

# Kingsteignton Town Council

T: 01626 364089 E: [clerk@kingsteignton.gov.uk](mailto:clerk@kingsteignton.gov.uk) [www.kingsteignton.gov.uk](http://www.kingsteignton.gov.uk)



Mayor's Charity 2020/2021  
#DoltForDeaks  
A project to end the stigma around  
mental health and suicide

Kingsteignton Town Council has declared a 'Climate Emergency'

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 S.100 unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given to the Town Clerk.

Members of the public are invited to ask a question or make an observation to the Chairman. Notice should be given to the Clerk prior to the meeting if there is an issue. Twenty minutes has been set aside for questions at the start of the meeting. Residents are welcome to stay and observe the rest of the meeting.

28 January 2021

## **To Members of Kingsteignton Town Council**

You are hereby summoned under the Local Government Act 1972 Sch.12s.10 to attend the Full Council meeting of Kingsteignton Town Council **via Zoom** on **Wednesday 3 February 2021** at **7.00 p.m.** for the purpose of transacting the following business.

*Carol Lakin*

Town Clerk

### **FULL COUNCIL MEMBERS:**

**Mayor: Councillor D Rollason**

**Deputy Mayor: Councillor B Austen**

**Councillors: R Bovey, A Brotherton, T Dempster, K Jones, A Khan, I Laws, R Peart, S Plummer, D Ripping, J Scagell, B Thorne.**

**Carol Lakin is inviting you to a scheduled Zoom meeting.**

**Topic: Full Council Meeting followed by Works, Services and Planning meeting**

**Time: Feb 3, 2021 07:00 PM London**

**To Join the Zoom Meeting please see the following page:-**

Town Clerk,  
Mrs Carol Lakin,  
Kingsteignton Town Council,  
Community Hall,  
Rydon Road,  
Kingsteignton,  
Devon, TQ12 3LP

<https://us02web.zoom.us/j/87850706331?pwd=MDRZc1haTU1idzlsa2RNSWdDSWJZUT09>

Meeting ID: 878 5070 6331

Passcode: 721430

## A G E N D A

### Council not in formal session

- **Presentation from Mr V Wilson, Citizens Advice Bureau** - Talking about the services they offer and how they have managed during the Pandemic – 30 Minutes
- **Police Report**
- **Public Participation** - in accordance with Standing Order no: 3e the Mayor will invite members of the public present to ask questions or make statements
- **County Councillor Ron Peart's Report** – to receive report from our Devon County Councillor
- **District Councillors Reports: Cllr D Rollason, Cllr B Thorne, Cllr B Austen, Cllr R Peart** - to receive reports from our Teignbridge District Councillors

### Council in formal session

**VM13/2021 To receive apologies for absence and consider if the reason for the absence should be formally approved by the council** – Members are reminded that they have a duty to notify the Town Clerk that they will be absence from a Town Council meeting.

**VM14/2021 To receive any declarations of interest and consider requests for Dispensation(s)** - to declare any disclosable interests relating to the forthcoming items of business (if any)

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

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

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

**VM18/2021 To receive the Minutes of the following Committees:**

- *Finance Committee 13 January 2021* – Cllr Dempster - to follow
- *Community Hall/Recreation Committee* – 20 January 2021 - Cllr Scagell
- *Works, Services & Planning Committee* – 6 & 20 January 2021 – Cllr Peart

