

DRAFT V1 MINUTES
OF THE FULL COUNCIL MEETING
HELD AT 7.30PM MONDAY 15 APRIL 2024
AT OLD SCHOOL HALL, LUTON



3032 MEETING GOVERNANCE

.01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. W. Vooght
Cllr. R. Gateshill Cllr. J. Grimble Cllr. J. Head
Cllr. D. Robbins Cllr. A. Keohane Cllr. E. Harris (9/10)
Clerk: Mrs. K. Ford.
District Cllr. MacGregor.
1 members of the public.

Apologies: Cllr. K. Benham County Cllr. Peart, PCSO S. Bunce & PC. B. Chadwick.

.02 **Declaration of Interests:**

- a) Cllrs. Head & Grimble declared non-pecuniary interests for agenda item 2404.03.5a – Funding application for Bishopsteignton Twinning Association. Both members shall remain in the room but not take part in the vote.
- b) Cllr. Merritt declared a non-pecuniary interest for agenda item 2404.03.05b – Funding application from the Village Hall, He will remain in the room but not take part in discussion or vote.

.03 **Order of Business:** No changes required.

.04 **Ratification of Minutes:** Draft minutes of the full Parish Council meeting held at Bishopsteignton Community Centre on 19.02.24 were considered. It was proposed and seconded that these be approved as a true and correct record. Agreed unanimously therefore **resolved to approve** and to be signed by the Chair.

3033 OFFICIAL REPORTS

.01 **Police Report:** Report had been provided and circulated to members. No further questions were raised for officers.

.02 **District Councillors Report:** Cllr. MacGregor provided the following report. No comments or questions were raised to be forwarded.

Scout Hut: Still trying to get both the Exec and the leader to agree a way forward with the Monitoring Officer/Legal team. I can see frustration building. There may be additional pressure to bear using other tools.

Next round of household support fund announced: Devon County Council has confirmed that it's been allocated a little over £5 million from the government to help households struggling to pay higher bills for energy, food, water, and other essential items. The funding is to support households in most need, but specifically those that may not be eligible for other support that is already available from the government. The council must submit plans mid-May to the Department of Work and Pensions, setting out how it, with Devon's District, City and Borough councils and other voluntary and community partners, will make the latest funding available. This latest round is welcome news, and we will await the specific detail of our allocation and will open our next round once we know this. The household support fund has already helped 1503 Teignbridge households in the previous round of HSF, with over £650,000 distributed to residents across Teignbridge. This has helped with things like rent, paying bills, buying vital goods and services and helping people experiencing fuel poverty. We know that these payments have made a difference to the lives of people who are experienced financial hardship through this cost of living crisis;

DATED:

CHAIRMAN:

Draft V1 MINUTES - continued
FULL COUNCIL MEETING - held 15.04.24.

and this next round of funding will help us extend the support to more people across the district. We'll be opening the next round of applications next month and will publicise this on our social media channels and through our newsletters.

New restrictions on handing in postal votes: If you are a postal voter, your postal vote pack for the 2 May elections will be posted out to you on Friday 19 April. The best way to return a completed postal vote is to post it yourself in a Royal Mail post box. [Find the location of your nearest Royal Mail post box.](#)

You can still hand-deliver a postal vote if you wish to, but there are now restrictions on how many you can hand-deliver and you will need to complete a form at the place of delivery. You can hand-deliver your postal vote to the person authorised to receive it on the reception desk of our main council offices at Forde House, Newton Abbot. You can only do this when our offices are open, otherwise there will be no one available to receive your postal vote. You can no longer simply place it in the council's external mail box. Alternatively, you can hand-deliver your postal vote to your nearest polling station on polling day.

By law, you can now only hand in your own postal vote, and those of up to five other electors per poll. If there are multiple polls taking place and postal votes for these polls have been issued separately, the postal votes handed in must still only belong to a total of five other electors, although there may be multiple postal votes per elector. If you hand in, or are suspected of handing in, postal votes on behalf of more electors than permitted, all other postal votes will be rejected except your own.

You will need to complete a short form when handing in postal votes, even at a polling station., and you will be required to sign a declaration. We must reject any postal votes which are simply left without the form being completed, or if it is completed incorrectly.

Stricter restrictions apply to political campaigners who may now only hand-deliver a postal vote on behalf of a close relative, or on behalf of someone for whom they provide regular care.

A political campaigner is as follows:

- A candidate at the election
- An election agent of a candidate at the election
- A sub-agent of an election agent at the election
- Employed or engaged by a person who is a candidate at the election for the purposes of that person's activities as a candidate
- A member of a registered political party who carries out an activity designed to promote a particular outcome at the election
- Employed or engaged by a registered political party in connection with the party's political activities
- Employed or engaged by a person listed in (a) to (f) above, to carry out an activity designed to promote a particular outcome at the election
- Employed or engaged by a person within paragraph (g) to carry out an activity designed to promote a particular outcome at the election.

Fly Tipping: Still a problem. At least the Three Trees Lane site will be resolved soon. Special thanks to Kim for geeing up the Waste team.

.03 **County Councillors Report:** No report had been provided.

3034 FINANCE

.01 **Payments:**

It was proposed and seconded, agreed unanimously, and therefore RESOLVED that payments transacted by the clerk across the period 01.04.24 to 09.04.24, be approved retrospectively.

.02 **Financial Statement:** Following several queries the financial statements for the periods ending 29.02.24 and 31.03.24 were NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.

DATED:

CHAIRMAN:

Draft V1 MINUTES - continued
FULL COUNCIL MEETING - held 15.04.24.

- .03 **Annual Accounts 2023-24:** Following several queries it was proposed and seconded, agreed unanimously, and therefore RESOLVED to approve the annual report.
- .04 **2023-24 Annual Governance & Accountability Return, section 1:** It was proposed and seconded, agreed unanimously, and therefore RESOLVED to approve section 1 of the return and that this be signed by the Chair. Ready for submission to the external auditor. The clerk explained the next stages in the AGAR process and that the internal audit is currently underway.
- .05 **BPC Grant:** Members reviewed and discussed the following two applications:
- a. Bishopsteignton Twinning Association: It was proposed by Cllr. Gateshill, seconded by Cllr. Robbins, to award a grant of £250. FOR: 6, AGAINST: 1, NP-DOI: 2, total = 9. Therefore RESOLVED.
 - b. Bishopsteignton Village Hall: It was proposed by Cllr. Gill to award £500, there was a secondary proposal by Cllr. Harris to award £250. A vote was conducted, and it was RESOLVED to award £500.
Clerk instructed to transfer both grants and advise the applicants.
- .06 **Bishopsteignton Cemetery – Schedule of Burial Authority Charges:** The draft schedule was reviewed and discussed. The following amendments were to be included; administration charge for parishioners to be £25, and for non-parishioners £50. All other amendments shown were approved. This resolution was proposed, seconded and unanimously agreed therefore the new schedule of charges was adopted for immediate use.

3036 COUNCIL GOVERNANCE

- .01 **Policy Review:** The following policies were reviewed by the council.
- a. Safeguarding Policy (P.041) – new policy, considered essential to ensure best practice.
 - b. Equality & Diversity Policy (P.029) – revised policy.
- Several amendments on both policies were discussed and agreed. It was proposed, seconded and resolved to adopt both policies with immediate effect. It was further agreed for the clerk to undertake training in safeguarding.

