APPENDIX A

CO-OPTION CANDIDATE APPLICATION FORM

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full Name & Title	ERIC PAUL NEWCOMBE Mr
Home Address	[redacted]
Home Telephone	—
Mobile Telephone	[redacted]
Email Address	[redacted]

About You
Please provide the council with some background information about yourself.

37 yrs 11 months in Royal Air Force
Retired in 2012 and enjoyed life ever since
Main activities - travel and fitness/cycling
Past volunteering - as a Disabled Riding instructor (8yrs), SSAFA Training officer for Somerset (5yrs) Pitminster Parish Council (5yrs) (3yrs as Chairman)
Current volunteering RNLI Boat House (4yrs) Blind Veterans UK (1yr), Royal British Legion (recent)

Reasons for applying Please provide the council with your reasons for wanting to become a Parish Councillor.
Provide assistance and to give back to the Parish.

Signature	

Please return your completed application to the Clerk. Your application will be considered at the next available Parish Council meeting, where a vote will be held to decide whether the Council agree to co-opt you as a member of Bishopsteignton Parish Council.

General Data Protection Regulation: The information provided on this application will remain Private and Confidential and shall only be retained for the period it is relevant to proceedings. For further details please see the privacy policy on our website - https://www.bishopsteignton-pc.gov.uk/privacy-policy/

APPENDIX B

CO-OPTION ELIGIBILITY FORM

1. In order to be eligible for co-option as a Bishopsteignton Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

a)	I am registered as a local government elector for the parish; or	✓
b)	I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or	
c)	My principal or only place of work during those twelve months has been in the parish; or	
d)	I have during the whole of twelve months resided in the parish or within 3 miles of it	

2. **Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:**
   a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
   b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
   c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
   d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I.....[illegible]..................... hereby confirm that I am eligible for the vacancy of Bishopsteignton Parish Councillor, and the information given on this form is true and accurate record.

Signature [redacted].....................

Date 24 Apr 26...........

Bishopsteignton Parish Council is duty bound to treat this information as strictly confidential.

APPENDIX A

CO-OPTION CANDIDATE APPLICATION FORM

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full Name & Title	ALAN GILLESPIE
Home Address	[redacted]
Home Telephone	
Mobile Telephone	[redacted]
Email Address	[redacted]

About You
Please provide the council with some background information about yourself.

My career in social work involved holding senior positions in Northern Ireland and Scotland. These positions involved both the voluntary and statutary sections My wife and I worked for a charity in Zambia. We then set up our own charity to help orphans and vulnerable children We received wonderful support from this village. This experience is a strong motivator in wanting to offer my support to the Parish Council

Reasons for applying Please provide the council with your reasons for wanting to become a Parish Councillor.
Since coming to the village twenty five years ago I worked with Bishopsteignton Emergency Response Team (BERT) and Care Watch. I trained as a First Responder with the Ambulance Service. I have a life long interest in wild life and conservation. I would now look forward to working with Parish Councillors to make this wonderful village a better place for future generations

Signature	[redacted]

Please return your completed application to the Clerk. Your application will be considered at the next available Parish Council meeting, where a vote will be held to decide whether the Council agree to co-opt you as a member of Bishopsteignton Parish Council.

General Data Protection Regulation: The information provided on this application will remain Private and Confidential and shall only be retained for the period it is relevant to proceedings. For further details please see the privacy policy on our website - https://www.bishopsteignton-pc.gov.uk/privacy-policy/

APPENDIX B

CO-OPTION ELIGIBILITY FORM

1. In order to be eligible for co-option as a Bishopsteignton Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

a)	I am registered as a local government elector for the parish; or	✓
b)	I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or	✓
c)	My principal or only place of work during those twelve months has been in the parish; or	✓
d)	I have during the whole of twelve months resided in the parish or within 3 miles of it	✓

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:
   a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
   b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
   c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
   d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;

ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;

iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.
In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I.......Alan Gillespie.......................... hereby confirm that I am eligible for the vacancy of Bishopsteignton Parish Councillor, and the information given on this form is true and accurate record.

Signature......[redacted]..

Date....22..:04.....2026

Bishopsteignton Parish Council is duty bound to treat this information as strictly confidential.

APPENDIX A

CO-OPTION CANDIDATE APPLICATION FORM

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full Name & Title	MISS PAMELA GOLDSWORTHY-DAVY
Home Address	[redacted]
Home Telephone	N/A
Mobile Telephone	[redacted]
Email Address	[redacted]

About You
Please provide the council with some background information about yourself.

I am a mum of two children, happily retired and enjoying participating in the numerous activities in the village.
I was born in Torquay and have lived in Bishopsteignton for nearly 20 years.
For a large part of my working life I was a P.A. until my 50's I retrained as a Housing Officer and became a Member of CIH
I worked for a local Housing Association, managing Shared Ownership Leasehold and Right to Buy properties, until my retirement.
I was an Officer in the St. John Ambulance for 15 years and taught First Aid and Home Nursing to Cadets.
When younger I was a keen dancer in Latin American and Tap and gained Bronze, Silver and Gold in Salsa.

Reasons for applying
Please provide the council with your reasons for wanting to become a Parish Councillor.

Since my retirement I have joined many of the clubs and activities in the village, but I would like to volunteer some of my time and be more involved in local issues, and help to resolve problems that may affect the local residents.
I would like to contribute towards debates and decisions that improve as well as maintain the local area and the community in which I live.

Signature	[redacted]

Please return your completed application to the Clerk. Your application will be considered at the next available Parish Council meeting, where a vote will be held to decide whether the Council agree to co-opt you as a member of Bishopsteignton Parish Council.

General Data Protection Regulation: The information provided on this application will remain Private and Confidential and shall only be retained for the period it is relevant to proceedings. For further details please see the privacy policy on our website - https://www.bishopsteignton-pc.gov.uk/privacy-policy/

APPENDIX B

CO-OPTION ELIGIBILITY FORM

1. **In order to be eligible for co-option as a Bishopsteignton Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:**

a)	I am registered as a local government elector for the parish; or	
b)	I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or	✓
c)	My principal or only place of work during those twelve months has been in the parish; or	
d)	I have during the whole of twelve months resided in the parish or within 3 miles of it	✓

2. **Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:**
   a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
   b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
   c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
   d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.
In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I.....Pamela Goldsworthy-Davy............................ hereby confirm that I am eligible for the vacancy of Bishopsteignton Parish Councillor, and the information given on this form is true and accurate rec[redacted]

Signature.....[redacted]..

Date..........18/4/26...............

Bishopsteignton Parish Council is duty bound to treat this information as strictly confidential.

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.

