



# KINGSTEIGNTON TOWN COUNCIL

28<sup>th</sup> February 2025

**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 05<sup>th</sup> March 2025 at 7.00 pm**, for the purpose of transacting the following business.

Rachel Avery FSLCC

Locum Clerk

[locumclerk@kingsteignton.gov.uk](mailto: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,  
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](mailto:clerk@kingsteignton.gov.uk) Web: [www.kingsteignton.gov.uk](http://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

|                   |   |
|-------------------|---|
| <b>FC163/2025</b> | <b>Apologies</b> To receive, note and where requested approve and accept any apologies for absence  |
| <b>FC164/2025</b> | <b>To receive any declarations of interest and consider requests for Dispensation(s)</b><br><br><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> |
| <b>FC165/2025</b> | <b>To receive the Mayor’s Report</b>  |
| <b>FC166/2025</b> | <b>To receive and approve the minutes of the following meetings, to be signed by this meeting Chair:</b> <ul style="list-style-type: none"> <li>• Full Council meeting held 29<sup>th</sup> January 2025 <b>Appendix A</b></li> <li>• Extra Ordinary Full Council meeting held 19<sup>th</sup> February 2025 <b>Appendix B</b></li> </ul>   |
| <b>FC167/2025</b> | <b>To receive and ratify the approved minutes of the following committees:</b> <ul style="list-style-type: none"> <li>• Works, Services &amp; Planning held 22<sup>nd</sup> January 2025 – Cllr Peart <b>Appendix C</b></li> <li>• Works, Services &amp; Planning held 05<sup>th</sup> February 2024 – Cllr Peart <b>Appendix D</b></li> </ul>  |
| <b>FC168/2025</b> | <b>To receive and note Representative Reports / Brief up-date</b><br><br>None received in advance of meeting  |
| <b>FC169/2025</b> | <b>Appointment of Proper Officer:</b> To formally approve the appointment of Rachel Avery as Proper Officer for this meeting  |
| <b>FC170/2025</b> | <b>Appointment of Interim Responsible Finance Officer:</b> To formally approve the appointment of Rachel Avery as Proper Officer until Wednesday 09th April   |

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

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# KINGSTEIGNTON TOWN COUNCIL

|                   |   |
|-------------------|---|
|                   | 2025  |
| <b>FC171/2025</b> | <b>Terms of Reference:</b> To review and approve the Terms of Reference for the Staffing Committee and Appeals Committee <a href="#">Appendix E</a>   |
| <b>FC172/2025</b> | <b>Appointments:</b> To appoint councillors to the Staffing Committee and Appeals Committee, subject to approval of FC172/2025  |
| <b>FC173/2025</b> | <b>Policies:</b> To review and approve the following policies:<br>Grievance Policy <a href="#">Appendix F</a>   |
| <b>FC174/2025</b> | <b>Internal Audit:</b> To receive the interim Internal Audit ( <a href="#">Appendix G</a> ) and to resolve to delegate the following actions to the Finance Committee: <ul style="list-style-type: none"><li>- Review and adoption of Statement of Internal Control</li><li>- Review and adoption of Model Publication Scheme</li><li>- Review of Financial Regulations, with recommendations being considered by Full Council at the April meeting</li></ul> |
| <b>FC175/2025</b> | <b>CIL Guidance Note:</b> To receive the Guidance Note from Teignbridge District Council and to make any comments <a href="#">Appendix H</a>  |
| <b>FC176/2025</b> | <b>CIL Reports:</b> To receive the Town Clerk's report regarding CIL reports and to agree any recommendations there in <a href="#">Appendix I</a>   |
| <b>FC177/2025</b> | <b>Oakford Lawn:</b> To receive the email regarding use of Oakford Lawn for football training and to consider any further action <a href="#">Appendix J</a>   |
| <b>FC178/2025</b> | <b>Community Citizenship Awards:</b> To receive and agree the documentation regarding Community Citizenship Awards, and to note the amended timeline <a href="#">Appendix K</a>   |
| <b>FC179/2025</b> | <b>Councillor vacancy:</b> To note the timeline for co-option of a new Councillor   |
| <b>FC180/2025</b> | <b>Next Meeting Date:</b> To resolve to amend the date of the next Full Council meeting – Wednesday 09 <sup>th</sup> April 2025   |
| <b>FC181/2025</b> | <b>Part II:</b> 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  |
| <b>FC182/2025</b> | <b>RFO Vacancy:</b> To approve the following documentation:<br>Job advert <a href="#">Appendix L</a><br>Job description <a href="#">Appendix M</a><br>Person Specification <a href="#">Appendix N</a><br>To approve the following arrangements:<br>Shortlisting panel<br>Interview panel  |
| <b>FC183/2025</b> | <b>Staffing:</b> To receive the report by the Town Clerk and approve the recommendations therein <a href="#">Appendix O</a>   |

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

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

**Minutes of the Kingsteignton Town Council Meeting  
Held on Wednesday 29<sup>th</sup> January 2025 at 7:00pm  
The Community Hall, Rydon Road, Kingsteignton**

**Present:**

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

**Council not in formal session**

**Public Participation:**

Jo Rice, Senior Case Worker for Martin Wrigley MP attended the meeting to offer to take any issues that needing raising with Superintendent Linden at her upcoming meeting. Jo also offered for Martin to attend one of the Council's Community Coffee Morning to host an MP's Surgery at the same time. Miss Hooper will liaise with the MP's office to secure an appropriate date.

**Police Report:**

- Report of a theft of tools from a motor vehicle.
- Report of a theft of a motor vehicle, where it was not returned following a hire agreement.
- There was a report made following a burglary of a commercial property and a vehicle was also stolen. Enquiries ongoing. A further commercial burglary occurred at a business premises, which is linked to a wider series. Enquiries are ongoing.
- Report of a flowerpot containing a plant being stolen from a front garden.
- There has been a series of burglaries across South Devon, where entry has been gained to homes overnight and keys stolen to motor vehicles. There have been two confirmed thefts of motor vehicles in Kingsteignton this month, and another two attempts. This is actively under investigation by CID and have arrested three individuals involved with this. Residents are urged to ensure their properties are secure and keys are not left on display.
- A report of a pregnant female being pushed and sworn at following a neighbour dispute. Enquiries ongoing.
- There were two possession of drug offences. One matter was a small amount and resolved through an out of court disposal. The other is under investigation still.
- Report of an assault on a juvenile at the retail park. Enquiries ongoing.
- A number of calls this month have been domestic related along with safeguarding enquiries created for the area. We have also had a number of missing person reports, they were all located in a short amount of time. Individuals concerned have had appropriate safeguarding referrals made and are being support through partner agencies.

Current focussed work by PC 7201 Will Heather:

- ❖ Intelligence development surrounding drug supply and the impact on the local community. Any information can be submitted to the Police anonymously through CrimeStoppers.
- ❖ Ongoing complex housing and ant-social behaviour case within a local Kingsteignton estate. This is a multi-agency and multi-departmental response to a long-term issue and we are exploring various options to address the issues in the short, medium and long term.

#### **County Councillor Report:**

##### **Cllr R Peart**

No report received.

#### **District Councillors Report:**

##### **Cllr R Peart**

No report received.

##### **Cllr B Thorne**

No report received.

##### **Cllr K Gearon**

No report received.

##### **Cllr D Rollason:**

No report received.

### **Council in formal session**

#### **FC143/2024 Apologies**

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

**Resolved:** There were no apologies.

#### **FC144/2024 To receive any declarations of interest and consider requests or Dispensation(s):**

- in accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests on this agenda:
- Clerk to report any written request for dispensation in respect of items on this agenda, made in advance of the meeting.

None declared.

**FC145/2025 To receive the Mayor's Report**

No report received.

**FC146/2025 To receive and approve the minutes of the following meetings, to be signed by this meeting Chair:**

Full Council meeting held on 4<sup>th</sup> December 2024

Cllr Peart presented the minutes of the meeting held on the 4<sup>th</sup> December 2024.

