



**KINGSTEIGNTON TOWN COUNCIL
MINUTES OF THE VIRTUAL FULL COUNCIL MEETING HELD ON WEDNESDAY 2
SEPTEMBER 2020 VIA ZOOM AT 6 PM**

Present:

Mayor: Councillor Rollason

Councillors: Bovey, Brotherton, Dempster, Jones, Khan, Laws, Peart, Plummer, Ripping, Rollason, Scagell, Thorne

Town Clerk: Mrs C Lakin

Deputy Clerk: Mrs M Lewis-Clarke

Police Report

As requested at the Annual Full Council meeting, I invited the Police to attend our meetings, but the Police do not attend Zoom meetings. PCSO Pike has, therefore, submitted the report below:

- 1 x Theft of Motor vehicle
- 4 x Theft
- 2 x Drink drive
- 1 x Theft from shop
- 1 x Burglary
- 2 x Criminal Damage

Sunday 23 September 2020 - we had a large car meet in Homebase car park, it had been posted on Facebook and had the potential to have over 100/150 vehicles attending. Police were made aware of the post, which lead to several traffic officers attending the area. As a result, 6 speeding tickets were issued, 4 tickets for offences such as bald tyres and illegal registration were also issued along with a section 59 warning notice. We only received one complaint from the community that evening regarding the meet.

That same evening a large group of youths had gathered on Oakford lawn. They were spoken to by myself, Sgt Dingle and NBM Pc Anderson. We will continue to monitor the parks.

The neighbourhood team are currently carrying out more foot patrols in our specific areas to be more visible in our communities.

I wish all councillors well and hope for their continuous safety throughout these difficult times.

Public Participation

There was no Public Participation



County Councillor R Peart's Report

Planting of trees on Highways and Verges: The verge in question is at the back of the bus shelter along the line of fence at New Cross Rugby pitch. This area is part of the public highway. Devon County Council do have a process in place that will grant licences for planting on highway land and this license would stipulate that the planters would have to remain liable for ongoing maintenance of the trees, it is unlikely that this location would be approved as the verge forms part of the visibility splay for the roundabout. The verge also runs alongside a busy footway and there is likely to be utility services that run under ground. This would have to be considered.

District Councillors' Reports

Councillor R Peart

A new solar panel buying scheme has been launched to help householders save money and reduce their carbon footprints. Teignbridge has joined Devon and other districts and Devon County Council to team up with group buying experts IChoosr Ltd., to offer homeowners the chance to buy high quality solar photovoltaic panels more cheaply than if they were buying alone. Research by the University of Exeter shows that 19% of all Devon's carbon emissions are created by our homes and by launching Solar Together Devon, under the Climate Emergency umbrella, local people can take a positive step to help tackle harmful emissions costs, saving £1000 on installations and a year on year energy savings of £150.

Councillor D Rollason

I attended the following Teignbridge District Council meetings since my last report.

29 July 2020 – Teignbridge District Council Annual Council – this turned out to be a shortened meeting due to more work needing to be done on some of the agenda items. We did elect Cllr Gordon Hook as Leader of the Council. The meeting was adjourned to 3 September 2020.

21 August 2020 – Local Outbreak Briefing – Members were informed of the extensive information gathering processes, detailed plans, and preparation Teignbridge District Council in partnership with Devon County Council and other organisations is undertaking to deal with local outbreaks of CV19. In the main the work appeared convincing and reassuring, perhaps with caveat, where the plan depends on test and tracking systems which in my view still need some improvement.

26 August 2020 – Audit Scrutiny Committee – the Committee received and noted the external auditors progress reports and Teignbridge District Councils own risk management report. The uncertainty created by CV19 is a significant feature faced by all councils and organisations.

Looking forward to tomorrow, the adjourned Council will be held, a new Leader of the Council will be elected following Cllr Hook's resignation and consideration will be given to the committee structure.



3 September 2020 – Teignbridge District Council Adjourned Council to be resumed.

Councillor B Thorne

August is normally meeting free, but things are a bit different this year.

Covid-19 Local Response briefing - I attending a briefing regarding the procedures for handling Covid-19 outbreaks now managed regionally/locally with a suitable team led by Professor Pearson, our Medical Health Director for Devon. There are two main teams involved, the main one dealing throughout the County including Torbay but excluding Plymouth and one with some political influence referred to as Team Devon with John Harvey as the Chairman. The teams have all the access to data and powers to react as required including imposing new Lockdown measures. We have a representative professional from Teignbridge on the main team and possible influence through the political team. I was impressed with the credentials of the people involved and the proactive and tested methods used and able to be used in even more serious conditions.

