



Coffinswell Parish Council

Serving the Communities of
Coffinswell & Dacombe

The Cirl Bunting is the UK's rarest farmland bird. The entire breeding population is found between Exeter and Plymouth.

Coffinswell Parish Council Strategic Plan 2021/2022

Introduction

The Strategic Plan is a statement of the Parish Council's proposed direction for the Parish, its Purpose, Aims, Objectives and Key priorities, identified by way of an Action Plan.

It is intended to give Parishioners an understanding of what the Council is trying to achieve.

It will be a live document which will be updated regularly, enabling the Council and Parishioners to track and monitor its progress against its identified priorities.

The Parish Council aims are to:

- ◆ Deliver local services cost effectively and efficiently through Best Value.
- ◆ Ensure that the community's development is driven by the community and that it represents their needs and ambitions.
- ◆ Represents the views of the community by working with them to improve the local environment and preserve its heritage.

The Councils objectives are:

- ◆ To work with the community by listening to their views needs and aspirations.
- ◆ To work in an open, transparent and accountable manner.
- ◆ To work to improve and enhance our local environment.
- ◆ To represent the views of our Parishioners in response to local planning applications.
- ◆ To ensure that Councillors and staff are sufficiently trained to deliver Public Services to the community.

Action Plan 2021/22

The Parish Action Plan has been produced to ensure that the needs and ambitions of the community have been clearly identified and as such considered and included within the proposed Budget for 2021/22.

Monitoring the Plan

A list of Performance Indicators will make up the Action Plan, together with proposed Key Priorities, Timescales and approximate Budgetary costs. This will enable the Council to monitor and review progress. The Strategic Plan will be available on the Parish Website and any changes to the plan will be made where considered necessary and the Website updated accordingly.

Parish Council Constitution

Coffinswell Parish Council consists of five elected Councillors and a Clerk who is also the designated Responsible Financial Officer.

The current elected members are:

Chairman Alex Parkes

Vice Chairman Ashley Brent

Stephen Avery

Vince Flower

Nick Orchard

Clerk Juliette Thompson

Parish Representation on other Councils

Our representative on Teignbridge Council is Councillor Mike Haines elected member for Kerswell with Coombe.

And our representative on Devon County Council is Councillor Alistair Dewhirst elected member for Ipplepen with the Kerswells.

Coffinswell and Dacombe

The Parish of Coffinswell is a historic community of two settlements which are characterised by their linear layout close to the village lanes.

The Parish covers an area of approximately 1150 acres and its geography means that the Parish is within two distinct valleys either side of Kerswell Hill. Each of these valleys give rise to a watercourse. Dacombe sits on Aller Brook and Coffinswell on Beer's Brook.

The Parish is rich in Heritage with its origins traceable back to 1086 with an entry in the Domesday Book.

It has within its boundaries, part of an Iron Age Hill Fort (listed as a scheduled Ancient Monument with Historic England), a church which dates before the Norman Conquest and Ancient agricultural terracing in the Beer's Brook valley, which has been identified within an area of Archaeological Potential.

There are also twenty nine listed buildings/properties (British Listed Building Register). These are predominately archetypal Devon Cob and Thatch dwellings.

Parts of the Parish are identified as being Areas of Great Landscape Value (AGLV) and a network of public bridleways and paths highlight this beautiful landscape.

Furthermore the Parish has over 23 acres identified as being a Conservation Area.

The Parish has retained its rural nature, with its main industry remaining as being predominately farming. However due to its heritage and location it is now popular with tourists and two campsites have been developed over recent years.

The Parish also has a very popular Public House and Restaurant of 14th Century origins.

The current population of the Parish is approximately 200.

Income

Coffinswell Parish Council as a local precepting Authority has the power to issue a precept for each financial year on the principal Council (Teignbridge) in accordance with S41 LGFA 1992. The precept must indicate the Parish Councils budgetary requirements for the forthcoming year. This precept is payable by the billing Authority (Teignbridge).

The Parish Council can receive other sources of income, such as CIL and grants.

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge on development to address the demands that growth places upon a community. Regulations require Teignbridge Council as the charging Authority to pass a proportion of CIL collected from developments within the Coffinswell Parish. The proportion of the CIL to be forward is set at 15%. This would increase to 25% if the Parish had adopted a Neighbourhood Development Plan.

In late October 2020, the Parish was advised that it had received a CIL of £ 7756.64. It was agreed that this will be carried forward into the 2021/2022 Budget as a Specific/Earmarked Reserve and allocated to Community projects following Community consultation.

Expenditure

Details of the Annual Budget will be published on the Parish Website. Except for a small contingency, the budget is fully allocated for day to day expenditure.

If the Council wishes to fund any new activities or facilities, the Council would have to secure funding in the form of a grant, replace an existing planned activity, use up reserves or via an increase in the precept.

