



KINGSTEIGNTON TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 2 FEBRUARY 2022 AT THE COMMUNITY HALL, RYDON ROAD, KINGSTEIGNTON AT 7.00 pm

Present:

Mayor: Councillor Peart

Deputy Mayor: Cllr Scagell

Councillors: Austen, Dempster, Field, Jones, Plummer, Ripping, Stacey, Thorne

Town Clerk: Mrs C Lakin

Police Report

January Police Report

Criminal Damage 4

Theft from shops 3

Theft 2

Burglary 1

Theft from motor vehicle 1 (stover car park)

Kingsteignton public toilets drug paraphernalia found.

No reported incidents regarding Clifford Park , however all parks and toilets are still being closely monitored.

Christmas Drink And Drug Driving Campaign Results, Supplied by Road Casualty Reduction Officers.

Total of 207 arrests made as part of Christmas drink and drug driving crackdown

The annual Christmas drink and drug drive campaign saw Devon & Cornwall Police target those who drive while under the influence.

In total, Devon & Cornwall Police recorded 207 arrests during the December 2021 initiative – of which 166 were for drink driving and 41 for driving with excess drugs.

The Christmas campaign, which ran between Wednesday 1 December 2021 and Saturday 1 January 2022, was an increase on the equivalent period the previous year that saw a total of 193 drink and drug drive arrests.

Of the 166 people arrested for drink driving related offences, 141 were men and 25 were women. The youngest was 16 years old and the oldest was 76, with the average age being 36.

For excess drug driving related offences, the driver was asked to complete a roadside swab. If the swab was positive, they were arrested and a blood sample was taken at



custody for analysis. These are currently being examined before any potential charges are brought.

Of the 41 people arrested for excess drug driving-related offences, 34 were men and seven were women. The youngest was 17 years old and the oldest was 59, with the average age being 32.

During the campaign, the Force encouraged those out enjoying a drink during the festive period to plan how to get home without driving. The 'Lift Legend' campaign was launched, which saw Devon & Cornwall Police partner with over 110 venues across the two counties to offer free drinks to those who agreed to be the designated driver for their group.

Motorists were reminded of the potential consequences of driving while under the influence and the continuing effects that alcohol and drugs can have the morning after.

Public Participation

There were no public present at the meeting.

County Councillor R Peart's Report

Cllr Peart gave an up-date on Citizens Advice Teignbridge.

With the lifting of plan B restrictions, the staff are being asked to work from home if they can. This means that, if the staff wish to return to working in the office they can do so. This means they can now return to seeing the more vulnerable clients by appointment face to face in the interview room 1 in Newton Abbot office and can push forward with plans for a virtual drop in at Dawlish.

Citizens Advice have been discussing the lease for the Newton Abbot office with Teignbridge District Council and are close to finalising a 5 year lease. This will mean they can move forward with plans to replace the heating system and ventilation system, which will mean they can make full use of all interview rooms and plan the re-opening of the drop in service and make better use of the former CVS room. The work should be completed in the next two months. The Covid -secure guidance that was in operation prior to the introduction of Plan B arrangements will have some minor amendments. They will be able to increase the number of people allowed in the office at anyone time to 25 this is mainly to accommodate the rare occasions when the numbers may reach over 20 when training of new volunteers takes place.

District Councillors' Reports

Councillor B Austen

I do not have news of meetings attended at Teignbridge during the last month as I had to isolate at home with a very unpleasant cold. Negative results were given to the virus, but I am sure it was very infectious so kept myself away from others.



Teignbridge is inviting applications for Omicron Hospitality and Leisure grants having identified 695 businesses that should be eligible. 50 email invitations have been sent out and the rest of the invitations will be sent out when they are sure the system is working.

A Webinar will be held on the 13th February to equip councillors to help deal with feeling safe while carrying out their duties. There have been instances of councillors being harassed or distressed by incidents during canvassing, surgeries and meetings. The sessions will cover personal safety, use of technology and risk assessment.

I have resumed today attending my commitments at Teignbridge.

Councillor R Peart

Cllr Peart reported on the Review of Dog Public Space Protection Order 2019

Purpose of Report.

To provide recommendations from the PSPO [Control of dogs] Task and Finish Group.

The group was set up in December 2020 and asked to review current order, undertake a consultation and make recommendations for any changes to the order.