Audit Scrutiny – The agenda was covered as published online with the main direction being the actions of the external auditors working remotely with the great support of the local finance team at Teignbridge. Draft accounts are available to be inspected online which include notes detailing the exceptional circumstances and their effects throughout. Current plans are received by the Executive on a regular basis and the final audit report is likely to be available in October.

MINUTES OF THE FULL COUNCIL MEETING HELD IN THE COMMUNITY HALL, RYDON ROAD, KINGSTEIGNTON ON WEDNESDAY 2 September 2020 AT 6.18 pm

VM118/2020 Apologies

Apologies were received and accepted from Cllr Austen.

VM119/2020 To receive any declarations of interest

There were no declarations of interest

VM120/2020 To receive the Mayor's Report

CV19 still adversely impacts on the customary role of Mayor and there are no civic community activities to report on and you are aware of the continuing work of the Town Council. However, like other councillors I am in touch with or involved in local organisations and individual case work still arises so I would like to reiterate to officers and members your valuable work is very much recognised and appreciated especially at this difficult time. Thank you.

VM121/2020 To receive and approve the minutes of the Annual Full Council meeting held on 29 July 2020



The Mayor presented the minutes of the Annual Full Council meeting held on 29 July 2020.

Resolved: Minutes adopted

VM122/2020 To receive the Clerk's Report

- **CCTV** - Sound and Visual have arranged for work to start at the Church on installing the Receiver on 14 September 2020 and then working around the various locations over the next couple of weeks, weather permitting with work completed and CCTV up and running by the end of the month. Cameras will then be monitored by NAST
- **Oakford Lawn** - PCSO Pike has been informed of drinking and use of Nos cannisters at Oakford Lawn and asked to monitor this area as is a No Alcohol Site. I have also asked Sound and Visual to download CCTV footage for Sunday to see if any of the offenders can be identified
- **The road back to physical meetings** information provided by DALC: Councils are strongly advised that council meetings continue to be held remotely for the foreseeable future. These regulations are in place until May 2021
- **Update on readiness for second spike of COVID** the council needs to consider this and to ensure that they have PPE in stock. A stock of equipment is held at the Community Hall in case of need, but this will be made an Agenda item for the October Full Council meeting for plans to be confirmed.
- **Provision of Allotments at Penns Mount, Linden Home site** Mr Ian Perry, Teignbridge District Council has replied to my letter dated 1 July 2020 as follows:

“I have reviewed the various files for the Penns Mount development and can confirm that the approved plans do not include allotments. There is one plan where allotments are mentioned but it was superseded and not an approved document; furthermore, that plan only showed an area not a number of plots. I am afraid I have no reference to approved allotments on the scheme. The original outline 12/01737/MAJ set the parameters for the development and allotments were not included in this proposal. The scheme was approved by Committee Members on that basis. There are, however, areas of orchard set out in the Section 106 agreement but no allotments. I am sorry that this is not what Members were expecting. All the decisions can be seen on our website along with all the approved documents.
- Councillors were emailed a copy of the Quarter 1 2020-21 Report from Citizens Advice for information
- Issue 2 of the Town Council Newsletter has been printed and will be delivered to residents shortly. This is available to view on our website kingsteignton.gov.uk



- **TDC Business Support Grant** Mr Banner applied to TDC for this grant and on 19 August 2020 the Town Council received £10,000, although some councils have had to repay this. These funds are to help cover income that has been lost due to the Coronavirus and lockdown.
- **Clifford Park** – Members were notified that the swings had to be removed from Clifford Park as the A frames needed maintenance as the bolts at the top were loose. Mants Leisure who installed the equipment have visited Clifford Park and advised that all the fixings on both sets of swings needed to be repaired. The cost for this work was £500 plus vat, including fitting, and I gave approval for this work to be carried out. The work will be carried out during the week commencing 7 September 2020.
- **Steep Fields and land at Sandygate Mill** – Following our request to take over these two sites I have now received an email from TDC confirming that this case has been allocated to an Officer who will need to review the background and will respond to us again in a month’s time.

VM123/2020 To receive the Minutes of the following Committees:



Works, Services and Planning Committee: Cllr Peart presented the minutes of the meeting held on 29 July 2020 and 19 August 2020. **Approved.**

VM124/2020 Representative Reports

Climate Emergency - Cllr Khan reported the following actions:

<p>Solar Panels</p>	<p>KTC Councillors agreed this in principle and agreed the quote for installation. However, some assurances were requested from a Fire-Safety and Insurance perspective before the actual installation could proceed. These have now been obtained as follows:</p> <p>Insurance – requested an additional £50 p.a.</p> <p>Fire Safety – No response from the Fire Brigade, so the installation company was approached as they are likely to have had similar questions from previous installations. They responded... “... 1. All MCS approved solar PV systems are installed with isolators located at the main consumer unit so can easily be turned off. 2. If the incoming electrical supply is turned off then the solar PV system will automatically shut down. 3. Should the Fire Service be called out for a fire at the premises they will turn off the main electrical supply which will also turn off the solar PV system automatically. We fit a label at the main incoming supply to inform the Fire Service that solar panels are fitted.”</p> <p>Current Action: KTC Checking with TDC to confirm that fitting complies with Permitted Development or whether additional permission will be required.</p>
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Electric Vehicles	2 x KTC Town Councillors (Bill Thorne and Alex Khan) attended a DCC webinar about Electric Vehicles. This included EV infrastructure in general and how Devon County Council are applying this in practise. We feel better informed, and better able to advise on EV charging points in the Council Offices once the Solar Panels have been installed. Webinar slide-deck is available on request.
Biodiversity	<p>Paul Carey [KTC verge-cutting contract holder] has been contacted to discuss how this can be implemented in Kingsteignton. Paul and KTC have conceded that there are very few opportunities to implement this in Kingsteignton as there are very few swathes of land over 2m wide.</p> <p>Paul is aware of a successful scheme in South Brent and a less successful scheme in Bovey. He has promised for forward details of the respective contacts so we can build on their knowledge.</p> <p>KTC have included plans for increased biodiversity in the form of ‘meadow’ in the triangle at the junction of Greenhill Way and Hackney Lane. See details in ‘Tree Planting’ below.</p>
Tree Planting	<p>Regarding plans for large-scale tree-planting in the town:</p> <p><u>Sourcing:</u></p> <ul style="list-style-type: none">400 assorted (native deciduous) whips secured for KTC at no-cost. Arriving Nov 2020600 assorted (native deciduous) whips application for KTC in progress.1200 assorted (native deciduous) whips application by partner organisations in progress <p><u>Planting Locations:</u></p> <p>Five Lanes Proposal. 100 trees in the form of a hedge. (see application embedded)</p> <p> KTC Hedge Planting - Exeter Road Kingst</p> <p>Response from DCC (30/8/2020) .. “...The verge in question is the back of bus shelter along line of fence at New Cross Rugby pitch this area is part of the public highway.it is unlikely that this location would be approved the verge forms part of the visibility splay for the roundabout.”</p> <p>Greenhill Meadow Proposal: 400 trees in the form of 300 trees in the form of 3 x 25m hedges and wild-flower planting. (see application embedded)</p> <p> Greenhill Way - Design - July 2020.d</p> <p>Response from TDC (21/8/2020) is to request that KTC make a formal application for the land in question. This will need to be approved at a council meeting and the form will be completed by the KTC Clerk. This is likely to become protracted.</p> <p>Conclusion, neither of the applications above are likely to be approved by November 26th 2020 – National Tree planting week. There is a need to seek alternative planting locations for the 400 trees before November 2020.</p> <p><u>Planting Volunteering:</u> There are 2 separate offers of help with the planting.</p>



	<ul style="list-style-type: none">• Rotary e-club South West Peninsula (Environmental Special Interest Group)• Hanna Hayward (local resident) and Environmental Advisor to Devon Highways
20 is Plenty	<p>The '20 is Plenty in Kingsteignton' campaign has been registered with the national organisation and planning is underway.</p> <p>Supporting web-site has been drafted see www.kingsteignton.20splentyforum.org.uk KTC Website is being updated to align or cross-link with this. KTC Facebook comms is being drafted to support the scheme when it is launched.</p> <p>20 is Plenty stickers have arrived. Banners have been ordered.</p> <p>Actions outstanding:</p> <ol style="list-style-type: none">1. Write to schools to make them aware of the scheme and ask them to display 20 is Plenty banners.2. Agree to launch-date of the scheme with Full Council3. Launch the scheme with coordinated stickers, banners and communication

Discussion took place and the following points were raised:

- Cllr Thorne said that Peter Beard, a fully qualified Operational Ecologist was keen to offer his expertise on how to promote wildlife on the Triangle (the piece of land at the junction of Hackney Lane/Greenhill Way). He would be happy to look over what the council are considering if Cllr Khan is happy to share his plans.
- Hannah Haywood an Environmental Consultant with Devon Highways has expressed her interest in helping and the plans have been shared with her and she will get back to us if she is able to be of assistance.
- How are we getting on with sites to plant trees? 400 whips will be received in November and at present there is nowhere for them to be planted.
 - Suggested that residents be offered a tree to plant.
 - Cllr Peart to ask Sibelco if they have any land where whips could be planted.
 - To consider planting around the boundary of Clifford Park – maps of the site to be sent to Cllr Khan
 - To consider Homers Lane for planting near the Scout Hut and the Boxing Club. This land is owned by Sibelco so Cllr Peart will talk to them about this.
- eRotarians have contacted Cllr Thorne and may be able to help with planting.
- Can the trees be stored if nowhere to plant them immediately? Yes, they can
- Schools are getting involved with planting trees and have submitted their own applications

Resolved: that a Plan/Report on planting be drafter for the next meeting for consideration.

Ball Clay Heritage - Cllr Thorne reported that despite trying to contact them has had no reply. He is especially interested to see what the display will be in the Newton Place building.

PCC – Cllr Thorne reported that as with his recent email he has managed to get into the weekly local meeting with the Inspector which is the best way to pass on enquiries. However, I have described the level of detail required to “push” Police involvement, this is



the level of detail required for even the local ASB team from Teignbridge Council so basic details are required to get through the sifting/prioritising process when they receive ten reports daily of this nature. Evidence reports should include:

1. Name, address, and contacts of reporter
2. Location of incident(s)
3. All the incident dates, times, durations
4. Descriptions of what happened
5. Actual descriptions of the effects of the noise, ASB or other problem has on affected people – to gauge seriousness
6. Any known or descriptions of unknown people involved
7. Report to 999 or email to 101 through the Police website depending on severity
8. Let Kingsteignton Town Council know of the details to pass onto local officers.

Local incidents have been the recent motorcycle fatality at the Clay Pits Way roundabout and the Motor Sports event at the superstore car park – the latter incident was dealt with by issuing traffic tickets. Details have been received of potential noise ASB on Oakford Lawn and further evidence is being sought – it has been reported directly to the Police and they have promised a revisit.

Further efforts to respond to reports of speeding by using the local speed check arrangements are being pursued.

Viridor - Cllr Thorne said that despite trying to contact the manager of Viridor to confirm all capping works have now ceased he has received no reply.

VM125/2020 Audit 2019/2020 – Approve Account Statements 2019/2020

- **VM125a/2020 Completion of Annual Governance Statement 2019/2020**
The completion of the Annual Governance Statement was read out to councillors, approved, and signed by Cllr Rollason and the Town Clerk.
- **VM125b/2020 Audit 2019/2020 – Approve Accounting Statements 2019/2020**
The Council noted and agreed that this return should be made in accordance with current Audit Regulations.

VM126/2020 Internal Audit Report – Final update 2019/2020

A copy of the Internal Audit had not been forwarded to councillors; this will now be discussed at the Finance Meeting on 9 September 2020.

- **Local Council Risk System – Resolved:** that the Local Council Risk System should be purchased as recommended by the Internal Auditor at a cost of £198 + vat
- **Resolved:** that the Clerk should make enquiries into a new Internal Auditor

VM127/2020 Financial Risk Assessment and Risk Assessment/Management Plan for approval in line with Audit requirements

Resolved: that the following amendments be made to the documents as follows and presented to the next Full Council meeting for approval:



Financial Risk Assessment

- to check the amount covered by **Loss of Revenue** on the Insurance Policy. This should read *Checking with Phil*
- Under **Loss of use of play equipment under** "What further action is necessary? Should be added *Annual RoSPA report*

Risk Assessment/Management Plan

- Under **Clifford Park, Oakford Lawn, The Fountain** Under Management/Control of Risks should be added CCTV
- **Precept, Bank and Banking** should be added Internal/External Audit
- **Councillors Allowances** should be added Mayors Allowance paid through Teignbridge District Council with staff salaries.
- **Liability – Third Parties and All personnel** under Management/Control should add risk Assessment and Maintenance

Added to this document should be mention of COVID 19, which will be added for consideration at the Full Council meeting in October.

VM128/2020 To discuss format and timings of all meetings

Resolved: that all committee meetings should be re-introduced with immediate effect. Finance Committee meeting to be held on the second Wednesday of the month wef 9 September 2020 and the Works Services and Planning and Community Hall/Recreation Committee meeting to be held on the third Wednesday of the month wef 16 September 2020

Resolved: that all meetings with immediate effect should start at 7pm

Resolved: in accordance with recommendations from the National Association of Local Councils and the Society of Local Council for Clerks all meetings should still be held remotely

VM129/2020 Land at junction of Hackney Lane (The Triangle)

Cllr Khan has spoken with Teignbridge District Council with a joint planting scheme for the land at the junction of Hackney Lane.

