



KINGSTEIGNTON TOWN COUNCIL

Minutes of the Annual Meeting of the Town Council Meeting Held on Wednesday 1st May 2024 at 6:30pm The Community Hall, Rydon Road, Kingsteignton

Present:

Mayor:	R Peart
Councillors:	J Scagell, D Ripping, A Tillson-Hawke, K Jones, J Gordon, L Goodall, M Eggar, B Thorne (Retiring Deputy Mayor), M Field, J Gregson
Acting Clerk/Deputy Officer:	Mrs K Ford (CiLCA)
Asst to the Clerk/Events Officer:	Miss B Hooper
Communications Officer:	Mrs S Simmons

Council in formal session

At the start of the meeting the Mayor, Cllr. Peart declared the order of business on the agenda was incorrect and needed to be changed. The Clerk advised that in accordance with the Local Government Act 1972, c.70, Part I, Section 15 (2). 'The election of a chairman shall be the first business transacted at the annual meeting...'. This is further reflected in Kingsteignton Town Council Standing Orders 5.e. This statutory legislation supersedes the KTC SO quoted by Cllr. Peart. Despite this advice Cllr. Peart proceeded in the order shown below deeming the meeting incorrectly convened.

FC45/2024 Apologies

To receive, note and where requested approve and accept any apologies for absence.

Resolved: Apologies received and accepted from:
Cllr Dempster (Personal Reasons)
Cllr Danks (Family Commitment)
Mrs Lewis-Clarke, Town Clerk (Personal Reasons)

FC51/2024 Full Council Draft Minutes:

To receive and approve the minutes of the Full Council meeting held on 3rd April 2024.

Cllr Peart presented the minutes of the meeting held on 3rd April 2024.

Proposed: Cllr Scagell

Seconded: Cllr Thorne

Resolved: It was unanimously agreed that these minutes be adopted.

FC42/2024: Election of Mayor for 2024-2025:

The retiring Mayor will call for nominations for council to resolve to appoint a Mayor for the ensuing year. This will be followed by:

- a) Declaration of Acceptance of Office by the newly elected Mayor
- b) Presentation of Chain of Office - from retiring Mayor to the newly elected Mayor
- c) New Mayors Acceptance Speech.

Resolved: Cllr Peart was duly elected as Mayor for municipal year 2024-25.
Cllr Peart signed the Declaration of Acceptance of Office.

FC34/2024 To receive the Outgoing Mayor's Report: For the period 3rd April 2024 – 01 May 2024.

A report in accordance with the time period indicated above was not provided, instead Cllr. Peart gave a report for the last municipal year.

My year started off with being elected for another term as your mayor. This was a great honour, and I was looking forward to starting a new term.

Our first event was the Coronation of King Charles III this event was held on the 6th May at Kingsteignton Community Hall. The day started off with music provided by Steve Parr [compere for the event] and performed Pure Diamond tribute act, also performing was the Liberty sisters – and Back Beach Boyz. The event was a great success with lots of other Entertainments in the carpark for all to enjoy great day and everyone had great time.

Our next event was an invitation to lunch at the Royal British Legion in Kingsteignton to celebrate the King Charles III Coronation. June and I enjoyed the day and would like to thank RBL for their kind invitation. Later that day we attended the United Reform Church event. This was great fun we were involved in an old Kingsteignton tradition involving small plastic boats with different numbers on and they were put into the stream and the first ones at the other end won a prize. We then went back for refreshments in the Church Hall for a Cream Tea June and I would like to thank all involved for this enjoyable afternoon.

On the 17th May at Kingsteignton Town Meeting I was elected for a second term as Mayor of Kingsteignton. Sadly my first event was to attend the Funeral of Mike Walters, Mike was a former Mayor of Kingsteignton Town and a County Councillor, and District Councillor, Mike will always be remembered for his service to our community he served.

Our next invitation was to attend the Annual Ram Fair, our town crier opened the event and June and I crowned the May Queens. This is always a great event and lots of stalls and attractions to see, it was a sunny day and well attended.

