

**KINGSWEAR PARISH COUNCIL**  
**Minutes of the Full Council Meeting held in the Village Hall (Lower Room)**  
**on Thursday 15<sup>th</sup> December 2021 at 7.00pm**

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

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

Members of public present: 8

**C/071/21 – Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**C/072/21 – To receive any apologies for absence from the Meeting.**

Cllr J Hacking.

**C/073/21 - 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 reported that the BT Lines on Castle Road were recently damaged in high winds, due to an overgrown Bay tree. They noted that this had been reported to the Council several months ago and that the work to cut back the trees below the telephone wires had not yet been undertaken. The Clerk advised that the works are due to be undertaken on Monday 20<sup>th</sup> December 2022.

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

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

The following points were raised by Cllr Hawkins:

- 1) Unfortunately, the Beacon Road / Lighthouse Beach site meeting had to be postponed due to ill health. An informal meeting was held on the same day and was attended by residents from the Village, representatives from the SW Coast Path Association, the Devon County Council Public Rights of Way and Country Parks Manager and The Dart Area Landscape Access Group. It is hoped that Beacon Road will be reopened next Summer (2022). Works to stabilize the cliff should take place in the next 2 to 3 months and when the works have been undertaken, Devon County Council will be able to take appropriate action to enable the road to be re-opened to pedestrian traffic.

With regards to Lighthouse Beach, the Secretary of state for Food, Environment and Rural Affairs has approved proposals for the England Coast Path at Kingswear, which include coastal access rights to the beach as part of the coastal margin. The Secretary of state decision was in March 21, but the new coastal access rights won't apply until the designation process is complete and the section of England Coast path formally open. This is estimated to be towards the end of 2022, at which point Devon County Council (as Access Authority) will have powers to negotiate removal of the restriction blocking access from the steps to the beach.

- 2) Dartmouth Town Council have set up a working group, regarding the possibilities of options for a hospital site in Dartmouth. It is hopeful the NHS trust will accept the site proposed, so that the Town Group can then purchase and develop the site over the next 2 to 3 years.

**ii) South Hams District Councillors: -**

Please see Kingswear Parish Council website (Full Council Minutes) for County/District Councillor report.

**iii) Police:** None.

**iv) Residents Parking Working Group:**

Councillors agreed for the Residents Parking Working Group Representative to take part in Agenda Item 5 (Minute Ref. C/075/21), following the update in regard to the Residents Parking Working Group Consultation.

**v) Sustainable Kingswear:**

The noticeboards and the Sustainable Kingswear newsletter have been successful in providing advertising for the group and a couple of new members have joined. One of the group's members, is the CEO of a Renewable Energy Company, who attended COP26 and who provided feedback from the conference at a recent Totnes Meeting.

The Parish Council's application to the Western Power Community Matters Fund has been approved and a £10,000 grant awarded. The award will be used to identify and help high energy, low efficiency households in the Parish, to have better heating and insulation in their homes. The Sustainable Kingswear Group are to meet with Cllrs Maurer and Hawkins and the Clerk to agree how to take the project forward.

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

**C/074/21 - To make comment to the Planning Authority with regards to the following planning applications:**

C/074/21 – Chaired by Cllr Newcombe.

- i) **Ref: 4079/21/HHO Proposal: Householder application for garage conversion to form bedroom and internal lift plus entrance alteration Site Address: Meadfoot House, Lower Contour Road, Kingswear, TQ6 0AL**  
SUPPORT
- ii) **Ref: 4186/21/HHO Proposal: Householder application for side extension and alterations Site Address: The Bridge, Higher Contour Road, Kingswear**  
OBJECT - OVERDEVELOPMENT
- iii) **Ref: 4325/21/HHO Proposal: Householder application to create first floor external terrace with glass balustrade Site Address: Kittery Quay, Priory Street, Kingswear, TQ6 0AB**  
SUPPORT

**Please Note:** Cllr Jonathan Hawkins did not participate in discussion or voting for the above planning applications.

**C/075/21 - To receive an update in regard to the Residents Parking Consultation and agree future actions.**

Standing Orders were suspended, to allow a representative from the Residents Parking Working Group to take part in the discussion for agenda item 5.

Cllr Longland advised that a list of questions had been sent to Devon County Council, with regards to the results of the Residents Parking Consultation. Please see questions and answers below:

**1) Would the DCC consultation have to include GHP's or could it go out without their inclusion?**

Yes, it is our Policy to consider the provision of guesthouse permits within our residents parking schemes, and in a community with 963 properties of which 64 (6.6%) are identified as apartments/guest houses this appears something that should be accommodated.

**2) The 2011 Census, the latest information we have, states that at that time there were 827 dwellings in the Parish. There were also 136 establishments listed as businesses of which 64 were listed as apartments/guest houses. Would a DCC consultation document be sent to all dwellings and businesses, a total of 963 addresses as registered in 2011?**

Informal letter drops / consultation is not a prerequisite of any scheme. Consideration would need to be given to how we take forward at such time that resource allows. In general terms, if we were to letter drop, we would wish to have the views of all stakeholders, including businesses.

**3) We only accepted one return per household. We had returns from 259 households for a scheme estimated by DCC to cost £10,000. The Exmouth consultation, which was paid for by DCC, had returns from 1,000 households. DCC have committed a further £50,000 of available funding to implement the Exmouth residents parking scheme. Kingswear only require 20% of that funding for a 25% return of their household responses. Why would DCC not pay for ours?**

My understanding is that in 2015 we were approached with a proposal from the community to progress their own consultation and scheme. We have never been asked to fund the scheme.

**4) If we had to fund it, what would the cost of just the DCC consultation be and, for the reasons stated above, why wouldn't DCC fund it?**

If the scheme were to be funded by the community, I think the next step will formal Advertisement of a Traffic Regulation Order. An outline cost to design and advertise a scheme such as this I would suggest £3000 might be a reasonable figure to consider.

**5) If the consultation resulted in a negative result, can any further expense be avoided?**

If the Advert bought about substantial objection further cost would be avoided by abandoning the scheme.

**6) The Devon County Council website says "Second home-owners may need to supply supplementary evidence of eligibility". Please could you advise what constitutes supplementary evidence?**

We would seek to evidence the link between the applicant, vehicle and property. This may be a combination of utility bill, car insurance / tax etc.

The Residents Parking Working group representative noted, that Devon County Council in response to question one has said 'Yes, it is our Policy to consider the provision of guesthouse permits within our residents parking schemes, and in a community with 963 properties of which 64 (6.6%) are identified as apartments/guest houses this appears something that should be accommodated'. The representative stated that the use of the words 'consider' and 'appear' do not seem to indicate that guesthouse permits have to be included. They also stated that the Consultation document had caused confusion in regard to guest house permits and some residents had opted not to complete it, for this reason.

Cllr Hawkins clarified that it is Devon County Council's policy to include Guest House Permits in their Resident Parking Schemes. It was agreed that confirmation would be obtained from the Residents Parking Working Group, as to whether they would support Devon County Council going out to consultation on a scheme which included Guest House Permits.

Residents Parking to be included on the next Full Council agenda in February, for further discussion and agreement as to whether the Council should ask Devon County Council to initiate the formal advertisement of a traffic regulation order and go out to Consultation.

Standing Orders were reinstated.

**C/076/21 - To consider whether to support an application to Natural England for the Longwood site to be redesignated as a Site of Special Scientific Interest (SSSI).**

At the November Full Council meeting, a resident raised concerns regarding the felling of trees at Longwood which have resulted in the destruction of ten known Fire Crest nests, which are a schedule one protected bird. There is also the loss of nesting sites for Noctule Bats. The Parish Council were asked if they would support an application to Natural England, to get the site redesignated as an SSSI, so that there is no further disturbance to schedule one birds, bats and mammals.

The Parish Council confirmed they would support an SSSI application to Natural England for the Longwood site. The Clerk advised that the National Trust have also said 'We have been advised of a request to get Longwood and the surrounding woodlands designated as a Site of Special Scientific Interest (SSSI). We are happy to support the SSSI application on our National Trust land, and work with partners as required.'

**C/077/21 - To resolve to approve the following minutes subject to any amendments:**

**i) Full Council Meeting 30<sup>th</sup> June 2021.**

**ii) Full Council Meeting 18<sup>th</sup> November 2021**

Amend Councillors Present: Remove Cllr Newcombe / Add Cllr Pudduck.

**iii) Finance Committee Meeting 8<sup>th</sup> December 2021.**

**iv) Amenities & Environment Committee Meeting 8<sup>th</sup> December 2021.**

All minutes were approved, subject to the corrections noted above.

**C/078/21 - Financial Matters (Clerk).**

**i) To resolve to approve the expenditure of the Council for the period 01/11/21 – 30/11/21.**

It was resolved to approve the expenditure of the Council for the period 1<sup>st</sup> November to 30<sup>th</sup> November 21.

**ii) To present for review the month end finance report and bank reconciliation as at 30/11/21.**

The income and expenditure report and bank reconciliation for month ending 30<sup>th</sup> November 21 was reviewed by Councillors.

**iii) To receive and note the External Auditor Report and Notice of Conclusion of Audit for 20/21.**

The 20/21 External Auditor Report from PFK Littlejohn and the Notice of Conclusion of Audit was received and noted by Councillors.

**C/079/21 - With reference to budget setting for 22/23 (Clerk):**

**i) To review forecast of year end position.**

Councillors reviewed a forecast report produced by the Clerk, detailing the 21/22 Budget, the Councils expenditure to date, a forecast of estimated spend for the remaining part of the year and the subsequent variances against each budget line.

**ii) To consider the draft budget figures for 22/23 and make any other amendments considered necessary.**

The draft budget figures produced by the Finance Committee were considered and approved by the Council.

