

Sourton Parish Council

Meeting Report

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Vision Statement: To be the most effective parish council in West Devon

A parish council is a local authority that makes decisions on behalf of the people in the parish. It is the level of government closest to the community. As such our Mission statement is:

Mission Statement

- To be proactive in meeting the needs of the parish community, including Health and Wellbeing.
- To encourage community participation, through discussions and volunteer assistance.
- To be open and accessible in all our decision making

- To keep open communication with parishioners, businesses, local interest groups, local government organizations (WDBC, DNPA, DCC, Highways etc) and any other groups with an interest in the parish.

Environment Policy

Sourton Parish council is committed to supporting the long-term environment, cultural and economic health and vitality of the Parish. (See Appendix for full Environmental Policy).

We actively put our Environment policy into action. We have an active Green Working party, who organise volunteer days. This includes later picking, planting of native bulbs, the cleaning up of the village green, the creation of a bug-stop (in an disused bus stop), clearing of brambles to make way for native wildflowers; lobbying Shell and Devon Highways to alter their verge cutting practices to enable existing wild orchids to flourish: suggested to Highways England ways that we can make the lorry park a beacon of green practice: planted over 100 trees in and around the parish; lobbied a local landowner for use of a small field for use as a community orchard.

Action Plan

Long Term Action Plan

Sourton parish in partnership with its neighbouring parish Bridestowe drew up a Neighbourhood Plan. Following a referendum in August 2021 the Plan was confirmed and adopted on 28th Sept 2021 by WDBC and now forms part of the Development Plan for West Devon Borough Council.

During the process of drawing up the plan questionnaires were distributed to every household in the two parishes to find out the needs and aspirations of the two parishes. Although principally a planning document, at the back in Appendix X sits a list of aspirations expressed by parishioners. These are actions that should be delivered through the relevant parish council.

The lack of any playing field/public open space in the middle of the village of Sourton was a common comment. A further questionnaire ascertained that 90% of respondents would support the provision of a playing field/community open space, and preferably somewhere near to the village hall. (See details under heading Bridestowe and Sourton Neighbourhood Plan)

Short Term Action Plans

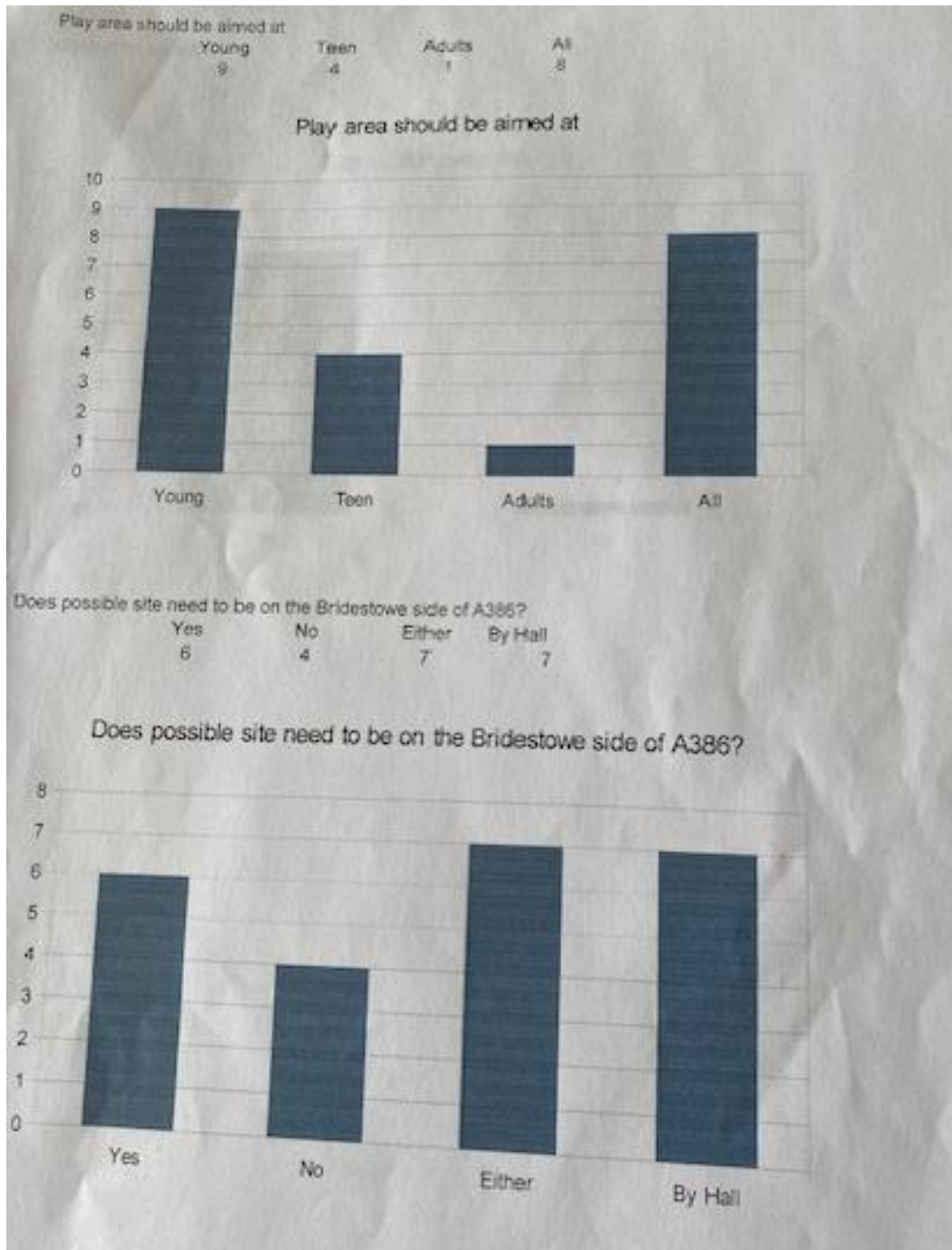
- Green Matters
- Health and Wellbeing of parishioners
- Slowing down traffic through Sourton Village
- The provision of Fibre Optics to the parish hamlets
- Lobbying for consistent approach by WDBC planners

