



# 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 2021-2024

### 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 2021-2024

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

### Monitoring the Plan

A list of Performance Indicators will make up the Action Plan. Proposed timescales and achievement identification will enable the Council to monitor and review progress. The Strategic/ActionPlan 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.

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.

Whilst specific projects have been funding in 2021/2022 the remaining Earmarked Reserve has been carried forward into 2022/2023 Budget. For detail in this respect please see Chairmans Budget report which is available on the Website.

## **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.

Annual Audit reports and results are displayed on the Parish social media sites.

## **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 a 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 organise a resident presentation by Teignbridge council within 2022.

## **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**

The Parish Council have agreed the following meeting dates for 2022, all of which are Tuesday evenings with a start time of 1900hrs

18th January 2022	To include Final Precept setting
15th March 2022	
19th April 2022	This is the Annual Parish Meeting
17th May 2022	This is the Annual Meeting of the Council
19th July 2022	
20th September 2022	
15th November 2022	

Additional meetings will be held whenever necessary to address our Statutory Consultation role for matters related to Planning Applications. These will be deemed extraordinary meetings with the agenda limited to these applications only

Other extraordinary meetings will be considered if requested to address urgently identified issues by our resident/s.

All of these meetings are Public Meetings and members of the public attending will be given the opportunity to express their views/comments.

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.

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	Community Engagement, Footpaths and Rights of Way, Defibrillator maintenance

## 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 2021-2024

The following colour coding has been used to identify progress

	Currently no action has been taken or reported
	No longer proceeding
	Ongoing progress being made
	Priority completion

PERFORMANCE INDICATOR	Key Priorities	Timescale	Progress 2021/22	Progress 2022/23	Progress 2023/24
<b>To improve communication between the Parish Council and residents and businesses.</b>	Continue to review and improve website.	Ongoing	New Website introduced in July 2021 Further work required		
	Publish Annual Report.	Annually 2021-2024	Chairmans Annual report presented at APM and available on website		
	Consider publishing Parish newsletter.	Ongoing			
	Review whether further Noticeboards required.	2022	Prior to review new Parish noticeboard policy introduced April 2021		
	Review use of social media.	Ongoing	Increased Multiple media platforms now used		
	Minutes of council meetings published on Website.		All meetings published on new website from April 2021		
<b>To improve effectiveness of the Parish Council.</b>	Carry out an annual skills audit of the Parish Council and review the training needs of the councillors and the clerk	Annually	Training and Development Policy introduced and published July 2021		
	Carry out performance review of the council and the clerk.	Annually	PDR undertaken in June 2021		

PERFORMANCE INDICATOR	Key Priorities	Timescale	Progress 2021/22	Progress 2022/23	Progress 2023/24
	Carry out a review and update of existing Parish Policies as necessary and write new Policies as required.		Review undertaken New Policies introduced Noticeboard-Policy April 2021 Training Policy July 2021 Expenses Policy July 2021 Asset Policy-Sept 21	Review being undertaken of Risk Management Policy by Clerk April 2022	
	Carry out Personal Development Review with the clerk and programme training for any identified needs.	Annually	Clerk currently attending CILCA professional qualification course		
	Apply to Teignbridge Council for formal permission to increase the number of councillors from 5 to 6.	2021	Formal request forwarded to Teignbridge in May 2021	Teignbridge have commenced formal consultation process Feb 2022	
	Performance reviewed and monitored through Aims/Objectives and Strategic Plan.	Ongoing	Strategic Plan / Action Plan reviewed Quarterly. Additional working Party meetings to target key priorities		
<b>To increase influence/coordination in matters that impact on the Parish.</b>	Invite representatives from outside bodies and members of the public to address the parish council on key matters of interest.	Ongoing	Pandemic curtailed public meetings in 2021		
<b>To ensure the Parish Council delivers value for money.</b>	Carry out regular review of expenditure against budget.	Monthly	Monthly Agenda Item Allowances and expenditure Policy introduced in June 2021	Agreed in Budget that Councillor allowances not to be claimed in 2022/2023	

PERFORMANCE INDICATOR	Key Priorities	Timescale	Progress 2021/22	Progress 2022/23	Progress 2023/24
<b>To support and work with the community regarding the development of Parish Plans for the benefit of the community.</b>	Consult with the community in respect of the development of a Neighbourhood Development Plan.	2022	Pandemic curtailed public meetings in 2021. However background work undertaken in preparation		
	Consult with the community in respect of the development of a Community Climate Emergency Action Plan.	2021/22	Pandemic curtailed public meetings in 2021  However Parish Council introduced a Council specific Action Plan in Sept 2021		
<b>To support and work with the community regarding the maintenance and development of facilities for the benefit of the community.</b>	Identify where the Parish Council could assist.	Ongoing	Pandemic curtailed any progress		
	Consult with the community in respect of development opportunities resulting from CIL allocation.	Ongoing	CIL funding allocated to the purchase of electric rechargeable grass cutting equipment	Councillor Flower will advise community of the current CIL allocation proposals	
	Consider the publication of an updated walks leaflet/Website which includes maps.	2021-2022	All current walk information currently being updated by Councillor Orchard and added to website	Once update complete new walks will be added to list in 2022/23	
	Consideration to make available walks information to neighbouring Parishes and partners such as Church and the Linny.	2021/2022			
	Investigate the provision of viewing benches on Paths.	2022/23		Potential CIL funding	



PERFORMANCE INDICATOR	Key Priorities	Timescale	Progress 2021/22	Progress 2022/23	Progress 2023/24
	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	Pandemic curtailed any progress		
	Investigate the possible provision of a footpath from Blackenway Lane to Footpath Number 4.	2021/2022	Pandemic curtailed any progress	Councillor Orchard has now commenced initial investigative work	
	Investigate the potential use of QR codes on notice boards, which link to the Website walks section.	2021/2022	QR codes currently being fitted		
<b>To ensure maintenance arrangements of Bridle Paths and Footpaths for maximum enjoyment.</b>	Council to liaise will Devon County Council to determine maintenance responsibility for four tracks marked as Public Rights of Way within the Parish.	2021/2022			
	Investigate the provision of community working Parties.	Ongoing			
	Continue with the assistance of existing community volunteers to maintain Parish Bridle Paths and Footpaths.	Ongoing			
	To update the Parish Risk Assessment in respect of the maintenance work undertaken on footpaths.	2021	Risk assessment prepared and published on website by Councillor Brent		

PERFORMANCE INDICATOR	Key Priorities	Timescale	Progress 2021/22	Progress 2022/23	Progress 2023/24
	Review machines and PPE used in the course of Pathway maintenance.	2021/2022	New rechargeable electric machines currently being evaluated. To be purchased March 2022 Grant towards cost obtained from Parish pathway partnership by Councillor Brent		
	Investigate the possibility of outsourced maintenance contract.	Ongoing		Budget allocation provided for limited assistance for non P3 paths	
	Investigate the need for appropriate storage of Equipment and need for additional equipment such as First Aid Kits.	2021			
<b>To keep Footpaths and lanes clean for the enjoyment of members of the public.</b>	Report dog fouling to the dog warden.	Ongoing	All known instances reported by Parish Clerk		
	Encourage members of the public to report littering and fly-tipping.	Ongoing	All known instances reported by Parish Clerk		
	Continue to work with the community helping to coordinate and organise a regular cycle of litter picking.	Ongoing	2021/2022 rota organised by Councillor Vince Flower	Grant obtained from Tidy Teign-bridge scheme by Councillor Flower towards equipment	
<b>To understand, celebrate and protect the local landscape and participate in its future management.</b>	Work with community to preserve and promote its local heritage.	Ongoing			

PERFORMANCE INDICATOR	Key Priorities	Timescale	Progress 2021/22	Progress 2022/23	Progress 2023/24
	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	Following resident consultation asset transfers no longer being progressed	To be reviewed in latter part of financial year	
	Work to register with Land Registry the area of land around the Well in Coffinswell.	2022	Pandemic curtailed progress	Consultation with Land registry currently being undertaken by Councillor Parkes	
	Work towards a maintaining the green spaces with an emphasis on Ecology and Habitat.	2021			
	Work with community to preserve the landscape and wildlife through additional planting of native trees/shrubs.	2021			
	Parish to undertake annual tree survey on its land next to rights of way.	2021/2022			
	Parish to undertake any work necessary as identified by Annual Tree survey.	2021			
	Identify significant trees in the community, recommend appropriate maintenance programmes and assess whether tree Preservation Orders should be requested.	2021			

PERFORMANCE INDICATOR	Key Priorities	Timescale	Progress 2021/22	Progress 2022/23	Progress 2023/24
	Work with land and property owners to encourage regular maintenance of hedgerows, verges, trees, stone walls, which adjoin lanes and bridlepaths.	2021/2022	Councillor Parkes currently reviewing Parish policy	Councillor Parkes currently reviewing Parish Policy	
	Record wildlife activity and diversity to preserve natural habitats.	Medium Term			
	Pursue links with regional, national and international bodies which are concerned with the natural environment and heritage.	Medium Term			
<b>To reduce crime so that members of the community feel better protected against crime.</b>	Work with the police and other services to raise awareness of crime reduction initiatives/schemes.	Ongoing	Councillor Vince Flower parish police advocate		
	Share local intelligence concerning crime and safety with the police.	Ongoing	Councillor Vince Flower parish police advocate		
	To engage, support and communicate the work carried out by the Police and Crime Commissioners Councillor Advocate Scheme.	Ongoing	Councillor Vince Flower parish police advocate		
	Promote police contact information via the Parish Council's website, notice boards, newsletters and Neighbourhood Watch.	Ongoing	Separate noticeboard provided on Parish Website		
	Continue to support the community Neighbourhood Watch Scheme.	Ongoing	Separate noticeboard provided on Parish Website		
<b>To ensure local emergency solutions are in place that support county and national emergency plans</b>	Work with Teignbridge Council and emergency services to raise awareness of how the local community can respond in emergencies.	Ongoing		Councillor Parkes to draft a Parish emergency plan	

PERFORMANCE INDICATOR	Key Priorities	Timescale	Progress 2021/22	Progress 2022/23	Progress 2023/24
	Ensure Emergency Action Plans are available on Parish Council Website.	2021/2022		Councillor Parkes to draft Parish emergency plan	
	Continue to support provision of Defibrillators in the community.	Ongoing	All maintenance costs met by Parish Council	New battery to be purchased in 2022	
<b>To address highway concerns and seek solutions</b>	Work with responsible agencies to understand planned maintenance work on highways.	Ongoing			
	Work to provide a detailed plan of all the road/land drainage schemes throughout Parish.	2021	Councillors-Avery and Parkes provided survey of drainage		
	Work with responsible agencies to ensure land drains culverts etc are maintained.	Ongoing	Councillor Parkes currently in discussion with Highways	Councillor Parkes currently in discussion with Highways	
	Investigate the possibility of Annual Parish drainage maintenance being provided to support service undertaken by Devon Highway	Medium Term	Potential Grant/finance from Devon County Council identified	Potential provision of lengthsman to be being investigated	
	Develop/update Emergency Plan in respect of Flooding issues.	2021	Potential Grant identified	Being progressed as part of emergency planning work	
	Ensure adequate winter maintenance of grit bins.	Ongoing	All bins cleared and cleaned.	Map will be published on website as to locations  All bins to be painted in 2022	
	Report highway maintenance complaints to Devon County Council.	Ongoing	All reported faults forwarded by Parish clerk using DCC Website		

PERFORMANCE INDICATOR	Key Priorities	Timescale	Progress 2021/22	Progress 2022/23	Progress 2023/24
	Provide clear information on Website about who to contact concerning highway/road issues.	2021/2022	Parish clerk to provided link on website to DCC Highways reporting problems page		
<b>To seek solutions to speeding traffic.</b>	Report specific incidents to the Police/ Teignbridge Council.	Ongoing	All reported incidents forwarded by Parish clerk		
	Pass on community concerns to Teignbridge Council.	Ongoing	All reported incidents forwarded by Parish clerk	All reported incidents forwarded by Parish clerk	
	Investigate possibility of local Parish signage requesting reduction of speed.	2021	Has been discussed with DCC Highways and at this time is not considered appropriate	Parish to investigate the production of local signage requesting speed reduction consideration	
<b>To consider the need for weight/width restrictions to prevent erosion of roads and verges.</b>	Investigate the need for restrictions on narrow lanes.	Medium Term	This was discussed with DCC Highways who advised that this is not legally enforceable	Parish to consider removing as a performance indicator	
<b>To review road signage.</b>	Consider the appropriateness and effectiveness of road signs.	Medium Term			
<b>To prevent rural isolation through the provision of adequate public transport.</b>	Promote existing community transport schemes on the parish council's website, social media and newsletters.	Ongoing			

PERFORMANCE INDICATOR	Key Priorities	Timescale	Progress 2021/22	Progress 2022/23	Progress 2023/24
<b>To prevent rural isolation through the provision of adequate Internet provision.</b>	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	Work has been undertaken on properties within Dacombe to upgrade Broadband provision.	It is understood that properties within Coffinswell will be provided with updated Broadband provision in early part of 2022	
<b>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.</b>	Ensure Parishioners are fully informed about all consultation so that their views are included in policy development.	Ongoing	All statutory consultation on Planning Applications submitted within required time-frame.  All Applications promulgated and discussed at Parish meetings prior to submission		
	Ensure that Parishioners are fully informed in respect of Planning Enforcement issues.	Ongoing	Updates are requested by Parish Council prior to Parish meetings to enable up to date briefing		
	Work towards providing a Progress File on the Parish Website for all outstanding Enforcement issues to enable Parishioners to be fully informed.	2022			
<b>To encourage local residents to participate in strategic planning that affects the parish</b>	Publicise consultation through all of the parish council's communication channels.	Ongoing	All issues promulgated on Parish Agenda and minutes		

