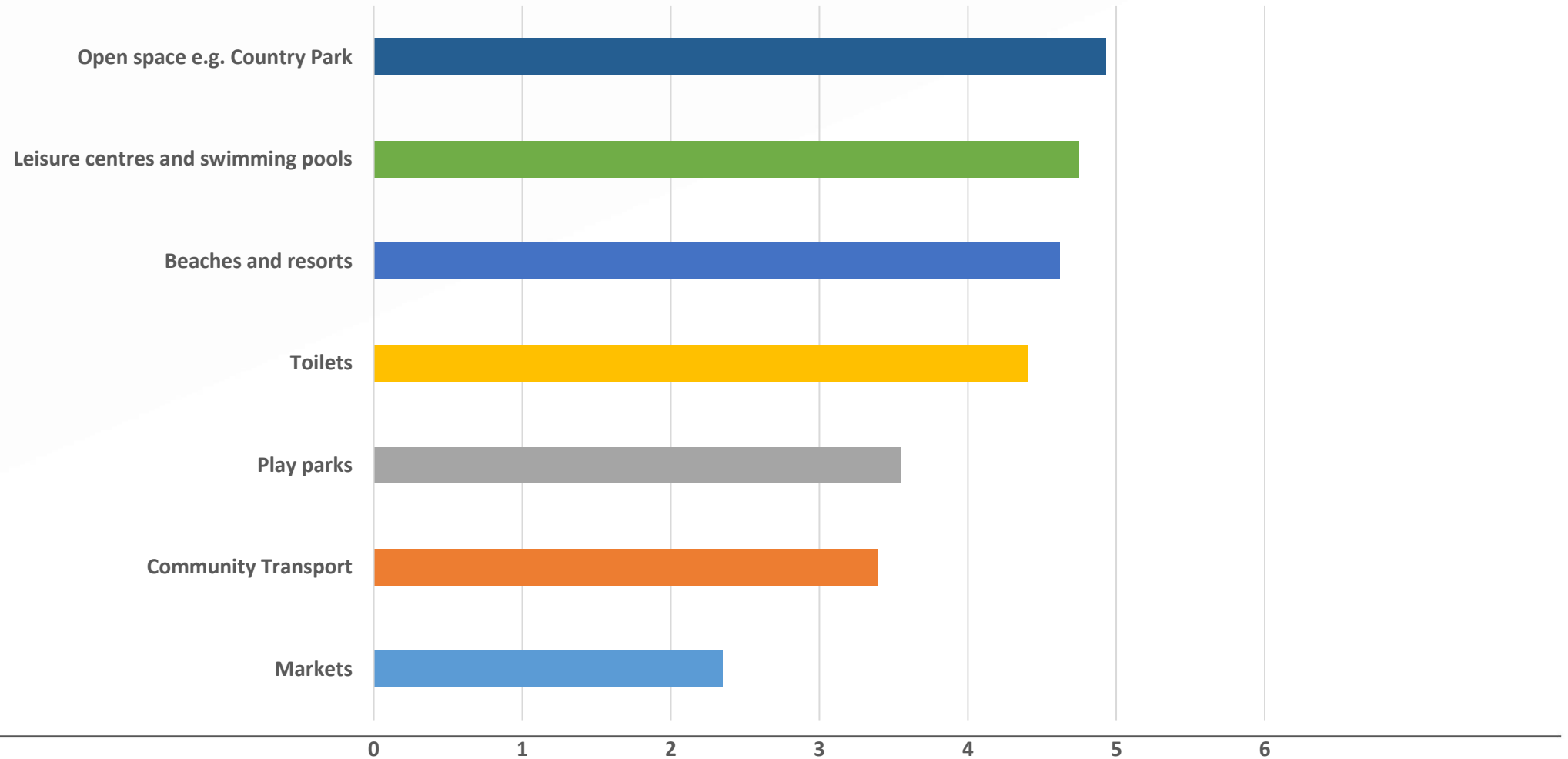


# To balance the Council's budget in the future, which of these measures we should be considering

(more than one option could be selected)



Please rank in priority order, those **non statutory services** that you think are most important (1 top priority - 7 least important )



# Statutory and Discretionary Services



## Democratic

- Organising elections, maintaining electoral register
- Collect Council tax and non-domestic rates

## Housing

- Benefits
- Homelessness prevention and advice
- Housing registers, including self-build register

## Environmental Health

- Street cleansing
- Waste collection and recycling
- Food safety, hygiene ratings
- Water sampling

## Planning

- Creation of local plan
- Development management
- Planning permissions, in accordance with legislation

## Licensing

- Taxis, gambling, alcohol, entertainment and events, scrap metal, piercings, animal activities



# Discretionary Services of a District Council

**Some of the Discretionary services that we currently provide include:**

**Council-owned car parks**

**Leisure Centres and services to promote public health**

**Supporting community safety projects**

**Looking after council-owned parks and open spaces**

**Business advice and enablement**

**Planning enforcement**

**Promoting economic development**

**Providing some grants to voluntary organisations**

**Maintaining some other areas of parks and gardens**

**Some public toilets (some are owned by the local parish or town council)**



# Ways of working

Collaborative assistance 

Reciprocal arrangements 

Commissioning. 