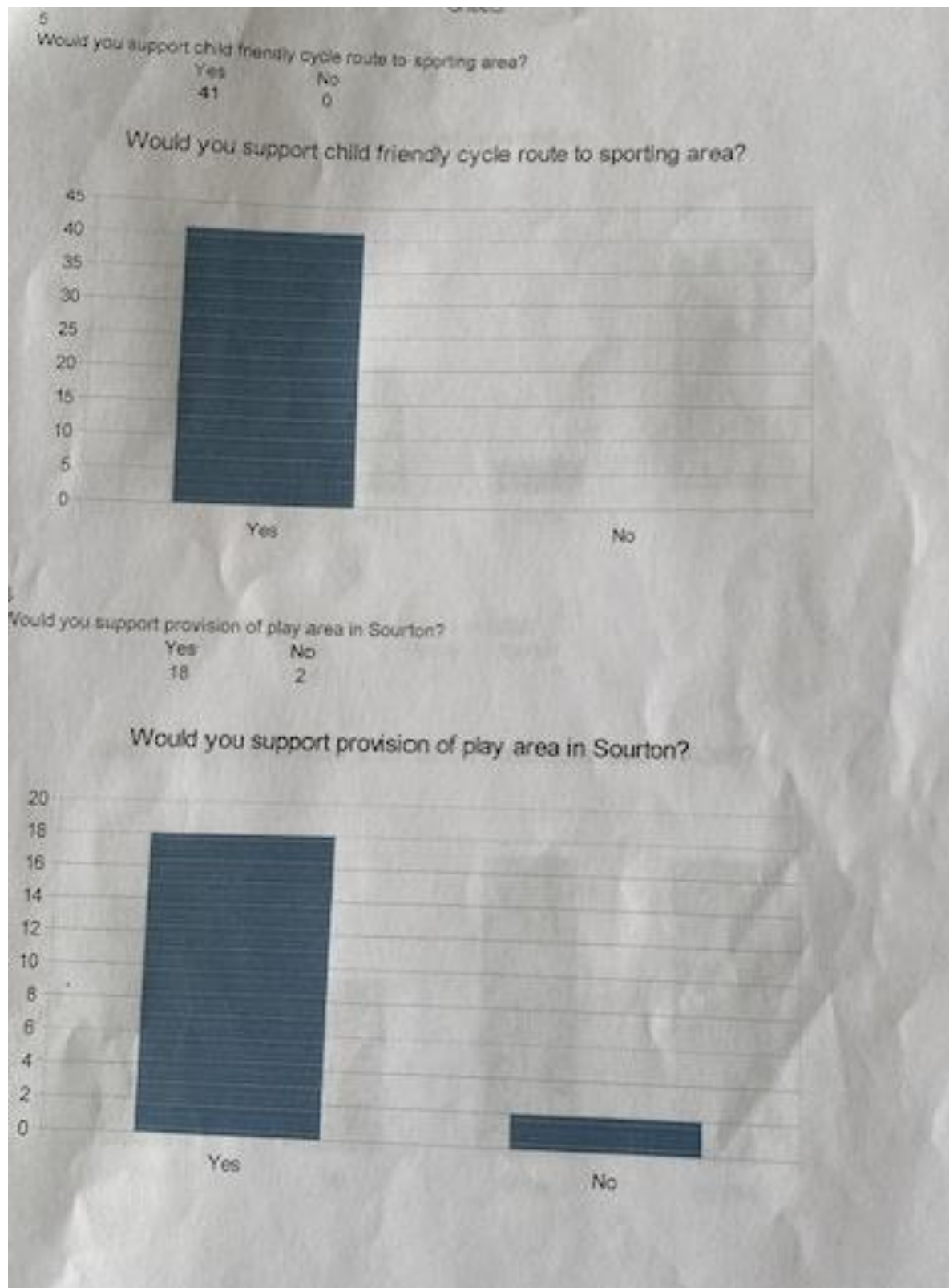
The wellbeing of its parishioners is one of the main themes for actions in the last couple of years, given the hard economic conditions parishioners found themselves in. The parish council obtained grants under the Warm Spaces Initiative to bring people together, to combat rural isolation and to provide a warm place to go to with food provided. In summer we had an outdoor games afternoon. These events proved very popular. What it highlighted was a lack of suitable parking. A kind local parishioner allowed their field to be used for these events, the same field was used for the game's day, the local produce show and parking for evening events. The field is proving to be essential for putting on community events.

That field is now up for sale. The parish council has a one-off opportunity to buy this field and save its use for the community.

Bridestowe and Sourton Neighbourhood Plan 2016-34

Following 2 comprehensive questionnaires being sent out as part of the Neighbourhood Plan process, we know that 90% would support the provision of a playing field/community area in Sourton village and the majority of those would prefer the site to be near the village hall. the needs of young people” comes from the evidence base of the Neighbourhood plan. See Graphs below:





This evidence was gathered by sending a questionnaire to every household during the neighbourhood planning process and under a question on needs/ wants a playing field was high on the list for children in Sourton. There is currently no

available play space for children in Sourton and it is this aspiration that the parish council is hoping to fulfil.

It became clear from the responses to the general questionnaire that residents have aspirations that cannot be delivered through a Neighbourhood Plan. Some are quite ambitious and will need grants from major funders while others are easily achievable, delivered through action groups.

1. The provision of new additional sports facilities, perhaps adjacent to the Village Hall in Bridestowe. An all-weather pitch has been suggested that would allow for tennis, netball, basket ball
2. Provision of an off-road cycle route (a 'green' way) to connect the two villages and perhaps link in with the Granite Way, part of the Sustrans cycle network, to provide a complete off-road route to Okehampton.
3. Possible internet cafe/ drop-in centre for young people, sited in one of the community buildings.
4. Look at possibility of creating an 'Activity Group' to co-ordinate the holding of events in community buildings throughout the two parishes
5. Consider producing copies of maps showing habitats, historic environment and points of interest to encourage visitors and residents to visit the sites (where appropriate) and to be better informed about these areas.
6. Explore the possibility of village halls and churches displaying local artists' work to encourage local people with talent.
7. Invite local crafts people to run classes at village halls. Such classes might include flower arranging, creative writing, reading group, needlework, art classes, pottery, etc.
8. Provide increased recreational opportunities for visitors and residents alike - opening up new off-road tracks and promoting local facilities to attract passing cyclists/walkers/horse riders.
9. Hold community lunches at pubs/churches and village halls for parishioners, in both parishes to counter rural isolation.
10. To extend the 'right of way' network so improving/extending recreational opportunities for visitors and residents alike. Paths can also be created by agreement between local authorities and owners.
11. Explore a car share scheme to compensate for inadequate public transport and reduce number of car journeys.
12. Provide safe crossing across old A30 and A386 to allow safe crossing of the road for pedestrian and mobility scooter
13. Revise existing leaflets for both communities that highlight sites of interest and incorporates a village trails.