Allowances

Coffinswell Parish Councillors are unpaid and receive no allowances for their duties. Mileage allowances are paid for agreed external meetings/course attendance.

General Reserves

The Parish Council adopts a risk based approach to its limit of reserve. The balance of the General reserve is required to be between 3 and 12 months gross operating costs.

It is the intention of this Council to maintain a reserve of 6 months.

Internal and External Audits

Internal audit is an important system of control and is carried out by a professional qualified accountant.

The purpose of internal audit is to review and report whether the Councils financial and other controls are effective.

External Audit is carried out by a firm of professionally qualified accountants appointed by the Audit Commission. The Council must complete an Annual Return form which is submitted for inspection and is commented upon by the appointed Auditors.

Neighbourhood Development Plans

A Neighbourhood Development Plan is a community led framework for guiding the future development of an area. It is about the use and development of land and is based on an extensive process of identifying local needs and priorities. If an NDP successfully passes scrutiny by an independent examiner and then subsequently approved by a local referendum, the Local Authority will be required to take the plan into account in the consideration and determination of planning applications and any subsequent appeals.

The Parish currently does not have such a NDP, however it is the intention of the Parish Council to consult with its Parishioners and to organise a presentation by Teignbridge council within 2021.

Climate Emergency

In 2019/2020, the Parish Council declared its intention to work towards declaring a climate emergency in recognition of the impact of humanity on our planet. Based on an action plan that targets all areas of Council work and Parish life, a declaration involves community engagement to encourage more sustainable living, changing Council working processes in favour of the environment and facilitating green initiatives within the community. The Council will:

- a. liaise with Action Climate Teignbridge to establish an action plan that covers all areas of Council work
- b. consult, work and engage with Parishioners to develop an action plan
- c. Declare a climate emergency based on the agreed action plan.

It is the intention of the Parish Council to organise a presentation by Action Climate Teignbridge for its Parishioners.

Once declared the Council will continue to work with neighbouring parishes, district and county councils and other partner organisations to work towards a more sustainable future.

Neighbourhood Watch Scheme

Neighbourhood Watch is about our residents getting together with their neighbours to take action to reduce crime. It is a community led initiative which is supported by the Police.

Neighbourhood Watch schemes can:

- a. cut crime and the opportunities for crime
- b. help and reassure those who live in the area, and
- c. encourage neighbourliness and closer communities.

The Parish Scheme is run by Sheenagh Orchard and is actively supported by the Parish Council.

Police and Crime Commissioners Councillor Advocate Scheme

This scheme aims to improve communications between local councillors, the Police and the Police and Crime Commissioner.

Our Parish Advocate is Councillor Vince Flower, who has been working very closely with Sheenagh Orchard our Neighbourhood Watch Co ordinator, to improve community crime and safety information.

Communication

The Parish Council understands that good communication is vital in building and maintaining a good positive relationship with its Parishioners and as such we will continue to seek improvement. With this in mind we will:

- a. Post regular updates on the Parish Website/Social Media
- b. Consult with residents
- c. Maintain our Public Notice Boards within the Parish
- d. Provide an opportunity at each Parish Council meeting for public questions and comment
- e. Ensure the Council Agenda and meeting minutes are displayed on the website
- f. Report on Parish Council activities and achievements at the Annual Parish Meeting
- g. Attend conferences, meetings and presentations which are relevant to the Parish.

Parish Council Meeting Schedule

Due to the increased workload the Parish Council have undertaken to increase the number of Parish Council Meetings from 6 to 10 in 2021 /2022. All of these meetings are Public Meetings and members of the public attending will be given the opportunity to express their views/comments.

It has been planned that meetings will not be held in August and December.

The **Annual Parish Meeting** will be held between 1st March and the 1st June and In line with statutory regulations, the **Annual Meeting of the Council** will be held in May. At this meeting the first order of business is the election/re election of the Chairman.

It is also proposed that the January Meeting will be the budget setting meeting.

Furthermore additional meetings will be held whenever necessary to address our Statutory Consultation role for matters related to Planning Applications.

Other working Party meetings will be held throughout the year as necessary, these are not public meetings, however members of the community could be invited to attend dependant on the discussion items. These meetings enable options to be considered for presentation to the Council for decisions.

Parish Councillor References

It is the intention of the Parish Council for our Councillors to hold individual references this year, as well as undertaking their normal Council Duties, to enable a greater focus on issues affecting the community and maximising our Councillors knowledge and skills.

