

# **Teignmouth Town Council 2020**



## **Town Council Meeting Tuesday, 23 June 2020 Virtual meeting via Zoom at 6.00pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/88286998594?pwd=Y0FJUXZwMmoxVET2b1dMVEVNKzdUQT09>

Meeting ID: 882 8699 8594

Password: 167340

One tap mobile

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+442034815240,,88286998594#,,,,0#,,167340# United Kingdom

Dial by your location

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+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

**Cllr Robert Phipps  
Town Mayor**

**T. Higgs  
Town Clerk**



**Bitton House  
Teignmouth**

**18 June 2020**

**To the Chairman and Members of the Teignmouth Town Council**

I have to request your attendance at a virtual meeting via Zoom of the Town Council to be held on Tuesday, 23 June 2020 at 6.00pm to transact the business as specified in the Agenda below.

**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.

The public are welcomed at Teignmouth Town Council meetings. Members of the public are invited to ask questions or raise issues relevant to the work of the Town Council. 15 minutes is set aside for public participation and individual speakers are restricted to 3 minutes. Public participation is not part of the formal business of the Town Council however, a note will be made of matters raised and recorded within the minutes of the meeting.

Members of the public wishing to speak are to submit questions or statements in writing to the Town Clerk no less than 3 days before the date of the meeting.

**T. Higgs  
Town Clerk**

**A G E N D A**

**Council not in formal session**

**For Councillors and Members of the Public**

Prior to the commencement of the Full Council meeting, for those who wish to do so, there will be a short period of reflection or prayer given by the appointed Mayoral Chaplain to which all are invited

**Questions and Statements Public Time**

In accordance with Standing Order No. 1e, the Town Mayor will invite members of the public present to ask questions or make statements.

**Police Report**

To receive a report from our local Policing team.

### **County Councillor Reports**

To receive reports from our Devon County Councillors.

### **District Councillor Reports**

To receive reports from our Teignbridge District Councillors.

### **Town Councillor Reports**

To receive reports from Town Councillors

### **Reports from Outside Bodies**

To hear reports from any outside bodies including those of which the member is the Town Council nominated representative.

### ***Presentations from Outside Bodies***

## **Council in formal session – Part 1**

### **1 Use of Mobile Phones**

In accordance with Minute 30, mobile phones be limited to personal use only (in case of emergencies) and in which case the Councillor is to leave the room to respond. Mobile phones are to be switched to silent during the meeting to avoid disruption.

### **2 The Freedom of Information Act 2000**

Deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.

### **3 Apologies for Absence**

Members are reminded that they have a duty to notify the Town Clerk that they will be absence from a Town Council meeting

### **4 Declarations of Interest and Consider Requests for Dispensation(s)**

Members are reminded that they are to declare any interest in the items to be transacted and that the timescale to alter stated interests with the Districts Monitoring Officer is 28 days.

Under the Code of Conduct, Councillors with a registerable interest must leave the room for the duration of consideration of the item to which the interest relates. Those with 'other' interest must apply the tests as set out in the Code of conduct as to whether there are circumstances that might enable them to remain.

A request for a dispensation is to be made to the Town Clerk, no less than 5 working days before Council meetings. The Council may grant a member(s) a dispensation(s) to participate in a discussion and vote on a matter at a meeting even if he/she has an interest.

### **5 Town Clerk's report**

### **6 Business (if any) especially brought forward by the Mayor**

## **7 Mayor's Announcements**

### **Items requiring Approval**

- 8 To receive, approve as a correct record and sign the Minutes of the Town Council meeting held on 19 May 2020 – Cllr. R. Phipps**
- 9 To receive approve as a correct record and sign the Minutes of the Extraordinary Town Council meeting held on 18 June 2020 – Cllr. R. Phipps**
- 10 Annual Governance and Accountability Return – To approve as presented**
- 11 VJ Day 75 – To receive a report and to agree on the type of event to be held in August 2020 – Cllr. D. Matthews**
- 12 Local Plan Consultation – To agree a response to the consultation**
- 13 HR Policies – To adopt policies as presented**
- 14 Town Council Complaints Procedure – To adopt the procedure as presented**
- 15 Schedule of Payments**  
To receive and approve the monthly accounts as presented for April and May 2020. Please note – hard copy invoices are freely available in the office for Cllrs to view on a one-one (social distancing). Please make an appointment with the Clerk's office.
- 16 Data Protection Act 2018**  
Precludes this authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public.  
Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.

**MINUTES OF THE TOWN COUNCIL MEETING HELD VIRTUALLY VIA ZOOM  
AND STREAMED ON YOUTUBE ON TUESDAY, 19<sup>TH</sup> MAY 2020 AT 6.20PM**

**Present:** Cllr. R. Phipps – Town Mayor  
Cllr. P. Williams – Deputy Town Mayor  
Cllr. R. Ash  
Cllr. J. Atkins – *(part meeting as connectivity interrupted)*  
Cllr. A. Henderson  
Cllr. D. Matthews  
Cllr. I. Palmer  
Cllr. J. Orme  
Cllr. E.S. Russell

**In attendance:** Ms. T. Higgs – Town Clerk  
Miss. A. Winston – PA to the Mayor and Clerk  
Mr. I. Wedlake – Projects and Facilities Manager  
Members of the Public

**COUNCIL NOT IN FORMAL SESSION**

**For Councillors and Members of the Public**

The Mayor asked everyone to pause for reflection and to think of those affected by the Covid-19 pandemic.