Ideas Specific to Sourton

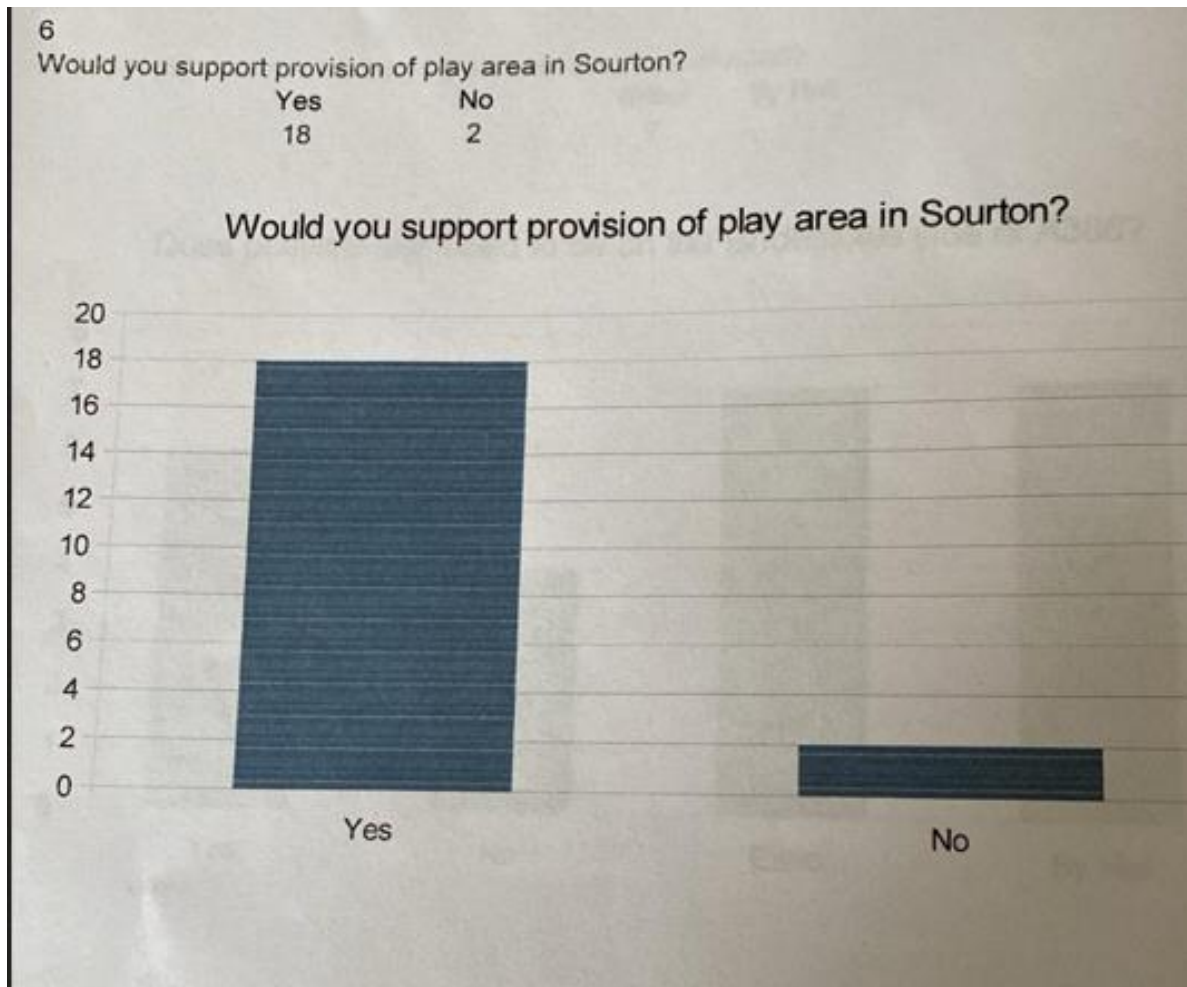
S1. Explore the possibility of providing refreshments/shop based at Sourton Village Hall for Sourton village parishioners and for visitors to the Granite Way. Shop could

be a satellite of the Bridestowe shop.

S2. Provision of broadband at Sourton Village Hall with meeting room for hire to small businesses

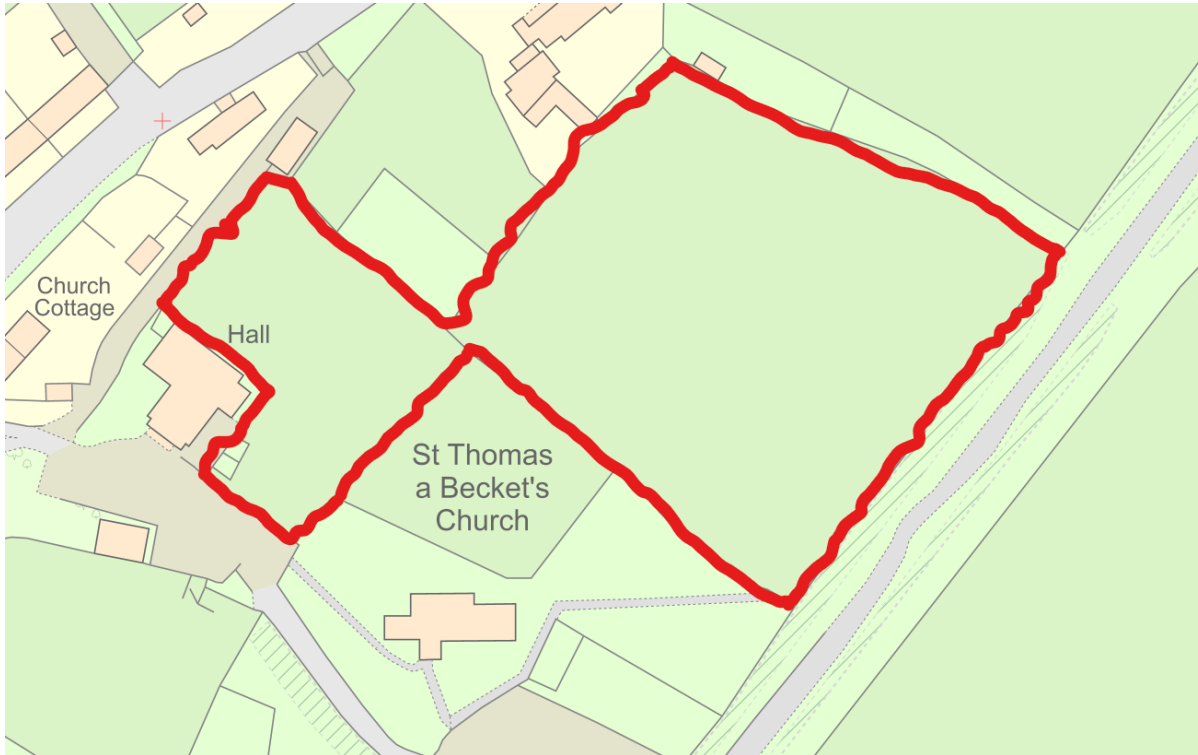
S3. Traffic calming measures along the A386, between the hamlets of Sourton Down and Southerly.

