

26th September 2024

To: Members of Kingsteignton Town Council

You are hereby summoned under the Local Government Act 1972 Sch12s.10 to attend the Full Council Meeting of Kingsteignton Town Council in the Mary Hall Suite, Community Hall, Rydon Road on **Wednesday 02nd October 2024 at 7.00 pm**, for the purpose of transacting the following business.



Rachel Avery FSLCC

Locum Clerk

locumclerk@kingsteignton.gov.uk

Please Note: Any written reports received after the deadline may not be circulated to all councillors prior to the meeting, but will form part of the minutes of the meeting.

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.

Please Note

Under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public.

AGENDA

Full Council Meeting

Mayor: Councillor R Peart
Deputy Mayor: Councillor J Scagell
Councillors: T Dempster, M Field, J Gregson, K Jones, A Tillson-Hawke, L Goodall, D Ripping, J Gordon, M Eggar, S Danks, B Thorne

Members are reminded of their legal responsibilities when considering planning applications as set out in the planning practice guidance on the government website Gov.Uk. Local authority members are involved in planning matters to represent the interests of the whole community and must maintain an open mind when considering planning applications. Where members make recommendations on planning applications, they must do so in accordance with the local development plan unless material considerations indicate otherwise. Members must only consider material planning considerations, which can include public views where they

Town Clerk, Mrs Michelle Lewis-Clarke, **Kingsteignton Town Council**, Council Office, Community Hall, Rydon Road, Kingsteignton, TQ12 3LP

Tel: 01626 364089 Email: clerk@kingsteignton.gov.uk Web: www.kingsteignton.gov.uk Facebook Kingsteignton Town Council
Kingsteignton Town Council has declared a 'Climate Emergency'.

Mayor's Charity 2024/2025 "Walking Alongside" Kings Care Mental Health Support.

relate to relevant planning matters. Local opposition or support for a proposal is not in itself a ground for refusing or granting planning permission unless it is founded upon valid material planning reasons.

Council not in formal session

- **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, for a period not lasting more than 15 minutes
- **County Councillor Report: Cllr R Peart** - to receive report from our Devon County Councillor
- **District Councillors Reports: Cllr R Peart, Cllr B Thorne, Cllr D Rollason, Cllr K Gearon** - to receive reports from our Teignbridge District Councillors

Council in formal session

FC093/2024	Apologies To receive, note and where requested approve and accept any apologies for absence	
FC094/2024	To receive any declarations of interest and consider requests for Dispensation(s) <i>– Councillors are invited to declare any personal or prejudicial interest, including the nature and extent of such interest they have in any items to be considered at this meeting. They are also reminded to consider whether in the light of recent activities any items within their Register of Interest should be updated.</i>	
FC095/2024	To receive the Mayor’s Report	
FC096/2024	To receive and approve the minutes of the following meetings, to be signed by this meeting Chair: <ul style="list-style-type: none">• Full Council meeting held 04th September 2024 Appendix A	
FC097/2024	To receive and ratify the approved minutes of the following committees: <ul style="list-style-type: none">• Works, Services & Planning held 04th September 2024 – Cllr Peart Appendix B	
FC098/2024	To receive and note Representative Reports / Brief up-date. Any reports received shall be available to read as Appendix C	
	1. Police Advocates/PCC	Cllr. J. Gordon
	2. Speed Watch	Cllr. A. Tillson-Hawke
FC099/2024	Appointment of Proper Officer: To formally approve the appointment of Rachel Avery as Proper Officer for this meeting	
FC100/2024	Car Boot Sales: To receive the Town Clerk’s report and consider any recommendations therein Appendix D	
FC101/2024	Audit: To note the Notice of Conclusion of Audit and External Auditor’s Report Appendix E	

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KINGSTEIGNTON TOWN COUNCIL

FC102/2024	Policies: To receive and adopt the Dignity at Work Policy Appendix F
FC103/2024	Concession/Pop Up Site Consultation Request: To receive the correspondence regarding concession/pop up sites and to consider making any comments Appendix G
FC103/2024	Next Meeting Date: To note the date of the next Full Council meeting – Wednesday 06 th November 2024
FC104/2024	Part II: To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information
FC105/2024	Legal: To receive a verbal report from the Town Clerk on various issues and to agree any future actions
FC106/2024	Staffing: To receive the Town Clerk's report regarding Staffing and to agree any further actions Appendix H

