



## **KINGSTEIGNTON TOWN COUNCIL**

### **MINUTES OF THE VIRTUAL FULL COUNCIL MEETING HELD ON WEDNESDAY 3 FEBRUARY 2021 VIA ZOOM AT 7 PM**

Present:

Mayor: Councillor Rollason

Deputy Mayor: Councillor Austen

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

Town Clerk: Mrs C Lakin

Father M Smith

Mr Vince Wilson, Citizens Advice Bureau

#### **Presentation from Mr V Wilson, Citizens Advice Bureau**

Councillor Rollason welcomed Mr Wilson to the meeting to talk about the services offered by the Citizens Advice Bureau and how they were dealing with the Pandemic.

Mr Wilson said that the Citizens Advice Bureau had two aims – to provide advice and improve policies and practices with a goal to help everyone find their way forward. Their service is confidential, impartial and free. The service offered is hybrid and made up of volunteers and paid staff. Volunteers range in age and provide up to 35 hours of volunteering per year each. Initial training is three months and volunteers are supported by paid staff.

Mr Wilson talked about projects and services offered.

During 2019-2020 they advised 6287 and income gained in the district for clients to use was £3,809,265. They helped 352 Kingsteignton residents, which is 6% of their clients with 1,329 issues. 56% of those helped had a disability or long term health condition.

During the Pandemic they were unable to run the drop-in service. They moved to a digital only service using telephones, What's App, email or through the website. Things went very quiet as mortgage holidays etc., were offered and people were not needing urgent help. There was however, a spike in the first furlough as more people claimed universal credit. The prediction is a 60% rise in the need for advise in the coming 12 months.

Like all organisations there is uncertainty about funding and they are not sure how much core funding they will receive from Teignbridge District Council and Devon County Council in April. Some projects do have funding secured. This is an uncertain time for clients and all organisations.

Questions were asked:

- How secure are your premises in Market Walk due to redevelopment of this site?  
A: We are safe for about 18 months but need twice as much space with social distancing. We are thinking about where and what space we need



- Have you been given a rates holiday and did you receive emergency funding from Teignbridge District Council?  
A: We did and it was very useful to us, but is not continuing
- Do you have vacancies for volunteers or is there a waiting list?  
A: We welcome anyone, but you would have to wait for training – we hold two training sessions a year.
- As you are expecting a spike of need is it possible to get more volunteers?  
A: We are bracing ourselves for a cut in funding and looking at different ways of providing our service but we do not have enough resources to up our capacity

Cllr Rollason thanked Mr Wilson for his presentation and the work CAB does, and said it was sad to hear of the needs that are out in the community.

## **Police Report**

PCSO Pike sent the following Police Report for January 2021:

Drink/Drive – 3  
Criminal Damage – 5  
Possession – 3  
Dangerous Dog – 1  
Theft from shop – 1  
Theft – 1

PCSO Pike said that January has been a very quiet month with no outstanding issues. Officers attended a flat around the Longford Lane/Crossley Moor Road area following reported COVID breaches and several fines were issued.

Special Constables will be carrying out speed checks in Kingsteignton over the next two weeks.

Sergeant Dingle has moved on and we now have a new Neighbourhood Team Leader (NTL) Sergeant 14987 David Crofts.

## **Public Participation**

There was no public participation.

## **County Councillor R Peart's Report**

Cllr Peart reported that on Tuesday 26 January 2021 he attended an on line meeting of the Health and Adult Care Scrutiny Committee. One of the Agenda items discussed was the future of Teignmouth Hospital, which remains uncertain. After a recent spotlight review to consider the methodology of the Public Consultation by the NHS Devon Clinical Commissioning Group (CCG) found it wanting. The campaigners fighting to save the hospital had hopes that at this meeting the Health and Adult Care Scrutiny Committee would recommend sending the file to the Secretary of State. Instead the Committee has decided to informally refer the case to the Independent Reconfiguration Panel (IRP), a Government



body which reviews proposals for changes to NHS Services that are being contested, and ultimately advises the Secretary of State for Health and Social Care. Had the IRP been approached on a formal footing then the matter could have gone straight to the Secretary of State, but the Committee decided that not all the criteria required for a formal approach were fully met.

Cllr Peart provided the following update on Ugbrooke Stream Planned Work:

- Earthworks planned 2021 could be put back due to COVID
- Earthworks and Steam construction completed Quarter 3 2022
- Stream Ecology develops for two years until Quarter 3 2024
- Overburden removal on existing corridor Quarter 2 2025
- Clay Extraction commences Quarter 3/Quarter 4 2026.