The 31st May Kingsteignton Town Council held their Annual Town Meeting. This event is held in the Community Hall at the end of each council year. It was a chance for residents to meet their town councillors and ask questions and for us to explain what our committees do. We also gave out grants to local groups and it was a pleasure to help fund some of their projects.

June and I was invited to attend Newton Abbot Rugby Club's Party on the Pitch. This event was to celebrate their 150th anniversary. We were greeted by members of the Rugby Club's Committee and we were made very welcome. It was nice to meet some of the volunteers and supporters and understand the Club's aspirations for the future. The event attracted many families on this special day.

Other events June and I attended was a Fund Raising organised by Stover School in recognition of their pupil, Lottie Byron –Edmonds who was made the youngest honorary director of the hospital trust The honour was bestowed upon her due to her nearly 12 years of campaigning about organ donation and fund raising.

We also attended the Stover School Speech Day and Prize Giving with other Mayors and special guests Lunch was served in the Library. June and I would like to thank Mr and Mrs Notman, Headmaster of Stover School for inviting us to attend.

The presentation of the prizes for Kingsteignton in Bloom took place on Wednesday 16th August at the Old Rydon Inn. The prizes were awarded by myself and councillor Martin Field and each prize winners of each category were awarded a trophy, a certificate and a garden centre voucher. All other participants received a letter of thanks. After the presentations it was nice to speak to our residents who had taken part in this event over refreshments and swap tips on being a good gardener. Always an enjoyable event.

June and I and Jackie Edwards were invited to open this years RAMSFEST held at Kingsteignton Athletic football ground. The event was over two consecutive days to raise funds for DoitforDeaks, and Rowcroft. This event was well supported and raised much needed funds for charities. I would like to Thank everyone who attended and supported this event and thank Kingsteignton Athletic Committee for inviting us.

Kingsteignton Bowling Club invited June and myself to visit the club and inspect the new paths which has been resurfaced around the perimeter of the club building. This was made possible, thanks to a grant from the town council's grant scheme. The new path will prevent loose gravel from finding its way onto the new top grade bowls surface. June and I would like to thank club members for providing refreshments for us and even allowed me to have a go at bowling, This is a well run club and a real asset to the community.

Our next assignment was an invitation to Kings Boxing Awards Ceremony. This a local club and June and I are Parton's of the club. The club paid recognition to those who stand out amongst their members for outstanding efforts or excellent boxing in the ring. The ceremony was attended by a large group of supporters and VIPs. June and I had a great afternoon meeting the boxers and VIPs and we gave out some of the cups and shields to the winners. Thanks go to everyone for the work they do at the club.

On Saturday 4th November 2023 The Right Honourable Lord Clifford of Ugbrooke House and President of Kingsteignton History Society proudly did the honours of unveiling the History Boards of Kingsteignton at the Fountain, assisted by myself. The six panel history boards contain information dating back to prehistoric times of when people lived in and around Kingsteignton before the last Ice Age began 110,000 years ago, through to this years Coronation of King Charles III. This was Town council project and I would like Thank everyone involved.

On Sunday the 5th November June and I attended Kingsteignton Athletic Football Club's Annual Firework Display at their ground. Town Crier Jackie Edwards opened this event. It was a great display of fireworks on the pitch, and after June and I had to judge the best Guy, competition, this was good fun. I would like thank everyone involved in organising this event and the sponsorship of the fireworks.

On Sunday 12th November we attended the Royal British Legions Remembrance Parade. All generations gathered in large numbers to pay their respects to those lost in conflict. The Service was held at our local church St Michaels, after the service we made our way to the War Memorial for all to reflect in the national two minutes silence. Wreaths were laid by myself and my wife June on behalf of our Town and our local MP Ann- Marie Morris. When the act of Remembrance was complete, the Parade made its way back to the RBL Club for refreshments.