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**Minutes of the Kingsteignton Town Council Meeting
Held on Wednesday 4 September 2024 at 7:00pm
The Community Hall, Rydon Road, Kingsteignton**

Present:

Mayor:	R Peart
Councillors:	J Scagell (Deputy Mayor), T Dempster, M Field, D Ripping, K Jones, J Gordon, M Eggar, B Thorne, S Danks, A Tillson-Hawke
Locum Town Clerk:	Mrs R Avery (FSLCC)
Asst to the Clerk/Events Officer:	Miss B Hooper

Council not in formal session

Public Participation: Prayers by Reverend Jessica Ashcroft-Townsley

Police Report:

No report received

County Councillor Report:

Cllr R Peart

Broadway Road Kingsteignton – ‘Next Steps’: Following the drop-in session held in Town Hall on Friday 19th April Feedback during and after the engagement session has highlighted a strong discontent with the Amberley Section 278 scheme in its current form, particularly the speeds that vehicles navigate the priority system. Comments were also received regarding vehicle speeds further towards Exeter Road and the danger these can pose to pedestrians walking to and from the Redrow Development.

To address this, Devon County Council have requested a Speed Compliance Action Review {SCARF} assessment of the area to be carried out. With a view to explore the possibility to reduce the speed limit on the full length of Broadway Road from 30mph to 20mph. Further details on the SCARF process can be found here: [on this link, Speeding. Speed Limits and SCARF – Roads and transport {devon.gov.uk}](https://www.devon.gov.uk/roads-and-transport/scarf)

Many responses have requested the Amberley build out feature to be removed, however some responses have asked for the feature to remain as a crossing point. Ultimately the SCARF assessment will determine whether the build out will be needed to enforce the proposed 20mph speed limit, and if further engineering features are required for enforcement elsewhere along the length of the road. If the SCARF concludes that the priority feature will need to remain, we will still look for opportunities to work with the developer to reverse and reduce the length of the priority system to improve visibility and safety for vehicles using it.

Meanwhile, options for the off road active travel route are progressing with Teignbridge District Council and Sibelco, to give potential opportunities for pedestrians to bypass Broadway Road on a car free route.



District Councillors Report:

Cllr R Peart

Safety warnings have been issued after children have been seen risking their lives breaking into disused buildings. The warnings have gone out from fire and police chiefs following incidents of youngsters getting into the empty buildings in Bradley Lane and putting themselves in danger.

Fires have been started at the site and youngsters have become trapped inside, needing to be rescued by firefighters. Teignbridge Council who owned the buildings which are earmarked to be demolished Teignbridge Council has now appointed a contractor to further secure the site's perimeter with a 3m fencing and there are increased police patrols in the area.

The buildings at Bradley Lane were left standing in order to make use of CIL credits and improve viability for the site, however, these are due to expire at the end of the calendar year and the strategy is now redundant.

The 12 month contract with the developer expired on the 5th May 2024 and the planning application stalling, it is recommended that the Council takes control of Bradley Lane and moves to demolish the buildings as soon as possible. This will reduce the holding cost and liability of the buildings and also make the site more straight forward to develop site.

Cllr B Thorne

A quiet month for District meetings except for great effort being expended towards the Medium Term Financial Plan (MTFP) Task and Finish group where we have been focussing as members of the group on fully understanding the various processes which control the entries into the MTFP to see which adjustments will generate the savings required and affect the residents least. Various suggestions are being considered and we will make some early recommendations to the Overview and Scrutiny committee for them to consider hopefully in time for the Budget setting process which will soon commence for the 25/26 Budget. We have every belief that a suitable method of cost savings will come forward giving the sustainable solution needed by the Council.

