

DRAFT MINUTES

OF THE FULL COUNCIL MEETING

Held at 19.30 Monday 12 January 2026
At Bishopsteignton Community Centre, Shute Hill



2601.01 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. R. Gateshill Cllr. Harris (9/11)
County Cllr. T. Dempster, PCSO. S. Bunce, PC. J. Bailey, Clerk: Mrs. K. Ford, & 1
members of the public.

Apologies: Cllr. D. Dixon, Cllr. W. Vooght (2/11) & District Cllr. A. MacGregor

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

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

.04 **Ratification of Minutes:** Draft minutes of the Full Council meeting, held on 03.11.25, 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.

2601.02 OFFICIAL REPORTS

.01 **Police Report:** PCSO. Bunce introduced P. Bailey who was being mentored and due to start a patch in Newton Abbot from February 2026.

Crime reports for November & December had been circulated to members and included in the appendix pack for this meeting.

PCSO. Bunce updated that no further theft from the cemetery, perhaps due to increased presence.

Cllr. Robbins asked about theft from Wear Farm, which was caught on CCTV suggesting this matter has taken too long to resolve despite evidence available. PCSO. Bunce knew of the case and agreed that reaching a resolution is taking too long however they were close.

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

- TDC does not have a head of legal currently and has appointed an interim Monitoring Officer - a very nice young man called Charlie Fisher. In the interim period of no head of legal, contact can be made through the senior leadership team Neil Blaney or Amanda Pujol.
- No further information has been provided on disposal of assets yet - at least to Cllrs - other than the priorities such as the toilets. That may change as of the Full Council.
- Waste and recycling have had a surprisingly quiet festive period and are expected to be caught up by next week - last year it was end January to get to the same point. I haven't been contacted by any residents this year.
- The financial settlement is known and with the pension fund recalculation some of the pressure is off a little.
- The submission for the LG reorganisation was the 4-5-1 model, which teams TDC with South Hams, West Devon and Torbay. No confirmation from Govt on the options yet.
- TDC were awarded funding from a Homelessness Charity to reduce rough sleeping and homelessness including the hardest to help. This amounts to £1m per year for 5 years.
- TDC are pushing to increase social housing, including identifying properties that can be converted or renovated for a wide variety of needs from individuals to families.

DATED:

CHAIRMAN:

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- Council Tax is likely to rise at the usual 2.99% and the Council Tax Reduction of 100% remains in place for the most desperate for one more year.

.03 **County Councillors Report:** Cllr. Dempster reported that at the latest executive meeting where Local Government Reorganisation was considered members were asked to consider a delay to the proposed 2027 election however this was not inline with democratic processes so it was resolved for a letter rejecting this proposal should be returned to government.
He expressed disappointment that despite the ongoing efforts for the Teign Estuary Trail to materialise a new pathway between Kingsteignton and Newton Abbot has been given priority and awarded £35k grant funding.

2601.03 FINANCE

.01 **Payments:** It was proposed and seconded, agreed unanimously, and therefore **RESOLVED** that the payments transacted by the clerk across the period 01.12.25 to 31.12.25, be approved retrospectively.

.02 Financial Statement:

- a. A financial statement for the period ending 30.11.25 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 31.12.25 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
- c. A statement of precept balance following relevant payments and receipts for quarter 3 of 25/25 was shared prior to the meeting and included in the appendix pack for this meeting. No queries were raised therefore this was noted.

.03 **Budget & Precept For 2026-27:** Members considered the budget papers and recommendation from the BPC Finance Committee who met on 09.01.26 and proposed the following:

It is recommended that BPC adopt the budget & precept as detailed in the appendix provided; a total demand of £92,012 which on the 25/26 precept demand this is an increase of £6,112 or 7.1%.

Members considered this fully and heard an explanation on the proposals for resurfacing the MUGA, still subject to quotes, possible use of S106, and public consultation.

It was proposed by Cllr. Merritt, seconded by Cllr. Hooper, to adopt the recommendation of the BPC finance committee and this precept demand be submitted to the principal authority. Agreed unanimously therefore **RESOLVED**.

2601.04 COUNCIL STRATEGY & GOVERNANCE

.01 **Policies:** The policies meant for adoption were not available in time for review prior to this meeting therefore it was unanimously agreed to defer this item.

2601.05 CLERKS REPORT: An up-to-date report on all ongoing BPC business and activity was not available for circulation prior to this meeting therefore the following issues were raised by members:

.01 **Boundary Stone:** The clerk is still awaiting correspondence from the Forestry Commission and is liaising with the farmer and tradesman from the original installation. Ongoing, clerk to indicate progress as soon as it happens.

Draft MINUTES - continued
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- .02 **Postman's Path:** Cllr. Harris reported a homeless person living in a tent on the edge of Postman's path, asking what can be done to remove him. The police and HIITS had both visited him, but he politely declined their support, saying he was happy where he was. It is believed the land belonged to Teignbridge District Council, but this needs to be confirmed. Cllr. Merritt offered to take this forward by contacting District Cllr. MacGregor.

2601.06 MEMBERS REPORTS

- .01 Cllr. Merritt shared details of the upcoming meeting to address the proposed withdrawal of the Cardiac services at Torbay Hospital. This shall be led by the campaign leader, Susie Colley and MP Martin Wrigley will be present to detail actions he has taken. He will also update on Climate Change action from central government.
10am Friday 23rd January at Bishopsteignton Village Hall
- .02 Cllr. Keohane advised a BERT meeting is overdue, but it is being organised for asap, subject to committee member availability. An update will be provided to all following the meeting. The BERT phone has received a new battery and sim as the old one had expired. The new number for BERT is 07594666140. This has been updated on the BPC website, in the Parish Chronicle, and will be shared on social media.

2601.07 PUBLIC PARTICIPATION

- .01 A parishioner raised that Higher Green, Fore Street, has been unoccupied for a length of time and asked if the Housing department of TDC were aware. This has been reported to TDC and MP. Martin Wrigley too, however both can be sent a reminder.

The chair closed the meeting at 20.42.



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

Neighbourhood Police Report

Bishopsteignton Parish Council Meeting

1st February 2026.

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

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

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

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

In the period, **1st January 2026 to the 31st January 2026**, there were 4 recorded offences in the Bishopsteignton area, made to the Police.

Public disorder 1 (members of public verbally abusive and threatening to reporting person)

Criminal damage 1 (door to council s changing room damaged)

Attempt distraction burglary 1

Public safety 1 (suicidal male in road)

Violence less serious 1 (Female pushed x2 and spat at by husband)



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

Neighbourhood Police Report

Bishopsteignton Parish Council Meeting

1st March 2026.

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

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

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

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

In the period, **1st February 2026 to the 28th February 2026**, there were 4 recorded offences in the Bishopsteignton area, made to the Police.

RTC slight injury (car on its side) 1

Domestic (threats with knife by Adult daughter) 1

Violence less serious (suspect approached victim shouting swearing pushing him out the way suspect picked up safety sign and threw it into garden) 1

Violence less serious (son attempting to enter property) 1

The budget went through today. No amendments.

There is an end to a 50% discount on Council Tax for homes undergoing refurbishment work or repairs. This was introduced in 2013 but is designed to push derelict buildings and delayed construction of refurbishments to completion.

There is a new CIL joint fund of £200k which parishes and towns can apply to with 'match-funding' for projects in their area. This is to encourage spend for those areas where CIL is limited to improve their parishes, but also to help those that do have CIL to spend it appropriately.

The Lido is still penned for remaining closed for this year which is very disappointing and impacts the parish users who look forward to using it, however the losses are covered for and there is still a chance we can persuade a change of mind.

There is to be a change to recycling services with plastic bags, Tetrapak cartons and cellophane collections coming soon. This follows Govt expectations and policy in reducing black bin waste. The community will be sent leaflets in advance and any new tubs or containers supplied as it is rolled out.

There are to be significant changes to the NPPF (National Planning Policy Framework) which also impacts the number of homes required in the Local Development Plan. Currently the District is expected to deliver 720 homes per year, but the new expectation will be 1088. A significant uplift in a District with 40% of its area in Dartmoor. The current Local Plan will be approved in September, but work has already started on the new Local Plan with the new NPPF as the guide. This will reduce policy expectations on environment, ecology, heritage and will also reduce democratic involvement by residents. The district will be once again seeking sites additionally seeking smaller sites of 1 Hectare to help fill the new need. There is an additional risk of TDC having to take on housing targets for Torbay and South Hams too.

Andrew MacGregor

Councillor for Bishopsteignton Ward

Tel: [07947 325037](tel:07947325037)

Bishopsteignton Parish Council

For BPC Full Council meeting to be held 02.03.26 Appendix C: PAYMENTS for retrospective approval 01.01.26 to 28.02.26

VN	Code	Date	Description	Supplier	Net	VAT	Total
200	Lawns: Toilets & MUGA - Cleaning	02/01/2026	Toilet Cleaning Contract	P. Walton	171.67		171.67
200	Fore St Toilets - Cleaning & Maint.	02/01/2026	Toilet Cleaning Contract	P. Walton	257.50		257.50
201	IT General & Reserve	02/01/2026	Website hosting	Dot Combo	57.50		57.50
202	IT General & Reserve	06/01/2026	Email hosting	Very Good Email Co	17.88	3.58	21.46
203	Bishopsteignton Lunch Club	06/01/2026	Lunch Club Expenses	Bishopsteignton Lunch Club	507.85		507.85
204	Subscriptions	06/01/2026	Subscription	SLCC	253.00		253.00
205	Street Furniture Maint. Reserve	06/01/2026	General Maintenance	John Parkes	52.98		52.98
206	Burial Ground	06/01/2026	reservation plot marker	Williams & Triggs	37.50	7.50	45.00
207	St John's Churchyard	06/01/2026	St Johns Churchyard	Teign Trees	1,100.00	220.00	1,320.00
208	Admin Costs	12/01/2026	BPC Mobile Phone contract	EE	17.00	3.40	20.40
209	Fore St Toilets - Utilities	13/01/2026	Utilities	British Gas	23.04	1.15	24.19
210	Fore St Toilets - Utilities	14/01/2026	Utilities	Everflow Ltd	28.24		28.24
211	St John's Churchyard	15/01/2026	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
211	Burial Ground	15/01/2026	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
211	Green Spaces Contract	15/01/2026	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
211	P3	15/01/2026	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
211	Playground Reserve	15/01/2026	Greenspaces Contract	BGS Ltd	78.75	15.75	94.50
212	BCC Rent & service charge	21/01/2026	Office Rent	Bishop CC	711.60		711.60
213	Small Gardens Contract	21/01/2026	Small Gardens Contract	Miss Moffat's Gardening Services	560.00		560.00
214	Climate Impact Actions	21/01/2026	Climate Impact Action	Kelvin Boot	50.00		50.00
215	Grant Awards 25-26	26/01/2026	Donation	RBL Devon	150.00		150.00
216	Fore St Toilets - Utilities	27/01/2026	Utilities	British Gas	38.93	1.95	40.88
217	Defibrillators	29/01/2026	Defibrillator costs	First Rescue Training	895.00	179.00	1,074.00
218	Defibrillators	29/01/2026	Defibrillator costs	Risk Assessment PR	120.78	24.16	144.94
219	Unrestricted Reserves & Contingency	30/01/2026	Bank Charges	Lloyds	4.25		4.25
220	Employee Tax	02/02/2026	Tax & NICs	HMRC	249.80		249.80
220	Employee NIC	02/02/2026	Tax & NICs	HMRC	99.88		99.88
220	Employer NIC	02/02/2026	Tax & NICs	HMRC	281.92		281.92
221	Net Salary	02/02/2026	Clerks Salary	Mrs. K Ford	1,797.51		1,797.51
222	Employer Pension	02/02/2026	Pension Contributions	DCC Pension Fund	502.93		502.93
222	Employee Pension	02/02/2026	Pension Contributions	DCC Pension Fund	149.27		149.27
223	Fore St Toilets - Cleaning & Maint.	02/02/2026	Toilet Cleaning Contract	P. Walton	257.50		257.50
223	Lawns: Toilets & MUGA - Cleaning	02/02/2026	Toilet Cleaning Contract	P. Walton	171.67		171.67
224	IT General & Reserve	02/02/2026	Website hosting	Dot Combo	57.50		57.50
225	Burial Ground	05/02/2026	Admin/IT	Melanie DEEKS	11.00		11.00
226	IT General & Reserve	06/02/2026	Email hosting	Very Good Email Co	17.88	3.58	21.46
227	Fore St Toilets - Utilities	10/02/2026	Utilities	British Gas	24.01	1.20	25.21
228	Admin Costs	12/02/2026	BPC Mobile Phone contract	EE	17.00	3.40	20.40
229	Training - Clerk	12/02/2026	Clerk training/CPD	SLCC	85.00	17.00	102.00
230	St John's Churchyard	16/02/2026	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
230	Burial Ground	16/02/2026	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
230	Green Spaces Contract	16/02/2026	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
230	P3	16/02/2026	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
230	Playground Reserve	16/02/2026	Greenspaces Contract	BGS Ltd	78.75	15.75	94.50
231	Climate Impact Actions	23/02/2026	General Maintenance	X2 Connect Ltd	118.50	23.70	142.20
232	S106: Various	26/02/2026	Playground Enhancements	BGS Ltd	3,250.00	650.00	3,900.00
233	Net Salary	27/02/2026	Clerks Salary	Mrs. K Ford	1,797.71		1,797.71
234	Employee Pension	27/02/2026	Pension Contributions	DCC Pension Fund	149.27		149.27
234	Employer Pension	27/02/2026	Pension Contributions	DCC Pension Fund	502.93		502.93
235	Employee Tax	27/02/2026	Tax & NICs	HMRC	249.60		249.60
235	Employee NIC	27/02/2026	Tax & NICs	HMRC	99.88		99.88
235	Employer NIC	27/02/2026	Tax & NICs	HMRC	281.92		281.92
236	Lawns: Toilets & MUGA - Utilities	27/02/2026	Utilities	British Gas	17.92	0.90	18.82
					18,794.82	1,850.42	20,645.24

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

SIGNED:

DATED:

Chair, Bishopsteignton PC



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 31.01.26

1. BALANCES

Lloyds Community Account	33720.63	
Lloyds 32-day Notice Account	60768.30	
Lloyds Instant Access Savings Account	41478.64	
Hinckley & Rugby Deposit Account	80000.00	
Bank Balance at 31.01.26	215967.57	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	207038.94	95.9% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months' worth of regular expenditure)	8928.63	4.1% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	105404.80	Bishopsteignton Cemetery use only
Staff costs	9871.67	Staff salary, Employer NI & Pension contributions
Administration costs	14487.00	Includes all office & admin cost
Events	841.14	Includes VE Day 80th, APM, recognition awards
Asset Management	28943.28	Includes budgets & reserves for management of all assets
Agency Grants	-1706.83	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1592.34	For Emergency resilience & Snow Warden
Grant Awarding Funds	550.00	Under GPC of Localism Act 2011
Monies held in Trust	559.62	Bishopsteignton Luncheon Club
	446.46	Sustainable Bishop
Community Infrastructure Levy	40568.00	Spend must meet criteria, deadlines for spend
Section 106 Balance	3250.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	2900.25	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-788.49	Balance of VAT payments & receipts
TOTAL	207038.94	

3. BANK RECONCILIATION (next page)



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 28.02.26

1. BALANCES

Lloyds Community Account	22080.39	
Lloyds 32-day Notice Account	60854.56	
Lloyds Instant Access Savings Account	41497.39	
Hinckley & Rugby Deposit Account	80000.00	
Bank Balance at 28.02.26	204432.34	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	195398.70	95.6% of Bank balance
CONTINGENCY BALANCE AVAILABLE / UNRESTRICTED FUNDS (Aim to hold 3 months' worth of regular expenditure)	9033.64	4.4% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	105925.80	Bishopsteignton Cemetery use only
Staff costs	3709.05	Staff salary, Employer NI & Pension contributions
Administration costs	14309.62	Includes all office & admin cost
Events	841.14	Includes VE Day 80th, APM, recognition awards
Asset Management	27555.51	Includes budgets & reserves for management of all assets
Agency Grants	-1756.83	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1592.34	For Emergency resilience & Snow Warden
Grant Awarding Funds	550.00	Under GPC of Localism Act 2011
Monies held in Trust	559.62	Bishopsteignton Luncheon Club
	446.46	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	2781.75	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-1803.46	Balance of VAT payments & receipts
TOTAL	195398.70	