Devolution 

# Working together in future



[www.teignbridge.gov.uk](http://www.teignbridge.gov.uk)



# Working together

## Information sharing

“Thanks for telling me about your goal”

## Participation

“I’ll promote your goal”

## Co-operation

“I’ll work on your goal”

## Collaboration

“We’re committed to our goal”

# Mentimeter

Join at [menti.com](https://menti.com) | use code **6296 5672**

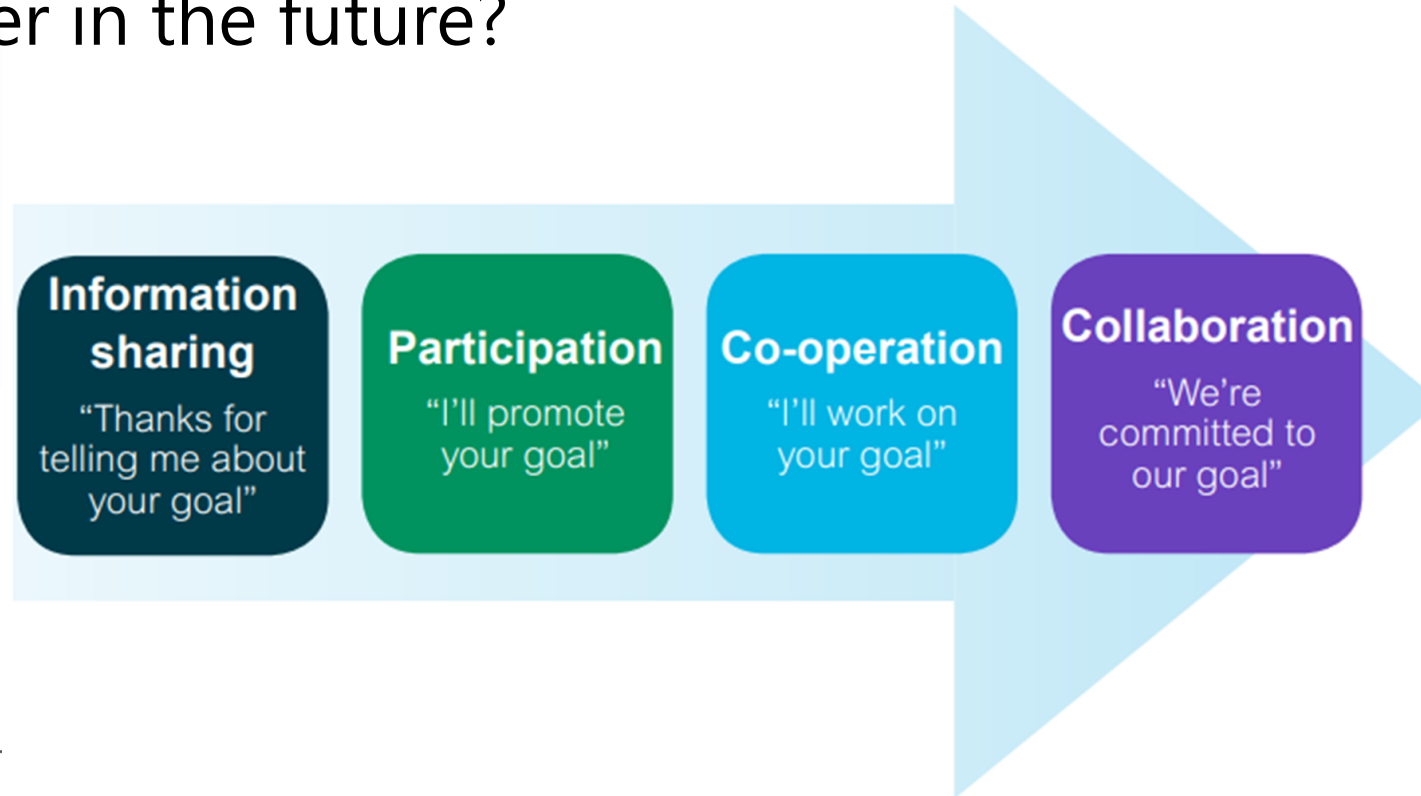
- On this scale, how do you think we currently work together?



# Mentimeter

Join at [menti.com](https://menti.com) | use code **6296 5672**

- Using these descriptions, how would you like to be working together in the future?



# How do we get there?

In groups, decide what we should:

- Stop doing
- Start doing
- And keep doing

To improve the way we work together

Alternative ways of  
delivering services

A  
charter/principles  
for working  
together

Planning cafes

TALC

Role of councillors

Budgeting cycles

Communication



What is the one thing you would choose as a group that would have the biggest impact on improving how we work together in future?





# Working together in future



[www.teignbridge.gov.uk](http://www.teignbridge.gov.uk)



# Mentimeter

- On this scale, how do you think we currently work together?



# Mentimeter

- Using these descriptions, how would you like to be working together in the future?



# How do we get there?

In groups, decide what we should:

- Stop doing
- Start doing
- And keep doing

To improve the way we work together

Alternative ways of  
delivering services

A  
charter/principles  
for working  
together

Planning cafes

TALC

Role of councillors

Budgeting cycles

Communication



What is the one thing you would choose as a group that would have the biggest impact on improving how we work together in future?



