

KINGSWEAR PARISH COUNCIL
Minutes of the Annual Meeting held in the Village Hall (Lower Room)
on Wednesday 11th May 2022 at 7.00pm

Present: Cllrs L Maurer (Chairman), J Hawkins, G Webber, E Jones, P Pudduck, P Burnell, H Newcombe, S Pearson, District Councillor R Rowe.

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

There was one member of public present.

C/001/22 - ELECTION AND DECLARATIONS OF ACCEPTANCE OF OFFICE

i) To elect the Chairman of the Council for the ensuing year.

Cllr Maurer was re-elected unanimously and unopposed.

ii) To receive the Chairman's Declaration of Acceptance of Office.

The Chairman's Declaration of Acceptance of Office to be received by the Clerk within 14 days.

The new Chairman will take the Chair and conduct the rest of the meeting.

iii) To elect the Vice Chairman of the Council for the ensuing year.

Cllr Jones was re-elected unanimously and unopposed.

iv) To receive the Vice Chairman's Declaration of Acceptance of Office.

The Vice Chairman's Declaration of Acceptance of Office to be received by the Clerk within 14 days.

C/002/22 Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

C/003/22 To receive any apologies for absence from the Meeting.

Cllrs J Hacking, B Longland, District Cllr Bastone.

C/004/22 - 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].

None.

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

None.

The Council will receive the following reports if available:

i) Devon County Councillor

We were invited to the 'Topping Out' ceremony of the building which will provide much better facilities than the existing Dartmouth Caring clinic and the surgery. It is a two-story building and there is a large amount of parking available. Both Cllr Rowe and I are members of the South Devon and Torbay NHS Trust and at the most recent meeting, both of us expressed our concern and sadness that the new Health and Wellbeing centre, which is costing over 4 million pounds and is a huge amount of investment in Dartmouth, still doesn't have a ward for 6 to 8 beds which is what Dartmouth really needs and it also doesn't have a Minor Injury Unit. We also expressed concern that the Minor Injury Unit at Totnes is still closed, which the Trust have said is due to staff shortages.

Next week, Dartmouth Town Council will have a closed meeting to discuss their consideration for the old hospital site, following last year's consultation.

Youth Leisure Nights are going from strength to strength. There are weekly sessions at the Ivy Lane Youth Centre and two sessions per month are also held at the Leisure Centre - Thanks goes to Liz Moseley and her team for enabling this to happen.

Thanks also goes to all those involved in arranging the Platinum Jubilee Celebrations.

Cllr Hawkins and Webber left the meeting at 7.15pm.

ii) South Hams District Councillors

Please see Kingswear Parish Council website (Full Council Minutes) for District Councillor reports.

iii) Police

None.

iv) Sustainable Kingswear

None.

The Council will reconvene to discuss the following items:

C/005/22 - To make comment to the Planning Authority with regard to planning applications:

Standing orders were suspended to allow public participation in regard to planning application 0946/22/HHO.

- a) **Ref: 0946/22/HHO Proposal: Householder application for side extension and alteration to dwelling (resubmission of 4186/21/HHO) Site: The Bridge, Higher Contour Road, Kingswear, TQ6 0DE**

Representation was made by the applicant regarding application 0946/22/HHO.

OBJECT – The visual aspect of the development overwhelms the size of the plot. It was noted that the water pipe that goes under the cantilever has not been declared on the new application.

Standing orders were reinstated.

- b) **Ref: 0954/22/HHO Proposal: Householder application for the creation of 1 car parking space Site: Carlton House. Higher Street, Kingswear, TQ6 0AG**

OBJECT – Lack of details/dimensions provided with application. Public Highway very narrow adjacent to existing wall.

- c) **Ref: 1272/22/TPO Proposal: T1 Oak – Coppice at 0.5m to regenerate and maintain as small bush, heavily leaning over access pathway preventing our client gaining access to beach Site: Inverdart Cottage, Castle Road, Kingswear, TQ6 0BT**

OBJECT – Not causing an obstruction.

- d) **Ref: 1009/22/VAR Proposal: Application for variation of condition 2 (approved plans) of planning permission 3199/20/FUL Site: White Gates, Hoodown Lane, Kingswear, TQ6 0AZ**
SUPPORT

- e) **Ref: 1300/22/HHO Proposal: Householder application for demolition of existing garage construction of replacement garage and workshop Site: Kingslee House, Ridley Hill, Kingswear, TQ6 0BY**

SUPPORT

C/006/22 - 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 13th April 2022.
ii) Amenities & Environment Committee Meeting 27th April 2022.

All minutes were approved without amendment.

C/007/22 - In regard to the Parish Council's committees:

i) To review terms of reference

The Terms of Reference for each of the Parish Council's committees were reviewed and approved by Councillors.

ii) To appoint a chair and members for the following:

a) Planning

Chairman: Cllr H Newcombe / Members: All Councillors with the exception of Cllr J Hawkins.

b) Amenities & Environment

Chairman: Cllr J Hawkins / Members: Cllrs L Maurer, E Jones, G Webber and P Pudduck.

c) Finance

Chairman: Cllr E Jones / Members: Cllrs L Maurer, B Longland, P Pudduck and P Burnell.

d) Staffing

Chairman: Cllr E Jones / Members: Cllrs L Maurer and J Hacking.