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

**Proposed:** Cllr Ripping

**Seconded:** Cllr Danks

**FC147/2025 To receive and ratify the approved minutes of the following committees:**

Works, Services & Planning held on 20<sup>th</sup> November 2024 – Cllr Peart

**Resolved:** The approved minutes presented above were ratified.

**Proposed:** Cllr Peart

**Seconded:** Cllr Thorne

Community Hall/Recreation held on 20<sup>th</sup> November 2024 – Cllr Scagell

**Resolved:** The approved minutes presented above were ratified.

**Proposed:** Cllr Scagell

**Seconded:** Cllr Eggar

Works, Services & Planning held on 4<sup>th</sup> December 2024 – Cllr Peart

**Resolved:** The approved minutes presented above were ratified.

**Proposed:** Cllr Peart

**Seconded:** Cllr Dempster

Works, Services & Planning held on 11<sup>th</sup> December 2024 – Cllr Peart

**Resolved:** The approved minutes presented above were ratified.

**Proposed:** Cllr Peart

**Seconded:** Cllr Thorne

**FC148/2025 To receive and note Representative Reports/Brief update**

**1. Speedwatch – Cllr Tillson-Hawke**

Since the previous report the team have had one speedwatch sessions. This was during the week of November 17<sup>th</sup>-23<sup>rd</sup> which was National Road Safety Week. During this week, across Devon and Cornwall 647 vehicles were reported for speeding, 54 groups across the area took part with 78 roadside sessions completed. Throughout the two counties the mean percentage of drivers speeding was 4%. In Kingsteignton the percentage of drivers speeding was 14.5%, indicating that we have a continuing issue with speeding in our town.

CLlr Tillson-Hawke received a request for CSW to be considered at Chudleigh Road. CLlr Tillson-Hawke agreed to investigate the feasibility of a site with D&C Police via the appropriate procedure. Members were also advised approval had been given from Devon Highways to allow a Vehicle Activated Sign to be placed on the B3195. Officers will work with CLlr Tillson-Hawke to bring this to fruition as soon as practicable.

**FC149/2025 Appointment of Proper Officer**

To formally approve the appointment of Rachel Avery as Proper Officer for this meeting.

**Resolved:** All were in favour.

**Proposed:** CLlr Peart

**Seconded:** CLlr Thorne

**FC150/2025 Standing Orders**

To review the Standing Orders and to consider and approve the amendments.

**Resolved:** Following review of the document, it was resolved to amend Section 5 E and to incorporate Sections 22, 26 and 27. The new version will be published on the town council website.

**Proposed:** CLlr Peart

**Seconded:** CLlr Thorne

**FC151/2025 Committee Structure**

To receive the Town Clerk's report regarding the Committee Structure and to approve the recommendations therein.

**Resolved:** To defer this agenda item for three months.

**Proposed:** CLlr Tillson-Hawke

**Seconded:** CLlr Eggar

**FC152/2025 Committee Terms of Reference**

To review and approve the proposed Terms of Reference.

**Resolved:** To defer this agenda item for three months.

**Proposed:** CLlr Peart

**Seconded:** CLlr Eggar

**FC153/2025 Scheme of Delegation**

To review and approve the proposed Scheme of Delegation.

**Resolved:** To defer this agenda item for three months.

**Proposed:** CLlr Peart

**Seconded:** CLlr Scagell

**FC154/2025 Councillor Vacancy**

To note the resignation of Lloyd Goodall.

Councillors noted Cllr Goodall had resigned and that relevant procedures were being followed by officers to fill the West Ward vacancy.

**FC155/2025 Kingsteignton Annual Ram Roasting Fair**

To approve the use of Oakford Lawn for the Annual Ram Roasting Fair on Monday 26<sup>th</sup> May 2025 between 07:00-19:00hrs.

**Resolved:** All were in favour.

**Proposed:** Cllr Peart

**Seconded:** Cllr Dempster

**FC156/2025 Annual Town Meeting**

To note the date of the Annual Town Meeting as Friday 25<sup>th</sup> April 2025 and to agree any arrangements.

Councillors noted the date of the Annual Town Meeting and discussion took place regarding the Community Citizenship Awards.

**FC157/2025 Strengthening the standards and conduct framework for local authorities in England**

To consider the information regarding the consultation by HM Government on introducing a mandatory minimum Code of Conduct for local authorities in England, and measures to strengthen the standards and conduct regime in England, and to consider and agree a corporate response

[Strengthening the standards and conduct framework for local authorities in England - GOV.UK](#)

Owing to the length of the consultation questions (over 60), it was acknowledged that Councillors should complete their own individual return as collation of a singular corporate response would be too onerous. The Proper Officer encouraged all Councillors to submit a response.

**FC158/2025 Next Meeting Date:**

To note the date of the next Full Council meeting – Wednesday 5<sup>th</sup> March 2025.

The meeting date was noted by all present.

**FC159/2024 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

**Resolved:** Members unanimously agreed to move into Part II.

**Proposed:** Cllr Thorne

**Seconded:** Cllr Danks

**FC160/2025 Special Hire Charges**

To review Special Hire Charges for 2025/26 and approve any amendments.

**Resolved:** Eleven Councillors were in favour of setting Special Hire Charges accordingly, one councillor abstained.

**Proposed:** Cllr Scagell

**Seconded:** Cllr Peart

**FC161/2025 Staffing**

To receive the report regarding staffing and to approve the recommendations therein.

**Resolved:** The confidential report was received and the recommendations therein were approved.

**Proposed:** Cllr Scagell

**Seconded:** Cllr Peart

**FC162/2025 Staffing**

To receive a verbal report regarding staffing.

**Resolved:** All members agreed an Extra Ordinary meeting would be held on Wednesday 19<sup>th</sup> February 2025 at 7pm to discuss further Part II Staffing matters.

**Proposed:** Cllr Peart

**Seconded:** Cllr Thorne

Meeting closed at 9:21pm.

Signed: .....

Dated: .....



# KINGSTEIGNTON TOWN COUNCIL

## Minutes of the Extra Ordinary Full Council Meeting Held on Wednesday 19<sup>th</sup> February 2025 at 7.00pm Community Hall, Rydon Road, Kingsteignton

### Present:

Chair: Cllr R Peart (Mayor)

Councillors: Cllrs M Eggar, M Field, S Danks, J Gordon, K Jones, B Thorne, T Dempster, J Scagell and D Ripping

Locum Town Clerk: Rachel Avery

### Public Participation

There were no members of the public present.

### EO15/2024 Apologies

**Resolved:** Apologies received and accepted from  
Cllr Tillson-Hawke (Personal Commitments)

### EO16/2025 Declarations of Interest

There were no declarations of interest.

### EO17/2025 Part II

**Resolved:** 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.

**Proposed:** Cllr Peart

**Seconded:** Cllr Thorne

### EO18/2025 Administrator Vacancy

**Resolved:** To approve the job advert, job description and person specification.

**Proposed:** Cllr Peart

**Seconded:** Cllr Thorne



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**Resolved:** To approve the shortlisting panel and interview panel.  
**Proposed:** Cllr Thorne  
**Seconded:** Cllr Peart

## **E019/2025 RFO Vacancy**

**Resolved:** To approve the resignation of the RFO and to prepare the vacancy information for consideration at the March meeting of Full Council (8 councillors in favour, 2 abstentions).  
**Proposed:** Cllr Dempster  
**Seconded:** Cllr Scagell

## **E020/2025 Staffing**

**Resolved:** To note the contents of the Town Clerk's report regarding staffing and to approve the recommendations therein, for a period of three months.  
**Proposed:** Cllr Peart  
**Seconded:** Cllr Thorne

## **E021/2025 Legal**

**Resolved:** To note the contents of the Town Clerk's verbal report.  
**Proposed:** Cllr Thorne  
**Seconded:** Cllr Peart

Meeting Closed at 8.47pm

Signed: .....

Dated: .....