The next event was the Mayors Civic Carol Service held on the 8th December in the Town Councils main hall. June and I always look forward to this event with other Mayors and Chairs invited to attend. This year St Michael's School performed a number of carols. I would like to thank Reverend Dave Goddard and the church band for leading the service and performing some scientific experiments. Thanks go to all who participated and to all those who attended.

The next event June and I organised the Mayors Christmas meal event for councillors and staff members. This was held at Dainton Golf Club this was a great success and Thanks go to my wife June for making small gifts for everyone and I tested the knowledge of everyone with my general knowledge Quiz.

December 15th we held our outside Carol Service in the grounds of the Town Council carpark. The main hall was also open to the many residents who attended this event and the Christmas lights on the trees and our building looked great. Thanks go to everyone involved to make this event a success.

It is with great sadness that in February this year we received the news of Mrs Jill Morris one of our former town councillors having passed away. June and I attended the Funeral on behalf of Kingsteignton Town Jill was a valued member of the town council. Jill was passionate about being involved with the community founder of the Kingsteignton Garden and Craft Show, and a stalwart to Kingsteignton Swimming Pool as President and fundraiser. Jill was a lovely lady and will be fondly remembered by all who knew her.

It was also with great sadness that in March we received the news of Edna Wickham One of our former town councillors. June and I attended the Funeral on behalf of Kingsteignton Town. A Tribute – written and read by Graham Wickham Edna's Husband. Edna was well respected in our community and will be sadly missed.

Also in March June and I attended Spring into Easter Featuring Choir 86 who performed Requiem for the Living. This was a wonderful performance of this Inspiring Piece. Choir 86 performed many other songs this was a great evening of entertainment June and I would like to thank Rosie Penn, Musical Director and all involved and for the refreshment after.

June and I were invited to the Knit and Natter Group to see the work they do raising funds for good causes, by knitting toys and baby garments. They provided a meal for us and after we had a chance to meet the group and I congratulated them on the good work they do in our community.

My final event was an invitation to attend the opening of Kingsteignton Swimming Pool for this year. Members of the Swimming Pool Committee Clare and Linda made me welcome and I was showed the new doors to the changing rooms funded by a recent grant from Kingsteignton Town Grants Awards Scheme. I then had a photo taken with Clare in front of the new doors. We then went outside to see those Brave Members who entered the pool, refreshments were provided outside on this sunny morning. It was good to see members and volunteers who came along to make this event a success I would like to thank the Swimming Pool Committee for their hard work in fund raising to keep the pool open.

June and I would like to thank everyone who treated us with respect while on Civic Duty, and councillors who gave their time to help out on council events and council staff for their assistance. June and I have enjoyed representing Kingsteignton Town as your Mayor and Mayoress.

Councillor Field joined the meeting.

FC44/2024 Election of Deputy Mayor for 2024-2025:

The Mayor will call for nominations and put them to the vote. This will be followed by:

- a) Declaration of Acceptance of Office by the newly elected Deputy Mayor
- b) Presentation of Chain of office – from retiring Deputy Mayor to the newly elected Deputy Mayor

Resolved: Cllr Scagell was voted in as Deputy Mayor.
Cllr Scagell signed the Declaration of Acceptance of
Cllr Thorne presented Cllr Scagell with the Deputy Mayor's Chain of Office.

FC46/2024 To receive any declarations of interest:

None.

Councillor Scagell and Mrs Simmons left the meeting.

FC47/2024 Clarification of Committee Business:

To discuss and consider the following amendments to KTC Committees, as recommended by the Clerk:

- a) Rename Works, Services & Planning (WSP) Committee to Planning Committee.
- b) Introduce the following matters to the remit of the Community Hall & Recreation Committee: Events, Works & Services. And that meetings of this committee are held monthly so all decisions are made in a timely manner to ensure KTC business progresses.