3037 ASSET MANAGEMENT

- .01 **Defibrillator at Michaels Field:** Members considered a draft license agreement provided by Teignbridge District Council. The clerk advised a supplementary report of up-to-date photos of the building condition should be included in the paperwork before the agreement is signed. Subject to this point it was proposed, seconded, and agreed unanimously to approve the license agreement, and for the chairman to sign, subject to the report mentioned above.

3038 MEMBERS REPORTS

- Reports were provided by members who had attended the events listed below. No further actions were resolved.
- a. **27 February – DCC/Torbay Devolution Deal via Zoom - attended by HM & KB.**
Public consultation has finished, authorities now moving to finalise the merge with a vote. It is envisaged the combined county authority will be established in Oct 2024.
 - b. **12 March – TDC & DALC – Town & Parish Conference – attended by KF, JH & KB.**
A written report had been provided by the clerk. No further questions.

Draft V1 MINUTES - continued
FULL COUNCIL MEETING - held 15.04.24.

c. 14 March – TET - Update to Campaign Group – attended by HM & KB.

Cllr. Merritt reiterated the commitment of funds by TDC and their work towards to project to date, on land acquisition and business planning.

d. 20 March – LEVI – EV Charging Points via Teams – attended by DR.

A written report had been provided by Cllr. Robbins. He explained a central government fund for new charging stations was to be distributed to local councils by the County Council however there was more emphasis and encouragement for on-street charging. Cllr. Robbins expressed concerns about pursuing this for Bishopsteignton as parking was already limited and on occasion a cause for upset. Cllr. Keohane helpfully advised about an app for private charging stations and for the owner to book and charge other EV owners with charging slots. It was considered more likely that to promote and encourage such a function within the village would be more beneficial than installing units which will cause parking problems which cannot be policed by the council.

e. 20 March – TET - TDC Business Plan, presentation to Business & Tourism Stakeholders – attended by KB.

Cllr. Benham was not present to provide a report. Cllr. Merritt felt he had covered the points relating to the TET business plan in item c. above.

f. 26 March – TDC - Community Leader Workshop - attended by KB & HM.

Cllr. Merritt reported this event sounded similar to that described in item b. above, that TDC are keen to work with Local Council leaders to improved working relationships between the towns, Parishes & district.

3039 CLERKS REPORT: The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. The following further matters were raised by the clerk:

.01 Councillor Vacancy: Following the official Casual Vacancy notice period, for which TDC electoral services did not receive the required number of requests for a by-election, BPC are now able to advertise for a new member by co-option. Posters and social media posts will be made over the next few days and assuming applications are received the co-option process shall take place at the next full council meeting, 28.05.24.

The following points were raised by members:

.02 D-Day 80th Anniversary – Cllrs. Gill and Harris felt something should be done to commemorate this event of national importance. The clerk explained that despite liaising with other village organisations there seemed to be no appetite to hold celebratory events. Cllr. Grimble advised Knit & Tink intend to create a display and that possibly the WI will hold an event. Lighting of the beacon was considered. The clerk explained it was a huge commitment for a volunteer but if the council especially wanted to pursue it perhaps a contractor could be engaged to carry this out. The chair suggested that any ideas from councillors and volunteers to carry out related organisational tasks are made known to the clerk by email.

.03 Pedestrian Crossing at Cockhaven Junction – Cllr. Keohane concurred with the parishioner's complaint about near misses at the junction. However, it was established in discussion people are not crossing at the safest point, indicated by the dipped kerb and tactile paving. Various solutions were considered but as all the original work was carried out in conjunction with Devon Highways approval and safety inspection it was agreed there was nothing further to be done.

Draft V1 MINUTES - continued
FULL COUNCIL MEETING - held 15.04.24.

- .04 **Pedestrian Access to Lawns via Stone Lodge** – Cllr. Robbins reported this matter which a parishioner has brought to his attention. It was understood this permissive access route was under threat of closure as the current owner of Stone Lodge does not want pedestrians to use his private driveway anymore. A lengthy discussion continued with the clerk confirming it is permissive access and not a registered public right of way (PROW). Although not considered morally acceptable there is no legal reason for the landowner to maintain this permission however as the route has been in use for more than 20 years, closer to 25 years, it may be possible for the route to be registered as a PROW.
- Cllr. MacGregor added this was important in relation to the draft Teignbridge Local Plan Review as land allocations V2 and V3 very much rely on this route for pedestrians to access public transport and the rest of the village.
- It was agreed unanimously for the clerk to re-open the conversation with the PROW department/warden at Devon Highways.

3040 PUBLIC PARTICIPATION:

There were no matters raised by the public audience.

THE CHAIR CLOSED THE MEETING AT 21.12



APPENDIX Bi:
Official Report from Local Police
Nothing received

For 28 May 2024

1. The council agreed to a 'spend to save' structure change in the management of the district. Staffing losses and retirements over the last 4-5 years have left the management structure unwieldy and lopsided. There will be a change from the current reporting structure that will see the senior leadership team give more responsibility to heads of department, with 12 heads of department reporting into the 3 Senior Leadership Team members. These will reduce the direct reporting, speed up processes and improve service provision. Some roles will be promotions from within and some will be new faces brought in from outside the council. The first step on the process was approval of the structure and financing, the next is staff consultation.
2. Cllr Chris Clarence has stepped down from chair of the council after a very positive year.
3. There is a new Beach Management Plan underway which will be looking at current beach resilience and future developments that might be needed in light of climate change. I raised this as a matter of concern as there appears to be little engagement with stakeholders.
4. Teignbridge is undertaking a review of polling places and stations across the district which takes account of changes in population, development etc both in progress and planned ahead. I suspect it will have a limited impact on Bishopsteignton.
5. There are changes to postal voting. Any form handed in at Forde House or to a polling station must be handed in, in person and a form completed. Not required for a postal vote returned via the post. A maximum 6 postal votes can be handed in by one person.
6. The planning team is to be split into two separate areas with designated teams for each area. (See enclosed picture).
7. RSPB are potentially looking at installing a path at the Ashmill Farm land, to reduce the disruption to protected species. Discussions with TDC will be over linking the path to Broadmeadow playing fields for public access. Still in very early stages.
8. The Lido is due to open over the weekend. Repairs and preparation have been carried out.
9. The next six weeks are going to be hectic following the announcement of a General Election on Wednesday 22nd May for 4th July. Council work will continue.
10. Just to remind everyone that hasn't already applied, the Councillor Community fund has been refreshed and some already allocated. If you want funds please place as soon as possible.

More than happy to answer any other queries or questions before or during the meeting.