Cllr K Gearon

No report received

Cllr D Rollason:

No report received

Council in formal session

FC84/2024 Apologies

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

Resolved: Apologies received and accepted from:
Cllr L Goodall (Work Commitments)

FC85/2024 To receive any declarations of interest and consider requests or Dispensation(s):

- a) in accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests on this agenda:

- b) Clerk to report any written request for dispensation in respect of items on this agenda, made in advance of the meeting.

None declared.

FC86/2024 To receive the Mayor's Report: Mayor, Cllr R Peart

June and I attended Kingsteignton Twinning Group evening event held in our main hall. This year was a special year to celebrate Forty Five years of Twinning with Kingsteignton and La Vespiere . I welcomed Gisele the leader of the French group and presented her with two gifts for their two mayors from Orbec and La Vespiere. The Kingsteignton Twinning Group provided everyone with food and drink enjoyable evening.

Our next event was Kingsteignton in Bloom Prize giving this is always a nice evening and this year we had more residents enter than before. Martin Field and myself gave out the Cups and Certificates and vouchers to those who had the best gardens in each category this included young entrance one from Rydon School gave up some of his dinner break to water the flower tubs at the school. After everyone enjoyed the food we had provided, always a nice event we put on for our town.

On Thursday 1st August Cllr Julie Scagell and myself took on the task of our annual stock take. We had to count everything in the down stairs area including the kitchen, Not the most enjoyable job but someone as to do it.

The next event was this Years Community Festival held on Saturday 10th August in Kingsteignton Town grounds. Jackie Edwards and myself officially opened this years event. Live music from Pure Diamond The Liberty Sisters Roger Styles and Merlin The Magician, Inflatables, and games for the children. This is a free event the Town Council provided for its residents plus local groups who were there in our main hall for residents to see what they are doing in our community. Many residents came along to enjoy this event.

On the 14th August June and I were invited to a fund raising event at the United Reform Church. Many people attended this event to raise money for Rowcroft after the raffle we were treated to a cream tea.

On the 16th August June and I attended Kingsteignton Athletic Football Club Ramsfest Beer and Cider Festival I cut the ribbon to officially open this two day event the club provided everyone with live entertainment great evening funds raised went to two local charities I would like to thank everyone involved in making this event such a success.

FC87/2024 To receive the Town Clerk's Report:

I have been working with Kingsteignton Town Council (KTC) since week commencing 12 August 2024, generally visiting the office once a week to work with staff. Working 8 hours per week, I will be overseeing the work of, supporting and guiding the staff team whilst the Town Clerk is on leave. Areas of work will include review of policies (including Financial Regulations following NALC amendments in May 2024, Standing Orders and Terms of References), working with the staff team who have continued to operate well and to undertake the work of KTC in the Town Clerk's absence, and to review outstanding areas of work. As this report is being written, the Community Hall is being redecorated, with new curtains due to be fitted on Tuesday 20 August.



FC88/2024 To receive and approve the minutes of this following meetings, to be signed by this meeting Chair:

Full Council meeting held on 17th July 2024

Cllr Peart presented the minutes of the meeting held on the 17th July 2024.

Proposed: Cllr Jones

Seconded: Cllr Scagell

Resolved: It was unanimously agreed that these both minutes be adopted and signed by the Chair.

FC89/2024 To receive and ratify the approved minutes of the following committees:

Works, Services & Planning held 3rd July 2024 – Cllr Peart

Proposed: Cllr Peart

Seconded: Cllr Scagell

Resolved: The approved minutes presented above were ratified.

FC90/2024 To receive and note Representative Reports /Brief update

a. Police Advocates/PCC

The meeting was chaired by PC Joseph Downton. The latest figures from the same period last year saw an increase in crime by 13.3%, reported crimes for Kingsteignton/Newton Abbot/Kingskerwell up to July - 298, previous period was 263. Kingsteignton figures are 40, compared to 36 up to the same period last year this is an increase of 2.6%.

The top crime for July 2024 was recorded as Criminal Damage this saw 44 recorded offences compared to 18 previously and an increase of 144.4%. The main areas being Newton Abbot Central, however there has been a decrease in shoplifting, stalking, harassment and violence with injury. Kingsteignton overall has a good report where crime is being dealt with and the police are trying to deal with these swiftly. Incidents in Kingsteignton are down generally of 76 reported crimes up to July 2024 compared to 105 crimes in July 2023.