**Minutes of the Works, Services and Planning Committee  
Held on Wednesday 22 January 2025 at 8:13pm  
The Community Hall, Rydon Road, Kingsteignton**

**Present:**

Chair: Cllr R Peart (Mayor)  
Councillors: Cllrs A Tillson-Hawke, D Ripping, B Thorne  
Assistant to Clerk/Events Officer: Miss B Hooper

**Apologies:** Cllrs K Jones, T Dempster, J Gregson, M Field & J Scagell

**WSP106/2024 Accept apologies received by the Clerk**

**Resolved:** Apologies were received and accepted from:  
Cllr Scagell (Personal Reasons)  
Cllr Field (Annual Leave)  
Cllr Jones (Personal Reasons)  
Cllr Dempster (Work Commitments)  
Cllr Gregson (Work Commitments)

**WSP107/2024 Declarations of Interest**

None.

**WSP108/2024 Draft Minutes**

To receive and approve the minutes of the meetings held on 11<sup>th</sup> December 2024.

**Resolved:** The minutes of the meeting held on 11<sup>th</sup> December 2024 were unanimously approved and signed by Cllr Peart.

**Proposed:** Cllr Ripping

**Seconded:** Cllr Tillson-Hawke

**WSP109/2024 Planning Applications**

To give observations.



# KINGSTEIGNTON TOWN COUNCIL

## Week ending 20<sup>th</sup> December 2024

**PARISH:** Kingsteignton  
**WARD:** West  
**APPLICATION REF:** 24/02077/HOU  
**LOCATION:** Littlebrook, 25 Broadway Road, Kingsteignton, TQ12 3EH  
**PROPOSAL:** Single storey side and rear extension, timber pergola, external brick cladding, replacement slate roof, replacement windows, replacement gutters and fascias and alteration of driveway parking area.

**Comments:** No objection.

**Proposed:** Cllr Peart  
**Seconded:** Cllr Thorne

## Week ending 27<sup>th</sup> December 2024

None received.

## Week ending 3<sup>rd</sup> January 2025

None received.

## Week ending 10<sup>th</sup> January 2025

### MAJOR APPLICATION

**PARISH:** Kingsteignton  
**WARD:** West  
**APPLICATION REF:** 24/02110/MAJ  
**LOCATION:** Land at Ngr 285403 762 78, Horsemills, Clay Pits Lane  
**PROPOSAL:** Variation of conditions 2, 5, 10, 11, 14, 15, 19, 22, 29 on planning permission 21/02590/MAJ (Development of a sustainable, off-site manufacturing facility (Class B2) and business park comprising a range of flexible light industrial and warehouse units (Class B8 and E(g)(ii) and (iii)) and small studio, office, R&D and workshop units (Class E(g), E(c) and B8), a farm cafe (Class E(b)) and associated access, parking, servicing, drainage, landscaping, tree and nature conservation planting, wetland and meadow) to amend the unit number and mix to increase the proportion and number of smaller flexible use, light industrial units

**Comments:** In principle, Councillors do not have objections to the change to smaller units subject to:



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1. adequate reports on how sewerage will be removed from the site;
2. where the storm water goes;
3. expected waste products from manufacturing and how these will be captured;  
and
4. sight of the waste handling certificate in relation to the industrial unit's waste.

Councillors also support TDC's Environmental Officer on any concerns they have to ensure the nine species of bat are not disturbed by the development and that the lux level lighting to be put into the development meets the latest specifications to achieve this.

**Proposed:** Cllr Peart  
**Seconded:** Cllr Thorne

**WSP110/2024      Correspondence**

None.

The meeting closed at 8.47pm.

**Next meeting: To Be Confirmed**

Signed: .....

Dated: .....



**Minutes of the Works, Services and Planning Committee  
Held on Wednesday 5<sup>th</sup> February 2025 at 7:00pm  
Mary Hall Suite, The Community Hall, Rydon Road, Kingsteignton**

**Present:**

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

**Apologies:** Cllrs T Dempster & M Field

**WSP111/2024** **Accept apologies received by the Clerk**

**Resolved:** Apologies were received and accepted from:  
Cllr Dempster (Work Commitments)  
Cllr Field (Work Commitments)

**WSP112/2024** **Declarations of Interest**

Cllr Thorne declared a personal interest to Planning Application Reference 25/000333/HOU.  
Cllr Gregson declared a personal interest to WSP/115/2025 TDC Road Naming Request.

**WSP113/2024** **Draft Minutes**

To receive and approve the minutes of the meetings held on 22<sup>nd</sup> January 2025.

**Resolved:** The minutes of the meeting held on 22<sup>nd</sup> January 2025 were unanimously approved and signed by Cllr Peart.

**Proposed:** Cllr Tillson-Hawke

**Seconded:** Cllr Ripping

**WSP114/2024** **Planning Applications**

To give observations.

**Week ending 17<sup>th</sup> January 2025**

None received.

Week ending 24<sup>th</sup> January 2025

**PARISH:** Kingsteignton  
**WARD:** West  
**APPLICATION REF:** 25/00033/HOU  
**LOCATION:** 69 Sandygate Mill, Kingsteignton, Devon, TQ12 3PE  
**PROPOSAL:** Two storey and single story extension with garden terrace and associated internal alterations, conversion of integral garage to additional accommodation and extension to existing driveway.

**Comments:** No objection subject to a satisfactory full drainage report being supplied; South West Water providing their approval and bat boxes being included. Five councillors were in favour, one abstained and Cllr Thorne did not vote having disclosed a personal interest.

**Proposed:** Cllr Peart  
**Seconded:** Cllr Jones

**PARISH:** Kingsteignton  
**WARD:** East  
**APPLICATION REF:** 25/00056/VAR  
**LOCATION:** Longfield Stables Caravan Park, Humber Lane, Kingsteignton, Devon, TQ12 3FL  
**PROPOSAL:** Removal of condition 2 on planning permission 19/02152/FUL (Change of use for the existing Utilities Building to a residential dwelling for use of the site manager) to enable the use of the building as a permanent dwelling for the use of the site manager.

**Comments:** All were in favour of commenting no objection subject to a further condition that the building only be used ancillary to the business.

**Proposed:** Cllr Jones  
**Seconded:** Cllr Peart

#### **WSP115/2024      Teignbridge District Council Road Naming Request**

Councillors discussed the current suggested option of 'Kilwood Heights' as detailed by Teignbridge District Council. Cllr Peart advised he had checked with the Kingsteignton Historical Society and this name had no local historical relevance.

**Resolved:** Three suggestions were made as follows and all were in favour (bar Cllr Gregson who did not vote owing to have declared a personal interest) of these being submitted to Teignbridge District Council for consideration:



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1. Teign Fort Drive
2. Teign Fort Lane
3. Teign Fort Close

**Proposed:** Cllr Tillson-Hawke

**Seconded:** Cllr Scagell

**WSP116/2024**

**Correspondence**

None.

The meeting closed at 7:23pm.

**Next meeting: 19<sup>th</sup> February 2025**

Signed: .....

Dated: .....



# KINGSTEIGNTON TOWN COUNCIL

## Terms of Reference

### HR Committee

- The committee will meet in June, September, December and March of each year.
- Additional meetings will be arranged as required.
- The committee will comprise 5 Members.
- The quorum of the sub-committee shall be 3 Members.
- The committee will undertake the following role and functions:
  - To take responsibility for general staffing matters (e.g. health and safety matters, implementing policies etc.)
  - To investigate complaints about council employees if referred
  - To handle all recruitment matters, except for the formal appointment of the Town Clerk which is a matter for Full Council, following recommendation by the HR Committee)
  - To consider all matters concerning the council's employees including to issue, vary and terminate employment contracts
  - The committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time, including the council's Employer's Duty of Care and Councillor Conduct
  - To undertake the line management responsibility of the Town Clerk as the most senior officer of the council
  - To carry out the Town Clerk's appraisals, appointing two members from the committee
  - To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance
  - To oversee the training requirements of council staff and councillors.