C/008/22 - To review and adopt the following Council documents:

i) Standing Orders

ii) Financial Regulations

iii) Risk Management Register

The Council's Standing Orders, Financial Regulations and Risk Management Register, were reviewed by Councillors and approved without amendment.

Councillor Pudduck raised a query in regard to Standing Order 7 (Previous Resolutions and the six-month rule) and the Clerk advised that clarification had previously been sought from DALC in regard to this issue and that this would be forwarded to Cllr Pudduck.

C/009/22 - To review inventory of land and other assets.

The asset register was reviewed and approved by Councillors.

C/010/22 - To review arrangements for insurance cover in respect of all insurable risks and to approve quote received from insurers for the period 1/6/22 to 31/5/23.

The Clerk advised that the Council's insurance is due for renewal on 1st June 2022. Three quotes were requested, but unfortunately the third company contacted was unable to complete the quote in time for the meeting.

The Council approved the lower of the two quotes provided by their existing insurer BHIB, on a 3-year long term undertaking - £1284.33 per annum.

C/011/22 - To consider representation / responsibility for the following:

- i) Moorings – Cllr E Jones
- ii) Allotments – Cllr G Webber
- iii) Cemetery – Cllr L Maurer
- iv) Jubilee Park Play Area – Cllrs L Maurer and G Webber
- v) Lower Ferry Public Toilets – Cllr G Webber
- vi) Church – Cllr S Pearson / School – Cllr L Maurer

C/012/22 - To consider representatives to the following outside committees and bodies for the ensuing year:

- i) Port of Dartmouth Royal Regatta Committee – Cllr J Hawkins
- ii) Dart Harbour Communities Group – Cllr L Maurer

C/013/22 - To approve date, time and venue of ordinary meetings of the Council and Committees for the ensuing year (Clerk).

The draft meeting schedule produced by the Clerk, for the period May 22 to May 23 was approved by Councillors.

C/014/22 - To consider and approve (Clerk):

i) Schedule of Fees and Charges 2022/2023

ii) Schedule of Direct Debits & Standing Orders

iii) Bank Mandate

The 22/23 Schedule of Fees and Charges, Direct Debits and Standing Orders and the Bank Mandate were approved by Councillors.

C/015/22 - To resolve and finalise the Annual Return for the year 2021/2022 (Clerk).

i) To receive and note the Annual Internal Audit Report.

The Parish Council received a positive response in 100 of the 104 compliance requirements applicable to them. Two observations were made by the auditors:

a) Has the Council formally minuted confirmation of bank signatory arrangements?

'From a review of records, it was not possible to verify when the Council reviewed and confirmed the bank signatory arrangements. It is understood that the Council have not made any changes to bank signatories in 2021-22. Council to formally review and, if appropriate, approve the bank signatory arrangements.'

The Clerk advised that the Bank Mandate was reviewed in March 21 and then in April 22 and therefore it was not undertaken in the financial year 21/22.

b) Bank reconciliations have been signed and dated as evidence of independent review (Year End) 'Year End bank reconciliations are due to be signed at Full Council Meeting along with 2021-22 Annual Governance & Accounting Statement. The Council to note.'

The Clerk confirmed that the year-end bank reconciliation was approved at the full council meeting held on 13th April, which was after the Internal Audit documents had been submitted.

The two other two negative points were received because the current Clerk is not CiLCA qualified and also due to segregation of duties, but the auditors advised this was understandable as the Council have only one employee.

c) To approve the Annual Governance Statement

The Internal Auditors have confirmed that they have not given a Negative response for any of the Internal Control Objectives listed on the Annual Governance Statement.

The Annual Governance Statement completed by the Clerk was reviewed and approved by the Council.

d) To approve the Accounting Statement

A list of the 21/22 receipt and payment transactions was provided to the Internal Auditor by the Clerk, who have verified that the figures input to the Accountancy Statement are correct.

The 21/22 Accounting Statement was reviewed and approved by Councillors.

e) To set the date for the commencement of the period for the exercise of public rights.

The Council approved the proposed dates, for the Exercise of Public Rights – 13.06.22 to 22.07.22.

C/016/22 - Financial Matters (Clerk):

i) To resolve to approve the Expenditure of the Council for the period 01/04/22 to 30/04/22.

It was resolved to approve the expenditure of the Council for the period 1st April 2022 to 30th April 2022.

ii) To present for review the month end finance report and bank reconciliation as at 30/4/22.

The finance report and bank reconciliation for month ending 30th April 22 was reviewed by Councillors.

C/017/22 - To consider and approve the following quotes (Clerk):

i) Clear Bank at Higher Contour Road.

A quote in the sum of £240 received from Brownstone Grounds Maintenance was approved.

ii) Strim & Clear Waterhead Brake – Parking for Entertainers (Jubilee Picnic in the Park Event).

A quote in the sum of £100 received from Brownstone Grounds Maintenance was approved.

iii) Hanging Basket Labels

A quote in the sum of £45 + VAT received from Abbey Signs was approved by Councillors.

C/018/22 - To receive the Chairman's report.

Chairman's report to be provided at Annual Parish Meeting.

C/019/22 - To propose agenda items for the June 22 Full Council meeting.

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

C/020/22 - Urgent Items – For information.

None.

By Order of the Council

Sue Balsdon

Sue Balsdon
Clerk to the Council

The Meeting ended at 8.30pm.

Minutes Approved: Councillor L Maurer – Chairman