Resolved: that the Clerk should approach Teignbridge District Council asking for a position statement for the piece of land at the junction with Hackney Lane asking if:

- This land was available for a free transfer
- If they could provide the Town Council with some idea of costs to maintain the land
- That the Town Council consider the cost of maintaining this land as they have also put in a request to take over management of Steep Fields and green land at Sandygate Mill
- Ask whether TDC would allow the Town Council to plant on The Triangle on both of our behalves



Resolved: This information to be brought back to the next meeting for further discussion.

Resolved: That Mr Banner be asked to provide costings for grass cutting this piece of land and some idea of costings for tree management.

VM131/2020 To consider Litter Picking in September

September is litter picking month and the council were asked to consider holding a litter picking event.

Resolved:

- That Town Councillors should hold a litter picking event on Saturday 26 September 2020. Cllrs Scagell, Peart, Rollason, Ripping, Dempster and Thorne volunteered to be involved in this event.
- That the Clerk should contact TDC to ask if they have litter picking equipment that the council can borrow for this event.
- That the event be advertised on the Town Council website and Facebook page asking people to comment on areas that need to be litter picked and inviting anyone interested in joining in the event to contact the office.

The meeting was also presented with a copy of the Risk Assessment for Litter Picking.

Resolved: That the Risk Assessment for Litter Picking be adopted.

VM132/2020 Consultations

Resolved: That a Working Party of Cllrs Peart, Rollason, Laws and Thorne be arranged to make comments on **Changes to the Current Planning system** with responses needed by 17 September 2020. Comments will be forwarded to councillors for their approval by email.

Resolved: That the consultations for:

- White Paper – Planning for the Future – response 15 October 2020
- Transparency and Competition: Data and Land Control – response 16 October 2020
- TDC Review of Statement of Licensing Policy – response 16 October 2020
- Updates Local Flood Risk Management Strategy Consultation – response 15 October 2020

be passed to the Works, Services and Planning meeting on 16 September 2020 for discussion.

VM133/2020 Local Government Services' Pay Agreement 2020-2021

Resolved: The Town Council noted the NJC pay award of 2.75% which is to be back dated to 1 April 2020 for all staff members

VM134/2020 Working from Home Allowance for Office staff



Resolved: That a pro rata payment of £6 per week be paid to all staff working from home, back dated to 1 April 2020, via Teignbridge District Council Payroll as a non-tax-deductible payment. **After minute:** TDC have confirmed that this payment can be made by them.

VM135/2020 Training

Resolved: that the following councillors be enrolled on the following training events:

- Cllr Thorne to attend NALC Sustainability Course on 28 September 2020 at a cost of £40
- Cllrs Thorne and Peart and Mrs Lakin and Mrs Lewis-Clarke to attend the Changes to Planning Law Webinar being held by DALC on 17 September 2020 at a cost of £15 each
- Cllr Rollason to attend the Charing Remote Council Meetings being held by DALC on 8 September 2020 at a cost of £15
- Devon Association of Local Councils Annual General Meeting being held on 7 October 2020, with one member per council being invited. Mrs Lakin to attend on behalf of the Town Council

VM135/2020

Email received from Colin Bignall, TDC - the consultation process started earlier in the year about the new Air Quality Action Plan is recommencing to look at how to apply some of the new measures in this plan to the town of Newton Abbot to achieve compliance with the National Air Quality Objectives for traffic pollutant Nitrogen Dioxide (NO₂)

Resolved: that Mr Bignall should be asked to attend a Full Council meeting on 30 September 2020 at 7pm to discuss this matter. Time and date to be confirmed.

Email received from Bovey Tracey Town Council re Neighbourhood Plan submission consultation. Noted

VM136/2020 URGENT ITEM – CCTV installation

An email was received from Sound and Visual Ltd., concerning the total cost of the installation of the Receiver on St Michaels Church Tower and the cameras along Newton Road. This was originally discussed and approved at the Full Council meeting held November 2017 at a cost of £10,000, being paid from CIL funds. The costings for the cameras received now from Sound and Visual amount to £19,500, therefore, for the work to be carried out the Council need to consider this increase before approving the go ahead of the installation.

Resolved: that



- Sound and Visual be asked to provide a detailed breakdown of the new costing
- For members to be passed information on the previously agreed costings
- For Tom Hirst to be contacted and asked to contact local business to ask them to contribute towards the installation of CCTV
- That NAST be contacted to ask how secure their funding is for this facility to continue
- For information to be taken to the Works, Services and Planning meeting for discussion and ratification of any decisions to be made at the October Full Council meeting.

The meeting closed at 8.18 pm

Signed:Dated:.....