### Appeals Sub-Committee

- The sub-committee will meet as required, to consider appeals.
- The sub-committee will comprise 3 Members.
- The quorum of the sub-committee shall be 3 Members, who have not dealt with any aspect of the matter and are not members of the HR Committee.
- The committee will undertake the following role and functions:
  - To hold appeal hearings under any of the Council's personnel policies
  - determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid
  - To determine any appeals under the Council's Complaints Procedure which is delegated to it

Committee Terms of Reference

Adopted

Agreed

Review Date

- To approve redress of up to £500.00.

Committee Terms of Reference  
Adopted  
Agreed  
Review Date



# Kingsteignton Town Council

## Grievance Policy

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### Introduction

Kingsteignton Town Council (KTC) recognises that individual employees or groups of employees may, from time to time, feel aggrieved about an aspect of their employment. Furthermore, it accepts that each employee has the right to raise a grievance and to expect that management will consider it and respond.

The purpose of this procedure is to provide a framework for dealing promptly and fairly with such grievances. The aim is to resolve grievances as near as possible to their point of origin.

Matters appropriately dealt with under this Grievance Policy include all questions relating to the individual rights of employees in respect of their employment other than:

- Grievances that have already been considered in accordance with the procedure
- Grievances arising from a disciplinary or capability process in which the employee is already involved and where there is an appeals procedure in place
- Grievances in respect of issues over which the Council has no control. e.g. external legislation
- Grievances that are already the subject of a collective grievance or dispute.

The timescales shown in the accompanying procedure may be altered by mutual agreement.

The nature and number of grievances raised in accordance with the accompanying procedure will be monitored annually by the Town Clerk.

This policy and the accompanying procedure will be subject to periodic review.

Responsibility for conducting this review will rest with the **HR Committee**.

### Dealing with grievances informally

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with the Town Clerk. You may be able to agree a solution informally between you.

Where your grievance is against the Town Clerk and you feel unable to approach them you should talk to the Mayor/Chair of the Council.

## Formal grievance

If you are not satisfied with the result of the informal process or, if the matter is serious and you wish to raise it formally, you should set out the grievance in writing to the Town Clerk, who will refer the matter to the HR Committee. You should stick to the facts and avoid language that is insulting or abusive.

If the grievance is against the Town Clerk, the grievance should be submitted in writing directly to the Mayor/Chair of the Council.

## Grievance hearing

The HR Committee shall, as soon as possible, and in any case within ten working days, arrange a meeting to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

As soon as possible after this meeting and, in any event within five working days, the Mayor/Chair of KTC on behalf of the HR Committee shall confirm its decision on the grievance in writing to you.

Please note, if the HR Committee hearing the grievance determines that further investigation is required - having listened to your submission - the meeting will be adjourned for a period not exceeding ten working days, to facilitate this.

## Appeal

If you are not satisfied with the HR Committee's decision and you wish to appeal you should let the Mayor/Chair know, in writing, within ten working days of receipt of the decision.

You will be invited to an appeal meeting, within ten working days, and your appeal will be heard by an Appeals Sub-Committee. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

The Appeals Sub-Committee will be made up of three members who have not previously dealt with the subject of the appeal or are members of the HR Committee.

After the meeting and, in any event within five working days, the Mayor/Chair of KTC on behalf of the Appeals Sub-Committee will give you a decision. The Appeals Sub-Committee's decision is final.

## Interim audit summary Kingsteignton Town Council

*(shaded Internal Control Objectives are not applicable to your Council)*

Audit 1 Date 21 January 2025

| Internal Control Objective |  | N/A      | Tested     | Positive  | Negative  | Observations | Non Compliance |
|----------------------------|--|----------|------------|-----------|-----------|--------------|----------------|
| Box A                      | <i>Appropriate accounting records have been properly kept throughout the financial year.</i>   | -        | 6          | 5         | 1         | 1            |                |
| Box B                      | <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>  | 6        | 29         | 22        | 1         | 1            |                |
| Box C                      | <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>  | -        | 6          | 4         | 2         | 2            |                |
| Box D                      | <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>   | 1        | 15         | 10        | 4         | 4            |                |
| Box E                      | <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>  | -        | 14         | 12        | 2         | 2            |                |
| Box F                      | <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>   | -        | 9          | 8         | 1         | 1            |                |
| Box G                      | <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>  | -        | 1          | 1         | -         | 1            |                |
| Box H                      | <i>Asset and investments registers were complete and accurate and properly maintained.</i>   | -        | -          | -         | -         | -            |                |
| Box I                      | <i>Periodic bank account reconciliations were properly carried out during the year.</i>  | 1        | 7          | 6         | -         | -            |                |
| Box J                      | <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i> | -        | 1          | 1         | -         | -            |                |
| Box K                      | <i>If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>  | -        | -          | -         | -         | -            |                |
| Box L                      | <i>The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.</i>   | -        | 1          | -         | 1         | 1            |                |
| Box M                      | <i>The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>                    | -        | 5          | 5         | -         | -            |                |
| Box N                      | <i>The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).</i>   | -        | 7          | 7         | -         | -            |                |
| Box O                      | <i>(For local councils only)<br/>Trust funds (including charitable) – The council met its responsibilities as a trustee</i>  | -        | -          | -         | -         | 1            |                |
| <b>Totals</b>              |  | <b>8</b> | <b>101</b> | <b>81</b> | <b>12</b> | <b>14</b>    | <b>-</b>       |

**Kingsteignton Town Council**  
**Financial Year 2024-25**



IAC Audit and Consultancy Ltd

**Visit 1 Internal Audit Observations**

Audit date: 21 January 2025

**A** *Appropriate accounting records have been properly kept throughout the financial year.*

| No. | Audit Test   | Response | Observation  | Recommendation  | Priority | Comments |
|-----|--|----------|--|---|----------|----------|
| 1   | Accounting system opening balances agree to prior year Annual Return | No       | <i>At the date of the Interim Internal Audit visit the SCRIBE system, which the Council has migrated to during the 204-25 financial year, has not been updated with the prior year (opening) balances.</i> | Council to ensure that the prior year opening balances are recorded in time to ensure that there is no delay to the preparation of the 2024-25 Accounting Statements. | High     |          |

**B** *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

| No. | Audit Test   | Response | Observation   | Recommendation  | Priority | Comments |
|-----|--|----------|---|---|----------|----------|
| 1   | Do electronic bank payments require two authorisers for ALL Council bank accounts? (are user sign-ons unique?) | No       | <i>Electronic bank payments may be made on a sole authoriser basis.</i> | <p>The Council, as a priority, to review the controls in place in respect of online bank payments and consider the introduction of dual authorisation of payments.</p> <p>The Council to note the high level of risk associated with single authorisation of such payments and ensure that it has robust controls in place in respect of such payments.</p> <p>The Council must ensure that it has in place 'safe and efficient' arrangements in accordance with The Practitioners Guide 2024</p> | High     |          |

**C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

| No. | Audit Test   | Response | Observation   | Recommendation  | Priority | Comments |
|-----|--|----------|---|---|----------|----------|
| 1   | The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit | No       | <i>As at the date of the Interim Audit the Council had not formally Minuted a review of Risk</i>  | The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year. | Advisory |          |
| 2   | Major insured assets have been subject to a recent valuation.  | No       | <i>The Council has not obtained a recent insurance valuation for the Community Hall. It is not known when the Bowls pavilion was last subject to insurance valuation.</i> | The Council to review the insurance coverage of the buildings and arrange an updated valuation for insurance purposes.  | High     |          |

