

# **DRAFT v2 MINUTES**

## **OF THE FULL COUNCIL MEETING**

Held at 19.00 Monday 1 September 2025

At The Old School House, Luton



### **2509.01 MEETING GOVERNANCE**

.01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. J. Grimble  
Cllr. J. Hooper Cllr. L. Myers Cllr. D. Robbins  
Cllr. A. Keohane Cllr. D. Dixon Cllr. R. Gateshill  
Cllr. W. Vooght (10/11)  
District Cllr. A. MacGregor, County Cllr. T. Dempster.  
Clerk: Mrs. K. Ford, & 1 members of the public.

**Apologies:** Cllr. Harris (1/11), PCSO. S. Bunce.

.02 **Declaration of Interests:** Cllrs. Grimble, Gill, and Keohane, declared a non-pecuniary interest for agenda item 2509.03.03.  
Cllrs. Hooper, Merritt, Myers, and Robbins, declared a non-pecuniary interest in agenda item 2509.04.01.

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

.04 **Ratification of Minutes:** Draft minutes of the Full Council meeting, held at Bishopsteignton Community Centre on 07.07.25, 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.

### **2509.02 OFFICIAL REPORTS**

.01 **Police Report:** Crime reports for July and August had been provided; both had been circulated to members and shared on the BPC website. No enquiries for PCSO. Bunce.

.02 **District Councillors Report:** Cllr. MacGregor had not provided a written or verbal report.

.03 **County Councillors Report:** Cllr. Dempster had not provided a written or verbal report.

### **2509.03 FINANCE**

.01 **Payments:** It was proposed by Cllr. Vooght and seconded by Cllr. Hooper, agreed unanimously, and therefore **RESOLVED** that the payments transacted by the clerk across the period 01.07.25 to 31.08.25, be approved retrospectively.

.02 **Financial Statement:**

- a. A financial statement for the period ending 31.07.25 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 31.08.25 was **NOTED** by members and signed by the Chair. Clerk to publish these on the BPC website.

.03 **BPC Grant Funding:** Members considered the two applications received for Q2 grant funding. Following discussion the following awards were proposed:

- a) £150 for Royal British Legion Bishopsteignton Branch. Proposed by Cllr. Robbins, seconded by Cllr. Gateshill, unanimously agreed therefore **RESOLVED**.

**DATED:**

**CHAIRMAN:**

b) £475.50 for Bishopsteignton WI Craft Club. It was proposed by Cllr. Gateshill, seconded by Cllr. Robbins to grant £250. FOR:8, ABSTAIN: 3, therefore RESOLVED.

Clerk to transfer allocated funds. Cllr. Dempster indicated he would be happy to give additional funds towards the WI craft club and for the clerk to pass on his contact details.

#### **2509.04 COUNCIL STRATEGY & GOVERNANCE**

##### **Draft Bishopsteignton Infrastructure Delivery Plan (IDP)**

Members reviewed the plan in its draft form, the clerk explained its purpose and the next stages, including public consultation, before returning to the council for adoption.

A member of the public questioned why there was no inclusion or mention in the draft IDP of a youth provision, as previously discussed and included in the parish council's Community Infrastructure Policy (CIL) policy. The clerk admitted this had been omitted accidentally and shall be added to the draft. The clerk explained how it was hoped issues such as this will be highlighted during public consultation on the draft.

Members considered the project-specific allocation of CIL funds to be indicated in the IDP:

.01 **Bishopsteignton Community Centre Regeneration & Enhancement:** Cllr. Hooper explained the project including its aims, project trajectory and progress to date, listed building consent application, and possible funding streams including an application to National Lottery Heritage Fund. It was proposed by Cllr. Grimble, seconded by Cllr. Vooght, that £10k of CIL be allocated to this project. Agreed unanimously therefore RESOLVED.

.02 **Pedestrian access between The Lawns recreation ground and Newton Road/Cockhaven:** The clerk explained the history and issues over public access in the vicinity. Members considered the details within the report and resolved accordingly:

a) It was proposed by Cllr. Keohane, seconded by Cllr. Dixon, to agree the project be included in the IDP with an allocation of £3k of CIL to cover the initial work and a contingency for maintenance or additional work, as required. Agreed unanimously therefore RESOLVED.

b) It was proposed by Cllr. Gill, seconded by Cllr. Robbins, that the work be appointed to contractor B, at the quoted price of £1,780. Agreed unanimously therefore RESOLVED.

Should further funds be required for additional work such as fencing the matter be considered again. Cllr MacGregor suggested planning permission may be required and offered to investigate at TDC.

#### **2509.05 HIGHWAYS**

Members considered the proposals indicated in the clerk's appendix. This arose from a site visit held in July involving several members but with the addition of double yellow lines installation at the bottom of Murley Crescent following contact from a resident in the vicinity.

During discussion the need for stronger enforcement was raised, questioning who would police these new restrictions once established, it is likely some residents may ignore them, having always parked in these locations previously. The clerk reminded that anyone is welcome to call the enforcement department at DCC, an officer can be requested to visit troublesome spots until 10pm. Clerk to promote the enforcement contact details on social media.

A member of the public questioned the restrictive signage in the passing place on Forder Lane, adding this space is occasionally used for visiting care workers. It is believed care workers have a time limited permit for such restrictions.

It was proposed by Cllr. Robbins, seconded by Cllr. Myers, that all proposals are submitted to DCC Highways for process to put them before the Teignbridge Highways and Traffic Orders Committee (HATOC). Agreed unanimously, therefore RESOLVED.

Important to note this request may still take up to two years to be considered and added to a program of works, if successful, due to the infrequency of HATOC meetings and large number of projects for its consideration.

#### **2509.06 ASSET MANAGEMENT**

.01 **Replacement playground gates:** Members considered the clerk's report, it was confirmed that S106 can be used to meet these costs. Cllr. Gill queried the number of gates required, it was agreed the total should be 4, rather than 3, with an additional gate at The Lawns playground. It was proposed by Cllr. Gill, seconded by Cllr Dixon, to install 4 new gates, as described, and apply S106 to this project. Agreed unanimously therefore RESOLVED.

.02 **Padel at the MUGA:** Members considered the clerk's report and discussed the proposal at length. There was scepticism about their budget plan, particularly the cafe income. It was proposed by Cllr. Robbins, seconded by Cllr. Gateshill, to accept the recommendation made by AMC; *that BPC give in-principal agreement to provide one court of the MUGA for padel courts and associated supporting development at The Lawns. That communications progress between BPC and SOVA on this proposed project.* FOR: 7, AGAINST: 3, therefore RESOLVED.

Clerk to advise SOVA partners accordingly and encourage them to tackle the covenant issue first, or at least simultaneously to planning permission.

Clerk to seek clarification from the applicant as to the number of padel courts intended, as throughout the business plan it says either 2 or 3 at different points.

.03 **Adopted BT Kiosk:** Members considered the clerks report. It was proposed by Cllr. Keohane, seconded by Cllr. Vooght, that the adopted ex-BT kiosk on Fore Street shall become a seed swap and information point for wildlife friendly gardening and the community plot. Agreed unanimously therefore RESOLVED.

Clerk to organise painting of the kiosk and liaise with CIA for input into the new seed swap and display.

#### **2509.07 CLIMATE IMPACT ACTION**

**Pesticide Free Parish:** Members considered the proposal brought to them by the three Parish Wildlife Wardens on behalf of the Climate Impact Action Committee (CIA). This was discussed at length, but it was felt more information about the alternatives was needed from Wildlife Wardens. Cllr. MacGregor commented that TDC have investigated declaring Pesticide Free but decided against it, he suggested the clerk liaise with Greenspaces officer Mark Payne to discuss the reasons. Newton Abbot had committed to being pesticide free and had purchased expensive foam treatment equipment that we may be able to hire or cost-share on, should we commit to going down this route.

**Draft v2 MINUTES - continued**  
**FULL COUNCIL MEETING - held 01.09.25.**

It was proposed by Cllr. Merritt, seconded by Cllr. Myers, to defer any decision on this proposal until further information, as above, can be provided for consideration. Agreed unanimously therefore RESOLVED.

**2509.08 CLERKS REPORT:** The report on 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 Cllr. Merritt asked members to consider any training needs important for the councils development and application for the Local Council Award Scheme.
- .02 It was highlighted by the clerk that BPC will not be responding to the final consultation on the final draft of the Teignbridge Local Plan.
- .03 Cllr. Grimble was pleased to report that her road had been selected for the extended kerbside recycling trial being run by TDC over the Autumn, she will report back in due course.

**2509.09 MEMBERS REPORTS**

**.01 Teign Estuary Trail – Cllr. Merritt.**

Cllr. Merritt, reported he is in the process of arranging a meeting with Cllr. Jaqui Hodgson, the new Cabinet Member for Climate Change and Biodiversity, to present and engage them with the latest progress and much needed pressure for the Teign Estuary Trail.

There were no further members reports.

**2509. PUBLIC PARTICIPATION:** There were no public comments.

**THE CHAIR CLOSED THE MEETING AT 21.15**





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

## Neighbourhood Police Report

### Bishopsteignton Parish Council Meeting

1<sup>st</sup> November 2025.

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

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

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

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

In the period, **1<sup>st</sup> October 2025 to the 31st of October 2025**, there were 5 recorded offences in the Bishopsteignton area, made to the Police.

Criminal Damage 1

Public order 1

Theft of gate from field 1

Theft of tools 1

Violence less serious (verbal abuse ) 1

## Bishopsteignton Parish Council

### 03.11.25 App C: PAYMENTS LIST 01.09.25 to 31.10.25 for retrospective approval

| VN  | Code                                      | Date       | Description                                    | Supplier             | Net      | VAT    | Total    |
|-----|-------------------------------------------|------------|------------------------------------------------|----------------------|----------|--------|----------|
| 115 | Fore St Toilets - Cleaning & Maint.       | 01/09/2025 | Toilet Cleaning Contract                       | P. Walton            | 257.50   |        | 257.50   |
| 115 | Lawns Toilets & MUGA - Cleaning & Maint.  | 01/09/2025 | Toilet Cleaning Contract                       | P. Walton            | 171.67   |        | 171.67   |
| 116 | IT General & Reserve                      | 01/09/2025 | Website hosting                                | Dot Combo            | 57.50    |        | 57.50    |
| 117 | IT General & Reserve                      | 08/09/2025 | Email hosting                                  | Very Good Email Co   | 17.88    | 3.58   | 21.46    |
| 118 | Lawns Toilets & MUGA - Utilities          | 08/09/2025 | Utilities                                      | South West Water Ltd | 40.94    |        | 40.94    |
| 119 | Fore St Toilets - Utilities               | 08/09/2025 | Utilities                                      | British Gas          | 20.17    | 4.03   | 24.20    |
| 120 | Admin Costs                               | 12/09/2025 | BPC Mobile Phone contract                      | EE                   | 17.00    | 3.40   | 20.40    |
| 121 | Burial Ground                             | 15/09/2025 | Greenspaces Contract                           | BGS Ltd              | 528.00   | 105.60 | 633.60   |
| 121 | Green Spaces Contract                     | 15/09/2025 | Greenspaces Contract                           | BGS Ltd              | 705.00   | 141.00 | 846.00   |
| 121 | St John's Churchyard                      | 15/09/2025 | Greenspaces Contract                           | BGS Ltd              | 413.00   | 82.60  | 495.60   |
| 121 | P3                                        | 15/09/2025 | Greenspaces Contract                           | BGS Ltd              | 50.00    | 10.00  | 60.00    |
| 121 | Playground Reserve                        | 15/09/2025 | Greenspaces Contract                           | BGS Ltd              | 78.75    | 15.75  | 94.50    |
| 122 | BCC Rent & service charge                 | 15/09/2025 | Office Rent                                    | Bishop CC            | 237.20   |        | 237.20   |
| 123 | Fore St Toilets - Utilities               | 15/09/2025 | Utilities                                      | Everflow Ltd         | 37.61    |        | 37.61    |
| 124 | St John's Churchyard                      | 24/09/2025 | St Johns Churchyard - uncontracted maintenance | BGS Ltd              | 450.00   | 90.00  | 540.00   |
| 125 | Fore St Toilets - Cleaning & Maint.       | 24/09/2025 | General Maintenance - See description          | P. Walton            | 25.00    |        | 25.00    |
| 125 | Playground Reserve                        | 24/09/2025 | General Maintenance - See description          | P. Walton            | 60.00    |        | 60.00    |
| 125 | Tidy Village (Weeding, etc)               | 24/09/2025 | General Maintenance - See description          | P. Walton            | 45.00    |        | 45.00    |
| 126 | IT General & Reserve                      | 24/09/2025 | Clerks Expenses - See description              | Mrs. K Ford          | 49.99    | 10.00  | 59.99    |
| 126 | Admin Costs                               | 24/09/2025 | Clerks Expenses - See description              | Mrs. K Ford          | 18.00    |        | 18.00    |
| 127 | Employee Tax                              | 24/09/2025 | Tax & NICs                                     | HMRC                 | 249.60   |        | 249.60   |
| 127 | Employee NIC                              | 24/09/2025 | Tax & NICs                                     | HMRC                 | 99.88    |        | 99.88    |
| 127 | Employer NIC                              | 24/09/2025 | Tax & NICs                                     | HMRC                 | 281.92   |        | 281.92   |
| 128 | Net Salary                                | 26/09/2025 | Clerks Salary                                  | Mrs. K Ford          | 1,797.71 |        | 1,797.71 |
| 129 | Employee Pension                          | 26/09/2025 | Pension Contributions                          | DCC Pension Fund     | 149.27   |        | 149.27   |
| 129 | Employer Pension                          | 26/09/2025 | Pension Contributions                          | DCC Pension Fund     | 502.93   |        | 502.93   |
| 130 | Lawns Toilets & MUGA - Utilities          | 26/09/2025 | Utilities                                      | British Gas          | 19.16    | 0.96   | 20.12    |
| 131 | Admin Costs                               | 29/09/2025 | Bank Charges                                   | Lloyds               | 4.67     |        | 4.67     |
| 132 | Fore St Toilets - Cleaning & Maint.       | 01/10/2025 | Toilet Cleaning Contract                       | P. Walton            | 257.50   |        | 257.50   |
| 132 | Lawns: Toilets & MUGA - Cleaning & Maint. | 01/10/2025 | Toilet Cleaning Contract                       | P. Walton            | 171.67   |        | 171.67   |
| 133 | IT General & Reserve                      | 01/10/2025 | Website hosting                                | Dot Combo            | 57.50    |        | 57.50    |
| 134 | IT General & Reserve                      | 06/10/2025 | Email hosting                                  | Very Good Email Co   | 17.88    | 3.58   | 21.46    |
| 135 | Fore St Toilets - Utilities               | 10/10/2025 | Utilities                                      | British Gas          | 23.05    | 1.15   | 24.20    |