The group carried out a consultation of statutory consulters, town and parish councils, businesses, residents and visitors to Teignbridge. The consultation during the summer of 2021 received over 1,457 responses. These were analysed by officers and the group. This shows that over 70% of respondents wanted all the controls to continue in their current format with some showing over 90% agreement. The comments that received were also analysed by the group and officers have been carrying out targeted patrols in the areas mentioned and increasing the signage in hot spots.

The group also interviewed a number of officers and have made a number of recommendations which officers are currently addressing.

- 1 The policy for additional dog waste bins is provided to Town and Parish Councils.
- 2 Work continues to map all dog bins and label them to assist the public in reporting when they are full.
- 3 Officers develop a policy for adding new areas of the district that are not covered by controls in the PSPO.
- 4 Plans are included in the publicity for the PSPO clearly showing areas that have restrictions.

The PSPO Group recommended that all current controls remain the same with one amendment. That is that the lead length is reduced to 1m as is a fixed lead. This relates to the control when dogs are on a footpath adjacent to a highway.

Councillor D Rollason

Cllr Rollason said he apologies for not attending in person this evening, I am endeavouring to avoid in person meetings where ever possible due to Covid, and hope my written report will suffice. I am happy to be contacted by phone or email.



Firstly, congratulations on your fantastic work and perseverance in securing the impressive grant towards improving Clifford Park. I am absolutely delighted the Council has been successful.

I attended the following meetings;

Monday 10th January Overview and Scrutiny Committee 1, the agenda included the initial financial plan proposals 2022/23 to 2024/25. The presentation to committee can be found at <https://democracy.teignbridge.gov.uk/ieListDocuments.aspx?CId=391&MId=2977&Ver=4> Along with all the other meeting information.

Thursday 13th January Teignbridge District Council Full Council. Councils are being held at Buckland Athletic football club as the meeting rooms have sufficient space to enable social distancing. The agenda included setting the council tax base which was approved. To see the details of this meeting please use the previous link and click “meetings”

Thursday 20th January climate assembly outcomes webinar. There was discussion around a presentation entitled “Devon Climate Assembly “How should Devon meet the big challenges of climate change?” A report for the Devon Climate Emergency Partnership” I recommend visiting the website as important actions are outlined. For more information on the Climate Assembly, please see the [Devon Climate Emergency](https://www.devonclimateemergency.org.uk/) website.

Tuesday 1st February Overview and Scrutiny Committee 1, the agenda included the final financial plan proposals 2022/23 to 2024/25. Which were recommended to go to Full Council for approval. To see the details of this meeting please use the previous link and click “meetings”

Councillor B Thorne

All that has been going on recently in the Council Chamber has been adequately reported in the news releases for residents available from the council website.

Latest news <https://www.teignbridge.gov.uk/news/>

The brilliant Covid newsheet for residents has been incredibly useful for keeping residents in touch <https://www.teignbridge.gov.uk/news/stay-in-touch/newsletter-sign-up/> and this page allows everyone to sign up for the weekly information bulletin.

The additional thing I would like to draw to your attention is the wonderful work delivered by TDC Greenspaces largely sponsored by the TDC contractors in supplying the trees to plant a strip of whips - possibly 500 in total - on the Eagle Farm football pitch/green space area behind the houses near Little Barton and above the A380.



I was so impressed, but nevertheless surprised, when the contractors actually planted them last week and then many more than would be expected for the first of three phases, originally to be spread over three years, and now we are already a year ahead of schedule with the numbers planted so far!

The care and professionalism shown in how they were planted with a supplement of mulch and a protective baseplate to be added to each whip in due



course besides the monitoring, care and attention promised by Greenspaces staff over the coming years.

Hopefully Kingsteignton Town Council can work in partnership with TDC with this excellent project maybe publicising their achievement and reminding our residents to try to keep an eye on the progress of the whips and reporting any problems or vandalism to the Police (101), TDC Greenspaces and Kingsteignton Town Council should anything occur when jointly deemed appropriate.

MINUTES OF THE FULL COUNCIL MEETING HELD IN THE COMMUNITY HALL, RYDON ROAD, KINGSTEIGNTON ON WEDNESDAY 5 JANUARY 2022 AT 7.02 PM

14/2022 Apologies

Resolved: Apologies were received and accepted from Cllr Law, Cllr Jones and Cllr Dempster.