3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**

4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

****Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2025/26

BISHOPSTEIGNTON PARISH COUNCIL

www.bishopsteignton-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✔		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✔		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✔		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✔
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.	✔		
I. Periodic bank account reconciliations were properly carried out during the year.	✔		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✔
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✔		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✔		
	Yes	**No**	**Not applicable**
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✔

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 13/05/2026

Name of person who carried out the internal audit: Hania Lee

Signature of person who carried out the internal audit: Hania Lee

Date: 13/05/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

BISHOPSTEIGNTON PARISH COUNCIL

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	*No**		*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	X			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	X			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	X			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	X			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	X			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	X			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	X			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			X	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	X			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.bishopsteignton-pc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

BISHOPSTEIGNTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures* ***must*** *agree to underlying financial records.*
1. Balances brought forward	154,767	172,494	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value* ***must*** *agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	81,986	85,900	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	45,235	56,460	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	37,762	36,888	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	71,732	80,651	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	172,494	197,315	*Total balances and reserves at the end of the year.* ***must*** *equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	172,494	197,315	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	341,704	343,282	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	X		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of BISHOPSTEIGNTON PARISH COUNCIL

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

APPENDIX C

For agenda item 2606.03.02 CIL ALLOCATION: Includes

- 26-27 BPC Grant application detailing the project and request for funds.
- Email from TDC officer confirming eligibility of the project for CIL allocation.
- FOBS Constitution
- Quote for play equipment project

BISHOPSTEIGNTON PARISH COUNCIL

COMMUNITY GRANT APPLICATION FORM 2025-26

1	**ORGANISATION DETAILS**				
Name:	Friends of Bishopsteignton School				
Registered Charity:	YES	Yes	NO		
If YES please provide charity number:	1096621				
General, what does your organisation do? *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.*	Our fundraising team works throughout the year to raise money to support activities, resources, and equipment for both the school and preschool. We organise a variety of events including the Christmas Fayre, Summer Fayre, Sponsored Bounce Off, school discos, and cake sales. These events not only raise valuable funds but also help bring our school community together. The money raised helps fund many important projects and activities within the school. This includes supporting our popular in-house Forest School programme, purchasing new books for the library, providing sporting equipment for playtimes, and purchasing new chairs for the school hall. We also help make Year 6 leavers' hoodies and leavers' books more affordable for families by contributing funds towards these special keepsakes.				
2	**CONTACT DETAILS**				
Primary contact name:	Franchesca Sartain				
Position in organisation:	Chair				
Contact telephone:	07738638582				
Contact email:	fobsevents@bishopschool.co.uk				
3	**DETAILS OF GRANT REQUEST**				
What is the intended use of the grant?	Bishopsteignton Preschool is seeking funding to replace our much-loved climbing tower, now reaching the end of its safe				

	lifespan. We aim to install a new climbing tower with slide and safety surfacing to create a safe, stimulating outdoor play space.
How would this benefit the Parish?	Improving the playtower in the preschool playground would benefit the parish by enhancing the quality of early years provision within the village, helping to make the preschool and primary school more attractive to local families. High-quality outdoor play equipment supports children's physical development, confidence, coordination, imagination, and social skills, contributing to healthier and happier children within the community. An improved playground also strengthens the long-term sustainability of the village school by encouraging preschool enrolment and supporting future Reception intake. This helps maintain an important community asset at the centre of parish life.
What is the total cost of the project?	£18,464.00 *(If appropriate please supply/attach quotes/estimate details)*
How much are you applying for from BPC?	£5,000 But anything would be amazing!
What other fundraising will your organisation be carry out, if any?	We currently hold a variety of fundraising events throughout the school year. We hope that, with enough funds raised, we will be able to use some of the money towards the new play tower.
Have you applied for funds from other sources? *If Yes please give details*	Yes £5000 has been kindly donated by Bishopsteignton Almshouse
4	**PAYMENT DETAILS**
Bank Details:	Bank: NATWEST Account name: Friends Of Bishopsteignton School Eight digit Account Number: _33037051 _ Six digit Sort Code: _56 _ / _00_ / _ 49_ Preferred reference: PLAYTOWER
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: Franchesca Sartain	**Date: 08/05/2026**
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.	

Bishop Clerk

From: Helen Williams <Helen.Williams@Teignbridge.gov.uk>
Sent: 12 May 2026 15:19
To: Bishop Clerk
Subject: CIL spending query

Hi Kim

Thanks for your query, the spending of CIL on the pre-school conforms with the CIL regulations.

Kind regards

Helen Williams
Senior Research and Monitoring Officer
Strategy and Partnerships

Tel: 01626 215736
Email: helen.williams@teignbridge.gov.uk
www.teignbridge.gov.uk

My working days are Monday – Friday

Teignbridge District Council, Forde House, Newton Abbot, TQ12 4XX

Save time and do it online www.teignbridge.gov.uk

We are committed to protecting the privacy of the information provided to us. If you would like to know what we do with your personal data please see our privacy policy at www.teignbridge.gov.uk/privacy.

Email disclaimer

COPY: Posted 19/03/19

FRIENDS OF BISHOPSTEIGNTON PRIMARY SCHOOL

CONSTITUTION JANUARY 2019

1.1 ASSOCIATION DETAILS

1.2 Type of Association: (please tick the appropriate box) Friends of the School: Home-School Association: Parent Staff Association: Parent Teacher Association: Parents' Association: Parent kind Association: Other:
1.2 Association name in full: ..FRIENDS.....OF........................
.BISHOPSTEIGNTON PRIMARY SCHOOL (FOBS).....1.3 School name in full:
BISHOPSTEIGNTON PRIMARY SCHOOL...............................School address:..Building name and/or number
....
Street...COCKHAVEN CLOSE..
Town/city...BISHOPSTEIGNTON...
County....DEVON...
Postcode..................TQ14 9RJ...
Country....U.K...

1.4 The committee

The minimum number of committee members:

2. PURPOSES the object of the association (the objects) is to advance the education of pupils in the school in particular by:

2.1 Developing effective relationships between the staff, parents and others associated with the school

2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

3. POWERS the committee members/trustees have the following powers, which may be exercised only in promoting the charities purpose ('objects'):

3.1 To provide advice

3.2 To publish or distribute information

3.3 To co-operate with other bodies

3.4 To raise funds (but not by means of permanent trading)

3.5 To acquire or hire property of any kind

3.6 To make grants or loans of money and to give guarantees

3.7 To set aside funds for special purposes or as reserves against future expenditure

3.8 To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification

3.9 To take out public liability and personal accident insurance to cover association meetings, activities, committee members/trustees, to insure the association's property against any fore see able risk and take out other insurance policies to protect the association where required.

3.10 To employ paid or unpaid agents, staff or advisers

3.11 To enter into contracts to provide services to or on behalf of other bodies

3.12 To pay the costs of forming the association

3.13 To obtain and pay for goods and services as are necessary for carrying out the work of the charity

3.14 To consult parents on their views

3.15 To open and operate bank and other accounts as the committee members/trustees consider necessary

3.16 To do anything else within the law that promotes the objects BUT the committee shall not undertake any activity in the school premises without the consent of the head teacher.

4. MEMBERSHIP Members of the association are:

4.1 In a Parents Association, the parents, guardians or carers of any pupil currently attending the school or in a Parent Teacher Association, Parent Staff or Home-School Association as detailed above plus teaching and non-teaching staff currently employed by the school or in any other association, for example a Friends group or Parent kind association, those described above and any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the committee as a member.

