

KINGSWEAR PARISH COUNCIL
Minutes of the Annual Meeting held in the Village Hall (Lower Room)
on Wednesday 10th May 2023 at 7.00pm

Present: Cllrs L Maurer (Chairman), J Hawkins, G Webber, P Burnell, H Newcombe, S Pearson, T Burnell, C Dawes, District Councillor B Cooper.

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

There was three members of public present.

C/001/23 - 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 was signed and received by the Clerk.

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 Webber was 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 was signed and received by the Clerk.

C/002/23 Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

C/003/23 To receive any apologies for absence from the Meeting.

None.

C/004/23 - 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:

A request was made for more Seagull proof bags to be made available in the Village. Additional bags to be requested from the District Council. Representation was also made regarding overflowing drains and the Clerk advised that a list of drains which require clearing has been sent to Glanville's and the Council are awaiting a date for the works to be undertaken.

The Council will receive the following reports if available:

i) Devon County Councillor

Cllr Hawkins congratulated Cllr Maurer on being re-elected as Chair and welcomed Cllr Dawes as a new Councillor.

'I would also like to congratulate Cllrs Ben Cooper and Ged Yardy who have been elected as our District Councillors for the next four years. I am very sorry that Cllr Rosemary Rowe and Hilary Bastone lost their seats. Both Councillors have worked tirelessly over a number of years for the South Hams.

I have raised the issue regarding the Brixham Road drain with Highways on a number of occasions. As well as Highways having pumped out the drain twice in the last two or three weeks, Cllr Dawes advised that he had also rodded and cleared the drain of grit, but this only solves the issue for a short time. It was thought that pebbles and grit from a nearby property are being washed into the drain causing the blockage.

Cllr Hawkins requested that the Parish Council should send a letter to Highways to say that if the issue with the drain is not solved properly, there could be subsidence to the public footpath along the Creek and also to the road.

With regards to the reopening of Beacon Road and Light House, the Parish Council are still awaiting an update in regard to the discovery of two old electric cables discovered under the closed section of the road

which has unfortunately delayed work. The Clerk has requested an update from Western Power.

With regards recycling and waste at South Hams District Council, we voted to spend over half a million pounds to buy new vehicles to improve waste collection and to introduce the Devon wide scheme across the whole district. This will include a food waste collection from October 23. This decision may be under review following the election of the new Council.'

ii) South Hams District Councillors

Cllr Ben Cooper introduced himself as the new District Councillor for Dartmouth and East Dart.

iii) Police

Cllrs Maurer and Hawkins to attend the Police liaison meeting on Friday 12th May 23.

iv) Sustainable Kingswear

None.

The Council will reconvene to discuss the following items:

C/005/23 - Co-option:

i) To resolve to co-opt applicant(s) to the vacant Councillor posts.

ii) To receive Declaration of Acceptance of Office from applicant(s).

Item Deferred – Extra Ordinary meeting to be held on Wednesday 24th May to interview and co-opt applicants for the two vacant Councillor posts.

C/006/23 – To make comment to the Planning Authority with regard to planning applications:

- a) **Ref: 1066/23/ARC Proposal: Application for approval of details reserved by condition 4 (New Structural Elements) of planning consent 0299/22/LBS Site: Greenway House, Greenway, TQ5 0ES**
SUPPORT
- b) **Ref: 0813/23/HHO Proposal: Householder application for alterations & extension to form shower rooms & provision of solar panels with associated works Site: Ravenswell, Beacon Rd, TQ6 0BS**
SUPPORT
- c) **Ref: 0882/23/HHO Proposal: Householder application for raising existing roof with rear dormer roof extension to create additional en-suite bedroom and study area. Roof of garage to be replaced from mono pitch to duo pitch (Resubmission 4097/22/HHO) Site: 76 Raddicombe Drive, Hillhead, TQ5 0EZ**
SUPPORT
- d) **Ref: 1284/23/FUL Proposal: Proposed new livestock building & associated works (resubmission of 3012/22/FUL) Site: Land at SX 8955 5095**
OBJECT - The applicant has not provided an agricultural appraisal because there has been no livestock on the site for 2 years. The applicant's agricultural plans for the site are not feasible in terms of acreage available and there is a weight restriction on the approach to the site which will impact the building works required for the proposed livestock building.
- e) **Ref: 0935/23/FUL Proposal: Re-modelling of existing dwelling & annex Site: Maypool Cottage, Maypool, TQ5 0ET**
SUPPORT

C/007/23 - To resolve to approve the following minutes subject to any amendments:

i) Full Council Meeting – 12th April 2023

The minutes were approved without amendment.

C/008/23 - Financial Matters (Clerk):

i) To resolve to approve the expenditure of the Council for the period 01/04/23 – 30/04/23.

It was resolved to approve the expenditure of the Council for the period 1st April 2023 to 30th April 2023.

ii) To present for review the month end finance report and bank reconciliation as at 30/04/23.

The finance report and bank reconciliation for month ending 31st March 2023 was reviewed by Councillors. All receipts and payments have been reconciled against the Council's bank statements and no differences have been identified.

iii) To consider and approve banking arrangements post-election.

Three out of four of the Council's internet banking users have not re-stood for election. The Council's Auditor has advised that we can continue to use our existing internet banking users, provided the Council commences the change in signature mandate at its first meeting following the election.

The Council approved the addition of Cllrs Paul Burnell and Christopher Dawes as internet banking users.

