

KINGSWEAR PARISH COUNCIL
Minutes of the Council Meeting held at the Sarah Roope Trust Rooms on
Tuesday 10 April 2018 at 7.00pm

Present: Councillor J Henshall – Chairman

Councillors: L Maurer (Vice Chairman), M Trevorrow, L Payne, J Hawkins, E Essex, E Jones

Apologies:

Councillor E Parkes, Councillor R Searle, Councillor H Newcombe, Police Constable A Vaughan, District Councillor R Rowe and District Councillor H Bastone.

In Attendance: Mrs Melissa Trudgill – Clerk to the Council

There were 2 members of the public present.

C/166/18 – Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

C/167/18 – 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) It was remarked that despite 2 visits from Exjet with coning off the drains and a letter drop by the Clerk, there were still some drains which had not been cleared. The Clerk would contact other drain companies for quotes and information on the best way to approach future drain clearances. It was queried how thorough the application process was for builders to receive permits to park whilst undertaking works. Another member of the public explained that verification and registration documents were required, and a fair process existed to apply to DCC for commercial parking permits. There is a fee of £60 per year to grant parking in restricted zones during essential works.
- 2) It was positive that progress had been made with sorting out the pontoon in Waterhead Creek. Cllr Henshall had initially engaged the Dolphin Shipyard to come and see the pontoon and provide a quote. Cllr Trevorrow and the Clerk had met with Scott from the Dolphin Shipyard at Jubilee Park and discussed the options. Mr Pudduck had kindly painted the numbers on the river pontoon to make them clearer. The Council thanked him for his efforts.
- 3) It was queried why the Council needed two clerks. It was explained that this decision had now been agreed and together they were still only part time hours and could provide continuation and cover during holiday and sickness periods. The previous clerk had recommended this as he was unable to complete all the workload, despite being highly experienced. Both employees were currently exceeding their paid hours most weeks, particularly whilst they organise new systems and fulfil all requirements for the internal and then the external auditors.

The Council will receive the following reports if available:

i. Devon County Councillor

Councillor Hawkins:

The main issue currently is the Health and Well-Being Centre at Riverview. The Mayor of Dartmouth had not called a public meeting therefore Nick Hindmarsh and Cllr Hawkins had worked hard to get a date for a public meeting in Dartmouth. Final confirmation will be made shortly, and the meeting will be at St Saviours Centre at 6pm in the evening. It is important that as many people as possible should attend. Cllr Hawkins will be collecting questions prior to the meeting.

Closure of the nursing home was a concern for all. There are only 11 residents left and they had all been offered new homes. There are three possible sites which could be progressed in Dartmouth.

DCC had cleared the landslip on Brixham Road and will be undertaking further work, which will include traffic restrictions.

**ii South Hams District Councillors
Councillor Hawkins report included above.**

**Councillor Rowe sent the following report:
Report of South Hams District Council for March 2018.**

You will be aware that much of March has been taken up with the examination of the Joint Local Plan. South Hams Officers are reasonably pleased that the Inspectors have concluded that The Plan can be made sound with some modifications. The councillors have a meeting on the 19th April when we will be coming together with Officers to get a clear steer on the A/H. Policy DEV 8 and this will be to assist with N.P. Groups to enable them to write policies into their N.P. In order for it to reflect the needs of their particular plan. This will help for the N.P. To be successful in the Examination Process of the N.P. bearing in mind, the housing allocation numbers in the J.L.P. For that particular parish. The two plans need to be in tandem with each other.

Affordable Housing. S.H.D.C. is asking anyone who is looking for affordable houses to complete a short questionnaire to assist in the housing team get a clearer picture of what is needed within a particular area. I attended the Stoke Gabriel C.L.T. open day on Sunday 25th and was impressed with the information which they had on view for all to see.

During the recent bad weather the Council's Emergency Planning Officers have worked 24/7 and in extreme conditions to assist the Homeless and those stranded in Totnes and unable to get home. Various centres were opened up and all who needed and would accept help received it. Particular thanks should go to Isabel Blake and her team. We had 200 officers who were able to work from home and didn't need to come into Follaton House to work. The roads were not very good for travel in any event. This is thanks to the progress of the T18 system which is now fully in place.