S4. Look at the possibility of a play area in Sourton and a picnic area on the Granite Way.



The parish has a clear mandate and now the opportunity to buy the field that is up for sale. The parish council, in line with its own Mission Statement, is being decisive in grabbing this one-only in a lifetime opportunity to buy the field, to retain it for community use, and seeks help in providing the necessary funds to obtain this field.

Location



Business Description

The field outlined in red is about 2.2 acres and is currently owned by the Trustees of Leawood Estate. It is up for sale to help pay for death duties. The Parish Council wants to buy the field so it can stay as an asset to the parish and be used for community events as it is now and as a play space. The Parish Council wants to respond to the aspirations of the parish quickly and decisively when a rare opportunity to buy a field in the middle of the village has arisen. This is a once in a lifetime opportunity for the parish.

A parish council is a local government body its function is to represent the interests and needs of the local community at the parish level. The parish council serves as the local representative body, voicing the concerns and aspirations of the community to higher levels of government.

The Parish council engages with the local community to understand their needs and desires. This often involves holding public meetings, surveys, and other forms of consultation.

The Parish council is responsible for managing and delivering certain local services and amenities. Parish councils play a role in local planning and development processes. They provide input on local planning applications, influencing decisions that impact the community's physical environment.

The parish council organizes or support community events and activities. This can include festivals, and other initiatives that foster a sense of community.

The Parish council has the authority to distribute grants or funds to local community groups, charities, or projects that contribute to the well-being of the community.

Parish councils have the responsibility to manage their budget and allocate funds appropriately to meet the needs of the community.

Vision and Mission

Action Plan 2024

Action Plan – 2024

Aims	Objectives	Actions	Powers
Cutting the village green and closed churchyard	New contractor starting in April 2024 Currently on a one-year contract	Monitor the grass in the churchyard and village green over the season Consider a longer contract period than one year.	Local Government Act 1972, s.215
Tree Planting	To plant more trees in the parish	Trees for Trescote Way Trees for verge near cycle hire Trees for lorry park	Open Spaces Act 1906, s.9, s.10
Bulb planting	To make the village more wildlife friendly as well as attractive	Purchase native bulbs and plant them on the village green	Open Spaces Act 1906, s.9, s.10
80th Anniversary of D Day	To bring the parish together	Arrange a get together that appeals to the full range of parishioners.	Local Government Act 1972, S.145
Grants	To find funding for green projects	To continue following the council's green agenda funding sources need to be found. Keep watching for announcements of new grants.	Local Government Act 1971, s.111
Winter maintenance of assets	To lengthen the life of assets	Assess conditions of noticeboards bus shelters and bin. Prioritise any repair works that need to be done Treat with wood preserver to lengthen the life span	Local Government (Miscellaneous Provision) Act 1953, s.4
Base Magazine	To communicate better with the parish	Make a plan for the year about what message we would like to pass to the	Local Government Act 1971, s.142

		parishioners to make sure important meetings and events are not missed out.	
Quality Council Status	To apply for quality council status	Sourton PC would need to register with SLCC Clerk would need to check that all requirements were in place Council to agree to apply.	Local Government Act 1971, s.111
Christmas Lights and Fair	Repeat Parish Christmas Party	Choose a date and add a Christmas Craft Fair to the event	Local Government Act 1972, S.145
Firework Night	To repeat firework night event	Events working group to plan for event and bring plan to full council	Local Government Act 1972, S.145
Childrens Games Day	To organise a children's games day	Events working group to plan for event and bring plan to full council	Local Government Act 1972, S.145
Volunteer Days	To organise more volunteer days	Green working group to plan for event and bring plan to full council	Highways Act 1980, s.96
Increasing Parish Assets	To try and stop spaces currently used by the parish being sold off and to raise enough money to purchase for the parish	Green working group and clerk to explore funding sources	Public Health Act 1875, s.164 Open Spaces Act 1906, s.9, s.10

Asset Maintenance		£ 300.00	£ 475.00	£ 214.21	£ 400.00	£ 400.00
Admin expenses/mileage	£ 360.00	£ 140.00	£ 30.00	£ 10.36	£ 12.00	£ 30.00
Training	£ 200.00	£ 360.00	£ 150.00	£ 60.80	£ 118.40	£ 150.00
Printer toner/stationery	£ 100.00	£ 100.00	£ 146.00	£ 81.76	£ 120.00	£ 125.00
Subscriptions	£ 220.00	£ 343.00	£ 275.00	£ 150.00	£ 210.00	£ 250.00
Events	£ -	£ -	£ 600.00	£ 3,109.98	£ 2,950.00	£ 600.00
Base	£ -	£ -	£ 200.00	£ -	£ 200.00	£ 200.00
GDPR Email	£ 168.00					
Transfer to EMR	£ 919.00	£ 619.00				
Grants	£ 675.00	£ 675.00	£ 325.00	£ 225.00	£ 100.00	£ 325.00
	8495.71	8617	£9,252.00	£9,035.29		10,038.00

Repayment

	<u>Budget</u>	<u>Spend to Date</u>	<u>Difference</u>
Salary	£4,646.00	£4,597.16	£48.84
Working from home allowance	£100.00	£100.00	£0.00
Grass cutting of the Green and church	£1,622.50	£1,178.00	£444.50
Asset Maintenance	£475.00	£241.77	£233.23
Tree Inspection	£200.00	£0.00	£200.00
Defibrillator	£140.00	£135.00	£5.00
Admin expenses/mileage	£30.00	£12.43	£17.57
Training	£150.00	£62.00	£88.00
Printer toner/stationery	£146.00	£81.67	£64.33
Website	£100.00	£93.00	£7.00
Village Hall Hire	£250.00	£105.00	£145.00
Subscriptions	£275.00	£200.00	£75.00
Litterbin emptying	£90.00	£79.56	£10.44
Events	£3,194.90	£3,270.77	-£75.87
Internal Auditor	£70.00	£65.00	£5.00
Base	£200.00	£0.00	£200.00
Business bank account Charges	£80.00	£54.00	£26.00
Insurance	£350.00	£235.71	£114.29
Grants	£575.00	£495.00	£80.00
Total	£12,694.40	£11,006.07	£1,688.33
precept	£9,252.00		
Grants and donations	£3,442.40		

As the above table shows the parish council underspent the 2022-23 budget by £1688.33 due to receiving grants which are shown in this document. This leaves £2427.53 to be paid from the reserves, the general reserve has £2110 and £200 has been budgeted for green projects leaving the parish to find £117.53 to complete the first year's payment. The parish hold events during the year and so donations at these events would go to paying the final amount.

