



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

Neighbourhood Police Report

Bishopsteignton Parish Council Meeting

Friday 1st October 2024.

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

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

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

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

In the period, **1st October 2024 to the 31st of October 2024**, there were 5 recorded offences in the Bishopsteignton area, made to the Police.

Domestic violence 1

Burglary (residential) 2

Harassment 1

Theft (shop lifting) 1

For 4 November 2024

1. the motion regarding the Lawns and Scout Hut saga was presented to the Full Council. It will now go to Executive. The MO has informed the leader Cllr Keeling that he consulted external legal advice, however that claim has been used before and I lack confidence that the advice was expert. I have asked for a meeting with the leader, MO and the parish to find a way forward. According to Cllr Keeling, Cllr Palethorpe has been in 'regular' contact with the parish.
2. The budget saw some relief for local authorities, but looking at the numbers, any additional funding is at best small. The increased costs of NI and wage increases are likely to be covered and the council tax increase model of 2.99% remains in place for the District.
3. You'll no doubt have been informed that progress is being made on the business case and seeking funding for the Teign Estuary Trail. I do not have clarity on which section this applies to at this stage.
4. At the Full Council, there were a number of proposals regarding consulting on assets and services going out to public consultation. These services and assets include selling the Grade 1 listed Old Forde House, assessing whether to continue providing public toilets, disposing of or transferring the Lido. While most or all of these are outside BP area, these are District assets, and we should encourage residents to participate in the public consultation.
5. Approximately 1300 pensioner households are to receive support through a hardship fund. The cost is expected to be £303k and is to be covered by a share of a £5m+ hardship fund provided to DCC. The balance of TDC total allocation will be made available to other households encountering hardship through the winter. I have asked that they engage with all stakeholders including Parish and Town Councils and community groups in each.

Andrew MacGregor

Councillor for Bishopsteignton Ward

Tel: [07947 325037](tel:07947325037)

Bishopsteignton Parish Council
PAYMENTS LIST - 02.09.24 to 31.10.24

VN Code	Date	Description	Supplier	Net	VAT	Total
123	02/09/2024	Email hosting	Very Good Email Co	13.00	2.60	15.60
124	02/09/2024	Website hosting	Dot Combo Ltd	50.00		50.00
122	02/09/2024	Fore St Toilets - Cleaning & Maint.	P. Walton	257.50		257.50
122	02/09/2024	Lawns: Toilets & MUGA - Cleaning & Maint.	P. Walton	171.67		171.67
126	06/09/2024	Audit	PKF Littlejohn	420.00	84.00	504.00
125	06/09/2024	Fore St Toilets - Cleaning & Maint.	O'Brien Decorating	165.72		165.72
127	09/09/2024	Lawns Toilets & MUGA - Utilities	South West Water Ltd	28.26		28.26
128	10/09/2024	Fore St Toilets - Utilities	British Gas	29.16	1.45	30.61
129	12/09/2024	Admin Costs	BPC Mobile Phone contract	17.00	3.40	20.40
131	16/09/2024	BCC Rent & service charge	Office Rent	237.20		237.20
130	16/09/2024	Burial Ground	Greenspaces Contract	528.00	105.60	633.60
130	16/09/2024	Green Spaces Contract	BGS Ltd	705.00	141.00	846.00
130	16/09/2024	St John's Churchyard	Greenspaces Contract	413.00	82.60	495.60
130	16/09/2024	P3	Greenspaces Contract	50.00	10.00	60.00
132	17/09/2024	Lawns Toilets & MUGA - Utilities	Utilities	13.93		13.93
133	23/09/2024	IT General Use	Admin/IT	49.99	10.00	59.99
134	23/09/2024	Burial Ground	reservation plot marker	37.50	7.50	45.00
136	24/09/2024	Training - Clerk	Clerk training/CPD	30.00	6.00	36.00
135	24/09/2024	Fore St Toilets - Cleaning & Maint.	General Maintenance	900.00		900.00
137	27/09/2024	Net Salary	Clerks Salary	1,703.49		1,703.49
138	27/09/2024	Employee Tax	Tax & NICs	220.80		220.80
138	27/09/2024	Employee NIC	Tax & NICs	88.37		88.37
139	27/09/2024	Employee Pension	Pension Contributions	139.92		139.92
139	27/09/2024	Employer Pension	Pension Contributions	471.42		471.42
138	27/09/2024	Employer NIC	Tax & NICs	192.45		192.45
141	01/10/2024	IT General Use	Email hosting	13.00	2.60	15.60
142	01/10/2024	IT General Use	Website hosting	50.00		50.00
140	01/10/2024	Fore St Toilets - Cleaning & Maint.	Toilet Cleaning Contract	257.50		257.50
140	01/10/2024	Lawns: Toilets & MUGA - Cleaning & Maint.	Toilet Cleaning Contract	171.67		171.67
143	04/10/2024	Burial Ground	Burial Records Admin	240.00		240.00
144	04/10/2024	Tidy Village (Weeding)	Gardening Services	360.00		360.00
145	10/10/2024	Fore St Toilets - Utilities	Utilities	29.48	1.47	30.95
146	14/10/2024	Admin Costs	BPC Mobile Phone contract	17.00	3.40	20.40
148	15/10/2024	BCC Rent & service charge	Office Rent	237.20		237.20
147	15/10/2024	Burial Ground	Greenspaces Contract	528.00	105.60	633.60
147	15/10/2024	Green Spaces Contract	Greenspaces Contract	705.00	141.00	846.00
147	15/10/2024	St John's Churchyard	Greenspaces Contract	413.00	82.60	495.60
147	15/10/2024	P3	Greenspaces Contract	50.00	10.00	60.00
150	15/10/2024	Fore St Toilets - Utilities	Utilities	177.71		177.71
149	15/10/2024	Lawns Toilets & MUGA - Utilities	Utilities	12.84	0.64	13.48
152	18/10/2024	Training - Clerk	DALC annual conference	50.00	10.00	60.00
152	18/10/2024	Training - Members	DALC annual conference	50.00	10.00	60.00
153	18/10/2024	Kings Coronation	General Maintenance	60.00	12.00	72.00
153	18/10/2024	Street Furniture Maintenance Reserve	General Maintenance	273.33	54.67	328.00
151	18/10/2024	Small Gardens Contract	Gardening Services	394.92		394.92
153	18/10/2024	Tidy Village (Weeding)	General Maintenance	370.00	74.00	444.00
155	25/10/2024	Net Salary	Clerks Salary	1,703.29		1,703.29
154	25/10/2024	Employee Tax	Tax & NICs	221.00		221.00
154	25/10/2024	Employee NIC	Tax & NICs	88.37		88.37
156	25/10/2024	Employee Pension	Pension Contributions	139.92		139.92
156	25/10/2024	Employer Pension	Pension Contributions	471.42		471.42
160	25/10/2024	Admin Costs	Expenses	14.04	2.81	16.85
160	25/10/2024	Admin Costs	Expenses	10.98		10.98
157	25/10/2024	Admin Costs	Parish Online	128.00	25.60	153.60
161	25/10/2024	Admin Costs	Clerks Expenses - See description	57.08		57.08
161	25/10/2024	Admin Costs	Clerks Expenses - See description	40.07	8.02	48.09
154	25/10/2024	Employer NIC	Tax & NICs	192.45		192.45
159	25/10/2024	Remembrance	Remembrance	19.62	3.93	23.55
158	25/10/2024	Playground Reserve	Playground Enhancements	34.88	6.98	41.86
161	25/10/2024	MUGA Income & Resurfacing Reserve	Clerks Expenses - See description	10.00		10.00
162	28/10/2024	Admin Costs	Scribe packages	561.60	112.32	673.92
162	28/10/2024	Burial Ground	Scribe packages	561.60	112.32	673.92
163	28/10/2024	War Memorial	Gardening Services	26.94		26.94
163	28/10/2024	Small Gardens Contract	Gardening Services	42.99		42.99
TOTAL				15,718.28	1,234.11	16,952.39

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 _____ CHAIRMAN
Dated 04.11.24



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 30.09.24

1. BALANCES

Bank Balance at 30.09.24	204487.65	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	189352.88	92.6% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (3 months worth of regular expenditure)	15134.77	7.4% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	98955.75	Bishopsteignton Cemetery use only
Staff costs	16748.95	Staff salary, Employer NI & Pension contributions
Administration costs	15104.64	Includes all office & admin cost
Asset Management	30733.07	Includes budgets & reserves for management of all assets
Agency Grants	269.10	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1092.34	
Grant Awarding Funds	143.69	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	For Climate Action Projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-2124.16	Balance of VAT payments & receipts
TOTAL	191557.38	

3. BANK RECONCILIATION (next page)

SIGNED

DATED 04.11.24

Bishopsteignton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2024		
	Cash in Hand 01/04/2024		154,767.42
	ADD Receipts 01/04/2024 - 30/09/2024		107,618.64
	SUBTRACT Payments 01/04/2024 - 30/09/2024		262,386.06 57,898.41
	Cash in Hand 30/09/2024 (per Cash Book)		204,487.65
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2024	0.00	
	Current Lloyds TSB Treasury 30/09/2024	153,550.65	
	Lloyds Premier 30/09/2024	50,937.00	
			204,487.65
	Less unrepresented payments		204,487.65
	Plus unrepresented receipts		
	Adjusted Bank Balance		204,487.65
	A = B Checks out OK		



