

## **KINGSWEAR PARISH COUNCIL**

### **Minutes of the Council Meeting held at the Sarah Roope Trust Rooms on Tuesday 14 November 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 E Essex, E Parkes, M Trevorrow, J Hawkins and L Payne

District Councillors: R Rowe & H Bastone.

*Apologies:*

Police Constable A Vaughan

In Attendance: Mr David Edwards – Clerk to the Council

Mrs Melissa Trudgill – Assistant Clerk to the Council with effect  
14.11.2017

There were 4 members of the public and 1 member of the Press present.

#### **C/081/17 – Welcome from the Chairman**

The present Chairman welcomed everyone to the meeting. The reporter from the Dartmouth Chronicle newspaper asked that the meeting be filmed. There were no objections.

The Chairman introduced and welcomed Melissa Trudgill to her first Council Meeting. A minute silence was held in memory of Mr Michael Stevens and Mr Don Collinson who both passed away recently.

#### **C/082/17 – 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***

1. Mrs Hatcher read a report regarding the telephone box at Hillhead.
  - i. BT had removed the handset but the box (without door) remained.
  - ii. It was a target for depositing rubbish and anti- social behaviour.
  - iii. The location under the tree left it covered in bird dropping
  - iv. It was in a location where few people walked.

Reference was made to the Phone Box near to the Lower Ferry which has no door and this reflects the general lack of maintenance and care in the village.

The Chairman suggested that the cleaning of the phone box could be added to the regular cleaning of bus shelters, emptying bins etc.

2. Comment was made on the article in the Dartmouth Chronicle that reported on the proposed merger between West Devon and South Hams. It quoted a report by Councillor Hawkins to Dartmouth Town Council in which he stated that Kingswear Parish Council was in support of the proposed merger between West Devon and South Hams. It was noted that this Council had not supported the merger.
3. Reference was made to a recent complaint to South Hams District Council through the Local Government Ombudsman regarding the use of confidential information being used or disclosed inappropriately. An enquiry was made on whether the Councillor had apologised to the complainant.
4. It was noted that a River Dart Non Beneficiary Meeting had been held at Follaton House about environmental issues and there had been no representatives present from Kingswear Parish Council.  
There had been discussion about the pontoon at Waterhead Creek and the potential for harm to the river from the polystyrene floaters underneath the Pontoon. (*see agenda item below*) .  
It was proposed that the Clerk could write to the secretary of this group and offer to "host" the next meeting at the Trust Rooms.  
Reference was also made to the old "Waiting List" which had the names of people who had applied for any moorings that become available in the future.
5. A resident thanked the Council for arranging the installation of a new Waste Bin at the junction of Higher Contour Road and Ridley Hill.

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

*i. Devon County Councillor*

Councillor Hawkins advised that Kingswear Primary School had recently received an excellent Ofsted Report. He advised that he had congratulated the Headteacher and her team.

He reported that there had been a meeting regarding Beacon Road when Councillor John Hart (Leader – DCC).

The new "Welcome to Kingswear" signs had been installed and representatives from AONB, DALAG and DHNA had been present.

Discussions had taken place with regard to the effect on the area and river from the proposed development at Whiterock.

*(The Chairman requested that the Parish Council should be formally notified of any future meetings to be held in the Parish and the Clerk to ensure that District and County Councillors should be copied in to future emails regarding prospective meetings).*

He had arranged in conjunction with the Chairman and the Officer from South Hams District Council the location of the new Waste Bin.

The Remembrance Service had been held and reference was made to:

- There should be a wreath laid at Noss at the same time as Kingswear
- The local school children assist the Chairman to lay crosses in the cemetery
- Consideration be given to repairs to the War Memorial

*ii South Hams District Councillors*

Councillor Hawkins – included in above

Councillor Bastone made reference to:

- The recent Merger outcome between South Hams and West Devon Councils
- Discussions being held on the collection procedures for Green Waste

- A meeting of the Community Safety Partnership
- The future management of the Devon Homes Choice Scheme and an initiative to operate Village Housing initiative.
- The Executive Meeting 19/10/2017 when a District Lottery Scheme was discussed.
- He had been taking action to assist with the removal of an abandoned vehicle.