|     |                                     |            |                                       |                                  |           |        |           |
|-----|-------------------------------------|------------|---------------------------------------|----------------------------------|-----------|--------|-----------|
| 136 | Admin Costs                         | 13/10/2025 | BPC Mobile Phone contract             | EE                               | 17.00     | 3.40   | 20.40     |
| 137 | Fore St Toilets - Utilities         | 14/10/2025 | Utilities                             | Everflow Ltd                     | 29.75     |        | 29.75     |
| 138 | Burial Ground                       | 15/10/2025 | Greenspaces Contract                  | BGS Ltd                          | 528.00    | 105.60 | 633.60    |
| 138 | Green Spaces Contract               | 15/10/2025 | Greenspaces Contract                  | BGS Ltd                          | 705.00    | 141.00 | 846.00    |
| 138 | St John's Churchyard                | 15/10/2025 | Greenspaces Contract                  | BGS Ltd                          | 413.00    | 82.60  | 495.60    |
| 138 | P3                                  | 15/10/2025 | Greenspaces Contract                  | BGS Ltd                          | 50.00     | 10.00  | 60.00     |
| 138 | Playground Reserve                  | 15/10/2025 | Greenspaces Contract                  | BGS Ltd                          | 78.75     | 15.75  | 94.50     |
| 139 | BCC Rent & service charge           | 15/10/2025 | Office Rent                           | Bishop CC                        | 237.20    |        | 237.20    |
| 140 | Grant Awards 25-26                  | 15/10/2025 | Grant                                 | Bishopsteignton WI               | 250.00    |        | 250.00    |
| 141 | Climate Impact Actions              | 15/10/2025 | Expenses                              | E. Harris                        | 22.71     |        | 22.71     |
| 142 | Tidy Village (Weeding, etc)         | 15/10/2025 | General Maintenance - See description | BFG                              | 180.00    |        | 180.00    |
| 143 | Training - Clerk                    | 15/10/2025 | Member Training                       | DALC                             | 50.00     | 10.00  | 60.00     |
| 143 | Training - Members                  | 15/10/2025 | Member Training                       | DALC                             | 35.00     | 7.00   | 42.00     |
| 143 | Training - Members                  | 15/10/2025 | Member Training                       | DALC                             | 50.00     | 10.00  | 60.00     |
| 144 | Burial Ground                       | 15/10/2025 | reservation plot marker               | Williams & Triggs                | 37.50     | 7.50   | 45.00     |
| 145 | Small Gardens Contract              | 22/10/2025 | Small Gardens Contract & Expenses     | Miss Moffat's Gardening Services | 478.00    |        | 478.00    |
| 146 | Burial Ground                       | 22/10/2025 | General Maintenance - See description | Strulch                          | 195.83    | 39.17  | 235.00    |
| 146 | Small Gardens Contract              | 22/10/2025 | General Maintenance - See description | Strulch                          | 195.83    | 39.17  | 235.00    |
| 147 | Remembrance                         | 24/10/2025 | Safety Barrier                        | Safety Supplies                  | 35.20     | 7.04   | 42.24     |
| 148 | Lawns Toilets & MUGA - Utilities    | 27/10/2025 | Utilities                             | British Gas                      | 18.54     | 0.93   | 19.47     |
| 149 | Unrestricted Reserves & Contingency | 28/10/2025 | Bank Charges                          | Lloyds                           | 4.67      |        | 4.67      |
| 150 | Employee Tax                        | 30/10/2025 | Tax & NICs                            | HMRC                             | 249.60    |        | 249.60    |
| 150 | Employee NIC                        | 30/10/2025 | Tax & NICs                            | HMRC                             | 99.88     |        | 99.88     |
| 150 | Employer NIC                        | 30/10/2025 | Tax & NICs                            | HMRC                             | 281.92    |        | 281.92    |
| 151 | Net Salary                          | 30/10/2025 | Clerks Salary                         | Mrs. K Ford                      | 1,791.71  |        | 1,791.71  |
| 152 | Employee Pension                    | 30/10/2025 | Pension Contributions                 | DCC Pension Fund                 | 149.27    |        | 149.27    |
| 152 | Employer Pension                    | 30/10/2025 | Pension Contributions                 | DCC Pension Fund                 | 502.93    |        | 502.93    |
|     |                                     |            |                                       |                                  | 13,600.24 | 950.81 | 14,551.05 |

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: \_\_\_\_\_  
Henry Merritt, Chairman BPC

Date: \_\_\_\_\_



# BISHOPSTEIGNTON PARISH COUNCIL

## FINANCIAL STATEMENT At 30.09.25

### 1. BALANCES

|                                                                                                                  |                  |                                  |
|------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------|
| Lloyds Community Account                                                                                         | 52129.92         |                                  |
| Lloyds 32-day Notice Account                                                                                     | 60375.16         |                                  |
| Lloyds Instant Access Savings Account                                                                            | 41393.26         |                                  |
| Hinckley & Rugby Deposit Account                                                                                 | 80000.00         |                                  |
| <b>Bank Balance at 30.09.25</b>                                                                                  | <b>233898.34</b> | as bank reconciliation on page 2 |
| <b>of which Restricted/Earmarked Funds</b><br>(detailed below, less burial account charge)                       | <b>227570.58</b> | 97.3% of Bank balance            |
| <b>CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS</b><br>(Aim to hold 3 months' worth of regular expenditure) | <b>6327.76</b>   | 2.7% of Bank balance             |

### 2. RESERVES - Restricted/Earmarked Funds

|                               |                  |                                                          |
|-------------------------------|------------------|----------------------------------------------------------|
| Burial Account                | 105784.23        | Bishopsteignton Cemetery use only                        |
| Staff costs                   | 19109.60         | Staff salary, Employer NI & Pension contributions        |
| Administration costs          | 17563.10         | Includes all office & admin cost                         |
| Events                        | 1304.24          | Includes VE Day 80th, APM, recognition awards            |
| Asset Management              | 40907.24         | Includes budgets & reserves for management of all assets |
| Agency Grants                 | -1431.83         | P3 grant (Parish Pathway Partnership with DCC)           |
| BERT/Emergency Resilience     | 1592.34          | For Emergency resilience & Snow Warden                   |
| Grant Awarding Funds          | 1500.00          | Under GPC of Localism Act 2011                           |
| Monies held in Trust          | 868.65           | Bishopsteignton Luncheon Club                            |
|                               | 499.73           | 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                           | -1812.36         | Balance of VAT payments & receipts                       |
| <b>TOTAL</b>                  | <b>227570.58</b> |                                                          |

### 3. BANK RECONCILIATION (next page)

SIGNED

DATED 03.11.25

# Bishopsteignton Parish Council

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

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

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

Date: \_\_\_\_\_

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

|          |                                                     |           |                   |
|----------|-----------------------------------------------------|-----------|-------------------|
| <b>A</b> | <b>Bank Reconciliation at 30/09/2025</b>            |           |                   |
|          | Cash in Hand 01/04/2025                             |           | 172,494.47        |
|          | <b>ADD</b><br>Receipts 01/04/2025 - 30/09/2025      |           | 121,328.58        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2025 - 30/09/2025 |           | 293,823.05        |
|          |                                                     |           | 59,924.71         |
|          | <b>Cash in Hand 30/09/2025</b><br>(per Cash Book)   |           | <b>233,898.34</b> |
| <b>B</b> | Cash in hand per Bank Statements                    |           |                   |
|          | Petty Cash 30/09/2025                               | 0.00      |                   |
|          | Community Account Lloyds 30/09/2025                 | 52,129.92 |                   |
|          | Savings Lloyds 30/09/2025                           | 41,393.26 |                   |
|          | Hinckley & Rugby Deposit Account 31/08/2025         | 80,000.00 |                   |
|          | Lloyds 32 day Deposit Account 31/08/2025            | 60,375.16 |                   |
|          |                                                     |           | <b>233,898.34</b> |
|          | Less unrepresented payments                         |           |                   |
|          |                                                     |           | 233,898.34        |
|          | Plus unrepresented receipts                         |           |                   |
|          | <b>Adjusted Bank Balance</b>                        |           | <b>233,898.34</b> |
|          | <b>A = B Checks out OK</b>                          |           |                   |



# BISHOPSTEIGNTON PARISH COUNCIL

## FINANCIAL STATEMENT At 31.10.25

### 1. BALANCES

|                                                                                                                  |                  |                                  |
|------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------|
| Lloyds Community Account                                                                                         | 49588.52         |                                  |
| Lloyds 32-day Notice Account                                                                                     | 60475.27         |                                  |
| Lloyds Instant Access Savings Account                                                                            | 41415.97         |                                  |
| Hinckley & Rugby Deposit Account                                                                                 | 80000.00         |                                  |
| <b>Bank Balance at 31.10.25</b>                                                                                  | <b>231479.76</b> | as bank reconciliation on page 2 |
| <b>of which Restricted/Earmarked Funds</b><br>(detailed below, less burial account charge)                       | <b>225033.85</b> | 97.2% of Bank balance            |
| <b>CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS</b><br>(Aim to hold 3 months' worth of regular expenditure) | <b>6445.91</b>   | 2.8% of Bank balance             |

### 2. RESERVES - Restricted/Earmarked Funds

|                               |                  |                                                          |
|-------------------------------|------------------|----------------------------------------------------------|
| Burial Account                | 105752.90        | Bishopsteignton Cemetery use only                        |
| Staff costs                   | 16034.29         | Staff salary, Employer NI & Pension contributions        |
| Administration costs          | 17098.52         | Includes all office & admin cost                         |
| Events                        | 1269.04          | Includes VE Day 80th, APM, recognition awards            |
| Asset Management              | 38356.15         | Includes budgets & reserves for management of all assets |
| Agency Grants                 | -1481.83         | P3 grant (Parish Pathway Partnership with DCC)           |
| BERT/Emergency Resilience     | 1592.34          | For Emergency resilience & Snow Warden                   |
| Grant Awarding Funds          | 1250.00          | Under GPC of Localism Act 2011                           |
| Monies held in Trust          | 1268.65          | Bishopsteignton Luncheon Club                            |
|                               | 499.73           | Sustainable Bishop                                       |
| Community Infrastructure Levy | 40568.00         | Spend must meet criteria, deadlines for spend            |
| Section 106 Balance           | 0.00             | Balance of monies claimed/spend to be claimed            |
| 2021 Climate Action Grant     | 3190.25          | Climate action projects                                  |
| 2020 TE&CP Grant balance      | 119.70           | For litter-picking the Estuary Foreshore                 |
| VAT                           | -483.89          | Balance of VAT payments & receipts                       |
| <b>TOTAL</b>                  | <b>225033.85</b> |                                                          |

### 3. BANK RECONCILIATION (next page)

SIGNED

DATED 03.11.25

# Bishopsteignton Parish Council

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

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

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

Date: \_\_\_\_\_

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

|          |                                                     |           |                         |
|----------|-----------------------------------------------------|-----------|-------------------------|
| <b>A</b> | <b>Bank Reconciliation at 31/10/2025</b>            |           |                         |
|          | Cash in Hand 01/04/2025                             |           | 172,494.47              |
|          | <b>ADD</b><br>Receipts 01/04/2025 - 31/10/2025      |           | 126,608.78              |
|          | <b>SUBTRACT</b><br>Payments 01/04/2025 - 31/10/2025 |           | 299,103.25<br>67,623.49 |
|          | <b>Cash in Hand 31/10/2025</b><br>(per Cash Book)   |           | <b>231,479.76</b>       |
| <b>B</b> | Cash in hand per Bank Statements                    |           |                         |
|          | Petty Cash 31/10/2025                               | 0.00      |                         |
|          | Community Account Lloyds 31/10/2025                 | 49,588.52 |                         |
|          | Savings Lloyds 31/10/2025                           | 41,415.97 |                         |
|          | Hinckley & Rugby Deposit Account 31/10/2025         | 80,000.00 |                         |
|          | Lloyds 32 day Deposit Account 31/10/2025            | 60,475.27 |                         |
|          |                                                     |           | <b>231,479.76</b>       |
|          | Less unrepresented payments                         |           |                         |
|          |                                                     |           | 231,479.76              |
|          | Plus unrepresented receipts                         |           |                         |
|          |                                                     |           |                         |
|          | <b>Adjusted Bank Balance</b>                        |           | <b>231,479.76</b>       |
|          | <b>A = B Checks out OK</b>                          |           |                         |



# BISHOPSTEIGNTON PARISH COUNCIL

## GRANT APPLICATION FORM 2025/26

|                                                                                                                                                                                                       |                                 |                                                                                                                                               |  |    |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--|----|---|
| <b>1</b>                                                                                                                                                                                              | <b>ORGANISATION DETAILS</b>     |                                                                                                                                               |  |    |   |
| Name:                                                                                                                                                                                                 |                                 | Bishopsteignton Pantomime Society                                                                                                             |  |    |   |
| Registered Charity:                                                                                                                                                                                   |                                 | YES                                                                                                                                           |  | NO | X |
| If YES please provide charity number:                                                                                                                                                                 |                                 |                                                                                                                                               |  |    |   |
| What does your organisation do?                                                                                                                                                                       |                                 | Pantomime Productions                                                                                                                         |  |    |   |
| <i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i> |                                 |                                                                                                                                               |  |    |   |
| <b>2</b>                                                                                                                                                                                              | <b>CONTACT DETAILS</b>          |                                                                                                                                               |  |    |   |
| Primary contact name:                                                                                                                                                                                 |                                 | James Day                                                                                                                                     |  |    |   |
| Position in organisation:                                                                                                                                                                             |                                 | Chair                                                                                                                                         |  |    |   |
| Contact telephone:                                                                                                                                                                                    |                                 | 7491149234                                                                                                                                    |  |    |   |
| Contact email:                                                                                                                                                                                        |                                 | <a href="mailto:day-james@sky.com">day-james@sky.com</a>                                                                                      |  |    |   |
| <b>3</b>                                                                                                                                                                                              | <b>DETAILS OF GRANT REQUEST</b> |                                                                                                                                               |  |    |   |
| What is the intended use of the grant?                                                                                                                                                                |                                 | To purchase a NEW curtain track and curtains                                                                                                  |  |    |   |
| How would this benefit the Parish?                                                                                                                                                                    |                                 | This will brighten the staging area and make it easier for scene openings with the curtains. The current system is now old and past its best. |  |    |   |
| What is the total cost of the project?                                                                                                                                                                |                                 | <div style="text-align: right;">£1500</div> <div style="text-align: right;">(Please supply/attach quotes/estimate details)</div>              |  |    |   |
| How much are you applying for from BPC?                                                                                                                                                               |                                 | £300                                                                                                                                          |  |    |   |
| What other fundraising will your organisation be carry out?                                                                                                                                           |                                 | Quiz Nights, Meet Santa at xmas fair, tombolas                                                                                                |  |    |   |
| Have you applied for funds from other sources?<br><i>If Yes please give details</i>                                                                                                                   |                                 | Not as yet                                                                                                                                    |  |    |   |
| <b>4</b>                                                                                                                                                                                              | <b>PAYMENT DETAILS</b>          |                                                                                                                                               |  |    |   |

# BISHOPSTEIGNTON PARISH COUNCIL

## GRANT APPLICATION FORM 2025/26

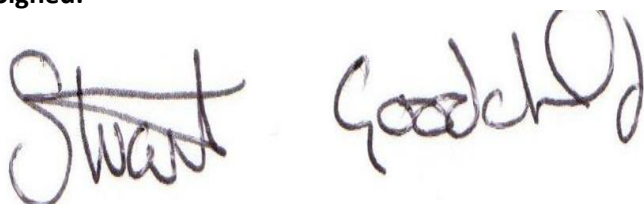
|                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bank Details:                                                                                                                                                                                                                                                                                                                                                                                                         | Bank:<br><br>Account name:<br><br>Eight digit Account Number: _ _ _ _ _ _ _ _<br><br>Six digit Sort Code: _ _ / _ _ / _ _                                                                                                                                                                                                                                                                                                                                                           |
| <b>5</b>                                                                                                                                                                                                                                                                                                                                                                                                              | <b>CERTIFICATION</b><br><br>I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council. |
| <b>Darren Day</b>                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Date: 17/10/25</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| If your application is successful the Parish Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in BPC Grant Awarding Policy. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



# BISHOPSTEIGNTON PARISH COUNCIL

## COMMUNITY GRANT APPLICATION FORM 2025-26

|                                                                                                                                                                                                                                                       |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |    |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----|----|
| <b>1</b>                                                                                                                                                                                                                                              | <b>ORGANISATION DETAILS</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |    |    |
| Name:                                                                                                                                                                                                                                                 |                                 | Bishopsteignton Twinning Association                                                                                                                                                                                                                                                                                                                                                                                                                             |  |    |    |
| Registered Charity:                                                                                                                                                                                                                                   |                                 | YES                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | NO | NO |
| If YES please provide charity number:                                                                                                                                                                                                                 |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |    |    |
| General, what does your organisation do?<br><i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.<br/>Membership numbers, area served, etc.</i> |                                 | "1.To promote friendship and understanding between the people of Bishopsteignton and La Roche Maurice.<br>2. To encourage visits by individuals and groups to and from linked communities, particularly by children and young people and by doing so broaden the mutual understanding of the culture, recreational, educational and commercial activities of linked communities<br>3. To organise fundraising activities to foster the aims of the Association." |  |    |    |
| <b>2</b>                                                                                                                                                                                                                                              | <b>CONTACT DETAILS</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |    |    |
| Primary contact name:                                                                                                                                                                                                                                 |                                 | Stuart Goodchild                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |    |    |
| Position in organisation:                                                                                                                                                                                                                             |                                 | Secretary                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |    |    |
| Contact telephone:                                                                                                                                                                                                                                    |                                 | 07568595767                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |    |    |
| Contact email:                                                                                                                                                                                                                                        |                                 | stuartgoodchild@stuartgoodchild.plus.com                                                                                                                                                                                                                                                                                                                                                                                                                         |  |    |    |
| <b>3</b>                                                                                                                                                                                                                                              | <b>DETAILS OF GRANT REQUEST</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |    |    |
| What is the intended use of the grant?                                                                                                                                                                                                                |                                 | In May next year our visitors from our Twinned Village of La Roche Maurice in Brittany, arrive for 3 nights.<br>We are asking for a grant to help with the cost of hosting the weekend. This will include accommodation with host families.<br>A dinner for approximately 65 people with entertainment and a visit which has yet to be determined.                                                                                                               |  |    |    |
| How would this benefit the Parish?                                                                                                                                                                                                                    |                                 | All our fund-raising events are open to Bishopsteignton Villagers and their friends.<br>And of course, we wish to encourage more and more people to join us and experience an alternative culture amongst good friends.<br>We invite others to our social events, which may of course lead to potential new Twinners.<br>The Parish Council will be most welcome and of course some are already Twinners.                                                        |  |    |    |
| What is the total cost of the project?                                                                                                                                                                                                                |                                 | This year we anticipate that the cost of hosting our French visitors will be c£1800.<br>We are in the early days of planning their visit in May 2026.                                                                                                                                                                                                                                                                                                            |  |    |    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>We know from previous visits that the cost to us of organising a 3-day event hosting our Twinners from La Roche Maurice has cost approximately £1600 and prices have risen dramatically since 2024.</p> <p><u>Estimated costs for the weekend:</u></p> <p>Dinner at Golf Club; French visitors are free: £760</p> <p>Hire of Community Centre: £80 (2 events)</p> <p>Prosecco Cream tea for 65: £260</p> <p>Day trip to e.g. Bicton Arena: £540</p> <p>Grant to The Players: c £50</p> <p><b>Total £1690</b></p> <p><i>(If appropriate please supply/attach quotes/estimate details)</i></p> |
| How much are you applying for from BPC?                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>£350</p> <p>This could help us with the cost of a dinner with dessert (but not free alcohol) for 65 people at Teignmouth Golf Club.</p> <p>Additionally The Bishopsteignton Players will do a silent play based on "Murder at Murley Grange" during the weekend.</p> <p>We will fund outings and the booking of venues.</p> <p>We must keep funds in reserve for our visit to La Roche in 2027 which in the past has cost c£2100.</p>                                                                                                                                                        |
| What other fundraising will your organisation be carrying out, if any?                                                                                                                                                                                                                                                                                                                                                                                                               | <p>We fundraise throughout the year.</p> <p>So far this year we have had a Bingo &amp; Curry evening and will have a Christmas Music Quiz with food.</p> <p>We have raised approximately £800 to add to our funds.</p>                                                                                                                                                                                                                                                                                                                                                                          |
| Have you applied for funds from other sources?<br><i>If Yes please give details</i>                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Not this year but previously we received a grant from the EU which of course is no longer open to us.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>PAYMENT DETAILS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Bank Details:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Bank: Nat West</p> <p>Account name: Bishopsteignton Twinning Association</p> <p>Eight-digit Account Number: 72133325</p> <p>Six-digit Sort Code: 51-61-18</p> <p>Preferred reference: BPC Grant</p>                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council by Policy P.024 25-26.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Signed:</b></p>                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Date:</b></p> <p>15 October 2025</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

If your application is successful the Parish Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in BPC Grant Awarding Policy.



# BISHOPSTEIGNTON PARISH COUNCIL

## INFORMATION TECHNOLOGY POLICY

### 1. Introduction

Bishopsteignton Parish Council (BPC) recognises the importance of effective and secure information technology (IT) usage in supporting its business, operations and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources by council members, employees, volunteers, and contractors.

### 2. Scope

This policy applies to all individuals who use BPC IT resources, including computers, networks, software, devices, and data. Resources include access to .gov.uk email addresses and any associated digital storage.

### 3. Acceptable use of IT resources

BPC IT resources, where provided, are to be used for official council-related activities and tasks. Personal use should be limited and should not interfere with BPC work responsibilities.

All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

### 4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by the BPC for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

### 5. Data management and security

All sensitive and confidential BPC data should be stored and transmitted securely using approved methods.

Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

### 6. Network and Internet usage

Downloading and sharing copyrighted material without proper authorisation is prohibited.

### 7. Email communication

Email accounts provided by BPC are for official communication only. Email signatures should be used and emails should be professional and respectful in tone.

Be cautious when opening email attachments or clicking on links to prevent phishing and malware threats.

#### **8. Password and account security**

BPC users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

#### **9. Mobile devices and remote work**

Mobile devices provided by BPC should be secured with passcodes and/or biometric authentication.

#### **10. Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution.

#### **11. Training and awareness**

BPC will provide regular access to resources to educate users about IT security best practices, privacy concerns, and technology updates.

#### **12. Compliance and consequences**

Breach of this IT policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

#### **13. Policy review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

#### **14. Contacts**

For IT-related enquiries or assistance, users can contact in the first instance, Cllr James Hooper or the clerk to the Council Kim Ford.

All staff and councillors are responsible for the safety and security of BPC IT resources. By adhering to this IT policy, BPC aim to create a secure and efficient IT environment that supports its functions.



# BISHOPSTEIGNTON PARISH COUNCIL

## **Complaints Procedure Policy (P.003)**

A formal complaints procedure is necessary to support the efficient and effective workings of the Parish Council particularly as the Local Government Ombudsman has no jurisdiction in this area. This needs to be accessible, transparent and reasonable in application.

These procedures cover routine complaints including on rare occasions those that may be described as habitual and vexatious. Habitual or vexatious complaints are defined as unreasonable complaints, enquiries or outcomes that are repeatedly or obsessively pursued.

Some types of complaint will be handled outside of these procedures: Financial irregularity will be handled by the Council's own auditor / Audit Commission; Criminal activity by the police; Member conduct by the Standards Committee of the principal Authority, Teignbridge District Council; Employee conduct by internal disciplinary procedure.

Depending on the nature of the complaint, and to some extent the person who is making it, there may be an occasion when the issue cannot be resolved and the complainant wishes to take the matter further. These will include complaints concerning the following:

- Where someone feels very strongly that a decision of the Parish Council was unlawful, they may apply to the courts for a judicial review of the Council's decision.
- An employee complaint with or without going through the grievance procedure or a whistle-blowing route which becomes an employment tribunal for the courts (such as a personal injury claim).
- An accusation of financial wrongdoing, where a complaint may be made to the Council's external auditor. Aside from referring to another body if required, the auditor will have the power to carry out such actions as refusing to sign off the accounts or producing a public interest report.
- Breaches of the Members Code of Conduct for the council may result in an allegation being made to the Standards Board for England. This may be in respect of financial wrongdoing, acting on prejudicial interests, not complying with equality legislation and so on.
- Any matter that raises suspicion of criminal wrongdoing can, of course, be referred to the police.
- Where the Council carries out functions on behalf of another authority, such as Public Right of Way assessment under an agency agreement with a higher authority, the complaint can be referred to them. In such a situation, the ombudsman may be involved if the matter is not resolved by the principal authority.
- Finally, complaints under the Freedom of Information legislation, that the council has not released information in the manner that person believes it should have done, can be referred to the Information Commissioner.



# Procedure

1. The following procedure will be adopted for dealing with complaints about the Council administration or its procedures. Complaints about a policy decision made by the Council may be referred to the Council or relevant Committee, as appropriate for consideration.
2. This procedure does not cover complaints about the conduct of an individual member of the Parish Council. Any complaint that a Councillor may have breached the Council's adopted code of conduct should be referred to the Monitoring Officer at Teignbridge District Council.
3. If a complaint about procedures, administration or the actions of any of a Council employee is notified orally to a Councillor, or to the Clerk of the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and nature of the complaint.
4. The complainant will be asked to put the complaint in writing to the Clerk of the Council, or if preferred to the Chairman, at Bishopsteignton Parish Council, Community Centre, Shute Hill, Bishopsteignton, TQ14 9QL. Alternatively, the use of email is acceptable which should be forwarded to [clerk@bishopsteignton-pc.gov.uk](mailto:clerk@bishopsteignton-pc.gov.uk) . The complaint will be dealt with within 21 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be dealt with.
5. On receipt of a written complaint, the Clerk to the Council, or Chairman if appropriate, will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
6. Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chairman of the Parish Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.
7. The Clerk to the Council (or Chairman where appropriate) will report any complaint disposed of by direct action, with the complainant, to the next meeting of the Council.
8. The Clerk to the Council (or Chairman where appropriate) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk (or Chairman as appropriate) will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council in person.
9. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
10. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.
11. The Council may consider in the circumstances of any complaint whether to make any "without liability" payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's action. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
12. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.

13. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.
14. If the complainant seeks or continues to behave in an unreasonable and/or vexatious way the Council shall be informed and consideration given as to what action can be taken. This may include a restriction on or refusal as to any further contact with the complainant.
15. All decisions regarding complaints shall be recorded and associated correspondence held and stored appropriately in accordance with the General Data Protection Regulation.

DRAFT



# BISHOPSTEIGNTON PARISH COUNCIL

## RESERVES POLICY (P.008)

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

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

### Types of Reserves

Reserves can be categorised as general or earmarked.

General Reserves are funds which do not have any restrictions as to their use subject to the council having a power to spend, or the General Power of Competence. These reserves can be used to level the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves can be held for several reasons:

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

### Earmarked Reserves

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

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

All earmarked reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held. Reviewing the Council Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of reserves.

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

## **General Reserves**

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

Additional funds to be kept as general reserves are:

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

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

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

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

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

## **Level of Financial Reserves**

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



# BISHOPSTEIGNTON PARISH COUNCIL

## Full Council Meetings

### 2025-26 (municipal year)

| MEETING DATE        | EXPECTED BUSINESS FOR AGENDA                                                                                                                                                                                                                                                            |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday 3rd November | General business as required.                                                                                                                                                                                                                                                           |
| Monday 12th January | To receive recommendations from the BPC Finance Committee for a budget & precept for FY 2026-27<br><i>NB. Delayed from 5th Jan as bank holidays increase the statutory publication period for agenda and papers and need to allow for staff annual leave across the festive season.</i> |
| Monday 2nd March    | Receive and process nominations for Bishopsteignton Community Recognition Awards.                                                                                                                                                                                                       |

### 2026-27 (municipal year)

| MEETING DATE                                                                 | EXPECTED BUSINESS FOR AGENDA                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tuesday 5th May</b><br><i>ANNUAL MEETING<br/>followed by FULL COUNCIL</i> | <ul style="list-style-type: none"><li>• To elect Chair &amp; Vice Chair, set committee membership.</li><li>• Acknowledge the code of conduct. Adopt latest Standing Orders, Financial Regulations, Risk Assessment, etc.</li><li>• Acknowledge BPC Annual Statement of Accounts before submission to Internal Auditor.</li><li>• Q1 Grants</li></ul> |
| Monday 13th July <b>(TBC)</b>                                                | Acceptance and signature of Annual Governance & Accounting Return (AGAR) before submission to External Auditor<br><i>NB. Delayed from 6th July to make an allowance for staff annual leave.</i>                                                                                                                                                      |
| Monday 7th September                                                         | <b>IN LUTON?</b> General business as required.<br>Q2 Grants                                                                                                                                                                                                                                                                                          |
| Monday 2nd November                                                          | General business as required.<br>Q3 Grants                                                                                                                                                                                                                                                                                                           |
| Monday 11th January 2027                                                     | To receive recommendations from the BPC Finance Committee for a budget & precept for FY 2027-28<br><i>NB. Delayed from 4th Jan as bank holidays increase the statutory publication period for agenda and papers and need to make an allowance for staff annual leave across the festive season.</i>                                                  |
| Monday 1st March 2027                                                        | Receive and process nominations for Bishopsteignton Community Recognition Awards.<br>Q4 Grants                                                                                                                                                                                                                                                       |



# BISHOPSTEIGNTON PARISH COUNCIL

## MENOPAUSE POLICY

### INTRODUCTION

Menopause is the time during a woman's life when menstruation periods permanently stop. The purpose of this policy is to assist with creating an open and honest workplace where councillors and employees can discuss any issues associated with the menopause, and to ensure the necessary support is known and offered to employees when needed.

### EFFECTS OF MENOPAUSE

Physical symptoms of the menopause can include, but is not limited to, the following:

- Hot flushes
- Insomnia
- Poor concentration
- Headaches
- Joint aches
- Urinary problems

As a result of the above, or as an extension of the hormone imbalance, individuals going through the menopause can also experience psychological difficulties, including:

- Depression
- Anxiety
- Mood swings
- Irritability
- Loss of confidence

It is also commonly acknowledged that Hormone Replacement Therapy (HRT), medication which is often prescribed for menopause, can have side effects which cause problems at work. These include:

- Nausea
- Headaches; and
- Leg cramps.

Bishopsteignton Parish Council pledge to adhere to the following actions:

### COMMUNICATION

It is important that, as an employee, you prioritise your personal health and wellbeing. If you are struggling with any aspect of your role as a result of symptoms associated with the menopause and/or HRT, you should report any concerns you may have to a councillor, who will treat the matter with complete confidence. In order to ensure we can provide you with the best support possible we encourage you to be open and honest in these conversations.

Alternatively, an appointed councillor may instigate a discussion with you if they notice a change in your behaviour or performance.

We understand that you may feel uncomfortable discussing personal information with a councillor. If this is the case you are encouraged to discuss your situation with another senior member of staff, if applicable.

During any discussions, the councillor will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively, and confidentiality will be maintained.

Councillors will also arrange follow up sessions to evaluate the effectiveness of any adjustments put in place.

## **MAKING ADJUSTMENTS TO YOUR ROLE**

To assist you in your daily duties, the council will explore making adjustments to your role or working environment with the aim of reducing the effect that the menopause is having on you. Risk assessments will be consulted to identify potential issues but the council acknowledge that the menopause affects each individual in different ways so no adjustment will be made without fully discussing it with you first.

Examples of adjustments include:

- Changing your working location so you are closer to toilet facilities, away from hot and cold spots
- Assessing how work is allocated and whether you are affected at particular points of the day
- Allowing additional rest breaks.

Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

The Council is legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with these obligations in this regard.

## **BEHAVIOUR OF OTHERS**

There is an expectation on all councillors and employees to conduct themselves in a helpful and open-minded manner towards colleagues. We shall maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints in accordance with the relevant code of conduct or policy. If you feel that you have been mistreated in any way by a colleague because of matters related to the menopause, please make your concerns known in accordance with the complaints procedure and/or grievance policy.

## **FURTHER UNDERSTANDING & ASSISTANCE**

Both councillors and employees can access further guidance from the following websites:

- <https://www.acas.org.uk/menopause-at-work>
- <https://www.equalityhumanrights.com/guidance/menopause-workplace-guidance-employers>
- [https://menopausefriendly.co.uk/menopause-at-work/?gad\\_source=1&gclid=Cj0KCQjAst67BhCEARIsAKKdWOIEP2FIqvE-6vejRFoPtDN0CAzWiHuW-avwLUWN1nDsa4T08HKT0ucaAj4gEALw\\_wcB#demographic-case](https://menopausefriendly.co.uk/menopause-at-work/?gad_source=1&gclid=Cj0KCQjAst67BhCEARIsAKKdWOIEP2FIqvE-6vejRFoPtDN0CAzWiHuW-avwLUWN1nDsa4T08HKT0ucaAj4gEALw_wcB#demographic-case)

Agenda Item: 2509.07

Bishopsteignton Parish Council

Subject: Becoming a pesticide-free parish

Date of Meeting: 1st September 2025

Report of: Bishopsteignton Wildlife Wardens - Kirstyn Watson, Sarah Cochrane, Laura Allen

FOR GENERAL RELEASE

## 1. PURPOSE OF REPORT AND POLICY CONTEXT

1.1 To set out the case for becoming pesticide-free as a parish in order for an informed decision to be taken by the council. This is in line with the council's commitment to environmental improvement.

## 2. RECOMMENDATIONS:

2.1 That the council decides that the parish will go pesticide-free.

## 3. CONTEXT/ BACKGROUND INFORMATION

### The Problem

3.1 Pesticides/herbicides – used in our council to control the perceived problem of weeds around the parish. Current usage is on pedestrian highway edges and vehicle highway gutters on Church Road, Shute Hill and Fore Street, on the internal perimeter of the multi-use games area at The Lawns and previously on the surfacing of the games area.

These areas used, daily, by our residents and visitors – and often by those most vulnerable to the adverse effects of pesticides: elderly people, young children and pregnant women not to mention those who are using the pesticides. Of particular concern is use of pesticides near the War Memorial which is very close to the village surgery and Methodist church which supports various youth groups for the village like the scouts and parent and baby group.

3.2 Pesticide use can have serious human health impacts, harm biodiversity and contaminate water supplies. There is growing evidence that glyphosate - the most commonly used "systemic" weed-killer - is a higher health risk than previously assumed, with growing understanding of the damages caused by other chemical weed killers and pesticides to health



and the environment. Childhood health problems and diseases including childhood leukemia, Attention Deficit Hyper-activity Disorder, allergies, and endocrine and immune system disruption have been linked to increases in pesticide use.<sup>[1]</sup>

3.3 In April 2015, the International Agency for Research on Cancer - part of the World Health Organisation - concluded that Glyphosate – the most widely used pesticide in our urban areas – is “probably carcinogenic to humans”. Other studies have linked glyphosate to birth defects, breast cancer and even the rise in antibiotic resistance. Further research by Pesticide Action Network (PAN) support the claims of pesticides as carcinogenic.

3.4 Pesticides are a major contributor to the global biodiversity crisis, negatively affecting hundreds of species beyond those they target, including microbes, fungi, plants, insects, birds, and mammals. Pesticide use has a negative effect on urban wildlife and has been identified as a contributory factor in the decline of hedgehogs, for example.

Pesticides harm pollinators through direct exposure and by indirectly reducing their food sources and habitat, leading to lethal effects like death and sublethal impacts such as impaired navigation, reproduction, and immune function. Pollinators are essential for maintaining the fertility of most plant species across our ecosystem and are estimated to be needed for at least 35 per cent of global crop production. ‘This means that declines in pollinators have a direct impact on our ability to feed ourselves, as well as impacting on most other animals and birds in our local environment.

Pesticides can cause a range of severe health issues in pets, from immediate symptoms like vomiting, drooling, and seizures to potential long-term effects such as cancer, developmental problems, and infertility.

3.5 Finally, pesticides sprayed onto the hard surfaces in towns and cities rapidly run off into drains and sewers and can find their way into water supplies, the cost for removing pesticides from our water supplies runs into the £ millions per annum.

#### Going pesticide-free

3.6 Ending the use of pesticides in urban areas is becoming more common. Hundreds of villages, towns and cities around the world have reduced, and even in some cases banned, pesticide use in their areas. In November 2023 Newton Abbot Town Council resolved to become a pesticide free town and no longer use glyphosate in their weed management.

In France, for example, the use of all non-agricultural pesticides has been banned in public green spaces since January 2017. Large cities like Copenhagen, Paris, Rotterdam, Seattle and Tokyo all restrict or ban pesticide use in public spaces.

3.7 Public “pesticide-free” campaigns by residents across the UK are on the increase and several local authorities have already gone pesticide-free: Lewes, Hammersmith & Fulham, Glastonbury, with others set to follow suit.

#### 4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 The council has a duty to safeguard the well-being of residents, as well as to its own contractors.

4.2 One alternative option is to trial non-chemical and mechanical alternatives during a testing period, during the Spring and Summer, and to require contractors to inform Members of the Committee as to which alternatives are being trialled and of the methodology.

This option could be used to identify what alternative systems are available for weed control across the parish and allow the village to make an informed choice once the specifics of efficacy, ease of use and cost implications have been assessed. It would be necessary to continue with the existing spray and treatment regime outside of trial areas, so this is not the most precautionary approach but more a fact-finding exercise.

4.3 It is recognised that by law local authorities have a duty to treat Japanese Knotweed, a highly invasive plant, to control effectively by law on any sites where it occurs. Whilst pesticides seem the most effective methods there is research into alternatives and new discoveries all the time.

It is recommended that on discovery of Japanese Knotweed in the parish, and following research, the best alternative method available at the time is administered.

#### 5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 The decision of this council should be used to promote a dialogue with residents about the pesticide-free approach and to gauge support for this. The council may wish to use the newly formed council/community group Climate Impact Action to assist with this dialogue as well as utilising the village Wildlife Wardens.

#### 6. CONCLUSION

6.1 The reasons for going pesticide-free as a parish are sound and the council should begin this process as soon as possible.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

7.1 The pesticide-free approach is broadly cost-neutral if a combination of alternatives is adopted. There is to date limited experience from other councils as this is a relatively new concept. But where systems have been trialled or adopted it has been seen that the costs are broadly in line with current pesticide regimes. We recommend that in the first instance an audit of current Council spending on pesticides, including herbicides, fungicides and insecticides is undertaken. We further recommend that contact is made with councils that have recently converted to pesticide free in order that we can assess their experiences and knowledge of costs.

### Legal Implications:

7.2 There are legal implications regarding the treatment and eradication of Japanese Knotweed and other invasive species. The Infrastructure Act 2015, for example, gives relevant agencies the authority to pass down a control order to landowners if they are not adequately controlling invasive species. This could have serious cost implications if the situation were to arise. We would recommend that systems such as stem injection are looked into as they provide a more environmentally sensitive approach to dealing with invasive species.

### Equalities Implications:

7.1 There is evidence to suggest that the negative public health impacts of using pesticides has a disproportionate effect on some groups within our population (see para 3.1 above) and therefore going pesticide-free has positive implications for equalities in the parish.

### Sustainability Implications:

7.2 There are positive sustainability implications arising from the report: improved public health and happiness; a reduction in environmental harm to wildlife; and an improvement in run-off pollution, reducing the energy-intensive need to strip pesticides out of water.

7.3 Any Other Significant Implications: None

## SUPPORTING DOCUMENTATION

- PAN Asia Pacific study: Poisoning our Future – Children and Pesticides study <http://www.panap.net/sites/default/files/Poisoning-Our-Future-Children-and-Pesticides.pdf>
- Read about the declaration of and changes made by Newton Abbot Town Council, leading by example <https://www.newtonabbot-tc.gov.uk/2024/01/04/bee-happy-a-green-new-year-resolution-for-newton-abbot-town-council/>
- Alternatives to Pesticides in the Amenity Sector <https://www.pan-uk.org/conference-on-integrated-weed-management-for-the-amenity-sector/>
- See examples of other organisations who are engaging and educating their communities in positive interesting ways <https://www.greenfutures-newtonabbot.co.uk/>

# Bishopsteignton Pesticide-Free Weed Management: Alternatives & Community Engagement

## Purpose

Provide the Parish Council with a practical set of options to control weeds **without chemical pesticides**, plus a plan for community engagement and communication.

- Protect residents' health (especially children, pets, and vulnerable people).
  - Safeguard local biodiversity and pollinators.
  - Reduce runoff into nearby watercourses (e.g. drains flowing to the River Teign).
  - Align with growing UK best practice among town and parish councils.
- 

## Guiding Principles

1. **Prioritise by risk:** focus resources where weeds create hazards (trip/slip, visibility at junctions, blocked drains) and where invasive species are present; accept "weeds"/vegetation elsewhere.
2. **Design-out "weeds":** use surfaces and planting schemes that reduce colonisation.
3. **Use the lightest effective tool** first (manual → mechanical → thermal).
4. **Community engagement:** encourage and support the community to also go pesticide free, promote wildlife gardening, reframe thinking on "weeds"
5. **Monitor & adapt:** track method/s adopted, adjust methods if necessary, share results publicly.

# Non-Chemical Alternatives (with pros, limits, and best use)

## A. Manual Approaches

- **Hand weeding**  
*Best for:* small areas, around play equipment, memorials, benches, planters.  
*Pros:* precise, low noise, ideal near sensitive/historical sites.  
*Limits:* labour-intensive; needs regular short sessions.
- **Root extractors / weed pullers**  
*Best for:* deep-rooted weeds in cracks and kerb lines.  
*Pros:* removes crown and some root; good for dandelions.  
*Limits:* slower on heavy infestations.

## B. Mechanical Approaches

- **Weed-brush/weed-ripper**  
*Best for:* kerb lines, channels, hard surfaces, cobbles.  
*Pros:* fast on long runs; also removes silt that seeds germinate in.  
*Limits:* needs operator training to avoid damage to edgings.  
**Strimming**  
*Best for:* verge edges, fence lines.  
*Pros:* quick and flexible.  
*Limits:* regrowth is quicker; risk of mulch/stone throw—use shields and PPE; protect tree trunks.

## C. Thermal Approaches

- **Hot water / steam**  
*Best for:* paths, playground perimeters, hard standings, sensitive areas.  
*Pros:* no residues; effective on small to medium weeds; safe near watercourses when used correctly.  
*Limits:* fuel/water use; repeated passes needed in season; less effective on deep perennials—use follow-up.
- **Infrared**  
*Best for:* spot treatments along edges and obstacles.  
*Pros:* targeted; lower fire risk than open flame.  
*Limits:* slower than hot water on large areas.
- **Flame weeding**  
*Best for:* gravel paths, rural edges—**not** near dry vegetation in high fire risk periods.  
*Pros:* quick desiccation of small weeds/moss.  
*Limits:* fire risk; operator competency essential; avoid on peat/thatched boundaries.
- **Foam Stream** – Used by Newton Abbot Town Council  
Reduced treatment cycles due to an insulating foam blanket that retains heat for greater effectiveness and sterilizes surrounding seeds and spores. Soil Association stamp of approval. Safe for use around people and animals, and can be used in all weather conditions

## D. Design Measures

- **Mulches**  
*Use for:* beds, community planters.  
*Benefit:* suppresses germination, retains moisture; top up annually.
  - **Groundcover planting and wildflower verges**  
*Use for:* verge sections where visibility allows.  
*Benefit:* out-competes weeds; boosts pollinators; reduces mowing and weeding.
  - **No-mow/low-mow zones**  
*Use for:* larger greens and banks.  
*Benefit:* fewer cuts, more flowers; signpost to set expectations.
- 

## Community Engagement Ideas

- **Signage:** “we are protecting people and pollinators in this area by not using pesticides”
- **Highlighting :** using chalk highlight “weeds” around the village by writing on pavement the name and wildlife use of the plant!
- **Highlighting :** use social media (Climate Impact Action Bishopsteignton) to talk about the importance of some plants perceived as weeds, promote wildlife gardening
- **Highlighting :** arrange a talk/event from a speaker who can discuss wildlife gardening and/or the pesticide free movement
- **Reporting:** QR code link or email for “weed” hotspots to allow targeting of problematic areas via one of the pesticide alternative methods.
- **Informative & Entertaining Events:** Educating whilst socialising through talks, refreshments, interactive workshops, etc.
- **Engaging:** with established community groups such as BAGS, Community Gardening, Garden Club, Flower Club, HLG, Memory Café, The WI, BPS, etc.
- **Promote:** The use of relevant apps, groups or studies. Such as Citizen Science, or FIT Count <https://ukpoms.org.uk/fit-counts>



# GOING PESTICIDE FREE AS A TOWN COUNCIL

Thomas Collard, Green  
Spaces Officer





# The start of our "Pesticide Free" journey (2020)

Foamstream machine **purchased**

*"Kills unwanted vegetation using the precise application of hot water insulated by a specially formulated biodegradable and organic foam."*

*The foam traps the heat, increasing the likelihood of the plants being killed without the use of harmful pesticides"*



A big investment  
of over £25,000

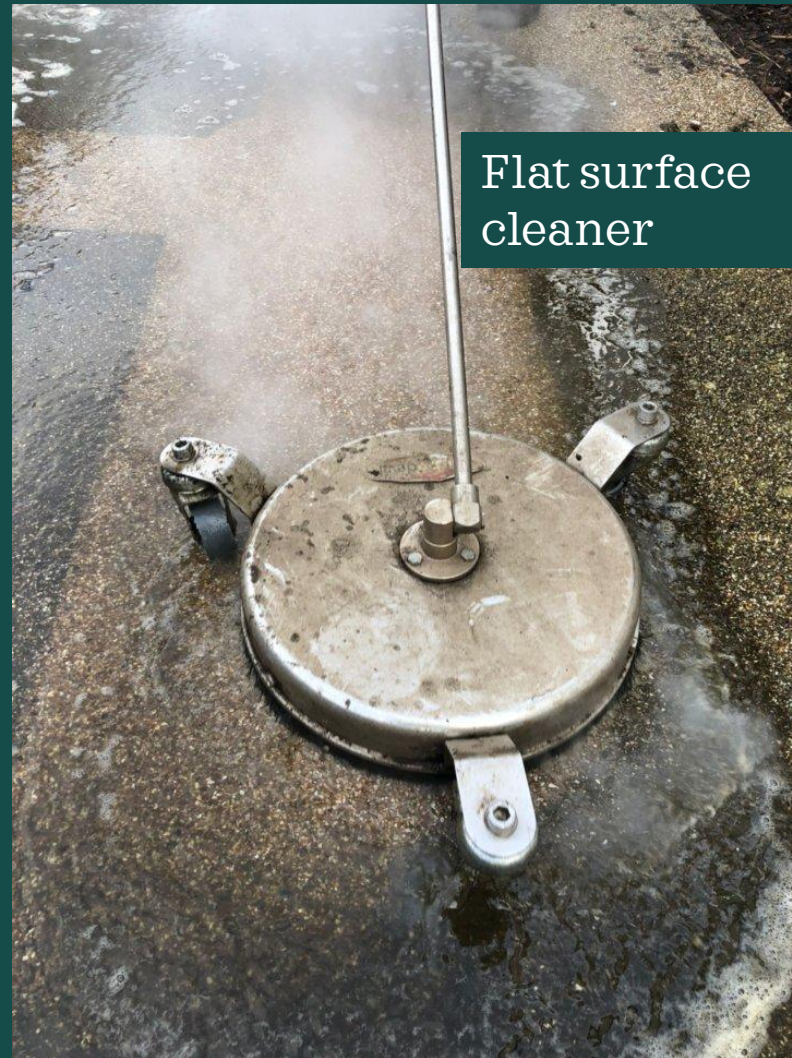




# Multi Purpose



Graffiti



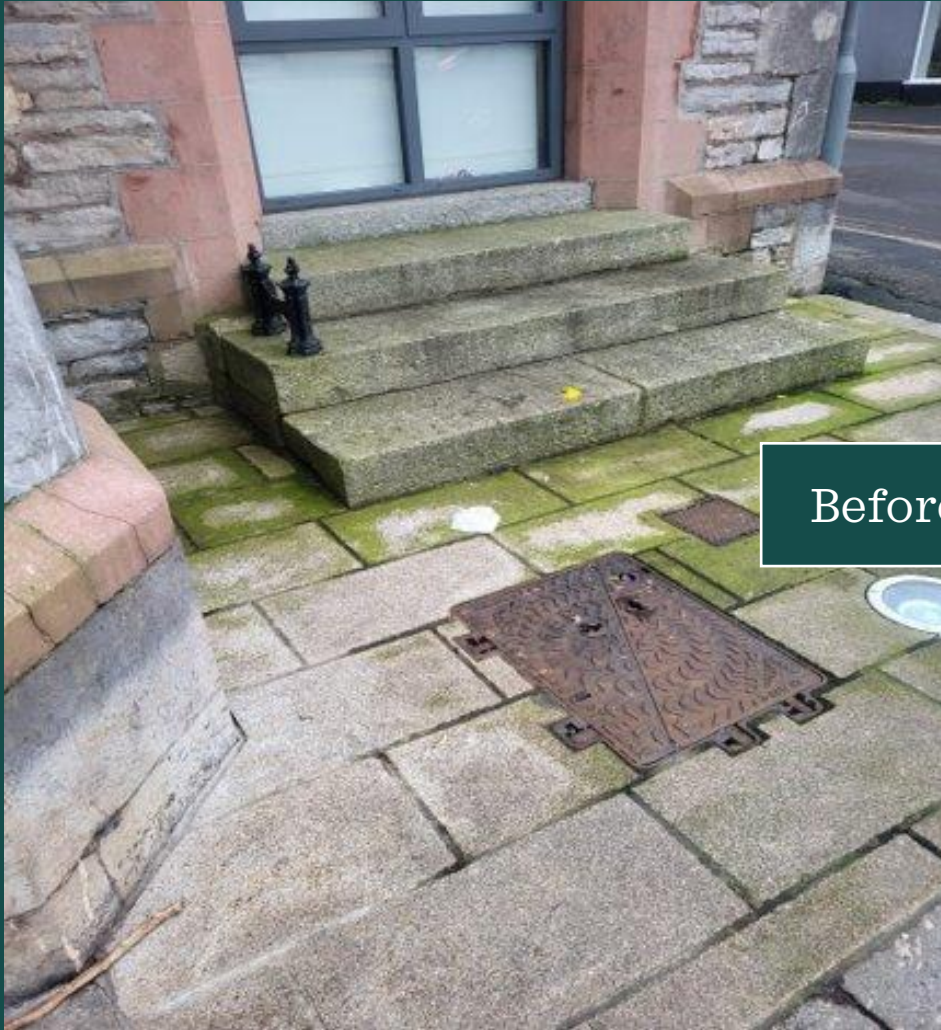
Flat surface  
cleaner



Jetwash



# Foamstream in Action



Before and After



No runoff of harmful chemicals into the River Lemon or Leat which would have been used otherwise.



**NEWTON  
ABBOT**  
TOWN COUNCIL



# Pesticide Free Journey Continued (2024)...

Further **investment** in:

- Citymaster named “Sweeping Beauty”
- Weedo machine





# Citymaster

Before and After



**NEWTON  
ABBOT**  
TOWN COUNCIL



# Weedo

Before and After





## **Bishop Clerk**

---

**From:** Katharine Smith <daisymarmalade@hotmail.com>  
**Sent:** 25 October 2025 11:50  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** The Use of Glyphosate Pesticide in Bishopsteignton

Dear Bishopsteignton Council Members,

I understand you will be considering the use of glyphosate pesticide in the areas where this is still employed in the parish at your next meeting. I wish to express my strong support for Bishopsteignton becoming a pesticide-free community.

Eliminating glyphosate and similar chemicals protects our children, pets, wildlife, the immediate and wider environment, and aligns our parish with best practice now seen in dozens of environmentally conscious communities throughout the United Kingdom. Please make the positive choice to quit using harmful pesticides and proactively support safer, healthier and environmentally sustainable alternatives.

Thank you for considering the health and wellbeing of all parish residents and the sustainability of our community.

Yours sincerely,

Katharine Smith Tassis

Old Commercial Inn  
Clanage Street  
Bishopsteignton  
Devon TQ14 9QS

T 07970 191757

## Bishop Clerk

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**From:** Peter Afford <pjafford@dircon.co.uk>  
**Sent:** 01 November 2025 13:00  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** pesticide free please

dear Bishopsteignton parish councillors,

I understand that the council is debating whether to go pesticide free.

May I add my voice to those campaigning for going pesticide free. I believe that pesticides (including herbicides, fungicides etc.) are quite unnecessary in looking after green spaces and gardens, and are harmful to wildlife and watercourses.

I shall be interested to hear what happens.

best wishes  
Peter Afford  
(keen gardener in nearby Teignmouth)



## Bishop Clerk

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**From:** annie mitchell <anniemitchellhome@yahoo.co.uk>  
**Sent:** 31 October 2025 22:54  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Pesticide free Bishopsteignton

Dear Clerk to Bishopsteignton Parish Council,

I would be grateful if you would convey my support for Bishopsteignton becoming a pesticide-free parish when the council meets on 3rd November to make its decision on this matter.

As a resident of Newton Abbot and a lover of our beautiful Teign Valley I am delighted by every step that hardworking councillors take to improve the health and wellbeing of our precious local environment.

The evidence of the harms of pesticide to the health of wildlife is irrefutable and the wider harms to the balance of our ecology and therefore to human health are becoming increasingly clear. So I hope that Bishopsteignton joins other communities on the right side of history and bans the use of pesticides, on behalf of nature and humans alike. Our children, families, doctors, nurses and ecologists, along with all environmentally responsible scientists, will thank you for it!

Thank you for attending to mine and others' concerns about this and for drawing the councillors' attention to public views.

Warm wishes,

Annie Mitchell

14 Courtenay Park,  
Newton Abbot,  
TQ12HD

Sent from [Outlook for iOS](#)

## Bishop Clerk

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**From:** Peppy Dadd <peppy.dadd@thewalnut.org.uk>  
**Sent:** 31 October 2025 12:16  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Cc:** peppy.dadd@thewalnut.org.uk  
**Subject:** Pesticide use

Dear Clerk of Bishopsteignton Council

I write as a local trustee of Friends of the River Teign and a Wildlife warden in Teignmouth, gardener, grandmother and climate and nature activist.

I know there is a lot of misunderstanding about pesticides that your committee would be forgiven for sharing. One, that pesticides break down and become harmless in the soil, second that the term pesticide isn't simply pest control but also includes common chemical controls such as roundup, in fact all herbicides, fungicides, lawn, moss, pond and patio treatments.

It is with this knowledge of the lasting deleterious impacts and knock on poisoning of water courses and multiple other wildlife forms, including potential human harm, that councils such as yours have a duty of care to change to a Pesticide Free approach in your Parish.

Pesticides are not even necessary. More and more towns, cities and parishes are adopting a cheaper and more ecofriendly poison-free policy. Please follow this responsible course of action too.

Yours sincerely  
Peppy Dadd  
26 Barnpark Road  
TQ14 8PN

## Bishop Clerk

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**From:** Mary LidgAte <mary.lidgate@icloud.com>  
**Sent:** 31 October 2025 12:32  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Pesticides in Our local environment

I understand that the council is deciding on whether to ban the use of pesticides by council contractors. I want to stress how strongly I feel about this issue. With the severe depletion of biodiversity in this country surely in this most precious area of natural beauty our local council will prioritise the natural environment. Nobody cares if there are a few more 'weeds' everyone has enjoyed the wild flower planting, lawns are out of fashion. Please do the right thing on those issues. Many of us are watching.

Mary Lidgate  
The Longhouse  
Second Drive  
Teignmouth TQ14 8TL  
Sent from my iPhone

## Bishop Clerk

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**From:** sheree sedgbeer <sheree2511@hotmail.co.uk>  
**Sent:** 31 October 2025 07:16  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Pesticide free

Good morning

France FR has been pesticide & herbicide free for 10 years now

I have an autoimmune disease that I believe is from eating food from non organic sources

Going pesticide free is a great move, our parish is as well

Warm wishes  
Sheree Sedgbeer

Sent from my iPhone

## Bishop Clerk

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**From:** Sonia Mistely <soniamistely@gmail.com>  
**Sent:** 30 October 2025 21:30  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Vote pesticide free 3rd November

Dear Bishopsteignton Parish Council,

I am writing to express my support for Bishopsteignton becoming a pesticide-free parish when the council meets on 3rd November to make its decision.

There is growing scientific evidence that pesticides, even when used in small quantities, can cause significant harm — not only to insects and pollinators essential for our local ecosystem, but also to the soil, wildlife, and human health. Studies increasingly show links between pesticide exposure and health impacts on people, as well as risks to pets that come into contact with treated areas.

Bishopsteignton has a wonderful community spirit and a strong sense of care for our environment. Going pesticide-free would be a powerful and positive step in protecting the wellbeing of both our residents and the natural world we all cherish.

Thank you for your time and for considering this important issue.

Warm regards,  
Sonia Mistely



## Bishop Clerk

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**From:** peter Warn <peterwarn59@gmail.com>  
**Sent:** 30 October 2025 21:20  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Pesticide free parish

Dear Bishopsteignton Parish Council,

I am writing to express my support for Bishopsteignton becoming a pesticide-free parish when the council meets on 3rd November to make its decision.

There is growing scientific evidence that pesticides, even when used in small quantities, can cause significant harm — not only to insects and pollinators essential for our local ecosystem, but also to the soil, wildlife, and human health. Studies increasingly show links between pesticide exposure and health impacts on people, as well as risks to pets that come into contact with treated areas.

Bishopsteignton has a wonderful community spirit and a strong sense of care for our environment. Going pesticide-free would be a powerful and positive step in protecting the wellbeing of both our residents and the natural world we all cherish.

Thank you for your time and for considering this important issue.

Warm regards  
Peter Warn

## Bishop Clerk

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**From:** Dominic Morby <dominic.morby@gmail.com>  
**Sent:** 30 October 2025 20:43  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Pesticide in Bishop !

Totally against such use & would like to see our neighbour village follow suit. Ideford had a Sustainable team associate & part led by our Parish council. We are totally against pesticide use and local wildlife wardens offer the village residents a collection point for any such harmful material to be taken to the recycle centre.

Just adding my voice into your debate.

Thanks - Dominic Morby

Ideford wildlife warden

Sent from my iPhone, Dom

## Bishop Clerk

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**From:** Amy Street <amy.davidson@hotmail.co.uk>  
**Sent:** 30 October 2025 20:18  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Please support a pesticide-free Bishopsteignton 🌿

Dear Bishopsteignton Parish Council,

I am writing to express my support for Bishopsteignton becoming a pesticide-free parish when the council meets on 3rd November to make its decision.

There is growing scientific evidence that pesticides, even when used in small quantities, can cause significant harm — not only to insects and pollinators essential for our local ecosystem, but also to the soil, wildlife, and human health. Studies increasingly show links between pesticide exposure and health impacts on people, as well as risks to pets that come into contact with treated areas.

Bishopsteignton has a wonderful community spirit and a strong sense of care for our environment. As a horticulturist and gardener in the village (Amy Street Gardens) I urge my customers to not use chemicals and consider other alternatives like companion planting and mulch for prevention.

Going pesticide-free would be a powerful and positive step in protecting the wellbeing of both our residents and the natural world we all cherish.

Thank you for your time and for considering this important issue.

Warm regards,

Amy Street

## Bishop Clerk

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**From:** Audrey Compton <deerparkfarm@btinternet.com>  
**Sent:** 31 October 2025 17:45  
**To:** Bishop Clerk  
**Subject:** Becoming a Pesticide-Free Council

Dear Bishopsteignton Parish Council,

I am writing on behalf of the Action on Climate in Teignbridge Wildlife Wardens to express my support for Bishopsteignton becoming a pesticide-free parish. Many of our Wildlife Wardens have been researching the effects that pesticides have on people, on other animals (including invertebrates), on plants, on fungi and on other tiny organisms that are all part of our incredible ecosystem. We totally support our Bishopsteignton Wildlife Wardens as they encourage everyone to use natural methods to control pests - and even learn to love weeds!

There is growing scientific evidence that pesticides, even when used in small quantities, can cause us significant harm. Studies increasingly show links between pesticide exposure and serious health problems, such as cancers, as well as risks to pets and wildlife that come into contact with treated areas.

It would be wonderful if Bishopsteignton could lead the way for other Parish Councils in Teignbridge! Going pesticide-free would be a powerful and positive step in protecting the wellbeing of both our residents and the natural world we all cherish.

Thank you for considering this important issue.

with best wishes

Audrey Compton



**[ACTION on Climate in Teignbridge](#) – Audrey Compton Ecology Group and Wildlife Wardens  
Lead**

ACTion on Climate in Teignbridge is a CIC registered in England, number 12278894.

Its registered office is Wessenden, Thornley Drive, Teignmouth TQ14 9JH

ACT supports Teignbridge District Council, town and parish councils, community groups and residents to make the district carbon neutral, sustainable, resilient and healthy



Virus-free. [www.avg.com](http://www.avg.com)

## Bishop Clerk

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**From:** joanna marsh <joannamarsh1@hotmail.co.uk>  
**Sent:** 31 October 2025 19:46  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Pesticide-free

Dear Bishopsteignton Parish Council,

I am writing to express my support for Bishopsteignton becoming a pesticide-free parish when the council meets on 3rd November to make its decision.

There is growing scientific evidence that pesticides, even when used in small quantities, can cause significant harm — not only to insects and pollinators essential for our local ecosystem, but also to the soil, wildlife, and human health. Studies increasingly show links between pesticide exposure and health impacts on people, as well as risks to pets that come into contact with treated areas.

Bishopsteignton has a wonderful community spirit and a strong sense of care for our environment. Going pesticide-free would be a powerful and positive step in protecting the wellbeing of both our residents and the natural world we all cherish.

Thank you for your time and for considering this important issue.

Warm regards,  
Joanna Macdonald



## Bishop Clerk

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**From:** David Bailey <davidpbailey1950@gmail.com>  
**Sent:** 31 October 2025 21:19  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Keep Bishopsteignton pesticide free

Dear Bishopsteignton Parish Council

I am writing to express my support for Bishopsteignton becoming a pesticide-free parish when the council meets on 3rd November to make its decision.

There is growing scientific evidence that pesticides, even when used in small quantities, can cause significant harm — not only to insects and pollinators essential for our local ecosystem, but also to the soil, wildlife, and human health. Studies increasingly show links between pesticide exposure and health impacts on people, as well as risks to pets that come into contact with treated areas.

Bishopsteignton has a wonderful community spirit and a strong sense of care for our environment. Going pesticide-free would be a powerful and positive step in protecting the wellbeing of both our residents and the natural world we all cherish.

Thank you for your time and for considering this important issue.

Warm regards,

David Bailey

## Bishop Clerk

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**From:** carolyn sargentson <csargentson@gmail.com>  
**Sent:** 31 October 2025 22:18  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** A pesticide-free parish

Dear Bishopsteignton Parish Council,

I want to express my full support for Bishopsteignton becoming a pesticide-free parish. I write in advance of the council meeting on 3rd November, when I believe the councillors will make a decision.

Growing scientific evidence indicates that even pesticides used in small quantities can cause significant harm, not only to insects and pollinators essential for the sustainability of our local ecosystem, but also to soil, to wildlife, and to human health. Studies clearly show links between pesticide exposure and health impacts on populations, as well as risks to wild, farm, and domestic animals that come into contact with treated areas.

Bishopsteignton has a strong community that deeply values its environment. Going pesticide-free would be an enlightened, powerful and positive step, showing real leadership in this increasingly critical question of how best to protect our very special environment.

Thank you for considering this important issue on behalf of the parish community.

With best wishes,  
Carolyn Sargentson

## Bishop Clerk

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**From:** Kate Brown <kms.brown@outlook.com>  
**Sent:** 02 November 2025 20:11  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Pesticide free

Dear all

I would like to register my support for the parish council to stop using pesticides.

There are lots of evidence that supports how much damage these pesticides are doing.

If you would like me submit some the these reports please let me know.

Kate

A resident of Bishopsteighton.

Sent from my iPhone

## Bishop Clerk

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**From:** Michael Woodman <MichaelWoodman1565@outlook.com>  
**Sent:** 02 November 2025 20:38  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Pesticide free

Dear Sir/Madam

I would like you to know that I fully support the Parish Council in its aim of becoming pesticide free. I think this is a ground-breaking step that could light the way for others to follow.

Kind regards

Michael Woodman

Sent from [Outlook for Android](#)

## Bishop Clerk

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**From:** Janet Miller <jjjlmiller@icloud.com>  
**Sent:** 03 November 2025 06:49  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Pesticide free

Dear Bishopsteignton Parish Council,

I am writing to express my support for Bishopsteignton becoming a pesticide-free parish when the council meets on 3rd November to make its decision.

There is growing scientific evidence that pesticides, even when used in small quantities, can cause significant harm — not only to insects and pollinators essential for our local ecosystem, but also to the soil, wildlife, and human health. Studies increasingly show links between pesticide exposure and health impacts on people, as well as risks to pets that come into contact with treated areas.

Bishopsteignton has a wonderful community spirit and a strong sense of care for our environment. Going pesticide-free would be a powerful and positive step in protecting the wellbeing of both our residents and the natural world we all cherish.

Thank you for your time and for considering this important issue.

Warm regards,  
Janet Miller  
Sent from my iPhone



## Bishop Clerk

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**From:** Nicola Woodman <nicolawoodman1997@gmail.com>  
**Sent:** 03 November 2025 07:47  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Pesticide-free vote

Dear Sir/Madam

I am writing to express my support for Bishopsteignton Council to adopt a pesticide-free policy. Since reading "Silent Spring" many decades ago, I have been concerned about the effects of pesticides on the environment. Many of our ecosystems depend on the very plants and animals which are targeted by these chemicals. By spraying "weeds", for example, you are harming or killing the invertebrates that feed on them. This then has a detrimental effect on the birds and other predators that feed on them. The effects pass up the food chain to larger mammals. Furthermore, pesticides have a deleterious effect on soil organisms, thereby degrading the soil. Run-off into rivers and streams negatively impacts freshwater life and ultimately marine life too.

I sincerely hope that Bishopsteignton Councillors take the forward-looking step to help protect nature by voting to ban the use of pesticides.

Yours sincerely

Nicola Woodman

## Bishop Clerk

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**From:** Gill K <clottedcream37@gmail.com>  
**Sent:** 03 November 2025 09:40  
**To:** Bishop Clerk  
**Subject:** Today's Council meeting pls read before.

Dear Bishopsteignton Parish Council,

I am writing to express my support for Bishopsteignton becoming a pesticide-free parish when the council meets on 3rd November to make its decision.

There is growing scientific evidence that pesticides, even when used in small quantities, can cause significant harm — not only to insects and pollinators essential for our local ecosystem, but also to the soil, wildlife, and human health. Studies increasingly show links between pesticide exposure and health impacts on people, as well as risks to pets that come into contact with treated areas.

Bishopsteignton has a wonderful community spirit and a strong sense of care for our environment. Going pesticide-free would be a powerful and positive step in protecting the wellbeing of both our residents and the natural world we all cherish.

Thank you for your time and for considering this important issue.

Warm regards,

Gill  
Gill King 0775 1603498

## Bishop Clerk

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**From:** Jill Connole <jillconnole@gmail.com>  
**Sent:** 03 November 2025 10:38  
**To:** clerk@bishopsteignton-pc.gov.uk  
**Subject:** Pesticide free.

Dear Bishopsteignton Parish Council,

I am writing to express my support for Bishopsteignton becoming a pesticide-free parish when the council meets on 3rd November to make its decision.

There is growing scientific evidence that pesticides, even when used in small quantities, can cause significant harm — not only to insects and pollinators essential for our local ecosystem, but also to the soil, wildlife, and human health. Studies increasingly show links between pesticide exposure and health impacts on people, as well as risks to pets that come into contact with treated areas.

Bishopsteignton has a wonderful community spirit and a strong sense of care for our environment. Going pesticide-free would be a powerful and positive step.

As one of three Wildlife Wardens for Stokeinteignhead I would be thrilled if you decide to vote in favour of going pesticide free. We share a boundary down the middle of the Teign so this would be important to us in Stokeinteignhead as a step towards protecting our shared environment. Our Village Hall has its own environmental policy now and we are pesticide free there.

Thank you for your time and for considering this important issue.

Warm regards,  
Jill Connole  
Volunteer Wildlife Warden for Stokeinteignhead with ACT  
Sent from my iPhone

## **Article in the Parish Chronicle October 2025**

### **Alternatives to Pesticides**

The parish council currently authorises the use of herbicides to kill unwanted plants on designated kerbside, gutter and pavement areas in the village, as well as on the Multi-Use Games Area and Tennis Courts at the Lawns. Most herbicides sold in the UK contain glyphosate, which is effective but indiscriminate, reducing populations of insects, harming marine life through run-off and potentially posing a threat to human health. Some towns and villages in Teignbridge have moved to use herbicides containing different chemicals, but the evidence on their wider toxicity is limited.

Chudleigh has adopted a mixed approach to amenity management, with manual removal in some areas by volunteers from Chudleigh Wild, very limited spraying with herbicide and greater tolerance of a number of weeds. 'This approach has provided the best balance so far between supporting biodiversity and maintaining a safe and pleasant appearance across the town' (Chudleigh Town Clerk)

As Bishopsteignton's wildlife wardens, we are keen to know what you think about weed control. The village has declared a climate emergency and is committed to supporting biodiversity. Alternatives to pesticides are available but there is no magic solution. Should we be looking at one or more of these alternatives to pesticides? a mixed approach? and what is feasible? We would like you to share with us your ideas and we invite you to contact the parish clerk by email ([parishclerk@teignbridge.gov.uk](mailto:parishclerk@teignbridge.gov.uk)) or use social media ([teignbridge.gov.uk](https://www.facebook.com/teignbridge.gov.uk)) to offer your views.

We present in the rest of this article brief information on alternatives adopted by councils or currently on the market.

#### **A Brief Look at Some Alternatives**

**Do Nothing or Do Less:** Have a fresh look at each area. Many weeds provide vibrant displays of colour that can outshine other more ornamental plants. They are of benefit to our pollinators. Do all the weeds need to be removed? Do they need to be sprayed so often?

**Mechanical Methods:** Hand weeding, mowing, strimming and mulching. Weeds were controlled in the Olympic Park in Stratford by mulching with sand. Rock salt is used in landscaping as it creates a sterile environment for an extended period.

**Planting regime:** We can consider planting other more traditional plants that compete successfully with weeds.

**New Technology:** New technologies include thermal control with hot water or foam, as adopted by Newton Abbot; high-powered wire brushes for removing weeds from hard surfaces; and systems combining infra-red radiation and hot air. Cost is a consideration

for these alternatives but some towns have made shared purchases or set up rental agreements with neighbouring parishes.

### **Going Forward**

We hope that this article is only part of a wider debate on the use of pesticides in Bishopsteignton—that you ask for more information on current practices and invite the parish to look at the viability of change. With increasing understanding of our part in the natural world, there is a general movement away from the use of pesticides as a way of controlling ‘pests’. As wildlife wardens we want to be part of that movement but the decision belongs to everyone.

Laura Allen, Sarah Cochrane and Kirstyn Watson

Bishopsteignton Wildlife Wardens

## Summary of Information for Local Authorities on Becoming Pesticide-Free

### Why move to pesticide free?

- Pesticides (insecticides, herbicides, fungicides) are a key contributor to biodiversity decline. LAs have a responsibility to contribute to the national target to reverse this decline.
- Pesticides damage soil and water health with effects on both humans and wildlife. There is accumulating evidence that glyphosate is carcinogenic. It is the primary chemical used by Local Authorities and they have a duty to reduce the risk of employees and residents being exposed to harmful chemicals. It is understood that children, pregnant women, and older adults are especially vulnerable to environmental toxins. Many areas managed by Local Authorities include parks and play areas frequented by children.
- Whilst the untidiness of nature was accepted by previous generations, in recent decades people's expectations have been shaped by the ready use of pesticides, with public areas mown and tidy. Public education could help people to see this 'messiness' as habitat that supports the creatures that they love, such as birds, butterflies, bees and dragonflies. These photos show the same house and village street a century apart, demonstrating the contrast between the pre and post pesticide environment.
- The urban/suburban landscape can provide a vital network of corridors for invertebrates and other animals, and use of pesticides severely impacts the richness of these habitats. Phasing out the use of chemicals would provide important benefits for nature.



**27. Living with nature.** A house in a Hampshire village, 1914 (Chapter 13). The Francis Frith Collection



**28. Sterile Britain.** The same Hampshire house as in Figure 27, photographed in 2017. Now cleansed as a result of ecological tidiness disorder (Chapter 13). Benedict Macdonald

Taken from *Rebirding* by Benedict Macdonald



## **Where to begin:**

**Audit** - Carry out an audit on where pesticide is currently used.

**Review** – Determine if there are areas/actions that are unnecessary. Stopping these will be a cost saving.

**Consider alternative management/planting** – Where can spraying be reduced in frequency or moved to spot treatment? Can planting of beds be more naturalised/ use more native plants and perennials rather than bedding plants (this would reduce weed issues as there is less disturbed and exposed soil)?

**Involve communities** – Make the public aware of how a change to less or no pesticide use benefits biodiversity, water quality and human health (and particularly children). Set up regular weeding parties in parks and public areas. Provide Health and Safety support for residents who wish to take responsibility for their own streets. One estate in Lewes, Sussex, decided to go glyphosate free and to weed pavements themselves. You can read about their experience [here](#):

**Review with contractors** – Discuss with them the use of non-chemical methods and request that they invest in the appropriate machinery. Alternative methods include: Hot water; Steam; Foamstream; Infra-red flame burner; Thermoelectric weed treatment (described [here](#)).

**Share resources** – If the council is buying its own machinery, the initial outlay for non-chemical methods can make them appear more expensive. However the ongoing costs can be lower than chemicals and safer for the people using them. They can also be shared with neighbouring councils. Renting out to other councils is easier as these methods can be used in any weather, unlike chemicals which cannot be used in the rain or when rain is due.

**Invasive species** – Increasingly non-chemical control is being explored to eradicate Japanese knotweed (JKW) and Giant hogweed, including heat methods and mesh (which cuts off energy from the tubers as the stems grow). Conventional methods, including chemical treatment, require repeated application and patience. The Wales Wildlife Trust are trialling a new biological control method for JKN called Roots Reset, developed by a company called Soilwise. The method involves removing the above ground parts of the JKW, spreading CleaRoot, a plant based product, mixing it into the soil, covering with a barrier to exclude oxygen, and then allowing the microbes already in the soil and enriched by the CleaRoot to consume the roots of the JKW. This process takes 6-12 months. You can watch a video about Root Reset from an international conference on invasive species at Warwick University [here](#).

**Mowing** - Is mowing happening more frequently than necessary? Can areas of mown grass become wildflower areas with paths mown through and the whole area cut once or twice a year? This will save money.

**Communication** - The success of change requires good publicity and communication with the public so that they understand the goal and the benefits to them and their environment.

**Councils that have gone pesticide free:** Locally Newton Abbot made a formal commitment to be pesticide free in 2023. In 2015 Glastonbury was the first council to be pesticide free. There are about 50 other councils that have also taken this step and many others who have pledged to phase out use of pesticides.

**The European experience** – The Europeans are far ahead of the UK in moving towards being pesticide free, some areas beginning as far back as the 1980s (Belgium) and the 1990s (Denmark). Effective programmes have been characterised by a combination of public awareness campaigns and a gradual phase-out. Resistance has tended to come from the pesticide manufacturers rather than the general public. Significant progress has been made over the years but there is variance between municipalities in individual countries and derogations continue to be permitted. However since 2023 Germany has prohibited the use of glyphosate in public areas and in private gardens and France implemented a broader pesticide ban on use by public authorities, with exceptions for some specific areas, and in private gardens, across the country in 2022 (including in forests).

**Proposed Bill** – Sian Berry (MP) has proposed a Private Member's Bill to prohibit the use by Local Authorities of professional plant protection products on amenity land under their control. The Bill is has cross-party support and is due to receive its second reading in on 12 December 2025.

Online sources: Pesticide Action Network; Wales Wildlife Trust; Lewes Climate Hub;

Books: Vicki Hird *Re-bugging the Planet*; Benedict Macdonald *Re-Birding*;

Shira Rüb

Action on Climate Teignbridge, Volunteer Wildlife Warden

November 2025

# Electric Vehicle Charging Infrastructure Deployment for Bishopsteignton Parish council

## Executive Summary

This proposal requests Bishopsteignton Parish Council's approval to deploy electric vehicle charging infrastructure across the village through zero-cost partnership agreements with established operators.

The deployment directly supports the council's May 2019 Climate Emergency Declaration, contributes to Teignbridge District Council's ongoing climate targets, and generates revenue for the parish. The proposal includes comprehensive public consultation to ensure community input shapes infrastructure placement and design.

## Background and Context

Following Bishopsteignton Parish Council's Climate Emergency Declaration of 13th May 2019, the council committed to "raise awareness in the community" and established the Climate Impact Action Group (CIA) to bring forward "ambitious projects". This declaration was made in partnership with Teignbridge District Council's climate emergency response, recognising that TDC "clearly cannot reach its climate targets alone" and requires parish council partnership.

Despite this commitment and the packed public meeting of 80 residents demonstrating community support for climate action, transport decarbonisation infrastructure remains limited in the village. Currently, residents must travel to Jack's Patch (7kW charger) or Morrisons (up to 50kW charger) for public charging access. With 47% of UK households unable to install home charging and charging availability being the primary barrier to EV adoption, local public charging infrastructure is essential for both community carbon reduction and supporting TDC's district-wide climate objectives.

## Governance Context: Supporting District-Wide Climate Action

Parish councils play a crucial role in climate action delivery as the **"first tier of government" closest to communities**. The Action on Climate in Teignbridge (ACT) framework explicitly recognises that **TDC requires parish council partnership** to achieve district-wide climate objectives, with many parish councils "increasingly representing councils which have passed their own climate emergency resolutions".

Government guidance states parish councils **"can play a substantial role in our drive to reduce the risks of climate change"** through community leadership and local asset management. The National Association of Local Councils emphasises that parish councils should be **"leading their communities"** on climate action.

**Bishopsteignton's climate action directly contributes to Teignbridge District Council's performance**, as parish council initiatives reduce district-wide emissions and demonstrate the community engagement that climate performance assessments measure.

## Proposed Infrastructure Deployment

Phase 1: Immediate Deployment - Lamppost Chargers

- 3-5 lamppost chargers on Fore Street and adjacent roads via Ubitricity partnership
- Community-led location selection through public consultation process
- Zero capital cost to council with full maintenance and technology upgrade responsibility retained by operator
- Installation timeline: 2-3 months from consultation completion and approval
- Revenue sharing agreement providing ongoing income to the parish

Phase 2: Car Park Charging Bays - Hybrid Model

- 2-4 hybrid parking bays at Lawns End car park through Devon County Council's £7 million LEVI capital funding programme

- Hybrid designation: Bays serve as both EV charging spaces and standard parking when not in use for charging
- Dual-use signage clearly indicating availability for all vehicles with charging priority during active charging sessions
- Grant-funded installation with concession operation model
- Timeline: 6-12 months depending on DCC procurement schedule and consultation outcomes
- Revenue sharing arrangement following successful precedent models

#### Phase 3: Network Expansion (Subject to Phase 1 & 2 Performance)

- Additional locations at Fore Street car park and Village Hall car park identified through consultation
- Expansion based on Phase 1 and 2 utilisation data and community feedback
- Integration with broader Devon and Torbay Combined County Authority strategy

#### Public Consultation Framework

To ensure community ownership and optimal infrastructure placement, the following consultation process is proposed:

##### Consultation Objectives

1. Gather resident input on preferred lamppost charger locations
2. Assess community preferences for hybrid parking bay configuration at Lawns End
3. Identify additional potential locations for future phases
4. Address concerns and gather feedback on design and operation
5. Build community awareness and support for EV infrastructure

##### Consultation Methods

- Online survey accessible via parish council website and social media
- Physical survey forms available at Village Hall, local shops, and council offices
- Public information session with presentation materials and Q&A opportunity
- Interactive map allowing residents to suggest specific lamppost locations
- Drop-in sessions at community events for informal feedback
- Consultation period: 4 weeks minimum

##### Consultation Questions

###### Lamppost Charger Locations:

- Which streets/areas would benefit most from lamppost charging?
- Specific lamppost locations residents would like considered (with reference points)
- Accessibility considerations for different neighborhoods
- Concerns about specific locations

###### Lawns End Hybrid Parking:

- Preferred number of hybrid bays (2, 3, or 4 spaces)
- Preferred bay locations within the car park
- Signage and marking preferences
- Operating hours preferences (24/7 access vs. restricted hours)

###### General Feedback:

- Current EV ownership or future EV purchase intentions
- Current charging challenges faced by residents
- Additional infrastructure needs
- Concerns or suggestions for implementation

##### Consultation Outcomes

- Public consultation report presented to council before final approval
- Community input directly influences final location selections
- Transparent publication of consultation results and decision rationale
- Ongoing feedback mechanism during installation and operation

#### Addressing Technology Transition Concerns

## Alternative Fuel Technologies:

While hydrogen and other alternative fuels continue development, government policy and industry investment have firmly committed to battery electric vehicles for personal transport. The government's Zero Emission Vehicle mandate requires 100% of new cars to be zero emission from 2035, with 80% being battery electric. Major automakers have invested £100+ billion in EV technology and ceased ICE development.

## Infrastructure Adaptability:

Modern EV charging infrastructure is designed for adaptability. Charging points can support different connector standards and power levels through software updates. Should alternative technologies emerge, charging infrastructure can be repurposed for different energy storage systems. The electrical grid connection and power conversion capabilities remain valuable regardless of specific vehicle technology.

## Risk Mitigation:

Under operator concession models, technology transition risk sits with the operator, not the council. Operators make long-term infrastructure investments and bear responsibility for adapting to technology changes.

## Hybrid Parking Bay Benefits

The hybrid parking model addresses parking space concerns directly:

- Maximum space utilisation: Bays remain available for all vehicles when not actively charging
- No net parking loss: During low EV demand periods, spaces function as standard parking
- Future-proofing: As EV adoption increases, bays naturally transition to higher charging utilisation
- Flexibility: Council retains ability to adjust bay designation based on demand patterns
- Community fairness: Non-EV drivers retain access to spaces when not needed for charging

## Financial Framework

Council Investment Required: £0

Ongoing Maintenance Costs: £0 (operator responsibility)

Revenue Generation: Profit-sharing after electricity and operating costs

Example Revenue: £16-20 per charger per month based on Kent County Council model

Consultation Costs: Minimal (primarily staff time for survey management and analysis)

## Alignment with Council and District Commitments

This proposal directly delivers on:

- Bishopsteignton Parish Council's Climate Emergency Declaration\*\* commitments made 13th May 2019
- Climate Impact Action Group (CIA) "ambitious projects" promised to the community
- Partnership obligations to support Teignbridge District Council's climate objectives
- Community leadership expectations demonstrated by the 80-person public meeting
- Government expectations for parish council climate leadership and community engagement

## Risk Assessment and Mitigation

All identified risks are transferred to operators under standard concession agreements:

- Technology obsolescence: Operator responsibility with 15-20 year equipment lifespan and adaptability provisions

- Alternative fuel transition: Infrastructure adaptable to different energy storage systems; operator bears transition risk
- Low utilisation: No council financial exposure under revenue-sharing model; hybrid bays ensure space utilisation
- Maintenance and repairs: Comprehensive operator service agreements
- Grid capacity: Early DNO engagement ensures adequate electrical supply
- Community opposition: Comprehensive consultation process ensures community input shapes deployment

## Implementation Roadmap

### Phase 1: Council Approval and Consultation Preparation (Weeks 1-2)

- Council approval of proposal in principle
- Consultation materials development
- Survey platform setup and testing
- Public information session scheduling
- Communication plan activation

### Phase 2: Public Consultation (Weeks 3-6)

- Launch online and physical surveys
- Host public information session
- Conduct drop-in sessions at community events
- Monitor consultation responses and engagement
- Respond to questions and concerns

### Phase 3: Consultation Analysis and Reporting (Weeks 7-8)

- Analyse consultation responses
- Prepare consultation report with recommendations
- Present findings to council for final location approval
- Publish consultation outcomes to community

### Phase 4: Operator Engagement (Weeks 9-10)

- Contact Ubitricity with community-approved lamppost locations
- Engage Devon County Council LEVI programme for Lawns End inclusion
- Site assessments by operators at agreed locations
- Agreement negotiations and execution

### Phase 5: Installation (Weeks 11-20)

- Lamppost charger installations (2-3 hours per unit)
- Lawns End hybrid bay installation (subject to DCC LEVI timeline)
- Commissioning and testing
- Community launch event

### Phase 6: Monitoring and Review (Ongoing)

- Usage data collection and analysis
- Community feedback mechanism
- Quarterly performance review
- Phase 3 expansion planning based on performance





## CLERKS REPORT OF GENERAL UPDATES 30.10.25

### GENERAL ADMINISTRATION/GOVERNANCE

**TEIGNBRIDGE LOCAL PLAN: Local Plan Update** – The examined plan has been through its final public consultation, where comments were received on the changes initiated since the examiners report. None of these changes affect the proposed developments in Bishopsteignton therefore the Parish Council agreed no response submission was required.

The next stage for the plan is full council adoption, dates unknown.

#### STRATEGY & GOVERNANCE

**Community Infrastructure Delivery 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 has been prepared and reviewed by S&G Committee; TDC officers are offering support with this preparation. Public consultation is the next stage and is ongoing.

**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. It will be worth making the pledge to support our future application for Local Council Award Scheme.

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff (WIP)
- Has signed up to the Code of Conduct for councillors Done
- Has good governance arrangements in place including staff contracts (to be reviewed) and a dignity at work policy (WIP, for adoption – Jan 2026)
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

**Local Council Award Scheme:** The application program is open, and I have attended information sessions on the programme and content. Now awaiting publication of 2026 submission dates. Several issues will need to be considered prior to application including member training, Civility & Respect Pledge, ensure all necessary policies in place. Work in progress, will aim for mid-2026.

**Assertion 10 for 2025/26 Annual Governance & Accountability Return (AGAR):** To make this assertion on this next audit BPC require an IT policy. Agenda item 2511.04.01.a

**Village Diary:** This useful village diary is now up and running on the BPC website, similar but better than what has been available on bishopsteignton.org.uk as this website is no longer being managed. Any events can be added either by an approved login provided, or by myself or James, just email the details.

**ROYAL BRITISH LEGION – Bishopsteignton Branch.** The Bishopsteignton branch of RBL is now established, with a committee of 7 and membership of over 15. Socially members will meet on the 3<sup>rd</sup> Wednesday of each month, from 6pm at The Cockhaven Arms, with thanks to Emma and her team. The branch was able to purchase a new standard and this will be used at the 2025 services of Remembrance following its dedication at St Johns church service on 09.11.25.

## CLERKS REPORT Cont'd - GENERAL UPDATE 30.10.25

**REMEMBRANCE 2025:** Plans for the two civic services of Remembrance are ongoing and on track, thanks to everyone involved.

**TDC TOWN & PARISH CHARTER:** Now in its final stages and ready for TDC executive adoption, it is hoped this Town & Parish Charter will be used to improve the working relationship and understand expectations in both directions. A draft was recently shared with BPC councillors but no comments were raised.

**BISHOPSTEIGNTON COMMUNITY CENTRE:** There are various ideas being explored to increase hire, community use and awareness as well as raise funds and apply for 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 fully accessible museum space, retaining the Wilson Room (Hub) for office/meeting purposes but for this work space to be shared with BPC. Currently there is a live Listed Building Consent application lodged with TDC, in the public consultation stage.

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

**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.

Should be looked at prior to signing the Civility & Respect Pledge.

**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:** Rhys Andrews, our current NHO, will meet regularly with Cllrs. Merritt, & Robbins, & the clerk to raise any issues. A meeting to be arranged for the new year, or sooner if required.

### **FINANCES:**

**Debit Card:** Received, used!

**2024-25 AGAR:** As reported, BPC passed this annual audit (internal and external), with no queries raised.

**CIL:** additional £1,975.02 received October 2025.

## 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. The worst parts, being

## CLERKS REPORT Cont'd - GENERAL UPDATE 30.10.25

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.

How weeds are dealt with is subject to review and consideration of becoming a pesticide free council. See agenda item 2511.05.01.

### **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 have been no further reports of stolen items, and PCSO Bunce has not reported any unusual activity at the Parish Cemetery

**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.

- Tree works required: 2m crown of the Lime tree and felling of the Magnolia. LPA permission granted, Teign Trees carrying out this work on November 14<sup>th</sup>.
- Pathway: BGS have completed phase 1 of improvements to the footpath at the rear of the church. Phase 2 will have to wait until a 2026/27 budget is in place. Church committee aware.

### **Playgrounds:**

**Regular inspections:** Several remedial works have been instructed since a new contractor has taken over the bi-monthly inspections. Including trip hazards; John Highston instructed, awaiting work. Also replacement gates; BGS instructed, awaiting update on this order.

**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** – Finished for 2025. Due to return in April 2026.
- **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.
- **Padel & Court improvements:** Chased for an update from SOVA, awaiting response.

## CLERKS REPORT Cont'd - GENERAL UPDATE 30.10.25

**Cockhaven Junction Enhancement** – Currently managed by Miss Moffat Gardening Services (Kirstyn Watson). New planting is being added regularly to fill the space. Mulching regularly to limit weed regrowth and make the planting 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 at The Lawns –**

- **Works::** The appointed contractor has scheduled the essential tree works to take place after the nesting season restriction permit. Contractor chased as he originally said September but I've not heard a peep from him!
- **Planting:** A request for a memorial tree is on hold while the donor chooses a suitable location.

**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. John Parkes has refurbished an old board. This looks good and is ready to be hung and used, in conjunction with BCC Management Committee, subject to current CAN application with TDC.

**Village Green Removable Bollards:** Padlocks have been replaced. Set of keys provided to BGS for regular removal and replacement and WD40 spray to keep them moving.

### **Benches/Picnic Tables:**

**New:** There are 3 new benches in the village:

- Memorial bench, as a replacement for Rowden Cross, installed.
- Replacement picnic bench for The Lawns, purchased using S106.
- New picnic bench for BCC garden, donated using Sustainable Bishop funds. To be added to the BPC Asset register.

**Inspection:** Cllrs. Gateshill, Grimble & Merritt have recently carried out a full inspection of all village benches and picnic tables. A schedule of work has been drawn up, clerk to seek quotes for this work. .

### **Public Rights of Way:**

- **Access to The Lawns via The Drive:** The owner of Stone Lodge is willing to have a new path built on BPC land which allows pedestrians to access the Lawns more directly but still using the Newton Road side of his land. A contractor has been appointed but on hold as TDC have advised a Certificate of Lawfulness is required. Application to be made imminently.
- **Annual PROW Condition Assessment** – Again, this was conducted by 1<sup>st</sup> Bishopsteignton Scouts earlier this year. They carried out a thorough assessment and a litter pick. Results reported to DCC, awaiting annual grant. Chased as there has been no response to the request made in August.

### **Defibrillators:**

- A team of volunteers are regular inspecting the units for condition and updating The Circuit.
- There has been no resolution to the relocation of the unit at Old Walls, but it is not forgotten. If a solution arises, I'll share the information.

**Four Parish Boundary Stone:** Recent flail damage to both the granite stone and wooden bench, caused by the forestry contractors working on the site needs to be rectified. Liaising with the forestry contractor, Ideford PC, Chudleigh TC, and Ashcombe Parish meeting are aware and leaving it to me.

## CLIMATE & ECOLOGICAL ACTION

## CLERKS REPORT Cont'd - GENERAL UPDATE 30.10.25

**Climate Impact Action Committee** – A second meeting of the committee was held 13.10.25. All members were enthusiastic and discussed various topic and possible progress to be made. Thanks to the three wildlife Wardens for all their effort including research and a proposal for Bishopsteignton to become a pesticide free parish (agenda item 2511.05.01).

The successful events so far include a litter pick, Clothes and Toy swap. Wildlife Gardening talk with Bishopsteignton Flower Club.

We are now arranging, in conjunction with BCC, a sustainable Christmas event called Community Deck the Halls, on Saturday 6<sup>th</sup> December. Further details to be published soon. All support greatly appreciated.

The Seed Swap phone kiosk is being decorated this week, and internal shelves being added next week. We need to plan a launch for this community asset.

**Plastic Free Communities** – Sadly, no action taken, I was 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 3 November 2025, BCC.
- **Remembrance Sunday:** 10.45am 9 November 2025, War Memorial, followed by refreshments at BCC.
- **Armistice Day:** 10.45am Tuesday 11 November 2025, War Memorial, followed by refreshments at the Village Hall.
- **Finance Committee Meeting:** 7pm Monday 24 November 2025 BCC
- **PACT:** (Police & Community Together): Thursday 13 October The OC.

My working week comprises 25 hours. To speak with me directly please email or send a text or WhatsApp message. I will aim to respond promptly by email, message or phone call.

Regular hours include 10am to 4pm on Tuesday, Wednesday & Thursday.

I will also be at the Community Centre, in person, every Tuesday 10 -12.

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

*Kim*