3. BANK RECONCILIATION (next page)



BISHOPSTEIGNTON PARISH COUNCIL

COMMUNITY GRANT APPLICATION FORM 2025-26

1	ORGANISATION DETAILS			
	Name:	Bishopsteignton Players		
	Registered Charity:	YES	NO	x
	If YES please provide charity number:			
	General, what does your organisation do? <i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i>	<p>The Players provide entertainment to the local community by way of comic and serious plays and musicals. Some of these have been written by residents of Bishopsteignton. Our current production is a musical, written by members of the players and supported by local musicians. This will be performed in St John's church in late March, assisting in raising money for the restoration of the building.</p> <p>The Players are open to all in various capacities, either as actor, producer, musician, set building front of house or any other role. There are around fifty local people who are currently involved with the Players.</p> <p>Bishopsteignton Players also support the Village Festival by performing a play on the main marquee stage, which is free to all.</p> <p>Further details can be found on our web site.</p>		
2	CONTACT DETAILS			
	Primary contact name:	Peter Hepworth		
	Position in organisation:	Chair		
	Contact telephone:	07720376779		
	Contact email:	peter_hepworth@yahoo.co.uk		
3	DETAILS OF GRANT REQUEST			
	What is the intended use of the grant?	The players recently purchased raised seating staging, which is now stored in St John's church, as this has become our main performance space. The cost of this was £6,186 including VAT. As our ticket prices are kept to a modest amount, solely to cover costs, it will take some time to earn the money needed to reimburse the members of the group who paid for it. Therefore, help with raising this money will be welcome.		
	How would this benefit the Parish?	The staging will be available to other village organisations, if required,		
	What is the total cost of the project?	£6,186 inc, VAT <i>(If appropriate please supply/attach quotes/estimate details)</i>		

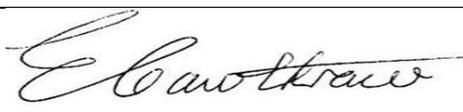
How much are you applying for from BPC?	£500
What other fundraising will your organisation be carry out, if any?	The Church is currently seeking funding for roof repairs and for a new boiler. The Players pay a fee for rehearsing and performing in the church. Our involvement with the building also supports the Church's desire to be more involved with the wider community.
Have you applied for funds from other sources? <i>If Yes please give details</i>	None in this financial year. In 2024 The Players did apply for some funding, including an application to The Parish Council for £500, which was successful.
4 PAYMENT DETAILS	
Bank Details:	Bank: Barclays Account name: BISHOPSTEIGNTON PLAYERS Eight digit Account Number: 93701174 Six digit Sort Code: 20 / 87 / 94 Preferred reference:
5 CERTIFICATION	
I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council by Policy P.024 25-26.	
Signed: Peter Hepworth	Date: 21 02 2026
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

1	ORGANISATION DETAILS				
	Name:	Bishopsteignton Healthy Living Group			
	Registered Charity:	YES	X	NO	
	If YES please provide charity number:	1175894			
	General, what does your organisation do? <i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i>	<p>We have been operating in Bishopsteignton for the last 17 years.</p> <p>Our charitable objects are: <i>The preservation and protection of good health for the public benefit in Bishopsteignton, Devon in particular but not exclusively by:</i></p> <p><i>a) providing and assisting in the provision of facilities and equipment not normally provided by the statutory authorities</i></p> <p><i>b) providing and assisting in the provision of a range of health-related activities</i></p> <p><i>c) providing and assisting in the provision of training in CPR and the use of defibrillators</i></p> <p><i>d) raising awareness of local community health services.</i></p> <p>So far, we have been successful in helping to retain the village surgery and pharmacy, setting up a very successful Memory Café and Singing for Memory group and a Bishopsteignton Care Watch facility. We've also provided the village with defibrillators and emergency First Aid training. We have funded an outdoor table tennis table and a series of fitness walks within the parish.</p> <p>Recently, we have set up a very successful, well attended walking football group and are also hoping to start a walking rugby and walking cricket group.</p> <p>We have numerous registered volunteers who carry out tasks such as transport, shopping, befriending, changing light bulbs, reading meters, emergency pet care and dog walking, advice on form filling, listening to concerns as well as run the Memory Café and Singing for Memory.</p>			
2	CONTACT DETAILS				
	Primary contact name:	Elaine Cawthraw			
	Position in organisation:	Fundraiser			
	Contact telephone:	07850 289771			
	Contact email:	ecawthraw@gmail.com			
3	DETAILS OF GRANT REQUEST				
	What is the intended use of the grant?	The grant will be used to help fund an excursion for Memory Café and Singing for Memory participants and volunteers. We plan to visit Buckfast Abbey for a half-day summer outing.			

How would this benefit the Parish?	Both the Memory Café and Singing for Memory groups are primarily, but not exclusively, for people living with dementia and their carers. We know that social isolation can lead to dementia so anyone who is lonely and needs companionship is very welcome to come along.
What is the total cost of the project?	Total cost £525 £ 300 – hire of a 30-seater coach with wheelchair access. £225 – an afternoon tea for 30 @ £7.50 per head <i>(If appropriate please supply/attach quotes/estimate details)</i>
How much are you applying for from BPC?	£150
What other fundraising will your organisation be carry out, if any?	We will use a £375 generous donation from Bishopsteignton Heritage
Have you applied for funds from other sources? <i>If Yes please give details</i>	We've also applied to the Teignbridge Community Lottery Fund but unfortunately were unsuccessful on this occasion.
4	PAYMENT DETAILS
Bank Details:	Bank: Cooperative Bank Account name: Bishopsteignton Health and Wellbeing Group Eight digit Account Number: 65590924 Six digit Sort Code: 08 92 99 Preferred reference:
5	CERTIFICATION
I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council by Policy P.024 25-26.	
Signed: 	Date: 14 th December 2025
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.	



BPC GRANT APPLICATION FORM FY 2025-26

1 ORGANISATION DETAILS				
Name:		Bishopsteignton Village Festival Committee		
Registered Charity:	YES		NO	X
If YES please provide charity number:				
<p>What does your organisation do?</p> <p><i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i></p>	<p>We are a non-profit making village group which came together in 2012 to organise and put on a three-day Festival on the Village Green in 2013. Since then, there has been a biennial Festival held in Bishopsteignton with 2025 being the 7th such Festival.</p> <p>Our aims and objectives are to be fully inclusive for the benefit of all residents of the village, whatever their age and mobility and provide an enjoyable focal point to bring the community together.</p> <p>During the in-between summers we put on an Event called 'Summer Sounds' in order to raise much needed funds for the biennial Festival. This year this is being held on Bishopsteignton Primary School's playing field on Sunday 19th July 2026 from 12.00 (midday) until 20:00.</p> <p>There is a variety of home-grown local musical talent providing entertainment throughout the afternoon/early evening. To entertain the younger section of our audience we are also providing a Face Painter, Bouncy Castle and a Marquee with games and activities.</p> <p>The Committee will run a Bar and BBQ throughout the afternoon/early evening.</p> <p>We are also hiring in toilets and a disabled toilet.</p>			
2 CONTACT DETAILS				
Primary contact name:		Carolyn Andrews		
Position in organisation:		Treasurer		
Contact telephone:		07837 075223		
Contact email:		candrews57@hotmail.com		
3 DETAILS OF GRANT REQUEST				
What is the intended use of the grant?		If the Parish Council were kind enough to grant us a donation, we would put this towards the cost of hiring toilets for the Event which totals £461.00.		
How would this benefit the Parish?		<p>I'm sure you are aware that the Festival is a hugely popular biennial event which is well supported by so many villagers. Our aim is always to provide an Event that will bring the whole community together and, although we are very fortunate to be supported by the Parish Council as well as Teignbridge and Devon Councils, we do need to raise further funds in order to keep the Festival funds going.</p> <p>Our last Summer Sounds Event in 2024 was a great success and made a healthy profit which was ploughed back into the funds needed to put on the 2025 Festival.</p> <p>2026 Summer Sounds will provide an Event that will bring the whole community, of all ages and mobilities, together for an afternoon/early</p>		

	<p>evening of entertainment from our local talented musicians as well as providing refreshments. All profits will be ploughed back in to ensuring the 2027 Festival can go ahead.</p> <p>Over the years we have also accumulated a good supply of equipment such as trestle tables and chairs, marques and gazebos and barbeques. We are always willing to loan our equipment, at no cost, to other vital Societies in the Village in order that they can achieve their aims and objectives.</p>
What is the total cost of the project?	£4305
How much are you applying for from BPC?	£200
What other fundraising will your organisation be carry out?	Since the 2025 Festival we held our annual Christmas Market which raised £1300
Have you applied for funds from other sources? <i>If Yes please give details</i>	We have written to Bishopsteignton Heritage to ask if they might grant us a donation towards Summer Sounds. As yet I have not heard back from them.
4 PAYMENT DETAILS	
Bank Details:	Bank: Lloyds Bank PLC Account name: Bishopsteignton Village Festival Eight digit Account Number: <u>37823360</u> _____ Six digit Sort Code: <u>30</u> / <u>90</u> / <u>89</u>
5 CERTIFICATION	
<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.</p>	
Signed:	<p><i>Carolyn J Andrews</i></p>
Date:	23.02.2026
<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.</p>	

STRATEGIC PLAN 2026-2028

Our Vision For the parish of Bishopsteignton

V4.0 dated February 2026 **DRAFT**

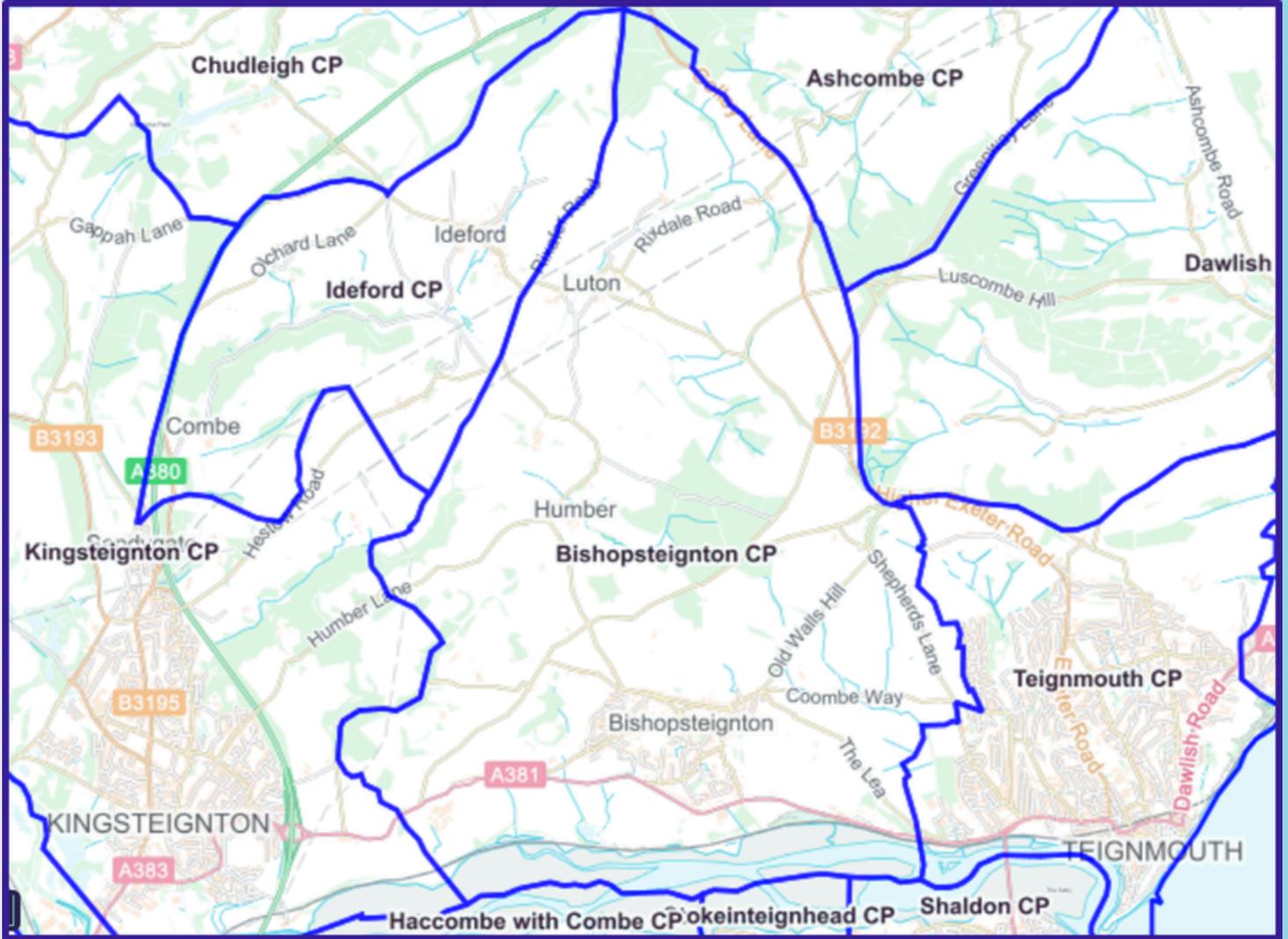


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1. PARISH MAP



Bishopsteignton is a village and civil parish in South Devon, England, between Newton Abbot and Teignmouth, on a steep hill on the northern bank of the Teign Estuary.

2. INTRODUCTION

This is Bishopsteignton Parish Council Strategic Plan for the parish of Bishopsteignton for 2026-2028

This Strategic Plan sets the Parish Council's vision for the Parish, its purpose, values, objectives and key priorities until May 2028.

The aim of this plan is to give residents a clear understanding of what the Parish Council does and what it is trying to achieve, either directly or indirectly by attempts to increase its influence for action of the relevant delivery body, such as the District or County Council.

The Plan is a live document that will be reviewed at least twice a year, used to drive the budget process, plan activities for the coming year and enable the Parish Council to monitor its progress against key priorities.

3. MISSION STATEMENT

Our mission is to improve the lives of Bishopsteignton residents through ethically delivered initiatives and services aligned to the needs of the parish

The Parish Council always aims to be forward thinking and outward looking, working with the residents of Bishopsteignton to bring about a thriving community and sustainable environment.

The Council will work collectively to:

- Fulfil statutory requirements and maintain high standards of governance & transparency.
- Ensure that the village is a desirable, thriving and sustainable place in which to live.
- Adopt high standards of financial management
- Operate efficiently and effectively whilst communicating clearly
- Be a good employer
- Work in partnership with others
- Be a learning organisation

4. ABOUT US

Bishopsteignton Parish Council is made up of 11 elected Councillors and conducts its business through a committee system focused on serving the community.

Currently the Council qualifies for the 'General Power of Competence' (GPC), which gives Bishopsteignton Parish Council more 'power to act' – this enables the smooth running of the Council and can bring new opportunities for the Parish area in terms of providing cost-effective services and facilities to meet the needs of local people.

The Council works within its Standing Orders and Financial Regulations, these lay down the rules by which it operates and conducts its business. Parish Councillors adhere to the Council Code of Conduct. Committees work to terms of reference reviewed and agreed at its meetings.

WHERE DO WE FIT WITH OTHER AUTHORITIES?

Principal Authority



- Highest tier of local government
- Highways
- Education & Libraries
- Health & Social Care
- Refuse Disposal
- Public Rights of Way

Local Authority



- Second tier of local government
- Housing & Planning
- Environmental Services
- Refuse Collection
- Strategic Planning
- Policy through the 'Local Plan'

Local Council



- First, most local tier of local government
- Management of local assets, some green spaces, cemetery.
- Local Planning Authority consultee
- Represent & support parishioners & the community

ORGANISATION STRUCTURE

FULL COUNCIL



The Full Council of 11 elected or co-opted members. A corporate body deciding together on policy and direction of the Council.

COMMITTEES & WORKING PARTIES



Committees & Working Parties are formed by the Full Council and reviewed annually. On some, members of the public may be co-opted.



THE CLERK

The Clerk is the Proper Officer, Responsible Financial Officer, & Burial Authority Officer

5. ABOUT THE STRATEGIC PLAN

PROVIDES A FRAMEWORK TO WORK WITHIN

Having an agreed strategy provides a framework for the Parish Council to work within, enabling it to operate in a more consistent and co-ordinated way, to be proactive rather than reactive in its decision-making. This plan and the key priorities therein, are based on our understanding of the community's needs gathered from our day-to-day involvement with residents.