Reserves

	2022-23	2023-24	2024-2025
Working Reserve	2000	£2,000	2000
Asset Maintenance	3000	£3,000	3000
Election Costs	1000	£1,000	1000
General Reserve	2110	£2,110	2110
Tree Inspection	0	£200	400
Total	£8,110	£8,310	8510

As can be seen from the table below the cost to the parish for having a public works loan over 15 years on a fixed rate annuity loan would be £4115.86 a year

Over 12 not over 12½	4.96	2,382.68	59,567.00	4.96	2,851.20	43.65	58,185.60
Over 12½ not over 13	4.96	2,316.34	60,224.84	4.95	2,781.31	41.88	58,701.50
Over 13 not over 13½	4.97	2,256.44	60,923.88	4.96	2,720.83	40.41	59,276.80
Over 13½ not over 14	4.98	2,201.10	61,630.80	4.96	2,662.63	38.97	59,822.40
Over 14 not over 14½	4.99	2,149.82	62,344.78	4.96	2,608.44	37.63	60,368.00
Over 14½ not over 15	5.00	2,102.22	63,066.60	4.97	2,560.07	36.45	60,947.70
Over 15 not over 15½	5.01	2,057.93	63,795.83	4.98	2,514.95	35.34	61,529.60
Over 15½ not over 16	5.02	2,016.64	64,532.48	4.99	2,472.80	34.31	62,113.70
Over 16 not over 16½	5.04	1,979.51	65,323.83	5.00	2,433.33	33.33	62,700.00
Over 16½ not over 17	5.05	1,943.46	66,077.64	5.01	2,396.32	32.42	63,288.50
Over 17 not over 17½	5.07	1,911.13	66,889.55	5.02	2,361.54	31.55	63,879.20
Over 17½ not over 18	5.09	1,880.91	67,712.76	5.03	2,328.82	30.74	64,472.10
Over 18 not over 18½	5.11	1,852.62	68,546.94	5.04	2,297.99	29.97	65,067.20
Over 18½ not over 19	5.12	1,824.66	69,337.08	5.06	2,271.09	29.29	65,707.40

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Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	5.14	1,799.81	70,192.59	5.07	2,243.61	28.60	66,308.00
Over 19½ not over 20	5.16	1,776.49	71,059.60	5.08	2,217.60	27.94	66,910.80
Over 20 not over 20½	5.18	1,754.59	71,938.19	5.10	2,195.17	27.37	67,562.00
Over 20½ not over 21	5.20	1,734.02	72,828.84	5.11	2,171.82	26.77	68,170.30

Payment options

	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Salary	£3,338.71	£3,894.00	£4,646.00	£5,038.00	£5,230.00	£5,846.00
Working from home allowance	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00
Tree Inspection	£-	£-	£200.00	£200.00	£200.00	£200.00
Defibrillator	£-	£-	£140.00	£140.00	£140.00	£140.00
Website	£160.00	£160.00	£100.00	£100.00	£110.00	£120.00
Village Hall Hire	£150.00	£150.00	£250.00	£200.00	£225.00	£225.00
Litterbin emptying	£80.00	£80.00	£90.00	£90.00	£100.00	£100.00
Internal Auditor	£150.00	£150.00	£70.00	£70.00	£80.00	£80.00
Business bank account Charges	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00
Insurance	£425.00	£425.00	£350.00	£300.00	£400.00	£400.00
Grass Cutting	£1,370.00	£1,041.00	£1,025.00	£1,440.00	£1,440.00	£1,440.00
Green Projects	£-	£-	£-	£200.00	£200.00	£200.00
Asset Maintenance		£300.00	£475.00	£400.00	£400.00	£400.00
Admin expenses/mileage	£360.00	£140.00	£30.00	£30.00	£30.00	£30.00
Training	£200.00	£360.00	£150.00	£150.00	£150.00	£150.00
Printer toner/stationery	£100.00	£100.00	£146.00	£125.00	£125.00	£125.00
Subscriptions	£220.00	£343.00	£275.00	£250.00	£250.00	£250.00
Events	£-	£-	£600.00	£600.00	£600.00	£600.00
Base	£-	£-	£200.00	£200.00	£200.00	£200.00
GDPR Email	£168.00				£0.00	£0.00
Transfer to EMR	£919.00	£619.00			£0.00	£0.00
Grants	£675.00	£675.00	£325.00	£325.00	£325.00	£325.00
Public Works Loan					4115.86	4115.86
	8495.71	8617	£9,252.00	10,038.00	14,500.86	15,126.86

Precept for 2025-26

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
	Select your parish from the drop down list	Sourton				Please enter your Precept requirement for 2024/25 in the yellow box below												
	Parish Precept 2023/24 (for illustrative purposes only)					£14,501												
	Number of Band D equivalent properties		Parish Band D Rate		Precept													
	180.32		£55.10		£10,038													
	Taxbase for 2024/25 (the number of properties over which Council Tax is charged)																	
	Taxbase for 2023/24				180.32	The Band D parish rate will be:												
	Changes to taxbase in 2023/24				1.87	This is an increase/(decrease) of:												
	Taxbase for 2024/25				182.19	(in comparison to 2023/24)												
	Nb. This is not a monetary value																	
	To use:																	
	(i) select your town/parish from the drop down menu in the green box - this will populate the 2023/24 precept box and the tax base for 2024/25																	
	(ii) enter a precept value in the yellow box to show the Band D parish rate and the increase/decrease as compared to 2023/24.																	

Without knowing if the tax base will change in Sourton in 2025-26 the above is an estimate of the change in precept for the residents of Sourton. Not all of the £24.29 increase is for the Public Works Loan as it is having been budgeted that the staffing costs will increase year on year as the clerk's grade increases and the rate of minimum wage increases and the contractual increase that is agreed nationally each year.