**Questions and Statements Public Time**

There were none.

**Police Report**

There was none.

**County Councillor Reports**

***Cllr Russell presented a report:***

**COVID 19 - Care Homes**

There is a lot of activity taking place to support care home across health and care. Work has focussed on ensuring coordination across organisations. There are 3,741 clients in the DCC area as of 7 May 2020. As of 11 May 2020 across the Devon County Council footprint there are 23 care homes with confirmed outbreaks of positive staff or residents and 10 care homes with unconfirmed outbreaks.

**Testing** - Testing has been a complex and not always a clear and coherent picture nationally. This has made it all the more challenging to operate locally across the many strands of work taking place and the number of players involved.

Local Directors of Public Health have been asked to lead work with Directors of Adult Social Services, local NHS providers, and Public Health Regional Directors to ensure that testing of staff and residents in care settings is joined up, and that available national capacity is targeted to areas and care homes with the greatest need.

Locality NHS Hospital Managers are keeping County Members briefed on the up to date position for each Care Home in their Divisions.

**Public Health** - The Public Health Annual Report 2019/20 has now been published and is available on the DCC website with a strong emphasis on the environment, air quality, flood risk, mental health, migration and community health.

**On street Parking** - From Monday 18th May, parking enforcement will be reinstated for Pay and Display, Limited Waiting and Residents Parking. In line with national guidance we will utilise warning notices for the first week as we recommence enforcement of these restrictions and then return to live enforcement on Monday 25<sup>th</sup> May. Due consideration will be provided via the appeals process throughout the pandemic period.

**Lidl Zebra Crossing** - Responding to a query from a Town Councillor as to the current position, it is confirmed that the work is scheduled for this financial year and funding is in place. I do not have a start date at the moment.

**Highway Requests** - The list is open for No Waiting and other Highway restrictions work to be considered for the next financial year

The next Health and Adult Care Scrutiny Committee is scheduled for 16<sup>th</sup> June 2020.

***Cllr John Clatworthy – a report had been received via email which the Clerk read out:***

1 Regarding the 19/20 revenue budget at month 10 the projected overspend was put at £1.3 million which is a reduction of £2.1 million for the previous forecast. However, this does not include the £21 million on the Dedicated School's Grant SEND (High Needs Block), this deficit will not be dealt with at the end of the financial year but held on the balance sheet as a negative reserve and this will allow the deficit to be managed over several years. Underfunding of High needs is a national issue.

2 The Capital Budget including carry forwards was £150.9 million and the year end forecast of spend is £119.8 million with the slippage being £31.1 million.

3 The Capital receipts from the sale of surplus properties was £6.2 million and I am still involved chairing the Assets Group

## **District Councillor Reports**

There were none.

## **Town Councillor Reports**

There were none.

## **Reports from Outside Bodies**

There were none

## **Presentations from Outside Bodies**

There were none.

## **COUNCIL IN FORMAL SESSION – PART 1**

### **1. USE OF MOBILE PHONES**

In accordance with Minute 30, mobile phones be limited to personal use only (in case of emergencies) and in which case the Councillor is to leave the room to respond. Mobile phones are to be switched to silent during the meeting to avoid disruption.

### **2. THE FREEDOM OF INFORMATION ACT 2000**

Deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.

### **3. APOLOGIES FOR ABSENCE**

None received.

### **4. DECLARATIONS OF INTEREST AND CONSIDER REQUESTS FOR DISPENSATION(S)**

Members are reminded that they are to declare any interest in the items to be transacted and that the timescale to alter stated interests with the Districts Monitoring Officer is 28 days.

Under the Code of Conduct, Councillors with a registerable interest must leave the room for the duration of consideration of the item to which the interest relates. Those with 'other' interest must apply the tests as set out in the Code of conduct as to whether or not there are circumstances that might enable them to remain.

A request for a dispensation is to be made to the Town Clerk, no less than 5 working days before Council meetings. The Council may grant a member(s) a dispensation(s) to participate in a discussion and vote on a matter at a meeting even if he/she has an interest.

**There were no declarations of interest or requests for dispensation.**

## **5. TOWN CLERK'S REPORT**

The Clerk welcomed everyone to the Council's first virtual meeting. She thanked Councillors for their effort during the Covid-19 pandemic.

## **6. BUSINESS (IF ANY) ESPECIALLY BROUGHT FORWARD BY THE MAYOR**

There was none.

## **7. MAYOR'S ANNOUNCEMENTS**

The Mayor thanked Councillors and members of the public who have come together to support people of the town during the Covid-19 pandemic.

