

DRAFT MINUTES

OF THE ANNUAL MEETING OF THE PARISH COUNCIL

HELD AT 19.00 TUESDAY 6 MAY 2025

AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



AMPC25.01 APPOINTMENTS

.01 Election of a Chair

Cllr. Henry Merritt was nominated to remain chair for the following municipal year. There were no further nominations. This was proposed by Cllr. Hooper, seconded by Cllr. Dixon and agreed unanimously therefore RESOLVED for Cllr. Merritt to be Chair of BPC. He signed a declaration of acceptance of office for this role.

.02 Election of a Vice Chair

Cllr. Robert Gateshill was nominated to remain as Vice Chair for the following municipal year. There were no further nominations. This was proposed by Cllr. Grumble, seconded by Cllr. Harris, and agreed unanimously therefore RESOLVED for Cllr. Gateshill to be Vice Chair of BPC.

AMPC25.02 MEETING GOVERNANCE

.01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. J. Grumble
Cllr. E. Harris Cllr. J. Hooper Cllr. A. Keohane
Cllr. D. Robbins Cllr. D. Dixon (8/10)
District Cllr. A. MacGregor. Clerk: Mrs. K. Ford, & 8 member of the public.

Apologies: Cllr. R. Gateshill, Cllr. W. Vooght. PCSO. S. Bunce.

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

.03 **Order of Business:** No changes to the agenda were considered necessary.

AMPC25.03 APPOINTMENT OF COMMITTEES & REPRESENTATION

Each committee and its membership was considered, there were minor changes and the committee membership and representations for the year ahead is as shown below:

FINANCE Cllr. Robert Gateshill Cllr. Reg Gill Cllr. June Grumble Cllr. Elaine Harris Cllr. Andy Keohane Cllr. Henry Merritt (C)	STRATEGY & GOVERNANCE Cllr. Robert Gateshill Cllr. June Grumble Cllr. Elaine Harris Cllr. James Hooper Cllr. Andy Keohane (C) Cllr. Henry Merritt
ASSET MANAGEMENT Cllr. Di Dixon Cllr. Robert Gateshill (C) Cllr. Reg Gill Cllr. June Grumble Cllr. Henry Merritt Cllr. Dave Robbins	PLANNING Cllr. Di Dixon Cllr. Robert Gateshill Cllr. Reg Gill Cllr. June Grumble Cllr. Henry Merritt (C) Cllr. Will Vooght

Draft MINUTES - continued

ANNUAL MEETING OF THE PARISH COUNCIL - held 06.05.25

CLIMATE IMPACT ACTION

Cllr. Henry Merritt
Cllr. James Hooper
Cllr. June Grimble
Plus members of the community

BPC REPRESENTATIVES On the following bodies:

BERT: Cllrs. Andrew Keohane, June Grimble, & Will Vooght
POLICE LIAISON & COUNCILLOR ADVOCATE: Cllr. Reg Gill
COMMUNITY CENTRE: Cllrs. Henry Merritt & James Hooper
VILLAGE HALL: Cllr. Reg Gill
ST JOHNS FABRIC COMMITTEE: Mrs. Kim Ford (Clerk)
TEIGN ESTUARY TRAIL WORKING PARTY: Cllr. Henry Merritt
DCC HIGHWAYS LIAISON: Cllrs. Henry Merritt & Cllr Dave Robbins
REMEMBRANCE WORKING PARTY: Cllrs. Henry Merritt & Cllr Dave Robbins
Teignmouth Harbour Consultancy Group: Mrs. Kim Ford

AMPC25.04 COUNCIL GOVERNANCE

The following policies which have been updated in accordance with any legislative changes were reviewed by the council. It was proposed, seconded and unanimously agreed to adopt with immediate effect:

1. BPC Standing Orders (P. 001)
2. Councillors Code of Conduct (P. 016)
3. BPC Financial Regulation (P. 012)
4. Risk Management Schedule 2025-26 (P. 014)

AMPC25.05 PAYMENT AUTHORISATION

Members considered the schedule of regular payments to be made across the year, as provided. It was proposed by Cllr. Keohane, seconded by Cllr. Grimble, agreed unanimously and therefore RESOLVED to approve. Chair signed the schedule.

THE CHAIR CLOSED THE MEETING AT 19.23

DRAFT MINUTES

OF THE FULL COUNCIL MEETING

HELD AT 19.30 TUESDAY 6 MAY 2025

AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2505.01 MEETING GOVERNANCE

- .01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. E. Harris
Cllr. J. Grimble Cllr. J. Hooper Cllr. D. Robbins
Cllr. A. Keohane Cllr. D. Dixon
Cllr. W. Vooght (arrived during the meeting) (9/10)
District Cllr. A. MacGregor.
Clerk: Mrs. K. Ford, & 8 members of the public.
Apologies: Cllr. R. Gateshill (1/10). PCSO. S. Bunce.

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

- .03 **Order of Business:** No change necessary.

- .04 **Ratification of Minutes:** Draft minutes of the Full Council meeting, held at Bishopsteignton Community Centre on 03.03.25, parts I & II, were considered. It was proposed and seconded that these be approved as a true and correct record. Agreed unanimously therefore **resolved to approve** and to be signed by the Chair.

2505.02 PLANNING

The following application was considered again since revisions have been introduced.

APP REF: 25/00027/FUL - Land at Ngr 291086 73950 Radway Street Bishopsteignton.

PROPOSAL: Demolition of existing sheds and erection of one self-build dwelling.

Representation was made by the applicant detailing how concerns had been met by the revisions. Further comments were made by several objecting neighbours.

Concerns were raised by councillors over the conflicting drainage reports shown on the planning portal, one of which is unsigned, and no return address is provided.

Cllr. MacGregor advised he had withdrawn his request for this application to go to TDC Planning Committee based on a discussion with the delegated planning officer.

Cllr. Merritt proposed that BPC object to the current development proposal due to the elevation of the land creating issues of overlooking and loss of privacy from the inappropriate overdevelopment of this plot. Furthermore, he requests clarity on the conflicting drainage reports. This was seconded by Cllr. Harris. FOR: 4, AGAINST: 0, ABSTENTION: 5.

Members moved on to discuss a possible site visit to understand the proposals and objections, so that a revised resolution could be made achieving more votes rather than abstentions.

It was proposed by Cllr. Vooght, seconded by Cllr. Keohane, for a site visit to be conducted before a comment to TDC is agreed. FOR: 6, AGAINST: 1, ABSTENTION: 2. Therefore it was **RESOLVED** that a site visit to both the applicant and objecting neighbours shall be arranged.

2505.03 COUNCILLOR CO-OPTION

An application for co-option had been received before the deadline. The clerk confirmed the eligibility of Mr. Lewis Myers. Unfortunately, Mr. Myers was not able to attend due to a prior engagement.

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FULL COUNCIL MEETING - held 06.05.25.

Members considered the applicant. It was proposed by Cllr. Merritt, seconded by Cllr. Grumble, to co-opt Mr. Myers as a Bishopsteignton Parish Councillor. Agreed unanimously therefore **RESOLVED**.

Clerk to engage with Cllr. Myers for signature of the Acceptance of Office and Declaration of Interests, to provide the Councillors Code of Conduct, BPC Standing Orders, meeting schedule, email and tablet.

2505.04 OFFICIAL REPORTS

- .01 **Police Report:** No crimes report had been provided, likely due to PCSO. Bunce work schedule and bank holiday. Once received by the clerk this will be circulated to members and shared on the BPC website.
- .02 **District Councillors Report:** Cllr. MacGregor had not provided a written report but gave the following verbal updates:
At TDC many officers and members have been busy and restricted by the pre-election period therefore there isn't a great deal to report.
The Equality Act has recently been revised, and this will have an impact on shared toilet and changing facilities. Further information needed.
There is a stop works notice issued to the developers of Higher Exeter Road, Teignmouth for not meeting certain planning conditions.
- .03 **County Councillors Report:** Cllr. Tony Dempster, having only recently been elected was not able to attend this meeting. Contact and introduction to be made imminently and we hope to welcome him to our next meeting.
It was unanimously agreed for a letter of thanks to be sent to Cllr. Peart for his support and dedication to the parish.

2505.05 FINANCE

- .01 **Payments:** It was proposed by Cllr. Keohane and seconded by Cllr. Gill, agreed unanimously, and therefore **RESOLVED** that the payments transacted by the clerk across the period 001.03.25 to 30.04.25, be approved retrospectively.
- .02 **Financial Statement:**
- a. A financial statement for the period ending 31.03.25 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
 - b. A financial statement for the period ending 30.04.25 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
 - c. A Virement Report showing the balances of all accounts after 31.03.25 and how the remaining excess or deficit funds will be dealt with to start the next financial year. This was proposed by Cllr. Hooper, seconded by Cllr Grumble, as a true and correct record of accounts and sound proposal for virement, and opening balances for the coming year. Agreed unanimously therefore **RESOLVED**.
- .03 **BPC Annual Accounts & Annual Governance & Accountability Return (AGAR):**
The annual accounting and auditing documents were considered. It was proposed for approval by Cllr. Keohane, seconded by Cllr. Gill and agreed unanimously that the following be ratified:

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FULL COUNCIL MEETING - held 06.05.25.

- a. BPC 2024/25 Annual Accounts Statement.
- b. Acknowledged receipt of the Annual Internal Audit report 2024/25 (page 3 of 6).
- c. The Annual Governance Statement 2024/25 (page 4 of 6) was acknowledged and ratified as a true and correct record, and this was signed by the meeting Chair.
- d. The Accounting Statement 2024/25 (page 5 of 6) was acknowledged and ratified as a true and correct record, and this was signed by the meeting Chair.

.04 **BPC Grant:** The following applications were considered by members. It was proposed, seconded and unanimously agreed to distribute the first round of grant awards accordingly:

Applicant	Purpose	Amount requested	Award Approved	Further comments
Bishopsteignton Pantomime Society	Replacement storage shed	£500	£300	
Bishopsteignton Village Festival	Parish wide transportation, general funds	£300	£200	
Lego Club (Mr. J. Watson)	Startup fund for equipment, refreshments and venue hire	£250	£0	BPC encourage the application to apply for funding once the club is established with regular attendees.
TOTAL AWARDED			£500	

2505.06 COUNCIL STRATEGY & GOVERNANCE

.01 **Policies:** The following policy has been updated in accordance with any legislative changes for council review. It was proposed, seconded and unanimously agreed to adopt, subject to the correction of minor clerical errors:

- a. Risk Management Policy (P.039)
- b. Internal Controls Policy (P.040)
- c. Training & Development Policy (P.025)
- d. Scheme of Delegation (P.011)

.02 **Community Recognition Awards**

A clerk's report provided a summary of the first Community Recognition Awards scheme that BPC has run. This was considered and the following points raised:

- All 3 categories remain the same.
- Increase and improved publicity, including direct to community groups.
- Awards specifically for individual or group efforts across the municipal year, rather than previous years.

It was proposed by Cllr. Vooght, seconded by Cllr. Gill, that the scheme should continue and the changes above be incorporated into the policy. Agreed unanimously, therefore **RESOLVED**.

2505.07 ASSET MANAGEMENT

.01 **Tree Works:** Members considered the work required and the comparative quotes provided. It was proposed by Cllr. Harris, seconded by Cllr. Robbins, agreed unanimously and therefore resolved to appoint Hulls Landscaping, quote ref. E1003131 at £4,600 + vat.

- .02 **MUGA Playing Surface:** Members considered the clerk's report but on the clerk's advice it was decided there was not enough information to make a resolution on this matter. It was agreed unanimously that further research should be conducted and the authority for any decisions be delegated to the Asset Management Committee.

2505.08 CLIMATE ACTION

Members considered the proposal submitted by resident Mr. J Watson. Whilst it was agreed this was an excellent concept put together well with obvious passion and enthusiasm, it was felt the establishment of a CIC should take place independent of BPC financial support or influence. Once organized it is hoped the CIC and the parish Councils Climate Impact Action committee might come together to collaborate on projects to increase climate action in the parish. It was proposed by Cllr. Hooper, seconded by Cllr. Grimble, that at this time no financial support is provided to establish a CIC but that once established the CIC should approach BPC with individual project plans to request support, financial or otherwise. Agreed unanimously therefore RESOLVED.

2505.09 CLERKS REPORT: The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. The following further matters were raised by the clerk and members:

- .01 **Applegarth Fire Recovery Funds:** The clerk advised on the efforts in the community to raise funds to support the fire victims' recovery. This was to be transferred to the BPC community account and divided equally between the two flats. To ensure the victims receive all the donations intended for them it was suggested that BPC use unearmarked reserves to cover the fees that will be charged by the Just Giving organization. The clerk advised this would be in the region of £200, not more. This action was proposed by Cllr. Harris, seconded by Cllr. Hooper agreed unanimously and therefore RESOLVED.

2505.10 MEMBERS REPORTS

- .01 **EV Charging – Zoom from Devon County Council – Cllr. D. Robbins.**
Cllr. Robbins gave a summary of the online meeting adding that the concerns raised previously by members about charging stations being inappropriate for Bishopsteignton had not been alleviated. He suggested the Parish Council remain mindful of future opportunities but that no action be taken yet. He made this proposal, it was seconded and unanimously agreed therefore RESOLVED.
- .02 **Village Hall Committee – Cllr. R. Gill**
Cllr. Gill reported on changes to the committee following the Village Hall AGM. Mr. James Day is now Chairman and Mary James is to become president following her long dedication as chair of the committee. It was suggested by Cllr. Gill that BPC show their appreciation to Mrs. James and a bunch of flowers are presented to her at the next VH meeting. This was unanimously agreed, clerk to organise.
- .03 **Parking – Cllr. Robbins**
Cllr. Robbins raised concerns over the extreme pinch points through the parish exacerbated by poorly parked vehicles and the fact the fire service had difficulty attending the fire at Applegarth. He felt that matter should be raised with Devon Highways for action to be taken and he proposed

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a meeting with the relevant officer be arranged to discuss the matter further. This was seconded by Cllr. Keohane and unanimously agreed therefore RESOLVED.

There were no further members reports.

2505.11 PUBLIC PARTICIPATION: There were no public comments.

THE CHAIR CLOSED THE MEETING AT 21.40

Bishopsteignton Parish Council

PAYMENTS LIST 01.05.25 to 30.06.25

VN	Code	Date	Description	Supplier	Net	VAT	Total
31	Fore St Toilets - Cleaning & Maint.	01/05/2025	Toilet Cleaning Contract	P. Walton	257.50		257.50
31	Lawns: Toilets & MUGA - Cleaning & Maint.	01/05/2025	Toilet Cleaning Contract	P. Walton	171.67		171.67
32	IT General & Reserve	01/05/2025	Website hosting	Dot Combo	57.50		57.50
33	IT General & Reserve	06/05/2025	Email hosting	Very Good Email Co	17.88	3.58	21.46
34	Applegarth Fire Recovery	12/05/2025	Donation	Maureen HARRIS	3,256.50		3,256.50
35	Applegarth Fire Recovery	12/05/2025	Donation	Melanie DEEKS	3,256.50		3,256.50
36	Admin Costs	12/05/2025	BPC Mobile Phone contract	EE	17.00	3.40	20.40
37	Bishops Ave Car Parks: General use	12/05/2025	Bishops Avenue Car Park	TDC	449.10		449.10
38	Fore St Toilets - Utilities	13/05/2025	Utilities	British Gas	24.53		24.53
39	Fore St Toilets - Utilities	14/05/2025	Utilities	Everflow Ltd	28.75		28.75
40	Burial Ground	15/05/2025	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
40	Green Spaces Contract	15/05/2025	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
40	St John's Churchyard	15/05/2025	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
40	P3	15/05/2025	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
41	BCC Rent & service charge	15/05/2025	Office Rent	Bishop CC	237.20		237.20
42	CIL	15/05/2025	BCC Bollards	Start Traffic Ltd	72.18	14.44	86.62
43	Lawns Toilets & MUGA - Utilities	27/05/2025	Utilities	British Gas	19.47		19.47
44	Burial Ground	28/05/2025	reservation plot marker	Williams & Triggs	37.50	7.50	45.00
45	Net Salary	30/05/2025	Clerks Salary	Mrs. K Ford	1,750.62		1,750.62
46	Employee Pension	30/05/2025	Pension Contributions	DCC Pension Fund	144.61		144.61
46	Employer Pension	30/05/2025	Pension Contributions	DCC Pension Fund	487.22		487.22
47	Employee Tax	30/05/2025	Tax & NICs	HMRC	235.40		235.40
47	Employee NIC	30/05/2025	Tax & NICs	HMRC	94.14		94.14
47	Employer NIC	30/05/2025	Tax & NICs	HMRC	271.16		271.16
48	Insurance	30/05/2025	Insurance	Zurich Municiple	2,546.93		2,546.93
49	Unrestricted Reserves & Contingency	30/05/2025	Bank Charges	Lloyds	18.44		18.44
50	Grant Awards 25-26	06/05/2025	Grant	B. Pantomime Society	300.00		300.00
51	Grant Awards 25-26	06/05/2025	Grant	BVF Committee	200.00		200.00
52	Fore St Toilets - Cleaning & Maint.	02/06/2025	Toilet Cleaning Contract	P. Walton	257.50		257.50
52	Lawns: Toilets & MUGA - Cleaning & Maint.	02/06/2025	Toilet Cleaning Contract	P. Walton	171.67		171.67
53	IT General & Reserve	02/06/2025	Website hosting	Dot Combo	57.50		57.50
54	Street Furniture Maintenance Reserve	04/06/2025	BT Kiosk	Talaton Parish Council	50.00		50.00
55	Tree Care: Watering & Inspections	04/06/2025	Noticeboards	J. Parkes	44.20		44.20
55	Climate Impact Actions	04/06/2025	Noticeboards	J. Parkes	50.00		50.00
56	Tidy Village (Weeding, etc)	04/06/2025	General Maintenance	Di Ewing	25.98		25.98
57	CIL	05/06/2025	General Maintenance	Odds Sods n Jobs	240.00		240.00
58	IT General & Reserve	06/06/2025	Email hosting	Very Good Email Co	17.88	3.58	21.46
59	Lawns Toilets & MUGA - Utilities	09/06/2025	Utilities	South West Water Ltd	33.89		33.89
60	Fore St Toilets - Cleaning & Maint.	10/06/2025	Utilities	British Gas	23.50		23.50
61	Admin Costs	12/06/2025	BPC Mobile Phone contract	EE	17.00	3.40	20.40
62	Burial Ground	16/06/2025	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
62	Green Spaces Contract	16/06/2025	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
62	St John's Churchyard	16/06/2025	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
62	P3	16/06/2025	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
63	BCC Rent & service charge	16/06/2025	Office Rent	Bishop CC	237.20		237.20