OUTLINE BPC'S COMMITMENT TO THE COMMUNITY

Having a strategic plan outlines Bishopsteignton Parish Council's commitment to the community to both make a difference and provide added value; it serves to break down the different aspects of these commitments.

The community can also be involved and considered in the process, focusing on their stated needs and aims.

CLARIFY WHAT THE PARISH COUNCIL DOES AND DOESN'T DO

The Strategic Plan will help the local community to have a better understanding of what the Parish Council does and also clarify what it doesn't do; in other words to explain what issues fall under the responsibility of other delivery bodies such as Teignbridge District Council (TDC) e.g. planning enforcement, or Devon County Council (DCC) e.g. highways.

A WORKING DOCUMENT TO BE MONITORED AND UPDATED

It will be a 'live' document, which the Parish Council will review periodically and can be updated as required, enabling the Council to track, and monitor its progress against the key priorities.

Because the Strategic Plan will be publicly available, residents will also be able to monitor progress.

MONITORING THE PLAN



Twice a year checks at full council meetings to evaluate progress made against the "Action Plan", with progress updates to be given at the Annual Parish Meeting. Closer, more regular reviews by the both the Clerk and The Strategy & Governance Committee.



The Plan will continue to inform residents of how BPC are working to meet the needs of the community. It's a two-way conversation. Please tell us what you think about it. We welcome your suggestions & feedback.



The Strategic Plan will be available on the Council website, with paper copies available on request. Please contact the Clerk for a copy or link.



The Plan itself will be subject to annual review and updated to keep the document relevant and up-to-date. A record of progress, changes and achievement will be made available as an appendix.

6. BISHOPSTEIGNTON PC AIMS TO BE:

Responsible

Where services are provided directly they are managed to a good quality standard, in an efficient, effective and responsive way, at an affordable cost.

The Parish Council seeks to manage its assets responsibly on behalf of its residents, and ensure fiscal responsibility.

Active

Where services are provided by others, BPC endeavour to ensure that these are dealt with effectively, and in accordance with community needs.

BPC will act as a champion for the community at all levels of local government and seek to facilitate support networks.

Progressive

A progressive council regularly reviews its structures, processes and community engagement to ensure these are effective in taking the Parish towards the future.

BPC understands the impacts of its actions on the environment and shows leadership on these issues.

Inclusive

BPC seek to maximise community engagement; to build and participate in projects that ensure no one and no part of the Parish is left behind or unheard.

BPC will maximise accountability and responsiveness to the diverse community it represents.

Caring

BPC works with its residents, local authorities and other service providers, businesses and community organisations with the aim of achieving a safe, healthy, and sustainable community.

BPC wants to be inclusive, accessible, and make sure all voices are heard.

7. FINANCIAL INFORMATION

Income

BPC is mainly funded by the residents of the parish, through the 'precept'. This is the local tax levied by the Parish Council which is collected on its behalf by Teignbridge District Council as part of the council tax bill.



During financial year 2025-26, £3.04 per year (for a band D property) of Bishopsteignton Parish residents' Council Tax contributes to the Parish Council precept. for financial year 2026-27 this will be £4.79. The total precept claim to Teignbridge District Council for the financial year 2026-27 is £92,012 an increase of 7.1% on 2025-26.

Other income is from cemetery fees and multi-use games area (MUGA) hire fees, these have restricted use.

Expenditure

The main areas of expenditure are:

- General grounds maintenance including The Lawns, The Village Green, Bishopsteignton Parish Cemetery, and St Johns Closed Churchyard.
- Care of Parish Assets such as public toilets, playgrounds, MUGA, defibrillators, benches, noticeboards, etc
- General Parish Council administration, including rent, insurances, and staff costs



Reserves

BPC adopts a risk-based approach to its levels of reserves which is reviewed regularly in accordance with a Reserves Policy. General Reserve should hold enough cash to cover 3-months' worth of regular outgoings such as contracts, rent and staff.



Other reserves are held for specific, earmarked purposes such as Cemetery management, or for criteria based funds such as CIL, or Climate Action projects.

EARMARKED RESERVES

These figures may alter regularly depending on:

- Payments (use of external funding, and reserves when required); and
- Receipts (cemetery fees, VAT refund, additional funding, etc).

A monthly Financial Statement is provided by the RFO to members at full council meetings and published on our website for public information.

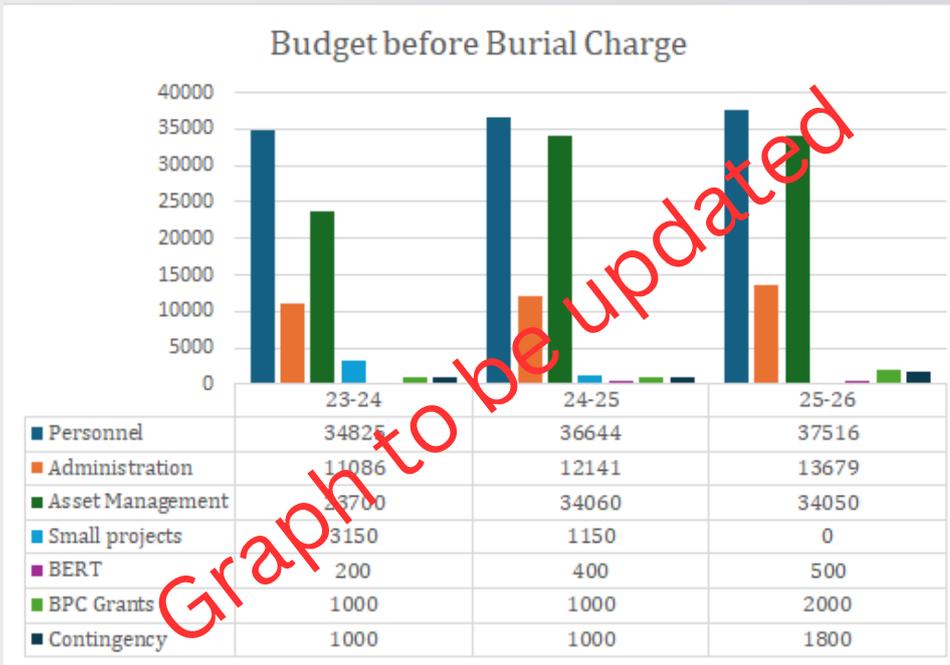
The graphs below show the opening balance of reserves held by BPC at the start of the 2025-26 financial year, before precept is introduced to the balance. A second graph for the reserves balance at the start of 2026-27 shall be provided after 01.04.26. This will show reserves are consistent as a result of realistic budgeting and robust internal financial controls.

**Graph to be added &
notes below adjusted**

Asset Management Reserve includes MUGA,
Benches, Bishops Avenue car park, etc.

Admin Reserve includes elections, IT, Training, events,
Emergency Resilience, etc

BUDGETS & PRECEPTS



Precept claim is created once the burial charge has been calculated and deducted from the annual budget.

These categories include:

- **PERSONNEL:** Clerks Salary, Employers National Insurance Contributions, Pension Contributions & clerical contingency.
- **ASSET MANAGEMENT:** Open space, playgrounds, MUGA, closed churchyard, public toilet, car parks, street furniture, defibs, etc.
- **ADMINISTRATION:** IT, Stationery, rent (meeting & storage space at BCC), Insurance, training, audit fees, election costs, etc.

Financial Year	Precept £	increase on previous year
2025-26	85,900	4.8%
2026-27	92,012	7.1% *

* This increase is a result of the councils starting a reserve for future enhancement & surfacing works at the MUGA, contractual staff pay rise, becoming pesticide free and continuing to clear weeds, a task previously carried out by DCC.

8. CORE OBJECTIVES

GOOD GOVERNANCE & FISCAL RESPONSIBILITY

Finance & Administration

- Achieve satisfactory internal & external audit
- Regular reporting
- Annual budgeting & forecasting
- Manage investments & savings
- Risk Management
- Regular VAT submissions
- Monitor outsourced payroll & pension scheme
- Staff appraisals

Governance

- Operate under Standing Orders & Financial Regulations
- Annually review governance & policies
- Regularly review legal powers
- Ensure adequate insurance is in place
- Monitor strategic direction
- Facilitate Annual Parish Meeting

Communications

- Ensure the council website is up to date and accessible
- Actively promote community information via social media
- To liaise with and maintain good relations with parishioners and stakeholders within the community and external bodies

Contract Management

- Review & manage all Council contracts to maximise both operational and financial performance
- Work with organisers/ stakeholders to ensure sufficient risk management of community events

Training

- Ensure staff have access to suitable training and relevant continuous professional development
- Ensure councillors and volunteers have access to suitable training and encourage attendance of relevant seminars, meetings & workshops

Transparency

- Ensure compliance with the Transparency Code by publishing all relevant information on the council website within the prescribed timeframe
- Deal with FOI & SAR appropriately
- Ensure suitable data management and compliance with GDPR

THE PARISH ENVIRONMENT

Community Events

The Council chooses to provide support for the following events:

- National celebrations such as Royal Coronations,
- Collaboration with RBL and volunteers to deliver a civic service of Remembrance at the War Memorial
- Celebratory events to bring the community together such as the Village Festival

Tree Management

- To regularly liaise with the Parish Tree Warden & area specific experts on the correct management of trees on council owned land and the planning proposal for trees within the parish
- Ensure periodic tree surveys are carried out in line with relevant guidance

Planning

- Liaise with Teignbridge District Council on planning issues
- Make appropriate representations on planning applications in a timely manner
- Review and perpetuate the Bishopsteignton Neighbourhood Development Plan

Public Safety

- Liaise with local policing teams to reduce crime and anti-social behaviour
- Support and promote a platform for two-way communication between parishioners and the local policing team

Traffic & Infrastructure

- To work in collaboration with the relevant authority to reduce traffic speed
- Help residents report highway faults to Devon County Council and pursue action when required.

COMMUNITY HERITAGE, HEALTH & WELLBEING

Open Spaces

- Maintain open green spaces for the whole community
- Balancing the management of both public accessibility and safety with natural enhancements for biodiversity
- Conduct regular safety inspections and maintain a good condition of play areas

Cemetery

- To act as the Burial Authority to facilitate burials, interment of ashes, and memorial installations at Bishopsteignton Cemetery
- Maintain the cemetery considering both public access and nature in the setting
- Regularly review burial charges

Community

- BPC chooses to offer support to volunteer organisations within the parish through:
- Community Grant Funding
 - Involving the community in BPC initiatives
 - Regular 'signposting' to alternative funding or other support networks, possibly from higher tiers of local government

Heritage Assets

To develop, deliver and regularly monitor a maintenance schedule which is sympathetic to the following heritage assets:

- Bishopsteignton War Memorial
- St Johns closed churchyard
- Millennium Stone & mound

To support other village organisations in their efforts to preserve local heritage

Parish Street Scene

- To develop, deliver and regularly monitor a maintenance schedule for all Parish Council owned assets.
- This includes car parks, public toilets, MUGA, playgrounds, opens spaces, benches, defibrillators, noticeboards, Parish Cemetery, gardens at Radway Hill, Wallis Grove and Cockhaven Junction.

9. WHAT'S NEXT?

2025 - 2028 GOALS & KEY PRIORITIES

Goal	Timescale	Leader
Develop and adopt a Biodiversity Action & Carbon Reduction Plan including a schedule to ensure this is regularly review	Summer 2026	CIA Committee & Full Council
Enhancement to the MUGA including resurfacing. Subject to public consultation and funding streams.	Summer 2026	AM Committee & Full Council
Work towards accreditation under the Local Council Award Scheme	by the end of 2026	Full Council
Work with DCC to identify solutions to reduce traffic speeds and encourage safer parking. Within this, investigate 20mph zones	Ongoing	Full Council
Ensure Emergency Resilience efforts, through BERT, are up to date and reach the whole of the Parish, including Luton	Ongoing	BERT & Full Council
Following the imminent adoption of the Teignbridge Local Plan 2020 -2040, initiate a review of the BNDP by committee	Timescale will depend on TLP	Full Council & new BNDP working party
Promote safe parking through the village, through implementation of DCC approved schemes, to ensure the continuation of the through-village bus service.	Ongoing with high priority	Full Council working with DCC & parishioners

KEY PRIORITIES CONTINUED...

Goal	Timescale	Leader
Review/Renew Greenspaces, Cleaning and Asset Management contracts for 2027-2030	Autumn 2026 for preparation of 2027/28 budget	AMC & Full Council
Promote widely the opportunity for parishioners to become a councillor at the local elections of May 2027	late 2026 into 2027	Parish Clerk
Succession planning for continued of success for BPC	by the end of 2026	Full Council
When required, consider possible purchase of new land to extend Bishopsteignton Parish Cemetery.	Long Term	AMC & Full Council
Support 1st Bishopsteignton Scouts to create a new hub and community venue. This outcome will depend on the conclusion of LGR.	Timescale will depend on LGR	Full Council with 1st Bishopsteignton Scouts
Refurbishment of Fore Street public convenience to solve damp issues and redecoration.	Research 2026. Action will depend on funding	AMC & Full Council

KEY PRIORITIES CONTINUED...

Goal	Timescale	Leader
Promote BPC declaration to be a pesticide free authority. Give support for this to be encouraged across the community.	Ongoing from Spring 2026	CIA & Full Council
Once completed consider the impact of LGR on BPC. Make any necessary adjustments to future plans as required.	Following LGR. Regular review.	Full Council
Ensure continued public pedestrian access to the south of The Lawns recreation ground	Ongoing. May depend on planning permission at sites V2 & V3	AMC & Full Council

The Parish Council priorities, made on behalf of the community of Bishopsteignton, may change and be added to. This is a live document subject to regular review and updates.

10. GLOSSARY

- **Precept:** This is the local tax levied by the Parish Council. It is collected on its behalf by Teignbridge District Council as part of the council tax bill.
- **BNDP:** The Bishopsteignton Neighbourhood Development Plan which was first 'made' in October 2017. A neighbourhood plan enables communities to develop a shared vision for their neighbourhood and shape the development and growth within the local area.
- **CIL:** The Community Infrastructure Levy is a charge which can be levied by local authorities on new development in the area.
- **Standing Orders:** The adopted statutory regulations and rules that govern the procedure of the Council.
- **Section 106:** A legal agreement between a planning authority and a developer that ensures that certain extra works related to a development are undertaken. This predates CIL. S106 funds for Bishopsteignton are held by TDC and claimed following relatable spend.
- **FOI & SAR:** Freedom of Information and Subject Access Request. Application which can be made to the council for specific information to be provided.
- **LGR:** Local Government Reorganisation. The process where multiple council tiers (county/district) are replaced by fewer, larger, and more efficient single-tier "unitary authorities". This restructuring aims to simplify services, reduce costs, and improve local governance.
- **CIA:** Climate Impact Action Committee
- **AMC:** Asset Management Committee



11. CONTACT US

If you have any questions or would like to comment please contact us on:



clerk@bishopsteignton-pc.gov.uk



07483 149812 - Tuesday to Thursday 10:00 to 16:00



<https://www.facebook.com/groups/370773483132245>



Bishopsteignton Community Centre
Shute Hill, Bishopsteignton
Devon
TQ14 9QL





BISHOPSTEIGNTON PARISH COUNCIL

Complaints Policy (P.003)

The Council uses the Local Government Ombudsman's (LGO) definition of a complaint, which is accepted by National Association of Local Councils (NALC):

'A complaint is an expression of dissatisfaction by one or more members of the public about the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.'

In accordance with NALC/LGO guidelines, the Council will try to ensure that their complaints system is:

1. Well publicised and easy to use;
2. Helpful and receptive;
3. Not adversarial;
4. Fair and objective;
5. Based on clear procedures and defined responsibilities;
6. Quick, thorough, rigorous and consistent;
7. Decisive and capable of putting things right where necessary;
8. Sensitive to the special needs and circumstances of the complainant;
9. Adequately resourced;
10. Fully supported by councillors and officers;
11. Regularly analysed to spot patterns of complaint and lessons for service improvement.

The procedure set out in this in this policy is not appropriate for use where a complaint is made against an individual. Serious complaints relating to the conduct of an individual can be dealt with in the following way:

- Complaints against Members of the Council through the Monitoring Officer of the principal authority.
- Complaints against members of staff through internal grievance, whistleblowing, or disciplinary procedures.
- Complaints regarding the Freedom of Information legislation, should be referred to the Information Commissioner.
- Any matter that raises suspicion of criminal wrongdoing should be referred to the police.
- An accusation of financial wrongdoing, should be made to the Council's external auditor.

