



# TOWN COUNCIL

18 May 2023

Dear Councillor

**NOTICE IS HEREBY GIVEN** that a Meeting of the Full Town Council at which your attendance is summoned, will be held at the **Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on **Tuesday, 16th May, 2023** at **6.00 pm** to transact the business specified in the following Agenda as set out.

Iain Wedlake  
Town Clerk

Distribution: The Mayor and Members of Teignmouth Town Council as follows:

Councillors I Palmer (Chair), J Atkins (Vice-Chair), D Cox, R Phipps, C Williams, Lloyd, Miller, Walsh, Chasteau, Jackman, Jackson, Myers and Rudge



***For information – to be taken as read:***

- 1** ***Declarations of Interest*** – Members are reminded that they should declare any interests at agenda item 3 in respect of the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.
- 2** ***Items requiring urgent attention*** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting. Any items not listed on the agenda and decisions made may be open to legal challenge.
- 3** ***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.
- 4** ***The 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.
- 5** ***Mobile telephones*** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.
- 6** ***Recording*** this meeting will be recorded.
- 7** ***Public Participation:***  
*Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.*



**8** *Reports from County and District councillors*  
*If Any*



## **A G E N D A**

### **PART I**

**(Open to the Public)**

#### **TO THE CHAIRMAN AND MEMBERS OF TEIGNMOUTH TOWN COUNCIL**

You are hereby summoned to a meeting of the Town Council to be held on 16<sup>th</sup> May 2023 at 6.00pm in the Council Chambers, Bitton House 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.

#### **I Wedlake Clerk**

##### **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. Councillors must switch their mobile phones to silent during the meeting to avoid disruption.

##### **2. Apologies for Absence**

To receive, note and where requested, approve the reasons for apologies for absence.

Council in Formal Session - Part 1

##### **3. Election of Chair/Mayor**

###### **Election of Mayor for 2023-2024**

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



- A Declaration of Acceptance of Office by the newly elected Mayor
- B Presentation of Chain of Office from the retiring Mayor to the newly elected Mayor
- C Presentation Medal to retiring Mayor
- D New Mayor's Acceptance Speech

4. **Address by retiring Mayor**

**Address by retiring Mayor of Teignmouth, Councillor Iain Palmer**

5. **Election of Deputy Mayor for 2023-24**

The Mayor will call for nominations and put them to the vote.

6. **Declaration of Acceptance of Office and presentation of Medallion to the Deputy Mayor**

7. **Declarations of Interest**

To declare any disclosable interests relating to the forthcoming items of business (if any).

8. **Dispensations**

To receive and consider requests for dispensation (if any).

9. **Minutes of the Full Council meeting held on 18th April 2023** (Pages 9 - 10)

To approve, sign and adopt the minutes of the Council meeting held on 18<sup>th</sup> April 2023.

10. **Minutes of Extraordinary Full Council 26th April 2023** (Pages 11 - 12)

To Approve, sign and adopt the minutes of the Extraordinary Town Council meeting held on 26<sup>th</sup> April 2023

11. **Clerks report**

12. **Schedule of Meetings 2023-24**

To approve the Council's schedule of initial meetings for the municipal year beginning 1 May 2023: -

Full council 18:00 2<sup>nd</sup> Tuesday of each month excluding August (Recess)