64	Fore St Toilets - Utilities	16/06/2025	Utilities	Everflow Ltd	23.38		23.38
65	TDC Waste Removal Contract	18/06/2025	Refuse collection contract	TDC	1,512.00	302.40	1,814.40
66	Lawns Toilets & MUGA - Utilities	26/06/2025	Utilities	British Gas	20.12		20.12
67	Street Furniture Maintenance Reserve	26/06/2025	BT Kiosk	BT	1.00		1.00
68	Climate Impact Actions	26/06/2025	Grant	Kirstyn Watson	181.45		181.45
69	Employee Tax	26/06/2025	Tax & NICs	HMRC	235.20		235.20
69	Employee NIC	26/06/2025	Tax & NICs	HMRC	94.14		94.14
69	Employer NIC	26/06/2025	Tax & NICs	HMRC	271.16		271.16
70	Employee Pension	26/06/2025	Pension Contributions	DCC Pension Fund	144.61		144.61
70	Employer Pension	26/06/2025	Pension Contributions	DCC Pension Fund	487.22		487.22
71	Net Salary	26/06/2025	Clerks Salary	Mrs. K Ford	1,750.82		1,750.82
72	Admin Costs	26/06/2025	Clerks Expenses	Mrs. K Ford	16.37		16.37
72	Training - Clerk	26/06/2025	Clerks Expenses	Mrs. K Ford	55.42		55.42
72	Defibrillators	26/06/2025	Clerks Expenses	Mrs. K Ford	108.33	21.67	130.00
72	MUGA Income & Resurfacing Reserve	26/06/2025	Clerks Expenses	Mrs. K Ford	18.00		18.00
72	2024-2025 Recognition Awards	26/06/2025	Clerks Expenses	Mrs. K Ford	18.00		18.00
73	Unrestricted Reserves & Contingency	26/06/2025	Donation	FOBS	20.00		20.00
74	Unrestricted Reserves & Contingency	30/06/2025	Bank Charges	Lloyds	4.25		4.25
Total					23,531.59	1,038.37	24,569.96

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 _____ Date _____

PRINT NAME _____

PRINT POSITION _____



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 30.06.25

1. BALANCES

Lloyds Community Account	24907.38	
Lloyds 32-day Notice Account	50115.23	
Lloyds Instant Access Savings Account	51302.82	
Hinckley & Rugby Deposit Account	80000.00	
Bank Balance at 30.06.25	206325.43	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	201248.04	97.5% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months' worth of regular expenditure)	5077.39	2.5% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	103138.23	Bishopsteignton Cemetery use only
Staff costs	9808.55	Staff salary, Employer NI & Pension contributions
Administration costs	12753.40	Includes all office & admin cost
Events	1086.32	Includes VE Day 80th, APM, recognition awards
Asset Management	31906.67	Includes budgets & reserves for management of all assets
Agency Grants	-180.90	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1342.34	For Emergency resilience & Snow Warden
Grant Awarding Funds	500.00	Under GPC of Localism Act 2011
Monies held in Trust	868.65	Bishopsteignton Luncheon Club
	0.00	Applegarth Fire Recovery
	0.00	Sustainable Bishop
Community Infrastructure Levy	38592.98	Spend must meet criteria, deadlines for spend
Section 106 Balance	0.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	2972.96	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-1660.86	Balance of VAT payments & receipts
TOTAL	201248.04	

3. BANK RECONCILIATION (next page)

SIGNED

DATED 07.07.25

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 30/06/2025		
	Cash in Hand 01/04/2025		172,494.47
	ADD Receipts 01/04/2025 - 30/06/2025		68,211.93
	SUBTRACT Payments 01/04/2025 - 30/06/2025		240,706.40
			34,380.97
	Cash in Hand 30/06/2025 (per Cash Book)		206,325.43
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Community Account Lloyds 30/06/2025	24,907.38	
	Savings Lloyds 30/06/2025	51,302.82	
	Hinckley & Rugby Deposit Account 30/06/2025	80,000.00	
	Lloyds 32 day Deposit Account 30/06/2025	50,115.23	
			206,325.43
	Less unrepresented payments		
			206,325.43
	Plus unrepresented receipts		
	Adjusted Bank Balance		206,325.43
	A = B Checks out OK		



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 30.06.25

1. BALANCES

Lloyds Community Account	24907.38	
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	0.00	Sustainable Bishop
Community Infrastructure Levy	38592.98	Spend must meet criteria, deadlines for spend
Section 106 Balance	0.00	Balance of monies claimed/spend to be claimed
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VAT	-1660.86	Balance of VAT payments & receipts
TOTAL	201248.04	

3. BANK RECONCILIATION (next page)

SIGNED

DATED 07.07.25

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 30/06/2025		
	Cash in Hand 01/04/2025		172,494.47
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	Cash in Hand 30/06/2025 (per Cash Book)		206,325.43
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Community Account Lloyds 30/06/2025	24,907.38	
	Savings Lloyds 30/06/2025	51,302.82	
	Hinckley & Rugby Deposit Account 30/06/2025	80,000.00	
	Lloyds 32 day Deposit Account 30/06/2025	50,115.23	
			206,325.43
	Less unrepresented payments		
			206,325.43
	Plus unrepresented receipts		
	Adjusted Bank Balance		206,325.43
	A = B Checks out OK		

Bishopsteignton Parish Council

PAYMENTS LIST 01.06.25 to 30.06.25

VN	Code	Date	Description	Supplier	Net	VAT	Total
52	Fore St Toilets - Cleaning & Maint.	02/06/2025	Toilet Cleaning Contract	P. Walton	257.50		257.50
52	Lawns: Toilets & MUGA - Cleaning & Maint.	02/06/2025	Toilet Cleaning Contract	P. Walton	171.67		171.67
53	IT General & Reserve	02/06/2025	Website hosting	Dot Combo	57.50		57.50
54	Street Furniture Maintenance Reserve	04/06/2025	BT Kiosk	Talaton Parish Council	50.00		50.00
55	Tree Care: Watering & Inspections	04/06/2025	Noticeboards	J. Parkes	44.20		44.20
55	Climate Impact Actions	04/06/2025	Noticeboards	J. Parkes	50.00		50.00
56	Tidy Village (Weeding, etc)	04/06/2025	General Maintenance	Di Ewing	25.98		25.98
57	CIL	05/06/2025	General Maintenance	Odds Sods n Jobs	240.00		240.00
58	IT General & Reserve	06/06/2025	Email hosting	Very Good Email Co	17.88	3.58	21.46
59	Lawns Toilets & MUGA - Utilities	09/06/2025	Utilities	South West Water Ltd	33.89		33.89
60	Fore St Toilets - Cleaning & Maint.	10/06/2025	Utilities	British Gas	23.50		23.50
61	Admin Costs	12/06/2025	BPC Mobile Phone contract	EE	17.00	3.40	20.40
62	Burial Ground	16/06/2025	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
62	Green Spaces Contract	16/06/2025	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
62	St John's Churchyard	16/06/2025	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
62	P3	16/06/2025	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
63	BCC Rent & service charge	16/06/2025	Office Rent	Bishop CC	237.20		237.20
64	Fore St Toilets - Utilities	16/06/2025	Utilities	Everflow Ltd	23.38		23.38
65	TDC Waste Removal Contract	18/06/2025	Refuse collection contract	TDC	1,512.00	302.40	1,814.40
66	Lawns Toilets & MUGA - Utilities	26/06/2025	Utilities	British Gas	20.12		20.12
67	Street Furniture Maintenance Reserve	26/06/2025	BT Kiosk	BT	1.00		1.00
68	Climate Impact Actions	26/06/2025	Grant	Kirstyn Watson	181.45		181.45
69	Employee Tax	26/06/2025	Tax & NICs	HMRC	235.20		235.20
69	Employee NIC	26/06/2025	Tax & NICs	HMRC	94.14		94.14
69	Employer NIC	26/06/2025	Tax & NICs	HMRC	271.16		271.16
70	Employee Pension	26/06/2025	Pension Contributions	DCC Pension Fund	144.61		144.61
70	Employer Pension	26/06/2025	Pension Contributions	DCC Pension Fund	487.22		487.22
71	Net Salary	26/06/2025	Clerks Salary	Mrs. K Ford	1,750.82		1,750.82
72	Admin Costs	26/06/2025	Clerks Expenses	Mrs. K Ford	16.37		16.37
72	Training - Clerk	26/06/2025	Clerks Expenses	Mrs. K Ford	55.42		55.42
72	Defibrillators	26/06/2025	Clerks Expenses	Mrs. K Ford	108.33	21.67	130.00
72	MUGA Income & Resurfacing Reserve	26/06/2025	Clerks Expenses	Mrs. K Ford	18.00		18.00
72	2024-2025 Recognition Awards	26/06/2025	Clerks Expenses	Mrs. K Ford	18.00		18.00
73	Unrestricted Reserves & Contingency	26/06/2025	Donation	FOBS	20.00		20.00
74	Unrestricted Reserves & Contingency	30/06/2025	Bank Charges	Lloyds	4.25		4.25
TOTAL					7,883.79	670.25	8,554.04

Bishopsteignton Parish Council

RECEIPTS LIST 01.06.25 to 30.06.25

VN	Code	Date	Description	Supplier	Net	VAT	Total
22	Bishopsteignton Lunch Club	02/06/2025	Lunch Club Donation	Linda Bond	300.00		300.00
23	Burial Ground	03/06/2025	Cemetery Fees	MacBeth Funeral Extension	430.00		430.00
24	Unrestricted Reserves & Contingency	09/06/2025	Bank Interest	Lloyds	34.13		34.13
25	Lawns Toilets & MUGA - Utilities	17/06/2025	Utilities	Octopus	613.72		613.72
26	Street Furniture Maintenance Reserve	26/06/2025	Memorial Bench	Mrs. Marie HOLDEN	1,373.25		1,373.25
28	Unrestricted Reserves & Contingency	30/06/2025	Bank Interest	Lloyds	87.14		87.14
TOTAL					2,838.24	0.00	2,838.24

Bishopsteignton Parish Council
The Community Centre
Shute Hill
Bishopsteignton
United Kingdom
TQ14 9QL

Your Account

Sort Code 30-96-06
Account Number 02377021

COMMUNITY ACCOUNT

01 June 2025 to 30 June 2025

Money In	£2,716.97	Balance on 01 June 2025	£30,744.45
Money Out	£8,554.04	Balance on 30 June 2025	£24,907.38

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Jun 25	L BOND LUNCHEON CLUB 400000001574484404 309606	FPI	300.00		31,044.45
02 Jun 25	P. WALTON	SO		429.17	30,615.28
02 Jun 25	JAMES C HOOPER	SO		57.50	30,557.78
03 Jun 25	MACBETH FUNERAL SE MACBETH FS	FPI	430.00		30,987.78
04 Jun 25	TALATON PARISH COU 100000001562343707 KIOSK	FPO		50.00	30,937.78
04 Jun 25	JOHN PARKES 200000001567482071 BPC INV	FPO		94.20	30,843.58
04 Jun 25	D H EWING 500000001571496408 PLANTER	FPO		25.98	30,817.60
05 Jun 25	J R C MANESTER 500000001572098538 INV113	FPO		240.00	30,577.60
06 Jun 25	VERY GOOD EMAIL CO	SO		21.46	30,556.14
09 Jun 25	SOUTH WEST WATER 2508290001	DD		33.89	30,522.25
10 Jun 25	BRITISH GAS BUSINE 603780315180123000	DD		23.50	30,498.75
12 Jun 25	EE LIMITED Q05317662627939870	DD		20.40	30,478.35
16 Jun 25	BGS	SO		2,035.20	28,443.15
16 Jun 25	BISHOP COMM CENTRE	SO		237.20	28,205.95
16 Jun 25	EVERFLOW LIMITED EFW014282	DD		23.38	28,182.57
17 Jun 25	OCTOPUS ENERGY A- E1E6C5FB-002	BGC	613.72		28,796.29

(Continued on next page)

COMMUNITY ACCOUNT

Sort Code 30-96-06
Account Number 02377021

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
18 Jun 25	TEIGNBRIDGE DISTRI 300000001582678078	FPO		1,814.40	26,981.89
24 Jun 25	GLENN HOLDEN ROWDEN CROSS BENCH	FPI	1,373.25		28,355.14
26 Jun 25	BRITISH GAS BGL0509730- 0493289	DD		20.12	28,335.02
26 Jun 25	BT PAYPHONES RECEI 500000001583635370 KIOSK	FPO		1.00	28,334.02
26 Jun 25	KIRSTYN WATSON 400000001588495321 BIO BLITZ	FPO		181.45	28,152.57
26 Jun 25	HMRC - ACCOUNTS OF 200000001579644700	FPO		600.50	27,552.07
26 Jun 25	DCC PENSION FUND 300000001587056967 00384	FPO		631.83	26,920.24
26 Jun 25	KIM FORD 400000001588497685 SALARY	FPO		1,750.82	25,169.42
26 Jun 25	KIM FORD 200000001579690077	FPO		237.79	24,931.63
26 Jun 25	FRIENDS OF BISHOPS 100000001574562007 BPC	FPO		20.00	24,911.63
30 Jun 25	SERVICE CHARGES REF : 458801416	PAY		4.25	24,907.38

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Transaction Date	Sort Code	Account Number	Transaction Description	Credit Amount	Balance at 30.06.25
09/06/2025	30-96-06	7735872	INTEREST (GROSS)	34.13	51302.82
09/05/2025	30-96-06	7735872	INTEREST (GROSS)	35.09	51268.69
09/04/2025	30-96-06	7735872	INTEREST (GROSS)	42.08	51233.60
BALANCE B/F at 01.04.25					51191.52

2024-25

10/03/2025	30-96-06	7735872	INTEREST (GROSS)	39.24	51191.52
10/02/2025	30-96-06	7735872	INTEREST (GROSS)	44.81	51152.28
09/01/2025	30-96-06	7735872	INTEREST (GROSS)	43.37	51107.47
09/12/2024	30-96-06	7735872	INTEREST (GROSS)	39.14	51064.10
09/11/2024	30-96-06	7735872	INTEREST (GROSS)	46.09	51024.96
09/10/2024	30-96-06	7735872	INTEREST (GROSS)	41.87	50978.87
09/09/2024	30-96-06	7735872	INTEREST (GROSS)	43.22	50937.00
09/08/2024	30-96-06	7735872	INTEREST (GROSS)	50.29	50893.78
09/07/2024	30-96-06	7735872	INTEREST (GROSS)	52.46	50843.49
10/06/2024	30-96-06	7735872	INTEREST (GROSS)	57.82	50791.03
09/05/2024	30-96-06	7735872	INTEREST (GROSS)	54.15	50733.21
09/04/2024	30-96-06	7735872	INTEREST (GROSS)	52.29	50679.06
BALANCE B/F at 01.04.24					50626.77

2023-24

11/03/2024	30-96-06	7735872	INTEREST (GROSS)	55.84	50626.77
09/02/2024	30-96-06	7735872	INTEREST (GROSS)	55.77	50570.93
09/01/2024	30-96-06	7735872	INTEREST (GROSS)	52.12	50515.16
09/12/2023	30-96-06	7735872	INTEREST (GROSS)	57.45	50463.04
09/11/2023	30-96-06	7735872	INTEREST (GROSS)	55.59	50405.59
09/10/2023	30-96-06	7735872	INTEREST (GROSS)	46.31	50350.00
11/09/2023	30-96-06	7735872	INTEREST (GROSS)	46.95	50303.69
09/08/2023	30-96-06	7735872	INTEREST (GROSS)	37.15	50256.74
10/07/2023	30-96-06	7735872	INTEREST (GROSS)	34.10	50219.59
09/06/2023	30-96-06	7735872	INTEREST (GROSS)	31.95	50185.49
09/05/2023	30-96-06	7735872	INTEREST (GROSS)	28.50	50153.54
11/04/2023	30-96-06	7735872	INTEREST (GROSS)	31.70	50125.04
BALANCE B/F at 01.04.23					50093.34



PRIVATE & CONFIDENTIAL

BISHOPSTEIGNTON PARISH COUNCIL
The Community Centre
Shute Hill
Bishopsteignton
BISHOPSTEIGNTON
TQ14 9QL

Lloyds Bank plc
1st Floor
33 Old Broad Street
London, EC2N 1HZ
E-mail: lloydstreasury@lloydsbanking.com
Tel: 0345 305 5555

DEPOSIT ACCOUNT STATEMENT

From 30/05/2025 to 30/06/2025

2 July 2025

Account:	32 Day Notice	Short Identification:	BISPAC_BGB
Account Identification:	BISPACBGB CLTKGBP001TSYLN	Statement:	2
Gross Interest Rate on 30/06/2025:	2.05%*	Interest Payment Frequency:	Daily
Currency:	GBP	Statement Frequency:	Monthly

Page 1 of 2

Entry Date	Value Date	Description	Transaction Reference	Entries	Balance
30-May-25		-----BALANCE BROUGHT FORWARD-----		50,028.09 CR	
30-May-25	2-Jun-25	Interest Payment		8.43 CR	50,036.52 CR
2-Jun-25	3-Jun-25	Interest Payment		2.81 CR	50,039.33 CR
3-Jun-25	4-Jun-25	Interest Payment		2.81 CR	50,042.14 CR
4-Jun-25	5-Jun-25	Interest Payment		2.81 CR	50,044.95 CR
5-Jun-25	6-Jun-25	Interest Payment		2.81 CR	50,047.76 CR
6-Jun-25	9-Jun-25	Interest Payment		8.43 CR	50,056.19 CR
9-Jun-25	10-Jun-25	Interest Payment		2.81 CR	50,059.00 CR
10-Jun-25	11-Jun-25	Interest Payment		2.81 CR	50,061.81 CR
11-Jun-25	12-Jun-25	Interest Payment		2.81 CR	50,064.62 CR
12-Jun-25	13-Jun-25	Interest Payment		2.81 CR	50,067.43 CR
13-Jun-25	16-Jun-25	Interest Payment		8.44 CR	50,075.87 CR
16-Jun-25	17-Jun-25	Interest Payment		2.81 CR	50,078.68 CR
17-Jun-25	18-Jun-25	Interest Payment		2.81 CR	50,081.49 CR
18-Jun-25	19-Jun-25	Interest Payment		2.81 CR	50,084.30 CR
19-Jun-25	20-Jun-25	Interest Payment		2.81 CR	50,087.11 CR
20-Jun-25	23-Jun-25	Interest Payment		8.44 CR	50,095.55 CR
23-Jun-25	24-Jun-25	Interest Payment		2.81 CR	50,098.36 CR

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278.

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Entry Date	Value Date	Description	Transaction Reference	Entries	Balance
24-Jun-25	25-Jun-25	Interest Payment		2.81 CR	50,101.17 CR
25-Jun-25	26-Jun-25	Interest Payment		2.81 CR	50,103.98 CR
26-Jun-25	27-Jun-25	Interest Payment		2.81 CR	50,106.79 CR
27-Jun-25	30-Jun-25	Interest Payment		8.44 CR	50,115.23 CR
30-Jun-25	CLOSING BALANCE				50,115.23 CR

* If your interest rate has changed within this statement period, a separate letter will have been sent to you with details of your new interest rate and when this became effective.

If you have any questions about this letter please call us on the relevant number below. We're available 8am to 5pm, Monday to Friday (apart from Bank Holidays).