Andrew MacGregor
Councillor for Bishopsteignton Ward
Tel: [07947 325037](tel:07947325037)



APPENDIX Biii:
Official Report from
County Councillor. R. Peart

Nothing received



VN	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
17	Fore St Toilets - Utilities	11/04/2024	Current Lloyds TSB Treasury	Utilities	British Gas	L	30.43	1.52	31.95
									31.95
18	Bishops Ave Car Parks: Genera	11/04/2024	Current Lloyds TSB Treasury	Annual Non-Domestic Rates	Teignbridge DC	X	403.45		403.45
									403.45
19	Admin Costs	12/04/2024	Current Lloyds TSB Treasury	BPC Mobile Phone contract	EE	S	17.00	3.40	20.40
									20.40
20	Burial Ground	15/04/2024	Current Lloyds TSB Treasury	General Maintenance Contract	BGS Ltd	S	508.00	101.60	609.60
20	Green Spaces Contract	15/04/2024	Current Lloyds TSB Treasury	General Maintenance Contract	BGS Ltd	S	655.00	131.00	786.00
20	St John's Churchyard	15/04/2024	Current Lloyds TSB Treasury	General Maintenance Contract	BGS Ltd	S	403.00	80.60	483.60
20	P3	15/04/2024	Current Lloyds TSB Treasury	General Maintenance Contract	BGS Ltd	S	50.00	10.00	60.00
									1,939.20
21	BCC Rent & service charge	15/04/2024	Current Lloyds TSB Treasury	Office Rent	Bishop CC	X	237.20		237.20
									237.20
22	Fore St Toilets - Utilities	15/04/2024	Current Lloyds TSB Treasury	Utilities	Everflow Ltd	X	56.36		56.36
									56.36
23	Lawns Toilets & MUGA - Utilities	16/04/2024	Current Lloyds TSB Treasury	Utilities	Octopus	L	13.27	0.66	13.93
									13.93
24	Audit	16/04/2024	Current Lloyds TSB Treasury	Internal Audit	Lee Accounting SW Ltd	S	210.00	42.00	252.00
									252.00
25	Grant Awards 24-25	16/04/2024	Current Lloyds TSB Treasury	Grant	Bishopsteignton Twinning Association	X	250.00		250.00
									250.00
26	Grant Awards 24-25	16/04/2024	Current Lloyds TSB Treasury	Grant	Bishopsteignton Village Hall	X	500.00		500.00
									500.00
27	Bishopsteignton Lunch Club	16/04/2024	Current Lloyds TSB Treasury	Lunch Club Expenses	Bishopsteignton Lunch Club	X	115.25		115.25
									115.25
28	Bishopsteignton Lunch Club	19/04/2024	Current Lloyds TSB Treasury	Transfer donation	Bishop CC	X	250.00		250.00
									250.00
29	Burial Ground	23/04/2024	Current Lloyds TSB Treasury	Burial Records Admin	Melanie DEEKS	X	300.00		300.00
									300.00
30	St John's Churchyard	19/04/2024	Current Lloyds TSB Treasury	Skip Hire	EMS Skip Hire	S	180.00	36.00	216.00
									216.00
31	Defibrillators	26/04/2024	Current Lloyds TSB Treasury	Admin/IT	Teignbridge DC	X	250.00		250.00
									250.00
32	Playground Reserve	23/04/2024	Current Lloyds TSB Treasury	Playground Inspection	Playsafety Ltd	S	192.00	38.40	230.40
									230.40
33	Net Salary	26/04/2024	Current Lloyds TSB Treasury	Clerks Salary	Mrs. K Ford	X	1,658.98		1,658.98
33	Staff contingency (overtime)	26/04/2024	Current Lloyds TSB Treasury	Clerks Salary	Mrs. K Ford	X	158.96		158.96
									1,817.94

PAYMENTS LIST

VN	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
34	Employee Tax	26/04/2024	Lloyds Current	Tax & NICs	HMRC	X	252.60		252.60
34	Employee NIC	26/04/2024	Lloyds Current	Tax & NICs	HMRC	X	101.08		101.08
34	Employer NIC	26/04/2024	Lloyds Current	Tax & NICs	HMRC	X	214.39		214.39
									568.07
35	Employee Pension	26/04/2024	Current Lloyds TSB Treasury Current	Pension Contributions	DCC Pension Fund	X	139.92		139.92
35	Employer Pension	26/04/2024	Lloyds TSB Treasury	Pension Contributions	DCC Pension Fund	X	471.42		471.42
									611.34
36	Burial Ground	29/04/2024	Current Lloyds TSB Treasury	Cemetery Maintenance	Kate Eco Gardening	X	86.00		86.00
									86.00
37	Fore St Toilets - Cleaning & M	01/05/2024	Current Lloyds TSB Treasury Current	Toilet Cleaning Contract	P. Walton	X	257.50		257.50
37	Lawns: Toilets & MUGA - Cleaning	01/05/2024	Lloyds TSB Treasury	Toilet Cleaning Contract	P. Walton	X	171.67		171.67
									429.17
38	IT General Use	01/05/2024	Current Lloyds TSB Treasury	Email hosting	Very Good Email Co	S	13.00	2.60	15.60
									15.60
39	IT General Use	01/05/2024	Current Lloyds TSB Treasury	Website hosting	Dot Combo Ltd	X	50.00		50.00
									50.00
40	Playground Reserve	07/05/2024	Current Lloyds TSB Treasury	Playground Maintenance	Teign Valley Fencing	X	160.00		160.00
									160.00
41	St John's Churchyard	07/05/2024	Current Lloyds TSB Treasury	General Maintenance - See description	Odds Sods n Jobs	X	1,190.00		1,190.00
									1,190.00
42	Fore St Toilets - Cleaning & Maint	07/05/2024	Current Lloyds TSB Treasury Current	General Maintenance - See description	P. Walton	X	25.00		25.00
42	Lawns: Toilets & MUGA - Cleaning		Lloyds TSB Treasury Current Lloyds	General Maintenance - See description	P. Walton	X	25.00		25.00
42	Lawns Swap Shed	07/05/2024	TSB Treasury	General Maintenance - See description		X	25.00		25.00
									75.00
43	Burial Ground	07/05/2024	Current Lloyds TSB Treasury Current	Greenspaces Contract	BGS Ltd	S	26.00	5.20	31.20
43	Green Spaces Contract	07/05/2024	Lloyds TSB Treasury Current Lloyds	Greenspaces Contract	BGS Ltd	S	40.00	8.00	48.00
43	St John's Churchyard	07/05/2024	TSB Treasury	Greenspaces Contract	BGS Ltd	S	14.00	2.80	16.80
									96.00
44	Admin Costs	13/05/2024	Current Lloyds TSB Treasury	BPC Mobile Phone contract	EE	S	17.00	3.40	20.40
									20.40
45	Fore St Toilets - Utilities	13/05/2024	Current Lloyds TSB Treasury	Utilities	British Gas	L	31.09	1.55	32.64
									32.64
46	Fore St Toilets - Utilities	14/05/2024	Current Lloyds TSB Treasury	Utilities	Everflow Ltd	X	50.35		50.35
									50.35
47	BCC Rent & service charge	15/05/2024	Current Lloyds TSB Treasury	Office Rent	Bishop CC	X	237.20		237.20
									237.20
48	Lawns Toilets & MUGA - Utilities	15/05/2024	Current Lloyds TSB Treasury	Utilities	Octopus	L	12.84	0.64	13.48
									13.48
49	Tidy Village (Weeding)	16/05/2024	Current Lloyds TSB Treasury	Gardening Services	D. Ewing	X	42.91		42.91
									42.91

PAYMENTS LIST

VN Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
50 Insurance	17/05/2024	Current Lloyds	Insurance	Zurich Municipal	X	2,452.35		2,452.35
								2,452.35
51 St John's Churchyard	21/05/2024	Current Lloyds	St Johns Churchyard Memorial Safety Inspection	Memsafe	S	1,627.35	325.47	1,952.82
								1,952.82
52 Burial Ground	22/05/2024	Current Lloyds	reservation plot marker	Williams & Triggs	S	37.50	7.50	45.00
								45.00
Total						14,210.07	802.34	15,012.41

On behalf of Bishopsteignton Parish Council, I approve the debts detailed above which were paid from Bishopsteignton Parish Council funds and that these transactions as carried out by the Clerk & RFO of Bishopsteignton Parish Council are approved retrospectively by the full council at its meeting held 28.05.24.