These timelines are not set in stone and if anything with COVID may run on but the works plan follows this order.

Cycle Bridge – vegetation clearance to start in February 2021. This is a strip of land along the existing footpath beside Broadway Quarry to the river (for machinery access etc.) and the removal of three trees next to the road bridge (2 Ash trees and one Horse Chestnut). Mitigation for this will be 0.5 Hectare of new planting in Broadway Quarry adjacent to the road. This is planned to be done in March 2021.

## **District Councillors' Reports**

### **Councillor D Rollason**

I attended the following committees and training:

#### 7 January Audit Scrutiny Committee

The main item on the agenda was the Equalities Notice of Motion. It was agreed this should continue progression through the process towards implementation.

#### 8 January Teignbridge District Community Fund Training

This refers to the £1000 fund Teignbridge District Councillors can grant to community organisations. The paper-based process is being replaced with an on-line process, usually this can be a good thing however on this occasion I wonder if the administration might be the beneficiary rather than the applicants. As it stands this will be implemented at the start of the new financial year.

#### 12 January Overview and Scrutiny Committee 1

- The Community Safety Partnership Annual Report, Initial Financial Plan and BAME notice of motion were discussed and the committee minutes have the details.
- Also, there was a presentation by Cllr Dewhirst portfolio holder for Recycling, Environmental Health and Licensing on the work of Teignbridge District Council in these areas. There is a link to the presentation in the committee minutes, found on Teignbridge District Council website.



## 14 January Teignbridge District Council Full Council.

- Details can be found on the Teignbridge District Council website. Items included
- A presentation about the forthcoming 2021 census. Details are now on our own website and members are asked to promote the completion of the census.
- Withdrawal from the Greater Exeter Strategic Plan.
- Adoption of the Council Tax Reduction Scheme note Teignbridge District Council is only district in Devon with a 100% reduction scheme
- Voted to ask HMG to bring about proportional representation.

### **Councillor B Austen**

Teignbridge has scored highly in the Housing Delivery test in which we have been given a score of 98% which means we have maintained control over development in the district meeting targets and fulfilling the housing need.

There have been few meetings in January but these are well attended on the internet and keep the Council up to date with its duties.

There is bound to be some concern with regard to the direction for face to face meetings after 7 May 2021 due to the available space for all members of the Council, Staff, Press and the Public at Full Council meetings. This must also depend on any new directives.

Funding of up to £10k is now available for voluntary and community groups whose aim is to provide support for improved digital access reducing loneliness and improving mental health.

At the conclusion of last week 68,000 people in the top four priority groups had received vaccinations in Devon with over 4000 jobs at Sherborne House, Newton Abbot who have also continued to tackle the quota of the over 70's.

Future tasks will deal with the Budget and look at a requested review of procedures.

### **Councillor R Peart**

Cllr Peart reported on the 2020 Visitors Survey, Stover Country Park.

The 2020 visitor survey was carried out between 25 July and 9 November 2020, where 528 survey forms were completed. Some key findings during this lockdown year are as follows:

- Visitors came from the following areas Teignbridge 70%, Torbay 15%, Plymouth 9% and Exeter 6%
- Most visitors came from Newton Abbot, Kingsteignton and Bovey Tracey
- The main reasons to visit were to walk/exercise and to observe/study nature and exercise and to observe/study nature and wildlife (46%)
- 99% of visitors were satisfied with their visit
- 91% travelled by car and spent 1-2 hours on each visit



- Highlights over the autumn include record number and species of wildfowl on Stover Lake following the water quality improvement scheme. Coot numbers peaked at 72, the highest count in four decades. Similarly record numbers of Tufted Duck and Little Grebes have been reported, plus a welcome return of wildfowl such as Gadwall, Shoveler, Wigeon and Goldeneye – the latter haven't been recorded for two decades.
- Flock of up to 25 Crossbills have been present in the conifers since September
- Otters have been reported during the daytime, at least four were spotted on one December morning.
- Two very rare Lichens were found and identified in November by a student who is working at Stover as part of her Student Placement from Exeter University. The species known as String of Sausages Lichen *Usnea articulate* and Witches Whiskers Lichen *Usnea Florida* were both found growing on oak trees

### **Councillor B Thorne**

Cllr Thorne reported that there have been a few meetings in the last month including a Full Council meeting and two Overview and Scrutiny committees of which he is a member.

**Full Meeting** - this included items on the upcoming Census, still going ahead at this moment. We enjoyed a presentation on this and noted it is essential to complete the forms accurately to avoid prosecution and that it is vital for the effective management of areas with diversity considerations at least to have some idea of which lives where.