# EV Charging for Parish Councils

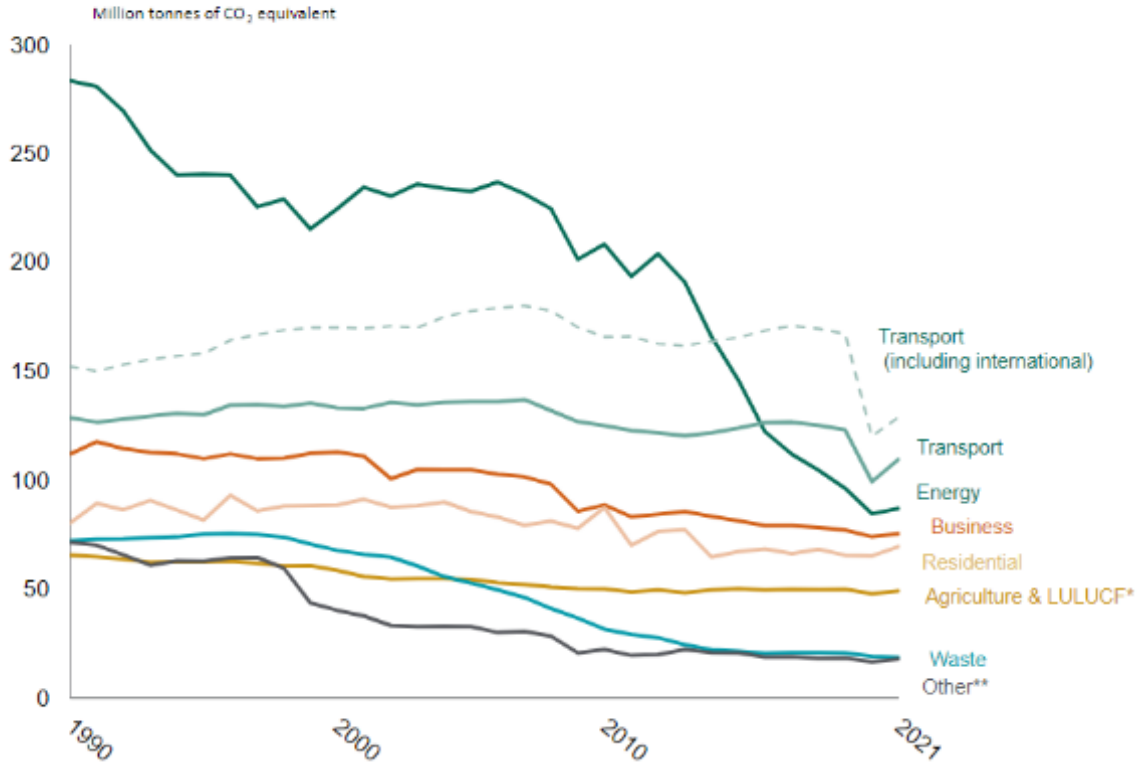
March 2024

# Agenda

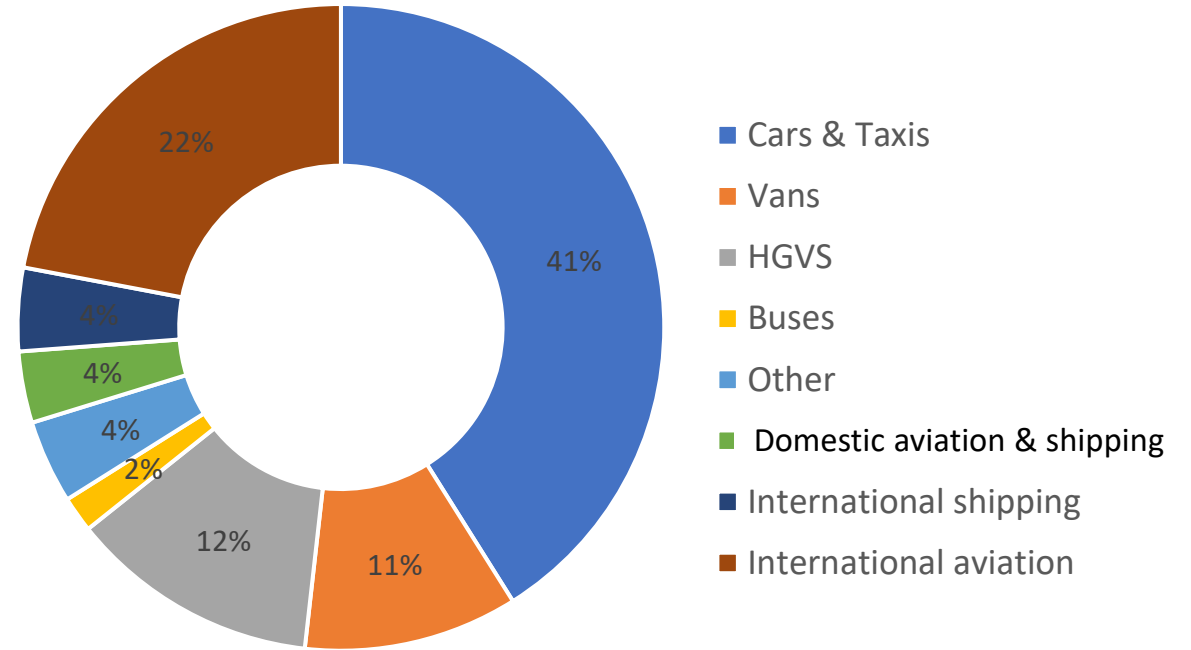
1. Introductions
2. The need for EV charging
3. Update on LEVI project
4. Q&A

