

KINGSWEAR PARISH COUNCIL
Minutes of the Full Council Meeting held in the Village Hall (Lower Room)
on Wednesday 28th September 2022 at 7.00pm

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

In Attendance: Sue Balsdon – Clerk to the Council.

Members of public present: 2

C/057/22 – Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

C/058/22 – To receive any apologies for absence from the Meeting.

Cllr P Burnell

C/059/22 - 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].

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:

None.

The Council will receive the following reports if available:

i) Devon County Councillor

Cllr Hawkins reported that Devon County Council is under severe financial pressure and have a shortfall of approximately 20 million and restraints and cuts to budgets are being imposed.

A meeting was held with Stuart Hughes from Devon County Council cabinet member for Highways and Richard Walton, the Officer for Public Rights of Way, down at Lighthouse Beach and Beacon Road. The cliff stabilization work is due to start imminently and when completed the plan is for the road to be reinstated, the wall rebuilt and a further survey carried out. It is hoped that Lighthouse Beach will be opened for next Summer.

There have been quite a few incidents of fly-tipping in the Parish, reported by residents. Please ensure all fly-tipping is reported via the South Hams District Council or Torbay Council websites.

South Hams District Council will be charging for garden waste at £49 per annum from next year.

ii) South Hams District Councillor

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

iii) Police

None.

iv) Sustainable Kingswear

Sustainable Kingswear are part of the Sustainable South Hams, which is great networking group with lots of things going on. A Sustainable South Hams Assembly is taking place in Kingsbridge on October 8th and a Parish Council special interest group is forming to share approaches, support each other and collaborate on bigger cross-parish sustainable projects.

Representatives from Sustainable Kingswear have also attended a Zoom seminar in regard to Power Allotments. Further details regarding this initiative can be found using the following link:

<https://devonenergycic.co.uk/our-projects/power-allotments-devon/>

The Council will reconvene to discuss the following items:

C/060/22 - To make comment to the Planning Authority with regards to the following planning applications (Hector).

i) Ref: 2408/22/FUL Proposal: Five-year consent for siting a caravan to be occupied by the applicant during the course of the barn conversion to form a dwelling Site Address: Ocean Farm, Hillhead, TQ5 0EX.

SUPPORT - The Parish Council support the application but stipulate that the caravan is removed when the barn conversion is complete.

ii) Ref: 2987/22/VAR Proposal: Application for variation of conditions 2(approved plans) and 5 (landscaping) of planning consent 1645/21/VAR Site Address: Land at SX 8847 5098, Redoubt

Hill, Kingswear, TQ6 0DA

OBJECT – The Parish Council object to this application, as retrospective planning permission should be sought as some of the works have already been undertaken.

C/061/22 - To consider and agree response: Torbay Council Public Consultation - Draft update of the Planning Contributions and Affordable Housing Supplementary Planning Document (Clerk).

It was agreed that a response would not be made regarding the above Torbay Council public consultation.

C/062/22 - To resolve to approve the following minutes subject to any amendments:

i) Full Council Meeting – 13/07/22.

ii) Finance Committee Meeting – 20/07/22.

All minutes were approved without amendment.

C/063/22 - Financial Matters (Clerk).

i) To resolve to approve the expenditure of the Council for the period 01/7/22 – 31/08/22.

It was resolved to approve the expenditure of the Council for the period 1st July 2022 to 31st August 2022.

ii) To present for review the month end finance report and bank reconciliation as at 31/08/22.

The finance report and bank reconciliation for month ending 31st August 2022 was reviewed by Councillors.

iii) To ratify budget adjustments proposed at the Finance Committee meeting held on 20/07/22.

The budget adjustments approved by the Finance Committee at its meeting on 20th July 2022, were approved by Councillors.

C/064/22 - Audit (Clerk).

i) To receive and note the External Auditor Report and Notice of Conclusion of Audit for 21/22.