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 31.10.24

1. BALANCES

Bank Balance at 31.10.24	212916.76	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	187720.12	88.2% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months worth of regular expenditure)	25196.64	11.8% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	101281.15	Bishopsteignton Cemetery use only
Staff costs	13932.50	Staff salary, Employer NI & Pension contributions
Administration costs	13856.05	Includes all office & admin cost
Asset Management	27553.81	Includes budgets & reserves for management of all assets
Agency Grants	219.10	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1092.34	
Grant Awarding Funds	143.69	Under GPC of Localism Act 2011
Monies held in Trust	463.65	Bishopsteignton Luncheon Club
Community Infrastructure Levy	28949.44	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	-763.04	Balance of VAT payments & receipts
TOTAL	189924.62	

3. BANK RECONCILIATION (next page)

SIGNED

DATED 04.11.24

Bishopsteignton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/10/2024		
	Cash in Hand 01/04/2024		154,767.42
	ADD Receipts 01/04/2024 - 31/10/2024		115,612.61
	SUBTRACT Payments 01/04/2024 - 31/10/2024		270,380.03 67,463.27
	Cash in Hand 31/10/2024 (per Cash Book)		202,916.76
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2024	0.00	
	Current Lloyds TSB Treasury 31/10/2024	151,937.89	
	Lloyds Premier 31/10/2024	50,978.87	
			202,916.76
	Less unrepresented payments		
			202,916.76
	Plus unrepresented receipts		
B	Adjusted Bank Balance		202,916.76
	A = B Checks out OK		

APPROVED BPC BUDGET & PRECEPT FOR FY 2024/25 - Spend & receipts in Q2 (01.07.24 to 30.09.24)

		APPROVED BUDGET 23/24	APPROVED BUDGET 24/25	Q1 Payments	Q1 Receipts	Balance remaining at 30.06.24 (Q1)	Q2 Payments	Q2 Receipts	Balance remaining at 30.09.24 (Q2)	
PERSONNEL (SALARY, CLERICAL COVER, EMPLOYERS PENSION CONTRIBUTION, EMPLOYERS NI CONTRBUTIONS)	Clerical Salary, includes Employee Tax, NIC, Pension contribution	24531	25831	8610	0	17221	6458	0	10763	
	NALC payrise contingency	1200	1350	0	0	1350	0	0	1350	
	Employers N.I.	3000	3000	792	0	2208	577	0	1631	
	Clerical contingency	472	497	159	0	338	0	0	338	
	Pension: Employers contirbution includes Employers contribution on increase	5622	5967	1886	0	4081	1414	0	2667	
SUBTOTAL		34825	36645	11447	0	25198	8449	0	16749	
ADMINISTRATION (OFFICE RENT, STATIONERY, HARD & SOFTWARE, PHONE & BROADBAND, ELECTIONS, AUDITS, INSURANCE, TRAINING, CLERKS & MEMBERS EXPENSES)	IT	1580	1680	189		1491	271	0	1220	
	OFFICE EXPENSES incl. rent	4281	4805	919		3886	895	0	2991	
	Subscriptions	1075	1050	713		337	0	0	337	
	Elections	250	0	0		0	0	0	0	
	Audit Fee	700	800	210		590	420	0	170	
	Insurance	2100	2906	2452		454	0	0	454	
	Training	1100	900	0		900	30	0	870	
SUBTOTAL		11086	12141	4483	0	7658	1616	0	6042	
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	8016	1812	14728	
	Public Toilets Fore St	4290	5790	998		4792	1926	0	2867	
	St Johns Closed Church Yard	4840	5500	4244		1256	1247	0	9	
	Defibs	500	500	250		250	422	500	328	
	Night Landing Site	50	50	0	500	550	0	0	550	
SUBTOTAL		23700	34060	9637	3357	27780	11611	2312	18481	
BPC Grant Giving	BPC Grants (or S137 if BPC loses GPC)	1000	1000	850	144	294	150	0	144	
BERT	BERT & Gritting	200	400	0	0	400	0	0	400	
OTHER PROJECTS	Other projects	3150	1150	46	0	1104	0	0	1104	
CONTINGENCY	Contingency (General Reserve)	1000	1000	0	164	1164	0	146	1310	
TOTAL BUDGET		£74,961	£86,396	£26,463	£3,665	£63,598	21826	2458	£44,230	BPC BUDGET remaining
less Burial Account charge		£4,952	£4,409			£4,409			£4,409	
BPC BUDGET & PRECEPT TOTAL		£70,009	£81,986			£59,189			£39,821	Balance: Precept after Q2

GRANT APPLICATION FORM FY 2024-25



1 ORGANISATION DETAILS				
Name:		Bishopsteignton Players		
Registered Charity:		YES	NO	No
If YES please provide charity number:				
<p>What does your organisation do?</p> <p><i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i></p>		<p>Aim</p> <p>The aim of the Players shall be to promote amateur theatre in the local community through a programme of plays and other performances together with ancillary performances.</p> <p>Membership</p> <p>Anyone in the local community may join the Bishopsteignton Players by participating in or assisting with, in any capacity, a production or the Players' programme generally and being listed on a mailing list held by the Secretary. There is no annual membership or joining fee.</p> <p>Committee</p> <p>The Bishopsteignton Players is managed by a Committee of members. The Committee may have any number of members, but as a minimum there shall be 5, including a Chair, Secretary and Treasurer. The committee may co-opt other members to join for particular purposes.</p> <p>The committee shall meet as frequently as necessary, but at least three times during the year. Seven days' notice is to be given of each meeting by the Secretary and the quorum shall be four committee members.</p> <p>The objectives of the committee include;</p> <ol style="list-style-type: none"> 1. To agree a programme of productions for the year with an outline of productions for the 		

GRANT APPLICATION FORM FY 2024-25



	<p>following year, ensuring that the necessary bookings are made.</p> <ol style="list-style-type: none">2. To agree budgets for individual productions3. To be advised on the state of the finances and4. To put forward a fund-raising programme as necessary. <p>General Meetings</p> <p>The Bishopsteignton Players will hold an Annual General Meeting in each calendar year. Fourteen days' notice must be given to members by the Secretary and the quorum is 10 members. The agenda of the AGM is to include, as a minimum,</p> <ol style="list-style-type: none">1. Election of officers for the following year. Any member may stand for election and must be seconded by another member.2. Approval of annual accounts.3. Review of the activities of the previous 12 months and proposals for future activities and productions. <p>Should a member wish to raise an item for discussion on the agenda, they should inform the Secretary at least 7 days before the meeting.</p> <p>An Extraordinary General Meeting can be called by the Committee or by 10 members to consider a particular issue. 14 days' notice must be given by the Secretary to all members together with an agenda.</p> <p>Finances</p>
--	--



	<p>All assets and any profits made from productions or through fund raising activities will be retained by the group for future activities, for the general running of the group or to sponsor a charity should that have been agreed by the Committee. In the event that the group shall cease its activities any funds or property shall be distributed to local charity or arts groups or such other similar good causes as the Committee sees fit.</p> <p>Bishopsteignton Players will have a bank account, requiring two signatures for the withdrawal of money and the payment of bills. The signatories will normally be the Chair and the Treasurer but the Treasurer may authorise alternative or additional signatories as are considered necessary.</p> <p>The Treasurer will prepare a set of accounts each year for presentation at the AGM. The Treasurer will also ensure that the Players hold adequate insurance, particularly public liability insurance, to cover the group's activities.</p> <p>The Treasurer will ensure that a budget is agreed for each production and that expenses are paid on presentation of receipts by the Producer or those who the Producer, or the Committee, has agreed can spend money.</p> <p>Productions</p> <p>When a production has been agreed, a Director and Producer must be appointed who will then agree all activities relating to that production, including a budget, which must be approved by the Treasurer.</p>
--	---

GRANT APPLICATION FORM FY 2024-25



2	CONTACT DETAILS
Primary contact name:	Suzie Izzard
Position in organisation:	Chair
Contact telephone:	07775995200
Contact email:	sueizz@hotmail.com
3	DETAILS OF GRANT REQUEST
What is the intended use of the grant?	<p>We need to purchase some portable staging/tiered seating with safety rails. To enable even more new performance opportunities and to expand our audience size. The Players do have some savings to contribute but not enough to meet the £8000 plus costs involved and have now made an application for some funding to the National Lottery as well as making this application to you, our Parish Council, for your possible donation of £500.</p> <p>It costs between £400 and £500 to individually hire such staging/ tiered seating for a performance. So, long term, the purchase of this robust equipment will pay for itself.</p>
How would this benefit the Parish?	<p>We know that numerous other local organisations, involving all age groups would also benefit from having access to this staging/tiered seating. So, we have contacted them, and they have given their support organisations include Bishopsteignton Primary School, The Scouts, The Pantomime Society, The Village Festival, The Village Show, local music, and arts organisations as well as other village groups.</p> <p>If we can purchase this equipment, then it will be advertised directly to such groups. Also on our website and available via a booking system, with members of the Players on hand to deliver and construct the staging/seating for any community event. There will be no storage costs as The Players will use their existing container.</p>
What is the total cost of the project?	<p>£8,000</p> <p>(Please supply/attach quotes/estimate details)</p>
How much are you applying for from BPC?	£500
What other fundraising will your organisation be carry out?	