Signed: _____

Dated: _____

PRINT: _____

Position: _____

CATEGORY	SUBCATEGORY HEADING	(C) BALANCE REMAINING @ 31.03.24	(D) Adjustments required (where -ve to be deducted from unearmarked, +ve to be added.	(E) BALANCE TO BE CARRIED FORWARD	REASON/COMMENTS	2024/25 PRECEPT BUDGET	Starting Balance for 2024-25 Available to spend (includes reserves)
PERSONNEL	SALARY includes net salary, tax, employee NI, employee pension contributions. includes clerical contingency, split off for year ahead	-6210.77	6210.77	0.00	Insufficient budget set to cover overtime and payrise. Balance to be taken from unearmarked reserves.	25831.00	25831.00
	Clerical contingency				Balance added to unearmarked reserve	497.00	497.00
	NALC Payrise contingency	0.00	0.00	0.00		1350.00	1350.00
	Employer Pension contributions	-244.96	244.96	0.00	Over budget due to increased rates.	5967.00	5967.00
	Employer NIC	615.63	-615.63	0.00	Balance added to unearmarked reserve	3000.00	3000.00
					36645.00	36645.00	
ADMINISTRATION	Admin costs (includes Annual Parish Meeting)	506.95	-506.95	0.00		1755.00	1755.00
	IT - General	-121.32	121.32	0.00		880.00	880.00
	IT - Reserve	873.41	-121.32	752.09		800.00	1552.09
	BCC Rent & Service Charge	-78.60	78.60	0.00		3050.00	3050.00
	Subscriptions/ memberships	284.00	-284.00	0.00		1050.00	1050.00
	Elections Reserve	6707.44	0.00	6707.44	Reserve carried forward	0.00	6707.44
	Audit	80.00	-80.00	0.00		800.00	800.00
	Insurance	-206.31	206.31	0.00		2906.00	2906.00
	Training	656.10	-656.10	0.00		900.00	900.00
Admin/legal costs for Scout/Community building	1000.00	0.00	1000.00	Was not yet required, balance to be carried forward.	0.00	1000.00	
					12141.00	20600.53	
PARISH MAINTENANCE	General Parish Maintenance	-74.05	74.05	0.00	Green Spaces Contract	8350.00	8350.00
			20.00	20.00	General Weeding includes carried forward Tidy Teignbridge grant	2350.00	2370.00
			290.02	290.02	Trees including Orchards	1800.00	2090.02
					Small Garden Contract	1200.00	1200.00
					TDC Waste Removal contract for Lawns	3410.00	3410.00
	Benches Reserve	619.96	379.00	998.96	plus balance from monies held in trust	0.00	998.96
	Playground Reserve	0.00	111.42	111.42	Includes precept budget for playground inspections and maintenance of playgrounds. Building a reserve/plus balance from monies held in trust	900.00	1011.42
	MUGA Resurfacing Reserve	500.00	385.92	885.92	plus balance from monies held in trust	500.00	1385.92
	Public Toilets, Fore St	-61.53	61.53	0.00	Over budget due to increased utilites and maintenance works required	5790.00	5790.00
	MUGA & Public Toilets, Lawns	-196.72	196.72	0.00	Over budget due to increased utilites and maintenance works required and some vandalism	3260.00	3260.00
	St Johns Churchyards	-387.67	387.67	0.00	Over budget due to work to reduce risk of wall collapse	5500.00	5500.00
	Defibrillators	-179.41	179.41	0.00	Replacements cabinets/parts required but no funds available from HLG or grants	500.00	500.00
	NLS Reserve	121.81	0.00	121.81	Balance carried forward. Build reserve.	50.00	171.81
	BA Car Parks General use	83.23	-83.23	0.00		450.00	450.00
	BA Car Parks Reserve	8979.77	0.00	8979.77	Balance carried forward as a reserve.	0.00	8979.77
Kings Coronation & Queens Memorial	321.02	0.00	321.02	carried forward to cover installation of Kings coronation bench at The Lawns	0.00	321.02	
War Memorial	-90.00	90.00	0.00	Balanced by unearmarked reserve, as previously resolved. Begin a reserve.	500.00	500.00	
Swap shed	23.00	0.00	23.00	Carry forward to cover work currently required	0.00	23.00	
					34560.00	46311.92	
OTHERS	BPC Grant Giving, using GPoC	0.00	0.00	0.00		1000.00	1000.00
	BERT	692.34	0.00	692.34	Balance carried forward.	400.00	1092.34
	D-Day events/programme	0.00	0.00	0.00	new budget	400.00	400.00
	Remembrance	0.00	0.00	0.00	new budget	250.00	250.00
	CONTINGENCY	11620.04	0.00	11620.04		1000.00	12620.04
				2024/25 Budget	86396.00		
				LESS BURIAL ACCOUNT ADJUSTMENT	-4409.00		
				FINAL PRECEPT CLAIMED, paid in 2 halves, April & Sept	81986.00		
NON-PRECEPT BUDGETS/RESERVES							
	BURIAL ACCOUNT	99968.52	0.00	99968.52	less 24-25 charge to burial account	-4409.00	95559.52
	VAT	-8566.46	0.00	-8566.46	Will be balanced by claim for Q1 24-25.	0	-8566.46
HELD IN TRUST	Playdays	111.42	-111.42	0.00	Move to Playgrounds reserve	0	0.00
	Cricket Club	385.92	-385.92	0.00	Move to MUGA resurfacing reserve	0	0.00
	Clanage Cross Bench	379.00	-379.00	0.00	Move to bench maintenance reserve	0	0.00
	Dartmoor Vale Rotary Club trees	290.02	-290.02	0.00	move to Trees	0	0.00
	Luncheon Club	0.00	578.90	578.90			578.90
P3 - Agency grant	-35.90	0.00	-35.90	Deficit carried.Awaiting 24-25 grant	0	-35.90	
	CIL	26974.42	0.00	26974.42	Balance carried forward.	0	26974.42
FUNDING	Tidy Teignbridge grant	20.00	-20.00	0.00	move balance to weeding maintenance	0	0.00
	Lunch Club cost of living grant	578.90	-578.90	0.00	move to Monies held in Trust	0	0.00
	Climate Action Grant (NL, 2021)	3204.41	0.00	3204.41	Balance carried forward.	0	3204.41
	Estuary Beach Clean (Teign Estuary & Coastal Partnership 2020)	119.70	0.00	119.70	Balance carried forward.	0	119.70
	Balance remaining 31.04.24 (Before Adjustments) (C)			149263.31	TOTAL Balance Carried Fwd (E)		154767.42
	Adjustments made 01.04.24. Using unearmarked Reserve/Contingency (D)			5504.11	Bank Balance at 31.03.24		154767.42
	Balance after adjustments (E)			154767.42	Variance		0.00