**D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

| No. | Audit Test  | Response | Observation  | Recommendation  | Priority | Comments |
|-----|---|----------|--|---|----------|----------|
| 1   | When preparing the budget, and subsequent precept demand, did the Council specifically consider the level of its General Reserve and whether the level of the General Reserve was adequate and not excessive? | No       | <i>The Council did not formally consider the level of its General Reserve when setting the budget and precept for the year.</i>  | When setting the budget the Council should specifically consider the level of its General Reserve. The Council should set the level of its General Reserve in line with the guidance set out in the Practitioner's Guide paragraphs 5.33 - 5.35 (in particular paragraph 5.35). | High     |          |
| 2   | Council has returned to IAC completed Internal Audit Observations spreadsheets from prior audit(s)  | No       | <i>The Council has not provided its response to the Internal Audit Observations from the previous audit and returned it to IAC.</i>  | Council to provide its comments on the previous Internal Audit Observations.  | Medium   |          |
| 3   | The Council has established Reserves (or some other suitable measure) to monitor the usage of CIL Receipts  | No       | <i>The Council is holding significant amounts in respect of CIL funds received. It is unclear how the Council is monitoring the use of these funds or how the Council will ensure that funds are spent within the 5 year time limit.</i> | The Council to establish a formal method for the recording of CIL income and expenditure and the monitoring of any balance outstanding. This should be subject to annual review as part of the budget setting process.  | Medium   |          |
| 4   | Does the budget recorded in the Councils accounting system agree to the budget set by Council?  | No       | <i>At present the budget for the 2024-25 financial year have not been entered in the SCRIBE accounting system.</i>   | Council to review the budget recorded in the Councils accounting system to ensure that it agrees to the budget approved.  | Medium   |          |

**E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.**

| No. | Audit Test   | Response | Observation  | Recommendation   | Priority | Comments |
|-----|--|----------|--|--|----------|----------|
| 1   | Is income due on investments subject to regular check and verification? (Is investment performance regularly reported to Council?) | No       | <i>It was noted that the Council is earning a low rate of interest on its bank deposits compared to the rates achieved by other Councils. Given the size of the Councils bank deposits this represents a significant loss of interest.</i> | The Council the low rate of interest it is earning on its bank deposits and the significant cost this represents in terms of lost interest.<br><br>The Council to consider how it may improve the level of interest it earns, consistent with the requirements of its Investment Policy. | High     |          |
| 2   | Has the Investment Strategy been subject to annual review?   | No       | <i>The Investment Strategy has not been subject to annual review</i>   | Council to ensure that its Investment Strategy is subject to annual review (this could be carried out as part of the budget process)   | High     |          |

**F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.**

| No. | Audit Test  | Response | Observation   | Recommendation  | Priority | Comments |
|-----|---|----------|---|---|----------|----------|
| 1   | Petty cash value agrees to that stated in Financial Regulations | No       | <i>It was noted that Financial Regulation 6.19 states "The RFO will ensure Petty Cash held does not exceed £300 and will bank any monies held in excess of this."<br/><br/>In July and December 2024 the value of petty cash held exceeded this £300 limit.</i> | The Council to review the level of petty cash set and its compliance with this limit. | Medium   |          |

**G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.**

| No. | Audit Test  | Response | Observation   | Recommendation   | Priority | Comments |
|-----|---|----------|---|--|----------|----------|
| 1   | The Council operates a PAYE scheme and is registered with HMRC for PAYE purposes. | Yes      | <i>The Council processes the payroll for two individuals who, it is understood, are employed by Youth Centre. As part of this arrangement the individuals are paid by the Town Council and the costs are reimbursed by Youth Centre.<br/><br/>It is not clear that there is a formal agreement in place for this arrangement and, if so, when the arrangement was formally approved by Council.</i> | The Council should review this arrangement and confirm that it was formally documented and approved by Council.<br><br>In the absence of such approval the Council should specifically consider the arrangement and, if it is to continue, formally document the agreement with the Charity. | Medium   |          |

**L** The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

| No. | Audit Test  | Response | Observation   | Recommendation   | Priority | Comments |
|-----|---|----------|---|--|----------|----------|
| 1   | The Council has complied with the publication requirements of the ICO Model Publication Scheme for Parish Councils. (This includes a requirement to publish the Annual Internal Audit Report and all payments over £100). | No       | <i>The Council has a Publication Scheme in place however this is not the current version (the latest version is version 3).</i> | The Council to review and update its Publication Scheme. | Advisory |          |

*(For local councils only)*

**O** Trust funds (including charitable) – The council met its responsibilities as a trustee

| No. | Audit Test   | Response | Observation  | Recommendation   | Priority | Comments |
|-----|--|----------|--|--|----------|----------|
| 1   | Where the Council is the Trustee it is the Council, as a body, rather than individual Councillors, who is recorded as Trustee. | N/A      | <i>The Council holds funds, approximately £28,000, relating to a legacy from the estate of Emily Langridge. These funds were received in February 2002. It is not clear whether these monies are funds of the Council or should be properly considered funds held in Trust. (It was noted that various internal documents refer to these funds as 'The Langridge Trust').<br/><br/>At present these funds are accounted for as funds of the Council. It is unclear whether the Council has received formal legal advice as to whether the funds should properly be held in a separate Trust, or whether they constituent funds of the Council.</i> | The Council should obtain formal legal advice regarding the status of these funds and whether it is appropriate for the Council, as currently, to account for these funds as funds of the Council. | High     |          |

## Consultation on a guidance note for Town and Parish Council 'Community Infrastructure Levy' (CIL) spending

Teignbridge District Council has been asked by some Town and Parish Councils in the District to provide guidance on how CIL can be spent. The following draft guidance note is provided, with the intention of seeking comments and questions from Town and Parish Councils prior to publication.

Town and Parish Councils are invited to send their comments to [CIL@teignbridge.gov.uk](mailto:CIL@teignbridge.gov.uk) by 28 February 2025.

### CIL - A guidance note for Town and Parish Councils

1. Teignbridge Council requires developers to pay an Infrastructure Levy in order to help fund the key infrastructure required within the district. Teignbridge pays a percentage of CIL receipts collected within an area to the relevant Town or Parish Council. This is set at 15%, raising to 25% for Towns or Parishes with an adopted Neighbourhood Plan.
2. Town and Parish Councils must spend their CIL income in accordance with the CIL Regulations<sup>1</sup>, which state that CIL must be spent on **'The provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area'**. It is important that the different tiers of Local Government work together to ensure CIL spending is prioritised on the infrastructure that our communities most need.

### Town and Parish Council Infrastructure Plans

3. Teignbridge Council recommends that all local Councils should prepare an Infrastructure Delivery Plan (IDP) of their own, setting out the infrastructure priorities for their area. The size and complexity of your IDP document is likely to vary depending on the characteristics and future needs of your area, with larger towns and parishes likely to require a greater level of consideration. Infrastructure plans should seek to provide answers to the questions of 'what, when, where, how'.

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<sup>1</sup> Regulation 59C of the [The Community Infrastructure Levy \(Amendment\) Regulations 2013 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

4. All Councils should have regard to the Teignbridge district wide [IDP](#), which is likely to be relevant and complementary to the Town and Parish Council IDP. Particularly in areas accommodating strategic growth, it is important that all the Councils work together and with other stakeholders (such as the NHS and DCC Education and Highway Authority) to ensure that critical infrastructure is funded and given sufficient priority. Councils are encouraged to consult their communities regarding their infrastructure plan.
5. For smaller villages with limited growth an IDP can be a more straightforward list of priority projects. If a Council is preparing a Neighbourhood Plan, the IDP and CIL spending priorities should be included.
6. Teignbridge Council will be happy to work with Town and Parish Councils to identify shared priorities. Not all projects in a local councils IDP need to be CIL funded, as other funding sources may be available.

#### **What can CIL be spent on and what is infrastructure?**

7. Infrastructure is defined by the Planning Act 2008 [as amended by the Localism Act 2011] and includes;
  - (a) roads and other transport facilities,
  - (b) flood defences,
  - (c) schools and other educational facilities,
  - (d) medical facilities,
  - (e) sporting and recreational facilities,
  - (f) open spaces.
8. Examples of appropriate and inappropriate CIL spending are set out in Appendix A, however, this list is not exhaustive.