GRANT APPLICATION FORM FY 2024-25



Have you applied for funds from other sources? <i>If Yes please give details</i>	From the lottery. Devon County Fund and Councillor Community fund. (none have confirmed at present)
4 PAYMENT DETAILS	
Bank Details:	Bank: Barclays Account name: Bishopsteignton Players Eight digit Account Number: 93071174 _ _ _ _ _ Six digit Sort Code: _ 20 _ / _ 87 _ / _ 94 _
5 CERTIFICATION	
I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council.	
Signed: Suzie Izzard	Date: 11 September 2024
If your application is successful the Parish Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in BPC Grant Awarding Policy.	



BISHOPSTEIGNTON PARISH COUNCIL

Appendix H.a for 04.11.24

Clerks Report – 2025-26 Community Grant

- For the current financial year, a budget of £1,000 was set for public community grants.
- Several members feel this is insufficient to meet the needs of community groups.
- As a council we hold the General Power of Competence, under this power the amounts allocated for community grants is a council decision and not restricted.
- It has been suggested the budget should be increased, to at least £2,000.
- Greater promotion of the opportunity for community groups should be made, via social media, web page, parish chronicle, noticeboard posters, and at the annual parish meeting in April.
- There should be fixed dates for the application with there being several opportunities across the financial year. A programme of dates for the next financial year could be as follows:

ROUND	TOTAL FUND AVAILABLE	APPLICATION PERIOD	COUNCIL DECISION MEETING
1	£500	08.04.25 to 30.06.25	07.07.25
2	£500	08.07.25 to 22.09.25	01.09.25
3	£500	02.09.25 to 02.01.26	12.01.26
4	£500	13.01.26 to 20.02.26	02.03.26

- All the above information should be included in the precept budget for 2025-26 and reflected in a new policy for grant giving so that criteria is reviewed.

Kim Ford
Clerk to the Council



BISHOPSTEIGNTON PARISH COUNCIL

Appendix H.b for 04.11.24

Clerks Report – Earmarked budget for Trespasser Eviction

Further to previous discussions please consider allocating an amount in the next precept budget to allow for trespasser/traveller eviction, should the need occur.

Using a specialist and recognised operative, such as Devon Investigations, to carry out the eviction is the quickest way to remove travellers in a professional and non-confrontational manner within 24-72 hours. This limits the time that traveller remain on site and will minimise the need for additional costs to cover clearing the area after removal.

There is an assurance scheme; for a set annual fee, this covers the cost of removal of one incursion per year, and reduced costs on further removal support if required. However, to join this scheme BPC will need to ensure each space is surrounded by security fencing/barriers to initially restrict the incursion. The council Asset Management Committee have previously considered an overhead height restriction barrier for The Lawns car park entrance, but it resolved against this installation at approximately £5k.

If a fund is earmarked to cover the cost of eviction but it is unused in a financial year, this can be carried forward each year, until required. This will only have a significant impact the first time it is set into the precept budget, unless the fund is needed in subsequent years.

From reviewing the associated costs of each the different stages of removal (see attached) I would recommend a budge of £2,000 is added to the 2025-26 precept budget and earmarked for this purpose. That this amount, if unused will be carried forward until required.

If the council do not wish to add this to the precept budget perhaps there will be enough remaining in unearmarked reserves to be carried forward to create this new budget heading, but until we are closer to the end of FY 2024-25 I won't know for sure. Precept budgets must be set by the end of January. The full council meet to discuss and approve the precept budget on 6th January 2025.

Kim Ford
Clerk to the Council

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.**



BISHOPSTEIGNTON PARISH COUNCIL

Appendix I for 04.11.24 Clerks Report – Investment with CCLA

The CCLA offer investment opportunities for Charities, Churches and Local Authorities.

They state their purpose is to help their clients maximise impact on society by harnessing the power of investment markets. 'This requires us to provide a supportive and stable environment for our staff and deliver trusted, responsibly managed and strongly performing products and services to our clients, irrespective of their size.' Read more about CCLA here <https://www.ccla.co.uk/>

Investment Opportunities for Local Authorities

With sustainable investing becoming a mainstream consideration for local authority investors, they act as a trusted manager for more than £2 billion of local government assets as at 30 June 2024.

There are 3 options for local Authorities:

- The Public Sector Fund is a money market fund seeking a high level of capital security and a competitive yield. The fund invests in a diversified portfolio of sterling denominated deposits and securities. <https://www.ccla.co.uk/funds/public-sector-deposit-fund>
- The Local Authorities' Property Fund: a long-term, actively managed and diversified portfolio of UK commercial property. Suitable for any local authority seeking a high level of income and long-term capital appreciation. *As this is an unregulated collective investment scheme, only persons who have been assessed as elective professional clients by CCLA in respect of the fund (or are already investors in the fund) are able to access details of the fund on the website.*
- CCLA Better World Cautious Fund: a multi-asset fund which aims to provide a total return after costs, of inflation, plus 2% per year over the long term (defined as five years). The fund is managed in line with CCLA's approach to investing for a better world as outlined in CCLA's Better World policy. <https://www.ccla.co.uk/funds/ccla-better-world-cautious-fund>

Based on my research with other Towns & Parishes across Devon, included in this appendix, I would recommend the Public Sector Fund, for lower risk and quick & easy access to your original investment. I would recommend the investment is carried out using funds from the burial account as this is a health balance and not often required.

Currently the Burial Account is £101,281.

2023-24 Burial Account Spend £12,226, income £25,640

2024-25 Burial Account Spend £6088, income £11,810 (to 31.10.24)

I would recommend up to £75k is invested and the monthly yield is split between the burial account and general reserve, or only general reserve. When a need arises, the income can be earmarked to a need, with full council agreement. Funds can be withdrawn daily from the invested total with 24-hours' notice.

Possible resolution: To invest £75k into the CCLA Public Sector Fund. Monthly yield to be split between the burial account and general reserve. Clerk to apply with immediate effect.

Kim Ford
Clerk to the Council

Local Council	Clerk	Comment
Barnstaple TC	Rob Ward	We have been using CCLA for over 3 years. The process for transferring funds is simple and the interest we are currently receiving has been significant, certainly better than if we had our reserves in a single financial institution. Our initial decision to invest with CCLA was during the pandemic when we were concerned about having all the town council funds with a single institution. The fact that they ensure the funds are spread across multiple A+ rated institutions helps to support our corporate risk assessment for managing reserves.
Crediton TC	Rachel Avery	We had an initial investment of £250,000, which has increased twice with additional deposits totalling around £185,000, so we have invested around £435,000.. We have earnt almost £20,000 in interest since we started in just over a year. It has earnt us far more than it was in any of our savings accounts!
Dawlish TC	Andrew McKenzie	We started off with about £900K, we've just tipped over with the interest which we have reinvested. We're currently averaging about £4.5K interest in that account alone. We're very pleased with it.
Illsington PC	Carol Retallick	I am secretary to 2 charities along with the PC stuff I do and while the PCs don't invest both the charities do. Over the years we have looked around for a better interest rate ...but never found anything even close. CCLA was created for councils, churches and local authorities and they completely understand the sector.
Newton Abbot TC	Phil Rowe	NATC has over a number of years had an investment policy around how & where it is prepared to invest its capital budget. Having looked into many options, CCLA has been the best option for NATC based on return, accessibility and ethics.
Okehampton TC	Emma James	Okehampton Town Council opened a Public Sector Fund account earlier this year and have seen a much greater interest return. The CCLA are easy to deal with, although we have yet to withdraw any funds from the account. A monthly account statement is received and I have no complaints so far.
Seaton TC	Julia Mutlow	Seaton Town Council initially invested £250,000 in the CCLA Public Sector Deposit Fund in November 2023, after considering the benefits and risks attached to such an investment. The investment was easy to establish and the service and communication from CCLA since then has been excellent. The dividends paid on the investment amounted to approximately £13,000 per annum. Having been impressed by the service and returns, the Council invested further monies in the fund just recently.
Tavistock TC	Jan Smallacombe (Assistant Clerk)	We have invested with CCLA for a number of years now and are very pleased with the service we get. If you need to make a withdrawal, it is very easy and quick to do so, the same applies when it comes to making additional investments with them. You obviously have to factor in that your monthly interest payment may vary dramatically, based on where the market is, but having said that we have had very good returns over the last year or so. If you need a regular income, a Fixed Rate Bond may be better for you, but our returns over the last year or so have been far higher than we could have received in a Fixed Rate Bond, had we been able to find a financial institution willing to take our money!
Totnes TC	Catherine Marlton	We've been really pleased with CCLA's Charitable Ethical Investment Fund for managing our charitable arm, the Paige Adams Trust. They have great sector experience. The returns have been consistently good, and they're always helpful in their communications. For any councils looking to manage charitable funds, I'd definitely recommend giving CCLA a look.

