

**KINGSWEAR PARISH COUNCIL**  
**Minutes of the Council Meeting held at the Village Hall (Lower Room)**  
**on Wednesday 11<sup>th</sup> September 2019 at 7.00pm**

**Present:** Councillors: L Maurer (Chairman), J Hawkins, B Longland, G Webber, P Pudduck, H Newcombe, P Burnell

**In Attendance:** Miss Sue Balsdon – Clerk to the Council.

There was 1 member of public present.

**C/075/19 – Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**C/076/19 – To receive any apologies for absence from the Meeting.**

S Smith, E Jones, J Hacking, District Cllr Rowe, District Cllr Bastone.

**C/077/19 - To receive any Declaration of Interest. [Councillors are also reminded that they must register any new interest or change in any interest already registered within 28 days of that new interest or change].**

There were no declarations of interest noted.

***The Council Meeting was suspended to allow members of the public to ask questions and make representations to the Council:***

A resident raised their concern with regards the Council's decision to install a gate at the Cemetery. They requested to know how many residents had written in to the Council with regards to this matter, and how many were for or against the proposal.

The Chairman advised that the Clerk would provide this information to the resident.

***The Council will receive the following reports if available:***

**i) Devon County Councillor - Jonathan Hawkins**

Cllr Hawkins commented on the success of the Kingswear Fun Day, held on the 8<sup>th</sup> September 2019.

The Health and Wellbeing centre came to the Executive at South Hams District Council in July 19. The Centre should be submitting a planning application in November. SHDC Officers have confirmed there will be little or no loss of parking at the park and ride. The current overflow car park is on grass, but the new parking area will be tarmacked and spaces marked out, which will ensure it is utilised to its full potential.

South Hams District Council, in partnership with Dartmouth Town Council and Devon County Council, are running a parking survey. The survey will run from 27 August until the 14 October. Residents, commuters and visitors are all encouraged to take part in the survey. The questionnaire can be found at [www.engagement.southhams.gov.uk/dartmouthparking](http://www.engagement.southhams.gov.uk/dartmouthparking)

A number of meetings have been held over the last couple of months with Baker Estates, concerning the Lower Cotton Farm development. The new road and roundabout at the top of town, near the Sainsburys entrance and Admiral Court, will start to be built in November.

**ii) South Hams District Councillor – Rosemary Rowe**

Please see the Kingswear Parish Council's Website for the District Councillor Report.

**iii) Police – None.**

**iv) Residents Parking**

A meeting was held by the Residents Parking Group on 17<sup>th</sup> July 2019, to bring new members up to date with regards progress made by the Residents Parking Group. There were no minutes produced for the meeting.

Cllr Hawkins advised that he will be meeting with Amy Garwood, Highways Management (County Hall) on 16<sup>th</sup> September 2019. Residents Parking in Kingswear will be discussed as part of this meeting.

**v) Neighbourhood Plan**

The Kingswear Parish Neighbourhood Plan Group have now produced a draft plan based on the views and feedback given to them by residents. The draft Kingswear Neighbourhood Plan can be viewed here:

<http://kingswearneighbourhoodplan.co.uk/Kingswear%20Draft%20NP%20JUNE2019.pdf>

They would love to hear back from residents and hear their points of view on the draft plan. The response form can be downloaded here:

<http://kingswearneighbourhoodplan.co.uk/KNP%20RESPONSE%20FORM.pdf>

Please fill in the form with your comments and either email or post it back to the Neighbourhood Plan Group. Comment forms can also be obtained from the village shop and post office.

Paper copies and summary copies will be available in the libraries and around the village shortly. The Neighbourhood Plan group are preparing posters and banners to put up, so people are aware that the consultation on the plan is taking place.

For patients of Compass House surgery, a Flu clinic has been arranged in the Lower Village Hall for Friday 18<sup>th</sup> October 2019. To book an appointment please contact the surgery.

***The Council will reconvene to discuss the following items:***

**C/078/19 - To resolve to approve the following minutes subject to any amendments [Amendments to the Confidential Minutes to be noted and documented in Part II:]**

- i) Full Council Meeting – 10<sup>th</sup> July 2019
- ii) Full Council Meeting – 10<sup>th</sup> July 2019 (Confidential)
- iii) Planning Committee Meeting – 24<sup>th</sup> July 2019
- iv) Amenities & Environment Committee Meeting – 24<sup>th</sup> July 2019
- v) Extraordinary Council Meeting 24<sup>th</sup> July 2019
- vi) Extraordinary Council Meeting 24<sup>th</sup> July 2019 (Confidential)

It was resolved to approve the minutes without amendment.

**C/079/19 - Financial Matters:**

**i) To resolve to approve the Expenditure of the Council for the period 05/07/19 – 05/09/19.**

It was resolved to approve the expenditure of the Council for the period 5<sup>th</sup> July to 5<sup>th</sup> September 2019.

**ii) To present for review – August Finance Report and Bank Reconciliation.**

The Income & Expenditure report and bank reconciliation for month ended 31.8.19 was reviewed by Councillors.

**iii) To review year end forecast.**

The forecast report was reviewed by Councillors. Cllr Pudduck raised an issue with regards Cemetery income and expenditure and this will be considered as part of a Cemetery fees review. The Clerk advised that the forecast indicates a shortfall in budget of £9k and this relates to unplanned expenditure for the repair to the Chapel Roof and for the Moorings VAT registration. The shortfall in budget will be funded from the Council's general reserve, leaving a balance of £26k.

It was agreed the Finance Committee would meet on 16<sup>th</sup> October 19 to draft the 20/21 Budget, for approval by Full Council at their November meeting.

**iv) To review and approve proposed amendments to the 2019/20 budget.**

The proposed budget amendments were reviewed and approved by Councillors, with the exception of the following:

- The Cemetery Remembrance Bench is to be funded from donated monies.
- The refurbishment of the Lower Contour Road phone box to be delayed until 20/21.

**C/080/19 - To receive the Chairman's report.**

The Chairman advised that the following works have been completed:

- i) Defibrillator on Lower Contour Road has now been transferred to the newly refurbished phone box on Higher Contour Road.
- ii) The Wishing Well has been renovated and the surrounding stonework painted.
- iii) The Chapel roof has been repaired.
- iv) New lights have been installed along Fore Street.

The following are proposed works:

- i) Churchyard Wall Railings.
- ii) New Slipway memorial.

**C/081/19 - To receive an update from the Clerk and agree future actions for:**

**i) Churchyard Wall Railings.**

The site plan and elevation drawings have yet to be completed and quotes for this work will be considered by Councillors at the Confidential meeting. Once the drawings are complete, the Clerk will then submit the Planning and Faculty applications. If both applications are approved, the estimated installation date will be January 2020.

**ii) Lower Ferry Toilets.**

South Hams District Council have commenced the refurbishment works in the toilets. The Ladies toilets will become Unisex. There will be 2 toilets, baby changing facilities and a wash hand basin. The disabled toilet will be reconfigured, the cistern will be moved behind the wall, the light fitting changed, the ceiling painted and the walls lined in plastic. The outside of the toilets will be redecorated and signage put up.

The Council's solicitor is in the process of reviewing the lease. They have asked whether the Council would like to carry out searches against the leasehold property. The Council are not obliged to undertake any searches, as there will be no mortgage on the property. The Solicitor advised that the Council could take out a 'no search' indemnity insurance cover, in the event the property is adversely affected by something which would have been revealed, had the searches been carried out. The Council have asked the Clerk to confirm the cost of the Indemnity Insurance.

**iii) Road Sweeping.**

Cllr Longland and the Clerk, met with Honey Fosket from South Hams District Council and a HCR resident to discuss road sweeping on Higher Contour Road. Unfortunately, the road is very rarely swept as parked cars hinder the road sweepers progress.

In order to try to address this, it was agreed the road would be swept in two sections and each section would be swept on separate days. South Hams District Council will notify the Clerk in advance of when the road sweeper will be attending Higher Contour Road. Letters will be hand delivered to relevant households to advise residents one week prior to the sweep. The SHDC localities team will also sticker all vehicles, two days before. It is hoped the first sweep will take place the second week of October.

**C/082/19 - To review the Tree Survey report and agree future actions required.**

A tree survey report has been completed for all trees on Kingswear Parish Council owned land. The structural integrity of the trees has been assessed and appropriate recommendations made. The report noted that there were no significant defects with any of the trees, however some remedial work is required and needs to be completed either within 6 or 12 months. There are a number of Ash Trees on the Council's land which will of course be prone to Ash Dieback Disease and these will need to be monitored and inspected on an annual basis.

The Clerk to obtain quotes for the work required and funds raised through the precept to cover the increased cost to the budget.

**C/083/19 - To receive an update with regards to a 'Community Action for Wildlife Conference' attended by Cllr Maurer and the Clerk.**

The Chairman and the Clerk attended an 'Action for Wildlife' conference in Chagford, organised to help inspire and enthuse action for wildlife. The day included talks, walks and discussion on bats, road verges, hedges, pollinators, churchyards, meadows, gardening and more.

The Council are now considering how they might best use the information gained from the conference, to take action for wildlife in Kingswear. Presentations from the event can be found using the following link:

<https://www.naturaldevon.org.uk/2019-community-action-for-wildlife/>

**C/084/19 - To consider a 'Pride in Kingswear' community group and agree future actions required.**

A 'Pride in Kingswear' voluntary group was proposed by Cllr Maurer, to maintain and plant areas in and around Kingswear and Hillhead to make them more colourful and environmentally friendly. The plan is for them to undertake projects throughout the year such as planting bulbs and flowers, clearing weeds and generally tidying up and improving the open spaces within the Parish.

The council will consider how to promote the group at it's next Full Council meeting.

**C/085/19 - To consider for the Cemetery:**

**i) Remembrance garden & bench.**

Cllr Maurer proposed a small remembrance garden at the Cemetery, where memorial plaques could be laid and for residents to come and sit, to remember their loved ones.

Cllr Webber has also kindly offered a donation to purchase a memorial bench, to remember those that are buried at the Cemetery, who lost their lives in the war.

Both proposals to be discussed in more detail at a future meeting.

**i) Woodland bulb planting.**

The Council approved the purchase of woodland bulbs (Anemones, Daffodils, Snow Drops, English Bluebells and Winter Aconites) at a cost of £39.98 for the Cemetery. The bulbs will be planted to define the edge of the informal pathway from the newly installed gate.

**ii) Tree Charter Day – Trees for Bees.**

The Council approved the purchase of a bee friendly garden mix of trees (Goat Willow, Hazel, Crab Apple, Rowan) from the Woodland Trusts at a cost of £12.95. These will be planted at the Cemetery for Tree Charter Day on 30<sup>th</sup> November 2019.

**C/086/19 - To consider approval to:**

**i) Allow work to be carried out for those items of expenditure which are £300 or below, without the need to obtain Full Council approval. The Clerk will be required to obtain approval from both the Chairman of the A&E Committee and Finance Committee only.**

The Council agreed the Clerk would need to obtain approval from the Chairman of the Amenities & Environment and Finance Committees only, for those items of expenditure which are below £300.

**ii) Compile a list of approved local contractors which the Council could use for those items of expenditure below £300.**

Approval was given by the Council, for the Clerk to compile a list of local contractors which could be used for those small items of expenditure below £300. The list will be submitted for Full Council approval.

**C/087/19 - To discuss plans for the following events and agree future actions required:**

**i) Bonfire & Fireworks Evening.**

The Council approved for a donation of £400 to be made to the Kingswear Combined Charities, towards the costs of the Bonfire & Fireworks evening.