BISHOPSTEIGNTON PARISH COUNCIL

RESERVES/BALANCES BROUGHT FORWARD

Before Burial Charge Adjustment

Burial Account	91506.48	Bishopsteignton Cemetery use only before burial adjustment for FY 23-24
Staff costs	0.00	Staff salary, NI & Pension contributions
Administration costs	7883.74	Includes reserves for IT, Elections, Training budget
Asset Management	10652.77	Includes reserves for BA CP, Noticeboard, Benches, NLS.
Agency Grants	-229.72	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1302.34	
Grant Awarding Funds	0.00	
Monies held in Trust	876.34	Monies held in trust carried forward Cricket Club, Bench donation, Playdays
CIL	33709.26	Balance carried forward
S106 Balance	-3629.67	Balance of monies claimed awaiting payment from TDC.
Balance of other funding sources	119.70	TE&CP grant for clearing the Estuary beaches
Climate Action Fund	3916.96	Balance of grant awarded Nov '21
VAT	-3398.78	Balance of VAT payments & receipts. Claimed, awaiting HMRC payment.
TOTAL	142709.42	
Bank Balance @ 31.03.23	153358.85	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed above)	142709.42	93.1% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Advised to hold 3 months worth of regular expenditure, approximately £13,000)	10649.43	6.9% of Bank balance



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 30.04.24

1. BALANCES

Bank Balance at 30.04.24	182469.45	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	168092.62	92.1% of Bank balance
CONTINGENCY BALANCE AVAILABLE / UNRESTRICTED FUNDS (Aim to hold 3 months' worth of regular expenditure)	14376.83	7.9% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	96236.25	Bishopsteignton Cemetery use only
Staff costs	12508.70	Staff salary, Employer NI & Pension contributions
Administration costs	13458.33	Includes all office & admin cost
Asset Management	24913.54	Includes budgets & reserves for management of all assets
Agency Grants	-135.90	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	892.34	
Grant Awarding Funds	-250.00	Under GPC of Localism Act 2011
Monies held in Trust	463.65	Bishopsteignton Luncheon Club
Community Infrastructure Levy	26974.42	Spend must meet criteria, deadlines for spend
Section 106 Balance	0.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	3204.41	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-8088.32	Balance of VAT payments & receipts
TOTAL	170297.12	

3. BANK RECONCILIATION (next page)

SIGNED

DATED 28.05.24

Bishopsteignton Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2024			
	Cash in Hand 01/04/2024			154,767.42
	ADD			
	Receipts 01/04/2024 - 30/04/2024			42,744.70
				197,512.12
	SUBTRACT			
	Payments 01/04/2024 - 30/04/2024			15,042.67
A	Cash in Hand 30/04/2024 (per Cash Book)			182,469.45
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2024	0.00	
	Current Lloyds TSB Treasury	30/04/2024	131,790.39	
	Lloyds Premier	30/04/2024	50,679.06	
				182,469.45
	Less unrepresented payments			
				182,469.45
	Plus unrepresented receipts			
B	Adjusted Bank Balance			182,469.45
	A = B Checks out OK			

Annual Governance and Accountability Return 2023/24 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 £6.5 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 2023/24

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 2024**.
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 2024**. 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 2024
 - 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 2023/24

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 **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 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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) 2023/24

- 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 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- 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 as soon as practical after the date of the AGAR approval.
- **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.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten 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 2024**.

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 2024 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 2023/24

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, 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 2023/24 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. Petty cash payments were properly supported by receipts, all petty 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
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 <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

Hania Lee

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***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 2023/24

We acknowledge as the members of:

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 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure 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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***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
3034.04

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

Chair

[Signature]
SIGNATURE REQUIRED

Clerk

[Signature]
SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

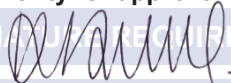
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 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 2023/24

In respect of

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 2024; 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 2023/24

(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 2023/24

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 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Organisational information, structures, locations, contacts <i>This will be current information only</i>		
Who is who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/social media Parish Council Notice Boards	Free
Contact details for Council members (names only) Email councillors through the clerk	Website	Free
Location of main Council office and accessibility details	Website Parish Council Notice Boards	Free
Staffing structure	Parish Clerk	Free
Class 2 – What we spend and how we spend it. Financial information relating to projected & actual income & expenditure, procurement/contracts and financial audit. Current and previous financial year as a minimum		
Annual return form and reports of internal & external auditors	Website Hard Copy – Parish Clerk	Free 25p sheet
BPC Annual Budget & Precept	Website Hard Copy - Parish Clerk	Free 25p sheet
Borrowing Approval letter	Hard Copy - Parish Clerk	25p sheet
Financial Standing Orders/Regulations	Hard Copy - Parish Clerk	25p sheet
Grants given and received	Hard Copy - Parish Clerk	25p sheet
List of current contracts awarded and value of contract	Hard Copy - Parish Clerk	25p sheet
Members' allowances and expenses	Hard Copy - Parish Clerk	25p sheet
Class 3 – What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections and reviews		
Strategy & Objectives <i>(current and previous year as a minimum)</i>	Website Hard Copy - Parish Clerk	Free 25p sheet
Annual Report to Parish or Community Meeting <i>(current and previous year as a minimum)</i>	Website	Free
Neighbourhood Plan <i>(current & previous version as a minimum)</i>	Website Hard Copy - Parish Clerk	Free Free

Publication Scheme - continued

Class 4 – How we make decisions. Decision making processes and records of decisions. <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Full council including, Annual meeting of PC, Annual Parish Meeting for electors)	Website	Free
Agendas of meetings (Full council, Annual meeting of PC, Annual Electors meeting)	Website & Notice Boards (link from social media)	Free
Agenda of committee & working party meetings	Website	Free
Minutes of meetings (All above)	Website	Free
Reports presented to council meetings (all above) <i>(Excluding information that is regarded as private to the meeting.)</i>	Hard Copy - Parish Clerk	25p sheet
Responses to consultation papers	Hard Copy - Parish Clerk	25p sheet
Responses to planning applications	Website	Free
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities <i>Current information only</i>		
All BPC Policies including procedures for the conduct of council business: Procedural standing orders, Terms of Reference for Committees, Delegated authority in respect of officers, Councillors Code of Conduct, Policy statements.	Website Or Hard copy - Parish Clerk	Free 25p sheet
Class 6 – Lists and Registers Currently maintained lists and registers only		
Asset Register	Website Hard copy - Parish Clerk	Free 25p sheet
Register of members' interests	TDC Website	Free
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public/businesses <i>Current information only</i>		
Allotments (governed by a separate body)	N/A	Free
Burial grounds and closed churchyards	Parish Clerk	
Community centres and village halls (governed by separate bodies)	N/A	
Parks, playing fields and recreational facilities	Parish Clerk	
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	
Bus shelters	Parish Clerk	
Markets	N/A	
Public conveniences	Parish Clerk	
Agency agreements	Parish Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Parish Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		Free
Neighbourhood Plan information	Website	
Emergency Plan - BERT	Website	



BISHOPSTEIGNTON PARISH COUNCIL

DRAFT RISK MANAGEMENT SCHEDULE 2024-25

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

FINANCE/MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	L	Sound budgeting to underlie the annual precept. The precept meeting is held in November. At the precept meeting the Council receives a budget update report, including actual position and projected position to the end of the financial year. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings.	Existing procedures adequate.
	Requirements not submitted to TDC.	L	The precept is then set based on the budget. The figure is submitted by the Clerk in writing to Teignbridge District Council.	Existing procedures adequate.
	Amount not received	L	The Clerk informs Council when monies are received (April and September).	Existing procedures adequate.
	Lack of Finances through excess spending	M	Effective insurance arrangements. Control of spend with regular reporting. Seek additional income from other sources and Council owned resources.	Existing procedures adequate.
Financial Records	Inadequate records	L L	The Council has Financial Regulations which set out the requirements. Internal and External Audit.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Financial irregularities	L	Internal and External Audit.	Existing procedure adequate. Review the Financial Regulations when necessary.