# Transport emissions

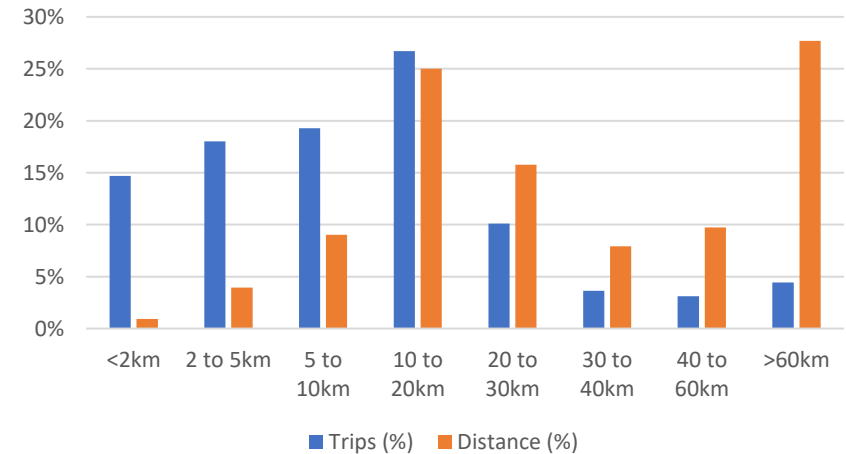
Greenhouse gas emissions by sector, 2021 (DESNZ, 2023)



Transport emissions 2019 by mode



Commute distance





# Devon Electric Vehicle Survey

## Key Messages

### Strong interest in EVs in Devon



**33% increase in EV registrations** in Devon 2020-2021\*

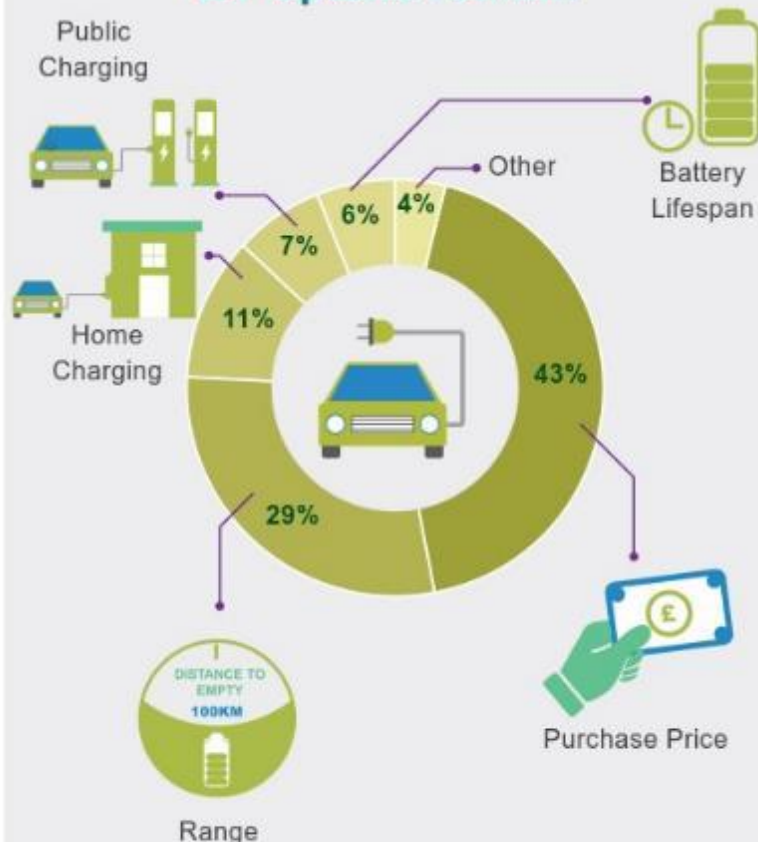


**41% respondents** planning to buy an EV in the **next 3 years**



**80% said chargepoints** would influence their choice of holiday destination

### Barriers to increased EV uptake remain



Respondents want charge points to be **operational, available, and in the right place**

**34% of EV users** said public charge points are **occupied more than half the time** they try to use one

**8 minutes** is the average time an EV user is **willing to wait for an occupied charge point**

**Only 8%** had never found a **charge point to be out of order**

**2/3rds** of respondents would **consider sharing private charge points**



# DELETTI & Rapid Charging Devon

108 EV Sites in Devon  
& Torbay  
318 Sockets



TORBAY COUNCIL

Kenton Parish Council



# Devon EV Charging Strategy

Recommendations include:

- Provide 2,000 publicly accessible EVCPs by 2030
- Focus on chargepoints serving “on-street” households
- All council owned public car parks have fast/rapid charging
- Rapid en-route chargers
- Leverage scale through Devon wide funding applications and procurement
- Equitable and accessible chargepoint provision. Follow best practice design.



