

KINGSWEAR PARISH COUNCIL
Minutes of the Council Meeting held remotely via Zoom
on Wednesday 22 July 2020 at 7.00pm

Present: Cllrs L Maurer (Chairman), B Longland, J Hawkins, G Webber, P Burnell, J Hacking, P Pudduck

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

No members of public present.

C/031/20 – Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

C/032/20 – To receive any apologies for absence from the Meeting.

Cllrs H Newcombe, Cllr E Jones.

C/033/20 - 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:

There were no members of public present.

The Council will receive the following reports if available:

i) Devon County Councillor - Jonathan Hawkins:

COVID

All Devon District Councils and the County are working closely under the Team Devon Banner Regular meetings are taking place to ensure that there is a unified response across the County to ensure services are maintained and in particular and most importantly to those who are most in need. Devon was awarded Beacon Status, one of only 15 councils in the Country, for its services during COVID. It is also one of 11 who are advising on good practice to other councils.

It is vital that children and elderly are looked after during this crisis, and I believe both County and South Hams have been responsive and adaptable to the constant changes.

I would like again to thank the Community Chest, TQ6, Dartmouth Caring, Flavel Church, Food Bank and all their volunteers for all their amazing work.

I have been to a number of meetings at South Devon and Torbay Trust as a Governor, and I would like to thank them and all the Front line services for their hard and dedicated work during this period. It is good news that the cases of Covid have reduced over recent weeks and last week, Torbay had no cases at all. With the lock-down changing on Saturday let's hope that continues. The emphasis is on re-arranging cancelled operations etc and waiting lists are the priority now.

In Dartmouth we have been lucky that The Fleet, nursing home has now opened and I have heard a number of good reports recently.

Recovery

Working with Partners over the past few months, I would like to thank Cllr Campos in bring stakeholders together with weekly meetings. The Businesses along the Embankment have been given 8 temporary licences for seating and tables for food and drink until October. I wish them every success and good weather.

The Park and Ride is still free until the school holidays, using the 93 bus. The normal service will start for school holidays, with a request for double deckers for this service, as even a double decker can only carry 20 passengers. Mayors Avenue long stay parking will remain until school holidays.

The Higher Ferry has gone back to a 9pm finish, Passenger Ferry 7pm and lower Ferry 10pm.

All Stagecoach services returned to their normal service last month.

It is good to see the Railway reopen as well.

Both Devon County and South Hams are using Team or Skype to hold meetings, this seems to be working well, it certainly helps me as I can attend more meetings as I no longer have to travel.

At South Hams we are arranging recovery workshops, with members and partners over the coming weeks/ months. As Executive member for Health and Well-being, with fellow Exe Member Cllr Hopwood, we are working on plans for Residents, Partnerships and Communities. During COVID we have all learnt we can work in new more efficient ways, and be more responsive, this will play a big part on how we go forward.

Playgrounds reopened Monday and it is hoped leisure centres will open towards the end of July.

South Hams have set up a Business Pop up School – 72 Businesses have joined to date.

And £879,000 has been given out in grants to support businesses to date

If anyone knows of a business that has not yet asked for help in any way, please let Hilary, Rose or I know

Day to day

Bus shelters - Thankfully at long last the new shelters will start to go up this week. New shelters will go up at Sainsbury's (Town Side), Townstal road at Jct Church Road, Townstal road jct Britannia Avenue and one near Milton Lane, and 2 news ones on Embankment

Planning for new Health and well-being Centre is on-going.

Last month I had a meeting virtually with the new Head of Dartmouth Academy, Emily Simpson-Horne and plan to meet up with her in the autumn.

ii) South Hams District Councillors:

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

iii) Police: None.

iv) Residents Parking:

Cllrs Maurer and Hawkins to meet with the Community Residents Parking Working Group on 2nd September and any recommendations made will be discussed at the September Full Council meeting.

The Highways Management team at Devon County Council, have advised that a reduced residents parking scheme (Higher Contour Rd, Ridley Hill & Castle Rd), would cost approx £5,000.

v) Neighbourhood Plan:

The consultation is still continuing. SHDC have circulated a supplementary planning document to accompany their Local Plan. The Neighbourhood Plan Group are looking at this in relation to their own neighbourhood plan, in case they need to make any adjustments.

The Council will reconvene to discuss the following items:

C/034/20 - 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 May 2020.**
- ii) Full Council Meeting – 10th June 2020.**

It was resolved to approve the minutes without amendment.

C/035/21 - To make comment to the Planning Authority with regards to the following planning applications:

- i) Ref: 1645/20/TPO Proposal: T1 Beech Fell / T2 Beech Fell – Trees are in terminal decline
Site Address: The Beeches, Hillhead, Brixham, TQ5 0EX
SUPPORT**
- ii) Ref: 1469/20/HHO Proposal: Householder application for first floor extension with new gable end to front of property and ground floor extension to rear (resubmission of 0758/20/HHO) Site Address: 88 Raddicombe Drive, Hillhead**

OBJECT – Out of Character / Not in keeping with Neighbourhood Plan

- iii) **Ref: 1864/20/HHO Proposal: Householder application for formation of ground floor extension with associated change in fenestration finishes to existing external windows and doors Site Address: Sanderling, Ridley Hill, Kingswear, TQ6 0BY0758/20/HHO) Site Address: 88 Raddicombe Drive, Hillhead**
SUPPORT
- iv) **Ref: 1806/20/HHO Proposal: Householder application for demolition of three existing garden buildings and replacement with one larger building housing multipurpose ancillary annex Site Address: Baytree House, Church Hill, Kingswear, TQ6 0BX.**
SUPPORT

Please Note: Cllr Jonathan Hawkins did not participate in discussion for the above planning applications / Cllr Longland withdrew from voting – Planning Application 1864/20/HHO.

C/036/20 - Financial Matters (Clerk).

i) To resolve to approve the expenditure of the Council for the period 01/06/20 – 30/06/20.

It was resolved to approve the expenditure of the Council for the period 1st June to 30th June 2020.

ii) To resolve to approve payment via internet banking for June Invoices.

It was resolved to approve payment via internet banking for the Council's June Invoices.

iii) To present for review – Month end Finance Report and Bank Reconciliation as at 30/06/20.

The income & expenditure report and bank reconciliation for month ending 30th June 2020 was reviewed by Councillors

C/037/20 - To resolve and finalise the Annual Return for the year 2019/2020 (Clerk).

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

The annual Internal Audit report was reviewed by Councillors. The Clerk advised that the Council scored 100% with regards its compliance requirements for the Annual Return.

The following observation was made with regards formal approval of the budget for 19/20:

'The Council discussed the budget but did not formally record the approval of the budget, prior to setting the precept.'

ii) To approve the Annual Governance Statement.

The 19/20 Annual Governance Statement was approved by the Council.

iii) To approve the Accounting Statement

The 19/20 Accounting Statement was approved by the Council.

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

The Council agreed that the period for the exercise of public rights will be 03.08.20 to 14.09.20.

C/038/20 - To receive the Chairman's report.

The Chairman reported that there had been thefts from the Creek as well as from Dart Harbour's facility, overnight on Sunday 5 July. Unfortunately this appears to be organized and systematic and the criminals are not put off by local cameras. The Clerk to notify the Council's mooring holders.

The new Lengthsmen have now started and are working their way through the back log of work. Positive comments have already been received from residents.

Due to Covid-19, it has been agreed that the Flu Clinic will not take place in the Village this year, as the Hall would need to be deep cleaned before and after and increased sanitary precautions would need to be in place during the day.

Advice has been sought from DALC, regarding the six month rule and non attendance of Councillors at virtual meetings due to technical difficulties. DALC have advised that 'it is for the council to decide whether the reason for absence is acceptable; the six month rule does not apply, if the reason for absence has been accepted by the Council.'

C/039/20 - To seek approval for the siting of a memorial bench for the Little family in Jubilee Park (LM).

Councillors approved the siting of a memorial bench in Jubilee Park.

C/040/20 - Website Accessibility (Clerk):

i) To consider whether to adapt the Council's existing website to meet the accessibility standards or to purchase a new website which offers full compliancy to the WCAG 2.1 standards.

The Clerk provided a website accessibility report detailing a summary of the government regulations and an evaluation of the Council's existing website. It was agreed that to adapt the Council's existing website, would prove more costly, than if they were to purchase a new website which offers full compliancy to the WCAG 2.1 and GDPR guidelines.

The Chairman will meet with the Clerk during August, to evaluate the four website providers listed in the website accessibility report and report back to Council at their September meeting.

ii) To approve the Clerk's attendance at the SLCC accessibility webinar.

It was approved for the Clerk to attend the SLCC accessibility webinar at a cost of £30 + VAT.

C/041/20 - To consider the proposed new Members model code of conduct and agree response to the LGA consultation (Clerk).

Council's Response: 'Anything that improves the running of the Council and the working of people together, is to be supported.'

C/042/20 - To consider whether to hold the Council's September meeting in the Village Hall (Clerk).

The Council agreed that it was too soon for a decision to be made, with regards holding a September meeting in the Village hall and that this should be decided nearer the time. It was thought that if the Council wished to return to face-to-face meetings, they would need to ensure they do so in accordance with the relevant regulations and requirements and these may outweigh the benefits of returning to the Hall.