4.2 Membership is terminated if:

4.2.1 The member dies

4.2.2 The member resigns by written notice to the association

4.2.3 the committee members/trustees may for good reason, regardless of whether or not this is at the request of the governing body or the head teacher, exclude any person from membership or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring the association into disrepute. Removal is not effective until the member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

5. GENERAL MEETINGS (ANNUAL AND EXTRAORDINARY)

5.1 All members are entitled to attend any general meeting of the association.

5.2 All general meetings are called by giving 21 clear days written notice of the meeting to the members. The notice should specify the date, time and location of the general meeting as well as give an overview of the agenda.

5.3 There is a quorum at a general meeting when the total number of members present (including committee members/trustees) is at least twice the number of committee members/trustees in office at the start of the meeting. The only exception would be at a general meeting where the association is being dissolved: please see clause 13

5.4 The Chair or (if the Chair is unable or unwilling to do so) some other committee member/trustee elected by those present is in charge of a general meeting.

5.5 Except where otherwise provided in this constitution (Dissolution: clause 13), every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting.

5.6 Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every member present is entitled to one vote on every issue.

5.7 The association must hold a general meeting within 12 months of the date of the adoption of this constitution. Thereafter, an AGM must be held in each subsequent year and not more than 15 months may elapse between successive AGMs.

5.8 At an AGM the members:

5.8.1 Receive the accounts of the association for the previous financial year

5.8.2 Receive the report of the committee members/trustees on the association's activities since the previous AGM

5.8.3 Elect the committee members/trustees

5.8.4 Appoint an independent examiner or auditor for the association if this is needed

5.8.5 May confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the association

5.8.6 Discuss and determine any issues of policy or deal with any other business put before them

5.9 A general meeting may also be called for special or extraordinary reasons (called an extraordinary general meeting or EGM). In addition to being called by committee members, these can be called by members of the association. This requires a request in writing to the committee from 10 or more members. As a result, the committee must call an EGM (give all members of the association notice of the EGM) within 21 days of the written requests being received from members. This EGM must happen within three months of the written requests being received. (This timeframe is designed to make allowances for school holidays.)

6. THE COMMITTEE

6.1 All members of the committee are trustees of the charity and have control of the association, its property and funds. The committee members are referred to in this document as committee members/trustees.

6.2 Committee members/trustees shall be elected at the AGM and shall hold office until the next AGM.

6.3 All committee members/trustees, except those who are co-opted, must be members of the association.

6.4 Committee members/trustees shall have the power to co-opt committee members/trustees at any time, and co-opted committee members/trustees shall serve until the date of the next AGM.

6.5 The number of co-opted committee members/trustees must not be more than 50% of the total number of committee members/trustees.

6.6 Nominations for election to the committee may be made by any member of the association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

6.7 A committee member/trustee (whether elected or co-opted) automatically ceases to be a committee member/trustee if he or she:

6.7.1 Is disqualified under section 178 of the Charities Act 2011 or any substantial re-enactment from acting as a charity trustee

6.7.2 In the written opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months

6.7.3 is absent from three consecutive meetings of the committee without prior notification to the Secretary

6.7.4 Ceases to be a member of the association

6.7.5 Resigns by written notice to the committee but only if at least two committee members/trustees remain in office

6.7.6 Is removed by a resolution passed by a majority of other committee members/trustees. Removal is not effective until the committee member/trustee concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

6.8 All committee members/trustees shall be entitled to reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the association.

6.9 A retiring committee member/trustee is entitled to an indemnity from the continuing committee members/trustees at the expense of the association in respect of any liabilities properly incurred while he or she held office.

6.10 A technical defect in the appointment of a committee member/trustee of which the committee is unaware at the time does not invalidate decisions taken at a meeting.

7. COMMITTEE MEETINGS

7. 1 the committee must hold at least three meetings every academic year.

7.2 A quorum at a committee meeting is 50 per cent, rounded up to the nearest whole number, of the total number of committee members. This applies where there are three or more committee members in post. Where there are only two, 100% attendance is required to be quorate to prevent a single individual having the power to make decisions on behalf of the association.

7.3 The Chair or, if the Chair is unable or unwilling to do so, some other committee member/trustee chosen by the members present is in charge at each committee meeting.

7.4 Every decision may be made by a simple majority of the votes cast at a committee meeting. A resolution which is in writing (including by email) and signed by all committee members/trustees is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

7.5 Except for the Chair of the meeting, who has a second or casting vote every committee member/trustee has one vote on each issue

8. POWERS OF COMMITTEE the following powers are available to the *committee to help run the association:-*

8.1 To delegate any functions of the committee to sub-committees. These must consist of two or more persons appointed by the committee but at least one member of every sub-committee must be a committee member/trustee. All sub-committee proceedings must be promptly reported to the main committee

8.2 To make rules consistent with this constitution about the committee and sub-committees, to govern proceedings at general meetings and generally about the running of the association including the operation of bank accounts and the management of funds.

9. PROPERTY & FUNDS

9.1The property and funds of the association must only be used to fulfil the objects (see clause 2).

9.2 Committee members/trustees can enter into contracts with the association for the provision of goods and services to the association (but not contracts of employment with the association except with the prior written consent of the Charity Commission) provided that:

9.2.1 The maximum amount is set out in writing and is reasonable for the services provided

9.2.2 The committee members/trustees are satisfied that the agreement is in the interests of the charity before entering into it

9.2.3 The total number of committee members/trustees entitled to such remuneration is in the minority from time to time.

9.3 Whenever a committee member/trustee has a personal interest in a matter to be discussed at a meeting, the committee member/trustee must:

9.3.1 Declare an interest before discussion begins on the matter

9.3.2 Withdraw from that part of the meeting unless expressly invited to remain in order to provide information

9.3.3 Not be counted in the quorum for that part of the meeting

9.3.4 Withdraw during the vote and have no vote on the matter.

10. RECORDS & ACCOUNTS

10.1 The committee must comply with the requirements of The Charities Act 2011 or any substantial re-enactment as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:

10.1.1annual reports

10.1.2 Annual returns

10.1.3 Annual statements of account.

10.2 The committee must keep proper records of:

10.2.1 All proceedings at general meetings

10.2.2 All proceedings at committee meetings

10.2.3 All reports of sub-committees

10.3 Annual reports and statements of account relating to the association must be made available for inspection by any member of the association.

10.4 The committee must notify the Charity Commission promptly of any changes to the association's entry on the Register of Charities.

11. NOTICES

11.1 Notice of any general meeting of the association may be sent by hand, by post, by suitable electronic communication (email) or in any newsletter distributed by the association to its members. Notification by hand may include distribution to parents, guardians and carers via their children with or without other communications from the school.

11.2 The address at which a member is entitled to receive notices (if sent by post) is the last known address of the member.

11.3 A technical defect in the giving of notice which the members or committee members/trustees are unaware of at the time does not invalidate decisions taken at a general meeting.

12. AMENDMENTS this constitution may be amended at a general meeting of the association by a two-thirds majority of the votes cast but:

12.1 The members must be given 21 clear days' notice of the proposed amendments

12.2 No amendment is valid if it would make a fundamental change to the charitable purpose (objects)/clause 2 or destroy the charitable status of the association and no amendment may be made to clause 9 without the prior written consent of the Charity Commission

12.3 A copy of any resolution amending the constitution must be sent to the Charity Commission within 21 days of it being passed.