Turnover up to GBP 25m: 0345 305 5555
Turnover GBP 25m to GBP 100m: 0345 300 5798
Turnover GBP 100m+: 0345 601 3645

For further information about our savings products, please go to our website at:
www.lloydsbank.com/business/savings.html

Accounts and Deposits
Business Transaction Banking

You can ask for a copy of this document in Braille, large print or audio by contacting your Lloyds Representative. If you have a hearing or speech impairment you can use Relay UK. More information on the Relay UK Service can be found at: www.relayuk.bt.com/

Our service promise

If you experience a problem, we will always try to resolve it as quickly as possible. Please bring it to the attention of any member of staff. Our complaints procedures are published on our 'Help & Support pages' at: www.lloydsbank.com/business/help-and-support/account-management/make-a-complaint.html



BISHOPSTEIGNTON PARISH COUNCIL

Appendix F for 07.07.25 Clerks Report – Payment Card

Currently BPC do not hold a credit or debit, for either of its accounts.

When situations arise where the payment of items must be conducted online with immediate payment, this leaves me no choice but to use my own personal card. I no longer feel this is acceptable practice. Liaising with other council clerks has strengthened this opinion.

The BPC Financial Regulations, adopted May 2025 says the following:

9.0 Payment Cards

9.1 No payment cards, debit or credit, shall be used by Bishopsteignton Parish Council.

The NALC Model Financial Regulations gives the following recommended options, none of which are statutory regulations:

9.0 Payment Cards

- 9.1 *Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.*
- 9.2 *A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].*
- 9.3 *Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.*
- 9.4 *Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}*

Conclusion & Recommendation

I would recommend BPC amend the BPC Financial Regulations to include the model regulations 9.1 & 9.4, subject to required amendments, shown in brackets, and a BPC credit card should be obtained and used in accordance with the regulations adopted. Subject to what is available from Lloyds bank and the associated charges.

Obviously an associated receipt will be expected for each transaction, as usual.

Kim Ford
Clerk to the Council

NEWTON ABBOT TOWN COUNCIL



MAYOR OF NEWTON ABBOT
CLLR COLIN PARKER
NEWTON'S PLACE
43 WOLBOROUGH STREET
NEWTON ABBOT
TQ12 1JQ

11th June 2025

Dear Clerk

Exploring Collaborative Opportunities and a Shared Hub Ahead of Local Government Reorganisation and Devolution

I am writing to you today on behalf of Newton Abbot Town Council to open a dialogue about the significant opportunities and challenges we anticipate with the upcoming local government reorganisation and the devolution of powers. As neighbouring communities, we share many common interests and face similar prospects, and we believe there's immense value in exploring how we can work together more formally.

We are proposing the idea of forming a **collaborative hub** with our neighbouring parish councils. The aim of this hub would be to:

- **Identify Mutual Aims:** Work together to pinpoint common goals and priorities that transcend our individual parish boundaries, such as environmental initiatives, infrastructure improvements, or community well-being projects.
- **Develop Collaboration:** Develop more effective and efficient ways to share resources, expertise, and best practices, leading to better outcomes for all our residents.
- **Strengthen Our Collective Voice:** Present a united front to higher-tier authorities during the reorganisation process and future devolution discussions, ensuring our local needs and aspirations are heard and acted upon.
- **Prepare for Devolution:** Proactively plan for the increased responsibilities and opportunities that devolution will bring, potentially allowing us to jointly manage services or projects more effectively at a local level.

We envision this hub as a flexible and energetic forum that would allow us to discuss strategic issues, pool resources where appropriate, and advocate for our combined interests. This is an initial outreach, and we are keen to hear your thoughts and explore what a collaborative arrangement might look like in practice.

pto

MAYOR'S SECRETARY
TELEPHONE: 01626 882528
EMAIL: carla.winsborrow@newtonabbot-tc.gov.uk
WWW.NEWTONABBOT-TC.GOV.UK

To kickstart this conversation, we would like to invite representatives from your Council to an initial informal meeting as follows:

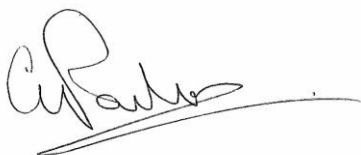
6.30 P.M. ON THURSDAY 24TH JULY 2025 AT THE COURTENAY CENTRE, KINGSTEIGNTON ROAD, NEWTON ABBOT TQ12 2QA

Tea/coffee & biscuits will be provided.

The purpose of this meeting would be to share perspectives, discuss potential benefits, and gauge the level of interest in moving forward with this exciting initiative.

Please could you let us know by 1st July if you are able/unable to attend. We are very much looking forward to the possibility of working more closely with you for the benefit of our communities.

Yours sincerely,



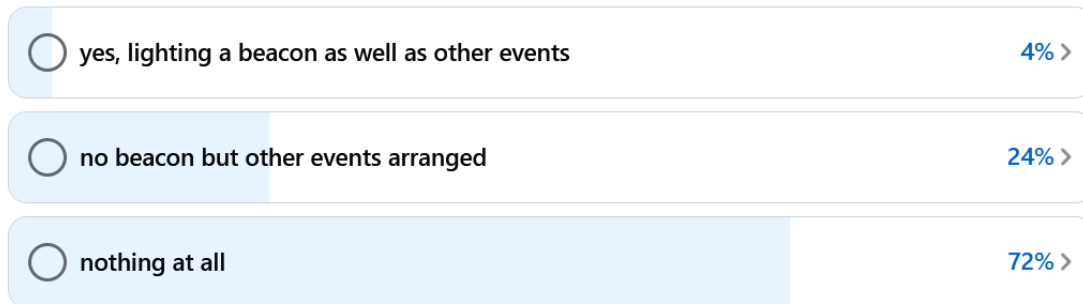
Councillor Colin Parker,
Mayor of Newton Abbot
Newton Abbot Town Council



CLERKS REPORT OF GENERAL UPDATES 30.04.25

GENERAL ADMINISTRATION/GOVERNANCE

VJ Day 80th Anniversary, 15.08.25 – No events have been confirmed across the village although it is expected The Old Commercial may hold an event. Mixed messages from other T&P Councils about the level of celebration. Also undecided if the beacon should be lit, for VJ-Day 80 this is not a happening as a national joint event, as previously. See below a poll I conducted on the clerks network, only 123 responses but gives an idea of how little is being done. If anyone feel strongly, either way, please advise.



123 votes 4 comments

TEIGNBRIDGE LOCAL PLAN: Local Plan Update – At the last update, provided by TDC at the Planning Forum, it was reported a final public consultation for the main modifications since the examination process shall take place in July/August. All comments will be sent to Planning Inspectors. Followed by the Inspectors' Report (early autumn) and Full Council adoption in autumn. We do need to consider a committee for review of the Bishopsteignton Neighbourhood Plan. If any members are interest to take part, or lead this, please let me know.

STRATEGY & GOVERNANCE

Community Infrastructure Plan: we are required to have a plan in place for potential infrastructure improvement projects in the parish, particularly those with allocated CIL or S106 spend. Draft to be prepared and reviewed by S&G Committee; TDC officers are offering support with this preparation.

Civility & Respect Project & Pledge: <https://www.nalc.gov.uk/our-work/civility-and-respect-project> Once the S&G 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.

Local Council Award Scheme: The application program is currently closed, awaiting the publication of future submission dates. S&G Committee to review in due course. Several issues will need to be considered prior to application including member training.

ROYAL BRITISH LEGION – Bishopsteignton Branch. To establish a branch of RBL in the village there needs to be at least 15 members, 7 of which to form a committee. There is a meeting of interested people taking place at The Cockhaven Arms on Tuesday 15 July at 3pm. Promotion has been shared on Facebook. From this we will know if it is feasible, member numbers and committee -wise. Once established the branch will then be able to purchase a new standard as the old one is in poor condition. This will involve some fundraising.

PARISH WIDE COMMUNICATION OF GROUPS:

Village Diary: 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. This is now available to view on the BPC website.

CLERKS REPORT Cont'd - GENERAL UPDATE 03.07.25

TDC TOWN & PARISH CHARTER: I am currently working with a panel of clerks and councillors, led by DALC, to support TDC to produce a Town & Parish Charter to improve the working relationship and understand expectations in both directions. I will report back as this evolves.

BISHOPSTEIGNTON COMMUNITY CENTRE: There are various ideas being explored to increase hire, community use and awareness as well as raise funds and grants to complete essential maintenance for the building's longevity. Changes are proposed that involve Bishopsteignton Heritage taking exclusive use of the Hawkins Room, as a walk-in museum space, retaining the Wilson Room (Hub) for office/meeting purposes but for this space to be shared with BPC.

Myself, Cllr. Hooper and Cllr. Merritt are involved and will report back as opportunities to support the centre and the proposed changes arise.

PLANNING: Bakers Yard: Following the recently awarded grant of conditional planning permission for application 23/00911/MAJ – Bakers Yard, by Teignbridge District Council BPC received an enquiry/complaint from a neighbouring resident. This addressed the way BPC consultation response was handled without reference to relevant policies in the BNDP. A response had been sent to the enquiry; this was copied to all members for information. No further correspondence has been received. Planning Officers have clarified no development work will take place until a S106 agreement is in place, but that the legal team have not yet started this.

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: Cllr Andy Keohane is Chair. Vice chair is Elaine Cawthraw. Councillor members are Cllrs. Vooght & Grimble. A co-ordinator for each zone is essential and this is being reviewed. The plan is undergoing minor changes before requiring re-adoption by the full council. Jon Watson is still the community Snow Warden, supported by Cllr. Vooght covering Luton and another volunteer snow warden from Ideford to work with Will.

DELIVERING RURAL AFFORDABLE HOUSING –The next step for Bishopsteignton is to have 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 which will not begin until the latest version of the Local Plan is approved.

HIGHWAYS MATTERS:

- **Neighbourhood Highways Officer:** A replacement officer for the area has now been appointed, Rhys Andrews. We have arranged a Highways liaison meeting for Tuesday 8 July to discuss any matters arising.
- **Temporary Prohibition Of Through Traffic & Parking** – 23.07.25 - Teignview Road & Smith Hill, for Airband engineers to splice new DP onto pole.

PARISH ASSET MAINTENANCE

Weeding throughout the Parish –Most work will be responsive to reports/complaints rather than planned. For this we'll be using money from the appropriate budget heading.

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

CLERKS REPORT Cont'd - GENERAL UPDATE 03.07.25

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 continue to require regular attention. John Hingston, BFG, is progressing with this work. No one is currently suggesting new locations where attention is required, but if anywhere is made know 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.
- **Sunken Graves** – Due the unpredictable soil conditions and rainfall some new graves are sinking, when noticed or notified a contractor is instructed promptly. The cost of this will be met using the burial account.
- **Theft or Removal of Memorial Ornaments** – There has been several reports recently that memorial ornaments have been removed from some graves. PCSO Bunce has agreed to do more regular evening inspections of the cemetery, when he is able. He shared a Devon Alert, which was then shared on our social media, hopefully increasing awareness and vigilance. No new thefts have been reported recently.

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

St Johns Churchyard – a joint condition assessment of the churchyard with two BPC members and several St Johns fabric committee members was held in April. In general, the contractor is meeting their agreed duties to a good standard. Several issues were noted and additional work planned to resolve these to ensure all Health and Safety obligations are met. There is a further inspection of the big Lime tree and a Magnolia being carried out on Monday 7 July, by Teign Trees.

BGS are working to improve the footpath at the rear of the church.

Playgrounds:

Regular inspections: No longer conducted by Wally, as reports were not being produced as a result of his inspections, so I had no records to rely on. Further investigation informed me that the inspections should be carried out by a trained operative. Having checked the requirements with our insurance company a contract has been set up to ensure inspection are taking place and thorough reports provided. As this was not part of the annual budget it can be covered using unrestricted reserves this year but will need a budget heading next year.

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.

A contractor has cleared overgrowth which obscures the 'no night time parking' sign on the Bishopsteignton House wall. A second sign to be ordered imminently.

MUGA :

- **Teignmouth Tennis Club** – Are now using the court again for this summer, from 01.04.25 to 30.09.25, on Mondays and Thursdays. The court will be closed to the public at these times, I will ensure this is well advertised. the court for regular sessions. Further promotion of the courts is required, preferably after refurbishment work is completed, see agenda item 2505.07.02.

CLERKS REPORT Cont'd - GENERAL UPDATE 03.07.25

- **Walking Football** – The Asset Management Committee have unanimously agreed there will be no charge for this new group, created by Bishopsteignton HLG, to use the MUGA once a week. However we need a policy for community use, I shall work on this for adoption at a future meeting.
- **Line-marking/Court Painting** – Further investigation work needed. Arranging a meeting with a contractor, imminently.

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. Ongoing work and assessment.

Dog Waste Bin – New Request: I have contacted the relevant officer at TDC requesting a new dog waste bin on Cockhaven Road. Awaiting response.

Trees

- **Lawns** – The appointed contractor has scheduled the essential tree works to take place after the nesting season restriction permit.
- **Village Green** – Following a recent enquiry both Cllrs. Gateshill and Grimble inspected the under-crown height of the larger oak on the Village Green edge. It was considered satisfactory but shall be inspected annually until a crown-lift is essential.

Noticeboards/Signage – At the Community Centre. Replacements are long overdue. I'm working with James, as BCC Chair, to design new permanent signage for the community centre, designs and quotes to be shared for consultation once ready.

Both external noticeboards at the centre need replacing soon. I have instructed John Parkes to refurbish the old Scout Hut board, after consulting the owners who were happy to donate it back to the parish council. This has been completed and looks good. Listed building permission required, part of ongoing development of the CC. Awaiting erection, in conjunction with BCC Management Committee.

Village Green Removable Bollards: The padlocks keeping these in place needed to be cut to remove them for this year's village festival access. They have been replaced and new padlocks attached. BGS will be provided a set of keys and asked to regularly check and oil the padlocks to ensure they open next time the bollards need to be removed!

Benches/Picnic Tables:

New: There are 3 new benches coming to the village:

- Memorial bench, replacement for Rowdens Corss, as previously discussed.
- Replacement picnic bench for The Lawns, purchased using S106.
- New picnic bench for BCC garden, donated using Sustainable Bishop, using their remaining funds. To be added to the BPC Asset register.

Inspection: Cllrs. Gateshill, Grimble & Merritt will be carrying out a condition assessment of all benches and picnic tables across the parish, date to be arranged imminently.

Public Rights of Way:

- **Access to The Lawns via The Drive:** As this is not currently a PROW the warden or co-ordinator is not willing to meet to discuss options to improve/ensure retention of the access to The Lawns at this point. To be considered by the AMC at a future meeting and a possible use for S106.
- **Annual PROW Condition Assessment** – Again, this was conducted by 1st Bishopsteignton Scouts. Who carried out a thorough assessment and a litter pick. Results reported to DCC, awaiting annual grant.

Defibrillators:

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

CLERKS REPORT Cont'd - GENERAL UPDATE 03.07.25

- Mrs. Warren, who kindly donated the defib unit at Old Walls Vineyard is not happy with it remaining at the site now the restaurant is permanently closed. However, the unit is still powered and regularly checked. It is on The Circuit and national defibrillator maps for public access. Unless a more suitable location can be found it will need to stay in this location. I have liaised with Western Power Distribution about our options to relocate and there is no solution which won't cost approximately £2.5k for a new power connection. As soon as a reasonable solution arises, I can action its relocation.

CLIMATE & ECOLOGICAL ACTION

Climate Impact Action Committee – Following the promotion of this new group, who will take over where Sus Bishop left off, I have had some interest. Therefore, an initial meeting has been arranged for Monday 14th July, 7pm at BCC.

Biodiversity Action Plan (BAP) – Currently in draft form, to be reviewed by the new CIA committee at a future meeting.

Carbon Reduction Plan (CRP) – No action taken to date. Will be prepared by the CIA committee.

Plastic Free Communities – Sadly, no action taken, I'm hoping a member of CIA will take a lead on this project to get us over the finish line to achieve this status. This will include regular public events such as litter picking the estuary, public info sessions/talks.

FOR INFO:

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

- **Full Council Meeting:** 7.30pm Monday 7 July 2025, Bishopsteignton Community Centre.
- **Next Full Council Meeting:** 7.30pm Monday 1 Sept 2025, The Old School House, Luton.
- **RBL Branch formation meeting:** 3pm Tuesday 15 July 2025, The Cockhaven Arms.
- **PACT:** (Police & Community Together): Tuesday 22 July 10.30, The Cockhaven Arms.
- **BPC Strategy & Governance:** July/August TBC
- **Planning Committee and Asset Management Committee** To be arranged, as required.
- **DALC AGM & Conference:**

My working week comprises 25 hours. To speak with me directly please phone: 07483 149812, 10am to 4pm on Tuesday, Wednesday & Thursday. I will also be at the Community Centre, in person, every Tuesday 10 -12. Emails sent to the usual address, clerk@bishopsteignton-pc.gov.uk, will be answered at any time during my working hours, or as soon as practical.

Please note I am on annual leave on Monday 21 to Friday 25 July inclusive.

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

Kim

Town and Parish Forum

June 2025

Agenda

1. Introductions
2. Planning Update including Local Plan
3. Biodiversity Net Gain (BNG)
4. Local Government Organisation (LGR)
5. AOB

Introductions

Ian Perry – Head of Development Management

Tamsin Cook – Planning Support Manager

Neil Blaney – Director of Place

Anna Holloway- Principal Planning Officer

Development Management Updates



Performance

25
Decisions

96.0%
Decisions on time

4.0%
% On Time (no EOTs)

Decisions Be
01/04/2024

Major Decisions Issued - 01/04/2024 to 02/06/2025

Quarter	Decisions	Decided on Time without Extension	Extension Used	Decided on Time with Extension	Decisions on Time	% On Time	Target	% On Time (no EOTs)
2024/25-Q1	6	1	5	5	6	100.0%	60%	16.7%
2024/25-Q2	6	0	5	4	5	83.3%	60%	0.0%
2024/25-Q3	8	0	8	8	8	100.0%	60%	0.0%
2024/25-Q4	3	0	3	3	3	100.0%	60%	0.0%
2025/26-Q1	2	0	2	2	2	100.0%	60%	0.0%

Major Decisions

862
Decisions

93.4%
Decisions on time

41.1%
% On Time (no EOTs)

Decisions Be
01/04/2024

Non-Major Decisions Issued - 01/04/2024 to 02/06/2025

Quarter	Decisions	Decided on Time without Extension	Extension Used	Decided on Time with Extension	Decisions on Time	% On Time	Target	% On Time (no EOTs)
2024/25-Q1	282	80	150	142	252	89.4%	70%	28.4%
2024/25-Q2	176	75	66	59	160	90.9%	70%	42.6%
2024/25-Q3	148	66	68	64	143	96.6%	70%	44.6%
2024/25-Q4	146	68	55	54	143	97.9%	70%	46.6%
2025/26-Q1	110	65	22	20	107	97.3%	70%	59.1%

Non-Major Decisions

Contacting us

Emails should be sent to planning@teignbridge.gov.uk where they will be triaged by the Team Managers and passed to the person best placed to answer. General phone calls can be directed to our admin team on 01626 215743.