**iii) To agree the total budget requirement for 22/23.**

The Parish Council's budget requirement for 22/23 is £80,690.

**iv) To agree the total precept requirement for 22/23.**

The Parish Council's precept requirement for 22/23 is £46,443.

**C/080/21 - To consider frequency of meetings for the period up to the 31/3/22 (Clerk).**

Due to the rise in Covid cases, Councillors agreed to hold a short meeting only in January, to co-opt to the Councillor vacancy and to consider and approve quotes for the maintenance contract.

**C/081/21 - To receive the Chairman's report.**

'There has been another busy and challenging year for everyone. In spite of this, the Council has continued to progress ongoing projects. It is as a result of the commitment of Councillors that we achieve what we do in the Parish and I thank all of you for your support. We have established more of a link with our local Church and this seems to be beneficial, making sure that the building is being used for the community it is so much part of. Sustainability is now a firm feature in the narrative of the Parish and residents are positive in their engagement with it and thank you to all those actively involved. Our provision of the pantry has also been a success and we thank the Parochial Church Council for hosting this and playing a big part in overseeing it. Our volunteers still keep an eye on and help our vulnerable residents. This does not go unnoticed so thank you to them as well. The Councillors themselves, show huge commitment and are always on hand to sort things out. Many thanks to them and finally our Clerk, who works tirelessly for the community and is very positive and knowledgeable Proper Officer and face of the Council and sadly the untimely death of one of our Hillhead Councillors, Barry, which has left a vacancy which will be filled in the new year. All that is left, is to wish everyone a safe and happy Christmas.

**C/082/21 - To consider whether to submit a response to the Devon and Somerset Fire and Rescue Service Community Risk Management Consultation (Clerk).**

The Parish Council opted not to submit a response to the consultation.

**C/083/21 - To consider whether to renew SSE Business Energy electricity contract for the Lower Ferry Toilets (Clerk).**

The Council approved a two year contract with SSE (Tender ID 2175337 / Quote ID 31795654) for the Lower Ferry Toilets. Renewal Rates – Quarterly Charge £84.15 / FiTs Recovering Charge 0.7 p/kWh / All Units 21.155 p/kWh.

**C/084/21 - To receive an update in regard to the following:**

**i) Platinum Jubilee (Jonathan).**

The Platinum Jubilee committee met with Dartmouth Town Council on 30<sup>th</sup> November, to continue their preparations for their Jubilee Bank Holiday weekend celebrations (2<sup>nd</sup>-5<sup>th</sup> June 2022).

**ii) Churchyard Retaining Wall.**

The Church have raised concerns in regard to a retaining wall adjacent to the upper churchyard. South Hams District Council have carried out an assessment of the wall and have advised they will undertake the following works in January 22:

'Hand dig a trench along the side the wall that appears to be moving on the side elevation. I believe it's only the top section that has moved with the land creep. We will dig down approx. 18 to 24 inches. We can then rebuild the effected stone. We will then try to remove any debris from between the church building walls and the retaining wall.'

**C/085/21 - To approve funding for a lasting project to commemorate the Platinum Jubilee.**

Cllr Hawkins asked the Council if they would fund a lasting project to commemorate the Platinum Jubilee. He advised that in Queen Victoria's time, the St Thomas of Canterbury Church sold one of its 4 bells to fund a new clock and proposed that the Parish Council together with the Church, commission a new bell.

The Council agreed to allocate £5000 of their bequest monies towards the project and the Church to fundraise for the remaining balance.

**C/086/21 - To consider and approve quotes received for (Clerk):**

The following quotes were approved by the Council:

- i) Cemetery Lodge Double Glazing – Wise Choice Windows Ltd - £7073.33 + VAT.
- ii) Tree Survey Works – South Hams Arborists - £1680 + VAT.
- iii) Drain Clean - The Clerk to obtain the cost of a half day drain clean and also to ascertain when the next triennial drain clean is to be carried out by Devon County Council, before committing additional funds.
- iv) Replacement HMS Orwell Plaque – Sally Antiques £59.00. Cllr Hawkins to reimburse the Council for the cost.
- v) LED String of Lights - The Clerk advised that the estimate to replace the Fore Street Lights with LED lighting, was far in excess of the budget allocated and therefore Councillors opted not to proceed.
- vi) Ten Hanging Baskets & Three Brackets – Dartmouth Green Partnership £100.00.

With regards to the quote for the additional drain clean, the Clerk to ascertain when the next triennial drain

clean is to be carried out by Devon County Council, before committing additional funds.

**C/087/21 - To propose agenda items for the next Full Council meeting.**

Councillors to notify the Clerk, if they wish to add items to the February agenda.

**C/088/21 - Urgent Items – For information.**

None.

By Order of the Council

*Sue Balsdon*

Sue Balsdon  
Clerk to the Council

***The Meeting ended at 9.15 pm.***

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