RISK MANAGEMENT SCHEDULE 2024-25

Bank and Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, including internet banking, cheques and reconciliation of accounts. A schedule of payments to be made requires three signatories and details of the accounts are reported monthly on the Council meeting minutes. Bank reconciliations and a statement of reserves are also presented quarterly to the Council on meeting minutes.	Existing procedure adequate. Review the Financial Regulations and bank signatory list when necessary. Especially after an AGM and an election.
	Bank mistakes	L	The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts, these are dealt with immediately by informing the bank and awaiting their correction.	Monitor the bank statements monthly.
Reporting & Auditing	Information miscommunication	L	The reporting of payments, bank reconciliation, reserves status and bank account statements is produced monthly and provided to all councillors as part of the PC meeting minute. A precept budget update including spend to date and predicted spend at the end of that financial year is provided to all council members each quarter and included as part of the PC meeting minutes. The auditor reviews the bank reconciliation, bank statements, payments and receipts, precept budget and all related electronic records.	Existing communication procedures adequate.
Direct costs	Goods not supplied but billed.	L	The Council has Financial Regulations which set out the requirements. At each Council meeting the Council approves a schedule of payment.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing	L	Chair's signature is required for this schedule which is kept as a record in the minute book.	
	Cheques incorrect	L	Although rarely used, any cheques require three signatures and counterfoils to be initialled.	
Grants and support payable	Power to pay/ Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, with a minute taken and listed accordingly if a payment is made using the S137 power of expenditure or General Power of Competence.	Existing procedures adequate.
Grants receivable	Receipt of Grant	L	The Parish Council does not presently receive any regular grants. Any one-off grant will come with terms and conditions to be satisfied.	Procedure would need to be formed if required.
Best value accountability	Work awarded incorrectly	L	Normal Parish Council practice would be to seek, if possible, three quotations for any substantial work required to be undertaken or for goods: in accordance with the BPC Responsible Procurement & Purchasing policy.	Existing procedure adequate. To be included when reviewing Financial Regulations.
	Overspend on services	M	If a problem is encountered with a contract the Clerk or nominated Councillor shall investigate the situation, check the quotation/tender, research the problem and report to the full Council.	
Clerk	Fraud	L	The requirements of the Fidelity Guarantee Insurance to be adhered to	Existing procedures adequate. Membership of DALC, NALC and SLCC.
	Actions not undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice.	

RISK MANAGEMENT SCHEDULE 2024-25

Election costs	Risk of an election cost	L/M	Risk is higher in election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election. A contingency fund has been established to meet the costs.	Existing procedures adequate. Review contingency fund when setting precept.
VAT	Reclaiming	L	The Council has Financial Regulations which set out the requirements. VAT to be claimed quarterly. Clerk to monitor VAT on a regular basis.	Existing procedures adequate.
Annual Governance & Accountability Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the external auditor within the time limit.	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M/L	An annual review is undertaken of all insurance arrangements in place this includes a review of the Asset Register. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedures adequate. Review provision and compliance annually.
Clerk	Accident/ harm caused in the workplace	L	Suitable Employer's liability Insurance policy in place and reviewed when necessary. Lone Working policy in place and regularly reviewed.	
Councillors	Insufficient skills within council membership to undertake actions effectively.	L	Widely publicise elections, engagement of the community, setting up of committees and working parties involving non councillors to get wider range of people with suitable expertise and skills involved.	
Community	Lack of credibility within the community	M	Action communication of information on the website, social media, and noticeboards. Prompt publication of minutes. Arrange public meetings when necessary. Regularly include an article in the Parish Chronicle.	Existing procedures adequate.
Data Protection	Breach of GDPR, Unpermitted publication of personal data	L L	Suitably secure record retention and deletion of documents in accordance with relevant policies. All councillors to be provided council specific emails and tablet for council specific business.	Existing procedures adequate. Regular review of legislation and related policy.
Freedom of Information Act	Policy Provision	M M	The Council has adopted the model publication scheme for Local Councils. The Council commits to make information available to the public as part of its normal business activities. Information that is not published under this scheme may be requested under the Freedom of Information Act or by submitting a Subject Access Request.	Monitor and report any impacts of requests made under the Freedom of Information Act

RISK MANAGEMENT SCHEDULE 2024-25

LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at Parish Council Meetings written into BPC minutes to be approved and published.	Existing procedures adequate
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Non-compliance with statutory requirements	L L	Minutes and Agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and Agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedures adequate. Undertake adequate training. Members to adhere to latest adopted Code of Conduct.
Members interests	Conflict of interest	M	Councillors have a duty to declare any interest at the meeting.	Existing procedures adequate.
	Register of members interests.	L	Register of Members interest forms to be reviewed at least on an annual basis.	Members take responsibility to update their register with the District Council.
PHYSICAL EQUIPMENT/ AREAS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage	L	An annual review of assets is undertaken for insurance provision, annual accounts return and maintenance provisions. Users agreement for the issue and return of councillors tablets.	Existing procedures adequate
	Risk/damage to third party(ies)/property Accident on Council owned land	L M	Effective public liability insurance. Monitoring of condition, regular inspection of trees, land, monitoring playgrounds, sports area and any other equipment. Users Agreement policy & application form for use of BPC managed open spaces.	Existing procedures adequate
Maintenance	Poor performance of assets.	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.	Existing procedures adequate. Ensure inspections carried out.
	Risk to third parties	L	All assets are insured and reviewed annually. All public amenity land is inspected regularly.	Existing procedures adequate. Ensure inspections carried out.
Events on BPC Land organised by external bodies/commu nity.	Loss or Damage Risk/damage to third party(ies)/property Accident on Council owned land	M	Organisers of events to be held on any land/open space owned by BPC must apply in writing (completing necessary data gathering forms as requested). BPC to review each request before its permission is either granted or denied. An event cannot commence unless a suitable Risk Assessment has been conducted by the event organiser and copy provided to BPC via the Clerk. An event cannot commence unless suitable insurance cover has been arranged and documented proof provided to BPC via the Clerk.	Existing procedure adequate. Review relevant application forms when necessary.

RISK MANAGEMENT SCHEDULE 2024-25

Council records - paper	Loss through theft, fire, damage	L	The Parish Council records are stored at the Parish Council Office. Records include historical correspondence, minute books, land transfers, leases for lands, burial records and records such as insurance. A Fire-proof, lockable safe is used for land deeds.	Damage is unlikely so provision adequate. To be checked regularly.
Council records - electronic	Loss through theft, fire, damage, corruption of computer or tablets	L M	The Parish Council's electronic records are stored on the Parish Council's laptop computer held by the proper officer. Sufficient firewall and anti-virus protection to be used. Back-ups of files are taken at regular intervals.	Back-up of electronic files produced regularly.
Health and Safety	Parish Council Office Parish Council Activities	L L	Storage and working premises and facilities are considered adequate. Meetings held in Community Centre which is considered adequate. Risk assessments to be carried out for any new BPC activities and events. Public liability Insurance held. The council to ensure that any BPC activity undertaken is covered by insurance.	Existing locations adequate. Existing procedures adequate.