Various budget considerations were agreed and we also had a motion from the LibDems about voting age and preference voting mechanisms, however, I was not sure why we were discussing and voting on this as we do not have the power to change anything of this nature at TDC.

**Overview and Scrutiny 1** - this is the group I am a member of and discussions included:

Considering the Financial Plan which does include a balanced budget for 2021/2022 and recommendations of how to cope with the income shortfalls over the next few years. There were some suggestions as to savings and Council Tax increases, however there are still capital projects planned to go ahead with the basic premise of uncertainty but it is reassuring to have the excellent financial team at TDC working for us all.

There has been some progress with the BAME Notice of Motion where the Overview and Scrutiny 2 committee has come up with suggestions of letting the Secretary of State know of their wishes regarding school age curricula and the useful involvement with various schools and local interest groups for furthering considerations of street names and voluntary local education inclusions through projects etc.

The Policy Holder (PH) for Waste and Environmental Health gave an interesting presentation about his Portfolio and included some performance stats – TDC recycling rate 56% and the total residual waste per household 346 kg/hh/yr with nearly 24,000 green bin accounts and a low figure of 0.06% of missed collections. Good results from the team during difficult times with my congratulations being given to the team. The PH went on to say there is a Devon consultation about to start for the actual policy of Waste Disposal and other ancillary activities in Devon and Torbay (who wish to be included as a Unitary) as part of this policy. It has been given the go ahead to consult and within the proposals are some stretching targets and



adjustments for TDC to accomplish against a further uncertain background of the belated Environmental Bill, yet to be passed by the Government. The Environmental Health Department have performed well during the difficult time.

**MINUTES OF THE FULL COUNCIL MEETING HELD IN THE COMMUNITY HALL, RYDON ROAD, KINGSTEIGNTON ON WEDNESDAY 3 FEBRUARY 2021 AT 7.41 pm**

**Part 1**

**VM13/2021 Apologies**

There were no apologies.

**VM14/2021 To receive any declarations of interest.**

There were no declarations of interest

**VM15/2021 To receive the Mayor's Report.**

Due to COVID-19 restrictions civic duties and activities are suspended.

**VM16/2021 To receive and approve the minutes of the Full Council meeting held on 6 January 2021**

The Mayor presented the minutes of the Full Council meeting held on 6 January 2021

**Resolved:** Minutes adopted

**VM17/2021 To receive the Clerk's Report.**

- Due to problems being experienced with Zoom meetings, I was asked to look into this problem. We were advised by our ICT contact that all the computers used in the office were now getting quite old and did not meet the council's needs. They were not compatible for running Zoom meetings and needed to be updated. The present computers are between 8-10 years old.

Lukasz Wisiniewski was asked to provide us with a quote for replacing five computers, which would be the most up-to-date ones on the market at the moment and would consist of a business grade workstation with adjustable stand, suitable for working in a sitting as well as a standing position.

At present we pay £375.61 per month for our computers and the monthly figure would increase to £465.61 per month. I emailed Cllr Rollason concerning this and he was happy for me to proceed with the exchange of all our computers as it fell within my delegated powers and was a much-needed upgrade.

- All CCTV signage has been positioned near to the cameras which have been installed along Newton Road, The Fountain, Clifford Park and Oakford Lawn.



- I forwarded to all councillors a copy of a Motions and Amendments flowchart for reference at meetings if needed.
- Information on the forthcoming Census was forwarded to all councillors and has been added to our webpage and Facebook page
- The Town Council comments re: DCC Scoping Consultation were forwarded to DCC and a copy to Mr Gary Stringer, both of which have been acknowledged
- The waiting list for allotments is growing with more names still being added. This will be made an Agenda item for future discussion
- I have chased Teignbridge District Council again for a response to our request for the transfer of assets – Steep Fields and land at Sandygate Mill – and have been told that TDC are receiving a number of Community Asset Transfer requests at the moment, and due to staff resourcing issues it will not be looked at for some time.
- We have received Mick Hedges resignation effective from 23 March 2021 when he will retire. At present he is off sick and has a medical note until 21 February 2021. Michelle Lewis-Clarke is also on sick leave and has a medical note until 14 February 2021.
- Phil Banner submitted our request for our Precept in line with the amount agreed at the December Full Council meeting.
- We are still awaiting to hear from Mant Leisure with a date for the Fitness Equipment to be repaired in line with the RoSPA report carried out in March 2020. I will chase this.
- You were all forwarded an email received from Mr John Richardson-Dawes re: Local Bus and Community Transport Services, which provides information on how they are maintaining bus services during the pandemic