The Public Sector Deposit Fund

Fund fact sheet – 30 September 2024

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

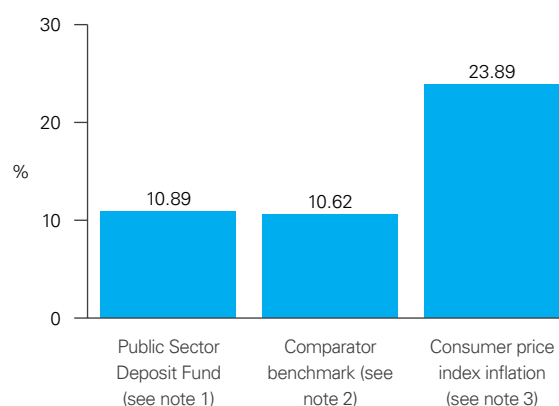
Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

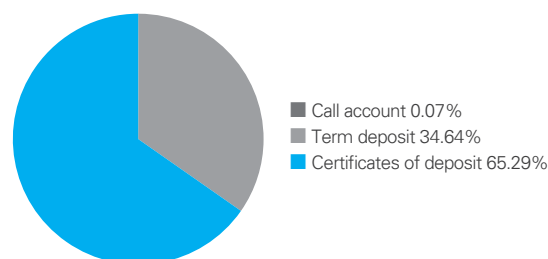
Share class 4 yield as at 30 September 2024

4.99%

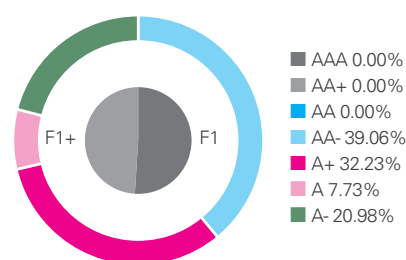
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 counterparty exposures (%)

9.94%	HM Treasury
9.94%	Landesbank Baden-Wuerttemberg
9.94%	Yorkshire Building Society
4.79%	DBS Bank Limited
4.05%	Canadian Imperial Bank of Commerce
4.05%	UBS AG
3.68%	Bank of Nova Scotia (The)
3.68%	BNP Paribas
3.68%	Credit Agricole Corporate and Investment Bank
3.68%	Deutsche Zentral-Genossenschaftsbank (DZ Bank AG)

Top 10 country exposures (%)

27.57%	UK
13.62%	Germany
13.62%	Japan
12.42%	France
11.78%	Canada
9.20%	Singapore
4.05%	Switzerland
3.68%	Finland
1.47%	Netherlands
1.10%	United States

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

Average yield over the month	5.00%
Yield at the month-end shown	4.99%

Total return performance by year

	2020	2021	2022	2023	2024
12 months to 30 September					
The Public Sector Deposit Fund	+0.47%	+0.04%	+0.67%	+4.03%	+5.35%
Comparator benchmark	+0.21%	+0.01%	+0.73%	+4.05%	+5.32%
Relative (difference)	+0.26%	+0.03%	-0.06%	-0.02%	+0.03%

Annualised total return performance

	1 year	3 years	5 years
Performance to 30 September			
The Public Sector Deposit Fund	+5.35%	+3.33%	+2.09%
Comparator benchmark	+5.32%	+3.35%	+2.04%
Relative (difference)	+0.03%	-0.02%	+0.05%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

As expected, the Bank of England's monetary policy committee held its official interest rate at 5% during September with Governor Andrew Bailey noting that, although inflation has come down towards target levels, there are still concerns around sustaining long-term inflation at the target level. The inflation figures released in September supported these concerns as despite CPI remaining at 2.2%, core inflation and services inflation remain higher at 3.6% and 5.6% respectively.

The gradual improvement in services inflation and deceleration in wage growth suggests that a second-interest rate cut is likely to occur in November with the potential for an additional reduction in December should trends continue without any significant economic disruption. Without a meeting of the monetary policy committee in October, all eyes will be on the Labour government's first Budget since winning the July General Election.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,358m
Fitch money-market fund rating	AAAmmf
Weighted average maturity	50.2
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.10% (currently reduced to 0.08%) (see note 6)

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge (including portfolio transaction costs).

Please Contact

Kelly Watson

Market Development
T: +44 (0)207 489 6105
M: +44 (0)7879 553 807
E: kelly.watson@ccla.co.uk

Jamie Charters

Market Development
T: +44 (0)207 489 6147
E: jamie.charters@ccla.co.uk

Lee Jagger

Market Development
T: +44 (0)207 489 6077
E: lee.jagger@ccla.co.uk

Please refer to <https://www.ccla.co.uk/glossary> for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales, number 2183088, at One Angel Lane, London EC4R 3AB) who is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

Table 1. CLERICAL COST BREAKDOWN

Updated after pay increase NJC agreement in Oct 24

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

PREVIOUS & SALARY BREAKDOWN using 2023/24 pay scale rates (original budget set).

LC2 SCP 30 *	19.87	25.0	25831.00	5656.99	1679.02
Agreed contingency for pay scale increase			1350.00	310.00	n/a from salary
Agreed TOTAL 24/25 budget			27181.00	5966.99	

ADDITIONAL AGREED BUDGET (unaffected by payscale increase and currently £338.04 remaining.)

Contingency budget for overtime and/or clerical cover **	19.87	25.0	496.75	No pension contribution required on OT	
--	-------	------	--------	--	--

NEW EXPECTED PAYMENTS FOR 2024/25 SALARY using new pay scale rates.

New rate to be back dated to 01.04.24

All sits with the budget set.

SALARY: LC2 SCP 30 *	20.48	25.0	26697.22	5846.69	1735.32
per month before Tax & NIC deductions			2224.77	487.22	144.61

* Rate taken from 24/5 NALC pay scale as published 23 October 2024.

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

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

This advice note was last updated on 23 October 2024.

The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2024. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2024 to the employee’s last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2024.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

* Hourly rates

	1 April 2024		Scale ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	LC1 (below substantive range)
6	£25,183	£13.05	LC1 (below substantive range)
7	£25,584	£13.26	LC1 (substantive benchmark range)
8	£25,992	£13.47	LC1 (substantive benchmark range)
9	£26,409	£13.69	LC1 (substantive benchmark range)
10	£26,835	£13.91	LC1 (substantive benchmark range)
11	£27,269	£14.13	LC1 (substantive benchmark range)
12	£27,711	£14.36	LC1 (substantive benchmark range)
13	£28,163	£14.60	LC1 (above substantive range)
14	£28,624	£14.84	LC1 (above substantive range)
15	£29,093	£15.08	LC1 (above substantive range)
16	£29,572	£15.33	LC1 (above substantive range)
17	£30,060	£15.58	LC1 (above substantive range)
18	£30,559	£15.84	LC2 (below substantive range)
19	£31,067	£16.10	LC2 (below substantive range)

20	£31,586	£16.37	LC2 (below substantive range)
21	£32,115	£16.65	LC2 (below substantive range)
22	£32,654	£16.93	LC2 (below substantive range)
23	£33,366	£17.29	LC2 (below substantive range)
24	£34,314	£17.79	LC2 (substantive benchmark range)
25	£35,235	£18.26	LC2 (substantive benchmark range)
26	£36,124	£18.72	LC2 (substantive benchmark range)
27	£37,035	£19.20	LC2 (substantive benchmark range)
28	£37,938	£19.66	LC2 (substantive benchmark range)
29	£38,626	£20.02	LC2 (above substantive benchmark range)
30	£39,513	£20.48	LC2 (above substantive benchmark range)
31	£40,476	£20.98	LC2 (above substantive benchmark range)
32	£41,511	£21.52	LC2 (above substantive benchmark range)
33	£42,708	£22.14	LC3 (below substantive range)
34	£43,693	£22.65	LC3 (below substantive range)
35	£44,711	£23.17	LC3 (below substantive range)
36	£45,718	£23.70	LC3 (below substantive range)
37	£46,731	£24.22	LC3 (substantive benchmark range)
38	£47,754	£24.75	LC3 (substantive benchmark range)
39	£48,710	£25.25	LC3 (substantive benchmark range)
40	£49,764	£25.79	LC3 (substantive benchmark range)
41	£50,788	£26.32	LC3 (substantive benchmark range)
42	£51,802	£26.85	LC3 (above substantive benchmark range)
43	£52,805	£27.37	LC3 (above substantive benchmark range)
44	£54,071	£28.03	LC3 (above substantive benchmark range)
45	£55,367	£28.70	LC3 (above substantive benchmark range)
46	£56,708	£29.39	LC4 (below substantive range)
47	£58,064	£30.10	LC4 (below substantive range)
48	£59,300	£30.74	LC4 (below substantive range)
49	£60,903	£31.57	LC4 (below substantive range)

50	£62,377	£32.33	LC4 (substantive benchmark range)
51	£63,881	£33.11	LC4 (substantive benchmark range)
52	£65,943	£34.18	LC4 (substantive benchmark range)
53	£68,000	£35.25	LC4 (substantive benchmark range)
54	£70,065	£36.32	LC4 (substantive benchmark range)
55	£72,145	£37.39	LC4 (above substantive benchmark range)
56	£74,198	£38.46	LC4 (above substantive benchmark range)
57	£76,277	£39.54	LC4 (above substantive benchmark range)
58	£78,315	£40.59	LC4 (above substantive benchmark range)
59	£80,247	£41.59	LC4 (above substantive benchmark range)
60	£82,221	£42.62	LC4 (above substantive benchmark range)
61	£84,243	£43.67	LC4 (above substantive benchmark range)
62	£86,319	£44.74	LC4 (above substantive benchmark range)



BISHOPSTEIGNTON PARISH COUNCIL

Bishopsteignton Playgrounds Management & Maintenance Plan

Parks and play areas are integral to the cultural life of a community, giving children somewhere to play and interact, and communities a space to enjoy valuable time outdoors. Playgrounds especially, provide children with stimulating and challenging environments for exploring and developing their abilities, including the need to understand and embrace the element of risk. This means that for councils and community organisations who manage playgrounds, there must be a balance between providing quality spaces for children to play and managing equipment and infrastructure to reduce the possibility of accidents and injuries.