Waste review is still ongoing and will move on to the next stage after when we will be considering various options.

We are reviewing the Council's Strategic Objectives for 2019/2022 which will be for the life of the next council.

It would seem that at present a lot of work is going into House Building and where and when this will happen. We are constantly being told we need more homes but in the right places. Not where there are inadequate facilities unless these come as part of the Builders deal via S 106 agreements.

iii Police Report:

No report.

C/168/18 - To resolve to approve the following minutes subject to any amendments:

- i. Full Council Meeting – 13 March 2018
- ii. Full Council Meeting – 13 March 2018 (Confidential)

It was resolved to approve the Minutes.

C/169/18 - To resolve to approve the Expenditure of the Council for the period 14 March 2018 – 10 April 2018 – see attached.

It was resolved to approve the Expenditure of the Council for the period 14 March 2018 – 10 April 2018.

C/170/18 - To review and approve the Financial Regulations and Standing Orders for the Council.

The documents had been sent out prior to the meeting for Members information and review.

It was resolved to approve the financial regulations.

Standing orders changes - P8 do not need to gain approval for recording a meeting.

It was resolved to approve the standing orders with the above amendment.

C/171/18 - To approve the donation to be presented to the Tree Warden ref the Community Orchard.

It was resolved to send a donation of £50 to the South Hams District Council Tree Wardens. The Assistant Clerk/RFO will issue the cheque.

Report from Cllr Payne re the survey of the council owned land around Waterhead Creek, conducted by Pip Howard, Silvicultural Surveyor on April 7th 2018

I contacted Pip Howard on the advice of the secretary of Devon Tree Wardens in order to have a management plan for the trees in Jubilee Park and Hoodown Wood. Several other tree wardens were invited so that Pip could give an introduction to his silvicultural skills. Pip gave us excellent instruction on examining the health of trees. We had a fascinating tour of the council owned land around Waterhead Creek and Pip gave us some exciting news. He said we had an ancient woodland and that there are several Ria Oaks in the wood and so this wood is of international importance and that we should be able to apply for grants to manage the woodland. He also pointed out a Cornish elm and a sessile oak at the top of the steps that is 700-800 years old. The site above the limekiln could be of use to the wider Devon community for growing on rare native trees. He will be sending in his report within the month.

C/172/18 - To approve tender arrangements re Annual Maintenance Schedule.

It was resolved that the maintenance schedule should still go out to tender. The Clerk and Assistant Clerk will send it out to a list of local companies and request quotations. Site visits will be offered to interested parties.

C/173/18 - To discuss and receive a consultation paper from the Resident's Parking Working Group (Cllr Payne).

Cllr Payne requested that this proposal should go out to all residents in a survey to collect their views and find out what they want from the proposed scheme. The Survey could be delivered in leaflet form to all parishioners and those living at Hillhead and some to be left at the Post Office and the Village Stores. Cllr Hawkins requested that the survey should consult the entire area including more remote rural locations and outlying farms etc.

The Scheme proposed 2 hr parking slots which residents could apply for a permit. There were concerns amongst the Members of how it would be enforced. The Council requested that Cllr Payne should contact Neil Oxtan and bring his feedback about the scheme and whether it was enforceable, to the next council meeting.

Further concerns which arose from the discussion:

1. Cost of the overall project
2. There might be a lot of changes in permit holders re people moving/living abroad for some of the year and issuing the permits could be fluid and costly.
3. A 2-hour slot may not be long enough to cover a meeting, visiting a friend or a trip to Dartmouth.

It was agreed that canvassing as much opinion about the scheme as possible would be a good idea at this development stage. Consultation could occur at pre-existing meetings such as the Neighbourhood Plan meetings and a public meeting might also be useful.

It was resolved that Cllr Payne would send the proposal to Neil Oxtan and his feedback and comments would be shown and discussed at the next full council meeting.

c/174/18 - To approve the initiation of the abandoned boat policy on the boat left at the River

Pontoon.

It was resolved that the Clerk would initiate this procedure (including announcement in the press and a notice to be fixed on the boat.)