## **VM19/2021 Representative Reports – Brief up-date**

Ball Clay Heritage from Cllr Thorne

### **CAB from Cllr Peart**

Climate Emergency – Cllr Khan

### **Devon Association of Local Councils - Mrs C Lakin**

Feoffees - Cllr Peart

### **Friends of Kingsteignton Library - Cllr Dempster**

Hackney Marshes - Cllr Brotherton

### **Kingsteignton School - Cllr Scagell**

Kingsteignton Youth Centre - Cllr Austen

### **Outdoor Bowling Club - Cllr Peart**

Oakford (Kingsteignton Village Trust) - Cllr Jones

### **PCC - Cllr Thorne**

Parish Tree Wardens - Cllr Austen, Lawes, Thorne

### **Ram Roast Fair - Cllr Dempster**

Rydon School - Cllr Ripping

### **St Michaels Primary School - Cllr Peart**

Sibelco - Cllr Peart

### **Stover Canal Trust - Cllr Ripping**

Swimming Pool Association - Cllr Scagell

### **Teign Estuary & Coastal Partnership - Cllr Dempster**

Teign School - Cllr Peart

### **Teignbridge Association of Local Councils - Cllr Plummer**

Teignbridge Cycling Forum - Cllr R Bovey

### **Twinning Association - Cllr Peart**

Viridor - Cllr Thorne

### **KingsCare - Cllr Rollason**

The Old Rydon - Cllr Peart

### **Newton COVID 19 - Cllr Rollason**

**VM20/2021 To up-date Standing Orders** - Following the UK's withdrawal from the EU, a revision to the Model Form of this policy is anticipated in due course from NALC

**VM21/2021 To up-date Financial Regulations** – Following the UK's withdrawal from the EU, a revision to the Model Form of this policy is anticipated in due course from NALC

**VM22/2021 CCTV Policies and Risk Assessments** – Copies of Policies and Risk Assessment received from Newton Abbot Security Trust – to discuss and approve adoption

**VM23/2021 Audit Commission – Completion of Audit 2019/2020** – information attached

**VM24/2021 Interim Internal Audit Report from Auditing Solutions 2020-2021** – copy attached

**VM25/2021 Face to Face meetings** - Government legislation comes to an end on 7 May 2021 to allow remote meetings and therefore, face to face meetings must return. To discuss information received from Devon Association of Local Councils – email attached

- Last remote meeting – Annual Full Council meeting Wednesday 5 May 2021
- Provisional date for Annual Town Council meeting Wednesday 23 April 2021
- Provisional date for Extra Ordinary Full Council meeting to discuss face to face meetings Wednesday 28 May 2021 – if needed

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

**VM27/2021 20's Plenty – to review**

**VM28/2021 Land at the junction of Greenhill Way/Hackney Lane** - to receive update on planting

**VM29/2021 Air Quality Action Plan** – Request from Colin Bignall for a further meeting to discuss this – email attached

**VM30/2021**

### **Correspondence**

All Policies are due to be reviewed in line with Audit regulations and will be done over the next couple of months. Councillors are asked to look through their policies, which were provided to you in a file, and at such time of them being on the Agenda submit any amendments prior to the meeting. At this time the council will be asked to agree whether the policy should be reviewed annually or bi-annually. Policies which will be being reviewed are listed below.

**Next Meeting: 3 March 2021**

---

## Remote meeting regulations and the sunset clause

### ... and what this means for council meetings from 7 May 2021.

The legislation permitting councils to meet remotely will come to an end on 6 May 2021. As it currently stands, all council meetings held on, or after the 7 May, must therefore return to a face-to-face format.

DALC, NALC, and other local government bodies, are acutely aware of the issues this presents councils and are stressing the urgency and importance of having these regulations extended to MP's and Ministers. However, Government have no current plans to extend these regulations and so **we must start preparing for face-to-face meetings from 7 May**. If the situation changes, we will let you know.

Each council will need to determine for itself which course of action will best fit their needs moving forward, and manage the risks. There are a number of matters you will need to consider including: schedule of meetings including annual meetings, meeting venues, work planning, schemes of delegation and the six month rule.

We have provided a range of advice below to assist you with your planning. As always, if you have further questions please do [contact us](#).

Additionally, these months of living through a pandemic, with some people having to shield and limited social contact for us all, is taking a toll on many of us. Planning for face-to-face meetings will once again add stress to councils and their staff. Councils work best when the team works together, which means looking out for each other. Being respectful and compassionate towards one another can help keep morale up and prevent discord even when emotions are running high.

