

## **KINGSWEAR PARISH COUNCIL**

### **Minutes of the Council Meeting held at the Sarah Roope Trust Rooms on Tuesday 10 October 2017 at 7.00pm (for formal approval at the next Meeting of the Council)**

*Present:* Councillor J Henshall – Chairman

Councillors: L Maurer (Vice Chairman) E Jones, H Newcombe, R Searle and L Payne

*Apologies:* Councillor E Essex, E Parkes, M Trevorrow and J Hawkins

District Councillors: R Rowe & H Bastone.

Police Constable A Vaughan

In Attendance: Mr David Edwards – Clerk to the Council

Ms Cat Harris – Clerk to the Council with effect 16.10.2017

There was 1 member of the public and 1 member of the Press present.

#### **C/057/17 – Welcome from the Chairman**

The present Chairman welcomed everyone to the meeting. She also introduced and welcomed Cat Harris to her first Council Meeting.

#### **C/058/17 – Declaration of Interests**

The Members were reminded that any changes to their Declaration of Interests should be notified to the Clerk.

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

##### ***Questions from the public***

Following the last Council meeting reference was made by Mr Pudduck to the subsequent meeting with the Chairman with regard to the condition of the Dart Haven Marina Pontoon and the Jubilee Park/Waterhead Creek pontoon. Mr Pudduck expressed his concern over the inspection procedures. Some of the planks on the Dart Haven Marina pontoon were rotten but following the meeting, the Chairman immediately contacted the Marina and the repairs were made.

With regard to the Waterhead Creek pontoon it was Mr Pudduck's opinion that this was unsafe and repairs are required. It was his concern that the recent Fun Day took place without an inspection, a risk assessment or proper controls.

The Clerk advised that due to the prospective changes and the takeover to a new clerk had been delayed recent inspections had been missed. A further review of the pontoons will take place and the creation of a Pontoon Working Group be considered.

Mr Pudduck made reference to the "Waiting List" which had the names of people who had applied for any moorings that become available in the future. The Clerk explained that the list is not with the Council records and has been lost in transfer between clerks.

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

*i. Devon County Councillor*

In his absence Councillor Maurer provided the report from Councillor Hawkins and this is attached and forms part of the Minutes.

*ii South Hams District Councillors*

Councillor Hawkins – included in above

Councillor Bastone - no report.

Councillor Rowe – Report attached and forms part of the Minutes.

*iii Police Report:*

No report – The Clerk advised that PC Vaughan had given his apologies but made reference to the recent Post Office raid. It was now known that the perpetrator had been charged and sentenced.

***The Council reconvened to discuss the following items:***

**C/059/17 - To resolve to approve the following minutes subject to any amendments:**

**i. Full Council Meeting – 12 September 2017**

**ii. Full Council Meeting – 12 September 2017 (Confidential)**

***It was RESOLVED to approve the Minutes without amendment.***

**C/069/17 - Proposed Composting Scheme in Six Acre Field Kingswear and that Councillors Payne and Jones be given delegated authority for the following:**

- **Enquire about relevant licenses from the Environment Agency**
- **Consult authorities about a suitable design and obtain quotes**
- **Make appropriate enquiries to obtain details on the implications and costs of drawing up an Agreement between the Council and Councillor Jones.**

Councillor Payne explained that she had undertaken some preliminary enquiries:

- Contact had been made with the Environment Agency
- Investigation is needed on agreement with South Hams District Council that its mulching equipment will be available when required.
- Reference had been made to the Stoke Fleming scheme and how this is operated
- Volunteers will be required to “man” the site when open – although the Clerk advised that it is in the remit of the Council to employ/contract staff.
- The operating period needs to be agreed – Stoke Fleming operates for 9 months.
- Advertising and feedback required from the village and Hillhead on whether the service will be used.

***It was RESOLVED that delegated powers be given to Councillors Payne and Jones to continue the enquiries as stated in the Agenda item and report back to the Council.***

**C/070/17 - To discuss and receive the Report from the Resident’s Parking Working Group (Cllr Payne) and to resolve any action to be taken by the Council.**

Councillor Payne gave a report as follows:

Highways have agreed to meet with myself, Cllr Hawkins and two members of the Residents Parking Working Group on December 5<sup>th</sup> 2017. They are very busy doing HATOC regulations and this was the earliest date they could offer.

Thank you to those of you who suggested some solicitors for me to contact to try to find out the ownership of the land east of Westerland on Higher Contour Road. I contacted three solicitors and as I suspected this is a specialist job and the largest firm proved very helpful. Their specialist told me how to research the ownership and so I spent a day in the Records Office, Land Charges in Highways and South West Water. I am awaiting answers to various questions and so am still not sure who owns the land but hope to get there soon.