#### **Checklist for identifying CIL funded projects**

9. Projects must;
  - Meet the terms of the Planning Act (2008) & CIL Regulations (2010) (See Paragraph 2 and 7 of this document).
  - Reflect the priorities of the Council and Neighbourhood
  - Have community backing (including any adopted Neighbourhood Plan)
  - Support or mitigate the impact of development in an area

- Benefit the broadest section of the community
- Provide value for money

### Identifying Projects

10. When Town and Parish Councils identify projects, they should consider the following;

- **Strategic outcomes** – how the project will support strategic objectives as set out in the Development Plan (eg the Neighbourhood Plan and the Local Plan). Projects which support delivery of critical or essential infrastructure such as a new school, community building, health centre or public green space, which is required as a result of the demands that development places on the area, are likely to be of highest priority.
- **Benefit** – To what extent the project will be socially, economically or environmentally beneficial (eg: that the project offers clear benefits to the Town or Parish and the surrounding area and shows no or limited negative impacts). How wide an impact the project will have and what are the consequences of not investing in the project?
- **Costs and Funding** – the overall cost of the project and any future expenditure or income it may generate, such as ongoing maintenance. Who will own and maintain the project once it is completed?
- **Match-funding** – Projects part-funded from grants or by other organisations may be of greater priority, as multiple funding streams means more projects can be financed.
- **Deliverability** – how practical the project is and whether there are likely to be barriers, such as around the planning or legal aspects.
- **Lifespan** – longer term projects (eg more than 15 years) are likely to be more beneficial.

### Annual Reporting

11. All Councils must prepare and submit an annual report setting out their CIL income, spending and remaining balance, as required by legislation. When preparing an annual report, Councils should consider the following points;

- Has CIL been received? If so, submit a report every year unless all the CIL has been spent and no more has been received
- The report must be in financial year format (1<sup>st</sup> April – 31<sup>st</sup> March) – i.e. not calendar year.
- Please use the spreadsheet provided with your CIL income.
- Double check figures – does the opening balance correspond with the previous closing balance?
- Please ensure the report is sent to Teignbridge for checking by 30<sup>th</sup> June each year.
- By 31 December publish the annual report on your Council website and send a link to [forwardplanning@teignbridge.gov.uk](mailto:forwardplanning@teignbridge.gov.uk)
- Remember to include details of the spend – what, when, where. This needs to be in line with the CIL regulations and clear enough for the public to understand. If you have questions please contact Teignbridge for advice.

### **Further Information**

Further information is online at;

[https://www.teignbridge.gov.uk/planning/planning-applications-and-appeals/community-infrastructure-levy/information-for-town-and-parish-councils/Community Infrastructure Levy - Information for Town and Parish Councils](https://www.teignbridge.gov.uk/planning/planning-applications-and-appeals/community-infrastructure-levy/information-for-town-and-parish-councils/Community%20Infrastructure%20Levy%20-%20Information%20for%20Town%20and%20Parish%20Councils)

## **Appendix A: Examples of appropriate infrastructure spending for Town and Parish Councils:**

The following infrastructure may be CIL funded where they address the demands that development places on an area. Elements of infrastructure spending may be both capital and revenue (eg design of a new building). This list is not exhaustive.

- Highways, transport links, cycleways.
- Schools, nurseries and education facilities.
- Flood management, waste management, energy supply.
- Health and emergency service buildings or facilities.
- Sports halls, improvements to Town and Parish Halls or community buildings.
- Crematorium and graveyards.
- Public parks, woodlands, open space, allotments, community gardens, tree planting.
- Play areas, youth facilities.
- Signage, public notices, noticeboards, walking and cycling signposting.
- Benches, seating and street furniture.
- Provision of parking places for vehicles, motorbikes, cycles.
- Electric vehicle or cycle charging.
- Public transport – eg Bus stop, shelter, curb stones.
- Installation of defibrillators.
- Litter bins.
- Public Toilets.
- Projects to improve the public realm, public artwork.
- Planning, feasibility and professional reports, drawings or plans relating to the provision of new infrastructure.
- Affordable Housing.

## **Examples of inappropriate infrastructure spending by Town and Parish Councils - what CIL can't be used for:**

CIL spending should not fund day to day running costs, or items that should be met through using the Councils precept.

- Projects that will only benefit individuals (5 or less) or a single household
- Projects that directly benefit, or can be perceived to benefit individual councillors
- Projects which relate solely to religious purposes
- Political activities
- Retrospective projects
- Firework displays, carnivals or Christmas lights
- Improvements to Council offices or other operational buildings
- Maintenance or improvements to existing facilities that do not address the demands placed on an area by development
- Grounds maintenance, verge mowing or hedge cutting
- Revenue or capital unrelated to the demands that development places on an area.



# Kingsteignton Town Council

## Councillor/Officer Briefing Report

|              |                  |                        |            |
|--------------|------------------|------------------------|------------|
| <b>Name:</b> | Mrs Rachel Avery | <b>Date of Report:</b> | 27/02/2025 |
|--------------|------------------|------------------------|------------|

|                                    |              |                         |            |
|------------------------------------|--------------|-------------------------|------------|
| <b>Report of:</b>                  | Locum Clerk  |                         |            |
| <b>For meeting of:</b>             | Full Council | <b>Date of Meeting:</b> | 05/03/2025 |
| <b>Business area reporting on:</b> | Finance      |                         |            |

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

### Salient Background for noting:

*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).*

Since 01 July 2024, queries have been raised regarding the 2022/23 and 2023/24 CIL reports.

The CIL reports were provided by the RFO on 21 August and on the same day, the below email was received from TDC:

*Thank you for the statements, but I have some concerns that some of the spending does not meet the CIL regulations. For example crockery, cutlery, Bissell cleaner, camera etc are not infrastructure and you should have purchased these with your precept rather than CIL.*

*We have had some legal advice and will be reviewing all CIL spending, so please could you have a look and review all your spending and ensure it meets the regulations? I haven't looked at previous statements only the past 2 years, but I recommend you look back at all.*

*Infrastructure can be identified in 3 broad categories:*

- *Physical infrastructure: e.g. highways, transport links, cycleways, energy supply, water, flood alleviation, waste management*
- *Social infrastructure: e.g. education, health, social care, emergency services, art and culture, sports halls, community halls, crematorium*
- *Green infrastructure: e.g. parks, woodlands, play areas, public open space*

*Examples of spending are:*

- *Walking and cycling signposting and maps, this could affect more than one Town or Parish*
- *Benches/seating*
- *EV chargers/ Provision of parking places for vehicles, bikes, and motorbikes*
- *improvements to Town and Parish Halls/community buildings*
- *New or improved play areas*
- *Affordable housing*

- *Bus stop/shelter*
- *Landscaping/open space improvements*
- *Equipment for a community group*
- *Installation of defibrillators*
- *Allotments/tree planting*
- *Litter bins*
- *Monuments/memorials*
- *Public Toilets*
- *Signage/public notices/noticeboards*
- *Community gardens open space*
- *Children's play spaces*
- *Projects to improve the public realm, like bulb planting by residents, public artwork etc*

*The project must:*

- *Meet the terms of the Planning Act (2008) & CIL Regulations (2010)*
- *Reflect the priorities of the Council and Neighbourhood*
- *Have community backing (including any adopted Neighbourhood Plan)*
- *Support, or mitigate the impact of development in an area*
- *Benefit the broadest section of the community*
- *Provide value for money*

*What CIL can't be used for:*

- *Projects that will only benefit individuals (5 or less) or a single household*
- *projects that directly benefit, or can be perceived to benefit individual councillors*
- *projects which relate solely to religious purposes*
- *political activities*
- *retrospective projects*
- *firework displays, carnivals or Christmas lights*
- *improvements to Council offices or other operational buildings*
- *provision of improvements to existing allotments e.g. locker rooms that do not address the demands imposed on an area by development*
- *grounds maintenance, verge mowing or hedge cutting*

*A good way to judge the spend is it should not be 'business as usual' or items that should be met through using your precept.*

It must be noted that the 'overpayment' is a reallocation of Earmarked Reserves. CIL funds are held in KTC accounts.

|                   |          |
|-------------------|----------|
| <b>Items for:</b> | Decision |
|-------------------|----------|

*Please number the items for discussion/decision – if there are none, please leave this section blank.*

1. To review the 2022/23 and 2023/24 CIL reports
2. To approve that KTC will enter a discussion with TDC regarding some of the payments with a view to reducing the CIL 'repayment'
3. That KTC agrees the maximum amount to be taken from General Reserves to the CIL EMR.

