

**KINGSWEAR PARISH COUNCIL**  
**Minutes of the Full Council Meeting held at the Village Hall (Lower Room)**  
**on Wednesday 12<sup>th</sup> June 2024 at 7.00pm**

**Present:** Cllrs L Maurer (Chairman), J Hawkins, G Webber, H Newcombe, A O'Rourke, S Pearson, R Reed, C Dawes, M Bentley (arrived late) and M King.

**In Attendance:** Melissa Trudgill (Minute Taker/Temporary Clerk)

**Members of public present:**

There were no members of public present.

**1. C/026/24 The Chairman will welcome everyone to the meeting and make it known that any tape or other form of media recording of the Council Meeting requires the permission of the Council.**

**2. C/027/24 To receive any apologies for absence from the Meeting.**

Cllr Rhonwen Reed

**3. C/028/24 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]**

**The Council Meeting will receive questions or hear representations from members of the public. The Council allows a period of 15 minutes for this to take place and members of the public should speak for no longer than 3 minutes each.**

Representation was made in regard to:

- a) Electric car charging – Extension of parking area (Lower Contour Rd)
- b) Cemetery Lodge / Replacement of Septic Tank

Jonathan Hawkins read out a letter from Steve Greenham as requested, regarding the future of Kingswear Primary School and its building. It is likely it will return to the ownership and management of the Parochial Council. Mr Greenham had summarised some ideas for alternative use of the building as a contingency and had suggested it was important for the building to be used for community use and not for housing. Please see accompanying document.

Cllr Ged Yardy, West Devon and South Hams District Councillor spoke in response to the letter and said that this process might be parallel to Dartmouth Hospital where the town council had formed a working group and had selected three or four ideas to presented to the parochial council to be considered. There will be a need to extract social value on this site.

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

**a) Cllr Jonathan Hawkins, Devon County Councillor**

- Lighthouse beach – JH has been down on the path and Paul McFadden have looked at the site. There does not seem to be any blockage on the path and it appears the path down is clear. The gate at the bottom is locked and cannot be unlocked due to safety reasons. JH has spoken to Tony Swainston about the stabilisation of the cliff is ongoing.
- The Priory – this is as much a South Hams issue as a DCC one. It was left to the village and legal documents are being currently looked at. It may be that DCC has no control over LiveWest selling it. The building has been neglected for a long time. A housing provider (local charity) in Dartmouth has contacted JH and they might be interested in taking it over.  
**Q Would they undertake the remedial works?** They would renovate and keep the building as alms-houses. JH has passed the details to Cllr Denise O'Callaghan, Lead Executive Member for Housing, for her to look into further.
- To place on the agenda for next month – commemoration of the 160<sup>th</sup> anniversary (10 August 1864) of the railway.

**a) Verbal report from Cllr Ged Yardy, South Hams/ West Devon District Councillors**

- Dartmouth hospital – auction site has gone up on it. NHS were selling it and had agreed with developer to take over the hospital but the developer has failed to put funds into the NHS; it is the same developer we have had for 2 years. They had made an unconditional offer but the NHS will not accept the developer anymore as they have not provided funds. It will be going to auction.

Dartmouth Town Council formed a sub group which produced a brochure with some proposals and the NHS is aware of the ideas. Once the auction has gone through, the social value group will meet with the purchaser and there will be a discussion about how social value can be extracted from the site. There is a parallel here with what might happen with the school.

- Dentistry – One Devon have undergone a staff restructure and there will now be a six month delay in running a dentistry pilot. They have agreed to fund and work with a dentistry stabilisation programme as they have realised that there are people who are unstable and need attention. This is not about a regular dentist service, but about providing a service for those with complex medical or mental health needs, who have been unable to access dentistry services. There does not seem to be any space for the pilot to be delivered for 6-12 months, which included a proposal for a wider offer for local residents, but are sticking to the stabilisation programme which will not offer the standard NHS dentistry support.
  - The Dartmouth Chamber of Commerce Tourism and Business Hub are establishing themselves in the visitor centre as of 1<sup>st</sup> April, with a new business model.
- b) **Police** – it is hoped that a representative will attend the July meeting.

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

**4. C/029/24 To make comment to the Planning Authority with regards to the following planning applications (Cllr Newcombe):**