East Team

Area Team Manager

Cheryl Stansbury (01626 215704)

Principal Planning Officer

Anna Holloway

Senior Planning Officers

Helen Murdoch, Gary Crawford

Planning Officers

Philly Matthew, Babatunde Adekoya-Serrano

West Team

Area Team Manager

Dave Kenyon (Interim) (01626 215705)

Senior Planning Officers

Carly Millman (interim), Jennifer Joule (returns mid July),
Taya Cotterill (on maternity leave), Artur Gugula (maternity cover)

Planning Officers

Kieran Miller, Gemma Webster (interim)



The Area Team Managers are also responsible for:

Planning Enforcement

Is managed by Dave Kenyon and the team comprises of

Senior Enforcement Officer

Steven Hobbs

Enforcement Officer

Pete Howell

Planning Technician

Maria Spragg

Specialist Officer team

Is managed by Cheryl Stansbury and the team comprises of

Conservation Officer

David Carruthers

Tree Officer

Currently vacant – out to advert

Biodiversity Officers

Stephen Carroll

Mary Rush

Technical Team

If the issue is a technical query or problem or about the consultation process or a request to call in to committee the technical team will help you.

Planning Support Manager	Tamsin Cook (01626 215740)
Business and Systems Support Officer	Sally Lindsey (01626 215743)

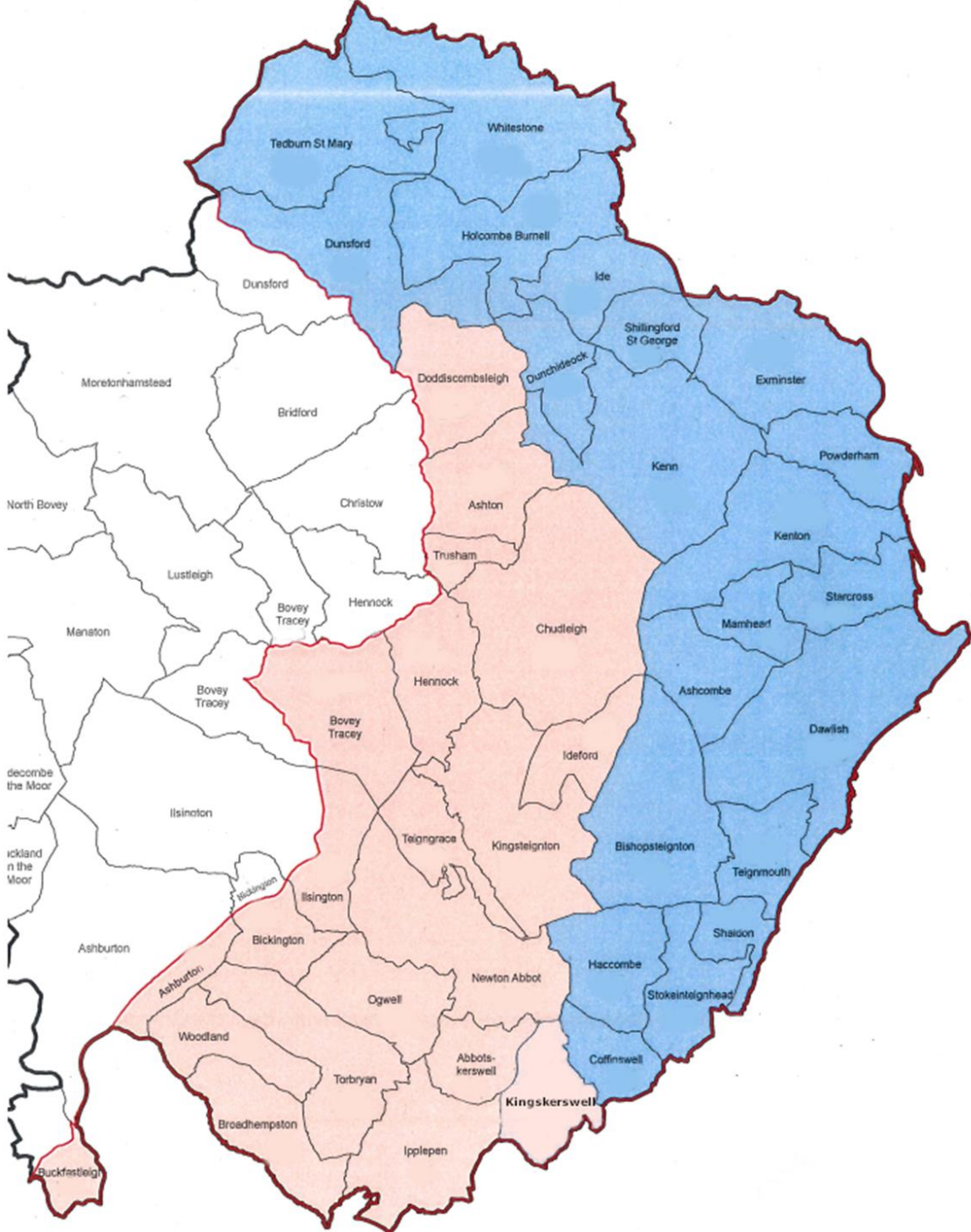
CIL/S106 Officer (within Delivery Team managed by Alex Lessware)	Lisa Edwards, Rebecca Rash
---	----------------------------

Validation Officer	Kristian Barnett and one vacant post
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Planning Technicians	Christina Dove Victoria Oakley Louise Golding Jessica Jane
-----------------------------	---

East/West Team split

- Blue = East
- Brown = West
- White = DNP



Changes proposed to planning committees at National Level

Scope of the Consultation

Topic: Reform of planning committees.

Geographical Scope: Applies to England only.

Duration: 8 weeks from 28 May 2025.

<https://www.gov.uk/government/consultations/reform-of-planning-committees-technical-consultation/reform-of-planning-committees-technical-consultation#delegated-decision-making>

Key Proposals

1. Delegation of Planning Functions:

1. Introduce a national scheme of delegation for consistency.
2. Two-tier categorisation of applications: Tier A (must be delegated to officers) and Tier B (delegated unless agreed otherwise by Chief Planner and Chair of Planning Committee).

2. Size and Composition of Committees:

1. Maximum of 11 members for planning committees.
2. Encouragement for smaller committees to improve debate quality.

3. Mandatory Training for Committee Members:

1. National certification scheme for training.
2. Hybrid training approach (online and face-to-face).



Permitted Development Changes as of 29th May 2025

- Permitting off-street outlets and upstands for recharging electrical vehicles to be installed within 2 metres of a highway.
- Allowing off-street electrical upstands up to a height of 2.7 metres where not within the curtilage of a dwellinghouse or block of flats.
- Allowing for the installation of equipment and a unit of equipment storage necessary for the operation of electrical upstands within the ground level of a non-domestic area used for off-street parking.
- Allowing air source heat pumps to be installed within 1 metre of the property boundary.
- Increasing the size limit of an air source heat pump for dwellinghouses from 0.6 metre cubed to 1.5 metre cubed.
- Doubling the number of heat pumps permitted for a detached dwellinghouse from one to two.
- Allowing air source heat pumps to also be used for cooling (providing it is not solely used for cooling) to permit the installation of air-to-air heat pumps.

Local Plan Update



www.teignbridge.gov.uk



Local Plan 2020-2040 Update

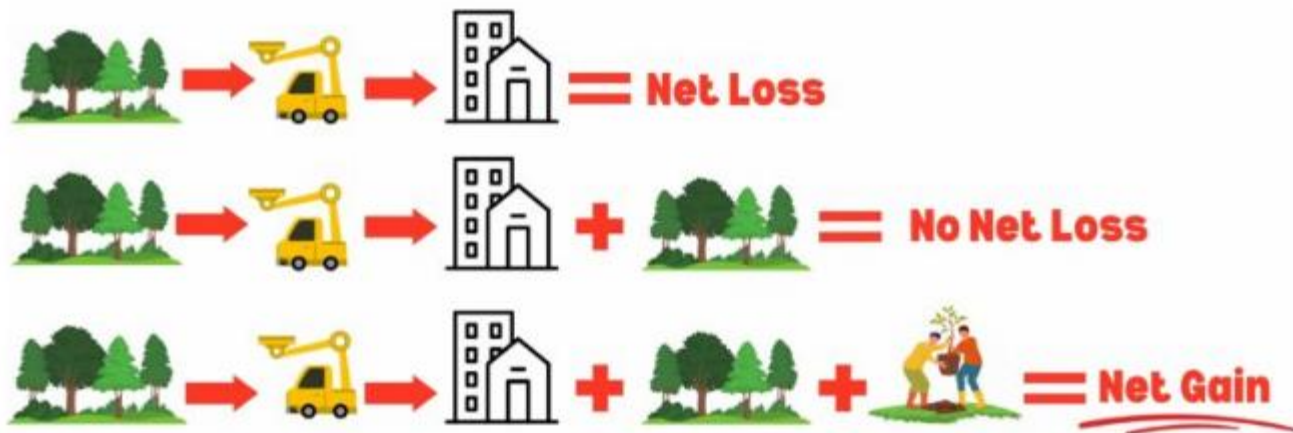
- Following the Examination Hearings, the Main Modifications to the Local Plan have been agreed by Planning Inspectors
- Main Modifications Public Consultation - 6 weeks June/July
- Notification of the consultation and paper copies of the Main Modifications Local Plan and Appendices will be sent to all Town and Parish Councils (planned for beginning of July subject to printing)
- Comments can only be made on the changes highlighted in red (either red underlined for new text or red strikethrough for deleted text)

Local Plan 2020-2040 Update cont...

- All comments will be sent to Planning Inspectors
- Await Inspectors' Report (late summer/early autumn)
- Full Council for adoption - autumn

Biodiversity Net Gain (BNG)





What is Biodiversity Net Gain (BNG)?

- ❖ Statutory Duty
- ❖ Requires every Planning Permission, unless exemptions apply, to deliver 10% BNG
- ❖ BNG to be secured for 30 years
- ❖ 10% net gain above Baseline conditions
(Baseline conditions to be assessed at date of application or earlier date if appropriate)
- ❖ 10% net gain in each of the following habitats if present on site:
 - *Area habitat (e.g. fields, woodlands, garden areas etc.)*
 - *Linear habitat (e.g. hedgerows, lines of trees)*
 - *Watercourses*


How can it be delivered?

- ❖ In accordance with BNG Hierarchy

1. On site (e.g. within the red line) through habitat creation and enhancement
2. Off site (e.g. within the blue line or elsewhere) through habitat creation and enhancement
3. Habitat Bank – the applicant will need to purchase habitat bank units prior to commencing work
4. Statutory Credits – to be purchased prior to commencing work

- ❖ Can be mix of the above to ensure 10% BNG for the development is secured

Exempt Applications:

**legislation.gov.uk**

delivered by
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Title:

Year:

Number:

Type:
All UK Legislation (excluding originating from the EU) ▾

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The Biodiversity Gain Requirements (Exemptions) Regulations 2024

UK Statutory Instruments > 2024 No. 47 > [Table of contents](#)

Table of Contents

Content

Explanatory Memorandum ?

Impact Assessments ?

More Resources ?

[Plain View](#)

[Print Options](#)

What Version ?

Latest available (Revised)

✓ Original (As made)

▼ Opening Options ?

▼ More Resources

Status:

This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Introductory Text

1. Citation, commencement and extent

2. Biodiversity gain planning condition

3. Temporary exemption for small developments

4. De minimis exemption

5. Householder applications

6. High Speed Railway Transport Network

7. Biodiversity gain site

8. Self-build and custom build applications.

9. Review

Signature

The Biodiversity Gain Requirements (Exemptions) Regulations 2024



Exempt Applications:

- ❖ All planning applications submitted prior to 12 February 2024
- ❖ All non-major planning applications submitted prior to 2 April 2024
- ❖ s73 applications to the above exemptions
- ❖ Householder development
- ❖ Self-build and custom build dwellings:
 - *Up to 9 dwellings on sites of no larger than 0.5 hectares*
 - *Must be exclusively self-build and custom dwellings*
- ❖ Development permitted under the GPDO (e.g. permitted development and prior approvals such as Class Q barn conversions)
- ❖ Retrospective applications

Exempt Applications:

❖ De minimis exemption:

- Development which would impact:
 - *Less than 25m² of habitat / less than 5 metres of linear habitat, which is not priority habitat*
 - *Sealed / artificial surfaces, as they have a biodiversity value of zero (not including bare earth)*
- Change of use with no or only a de minimis impact on onsite habitat
- Temporary development where the habitat would return to its predevelopment value within 2 years

Exempt Applications:

- ❖ Non-planning applications e.g. LBCs, ADVs, TPOs, TCAs
- ❖ Urgent Crown development
- ❖ High Speed Trainlines
- ❖ Development of a Biodiversity Gain Site – undertaken solely or mainly for the purpose of fulfilling, in whole or in part, the biodiversity gain condition in relation to another development

- ❖ **The future...**
 - Government consultation running until 24 July 2025
 - Option to simplify BNG requirements for smaller developments
 - <https://consult.defra.gov.uk/defra-biodiversity-net-gain/improving-the-implementation-of-biodiversity-net-g/>

Planning Application Requirements?

The Statutory Biodiversity Metric
Start page

PROTECTED VIEW Be careful – files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Project details

Planning authority:	
Project name:	
Applicant:	
Application type:	
Planning application reference:	
Completed by:	
Date of metric completion:	
Reviewer:	
Calculation iteration:	
Planning authority reviewer:	
Date of planning authority review:	
Target % net gain:	10%
Irreplaceable habitat present at baseline:	No ✓
Total site area - including irreplaceable habitat area (hectares):	0.00
Total off-site area - including irreplaceable habitat area (hectares):	N/A
Irreplaceable habitat site area (hectares):	0.00
Irreplaceable habitat area off-site (hectares):	N/A

Cell style conventions

▲	Attention required
▲	Input error/rules and principles not met
▲	Use of this cell is not appropriate
▲	Enter data
▲	Automatic lookup
▲	Result

On-site baseline map Insert

On-site post intervention map Insert

Main menu

Results

View all

Reset view

Small Sites Metric
(The Statutory Biodiversity Metric)

Version 1.2.2 Release Date: July 2024

Cell style conventions

	Enter data
	Automated equation
	Result
	Title cell
	Title cell alt colour
▲	Error
▲	Attention required
▲	Use of this cell is not required

© Natural England/Margaret Nishe 2012

Technical Requirements - Excel Versions: 2010, 2013, 2016, 2019, Office 365, Excel for Android

1. Introduction 2. Site Details 3. Desktop Assessment 4. Supporting Information 5. Area Habitats 6. Hedges & Lines of Trees 7. Watercourses 8. Headline Results 9. All Hab ...



Planning Application Requirements:

- ❖ Application Form – BNG question
- ❖ Statutory Metric / Statutory Small Sites Metric
 - *Must be completed with Baseline conditions as minimum national validation requirement*
- ❖ Plan showing onsite habitats
- ❖ Local List Requirements
 - *BNG Statement for Validation*
 - *Draft completed Metric*
 - *Draft Biodiversity Gain Plan*
 - *Draft Habitat Management and Monitoring Plan (HMMP)*
 - *Draft Heads of Terms for s106 Agreement*

Planning Application Requirements:

- ❖ Has sufficient detail been provided to establish the Baseline condition?
- ❖ How will the development provide 10% BNG in accordance with the Hierarchy?
 - Is the applicant making appropriate provision for onsite delivery of habitats?
 - Is there space to do so?

Habitats to be retained, enhanced and created on site.

Doesn't include such items as bat and bird boxes and gardens are flat-rated for BNG.
 - Is the applicant proposing to deliver offsite BNG?
- ❖ Cannot Refuse an application for failure to demonstrate 10% BNG at Planning Application stage as this is a matter for the General Biodiversity Gain Plan Condition.

Conditions and Obligations:

- ❖ Whilst the General Biodiversity Gain Plan Condition is automatically applied to any relevant Planning Permission, the LPA will also (where appropriate) secure the following at Planning Application Stage:
 - Onsite BNG will be secured by Conditions.
 - Offsite BNG will need to be secured as a Planning Obligation within a s106 agreement.
 - Significant onsite BNG and all offsite BNG will need to be secured for 30 years as a Planning Obligation within a s106 agreement.
 - A s106 agreement will also include a requirement for a monitoring fee.

General Biodiversity Gain Plan Condition:



Biodiversity gain plan

Submit a biodiversity gain plan to show how your development will achieve biodiversity net gain.

When to use this form

A biodiversity gain plan shows how a development will achieve 10% biodiversity net gain (BNG). Submit this form to your local planning authority after they approve your planning application.

Unless your development is exempt, you cannot start the development until the LPA approves your biodiversity gain plan and biodiversity metric calculation tool.

1. Submission details

1.1 Date

For example, 3/11/2023

[Biodiversity gain plan - GOV.UK](#)



General Biodiversity Gain Plan Condition:

- ❖ **Pre-commencement** condition.
- ❖ The Biodiversity Gain Plan may be submitted no earlier than the day after planning permission has been granted.
- ❖ **Automatically applied** to relevant planning permission and is not included in the list of conditions on the Decision Notice.
- ❖ An Informative is added to the Decision Notice notifying the applicant of the need to comply with the General BGP Condition.
- ❖ Use of the national Biodiversity Gain Plan template is ‘strongly encouraged’.
- ❖ The Biodiversity Gain Plan will show how the development will achieve 10% BNG.
 - Completed BNG Metric.
 - Evidence that any required Habitat Bank units or Statutory Credits have been purchased.

Registered Habitat Banks:

- ❖ A Habitat Bank is an area of land where new habitats – like meadows, woodlands, hedgerows, and ponds – are enhanced or created and managed.
- ❖ Habitat Banks must be registered with Natural England and agreed with the LPA via a legal agreement (s106 agreement).
- ❖ The legal agreement will secure the habitat bank for 30 years and agree the Habitat Management and Monitoring Plan (HMMP).
- ❖ The landowner / habitat bank provider can then sell the biodiversity units created to developers.
- ❖ The developers can then use these to secure 10% BNG for their development.

Useful Links

❖ Devon Guidance:

- <https://www.devon.gov.uk/environment/wildlife/biodiversity-net-gain>

❖ National Guidance and Legislation:

- [Biodiversity net gain - GOV.UK](#)
- [Statutory biodiversity metric tools and guides - GOV.UK](#)
- [Biodiversity gain plan - GOV.UK](#)
- [The Biodiversity Gain Requirements \(Exemptions\) Regulations 2024](#)

❖ DEFRA BNG consultation running until 24 July 2025:

- <https://consult.defra.gov.uk/defra-biodiversity-net-gain/improving-the-implementation-of-biodiversity-net-g/>

Thanks for
listening!

