



Kingsteignton Town Council

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.

27 January 2022

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 on **Wednesday 2 February 2022 at 7.00 p.m. in the Main Hall at the Community Hall, Rydon Road**, for the purpose of transacting the following business.

Carol Lakin

Town Clerk

Can Councillors please email written reports to the Town Clerk prior to the meeting for circulation to committee members so they can be taken as read at the meeting.

Entrance to the hall will be via the back of the building. There will be no entrance from the front of the building. Toilets to be used will be those of the main hall.

- Circulation of paper documents is suspended
- There will be no drinks provided. Councillors are encouraged to bring their own with them.
- Temperatures will be taken as members enter the hall
- Masks must be always worn unless you are talking
- Hand sanitiser will be available

FULL COUNCIL MEMBERS:

Mayor: Councillor R Peart

Deputy Mayor: Councillor J Scagell

Councillors: B Austen, T Dempster, M Field, K Jones, I Laws, S Plummer, D Ripping, J Stacey, B Thorne,

A G E N D A

Council not in formal session

- **Police Report** - requested
- **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 Report** – to receive report from our Devon County Councillor
- **District Councillors Reports: Cllr B Austen, Cllr R Peart, Cllr B Thorne, Cllr D Rollason** - to receive reports from our Teignbridge District Councillors

Council in formal session

- 14/2022** **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 absent from a Town Council meeting.
- 15/2022** **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)
- 16/2022** **Resignation of Alex Brotherton** - Alex Brotherton has resigned as a councillor. This vacancy has been advertised
- 17/2022** **Declaration of Acceptance of Office – Mrs Imogen Laws**
- 18/2022** **To receive the Mayor's Report**
- 19/2022** **To receive and approve the minutes of the Full Council meeting held on 5 January 2022**
- 20/2022** **To receive and approve the Clerk's Report**
- 21/2022** **To receive the minutes of the following Committees:**
- *Finance Committee – 12 January 2022– Cllr Thorne*
 - *Community Hall/Recreation – 19 January 2022 – Cllr Scagell*
 - *Works, Services and Planning – 5 & 19 January 2022 – Cllr Peart*
- 22/2022** **Representative Reports – Brief up-date (Reports to be received prior to the meeting in writing please)**

Hackney Marshes - Vacancy for representative following resignation of Alex Brotherton
KingsCare and Newton COVID 19 - Vacancies for representatives following resignation of Dave Rollason



Kingsteignton Town Council

Organisation

Ball Clay Heritage
CAB
Climate Emergency
Devon Association of Local Councils
Feoffees
Friends of Kingsteignton Library
Hackney Marshes
Kingsteignton School
Kingsteignton Youth Centre
Outdoor Bowling Club
Oakford Lawn (Kingsteignton Village Trust)
PCC
Parish Tree Warden
Ram Roast Fair
Rydon Primary School
St Michaels Primary School
Sibelco
Stover Canal Trust
Swimming Pool Association
Teign Estuary & Coastal Partnership
Teign School
Teignbridge Association of Local Councils
Teignbridge Cycling Forum
The Stover Advisory Board
The Environmental Warden
Twinning Association
Viridor
KingsCare
The Old Rydon
Newton COVID 19
Speed Watch

Representative

Cllr Thorne
Cllr Peart
Cllr Thorne
Mrs C Lakin
Cllr Peart
Cllr Dempster
Vacancy
Cllr Peart
Cllr Austen
Cllr Peart
Cllr Jones
Cllr Thorne
Cllr Austen, Thorne
Cllr Dempster
Cllr Ripping
Cllr Peart
Cllr Peart
Cllr Ripping
Cllr Scagell (report attached)
Cllr Dempster
Cllr Peart
Cllr Plummer
Cllr Dempster
Cllr Thorne
Cllr Thorne
Cllr Peart
Cllr Thorne
Vacancy
Cllr Peart
Vacancy
Cllr Dempster

23/2022 Clifford Park - Notification of award of Grant from Viridor Credits of £72,632 – please see information below from Viridor to be adhered to before proceeding with project

24/2022 To review Standing Orders – annual review in accordance with Audit regulations.

25/2022 To review Financial Regulations – annual review in accordance with Audit

26/2022 To approve Grants Budgets for 2022 – (Budgets for 2021 – S.137 £6000 and General £6000) – copy of Grant Form attached for information.

27/2022 Risk Assessment/Management Plan and Financial Risk Assessment - GDPR Protection – for information see at end of Agenda.

28/2022 Kingsteignton in Bloom

- To approve event for 2022 and date/s for Judging (Date of judging 2021 – 17 July 2021).
- To discuss whether judging should be taken over two days, due to number of entries, and whether these should be during the day or evenings
- To agree budget for 2022 event – to include engraving of cups, vouchers for prizes (1st, 2nd and 3rd) and presentation afternoon tea. (Cost for 2021 £725)

29/2022 War Memorial – to discuss adding missing names to the War Memorial in Sandpath Road. Please see attached notes.