C/043/20 - To receive an update and agree future actions required:

i) & ii) The reopening of the Lower Ferry public toilets / Jubilee Park Play Area (LM/JH)

In accordance with the latest government guidance, the Jubilee Park play area and Lower Ferry toilets have been re-opened. Advice has been sought from South Hams District Council, to ensure that both the toilets and play area can be reopened safely and managed effectively, to enable their use whilst minimizing the transmission risk of Covid-19.

iii) Churchyard Wall (LM/JH)

A risk assessment for the Churchyard wall has been provided by a Health & Safety consultant. With regards the partial gaps in the hedge, they have recommended that crowd barriers are used for temporary edge protection, until a permanent fence / railings are in place.

Clarification has been sought from the Diocese Advisory Committee, regarding their favoured choice of permanent barrier for the wall. They have advised that either railings, which are architecturally correct in design, or a natural hedge would be acceptable.

Both the Parochial Church Council and the Parish Council's preferred option would be the installation of railings, but this will be dependent on whether the necessary funds can be raised for the project.

The Clerk to liaise with the Planning Authority's Conservation Officer, regarding a specification for the railings, in order that quotes can be obtained. Quotes will also be sought for the removal of the existing hedge.

iv) Septic Tank (EJ)

The Clerk has provided to Cllr Jones, details of the investigation carried out by Jettadrain and their recommendations regarding the septic tank and also the contact details for two contractors who specialize in the repair or replacement of septic tank systems.

The septic tank soak-away has been damaged by tree roots and rabbits. The Clerk to contact the Council's insurers, to ascertain whether any repair costs would be covered by their insurance policy.

v) Residents Parking (JH)

Cllr Hawkins advised that in order to progress residents parking, funding would need to be in place, prior to any design work being undertaken by Highways Management. It was agreed that at the September meeting, it would be decided how the Council wishes to take forward Residents Parking.

C/044/20 - To consider the reinstatement of the parking sign at the railway station (PP).

The traffic management team at Devon County Council have advised that the Fore Street limited waiting sign will be installed by the end of August. There is currently a delay with the manufacturing of signs, as the company that provides them are operating with a reduced workforce.

C/045/20 - To discuss trade parking permits, which allow contractors to park in limited waiting spaces and agree any future actions (PB).

A trade parking permit can be purchased by contractors from Devon County Council, which allows the

holder to park in limited waiting spaces. This unfortunately impacts on local businesses, as residents or visitors are then unable to park, to go to the local stores, cafes and post office. Cllr Hawkins to discuss with Devon County Council.

C/046/20 - Amenities & Environment:

i) To consider quotes received for:

a) Us Garden Wall Repair

A quote in the sum of £300, received from G Hallett was approved.

b) Canon Plinth

A quote in the sum of £550, received from G Hallett was approved. Cllr Pudduck advised, that he is strongly opposed to the siting of the Canon in Jubilee Park and asked for this to be noted in the minutes.

c) Planting Us Garden / Jubilee Park

Cllr Maurer and Cllr Hawkins met with Stevie Rogers from Dartmouth Green Partnership. to discuss replanting the US Garden and also the bed alongside the fence at Jubilee Park. A quote for the works. will be submitted for approval by the Council, at their next meeting.

d) Churchyard Wall – Temporary Barrier

A risk assessment of the churchyard wall, carried out by a Health & Safety consultant, recommended that crowd barriers are used for temporary edge protection until a permanent fence / railing is in place. A quote in the sum of £247.92 for 8 x 2m barriers (Seton Ltd) was approved.

e) Tree Survey

A quote in the sum of £885 + VAT, received from Dart Forest Tree Works was approved by Councillors.

ii) To approve the purchase of wood preserve - Jubilee Park play equipment.

Cllr Hawkins and Cllr Webber have volunteered to paint the play equipment with wood preserve. It was agreed for the Clerk, to contact Rob Sekula at South Hams District Council, to seek advice regarding a safe wood preserve for use on play equipment.

iii) To consider tree works in the closed churchyard and agree future actions.

It was agreed for the Clerk to ask the Lengthsman, to cut back the Bay Tree and also the shrubs and foliage which are blocking the light from the street lamp.

C/047/20 - To approve the use of Jubilee Park by Kingswear Primary School for a Year 6 Celebration' (LM).

It was approved for Kingswear Primary School, to use Jubilee Park for their Year 6 celebration.

C/048/20 - To adopt NALC Model Standing order 3 (v) 'No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three (JH).

Councillors voted to adopt NALC Model standing order 3 (v). The Parish Council will now require four Councillors to be quorate for a Full Council meeting.

C/049/20 - To propose agenda items for the September 20 Full Council meeting.

Septic Tank; Play Equipment; Website Accessibility.

C/050/20 - Urgent Items – For information.

None.

By Order of the Council

Sue Balsdon

Sue Balsdon
Clerk to the Council

The Meeting ended at 8.05 pm.

Minutes Approved: Councillor L Maurer – Chairman