15/2022 To receive any declarations of interest.

There were no declarations of interest.

16/2022 Resignation of Alex Brotherton

We have received the resignation from Alex Brotherton as Councillor. This has been advertised in the Mid Devon Advertiser, on our website, on noticeboards and on our Facebook page.

Information on our councillor vacancies will be taken to the Tree Event being held at The Fountain on 5 February to try and attract interest.

17/2022 Declaration of Acceptance of Office – Mrs Imogen Laws

The Clerk has arranged to visit Mrs Laws so that her Declaration of Acceptance of Office can be signed.

18/2023 To receive the Mayor's Report

Kingsteignton Town Council will be holding a tree give away event at The Fountain on Saturday 5 February from 11.00am to 2.00pm. We will be giving away about 200 trees, the trees are between 1-3 years old and are usually around 20- 60cm in height. Members of the public can takeaway 1 or 2 trees which they can then plant in their garden, or anywhere they have permission. When people take away a tree we ask them to complete a pledge card at the same time so we can see where the trees are being planted and check in to see how they're getting on. The trees are from a variety of UK native species, we will provide tree protection of a mix of spirals and tubes a planting guide and aftercare. What species of trees are available, usual species include oak, crab apple, wild cherry, rowan, birch, hawthorn, willow, hazel etc. Tree planting season is between October to March that is why we are giving away the trees during these months.



Project Clifford Park, Kingsteignton - Regeneration.

Kingsteignton Town Council have been working on a project to upgrade the play equipment in Clifford Park, the first phase is complete with the new skate ramp. Phase 2 will start sometime in summer, The area for younger children will increase in size with more equipment. The funding for this project was obtained from Viridor Credits Environmental Company and S106 development contribution from new housing. We applied for this funding, and I am delighted we were successful with an award of £72,632 from Viridor Credits Environmental Company [a landfill Tax] you can apply for and the rest of the funding coming from S106 - £30,000. We have installed CCTV in the park and this is monitored in Newton Abbot with the rest of the CCTV in Kingsteignton Town by NAST (Newton Abbot Security Trust team), who can follow incidents that may happen and report to the Police. The cost of the CCTV was paid for out of CIL contributions. This is a tax on developers to mitigate for new housing developments in Kingsteignton. Kingsteignton Town Council are the owners of Clifford Park and will always do our best to improve the park for everyone to enjoy.

19/2022 To receive and approve the minutes of the Full Council meeting held on 5 January 2022

The minutes were not sent out to Councillors with the Agendas. These will be sent out by email and councillors are asked to confirm their agreement that these be adopted.

Resolved:

20/2022 To receive the Clerk's Report

- Unfortunately, we have Caroline Lowe off with COVID, so we are all helping to cover her role in the office.
- Shirley Simmons has advised of the dates for the printing and delivering of Newsletters as follows:

<u>Issue:</u>	<u>Complete by:</u>	<u>To print by:</u>	<u>To distributor by:-</u>	<u>Delivery by:-</u>
1	07/03/22	09/03/22	18/03/22	31/03/22
2	11/05/22	13/05/22	27/05/22	11/06/22
3	07/09/22	09/09/22	19/09/22	02/10/22
4	07/11/22	09/11/22	18/11/22	04/12/22

All these dates are to be adhered to.

- As mentioned in Cllr Peart's report we have received funding from Viridor Credits to enable us to upgrade Clifford Park. It is important that no work is started on this project until such time that Viridor give us approval to proceed and paperwork has been completed. Once this has been done, I will contact Proludic to ask for dates when work will start on Clifford Park.