**iii) Remembrance Sunday.**

The Clerk advised that all invites for the Service have been sent out. The Royal Dart Yacht club have quoted £70 to provide refreshments after the Service and this was approved by Councillors. New wreaths are to be purchased. The Council have proposed a new memorial/wreath holder for the slipway and it is hoped this will be installed in time for the event. The Remembrance Day Service will be advertised in the 'By the Dart', on Facebook and on the Council's website and noticeboards.

**iv) Christmas Lights Switch On and Children's Party.**

The 'Christmas Lights Switch On' is to be held on Friday 29<sup>th</sup> November 2019. The Village Hall has been booked. The Clerk has contacted Torbay Display to ensure the lights will be installed in time for the event, and the Railway have confirmed they are happy for their electrical supply to be used for Christmas tree lights.

**iii) Carlow Lunch.**

The Council agreed for the Clerk to contact the Royal Castle Hotel to ask whether they would be available to provide the catering for the Carlow Lunch, for either the 2<sup>nd</sup> or 3<sup>rd</sup> Friday in January 2020.

**C/088/19 - To approve for the Council to offer three mooring spaces on the existing Waterhead Creek Pontoon and agree any future actions required.**

The Council agreed to defer this decision until next year, as there are still vacant mooring positions to offer in Waterhead Creek.

**C/089/19 - To review and adopt – Revised Abandoned Boat Policy**

The revised abandoned boat policy was reviewed and adopted by Councillors. The Clerk to research whether the Council are able to clamp trailers if they are illegally left in Jubilee Park.

**C/090/19 - Defibrillator Checks & SWAST Location Information.**

Cllr Burnell to take over Cllr Longland's place on the rota for weekly checks of the Defibrillators.

Cllr Longland advised the Council of the 'What3Words' app, which is helping to save lives. Being in need of urgent help and not being able to easily describe where you are can be very distressing for the person involved and a really difficult situation for emergency services. The What3Words App enables you to quickly share accurate location information, should the worst happen. The free App is used by all Emergency Services to give a better location. Please see the following South West Ambulance link for further information.

<https://www.swast.nhs.uk/welcome/latest-news/smartphone-app-helping-save-lives>

**C/091/19 - To consider safe cycling in Kingswear – Signage.**

Item deferred until October Full Council meeting.

**C/092/19 - To propose agenda items for the October 19 Full Council meeting.**

Cemetery Gate.

**C/093/19 - Urgent items - For information.**

None.

**C/094/19 - To discuss items of a confidential nature and resolve that in accordance with the Public Bodies (Admission to Meetings) Act 1960 Sub section 2, and the Local Government Act 1972 Section 100A sub sections (2) and (4) that the public and press be excluded from the Meeting in view of the items to be discussed. (Quotes and Staffing).**

**The Council approved the following quotes:**

**i) Self-close spring to the Jubilee Park Gate.**

The Council approved a quote of £70.83+VAT to fit a self-close spring to the Jubilee Park Gate.

**ii) Fitting addl. rails to the existing fencing at Jubilee Park.**

The Council approved a quote in the sum of £395+VAT from South Hams Fencing & Landscaping, to fit additional rails to the existing fence, behind the play area in Jubilee Park.

**iii) Slipway memorial (Design to be agreed).**

The Council approved a quote of £758, received from Reg Sedgbeer for the replacement of the Slipway Memorial. This project is to be funded from the Michael Emms Bequest.

**iv) Site plan drawings – Churchyard Wall railings.**

The Council approved a quote of £600, received from Gordon Clarke to produce the site plan drawings required for the planning and faculty applications with regards the Churchyard Wall Railings. This cost will be funded from the Michael Emms Bequest.

**v) Replacement of play area surfaces (Springer & Seesaw) at Jubilee Park.**

The Council approved a quote of £1065, received from Rhino Play Ltd to replace grass safety mats for the springer and seesaw and to repair the birds nest pivot.

*The Meeting ended at 9.00pm.*

**Minutes Approved:** ..... Councillor L Maurer – Chairman