



# BISHOPSTEIGNTON PARISH COUNCIL

## CLERKS REPORT OF GENERAL UPDATES 05.05.26

### GENERAL ADMINISTRATION/GOVERNANCE

**TEIGNBRIDGE LOCAL PLAN: Local Plan Update** – The next stage for the plan is full district council adoption, as stated on the TDC website and the last stage of the timeline to be completed:

- ☑ May 2018 – Regulation 18 - COMPLETED
- ☑ March 2020 – Regulation 18 (Part 1) - COMPLETED
- ☑ May 2021 - Regulation 18 Draft Plan (Part 2) - COMPLETED
- ☑ November 2021 - Regulation 18 (Part 3) - COMPLETED
- ☑ January 2023 – Regulation 19 Proposed Submission - COMPLETED
- ☑ November 2023 – Regulation 19 Addendum to the Proposed Submission Plan - COMPLETED
- ☑ March 2024 - Regulation 22 Submission - COMPLETED
- ☑ April 2024 - May 2025 - Regulation 23-25 Examination in Public – COMPLETED
- July 2025 - Regulation 26 Adopt Plan – EXPECTED MAY 2026.

Work has now began on **2029-2044 - Local Development Scheme**

**TDC Disposable Assets List:** I have been advised by an officer this will be with us soon with a list of asset negotiations for BPCs consideration, I'm told post-April, so will chase this soon.,.

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 – July 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 current application program is open, however we are not currently eligible to apply as we do not have 2/3 of members elected rather than co-opted. I will see what the 2027 election brings.

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**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.

**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.

The council currently have a lease agreement with BCC but this will need to be revised as BH will be the lessor to BPC. It was suggested that this be in the form of a licence however I would not advise the council to pursue this option as ordinarily a licence can be easily revoked and provides fewer legal protections to the occupant. I have made an enquiry with Tozers local authority specialists, awaiting a response.

**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** –Our Housing Need Survey should be redone and the report updated accordingly, last carried out 2018/19. This is an essential part of the Bishopsteignton Neighbourhood Development Plan review 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. The next Teignbridge HATOC meeting is scheduled for 23 July, then 12 November. Anything approved at these meetings is then added to a schedule of works. Altogether the overall timeframe from full council approval to lines on the road could be up to 2 years.

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### FINANCES:

**Bank Interest Rates** - 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.

**Annual Governance & Accountability Return (AGAR)** – The 2025-26 audit has take much longer than usual as the internal auditor gave a much more thorough checklist, now includes assertion 10 on the governance statement relating to electronic communications and the councils website. Everything has been submitted to the internal auditor, awaiting response before a full council meeting for approval to send to the external auditor. I may need to call an additional (extraordinary) meeting for this, I will keep you posted.

## 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.

The ground and wall featuring the War Memorial requires so work as the mortar is crumbling away. A quote for this work has been requested, awaiting response.

**Weeding throughout 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. All weeding, whether through a paid contractor or using a voluntary work force, will be pesticide free and risk assessed.

I've received a report today that the footpath between Metro Motors and the Village Green is overgrown, I will investigate this week to appoint an appropriate contractor.

**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** – Ongoing tasks:

- Pathway: BGS have completed phase 1 of improvements to the footpath at the rear of the church. Phase 2 will have to wait until a 2026/27 budget is in place. Church committee aware.

**Playgrounds:**

**Regular inspections:** Several remedial works have been required in bi-monthly inspections. The annual RoSPA inspection took place in March. Any works recommended in the report will be actioned accordingly.

**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.

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This is a task delegated to the Asset Management Committee & Clerk for further consideration/preparation. No further action has been taken yet.

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

### **MUGA :**

- **Teignmouth Tennis Club** – Returned in April 2026 playing every Monday and Thursday evenings through to September.
- **Walking Football** – Run by HLG and using the MUGA once a week. They are thinking of introducing a Walking Rugby session soon.

A meeting was held on Wednesday 29 April, notes attached. Representatives from both TTC and HLG attended and some ideas were made for further research into the correct surfacing, funding etc.

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

**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. This project is not a priority but this may change when a housing application is received or S106 agreements with developers are reached.
- **Annual PROW Condition Assessment** – Again, this was conducted by 1<sup>st</sup> Bishopsteignton Scouts earlier this year. They carried out a thorough assessment and a litter pick. Results 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 as well as a second bench to enhance the area. Ideford PC have engaged a contractor to engrave the new granite plinth, should be sometime this week or next, ready for FC installation.

## 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 upcoming talks are as follows:

May	Temperate Rainforests by The Woodlands Trust. 23rd at BCC
June	Peoples Emergency Briefing (film & debate) 20th at BCC
July	Wild Night Out 10th or 11th at Shute Fruit. TBC

Other themed talks to be scheduled include vegan cooking, the night sky, sustainable Christmas, bats & biodiversity in Bishopsteignton, Sewage in the River Teign, moths in the churchyard.

The Seed Swap phone kiosk has been decorated; and shelving installed. The wildlife wardens have made it look great now displaying wildlife friendly gardening information and seeds to swap and a soft launch on social media. We need to plan an official opening/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:

- **PACT:** (Police & Community Together): Next TBC.
- **CIA Committee Meeting:** TBC.
- **Asset Management Committee Meeting:** TBC
- **Next Full Council Meeting:** Approx 7.30pm, Monday 13 July 2026, BCC.
- **Strategy & Governance Committee Meeting:** 7pm Monday 10 August 2026. BCC.

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 contactable hours include 10am to 4pm on Tuesday, Wednesday & Thursday. I will also be at the Community Centre, in person, on the 3rd Tuesday of each month at 10 -12.

Please note I shall be on leave on 18 May for 1 week and 22 June to 1 July inclusive.

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

*Kim*