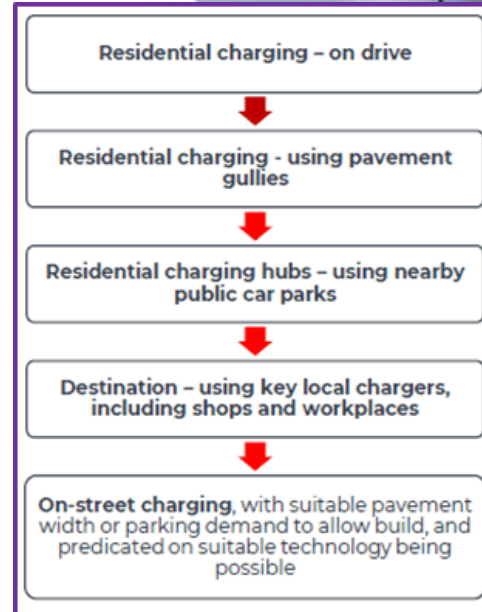
Devon  
County Council

**Electric Vehicle  
Charging Strategy**

*Consultation Draft*

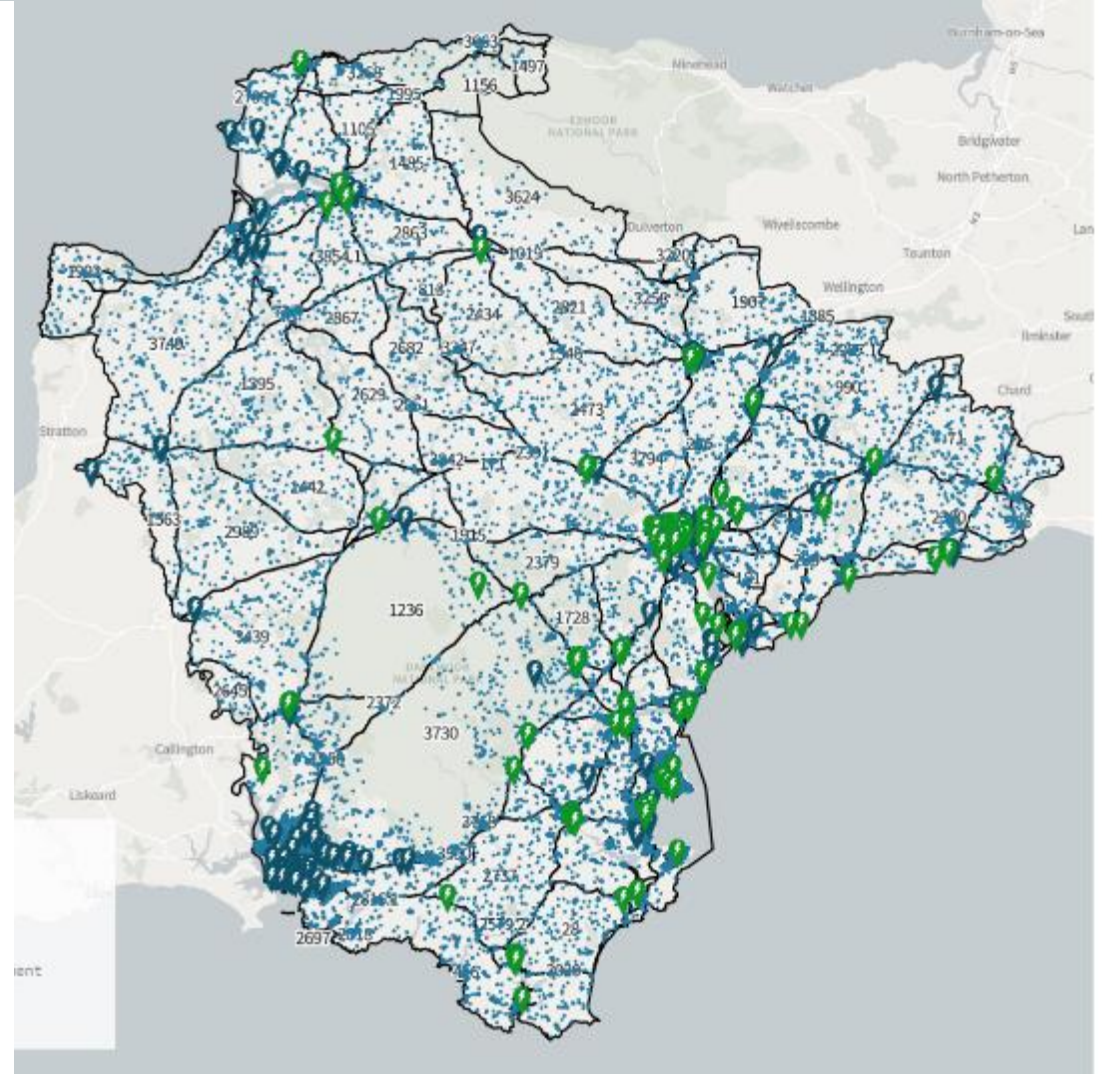
Devon County Council

wsp



# Scale of the on-street challenge in Devon

- **Scale of the challenge is huge**
- 180,000 households in Devon, Torbay & Plymouth (1/3 of all households) are reliant on on-street parking
- 1/5 of households don't have a car
- 6,000 on-street households within a 3 minute walk of a publicly accessible chargepoint
- 11,000 more will be within 3 minutes of new chargepoints already being delivered



## 2. Update on LEVI project

# LEVI objectives

The LEVI fund aims to:



Deliver a step-change in the deployment of local, primarily low power, on-street charging infrastructure across England.



Accelerate the commercialisation of, and investment in, the local charging infrastructure sector.