**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  
CIL EXPENDITURE  
YEAR ENDED 31 MARCH 2023**

|            |  |                 |                                |
|------------|--|-----------------|--------------------------------|
| 29/03/2023 | NEW VAN (2 VANS NEEDED TO MEET DEMAND AND STAFF NEEDS) |                 | 14,925.00                      |
| 06/10/2022 | CROCKERY AND CUTLERY COMMUNITY HALL KITCHEN            |                 | 2,551.11                       |
| 05/08/2022 | BISSELL CLEANER  |                 | 138.33                         |
| 21/07/2022 | PANASONIC CAMERA                                       |                 | 254.15                         |
| 09/08/2022 | PLAQUES RE DIAMOND JUBILEE                             |                 | 1,125.00                       |
| 27/10/2022 | HISTORY BORDS  |                 | 324.00                         |
| 03/08/2022 | PICNIC TABLES  |                 | 2,154.88                       |
| 03/05/2022 | TREES RE DIAMOND JUBILEE                               |                 | 474.17                         |
| 06/04/2022 | TREES RE DIAMOND JUBILEE                               |                 | 417.00                         |
| 07/04/2022 | TIME CAPSULES RE DIANMOND JUBILEE                      |                 | 165.00                         |
| 24/11/2022 | FLOOR CLEANER FOR COMMUNITY HALL                       |                 | 924.16                         |
| 03/05/2022 | BASE FOR PICNIC TABLES                                 |                 | 1,600.00                       |
| 08/06/2022 | CCTV MONITORING  |                 | 2,000.00                       |
| 21/12/2022 | PLANNING FEES HISTORY BOARDS                           |                 | 257.83                         |
| 01/11/2022 | PLANNING FEES HISTORY BOARDS                           |                 | 142.33                         |
| VARIOUS    | BEATING THE BOUNDS                                     | VAN HIRE        | 215.00                         |
| VARIOUS    |  | FIRST AID COVER | <u>630.00</u>                  |
| 13/01/2023 | TOWN XMAS LIGHTING                                     |                 | 2,160.00                       |
| 13/12/2022 | STORAGE SHED   |                 | 241.66                         |
| 16/02/2023 | SHELVING   |                 | 144.00                         |
| 24/11/2022 | LANTERN REPAIRS  |                 | 1,165.00                       |
| 24/03/2023 | DOG BIN  |                 | 303.79                         |
| VARIOUS    | CONTRIBUTIONS TO TDC RE TOILET MAINTENANCE             |                 | 2,000.00                       |
| 07/06/2022 | ELECTRICS RE COMMUNITY HALL PROJECTOR                  |                 | 486.50                         |
| 11/10/2022 | LAPTOP, SCREEN ETC                                     |                 | 2,308.00                       |
|            |  |                 | <u><u><b>37,106.91</b></u></u> |

**KINGSTEIGNTON TOWN COUNCIL  
CIL EXPENDITURE  
YEAR ENDED 31 MARCH 2024**

|            |  |              |                                |
|------------|--|--------------|--------------------------------|
| 30/11/2023 | NEW GATE FOR PARK                          |              | 560.00                         |
| 30/11/2023 | PARKS INSPECTION APP                       |              | 515.00                         |
| 01/12/2023 | N BUS SHELTERS                             |              | 8,190.00                       |
| 14/11/2023 | HARDWOOD FOR PARK BENCHES                  |              | 2,465.00                       |
| 25/10/2023 | TOOLS RE PARKS AND TOWN MAINTENANCE        |              | 704.54                         |
| 05/10/2023 | HISTORY BOARDS                             |              | 760.00                         |
| 09/05/2023 | NEW PARKS SIGN                             | 351.62       |                                |
|            |  | <u>55.50</u> | 407.12                         |
| 31/05/2023 | LITTER PICKERS COMMUNAL LITTER PICK        |              | 359.69                         |
| 14/09/2023 | iPAD AND KEYBOARD RE PARKS INSPECTION APP  |              | 697.50                         |
| 04/05/2023 | WEBSITE CREATION AND DELIVERY              |              | 2,573.00                       |
| VARIOUS    | CONTRIBUTIONS TO TDC RE TOILET MAINTENANCE |              | 2,000.00                       |
| 04/05/2023 | CCTV MONITORING                            |              | 2,000.00                       |
| 09/02/2023 | FIRE RETARDANT CURTAINS FOR COMMUNITY HALL |              | 3,281.09                       |
| 21/03/2024 | PARK TREE SURVEY CLIFFORD PARK             |              | 440.00                         |
| 28/02/2024 | PARK TREE SURVEY OAKFORD LAWN              |              | 577.50                         |
| 01/03/2024 | STRIMMER RE TOWN MAINTENANCE               |              | 743.90                         |
| 13/10/2023 | IUNKNOWN TOMMY MEMORIAL                    |              | 166.67                         |
| 16/01/2024 | TOWN XMAS LIGHTING                         |              | 2,650.00                       |
|            |  |              | <u><u><b>29,091.01</b></u></u> |



# Kingsteignton Town Council

## Councillor/Officer Briefing Report

|              |                  |                        |            |
|--------------|------------------|------------------------|------------|
| <b>Name:</b> | Mrs Rachel Avery | <b>Date of Report:</b> | 28/02/2025 |
|--------------|------------------|------------------------|------------|

|                                    |  |                         |            |
|------------------------------------|--|-------------------------|------------|
| <b>Report of:</b>                  | Locum Clerk                                |                         |            |
| <b>For meeting of:</b>             | Full Council                               | <b>Date of Meeting:</b> | 05/03/2025 |
| <b>Business area reporting on:</b> | Oakford Lawn (Kingsteignton Village Trust) |                         |            |

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

|  |
|--|
| <b>Salient Background for noting:</b>  |
| <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>The following email has been sent regarding the use of Oakford Lawn:</p> <p>Good afternoon,</p> <p>I'm Matt Sharp the chairman of Newton Town youth football club.</p> <p>We've been on the look out for fields to use to play our matches at, I use to play on oakford lawn 30 years ago, is this something you would consider to rent out?</p> <p>Currently have 250 kids playing football but now at the point of turning kids away as we don't have the space at decoy and coach road to take on more teams.</p> <p>If this is something you would be interested in doing please let me know.</p> <p>Also if you aware of any fields that potentially be up for lease or rent or possibly buy please let me know.</p> |

|  |          |
|--|----------|
| <b>Items for:</b>  | Decision |
| <i>Please number the items for discussion/decision – if there are none, please leave this section blank.</i>   |          |
| <ol style="list-style-type: none"> <li>1. To consider the request and agree a response</li> <li>2. To approve that KTC will ask the opinion of Oakford Lawn Trust</li> </ol> |          |

**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

|              |                  |                        |            |
|--------------|------------------|------------------------|------------|
| <b>Name:</b> | Mrs Rachel Avery | <b>Date of Report:</b> | 27/02/2025 |
|--------------|------------------|------------------------|------------|

|                                    |                                  |                         |            |
|------------------------------------|----------------------------------|-------------------------|------------|
| <b>Report of:</b>                  | Locum Clerk                      |                         |            |
| <b>For meeting of:</b>             | Full Council                     | <b>Date of Meeting:</b> | 05/03/2025 |
| <b>Business area reporting on:</b> | KTC Community Citizenship Awards |                         |            |

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

### Salient Background for noting:

*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).*

At the Full Council Meeting in March 2024, Councillors received the following proposal from your Town Clerk, Michelle Lewis-Clarke:



## Kingsteignton Town Council

### Councillor/Officer Briefing Report

|              |                           |                        |             |
|--------------|---------------------------|------------------------|-------------|
| <b>Name:</b> | Mrs Michelle Lewis-Clarke | <b>Date of Report:</b> | 28 Feb 2024 |
|--------------|---------------------------|------------------------|-------------|

|                                    |                                  |                         |             |
|------------------------------------|----------------------------------|-------------------------|-------------|
| <b>Report of:</b>                  | Town Clerk                       |                         |             |
| <b>For meeting of:</b>             | Full Council                     | <b>Date of Meeting:</b> | 06 Mar 2024 |
| <b>Business area reporting on:</b> | KTC Community Citizenship Awards |                         |             |

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

### Salient Background for noting:

*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).*

Historically nominations have been solely made by the Mayor's position. In order to align more appropriately with other Councils, it would be advantageous for Kingsteignton Town Council to alter their approach and move to a more representative community nomination process. This would enable greater community engagement from our local residents and community organisations.