Income Sources

Date	From Whom received	Particulars of Receipt	Precept	Vat refund	Grant	Bank Interest	Misc	Transfer from Reserve	NatWest	Total
01/04/2023	Sourton Commoners	Grass cutting Grant			£ 422.50					£ 422.50
14/04/2023	HMRC	VAT return		£ 463.45						£ 463.45
24/04/2023	WDBC	Precept	£ 4,626.00							£ 4,626.00
10/05/2023	Donations	Curry Night					£ 25.00			£ 25.00
10/05/2023	Donations	Coronation					£ 300.00			£ 300.00
10/05/2023	Grant	Green verge			£ 175.00					£ 175.00
07/09/2023	WDBC	precept	£ 4,626.00							£ 4,626.00
07/11/2023	Donations	Firework Night					£ 207.05			£ 207.05
22/12/2023	localities grant	20 is plenty sign			£ 250.00					£ 250.00
10/01/2024	Donation	Christmas Party					£ 37.00			£ 37.00
15/3/24	Grant	National Lottery Warm Spaces			1900					
			£ 9,252.00	£ 463.45	£ 2747.50	£ -	£ 569.05	£ -	£ -	£ 11,132.00

The above is the current income sources the Parish Council has. If the purchase of the field is successful a new income stream will be added to the list. The field currently has sheep grazing to help keep the grass level down. The projected income from this is £120 a year. The number of sheep the field can manage is quite small normally about 6. This helps keep the grass at a variety of levels which is beneficial for the wildlife.

Appendix

Environmental Policy

SOURTON PARISH COUNCIL is committed to supporting the long-term environmental, cultural, and economic health and vitality of the Parish.

1. Thriving plants and wildlife

- using native and sustainably sourced trees when planting
- creating dedicated spaces for wildlife
- leaving dead wood safely in place in woodlands to provide additional habitat.
- maintaining planted trees to give them the best chance of survival.
- reducing the use of herbicides, pesticides, peat, and water
- implementing measures to prevent the spread of invasive species and plant disease.
- Creating more joined up space for nature on land – protecting land and increasing interconnections to boost natural resilience.

2. Clean air

- Promote the use of greener transport alternatives.
- Review planning policies and proposals affecting the Parish and their environmental impacts and respond as appropriate.
- Safety for all road users, including pedestrians, especially around issues of speeding vehicles, HGVs, and air pollution.
- When considering new-build planning applications the Parish Council should require housing and business properties to function as carbon neutral either from the outset, or in the extremely near future, with a clear plan based upon sustainable energy use, and re-use of existing materials, as JLP and NPPF directs.

3. Clean and plentiful water

- Not planting species that are heavily water dependent.
- When reviewing the neighbourhood plan consider adding water harvesting and recycling to newbuild houses
- Consider if planning applications affect streams or springs.

4. Managing exposure to chemicals and pesticides

- Ensuring chemicals are safely used and managed – recognising that chemicals are an important part of our everyday life, manage any risks posed by, and to continue to phase out the most harmful and persistent pollutants in favour of safer and more sustainable alternatives.
- the risks and impacts of pesticides - reducing their impacts on human health and the environment, while ensuring pests and pesticide resistance can be managed effectively.
- Request environmental policy statements from contractors, where appropriate

5. Maximises our resources, minimise our waste.
 - Council events will try and minimise the use of non-recyclable products.
 - Compostable tablecloths and non-dyed servettes will be used.
 - At the end of events all recycling will be taken away to be recycled.
 - The council will try and minimise waste and only cater for approximate attendance. Unused food will be frozen, if possible, to be used for the next event.
 - Seek to conserve resources wherever practicable.
 - Reduce waste in its daily operations, particularly single use plastic.
 - Be committed to recycling.

6. Using resources from nature sustainably
 - Encourage environmental initiatives and engage residents in environmental projects and issues.
 - Planting more trees is critical to achieving net zero, providing more habitat.
 - Shifting to more sustainable supply chains- the council will consider the carbon footprint of items it orders and prefer suppliers who are Climate Pledge Friendly

7. Mitigating and adapting to climate change
 - Follow the amendments to the National Planning Policy Framework to make sure that all sources of flood risk, including future flood risk, are considered in the planning. This should mean that any new development is safe for its lifetime and that it doesn't increase the risk of flooding elsewhere.
 - Environmental enhancements such as tree planting can reduce the impact of extreme heat.

8. Reduced risk of harm from environmental hazards
 - Mitigate surface water flooding by making sustainable drainage systems mandatory in new developments.
 - Supporting sharing best practice and innovative approaches at a local level
 - Building resilience to increasing wildfire risk
 - We want to encourage everyone to be aware of their risk of flooding and/or coastal erosion, including as those risks change with a changing climate. We will improve our website links to allow homeowners to check their flood risk. This will include incorporating improved surface water risk information from local authority mapping and data from the new national assessment of flood risk by 2025.
 - Continue to promote take up of flood warning service. In England all places at high risk of flooding from rivers and seas will be covered by the flood warning service from 2022 to 2023. Check for Flooding provides access to issued flood warnings, together with information on rainfall, and river, sea, and groundwater levels.

9. Enhancing biosecurity
 - build and install nest boxes for birds, bats, and other animals.
 - Suggest adding green walls or roofs to existing or new buildings.
 - plant native trees and shrubs
 - plant wildflowers for pollinators

- Biodiversity including habitats and protected species.
- Value green spaces within the Parish, such as the village green and protect them for future generations.
- Encourage environmental initiatives and engage residents in environmental projects and issues.
- Tackling invasive non-native species – to protect native species and the ecosystems that rely on them.
- Protecting and enhancing animal and plant health

10. Enhancing beauty heritage and engagement with the natural environment.

- The character, identity, and rural setting of the Parish.
- Conserve and enhance the natural, geological, and cultural diversity of our landscapes, and protect our historic and natural environment for the benefit and enjoyment of future generations.
- Nature for wellbeing – connecting with nature as a way of improving physical and mental health.
- Nature for wellbeing – connecting with nature as a way of improving physical and mental health.
- Continue to monitor our network of footpaths and bridlepaths to make sure that these can be enjoyed by as many people as possible.

These actions can save money while delivering benefits to biodiversity.

Operational Plan

Business Continuity Plan

Data Protection

The data contained in this document is for use in relation to this Plan only.

In order to comply with General Data Protection Regulations, the document must be held securely by those Members it is distributed to and disposed of in the correct manner when no longer required or the plan is updated.

Failure to comply, may result in disciplinary action being taken.

1 GENERAL INFORMATION

Introduction

This Plan has been designed to prepare Sourton Parish Council to cope with the effects of an emergency and continue to provide and maintain its services. This plan aims to minimise the effects of an incident which may affect the provision of Council services and to restore the highest possible levels of service in the shortest possible time.

It is intended that this document will provide the basis for a relatively quick and painless return to “business as usual” regardless of the cause.

Review

The Plan will be reviewed at least annually by the Council.

Aim, Objectives, and Distribution of the Plan

Aim

The aim of the Plan is to increase the Council’s resilience and minimise wherever possible the risk of disruption to the delivery of Council services. The Plan addresses the timely reinstatement of critical services by providing guidance and action plans for staff tasked with implementing the process.