The A380 has seen 16 incidents reported compared to 13 last year and there are reports of problems/incidents every month. The biggest problem area has been the Bradley Lane buildings, of high incidents concerning children in the derelict buildings, there was an increase of 1600%, police and the council are aware of the dangers and have fenced off the buildings and the police are increasing their patrols in the vicinity. Hot Spot funding will be used in this area where wardens, who started on the 9th August will be used to patrol specific areas of problems mainly in Newton Abbot.

Concerns were raised by members in attendance about the unauthorised encampments which are for Teignbridge Council to sort out, police will only attend if there are criminal issues reported, so far children under 8 have been causing some damage and they cannot arrest children under this age. There was a warrant issued for an address in Hilton Road relating to drugs, which had a successful outcome.

I expressed concerns about the high volume and speed of traffic that comes from the A380 to the A38 on behalf of some local residents, which the police were aware of and they will place trainee police in that area to monitor speed and see if any offences are being committed.

The next meeting will be Monday 2nd September 2024.

b. Community Speedwatch

During the period from July 17th the team have held four sessions. The fastest speed recorded was 44mph in a 30mph limit on Strap Lane.

The final session of trialling bi-directional monitoring has been completed. These sessions took place on Longford Lane at different times of day. It is hoped that in due course most of the sites will become bi-directional.

Following the request from a resident, a new site on Gestridge Road has been approved by the police. We have had one session here where 6 speeders were reported for speeding.

It is disappointing that there has been no progress with the acquisition of the VAS signs which had funding approved by the council over a year ago. It was noted that the Town Clerk would contact DCC to request an update.

FC91/2024 Legal

Consider subscribing to Tozers' Council Legal Advice Service

Councillors debated Mrs Avery's recommendation as detailed in the supplied briefing paper.

Resolved: Mrs Avery to bring a detailed paper to the October Full Council meeting included in a part two section on the agenda to brief Councillors fully on the needs for legal coverage.

Proposed: Cllr Peart

Seconded: Cllr Scagell

FC92/2024 Next Meeting Date:

To note the date of the next Full Council meeting – Wednesday 2nd October 2024.

Meeting closed at 7:46pm.

Signed:

Dated:



**Minutes of the Works, Services and Planning (Planning Only) Committee
Held on Wednesday 4th September 2024 at 7:50pm
The Community Hall, Rydon Road, Kingsteignton**

Present:

Chair (Mayor):	Cllr R Peart
Councillors:	Cllrs A Tillson-Hawke, D Ripping, J Gregson, K Jones
Ex Officio:	Cllr J Scagell (Deputy Mayor)
Locum Clerk:	Mrs R Avery
Assistant to Clerk/Events Officer:	Miss B Hooper

Apologies:

Cllr M Field
Cllr L Goodall
Cllr T Dempster

WSP64/2024**Accept apologies received by the Clerk****Resolved:**

Apologies were received and accepted from:
Cllr M Field (Work Commitments)
Cllr Goodall (Work Commitments)
Cllr Dempster (Work Commitments)

WSP65/2024**Declarations of Interest**

There were no declarations of interest.

WSP66/2024**Draft Minutes**

To receive and approve the minutes of the meetings held on 7th August 2024.

Resolved:

The minutes of the meeting held on 7th August 2024 were unanimously approved and signed by Cllr Peart.

Proposed:

Cllr Jones

Seconded:

Cllr Ripping

WSP67/2024**Planning Applications**

To give observations.

Week ending 2nd August 2024

PARISH: Kingsteignton
WARD: East
REF: 24/01267/ADV
LOCATION: Unit A1 Pottery Road, Kingsteignton, TQ12 3BN
PROPOSAL: Advertisements comprising of three fascia signs, a free standing directional sign and an addition to an existing totem sign.

Comments: No objection.
Proposed: Cllr Jones
Seconded: Cllr Peart

Week ending 9th August 2024

PARISH: Kingsteignton
WARD: East
REF: 24/01294/TPO
LOCATION: 9 Woodmere Way, Kingsteignton, TQ12 3SU
PROPOSAL: T1 Whitebeam to be felled and replaced with a Rowan.