- We have two Councillor vacancies, which have been advertised. A leaflet has also been prepared to be displayed at The Fountain on Saturday when the council are giving away free trees, together with application forms.
- I am arranging for Cllr Laws to sign her Declaration of Acceptance of Office in front of me at her home as she is still not well enough to attend a meeting.
- There is a Garden Communities meeting tomorrow, via Zoom, if anyone is interested in attending. I have sent this information out to you by email. This is important for the council and residents to take part in if you would like to see things done in Kingsteignton.
- I attended a Community Payback Awareness Session hosted by South Devon and Dartmoor CSP and presented by the Probation Service. This was also attended by Cllr Thorne. (Information had been forwarded to all councillors) This was a very informative session providing some history about Community Payback and Unpaid Work Requirements (UPW) and how this sentencing has developed over the years. It explained how and UPW requirement is managed by the Probation Service and how, when and where the people on probation complete the hours ordered.
- Comments from the Town Council on the Local Plan Consultation were submitted to TDC on 25 January 2022
- Bookings for the Community Hall are increasing and we are now starting to take two bookings on a Saturday and Sunday with a two hour gap between them to enable thorough cleaning to take place.

21/2022 To receive the minutes of the following Committees:

The minutes were not sent out to Councillors with the Agendas. These will be sent out by email and councillors are asked to confirm their agreement that these be adopted. Once approval has been received by Councillors it was **Resolved** that these minutes be adopted.

Finance Committee - Cllr Thorne presented the minutes of the meeting held on 12 January 2022.

Community Hall/Recreation Committee – Councillor Brotherton presented the minutes of the meeting held on 19 January 2022

Works, Services & Planning Committee – Councillor Peart presented the minutes of the meetings held on 5 & 19 January 2023.

22/2022 Representative Reports

It was **Resolved** that the Representative for Hackney Marshes would be Cllr Field; the Representative for KingsCare would be Cllr Thorne.

It was **Resolved** that there was no need for a Representative at this present time for Newton COVID 19.

Kingsteignton Swimming Pool - Cllr Scagell provided the following minutes from Kingsteignton Swimming Pool



Extraordinary AGM 6 January 2022

Present: Clair Parker – Director and Acting Chair (CP), Julie Roberts (JR) – Director and Treasurer, Shelagh Parker – Director (SP), Andy Holmes (AH) , Andy Dunn (AD), Craig Belmore (CB), Dan Smith (DS), Alison Dodsworth (AlID), Soo Panayi (SP)
Minute Taker Linda Dawe (LD)

1. Apologies – Jill Morris
2. Appointment of Directors, Committee members and Officer posts

Clair explained the purpose of the EGM was to appoint new Directors. The following individuals were appointed as Directors.

Chairperson – Clair Parker Nominated by Julie Roberts Seconded by Shelagh
 Treasurer – Julie Roberts Nominated by Clair Parker Seconded by Shelagh
 Parker

Secretary - Linda Dawe – nominated by Clair Parker Seconded by Julie Roberts
 Soo Panayi - nominated by JR Seconded by CP (Kiosk)

Andrew Dunn - nominated by JR Seconded by CP (Groundsman)

Shelagh Parker - nominated by JR Seconded by CP (PAYROLL)

Daniel Smith - nominated by CP Seconded by JR (IT)

Andrew Holmes nominated by CP Seconded by JR (Gardens
 and maintenance)

Alison Dodsworth nominated by CP Seconded by SP

Craig Belmore - nominated by CP Seconded by JR (Assistant
 Secretary)

3. Issues of a pecuniary nature (conflicts of Interest) – Clair Parker and Shelagh Parker are sisters
4. Chairperson’s report (see attached)
5. Treasurer’s report (See attached)

END OF EGM BUSINESS

Committee Meeting Agenda

1. Matters arising from previous minutes

Name	Action Point	Met/ Ongoing/
Clair Parker	She will liaise with Business Plan Send posters to ‘Bookwhen’ bookees and schools regarding help needed at the pool.	Clair has sent posters to Bookwhen contacts and schools and received a very positive response.
Julie Roberts	She will contact accountant re VAT refund and whether we are eligible.	See Item 7 & 9