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. Using the following procedure:

Procedure: This procedure will be adopted for dealing with complaints about the Council administration or its practices. Complaints about a policy decision made by the Council may be referred to the Council or relevant Committee, as appropriate for consideration.

1. If a complaint about procedures, administration or the actions of any Council employee is notified orally to a Councillor, or to the Clerk, a written record of the complaint will be made, noting the name and contact details of the complainant and nature of the complaint.
2. Any complaint received will receive initial attention within 21 days of receipt.

3. On receipt of a complaint, the Clerk, or Chair 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 them an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
4. Where a Councillor receives a complaint about the Clerk's actions, they shall refer the complaint to the Chair of the Parish Council. The Clerk will be formally advised of the matter and given an opportunity to comment.
5. The Clerk (or Chair where appropriate) will report to the next meeting of the Council any complaint resolved by direct action with the complainant.
6. The Clerk (or Chair where appropriate) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk (or Chair 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.
7. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public. Any decision on the complaint will be announced at the Council meeting in public.
8. 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 because 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.
9. 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.
10. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. After advice has been received it will be considered and the complainant will be dealt with at the next Council meeting.
11. If the complainant persists in an unreasonable and/or vexatious way the Council shall be informed and consideration given of what action can be taken. This may include a restriction on or refusal of any further contact with the complainant.
12. All decisions regarding complaints shall be recorded and associated correspondence will be held and stored appropriately in accordance with the current General Data Protection Regulation.

At all times all parties should be treated fairly, and the process should be reasonable, accessible and transparent. The Council will take care to maintain confidentiality where circumstances demand (e.g. where matters concern financial or sensitive information or where third parties are concerned). The LGO/NALC advises that the identity of a complainant should only be made known to those who need to consider a complaint.



BISHOPSTEIGNTON PARISH COUNCIL

DRAFT VEXATIOUS COMMUNICATIONS POLICY (P.013)

A policy for dealing with abusive, persistent or vexatious communications, complaints and complainants

1. Introduction

- 1.1 This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be habitual or vexatious.
- 1.2 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.
- 1.3 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.
- 1.4 Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.5 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.6 The aim of this policy is to contribute to the overall approach of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. Habitual or Vexatious Complainants:

- 2.1 **Definition:** Bishopsteignton Parish Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints.
The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.
For the purpose of this policy the following definitions of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

- a) *unreasonable complaints and/or unrealistic outcomes; and/or*
- b) *reasonable complaints in an unreasonable manner.*

- 2.2 **Examples** include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the complaint. Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious complainant may:

- have insufficient or no grounds for their complaint and be making the complaint only to annoy.
- refuse to specify the grounds of a complaint despite offers of assistance.
- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- refuse to accept that issues are not within the remit of the BPC complaints policy (P.003) despite having been provided with information about the scope of the policy and procedure.
- refuse to accept that issues are not within the Council's power to investigate, change or influence.
- insist on the complaint being dealt with in ways which are incompatible with the complaint procedure or with good practice (e.g. insisting that there must not be any written record of the complaint).
- make what appear to be groundless complaints about the staff dealing with the complaint and seek to have them dismissed or replaced.
- make an unreasonable number of contacts with the Council, by any means, in relation to a specific complaint or complaints
- make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, telephone calls or emails).
- harass or verbally abuse or otherwise seek to intimidate staff dealing with the complaint, in relation to the complaint by use of foul or inappropriate language or using offensive or prejudicial (e.g. racist, homophobic, sexist, xenophobic, etc) language or publish their complaints in other forms of media.
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process.
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be considered and commented on.
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed.
- deny statements made at an earlier stage in the complaint process.
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved.
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors.
- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given.
- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure.
- persistently approach the Council through different routes or other persons about the same issue.
- persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons.
- refuse to accept documented evidence as factual.
- complain about or challenge an issue based on an historic and/or an irreversible decision or incident.
- combine some or all these features.

2.3 Prior to considering its implementation the Council will send a copy of this policy to the complainant to give them prior notification of its possible implementation.

2.4 Where complaints continue and have been identified as habitual or vexatious in accordance with the

criteria set out above, the Strategy & Governance (S&G) Committee or Full Council will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken.

- 2.5 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action to be taken. District/ County Councillors for Bishopsteignton Parish Council will also be informed that a constituent has been designated as an habitual or vexatious complainant.
- 2.6 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. Imposing Restrictions

- 3.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints policy procedure (P.003).
- 3.2 In the first instance the Clerk will consult with the Chair of the Council and Chair of the S&G Committee prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.
- 3.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Chair of the Council and the Chair of the S&G Committee and inform the complainant in writing of what procedures have been put in place and for what period.
- 3.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period over which the restriction applies. In most cases restrictions will be for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full Council or S&G Committee Meeting.
- 3.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:
 - banning the complainant from making contact by telephone except through a third party e.g., a solicitor, a Councillor or a friend acting on their behalf
 - banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
 - requiring contact to take place with one named member of staff only
 - restricting telephone calls to specified days and/or times and/or duration
 - requiring any personal contact to take place in the presence of an appropriate witness
 - letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read all future related correspondence).
- 3.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:
 - why the decision has been taken
 - what action has been taken
 - the duration of that action.
- 3.7 The Clerk will enclose a copy of this policy in the letter to the complainant.
- 3.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with

the Chair of the Council and the Chair of the S&G Committee may decide to refuse all contact with the complainant and stop any investigation into their complaint.

3.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g., the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given warning of that action.

4. New complaints from complainants who are treated as abusive, vexatious or persistent

4.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Chair of the Council in conjunction with the Chair of the S&G Committee will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

4.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council contact with them, will be recorded and notified to those who need to know within the Council.

5. Review

5.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, the Chair of the Council and the Chair of the S&G after three months and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Full Council Meeting.

5.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

6. Record Keeping

6.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- the name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant
- when the restrictions came into force and ends
- what the restrictions are
- when the person and Council were advised.

6.2 Full Council be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

Approving committee:	Full Council
Date & minute ref. of previous review/approval:	07.03.22 - 2788.01.ii
Date & minute ref. of latest approval:	02.03.26 - TBC
Policy title:	Vexatious Communications Policy
Internal reference number:	P.013
Policy version reference:	Version 2.
Date for next review:	March 2028 or sooner if NALC recommend amendments.
To be reviewed by:	Full Council or S&G Committee



BISHOPSTEIGNTON PARISH COUNCIL

DRAFT LONE WORKING POLICY (P.019)

Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this Policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Employer

- Will try to avoid the need for lone working as far as is reasonably practicable.
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures.
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained.
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and could contribute to the risk assessment.
- Must raise the alarm if staff cannot be contacted or do not return as anticipated.
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work.

- To follow any instruction given by management or the council.
- Raise with their management/the council any concerns they have in relation to loneworking.
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform management/the council at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone.

Other Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Ensure up to date contact details are maintained and shared (see below).

Risk Assessment

Management must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and update as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Contact Details

The following information should be written down and kept by the lone worker and manager or appointed representative on the council:

- Name and contact details of the lone worker
- Name, relationship and contact details of the lone worker's next of kin
- Any 'code word' that would indicate that the lone worker needs assistance

Note: All these details must be kept securely in line with data protection legislation. For any change to contact details, the written record, wherever held, must be updated.

In circumstances where this system is appropriate as a way of reducing the risks identified in the assessment, a manager or an appointed representative on the council, as employer, must have relevant details about lone working, that may include:

- where the employee is are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone the employee intends to meet (any additional contact details for the location you are visiting);
- mode of transport;
- when the employee are expected to return;

The manager/representative must know what to do if the employee does not return or make contact at the anticipated/agreed time.

Health and wellbeing

To ensure personal safety, it is important that any details of any aspects of your health that could lead to increased risk are shared with management or specific councillors. This includes pregnancy. Then jointly a plan to mitigate any potential risks caused by these circumstances. This information will be treated on a strict 'need to know' basis with confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon.

The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

When an employee feels unsafe, unwell, or becomes injured call the emergency services for immediate assistance, if required. The employee should call a manager/representative on the council if plans change because you feel unwell or if they have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

Approving committee:	Full Council
Date & minute ref, of previous review/ approval:	22.10.21 – FPC2110.02.02
Date & minute ref. of approval:	02.03.26 - TBC
Policy title:	Lone Working Policy
Internal reference number:	P.019
Policy version reference:	Version 2.0
Date for next review: unless NALC/SLCC recommend amendments sooner	March 2028
To be reviewed by:	Full Council



BISHOPSTEIGNTON PARISH COUNCIL

DRAFT COMMUNITY GRANT AWARDING POLICY 2026-27

Introduction

Local councils are empowered under section 137 of the Local Government Act 1972. The Council has the power to incur restricted expenditure which, in the councils opinion, is considered to be in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred. There is a further power to make grants to voluntary organisations providing recreational facilities under section 19 of the Local Government (Miscellaneous Provisions) Act 1976. A council that is eligible and has resolved to adopt the General Power of Competence (Localism Act 2011, s. 1 to 8) (GPC) can no longer use s137 as a power for taking action for the benefit of the area or its community. Instead the GPC can be applied; subject to certain restrictions but offering more flexibility.

At a full council meeting, held to agree a budget for the forthcoming financial year, the council will agree the amount allocated for grants to be awarded in the year ahead. The amount may vary each year, depending on the overall council budget.

For financial year 2026-27, £2,000 has been allocated for use under grant awarding under GPC.

The Aims of the Council's Grant Policy

A grant may only be awarded to voluntary bodies, charities and not-for-profit organisations which are set up and run by a voluntary, unpaid management committee. The payment made by the Council shall be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support:-

- To enable local people to participate in voluntary groups and activities.
- To help the parishes' voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the residents, via the voluntary sector.
- To enhance quality of life and ensure there is equality of access and opportunity for all parishioners to the services provided.
- To improve or enhance recreation and / or sports.
- To improve or enhance the environment / sustainability.
- To promoting the parish of Bishopsteignton in a positive way.

Grant Application Process

The Clerk/RFO to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

The total budget shall be divided and up to £500 can be awarded per quarter, with any remainder being carried forward to the next quarter.

Applications for the 2025-26 community grant are to be received, considered and awarded in accordance with the following scheduled.

Applicants will be required to complete an application form, available from the Parish Council Clerk or the council website www.bishopsteignton-pc.gov.uk/grant-awarding/.

COMMUNITY GRANT AWARDING POLICY 2026-27



Period/Quarter	Application last submission date	Full Council meeting date where application to be considered	Grant shall be awarded before
Q1	29.04.26	05.05.26	30.06.26
Q2	31.08.26	07.09.26	30.09.26
Q3	28.10.26	02.11.26	31.12.26
Q4	24.02.27	01.03.27	31.03.27

Applications will be considered for joint projects, where two or more organisations are working together to fulfil the aims of the Council's grant awarding policy.

The number of applications per financial year are not limited however preference will be given to those organisations which have not previously been awarded a grant from BPC in the current or previous financial year.

All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided. In addition to the application form organisations may be required to provide some of the following supporting information:

- A copy of their written constitution or details of their aims and purpose
- Full details of the project or activity
- Demonstration that the grant will be of benefit to the local community within the parish
- The proportion or number of beneficiaries living in the electoral area
- Demonstration of a clear need for funding
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan
- A copy of the organisation's latest bank statement.

Where additional information is required in order to consider the grant application, applicants will be invited to meet with the clerk/and or a councillor to further discuss the application, prior to the grant being determined by Full Council. The Full Council decision is final. All applicants will be contacted following the Council's decision.

Funds available are limited to ensure the council keep within the budget which has been set. The clerk/RFO can give guidance to applicants as to how much money is likely to be available/remaining in a specific financial year.

Conditions of Funding

- The applicant must be either non-profit or charitable. Applications from private organisations operating as a business to make a profit or surplus will not be considered.
- Grants will not be made to projects that discriminate on any grounds.
- Under s 137 grants cannot be made to individuals. Under the GPC these may be considered but still must prove a strong benefit to the community.
- An organisation should have a bank account in its own name with two delegated representatives required to sign each cheque/authorise payment.

COMMUNITY GRANT AWARDING POLICY 2026-27



- The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure must be supplied to the Council on request.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Each application will be assessed on its own merits.
- Preference will be given to organisations which have not previously been awarded a grant from BPC in the current or previous financial year.

Bishopsteignton Parish Council will not award grant funding to the following:

- Organisations that do not provide a service to the community in Bishopsteignton.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Retrospective applications for costs that have already been incurred prior to the application being considered e.g. Equipment already purchased.
- Grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have closed or restricted membership.

The Council may make the award of any grant subject to any additional conditions and requirements as it considers appropriate. These may be set out in the award confirmation letter. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded; except for grants giving in March 2026 which will be allocated a further 6 months.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, s 137 or GPC; whichever is relevant.

Payments

Grants will be paid by BACS (bank transfer) to a dedicated account for the organisation.

Monitoring and reporting requirements

As a condition of receiving a community grant from BPC you are required to provide a short evaluation.

Recipients shall provide BPC with written evidence of how the grant was used and the benefit it has brought to the parishioners. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of March each year whichever is sooner, so that it can be reported at the Annual Parish Meeting.

Report to Bishopsteignton Parish Council: Transitioning to Pesticide-Free Maintenance

This report outlines the findings and recommendations from the Wildlife Warden team (Laura, Sarah and Kirstyn) following site visits to areas previously maintained with pesticides. As the village moves toward a pesticide-free future, our strategy emphasizes a simple, inexpensive approach that views this transition as a "journey" rather than an immediate "fait accompli".

General Strategy and Principles:

The overarching goal is to maintain the village's appearance and safety while enhancing biodiversity. We suggest:

- **Managing Expectations:** It is essential to manage the expectations of both the council and residents as we shift away from chemical control.
- **Alternative Methods:** Primary methods will include hand-weeding, the use of organic based moss killer for moss and slippery surfaces, and "greening" areas to suppress weeds.
- **Simplicity:** At this stage, we advise against purchasing large, expensive machinery, such as hot foam machines, which will likely be impractical for our small village.

Equipment and Labour Requirements:

To implement these suggestions effectively, the council may wish to consider the following, either purchasing or ensuring contractors have these resources:

- **Essential Tools:** Hand weeding tools, brooms, brushes, brush cutter, and a supply of organic moss killer.
- **Labour:** Achieving control in the highlighted areas may require adding approximately 5 to 6 hours of weeding per week through additional employee time. This is likely to only be required during Spring and Summer months but will be weather dependent.
- **Future Planning:** By replacing weeds with desirable ground cover and wildflowers, we can reduce the need for constant maintenance while meeting our pesticide-free pledge.

Conclusion

We recommend starting with these low-impact, manual methods before considering more complex or costly interventions. While we are starting simply, we may need to investigate more specialized commercial tools (such as thermal weeders or mechanical brushes) in the future as we evaluate the success of these initial steps in 2026.

Location	Recommended Maintenance	Notes and Responsibility
Church Rd (Opposite Cockhaven Junction)	Hand-weeding.	Adhere to Health and Safety regulations.
Church Rd (Pavement between The Green and the church)	Apply organic moss killer to treat moss at peak times of year.	Also useful for slippery asphalt and narrow kerb channels.
Junction of Church Rd and Stockmeadow	Develop a wildflower patch.	DCC responsibility - permission denied for wildflower patch.
Radway Hill (Seating area)	Continue hand-weeding.	Currently maintained by KW for BPC.
Wallis Grove Junction	Continue hand-weeding.	Currently maintained by KW for BPC.
Radway Hill and Manor Road Junction	Hand-weed triangle; plant ground cover between slabs or install a planter.	Adhere to Health and Safety regulations. DCC responsibility - permission denied for planter.
Fore St (Opposite Bishop's Ave)	Hand-weeding and possible wildflower 'greening'.	Requires good preparation to reduce weeds and provide pollinator food.
War Memorial	Hand-weeding and maintain tidy appearance.	Check with BPC on the repair of rendering at the base of the wall to close gaps where weeds grow.
MUGA at the Lawns	Use an organic moss killer for cleaning the surface.	Best to leave area unused for 24 hours to allow moss killer to work.
Play park at the Lawns	Use an organic moss killer for cleaning under play equipment or manually scrape moss.	Best to leave area unused for 24 hours to allow moss killer to work.

FOR	MADE BY	WHY?
INDIVIDUAL HERO		
James Day	Chris Hunt Sharon Keohane Pauline Kinton	James does so much for this community. He organises fundraising events at the pub, eg the monthly quiz. The funds raised (entry fees and raffle takings) are to support a charity which affects someone in this village. He also supported the Lunch Club by donating the turkeys for this year's Christmas dinner. Waifs and strays are always welcome at the OC for Christmas lunch to avoid being left on their own. James is an active member of the Village Hall committee, to which he brings his boundless energy and enthusiasm. He set up the Bishopsteignton Pantomime Society, involving children as well as adults - always a sell out success. James is genuinely one of the most kind-hearted and giving person that I know. He is an asset to our community.
Jessica Moore	Richard Moore	Just over a year ago, my wonderful wife Jess and I were at a gathering at a friend's house where we got chatting to Liz and Nigel Kirkland who live at Lindridge. We did know them a bit before but only as friends, certainly not close friends. Jess and Liz got chatting and it turned out Liz, fit and in her early 60's, had recently had to start going to Exeter for dialysis 3 times a week due to kidney failure. during the conversation, they were surprised to find they shared the same birthday, 2nd January. More conversation revealed they also shared the same, quite rare, blood group. It was then that Jess said 'Well, can I donate a kidney to you?' The shock and disbelief on Liz's face had to be seen to be believed! After a while, Jess managed to persuade her she was actually serious and the long process was started, literally from that one conversation. Numerous visits to Exeter and South Mead Bristol hospitals ensued, for tests, legal documents (Jess had to convince them she wasn't being coerced, paid, threatened, etc etc until finally both girls went to Southmead Hospital for the 3 day stay for the transplant. Jess agreed that, should her kidney prove unsuitable for Liz, (a real possibility) rather than having it replaced, it should go to a younger person on the transplant list. She actually got a refund of applause from the medical staff wench that was revealed! Luckily Katie the Kidney (as the girls named it!) behaved impeccably and Liz's kidney function is now up from less than 3% to over 65%, almost unheard of in so short a time. Liz feels fantastic and has even had her anti rejection drugs reduced. Recovery for the donor takes considerably longer than for the recipient (3 to 6 months) so Jess is struggling a little but is well on the road to recovery and Doctors are happy with her progress. I, along with lots of others, am in awe at what she has done, she says "Well, if you have the opportunity to save a life, why wouldn't you?" Inescapable logic I suppose! In addition, Jess started the Scribblers writing group a couple of years ago which has gone from strength to strength, she helps with the BOAG trail, and is in the Panto and Bishop Players Groups as well. A truly amazing woman (OK I'm biased!) who really loves our Village!
Elaine Cawthraw	Adam Livett	Outstanding contribution to the development and welfare of children growing up in the village. With significant and important support being provided into early adulthood. I believe the group has achieved life changing benefit for many of the young people who have had the opportunity to take part.
Mal Worrall and Alison Prestt	Susan Gill	Mal and Alison make cakes every month and host a coffee morning to raise funds for the Community Centre

Ellie Melmoth	Joyce Brown	It is a year since Ellie asked the village if anyone would be interested in her forming a village choir. And now a year later Bishopsteignton Sounds has been a resounding success. She has brought joy and camaraderie to over 50 Bishopsteignton residents. Her musical skills as well as her beautiful personality and commitment to what she does has created a choir the village can be proud of.
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ORGANISATION/GROUP

Bishopsteignton Pantomime Society	Sharon Keohane	Very active group who put on fantastic productions for the benefit of the whole community. Includes children and young people.
'Road gritters' I think they mean BERT	Susanne Heath	I'm not sure who they are but would like to nominate the kind people who grit the hills when it's icy. It makes a huge difference & provides reassurance to people who must travel eg to go to work etc. Thank you
BOAG	James Day	Every year they create wonderful art work trails for the villagers and I feel it's great for the community



Appendix K for 02.03.26

Clerks Report – Government Consultation for Local Government Reorganisation in Devon, Plymouth & Torbay

For consideration: The following papers/websites/meetings will bring you up to speed with all the information you may need to respond to this consultation:

1. Proposals for LGR in Devon, Plymouth & Torbay produced by gov.uk includes consultation questions.
2. DALC LGR Final policy Statement (May 2025)
3. DALC LGR Proposal Comparison Summary
4. Devon LGR this site outlines the five proposals put forward, each have their own website, with information on the thinking behind their submissions.
5. You can also join DALC at one of our LGR consultation meetings for members on the morning of 5 March. These meetings will give you the opportunity to share your views, raise any concerns, and hear from fellow members. Find out more here. *(You will need a DALC login to access these).*

The Devon Association of Local Councils strongly encourage all member councils to:

- Review the proposals (as above)
- Discuss LGR at a formal council meeting (02.03.26)
- Engage residents through surveys, public meetings or newsletters (?)
- Consider how each proposal:
 - Recognises parish identity
 - Enables effective partnership
 - Clarifies service delivery
 - Supports community engagement

Timeline for LGR

- **February to March 2026:** Statutory Government consultation on proposals – detailed above
- **Summer 2026:** Minister of State's decision expected
- **May 2027:** Elections to shadow unitary authority or authorities. Shadow authorities are the new unitary council/s prior to them formally taking on all responsibilities.
- **2028/29 (to be confirmed):** New unitary or unitaries 'go live' (vesting day)

Recommendation: At the full council meeting to be held on 02.03.26, I would recommend that delegated authority to proceed with this task, on behalf of BPC, is granted to a working party of at least 3 BPC councillors. They may choose to attend the upcoming DALC LGR Consultation meeting for members and together reach a conclusion accordingly. (The resulting draft consultation response may be circulated to full council for approval prior to submission; unless it is councils wish to delegate authority to proceed without full council review.)

I strongly recommend that on 02.03.26 the members are named and future meeting dates are set to ensure progress is made.

Kim Ford
Clerk to the Council



Ministry of Housing,
Communities &
Local Government

Open consultation

Proposals for local government reorganisation in Devon, Plymouth and Torbay

Published 5 February 2026

Applies to England

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This publication is available at <https://www.gov.uk/government/consultations/local-government-reorganisation-in-devon-plymouth-and-torbay/proposals-for-local-government-reorganisation-in-devon-plymouth-and-torbay>

This statutory consultation seeks views on the proposals that the Ministry of Housing, Communities and Local Government (MHCLG) has received following the Secretary of State's invitation to councils in Devon, Plymouth and Torbay to submit proposals for unitary local government for Devon, Plymouth and Torbay. The 5 proposals in this consultation were made by the following councils on 28 November 2025:

Devon County Council proposed 3 unitary councils. These would comprise the current areas of:

- **Devon Unitary Council:** East Devon, Exeter, Mid Devon, North Devon, South Hams, Teignbridge, Torridge and West Devon
- **Plymouth** to remain unchanged
- **Torbay** to remain unchanged

South Hams District Council, Teignbridge District Council, West Devon Borough Council proposed 3 unitary councils. These would comprise the current areas of:

- **Exeter and Northern Devon Unitary:** East Devon, Exeter, Mid Devon, North Devon and Torridge
- **Plymouth** to remain unchanged
- **Torbay and Southern Devon Unitary:** South Hams, Teignbridge, Torbay and West Devon

East Devon Borough Council, Mid Devon District Council, North Devon Council, Torridge District Council proposed 3 unitary councils. This includes a request to split existing district council areas between the proposed new councils. These would comprise the current areas of:

- **Exeter and Northern Devon Unitary:** East Devon, Exeter, Mid Devon, North Devon, and Torridge
- **Plymouth Expanded:** Plymouth plus parts of the parishes of Bickleigh, Brixton, Shaugh Prior and Sparkwell from the neighbouring district of South Hams
- **Torbay and Southern Devon Unitary:** Remaining parts of South Hams, Teignbridge, Torbay and West Devon

Exeter City Council and Plymouth City Council proposed 4 unitary councils. This includes a request to split existing district council areas between the proposed new councils. These would comprise the current areas of:

- **Devon Coast and Countryside:** The rest of Devon
- **Exeter:** Exeter plus 15 parishes from within Teignbridge District Council, 28 parishes from within East Devon District Council and 6 parishes from

within Mid-Devon District Council.

- **Plymouth:** Plymouth plus 13 parishes from South Hams
- **Torbay:** Torbay plus 22 parishes from within Teignbridge District Council and South Hams District Council.

Torbay Council proposed 4 unitary councils. This includes a request to split existing district council areas between the proposed new councils. These would comprise the current areas of:

- **Exeter Council:** Exeter plus 15 parishes from within Teignbridge District Council, 28 parishes from within East Devon District Council and 6 parishes from within Mid Devon District Council
- **Plymouth Council:** Plymouth plus 13 parishes from South Hams
- **Rural Devon Coast and Countryside Council:** The rest of Devon
- **Torbay Council** to remain unchanged

This consultation asks questions about each proposal to help inform the assessment of the proposals.

Scope of this consultation:

This consultation is about the structure of local government in Devon, Plymouth and Torbay.

Geographical scope:

These proposals relate to England only.

Impact assessment:

An impact assessment has not been prepared for this consultation as it will only affect local government in Devon, Plymouth and Torbay and so there will be no direct regulatory, economic or social impacts.

Body/bodies responsible for the consultation:

This consultation is conducted by MHCLG.

Duration:

This consultation will last for 7 weeks from 5 February 2026 to 23:59 on 26 March 2026.

Enquiries:

For any enquiries about the consultation please contact:

lgrconsultationresponse@communities.gov.uk

How to respond:

You may respond by completing [the online survey](https://consult.communities.gov.uk/local-government-reorganisation/devon-plymouth-and-torbay) (<https://consult.communities.gov.uk/local-government-reorganisation/devon-plymouth-and-torbay>).

If you are responding in writing, please make it clear which proposal you are responding to. You can email your response to the questions in this consultation to lgrconsultationresponse@communities.gov.uk

Alternatively written responses should be sent to:

LGR Consultation
Fry Building 2NE
Ministry of Housing, Communities and Local Government
2 Marsham Street
London
SW1P 4DF

When replying please include your name and indicate in which council area your home or organisation address is located:

- Devon County Council
- Plymouth City Council
- Torbay Council
- outside the affected area

We would also like you to confirm whether you are replying as a named consultee, submitting an official response on behalf of an organisation that is not on the list of named consultees, or replying as an individual.

Named consultees

If you are a named consultee please also include:

- the name of the organisation
- your position in the organisation
- an email address that can be used to contact you

Responses from organisations that are not named consultees

If you are submitting a response on behalf of an organisation that is not on the list of named consultees please indicate the type of organisation as below:

- business organisation
- education organisation
- local government organisation - parish/town council
- local government organisation - other
- police organisation
- fire organisation
- health organisation
- other

Background

Residents and businesses in Devon, Plymouth and Torbay are currently served by a two-tier system of local government. The County Council is responsible for services such as

- adults' and children's social care
- maintaining roads
- libraries
- waste disposal

The 8 district and borough councils are responsible for services such as

- rubbish collection
- housing and planning
- environmental health

Plymouth City Council and Torbay Council are unitary authorities meaning they are responsible for delivering all local government services in the area they cover.

Our ambition is to simplify local government, ending the two-tier system and establishing new single-tier unitary councils that are responsible for all local government services in an area. Our vision is clear: stronger local councils in charge of all local services, equipped to drive economic growth, improve local public services, and lead and empower their communities.

Strong local government will help grow the economy and drive up living standards – the government's number one mission. With one council in charge, we will see quicker decisions to grow our towns and cities and connect people to opportunity. Reorganisation will speed up house building, get vital infrastructure projects moving, and attract new investment – with more people able to buy their own homes and access high-quality local jobs.

New unitary councils must support wider devolution structures. Our ambition is that all of England can access devolved powers by establishing Strategic Authorities – groups of councils working together over areas that people recognise and live and work in – to make the key decisions over strategic scale and to drive economic growth. Strategic Authorities use their powers over housing, planning, transport, energy, skills, employment support and more to deliver growth and opportunity to communities across the country.

In the Devon, Plymouth and Torbay area, the Devon and Torbay Combined County Authority is already established, this does not include Plymouth.

Government's invitation to the councils

On 5 February 2025, the then Minister of State for Local Government and English Devolution issued a statutory invitation [Letter: Devon, Plymouth and Torbay \(https://www.gov.uk/government/publications/local-government-reorganisation-invitation-to-local-authorities-in-two-tier-areas/letter-devon-plymouth-and-torbay\)](https://www.gov.uk/government/publications/local-government-reorganisation-invitation-to-local-authorities-in-two-tier-areas/letter-devon-plymouth-and-torbay) to all councils in two-tier areas and small neighbouring unitary authorities to develop proposals for unitary local government for the whole area.

In Devon Plymouth and Torbay, the invitations were sent to:

- Devon County Council
- East Devon District Council
- Exeter City Council
- Mid Devon District Council
- North Devon District Council
- South Hams District Council
- Teignbridge District Council
- Torridge District Council
- West Devon Borough Council
- Plymouth City Council
- Torbay Council

The invitation was issued under Part 1 of the Local Government and Public Involvement in Health Act 2007 (the 2007 Act). It invited the councils to submit a proposal for a single tier of local government, which could take the form of any of the types of proposal provided for by the 2007 Act:

- Type A – a single tier of local government covering the whole of the county concerned.
- Type B – a single tier of local government covering an area that is currently a district, or two or more districts.
- Type C – a single tier of local government covering the whole of the county concerned, or one or more districts in the county; and one or more relevant adjoining areas.

- Combined proposal – a proposal that consists of two or more Type B proposals, two or more Type C proposals, or one or more Type B proposals and one or more Type C proposals, but not as alternatives.

The invitations specified that any councils responding must have regard to the guidance appended to the invitation, including six criteria for unitary local government and other matters that should be taken into account when formulating a proposal. That guidance is at [Annex A](#).

The invitations also asked all invited councils to make every effort to work together collaboratively and proactively on proposals for unitary councils and jointly submit one proposal in the best interests of the whole area, which was complementary to devolution plans. It acknowledged that this may not be possible in all areas, despite councils' best efforts, and we committed to consider any suitable proposals submitted by the relevant local authorities. In the invitations, we indicated that, while existing district areas should be the building blocks, we would also consider more complex boundary changes where there is a strong justification.

Since issuing the invitation we have supported and engaged with all councils, including providing a financial contribution towards the development of a shared evidence base. We have encouraged councils to work together on complementary proposals across the wider area, consider the complexity and risk, take their own legal advice to ensure legal compliance, and submit any full proposals in line with the statutory invitation given. Each council could only submit one proposal.

All councils in the two-tier areas of Cambridgeshire, Devon, Derbyshire, Gloucestershire, Hertfordshire, Kent, Lancashire, Leicestershire, Lincolnshire, Nottinghamshire, Oxfordshire, Staffordshire, Warwickshire, and Worcestershire together with their neighbouring unitary councils for the areas of Peterborough, Plymouth, Torbay, Derby, Medway, Blackburn with Darwen, Blackpool, Leicester, Rutland, North Lincolnshire, North-East Lincolnshire, Nottingham and Stoke-on-Trent, were invited to submit full proposals by 28 November 2025. All 134 councils in these areas engaged with the process and shared their views in response to the invitations. In total, 52 local government reorganisation proposals were received from one or more councils. Five of the invited councils have chosen not to submit a proposal.

This consultation relates to the invitation area of Devon, Plymouth and Torbay

Submissions from councils

The proposals received by MHCLG by the deadline of 28 November 2025 are set out above. The detailed information and supporting analysis within these 5 proposals can be found by clicking the link below:

- [Devon Local Government Reorganisation \(https://www.devonlgr.co.uk\)](https://www.devonlgr.co.uk)

On the website above, the proposals are listed as follows:

- Devon County Council
- District Councils (main) - proposal from by South Hams District Council, Teignbridge District Council, West Devon Borough Council
- District Councils (modified) - proposal from East Devon Borough Council, Mid Devon District Council, North Devon Council, Torridge District Council
- Plymouth and Exeter Councils
- Torbay Council

This consultation

The 2007 Act requires that, before a proposal for local government reorganisation can be implemented, there must first be a consultation with any council affected that has not submitted the proposal, as well as any other persons considered appropriate.