Comments: No objection subject to approval by Teignbridge District Council's Arboriculturist.
Proposed: Cllr Peart
Seconded: Cllr Tillson-Hawke

Week ending 16th August 2024

None received.

Week ending 23rd August 2024

PARISH: Kingsteignton
WARD: West
REF: 23/02302/MAJ
LOCATION: Land North of Sandy Gate, Kingsteignton
PROPOSAL: Hybrid application for 33 dwellings; full application for 21 dwellings, 15 of which are Build to Rent and 6 affordable; outline application with only access under consideration for 12 custom and self-build plots.



KINGSTEIGNTON TOWN COUNCIL

Comments:

Councillors noted the reduction in proposed numbers of dwellings to be built and also the increase to widen the access/egress point.

Subject to the following being met, there are no objections:

- a. Number of allotments being maintained at 10 and this not being reduced, nor the plot allocation being reduced in overall size;
- b. Clear detail being provided on appropriate lux level lighting being used across the build site in order that Bats are not affected and the self-build passports being updated to reflect this;
- c. Active testing of land to identify any contaminated land being acknowledged early and being treated/dealt with swiftly and effectively;
- d. Noise pollution from the proposed build being monitored appropriately and managed safely and effectively;
- e. Air pollution from the proposed build being monitored appropriately and managed safely and effectively;
- f. Appropriate protection to be afforded to Cirl Bunting, especially during breeding season, which are known to inhabit the area; and
- g. Appropriate provision of Hedgehog highways to enable their protection.

The Council would welcome the opportunity to link with the management company of the estate to forge an effective working relationship.

Proposed:

Cllr Peart

Seconded:

Cllr Jones

WSP68/2024

Correspondence

None.

The meeting closed at 8:27pm.

Next meeting: Wednesday 18th September 2024

Signed:

Dated:



Kingsteignton Town Council

Councillor/Officer Briefing Report

Name:	Cllr Alys Tillson-Hawke	Date of Report:	26/9/2024
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Report of:	Town Councillor		
For meeting of:	Full Council	Date of Meeting:	2/10/2024
Business area reporting on:	Choose an item.		

Please use a new form for each business area in order that agenda items can be clearly labelled.

Salient Background for noting:
<i>Please use the free text box directly below to detail your report (the box can be increased in size by just pressing the return/enter key or by you copying/pasting information into it).</i>
<p>Since my last report we have only had one session, on Strap Lane. The number of drivers speeding along this road was high at 14%, with quite a few drivers over 40mph, this is a residential area with a 30mph limit.</p> <p>Strap Lane is the area in Kingsteignton with the second highest numbers of speeders. The site on Exeter Road by the Ten Tors has the highest number of offenders.</p> <p>I have written a report for Teignbridge Council regarding the high volume of traffic speeding at the site on the B3195 and have asked, on behalf of the residents for some action to be taken. In an unofficial capacity I recorded 88% of passing traffic driving over the 30mph speed limit here. This area has houses which are very close to the road, the residents are disappointed that Teignbridge has taken no action so far.</p>

Items for:	Decision
<i>Please number the items for discussion/decision – if there are none, please leave this section blank.</i>	
<p>Can we re submit our request for VAS signs in Kingsteignton given the data we now have on the scale of the problem?</p>	

Please submit this your report on this form to the Town Clerk, no later than 7 days before the meeting date, thank you.



Kingsteignton Town Council

Councillor/Officer Briefing Report

Name:	Mrs Rachel Avery	Date of Report:	25/09/2024
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Report of:	Locum Clerk		
For meeting of:	Full Council	Date of Meeting:	02/10/2014
Business area reporting on:	KTC Events		

Please use a new form for each business area in order that agenda items can be clearly labelled.