- a) **Ref:** 0714/24/FUL **Proposal:** New storage building to replace existing storage containers **Site Address:** Dart Haven Marina, Brixham Road, Kingswear, TQ6 0SG  
**Decision: Not supported.**
- Development within the settlement boundaries to respect local character and not impact adversely on the existing settlements.
- Section 4.4.3
8. No development should adversely impact the skyline of Kingswear as viewed from the estuary.
9. Roof materials will normally be expected to be slate, and features such as dormer windows and gables should be in scale with the overall roofscape.
10. Elevations should normally be rendered or of local stone. Large picture windows, or uneven fenestration is likely to result in an appearance not in keeping with the village.
- b) **Ref:** 1039/24/FUL **Proposal:** Changes to former staff accommodation to create four holiday letting rooms **Site Address:** The Ship Inn, Higher Street, Kingswear, TQ6 0AG  
**Decision: Supported**  
Proposed: SP; Seconded CD.
- c) **Ref:** 1416/24/HHO **Proposal:** Householder application for proposed new garage/studio **Site Address:** Pilgrim Cottage, Penhill Lane, Hillhead, TQ5 0EY  
**Decision: Supported**
- d) **Ref:** 1504/24/VAR **Proposal:** Variation of condition 2 of planning permission 3552/23/FUL for the conversion of a former cattery building to a dwelling with landscaping and biodiversity enhancement **Site Address:** Former cattery building, Oversteps House, Brixham Road, Kingswear, TQ6 0DY  
Please note: A O'Rourke left the meeting at this point.  
**Decision : Supported**  
A O'Rourke returned 7.23pm
- e) **Ref:** 1556/24/HHO **Proposal:** Householder application to remove existing front wooden fence and replace with glass balustrades, replace front bedroom window with Juliet balcony **Site Address:** Kircum Park, Lower Contour Road, Kingswear, TQ6 0AL  
**Decision : Supported**

**5. C/029/25 To resolve to approve the following minutes subject to any amendments:**

- a) Planning Committee Meeting 08.05.24 - the minutes were approved as a true and accurate record.
- b) Full Council Meeting 08.05.24 - the minutes were approved as a true and accurate record.

**6. C/029/26 Financial Matters (Cllr Dawes).**

NB Papers supplied to councillors were for the period 01/05/24 – 31/05/24. Therefore, the dates below for a) and b) should be for May 2024.

a) To resolve to approve the expenditure of the Council for the period 01/04/24 – 30/04/24

**Decision: The expenditure of the Council for the period 01/05/24 – 31/05/24 was approved.**

b) To present for review the month end finance report and bank reconciliation as at 31/05/24

c) To review forecast and cashflow analysis

- The Council ended the year with more funds in their current account than anticipated and this was due to outstanding bills which have now been paid in 24/25 (Salaries, audit fees, lengthsman, hanging baskets, play area repairs, public toilet utilities). This expenditure will show as an overspend against budget for 24/25 but will be offset against the surplus funds in the current account.

- There is the continuing trend to save funds in the finances.

d) To verify bank reconciliations for all accounts (Cllr Reed)

- To be undertaken by Cllr Reed at the July Full Council Meeting.  
Not present

**7. C/029/27 To resolve to approve Scheme of Delegation decisions made 01/04/24 to 30/04/24 (Cllr Maurer).**

NB Papers supplied to councillors were for the period 01/05/24 – 31/05/24. Therefore, the Scheme of Delegation decisions agreed at the meeting are for May 2024.

			<b>Outcome</b>
1	4.5.2024	To approve advertisement Devon Jobs - Clerk/RFO vacancy £110	SUPPORT
2	14.5.2024	To approve second emptying of Septic Tank in preparation for installation of Treatment plant £180.00	SUPPORT
3	19.5.2024	To approve the purchase of D Day 80 wreaths, lamp post signs, solar garden Tommy £229.02	SUPPORT
4	22.5.2024	To approve for self employed administrator to Clerk July 24 Full Council meeting (To include preparation & minutes - Approx 10 hours).	SUPPORT
5	24.5.2024	To review and approve Road Warden Agreement	SUPPORT
6	31.05.2024	To approve for Cllr Maurer to attend ICCM Management of Memorials Training £150 + VAT	SUPPORT

**8. C/029/28 To receive Chairman's report (Cllr Maurer).**

- Cllr Maurer is constantly in touch with SW Water. She is pushing for a clearer statement from SW Water to share with residents and is pursuing the possibility of waiving water bills for this year as a gesture of goodwill. Cllr Maurer is investigating joining with Brixham Town Council to write a formal letter to SW Water. SP reminded that there is an interim payment of £500 per person available and then following further evidence, more compensation might be forthcoming.
- Cllr Maurer has recently attended a cemetery course and the subsequent qualification has allowed her to check the monuments and lay them down where necessary.

**9. C/029/29 To receive report – Hillhead Ward (Hillhead Councillors).**

- There has been contact with the director of 10-18 Raddicombe Drive regarding the trees overhanging the footpaths and roads. This will be done later in the year. The work on the footpaths have been cleared by the council and Hillhead has been done. The grounds maintenance contractor has been and sprayed the weeds.
- The bus stop (owned by the parish council) needs painting and Cllr Bentley will do it in the next few weeks. Paint will need to be purchased paint for this.

**10. C/029/30 To discuss and agree future actions in regard to:**

a) **Lighthouse Beach** (Cllr Hawkins)

JH reported that there was not much more that can be done at the moment. There was an idea to have a picnic on the beach one night and things are progressing on this. SP will let the council

know when a date is arranged.

b) **The Priory** (Cllr Hawkins)

**Q Cllr O'Rourke Anne said she was confused why it went to LiveWest with the rest of the housing stock as it should have been kept separate?** JH responded that when he looked into it he realised it has been given to South Hams DC. A query was raised whether funds from Noss could be invested into the Priory to acquire and renovate as alms-houses for local people. Denise O'Callaghan is trying to find a solution and is getting a legal opinion.

c) **Community Grant 24/25** (Cllr Hawkins)

- Item deferred to July agenda. JH suggested during this period of financial constraints, to delay consideration until November when the precept is set and consider this item then.  
**Item deferred to July meeting.**

d) **Funding Support Request – Friends of the Dart** (Cllr Maurer)

- Friends of the Dart have requested £100 grant funding to contribute to some testing equipment. All were in favour of this recommendation from the Clerk.