Questions?



www.teignbridge.gov.uk

Devolution and Local Government Reorganisation

Parish Forum meetings June 2025

Neil Blaney

Director of Place



www.teignbridge.gov.uk



Devolution vs Reorganisation

Devolution of Powers

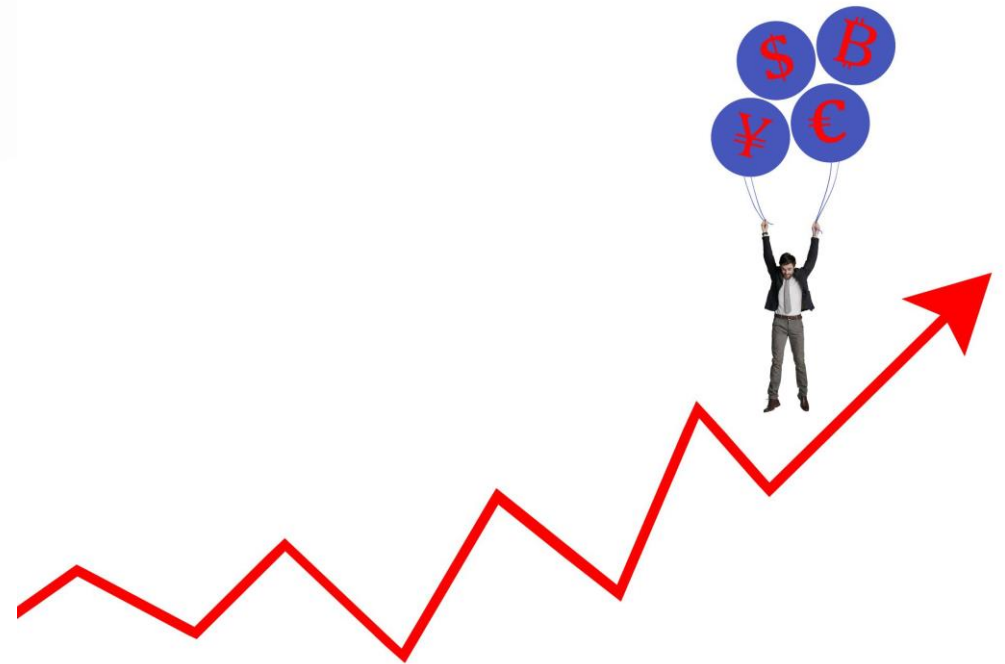
Devolution transfers powers from central government to local or regional authorities, granting them increased control and autonomy.

Local Government Reorganisation

Reorganisations involve structural changes within local authorities aimed at improving efficiency and public services.

Decentralisation vs Reorganisation

While devolution decentralises authority to local bodies, reorganisations restructure existing frameworks to manage local affairs more effectively.



Devolution – Devon and Torbay Combined County Authority

Key projects aimed at improving the region's infrastructure, economy, and quality of life:

- **Housing Initiatives:** The DTCCA is working on projects to provide homes for at-risk residents. This includes repurposing old council buildings to create energy-efficient homes that align with net-zero ambitions
- **Transport Improvements:** Enhancing public transport connectivity and infrastructure is a major focus. This includes upgrading bus and rail services to improve accessibility and reduce travel times
- **Skills and Employment:** The DTCCA is investing in training programs to boost local employment and equip residents with the skills needed for emerging industries
- **Climate Change and Net Zero:** Projects aimed at reducing carbon emissions and promoting sustainable practices are a priority. This includes initiatives to increase renewable energy use and improve energy efficiency in public buildings
- **Business and Investment:** Attracting new businesses and investments to the region is another key area. The DTCCA is working to create a favorable environment for business growth and innovation

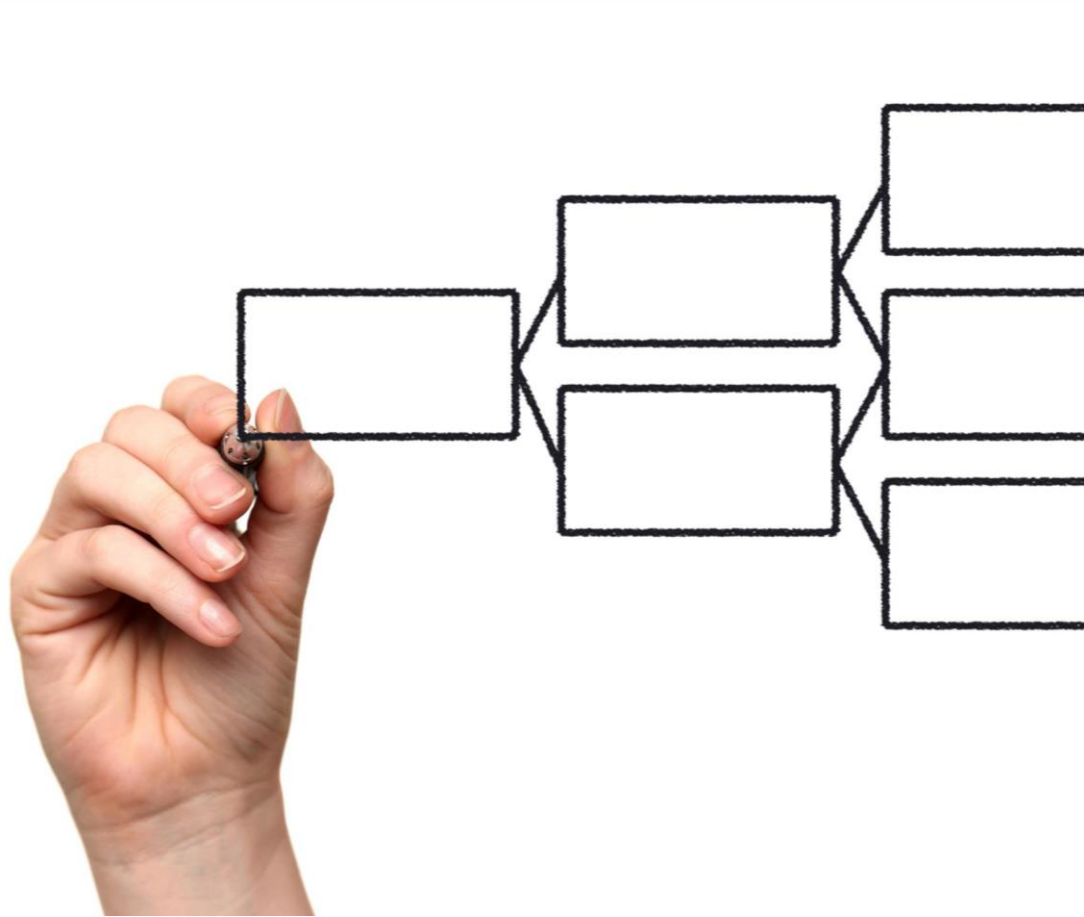
The DTCCA's membership:

- **Six constituent members** appointed by the two Constituent Councils **of Devon and Torbay**. Each Council has appointed one Lead Member (the Leader of the Council) and two further elected members.
- **Four non-constituent members, two** are members nominated by the Devon **District** Forum to act as district representatives, **one** is the Devon, Cornwall and Isles of Scilly **Police and Crime Commissioner (PCC)**. There is **one vacancy**.
- **Two associate members** being the Chair of the Business Advisory Group and the Chair of the Skills and Employment Advisory Group. Associate members are non-voting.

[Home - Devon and Torbay](#)

*Devolution Bill due to be published shortly

Devon Reorganisation Plans



Redrawing Boundaries

Reorganising Devon's local government involves redrawing boundaries to improve administrative efficiency and streamline service delivery.

Redistributing Resources

The plans include redistributing resources to ensure equitable allocation and better service provision across different areas.

New Governance Structures

Implementing new governance structures is crucial for enhancing local government operations and community engagement.

Criteria for unitary bids



1. A proposal should seek to achieve for the whole of the area concerned the establishment of a single tier of local government.



2. Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks.



3. Unitary structures must prioritise the delivery of high quality and sustainable public services to citizens.



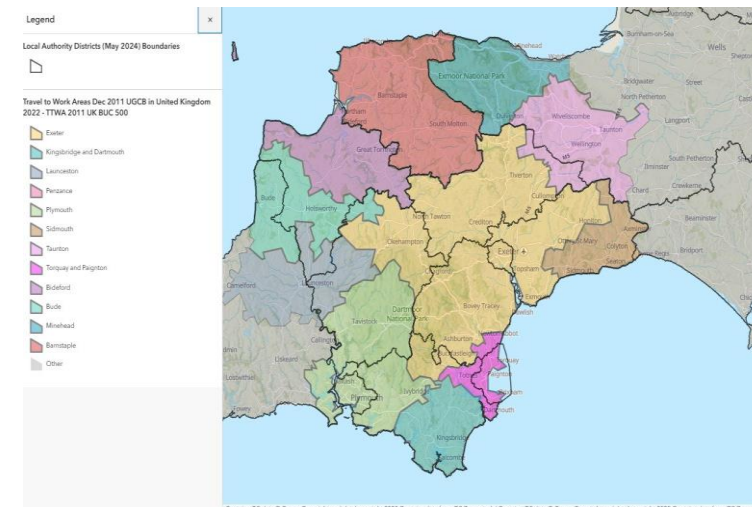
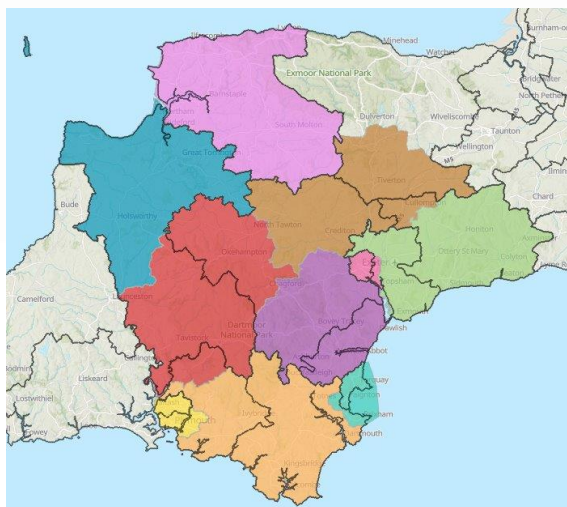
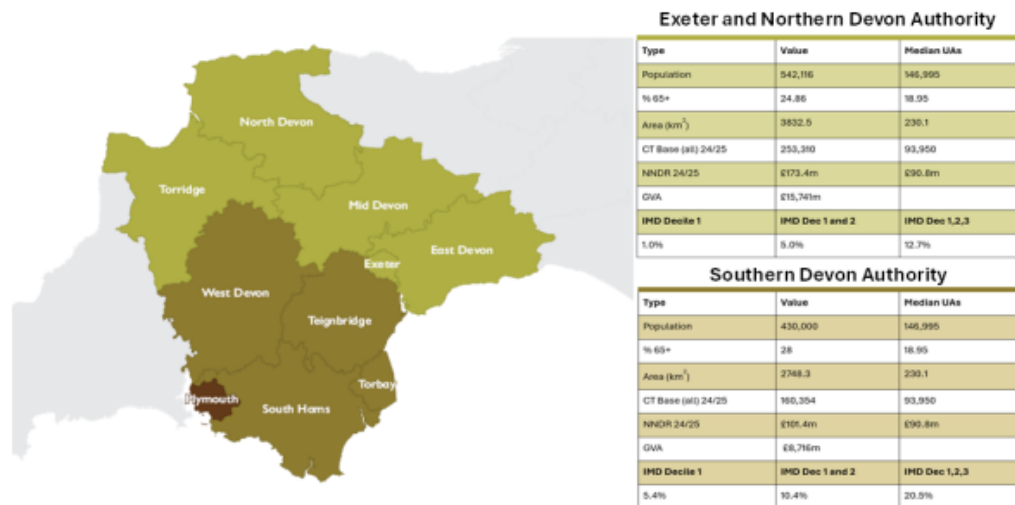
4. Proposals should show how councils in the area have sought to work together in coming to a view that meets local needs and is informed by local views.



5. New unitary structures must support devolution arrangements.



6. New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.



4. Proposals should show how councils in the area have sought to work together in coming to a view that meets local needs and is informed by local views.

- a) It is for councils to decide how best to engage locally in a meaningful and constructive way and this engagement activity should be evidenced in your proposal.
- b) Proposals should consider issues of local identity and cultural and historic importance.
- c) Proposals should include evidence of local engagement, an explanation of the views that have been put forward and how concerns will be addressed.

How we will engage

- Organise and publish a programme of community events to take place across the district prior to the start of the summer term
- Engage DALC on our behalf to carry out consultation with the towns and parishes
- Design a short series of questions that we will use as the basis for a questionnaire and conversation themes at community events
- Publicise the survey via social media, partnership channels, CVS outreach and at community events (both electronic options and paper copies).
- Run an LGR member workshop

What would you like to see?



6. New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.

- a) Proposals will need to explain plans to make sure that communities are engaged.
- b) Where there are already arrangements in place it should be explained how these will enable strong community engagement.

Government is advocating for Neighbourhood Area Committees as a way of 'hardwiring local community engagement into the new structures.

What would you like to see?

What happens next ?

- May 2025 - [Feedback from Government on Interim Plan](#)
- June – October 2025 - Further engagement with wider stakeholders, including residents, Town and Parish Councils, etc
- 28 November 2025 – Submission of LGR Business Case to Government
- December 2025/January 2026 – Decision on LGR from Government
- New unitary councils will be established in April 2027 or April 2028, depending on capacity and devolution timelines in the area.
- A Shadow authority is likely to be created 11 months ahead of this to manage the transition

Forum Purpose



The first meeting of the Parish and Town Charter Working Panel took place on the 29th May which included members and officers from parish and town councils, and parish meetings, in Teignbridge District. The panel was facilitated by the Devon Association of Local Councils.

The meeting took the form of an open discussion between those present about what they would like to see in a charter.

This work will be ongoing, but it is noted that this forum was raised in the discussion:

“There appears to be some confusion about planning forums, which were focused on planning matters, but may have now evolved into being forums for general discussion around towns and parishes (meeting 3 times a year, and with a meeting coming up in June). The lack of clarity here was suggested as an example of where communication could be improved.”

The forum has been planning led and has looked to focus on planning matters but there are other areas such as LGR requested by Town and Parish Council’s to be presented at these meetings. There are benefits to broader discussion but similarly we can keep focussed on just planning matters.

We will send out a feedback form where we would like your views on what these forums should cover and frequency.



QUESTIONS?



www.teignbridge.gov.uk



Glossary

AH – Affordable housing
AMR – Annual Monitoring Report
AONB – Area of Outstanding Natural Beauty
AQMA – Air Quality Management Area
BNG – Biodiversity Net Gain
CIL – Community Infrastructure Levy
CPO – Compulsory Purchase Order
DAS – Design and Access Statement
DP – Development Plan
EIA – Environmental Impact Assessment
GPDO – General Permitted Development Order
HDT – Housing Delivery Test
HER – Historic Environment Record
HMO – House in Multiple Occupation
HRA – Habitats Regulation Assessment
LBC – Listed Building Consent
LDC – Lawful Development Certificate
LDO – Local Development Order
LNR – Local Nature Reserve
LP – Local Plan
LPA – Local Planning Authority
NDO – Neighbourhood Development Order

NPPF – National Planning Policy Framework
OAN – Objectively Assessed Need
PD – Permitted Development
PINS – Planning Inspectorate
PPA – Planning Performance Agreement
PPG – Planning Practice Guidance
Pre-App – Pre-application enquiries
RIGS – Regionally Important Geological Sites
S106 – Planning obligation
SA – Sustainability Appraisal
SAC – Special Areas of Conservation
SEA – Strategic Environmental Assessment
SEP – Strategic Economic Plan
SFRA – Strategic Flood Risk Assessment
SHLAA – Strategic Housing Land Availability Assessment
SPA – Special Protection Areas
SPD – Supplementary Planning Document
SRN – Strategic Road Network
SSSI – Site of Special Scientific Interest
TA – Transport Assessment
TPO – Tree Preservation Order
UCO – Use Class Order





BISHOPSTEIGNTON PARISH COUNCIL

Appendix M for 07.07.25

Clerks Report – Society of Local Council Clerks joint branch meeting Devon & Cornwall

On Wednesday 25 June I attended the joint branch meeting of all SLCC member clerks for Town & Parish Councils in Devon & Cornwall. This was attended by approximately 75 members to hear the latest branch news and presentations from various organisations on sector-related topics (see following slides).

The following points were worth noting:

- **Neighbourhood Plans Funding** - A 38 Degrees petition has been launched to reinstate/continue support funding for community-led Neighbourhood Plans, channelled through the organisation, 'Locality'. The UK Government has decided to cut its funding from 2026. The funding has provided parish and town councils with the core costs of engaging external support to develop plans and, crucially, with technical support on issues including housing needs assessment and design codes. The SLCC continues to support NALC in expressing the sector's disappointment at the removal of this core funding.

You will find the petition <https://you.38degrees.org.uk/petitions/continuing-support-funding-for-community-led-neighbourhood-plans>

- **The Future of Local Council meetings** - The Government's direction of travel is clear: councils will soon have the freedom to choose how they run meetings—remotely, in person, or both. This is an exciting opportunity for the SLCC to help councils build systems that better reflect how people live and work today. The SLCC have spent the last few years collaborating closely with local councils to improve meeting accessibility, boost engagement, and future proof decision-making. We are ready to do the same for you. This is likely to be in the form of Hybrid meetings.

Hybrid meetings are not just a tech upgrade—they are a chance to remove barriers. Whether it is a councillor away on work, a member of the public with mobility issues, or simply someone juggling family life, hybrid meetings open the door to participation that fits around real lives. Furthermore, Proxy voting has been endorsed by the Government reviewing the future of local council meetings: proxy voting is seen as a useful tool for members in principal councils who cannot attend meetings, even remotely, due to exceptional circumstances. Awaiting confirmed changes to legislation before conducting hybrid meetings, then financial and feasibility consideration will be needed, or proxy voting can be conducted. Changes to Standing Orders will be required and the government also stated Local discretion should be emphasised: empowering local councils to develop their own policies on remote attendance and proxy voting, tailored to local needs and contexts.

- **Possibly Changes to the AGAR process** - SAAA is the Smaller Authorities' Audit Appointment Panel. It works mostly behind the scenes, but its main job is to appoint our external auditor, one of four across the county, and manage the contracts with these four firms. The SAAA also support local councils to complete and publish their Annual Governance and Accountability Return (AGAR) correctly so that their local communities can receive assurance that public money is being properly spent and accounted for mainly through its publication The Accountability & Transparency Code. The SAAA is working closely with and providing funding for the Smaller Authorities Proper Practices Panel (SAPPP)(formerly JPAG) to begin a full review of 'Proper Practices' and the AGAR forms. SAPPP will soon be asking for clerks/RFO ideas on this to ensure our involvement.
- **Civility & Respect** – The SLCC and NALC are still fighting for more of this across the sector. See the attached newsletter for the latest news. Read more here about the C&R pledge and see which other councils have made it <https://www.slcc.co.uk/news-publications/civility-respect-pledge/>

CIVILITY AND RESPECT PROJECT



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 11 | JANUARY 2025



WELCOME TO
THE CIVILITY
AND RESPECT
PROJECT
NEWSLETTER

LATEST NEWS ON IMPROVING STANDARDS FROM JONATHAN OWEN, CEO, NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC), AND ROB SMITH, CHIEF EXECUTIVE, SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)

In a speech celebrating the 30th anniversary of the Committee on Standards in Public Life, its new chair, Doug Chalmers CB DSO OBE, stressed the Nolan Principles (honesty, integrity, objectivity, accountability, selflessness, openness and leadership) and their continued relevance and inspirational nature. Prime Minister Sir Keir Starmer has also included the principles in the new Ministerial Code.