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

*iii Police Report:*

No report

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

**C/083/17 - 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 October 2017
- ii. Full Council Meeting – 10 October 2017 (Confidential)
- iii. Finance Committee – 24 October 2017
- iv. Planning Committee – 24 October 2017

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

**C/084/17 – To receive an update on the proposed Composting Scheme in Six Acre Field Kingswear**

Cllr Payne reported to the meeting the latest progress with the Composting Scheme. 20 Volunteers would be required to ensure the scheme was viable The following arrangements have been put in motion:

- registration with environment agency,
- registration with DCC for the Recycling Credits Scheme,
- arrangements for SHDC to provide a shredder and enquiries for planning permission.
- Publicity in order to recruit volunteers.

Publicity in order to recruit volunteers: By the Dart will put in an A5 leaflet into Kingswear Village magazines for £25. It does not deliver to Hillhead, therefore the Council will need to action . 900 leaflets will be required to be printed. Quotes as follows: for 900 - £67 and £105. And 1000 - £60 have been obtained

- When there are sufficient volunteers to make the scheme viable, quotes will be obtained to make the site suitable for composting.
- A legal agreement will need to be drawn up between the landowner, Cllr Jones and the Parish Council.

**It was RESOLVED to proceed with ordering the leaflets and distributing them and a legal agreement drawn up between the landowner and the Parish Council.**

Cllr Payne raised the issue that the residents of Hillhead do not receive "By the Dart" magazine and feel out on a limb due to their geographical position despite being a part of Kingswear Parish. She requested that the Clerk write to the editor of the magazine to investigate the economic issue regarding the wider distribution to the residents of

Hillhead.

**It was RESOLVED to investigate the costs involved in distributing "By the Dart" magazine to the residents of Hillhead.**

**C/085/17 – 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.**

The research into ownership of the strip of land which could be used for a car park is still ongoing. The Residents' Parking Working Group will meet with Devon CC Highways on Tuesday December 5<sup>th</sup> 2016.

Concern has been expressed at the parking of cars and mobile homes over the abandoned reservoir at the junction of Higher and Lower Contour Road. South West Water have been helpful in tracing ownership of the Reservoir and have supplied a map (attached and forms part of the minutes) which was dated 1959.

They suggest a structural engineer could survey it to see if it is safe to park on. I have suggested that the abandoned reservoir might be their responsibility since they have inherited the water board which was formerly called SDWB. I am awaiting a reply.

**It was RESOLVED to approve the Report and a letter be sent to South West Water to attempt to clarify ownership.**

**C/086/17 – 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.**

A meeting was held on the 6<sup>th</sup> of November and research to date was reviewed. A decision to meet with Mr Paul Weston for a pre-meeting before deciding to appoint him as a planning consultant to help with the draft plan was made.

This meeting has been arranged for Wednesday 15<sup>th</sup> November. Information about our work to-date has been forwarded to him so a clear assessment of how he can help us can be made.

Expenses:

Lower Village Hall hire £14.00

**It was RESOLVED to approve the Report.**

**C/087/17 – To discuss the action to be taken regarding the creation of a Moorings Committee or Workings Group and subsequent actions.**

- The option of creating a Moorings Committee or Working Group (*A Committee is part of the Council structure and referenced in the Council Standing Orders as to its structure & responsibilities. A Working Group is a temporary task and finish group acting on a specific instruction of the Council*)
- the drawing up of a Moorings Allocation Policy
- the delegation to a Moorings Working Group or named Councillors to undertake weekly inspections of the moorings and pontoons.
- A review of the fees for 2018/2019

- A review of the current Moorings Policy
- The removal of unauthorized boats from Council moorings

**It was RESOLVED that a Working Group be formed [Cllrs Jones, Payne, Maurer and Trevorrow] with the specific tasks as detailed.**

**The Group to report back to the Council with recommendations on actions to be agreed.**

*The Members to invite any interested members of the public to join the Working Group. Mr Pudduck confirmed that he will also join the Group.*

**C/088/17 – To Resolve to approve the Expenditure of the Council for the period 11 October 2017 to 05 November 2017 – see attached.**

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

**C/089/17 – To clarify and set out the specific timetable and actions/Councillor responsibilities required for the Christmas Light Switch On and the Christmas Party on 01 December 2017.**

The Councillors discussed their various roles for this event:

- Cllr Newcombe agreed to be responsible for greenery
- Cllr Parkes for the party food. She enquired if
- the budget is £200
- Cllr Jones confirmed that there were 30 presents left from last year.
- Cllr Henshall will contact the station for permission for the children to gather and sing there at 5.30pm.
- The Clerk will confirm with the school the details particularly reminding them to bring their own music and hymn sheets.