30/2022 Newton Abbot & Kingsteignton Community Garden - to discuss goals and aspirations that the Town Council have for Kingsteignton to be forwarded to TDC

31/2022 New Projector and work laptop for use in Main Hall for meetings - To discuss and approve quotes received from Compwiz – see below

32/2022 Draft Teignbridge Local Plan (Part 3) 2020-2040: Renewal Energy, Gypsy and Traveller and Small Residential Site Options - comments submitted to TDC for information

33/2022 Clifford Park/Open Reach - to approve and sign “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 poles in Clifford Park (**13/2022** refers) – copies of documents attached.

34/2022 Training Events

- Being a Good Councillor 1 – Roles and Responsibilities – 5 April 2022 1pm-2pm via Zoom. Cost £18 + vat
- Being a Good Councillor 2 – Powers, Duties and the Precept – 26 April 2022 1pm – 2pm via Zoom. Cost £18 + vat
- Being a Good Councillor 3 – Local Council Meetings – 27 April 2022 6pm-7pm via Zoom. Cost £18 + vat

35/2022 Correspondence

- **Buckingham Palace Garden Party** - 25 May 2022 – see below for strict rules on nomination
- **Town Crier** - Jackie Edward is asking approval to attend the following Town Crier events
 - **22 July 2022** - Plymouth
 - **23 July 2022** - Kingsbridge
 - **24 July 2022** - Dartmouth
- We have received notice from Rob May, who was assisting the council with work as and when necessary. He is no longer available to assist as he has taken a full time job.



Kingsteignton Town Council

Next meeting: Wednesday 2 March 2022

23/2022 Clifford Park - Notification of award of Grant from Viridor Credits of £72,632- information below

I am delighted to inform you that your recent application to Viridor Credits has been successful, with an award of £72,632.

Before you can start your project there are a few things that need to be completed:

a) Viridor Credits will now register your project for approval by our Regulator.

The Applicant must not enter into any contract or obligation that incurs expenditure against the Project prior to consideration by the Funding Committee and before approval of the Project activities by ENTRUST (England) or by Viridor Credits (Scotland). This may affect any offer of funding.

b) Once your project has been approved, we will send you the formal Offer Letter and Funding Agreement. You will need to accept the terms of the Funding Agreement and Offer Letter within one month of receipt. Only then will you be able to begin your project.

For now, you do not need to do anything until we contact you again with your formal documentation.

In the meantime, please do not commit to or incur **any** expenditure on your project or order any items until after you receive and accept our Funding Agreement

27/2022 Risk Assessment/Management Plan and Financial Risk Assessment -
GDPR Protection – for information

Our Insurance Company have been asked if GDPR cover is included in our Policy and whether they provide cover for this. Their response is that they are not able to provide cover for GDPR related issues and this is not covered under our existing Policy.

29/2022 War Memorial – to discuss adding missing names to the War Memorial in Sandpath Road. Please see attached notes

A list of 30 names have been received from Richard Harris to be added to the War Memorial, which can be agreed in principle, but before the Council go any further with this they need to look into the ownership of the War Memorial.

Father Smith has said that this is owned by the Town Council, but I have no knowledge of this and we have no paper evidence of this fact in the Office. Before anything is agreed ownership needs to be proved as the Town Council have never listed the War Memorial as an Asset and it is not covered on our insurance.

Once paper evidence has been produced, if the Council wishes to proceed, this will be brought back to Council to further action this. The following will need to be carried out before the names can be added:

- Check evidence e.g. parish church records and service records of named person
- Canvas community approval. It is very important the community has the opportunity to voice their opinion on the addition of a name/s to a war memorial. It is recommended to use a parish newsletter, social media or local newspaper
- Consult an approved Conservation Contractor to quote for the work and check for sure that the name can be appropriately. The name should be added using the same style, font and size as the current names on the memorial. A help sheet on finding an approved contractor is held in the Office.
- Check with our local Conservation Officer to see if the addition of a name/s is approved and to ascertain if a Listed Building planning application needs to be submitted.

31/2022 New Projector and work laptop for use in Main Hall for meetings - To discuss and approve quotes received from Compwiz – see below

Projectors:

I can recommend two options suitable for larger screens and bigger rooms.

- a) Panasonic PT-VZ580 – 5000 lumen brightness (compared to current BenQ producing 4500 lumen) – FullHD capable projector with a long life lamp (5000h). Projector distance from the screen of 100” diagonal – min. 250cm, max. 370cm.



Price: £925.00 + VAT

- b) BenQ MH760 – 5000 lumen brightness (compared to current BenQ producing 4500 lumen) – FullHD capable projector with a typical lamp life (2000h). Projector distance from the screen of 100” diagonal – min. 250cm, max. 330cm.



Kingsteignton Town Council



Price: £842.00 + VAT

Both have excellent capabilities, with BenQ model offering more input options and better network features, but shorter lamp life.