The information above was agreed and approved by Bishopsteignton Parish Council and will be reviewed each year to ensure content and procedures are correct.

CHAIRMAN

PROPER OFFICER/RFO

SIGNED: _____

PRINT: _____

Kim Ford

DATE: 28.05.24

28.05.24

Date adopted: 28.05.24 **Minute reference:** 2405.04.b **Date of next review** May 2025



BISHOPSTEIGNTON PARISH COUNCIL

CLERKS REPORT OF GENERAL UPDATES 20.05.24

GENERAL ADMINISTRATION/GOVERNANCE

AUDIT OF 2023-24 ACCOUNTS: Annual accounts are finalised, as noted by full council in April, and the internal audit was completed since. The Annual Governance & Accountability Return is now complete and ready for submission to the external auditor and should be ratified by full council at the meeting to be held 28.05.24.

BISHOPSTEIGNTON COMMUNITY CENTRE: The regeneration committee has been disbanded. There are further ideas about maintaining a community centre for the future and talks are ongoing including management changes and methods to increase hire, community use and awareness. A new sub-committee are considering all aspects and supporting the BCC management committee with funding bids. It is positive and all are hopeful for regenerating the centre, so community use and group and private hire is possible for years to come.

The BCC Committee had purchased 6 wooden planters, using both the BPC and Community Councillors grants. These will appear at the front and rear of the building soon and will be accompanied by a wildlife garden and pond.

SCOUTS HQ/COMMUNITY HUB @ The Lawns: Cllr. John Nutley & Cllr. Martin Wrigley are being chased positive about the chances of TDC granted permission for the building at the Lawns, by way of a letter, rather than amending the covenant/transfer deed of 1999. Both councillors are liaising with TDC officers from Estates & Assets, and an inhouse-solicitor. However, the TDC solicitor, Mr. Paul Woodhead, feels the decision should be considered and resolved by the full executive committee. Unfortunately, it has failed to appear on the agendas of the last two meetings of this committee.

I shall be working towards an end user agreement, and a community use agreement which TDC felt were essential, however I haven't yet seen this in writing and am hoping they might provide examples from other organisations. Until there is a written official permission Scouts are at a standstill with funding applications.

D-DAY 80TH ANNIVERSARY COMMEMORATIONS 06.06.24 – I have not been able to organise the lighting of the Beacon, as no volunteers have come forward.

I have heard about several events happening in the village so have created a poster so the community can see everything available to them. This will be shared across the week, via noticeboards and social media.

TEIGNBRIDGE LOCAL PLAN: Local Plan Examination – An officer at TDC has been appointed as the Program Officer for the examination, liaison between TDC officers & members, the examination team appointed by The Planning Inspectorate, and any Teignbridge consultees hoping to attend hearing sessions.

He will be contacting BPC, as one of the latter, to give details of the dates of the hearing sessions and venue, the Inspectors' Guidance Notes for the examination, a draft programme for the hearings, and a schedule of matters and issues to be discussed. BPC will need to appoint a member willing to attend, this could be any member, or a resident with experience who may be willing to represent the parish on behalf of the council. To be discussed, probably best by the Planning Committee.

FINANCIAL REGULATIONS: NALC have this month published the latest revision of Financial Regs as a template for review and adoption. See Annual meeting of the council agenda item AM24.06.03 Appendix E.

CONTRACT OF EMPLOYMENT: A new model of the employment contract has just been published. This will be more in line with the latest employment law and your statutory requirements as an employer.

CLERKS REPORT Cont'd - GENERAL UPDATE 20.05.24

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.

CIVILITY & RESPECT PROJECT & PLEDGE: <https://www.nalc.gov.uk/our-work/civility-and-respect-project> Once the Strategy & Governance Committee have completed a review of policies this opportunity can be considered by this committee.

BISHOPSTEIGNTON EMERGENCY RESILIENCE: A current Emergency Plan is overdue a review however more active members of the committee are needed to push this forward in time for winter 2024/25. In addition, a review of BERT volunteers, zone co-ordinators, equipment, etc is overdue. Perhaps following the annual meeting there may be more committee members to progress this important area of community support.

BURIAL AUTHORITY/CEMETERY RECORDS ONLINE MANAGEMENT: Mrs. Melanie Deeks, a Bishopsteignton parishioner, has continued uploading the burial records into the digital system, Scribe. I am meeting with her regular to ensure good progress. All payments to come from the burial account for her work. Mel is also standing in as Burial Clerk during my annual leave this summer.

Delivering Rural Affordable Housing – Teignbridge DC Zoom meeting – I recently attended this. It was a good summary of what can be achieved. The first step for Bishopsteignton is to get our 2018/19 Housing Need Survey redone and the report updated accordingly. This will be necessary for when we review the Bishopsteignton Neighbourhood Development Plan also. I have requested a quote from Devon Communities Together who carry out this work. It is more likely that this will be factored into 2025-26 program of works and budget, but if it can be or needs to be done sooner it can be discussed in detail and considered by full council at a future meeting if the need arises. Slides from the zoom are not yet available but as soon as they are I shall share these in the google drive.

PARISH ASSET MAINTENANCE

Bishops Avenue Car Park Railing damage – Insurance Claim: This is ongoing. SM Engineering have provided a quote for a like for like replacement, for insurance claim purposes, and a second quote for a more substantial replacement. Ideally, we should go for the better solution, using insurance payout, topped up using the DCC grant for taking on the car park.

Unfortunately, the claim is taking ages, with our insurance company throwing spanners to keep the claim from progressing. I'll persevere but until resolved we cannot take any action to repair the railing.

Parish Noticeboards – Another group of assets for which the condition is regularly assessed and every few years requires some attention. John Parkes is currently refurbishing the board from Fore Street and The Village Green. I will claim S106 or CIL for this work as no budget was set or reserve available, to be rectified for future budgets.

Weeding throughout the Parish – Following the need to attend to this ourselves, Devon Highways stating they are no longer routinely clearing weeds, I will continue to instruct various contractors to tackle different areas as they arise. I shall work out a schedule/plan for weeding across the spring/summer of 2024, but some will be responsive to reports/complaints rather than planned. For this we'll be using money from the new budget heading set as part of the 24-25 budget.

Due to the time-consuming and constant nature of this work, the use of a non-chemical weed control product is being trialled. It shall only be administered once pollinator friendly weeds have flowered. It shall be administered using a spray wand to ensure accuracy. Dead weeds will be removed approximately a week later to keep the area looking tidy.

CLERKS REPORT Cont'd - GENERAL UPDATE 20.05.24

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.

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

St Johns Garden Wall – Work to stabilise this wall and improve the level and planting within the bed is now complete.

Benches – still waiting for the Kings coronation bench to be installed at The Lawns; just need to meet with the contractor.

Night Landing Site (Lighting Mast) at Michaels Field – Following repairs to the lights in December, for which the invoice has been settled, Cllr. Head is kindly conducting some fundraising.

This made me think that as a rule we should factor some fundraising events into the annual calendar. These will raise money for community assets which have essential but costly maintenance needs, such as the night landing site and the defibrillators. Hopefully we can work with other community groups to achieve this. If you have any ideas, please let me know.