It was also mentioned that there were quite a few older children present last year whose ages made the gifts inappropriate. Volunteers would be required in the afternoon to decorate the hall and to clear the hall up after the party.

**It was RESOLVED to accept and approve the arrangements.**

**C/090/17 – To receive an update on 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.**

**It was RESOLVED that quotations would be obtained for:**

- Repair
- Replace and removal

**C/091/17 – To Clarify and set out the specific timetable and actions/Councillor responsibilities required for the Carlow Bequest Lunch on 10 January 2018 and agree the catering arrangements.**

In accordance with the resolution at the last meeting the Royal Castle Hotel had been asked to provide the catering at £15 per head. A leaflet publicising the lunch would need to be printed with a slip evidencing interest. The menu had been agreed, but a slight alteration needed to be made to include more vegetables. The cost of the tickets would

be £6. Cllr Hawkins offered transport from Hillhead down to the venue which would be detailed on the leaflet. It was suggested that an alternative venue be considered next year and the caravan site in Hillhead was mentioned.

**It was RESOLVED that the price for attendees should remain at £6 and that Cllr Essex would contact the Castle to request vegetables to be added to the agreed menu. The Clerk would work with Cllr Essex on associated tasks.**

**C/092/17 – To discuss the action required with regard to the various maintenance contracts and any additional works that are required as follows:**

- *It is proposed that the General Purposes Committee meet to review the Council requirements and to draft a maintenance schedule of works*
- *The recommendations of the General Purposes Committee are brought back to the Council in December for amendment and/or agreement.*
- *The recommendations to include the actions of the Council on taking forward a tendering process. In addition, for small works the option of employing/contracting to local tradesmen or entering into a partnership with Brixham Town Council with regard to the use of its Lengthman.*

**It was RESOLVED that the General Purposes Committee meeting be on Tuesday 28<sup>th</sup> November at 6pm (prior to the Planning Committee Meeting) where the maintenance contracts would be discussed.**

A discussion followed about the hedge growth at Hillhead which obscures the road. The Clerk would pursue the issue with County Highways.

**C/093/17 – To receive an update on the TAP funding application and the options available.**

Cllr Henshall raised the issue of the moss growing on Wood Lane and the liability to the Council should it take responsibility for weed spraying.

It was noted that the County Council is responsible for the Highways but does not undertake weed spraying. Other Parish Councils apply for TAP funding and spray their roads but there was concern that in taking this role on there would be continued associated responsibility. Cllr Hawkins said it was up to the Parish Council to decide if it wished to apply. Some Parishes are working together to undertake weed spraying and drain clearance. Concern was also voiced about the current state of Fore Street.

**It was RESOLVED that an application be made for TAPP funding for weed spraying and drain clearing.**

**C/094/17 – To agree the attendance of Councillor Payne and Mr Alan Payne (Tree Warden) to the following course:**

*Orchard Link are running a course on how to plan a new orchard which will be run by the well known and respected Adam Montague who has many years of experience in every aspect of orcharding.*

*The course will cover:-*

- *Choosing and preparing a site.*
- *Choosing the type of tree and root stock.*
- *Ordering trees.*
- *When to plant.*
- *Staking & guards.*
- *Dealing with grass competition.*
- *After care.*
- *The course will include a practical element in a nearby orchard.*

*Coffee, tea and biscuits will be provided but please bring a packed lunch for yourself and to share.*

*The cost of the course is £20 for members and £25 for non members. Payment will be in cash on the day.*

**It was RESOLVED that Cllr Payne and Mr Alan Payne attend and the Council cover the costs.**

**C/095/17 – To discuss the email from Mr and Mrs Hatcher regarding the installation of the Defibrillator and the adoption of the BT Phone box in Raddicombe Drive.**

This matter had previously been discussed during the public part of the meeting and will be discussed at the General Purposes Committee Meeting.

**C/096/17 - 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)**

***The Meeting ended at 21.30***

**Minutes Approved:**

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Councillor J Henshall – Chairman