13. DISSOLUTION

13.1 The association may be dissolved by a resolution presented at an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two-thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of the association.

13.2 The net assets shall not be distributed among the members of the association but will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the committee.

13.3 If it is not possible to dispose of assets as described in clause 13.2 then the assets can be given to another charitable cause provided that the cause is within the objects of the association.

13.4 The committee members/trustees must notify the Charity Commission promptly that the association has been dissolved. The committee members/trustees must comply with any request from the Commission including providing the association's final accounts.

ADOPTED AT A MEETING HELD AT
(Place)..RING OF BELLS..ON
(Date)..6th/ MARCH 2019.............................NAME...GEORGINA
......BRIDGES................OCCUPATION...S
IGNATURE..(Name and signature of Chair of
meeting (GEORGINA BRIDGES)

WITNESS
NAME...K Coburn...ADDRESS...29 MANOR ROAD
.BISHOPSTEIGNTON.......OCCUPATION.....Treasurer / Trustee.............
.....SIGNATURE..(Name, address, occupation
and signature of witness

14. GLOSSARY OF TERMS

14.1 In this Constitution:

- address: means a postal address or, for the purposes of electronic communication, i.e., an email address, a fax number or a text message number in each case registered with the charity
- AGM: means an annual general meeting of the members of the association
- the association: means the charity comprised in this constitution
- the Chair: means the Chair of the association elected

at the AGM• charity trustee: has the meaning prescribed by section 177 of the Charities Act 2011 or any substantial re-enactment. Every committee member/trustee is legally a charity trustee• clear day: means 24 hours from midnight following the triggering event• the Commission: means the Charity Commission for England and Wales: www.gov.uk/government/organisations/charity-commission• the committee: is the governing body of the association and includes all elected and co-opted committee members/trustees• committee member(s)/trustee(s): means a member of the committee elected at the AGM by the membership• co-opted committee member/trustee: means a member of the committee appointed by the committee members/trustees in accordance with clause 6• EGM: means an extraordinary general meeting of the members of the association and which is not an AGM• fundamental change: means a change that would not have been within the reasonable contemplation of a person making a donation to the association• general meetings: means any AGM or EGM (see above)• governing body: means the governing body of the school• head teacher: means the head teacher, executive head or Principal of the school• independent examiner: has the meaning prescribed by section 145(a) of the Charities Act 2011 or any substantial re-enactment• member and membership: refer to members of the association as set out in clause 4• months: means calendar months• the objects: means the charitable objects of the association set out in clause 2• permanent trading: means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the objects• written or in writing: refers to a legible document on paper including an electronic communication (email) or a fax message where the member or co-opted committee member/trustee has agreed to receipt of notices by electronic means• unincorporated association: an 'unincorporated association' is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit, e.g., a voluntary group or a sports club. Individual members are personally responsible for any debts and contractual obligations• year: means calendar year unless otherwise specified14.2 References to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

Rhino Play (SW) Limited
Unit 21
Bulleigh Barton Farm
Ipplepen
Newton Abbot
Devon
TQ12 5UA
GBR

VAT Number
338845464

T: 07903 000156
E: stuart@rhinoplay.co.uk

QUOTE

Bishopsteignton Primary School
Cockhaven Close
Bishopsteignton
Teignmouth
Devon
TQ14 9RJ
GBR

Date
09 Apr 2026

Expiry
08 Jul 2026

Account Number

Quote Number
QU-5319

Reference
EYFS Play Area

EYFS Play Area

SUPPLY, DELIVER & INSTALL the following, includes labour, products, delivery, plant, all tools & travel;

Description	Quantity	Unit Price	Amount GBP
THE CONCEPT; This equipment & safety surfacing is designed especially to suit this natural early years area using a choice of either timber equipment, manufactured from renewable superior Scandinavian square section laminated Redwood FSC, factory machined & pressure treated engineered timbers, OR non rotting sustainable 100% recycled plastic in brown. Green steel corded nets & ropes used alongside stainless steel & green HDPE. Providing children with climbing, adventurous play, balance, sliding, hand eye co-ordination, den building underneath, creative, role & social play with physical fitness. The project involves recycling & re-using the existing stainless slide & adapting this into the new unit. The new safety surfacing overlays & envelopes in the entire existing rubber, tarmac & soil areas with a 40mm thick permeable, slip resistant layer. PROCESS & SAFETY; Carried out during a school holiday period so as to create far less risk & management planning by you. REMOVAL & PREP; Dismantle & remove the existing play unit, leaving the slide in situ. Recycle all materials where possible with a skip placed in the road on the day of removal. Heras fence the skip off & place cones around it. All trees, shrubs,			

Description	Quantity	Unit Price	Amount GBP
sheds & artificial grass will be left in situ. NEW PLAY TOWER; A new bespoke play tower unit in options of timber, or 100% recycled plastic. 1100mm floor height, angled ramp with climbing grips, angled steel corded rope net, stairs with handrails & blue roof. Stainless steel safety rails for ramp, slide & net. Recycling & re-using the existing stainless slide & adapting this into the new unit. Includes painting & rust treating the 2 steel slide supports. SURFACING; Break out the raised tarmac area caused by tree roots & dispose of. Tidy around the edges of the area & add a weed proof membrane to the soil areas. Install 20m of treated timber edging along the 2 fence sides & 8m of pre formed ramped rubber edge along where it meets the artificial grass. Install102m2 of bound Rubber Mulch in green & brown @ 40mm thick. SIGN OFF; Signed off by our own RPII trained inspectors. FINANCING; Project financing can be arranged & provided if requested.			
Project price with a timber play tower;	1.00	15,879.00	15,879.00
OR:			
Project price with a recycled plastic play tower;	1.00	18,464.00	18,464.00

Based on direct access from the road by temporarily removing a fence panel to the area. Having unrestricted access at all times to allow us to complete the project with no working time restrictions. Based on using your toilet, water & electric at no cost. Sizes are approximate. Please see accompanying visuals. Equipment complies with BSEN1176. Please prevent use until completion as we are not responsible for damage from premature use & any harm or injuries caused. Financial terms are a 50% deposit on order & a 50% final payment after completion. Free project management from trained professionals. Installed by our own DBS staff.

PLEASE NOTE; Recycled plastic is initially more expensive than timber, however; It will never rot, not give splinters & require far less ongoing maintenance compared to any timber, despite 'claimed guarantees'. It has a 55% carbon saving compared to Redwood timber & can be recycled again at the end of its very long service life. Using recycled plastic should prevent possibly 3-4 replacements of the same equipment in its lifetime, thus saving a huge amount of landfill, emissions, downtime & cost. You CANNOT compare only on a like for like price basis alone with equipment in timber. Recycled plastic but has a much better cost effectiveness in the medium to longer term.

Terms

This quote excludes VAT. Please contact us to check the price before ordering if outside the validation period.

Prices are subject to site survey (if not already done).

The quote and any subsequent order shall be based on Rhino Play (SW) Ltd's Terms & Conditions of sale & are available to view on our website www.rhinoplay.co.uk.