**Decision: The request for £100 grant funding for Friends of the Dart was approved.**

e) **Road Warden Scheme – Additional Insurance Premium** (Cllr Hawkins)

**Decision: The payment of £224 was approved.**

- DCC will fund 3 places. Cllrs Pearson, King and Dawes are attending. Cllr O' Rourke has also been registered as a volunteer.
- GW and LM have high visibility vests to offer to those carrying out the gulley work etc. GW will obtain a quote for 6 x customised Kingswear Parish Council jackets.

f) **Snow Warden** (Cllr Maurer)

- Edward Jones will continue as Snow Warden.

g) **Tree Warden** (Cllr Maurer)

- Alan Payne will continue as Tree Warden. It was reported that South Hams have stopped sending him the updates and information. All agreed that better communication was needed and a monthly report from the tree warden to the parish council was required.

**ACTION:**

- **LM will request a report from the tree warden for the Council meetings.**
- **The Clerk to ensure that the Lee Marshall at the District Council was sending through the correct information to Alan Payne.**

h) **Moorings** (Cllr Dawes)

**Item deferred to July meeting.**

**11. C/029/31 To consider FlexMail email services to increase disk space for gov.uk email accounts** (Cllr Dawes)

- This should be discussed when the new Clerk is in post. An option would be to pay more money to increase the storage for mailboxes on our gov.uk account, but it does not seem to work for everyone so it may not be the best way forward.

**ACTION: Add to the next agenda a discussion on the website.**

KPC is still paying for our existing website and it is not migrated to the new website and we are paying for this also.

**12. C/029/32 To agree proposed spend 23/24 to 25/26 - Cemetery Lodge Structural Survey Works** (Cllr Hawkins).

- LM had noticed that there were contractors at the lodge resolving an electrical problem. They are digging close to where the space where the tank space was created.

**Decision: The proposed spend 23/24 to 25/26 - Cemetery Lodge Structural Survey Works was approved.**

The Council thanked the clerk, Sue Balsdon for her hard work and praised her knowledge and advice.

**13. C/029/33 To agree Councillor responsible for the Grounds Maintenance contract** (Cllr

Hawkins).

- JH expressed concern on the state of the roads and kerbs on a recent visit to Hillhead. The contractor is meant to spray this twice a year and there was concern that the contractor is not carrying out the works specified including the closed churchyard where the grass was high and the grass around the milestone grass, which is in the contract. JH suggested that councillors needed to monitor this more closely and that all councillors should have sight of the contract.
- All need to know what the contractor is doing and when; some councillors had received complaints about the churchyard. There had been an increase in the precept and residents should certainly not be seeing a deterioration in the care of the area.
- It was decided that there would be a division of 3 areas and each area be allocated to a councillor to oversee and be the link between the contractor and the Parish Council. The Clerk would email the contractor to let them know the names of each councillor, their phone number and the allocated areas that they had responsibility to oversee and monitor. The appropriate councillor would be advised by the contractor of a maintenance visit so they could be present and oversee the work. All phone numbers to be shared with the contractor so that he can make contact when he is due to come. The following designations were agreed:
  1. LM - cemeteries and closed churchyard
  2. Hillhead Councillors – all areas in Hillhead
  3. SP – Us Garden, Castle Road garden and Jubilee Park

**14. C/029/34 Grounds Maintenance Contract – To consider and approve quote received in regard to Footpath 18, Hillhead (Cllr Hawkins).**

- This was with reference to the path between Hillhead Park and main road. This needs to be added into the grounds contract to have it cut.

**Decision: To approve quote received in regard to Footpath 18, Hillhead on delegated authority.**

Quote not yet received from contractor.

**15. C/029/35 To consider the purchase of Kingswear Plaques (Cllr Hawkins).**

**Action: The Clerk will circulate email received with costings of plaques.**

**16. C/029/36 To propose agenda items for the next Full Council meeting.**

- Moorings – future charges etc.
- Stay and Play
- The Priory
- Kingswear 160<sup>th</sup> railway anniversary celebrations
- Noss memorial – DD memorial
- Website migration
- Troughs alongside wall outside village hall
- Flagpole near the ferry

**17. C/029/37 Urgent Items – For information.**

- Issues about the water ongoing but residents appreciative of the work of the Parish Council. A discussion on water delivery ensued. LM would continue to keep in contact with SW Water.
- There will be minimal overspend on clerk's salary due to overlap/handover period. The Clerk to forward estimate of additional cost to Councillors'

*The Chairman thanked the members of the public for their attendance and closed the meeting.*

By Order of the Council

*Melissa Trudgill*

Melissa Trudgill  
Minute Taker/Temporary Clerk to the Council

**The Meeting ended at 8.20pm.**

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