C/175/18 - To discuss the arrangements for the Annual Parish Meeting.

The Council were pleased that Roger English from the AONB would be giving a short presentation about his work. Refreshments were kindly offered by the Members. The meeting also requested whether Pip Howard the silviculturalist could be asked to give a short presentation about the findings in Jubilee Park.

It was resolved that Cllr Payne would invite Pip Howard to the Annual Parish Meeting.

C/176/18 - To receive an update on the proposed Composting Scheme in Six Acre Field Kingswear.

The Water Authority came to look at the abandoned water reservoir and had to break in to the manhole. It was discovered that the concrete is 1.1m thick. The area goes under the road which is reassuring as to its safety re people parking on the area as cars have been driving over it for some time. The Authority ordered a new manhole cover, but they are issued in a standard size and hence the manhole cover is now raised. If the area would be used for parking in the future, then the level around the cover would need to be tarmacked to bring the surface level. The Water Authority will be sending the Council a report of their findings.

Cllr Hawkins has asked Andrea Davies if the Council have to pay for the pre-application advice for the Composting Scheme, but it remains in place. Cllr Payne believes this fee of £1200 for the pre-application advice is unacceptable. Following this Cllr Hawkins has withdrawn his offer of £500 towards this fee and will put it towards another community scheme. The Council are awaiting response to their recent letters to Dr Sarah Wollaston and Cllr John Hart.

C/177/18 - To review and approve the final requirements and the quote for the pontoon at Waterhead Creek.

It had been agreed at the previous Council meeting that following the recent site visit with the Clerk, Scott and Cllr Trevor, the second-hand pontoon measuring 8m by 2m would be satisfactory for the use required. There was a discussion at the site meeting the best way to preserve the life of the floats as these are the first to perish. This would be given further consideration. Dart Harbour had agreed to assist in towing the old pontoon away. The Clerk had contacted the hirers of the moorings on top of the existing pontoon to inform them that they would not be able to renew their mooring there but would be offered a mooring at Waterhead Creek. A letter would have to be sent to Dr Hawthorne explaining that his speedboat cannot be moored alongside the pontoon. The Clerk had also requested a more current quote from the Dolphin Shipyard as the existing quote itemised the cost of the larger pontoon.

It was resolved that Cllr Henshall would contact Dr Hawthorne and explain the situation.

It was resolved to confirm that the work on the pontoon can commence as soon as possible as the quote had been agreed at a previous meeting. The Clerk would request a timescale.

C/178/18 - To discuss the condition of the headstones in the Cemetery.

Over the last 2 years some graves have failed the wobble test and have been laid down. A number of these do not have relatives. Cllr Maurer proposed that out of respect it would be a nice idea to re-erect some of the laid grave stones. It was agreed that if possible the relatives of the flat stones should be written to.

It was resolved that Cllr Maurer would contact Steve Soper and obtain a quote for erecting the grave stones and she would bring this back to the next council meeting.

It was resolved that Cllr Maurer and the Clerk would carry out a wobble test in the Cemetery.

C/179/18 - To finalise an agreement for payment of the archive room, Village Hall.

The members agreed that a comprehensive list/catalogue of what Council papers are where should be drawn up. It was reported that the archive room now has damp proofing and good ventilation.

It was resolved that the Clerk would contact Carolyn to see what finalisation of the agreement of the payment for the archive room she requires, whilst we await more information as to whether the Historians can contribute 50% from their remaining funds towards the archive room cost.

C/180/18 - To discuss the current situation with the defibrillators.

It was resolved that quotations for the Hillhead defibrillator would be sought from the Clerk for signage and that she would write to Martin Fagan of the Heartbeat Community Trust to request that the Council be released from the contract.

C/181/18 - 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. (Contracts & Staffing)

The Meeting ended at 8.55pm

Minutes Approved:

.....Councillor J Henshall – Chairman

PLEASE NOTE FUTURE DATES:

- Finance Meeting – Wednesday 18 April 6pm**
- General Purposes Committee Meeting – Wednesday 18 April 7pm**
- Planning Committee Meeting – Tuesday 24 April 6pm**
- Jubilee Park Working Group Meeting – Tuesday 24 April 7pm**