If KPC are able to proceed with Residents Parking for Higher Contour Road and the adjoining roads then this strip of land would prove very useful. People who come to work in Kingswear e.g. the CJ's cafe and the school would need somewhere to park - yet they are not residents, so a KPC managed car park could allocate places to them and for that matter any other businesses that might not be eligible for Residents' Parking Permits.

As you know there is an abandoned reservoir (60 years ago) near the junction of Higher Contour Road and Lower Contour Road and since the marina put up its prices, cars and sometimes a motor home have parked on top of it. South West Water suggest that in order to ascertain its safety a structural engineer should be engaged.

Expenses: I had to pay £5 for a photo license at Records. Travel to Records office etc: 70 miles. I might have to spend £20 obtaining a title deed in the Land Registry.

***It was RESOLVED to accept the report and approve items of expenditure.***

**C/071/17 - To receive the Neighbourhood Plan Report from Councillor Parkes (General) and to discuss and approve the actions and any expenditure detailed in the following report.**

The following report was provided by Councillor Parkes:

A meeting was held on the 26<sup>th</sup> September a draft list of Objectives for Plan policies, based on the results of the survey, was drawn up. Members have chosen individual objectives to research for the next meeting.

Finance - Lower Hall hire for one morning £14.00

***It was RESOLVED to accept the report and approve items of expenditure.***

**C/072/17 - To discuss the provision of Notice Boards to be installed at Jubilee Park (to include required notices for the Play Equipment), Cemetery (to include Regulations and Fees) and Hillhead (General Information – access for residents). It is proposed that a General Purposes Committee Meeting is convened to discuss and make a recommendations to the Council.**

***It was RESOLVED that this item be deferred until the new Clerk has taken up her duties.***

*The member of the Press and the member of the public left the meeting.*

**C/073/17 - To resolve to approve the Expenditure of the Council for the period 06 September 2017 to 10 October 2017 – see attached.**

***It was RESOLVED to accept and approve the items of expenditure.***

**C/074/17 - To note the conclusion of the Audit and the sign off of the Accounts by the external Auditor.**

***It was RESOLVED to note that the Audit for the year end 2016.2017 had been completed.***

**C/075/17 - To discuss the Conditional Offer of a contribution by South Hams District Council for the sum of £2465 to be used for the purpose of upgrading Waterhead Creek Pontoon from a Section 106 Agreement.**

The Chairman explained that she and Councillor Newcombe would be attending a meeting at South Hams District Council regarding the S106 Funding and report back to the Council.

**C/076/17 - To acknowledge the gifts from the visitors from France with regard to the Free French Association and to send an appropriate response.**

The Chairman advised that the recent visit had been well received and the French visitors had made several gifts to the village for display in the Sarah Roope Trust Room. The Chairman showed the Council a plaque and 2 information banners. These will need to be mounted in an appropriate way.

The Chairman hoped that some more formal links could be set up between Kingswear and the town of Douarnenez in Brittany.

***It was RESOLVED that a letter of thanks be sent.***

**C/077/17 - To discuss the use of The Sarah Roope Trust Room by the Council and agree the general form of any agreement.**

The Chairman provided an update and advised that the Trustees were awaiting a letter from the Council setting out some of its requirements.

The following comments were made:

- A telephone line for phone and internet access is required
- A letter box installed and the Trust Room become the Council address
- The electric meter to be changed so that the Council makes direct payment to a provider.
- The times and use of the room by the Council to be agreed.
- The agreement to include a clause that will allow other organizations to use the room.
- The time period of any agreement, when reviews take place and the notice period should either party require the agreement to be terminated.

- The Council to negotiate on a reasonable hire/rent payment.

***It was RESOLVED that the Clerk write to the Trust setting out its draft requirements.***

**C/078/17 - To agree a date for the Carlow Bequest Lunch with a view to confirming the employment of a caterer.**

***It was RESOLVED that the date of the Carlow Bequest lunch be Wednesday 10 January 2018. The Royal Castle Hotel be asked if it can undertake the catering and provide a quote.***

**C/079/17 - To receive the time and provisional programme for the Remembrance Service on Sunday 12 November 2017.**

***RESOLVED – programme noted.***

**C/080/17 - 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.(Staff matters and Contracts)**

***The Meeting ended at 21.00***

**Minutes Approved:**

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Councillor J Henshall – Chairman

It was noted that the Kingswear Bonfire and Fireworks Display would take place on Jubilee Park and the Council will cover the costs of the Insurance.