Playgrounds:

- **The Lawns** -Need to get quotes for repairs to existing, but aging, wet pour surfacing, S106 may be used. This happens to be under the crow's nest swing which has recently been removed due to a damaged part. This is caused by age, wear and tear and nothing more sinister though. I am in the process of research to see if a new swing seat can be obtained, rather than a full replacement as the frame is structurally sound and not as old as the swing. I will report back to the full council or Asset management committee whichever meets soonest. Potentially, with replacement wet pour surfacing and a new frame this could be in the region of £7.5k. We may use S106 or CIL. To be deferred to the next meeting of the Asset Management Committee to make a recommendation to full council.
- **Cockhaven Close** – The old gates which were reaching the end of their useful lives, the worst one has been replaced, including a closing spring. The other shall be assessed and now need replacing soon. I am in the process of seeking quotes for this task.

For both playgrounds I need to arrange an official opening, at which the contribution of Valencia Community Funds can be recognised and promoted, photo opportunity. To be arranged for late Spring 2024. To be discussed by the AMC committee.

The annual ROSPA inspection of both areas took place in March. Reports, some recommendations for minor repairs will be actioned. Inspections invoice is settled.

BPC Car Parks – The three car parks owned and managed by BPC, being both sides at the top of Bishops Avenue and the one at the Lawns, require some suitable signage and a policy for use to be adopted. This is a task delegated to the Asset Management Committee & Clerk for further consideration/preparation. No further action has been taken yet.

MUGA :

- **Weeds** - We shall continue to monitor overgrowth from around the outside of the court to ensure it is maintained as and when required. Whilst this may not be the best action for biodiversity, we

CLERKS REPORT Cont'd - GENERAL UPDATE 20.05.24

have a responsibility to look after the asset. Biodiversity can be and is often encouraged in other locations, and BPC should continue with this as well as good maintenance of the MUGA.

- **Pay to Play & group hire of the MUGA** – I have registered the two tennis courts with the LTA, this is FOC for the first season and approx. £120 pa thereafter. This gives us access to a pay to play online booking and charging facility when courts may be booked by the hour and paid for with a credit card. Several regular users will still book and pay through me, including the Chudleigh Canons Netball team, and Teignmouth Tennis Club; the latter now consider the MUGA it's new home and will regularly play across the year. Booking can be found here on the LTA website, please note there are some errors in the listing and the pricing, I'm working on it!

https://www.lta.org.uk/play/book-a-tennis-court/courts/bishopsteignton-parish-council_191fed43-927e-49c5-8999-029751a0b6b8/

To make this fair the gates will need to be locked and an access code provided on receipt of payment. There will be times when the court is FOC but booking will still be required to gain access. This should help deter vandalism and antisocial behaviour in the future. However, finding the best locking system is proving harder than expected, so this is still work in progress.

Locking system still not resolved or implemented.

- **Future Maintenance** – The association will give us greater opportunity for funding for improvements to the courts and guidance on best practice, etc. We are encouraged to run a building reserve, taken from hire fees and precept to allow for better future maintenance of the facility.
- **Vandalism** – Since permanently dead-locking the toilet block there has been no further vandalism. The only key holders being the tennis club, the netball club and John from Hope Coffee. Sadly, no longer a facility for community use so will need to be funded using income from the MUGA and coffee van licence fee.

Improvements at Fore Street Toilets – At the December Full Council meeting the appointment of contractor was agreed. Tom, the decorator was scheduled to carry out this job in March however we found the walls too cold and damp; the paint would not have adhered properly. The work is being delayed awaiting better weather. In the process of arranging a new date with Tom.

Cockhaven Junction Enhancement – Kate has added more plants and trees to fill the space and add structure. The front section has been sown with wildflower seeds again for colour during the summer. Hoping to meet with Derek Greatorex regarding possible enhancements as a celebration garden featuring art in memory of his late wife and parishioner Gill Greatorex.

Public Rights of Way – 2023-24 Annual Condition Survey: This was conducted by 1st Bishopsteignton Scouts on 28.01.24 including litter picking. BPC provided refreshments to the scouts taking part. Results yet to be submitted from which next year's grant will be allocated.

New Trees @ The Lawns: Several new trees have been planted at The Lawns, and wooden surrounds erected to protect the new tree Also includes piping as watering tubes.

To ensure the survival of these trees we will need to consider a method of watering them in the Spring and Summer for the next few years. I have discussed this provision with BGS as they have own to water containers and would happily take on this additional task/contract. Prices to be discussed in due course, as first they need a map of all trees which will need water to work out the price. The cost of this is already factored into the asset management budget for trees but if more money required it could be met by the Climate Actions grant.

Defibrillators: The new unit at Cockhaven Arms has been installed. This unit was provided by HLG, and the cabinet purchased using CIL. For Michaels Field the defib and cabinet were purchased using CIL. The license agreement has now been signed by both parties so access shall be granted to install. Both to be added to insurance policy.

CLERKS REPORT Cont'd - GENERAL UPDATE 20.05.24

Interpretation Boards: Bishopsteignton Heritage are leading on the production of several boards around the parish. So far, they have completed these at the four-parish boundary stone, St Johns Church front, and the Admirals graves in the Churchyard, which sadly now do not show the correct logo or styling. Two new boards are now in place at The Parish Cemetery and The Village Green, funded by BPC, from the Burial Account for the former, and S106 for the latter.

Further boards are anticipated at The Lawns recreation ground, Old School (Community Centre), and a full village map. In future, other than the board at the Lawns, insurance cover, and the cost of each new installation, the capital cost of these will be met by BH.

CLIMATE & ECOLOGICAL ACTION

At a previous BPC meeting it was agreed the council should create a Biodiversity Action and Carbon Reduction Plan. I have begun work on a simple version without the more in-depth stage of preparing a more detailed plan with an independent ecologist, alongside a relevant officer from TDC. This will come at a cost so the council will need to either agree to set a budget for this work, or agreement that the Climate Action grant is used. To speed up the process it was considered that a working party/committee be formed to support the clerk with the content and structure needed to produce the plan. A committee has not yet formed; as this is part of the BPC Strategic Plan, volunteer councillors need to come forward please.

To maintain a good working relationship with Sustainable Bishop and engage with this part of the community I am working with them to support events.

FOR INFO:

For direct contact either phone: 07483 149812, 10am to 2pm, Monday, Tuesday & Thursday. or email: clerk@bishopsteignton-pc.gov.uk Other than meetings, the majority of my weekly hours will be worked from home, but I do intend to visit the parish at least once a week and occasionally work from the Bishopsteignton Heritage Hub, or I will be in meetings or conducting site visits. I will always ensure Cllr. Head, or colleagues in the Hub knows when I am there, and when I leave, in accordance with the BPC Lone Working Policy.

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

- **Annual Meeting of the Parish Council** (includes co-option): **Tuesday** 28 May 7.30pm @ BCC
- **Full Council Meeting:** **Tuesday** 28 May approx. 8pm @ BCC
- **Planning Committee:** Monday 3 June 7pm @ BCC.
- **Asset Management Committee:** Monday 10 June 7pm @ BCC.
- **BPC Strategy & Governance:** Monday 10 June 8pm @ BCC.
- **St Johns Fabric Committee:** TBC
- **Full Council:** Monday 29 July 7.30pm @ BCC
- **PACT:** (Police & Community Together): Friday 24 May, 10.30am @ Old Walls Vineyard. Future dates TBC.

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

Kim