	She has also given collecting tins and banner to David and Barbara Amery who are raising money for the pool with their house Christmas light display.	
Dan Smith	Dan will look into getting Office 365 setup for the pool and set up new email addresses. Dan will find out whether the card machine can be taken to Bingo sessions	Setup in progress DS will set up individual emails for everyone. See Item 11 on Agenda
Alison (Ali) Dodsworth	Ali will find out about energy companies as a matter of urgency.	Issue is that John Stacey has been doing the bills previously. JR has had a look at the bills regarding VAT and we do have to pay VAT and the CCL charge. AD is still looking into this. Everyone agreed that we stay with the current company for now.
Linda Dawe	She will find out if the Five Moor Pools group is continuing Linda will do a post for December's Christmas bingo Bingo 21 st December CASH ONLY Linda will also do a post to thank Jan for her services to the pool.	Messaged Graham Lear from Bovey. Facebook events set up for Bingo for Dec Jan and Feb, getting good response. Post re Jan's leaving received positive messages for her and she has seen these
Linda Brewer	She will also contact Jeanette Parker from Tesco Community help to see what help she can offer the pool both in terms of prizes for Bingo and other fundraising	Lin has contacted Jeanette Parker who has offered to get her prizes for the Bingo sessions etc
Craig Belmore	Craig will look into other funding opportunities by contacting David Cox at CVS. He is also happy to learn the ropes regarding the	Craig will looking at fundraising opportunities and register with CVS for funding updates. CP said that there is a person who



	post of committee secretary.	has done a fundraising course who will help,
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2. Safeguarding issues (any concerns) – No issues but LD explained what this meant.
 3. Jill Morris – Resignation as President and Jan Collins – Resignation as Chairman. Jill Morris has informed the committee that due to her failing health she will be resigning as a Director and as the President although this has not yet been received in writing. Committee agreed that both Jill and Jan's service to the pool should be recognised and it was agreed that the sum of £20 each be given to buy them some flowers as a small token of appreciation. **JR** will organise flowers for both Jill and Jan.
 4. Open Meeting 8th January – CP 10.30 arrival, LD to do a sheet for people to sign in on so that we have their contact details for the future. CP will introduce herself, thank people for coming and committee will discuss with individuals what their offer of help is. **LD & SP** will organise refreshments and **AliH** will bring some panettone to share.
 5. Responses to requests for volunteers and where to go next – CP Covered above
 6. Sub committees – CP said we are going to have some sub-committees for people to join and help. This needs to be an agenda item for the next meeting when we know how many people have volunteered to help **LD** to put on agenda
 7. VAT Registration – **JR** – We could become VAT registered but we would have to charge VAT on entrance fees so she feels that this would be a lengthy process for not much gain. Committee agreed not to proceed with this.
 8. Gift aid registration – **JR** feels we should set up for gift aid. It can only be claimed back on Fundraising. **JR** will do this once everyone who has joined the committee has completed their registration documents and once she has received confirmation that Jill Morris and Jan Collins have resigned.
 9. Christmas lights – **JR** David and Barbara Amery raised £266.27 in total. **JR** has thanked them for this fantastic achievement. **LD** to inform MDA to print a thank you
 10. Email setup – **DS** asked for details of what email addresses we need. **CP** says she needs a swimming lessons email and a school hire email. Agreed lessons@ksp... And info@ **DS** agreed to set up emails for all Directors using firstname and initial eg DanS@kingsteigntonpool.org All agreed. He will also set up a system of shared folders and committee agreed that access to folders should be limited to those people who they are relevant too. We also need a system for monitoring emails to the 'info' address. **LD** as Secretary agreed to do this and will forward emails to relevant committee members. **CB** will deputise in **LD**'s absence .
1. **DS** is still to find out about the card machine and whether it can be taken off site. **DS** will look at payments system.
 2. Electrical testing – **AH** wants to arrange the testing for the electrical equipment at the pool. **AD** and **AD** will get quotes. Boiler maintenance, we will ask **WEMCO** to do the boiler maintenance. All agreed for **AH** to appoint who he feels is most suitable.
 3. Memorial to Maureen Cole, **AH** has a plaque for the tree, **AD** said he will set it on a stake to be placed near the memorial tree. **AH** will get the other memorial plaque's refurbished as these have become worn and weathered.
 4. Decorating – **AD** will identify any maintenance issues for the pool.



5. AOB. Paying lifeguards. CP said that she has had some information about 'rolled up holiday pay', which means a person gets extra money per hour to cover holiday pay . **SP** will look into the best way of paying lifeguards this season.
6. Date of next meeting. Monday 31st January @6.30pm

23/2022 Clifford Park

The Town Council have been successful in their application for funding from Viridor Credits and have received £72,632 towards the upgrading of Clifford Park. Work will begin on Clifford Park once all the funding paperwork has been completed.

24/2022 To review Standing Orders

Members were forwarded revised Standing Orders for discussion at the meeting.