## DCC LEVI allocation

- £7m capital funding
- £660k revenue funding
  
- DCC submitted Expression of Interest in May 2023
- Full application submitted in November 2023



Department  
for Transport

# Devon & Torbay LEVI project

- £8m central government funding
- 10-15 year concessions agreements
- Likely £10-30m private sector match funding
- Up to 3,000 chargepoints
- Majority low powered on-street
- Delivery between 2025 and 2027



EV  
Gullies



On-street  
bollard  
and lamp  
column  
trials



LA car  
parks  
inc.  
P&R

Parish &  
community  
car parks



Rapid  
hubs



# Devon LEVI project: Parish councils car parks call

## Call for sites

- DCC are now seeking Parish Councils and community groups interested in hosting an Electric Vehicle chargepoint in a car park they own. Parish councils and community groups interested in hosting an EV chargepoint can complete the online survey to submit a site. DCC will then assess the sites and provide feedback and further details.
- At this stage, there is no binding commitment needed to the project by parish councils or community groups



# Devon LEVI project: Parish councils car parks call

## Chargepoint type

- Majority of sites will be suitable for 7-11 kWh chargepoint with 2 sockets.
- Rapids may be considered in limited circumstances

## Car park requirements

- Must be accessible to residents and the public, ideally at all times of day
- Accessible by a short walk for residents without off-street parking

# Devon LEVI project: Parish councils car parks call

## Delivery approach

- DCC led concession – 10-15 years. DCC manages the contract and performance of the chargepoint operator
- Landowner receives a share of the revenue
- Key terms and risks

## Timescales

- Procurement in 2024
- Delivery 2025 to March 2027

# Update

- Funding secured and announced by OZEV & DCC on Monday
- DfT insists to see most EVCPs delivered **on-street**, so car parks will receive minority of funding
- Parish councils to be contacted individually to discuss the eligibility of sites if there are issues
- Call for sites will remain open. Please encourage others to put forward sites.

# What will be needed and when?

## Now

- Respond to call for sites and encourage others to do so
- Get in touch with any questions

## Summer 2024

- A “minimum list” of sites will be included with the tender. Parishes will need to confirm they want their site to be on the minimum list. (sites can still be added post contract award).
- Before/after tender (TBC) parishes will need to sign a Collaboration Agreement with DCC

## Winter 2024 onwards

- Agree location of chargepoint with CPO and DCC. Sign lease document.
- Operational issues can be flagged with DCC who will resolve with the CPO.
- Revenue payments likely quarterly.

# 3. Q&A

# Devon LEVI Q&A

## Notes - Online meeting

20/03/2024

Attendance: 23

### **Comments, questions and answers (in green):**

Q. I had the impression but wasn't clear from the email I received whether we have been rejected for the scheme, or are you still making decisions?

A. Unless you have been specifically contacted by the project team to discuss this issue, your site is still considered eligible.

Q. What do you mean by 'minimum list'?

A. We will include a "minimum list" of sites in the tender documents that the Chargepoint Operator(s) (CPO) will be required to deliver as part of the contract. Additional sites, not included on the "minimum list" will also be identified and delivered after the contract has been awarded.

Q. Are you interested in a village hall that is owned by the village hall charity not run by the parish council?

A. Yes, sites managed by the parish councils or a non-profit entity, if made available to the wider community, are of interest to us.

Q. Is there way to ask for higher capacity chargepoints?

A. Yes, we will ask parish councils if they have a preference on chargepoint type. It's anticipated that <8kw dual chargepoints will be suitable for most parish/community sites, however, sites with high demand may be suitable for fast 22kw or rapid 50kw+ chargepoints. Note that a higher capacity chargepoint will not necessarily be the best option for all sites as customers will incur higher tariffs or be subject to shorter parking time limits.

Q. For comparison, do we know how many fossil fuel stations there are that will need to be supplanted by EV charge points?

A. We have estimated the number of chargepoints needed to ensure adequate coverage of Devon. The number of petrol stations to be supplanted by EV chargepoints has not been estimated by us as it is not part of the scope of this project. It is likely that most if not all will need to be turned into EV charging forecourts or repurposed for other uses once the fleet of cars and light vehicles has completed its transition to zero emission vehicles.

Q. Does that mean a parish hall carpark gets a share of profit if there was one - what about if a charge point wasn't well used and cost money to keep available?

A. The landowner will get a share of the revenue generated on the site. The percentage revenue share to be provided to landowners will be confirmed as part of the tender process. All operation and maintenance costs will be the responsibility of the chargepoint provider regardless of utilisation levels.

Q. Our parish council had a query around insurance and public liability - would this all be covered re the DCC contract and management?

A. All insurance associated with the chargepoints are the responsibility of the chargepoint provider, and minimum levels of insurance cover will be a requirement of the tender. We understand there is a concern that the presence of a chargepoint in the car park may impact insurance premiums for parish halls etc adjacent to the sites. We will investigate this issue and provide a further update.

Q. What if a Parish Council has the land but there is no Electricity supply - will DCC fund the connection no matter the distance?

A. The majority of sites will require a new grid connection for the chargepoint and these costs will be covered by the LEVI project.

Q. How many Charging points can be allocated?

A. The typical situation should be a single chargepoint with 2 sockets in the first instance. In sites with higher demand, "passive provision" comprising a larger grid connection may be provided to allow the chargepoint provider to increase the number of sockets in future.

Q. Timescale ?

A. We are expecting the chargepoints to be delivered between 2025 and 2027.

Q. What type of charger will be offered? Slow or Fast Charger ?

A. The typical offer for parish and community car parks will be a <8kw dual chargepoint, but other there are other potential options for higher demand car parks.