All councils which fall within the Devon, Plymouth and Torbay invitation areas are being invited to respond to the consultation. We also consider it appropriate to consult neighbouring councils, public service providers, including health providers and the police, and certain other business, voluntary and community sector and educational bodies. Where boundary changes have been requested, we consider it appropriate to consult the Local Government Boundary Commission for England. A full list of named bodies being consulted on each proposal is at [Annex C](#).

Although this will be a technical exercise, focused on the criteria, rather than a public consultation, we also welcome the views of any other persons or bodies interested in these proposals, including local residents, town and parish councils, businesses and the voluntary and community sector.

This consultation is on the 5 proposals received for Devon, Plymouth and Torbay. Respondents will be invited to provide a separate response for every proposal made in respect of the given area.

No area has been able to jointly submit one proposal, and there is considerable complexity in some of the different proposals. This is

particularly the case where councils have sought to submit proposals affecting neighbouring areas without the inclusion of their own area and those where extensive boundary change modifications have been requested.

In order to enable an assessment of the councils' proposals to be made against the criteria in the statutory invitation, views are sought on all proposals that meet the terms of the invitation (i.e. where the proposals seek to achieve the invitation criteria and provide all the information specified in the guidance). This includes the proposals that include reorganisation of local government areas adjacent to (and not including) their own, and those that include requests for changes to district boundaries.

The responses to this consultation will help to inform the Minister's assessment of whether, and to what extent, the proposals meet the criteria set out in the invitation.

Furthermore, given the complexities outlined above, Ministers will in due course also need to consider whether the proposals are capable of being lawfully implemented as proposals under the 2007 Act; whether it is necessary and appropriate for the Secretary of State to exercise his power to modify a proposal, were he minded to implement one or more proposal(s); and, where boundary change is sought, what the most appropriate route to achieve that might be. The fact that the Secretary of State has decided that it is appropriate to seek views on the proposals received does not mean that he has made a decision in respect of these issues. Should consultees have any observations on any of these issues, these can be provided using the free text box at question (8).

Boundary changes

The invitation set out that existing district council areas should be the building blocks for proposals for new councils. It was also clear that, if a council believed that moving boundaries (so splitting a district area) between the proposed new councils would achieve a better outcome, this would be considered if there was a strong justification. We have asked that councils submit a base proposal using current district boundaries and then request that the Secretary of State modifies existing district council areas to split them between the proposed new councils making clear the case for this.

If a submission includes such a request, the questions asked will be about the version of the proposal that includes the split district(s). We also asked that proposals that affect wider public services, such as fire and rescue

authorities, would need a strong public services and financial sustainability related justification. We will also ask you for your views on whether you agree there is a strong justification for these proposals.

Consultation questions

Having considered the proposals at the links above, please respond to the following questions:

Question 1

To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?

Question 2

To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?

Question 3

To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?

Question 4

To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?

Question 5

To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?

Question 6

To what extent do you agree or disagree that establishing the councils in this proposal will support existing devolution arrangements?

Question 7

To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?

Question 8

If you would like to, please use the free text box to explain the answers you have provided to questions 1 to 7 referring to the question numbers as part of your answer. You may also use the box to provide any other comments you have on the proposal

Where a proposal includes a request that the Secretary of State modifies a proposal to achieve boundary change, or the proposal affects wider public services, such as fire and rescue authorities, you will be asked an additional question:

Question 9

This is a proposal that is accompanied by a request that the Secretary of State considers boundary change or that affects wider public services. To what extent do you agree or disagree that the proposal sets out a strong public services and financial sustainability justification for boundary change?

Question 10

If you would like to, please use this free text box to explain your answer to question 9.

For each question, you can provide the following answers:

- strongly agree
- somewhat agree
- neither agree nor disagree
- somewhat disagree
- strongly disagree
- don't know

You will also be invited to explain your answers to questions 1 to 7 using a free text box at question 8. If a question on boundary change is included at question 9, you will be invited to explain your answer in a free text box at question 10.

What happens next?

The consultation will close at 23:59 on 26 March 2026.

This consultation will inform an assessment by the Secretary of State of the merits of the proposals.

All proposals received from councils will be considered carefully, alongside all consultation responses and any other relevant information, before a decision is taken on how to proceed, including whether or not to implement a proposal, with or without modification. In deciding which proposal, if any, to implement in an area, subject to Parliamentary approval, the Secretary of State will assess the proposals against the criteria set out in the statutory guidance accompanying the invitation, as well as having regard to all representations received, including responses to this consultation, and to all other relevant information available.

The Secretary of State may decide, subject to Parliamentary approval, to implement a proposal with or without modification, or to not implement any

proposal for an area, and may also seek advice from the Local Government Boundary Commission for England.

If any proposals are to be implemented, we would expect new unitary councils to take on full council roles from April 2028, with transitional arrangements in 2027-28 to support a smooth implementation.

The final decisions will be communicated to the councils as soon as practicable.

About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Environmental Information Regulations 2004 and UK data protection legislation. In certain circumstances this may therefore include personal data when required by law.

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the information access regimes and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will at all times process your personal data in accordance with UK data protection legislation and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included below.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure) (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure>).

Annex A: Guidance from the Secretary of State for proposals for unitary local government

Criteria for unitary local government

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

a) Proposals should be for sensible economic areas, with an appropriate tax base which does not create an undue advantage or disadvantage for one part of the area.

b) Proposals should be for a sensible geography which will help to increase housing supply and meet local needs.

c) Proposals should be supported by robust evidence and analysis and include an explanation of the outcomes it is expected to achieve, including evidence of estimated costs/benefits and local engagement.

d) Proposals should describe clearly the single tier local government structures it is putting forward for the whole of the area, and explain how, if implemented, these are expected to achieve the outcomes described.

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

a) As a guiding principle, new councils should aim for a population of 500,000 or more.

b) There may be certain scenarios in which this 500,000 figure does not make sense for an area, including on devolution, and this rationale should

be set out in a proposal.

c) Efficiencies should be identified to help improve councils' finances and make sure that council taxpayers are getting the best possible value for their money.

d) Proposals should set out how an area will seek to manage transition costs, including planning for future service transformation opportunities from existing budgets, including from the flexible use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects.

e) For areas covering councils that are in Best Value intervention and/or in receipt of Exceptional Financial Support, proposals must additionally demonstrate how reorganisation may contribute to putting local government in the area as a whole on a firmer footing and what area-specific arrangements may be necessary to make new structures viable.

f) In general, as with previous restructures, there is no proposal for council debt to be addressed centrally or written off as part of reorganisation. For areas where there are exceptional circumstances where there has been failure linked to capital practices, proposals should reflect the extent to which the implications of this can be managed locally, including as part of efficiencies possible through reorganisation.

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

a) Proposals should show how new structures will improve local government and service delivery, and should avoid unnecessary fragmentation of services.

b) Opportunities to deliver public service reform should be identified, including where they will lead to better value for money.

c) Consideration should be given to the impacts for crucial services such as social care, children's services, SEND and homelessness, and for wider public services including for public safety.

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

a) It is for councils to decide how best to engage locally in a meaningful and constructive way and this engagement activity should be evidenced in your proposal.

b) Proposals should consider issues of local identity and cultural and historic importance.

c) Proposals should include evidence of local engagement, an explanation of the views that have been put forward and how concerns will be addressed.

5. New unitary structures must support devolution arrangements.

a) Proposals will need to consider and set out for areas where there is already a Combined Authority (CA) or a Combined County Authority (CCA) established or a decision has been taken by government to work with the area to establish one, how that institution and its governance arrangements will need to change to continue to function effectively; and set out clearly (where applicable) whether this proposal is supported by the CA/CCA /Mayor.

b) Where no CA or CCA is already established or agreed then the proposal should set out how it will help unlock devolution.

c) Proposals should ensure there are sensible population size ratios between local authorities and any strategic authority, with timelines that work for both priorities.

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

a) Proposals will need to explain plans to make sure that communities are engaged.

b) Where there are already arrangements in place it should be explained how these will enable strong community engagement.

Developing proposals for unitary local government

The following matters should be taken into account in formulating a proposal:

Boundary changes

a) Existing district areas should be considered the building blocks for your proposals, but where there is a strong justification more complex boundary changes will be considered.

b) There will need to be a strong public services and financial sustainability related justification for any proposals that involve boundary changes, or that affect wider public services, such as fire and rescue authorities, due to the likely additional costs and complexities of implementation.

Engagement and consultation on reorganisation

a) We expect local leaders to work collaboratively and proactively, including by sharing information, to develop robust and sustainable unitary proposals that are in the best interests of the whole area to which this invitation is issued, rather than developing competing proposals.

b) For those areas where Commissioners have been appointed by the Secretary of State as part of the Best Value Intervention, their input will be important in the development of robust unitary proposals.

c) We also expect local leaders to engage their Members of Parliament, and to ensure there is wide engagement with local partners and stakeholders, residents, workforce and their representatives, and businesses on a proposal.

d) The engagement that is undertaken should both inform the development of robust proposals and should also build a shared understanding of the improvements you expect to deliver through reorganisation.

e) The views of other public sector providers will be crucial to understanding the best way to structure local government in your area. This will include the relevant Mayor (if you already have one), Integrated Care Board, Police (Fire) and Crime Commissioner, Fire and Rescue Authority, local Higher Education and Further Education providers, National Park Authorities, and the voluntary and third sector.

f) Once a proposal has been submitted it will be for the government to decide on taking a proposal forward and to consult as required by statute. This will be a completely separate process to any consultation undertaken on devolution in an area which will be undertaken in some areas early this year, in parallel with this invitation

Annex B: Personal data

The following is to explain your rights and give you the information you are entitled to under UK data protection legislation.

Note that this section only refers to personal data (your name, contact details and any other information that relates to you or another identified or identifiable individual personally) not the content otherwise of your response to the consultation.

1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk or by writing to the following address:

Data Protection Officer
Ministry of Housing, Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4DF

2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you to respond to the consultation, and we may also contact you regarding your response and for statistical purposes or use it to contact you about related matters.

We will collect your IP address if you complete a consultation online. We may use this to ensure that each person only completes a survey once. We will not use this data for any other purpose.

For named consultees listed in [Annex C](#), who MHCLG is emailing directly to inform them of the consultation, names and email addresses of relevant persons have either been taken from existing MHCLG systems, provided by other government departments or local authorities, or found on public websites.

Sensitive types of personal data

Please do not share [special category](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/#scd1) (https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/#scd1) personal data or criminal offence data* as we have not asked for this. By 'special category personal data', we mean information about living individual's:

- race
- ethnic origin
- political opinions

- religious or philosophical beliefs
- trade union membership
- genetics
- biometrics
- health (including disability-related information)
- sex life; or
- sexual orientation.

*By 'criminal offence data', we mean information relating to a living individual's criminal convictions or offences or related security measures.

3. Our legal basis for processing your personal data

The collection of your personal data is lawful under article 6(1)(e) of the UK General Data Protection Regulation as it is necessary for the performance by MHCLG of a task in the public interest/in the exercise of official authority vested in the data controller. Section 8(d) of the Data Protection Act 2018 states that this will include processing of personal data that is necessary for the exercise of a function of the Crown, a Minister of the Crown or a government department i.e. in this case a consultation.

There is also a statutory duty to consult. The 2007 Act requires that, before a proposal for establishing unitary local government can be implemented, the Secretary of State must first consult any local authority that is affected by a proposal (but which has not submitted it), and any such other persons as he considers appropriate.

4. What will happen to your data?

Your data may be analysed and summarised using technology, such as artificial intelligence (AI), to help us to handle consultation responses efficiently and accurately. We may also use your data to ensure that we improve how we process consultation responses as we develop our products. This may include your personal data if you choose to disclose personal information in your response. However, MHCLG will take reasonable and proportionate steps to prevent personal data from the consultation responses being sent to an Artificial Intelligence (AI) tools.

We will not:

- sell or rent your data to third parties
- share your data with third parties for marketing purposes

We will share your data if we are required to do so by law, for example by court order, or to prevent fraud or other crime.

For the purposes of this consultation MHCLG have appointed the Department for Science, Innovation and Technology as a 'data processor', acting on behalf of the Department and under our instruction, to help analyse the responses to this consultation. Where we do share data we will ensure that the processing of your personal data remains in strict accordance with the requirements of the data protection legislation.

MHCLG intend to use an Artificial Intelligence (AI) tool called Consult AI. The AI tool processes data securely and does not copy or share data. The data will only be accessed and used by those authorised to do so.

The AI tool identifies themes present in the responses. The draft themes are reviewed and agreed by a policy team before the tool then maps responses to the themes to be used by policy teams to analyse the consultation. MHCLG will take steps to check for accuracy and identify and reduce bias. Your data will not be used to train the AI models.

5. For how long we will keep your personal data, or criteria used to determine the retention period

Your personal data will be held for two years from the closure of the consultation, unless we identify that its continued retention is unnecessary before that point.

6. Your rights, e.g. access, rectification, restriction, objection

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to ask to have your data corrected if it is incorrect or incomplete

d. to object to our use of your personal data in certain circumstances

e. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/> (<https://ico.org.uk/>), or telephone 0303 123 1113.

Please contact us at the following address if you wish to exercise the rights listed above, except the right to lodge a complaint with the ICO:

dataprotection@communities.gov.uk or

Knowledge and Information Access Team
Ministry of Housing, Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4DF

7. Your personal data may be processed in the EU. The EU is covered by UK adequacy regulations

8. Your personal data will not be used for any automated decision making

9. Your personal data will be stored in a secure government IT system

We use a third-party system, Citizen Space, to collect consultation responses. In the first instance your personal data will be stored on their secure UK-based server. Your personal data will be transferred to our secure government IT system as soon as possible, and it will be stored there for two years before it is deleted.

Annex C: Named consultees

We welcome the views of all those interested in the proposals, including local residents, town and parish councils, businesses, and the voluntary sector. In this annex we list for information those who are specifically named consultees.

Before implementing a proposal, there is a statutory requirement to consult any local authority that is affected by the proposal (but which has not submitted it), and any such other persons as considered appropriate. This consultation is specifically inviting comments from the following councils and other named bodies:

Named consultee list

Principal councils

- Devon County Council
- East Devon District Council
- Exeter City Council
- Mid Devon District Council
- North Devon Council
- Plymouth City Council
- South Hams District Council
- Teignbridge District Council
- Torbay Council
- Torridge District Council
- West Devon Borough Council

Neighbouring councils

- Cornwall Council
- Dorset Council
- Somerset Council

Strategic authorities

- Devon & Torbay Combined County Authority (DTCCA)

Health bodies

- Devon Partnership NHS Trust
- One Devon Integrated Care Board (ICB)
- One Northern Devon (ICP)
- Royal Devon University Healthcare NHS Foundation Trust

- South West Ambulance Service
- Torbay and South Devon NHS Foundation Trust
- University Hospitals Plymouth NHS Trust

Police bodies

- Devon & Cornwall Police
- Police and Crime Commissioner

Fire & Rescue bodies

- Devon – Local Resilience Forum
- Devon & Somerset Fire & Rescue Service
- Plymouth – HM Coastguard / MCA Office
- Torbay – HM Coastguard Rescue Team

Education bodies

- Bicton College
- City College Plymouth
- Plymouth College of Art
- Plymouth Marjon University (St Mark & St John)
- South Devon College
- The Exeter & North Devon College Group
- University Centre South Devon (South Devon College)
- University of Exeter
- University of Plymouth

Other public sector

- Blackdown Hills National Landscape
- Dartmoor National Park
- Devon Association of Local Councils
- Devon Safeguarding Children Partnership
- East Devon National Landscape
- Exmoor National Park
- North Devon Coast National Landscape
- Peninsula Transport
- Plymouth Safeguarding Adults Partnership
- Plymouth Safeguarding Children Partnership
- South Devon National Landscape

- Tamar Valley National Landscape
- Torbay & Devon Safeguarding Adults Partnership
- Torbay Safeguarding Children Partnership

VCSE

- Devon Community Foundation
- Exeter Community Initiatives
- Torbay Communities
- Torbay, Plymouth and Devon VCSE Assembly

Business bodies

- Cattewater Harbour
- CBI
- Devon Chamber of Commerce
- Exeter Airport
- Exeter Chamber of Commerce
- Federation of Small Businesses (FSB) – South West Region
- Institute of Directors
- Plymouth and South Devon Freeport
- Plymouth Growth Board
- South West Business Council

National bodies

- Environment Agency
- Local Government Association
- GMB Union
- National Association of Local Councils
- National Highways
- National Housing Federation
- UK Health Security Agency
- Unison
- Unite The Union
- Local Government Boundary Commission for England (as necessary)

Other

- Lord lieutenant
- Devon & Partners Local Visitor Economy Partnership (LVEP)



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DALC Position Statement May 2025

Some of what you need to know about towns and parishes in the face of Local Government Reorganisation.