Posted hard copies or an electronic PDF can be supplied on request, should you require an enlarged print copy please specify.

BISHOPSTEIGNTON PARISH COUNCIL

Appendix D for 01.06.26

Clerks Report – Asset Transfer Summary

For consideration:
Following an email from Alex Carpenter providing a list of Bishopsteignton asset available for transfer, as shown on accompanying map, members should consider this information and agree in principle any asset they wish to consider ownership takeover.

Cllr. Myers helpfully took over communications with Alex during my annual leave and requested some costing details. This has been provided for 017 – Cockhaven Close, and 022 – Michaels Field. Unfortunately, these do not offer a great deal of clarity; they do not offer figures of income, specific maintenance costs, and the district council most definitely do things differently! Amalgamating the costs of many assets then splitting this evenly. Also, experience from previous transfers tells me sourcing our own contractors for various aspects of maintenance and property care will reduce costs.

However, members must bear in mind the following:

- Cost of legal services to associated with any future transfers must be covered.
- BPC understand any clauses or covenants associated with the transfer, article 4 directives, existing leases, etc.
- Ensure all aspects of any additional insurance are quoted for.
- Any additional associated management to be carried out by the clerk will fit into the current employment contract.
- Guidance on outgoing costs should be sought independently of the information provided by Teignbridge advice.
- The benefits to the community for BP to own these assets and that this is commensurate with the increase in precept and parishioners' council tax.

Recommendation:
On initial assessment both Cllr. Myers and I would suggest that in principle, non-committed agreement to further investigations on assets 017 – Cockhaven Close, 021 – Michaels Field, and 022 – The Drive. ***But not*** 019 – Lawns End, and 020 – Manor Road land drainage pipe.

Kim Ford
Clerk to the Council

Bishop Clerk

From:	Alex Carpenter <Alex.Carpenter@Teignbridge.gov.uk>
Sent:	11 May 2026 10:39
To:	Bishop Clerk
Subject:	Asset Transfers - Bishopsteignton
Attachments:	Bishopsteignton Asset Overview.docx
Flag Status:	Flagged

Dear Clerk,

Following a Portfolio Review carried out in 2025, Teignbridge District Council is currently undertaking an Asset Transfer program in which we are welcoming Town and Parish Councils to come forward to potentially obtain any assets of interest within their catchment.

I have attached the list of assets in your area for consideration, if you would like to review and come back to me, we will then be able to provide relevant information to aid in your decision making.

For your information, given the implications of the Local Government Restructure (LGR), the deadline to have these transfers completed will be 31st March 2027. Considering this timeframe, please could initial responses be returned to us by w/c 1st June 2026.

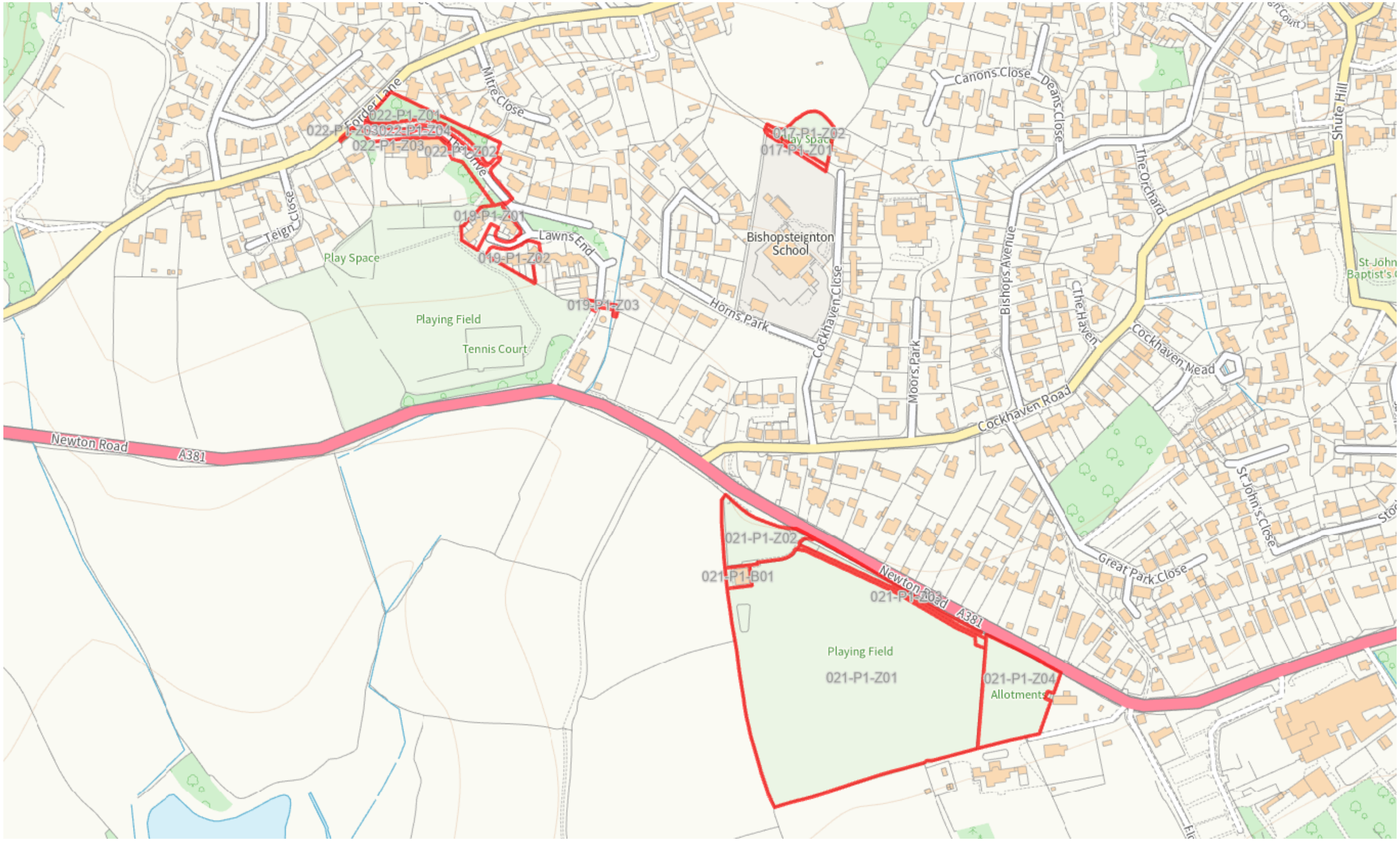
I hope the above is helpful, but please do feel free to get in contact to discuss any elements, as necessary.