Causes of playground accidents involving mismanagement can include:

- Faulty or damaged equipment
- Incorrect installation
- Poor design and layout
- Poor inspection and maintenance of equipment
- Recommended precautionary measures not visible/displayed
- Grounds and supporting infrastructure (fence, gates, surfacing, etc.) not regularly inspected for safety issues
- Aged or poorly maintained equipment
- Equipment unsuitable for the intended age group
- Missing or inadequate safety signage

Given that the large proportion of accidents result in children falling from equipment, often from a height, the playground surface is equally important to maintain, whether this is rubber flooring, woodchip or bark, artificial turf or another approved surface.

There is no specific legislation on play safety. However, the key legislation to consider is:

- The Health & Safety at Work Act 1974
- Management of Health and Safety at Work Act 1992
- Occupiers Liability Act 1957 and 1984
- Health & Safety at Work Regulations 1999

Both the play equipment and the surfacing, should comply with the British and European Standard for playground equipment and surfacing, BS EN 1176. While these standards are not retrospective or currently, a legal requirement, they represent good practice.

This Management & Maintenance plan shall be reviewed at least once per council term, if the current provision of play equipment and surfacing at Bishopsteignton playgrounds at The Lawns recreation ground and Cockhaven Close, is changed by removal/replacement/renewal, or if safety standard legislation is amended or introduced. The parish Council Asset Register and insurance cover is reviewed annually to ensure any changes are covered.

All additional installations will be managed by:

- Ensuring professional advice is given on appropriate design and layout, with focus on the intended age group.
- Equipment and surfacing shall be installed by a competent person in accordance with standard BS EN 1176, and a post-installation inspection carried out by an independent body.

Civil Legislation

In the event of a serious accident where a claim is based on negligence; that is, Bishopsteignton Parish Council, as the authority responsible for the play equipment and surfacing, has failed to take some action which made the accident more likely to happen, the defence will be based on evidence such as records of inspections and maintenance, compliance with the Standards and relevant risk assessments.

This policy should ensure Councils legal responsibilities, insurance cover and methods of inspection and maintenance given the resources available to it.

Inspections

Routine inspections of play areas are performed on a regular systematic basis; the inspections checklist (Appendix A) is designed for use at a monthly inspection although interim inspections can be carried out more frequently during busy periods. The inspection can be carried out internally by a councillor, the clerk, a paid contractor, or a volunteer. BPC will ensure all inspectors receive the appropriate training to carry out inspections of playgrounds. Annual independent operational and safety inspections shall continue to be carried out by appointed qualified assessors.

Around 60% of all accidents in play areas do not occur on the play equipment but on ancillary items or approaches, so these areas are included in the inspection. A high proportion of accidents occur from tripping on uneven surfaces.

It is important that inspections are 'hands on' and that you use all your senses. Look at, listen to and use the equipment. Sound differences can help identify problems that would not otherwise have been obvious. Take extra care not to put your hand where you haven't looked first in case of any sharp objects. Start looking for hazards as you approach the play area. Checking that paths are in good condition, free from trip hazards and that nothing is overhanging or projecting onto the path which children might run into.

When you reach the play area check the general surface for trip hazards including that the edges of 'safety surfaces' are in good condition and in place. If any deterioration has occurred assess if this warrants intervention such as cordoning off until repair has occurred. Check surfaces for slipperiness. Rubberised surfaces can get an almost invisible algae build up which can make them very slippery when wet.

Use a hands-on approach on all equipment where possible. For sprung items, try giving them a push to make them rock forcefully. Look and listen for any loose parts/rattling. For slides attached to a unit, stand near the top and look down the slide checking the steps are secure and the chute is free from obstruction. Try moving the slide run to see if there is any loose fixings.

On wings check seats for damage. On cradle seats check the central strap is firmly fixed. Turn the seat over and check that there are no projecting bolts underneath. Separate the links on chains (where chains meet the seat and where the diagonals meet) to check for wear. Any worn links will be replaced at 30-40% wear. Throw the seat vertically to watch the shackle pins for movement. If the pin moves sideways only, there is unlikely to be bush or shackle wear, however, if there is a rocking motion, this can indicate the shackles or bushes are worn.

From time to time sit on the swing seat and gently swing, looking upwards at the top bar. This should not move. If it turns at all then the head bar is loose in its fixings.

Use your weight to check the stability of items. Where there are chains or ropes on any equipment make sure they are secure and in good condition and that ropes cannot form a loop.

Look for any unexpected change in colour to all equipment. These can indicate there is a component missing.

Where metal tubes are part of the play equipment construction, try hitting with a rubber mallet, or similar, and listen. If there is a serious internal rusting you will hear a sound like rain, as the rust you have disturbed falls inside the tube. If hollow metal appears to be bowing at any point this is an indication that there may have been damage due to water build up in the hollow, which when it freezes it bows and eventually splits the metal.

Appendix A to be completed during each inspection and returned to the Clerk to the Council.

Maintenance

Following the assessment all concerns of potential risk must be highlighted to the clerk, or the chair of the Asset management Committee (AMC) or the Chair of the Parish Council immediately who will action remedial work to take place as soon as is practical. Depending on the risk assessment, use of failed equipment may be restricted with immediate effect or as soon as possible, Any actions taken will be reported to council members at the next meeting of the AMC or full council, whichever is soonest.

All maintenance work, whether routine or emergency, and all necessary purchases will be conducted in accordance with the BPC Responsible Purchase & procurement Policy (P.010) to ensure quality, value, sustainability and environmental impact are always considered.

Following maintenance work the equipment shall be checked by a councillor/the clerk to ensure a satisfactory conclusion and that all health and safety matters are resolved.



BISHOPSTEIGNTON PARISH COUNCIL

RESERVES POLICY (P.008)

Bishopsteignton Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves. As with any financial entity, it is essential that the parish council have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should keep, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as general or earmarked.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves can be held for several reasons:

- Renewals – to enable the council to plan and finance an effective programme of asset and infrastructure maintenance and replacement. The funds required are built up incrementally over several years when considering asset conditions and asset life. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets with sudden increase/decrease when expenditure is required. Eg. IT Hardware, Asset Safety Inspections, Elections.
- Carry forward of underspend – some ongoing projects may have committed expenditure which spans different financial years. Reserves are used as a mechanism to carry forward these resources.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

Earmarked Reserves

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements. Any decision to set up a reserve must be approved by the Council. Earmarked reserves must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors.

To the extent that reserves may be used to meet short term funding gaps, they must be replenished in the following financial year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All earmarked reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held. Reviewing the Council's

Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of reserves.

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the council, be transferred to other budget headings within the budget, to general reserves or to one or more other earmarked reserves.

General Reserves

The level of general reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Additional funds to be kept as general reserves are:

- Unspent earmarked funds from the previous financial year which are no longer required to be earmarked for the same purpose; underspend on a completed project.
- Interest gained on funds held in the bank account/s or investments.

Setting the level of general reserves is one of several decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment. A logical and well used practice is to ensure three months' worth of day to day running costs is held as a general reserve. Even at times when extreme pressure is put on the Council's finances the Council must keep in General Reserves a minimum balance sufficient to always pay one month's salaries to staff.

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council should be able to draw down from its earmarked reserves to provide short term resources.

In addition to allowing the Council to manage unforeseen financial pressures and to plan for known or predicted liabilities, there is a benefit to holding general reserves, and/or an earmarked reserve which is unlikely to be utilised in the immediate future, to be held where interest earned provides an income. This method of collecting investment income should be factored into the budget strategy if adopted.

Given the opportunity costs of holding reserves in a relevant interest return account/investment, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

Level of Financial Reserves

The level of financial reserves held by the council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year. The level of general reserves to be held by the Council shall be three months of the annual precepted figure, i.e. to fully cover three months' expenditure. (NALC recommendation 3-12 months).



BISHOPSTEIGNTON PARISH COUNCIL

INVESTMENT STRATEGY POLICY (P.009)

INTRODUCTION

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

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

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

The Guidance Note makes a distinction between investments that are:

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

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

INVESTMENT OBJECTIVES

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

The Council's investment priorities are:

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

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

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

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

SPECIFIED INVESTMENTS

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

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

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

Current investment is with Lloyds Bank which is highly secure.