Resolved: that the Standing Orders be reviewed, including the amendments. To be reviewed February, 2023

25/2022 To review Financial Regulations

Resolved: that reviewing this document be deferred to the March meeting.

Cllr Thorne raised some questions and was asked to forward these to the Clerk to be taken into account when she reviews this document.

26/2022 To approve Grants Budgets for 2022

Resolved: that the budget for grants should be:

General - £7300
S137 - £7,300

This represents a 5% increase in line with the increase of the Town Council's Precept.

27/2022 Risk Assessment/Management Plan and Financial Risk Assessment – GDPR protection

These documents were approved at the January meeting but it was asked if our Insurance Company could be asked if the Town Council is covered for GDPR. Zurich have confirmed that the Town Policy does not cover GDPR and have replied that they are unable to provide this cover and it is not included in our policy



Resolved: that three insurance quotes should be obtained and taken to the Finance Committee for consideration for when our existing policy expires. These quotes should provide GDPR cover.

28/2022 Kingsteignton In Bloom

Resolved: that:

- Kingsteignton In Bloom will be held again in 2022
- Judging will take place on Friday 15 and Saturday 16 July 2022
- Judges will be Cllrs Peart and Field and the Clerk will attend the judging to take notes. Cllr Stacy agreed to drive the Judges around.
- The budget for Kingsteignton in Bloom this year is £1,000

29/2022 War Memorial, Sandpath Road, Kingsteignton

Cllr Peart had received correspondence from Mr Harris, local historian regarding additional names being added to the War Memorial in Sandpath Road.

Before this can be taken forward the ownership of the War Memorial needs to be researched. The Clerk is liaising with Fr Smith, St Michaels Church, to see if it can be ascertained who owns the Memorial and this needs to be known before we can go any further

Resolved: that the Clerk will liaise with Fr Smith to ascertain ownership of the War Memorial and bring this information back to the March meeting.

30/2022 New Projector and work Laptop for use in the Main Hall for meetings

Members were forwarded a copy of quotes for a new projector and laptop from Compwiz prior to the meeting.

Resolved:

- that a Panasonic PT-VZ580 Projector be purchased for the main hall at a cost of £925 +vat, subject to it being suitable to suspended from the ceiling with suitable casing around it.
- That HP Laptop be purchased for office use and meetings at a cost of £445 + vat

Plus installation cost of £50 which is subject to amendment depending on housing for projector from the ceiling.

31/2022 Draft Teignbridge Local Plan (Part 3) 2020-2040 : Renewable Energy, Gypsy and Traveller and small Residential Site Options

The Working Party put together comments for this consultation, which were shared with Councillors and submitted to Teignbridge District Council.



32/2022 Clifford Park/Open Reach

Members had received copies of the “Permission to carry out work on a private property” and “Wayleave Agreement between the Town Council and British Telecommunications” to upgrade the existing copper broadband connection to fibre to the poles in Clifford Park. This is a payable Wayleave and Openreach will pay the Town Council for letting them carry out this work. A payment of £300.30 will be received.

Resolved: that the forms should be signed by the Clerk and returned to Openreach.

33/2022 Training Events

Resolved:

- That Cllr Field attend Being a Good Councillor 1 – Roles and Responsibilities – 5 April 2022; Being a Good Councillor 2 – Powers, Duties and the Precept – 26 April 2022 and Being a Good Councillor 3 – Local Council Meetings – 27 April 2022 at a cost of £18 each + vat
- That Mrs Lakin, Mrs Lewis-Clarke and Mr Banner attend the South West Training Seminar on 25 May 2022 being held at Sandy Park, Exeter at a cost of £85 + vat each

33/2022 Correspondence

- An invitation to put names forward to attend the Buckingham Palace Garden Party had been received. No names were put forward
- Jackie Edwards, Town Crier had asked for permission to attend three events on 22, 23, & 24 July 2022 to represent Kingsteignton. Permission approved
- Rob May who had offered valuable assistance to the Town Council has given notice and will be unable to help the council in the future.
- Members were shown pictures of work carried out on The Leat in front of The Bell Inn, Crossley Moor Road clearing the leat.

The meeting closed at 8.45 pm

The next meeting will be held on Wednesday 2 March 2022

Signed:..... Dated:

