

KINGSWEAR PARISH COUNCIL
Minutes of the Council Meeting (AGM) held at the Sarah Roope Trust Rooms on
Tuesday 8 May 2018 at 7.00pm

Present: Councillor J Henshall – Chairman

Councillors: L Maurer (Vice Chairman), M Trevorrow, H Newcombe, E Parkes, L Payne, J Hawkins, E Essex, E Jones and District Councillor R Rowe.

Apologies:

Councillor R Searle, Police Constable A Vaughan and District Councillor H Bastone.

In Attendance: Mrs Melissa Trudgill – Clerk to the Council and Miss Sue Balsdon Assistant Clerk/RFO.

There were 24 members of the public present.

C/182/18 – Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

C/183/18 – ELECTION AND DECLARATIONS ACCEPTANCE OF OFFICE

- i) **The Chairman of the Council for the ensuing year and receive such Declarations of Acceptance of Office.**

A vote was taken by ballot and it was:

RESOLVED that Councillor Maurer be elected as Chairman of the Council for the forthcoming Council Year

At this point, the new Chairman, Lynne Maurer took the Chair and conducted the rest of the meeting.

- ii) **The Vice Chairman of the Council for the ensuing year and receive such Declarations of Acceptance of Office.**

A vote was taken by ballot and it was:

RESOLVED that Councillor Payne be elected as Vice-Chairman of the Council for the forthcoming Council Year

- iii) **Membership of the Planning Committee, the General Purposes Committee, the Finance Committee and the Staffing Committee.**

Planning committee: all members of council apart from Cllr Hawkins

General Purposes Committee: Cllrs Payne, Newcombe, Hawkins, Henshall, Jones and Maurer.

Finance Committee: Cllrs Jones, Payne, Maurer and Henshall.

Staffing Committee: Cllrs Maurer, Searle and Payne.

- iv) **Appoint chairmen of the above standing committees.**

Planning Committee – Cllr Hector Newcombe

General Purposes Committee – Cllr Jonathan Hawkins

Finance Committee – Cllr Edward Jones

Staffing Committee – Cllr Lynne Maurer

C/184/18 To receive any apologies for absence from the Meeting.

Cllr Ruth Searle
Cllr Liz Essex
Cllr Hilary Bastone

C/185/18 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 Councillors will complete new declaration of interest forms 2018/2019.

New forms were completed

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

- A member of the public enquired about the extra costs incurred with an extra worker. The Clerk was able to reassure him that she had shared the existing home office allowance with the Assistant Clerk so there was no additional cost than before. Both workers do not claim mileage to attend the Council/Committee meetings.
- A query was raised about the phone box on Wood Lane and if it was going to be repaired and painted. Cllr Trevorrow would get a quote from Malcolm Bovey who the previous Clerk had approached.
- Concern was raised about the current state of Higher Contour Road. It is a very busy road with usage from heavy lorries. Since the recent spell of bad weather, the surface has degraded further. Cllr Maurer has taken some time recently to measure the potholes along it and report these to Lisa Edmonds at DCC although she reports a big backlog with mending them. Cllr Hawkins will arrange a meeting between the Clerk and Lisa Edmonds where they will centre their focus on HCR. The Lengthsman service will also be utilised here.
- A member of the public kindly told the meeting about a new scheme called Speed watch which encourages motorists to slow down. He would find out further details and pass them to a Councillor.

The Council will receive the following reports if available:

i. Devon County Councillor

Cllr Hawkins included the following in his report:

- Lower ferry requires a lot of upgrading work for the safety of the passengers. Haughley 4 is going to be extensively rebuilt. It carries approximately 350,000 passengers a year.
- Toilets in the Square – Stuart Truss has contacted Devon and Cornwall Housing Ass. The toilets will need refurbishing before Kingswear Parish Council can consider adopting them to keep them open to the public.
- Cllr Hawkins has asked Cllr Andrea Davis and Cllr Hart for a reduction in the pre-planning application fee for the Kingswear Community Composting Project. There has been no success so far.
- Bollards are now in stock ready to be installed along Fore Street in October. Church Hill is going to be resurfaced in the future.
- Paul Mc Fadden from DCC has requested to the Marina for the bollards to be removed as they were obstructing pushchairs etc.
- The public meeting regarding the Health and Wellbeing Centre will be held on 14th May at 7pm at St Saviours. Cllr Hawkins hoped that as many people as possible will attend about the loss of the hospital.

ii South Hams District Councillors

District Councillor Hilary Bastone

Key Messages for April

- Waste Procurement agreed to continue to the next stage of the competitive dialogue process for waste collection, recycling and cleansing services
- Totnes Leisure Centre. Investment arrangement's. Changed from Tadpole to Fusion
- Procurement of pay on Entry equipment for named public toilets with an estimated income of £16,000 this year and £36,000 next year. Continuing to engage with third parties for

additional contributions. Closures remain a very last resort. • Leaders annual report. Note the performance for 2017/18 • 2,5 million individual household waste collections • 1,200 play park inspections • 2,520 planning applications • 630 food inspections • 92 events supported • 18,000 tonnes household recycling collected • 590 planning enforcement investigations • 45,000 online transactions • 145,500 calls handled • £502,900 disabled facility grants awarded • 134 affordable homes delivered in partnership • 170 Listed building consents issued • 850 fly tips collected • 68,250 people registered to vote • 80 abandoned vehicles investigated • 334 households where homelessness was prevented • 330 tree inspections • 350,000 passengers and vehicles carried on Dartmouth Lower Ferry • 2500 parking permits issued • Housing benefit claims processing times 4 days faster than the national average • online transactions increased by 120% • missed waste collections equate to 179 in every 100,000 • non major planning determinations delivered on time 94
• Air Quality consultation 20th April to 20 June • Devon Building Control Partnership launches new Website.

Report of South Hams District Council for April 2018 from Cllr Rosemary Rowe.

New Data protection regulations are coming into effect from May 25th 2018. All Parish Councils will have received information from S.H.D.C. via email. This is very important.

There is a consultation running at present with reference to Greater Horseshoe Bats. A Supplementary Planning Guidance Document will be prepared to assist South Hams and other local planning authorities in areas where a specific site is designated for/with Greater Horseshoe Bats.

S.H.D.C. Is launching its Lottery which will be known as The Seamoor Lottery. The Council is seeking charities interested, ready for the final rollout in July.

Car Parking Charges. The basic increases in Parking Charges were approved at the Council Executive Meeting on Thursday 26th April. The increase was based on 2% increase and rounded in 10p increases. The final decision will be taken at Full Council in May.

Public Toilets. At the same meeting Pay on Entry at up to 15 toilets was approved and the purchase of the necessary pay on entry equipment will enter into a procurement process. The Slapton Memorial Toilets will be permanently closed as a result of the Storms; the septic tank has been exposed and is dangerously close to the sea. This will generate 16K in 18/19 & 36K in 20/21. which will be used to assist in running the toilets.

Planning in Principle or P.I.P. as it will be known? A meeting of Members and representatives from Parish /Town Councils was held on Wednesday 25th April at Follaton ref to the New Planning Guidance coming forth on June 1st. it appeared to be process a bit like pre-application guidance. It seemed to be quite complicated to me and yet another possible layer of beauracracy if it is used. It refers mainly to Brownfield sites which can be brought forward by anyone with up to 9 houses on them?

J.L.P. is nearing the end of its journey now, modifications have been included and a move to The Adoption of it will be at the Full Council Meeting on Thursday July 26th. following this there will be a 6-week Consultation process for the final version which be reported in November and finally adopted in December 2018. (Let us hope all goes well.)

As I write this report Sunday 29th April it really is very cold about 9*outside. May bank Holidays are nearly here and we all hope for some sunshine.

She recommended reporting any issue on roads take pictures with complaint and you get a reference number. Devon highways and they must respond in 5 days

iii Police

None

The Council will reconvene to discuss the following items:

**C/186/18 To resolve to approve the following minutes subject to any amendments
[Amendments to the Confidential Minutes to be noted and documented in Part 2:]**

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- i. Full Council Meeting – 10 April 2018
- ii. Full Council Meeting – 10 April 2018 (Confidential)
- iii. Planning Committee Meeting – 10 April 2018
- iv. Finance Committee Meeting – 18 April 2018
- v. General Purposes Committee Meeting – 18 April 2018 (Amendment to Minutes: Cllr Hector Newcombe WAS present).
- vi. Planning Committee Meeting – 24 April 2018

It was resolved to approve the above minutes.

C/187/18 To resolve to approve the Accounting Statements for 2017/2018.

It was resolved to approve the accounting statements for 2017/2018.

C/188/18 To resolve to approve the Expenditure of the Council for the period 3 April 2018 – 1 May 2018.

£97 refund to Andrew Davies was noted as refund for mooring no longer required.

It was resolved to approve the Expenditure of the Council for the period 3 April 2018 – 1 May 2018.

C/189/18 To ratify that the Members of the Finance Committee have independently checked and verified the accounts to the invoices, records of income and bank statements.

Cllr Maurer and Cllr Payne confirmed that this had occurred.

C/190/18 To resolve to adopt the recent NALC (1/4/18) annual pay awards as per staffing contracts.