The government has launched a consultation, which runs until 26 February 2025, on proposals to introduce measures to strengthen the standards and conduct regime for local authorities in England. There are also intentions to remove the requirement for councillors' addresses to be published, to help combat harassment.

NALC and SLCC have welcomed these announcements and will be responding to the relevant consultations. Councils, councillors and clerks are encouraged to make their own response to the consultations.

The IDB Intervention Taskforce

The taskforce submitted an excellent report to the Improvement and Development Board (IDB) (informed by their personal experience of interventions in the sector where local councils faced chronic failures). The key recommendation to produce a 'Good Practice Guide for Local Councils in Distress' based on the report was approved, with a target to take the final draft of the Guide to the IDB meeting on 6 March 2025.



The Civility and Respect Taskforce

The taskforce has identified three initial priorities:

Peer review

Early ideas on peer review were well received by the taskforce. This would be a process where local councils would review each other against agreed standards, providing constructive feedback on performance, skills, strengths/weaknesses and areas for improvement. Fundamentally a process of prevention rather than cure involving 'a critical friend'. The Board approved a Basic Governance Checklist as a key tool for peer review. The ongoing work is developing a range of templates available to support this and needed to make peer review effective. The taskforce will report on progress to the IDB meeting on 6 March 2025.

Review of Civility and Respect Pledge

1,651 councils have signed up to the Pledge which is an incredible achievement. However, it still means less than 17% of councils have done so.

What the taskforce wants to understand is why 83% of councils have not signed up. A survey is being designed to gather evidence. The goal is to make a step change in the numbers of councils signing up; and to gather evidence of signing The Pledge making a difference and, where this has not happened, identify if, and how, it could be improved.

Work with Lawyers in Local Government (LLG) and others

The aim is to work with others to improve the consistency and quality of responses by monitoring officers to conduct complaints. The clear and early endorsement by the government of its commitment to improving standards in all tiers is welcomed. As is the work being done by LLG. The LLG Vice President, Paul Turner, has met with the taskforce and has asked for evidence of our sector's experiences of working with monitoring officers on conduct complaints.

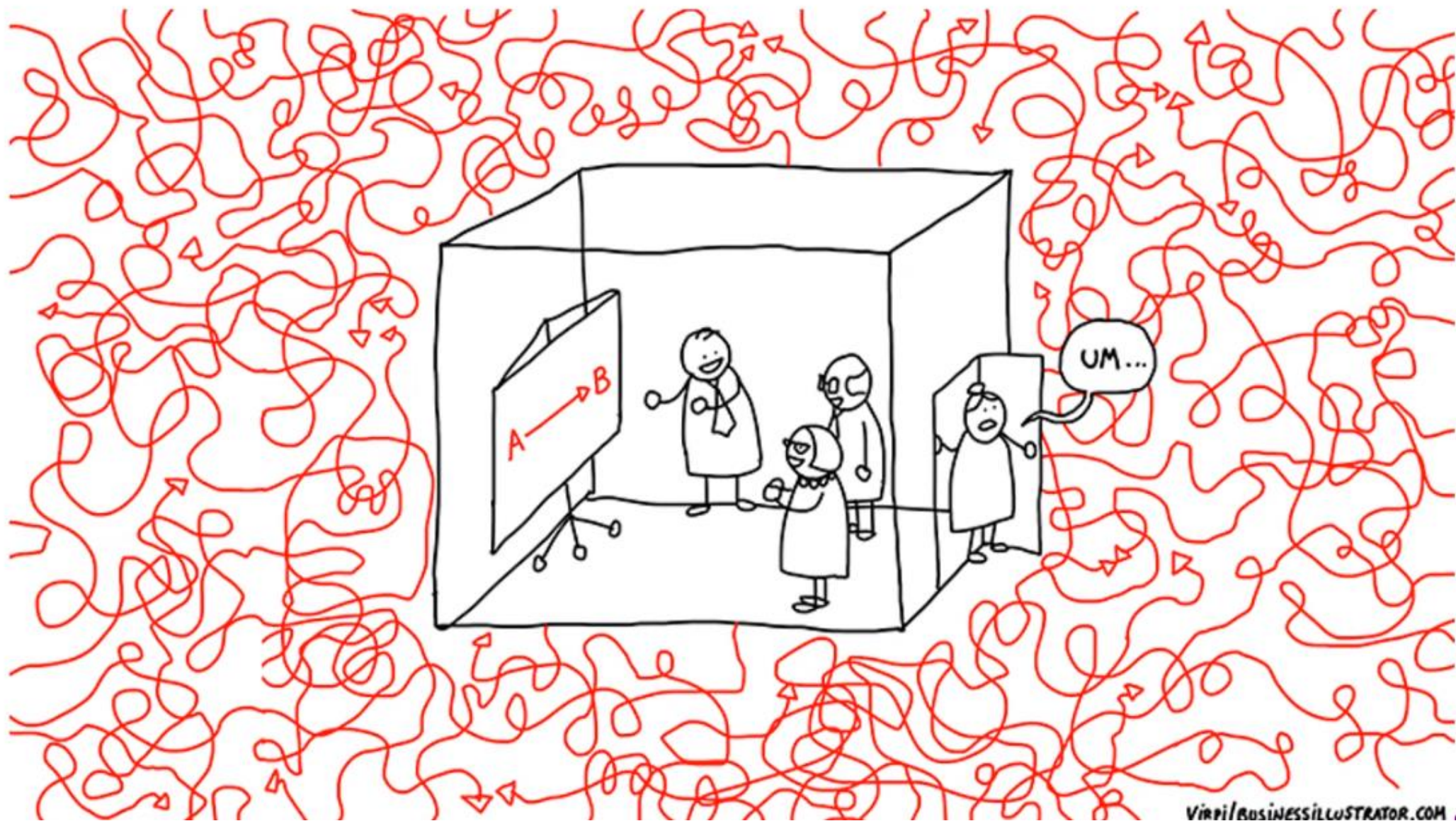
If you have evidence (that you would like/have the authority to share) please email the Improvement and Development Manager – hazel.broatch@nalc.gov.uk.



Localism and Devolution – giving our communities more influence and control

25th June 2025 – Devon & Cornwall Clerks mtg.

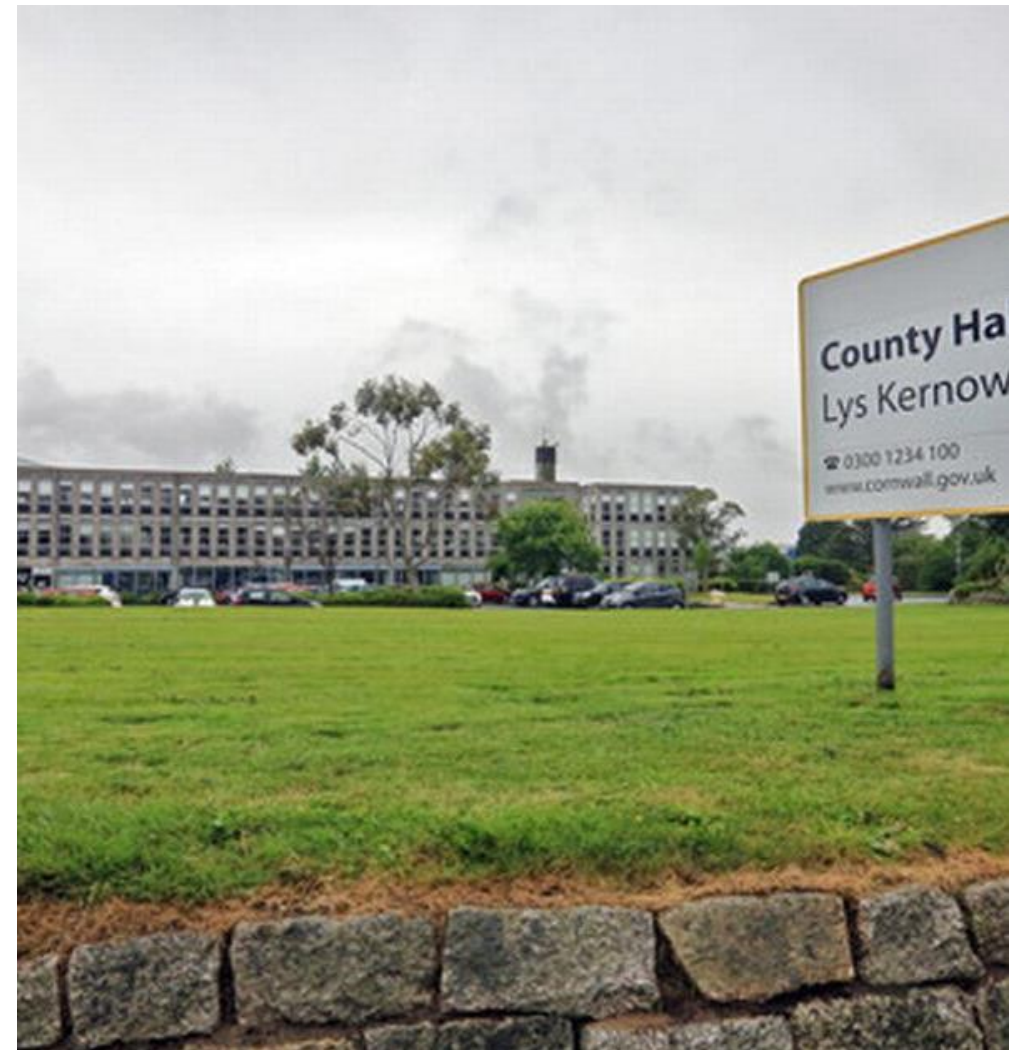
Simon Mould – Head of Resilient Communities



VIRPI/BUSINESSILLUSTRATOR.COM

One Council serving Cornwall

- The unitary Council was established on 1 April 2009 replacing the County Council and six district/borough councils, with the aim of providing a strong voice for Cornwall, delivering devolution and eliminating duplication
- The Council's responsibilities are among the most extensive in the country



Facts and figures...

- 87 Cornwall Councillors reduced from 123 in 2021
- 213 Town and Parish Councils, with majority represented by CALC
- Circa 5,800 Council employees and 2,900 across Corserv and Treveth – we are the biggest employer in Cornwall
- Over 1,200 statutory duties, including the Coroner
- We hold over 9,000 hectares of physical assets – land and buildings
- In excess of 4,000 voluntary organisations supported either directly or indirectly
- Rural in nature with a number of larger towns (29), the largest of which has about 30,000 population
- Almost 700km or 422 miles of coastline and few neighbours!



Governance & Partnerships

- Six members of Parliament
- 87 Cornwall Councillors
- Circa. 2000 Parish & Town Councillors
- Very active Voluntary & Community sector (VCSE)
- We are lucky to have an active County Association (CALC) with an almost 90% membership

Early role of Localism

- Linking communities with stakeholders to drive local solutions
- Supporting Members with their local leadership role in the community
- Developing effective working partnerships through Community Network Panels now Community Area Partnerships
- Providing a community intelligence function to help shape Council decisions and policy



Benefits of CLO's

- Community Link Officers developed trusted relationships in the local community
- Provided a personal face to the Council
- Knowledge of local issues, combined with ability to navigate the vast range of council services, enabled solutions to be delivered effectively
- Generalists, not silo approach

Localism, Devolution & Community Engagement

Localism and Devolution

- **350+** core stakeholders across 12 **Community Area Partnerships**
- **600+** councillor **grants** distributed to local organisations.
- **150+** community **capacity-building projects** funded (value: £1.9M; leverage: £6M)
- **800+** local **highways schemes** agreed through CAPs to date
- **9,000+** **hectares of physical assets** – land and buildings
- **450+** **assets devolved** to communities: open spaces/gardens, toilets, libraries, sports, community, heritage

Community Engagement

- **5500+** voluntary and community organisations **contributing £240m** into local economy annually
- **52,000 regular volunteers** delivering 3.7million hours of work (= £47million FTE)
- **37%** informal/informal **volunteering** – national average 33% (DCMS Community Life Survey)
- **Crowdfunder** generated **£2.2m, 172** projects. c. **£4 pledged for every £1 from Cornwall Council**
- **16,800** supporters have contributed to the projects between 2019 and 2024

Strategic Context

- Cornwall Council's [Strategy and Business Plan](#) (and its supporting Outcome Delivery Plans)
- Cornwall Leadership Board's [Cornwall Plan 2020-2050](#)
- Cornwall's [Localism Vision and Strategy](#)



Working in Place

Working with communities in Cornwall where everyone can start, live and age well.

- Focuses resources as close to the community as possible
- Works together across the system with partner agencies and communities
- Is informed by dynamic intelligence and local insight
- Working with communities and not done to them

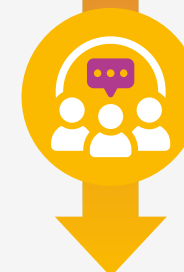
High level of activity
for the Council



**Services communities
need done for them**



**Light touch
signposting
and support**



Community led

Low level of activity
for the Council

Community Area Partnerships x 12

- Camel Valley
- Cornwall South (Kemeneth Kernow Soth)
- Falmouth & Penryn
- North Cornwall
- Penwith
- Roseland & Truro
- South-East Cornwall
- South Kerrier
- Tamar to Moor
- China Clay Area & Luxulyan
- North Kerrier & East Penwith
- Saints Coast



CAPs- Partnership Working



- **350+ Core Stakeholders** collaborate across 12 Community Area Partnerships, driving positive change
- In delivery of their action plans, CAPs have worked with **c185 Active Partners**. This is in addition to T&P Council representatives

CAP Priority Action Plans

Community Area Partnership Action Plans



- CAP workshops set local priorities
- Priorities based on evidence* and partner conversations
- Focus on delivering joint priorities together
- Part of business and financial planning process

CAP Plan priority analysis

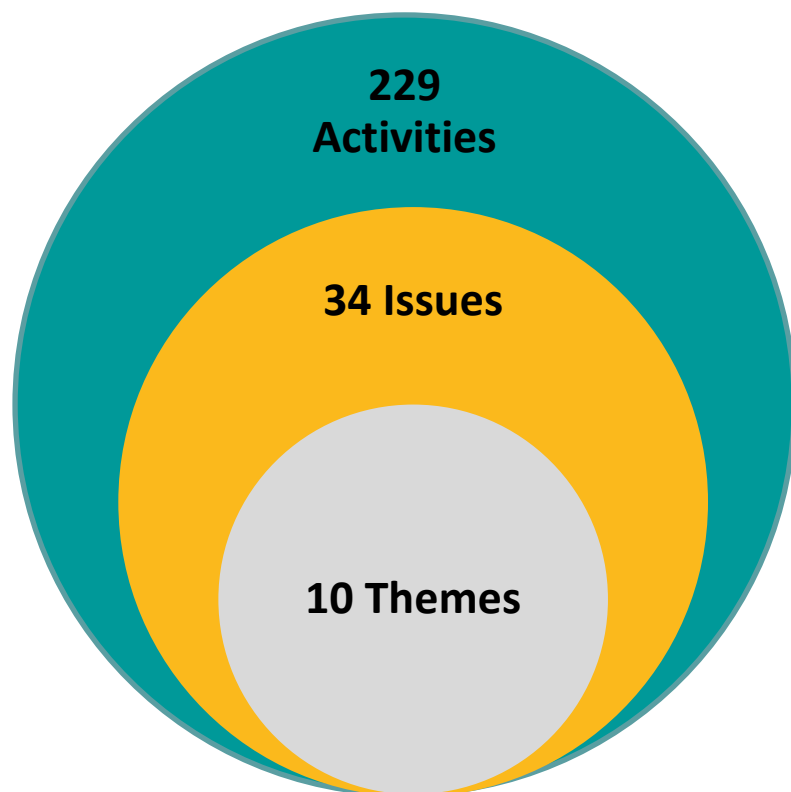
10 CAP Priority Themes - most common:

- Housing & Planning
- Environment & Climate Change
- Health & Wellbeing
- Highways, Transport & Connectivity
- 229 priority activities across the CAPs

*Evidence:

- [Know Your Area - Camel Valley \(cornwall.gov.uk\)](https://www.cornwall.gov.uk)
- [Camel Valley Environmental CAP Profile 2023 \(cornwall.gov.uk\)](https://www.cornwall.gov.uk)
- Resident's Survey data (New: CAP level breakdown)

CAP Themes, Issues and Activities

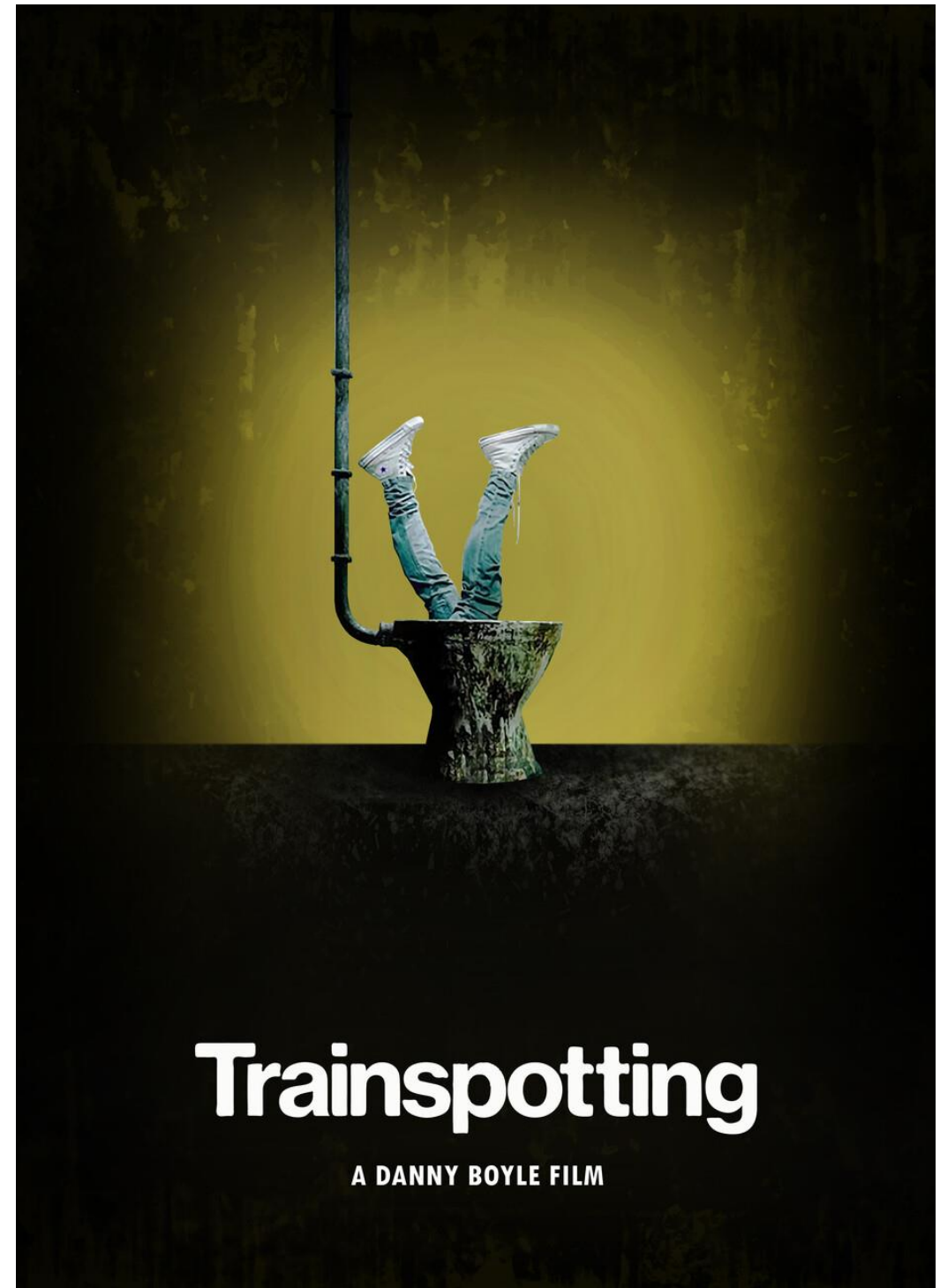


Analysis of the 12 CAP Plans at end of March 2025 show:

10 Priority Themes: These being Housing & Planning, Environment & Climate Change, Highways Transport & Connectivity, Health & Wellbeing, Young People, Economy & Economic Development, Deprivation & Cost of Living, Community, Historic Environment and Anti-Social Behaviour.