Kind regards

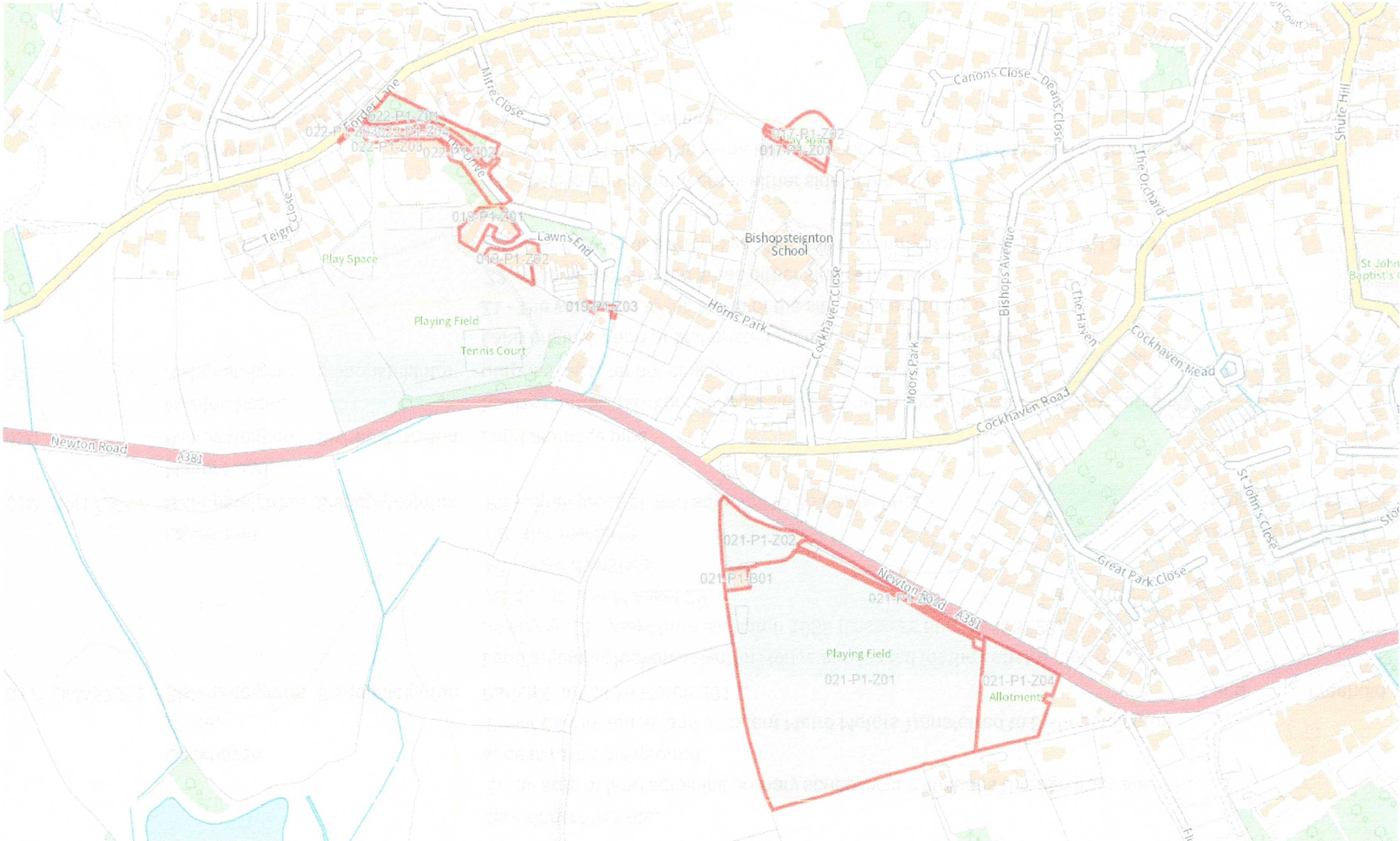
Alex Carpenter MRICS
Estates Surveyor
Email: Alex.Carpenter@Teignbridge.gov.uk
Tel: 01626 215929
www.teignbridge.gov.uk

Teignbridge District Council, Forde House, Newton Abbot, TQ12 4XX

017	DN457051	Cockhaven Close, Bishopsteignton	Bishopsteignton	Fenced grass area containing play area. Track running along the South West boundary of the site. Small strip of land adjoining primary school which includes through track and access to the playground. Previously included land adjacent Metro Motors Transferred to Bishopsteignton Parish Council 15 March 2011.	Land	Freehold
019	DN172657	Lawns End, Bishopsteignton	Bishopsteignton	Land adjoining Bishopsteignton House and leased for the construction of dwellings 125 years from 31 March 1995 (Lessee's title DN355228) Adjacent to SAM Asset 22. P1 - eight dwellings P2 - five dwellings P3 - small piece of land adjacent to 25 Lawns End.	Land and Housing	Freehold
020		Manor Road, Bishopsteignton	Bishopsteignton	Land drainage pipe		
021		Newton Road, Bishopsteignton	Bishopsteignton	Sports pitches. pavilion. car park and allotments. bought at auction 2002. original purpose likely for housing and then became sports pitches.		
022	DN172657	The Drive, Bishopsteignton	Bishopsteignton	Land originally part of Bishopsteignton House Estate, comprising Z1 - The woodland to the North of the site adjacent to Koromiko. Z2 - grazing and planted areas either side of the drive. Z3 - The tarmac road known as "The Drive" running from Forder Lane to Lawns End. Z4 - grazing and planted areas either side of the drive. Two other plots from the same title are under asset 19 and disposed on long lease for construction of dwellings.	Land	Freehold



022-P1-Z01
022-P1-Z03
022-P1-Z04
022-P1-Z03
022-P1-Z02
017-P1-Z02
017-P1-Z01
Play Space
019-P1-Z01
019-P1-Z02
019-P1-Z03
Lawns End
Bishopsteignton School
Play Space
Playing Field
Tennis Court
Forder Lane
Mitre Close
Teign Close
Horns Park
Cockhaven Close
Canons Close
Deans Close
Shute Hill
The Orchard
Bishops Avenue
The Haven
Moors Park
Cockhaven Mead
Cockhaven Road
Newton Road
A381
021-P1-Z02
021-P1-B01
021-P1-Z03
Newton Road
A381
Playing Field
021-P1-Z01
021-P1-Z04
Allotments
Great Park Close
St John's Close



Forder Lane
022-P1-Z01
022-P1-Z04
022-P1-Z03
Mitre Close
Teign Close
Play Space
019-P1-Z01
Lawns End
019-P1-Z02
019-P1-Z03
Playing Field
Tennis Court
Newton Road
A381
017-P1-Z02
017-P1-Z01
Bishopsteignton School
Horns Park
Cockhaven Close
Moors Park
Bishops Avenue
The Haven
Canons Close
Deans Close
The Orchard
Shute Hill
St John Baptist's
Cockhaven Road
Cockhaven Mead
St John's Close
Great Park Close
021-P1-Z02
021-P1-B01
Newton Road
A381
Playing Field
021-P1-Z01
021-P1-Z04
Allotments