The Parish Council's External Audit is complete and in the auditor's opinion, the information in Sections 1 & 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern. The Clerk has completed the 'Notice of Conclusion of Audit' and have published this and copies of the AGAR on our website.

ii) To consider option to opt out of the SAA central external auditor appointment arrangements.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. All authorities require an appointed external auditor, however they must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period.

The Clerk advised that NALC strongly recommends that councils opt-in (in which case, no action is necessary) and continue as part of the SAAA sector-led appointment regime.

The Council therefore agreed to opt in, to the central procurement and appointment scheme.

iii) To receive an update in regard to the provision of Internal Audit Services 22/23 – IAC Audit & Consultancy Ltd.

Kevin Rose at IAC Audit & Consultancy Ltd, the Council's Internal Auditor, has written to advise he will no longer be able to provide this service to the Council and others in the County.

DALC have emailed all local councils, to say that they recognise there is a severe shortage of internal auditors in Devon and that they are now looking to introduce an internal audit service. They are in the early stages of developing this service and have written to Councils to assess the level of interest within their membership. The Clerk to provide an update from DALC when available.

C/065/22 - To review bank signatory arrangements in regard to internet banking users (Clerk).

The following changes to the Council's bank signatory arrangements were approved:

Cllr Peter Pudduck – Remove All Access

Cllr Stephen Pearson – Add as Internet Banking User / View the account and authorise payments.

Deputy Clerk – Sharon Whelon – Add as Internet Banking User / View the account and submit payments.

C/066/22 - To resolve to approve Scheme of Delegation decisions made 13/7/22 to 22/09/22

(Clerk).

It was resolved to approve the Scheme of Delegation decisions for the period 13th July 22 to 22nd September 22.

C/067/22 - Chairman's Report.

No report given.

C/068/22 - To consider whether to obtain paper copies of the 'Gardening for Wildlife' booklet (Jonathan).

The Author for the Gardening for Wildlife booklet has advised there is no charge for them to provide a digital copy for the Council's website, Facebook etc, although Councillors have agreed a donation of £100 to be made towards the water vole project charity, in recompense.

It was agreed for Sustainable Kingswear to ascertain the cost per paper copy, for the South Hams edition of the booklet. If affordable, 500 copies of the booklet will be ordered for delivery to residents at Hillhead and for copies to be made available for Kingswear residents.

Sustainable Kingswear have agreed a donation of £100 towards the cost of the booklets.

C/069/22 - To receive an update in regard to the Platinum Jubilee Bell project and to approve transfer of funds. (Stephen/Clerk).

Cllr Pearson advised that FROST is fundraising for the project and awaiting the outcome of the faculty application, before they can proceed further. The Clerk to invite FROST and a member of the PCC to the next Council meeting to provide an update.

Councillors approved a payment of £2020 to FROST, in regard to the proceeds collected from the Jubilee boat trip ticket sales.

C/070/22 - To discuss recent issues regarding the cleaning of the Lower Ferry toilets and agree future actions (Jonathan).

Cllr Hawkins advised that over the summer months, the public toilets had not been cleaned during periods when the FCC contracted cleaner was on annual leave. It was agreed for the Clerk to negotiate a reduction in the contract price for 22/23, to recompense for the period when FCC were unable to provide a cleaner.

C/071/22 - To discuss and agree arrangements for: (Clerk):

i) Remembrance Day Service.

The Clerk to liaise with the Chair, to make the necessary arrangements for the Remembrance Day Service on 13th November.

iii) Bonfire/Fireworks Event.

The Council agreed that there was insufficient time to organise a Bonfire/Fireworks event this year.

iii) Christmas Lights / Switch-On Event.

C/072/22 - To agree date for the Parish maintenance review (Clerk).

Item Deferred to the Amenities and Environment Committee.

C/073/22 - To note the outcome of the Parish Council's expression of interest to Highways Management, for a 20mph speed limit for Kingswear (Clerk).

The Council recently completed an expression of interest form for a 20mph speed limit within Kingswear village but unfortunately, we have been unsuccessful in our bid.