These references will be:

Juliette Thompson	Responsible Financial Officer ,Governance, Administration Clerk, Information Technology and Website.
Councillor Alex Parkes	Governance, Budget collation/preparation. Updating / writing parish policy updating Website.
Councillor Ashley Brent	Climate and EcologyBridle paths, Footpaths Rights of Way.
Councillor Stephen Avery	Highways, Land Drainage Schemes and Footpaths.
Councillor Vince Flower	Community Engagement, Parish Infrastructure and Parish Police and Crime Advocate and Litter Picking Co-ordinator.
Councillor Nick Orchard	

Public Consultation

It is the intention of the Parish Council to consult with its residents on the following issues:

- Neighbourhood Development Plan,
- Climate Emergency and
- Community Infrastructure Levy received.

Action Plan 2021/2022

PERFORMANCE INDICATOR	KEY PRIORITIES	TIMESCALE	BUDGET REQUIRED
To improve communication between the Parish Council and residents and businesses.	Continue to review and improve website.	Ongoing	Yes
	Publish Annual Report.	2021	No
	Consider publishing Parish newsletter.	2021	Yes
	Review whether further Noticeboards required.	2021	yes
	Review use of social media.	Ongoing	Not known this time
	Minutes of council meetings published on Website.	Ongoing	No
To improve effectiveness of the Parish Council.	Carry out an annual skills audit of the Parish Council and review the training needs of the councillors and the clerk	Annually	Yes
	Carry out performance review of the council and the clerk.	Annually	Cost of Training
	Carry out Personal Development Review with the clerk and programme training for any identified needs.	Annually	Yes

PERFORMANCE INDICATOR	KEY PRIORITIES	TIMESCALE	BUDGET REQUIRED
	Apply to Teignbridge Council for formal permission to increase the number of councillors from 5 to 6.	2021	No
	Performance reviewed and monitored through Aims/ Objectives and Strategic Plan.	Ongoing	No
To increase influence/ coordination in matters that impact on the Parish.	Invite representatives from outside bodies and members of the public to address the parish council on key matters of interest.	Ongoing	No
To ensure the Parish Council delivers value for money.	Carry out regular review of expenditure against budget.	Monthly	No
To support and work with the community regarding the development of Parish Plans for the benefit of the community.	Consult with the community in respect of the development of a Neighbourhood Development Plan.	2021	Yes
	Consult with the community in respect of the development of a Climate Emergency Action Plan.	2021	Possible
To support and work with the community regarding the maintenance and development of facilities for the benefit of the community.	Identify where the Parish Council could assist.	Ongoing	Possible
	Consult with the community in respect of development opportunities resulting from CIL allocation.	Ongoing	Yes
	Consider the publication of an updated walks leaflet/Website which includes maps.	2021/2022	Potential CIL expenditure
	Consideration to make available walks information to neighbouring Parishes and partners such as Church and the Linny.	2021/2022	Yes
	Investigate the provision of viewing benches on Paths.	2021	Potential CIL expenditure
	Parish to investigate/consult with landowners and Historic England the possibility of creating access to Milber Down Camp complete with information for visitors.	2021/2022	Potential CIL expenditure

PERFORMANCE INDICATOR	KEY PRIORITIES	TIMESCALE	BUDGET REQUIRED
	Investigate the possible provision of a footpath from Blackenway Lane to Footpath Number 4.	2021	Potential
	Investigate the potential use of QR codes on notice boards, which link to the Website walks section.	2021/2022	Potential CIL expenditure
To ensure maintenance arrangements of Bridle Paths and Footpaths for maximum enjoyment.	Council to liaise will Devon County Council to determine maintenance responsibility for four tracks marked as Public Rights of Way within the Parish.	2021	Potential
	Investigate the provision of community working Parties.	Ongoing	Possible
	Continue with the assistance of existing community volunteers to maintain Parish Bridle Paths and Footpaths.	Ongoing	Yes
	To update the Parish Risk Assessment in respect of the maintenance work undertaken on footpaths.	2021	No
	Review machines and PPE used in the course of Pathway maintenance.	2021	Potential CIL expenditure
	Investigate the possibility of outsourced maintenance contract.	Ongoing	Yes
	Investigate the need for appropriate storage of Equipment and need for additional equipment such as First Aid Kits.	2021	Potential CIL expenditure
To keep Footpaths and lanes clean for the enjoyment of members of the public.	Report dog fouling to the dog warden.	Ongoing	No
	Encourage members of the public to report littering and fly-tipping.	Ongoing	No
	Continue to work with the community helping to coordinate and organise a regular cycle of litter picking.	Ongoing	No
To understand, celebrate and protect the local landscape and participate in its future management.	Work with community to preserve and promote its local heritage.	Ongoing	No