Objectives

- To develop and maintain a process which regularly reviews, updates, and tests the plan.
- To ensure staff are involved in the preparation and maintenance of the Plan, so that there is an effective and consistent response to service continuity planning.
- To mobilise the organisational actions required to manage recovery.
- To ensure control is established in the critical early stages following an incident which affects the delivery of the Council’s services.
- To restore and maintain services provided as soon as possible.

Distribution

A Master copy of the Plan will be held securely by the Clerk and all members of the council will personally hold a copy in a secure location at their home address.

2 IMPLEMENTATIONS

The Plan should only be implemented in the event of an incident which causes or for which there is a high risk of disruption of the ability to deliver Council services. The following stages **must** be followed:

Stage 1 – Escalation

During normal hours and out of hours, the person receiving information of an incident or potential incident must alert the Clerk.

When informed of the incident or potential incident the Clerk, will inform some, or all of the following as required:

- Chair
- Deputy Chair

If necessary, the rest of the council will be notified.

Stage 2 – Activation

Decision is made by the Clerk to contact the chair and vice chair to evaluate the situation and agree the actions to be taken. In the event the Clerk is unavailable the chair in conjunction with the deputy chair will take this action.

Stage 3 – Evaluation

It is recognised that whilst any major disruption or emergency is likely to affect the Council's overall service, it may impact differently on the ability of individual services to function and maintain their effectiveness.

Following an incident, it will be necessary at an early stage to assess the overall impact on the delivery of services. The evaluation will be the responsibility of the EC, in conjunction with any other persons as may be felt necessary. A checklist is attached at Appendix A.

Stage 4 – Invocation

The decision to invoke the Plan will be made by the clerk, chair and vice chair and will be based upon the evaluation at Stage 3. It may be necessary at this stage for the clerk to work from another location.

Flooding

Should the nature of the emergency be the major flooding of the parish all available councillors may be called upon to assist with the moving of files and items to an alternative location, should it be risk assessed safe to do so.

Fire

In the event of a fire in the clerks home a backup storage location for paperwork and hardware will be needed if it is safe for them to be removed. Clerk to rely on advice from the fire service on this.

Pandemic or Health Emergency

In the event of a pandemic or health emergency, the advice of the government will be followed.

Such an event could result in high levels of councillor sickness, potentially resulting in meetings being inquorate or services being unable to be provided.

To minimise the risks the clerk will continue to work from home and council meetings will take place virtually if legislation permits. To ensure that services can continue to run delegated powers will be given to the Clerk.

APPENDIX A

**Business Continuity Plan
Stage 3 – Evaluation Checklist**

The following check list should be used as a guide to evaluate the extent of the damage and potential consequences of the incident.

Consideration	Comments
Identify which services or functions are affected and the level of disruption, or potential disruption.	
Consider staff availability.	
Are any staff displaced, or likely to be displaced, and require alternative working arrangements?	
Access damage, or likely damage, or disruption to IT equipment and systems	
What other equipment is lost or damaged?	
Can functions continue from the usual location?	

What affect will there be on delivery of the Council's services?	
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APPENDIX B

**Business Continuity Plan
Incident Log Sheet**

Name:

Date:

Incident Details
Location
Who and What Council Service Areas are Affected
Information, Decisions and Actions (including times)

**Business Continuity Plan
Personal Log Sheet**

Name:

Date	Time	Event Details

APPENDIX D

**Business Continuity Plan
Contact Details and Keyholders (Staff/Councillors)**

CONFIDENTIAL

Included are the personal contact details of members of staff and councillors, which must only be used in the event of an emergency and in relation to this plan.

These details must not be disclosed to any other persons except with the direct approval of that individual, failure to comply with this will be in contravention of the General Data Protection Regulations and may result in disciplinary action being taken.

Staff Personal Contact Details

Name	Email	Home Tel/ Mobile	Work
Abi Horn	parishclerk@sourtonpc.org.uk	07792958675	0183753179 (OTC Mon-Thurs)

Councillors Contact Details

Name	Role	Home Tel	Mobile
Sue Eberle	Chair		
Sam Firth	Vice Chair		
Debbie Ford			
Danielle Firth			

Kate Jefferies			
Alan Jewell			
Sally Gibson			

APPENDIX E

**Business Continuity Plan
Suppliers Contact Details**

Emergency	Supplier	Contact Number
Police/Fire/Ambulance etc		999 or 112
Electricity	Western Power	0800 6783105 or 105
Flooding	Environment Agency	0800 807060
Gas Leak	National Gas Emergency Helpline	0800 111 999
Water Leak	Southwest Water	0344 346 2020

Devon County Council: Emergencies (out of hours)
 Social Services: 0345 600 0388 or 0845 600 0388
 Highways: 0345 155 1008
 Animal welfare, petrol, and explosives: 01392 499499
 General enquiries
 0345 155 1015 or 0845 155 1015
 Email: customer@devon.gov.uk

West Devon Borough Council: General Enquiries
 01822 813600
 Emergencies (out of hours)
 0800 1694217

Financial Plan

RISK ASSESSMENT								
Location:		Sourton Parish Council Financial Risk Assessment			Signed:		A Horn	
					Date:		February 2024	
					Review Date:		February 2025	
Activity/ Process	Hazard Identified	Existing Controls	Who Might Be Harmed and How	Level of Risk			Further Action Required	Completed
				A	B	C		
Business Continuity	Council not being able to continue its business or tragic circumstances	All files and records kept at the clerk's home. All parish documents stored on the cloud. Computer files backed up to memory stick monthly and given to chair. In the event of the clerk being indisposed the chair holds the details of the website and email log in information	Council	1	2	2	Scheme of delegation in December 21 to allow for continuity during lockdown periods. Scheme of delegation to be agreed for election period.	
Meeting Location	Adequate health and safety	Meetings are held in Sourton Village Hall.	Council Clerk	1	1	1	Complying with Hall H&S	

		<p>Door key kept at the hall in the event the clerk is indisposed.</p> <p>The premises and facilities are adequate for the clerk, councillors and any public who attend from a health and safety and comfort point of view</p>	Members of the public					
Council Records	Loss through theft fire or damage	Current papers held in a desk in the clerk's home. Some archive material also held here.	Council	1	2	2		
Precept	Adequacy of precept	<p>Sound budgeting to underline annual precept.</p> <p>The PC receives monthly banking information, quarterly budget updates and a detailed budget in the autumn. The precept is an agenda item in December</p>	<p>Council</p> <p>The parish</p>	1	1	1		
Insurance	<p>Adequacy</p> <p>Cost</p> <p>Compliance</p> <p>Fidelity Guarantee</p>	<p>An annual review is undertaken of all insurance arrangements in place. Employers' liability, public liability and fidelity guarantee are a statutory requirement. Current levels as per the insurance schedule</p>	<p>Council</p> <p>Members of the public</p>	1	1	1	Review provision and compliance annually	