BishopBishopsteignton Asset Overview

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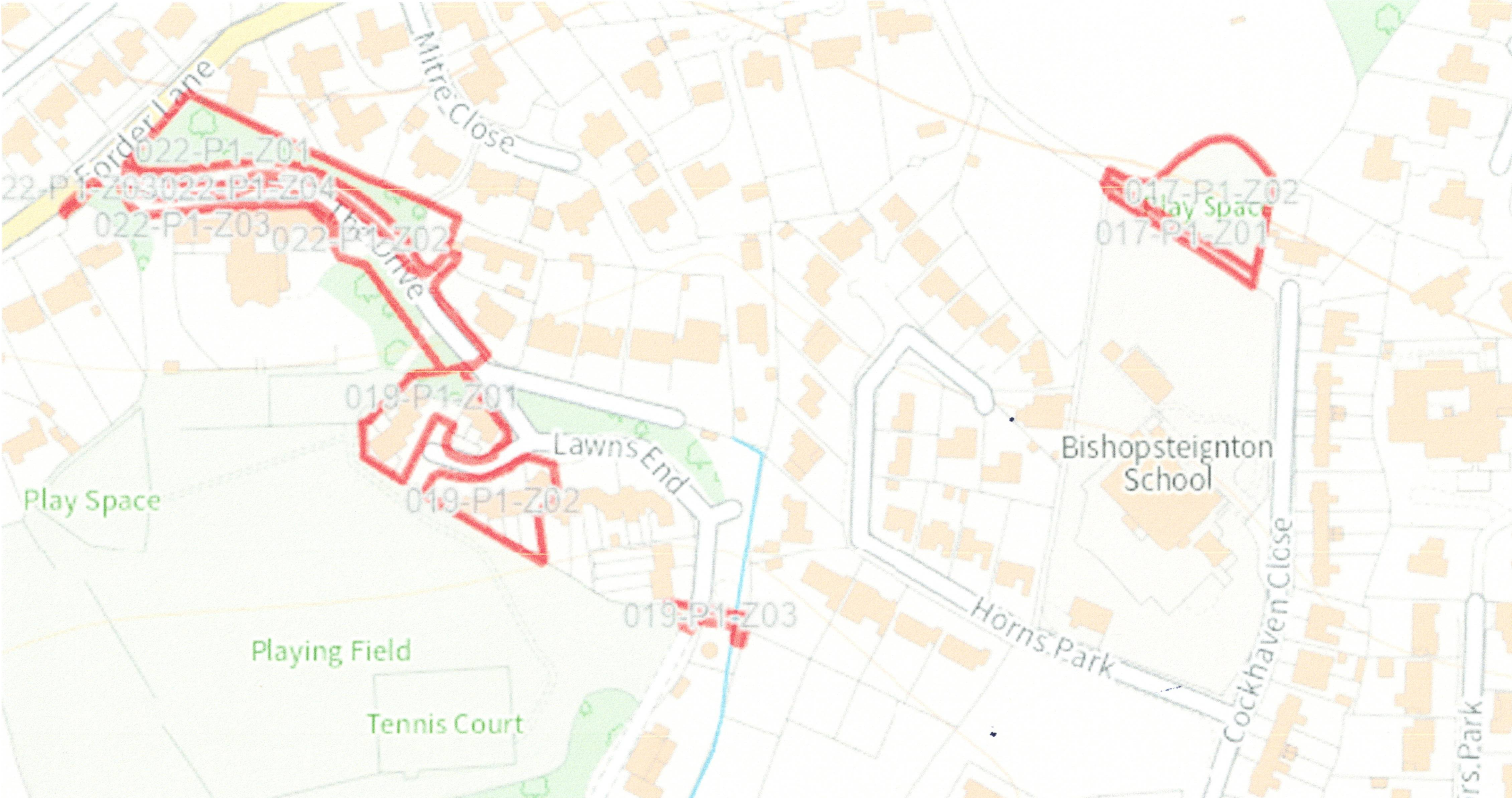
017

Bishopsteignton
Education Facility
Museum
PO
PW
PW
PW
TEIGNVIEW ROAD
MANOR ROAD
FORE STREET
FORDER LANE
COCKHAVEN ROAD
COCKHAVEN CL
NEWTON ROAD
A381
CHURCH ROAD
SHUTE HL
BISHOPS AVENUE
CANONS CL
HORNS PARK
MOORS PK
FLOW LANE
GREAT PARK CL
ST JOHNS CL
STOCKMEADOW GARDENS
THE DRIVE
MITRE CL
MURLEY GRANGE
LITTLEFIELD
MURLEY CRESCENT
GREAT FURLONG
SMITH HILL
BERRY HILL
CLANAGE STREET
RADWAY HL
RADWAY CL
RADWAY STREET
GRANDISON AVENUE
BRONESCOMBE AVENUE
WALLIS GR
THE HAVEN

017

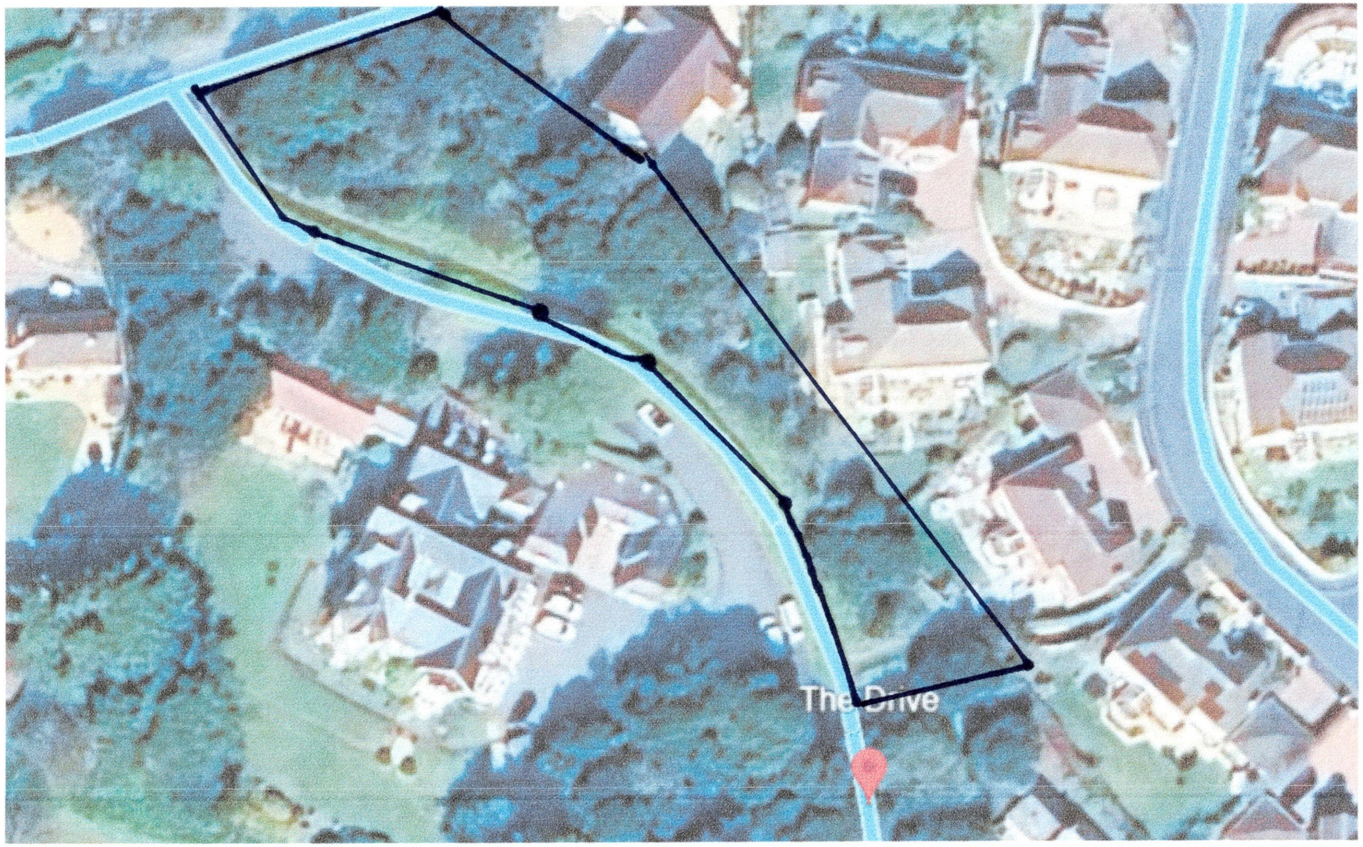

Cockhaven Road
Newton Road
A381
Great Park Close
021-P1-Z02
021-P1-B01
021-P1-Z03
Playing Field
021-P1-Z01
021-P1-Z04
Allotments