Over the last couple of months DALC has engaged with its members to find out their views and concerns regarding LGR. As part of this, councils were invited to send in pen portraits of their councils and communities. The information gained has contributed to this paper.

1 All towns and parishes:

- care passionately about their communities
- know their communities inside and out
- are proud of their communities and their identities
- prioritise the needs of their communities

2 Local council finance and functions

Altogether, Devon local councils precept for £25,000,000 approx. to enable them to carry out their functions and invest in their communities. This is local delivery that contributes to the resilience, well-being and quality of life for residents across the county.

All towns and parishes:

- **make decisions** on behalf of their communities
- **consult and represent** the views of their residents to other authorities
- **provide localised decision making** accountable to their electorate
- **inform** residents about matters that do or could affect them
- **identify and deliver appropriate services** according to local need
- **keep their public areas** and streets clean and tidy
- **maintain property** that they own
- **work in partnership** with other organisations in their communities
- **lead on national and local celebrations** that develop community relationships and strengthen cohesion e.g. the Jubilee, the Coronation, VE Day, May Fairs, Beating the Bounds, etc.
- **grant fund** community groups and organisations

This is the baseline picture. All parishes carry out these functions. Many do much more, including some or all of these: housing provision, buying, developing and managing community buildings and facilities such as cinemas and museums; land management;

delivering regular community events, providing youth services; preparing Emergency Plans and Neighbourhood Plans

3 Local councils' principal concerns are:

- **The condition of local roads** – the degraded surfaces; the speed of traffic; the unsuitability of local roads for pedestrians, cyclists and horse riders
- **Their unheard voice** in planning matters
- **The lack of housing supply** including choice and availability for local people
- **The reduction of services** from other authorities, e.g. public transport, public toilets, verge cutting
- **The difficulties of co-operative working** with other authorities
- **The lack of seriousness** with which the work of towns and parishes is regarded

These concerns are shared across the county by large and small parishes.

4 Local council aspirations for their communities include:

- **Taking on and managing more assets** locally for efficiency, effectiveness and sustainability.
- **Engaging** even more closely with their communities
- **Communicating** even more effectively with their residents
- **Delivering neglected services** their communities want such as youth provision
- **Combatting rural isolation**
- **Initiating and collaborating** with measures to support health and well-being, safer communities and sustainability
- **Developing partnerships** to retain and reinforce town centres
- **Addressing the climate and ecological emergency** by changing practices, developing projects and collaborating with community groups

5 Local councils aspire to achieve with other authorities in the local government sector both now and in the future:

- an effective working relationship
- to be taken seriously
- to have their views invited and listened to
- to be seen as capable and valued partners
- to operate on principles of cooperation, dialogue and respect
- the recognition of their community's unique identity

6. Local councils and Local Government Reorganisation

Many councils are willing to take on assets and provide local services to their communities which might otherwise be lost under LGR.

Some smaller parishes currently rely on delivery for some services from their district and the county council. If these arrangements are going to change under a new unitary authority, they need to know.

Some district councils have started to engage with town councils on asset transfer. However, our sector cannot be regarded as a handy drop off point for loss-making assets and services.

The sector needs to know what statutory services any new unitary will provide under any proposal and what that will look like in practice.

The sector needs to know what the vision is for town and parish engagement under any unitary proposal.

The town and parish sector must be included in the discussions on arrangements for future engagement, cooperation and collaboration with any proposed unitary.

LGR is an opportunity to deliver effective localism, with Devon's communities determining the services they need and a locally accountable and accessible body to deliver them. DALC supports the establishment of new parish councils in areas which are currently unparished, and can offer advice on this process.

DALC will not support any specific proposal for LGR unless it is clearly the view of towns and parishes in our membership but it will use the evidence coming from members and continue to work with members to identify the extent to which any proposals meet the aspirations of towns and parishes to play an effective as opposed to side-lined role in local government.

We prefer to see proposals that set out clearly the way in which towns and parishes will not only be included in discussions but also be seen as a crucial conduit for conveying community messages to unitary and public sector delivery structures on services provision and design and to be actively used to convey messages back to the community. This implies a need for appropriate mechanisms to be built into any network or partnership proposals. For example, there could be clear consultation and involvement methods resourced with simple accessible structures, in which the local council sector is seen as the natural partner in innovation, initiation and monitoring of services to communities and be engaged with the unitary as a key partner in achieving them.

Proposal Comparison

Here we have provided a summary of each proposal, highlighting key elements that we believe may be of interest to member councils. Please note that the proposals differ significantly in structure and presentation, so direct comparison is not always possible.

To avoid paraphrasing or misrepresenting views, we have used concise quotations taken directly from the full submissions. Relevant page numbers have been identified to support this. However, we **strongly encourage member councils to review the full proposals when forming their own views and to identify which topics may be of importance to their communities.**

Both proposals submitted by district councils are outlined within the Reimagining Devon proposal as potential options for consideration.

Whichever proposal is ultimately selected, DALC looks forward to working closely with all partners and authorities to secure the best possible outcomes for Devon’s towns and parishes.

Our own response to the consultation is being written and will be circulated to our membership in advance of final approval by our Board of Directors. As always, we welcome views and thoughts from our member councils; please do [contact us](#).

Relevant acronyms:

- NACs – Neighbourhood Area Committees. The government has suggested that *“Neighbourhood Area Committees, led by frontline ward councillors, offer a model of place-based engagement and leadership which maximises the structural efficiencies brought about by Local Government Reorganisation and strengthens localism and community participation across all areas. Neighbourhood Area Committees help councils fulfil their commitments to working in partnership with communities at the neighbourhood level. They can also include other service providers, such as town or parish councillors, when applicable.”*
- VCSE sector – the Voluntary, Community, and Social Enterprise sector.
- [DTCCA – Devon and Torbay Combined County Authority](#)
- [CCA – Combined County Authority](#)
- [MSA – Mayoral Strategic Authority](#)

	DCC	Districts (two proposals)	Exeter/Plymouth	Torbay
No. of unitaries	3	3	4	4
Boundary changes	No	Only in one of the proposals	Yes	Yes
Parish/Town Council seat on NACs	Yes	No (role on Local Community Networks)	Yes	Implied
Delegated powers of NACs defined	Yes	Partially	Yes	Not defined
Support for NACs specified	Yes	No	Yes	No

Devon County Council

Devon County Council proposed 3 unitary councils which would comprise the current areas of:

- Devon Unitary Council: East Devon, Exeter, Mid Devon, North Devon, South Hams, Teignbridge, Torridge, and West Devon. Approx. population 842,000.
- Plymouth to remain unchanged
- Torbay to remain unchanged

See Devon's full proposal

Some key points

- **Changes to existing district council boundaries requested:** No.
- **Neighbourhood Governance Model:** *“16 Neighbourhood Area Committees (NACs), including three within Exeter”* pg 45



- **Population covered by neighbourhood governance model:** *“Each NAC will serve as an average, around 50,000 residents”* pg 46
- **Area covered by neighbourhood governance model:** *“aligned to the established health and social care neighbourhood footprints...exact boundaries will be developed in the next stage of implementation”* pg 46
- **Membership of neighbourhood governance model:** *“Each committee will be chaired by a Devon council member for the area and include all councillors whose divisions fall within that geography.”*

Membership would also include representatives from:

- *town and parish councils, with selection processes to be agreed locally*
- *the VCSE sector, nominated through the Torbay, Plymouth and Devon (TPD) VCSE Assembly*
- *local businesses and chambers of commerce*
- *health and care partners, including integrated neighbourhood teams*
- *neighbourhood police officers and community safety representatives*
- *fire and rescue service local representatives*
- *national park authorities where relevant”* pg 47

- **Role of town and parish councils on neighbourhood governance model:** Sit on Neighbourhood Area Committees.
- **Support planned for neighbourhood governance model:** *“Each committee will be supported by a dedicated locality team comprising a locality lead officer, a project and engagement officer, a data and insight officer and a democratic services officer. These teams will be supported by specialist officers from key service areas including highways, children and adults services, economy and regeneration, housing, planning, licensing and public health, as needed depending on local issues identified”* pg 47
- **Purpose and functions of neighbourhood governance model:** *“In their early phase, the committees ... will advise on local service priorities, feeding into the council’s strategic planning and budget-setting cycles, and play a key role in holding local elected members to account for delivery in their area. As they mature, subject to regulations and powers, it is intended that the committees will gain powers and budgets to support local delivery.*

Over time the ambition is that they would take on devolved functions such as:

- *allocation of locality grants and small-scale capital projects*
- *management of local parks, community centres, sports grounds, allotments, cemeteries and crematoria*
- *responsibility for local highways, parish path partnerships, public rights of way and verge maintenance*
- *local environmental services including street cleaning, recycling awareness and community transport*
- *collaboration on community safety and health prevention initiatives*
- *local event organisation and placemaking activities to strengthen identity and belonging*
- *aspects of licensing, planning and other regulatory functions where appropriate*

NACs will also be responsible for monitoring progress against their local action plans, sharing good practice across the network of area committees, and participating in an annual conference to review impact and innovation.” pg 46

“The NACs will work collaboratively with and support the work of town and parish councils and local community groups and partnerships with the opportunity to transfer assets and services to these bodies, where there is a demonstrated desire from both the devolving and receiving party. The ambition will be that the devolving of any assets or services will be cost neutral, but each request will be considered on a case-by-case basis. There is no intention to remove any previously devolved assets or powers from local councils” pg 46

- **General working with parish and town councils:** *“This includes opportunities for the devolution to the town and parish councils, where there is a desire to do so”* pg 42,

“Town and parish councils are a vital part of Devon’s democratic life. The Devon Unitary Council will retain a strong commitment to their autonomy and development, ensuring that they remain central to local governance. Within the Neighbourhood Area Committee framework, their voices will be represented, but they will also retain the ability to engage

bilaterally with the Devon authority outside Neighbourhood Area Committees. Working with the Devon Association of Local Councils (DALC), the council will provide training, capacity building and support for members and officers of local councils as requested.

Where town and parish councils wish to take on greater responsibility for services and assets, the Devon Unitary Council will facilitate this, managing transfers on a broadly cost-neutral basis so that neither the local council nor the unitary council is placed under financial strain. This will involve balancing assets with income potential alongside service responsibilities and costs. In this way, locally valued services can be sustained and often enhanced through local ownership and innovation.” pg 51

- **Unparished areas:** Appears undefined in proposal.

Further resources: Devon County Council has agreed to provide an update for circulation to DALC members. This will be uploaded when available.

A briefing from Devon County Council was held with our members in October 2025 and the [recording is available here.](#)

South Hams DC, Teignbridge DC, West Devon BC

South Hams District Council, Teignbridge District Council, and West Devon Borough Council proposed 3 unitary councils which would comprise the current areas of:

- Exeter and Northern Devon Unitary: East Devon, Exeter, Mid Devon, North Devon, and Torridge. Approx. population 546, 738.
- Plymouth to remain unchanged. Approx. population: 268, 736.
- Torbay and Southern Devon Unitary: South Hams, Teignbridge, Torbay and West Devon. Approx. population: 426, 155.

[See the district's full proposal*](#)

East Devon DC, Mid Devon DC, North Devon DC, Torridge DC

East Devon District Council, Mid Devon District Council, North Devon District Council, and Torridge District Council proposed 3 unitary councils. This includes a request to split existing district council areas between the proposed new councils which would comprise the current areas of:

- Exeter and Northern Devon Unitary: East Devon, Exeter, Mid Devon, North Devon, and Torridge. Approx. population 546, 738
- Plymouth Expanded: parts of the parishes of Bickleigh, Brixton, Shaugh Prior, and Sparkwell. Approx. population 275, 336
- Torbay and Southern Devon Unitary: South Hams, Teignbridge, Torbay and West Devon. Approx. population 419,555

[See the district's full proposal*](#)

**Please note: both these proposals are contained within the 'Reimagining Devon' which proposals as separate options so are being treated as one for the purposes of this guidance.*

Some key points

- **Change to existing district council boundaries requested:** No, for first proposal (South Hams DC, Teignbridge DC, West Devon BC). Yes, for second proposal (East Devon DC, Mid Devon DC, North Devon DC, Torridge DC).
- **Neighbourhood Governance Model:** *"a layered structure, beginning with Neighbourhood Area Committees (NACs) that reflect the distinct identities and needs of communities across each new unitary footprint. These NACs will be co-designed with partners and communities to operate at a scale that is close enough to be local, while being embedded in a wider system that is big enough to stay strong. Building on this foundation, Local Community Networks (LCNs) will act as an extension of NACs bringing together key stakeholders such as town and parish councils, ward members, police, health services, and voluntary sector partners to focus on place-based issues."* pg 232-233

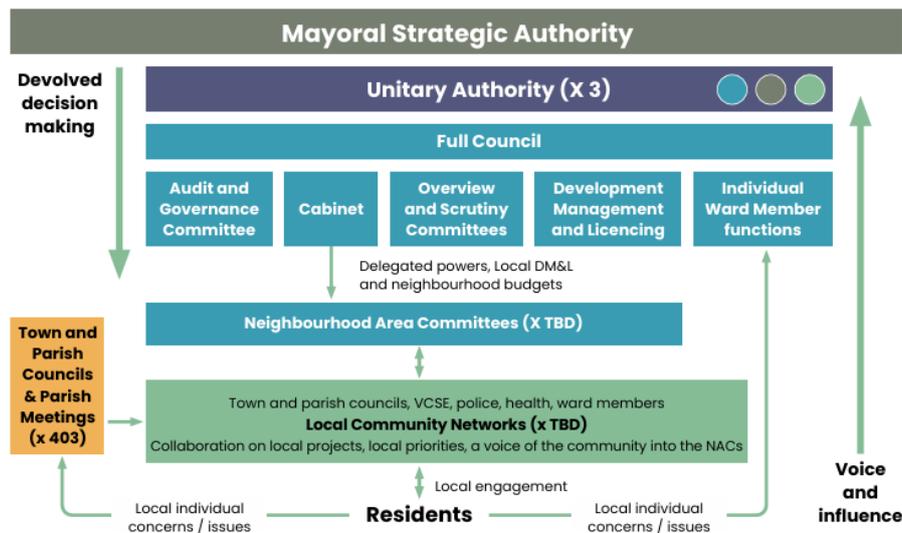


Figure: Model showing the future relationship between the resident and governance structures

- **Population covered by neighbourhood governance model:** Appears undefined in proposal.
- **Area covered by neighbourhood governance model:** Appears undefined in proposal, but engagement suggests geographies will be determined in the future in collaboration with communities.
- **Membership of neighbourhood governance model:** Neighbourhood Area Committees - membership comprises of unitary councillors. Local Community Networks - *“Local Community Networks (LCNs) will act as an extension of NACs—bringing together key stakeholders such as town and parish councils, ward members, police, health services, and voluntary sector partners to focus on place-based issues. This dual structure ensures that neighbourhood governance is not only representative but also operationally effective”* pg 233
- **Role of town and parish councils on neighbourhood governance model:** Sit on Local Community Networks. Do not sit on Neighbourhood Area Committees.
- **Support planned for neighbourhood governance model:** Appears undefined in proposal.
- **Purpose and functions of neighbourhood governance model:** *“While NACs will provide democratic oversight and a potential forum for participatory budgeting and service co design, LCNs will enhance this by enabling collaborative delivery of local projects and fostering community cohesion. These networks (LCNs) will serve as vital conduits for local intelligence, ... provide a platform for joint commissioning, strategic planning, and integrated service delivery—particularly in areas such as transport, housing, and health...Over time, the design and function of both NACs and LCNs will be reviewed and refined in partnership with communities, ensuring that governance remains dynamic, inclusive, and responsive to changing needs.”* Pg 233
- **General working with parish and town councils:** *“We too see Town and Parish Councils as a crucial conduit for conveying community messages to the new unitary councils and see them playing a key role of helping shape the design of future service delivery models. Our proposal sets out new mechanisms for consulting and engaging including through the new Local Community Networks which will see Town and Parish Councils as core and influential members.”* Pg 234

“Local Community Networks (LCNs) will extend NACs by bringing together key stakeholders to address place-based issues, ensuring governance is both representative and effective, alongside an enhanced role for towns and parishes” Pg 65