PERFORMANCE INDICATOR	KEY PRIORITIES	TIMESCALE	BUDGET REQUIRED
	Work with Teignbridge Council for the Asset transfer of the following green spaces. Strip of land below Princes Cottages, area of land adjacent Swallows Hatch, the Linny Triangle and the area of land at Dacombe Cross.	2021	Potential CIL expenditure
	Work to register with Land Registry the area of land around the Well in Coffinswell.	2021	Potential CIL expenditure
	Work towards a maintaining the green spaces with an emphasis on Ecology and Habitat.	2021	Potential CIL expenditure
	Work with community to preserve the landscape and wildlife through additional planting of native trees/shrubs.	2021	Possible
	Parish to undertake annual tree survey on its land next to rights of way.	2021	No
	Parish to undertake any work necessary as identified by Annual Tree survey.	2021	Potential
	Identify significant trees in the community, recommend appropriate maintenance programmes and assess whether tree Preservation Orders should be requested.	2021	No
	Work with land and property owners to encourage regular maintenance of hedgerows, verges, trees, stone walls, which adjoin lanes and bridlepaths.	2021	Possible
	Record wildlife activity and diversity to preserve natural habitats.	Medium Term	No
	Pursue links with regional, national and international bodies which are concerned with the natural environment and heritage.	Medium Term	No
To reduce crime so that members of the community feel better protected against crime.	Work with the police and other services to raise awareness of crime reduction initiatives/schemes.	Ongoing	No
	Share local intelligence concerning crime and safety with the police.	Ongoing	No

PERFORMANCE INDICATOR	KEY PRIORITIES	TIMESCALE	BUDGET REQUIRED
	To engage ,support and communicate the work carried out by the Police and Crime Commissioners Councillor Advocate Scheme.	Ongoing	No
	Promote police contact information via the Parish Council's website, notice boards, newsletters and Neighbourhood Watch.	Ongoing	No
	Continue to support the community Neighbourhood Watch Scheme.	Ongoing	Possible
To ensure local emergency solutions are in place that support county and national emergency plans	Work with Teignbridge Council and emergency services to raise awareness of how the local community can respond in emergencies.	Ongoing	No
	Ensure Emergency Action Plans are available on Parish Council Website.	2021	Possible
	Continue to support provision of Defibrillators in the community.	Ongoing	Yes
To address highway concerns and seek solutions	Work with responsible agencies to understand planned maintenance work on highways.	Ongoing	No
	Work to provide a detailed plan of all the road/land drainage schemes throughout Parish.	2021	Yes
	Work with responsible agencies to ensure land drains culverts etc are maintained.	Ongoing	No
	Investigate the possibility of Annual road/drainage maintenance being devolved to the Parish Council.	Medium Term	Grant/finance from Devon County Council
	Develop/update Emergency Plan in respect of Flooding issues.	2021	Yes and Potential Grant available
	Ensure adequate winter maintenance of grit bins.	Ongoing	Potential Grant
	Report highway maintenance complaints to Devon County Council.	Ongoing	No

PERFORMANCE INDICATOR	KEY PRIORITIES	TIMESCALE	BUDGET REQUIRED
	Provide clear information on Website about who to contact concerning highway/road issues.	2021	Possible
To seek solutions to speeding traffic.	Report specific incidents to the Police/Teignbridge Council.	Ongoing	No
	Pass on community concerns to Teignbridge Council.	Ongoing	No
	Investigate possibility of local Parish signage requesting reduction of speed.	2021	Yes
To consider the need for weight/width restrictions to prevent erosion of roads and verges.	Investigate the need for restrictions on narrow lanes.	Medium Term	No
To review road signage.	Consider the appropriateness and effectiveness of road signs.	Medium Term	No
To prevent rural isolation through the provision of adequate public transport.	Promote existing community transport schemes on the parish council's website, social media and newsletters.	Ongoing	No
To prevent rural isolation through the provision of adequate Internet provision.	Our community has been selected to benefit from a £6 million investment being put into Fibre to the Premise (Fttp) Broadband. We will continue to lobby and work with Openreach to ensure that this is delivered to our community with the common aim of connecting the properties in our area to super fast broadband by the end of 2021. Openreach plan to install Fttp, which once complete will give residents speeds of up to 300mbps.	2021	No
To continue to comment on all key strategic planning documents and consultations that affect the parish ensuring the Parish Council's knowledge and understanding of the local context is considered in the decision-making process.	Ensure Parishioners are fully informed about all consultation so that their views are included in policy development.	Ongoing	No

PERFORMANCE INDICATOR	KEY PRIORITIES	TIMESCALE	BUDGET REQUIRED
	Ensure that Parishioners are fully informed in respect of Planning Enforcement issues.	Ongoing	No
	Work towards providing a Progress File on the Parish Website for all outstanding Enforcement issues to enable Parishioners to be fully informed.	2021	No
To encourage local residents to participate in strategic planning that affects the parish	Publicise consultation through all of the parish council's communication channels.	Ongoing	No