It was resolved to adopt the recent NALC (1/4/18) annual pay awards as per staffing contracts.

C/191/18 To approve membership of ICO (Information Commissions Office).

It was resolved to approve the membership of the ICO (Information Commissions Office) in line with the new Data Protection Act.

C/192/18 To discuss the possibility of outsourcing the payroll system.

It was resolved to approve the outsourcing of the payroll system for the two workers to the SHDC service at a cost of £150 a year.

C/193/18 To discuss the introduction of an internet banking system.

The Members had received a report from the Assistant Clerk/RFO about the advantages and disadvantages with using an internet banking service. All agreed that shortly this would be taken out of the Council's hands with the SHDC going paperless and the impending change to abolishing all cheques in the future. The Unity Bank is an internet bank used by other Parish Councils and will cost £6 a month. This cost though will be offset by the current costs incurred by the workers for stamps and mileage. 150 cheques were written by KPC in the previous year.

It was agreed that only the current account would need to be moved to internet banking but the RFO would look and see if there were any advantages in moving all three accounts.

The Council agreed in principle but asked if the following could be investigated further:

- Any advantages in moving all three accounts.
- Which bank
- Cost
- How would payments be issued, monitored and checked?
- 2 signatories and a monitoring
- How would it affect the current list of payment which are issued each month?
-

It was resolved that the Assistant Clerk would find out further information and answers to the

above and attend the next full council meeting where Internet Banking would be placed on the agenda.

C/194/18 To receive the Neighbourhood Plan Report from Councillor Parkes and to discuss and approve the actions and any expenditure detailed in the following report.

Kingswear Neighbourhood Plan report to Kingswear Parish Council 8th May 2018

We have held one meeting to review the draft policies sent by the planning consultant Liz Beth. Another is planned for later this week.

The date of the open sessions has still to be decided as the documentation is not ready yet. We may provide some information boards at the Parish meeting on the 21st May to give an update on what we are doing. If this is agreeable to the PC?

We are going to carry out a Character Assessment of the existing built environment to help form the policies regarding infill and design.

We have applied for a £1600 grant under the new government allocation to go towards the fee for the planning consultant

With regard to the idea of a business hub put forward at the PC meeting of the 9th January 2018 and supported at the meeting of the 13th February 2018.

Alison Edwards a member of the Kingswear Neighbourhood group undertook some research into this and it showed no support for the idea in the immediate area with young entrepreneurs I will forward this research to you and you can bring any comments to the next meeting.

Expenses -Hire of village hall on 30th March 2018-05-08 £1

C/195/18 To discuss the Resident's Parking Scheme and receive feedback from Neil Oxtan.

Report from Cllr Payne about the Residents' Parking Scheme

Neil Oxtan gave me verbal feedback saying it was a good proposal but that it needed tweaking in places. He also asked for a copy of the questionnaire that would accompany it. I have sent him the questionnaire for the village residents and have also composed a summary proposal and questionnaire for Hillhead and the surrounding settlements. Neil said he would be discussing the proposals and questionnaires with his colleagues. He has not got back to me yet. Once he gets back to me I will forward you any revisions he suggests. I suggest that we circulate the proposal to the Parish during the second week of July. I will obtain quotes from printers for the proposals.

The Council agreed that they would need written feedback from Neil Oxtan shared with all councillors. Cllr Hawkins requested that the Council should discuss the consultation paper before it goes out to residents and it should include a map of the village showing where the parking spaces are proposed and the idea of allowing 2 permits per house.

There was concern about consulting about residents' parking in the summer as many homes are second homes and holiday makers may receive the consultation paper rather than the owners themselves. There was also concern that the summer is the time of year when the parking issue is at its worst and may cause a seasonal bias in the responses.

It was agreed that many existing forums could be used to consult in addition to the door to door leaflet.

It was resolved that the Clerk and all Councillors would be copied in to the emails to Neil Oxtan, so all are aware of his feedback and comments. It would be placed on the Agenda of the next meeting so that the format of the consultation could be discussed.

C/196/18 To discuss the arrangements and the Agenda for the Annual Parish Meeting.

The Clerk distributed to all members a draft agenda for the Annual Parish Meeting on 21 May. There would be space on the agenda for annual reports back from local organisations. Members would forward to the Clerk clubs and societies who may wish to speak at the meeting. The Meeting would start with the new Chairman's welcome and then talks from Roger English AONB and Pip Howard the silviculturalist.

The Meeting ended at 8.14pm

Minutes Approved:

.....Councillor J Henshall – Chairman 2017/2018 (outgoing)

.....Councillor – Chairman 2018/2019 (incoming)