Q. Subscription method and any restrictions – eg Tesla only ?

A. We will require CPOs to not require subscription or put any restrictions so as EV owners can charge seamlessly across Devon. The typical offer will include Type 2 sockets that are compatible with all EVs.

Q. Any local implications – eg requirements for upgrade of the electricity supply network

A. Grid upgrades will likely be required and will be funded as part of the LEVI project.

Q. We have 3 phase to the post next to the place we could allocate so would we be offered rapid charge, especially for holiday use.

A. Each site will be reviewed against the local council ask and potential demand, by the CPO and Devon County Council, with sites fitted with fast or rapid charge points if this is appropriate.

Q. Will overnight parking be the rule? Is there a risk of chargepoints being monopolised by a few families?

A. Overnight charging is encouraged as this is when there is minimal demand on the electricity grid and is also when the grid is "greenest" (note: all electricity used for chargepoints will use a renewable energy tariff). Most EV drivers only need to charge a few times per week and chargepoint site utilisation will be monitored both by the CPO and Devon CC. 'If utilisation is high, the DCC and the chargepoint operator may explore increasing the number of chargepoints at a site with the landowner.





# BISHOPSTEIGNTON PARISH COUNCIL

## CLERKS REPORT OF GENERAL UPDATES 11.04.24

### GENERAL ADMINISTRATION/GOVERNANCE

**AUDIT OF 2023-24 ACCOUNTS:** Annual accounts are finalised (see agenda item 2404.03.03. All relevant supporting papers have been submitted to the internal auditor for assessment. It is hoped her work will be complete and a report available for the PC in time for the May full council meeting where the AGAR may also be approved for submission to the external auditor.

**BISHOPSTEIGNTON COMMUNITY CENTRE:** The regeneration committee has been disbanded. There are further ideas about maintaining a community centre for the future and talks are ongoing with potential changes to ownership, management and methods to increase hire, community use and awareness. A new committee are considering all aspects and supporting the BCC management committee with funding bids. It is very positive and hopeful for regenerating the centre so use is possible for years to come.

The BCC Committee had purchased 6 wooden planters, using both the BPC and Community Councillors grants. These will appear at the front and rear of the building soon, and will be accompanied by a wildlife garden and pond.

**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. However, the TDC solicitor, Mr. Paul Woodhead, feels the decision should be considered and resolved by the full executive committee. Unfortunately, it has failed to appear on the agendas of the last two meetings of this committee.

I shall be 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 80<sup>TH</sup> 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. Sadly, I have no volunteer to attend to the task of setting up and lighting the beacon for Bishopsteignton. Without someone to take this on we will not be able to take part. Does the council wish to pay a contractor to do this?

Furthermore, there are no plans for any celebratory events in the community, other than knitting which is being sent to France.

**TEIGNBRIDGE LOCAL PLAN:** On 14.03.24 we were advised that the District Council have submitted the Teignbridge Local Plan to the Planning Inspectorate for examination. You can view the Local Plan and other documents in the library online at [www.teignbridge.gov.uk/localplan](http://www.teignbridge.gov.uk/localplan). TDC officers will keep us updated with details about when and where the public hearing sessions will take place as we have previously made comments on the Local Plan and have asked to come along to the hearing sessions. The Planning Inspectorate has published a procedural practice that explains the Local Plan examination process. You can view it online at: <https://www.gov.uk/government/publications/examining-local-plans-procedural-practice>

**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 update guidance.

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**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. This winter has been very wet, so they are actively watching for floods in problematic areas. 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 have been contracting out the uploading of burial records into the digital system, Scribe. Mrs. Melanie Deeks, a Bishopsteignton parishioner, has been working on this project. Initially a 30-hour contract but to be reviewed. I shall meet with her regularly to ensure progress. All good progress to date with no hiccups. All payments to come from the burial account.

**DEVOLUTION DEAL CONSULTATION:** A recent public consultation which sought 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, was closed in late March. Now, 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.

The [devolution deal website](#) features FAQs, and a summary of the Devolution Deal proposal as well as the full documents.

## 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 year's needs I shall work out a schedule/plan for weeding across the spring/summer of 2024, but some will be responsive to reports/complaints 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.
- **Memorial Trees** – over the past few years various native trees have been added, as memorials. The space for new trees in the cemetery is becoming limited, so any requests will be directed to The Lawns, if acceptable to the donors.

**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.

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**St Johns Garden Wall** – Work to stabilise this wall and improve the level and planting within the bed has been instructed. The contractor hoping to attend in the last week in May.

**Benches** – two new benches are on order, awaiting delivery and installation by BGS. One in memorial, as donated by a parishioner shall be installed at the cemetery. The second has been purchased using money allocated to the Kings Coronation and shall be placed alongside the recently planted tree for King Charles III, at The Lawns recreation ground.

**Night Landing Site (Lighting Mast) at Michaels Field** – Following repairs to the lights in December, for which the invoice has been settled, 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. These will raise money 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. If you have any ideas please let me know.

### **Playgrounds:**

- **The Lawns** -Need to get quotes for repairs to existing, but aging, wet pour surfacing, S106 may be used. This happens to be under the crow's nest swing which has recently been remove due to damaged part. This is caused by aged wea and tear and nothing more sinister though. I am in the process of research to see if a new swing seat can be obtained, rather than a full replacement as the frame is structurally sound and not as old as the swing. I will report back to the full council or Asset management committee whichever meets soonest. Potentially, with replacement wet pour surfacing and a new frame this could be in the region of £7.5k. We may use S106 or CIL.
- Having received several comments/concerns about the new equipment and one area where there is a large drop height for younger users the AMC discussed this matter at its last meeting. It was agreed to take no further action as the play equipment was intended for the older children.
- **Cockhaven Close** – The old gates are reaching the end of their useful lives, and now need replacing soon. I am in the process of seeking quotes for this task.

For both playgrounds I need to arrange an official opening, at which the contribution of Valencia Community Funds can be recognised and promoted, photo opportunity. To be arrange for late Spring 2024. (Waiting for less rain!)

The annual ROSPA inspection of both areas took place in March. Awaiting reports, recommendations, and invoice.

**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.
- **Pay to Play & group hire of the MUGA** – I have registered the two tennis courts with the LTA, this is FOC for the first season and approx. £120 pa thereafter. This gives us access to a pay to play online booking and charging facility when courts may be booked by the hour and paid for with a credit card. Several regular users will still book and pay through me, including the Chudleigh Canons Netball team, and Teignmouth Tennis Club; the later now consider the MUGA it's new home and will regularly play across the year. Booking can be found here on the LTA website, please note there are some errors in the listing and the pricing, I'm working on it!

[https://www.lta.org.uk/play/book-a-tennis-court/courts/bishopsteignton-parish-council\\_191fed43-927e-49c5-8999-029751a0b6b8/](https://www.lta.org.uk/play/book-a-tennis-court/courts/bishopsteignton-parish-council_191fed43-927e-49c5-8999-029751a0b6b8/)

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To make this fair the gates will need to be locked and an access code provided on receipt of payment. There will be times when the court is FOC but booking will still be required to gain access. This should help deter vandalism and antisocial behaviour in the future. However, finding the best locking system is proving harder than expected, so this is still work in progress.

- **Future Maintenance** – The association will give us greater opportunity for funding for improvements to the courts and guidance on best practice, etc. We are encouraged to run a building reserve, taken from hire fees and precept to allow for better future maintenance of the facility.
- **Vandalism** – Sadly, there has been more vandalism at the courts and the toilets. The metal boxing for the floodlights switch was prised open. Damaged beyond repair and needed replacing at approx. £100. The toilet door locks have been damaged, by cutting away the padlocks and latches. Having repaired once, and the behaviour was repeated I have now closed the facility permanently which is not good for netball ladies, regular tennis players or Hope coffee van owners. Any suggestions greatly appreciated. PCSO. Saul Bunce has agreed to include the Lawns in his patrol some dry, early evenings, when shifts allow.

**Improvements at Fore Street Toilets** – At the December Full Council meeting the appointment of contractor was agreed. Tom, the decorator was scheduled to carry out this job in March however we found the walls too cold and damp; the paint would not have adhered properly. The work is being delayed awaiting better weather.

**Cockhaven Junction Enhancement** – Kate has added more plants to fill the space and add structure. The front section has been sown with wildflower seeds again for colour during the summer. Still waiting to hear from the Greatorex family regarding possible enhancements as a celebration garden featuring art in memory of parishioner Gill Greatorex.

In April I received a complaint from a parishioner claiming to have witnessed near-misses of parents and their children crossing the road and cars travelling too fast along Cockhaven Road towards the junction of Newton Road. He felt the chosen point of crossing was not safe. I promised to raise this with members however have also replied that the crossing point is the one indicated by Devon Highways as the safest point, crossing near a junction is never going to be the safest place but people need to remain vigilant and responsible for themselves and anyone in their care, we are not able to control/reduce the speed of traffic but this has been highlighted to the PCSO for possible attention of the Speed Watch team in the future.

**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 year's grant will be allocated.

**New Trees @ The Lawns:** Several new trees have been planted at The Lawns, and wooden surrounds erected to protect the new tree Also includes piping as 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 money 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 cabinet were purchased using CIL. A draft license agreement should be signed before access is granted to install, see agenda item 2404.05.01.

**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

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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 agreement that the Climate Action grant is used. To speed up the process it was considered that a working party/committee be formed to support the clerk with the content and structure needed to produce the plan. A committee has not yet formed; as this is part of the BPC Strategic Plan, volunteer councillors need to come forward please.

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 the Estuary/Village Litter picking held in March, and a biodiversity assessment family picnic this month.

### FOR INFO:

For direct contact either phone: 07483 149812, 10am to 1pm, Monday to Thursday. or email: [clerk@bishopsteignton-pc.gov.uk](mailto: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.

### WEBSITES / WEBPAGES OF INTEREST:

- Review the recently adopted Devon Tree & Woodland Strategy here...  
<https://www.devonlnp.org.uk/devon-tree-and-woodland-strategy/>
- Advice and updates for all matters important to rural community life...  
<https://www.devon.gov.uk/communities/>

### FURTHER MEETINGS/EVENTS – FOR INFORMATION/TO BE ARRANGED:

- **Asset Management Committee:** TBC
- **St Johns Fabric Committee:** TBC
- **Planning Committee:** Monday 29 March 7pm @ BCC.
- **BPC Strategy & Governance:** Monday 29 March, following planning committee meeting
- Annual Meeting of the Parish Council: **Tuesday** 28 May 7.30pm @ BCC
- **Full Council:** **Tuesday** 28 May 8.00pm @ BCC
- **PACT:** (Police & Community Together): Thursday 25 April, 10.30am @ The Old Commercial

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

*Kim*