34 Priority Issues: The most common being Affordable Housing, Access to Health and Social Care Information & Services, Young People's Engagement and Green Travel

224 Priority Activities: Across all CAPs, activity has commenced against **76%** of the activities listed.

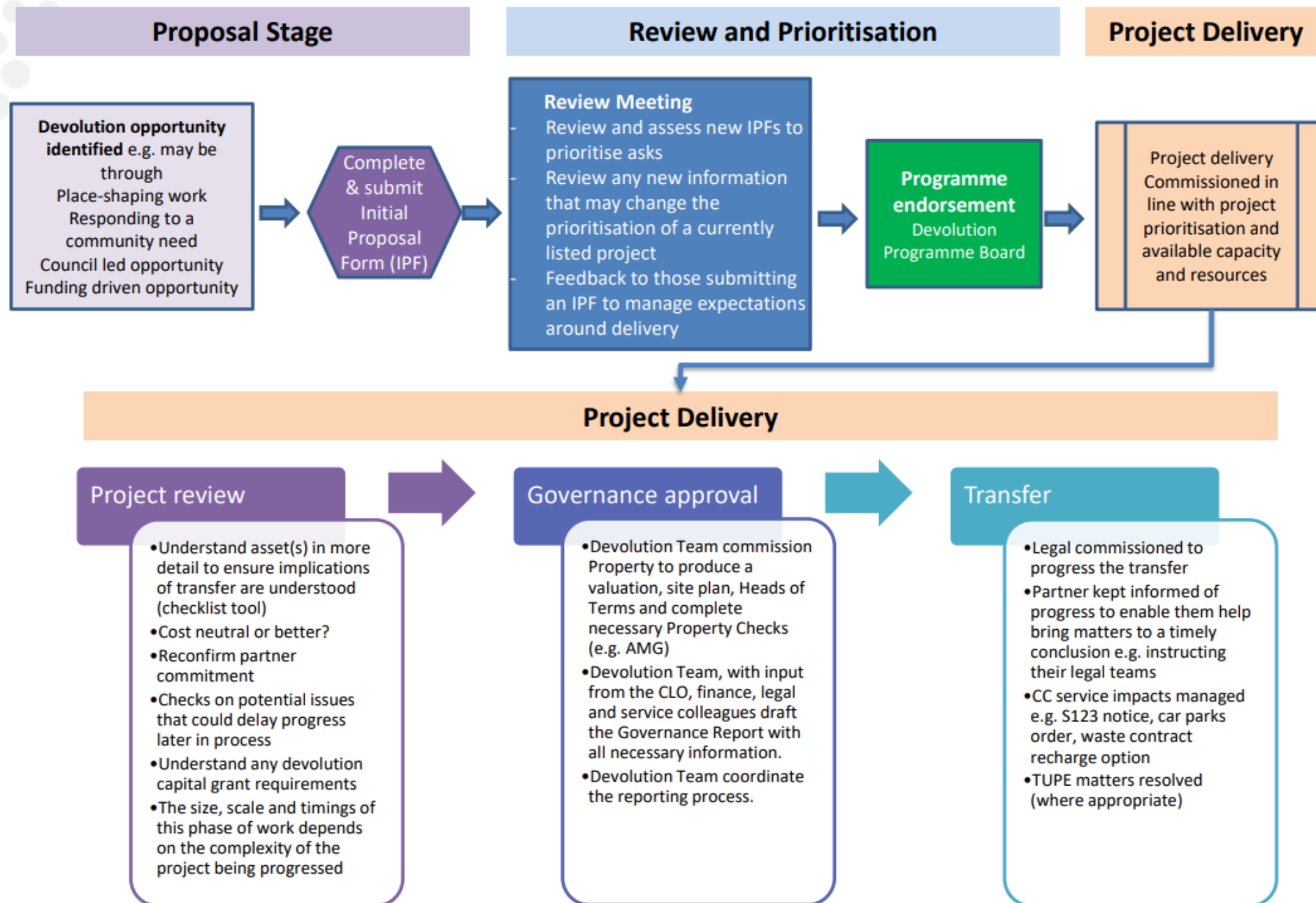




Devolution

- Allowing assets and services to be managed at the most appropriate local level
- Allows communities to influence the decisions that affect the places where they live and work
- Maintains delivery of services despite significant budget cuts
- Moves away from the 'Parent-Child' relationship between Council and T&PCs and encourages a joint way of working
- Assets not liabilities

Devolution steps



Legal Considerations

- Tenure (Leasehold, Freehold, Management Agreement etc.)
- Covenants and Overage
- Boundary/Neighbour Disputes
- Timescales
- Partners need to satisfy themselves as Cornwall Council can't provide legal advice
- Legal Representation for Partners



Top tips

- Legal aspects (see next slide)
- Staff capacity
- Capital needs
- Waste management
- Clear business case
- Know what's involved – inspections, testing, insurance etc
- Planning and funding needs
- Governance

Local Management of Libraries

- 'Library Partnership' – 24 libraries devolved to T and P councils / Community Groups
- 55% reduction in the Library budget
- Some co-located with other organisations and services
- Some evolving into community hubs, supporting wider place shaping of towns
- Opening hours up a third / book loans increased by 300,000 pa / library joiners up 47% / No Fees or Charges / Customer satisfaction – 98% / Partner satisfaction – 90%



Communities in Cornwall upgrading and managing their play spaces



Providing 6 new Changing Places facilities using external funding, to be managed locally



Enhancing community facilities to support healthy & active lifestyles



Pendennis Headland and work to create a sustainable community centre via a CIC



Par Track Ltd – Community groups as well as local councils getting involved



Safeguarding and investing in Cornwall's heritage – Jubilee Pool



Draceana Centre & fields Falmouth – local sports and youth provision





Useful links

- [Community Area Partnerships - Cornwall Council](#)
- [Crowdfund Cornwall | Crowdfunder.co.uk](#)
- [Devolution within Cornwall - Cornwall Council](#)
- [Cornwall VSF](#)
- [Cornwall Association of Local Councils - Supporting Local Councils in Cornwall](#)

5 THINGS YOU NEED TO KNOW

Stephens Scown
Public Sector Team



Agenda

1. Devolution of property and powers
2. Dealing with village greens, common land and public rights of way
3. Charity law and local councils as sole trustees
4. Climate change duties and net zero initiatives
5. The Procurement Act
6. Freedom of information and environmental information regulations
7. TUPE
8. What councils can and can't say and do online



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Devolution of Property and Powers

Richard Bagwell



Devolution of property and powers

1. Basic principles

- Councils are creations of statute and may only operate within those statutes
- Doctrine of *ultra vires* can apply

2. Disposal of land by principal councils

- Subject to s123(2)-(7) Local Government Act 1972 principal council may dispose of land held by it in any manner it wishes
- Except with the consent of the appropriate national authority, a council is not to dispose of land, otherwise than by way of a short tenancy, for a consideration less than the best that can reasonably be obtained



Devolution of property and powers

3. Disposal of land by principal councils

- See Circular 06/03: Local Government Act 1972 general disposal consent (England) 2003 disposal of land for less than the best consideration that can reasonably be obtained
- Specific consent is not required for a disposal for
 - i. the promotion or improvement of economic well-being;
 - ii. the promotion or improvement of social well-being
 - iii. the promotion or improvement of environmental well-being

4. Other issues to consider

- TUPE/Employment can apply on transfer of an undertaking in a building or to a service
- Funding/precept will not necessarily be available

5. Powers

- Councils may not disable themselves by deed, grant or contract from fulfilling their obligations to exercise their powers and duties for public purposes, and an agreement or undertaking which has or would have that effect is void (*Ayr Harbour Trustees v Oswald* (1883))



Dealing with Village Greens, Common Land & Public Rights of Way

Richard Bagwell

Dealing with village greens, common land & public rights of way



1. **Common land** - land owned by one person over which another person is entitled to exercise rights of common (but no single statutory definition)
 - Land that is subject to rights of common, whether those rights are always exercisable or during limited periods
 - Waste land of a manor that is not subject to rights of common
- Governed now by Commons Act 2006
- Section 1 Countryside and Rights of Way Act 2000 – CROW Access Land

2. **Common land – works**

- Part 3 Commons Act 2006 prohibits the carrying out of works on common land without consent from the Secretary of State
- Part 4 Commons Act 2006 – SoS can stop unauthorised works
- s.45 Powers to local authorities to protect common land and TVGs (includes town and parish councils)

Dealing with village greens, common land & public rights of way



3. Common land – works

- Part 3 Commons Act 2006 prohibits the carrying out of works on common land without consent from the Secretary of State
- Part 4 Commons Act 2006 – SoS can stop unauthorised works.
- s.45 Powers to local authorities to protect common land and TVGs (includes town and parish councils)

4. Village Greens

- Various definitions but s.15 Commons Act 2006
- *"a significant number of the inhabitants of any locality, or of any neighbourhood within a locality, have indulged as of right in lawful sports and pastimes on the land for a period of at least 20 years".*

Dealing with village greens, common land & public rights of way



5. Offences

- Offence to cause damage or undertake any act which interrupts use (Inclosure Act 1857, s.12)
- Offence to encroach on or enclose a green, or disturb, interfere with or build on a green unless this is done "with a view to the better enjoyment of such town or village green" (Commons Act 1876, s.29)
- Offence to drive over a registered town or village green without lawful authority (Road Traffic Act 1988, s.34)
- Offence to drive a vehicle over a town or village green to which section 193 of the LPA 1925 applies

6. Public rights of way

To be continued...



Charity Law & Local Councils as Sole Trustees

Lydia Hart

Charity law & local Councils as sole trustees

1. You're wearing two hats – and they're very different
2. The charity comes first, not the council
3. Charity land is not council land
4. You need to keep money separate
5. You must report – and you're personally responsible!



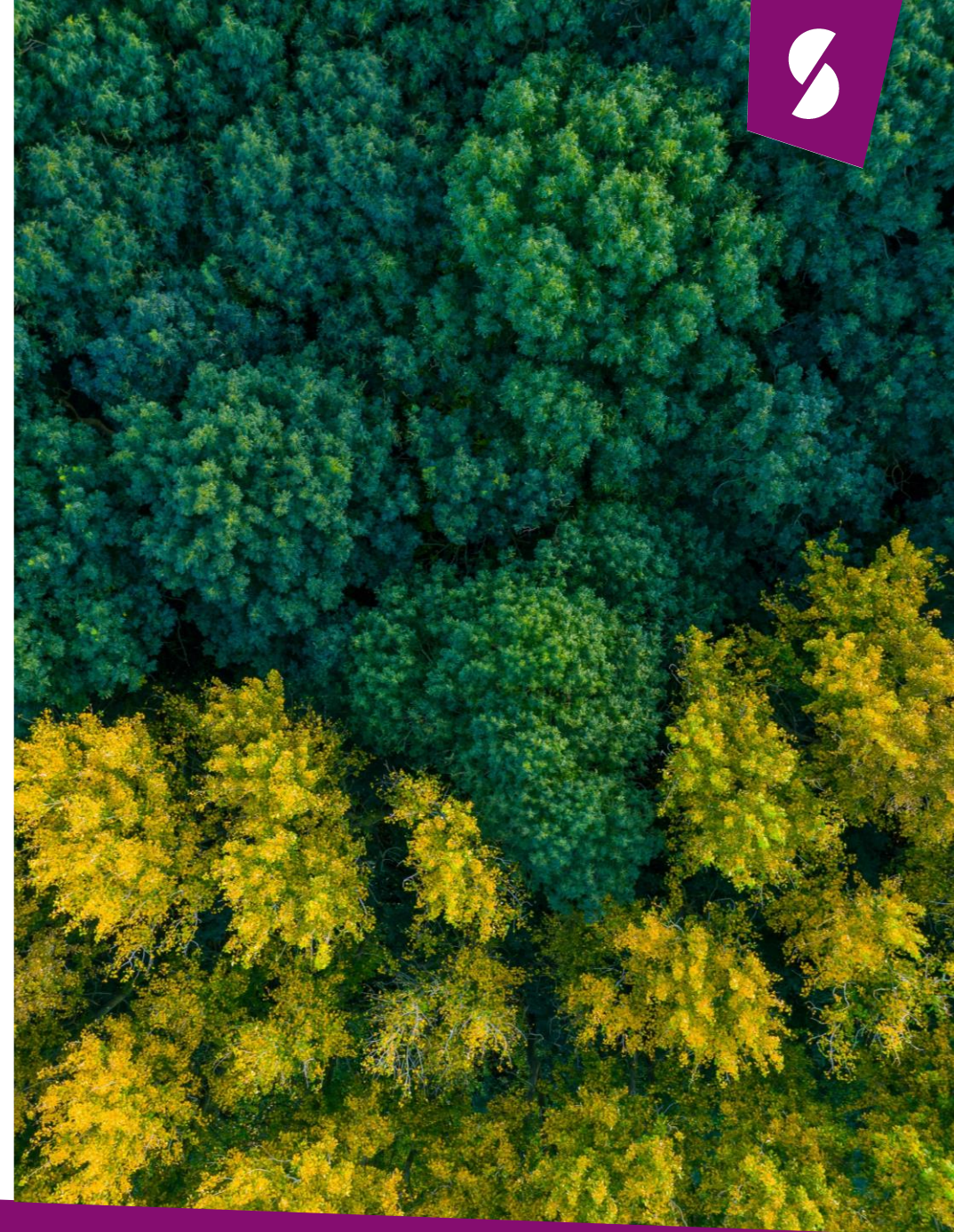


Climate Change Duties and Net Zero Initiatives

Lydia Hart

Climate change duties and net zero initiatives

1. Climate duties are no longer optional
2. Procurement and contracts must reflect net zero goals
3. Land use planning and development decisions matter
4. You could be legally liable for inaction
5. Funding and partnerships are key – with the right legal framework





The Procurement Act

Tim Lane

The Procurement Act

1. There have been some recent big changes under a new Act
2. There are fewer procurement procedures available, but they are less prescriptive
3. There are new obligations regarding procurement lifecycle and transparency
4. There is a new National Procurement Policy Statement
5. There are new requirements in respect of below threshold procurements





TUPE

Mark Roby

TUPE

1. Take early and specialist advice on whether TUPE is likely to apply
2. Establish the position on pensions / costs, at early stage
3. Ensure effective employment Due Diligence (DD) or preparation of Employee Liability Information (ELI)
4. Inform & Consult in good time
5. Early planning of any measures, or proposals for changing terms, re-structuring or redundancies





Freedom of Information & Environmental Information Regulations

Leanne Yendell

Freedom of information & environmental information regulations

1. FOIA vs. EIR – which regime applies?
2. Follow your policies and procedures – if you can't follow them, they are not fit for purpose
3. Training is more than a webinar
4. Record everything
5. Things can (and do) go wrong



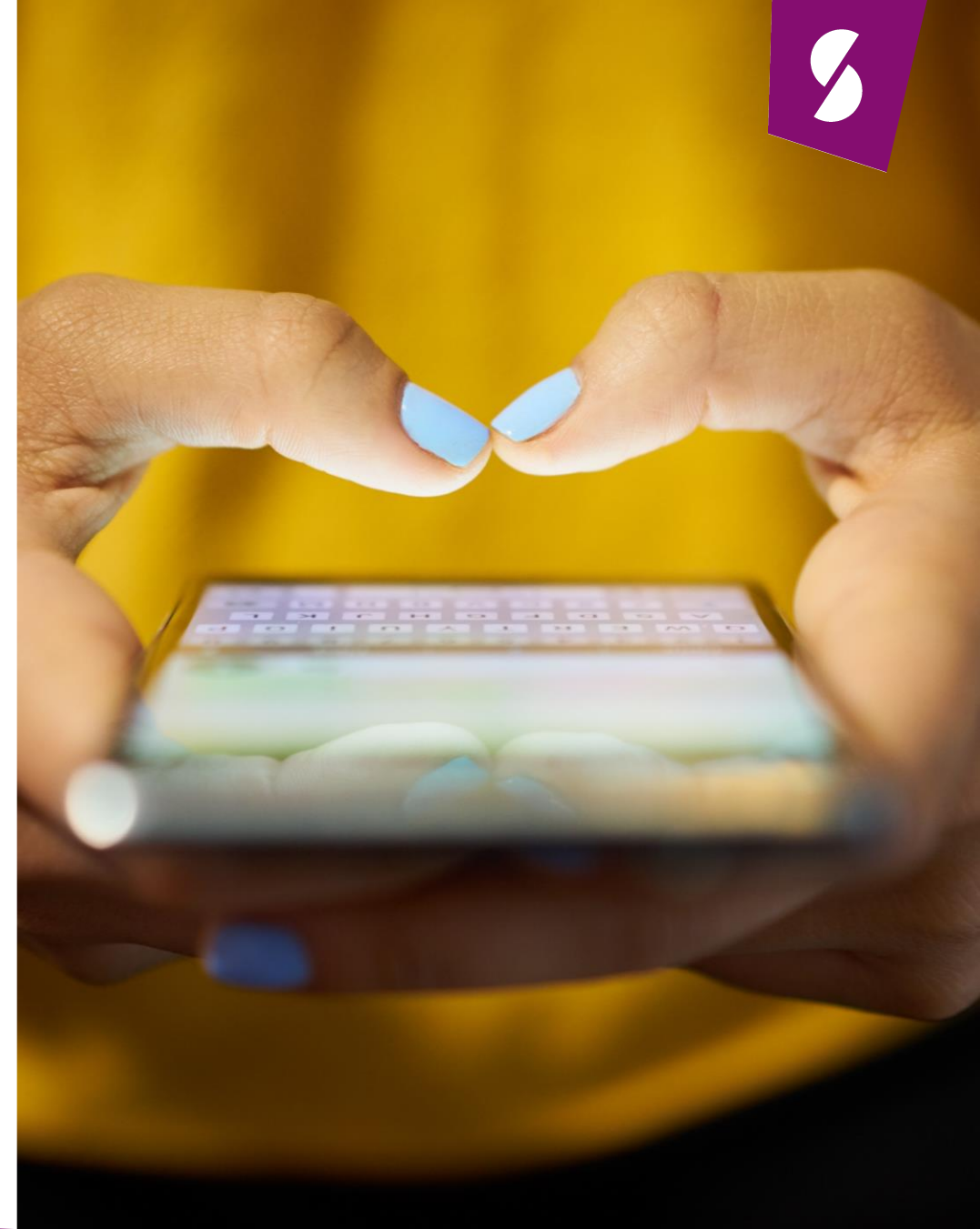


What Councils Can and Can't Say and Do Online

Leanne Yendell

What Councils can and can't say and do online

1. Ensure your use of personal data via social media is lawful
2. Ensure information requests via social media are not missed
3. Check that your transparency measures, retention policies and privacy notices cover social media channels
4. Don't grant access to social media without suitable controls and training
5. Avoid breaching data protection legislation when posting





Q&A



The background image shows a group of people at what appears to be a social gathering or conference. Several women are in the foreground, smiling and holding small white cups, suggesting a coffee break. The image is covered with a semi-transparent purple filter. In the top right corner, there is a white logo consisting of a stylized 'S' shape inside a tilted square.