Best wishes and stay safe

Cara Stobart, County Officer

## Preparing for the return to face to face meetings

### The Council's meeting schedule

It is highly likely that not all members will want, or be able, to attend face-to-face meetings from May; meaning there is a high chance that meetings may be inquorate and business cannot be conducted as needed.

Our advice:

Consider what business can be conducted before May so the council can dedicate that time now in remote meetings. This will enable the council to hold fewer, or shorter, face-to-face meetings from May. This may require rethinking your meeting schedule and considering the potential need for more, or longer, meetings before May. *CAUTION:* remember to consider the workload associated with more meetings!

The council may want to consider holding a meeting as late as possible in April, or the first week of May, so councillors unable to attend face-to-face meetings will have as much time as possible before

---

disqualification by virtue of s.85 of the Local Government Act 1972 becomes an issue (i.e. the six month rule).

Consider the need for face-to-face meetings. Could some business be deferred to later in the year when the risk of COVID may be further reduced?

DON'T FORGET! Under the Local Government Act 1972 sch 12 s.8, councils are still required to hold 4 meetings per year (including the Annual Meeting). So don't go cancelling all your meetings! .... and double check you have held enough in the past 12 months, and call some remote meetings if you have not yet met the requirement.

## **Schemes of delegation**

It is entirely possible that councils may find themselves in a situation where they could not complete important business remotely prior to 7 May, or be able to convene a quorate meeting for some time afterwards.

It may help the council's business continuity to implement (or review) a scheme of delegation. This would allow the Clerk to make certain decisions for the council, in the event they were unable to meet. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of delegation will end or be reviewed.

Many councils had to hastily put schemes in place last spring at short notice, use this time now to review your scheme and ensure it will meet your councils needs.

CAUTION: remember that some business cannot be delegated, such as the approval of the Annual Governance and Accountability Return, and councils may need to meet order to meet statutory deadlines, and avoid charges.

## **Annual Meeting of the Council**

Parish and town councils must hold an annual meeting every year in May, where the first item of business is to elect a chairman. The Regulations removed the requirement to hold the annual meeting and appoint a chairman allowing the existing chairman to hold their seat for another year. Councils could then choose to hold the annual meeting remotely at any time in the year, as well as decide whether to appoint a new chairman.

Our advice:

We recommend you hold your Annual Meeting remotely in the first week of May, prior to the regulations expiring so you can be certain it can go ahead.

Annual Meetings held on, or after, the 7 May will need to be held face-to-face. As long as the meeting is quorate, it can still go ahead.

## **Annual Parish Meetings**

It is normally a requirement that the annual parish meeting assembles on some day between 1 March and 1 June (inclusive) in every year. Last year, we advised councils to cancel this event due to the pandemic although no legislation had been provided.

In August 2020, the Covid-19 regulations were amended to remove the requirement for the annual parish meeting to assemble, along with the requirement for proceedings to commence no earlier than 6.00pm. The amendment also allowed parish meetings (as well as parish and town councils) to meet remotely.

What does this mean for you? Since there is currently no requirement to assemble the annual parish meeting, your council can choose not to do so. However, the council could choose to hold the annual parish meeting remotely before the 7 May.