Salient Background for noting:
<i>Please use the free text box directly below to detail your report (the box can be increased in size by just pressing the return/enter key or by you copying/pasting information into it).</i>
<p>At the Full Town Council meeting held on 17 July 2024, members approved holding a car boot sale on 25 August 2024, with proceeds from sale of spaces going to the Mayoral charity (subject to appropriate insurance).</p> <p>Whilst there are no staffing costs on the day, significant administrative time is used to advertise the event and take enquiries and payments (and consequently administering these payments). It should also be noted that if the Facilities Maintenance Supervisor is in attendance, they are the responsible person on behalf of KTC and should be working this event within their weekly hours or overtime.</p> <p>A further event is taking place in October, which has not had subsequent approval by Full Council, but a full Risk Assessment of the event will be required for it to proceed.</p> <p>Furthermore, hall booking enquiries have been made for the date in October, which have been turned down on the basis that there will be no parking, causing a loss of income to KTC.</p>

Items for:	Decision
<i>Please number the items for discussion/decision – if there are none, please leave this section blank.</i>	
<p>To approve:</p> <ul style="list-style-type: none"> - That a full risk assessment will be undertaken prior to the event, to ensure that insurance requirements are met. <p>To consider:</p> <ul style="list-style-type: none"> - Whether the car boot sales should take precedence over private hall bookings and agree how to manage such clashes in the future. 	

Please submit this your report on this form to the Town Clerk, no later than 7 days before the meeting date, thank you.



Mr Philip Banner
Kingsteignton Town Council
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TG12 3LP

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
18 September 2024

Our Ref:
DV0215

SAAA Ref:
SB04871

Kingsteignton Town Council
Completion of the limited assurance review for the year ended 31 March 2024

Dear Mr Banner

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Kingsteignton Town Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2024, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference DV0215 or Kingsteignton Town Council as a reference when paying by BACS.

Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
 - at the latest, between Tuesday 1 July and Monday 11 August 2025.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2023/24

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LV

PKF Littlejohn LLP

Kingsteignton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Kingsteignton Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Kingsteignton Town Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p> <p>3. Copies will be provided to any local government elector of the area on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) _____</p> <p>Date of announcement: (e) _____</p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Mr Philip Banner
Kingsteignton Town Council
Council Office
Community Hall
Kingsteignton
Devon
TG12 3LP

Our ref DV0215
SAAA Ref SB04871
Invoice No. SB20242312
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 18 September 2024

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	£1,050.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,050.00
VAT @ 20%	£210.00
TOTAL PAYABLE	£1,260.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include DV0215 or Kingsteignton Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com



Mr Philip Banner
Kingsteignton Town Council
Council Office
Community Hall
Kingsteignton
Devon
TG12 3LP

Our ref DV0215
SAAA Ref SB04871
Invoice No. SB20242312
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 18 September 2024

REMITTANCE ADVICE

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Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,050.00
VAT @ 20%	£210.00
TOTAL PAYABLE	£1,260.00

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Kingsteignton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Kingsteignton Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
<p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Kingsteignton Town Council on application to:</p> <p>(a) <u>PHILIP BANNER RFO</u> <u>COUNCIL OFFICES</u> <u>RYDON ROAD</u> <u>KINGSTEIGNTON</u></p> <p>(b) <u>09.30 - 12.30</u> <u></u> <u></u> <u></u></p>	
<p>3. Copies will be provided to any local government elector of the area on payment of £ <u>✓</u> (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>PHILIP BANNER</u></p> <p>Date of announcement: (e) <u>25/09/2024</u></p>	



DIGNITY AT WORK POLICY¹

Kingsteignton Town Council (KTC) believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with KTC.

Purpose

KTC is committed to creating a working environment where all officers, councillors, contractors and others who come into contact with KTC in the course of its work, are treated with dignity, respect and courtesy. KTC aims to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, KTC has signed up to the Civility Pledge. This is a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available via the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

KTC recognises that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed. However, the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how KTC will respond to complaints of bullying or harassment
- ensures that KTC responds sensitively and promptly
- supports officers in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by all officers engaged to work at KTC. Should agency staff or contractors have a complaint connected to their engagement with KTC, this should be raised to their nominated contact, manager, or Chair of KTC, in the first instance. Should the complaint be about the Chair of KTC, the complaint should be raised to the Deputy Chair or the Town Clerk, in the first instance.