#### **VM18/2020 To receive the Minutes of the following Committees:**

**Finance Committee:** Cllr Dempster presented the minutes of the meeting held on 13 January 2021. **Approved**

**Community Hall/Recreation Committee** – Councillor Scagell presented the minutes of the meeting held on 20 January 2021. **Approved**

**Works, Services & Planning Committee** – Councillor Peart presented the minutes of the meetings held on 6 & 20 January 2021. **Approved.**

#### **VM19/2021 Representative Reports**

**Ball Clay Heritage** – Cllr Thorne reported that many historical shots have recently been added to the Ball Clay Heritage Facebook page, which is proving to be very interesting to residents of the Town.

**PCC** – Cllr Thorne said that regular weekly catch-up meetings are continuing with the local Inspector Dave Hammond. Sergeant Dingle has moved onto the Reactive Team at Newton Abbot and his replacement will be in situ soon.



Local crime statistics seem to be significantly lower than non-Lockdown times, with sadly the main types of crime being Domestic Violence and some burglaries. However, there has been some drug activity it would seem in Crossley Moor Road.

I sent a few questions into a local question and answer with the new South Devon Command Lead Chief Superintendent Nikki Leaper, who seems very capable and certainly very active on Twitter. I asked about the local Specials and how the recent introduction of special paid allowances would affect their allocation of duties – the few that are paid would be for enforcement of the COVID rules. Nevertheless, their fabulous support for the speeding and vehicle checks will continue in their purely voluntary role.

The results from the Police and Crime Commissioner's recent annual survey are now available <https://www.devonandcornwall-pcc.gov.uk/news-and-blog/multimedia-hub/%E2%80%98invest-in-visible-policing-and-technology%E2%80%99-survey-participants-tell-police-and-crime-commissioner/>

Thanks to all of you that took part and for promoting the survey amongst your local communities.

A poster is available on how to contact and report to the Police in the busy COVID times – summary below

Anyone wishing to contact the police, in a non-emergency should follow these simple steps to ensure they get the help they need:

How to contact the police:

1. Are you wanting to report a breach of Covid 19 restrictions?  
If you are reporting a breach of restrictions then you can do this using the national reporting form on the Police.uk website - [www.police.uk](http://www.police.uk)
  2. AskNED – the non-emergency directory  
Need to ask a question but not sure who to ask for help, then AskNED - [dc.police.uk/AskNED](http://dc.police.uk/AskNED)
  3. Go online – [dc.police.uk](http://dc.police.uk)  
On the Forces website you can find the answers to many of the questions people ask when calling the police plus lots of helpful information and advice.
  4. Report Crime Online  
If you need to report a crime or tell the police something, then why not report online using WebChat or the Crime Reporting Form - [dc.police.uk](http://dc.police.uk)
- Alternatively, you can email [101@dc.police.uk](mailto:101@dc.police.uk)
5. Call - 101 – The national non-emergency number
- Remember in an emergency, always call 999.



**Stover Canal Trust** – Councillor Ripping forwarded to all members a copy of The Stover Bargee prior to the meeting.

**Swimming Pool Association** - Councillor Scagell forwarded to all members a copy of the recent minutes from the Swimming Pool.

### **VM20/2021 To up-date Standing Orders**

Members were informed that following the UK's withdrawal from the EU, a revision to the Model Form for this policy is anticipated in due course from the National Association of Local Councils (NALC)

**Resolved:** that the Standing Orders are approved as at present with a review being carried out in three months' time when hopefully, the NALC updates will have been received.

### **VM21/2021 To up-date Financial Regulations**

Members were informed that following the UK's withdrawal from the EU, a revision to the Model Form for this policy is anticipated in due course from the NALC

**Resolved:**

- That the Financial Regulations be amended under item **1 General 1.14** to read
  - In addition the council must:
    - Determine and keep under regular review the bank mandate for all council bank accounts
    - That the Responsible Finance Officer and Finance Officer are signatories on the bank account for purposes of speaking with bank officials and are **not** permitted to sign any cheques forms of payment.
- That the Working Party continue to look at the Financial Regulations with them being bought back to committee in three months' time when hopefully, the NALC updates will have been received.

### **VM22/2021 CCTV Policies and Risk Assessments**

All members were forwarded a copy of the Policies and Risk Assessments received from Newton Abbot Security Trust regarding our CCTV in the Town.