Highways Management received 105 applications. Each request was considered, taking into account average speeds at key locations in that community and the number of vulnerable road users in that area. Other factors were considered including the speed related collision history, the level of support for a 20mph scheme in the community, the presence of an active community speed watch.

The four highest ranked communities only, have been put forward for a scheme.

C/074/22 - To consider and agree a representative for the Police and Crime Commissioner's Councillor Advocate Scheme (Clerk).

The Council has received a letter from Anthony Mangnall MP, in regard to the Councillor Advocate Scheme, which is an initiative whereby Town & Parish Councillors liaise with local police officers about relevant policing matters. A monthly meeting is held to update all Councillors on police activity, numbers and engagement with the community.

It was agreed for Cllrs Maurer and Hawkins to represent the Parish Council at future Councillor Advocate meetings.

C/075/22 - To receive an update in regard to holding a future Full Council meeting at Hillhead (Clerk).

The General Manager at the Hillhead Caravan and Motorhome Club, has advised that they may have a meeting room available out of season, should the Council wish to hold a Full Council meeting in Hillhead. The Clerk is waiting to hear back, as to whether a room is available in November and will update Councillors accordingly.

C/076/22 - Staffing (Clerk).

i) To receive an update in regard to the National Joint Council Salary Award 2022/23.

The National Employers have agreed unanimously to make the following one-year (1 April 2022 to 31 March 2023), final offer to the unions representing the main local government NJC workforce:

- with effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above
- with effect from 1 April 2022, an increase of 4.04 per cent on all allowances (as listed in the

2021 NJC pay agreement circular dated 28 February 2022)

- **with effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement**

It is hoped that agreement on this pay offer will be reached by the end of October.

ii) To approve an office equipment budget for the new Deputy Clerk.

An Office Equipment budget for the new Deputy Clerk, was agreed as follows:

Laptop	£429.00
Mobile Phone	£39.99
£10 Phone top up per month	£120.00
SHDC Payroll Service	£50.00
Microsoft Office Business	£112.80
	£751.79

C/077/22 - Cemetery (Lynne):

i) To consider a memorial garden.

ii) To approve the creation of a framed area in the Chapel for photographs of loved ones.

Both items deferred to the October Full Council meeting.

C/078/22 - Moorings (Clerk):

i) To receive an update in regard to the replacement of the Lifebuoy Rings for Waterhead Creek / Parish Pontoon.

The new lifebuoy ring & cabinet for Waterhead Creek has now been received and is awaiting installation. Following a recent inspection of the Parish Pontoon, Dart Haven have also replaced the lifebuoy ring, rope and cabinet in that location also.

ii) To consider a reduction in the number of moorings on the Parish Pontoon.

Councillors discussed the possibility of reducing the number of moorings on the Parish Pontoon from 21 to 19, to allow more room for the existing permit holders. Cllr Pudduck raised his concern regarding the loss of income to the Parish Council. This proposal is to be discussed further at the October meeting.

iii) To consider the letting of WHC Numbers 17 to 27.

Item Deferred to the October Full Council meeting.

C/079/22 - To consider whether to plant memorial trees and agree possible locations.

Councillors agreed for a memorial tree to be planted in the Us Garden. The Clerk to obtain a quote for an ornamental flowering tree for approval at the next meeting.

C/080/22 - To propose agenda items for the next Full Council meeting.

Councillors to notify the Clerk if they wish to add any further items to the October agenda.

C/081/22 - Urgent Items – For information.

The Clerk has been in receipt of emails received from Higher Contour Road residents, who have concerns regarding the maintenance of trees opposite their properties. Councillors advised that trees located on private land are a civil matter, so the Parish Council are unable to assist. They advised that residents should contact the landowner direct in order to pursue this matter.

Sue Balsdon

Sue Balsdon
Clerk to the Council

The Meeting ended at 9.05 pm.

Minutes Approved: Councillor L Maurer – Chairman