Banking	Inadequate checks	<p>The council has Financial Regulations which set out the requirements for banking, cheques, and the reconciliation.</p> <p>Accounts are annually reviewed by internal auditor</p>	Council	1	1	1	<p>Review financial regulations annually.</p> <p>A non-signatory councillor signs the bank statements</p>	
Cash	Loss through theft or dishonesty	<p>The council has no petty cash or float. Any cash transactions made by the clerk, are fully receipted and then re-imbursed paid by bacs.</p>	Council	1	1	1		
Financial Controls and records	Inadequate checks	<p>Monthly reconciliations/Finance reports prepared by the clerk and checked by the nominated councillor.</p> <p>Two out of three signatories required per cheque.</p> <p>Two out of three to agree internet banking payments.</p> <p>Internal audit.</p> <p>Any financial obligation must be resolved and clearly minuted before any commitment.</p>	Council	1	1	1	<p>Annually check that bank signatories are still a councillor.</p>	

		All payments must be resolved and clearly minuted. Any S137 payments must be recorded at the time of approval.						
Freedom of Information	Policy Provision	The council has the model publication scheme for local councils in place.	Council	1	1	1	Monitor and report any impacts made under Freedom of Information Act	
Clerk	Loss of clerk Actions Fraud	The requirements of fidelity insurance guarantee must be adhered to. Clerk should be provided with any relevant training, reference books, access to assistance and legal advice	Council	1	2	2	Membership of Dalc Working conditions monitored	
Election	Risk of election costs	Risk is higher in election year. There are no measures which can be adopted to minimise the risk of a contested election. A contingency fund should be kept meeting these possible costs, particularly in election year.	Council	1	2	2	Include in budget when setting the precept. Contingency now implemented.	
Vat	Re/claiming/recharging	The council has financial regulations which set out the	Council	1	1	1		

		requirements. VAT reclaims are undertaken annually.					
Annual Return	Not submitted within the time limits	Annual return is completed and signed off by the council submitted to the Internal Auditor for completion and signing, within the time limit.	Council	1	1	1	
Street Furniture	Damage to or theft of	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by members of the council.	Council Members of the public	1	1	1	
Legal Powers	Illegal activity or payments Working parties	All activity and payments made within the powers of the parish council are to be resolved and clearly minuted. Working Party has no spending or decision-making power.	Council	1	2	2	Working Parties Terms of Reference agreed at Full Council Council has General Power of Competence as of May 2024
Minutes/Agendas/	Accuracy and legality Noncompliance	Minutes and agendas are produced in the prescribed	Council	1	1	1	Undertake adequate training.

Statutory documents	With statutory regulations	<p>method and adhere to legal requirements.</p> <p>Minutes are approved and signed at the next meeting.</p> <p>Minutes and agendas are displayed according to legal requirements. Business conducted at council meetings is managed by the chairman.</p>					Councillors adhere to code of conduct	
Public Liability	Risk to third parties' property or individuals	Insurance is in place. Risk assessment of any individual event undertaken.	Council	1	2	2		
Employer	Non-compliance with employment law	Undertake adequate training and seek advice from Dalc or District Council where necessary	Council	1	1	1		
Legal Liability	<p>Legality of activities</p> <p>Proper and timely reporting via minutes</p>	Clerk to clarify legal position on proposals and seek advice if necessary. Council always receives and approves minutes at monthly meetings	Council	1	2	2		
Members Interests	<p>Conflict of interests</p> <p>Register of members interests</p>	Councillors have a duty to declare any interests at the start of the meeting. Register of Members interests form to be reviewed on an annual basis.	Council	1	2	2	Members to take responsibility to update their register.	

RISK ASSESSMENT Land Purchase

Location:		Field next to Village Hall		Signed:	A Horn	
				Date:	21/1/24	
				Review Date:	21/1/25	
Activity/ Process	Hazard Identified	Existing Controls	Who Might Be Harmed and How	Level of Risk High/Medium/Low	Further Action Required	Complete d

Financial Risks:	The actual cost of purchasing the field may exceed the allocated budget, leading to financial strain on the Parish Council.	Conduct a thorough financial analysis and consider obtaining quotes from various sources to create a realistic budget.	Parish Council Parishioners	High		
Hidden Costs:	Unforeseen expenses, such as legal fees, surveys, or maintenance costs, may arise, impacting the overall project budget	Include a contingency fund in the budget to address unforeseen expenses.	Parish Council Parishioners	Medium		
Land Ownership Disputes:	Legal issues related to land ownership, property boundaries, or title disputes may arise, causing	Engage legal professionals to conduct a comprehensive title search and ensure there are no outstanding legal issues.	Parish Council Parishioners	Low		

	delays and legal expenses.					
Planning Regulations	Failure to comply with planning regulations may result in restrictions on land use or the need for costly modifications	Work closely with local authorities to understand and comply with planning regulations.	Parish Council Parishioners	Low		
Ecological Impact	Purchasing the field may have environmental implications, such as disturbing habitats or ecological systems. This could lead to legal consequences and community backlash.	Conduct an environmental impact assessment before the purchase and develop a plan for mitigating any adverse effects.	Parish Council Parishioners	Medium		
Contamination:	The field may have environmental contamination, posing health risks or requiring costly remediation efforts.	Include a clause in the purchase agreement requiring the seller to disclose any known environmental issues.	Parish Council Parishioners	Low		

Project Delays:	Unexpected delays in the acquisition process, such as negotiations, paperwork, or administrative hurdles, may prolong the project timeline.	Develop a detailed project plan with milestones and allocate resources accordingly to minimize delays.	Parish Council Parishioners	Low		
Stakeholder Communication:	Inadequate communication with stakeholders, including the local community, may result in opposition or negative public perception.	Implement a robust communication strategy to keep stakeholders, including the community, informed throughout the process.	Parish Council Parishioners	Medium		
Infrastructure Maintenance:	The field may require additional infrastructure or maintenance, adding ongoing costs for the Parish Council.	Assess the long-term maintenance needs of the field and incorporate these into the overall project budget.	Parish Council Parishioners	Low		
Accessibility Issues:	Poor access roads or lack of public transportation may limit the field's usability, affecting its overall value.	Evaluate and address accessibility concerns by working with local authorities to improve infrastructure if needed.	Parish Council Parishioners	Medium		

Insurance	Current Cover may not be enough	Clerk to consult with insurance company to make sure the parish council is covered.	Parish Council Parishioners	Medium		
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