Thank you



GET IN TOUCH



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www.stephens-scown.co.uk



[stephensscown](https://www.linkedin.com/company/stephensscown)

SLCC June 2025



Understanding Grant Funding

- Purpose of Grants & Definitions
- Identifying Grant Opportunities
- Writing a Winning Grant Proposal
- Managing Grant-Funded Projects
- Tips and Best Practices for Success

Purpose of Grants & Definitions

Grants are financial contributions given to support specific projects or initiatives. They are provided by, amongst others, local and national Government, Lottery, charitable trusts.

- **Regeneration**
- **Heritage, Culture, Arts**
- **Health**
- **Environmental**
- **RDI**
- **Community Development**
- **Business Development** (new products or services, or 'do things' quicker).

Grant Funding Terminology

- **Project** – This is the term the grant funder uses to describe the total spend that you are applying for grant funding for. E.g new roof, refurb of library
- **Intervention Rate** – the percentage that the grant funder will pay towards the item i.e. item costing £50,000 at a 25% intervention rate would be £12,500 grant funding.
- **Match** – This is the percentage of money that you are putting into the 'Project'.
- **Displacement** – The (financial) support of one organisation having a negative effect on a 'competitor' e.g. If a council built a community facility that also catered for business meetings – could take trade away from hotel/ café with meeting rooms.

Grant Funding Terminology

- **Procurement** – the process you follow to purchase the item or items that will (hopefully!) be grant funded. Funders will have their own policy to follow. Crucial you follow these rules! These will be in addition to your own financial regulations for Gov grants you will have to follow the 2023 Procurement Act rules. If they are in conflict, the grant rules win.
- **Capital** – Items such as machinery, vans, building work etc.
- **Revenue** – Not *income* as you may normally expect but items such as wages, rent, marketing etc.
- **Defrayal** – the process for claiming the grant. Need invoice and bank statement to evidence the purchase.
- **Subsidy Control** - Subsidy control is the framework governing how public authorities provide financial support to organisations in the UK. The framework replaces EU State aid laws in the UK post-Brexit. If below Minimum Financial Assistance (MFA) £325k not really a concern. If above £325k specialist advice required. Consider Subsidy Control tests as part of project development.

The Advantages & Disadvantages

Advantages

- No payback needed (unless conditions not complied with).
- No loss of control (as you would have with angel investor or business angel) but could curtail what you do and slow you down.
- Can reduce risk.
- Shows confidence in the applicant by a third party.
- Enables projects to happen which may not happen without.

Disadvantages

- Availability of funds, and must fit with scope of the grant.
- Application process – time consuming, difficult and lengthy.
- Project cannot start until funds approved.
- Applicant needs to fund costs up front before being reimbursed.
- Post grant monitoring will be undertaken.

General Rules

- Must **NEED** the grant (financially and socially). Evidence required – e.g. bank statements, community consultation.
- Must deliver the objective of the grant provider, not just the applicant.
- Must deliver the outputs and outcomes specified by the grant giving body.
- Needs to be ‘step change’, not business as usual.
- Cashflow forecasts may be required.
- Previous sets of accounts required + bank statements.
- Equal opps, environmental and procurement policies requested.
- Grant funding IS NOT GUARANTEED. Need to weigh up the opportunity cost of delaying a project whilst you wait for the outcome of the process.

Identifying Grant Opportunities

Researching Potential Funders

Identifying Funders

Identifying appropriate funders is crucial for achieving your project's goals and ensuring financial support.

Aligning with Mission

It's important to research organisations that align with your project's mission and values for better chances of funding. Don't change your project to fit with the funding.

Understanding Application Processes

Understanding funders' application processes is essential for successfully securing financial support for your project.

Writing a Winning Grant Proposal



Understanding Grant Guidelines

Importance of Guidelines

Adhering to grant guidelines is crucial for ensuring your proposal is considered and meets all necessary requirements.

Submission Protocols

Each grant has specific submission protocols that must be followed to avoid disqualification of your application.



Crafting a Compelling Narrative

Engaging the Funder

A compelling narrative is essential for capturing the funder's attention and making your project stand out.

Clear Communication

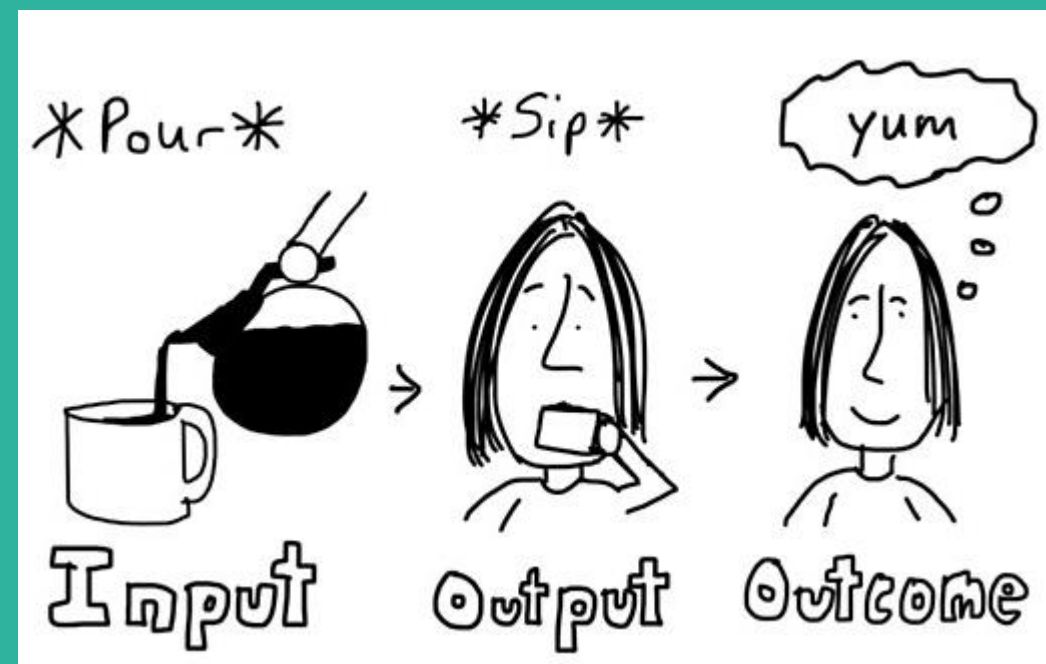
Clearly communicating the significance of your project helps funders understand its impact and relevance. Evidence the need.

Outlining Goals and Methodologies

Your narrative should effectively outline your project goals, methodologies, and expected outcomes as well as the organisation's robust financial and project management processes.

What's the difference between Outputs and Outcomes?

	Output	Outcome
Definition	The <u>immediate result</u> of an activity/project	The (usually mid-term) <u>impact</u> of that activity
Timeframe	Usually achieved at the end of the funded period	Usually achieved within 3 years after the funded activity was delivered



Developing a Detailed Budget



Importance of a Detailed Budget

A detailed budget is crucial for showing how funds will be allocated effectively and responsibly.



Realism in Budgeting

The budget should be realistic to ensure that financial plans are achievable and practical.

Contingency and future proofing vital!!



Transparency and Alignment

It is important for the budget to be transparent and align with the project's objectives to build trust among stakeholders.

Most importantly....

- Don't leave it to the last minute!

Give plenty of time to develop the project, collate supporting documentation and writing the application documents.

- Do not underestimate the cost of administering the grant process – from developing the project & application, through to final claim.

Do you as an organisation have capacity to do this – or do you need external support?

Managing Grant-Funded Projects

Prior preparation prevents poor performance!

- Write a project that can be delivered – not just capable of getting a funding approval.
- Plan!!!
- Procurement – spend time to get it right. Due diligence of suppliers.
- Project team – define roles and responsibilities. Does everyone understand what the project aims to achieve?
- Regular project reviews.
- Project documentation – risk registers, communication plan, minutes, procurement records etc.
- Communication



Meeting Reporting Requirements

Importance of Reporting

Regular reporting is essential to keep funders, Councillors and external stakeholders informed about project progress and financial status.

Trust and Accountability

Timely and accurate reporting fosters trust and accountability among funders and project managers.

Financial Expenditures

Detailed financial reports help in demonstrating proper use of funds and adherence to budget.

Budget Management and Accountability

Effective Fund Usage

- Proper budget management ensures that funds are allocated and used efficiently for project success.
- Don't forget the need to cashflow.

Expense Tracking

Tracking expenses allows for accurate monitoring and helps in making timely adjustments if needed.

Transparency in Projects

Ensuring transparency promotes trust and accountability among stakeholders during budget management.



Tips and Best Practices for Success

Building Relationships with Funders

- **Importance of Relationships**

- Building strong relationships with funders is crucial for securing future opportunities and support for your projects.

- **Engagement Strategies**

- Engage with funders by sharing regular updates on progress and outcomes of funded projects to maintain their interest.

- **Expressing Gratitude**

- Always express gratitude to funders for their support, as it fosters goodwill and encourages continued collaboration. Condition of grants to install signs during construction, logos on printed documents.

Continuous Improvement and Learning

Project Reflection

Reflecting on project processes and outcomes helps identify areas for further improvement and growth.

Continuous Learning

Engaging in continuous learning is crucial for enhancing skills and securing future funding for projects.

Future Project Success

Applying lessons learned from past projects increases the likelihood of implementing successful future projects.



Summary

- By approving grants, funders aim to aid applicants who'll have a **positive impact** on lives, industry and economy.
- Its not free money – they want something in return!
- A grant is not guaranteed. It's a competitive, application process.

Starting to realise that it's rather a lot of paperwork without complete certainty!

Conclusion

Understanding Fundamentals

A solid grasp of grant funding fundamentals is essential for navigating the complex landscape of funding opportunities.

Identifying Opportunities

Recognising potential funding opportunities requires research and an awareness of current trends in grant funding.

Crafting Compelling Proposals

A well-crafted proposal is crucial for securing funding; it must clearly articulate goals and strategies.

Effective Project Management

Managing funded projects effectively ensures accountability and maximises the impact of the funding received.

KISS 😊

Next Steps?

Contact me for further information & support:



- 24 years experience in project development, funding applications, project management and evaluation.
- All sectors supported.
- £25+m secured in last 10 years.

Jackie@jackiegeorge.co.uk



Jackie George

A dedicated professional making a difference. Successful bid writer and pro...



Notes of meeting of Teign Estuary Trail Stakeholder Group on 23 May 2025

9. 30am, Forde House

Attendees

Lauren Allington, Transport Planner DCC

Bill Bailey, TET Campaign Group

Neil Blaney, Director of Place TDC

Kate Benham, TET Campaign Group

Arron Carpenter Engineer DCC (via Teams)

Cllr David Cox, DCC, TDC and Teignmouth TC

Jordan Facey, Engineer DCC (via Teams)

Cllr Jackie Hook, TDC Executive Member for Environment, Climate & Sustainability

Adam Luscombe, Service Manager Torbay Council (via Teams)

Cllr Andrew Macgregor, TDC Bishopsteignton

Henry Merritt, Bishopsteignton PC, Chair

John Penaligon, land agent for DCC (via Teams)

Judith Sharples, TET Campaign Group and note taker

Estelle Skinner, Green Infrastructure TDC

Cllr Gary Taylor, TDC Executive Member for Planning & Building Control

Cllr Martin Wrigley, MP and TDC

Cllr Nicholas Yabsley, Newton Abbot TC

Apologies

Mark Amphlett, Chair of Newton Abbot Chamber of Trade & Commerce

Jess Rowe, Sustrans Regional Project Manager Cornwall & Devon

Introductions

The Chair welcomed everyone and attendees introduced themselves.

Notes of last meeting on 22 November 2024 and matters arising

The notes were agreed. Judith Sharples queried the outcome of Cllr Wrigley's discussion with ABP regarding the option of the Trail being routed through

Teignmouth docks. Cllr Wrigley advised that ABP had safety concerns but he would continue to discuss this option and would welcome ideas on how safety concerns could be addressed. Note that this route would rely on provision over the estuary, for which feasibility has not yet been carried out.

Progress with Phase 3 design work and next steps

It was clarified that Phase 3 is the section from the Passage House Hotel to Bishopsteignton including the footpath that meets the main road opposite Metro Motors.

Arron and Jordan provided an update on work, they have been preparing for ground investigation work, which is essential to enable further design work. A GI company will need to be commissioned to undertake ground investigation work, targeting late summer and into autumn. The surveys will be done in discussion with landowners. DCC also has powers under the Housing & Planning Act to carry out this work.

It was noted that the detailed design work is still estimated to take 3 years to complete and will include repeating some of the surveys that were carried out as part of the planning application process due to the time that has elapsed since then.

It was noted that it is a condition of the planning permission that construction work must commence by December 2031.

Lauren advised that external funding for construction costs could be sought while the detailed design work is still underway. However, the success of any funding bid will be increased by progressing designs and land negotiations (there is often a short spend date for project delivery).

It was noted that DCC has allocated £900k (subject to cabinet approval for years 26/27, 27/28 and 28/29). The Devon County Council cabinet must approve the proposed spending of the Transport Capital Programme budget each year at its budget meeting in October. Approval is attained for that financial year and the following financial year. TDC has allocated £550k for the Phase 3 design work and to support land acquisition (and also spent £50k on the outline business case). TDC also allocated £400k for Phase 2 but this is not shown in the 3 year capital programme as the work on Phase 2 is unlikely to commence within the next 3 years.

Landowner negotiations

John reported that there was a new landowner for part of the Phase 3 land. Work to progress discussions with landowners will continue. If agreements cannot be reached, an application for a CPO could be made.

Recent funding streams and project focus

It was noted that DCC had recently been allocated a further £3.9m and Sustrans a further £30m from Active Travel England for walking and cycling infrastructure. Judith had asked DCC councillors and officers whether any of this funding could be used to fund sections of the TET that could potentially be quicker to deliver such as the link between Dawlish and Teignmouth or the road side path from Bishopsteignton to Morrisons (Phase 1). Lauren advised that DCC had discussed this with Sustrans and it was unlikely that any of their funding could be used for the TET as schemes would need to be delivered by March 2027.

Judith said she understood that the Dawlish to Teignmouth section had been deemed to be 'shovel ready' 10 years ago when funding of £1.6m had been sought from the Coastal Communities Fund. Arron advised that Devon's original plan for this section had been reviewed by Sustrans and Sustrans had developed an alternative plan in full accordance with LTN 1/20 guidance, which would be more expensive and more challenging to deliver.

Cllr Wrigley said that he had not been informed of this alternative plan when he was the Dawlish county councillor and asked for relevant Cllrs to be briefed. Judith said she thought this information was inconsistent with information previously provided by Hannah Clark. Further information to be provided at next stakeholder meeting, to ensure clarity.

Judith said that LTN 1/20 was focused on the design of cycle schemes in urban areas and she understood that Active Travel England was developing equivalent guidance for schemes in rural areas which may be more relevant for the TET. Judith had suggested that DCC could offer to work in partnership with Active Travel England to use the Dawlish to Teignmouth section as a test case for the new guidance. Cllr Wrigley supported this approach and offered to help to take it forward. However, progressing another section concurrently would depend on available DCC resource. Lauren to feedback on this at next meeting.

Estelle expressed concern that if work is undertaken to pursue other sections of the TET there was a risk that the resources and focus on Phase 3 would be diluted. At the TET stakeholder workshop session in November 2023, the group agreed that the top priority should be Phase 3.

Update from Torbay

Adam said that there was support for the TET in Torbay along with an improved cycle path from Newton Abbot to Torquay. Torbay will be using Active Travel England funding to make improvements to the cycle route from the hospital to the sea front including replacing a set of steps with a ramp. There are also plans to improve the coastal cycle route from Torquay to Paignton.

Update on Devon Countywide LCWIP and Devon & Torbay Local Transport Plan 4

Lauren advised that the DCC Cabinet had approved the countywide LCWIP in March and the TET is one of three short-term priorities in this plan. The TET is also identified as a high-profile project in LTP4 which has now been endorsed by DCC and Torbay Cabinets and is due to be considered for adoption at the July meeting of the Devon & Torbay Combined County Authority (CCA).

DCC election and local government reorganisation

Lauren reported that a new Cabinet of Devon County Council had been appointed at yesterday's full Council meeting. It is not yet clear whether cycling and walking infrastructure will be part of the remit of the Highways or Climate Change portfolio.

Neil advised that it will probably be at least a year before any proposals for local government reorganisation in Devon are finalised. The government's current timetable is to replace county and district councils with new unitary councils by April 2028, with shadow authorities in place by April 2027. Councils were asked to submit interim plans in March 2025 and final plans in November 2025.

The possibility of the Devon & Torbay CCA being replaced by a new Mayoral Combined County Authority which could potentially include Plymouth and Cornwall was noted.

Date of next meeting

24 October 2025, 9.30 am to 11 am, Forde House (or can also join via Teams).