Planning 15:30 24<sup>th</sup> May 2023

Finance 15:30 22<sup>nd</sup> June 2023

Assets & Facilities 15:30 22<sup>nd</sup> May 2023

Parish Meeting 18:00 23<sup>rd</sup> May 2023

### 13. Elections to committees

- i. **Full Council – sovereign body**  
Chair – Cllr Iain Palmer - All Councilors
- ii. **Planning Committee – standing committee**  
Chair - Cllr Ash with Cllrs Palmer, Orme, C. Williams & Phipps
- iii. **Finance including budget & grants**  
Chair – Cllr Atkins, Cllrs P Williams, Ash, Palmer, Orme & C Williams
- iv. **Human Resources Committee – standing committee**  
Ex-officio Deputy Mayor, Cllrs Matthews, Russell, Atkins, Henderson, P. Williams & Orme
- v. **Assets and Facilities Sub-Committee (to include CCTV, public conveniences, Bitton House and campus)**  
Chair – Cllr Ash, Ex-officio Mayor, Deputy Mayor, Cllrs Orme, Atkins, Palmer, Henderson, Phipps & P Williams. With the Town Clerk and Project and Facilities Manager.
- vi. **Tree Warden**  
Cllr Henderson
- vii. **Christmas Lights Switch-on Task and Finish Group**  
Cllrs Palmer, C. Williams & P. Williams
- viii. **Fireworks Display Task and Finish Group**  
Cllrs Ash & Henderson
- ix. **Air Quality Task and Finish Group**  
Cllrs Cox, Ash, Orme, Ms. R Piper, Dr M McCarthy & Mr. J Lintell

### 14. Appointments to outside bodies

- i. **Harbour Consultative Committee**  
Cllrs Orme & Phipps with Cllr Matthews as reserve



- ii. **Teign Estuary & Coastal Partnership Steering Group**  
Cllr Phipps with Cllr Orme as reserve
- iii. **Julia Cousins Trust**  
Tim Golder *as trustee*
- iv. **Devon Association of Local Councils**  
Cllr Ash
- v. **Teignbridge Association of Local Councils**  
Cllr Ash
- vi. **Town Centre Management Partnership**  
Placed in abeyance  
TC to report back options post regeneration report (6 months)
- vii. **Mary Risdon Charity**  
Cllr Russell, Tim Golder & Damian Pope, *all as trustees*  
*Dear Mr Wedlake,*

*You might be aware that the Town Council appoints trustees to two, very old local charities, namely the Teignmouth Soup Kitchen Trust and the Mary Risdon Charity. I am chairman of trustees of both charities.*

*Council nominated trustees normally serve for four years and this year the term of office of Mr Damian Pope as a trustee of the Mary Risdon Charity comes to an end. He is eligible for re-appointment and is happy to serve a further term of office. I can report that he is a valued trustee who has served the charity with distinction and offers a great deal of experience. Such re-appointments are often addressed at or shortly after the Council's Annual Meeting in May and I trust that this matter will meet with the Council's approval.*

*No other trustees are due for re-appointment this year and there are currently no vacancies but for your information I can list the council nominated trustees of the charities as follows:*

*Soup Kitchen: Timothy Golder (Chairman) and Geoff Taylor (Hon. Clerk).*

*Mary Risdon: Timothy Golder (Chairman), Geoff Taylor (Hon. Clerk), Damian Pope and Sylvia Russell.*

*I was pleased to make a presentation to the Council in 2021 concerning the work of the charities and a copy of the presentation was forwarded to the Council at the time. I have also recently written a booklet regarding the history of the Mary Risdon Charity and six copies have been presented to the Clerk's office. If further background is required, please do not hesitate to let me know.*

*You will notice that I have copied this email to the Hon. Clerk for his information.*

*Yours sincerely,  
Timothy Golder*



- viii. **Soup Kitchen Trust**  
Cllr Andrew McGregor (TDC)
- ix. **Teign Heritage**  
Cllr Phipps with Cllr Ash as reserve
- x. **Teignmouth in Bloom**  
Cllr Russell, Stewart Henchie & Viv Wilson MBE
- xi. **Teignmouth Remembrance Committee**  
Cllrs Cox, P. Williams, Palmer, Brian Hall MBE & Vince Fusco
- xii. **Teignmouth Neighbourhood Plan**  
Cllrs Atkins, Orme & Russell
- xiii. **Coastal Engagement Group**  
Cllr P Williams
- xiv. **Civil Emergency**  
Clerk to review requirements with TDC
- xv. **OPCC Advocate Scheme**  
Cllr Atkins
- xvi. **Anne Marie Morris' Forum**  
Town Clerk
- xvii. **Teignmouth Hospital Stakeholder panel**  
Cllr Orme
- xviii. **Teignmouth Chamber of Commerce (Nonmember/trader)**  
Cllr Atkins

15. **Standing Orders 5J (I-XXI)**

The Council is recommended to defer the actions and reviews required by Standing Orders 5J – i-xxi not covered in this meeting to a future meeting of the Town Council.