Stand:

Projector stand with laptop tray and wheels for ease of use.



Price: £70.00 + VAT

Screen casting dongle – for use with any laptop, tablet or mobile phone:

Optoma UHDCast Pro.



Price: £88.00 + VAT

Laptop for presentation and work in office environment (Windows 10 Pro):

HP 255 G8 AMD Ryzen 5-3500U 8GB 256GB SSD 15.6 Inch Windows 10 Pro – Fast processor (4 core and 8 threads), USB-C, HDMI and Wifi connectivity makes this laptop a very good and versatile machine to drive presentations. Thanks to build-in camera it can also host Zoom meetings and other video-conferencing platforms



Price: 445.00 + VAT

Installation:

On-site visit, assembling stand, HDMI cables, additional Wireless dongle (needed to simultaneously cast and maintain connection to internet) and setup work.

Price: £50.00 + VAT (discounted rate)

Above hardware is what I recommend, but there are cheaper, less capable projectors and laptops available if total price is too high. For example, Windows 10 Home edition laptops, which are not really suitable work, but can play PowerPoint presentations and display videos, start from around £250.00 + VAT.

32/2022 Draft Teignbridge Local Plan (Part 3) 2020-2040: Renewal Energy, Gypsy and Traveller and Small Residential Site Options - comments submitted to TDC for information

Comments from Kingsteignton Town Council

Higher Sandygate, Kingsteignton
Site Reference: zn15yva

- More detail required for landscaping – Landscaping must be made to fit in with the habitat that is there at the moment. i.e. Devon Hedges, specimen trees etc., to be replaced.
- The play area in this development should be of a higher spec than just for this site as would be used by other youngsters in this area, as there are no other play facilities available. If it is proven that there is sufficient play area space left on the site, then it will need to be S106, to provide further facilities.
- Buildings should include Bat and Swift Boxes



Kingsteignton Town Council

- Have concerns over biodiversity offsetting – concerned that saying Biodiversity Offset as opposed to Biodiversity protection promotion, encouragement in situ. Need further information on this.
- Concerned on the increased number of cars using the lane through Higher Sandygate as there are no footpaths. Safety will be challenged with no access to Sandygate Mill at present available.
- Poor access to public transport
- Highways too narrow and unsafe access with visibility splay problems. The entrance to this site would be directly opposite Woodlands.
- Impact on existing ecology needs – Ecology and Biodiversity Assessments need to be carried out on the site before any development starts.
- Would request specific bat mitigation to stop disruption of the flights line along the hedgerows; low level bat friendly lights to stop putting the bats off.

Wind Site 2 – North West of Bishopsteignton

Ref: WS2

Parish: Bishopsteignton (small part of Kingsteignton)

- Need to know noise implication
- Position of Units takes into account position of bats
- That bigger generating units should be used rather than the larger numbers of small units.
- Would like to see the units positioned a kilometre away from Ideford
- Possibly less and further away from habitation

Travellers

- Believe there is a need for more than 22 sites
- Capitalise on one site
- Concern that the site lies in the Critical Drainage Area associated with the Holbeam Dam – necessary flood mitigation assessments should be carried out.

Renewable Energy – Solar

- Need to capitalise on reverting land back to growing land.

CORRESPONDENCE:

Buckingham Palace Garden Party - 25 May 2022 – see below for strict rules on nomination

There are strict rules on the nomination process (set by the Palace, not us!), so please read the following guidance:

- Invitations are in recognition of PAST SERVICE OF PARISH CHAIRMAN AND TOWN MAYORS only, and it is therefore appropriate that only outgoing members, rather than those newly selected, should be invited to attend.
- Under data protection legislation, an individual's consent is required to process their personal data for the purpose of nominating them to attend a Garden Party. You need to obtain consent to process their data from all nominees prior to submitting the completed form.
- Nominated and accompanying guests must NOT have previously attended a Garden Party. It would be helpful if you could check this before submitting their names to us to avoid any disappointment and embarrassment. Once a name has been submitted it is not possible to make any changes to the list.
- All nominated guests should be accompanied unless he or she specifically requests otherwise.
- All nominated guests must be British, Commonwealth or European Union citizens with pre-settled or settled status, although their spouse, partner or companion may be of other nationalities. All guests, nominated or accompanying, must be resident in the United Kingdom.
- Please note there will be no parking facilities offered this year with the exception of disability badge (Blue Badge) holders who may apply for parking. Regrettably no exceptions will be allowed. Requests for disabled access should be entered on the nomination form as in previous years. An additional form will be included with the nominee's invitation requesting details of their disability badge, upon receipt of which a parking label will be sent to the guest.

As always there is a very tight deadline for submitting nominations. **Please can nominations be made [via this form](#) by 2pm, Monday 7 February.**

The two successful nominees, and their guests, shall be notified in the afternoon on Monday 7 February. Nominees will be chosen at random i.e. via pulling names from a hat.