### Items for: Decision

*Please number the items for discussion/decision – if there are none, please leave this section blank.*

- To agree to formalise the process in which nominations are both sought and judged;
- To agree to establish a sub-committee to oversee the judging criteria;
- To agree to formally announce award winners at the Annual Town Meeting on Friday 17<sup>th</sup> May 2024
- To agree the three categories would be:
  - Youth Community Citizen of the Year (under 18 at 17<sup>th</sup> May 2024)
  - Adult Community Citizen of the Year
  - Community Organisation of the Year

It was then duly approved at the following minute:

**FC26/2024**      **To discuss and consider, in line with other councils, changing from Mayors awards to Community citizenship awards.**

**Resolved:**      that the rationale be accepted with the addition of the word 'Volunteer' to be added to young community citizen and community citizen of the year. The judging panel to consist of: Cllrs Peart/Field /Ripping and Eggar. Miss Hooper to launch the award scheme on the 13<sup>th</sup> March 2024.

**Proposed:**      Cllr Peart

**Seconded:**     Cllr Jones

At the rescheduled January 2025 Full Council meeting on 29/01/2025 Miss Hooper provided a update to Councillors on the planned dates for the Kingsteignton Community Citizenship Awards 2025. Some Councillors objected to the previously agreed process. As a result Miss Hooper has prepared a lightly amended Guidance Notes document and Application form to accompany the 2025 Community Citizenship Awards process in the attached papers to reflect many nominees being enabled to be awarded a certificate rather than just one winner per category.

**It is essential to note that wishing to collate nominations and therefore obtain access to personal information must be undertaken in a manner which meets the Council's duty under the General Data Protection Regulations. Therefore it will be managed appropriately via this nomination system; previous methods utilised no longer meet data protection legislation.**

|                   |          |
|-------------------|----------|
| <b>Items for:</b> | Decision |
|-------------------|----------|

*Please number the items for discussion/decision – if there are none, please leave this section blank.*

1. Approve the altered wording on the Guidance Notes 2025 document.
2. Take note of the following key dates:
  - 06<sup>th</sup> March 2025 – Launch Date
  - 31<sup>st</sup> March 2025 – Closing Date
  - 02<sup>nd</sup> April 2025 – Confirmation of Eligibility Meeting Date
  - 04<sup>th</sup> April 2025 – Issue of Invitations
  - 11<sup>th</sup> April 2025 – RSVP Date of Invitations
  - 25<sup>th</sup> April 2025 – Annual Town Meeting & Community Citizenship Awards Evening/Presentation of Certificates for all eligible nominees
3. To agree which Councillors will form the confirmation of eligibility panel for 2025.

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

## Kingsteignton Community Citizenship Awards

### Nomination Form 2025

**Closing date for submission of nominations is 31<sup>st</sup> March 2025**

Please ensure you have fully read the guidance notes before completing this nomination form.

Pages 1 and 2 of this nomination form will be separated from the nomination citation in order to comply with General Data Protection Regulations (GDPR). The personal details on pages 1 and 2 will only be used by Kingsteignton Town Council office staff for the purposes of contacting the nominator and nominee(s) about the nomination and any relevant awards process invitations.

Please sign and date in the box below if you are content to allow that Kingsteignton Town Council may retain your personal details for the purposes of processing your nomination.

All personal details will be securely destroyed once the awarding process is complete for 2025.

**I give consent for Kingsteignton Town Council to store the personal details I provide below for the purposes of processing this nomination.**

**Signed:**

**Dated:**

**Name of Nomination Proposer:**

**Address of Nomination Proposer:**

**Daytime contact number of Nomination Proposer:**

**Email address of Nomination Proposer:**

**Name of Nomination Seconder:**

**Address of Nomination Seconder:**

**Daytime contact number of Nomination Seconder:**

**Email address of Nomination Seconder:**

**Closing date for submission of nominations is 31<sup>st</sup> March 2025**

**Nomination category you are nominating for:**

|   |                          |
|---|--------------------------|
| Young Volunteer Community Citizen of the Year | <input type="checkbox"/> |
| Volunteer Community Citizen of the Year       | <input type="checkbox"/> |
| Community Organisation of the Year            | <input type="checkbox"/> |

**Name of nominee or community organisation you are nominating:**

**Name of nominee's Parent/Guardian/Responsible Adult if nominee is under 18 on 25/04/2025:**

**Address of nominee or community organisation you are nominating:**

(Please give nominee's Parent/Guardian/Responsible Adult's address if nominee is under 18 on 25/04/25)

**Daytime contact number of nominee or community organisation you are nominating:**

(Please give nominee's Parent/Guardian/Responsible Adult's address if nominee is under 18 on 25/04/25)

**Email address of nominee or community organisation you are nominating:**

(Please give nominee's Parent/Guardian/Responsible Adult's email address if nominee is under 18 on 25/04/25)

**Closing date for submission of nominations is 31<sup>st</sup> March 2025**

Kingsteignton Town Council's Community Citizenship Awards aim to recognise, celebrate and promote the community minded actions of people in Kingsteignton.

**Nomination Categories:**

Young Volunteer Community Citizen of the Year (under 18 at the time of awarding)

Volunteer Community Citizen of the Year

Community Organisation of the Year

**Nomination Criteria:**

Nominees must demonstrate outstanding citizenship by means of at least one of the following:

- Made a significant contribution to the inhabitants of Kingsteignton
- Provided a valued and sustained opportunity for community involvement
- Facilitated positive outcomes for others experiencing challenges with their physical or mental welfare
- Undertaken greatly valued charitable works within the town

**Name of nominee or community organisation:**

**Please provide details, in the box below and overleaf, of reasons you are nominating the nominee or community organisation against the nomination criteria above:**

**Closing date for submission of nominations is 31<sup>st</sup> March 2025**

## Closing date for submission of nominations is 31<sup>st</sup> March 2025

Finally, please check your nomination is complete using the checklist and sign the declaration below.

|  |                          |
|--|--------------------------|
| Proposer's contact details provided  | <input type="checkbox"/> |
| Seconder's contact details provided  | <input type="checkbox"/> |
| Nominee or Community Organisations contact details provided  | <input type="checkbox"/> |
| Any under 18 nominee's Parent/Guardian/Responsible Adult's contact details provided                | <input type="checkbox"/> |
| Nomination category completed  | <input type="checkbox"/> |
| Nomination meets at least one of the stipulated nomination criteria                                | <input type="checkbox"/> |
| Nomination details against nomination criteria completed   | <input type="checkbox"/> |
| Nominee or community organisation consent obtained   | <input type="checkbox"/> |
| Acknowledge full awareness of the date the awards will be presented on 25 <sup>th</sup> April 2025 | <input type="checkbox"/> |
| Signatures of Proposer and Secunder provided   | <input type="checkbox"/> |

### Declaration:

- I declare the details submitted in the nomination form are correct and that I have not been influenced or canvassed in any way to submit this nomination.
- I declare the nominee or community organisation have been informed I am making a nomination about them and that they have given me their consent to share their contact details with Kingsteignton Town Council.

### Signature of Proposer:

|                |  |
|----------------|--|
| <b>Signed:</b> |  |
| <b>Dated:</b>  |  |

### Signature of Secunder:

|                |  |
|----------------|--|
| <b>Signed:</b> |  |
| <b>Dated:</b>  |  |

Thank you for taking the time to nominate a worthy recipient from our community and supporting the Kingsteignton Town Council Community Citizenship Awards 2025.