## Teignmouth Town Council

Minutes of a Meeting of  
**Teignmouth Town Council**  
Held at Bitton House, Teignmouth on  
Tuesday, 18th April, 2023 at 6.00 pm

**Present:**

Councillors I Palmer (Chair), J Atkins (Vice-Chair), R Ash, D Cox, R Phipps, S Russell and C Williams

**Absent:**

Councillors B Cox, A Henderson and J Orme

**In attendance:**

Iain Wedlake  
Debbie Shaw

**Public Participation:**

There was no public participation

*The following minutes will be considered for approval at the next meeting of the Town Council and may be subject to change until that time.*

Part I

**115 USE OF MOBILE PHONES**

**116 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor A Henderson

**Resolved** that the apology be noted.

**117 DECLARATIONS OF INTEREST**

None were received.

**118 DISPENSATIONS**

There were no dispensations.

**119 MINUTES EXTRAORDINARY MEETING 8TH MARCH 2023**

**Teignmouth Town Council**

Proposed: Cllr J Atkins, Seconded Cllr R Phipps – 6 in favour, 2 abstained as not present at the meeting.

**120 MINUTES 14TH MARCH 2023**

Unavailable but would be available at the forthcoming Extraordinary Meeting on 26 April 2023.

**121 POLICE REPORT**

Received.

**122 PRESS RELEASE REGARDING COMMUNITY UNITS & PARKING**

Members agreed this was required but not until post Purdah.

**123 PAYMENTS MARCH 2023**

The payments for March 2023 were approved.

Proposed: Cllr J Atkins, Seconded Cllr S Russell - unanimous

**124 ASSETS AND FACILITIES COMMITTEE 20/03/2023 RECEIVE THE MINUTES AND APPROVE THE ACTIONS THEREIN.**

The Minutes were received and the actions therein approved.

Proposed: Cllr S Russell, Seconded Cllr R Phipps – 5 in favour, 1 abstained

*The meeting was closed by the Mayor at 6.27 pm*

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Cllr Iain Palmer  
MAYOR OF TEIGNMOUTH

## Teignmouth Town Council

Minutes of a Meeting of  
**Teignmouth Town Council**  
Held at Bitton House, Teignmouth on  
Wednesday, 26th April, 2023 at 6.00 pm

**Present:**

Councillors I Palmer (Chair), J Atkins (Vice-Chair), R Phipps, S Russell and C Williams

**Absent:**

Councillors R Ash, B Cox, D Cox, A Henderson and J Orme

**In attendance:**

Iain Wedlake

**Public Participation:**

There was no public participation

*The following minutes will be considered for approval at the next meeting of the Town Council and may be subject to change until that time.*

Part I

**1 USE OF MOBILE PHONES**

**2 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor's Ash, Henderson, Orme

**Resolved** that the apologies be noted.

**3 DECLARATIONS OF INTEREST**

None were received.

**4 DISPENSATIONS**

There were no dispensations.

**5 MINUTES**

## Teignmouth Town Council

The minutes of the full council meeting held on 14<sup>th</sup> March 2023 were approved and adopted.

Proposed Cllr Atkins Seconded Cllr Phipps Unanimous

### **6 EXTRAORDINARY FINANCE MEETING 24TH APRIL 2023**

The minutes of the extraordinary finance meeting of 24<sup>th</sup> April were received and adopted. Member can refer to these minutes via the council's website.

Proposed Cllr Atkins Seconded Cllr Williams Unanimous

### **7 EXCLUSION OF THE PRESS AND PUBLIC**

To move into part 2 and exclude members of the press and public.

Proposed Cllr Phipps Seconded Cllr Williams Unanimous

### **8 TOILET REPLACEMENT**

The Clerk briefed members on the current state of play with Teignbridge District Council. It was agreed to continue with the project pending a TDC executive meeting in July.

### **9 CCTV REPLACEMENT CONTRACT PHASE 1**

The three quotations for phase 1 of the CCTV replacement were discussed. It was proposed that pending successful verification of the quotation with the contractor that the Clerk is delegated to award the contract to the lowest bidder.

Proposed Cllr Phipps Seconded Cllr Russell Unanimous

*The meeting was closed by the Mayor at 6.37 pm*

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Cllr Iain Palmer  
MAYOR OF TEIGNMOUTH