### **Items requiring approval**

## **8. TO RECEIVE, APPROVE AS A CORRECT RECORD AND SIGN THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 3 MARCH 2020**

**Cllr Williams proposed to approve the Minutes as presented, seconded by Cllr Orme and agreed by majority. Cllrs Matthews and Palmer abstained as they were not present at the meeting. Cllr Atkins was absent for the vote.**

## **9. COMMITTEE – FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 17 MARCH 2020**

**Minute number 315** - the Clerk conveyed an amendment to the list of apologies as Cllr Henderson had not been included.

**Minute number 324 and 326** – the Clerk conveyed an amendment as Cllr Atkins' name had been recorded incorrectly as *Cllr Atkinson*.

**Cllr Matthews proposed to accept the amendments as above, seconded by Cllr Palmer and unanimously agreed.**

**Cllr Palmer proposed to approve the Minutes subject to the rectification of amendments, seconded by Cllr Orme and agreed by majority. Cllr Ash**



**abstained as he was not present at the meeting. Cllr Atkins was absent for the vote.**

## **10. PLANNING COMMITTEE**

Cllr Ash presented the minutes of the Planning Committee meetings held on 27 March 2020 and 22 April 2020.

**Cllr Orme proposed to adopt the Minutes as presented, seconded by Cllr Henderson and unanimously agreed. Cllr Atkins was absent for the vote.**

## **11. POSTPONEMENT OF THE ANNUAL COUNCIL MEETING**

The Clerk presented the report and recommendation to postpone the Annual Council meeting (when the Mayor is elected) for six months.

**Cllr Matthews proposed to approve the postponement of the Annual Council meeting for six months, seconded by Cllr Russell and unanimously agreed. Cllr Atkins was absent for the vote.**

## **12. COMPOSITION OF COMMITTEES**

The Clerk presented the report and recommendation to postpone the Composition of Committees for six months.

**Cllr Williams proposed to approve the postponement of Composition of Committees for six months, seconded by Cllr Palmer and unanimously agreed. Cllr Atkins was absent for the vote.**

## **13. POSTPONEMENT OF THE ANNUAL PARISH MEETING**

The Clerk presented the report and recommendation to postpone the Annual Parish meeting until December 2020.

**Cllr Matthews proposed to approve the postponement of the Annual Parish meeting until December 2020, seconded by Cllr Palmer and agreed by majority. Cllr Orme voted against.**

## **14. TO APPROVE CALENDAR OF MEETINGS 2020-21**

The Clerk presented the draft Calendar of Meetings for 2020-2021 and said a monthly Full Council meeting would take place in June and July 2020 with a view to resuming meetings as usual from September 2020.

**Cllr Williams proposed to approve the Calendar of Meetings 2020-2021, seconded by Cllr Matthews and unanimously agreed.**

## **15. STANDING ORDERS**

The Clerk presented the report and revised Standing Orders given the Coronavirus Act 2020.

**Cllr Matthews proposed to adopt the revised Standing Orders as presented, seconded by Cllr Henderson and unanimously agreed.**

## **16. FINANCIAL REGULATIONS**

The Clerk presented the report and revised Financial Regulations and Procurement Policy.

**Cllr Atkins proposed to adopt the revised Financial Regulations and Procurement Policy as presented, seconded by Cllr Matthews and unanimously agreed.**

## **17. CAFÉ PAVEMENT LICENCE FEES 2020**

The Mayor presented the report and proposal to waive the café pavement licence fee for 2020.

**Cllr Orme proposed to approve to waive the licence fee for 2020, seconded by Cllr Matthews and unanimously agreed.**

## **18. INTERIM INTERNAL AUDIT REPORT**

The Clerk presented the report.

**Cllr Matthews proposed to approve the report and actions as presented, seconded by Cllr Palmer and unanimously agreed.**

## **19. CHRISTMAS LIGHTS SWITCH-ON**

Cllr Atkins presented the report and recommendations.

**Cllr Russell proposed to approve the allocation of the budgeted sum of £5,000 as outlined and an additional £1,000 specifically for the lantern parade, seconded by Cllr Williams and unanimously agreed.**

## **20. SCHEDULE OF PAYMENTS**

The receipts and payments and bank reconciliation for March 2020 had been circulated to Councillors.

**Cllr Palmer proposed to approve the accounts as presented for March 2020, seconded by Cllr Henderson and unanimously agreed.**

## **21. DATA PROTECTION ACT 2018**

Precludes this authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public.

Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.

Cllr Orme asked for an update regarding the re-opening of public conveniences and the Clerk replied that Officers are working with contractors and they hope to re-open the facilities as soon as possible.

Cllr Atkins conveyed that the draft plan for the Teignmouth Neighbourhood Plan has been finalised and will be presented to Council in June. The group are now developing policies.

**The meeting closed at 7.14pm.**

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**COUNCILLOR R PHIPPS  
TOWN MAYOR**

Bitton House, Teignmouth  
20 May 2020

Link to YouTube video - <https://youtu.be/zN92PMQrgcl>