021



Forder Lane
022-P1-Z01
022-P1-Z03
022-P1-Z04
022-P1-Z03
022-P1-Z02
Mitre Close
019-P1-Z01
Lawns End
019-P1-Z02
019-P1-Z03
Play Space
Playing Field
Tennis Court
Horns Park
Bishopsteignton
School
017-P1-Z02
017-P1-Z01
Cockhaven Close

022
Z1



022
23

022
22 & 24

District Councillor Report for Bishopsteignton Parish Council

For Full Council on 1 June 2026

The Local Plan was adopted in full as presented at the recent Annual Full Council Meeting. This includes both the continuation of the Bakers Yard Development and the newer allocation of 55 homes at Forder Lane. The new Local Plan remains a plan for developers as previously stated, but it has strengthened policies in relation to the environment, climate change and active travel. The next Local Plan will start to be drawn up from July. It will need to be completed within 30 months. It will likely see some policies merged and reduced in number in order to simplify the planning system further.

The bad news is that Central Government has introduced the Planning and Development Act 2025 which was given Royal Assent in December 2025 (when everyone was distracted by Christmas...) and as of the 30th September 2026 there are changes to the call in process. This is now restricted only to developments of 10 or more houses. Residential extensions, new builds in gardens, roof changes etc can no longer be called to committee. These will only be dealt with by delegated officer decision. The Parish Council and members of the public can make their views known (the PC will retain its role as statutory contributor), but that is as far as the ability to challenge will be allowed pre-decision. There will be opportunities to request judicial review, if you feel a decision is out-with the correct process or has not had the correct scrutiny from the officer, but that is a lengthy and costly route to take. The decisions are not challenged merely the process. No costs can be recovered. In future only the large developments (10 or more homes), only two individuals will be allowed to recommend call-ins to committee. That is to be the Chief Planning Officer and the Planning Committee Chair. Any application called in will need both to agree on the need. Any application of 150 houses or more that officers wish to reject, must now be decided by the whim of the Secretary of State and the decision is removed from officers. I believe this erosion of democratic participation is appalling and take a contrary view to that of the Liberal Democrat administration that it will help streamline the planning process. Their reasons for backing it are about remove scrutiny from their actions.

There are to be some structural changes in the District council that sees the enforcement team for planning merged with the other enforcement teams. This is hopefully positive, as this has been an area of some concern. If I was to advise the Parish, it might be necessary to take a more interested approach to the applications, the conditions and whether developers or builders are ignoring these and involve enforcement where appropriate. The independent group have asked for training for Parishes and the new structure to be sent to Parishes and DALC at the earliest opportunity.

The NPPF is also changing more often these days and officers will be date listing the versions they used for any application going forward. Changes will be notified to planning committee members, but I think it would be helpful to pass this to parish and towns too.

The vagaries of the planning system currently though are encapsulated in the unexpected development of the agricultural land adjacent to Ware Barton roundabout. It appears that the application to build was not put to the Parish Council or Kingsteignton Town Council but was rather passed as a permitted development within the scope of planning regulations relevant to agriculture. It is process that planning officers have little or no say in either, other than to confirm the development doesn't exceed the maximums allowed or contravene policies in the Local Plan. It's almost impossible to refuse these plans. I understand that the same applicant is likely to put in an application for two cattle sheds too. These do fall into the planning application process and will go through the normal processes (see above point about planning committee changes if submitted after 30th September)

July 16th is the planned date for Govt to let us know which of the options they have decided upon as the way forward for Local Government Reform. This will guide us what the new unitary authorities will look like, what the likely number of councillors are, and the number of electors required for each. In any event looking at the options, it is unlikely that Bishopsteignton will remain a single electoral ward in it own right, probably having to merge with a neighbouring ward to west or east (I can't see the ward being made cross estuary). As far as I can discern, further information was requested from the Dept for Local Govt that matches the model going forward that was recommended by the District 5-4-1 (we'd be in the '4' alongside Torbay, West Devon and South Hams which keeps the Dartmoor NP in one unitary authority area). That said, I think we will have to wait and see what the preference is in Westminster.

This is as relevant to Parishes and Towns as it is to the Councillors the District and administration they attempted to blame for their own issues. Freedom of Speech is a subject covered in a recently noted report. The report (although it applies the comment to matters that were not relevant) stated that Freedom of Speech is a qualified right under the terms of Article 10 of the Human Rights Act 1998. Here are the stated legal principles in the Act. https://www.legislation.gov.uk/ukpga/1998/42/schedule/1/part/I/chapter/9 Here is a solicitors views " **The Fundamental Right:** There is a reason that freedom of speech and expression is part of our Human Rights Act 1998 – it is a fundamental right. As British citizens we have the right to express ourselves freely without fear of persecution from others, this is not the case in some countries. It is one of our fundamental rights and is viewed as the building block of our society and democracy. There is a specific responsibility with this right because there are exceptions to this Act. If you are found to be publishing documents or making comments that are intended to spark any hatred or discrimination, it will be viewed as a hate crime. This is when your right can be restricted, and can potentially be charged in a criminal court."
It does restrict debate or scrutiny. Questions that to some that may offend them, are not covered unless noted previously. As the UK High Court has noted they do not state that people have a right not to be offended. Advice here is keep the debate civil even in times when the debate might be robust.

Register of Interests - no longer a need to note your home address for public access. Not sure if that applies to Parishes and towns.

As it is adjacent to the ward and some members utilise it, just a quick note that Broadmeadow Sports Centre has been shortlisted for two awards.

The EHRC has completed the approvals process with Govt and have finalised the much needed clarity in their guidance for those bodies providing single sex services. The guidance is here.
https://www.equalityhumanrights.com/media-centre/ehrc-concludes-regulatory-action-single-sex-space-policies

The Councillor Community Fund is still closed awaiting the outcome of the election in Dawlish. I have one application in and approved to date. Payment will occur after the restrictions end.

Parish Clerks are to be issued another email explicitly called 'Teignbridge Directory' which will list the right contact emails by department. Not sure when but suspect by end June.

Andrew MacGregor
Councillor for Bishopsteignton Ward
Tel: 07947 325037