“Participatory budgeting and devolved funding arrangements will further empower communities to influence how resources are allocated in their area.” Pg 107

- **Unparished areas:** *“DALC has set out that it is supportive of the establishment of new parish councils in areas that are currently unparished and have offered to support new unitaries with this process, support which we will welcome during implementation.” Pg 234*

Further resources: [Mid Devon District Council provided the following slides for circulation to DALC members.](#)

Exeter City Council and Plymouth City Council

[Exeter City Council and Plymouth City Council proposed 4 unitary councils](#). This includes a request to split existing district council areas between the proposed new councils. These would comprise the current areas of:

- Exeter: plus 15 parishes from within Teignbridge (*Ashcombe, Chudleigh, Dawlish, Dunchideock, Exminster, Holcombe Burnell, Ide, Kenn, Kenton, Mamhead, Powderham, Shillingford St George, Starcross, Tedburn St Mary, Whitestone*), 28 parishes from within East Devon (*Aylesbeare, Brampford Speke, Broadclyst, Budleigh Salterton, Clyst Honiton, Clyst Hydon, Clyst St Lawrence, Clyst St George, Clyst St Mary, Colaton Raleigh, Cranbrook, East Budleigh with Bicton, Exmouth, Farringdon, Huxham, Lympstone, Netherexe, Otterton, Poltimore, Rewe, Rockbeare, Sowton, Stoke Canon, Upton Pyne, West Hill, Whimble, Woodbury*), and 6 parishes from within Mid Devon (*Cheriton Bishop, Crediton, Crediton Hamlets, Colebrooke, Hittisleigh, Newton St Cyres*) Approx. population 260,000.
- Plymouth: plus 13 parishes from South Hams (*Bickleigh inc. Woolwell, Brixton, Cornwood, Ermington, Harford, Holbeton, Ivybridge, Newton and Noss, Shaugh Prior, Sparkwell, Ugborough, Wembury, Yealmpton*). Approx. population 305,000.
- Torbay: plus 22 parishes from within Teignbridge District Council and South Hams District Council (*Abbotskerswell, Berry Pomeroy, Bishopsteignton, Broadhempston, Coffinswell, Denbury and Torbryan, Haccombe with Combe, Ideford, Ipplepen, Kingskerswell, Kingsteignton, Kingswear, Littlehempston, Marldon, Newton Abbot, Ogwell, Shaldon, Stoke Gabriel, Stokeinteignhead, Teigngrace, Teignmouth*). Approx. population 232,000.
- Devon Coast and Countryside: The rest of Devon. Approx. population 455,000.

[See Exeter's full proposal](#)

[See Plymouth's full proposal](#)

- **Changes to existing district council boundaries requested:** yes
- **Neighbourhood Governance Model:** *"Neighbourhood Area Committees are the forum in which partners come together in an area, using data and insights from communities to develop local strategies for addressing the specific needs of each place. This is then used to inform budget and service delivery decisions by the new unitary councils."* Pg 110



Proposed Future Model

- **Population covered by neighbourhood governance model:** *"Typically, NACs or other similar local governance structures serve anywhere between 30,000 and 60,000 residents⁷. Although it will be for each new unitary authority to define the number of NACs based on real*

community identities and existing partnership footprints. The exact number of committees will be determined as part of the co-design process to ensure that boundaries reflect meaningful community or neighbourhood identities.” Pg 108

- **Area covered by neighbourhood governance model:** *“The four proposed new unitary councils will follow a four-step process illustrated below, establishing new NACs immediately after vesting day, beginning with local engagement to define the boundaries and recruit members.” pg 108*
- **Membership of neighbourhood governance model:** *“Local councillors and partners will be represented on the committee, providing an inclusive forum for partners to come together to agree priorities on behalf of their communities. Local organisations or bodies such as National Park Authorities might also be included where this is appropriate or other statutory members specified in the new government regulations.” pg 108*
- **Role of town and parish councils on neighbourhood governance model:** *“As independent elected institutions, town and parish councils are valued by their local communities and have a vital contribution to make towards meaningful community engagement and neighbourhood working. In our proposed model below, they play an invaluable role as key partners of the newly created NACs, ensuring they are locally grounded and representative.” Pg 109*
- **Support planned for neighbourhood governance model:** *“Neighbourhood Area Committees will be supported in their work through the development of resources such as:*
 - *Neighbourhood Data Packs*
 - *Community Planning Toolkits*
 - *Digital Engagement Platforms*
 - *Training for Committee Members” pg 109*
- **Purpose and functions of neighbourhood governance model:** *“The Government has been clear on its ambitions for greater devolution of powers. Over time, as NACs become embedded into the fabric of locality-based governance structures, and once appropriate mechanisms have been developed, the intention is to devolve even greater powers and responsibilities to the committees, including but not limited to:*
 - *Discretionary annual budget for local projects*
 - *Allocation of local community grants and small-scale capital projects*
 - *Management of local parks and green spaces, allotments, community centres etc.*
 - *Involvement in local planning, highways, licencing and environmental health etc.*
 - *Partnership working to improve community safety and cohesion.” pg 109*
- **General working with parish and town councils:**
 - “Local empowerment: devolution of powers to town and parish councils and community groups to run assets and services where they want to.” pg 106*
 - “Town and Parish Councils are the vehicles through which local delivery happens, with functions and assets devolved (with the necessary resource) to the most local level. This is agreed in consultation with each local unitary council.” pg 110*
 - “Where Town and Parish Councils already exist, NACs will not replace or duplicate their work, nor is there any suggestion that any assets or powers will be removed. Instead, NACs will work collaboratively with Town and Parish Councils as part of the new local governance arrangements.” pg 111*
- **Unparished areas:** *Exeter which currently holds ceremonial status but is unparished. To ensure that historic rights and traditions are not lost during administrative restructuring, and*

until such time as a Community Governance Review⁸ can be undertaken, it is anticipated the Charter Trustee Model will be used. pg 113

Further resources: Exeter City Council and Plymouth City Council have been offered the opportunity to provide an update for circulation to DALC members. This will be uploaded if made available.

Torbay Council

Torbay Council proposed 4 unitary councils. This includes a request to split existing district council areas between the proposed new councils. These would comprise the current areas of:

- Exeter Council: plus 15 parishes from within Teignbridge (*Ashcombe, Chudleigh, Dawlish, Dunchideock, Exminster, Holcombe Burnell, Ide, Kenn, Kenton, Mamhead, Powderham, Shillingford St George, Starcross, Tedburn St Mary, Whitestone*), 28 parishes from within East Devon (*Aylesbeare, Brampford Speke, Broadclyst, Budleigh Salterton, Clyst Honiton, Clyst Hydon, Clyst St Lawrence, Clyst St George, Clyst St Mary, Colaton Raleigh, Cranbrook, East Budleigh with Bicton, Exmouth, Farringdon, Huxham, Lympstone, Netherexe, Otterton, Poltimore, Rewe, Rockbeare, Sowton, Stoke Canon, Upton Pyne, West Hill, Whimble, Woodbury*), and 6 parishes from within Mid Devon (*Cheriton Bishop, Crediton, Crediton Hamlets, Colebrooke, Hittisleigh, Newton St Cyres*). Approx. population 260,000.
- Plymouth Council: plus 13 parishes from South Hams (*Bickleigh inc. Woolwell, Brixton, Cornwood, Ermington, Harford, Holbeton, Ivybridge, Newton and Noss, Shaugh Prior, Sparkwell, Ugborough, Wembury, Yealmpton*). Approx. population: 300,000.
- Rural Devon Coast and Countryside: The rest of Devon. Approx. population: 550,000
- Torbay Council: to remain unchanged. Approx population: 140,000

See Torbay's full proposal.

- **Changes to existing district council boundaries requested:** yes
- **Neighbourhood Governance Model:** *"neighbourhood empowerment across Devon with the existing network of parish and town councils as a strong and established foundation"* pg 65

"Our proposal will use the existing democratic and partnership structures, such as Torbay's Community Partnerships and the strong parish networks across Devon, as foundations for neighbourhood level engagement under the new arrangements" pg 122

"Whilst awaiting detailed regulation referenced in the English Devolution and Empowerment Bill, we will work flexibly to support locally appropriate governance solutions whilst maintaining consistent standards and values over each area" pg 122

- **Population covered by neighbourhood governance model:** Appears undefined in proposal
- **Area covered by neighbourhood governance model:** Appears undefined in proposal
- **Membership of neighbourhood governance model:** Appears undefined in proposal
- **Role of town and parish councils on neighbourhood governance model:** *"neighbourhood empowerment across Devon with the existing network of parish and town councils as a strong and established foundation"* pg 65
- **Support planned for neighbourhood governance model:** Appears undefined in proposal
- **Purpose and functions of neighbourhood governance model:** Appears undefined in proposal
- **General working with parish and town councils:** *"there is a need for flexible, locally driven interventions that harness the strengths of voluntary groups, parish councils, and community organisations. Initiatives such as place based pilots and community led partnerships have already demonstrated the value of listening to residents and co-designing support that reflects local realities"* pg 106

“Existing partnerships, including parish councils, which are valued by residents as trusted and accessible will be strengthened, not sidelined . Their deep local roots make them central to future engagement, ensuring neighbourhood governance remains grounded in community identity and trust” pg 141

“Within those areas proposed to form part of the expanded Plymouth City Council and the new Exeter Council, there is a strong desire to retain local decision making through empowered parish and town councils, as well as broader community forums” pg 121

- **Unparished areas.**

“Plymouth City Council has existing voluntary and community sector partnerships, but would need neighbourhood forums to represent local voice” pg 55

“consider new area governance arrangements which balances the needs of parished and unparished areas.” pg 55

Further resources: Torbay Council has agreed to provide an update for circulation to DALC members. This will be uploaded when available.



BISHOPSTEIGNTON PARISH COUNCIL

CLERKS REPORT OF GENERAL UPDATES 02.03.26

GENERAL ADMINISTRATION/GOVERNANCE

TEIGNBRIDGE LOCAL PLAN: Local Plan Update – The next stage for the plan is full district council adoption, dates unknown.

TDC Disposable Assets List: I have been advised by an officer this will be with us soon, hopefully early April, for BPCs consideration. This will possibly include Michaels Field, green space behind the school (currently Cockhaven Playground), and the verge on The Drive (approach to the Lawns). I'll let you know as soon as I receive anything.

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 – May 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. To check details of 2026 submission dates and specific content. 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): Working towards ensuring this will be covered in the external audit of accounts for 2025-26. Internal training session for councillors being prepared. Date to be arranged.

WEBSITE: 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.

CLERKS REPORT Cont'd - GENERAL UPDATE 02.03.26

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 3rd Wednesday of each month, from 6pm at The Cockhaven Arms, with thanks to Emma and her team. Parish Council support, now the branch is established and a standard purchased, will be withdrawn. Therefore, RBL Bishopsteignton Branch are looking for a new secretary.

REMEMBRANCE: Both civic services of Remembrance in 2025 went to plan, despite a few hiccups and sensitivities; thanks to everyone involved. Work towards 2026 events will start in the summer initially with a road closure application to DCC Highways.

TDC TOWN & PARISH CHARTER: Now adopted by TDC executive committee, it is hoped this Town & Parish Charter will be used to improve the working relationship and understand expectations in both directions. Available to view here.. [Teignbridge Town and Parish Charter - November 2025](#)

BISHOPSTEIGNTON COMMUNITY CENTRE: 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 workspace to be shared with BPC. Listed Building Consent has been granted for the works required to make the necessary changes. Currently there is a National Lottery Heritage Fund grant application being prepared by BPC and BH as project partners. Regular updates are provided.

CONTRACT OF EMPLOYMENT: A new model 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 the review of the BNDP is for Bishopsteignton is to have a 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: Helen Frankpitt, our current NHO, met in February with Cllrs. Merritt, Myers & Robbins, & the clerk to discuss ongoing issues. Several issues required more information to be provided and proposal to be approved by full council before submission to our County Councillor and NHO for their approval. Once given these then go to HATOC for approval. HATOC meet in March and September and approval then adds the works to a list. Altogether the overall timeframe from full council approval to lines on the road could be up to 2 years. I am working on the maps for the latest request for BPC approval, these will be shared with members as soon as possible.

FINANCES:

As I'm sure you are fully aware, interest rates are falling, quickly, and are not as good as when we started 2 new long term deposit accounts during 2024-25. I am regularly reviewing these and may move funds between these accounts to maximise income from interest.

PARISH ASSET MAINTENANCE

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.

Weeding throughout the Parish – See appendix I for latest proposal on achievable management of weeds across the parish. Most work will still be responsive to reports/complaints rather than planned. We can continue to use fund earmarked in an appropriate budget heading, taken from the precept.

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 of 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

St Johns Churchyard – Several ongoing issues were noted last year and additional worked 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, work carried out by Teign Trees, invoice settled.
- 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.

Lawns Recreation Ground – It has recently been brought to our attention that horse owner are using the Lawns for riding but that this creates divets in the ground, and therefore possible trip hazard. To be discussed under agenda item 2603.08.01.

Playgrounds:

Regular inspections: Several remedial works have been required in bi-monthly inspections. The annual RoSPA inspection is due this month and hopefully will reflect these works being completed. These included:

- Trip hazards – now resolved by BGS.
- Replacement gates – installed by BGS, invoice settled using S106.
- Fencing upright and post replacements – sorted by BGS also.

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 nighttime parking' sign on the Bishopsteignton House wall. A second sign to be ordered imminently.

MUGA :

- **Teignmouth Tennis Club** – Due to return in April 2026 have requested resurfacing or if this cannot be achieved, at least line-marking to freshen the playing surface. AMC dealing.

CLERKS REPORT Cont'd - GENERAL UPDATE 02.03.26

- **Walking Football** – Run by HLG and using the MUGA once a week. They are thinking of introducing a Walking Rugby session soon.
- **Padel & Court improvements:** AMC resolved no further action. Potential project to be shelved.

Currently, AMC are looking into various options for resurfacing the courts. Both TTC & HLG are keen for an astroturf surface. Requesting quotes, site visits, and looking at funding options.

Usage by local rugby clubs for training session has increase due to the wet weather causing waterlogged pitches. I'm finding the management of this is not easy but it's only temporary. Does highlight the need for a booking system and proper access arrangements if the courts are enhanced and become more popular.

We need a policy for community use, I shall work on this for adoption at a future meeting.

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.

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. An older board has been refurbished but installation delayed until BCC works commence.

Benches/Picnic Tables:

Inspection: Cllrs. Gateshill, Grimble & Merritt carried out a full inspection of all village benches and picnic tables last Autumn. 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 but this project is not a priority. This may change when a housing application is received.
- **Annual PROW Condition Assessment** – Again, this was conducted by 1st Bishopsteignton Scouts earlier this year. They carried out a thorough assessment and a litter pick. Results to be reported to DCC, however still awaiting annual grant for 2025. 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: Flail damage to both the granite stone and wooden bench, caused by the forestry commission (FC) contractors working on the site needs to be rectified. All liaison with the FC is now being handled by Ideford PC, with regular updates. So far, the FC have purchased a replacement bench and a second bench to enhance the area. They are looking to get a granite plinth engraved ready for installation soon.

CLIMATE & ECOLOGICAL ACTION

Climate Impact Action Committee – The committee are meeting regularly and discussing various topic and possible progress to be made. Thanks to the three wildlife Wardens for all their effort including arrangement of monthly wildlife talks for the parish.

The Seed Swap phone kiosk is being decorated; the contractor is from the village and has not charged for this work, a thank you card has been sent. Shelving being various other remedial works taking place internally. 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:

- **Community Litter Picking & weeding:** 10am – 12 noon Saturday 21 March, from BCC.
- **PACT:** (Police & Community Together): 10.30am Thursday 26 March 2026. The OC.
- **2026 Annual Parish Meeting:** 6pm-8pm Monday 30 March 2026, BCC.
- **CIA Committee Meeting:** 7pm Monday 20 April 2026. BCC.
- **Annual Meeting of BPC:** 7pm Tuesday 5 May 2026, BCC.
- **Next Full Council Meeting:** Approx 7.30pm, Tuesday 5 May 2026, BCC.
- **Strategy & Governance Committee Meeting:** 7pm Monday 10 August 2026. BCC.
- **Asset Management Committee Meeting:** TBC

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.

Please note I shall be on leave for week commencing 23 March.

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

Kim