Cllr Peart advised he was unwilling to discuss this matter owing to it having been on the April Full Council agenda. Mrs Ford, acting as Clerk and therefore, Proper Officer, advised him it had only been deferred therefore, the Council are legally permitted to discuss the matter. Despite this advice, Cllr Peart insisted this item to be deferred for further six months and that a detailed report which justifies the proposed changes be provided by the Town Clerk.

Proposed: Cllr Peart

Seconded: Cllr Thorne

Resolved: FOR: 8, AGAINST: 1, therefore resolved.

FC48/2024 Election of Committee membership:

(8 members for each committee plus Ex Officio). Unless stated below, the Chair for each committee shall be appointed at the next meeting of the committee.

- a) Community Hall/Recreation (CHR)

Resolved: Cllrs Scagell, Tillson-Hawke, Jones, Peart, Gordon, Thorne, Ripping, Field and Eggar (9 members) will sit on the Community Hall/Recreation Committee.

b) Works, Services & Planning

Resolved: Cllrs Tillson-Hawke, Ripping, Field, Goodall, Jones, Thorne, Scagell, Dempster, Gregson and Peart (10 members) will sit on the Works, Services and Planning Committee.

c) Finance

Resolved: Cllrs Ripping, Field, Eggar, Danks, Thorne, Scagell, Dempster and Peart (8 members) will sit on the Finance Committee.

d) Complaints (to be chaired by Mayor – 4 members only)

Resolved: Cllrs Tillson-Hawke, Ripping, Thorne and Peart will sit on the Complaints Committee.

e) Appeals (to be chaired by Deputy Mayor – 4 members only)

Resolved: Cllrs Scagell, Field, Jones and Eggar will sit on the Appeals Committee.

f) Staffing Committee (4 members only)

Resolved: Cllrs Field, Gordon, Thorne and Peart will sit on the Staffing Committee.

Council not in formal session

Public Participation:

Prayers by Reverend David Goddard.

Council in formal session

Councillor Gregson joined the meeting.

FC49/2024 Representative Elections:

To elect Representatives for Organisations 2024/25 in accordance with Appendix A circulated with agenda.

Resolved: Mrs Ford collated names of Cllrs against the list of representatives on outside bodies following discussion between Cllrs within the meeting (see Appendix i to these minutes).

FC50/2024 Mayor's Allowance:

To consider and approve Mayor's Allowance for 2024/25.

Recommendation from the RFO £1,700. NB. For FY 2023/24 this was £1,600 (NB. corrected at the meeting to £1,700).

Cllrs discussed the potential of increasing the Mayor's Allowance but then agreed this was not necessary this financial year. It was agreed the Mayor's Allowance for 2024/25 would be £1,700.00.

Proposed: Cllr Field

Seconded: Cllr Thorne

Resolved: Mrs Ford to advise Mr Banner, Responsible Finance Officer (RFO) of the decision.

FC52/2024 Committee Draft Minutes:

To receive & note the draft minutes of the following Committees (draft minutes to be ratified at the next meeting of said committee):

- a) CHR 17th April 2024 - Cllr Scagell (Appendix C circulated with agenda)
- b) WSP 3rd April and 17th April 2024 - Cllr Peart (Appendix D circulated with agenda)
- c) Finance Committee 10th April 2024 – Cllr Ripping (Appendix E circulated with agenda)

Resolved: All the minutes presented above were noted.

FC53/2024 Financial Regulations:

To review and re-adopt the KTC Financial Regulations (Appendix F circulated with agenda)

NB. there are currently no recommended amendments to this document. If amendments are recommended by NALC these can be re-adopted as required.

Brief discussion took place on the following points of the document:

Section 4.1 (Page 5) needs to be reworded to be clearer.

Section 5.2.2 and 5.2.4 (Page 7) amend as follows: 2 Take out FO and 4 Clerk or Councillor not RFO again.

Section 5.3 and 5.4 (Page 7) need to be tidied up/reworded to be clearer.

Section 15.1 (Page 15) should read The Clerk not Councillors.