---

Top tips for a remote Annual Parish Meeting:

- keeping the meeting short with limited business/votes
- use electronic voting tools (many platforms have built in tools for voting)
- if you plan to vote by a show of hands or calling a register then plan significant extra time for this
- build in public engagement through online tools that you could use to ask the public to feedback or express views that you would usually discuss in a meeting. You could also do this before or after the meeting as a way of ensuring ongoing public engagement (there are a number of free tools available online)
- build in time to practice and prepare with the Clerk and Chairman in advance of the meeting

## Face-to-face meetings

From May, as face to face council meetings resume there will still be the risk to attendees of COVID exposure. Councils should conduct a risk assessment in advance of a face-to-face meeting which should give consideration to what the council can do to reduce risk to councillors, staff and public including:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself
- Staggering arrival and exit times for staff, councillors and members of the public
- Placing seating at least 2-metre apart
- Ensuring everyone wears face masks
- Holding paperless meetings
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers
- Arranging seating so people are not facing each other directly
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a test and trace procedure
- Venues must conform with the government guidance for multi-purpose community facilities and for council buildings. If the venue is run by the council then the council must take responsibility for this, otherwise the council can ask the venue to provide confirmation that they do conform to this guidance
- The council must understand and ensure it is acting in compliance with the latest Government 'safer workplaces' guidance

## A reminder of the 'Six Month Rule'

A casual vacancy arises if a councillor does not attend meetings for six consecutive months. This rule has not been disapplied by the Covid-19 regulations. Attendance at either a council meeting, committee meeting or a meeting of another body at which the councillor represents the council will count.

Councillors can send their apologies to any meeting, along with a reason for their absence. A casual vacancy does not arise if, before the end of the six month period, the council approves a reason for the councillor's absence. The council cannot approve a reason for absence if no reason is given. Simply recording in the minutes that a councillor was absent is not approval for their absence.

The council cannot approve reasons for absence retrospectively. The council does not decide whether or

---

not to apply the six month rule, the casual vacancy arises automatically. Neither can the clerk issue a dispensation for the six month rule.

This may well affect some of our councils. Please be aware that if you have an individual who has not attended any meeting for six consecutive months and has not had a reason for their absence approved by the council during that six month period, then they are no longer a councillor. If they continue to participate in council business then the council is open to being challenged.

If you are unsure about whether this applies to you and your council, then [please get in touch](#).

---

## **VM29/2021 Air Quality Action Plan – Request from Colin Bignall for a further meeting to discuss this – email attached**

First of all thank you to all the members who contributed to the attached with your first observations of the measures we set out when we made our presentation to the Council. An excellent start, and provides plenty to consider.

As demonstrated in my presentation to your Council “Local Air Quality” is a multi-layered issue and is why (at the same meeting) the idea of a mini workshop was discussed. However, seeing as we already have the first observations from you, can we suggest using this document as a form of agenda for us as mentors to instead go through this with the working group, to help clarify your understanding, and ours going forwards.

Ordinarily I would have said the only real way to do this is face to face round a table, with street plans and reference material to paw over and refer to. That is clearly no longer possible thanks to this wicked disease, and so we must find other ways to move things forward. Therefore, can I invite you to invite us to a virtual meeting with the working group?

We look forward to the groups invitation.

Kind Regards

**Colin Bignall**

**Principal Environmental Health Officer**

## **VM30/2021 Correspondence**

- **Risk Assessment – Management Plan**
- **Financial Risk Assessment**
- **Code of Conduct**
- **Complaints Procedure**
- **Council Delegation Scheme**
- **Dignity at Work/Bullying and Harassment Policy**
- **Equality and Diversity**
- **Fire Safety Policy**
- **Press and Media Policy**
- **Procurement Policy**
- **Safeguarding Policy**
- **Policy on Smoking at Work**
- **Training and Development Policy**

- **Whistleblowing Policy**
- **Work Related Stress Policy**
- **Anti-Fraud and Corruption Policy**
- **Annual Investment**
- **Internal Control**
- **Data Protection Policy**
- **Breach Notification Policy**
- **CCTV Policy Statement**
- **Subject Access Request Policy**
- **Occupational Health Policy**
- **Data Protection Policy**
- **Privacy Notice Policy**
- **Grievance Policy**
- **Investment Strategy**
- **Lone Worker Policy**
- **Pay Policy**
- **Social Media Policy**
- **Staff Appraisals Policy**