Agency staff, or contractors are equally expected to treat colleagues, and other representatives and stakeholders with dignity and respect, and KTC may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under KTC's Grievance Policy.

¹ This is a non-contractual policy and procedure which will be reviewed annually

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. officer, contractor, councillor), however, KTC will take appropriate action if any of its officers are bullied or harassed by other officers, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All officers and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. KTC will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. KTC will not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. In some circumstances, where a person is bullied or harassed (e.g. physical violence, harassment) the treatment may amount to a crime punishable by a fine or imprisonment.

All representatives of KTC are expected to treat each other with respect and uphold the values of its adopted Code of Conduct, the Civility and Respect Pledge, Equality Opportunities Policy, and all other policies and procedures set by KTC.

All representatives of KTC are expected to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially². Officers and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Officers and others have a responsibility not to make false allegations. While KTC will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the KTC's disciplinary procedure.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

² See Grievance Policy for further information
Dignity at Work Policy
Adopted: October 2024 TBC
Minute Ref: TBC
Review Date: October 2025

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others

Dignity at Work Policy

Adopted: October 2024 TBC

Minute Ref: TBC

Review Date: October 2025

- The use of obscene gestures
- Abusing a position of power.

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. Individuals have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, individuals should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic³ (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example).

⁴

All officers must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about behaviour or performance from a manager or colleagues/councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

³ A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

⁴ See Equality and Diversity Policy for further information.

Provided an individual has acted in good faith, they have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and KTC will take appropriate action to deal with any alleged victimisation, which may include disciplinary action.

Making a complaint that an individual knows to be untrue, or giving evidence that an individual knows to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance, or with the Town Clerk. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor

If you are being bullied or harassed by a councillor, please raise this with the Town Clerk or the Chair of KTC in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer at Teignbridge District Council.

KTC will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location or not attending meetings with the person about whom the complaint has been made.

What you should do if you witness an incident you believe to be harassment or bullying

If you witness such behaviour you should report the incident in confidence to the Town Clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another officer

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to KTC's policies and must stop. Alternatively, you may wish to ask the Town Clerk, your nominated manager or a colleague to put this to the perpetrator on your behalf, or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Chair of KTC. (If your concern relates to the Chair, you should raise it with the Town Clerk). The Town Clerk (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of staff
- such behaviour is contrary to our policy
- for officers, the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through KTC's Grievance Procedure. You should raise your complaint to the clerk/chief officer or the chair of KTC. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of KTC will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. KTC will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

KTC will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

Please Ask For: Alex Carpenter
Tel: 01626 215929
Email: alex.carpenter@teignbridge.gov.uk



25th September 2024

Kingsteignton Town Clerk
Council Offices
The Community Hall
Rydon Road, Kingsteignton
TQ12 3LP

Sent by email only.

Dear Clerk,

Concession/Pop Up Site Consultation Request

As part of Teignbridge District Council (TDC) continued drive to increase efficiency and generate income from its assets the Estates department, along with colleagues in Parking Services, Green Spaces and Resorts, have reviewed sites across the district which we believe may be suitable to facilitate concession/pop up sites.

A concession/pop up site we are currently defining as an area of land which we could reasonably grant a licence to businesses/individuals to operate from. The activities could include but are not limited to Café/Food offering, Saunas, Dog Washing or any other such enterprise which would be appropriate. We will tailor the marketing details to reflect where certain uses won't be appropriate.

A number of these sites have been identified within Kingsteignton and we would invite your comments on the viability/suitability. The current sites are as follows:

- Eagle Farm
- Kingsleigh Park
- Sandygate Mill

Our aim would be to make this an annual process, with sites marketed in Nov/Dec for the following financial year (from 01 April).

As this is the first instance in which we are attempting such an approach there may be site specific issues that we are not immediately aware of, so we would welcome any thoughts or comments about the process as we take it live.

If you have any queries, please do let me know. If responses could be returned to me by 30.10.24 that would be greatly appreciated.

Yours sincerely & kind regards.

A handwritten signature in black ink that reads "Alex Carpenter".

Alex Carpenter
Graduate/Assistant Estate Surveyor
Teignbridge District Council