BPC INVESTMENTS STRATEGY POLICY

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

NON-SPECIFIED INVESTMENTS

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

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

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

LIQUIDITY OF INVESTMENTS

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

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

LONG TERM INVESTMENTS

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

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

END OF YEAR INVESTMENT REPORT

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

REVIEW AND AMENDMENT OF REGULATIONS

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

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

FREEDOM OF INFORMATION

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



BISHOPSTEIGNTON PARISH COUNCIL

RESPONSIBLE PURCHASING AND PROCUREMENT POLICY

Bishopsteignton Parish Council (BPC) recognise the impact that its actions may have on the environment and that it might use purchasing and contracting to influence sustainable practices within the area. This policy and procedure explains how BPC will aim to incorporate sustainable procurement into its tendering procedures and contracts.

Sustainable Procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a Whole Life Cost (WLC) basis. Moreover, sustainable procurement not only focuses on benefits to the organisation, but also to society and the economy, whilst minimising damage to the environment. It encompasses environmental sustainability, social value, ethics and equality.

Bishopsteignton Parish Council is committed to ensuring that sustainability is embedded throughout every level of the organisation and its operations.

A rigorous approach is required when implementing a process to govern purchasing decisions. It is not enough to only consider what a product is made of and so the decision needs to be based on a lifecycle assessment. *Although this will differ depending on the product being considered, a basic assessment would be as follows:*

SOURCING MATERIALS – IMPACT – Natural resource depletion, habitat damage.

MANUFACTURE – IMPACT – Greenhouse gas emissions, Contamination of water supply, Effect on air quality.

PACKAGING – IMPACT – Natural resource depletion, habitat damage, Greenhouse gas emission, increased landfill.

TRANSPORT – IMPACT – Greenhouse gas emission, Effect on local air quality, Increase demand for petroleum.

DISPOSAL – IMPACT – Habitat damage, visual intrusion, Increased burden on landfill

It would be impossible to eliminate all the above impacts when selecting a product, but the aim should be to make a purchase which removes as many as possible. In practice, making a purchasing decision can be broken down to several easy-to-follow steps and centre on the following principle:

Do we really need to buy the product at all? Do we have to buy new or does the product already exist within the organisation or local community so that it may be borrowed/hired/exchanged instead of bought?

If the product really does have to be purchased, then the following steps should apply:

- 1) **Buy locally wherever possible.** Local can either mean distributed from a local supplier or manufactured locally. A local supplier may be buying the product from elsewhere however buying from a distributor such as this should reduce the number of miles travelled if the product is ordered on an individual basis from the original, distanced source. Better still is a product made locally as this is likely to have less associated transport, be made using local ingredients/materials which have been sourced sustainably.
- 2) **Check the credentials of the manufacturer or product.** Use Ethical Consumer website to assist.
- 3) **Check whether the manufacturer or product is associated with known environmental issues.**
- 4) **Check whether the product requires certification.** Several sustainable products require certain standards or certification (such as FSC timber). If the product you are considering requires this, make sure that the final purchased item has the relevant certification.
- 5) **Does the product require excessive transport in delivery?** If you cannot buy locally, look for the closest option.
- 6) **End of life options.** Can the product be recycled when it is no longer needed? If not try and find an alternative that can.

Sustainable Procurement Day to Day

Sustainable procurement practices do not have to stop after you have tendered/quoted, awarded a contract and managed the contract. It can be used around the offices and outside of work.

Below are some ideas of how sustainable procurement can be boosted day to day:

Environmental Sustainability

- Are computer monitors and printers left on or on stand-by?
- Is the heating on when windows are open?
- In summer – are buildings being over-cooled?
- Is water being wasted?
- Can you reduce the use of single-use plastics?
- Can you cycle/walk to work/meetings instead of driving?
- Can you hold a remote meeting/call instead of travelling to an external meeting?
- When disposing of an item, can it be reused or recycled rather than sent to landfill?
- Have you ordered the right quantity? (reduce waste)
- Can you participate in carbon offsetting? E.g. plant a tree

Equality and Diversity

- Can you help participate in “meet the buyer” events?
- Report unlawful discrimination, harassment and victimisation.

Ethics

- Can you use more Fairtrade products?

Timber and Wood Derived Products

In line with Teignbridge District Council Sustainable Procurement Policy and Procedure (SPP 2019) (for which a resolution was made at the executive meeting held 08.10.19 that this policy be endorsed), Bishopsteignton Parish Council also support and adopts 'The Timber Pledge':

As a consumer of timber and wood derived products, Bishopsteignton Parish Council has a responsibility to ensure that the procurement of these products is not at the expense of the future of the world's forests, but positively supports responsible forest management.

To achieve this aim, Bishopsteignton Parish Council will only purchase timber and wood derived products that are either:

- From independently verifiable legal and sustainable or FLEGT (Forest Law Enforcement, Governance and Trade) licensed or equivalent sources
- Recycled timber or wood derived products

It shall not knowingly source forest products from:

- Forests or forest product suppliers that do not comply with all relevant national and international legislation relating to the trade in forest products.
- High Conservation Value Forests where these are recognised nationally or regionally, unless these forests are progressing towards credible forest certification in a time bound, stepwise and transparent manner.
- Protected areas, parks or similar areas where harvesting operations are not complimentary to responsible forest management.
- Forests which are currently being converted to other land uses, or forests that have been converted since 1994.
- Forests which are in areas of armed conflict or civil unrest where there is a direct relationship between the forest products trade and the funding of such conflicts.

END

Approving committee:	Full BPC
Date approval was granted:	04.11.24
Approval at minute reference:	TBC
Policy title:	Responsible Purchasing & Procurement Policy
Internal reference number:	P.010
Policy version reference:	Version 02
Policy effective from:	04.11.24
Date for next review: unless NALC/SLCC recommend amendments sooner	November 2026
To be reviewed by:	Full Council or Strategy & Governance Committee



BISHOPSTEIGNTON PARISH COUNCIL

Appendix P for 04.11.24

Clerks Report – Lawns Covenant & Scout Hut issues

Following a meeting held 24.10.24 with MP. Martin Wrigley, 1st Bishopsteignton Scouts Chair Elaine Cawthraw, & Teignbridge District Scouts Trustee Board Chair Mrs Diane Shaw. The following issues were discussed, and several recommendations made.

1. It was recommended and encouraged that BPC to make a formal complaint against TDC solicitor for the lack of response to the Parish Council following direct correspondence, the lack of engagement and action, despite the urgency raised by BPC, scouts, the ward member, and the leader of the council.
To ensure this has impact we will need to double check the validity of our complaint ensure there was no response or action on the solicitor's part.

Possible Resolution: BPC resolve to approve the submission of a formal complaint against TDC solicitor for non-response and inaction.

2. A response from TDC Solicitor, although sadly not directly to BPC, refers to a legal case he believes is comparable to our situation and is his main reason for discouraging TDC to remove/amend/issue a waiver to the covenant. See the Supreme Court case R (on the application of Day) (Appellant) v Shropshire Council (Respondent) here... <https://www.supremecourt.uk/cases/uksc-2021-0031.html>. This surrounds the circumstances of a Land Trust, rather than a covenant. A land covenant is not a statutory trust.
However, at the meeting all present believed this case is irrelevant and not comparable although it was recommended that official legal advice should be sought, to be sure. I suggest this is forward to a solicitor for clarification, I would use Roger Taylor at Wellers Hedley Solicitors (Town and Parish specialist).

Possible Resolution: BPC resolve to instruct a solicitor to clarify the relevance of the supreme court case quoted by TDC in the argument against lifting the covenant of the Lawns to progress building works.

3. It was suggested that building work is seen to commence, in accordance with the planning permission granted. To mark out the footing and begin digging works for a trench (which can be back filled for safety) ensuring this progress is notified to the planning department. Furthermore, involve the press as to create a public record. Martin kindly offered to be present, shovel in hand, to be photographed supporting the community building. This publicity could be a hindrance to TDC if opposition to waiving of the covenant continues.

Possible Resolution: BPC grant permission to allow 1st Bishopsteignton Scouts to commence building work and that this be celebrated and supported with invitation to MP. Martin Wrigley and associated press coverage.

On Tuesday 29 October there was a TDC full council meeting. Cllr. McGregor raised a motion for the council to work with BPC & Scouts to make the building happen for the community, releasing the covenant on this occasion. This did not receive enough support from members therefore has been deferred to the Executive Committee. (See Cllr. McGregor's report for further details).

However, since this meeting a response letter from Cllr. Palethorpe has arrived, copy included in this appendix. Sadly, this response indicates it is the end of the road for the proposal. Meaning the possible resolutions about may be unnecessary.

Over 2.5 years, and over £7k, have been wasted due to TDC miscommunication and incompetence – they should never have advised scouts to get planning first!!

Perhaps we should be asking Cllr. Palethorpe the following question 'Why was it necessary to submit a planning application prior to the decision on the covenant?'. As this still hasn't been answered, perhaps a public response to this question should be made by TDC.

Kim Ford
Clerk to the Council

Cllr H Merritt

Chair of Bishopsteignton Parish Council

Community Centre

Shute Hill

Bishopsteignton

Devon

TQ14 9QL

20 October 2024

Dear Councillor Merritt,

Re: 1st Bishopsteignton Scout Group and Land Title DN 332991

I write in response to your recent letter concerning the 1st Bishopsteignton Scout Group and the related request from Bishopsteignton Parish Council regarding the land behind Bishopsteignton House. As the Teignbridge District Council (TDC) portfolio holder for assets and estates, I believe it is essential to provide a formal and detailed response, given the legal complexities of the matter.

Background of the Land and Restrictive Covenant

The issue at hand pertains to the parcel of land recorded under Land Title Number DN 332991, which was sold by Teignbridge District Council to Bishopsteignton Parish Council on 7th September 1993 for £25,000. At the time of the sale, both parties agreed to a restrictive covenant, clearly outlined in the Third Schedule of the sale agreement, that limits the use of the land to a recreation ground or public open space. This restriction expressly prohibits any form of development on the land, and its purpose is to preserve the land's public and recreational character in perpetuity.

Legal Framework Governing the Land

It is important to underscore that the land in question was originally acquired by TDC under the provisions of the Open Spaces Act 1906. Section 10 of this Act imposes a statutory trust on local authorities to hold and maintain such land for public recreation. This statutory obligation ensures that the land remains dedicated to public use as an open space for recreational purposes, and the authority is legally bound to uphold this trust.

The restrictive covenant, which was established during the 1993 sale, reinforces this statutory requirement, and any deviation from this purpose—such as permitting development—would breach both the covenant and the statutory trust. The legal intent behind this covenant was to safeguard the land from development and ensure its availability for public recreational use for future generations.

Request to Construct a Scout Headquarters

The request from Bishopsteignton Parish Council to construct a Scout Headquarters on the land introduces a challenge to the existing legal restrictions. While I recognise the community-oriented intent behind this proposal, it would directly conflict with the terms of the restrictive covenant and the statutory trust under the Open Spaces Act. The construction of a building, regardless of its purpose, constitutes a form of development that is expressly prohibited by the covenant and would risk undermining the original legal protections placed on the land for public benefit.

Legal Precedent: *R (Day) v Shropshire Council*

The case of *R (Day) v Shropshire Council* (2023), decided by the Supreme Court, provides a critical precedent for this situation. In that case, Shrewsbury Town Council sold land designated for public recreation without following the necessary statutory procedures to discharge the public trust. The Supreme Court ruled that the sale did not extinguish the public's recreational rights over the land, and the statutory trust remained intact. Consequently, planning permission granted for housing development on the land was invalidated, as the rights of the public were not respected.

This ruling reaffirms the principle that land held in trust for public use cannot be unilaterally repurposed or developed without properly addressing the legal rights of the public. In the context of the Bishopsteignton land, this means that even though TDC holds the benefit of the restrictive covenant, any decision to lift or vary it must account for the public's rights under the statutory trust. Simply put, the trust cannot be ignored or bypassed.

Implications of Lifting the Restrictive Covenant

Should TDC consider lifting the restrictive covenant to accommodate the request to build a Scout Headquarters, several serious legal and financial implications must be considered:

1. **Legal Challenges:** Allowing development on land held under statutory trust would expose TDC to significant legal risk. Members of the public who benefit from the trust have a legal right to challenge any decision that compromises the land's availability for public recreation. The ruling in the *Day* case underscores the risk of judicial review or legal action that could invalidate any decision to lift the covenant, resulting in financial liability for the Council.
2. **Precedent for Future Development:** Granting permission for the construction of a Scout Headquarters could set a precedent for future development requests, thereby eroding the recreational value of the land. If the covenant is lifted for one project, it could open the door to further development, potentially leading to the loss of the land's designation as a public open space. Over time, this could pave the way for commercial or residential development, which would be contrary to the original intent of the restrictive covenant.
3. **Community Trust and Long-term Land Use:** Although the current Parish Council may have no intention of selling or developing the land beyond the Scout Headquarters, lifting the restrictive covenant would remove a crucial legal safeguard. Future councils may not be bound by the same intentions, and without the protection of the covenant, the land could be sold or developed, leading to the loss of a valuable public asset. The long-term consequences of such a decision must be carefully considered.

4. **Valuation and Compensation:** Lifting the restrictive covenant would likely increase the land's market value, given the potential for development. This would necessitate a formal valuation and an assessment of the financial implications. If the restrictive covenant were to be lifted, compensation would need to be calculated to reflect the change in land value. Additionally, any agreement to lift the covenant must be formalised in a deed of variation, to be submitted to HM Land Registry, ensuring proper legal documentation is in place.

Conclusion

In conclusion, while I fully acknowledge the positive intentions behind the request to construct a Scout Headquarters, the legal obstacles posed by the restrictive covenant and statutory trust governing the land cannot be overlooked. The Supreme Court's ruling in *Day* serves as a crucial reminder of the legal complexities surrounding land held in trust for public use. The covenant, as agreed upon in 1993, was designed to preserve the land's recreational use and protect it from development.

Any decision to lift or vary the restrictive covenant must be approached with the utmost caution, as the legal risks and potential financial liabilities for TDC are considerable. Moreover, the long-term implications for the community and the integrity of the public open space must be carefully weighed.

Regarding your query about whether this matter could be brought before full council, it is, of course, possible to do so. However, full council would need to consider the legal ramifications thoroughly, as well as the financial risks posed by a potential legal challenge. Any motion to lift the covenant must be carefully debated, with a full understanding of the potential consequences for both the Council and the wider community.

As someone with a longstanding commitment to youth development, I am supportive of efforts to provide facilities for groups such as the Scouts. However, in this instance, I believe it is essential to explore alternative sites for the Scout Headquarters that would not conflict with the legal restrictions on this particular parcel of land.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely,



David Palethorpe
Portfolio Holder for Assets, Economic Development and Communications
Teignbridge District Council



CLERKS REPORT OF GENERAL UPDATES 01.11.24

GENERAL ADMINISTRATION/GOVERNANCE

REMEMBRANCE 2024: Most arrangements are complete including road closure and traffic control, itinerary for the service on both days, volunteers to take part, refreshments on both Sunday and Monday. Further attention needed for the preparation of programmes and posters, shopping for the refreshments, liaising with the vicar, scouts and school regarding their input.

2024 BUDGET: Other than general inflation to services and supplies the only real affect for the PC financial planning is increases to employers National Insurance Contributions (NIC). The threshold has been lowered to £5000, from £9,100. The rate has increase from 13.1% to 15%.

LOCAL TRANSPORT PLAN - CONSULTATION: The Devon and Torbay Local Transport Plan 4 (LTP4) is the strategic document that sets out the priorities for transport across the county between 2025 and 2040. The vision is that transport will facilitate sustainable growth and support reaching net zero carbon by 2050 at the latest. Well-integrated, accessible, and inclusive transport will improve travel choice and benefit the health and wellbeing of everyone. There are six objectives underpinning the LTP to achieve this vision: Decarbonisation, Easier Travel, Reliable and Resilient, Unlock Development, Greater Places for People, and The Place to be Naturally Active

The draft Local Transport Plan document is available alongside other supplementary materials on the [Transport and roads Archives - Have Your Say \(devon.gov.uk\)](https://www.devon.gov.uk/transport-and-roads-archives-have-your-say) webpage and the consultation will run until **30th November 2024**. During this time, we will be inviting people to submit their views through an online questionnaire, which can be found on the [Transport and roads Archives - Have Your Say \(devon.gov.uk\)](https://www.devon.gov.uk/transport-and-roads-archives-have-your-say) webpage.

TDC CONSULTATION ON THE GAMBLING ACT 2005 – Review of Statement of Principles: This review of its ‘statement of principles’ is required under the Gambling Act 2005. The licensing authority welcomes comments from the police, the fire service, licence holders, businesses, residents, and their representatives. The document sets out a draft statement of principles, which will guide the licensing authority when considering licence applications under the Gambling Act 2005. The aim of the Act is to protect the public, especially children and vulnerable adults by trying to keep gambling crime free, ensure gambling is fair and open allowing people to enjoy gambling responsibly. A copy of our [draft statement of principles](#) can now be viewed and where you can see the changes proposed and provide feedback. Feedback must be received by **Noon on Friday 15 November 2024** at the latest.

TEIGNBRIDGE LOCAL PLAN: Local Plan Examination – Our representative for this process, Mr. Chris Grimshaw, is prepared to attend during next week of the hearing for discussions relating to V2 & V3. He will report back as soon as possible.

SCOUTS HQ/COMMUNITY HUB @ The Lawns: See agenda item 2411.07. To be discussed.

PARISH WIDE COMMUNICATION OF GROUPS:

Both James and I have been working to build a useful village diary on the BPC website, similar but better than what has been available on bishopsteignton.org.uk as this website is no longer being managed. To enable community groups to take full advantage of this new facility, ensure their events do not clash and are well publicised James is contacting them individually to allow access to the diary to add their own events, ensuring this task is not too onerous for either of us. Further liaison with these groups is essential to highlight the Parish Councils intentions in the future.

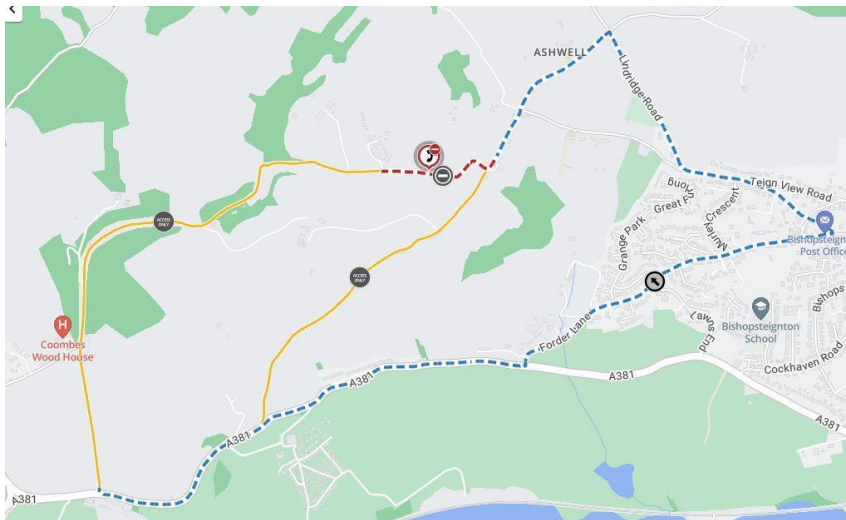
BISHOPSTEIGNTON COMMUNITY CENTRE: There are various ideas being explored mostly involving the management committee, supporting groups and regular tenants. These include methods to increase

CLERKS REPORT Cont'd - GENERAL UPDATE 01.11.24

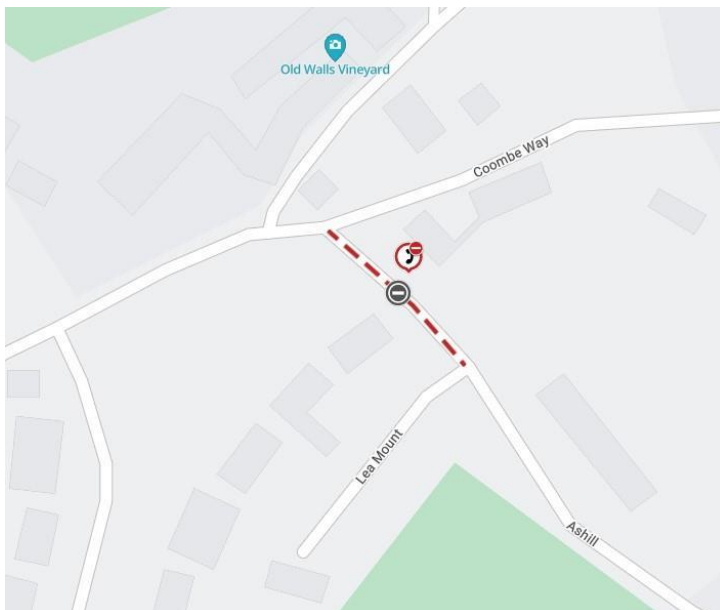
hire, community use and awareness as well as raise funds and grants to complete essential maintenance for the building's longevity.

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

TEMPORARY PROHIBITION OF THROUGH TRAFFIC - Tuesday 17 December 2024, for a maximum of 5 days, until Thursday 19 December 2024 (both dates inclusive) - Roads affected - Road Past Wolfsgrrove Farm, Kingsteignton. The alternative, signed, route for vehicles will be via – Colway Cross to Rowden Cross, Lindridge Road, Teign View Road, Smith Hill, Clanage Street, Fore Street, Forder Lane, Newton Road, Road Past Ware Barton And Vice Versa. For Airband engineers to access existing utility infrastructure to install fibre cable for customer connection.



TEMPORARY PROHIBITION OF THROUGH TRAFFIC - Monday 18 November 2024 for a maximum of 5 days until Monday 18 November 2024 – Road affected -Aash Hill, Bishopsteignton - there is no alternative route. This road closure is required to carry out pole replacement, by Sunbelt Ltd.



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. Worth making the pledge to support our future application for Local Council Award Scheme.

CLERKS REPORT Cont'd - GENERAL UPDATE 01.11.24

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

BISHOPSTEIGNTON EMERGENCY RESILIENCE: The committee met earlier this week. Jon Watson had become Chair, with Elaine Cawthraw as Vice Chair. Some members are looking to stand down, although the committee functions well, new members would be appreciated, but a co-ordinator for each zone is essential. The plan is undergoing minor changes before requiring re-adoption by the full council; likely to be an agenda item for the full council at its January 26 meeting.

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 early November, 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.

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.

The worst parts, being Shue Hill, Church Road & Fore Street require regular attention even this late in the year. John Hingston, BFG, is progressing with this work. No one is currently suggesting new locations where attention is required, but if anywhere is made known I will assess before instructing John.

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.

CLERKS REPORT Cont'd - GENERAL UPDATE 01.11.24

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 sought, see agenda item 2411.06.01.
- **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 are getting a new coat of paint imminently.
- **Remedial works are required to both basket swings.** Wally will assess the work and carry out if possible. No immediate risks, no need to close these.

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. Contractor instructed.

Benches – 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.

MUGA :

- **Weeds** - Overgrowth from around the outside of the court is getting bad again. Will speak to either Wally or John Hingston about this work.
- **Pay to Play & group hire of the MUGA** – Currently there are no teams using the court for regular sessions. Chudleigh Canons netball have changed to an indoor venue and the Tennis club are stopping for the Autumn/Winter season, despite previously saying they would pay all year. The Asset Management Committee have considered the outgoing costs and have agreed to cancel the LTA registration. This removes the option of 'pay to play' online booking package but as the gate cannot be locked this is not relevant anyway.
- **Future Maintenance** – An earmarked reserve for future maintenance has been established within the 2024-25 precept budget, this shall continue.
- **Vandalism** – Since permanently dead-locking the toilet block there has been no further vandalism. Sadly, no longer a facility for community use so will need to be funded using income from the MUGA.

Improvements at Fore Street Toilets – Decorating was completed in September. Unfortunately, this didn't include painting the floor. Wally will do this in the spring. It is unknown if the decoration will hold up to the damp walls, to be assessed regularly.

Cockhaven Junction Enhancement – Currently managed by Miss Moffat Gardening Services (Kirstyn Watson). New planting is being added regularly to fill the space. A mulch has been spread to make this look purposeful. The compost bin, which is currently being used as a litter bin, shall be removed. A contractor instructed and reminded.

Public Rights of Way:

- **PROW Warden:** despite efforts to arrange a meeting with the relevant officers to discuss ongoing concerns for public access to The Lawns there has been no date scheduled. To chase.

CLERKS REPORT Cont'd - GENERAL UPDATE 01.11.24

- 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 and have promised to take action.

Defibrillators: Now there are 10 units in the parish. I need to update the map, website and circulate details.

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 now installed and live with The Circuit. A light was required so R. D. Edwards Electrical installed this and the cost of this is to be split between BPC & TDC, awaiting invoice.

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.

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 will seek 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.

Memorial Trees: Two new trees have been agreed for The Lawns, both Oak. Purchase and planting to be arranged shortly.

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. Work on a DRAFT BAP and a small group of councillors have meet to discuss this plan and give input into the PCs aims and objectives and actions. ACT Wildlife Warden Sarah Cochrane join the meeting to share insight and suggestions. The charges discussed will be implemented and the plan reviewed again in the new year.

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. Their last event, litter picking, was poorly attended unfortunately. Hopefully the next will be more successful and the support of councillors is always greatly appreciated. The Clothes Swap takes place on Saturday 16th November, at Bishopsteignton Community Centre. Se locally and social media for poster and further details. Donations of time, or baked cakes, appreciated if you can. Or simply pop along to support the event.

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.

CLERKS REPORT Cont'd - GENERAL UPDATE 01.11.24

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 4 November 2024, 7.30pm at Bishopsteignton Community Centre.
- **St Johns Fabric Committee:** Tuesday 5 November 2024 @ St Johns Church.
- **PACT:** (Police & Community Together): Thursday 7 November 2024, 10.30am @ The OC.
- **Remembrance Sunday:** Sunday 10 November 2024, 10.35 @ The War Memorial, Fore Street.
- **Armistice Day:** Monday 11 November 2024, 10.45 @ The War Memorial, Fore Street.
- **Next Full Council Meeting:** Monday 6 January 2025, 7.30pm @ BCC. Includes BPC budget & precept agreement.
- **Finance Committee:** Monday 25 November 2024, 7pm @ BCC. For 2025-26 budget & precept considerations. Followed by Monday 9 December 2024, to finalised budget & precept recommendations for full council.
- **BPC Strategy & Governance:** Monday 27 January 2025, 7pm @ BCC.
- **Planning Committee:** To be arranged, as required.
- **Asset Management Committee:** To be arranged, as required.

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

Kim