**Resolved:** that Newton Abbot Security Trust be asked:

- If their policies and risk assessments extend out of Newton Abbot Town Centre and will cover Kingsteignton
- Is the fee of £2000 an admin charge or if it enables the Town Council to become a member

The Town Clerk to write to Mr Tom Hirst, Newton Abbot Security Trust to ask for clarification on these matters.



## **VM23/2021 Audit Commission – Completion of Audit 2019/2020**

The Audit for 2019/2020 has been completed:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The smaller authority failed to approve the AGAR in time to publish it before 1 September 2020, the date required by the Accounts and Audit Regulations 2015 as amended by SI 2020/404 the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, and did not disclose this by answering “No” to Section 1 Box 1.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and or other detailed report, the internal auditor has drawn attention to significant weaknesses in relation to the assessment of risks and the exercise of public rights. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

The small authority has confirmed that it has not complied with the governance assertions in Section 1, Boxes 4 & 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as amended by SI2020/404 the Accounts and Audit (Coronavirus)(Amendment) Regulations 2020 as it failed to make proper provision during the year 2020/2021 for the exercise of public rights, since the period for the exercise of public rights did not start on or before 1 September. As a result, the smaller authority must answer “No” to Assertion 4 of the Annual Governance Statement for 2020/21 and ensure that it makes proper provision for the exercise of public rights during 2021/2022.

Councillors asked for thanks to be passed to Mr Banner, Finance Officer for all his work and well done to all involved.

## **VM24/2021 Interim Internal Audit Report from Auditing Solutions 2020/2021**

Members were passed a copy of the Interim Internal Audit Report from Auditing Solutions together with a list of recommendations, which have been answered by the Town Clerk. Any items needing further attention will be passed to the relevant committee.

**Resolved:** Report and Recommendations noted.

## **VM25/2021 Face to Face meetings**

Members were passed information received from the Devon Association of Local Councils, concerning government legislation coming to an end on 7 May 2021 to allow remote meetings and, therefore face to face meetings must return. Kingsteignton Town Council will be holding their Annual Full Council meeting on Wednesday 5 May 2021 via Zoom, their Annual Town meeting on Wednesday 21 April 2021 via Zoom and have a provisional date set for an Extra Ordinary Full Council meeting to be held on Wednesday 28 April 2021 to discuss future



meetings if needed. If face to face meetings are to recommence then consideration will need to be given to the council using the main hall.

#### **VM26/2021 To approve Staff Training Budget for the Clerk to administer**

**Resolved:** that the Clerk have a budget for approving staff training sessions up to £60 per head before asking Council

#### **VM28/2021 20's Plenty Review**

**Resolved:** that

- Has only been active for three months so, therefore, not long enough to see how effective this is
- To refresh this initiative at the beginning of summer with posters and signs being replaced, or added to identified hotspots
- A budget of £100 agreed - £50 for posters, £50 for wooden posts – for Councillor Khan to refresh the initiative

#### **VM28/2021 Land at the junction of Greenhill Way/Hackney Lane**

**Resolved:** that

- a Transfer of Land request should be lodged with Teignbridge District Council
- Letter to be sent to Mr Mark Payne, Teignbridge District Council to ask if the Council can proceed with planting on the land at the junction of Greenhill Way/Hackney Lane, explaining that Councillor Rollason had spoken with Councillor Jackie Hook who seemed quite happy with this idea.

#### **VM29/2021 Air Quality Action Plan (AQAP)**

Members were passed a copy of an email received from Colin Bignall, Teignbridge District Council concerning the Town Council's response to the AQAP that they submitted.

**Resolved:** that the Working Party set up by the Town Council to look at the Air Quality Action Plan meet with Mr Bignall to help clarify our understanding and the District Councils way of going forward. (Working party: Councillors Khan, Thorne, Bovey, Rollason and Peart.)

#### **VM30/2021 Correspondence**

- All policies of the Town Council are due to be reviewed in line with Audit regulations over the next few months. Councillors are asked to look through their policies, which were provided to them in a file and to submit any amendments prior to the meeting where these policies will be discussed. At the time of discussion of the policies it will be agreed as to whether policies should be reviewed annually or bi-annually.
- An email had been received from Gary Powell, Teignbridge District Council asking if the Town Council would consider lighting their Community Hall purple for Census



Weekend from 20.21 on 19 March 2021 and keeping the building lit in the evenings until 21 March 2021, Census Day. Agreed.

- The Town Council agreed to fly the flag at half mast in respect of Captain Tom Moore who recently passed away.

The meeting closed at 8.51 pm

Signed:..... Dated:.....