C/009/23 - To review and adopt:

i) Standing Orders

The standing orders were reviewed, and the following amendments/inclusions approved:

Standing Order 1t: Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

To include: Regular monthly reports provided by Councillors and groups shall not exceed 3 minutes without the consent of the chairman of the meeting.

Standing Order 3f: The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

ii) Financial Regulations

Item deferred – Financial Regulations to be reviewed at the next Finance Committee meeting and any changes brought to Full Council for approval.

iii) Code of Conduct

All councils are required to have a local Councillor Code of Conduct. The Parish Council adopted a Code of Conduct which is based on the Local Government Association (LGA) Model Councillor Code of Conduct.

iv) Scheme of Delegation

The Scheme of Delegation policy was reviewed and approved by Councillors.

C/010/23 - In regard to the Parish Council's committees:

i) To review terms of reference

The terms of reference for each committee were reviewed and the following amendments were agreed:

- To amend the terms of reference for the Planning Committee to advise that ordinarily, planning applications will be discussed within the Full Council meeting, unless the number of applications warrants a separate meeting.

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

a) Planning

Chair: Cllr H Newcombe, Deputy Chair: Cllr S Pearson / Members: All Councilors with the exception of Cllr J Hawkins.

b) Amenities & Environment

c) Finance

d) Staffing

The chair and members for the A&E, Finance and Staffing committees to be appointed at the June Full Council meeting, following the co-option to the two vacant Councillor posts.

C/011/23 - To consider representation / responsibility for the following:

i) Moorings – Cllr C Dawes

ii) Allotments – Cllr G Webber

iii) Cemetery – Cllr L Maurer

iv) Jubilee Park Play Area – Cllr T Burnell

v) Lower Ferry Public Toilets – Cllr G Webber

vi) Church – Cllr S Pearson / Cllr G Webber

vii) School – Cllr L Maurer / Cllr T Burnell

C/012/23 - 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) Waterhead Creek Preservation Society – Cllr C Dawes

It was noted that Cllrs Maurer and Webber are Trustees on the Village Hall committee.

C/013/23 - To review inventory of land and assets (Clerk).

The Clerk advised that the asset register had been updated to include all purchases and disposals in 22/23 and this had been checked and verified as part of the Council's Internal Audit. The register was reviewed and approved by Councillors.

C/014/23 - To review arrangements for insurance cover in respect of all insured risks (Clerk).

The Clerk advised that last year, the Council opted for a 3-year long term undertaking with effect from 1st June 2022. The annual cost of this year's premium is £1206.43. The Council's Internal Auditor has recommended that a valuation of replacement costs of all buildings be undertaken and the insurance policy updated accordingly. It was agreed for a quote to be obtained for the valuation of Cemetery Lodge and the Chapel.

C/015/23 - To propose 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 June 23 to May 24 was approved by Councillors.

C/016/23 - For information (Clerk):

i) Councillor Training

The Clerk to provide login access to Councillors for both the DALC and NALC websites. Both websites contain information and courses on a whole range of subjects applicable to the Councillor role.

ii) Councillor Email Addresses

It was agreed for Cllr Dawes to assist the Clerk in setting up gov.uk email addresses for all Councillors.

C/017/23 - To resolve and finalise the Annual Return for the year 2022/2023 (Clerk).

i) To receive and note the Annual Internal Audit Report

The Council's final annual internal audit report was reviewed by Councillors and it was agreed for the Clerk to action any recommendations made

The internal auditor has carried out an assessment of compliance with the relevant procedures and controls and has obtained evidence from the Council. On the basis of their findings, the internal auditor has confirmed that all internal control measures have been met.

ii) To approve the Annual Governance Statement

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

iii) To approve the Accounting Statement

A list of the 22/23 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 22/23 Accounting Statement was reviewed and approved by Councillors.

iv) 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 – 05.06.23 to 14.07.23.

C/018/23 - To discuss arrangements for the Annual Parish Meeting - Wednesday 17th May 2023 (Clerk).

The Clerk confirmed that all speakers have confirmed their attendance at the Annual Parish Meeting. Cllr Pearson to organise refreshments for the event.

C/019/23 - To consider recommendations raised by the Waterhead Creek Preservation Society following the April litter pick (Clerk).

In regard to the Creek Pontoon, the Council agreed to include the following statement on the Council's Risk Register, to ensure that a regular check is undertaken:

'The replacement pontoon to be inspected on a regular basis to ensure there is no spillage of polystyrene particles into the Creek.'

The Clerk to include an item on the Amenities & Environment committee agenda, regarding an inspection of the pontoon to ascertain if and when it should be replaced.

The Council to consider an amendment to the moorings policy, so that when moorings are allocated both on land and in the Creek it should be on the understanding that all tackle will be removed at the end of tenure and the PC should hold a bond against any environmental and financial damage that is incurred.

C/020/23 - To consider project ideas in regard to (Jonathan):

- i) M Emms Bequest
- ii) Covid Grant

Item deferred for discussion at the June Full Council meeting. Councillors to come forward with project ideas. The Clerk to obtain cost of purchasing a Marquee.

C/021-23 - To approve cost for Deputy Clerk to attend ICCM Cemetery Management & Compliance Course 13.09.23 (Clerk).

Councillors approved for the Deputy Clerk to attend the ICCM Cemetery Management & Compliance Course (£135+ VAT) and to register to be a member of ICCM (£95).

C/022/23 - To propose agenda items for the June 23 Full Council meeting.

Formation of a Coronation Fund. Councillors to notify the Clerk if they wish to add any further items to the June 23 agenda.

C/023/23 - 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