Proposed: Cllr Peart

Seconded: Cllr Thorne

Resolved: All were in favour of the Kingsteignton Town Council Financial Regulations being re-adopted subject to the above minor amendments being made. Mr. Banner, RFO, to be advised.

FC54/2024 Scheme of Delegation:

To review and adopt the KTC Scheme of Delegation (Appendix G (amendments highlighted in red) circulated with agenda).

Proposed: Cllr Ripping

Seconded: Cllr Eggar

Resolved: All were in favour of the Kingsteignton Town Council Scheme of Delegation amendments being accepted subject to correction of the tiny typographical errors being made.

FC55/2024 Tree Works:

To receive and note Tree Condition Survey & Risk Assessments for Oakford Lawn, Clifford Park & Community Hall Grounds; from Devon Tree Services (DTS). To accept DTS quotes for the recommended works. (Appendix H circulated with agenda).

Councillors debated the circulated papers and the need to only commit to essential works.

Proposed: Cllr Field

Seconded: Cllr Ripping

Resolved: All were in favour of Mrs Ford to requesting Mr Banner to defer this decision to fall in line with budget setting time and then to supply three quotes for the works required.

FC56/2024 Office Carpeting:

To approve a budget increase for office carpets. Under CR minute reference CR05/2024 dated 21.02.24 a budget of £1,500 was set for the provision and fitting of new carpet in the general office space within the Community Hall. All three quotes provided exceed this budget by at least £400-£500. Furthermore, professional carpet fitters have recommended carpet tiles, for a more hardwearing and longer lasting solution. This will also minimise potential disruption caused by needing to empty the office for fitting wall to wall carpet. Consider & resolve to approve accordingly.

Mrs Ford outlined the need for a higher budget being required after sourcing three quotes.

Proposed: Cllr Peart

Seconded: Cllr Ripping

Resolved: All were in favour of increasing the budget to £2,000 and for only carpet tiles rather than carpet to be fitted. Mrs Ford to progress carpet tile purchase and installation.

FC 57/2024 Councillor Memorial Plaques

To receive officer report (Appendix I circulated with agenda) regarding the continuation of memorial plaques for ex-councillors. Discuss and resolved and action considered appropriate.

Councillors discussed the required items for decision and reviewed the laminate sample provided by Miss Hooper.

It was agreed:

All Councillors who have passed will have the opportunity for their families to decide if they would like a memorial plaque being created in their memory;

All plaques must be made out of brass to fit with those already in place;

All plaques must be front facing and therefore additional wooden posts to mount them on will need to be sourced;

A complete list of names should be created; and

A £1000 budget will be allocated in the first instance to cover the known required plaques plus the next additional wooden post.

Proposed: Cllr Peart

Seconded: Cllr Thorne

Resolved: All in favour of the above decisions. Town Clerk to progress all agreed decisions identified. RFO to be advised of the budget set.

FC58/2024 Parking Concerns

To receive officers report regarding residents' concerns over parking near St Michael's Primary School and the actions taken to date (Appendix J).

Resolved: Councillors noted and supported the actions taken by officers to try to reduce anti-social parking taking place.

FC59/2024 Correspondence

a. Report of Dog Attack on Cats near Hackney Marshes

Mrs Ford advised Councillors of recent notice of the above and detailed the action she had taken to advise the complainant of how best to deal with it, citing the need for reporting to the Teignbridge District Council Dog Warden.

Resolved: Councillors noted and supported the actions taken by Mrs Ford to manage the situation.

b. Annual Town Meeting Reminder

Mrs Ford asked for Councillors to make themselves available to attend the Annual Town Meeting on Friday 17th May 2024 at 6:30pm.

Resolved: Councillors noted Mrs Ford's request.
Cllr Tillson-Hawke and Cllr Goodall tendered apologies due to prior arrangements committed to before the Annual Town Meeting date had been set.

Meeting closed at 7:47pm.

Next meeting: Wednesday 6th June 2024

Signed:

Dated: