

DRAFT v2 MINUTES
OF THE FULL COUNCIL MEETING
HELD AT 7.30PM MONDAY 29 JULY 2024
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2407.01 MEETING GOVERNANCE

- .01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. J. Hooper
Cllr. R. Gatheshill Cllr. J. Grimble Cllr. J. Head
Cllr. D. Robbins Cllr. A. Keohane (8/11)
District Cllr. A. MacGregor, Clerk: Mrs. K. Ford.
1 member of the public.
- Apologies:** Cllrs. Cllr. K. Benham, E. Harris, Cllr. W. Vooght (3/11).
County Cllr. R. Peart. PCSO. S. Bunce.

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

.03 **Order of Business:** No changes required.

.04 **Ratification of Minutes:** Draft minutes of the Annual Meeting of Bishopsteignton Parish Council and the Full Council meeting, both held at Bishopsteignton Community Centre on 28.05.24, 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.

2407.02 OFFICIAL REPORTS

.01 **Police Report:** A report had been provided, for crimes during June 2024. A further report for July will be shared once received. No further questions were raised for officers.

.02 **District Councillors Report:** Cllr. MacGregor provided the following report.

1. SW Water and the Environment Agency attended meetings at the council – scrutiny, and planning. In both instances, they received robust enquiries from both me as well as Cllr Clarence of Shaldon over continued and increasing leaks and discharges into the Teign Estuary amongst a whole list of other failures. Questions in writing have been lodged and we are told we should receive answers in due course.
2. No doubt everyone is aware that the leader of TDC Cllr Wrigley has been elected as MP for Newton Abbot. He is stepping down as leader on the 30th July 2024.
3. Queen Street work continues and is causing some difficulty and lots of inconvenience for shoppers and businesses. Some are closing, some have revised hours. Anyone going to shop in NA in Queen Street would be advised to check the shop they are heading for is open as plenty of trip hazards have arisen as a result of the work and parking is almost impossible there.
4. We have a new Labour Govt, but for the time being little has changed in respect of the funding for TDC and a business plan was submitted on the 19th July to the Dept for Local Govt Housing and Communities (albeit a previous Govt initiative).
5. The Health Centre planned for the centre of Teignmouth is not proceeding. This may impact on the recruitment of GPs and other staff for the practices in Teignmouth which also impacts potentially on the remote location in Bishopsteignton. Questions have been lodged regarding this unfortunate decision.
6. It reduces a projected budget balance though by up to almost £1m and makes finding a list of ways to fill a projected budget black hole more difficult.
7. As the Local Plan has been submitted, some policies from it are being weighed up in planning decisions currently, so we may see decisions progressing that wouldn't have otherwise gotten through. The LP is still in examination stage with the Planning Inspectorate before evidence and witness statements are taken.
8. Teign Estuary Trail efforts continue, but Henry best placed to detail the progress.

DATED:

CHAIRMAN:

.03 **County Councillors Report:** Cllr. Peart provided the following report. No further comments or questions were raised.

Annual Public Health Report - Health in an aging Devon.

Devon has an older population and a faster older population growth than the UK average.

Over the next 20 years the predicted proportion of those aged 75 and over living in Devon will increase from 13.7% this year to 18.4% by 2043. This population change, says the report, and that people are spending more years in ill – health, poses challenges in relation to the health and, wellbeing and quality of life for all of us.

Coupled with a reduction in the birth rate in the future, means that the ratio of younger people to older people will also reduce. This will also inevitably affect our frontline workforce and carers, both paid and unpaid.

Currently, across Devon there are just over two working – aged people to one older person. By 2043, we expect this to reduce to 1.7 working-age people to one older person- this will have a detrimental effect on the prosperity {who pays for the pensions for older people. The average life expectancy across Devon is 85 and 87 years [male and female] respectively with healthy life expectancy being about 77 and 79 – this shows that people in Devon are on average living around a decade in poorer health and no significant improvement has been seen over the last decade.

The report indicates that ultimately, the scale of the challenge associated with an increase in older adults living in poor health will depend upon the actions we all take now. Staying active physically, mentally and socially are important things we can do.

Devon Highways Report on Methyl methacrylate [MMA].

MMA is a Cold Applied Materials for a bulk of road marking schemes across the county. To support the advance in material technology, a state-of-the-art road marking machine is now operational on Devon’s highway network. It’s the first of its kind in the UK, with less than 5 operational worldwide, the advancement in road marking delivery is truly world class. This groundbreaking technology presents many benefits, notably an impressive 86% reduction in CO2e emissions compared to conventional delivery methods. By bolstering durability, it will effectively reduce disruption on the network and making a significant 17% whole life cost saving over a 10-year investment period.

2407.03 FINANCE

.01 **Payments:** Following a couple of queries which were answered by the clerk it was proposed and seconded, agreed unanimously, and therefore RESOLVED that payments transacted by the clerk across the period 23.05.24 to 23.07.24, be approved retrospectively.

.02 **Financial Statement:**

- a. A financial statement for the period ending 31.05.24 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
- b. A financial statement for the period ending 30.06.24 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.

.03 **BPC Grant:** Members reviewed an application for funds for Bishopsteignton Village Festival Committee. Following discussion it was proposed by Cllr. Keohane, seconded by Cllr. Head, that a grant of £150 be awarded. FOR: 6, AGAINST: 2, therefore RESOLVED.

Furthermore, members discussed the use of the BPC grant, and it was generally felt the opportunity was not widely known about in the community. To be considered further including better promotion, via the website, etc.

2407.04 AIRBAND MAST AT CLANAGE CROSS

The chairman summarised the issue and correspondence received from parishioners. The clerks draft letter was considered. It was suggested that the offer to open a conversation to consider a more suitable alternative location for the mast be added. Also to ask about the mast's appearance including height and its function

It was proposed by Cllr. Head, seconded by Cllr. Hooper, that the letter be sent with these additions. Agreed unanimously, therefore RESOLVED.

2407.05 COUNCIL STRATEGY & GOVERNANCE:

Meeting Dates: Members considered changes to the schedule of dates for future Full Council meeting, for the remainder of municipal year 2024-25, and into 2025-26, with a view to hold fewer meetings but to ensure these are always held in the first week of the month. The draft schedule as circulated to members prior to the meeting was considered. It was proposed by Cllr. Merritt, seconded by Cllr. Gill, that this be adopted with immediate effect. Included in this proposal is that the September meeting each year, starting September 2025, be held in Luton. Agree unanimously therefore RESOLVED. Clerk to share the new schedule with members and on the BPC website.

2407.06 MEMBERS REPORTS

- .01 Cllr. Grimble raised concerns over fly tipping which is regularly appearing at the Teign View Road end of footpath 12. This was briefly discussed, and it was felt wrong for the council to keep collecting and correctly disposing of this at its own expense. The latest deposit shall be reported to the District Council, in the hope it will be collected by the Blitz team, however it is unknown if this is private or public land. Clerk to submit this report.
- .02 Cllr. Merritt gave a brief verbal report, supporting his written report, of the most recent Teign Estuary Trail stakeholders meeting held 19.07.24. This report is available on the BPC website.
- .03 Cllr. Keohane raised concerns over small piles of sawdust randomly placed around the village. It was concluded this is left by trail runners/Hash Harriers. It was agreed for the clerk to make contact to see if they will be back to clear up.

2407.07 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 **Highways Liaison:** The clerk reported that Tegan Faulkner, our Neighbourhood Highways Officer (NHO) has recently received a promotion, therefore a new officer will be allocated to the area. Awaiting appointment announcement. The clerk has attended a consultancy group arranged by DALC to encourage good working relations between Devon Highways, via the NHO and Town & Parish Council officers, on behalf of the electorate. This seemed worthwhile to help pave the way for improved working relations. Event to be followed up in due course.
- .02 **Village Organisations Communication working group:** The clerk reported a BPC working group is due to be formed, to be led by Cllr. Hooper and will include Cllrs. Robbins & Harris. This group will invite a representative from village organisations such as BVF, pubs and venues, Players, Flower Club, WI, etc. to co-ordinate future events, reducing clashes, assist with promotion,

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FULL COUNCIL MEETING - held 29.07.24.

support each other, and evenly distribute funding opportunities to groups in need. Further information will be shared in due course.

- .03 EV Charging online event: The clerk thanks Cllr. Robbins for offering to attend this event on 6th August. He will report back anything significant to Bishopsteignton to the full council in September.

The following points were raised by members and briefly discussed:

- .04 **Overgrown vegetation:** Still rife throughout the village. The clerk reported John Hingston shall be taking over from John Parkes. He will start tackling the weeds on Fore Street, Shute Hill, & Church Road in week commencing 05.08.24. It was reported that the footpath section of Flow Lane was very overgrown again, clerk to instruct contractor.
Many complaints have been received by councillors about the appearance of the wild planting at Cockhaven junction. It was agreed a meeting of the Asset Management Committee should be arranged to consider and resolve this issue. Cllr. Hooper asked if the council could approach the owner of the property neighbouring the Community Centre regarding the lavender which is now heavily encroaching the footpath. Cllr. Head offered to speak with the resident.
- .05 **Mr. John Parkes:** Following his stepping down from Parish Council work it was proposed by Cllr. Merritt that a letter/card of thanks be sent to John. Seconded by Cllr. Hooper, agreed unanimously therefore RESOLVED. Clerk to action.
- .06 Local Plan Examination Hearing: Cllr. Merritt updated all members that Mr. Chris Grimshaw has agreed to represent BPC at the upcoming hearing. He has drafted a written statement to be submitted to TDC. Members were asked to read and comment to the clerk before the end of the week, so this document can be finalised. Cllr. Merritt expressed gratitude to Mr. Grimshaw for his continued contribution to the village.

2407.08 PUBLIC PARTICIPATION:

- .01 **BERT:** Mrs. Cawthraw concurred with the clerks' report, that a meeting of BERT committee is required and suggested sometime in August. Clerk to arrange/liaise.
- .02 **Permissive Path to The Lawns:** Cllr. MacGregor asked for a progress update on this matter. The clerk informed the meeting that the PROW warden for Bishopsteignton has retired and did not address the issue or answer the clerk's emails on the subject before he left. Awaiting a replacement, or to speak to another PROW officer from DCC to establish a way forward.

THE CHAIR CLOSED THE MEETING AT 20.39

1. Despite promises to make increased capacity available for women only spaces, the officers at TDC have decided to allow self ID access for males into the women's changing area and toilets at Broadmeadow.
2. Community Infrastructure Levy (CIL) are about to increase with the submission of the Local Plan to the Planning Inspectorate.
3. Flash flooding is a topic that has arisen recently. Whilst the changes in climate have increased the potential for flash floods, this is exacerbated somewhat by increasing development on slopes around the district or even infill development in villages such as Bishopsteignton. There may be merit in planning ahead should the worst happen in the village and a flash flood occurs. Here is an animation by the Environment Agency. https://m.youtube.com/watch?v=-mRPC9_y6d0&feature=youtu.be
4. The Govt are reviewing all infrastructure projects and requests for funding. What impact that has on unallocated future projects is unclear at this stage. Whether that has implications for the TET is also unclear.
5. On wider district matters, an application to construct 23 social rent apartments in the centre of Newton Abbot has been approved.
6. Also on a wider district basis, the go-ahead was given to allocate funds from the Future High Street Funds towards demolition costs for parts of the Vicary Mill complex at Bradley Lane.

Andrew MacGregor

Councillor for Bishopsteignton Ward

Tel: [07947 325037](tel:07947325037)

Bishopsteignton Parish Council

Payment List for the period 24.07.24 to 30.08.24

VN Code	Date	Description	Supplier	Net	VAT	Total
93 Net Salary	26/07/2024	Clerks Salary	Mrs. K Ford	1,703.29		1,703.29
92 Employee Tax	26/07/2024	Tax & NICs	HMRC	221.00		221.00
92 Employee NIC	26/07/2024	Tax & NICs	HMRC	88.37		88.37
94 Employee Pension	26/07/2024	Pension Contributions	DCC Pension Fund	139.92		139.92
94 Employer Pension	26/07/2024	Pension Contributions	DCC Pension Fund	471.42		471.42
92 Employer NIC	26/07/2024	Tax & NICs	HMRC	192.45		192.45
95 Burial Ground	29/07/2024	Cemetery Fees	withheld	50.00		50.00
96 Playground Reserve	29/07/2024	Playground event	Helen Garnsworthy	45.00		45.00
97 Grant Awards 24-25	31/07/2024	Grant	BVF Committee	150.00		150.00
99 IT General Use	01/08/2024	Email hosting	Very Good Email Co	13.00	2.60	15.60
100 IT General Use	01/08/2024	Website hosting	Dot Combo Ltd	50.00		50.00
98 Fore St Toilets - Cleaning & Maint.	01/08/2024	Toilet Cleaning Contract	P. Walton	257.50		257.50
98 Lawns: Toilets & MUGA - Cleaning & Maint.	01/08/2024	Toilet Cleaning Contract	P. Walton	171.67		171.67
101 Admin Costs	06/08/2024	Admin/IT	SLCC	51.50	0.80	52.30
102 TDC Waste Removal Contract	08/08/2024	Refuse collection contract	TDC	746.00	149.20	895.20
103 Fore St Toilets - Utilities	09/08/2024	Utilities	British Gas	28.50	1.42	29.92
104 Admin Costs	12/08/2024	BPC Mobile Phone contract	EE	17.00	3.40	20.40
105 Lawns Toilets & MUGA - Utilities	14/08/2024	Utilities	Octopus	13.93		13.93
106 Burial Ground	15/08/2024	Greenspaces Contract	BGS Ltd	534.00	106.80	640.80
107 BCC Rent & service charge	15/08/2024	Office Rent	Bishop CC	237.20		237.20
106 Green Spaces Contract	15/08/2024	Greenspaces Contract	BGS Ltd	695.00	139.00	834.00
106 St John's Churchyard	15/08/2024	Greenspaces Contract	BGS Ltd	417.00	83.40	500.40
108 Defibrillators	15/08/2024	Defibrillator costs	First Rescue Training	350.99	70.20	421.19
106 P3	15/08/2024	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
111 Defibrillators	20/08/2024	Defibrillator costs	First Rescue Training	70.95	14.19	85.14
109 Playground Reserve	20/08/2024	Playground event	Helen Garnsworthy	45.00		45.00
110 Playground Reserve	20/08/2024	Playground event	James Day	16.67	3.33	20.00
112 Burial Ground	21/08/2024	Cemetery Maintenance	Kate Eco Gardening	105.00		105.00
113 Admin Costs	21/08/2024	Stationery	Amazon	11.65	2.33	13.98
114 Playground Reserve	21/08/2024	Playground Enhancements	Black Swan Printers	194.00	38.80	232.80
112 Tidy Village (Weeding)	21/08/2024	Cemetery Maintenance	Kate Eco Gardening	52.50		52.50
115 Tree Care: Watering & Inspections	22/08/2024	General Maintenance	BFG	100.00		100.00
118 Admin Costs	28/08/2024	Admin/IT	Stamps Direct	10.78	2.16	12.94
117 S106: Various	28/08/2024	Street Furniture Maintenance	Glasdon	128.18	25.64	153.82
116 Street Furniture Maintenance Reserve	28/08/2024	Memorial Bench	Earth Anchors	1,179.00	235.80	1,414.80
119 Net Salary	30/08/2024	Clerks Salary	Mrs. K Ford	1,703.49		1,703.49
121 Employee Tax	30/08/2024	Tax & NICs	HMRC	220.80		220.80
121 Employee NIC	30/08/2024	Tax & NICs	HMRC	88.37		88.37
121 Employer NIC	30/08/2024	Tax & NICs	HMRC	192.45		192.45
120 Employee Pension	30/08/2024	Pension Contributions	DCC Pension Fund	139.92		139.92
120 Employer Pension	30/08/2024	Pension Contributions	DCC Pension Fund	471.42		471.42

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On behalf of Bishopsteignton Parish Council, I approve the debts detailed above which were paid from Bishopsteignton Parish Council funds, that these transactions were carried out by the Clerk & RFO of Bishopsteignton Parish Council, in accordance with previous resolutions and obligations of the Parish Council.

Signed _____

Dated _____



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 31.07.24

1. BALANCES

Bank Balance at 31.07.24	174953.81	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	160412.55	91.7% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months worth of regular expenditure)	14541.26	8.3% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	100289.75	Bishopsteignton Cemetery use only
Staff costs	4059.35	Staff salary, Employer NI & Pension contributions
Administration costs	9917.96	Includes all office & admin cost
Asset Management	18105.02	Includes budgets & reserves for management of all assets
Agency Grants	-235.90	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	892.34	
Grant Awarding Funds	-356.31	Under GPC of Localism Act 2011
Monies held in Trust	463.65	Bishopsteignton Luncheon Club
Community Infrastructure Levy	26974.42	Spend must meet criteria, deadlines for spend
Section 106 Balance	0.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	3204.41	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-817.34	Balance of VAT payments & receipts
TOTAL	162617.05	

3. BANK RECONCILIATION (next page)

Bishopsteignton Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/07/2024		
	Cash in Hand 01/04/2024		154,767.42
	ADD Receipts 01/04/2024 - 31/07/2024		61,444.73
			216,212.15
	SUBTRACT Payments 01/04/2024 - 31/07/2024		41,258.34
A	Cash in Hand 31/07/2024 (per Cash Book)		174,953.81
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2024	0.00
	Current Lloyds TSB Treasury	31/07/2024	124,110.32
	Lloyds Premier	31/07/2024	50,843.49
			174,953.81
	Less unrepresented payments		
			174,953.81
	Plus unrepresented receipts		
B	Adjusted Bank Balance		174,953.81
	A = B Checks out OK		



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 31.08.24

1. BALANCES

Bank Balance at 31.08.24	170011.93	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	155420.38	91.4% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months worth of regular expenditure)	14591.55	8.6% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	101725.75	Bishopsteignton Cemetery use only
Staff costs	1242.90	Staff salary, Employer NI & Pension contributions
Administration costs	9526.83	Includes all office & admin cost
Asset Management	15951.68	Includes budgets & reserves for management of all assets
Agency Grants	-285.90	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	892.34	
Grant Awarding Funds	-356.31	Under GPC of Localism Act 2011
Monies held in Trust	463.65	Bishopsteignton Luncheon Club
Community Infrastructure Levy	26974.42	Spend must meet criteria, deadlines for spend
Section 106 Balance	-128.18	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	3204.41	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-1706.41	Balance of VAT payments & receipts
TOTAL	157624.88	

3. BANK RECONCILIATION (next page)

SIGNED

DATED 02.09.24

Bishopsteignton Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2024			
	Cash in Hand 01/04/2024			154,767.42
	ADD			
	Receipts 01/04/2024 - 31/08/2024			65,755.39
				220,522.81
	SUBTRACT			
	Payments 01/04/2024 - 31/08/2024			50,510.88
A	Cash in Hand 31/08/2024 (per Cash Book)			170,011.93
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2024	0.00	
	Current Lloyds TSB Treasury	31/08/2024	119,118.15	
	Lloyds Premier	31/08/2024	50,893.78	
				170,011.93
	Less unrepresented payments			
				170,011.93
	Plus unrepresented receipts			
B	Adjusted Bank Balance			170,011.93
	A = B Checks out OK			

APPROVED BPC BUDGET & PRECEPT FOR FY 2024/25 - Spend & receipts in Q1 (01.04.24 to 30.06.24)

		APPROVED BUDGET 23/24	APPROVED BUDGET 24/25	Payments at 30.06.24	Receipts at 30.06.24	Balance remaining at 30.06.24
PERSONNEL (SALARY, CLERICAL COVER, EMPLOYERS PENSION CONTRIBUTION, EMPLOYERS NI CONTRIBUTIONS)	Clerical Salary, includes Employee Tax, NIC, Pension contribution	24531	25831	8610	0	17221
	NALC payrise contingency	1200	1350	0	0	1350
	Employers N.I.	3000	3000	792	0	2208
	Clerical contingency	472	497	159	0	338
	Pension: Employers contribution includes Employers contribution on increase	5622	5967	1886	0	4081
SUBTOTAL		34825	36645	11447	0	25198

ADMINISTRATION (OFFICE RENT, STATIONERY, HARD & SOFTWARE, PHONE & BROADBAND, ELECTIONS, AUDITS, INSURANCE, TRAINING, CLERKS & MEMBERS EXPENSES)	IT	1580	1680	189		1491
	OFFICE EXPENSES incl. rent	4281	4805	919		3886
	Subscriptions	1075	1050	713		337
	Elections	250	0	0		0
	Audit Fee	700	800	210		590
	Insurance	2100	2906	2452		454
	Training	1100	900	0		900
SUBTOTAL		11086	12141	4483	0	7658

ASSET MANAGEMENT (MUGA, OPEN SPACES, PLAYGROUNDS, WAR MEM, NOTICEBOARDS, BENCHES, CAR PARKS, ST JOHNS CLOSED CHURCHYARD, FORE ST TOILETS)	MUGA & Lawns facilities, Green Spaces Management & general Asset Maintenance incl. cap parks	14020	22220	4145	2857	20932
	Public Toilets Fore St	4290	5790	998		4792
	St Johns Closed Church Yard	4840	5500	4244		1256
	Defibs	500	500	250		250
	Night Landing Site	50	50	0	500	550
SUBTOTAL		23700	34060	9637	3357	27780

BPC Grant Giving	BPC Grants (or S137 if BPC loses GPC)	1000	1000	850	144	294
BERT	BERT & Gritting	200	400	0	0	400
OTHER PROJECTS	Other projects	3150	1150	46	0	1104
CONTINGENCY	Contingency (General Reserve)	1000	1000	0	164	1164

TOTAL BUDGET		£74,961	£86,396	£26,463	£3,665	£63,598	2024/25 BPC BUDGET
less Burial Account charge		£4,952	£4,409			£4,409	
BPC BUDGET & PRECEPT TOTAL		£70,009	£81,986			£59,189	Balance: Precept remaining after Q1



BISHOPSTEIGNTON PARISH COUNCIL

Appendix G for 02.09.24 Clerks Report – CIL Balances & Future Allocation

The current balance of CIL, held by BPC at 31.08.24, is as follows:

	Receipt	Spend	Balance	Use
2017	5339.38	0	5339.38	
2018	11922.17	0	17261.55	
2019	19025.88	0	36287.43	
2020	12055.10	510.60	47831.93	Renovate phone box in Luton
2021	7336.16	20836.18	34331.91	VASx2 MUGA Floodlights Bus shelter prep.
2022	4679.35	0	39011.26	
2023	4045.22	15957.10	27099.38	Cockhaven junction. Defib cabinets. 10% playground projects
2024	0	124.96	26974.42	Bollards, Manor Rd.
TOTAL	64403.26	37428.84	26974.42	

CIL funds can be held and must be used before a 5-year expiry, after which they should be returned to the local planning authority. However, the district council are currently working on a procedure to request an extension of the funds spending period. This is work in progress, but I have submitted a request by email, which has been acknowledged, that the balance of funds from 2019, and the receipt from 2020 may be extended. This will be £1,141.41 and £12,055.10.

A TDC finance officer has advised that the extension period end-date should be specified by the council. She will be in contact once the procedure has been approved.

I would recommend that if money is allocated to other projects, managed by external bodies, that the allocation remains in BPC accounts until it is required, and that a formal agreement is in place to ensure its use criteria is agreed and met.

Kim Ford
Clerk to the Council



STANDING ORDERS

BPC.SO.V2405.02
REVIEWED 02.09.24

based on the 2018 NALC model which was
updated in April 2022

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

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BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of debate on it.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or

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STANDING ORDERS

- v. to exercise a right of reply.
- o During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- p A point of order shall be decided by the Chair of the meeting and his decision shall be final.
- q When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or working party/group for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

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STANDING ORDERS

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Working party/group meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report**

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or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **Votes by proxy, for councillor not present, are not accepted.**
- s **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- u **The minutes of a meeting shall include an accurate record of the following:**
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

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- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
 - w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or working party/group meeting.
 - x **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
 - y A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND WORKING PARTY/GROUPS

- a **Unless the Council determines otherwise, a committee may appoint a working party/group whose terms of reference and members shall be determined by the committee.**
- b Each member shall be included in the membership of at least two committee/working parties to fulfil their role as a Bishopsteignton Parish Councillor and ensure even share the workload of the council'
- c **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- d **Unless the Council determines otherwise, all the members of an advisory committee and a working party/group of the advisory committee may be non-councillors.**
- e The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

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- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer, with sufficient notice before the meeting, if they are unable to attend;
- vi. shall, after it has appointed the members of each committee, shall permit the committee, to appoint its own Chair at the first meeting of the committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a working party/group which, in both cases, shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a working party/group and also the advance public notice requirements, if any, required for the meetings of a working party/group;
- x. shall determine if the public may participate at a meeting of a working party/group that they are permitted to attend; and
- xi. may dissolve a committee or a working party/group.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

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- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Review of delegation arrangements to committees, working party/groups, staff and other local authorities;
 - iv. Appointment of members to existing committees;
 - v. Appointment of any new committees in accordance with standing order 4;
 - vi. Review and adoption of appropriate standing orders and financial regulations;
 - vii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - viii. Review of representation on or work with external bodies and arrangements for reporting back;
 - ix. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - x. Review of inventory of land and other assets including buildings and office equipment;
 - xi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xii. Review of the Council's and/or staff subscriptions to other bodies;
 - xiii. Review of the Council's complaints procedure;

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- xiv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xv. Review of the Council's policy for dealing with the press/media;
- xvi. Review of the Council's employment policies and procedures;
- xvii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xviii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND WORKING PARTY/GROUPS

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair of a committee or a working party/group may convene an extraordinary meeting of the committee or the working party/group at any time.
- d If the Chair of a committee or a working party/group does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the working party/group, any 3 members of the committee or the working party/group may convene an extraordinary meeting of the committee or a working party/group.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a working party/group.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be

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struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a Motions should be relevant to the Council and its functions or issues that specifically affect the Parish or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

A motion which would normally be dealt with by a committee or an employee can be dealt with at the present meeting if it is urgent or expedient. The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to withdraw, amend or defer consideration of a motion;
- iv. to refer a motion or matter to a particular committee or working party/group, appropriate body or individual;

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- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or working party/group and their members, nominate and appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies
- x. to dissolve a committee or working party/group
- xi. to extend the time limits for speaking;
- xii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xiii. to not hear further from a councillor or a member of the public;
- xiv. to exclude a councillor or member of the public for disorderly conduct;
- xv. to temporarily suspend the meeting;
- xvi. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvii. to adjourn or close a debate;
- xviii. to adjourn or close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20 & 21.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose**

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confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Working party/group meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10i (*motions at a meeting that do not require written notice*).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes and audio recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after

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it has considered the matter in which he had the interest.

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11. (*Management of Information*) report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and

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the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) a temporary locum clerk appointed by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a working party/group,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**

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- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in format consider suitable;
- xv. refer a planning application received by the Council to the Council Planning Committee within two working days of receipt if the nature of a planning application requires consideration before the next ordinary meeting of the Council or Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

The Council shall appoint appropriate person(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

(This is an overview and more detailed information can be found in BPC Financial Regulations)

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

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- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments for each quarter;
 - ii. the Council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised using a method that is considered appropriate to the nature of the work;
 - iv. tenders are to be submitted either in writing in a sealed marked envelope addressed to the Proper Officer or to a specified email address;
 - v. tenders, either in writing or by email, shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or working party/group with delegated responsibility.
- e. Neither the Council, nor a committee or a working party/group with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the**

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 11c (*Management of Information*) above.
- b Should the Proper Officer need to be absent due to illness or other reason they should report that absence to the Chair or Vice Chair as soon as possible.
- c The Chair of the Parish Council and the Vice Chair or one other councillor shall conduct a review of the performance and annual appraisal of the work of the Proper Officer in a face to face meeting at least once a year.
- d If an informal or formal grievance matter is raised by the Proper Officer it should be referred to the Chair, vice-Chair or one of the Parish Councillors as appropriate.
- e Any persons responsible for all or part of the management of staff shall treat the written records and all discussions of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- g Only persons with line management responsibilities shall have access to staff records referred to in subclauses e) and f) above if so justified.
- h Access and means of access eg. keys and/or computer passwords to records of employment referred to in subclauses e) and f) above shall be provided only to the Proper Officer and the Chair of the Council.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21. Responsibilities under data protection legislation

In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

BISHOPSTEIGNTON PARISH COUNCIL

STANDING ORDERS

See also standing order 11. Management of Information

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or clerk shall be referred to the clerk in accordance with the Council's media policy.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii). (Proper Officer)

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- ~~b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**~~

Amend to ...

- b. Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

Unless duly authorised no councillor shall:

- a. inspect any land and/or premises which the Council has a right or duty to inspect;
or
- b. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements (in bold type), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

Approving committee:	<i>Full Council</i>
Date of meeting where approved:	<i>02.09.24</i>
Approval minute reference:	<i>tbc</i>
Policy title:	<i>BPC Standing Orders</i>
Internal reference number:	<i>SO.V2405.02</i>
Policy version reference:	<i>Version 02</i>
Policy effective from:	<i>02.09.24</i>
Date for next review: unless NALC/SLCC recommend amendments sooner	<i>May 2025</i>
To be reviewed by:	<i>Full Council</i>

Bishop Clerk

From: Devon Investigations <andy.squires@devoninvestigations.co.uk>
Sent: 22 August 2024 17:01
To: Bishop Clerk
Subject: Re: Travellers eviction
Attachments: Reassurance CI Brochure v4.0.pdf; Reassurance G'tees & Prices 230731 CI.pdf; Signs.jpg

Hi Kim,

Thanks for getting in touch and you are quite right to be cautious as we are now finding that as Local Authorities 'beef up' their protection of known hot spots, like Paignton Green, the incursions are being offset to other previously untouched sites.

Devon Investigations was formed in 1979 by Nigel Wills who is still the owner and very active ! For the last thirty years we have specialised in the removal of unauthorised encampments. We are all former Police Officers and I retired from nearly thirty years' service with Devon and Cornwall in early 2020.

We operate two services that would be applicable to your Council, Removals and our unique Reassurance scheme.

I attach our Reassurance scheme details, and if you look at page 2 of the pricelist document you will find a brief explanation of the three stage (three day maximum) removal process and the average costs of each stage.

The Reassurance scheme relies on it's success on a site being surrounded by some form of vehicle proof boundary with well defined gateways or entrances. Each of these gateways will bear one of our either A2 or larger A1 signs in a prominent position visible from the public highway. Having carried out removals for thirty years the groups have become very familiar with Devon Investigations and our distinctive yellow oval company logo, even if they can't actually read the sign. This logo is featured on the legal papers that we serve them, and also very prominently on the signs. Whenever we carry out a removal we show them all one of our signs with the advice to look out for them wherever they choose to go next, and to avoid entering the site as it is a priority protected site and removal will be swift.

Landowners can subscribe to a Reassurance scheme on an annually renewable basis which also puts them onto our Priority Callout List taking priority over other simultaneous taskings. As a form of commitment and guarantee from us, with each level of the Reassurance scheme, Bronze, Silver and Gold, we include an escalating proportion of the removal process should a breach occur.

To date we have 112 schemes, from Redruth to Nuneaton, which have been running for nearly four years now. In that time we have had just six breaches and three of them were the same family year on year.

If you would like to consider a Reassurance deterrent scheme I would need to come down and do a site survey, which is free of charge. I live near Exeter so I can pop down any time Monday to Thursday weekly. I don't work Fridays – grandad duty calls !

Have a good look at the attachments and let me know if you have any queries, or if you would me to come down. There is more to this than an email can portray so I much prefer meeting up in person and I can then show you the signs. If a presentation would help at your Council meeting I can do that too !

Many thanks and kind regards,

Andy

Andrew G Squires
Lead Security Consultant
Devon Investigations
01392 797454

From: [Bishop Clerk](#)
Sent: Thursday, August 22, 2024 2:48 PM
To: andy.squires@countyinvestigations.net
Subject: Travellers eviction

Hello Andy,

I'm pleased to say that currently we do not have any traveller to be evicted but we know they are in the area. All the open spaces owned by Bishopsteignton Parish Council have gates, surrounding bollards or trees, hopefully limiting and restricting any attempted access. However, we do have one car park, for the recreation ground, which they might use. There is only space for approximately 20 cars, so it would only be a few caravans but still not pleasant for residents trying to visit the open green space and playground. The council have asked me to get an idea of the cost of eviction, should a traveller discover and camp on this car park.

This way we can factor this expense into future budgets to ensure we can contact you in the occurrence and will be ready to cover the bill!

If you are able to give an estimate please that would be really helpful.

Thanks
Kim

Kim Ford
Clerk to the Council
Bishopsteignton Parish Council



clerk@bishopsteignton-pc.gov.uk

07483 149812

Calls will be answered Tuesday, Wednesday and Thursday, 10am to 4pm. Please leave a message at all other times detailing the reason for your call and I will respond as soon as possible.

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

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

REASSURANCE



Reassurance against
Trespassers and their
caravans, camper vans,
buses and trucks



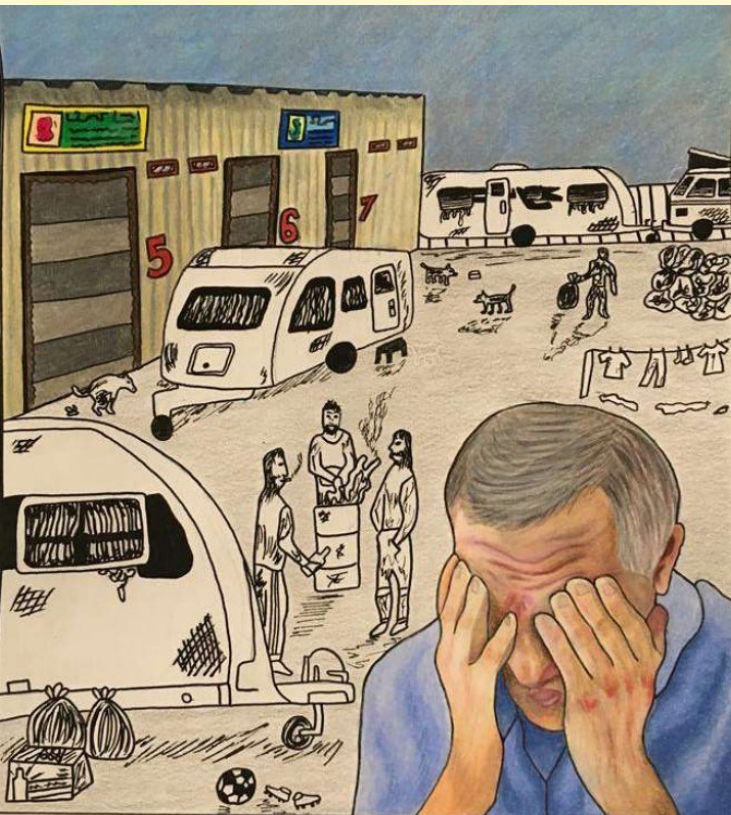
PREVENT Trespasser
incursions by contacting
County Investigations on:
0800 6440980

Reassurance prevents incursions onto your property

Prevention is so much better than the cure.

Use Reassurance to prevent incursions of Trespassers, rather than going through the aggravation and expense of their removal.

Nothing is worse than arriving on site to find this:



If this is happening to you now, then please instruct us to remove the incursion and we will do so in a professional and non-confrontational manner.

CALL **0800 6446770** as soon as possible, for a resolution within 24-72 hours.

Trespassers coming onto your land and property have become an unfortunate fact of life. When this happens costs include removing the Trespassers, cleaning up the site and reputational damage.

Furthermore, if you are unable to trade for the time it takes to remove an incursion, then the damage to your business can be substantial.

Without Reassurance you risk exposure to these costs.

REASSURANCE SERVICES

Protects against Trespassers arriving on your site.



Reassurance is designed to ward off incursions by people with their caravans, camper vans, buses and trucks from your car parks, forecourts and trading estates.

Good quality, high-profile signage around your site will deter the growing population of habitual Trespassers, giving you peace of mind by protecting your business against:

- Losses due to business interruption on your site.
- Damage to your organisation's reputation and brand.
- You, your employees and customers being prevented from using your property freely.
- The costs of removing Trespassers.
- The costs of professional site clearance following removal.

WARNING

ANY UNAUTHORISED PERSONS, CARAVANS,
TRAILERS, CAMPERVANS, MOTORHOMES, TOWING
TRUCKS OR VEHICLES OF ANY KIND OCCUPYING THIS
SITE MAY BE REMOVED WITHOUT FURTHER NOTICE.



ENFORCEMENT OFFICERS
www.countyinvestigations.net

County Investigations is well known to the mobile community and Trespassers in general. Site information is shared between themselves and they know that they will be removed, in a firm but fair manner, within 24 to 72 hours.

Mobile communities are looking for an extended stay, preferring to establish themselves on a site for weeks at a time. However, they are aware that crossing a County Investigations sign means that they will be quickly removed and so will go elsewhere.

In fact, although both 2021 and 2022 were very busy years for incursion removal, no one trespassed onto land or property covered by Reassurance.

We are so confident in the effectiveness of our Reassurance Service that we offer various levels of guarantee depending upon the number of access points into your property: Bronze, Silver, and Gold. Please see our price list for an explanation of these guarantees.

**For Reassurance call 0800 6440980 to speak to
your Security Consultant**

County Investigations is a trading style of :

Devon Investigations Ltd

1st Floor, 118 High Street

Crediton, EX17 3LG

Reg. No. 02206202

www.countyinvestigations.net





First Floor
118 High Street
CREDITON
Devon, EX17 3LG

Telephones:
Reassurance: 0800 644 0980
Incursions: 0800 644 6770
Office: 01392 276281

enquiries@countyinvestigations.net

Reassurance Guarantees & Price List

Our Reassurance Service is available on a yearly basis, with payment being made annually in advance. The prices shown below are excluding VAT.

Level	Cost p.a.	No of Signs
Bronze	£495	1
Silver	£795	2
Gold	£1,595	3

Such is our confidence in the effectiveness of the Reassurance Service that, should an incursion ever occur, each Service Level carries a guarantee against part of the removal costs:

Bronze: 1x Stage 1 removal.

Silver: 1x Stage 1 removal and £250 towards 1x Stage 2 removal.

Gold: Unlimited Stage 1 removals, 1x Stage 2 removal plus £500 towards 1x Stage 3 removal.

For the definition of Stage Removals, please see overleaf.

In addition, our Reassurance Service customers are guaranteed to be moved to the top of our priorities list, ahead of our normal everyday incursion removal instructions.

Please note that the above prices and the associated number of signs apply to a specific plot of land. If none of the above levels fit your requirement, we will be happy to discuss a bespoke solution with you.

Trespasser Removal by Stage

The objective of our Reassurance Service is of course to prevent a Trespasser Incursion in the first place. Should you choose not to have Reassurance, the cost to your business of an incursion is likely to be far more than just the removal costs. Business interruption can be crippling. Below is the explanation and average cost of removal of a Trespasser Incursion, excluding of course damage to business and general inconvenience. (All prices exclude VAT)

Stage 1: In the first instance, we prepare our standard Legal Notices to serve on those people involved in the incursion (the Subjects). Our Lead Enforcement Officer (EO1) accompanied by his assistant (EO2) both attend the incursion site and serve the Notices.

Our EO1 & EO2 then assess the situation and build a rapport with the Subjects - a better relationship with the Subjects leading to a quicker removal. This process takes anywhere between 1 and 3 hours. Our EO1 & EO2 then depart, having obtained a commitment from the Subjects that they will depart by the deadline given in the notices.

In about 4 out of ten cases, the incursion is cleared by the deadline and the fee for clients, without our Reassurance Service, has averaged over the last year at just over £675 for this stage.

Stage 2: If we do not hear from our client that the Subjects have left, we move to Stage 2. Our Officers attend the next day and engage with the Subjects to investigate why they have not departed. Using skill, knowledge, and training, our Officers encourage the Subjects to depart.

This process continues for as much of the day as required and, in about a further four out of ten cases, our Officers achieve a clearance of the incursion that same day. Our Officers stay onsite until the last Subject has left and will then carry out a quick inspection of the site. If requested, a guard will remain onsite until the Client's maintenance crew arrive to secure the access.

The additional cost of Stage 2 during the last year, without Reassurance, varied between £720 & £1350, excluding any guarding that we were asked to perform.

Stage 3: In the final two cases out of ten, our full removal team is required. This consists of our EO1, EO2, Lead Bailiff (B01) and a number of Assistant Bailiffs and Enforcement Officers, depending on the size and difficulty of the incursion. In addition, we have the option to call on towing trucks and vehicle transporters to ensure removal.

The additional cost of this stage varied between £1,205 & £4,750.



Teignmouth Harbour Commission
2nd Floor, ABP Port Office
Old Quay Road
Teignmouth
Devon TQ14 8ES
Tel: 01626 773165
Email: thc@teignmouthharbour.com
Web: www.teignmouthharbour.com

Dear Consultative Body Member,

20th August 2024

Teignmouth Harbour Commission (THC) Ongoing Consultation with Key Stakeholders

This letter is to confirm that the Teignmouth Harbour Commission Consultative Group meeting due in September will not now take place. It is likely that the next meeting will be delayed until January 2025. There are a number of reasons for this.

As you will know, Your Joint Chairpersons, Claire Stoye and Mark Brookfield have sent a formal complaint about Teignmouth Harbour Commission to the Department of Transport and the Maritime and Coastguard Agency. This was sent on your behalf during July. The complaint details 11 specific issues. It would therefore seem reasonable to await a response from the above organisations.

In addition, THC have recently announced the appointment of a new Harbour Master/CEO, Mr. Rob Parsons. Rob has an excellent track record and will be joining us during November. Prior to coming to Teignmouth, he was Harbour Master/CEO of Newlyn Harbour for eight years, and for the last three years he has been Harbour Master and Divisional Director Maritime and Coastal Services for Torbay Council. It therefore seems prudent to await his arrival and to let him have a few weeks to get into his new role before the next Consultative Group meeting.

The Commissioners had planned to meet with your Joint Chairpersons, prior to September, in order to provide a response to your grievances and to discuss how the Consultative Group could move forward more collaboratively and inclusively in the future. Both the Commissioners and Joint Chairs carry out their duties on a voluntary basis and unfortunately it has not been possible for us to all get together during August, due to work, holiday and other commitments. THC still intend to go ahead with this meeting, when all concerned are available.

Some of you may be concerned at the gap between meetings, however it is worth noting that we have already met twice this year and are committed to holding regular meetings in the future. In the meantime the Commission will continue to keep users informed through its website and social media.

Thank you for your patience.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Richard Perks', is written over a faint, illegible printed name.

Richard Perks
Teignmouth Harbour Commissioner



CLERKS REPORT OF GENERAL UPDATES 29.08.24

GENERAL ADMINISTRATION/GOVERNANCE

AUDIT OF 2023-24 ACCOUNTS: The Annual Governance & Accountability Return was submitted to the external auditor after the May Full Council meeting where it was ratified and signed. The period for the exercise of public rights to inspect accounts is now open, closing on Friday 9th August. The external auditor will be touch is they have any queries which I will then process. Usually, accounts are finalised and signed off by the external auditor by the end September.

BISHOPSTEIGNTON COMMUNITY CENTRE: There are various ideas being explored mostly involving the management committee, supporting groups and regular tenants. These include methods to increase hire, community use and awareness as well as raise funds and grants to complete essential maintenance for the building's longevity.

Both myself and Cllr. Merritt are involved and will report back as opportunities to support the centre arise.

SCOUTS HQ/COMMUNITY HUB @ The Lawns: Despite the persistence of Mrs. Cawthraw, as Chair of Bishopsteignton Scout, in pursuing Teignbridge District Council for a resolution relating to the restrictive stipulation on the transfer deed for the land, there is still nothing firm from TDC. The latest response, from Councillor David Palethorpe, Executive Member for Estates, Assets, Parking and Economic Development, advising he is pursuing the legal department for presentation to be made to exec for a decision.

TEIGNBRIDGE LOCAL PLAN: Local Plan Examination – Our representative for this process is Mr. Chris Grimshaw. The final statement Chris prepared on BPCs behalf has been submitted. The hearing beings on Tuesday 17 September; Chris will be in attendance and report back to the council.

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 are 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 this opportunity can be considered by this committee.

BISHOPSTEIGNTON EMERGENCY RESILIENCE: A review of the plan, volunteers and supplies is overdue. All updated zone maps have been forwarded to Liz for inclusion in the plan. Meeting being arranged. Cllrs. June & Andy have joined the BERT team.

I shall be attending the Devon Community Resilience Forum event in Crediton on 26 September.

BURIAL AUTHORITY/CEMETERY RECORDS ONLINE MANAGEMENT: Melanie has continued uploading the burial records into the digital system, Scribe. I meet with her regularly to ensure good progress. All payments to come from the burial account for her work.

DELIVERING RURAL AFFORDABLE HOUSING –The next step for Bishopsteignton is to get our Housing Need Survey redone and the report updated accordingly, last carried out 2018/19. This will also be necessary for when we review the Bishopsteignton Neighbourhood Development Plan. So, I have requested a quote from Devon Communities Together who carry out this work, they will provide this in time for the 2025-26 budget.

PARISH ASSET MAINTENANCE

Bishops Avenue Car Park Railing damage – Insurance Claim: The insurance payout has been made and SM engineering appointed to fabricate and fit a sturdier replacement railing. Installation is likely to be late September, to be confirmed. A 50% deposit has been paid from the insurance money, the balance shall be taken from the remaining claim money and topped up using the DCC grant for taking on the car park.

Parish Noticeboards – Another group of assets for which the condition is regularly assessed and every few years requires some attention. John Parkes has recently refurbished the boards from Fore Street and The Village Green. I have claimed S106 to pay for this work, as no budget was set. S106 received.

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. Most work will be responsive to reports/complaints rather than planned. For this we'll be using money from the new budget heading set as part of the 24-25 budget. Due to the time-consuming and constant nature of this work, the use of a non-chemical weed control product is being trialled. It shall only be administered once pollinator friendly weeds have flowered. It shall be administered using a spray wand to ensure accuracy. Dead weeds will be removed approximately a week later to keep the area looking tidy.

Starting with the worst parts, being Shue Hill, Church Road & Fore Street. John Hingston, BFG, is progressing with this work. He'd like to know where to move onto next, so please share your thoughts.

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.
- **Ragwort:** It has been brought to my attention that there is an abundance of ragwort in the wild area in the cemetery. Having discussed this with an ecologist it is not a problem as it is only harmful to grazing animals such as horses and the landowner has not obligations to manage it. However, we might benefit from removing some of the plants, before they go to seed. Someone has volunteers to do this, so I will liaise with them.

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.

Playgrounds:

- **The Lawns** -Faulty wet pour surfacing, quotes being sought.
- **Official Opening of New Equipment:** This event, held 20.08.24, was attended by a trustee from Valencia Community Funding and went really well. Thanks to everyone involved and who attended.
- **Cockhaven Close** – Following emergency works carried out by SWW in June there are some minor ground works to reinstate the original condition. Cllr. Gateshill has offered to carry out this work.
- **Planter/bench at Cockhaven** – sadly reaching the end of it's useful life. The bench collapsed so has been removed for safety reasons. In the spring we can consider replacement of another planter, new bench or similar.
- **Play Equipment refurbishments:** At The Lawns both the wobbly Horse and Elephant need a coat of paint. Wally will action this when he is working again.

CLERKS REPORT Cont'd - GENERAL UPDATE 29.08.24

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

AMC recently agreed to appoint a contractor to clear overgrowth which obscures the 'no night time parking' sign on the Bishopsteignton House wall. Also, that a second sign be made and erected. Action required.

Coffee Vendor at The Lawns: Hope Coffee have now terminated their licence agreement as business was too unpredictable and slow. I shall not purposely seek out a new vendor, but if approached the council can consider any new proposals.

Broken Dog Waste Bin at The Lawns: A replacement has been ordered.

Benches – The Kings Coronation bench has been installed at The Lawns; alongside the tree for the same purpose. The memorial picnic bench recently ordered has been installed and the family and friends are pleased with it. Awaiting the contractors invoice for both these installations and the repairs mentioned below.

I have created a poster/FB post offering the opportunity for more memorial or donated picnic benches for The Lawns as several need replacing. No enquires received yet.

Picnic Benches at The Lawns: following a request an unused picnic bench has been relocated to allow viewing of the MUGA. This needed some TLC and the legs strengthening so it has been refurbished by Dean, BGS.



MUGA :

- **Weeds** - Overgrowth from around the outside of the court is getting bad again. A task for Wally once he's back on his feet, approximately mid-September.
- **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/

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.

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- **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 build a reserve, taken from hire fees and precept to allow for better future maintenance of the facility.
- **Vandalism** – Since permanently dead-locking the toilet block there has been no further vandalism. The only key holders being the tennis club, and the netball club. Sadly, no longer a facility for community use so will need to be funded using income from the MUGA.

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. Now arranged for him to start this work on Monday 9 September. The toilets will remain open although possible restriction may occur, although the decorator will need access to both Ladies & Gents.

Cockhaven Junction Enhancement – At the AMC meeting held 14.08.24 it was agreed unanimously that the area should be thoroughly weeded, to remove all weeds, dead grass and debris, but the new plants and trees shall remain. Once cleared new planting to fill the space will happen, this is ideal timing for planting in Autumn. Kate Yeo no longer wishes to be involved in this space. I have a meeting with K. Watson about possible taking this on in two parts; initial planting and future care & weeding. The compost bin, which is currently being used as a litter bin, shall be removed. There has been no further progress with a design or installation for Gill Greatorex. If a bench is wanted this may be added, but no further contact has been arranged.

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 submitted and grant being processed by DCC.
- **PROW Warden:** Following the retirement of the Warden for Bishopsteignton, and a change of P3 Co-ordinator too, there has been a lack of regular communications until now. Both roles now filled, I shall arrange a meeting in due course to discuss ongoing concerns for public access to The Lawns.
- **Trees at Cockhaven Close, from FP19:** If you have walked this way you will have seen that the trees, mostly coming from the grounds of Bishopsteignton School are very overgrown and invading the footpath and playground. This has been raised with the school and they are fully aware. They are unable to act until their new fence is erected (now/soon). It is hope they will appoint a contractor to tackle the trees before the start of the new school year. I will chase if not action is taken by the end of August.

Defibrillators: Now there are 9 units in the parish, soon to be 10.

A newly formed team of volunteers are regular inspecting the units for condition and updating The Circuit website.

The unit ready for Michaels field is still awaiting installation despite TDC having complete the licence agreement and been paid the fee by BPC. This is very disappointing as the football season is now started. They have been chased regularly and sent requested documentation from the electrician.

Interpretation Boards: Bishopsteignton Heritage are leading on the production of several boards around the parish. So far, they have completed these at the four-parish boundary stone, St Johns Church front, and the Admirals graves in the Churchyard, the parish Cemetery and village green.

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.

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Radway Hill Garden: I have recently been approached by Bishopsteignton Heritage about an idea to use the small garden at the bottom of Radway Hill as a memorial space for the late Phillip Coombe; as part of the wishes and intentions of the Molly Coombes estate. They would seek to either take ownership of the land, by transfer at a cost. Or we granted permission to install a memorial of some sort. At this stage there is nothing decided as to what their preference would be and when known it will need to be considered fully by BPC.

CLIMATE & ECOLOGICAL ACTION

At a previous BPC meeting it was agreed the council should create a Biodiversity Action Plan (BAP) and a Carbon Reduction Plan. I have begun work on a DRAFT BAP. A small group of councillors should meet to discuss this plan and give input into the PCs aims and objectives and actions.

To maintain a good working relationship with Sustainable Bishop and engage with this part of the community I am working with them to support relevant events and attending SB committee meetings.

FOR INFO:

My working week comprises 25 hours. To speak with me directly please phone: 07483 149812, 10am to 4pm on Tuesday, Wednesday & Thursday. I will be working at my desk from 12 noon on Mondays until approximately 4pm, depending on preparation required for evening meetings, but not contactable on the phone.

I will also be at my desk from 9am to approximately 5pm on Tuesday, Wednesday and Thursdays, taking a break for lunch when feasible. Any visits to the village on BPC business, for meetings with external contractors/contacts/parishioners will also take place during these hours.

Emails sent to the usual address, clerk@bishopsteignton-pc.gov.uk, will be answered at any time during my new working hours, or as soon as practical.

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

- **Full Council Meeting:** Monday 2 September 2024, 7.30pm at Bishopsteignton Community Centre.
- **Planning Committee:** To be arranged, as required.
- **Asset Management Committee:** To be arranged, as required.
- **BPC Strategy & Governance:** Monday 30 September 2024, 7pm at Bishopsteignton Community Centre.
- **St Johns Fabric Committee:** TBC
- **PACT:** (Police & Community Together): Monday 30 September 2024, 10am Cockhaven Arms.
- **DALC AGM & Annual Conference:** Wednesday 2 October 2024, Exeter Racecourse. *If any members wish to attend this day long event please speak with me or Henry.*
- **Next Full Council Meeting:** Monday 4 November 2024, 7.30pm @ BCC.

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

Kim