

**KINGSWEAR PARISH COUNCIL**  
**Minutes of the Council Meeting held at the Sarah Roope Trust Rooms**  
**on Tuesday 12 February 2019 at 7.00pm**  
**(for formal approval at the next Meeting of the Council)**

**Present:** Councillors: L Maurer (Chairman), J Hawkins, B Longland, L Payne, H Newcombe, E Parkes, M Trevorrow, E Jones.

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

There was 4 members of public present.

**C/343/18 – Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**C/344/18 – To receive any apologies for absence from the Meeting.**

Cllr J Henshall, Cllr R Searle, District Cllr R Rowe, District Cllr H Bastone, Police Constable A Vaughan.

**C/345/18 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].**

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:***

A resident voiced their concerns with regards to the management of the Parish Pontoon waiting list and felt the Moorings policy was not being adhered to. Councillor Trevorrow advised that the waiting list was not with Council records and had been lost in transfer between clerks. The waiting list was reviewed in 18/19 as part of a Moorings working group set up to review policies and procedures. A waiting list from 2001 was used as a basis for a new list to be drawn up. The list had naturally reduced due to residents moving or passing away and all others were contacted to ask if they still wanted to remain on the list.

Concerns were also raised in relation to speeding motorists. The Clerk will invite PC Vaughan to the next Council meeting to discuss whether a Community Speedwatch could be set up in the Village.

It was noted that the boat on the strip of land on Higher Contour Rd had now been removed, but that the Van remained. Enforcement notices have been put on the vehicle - Unfortunately the owner contacted SHDC before the end of the time period, and it was then not possible for the vehicle to be moved. Councillor Hawkins will write again to SHDC.

***The Council will receive the following reports if available:***

**i) Devon County Councillor – Cllr Jonathan Hawkins**

A letter had been written to Devon County Council Highways to re-iterate that Higher Contour road requires re-surfacing and to also remind them that the Bollards in Fore Street are awaiting replacement.

Cllr Hawkins advised that the Hillhead Bus Shelter will be installed in the Spring.

The plan for the Health & Wellbeing Centre is ongoing and an agreement has been signed between the Trust and South Hams District Council and it is expected a planning application will be submitted in the next couple of months.

District Councillors have met with the owners of Baker Estates who are the developers for the West Dart development in Dartmouth. A development by this same company was viewed in Totnes and Councillors were impressed by how the development enhances its rural environment.

**ii) South Hams District Councillors - Cllr Hilary Bastone and Cllr Rosemary Rowe.**

The JLP is on track for final adoption at a Special Full Council meeting to be held in March.

The South West Mutual Bank – The Founder share offer deadline has been extended to 31<sup>st</sup> March to accommodate a number of institutional investors including 5 Councils. They are confident of making the £250,000 minimum to move forward with preparing a banking license.

Councillors recently underwent a peer challenge review and had positive feedback. An action plan moving forward the recommendations from the review will be presented to the Executive in March.

The Budget Consultation is now on the engagement portal for members of the public to have their say – Please go to the SHDC website and click on 'Join the Conversation'.

With reference to the Consultation on the Business Rates treatment of self-catering accommodation, responses on the SHDC website are wholly opposed to rate relief being given on these properties.

**iv) Police** – None.

***The Council will reconvene to discuss the following items:***

**C/346/18 - To resolve to approve the following minutes subject to any amendment [Amendments to the Confidential Minutes to be noted and documented in Part II:]**

- i. Full Council Meeting – 8 January 2019
- ii. Full Council Meeting – 8 January 2019 (Confidential)
- iii. Planning Committee Meeting – 8 January 2019
- iv. General Purposes Meeting – 22 January 2019

***It was resolved to approve the minutes subject to the following amendments:***

**Full Council:**

Residents Parking

Include 'We ask DCC to draw up a revised map and then consult the village through an open meeting. Cllrs Parkes and Longland suggested that the signs allowing two hour parking be put in all of Lower Contour Rd not just the lower section. Members agreed to the suggestion.'

Amend 'The Council agreed a public meeting should be held to consult residents before final approval is given for the proposed residents parking scheme' to 'The Council agreed a public meeting should be held to consult residents for the proposed parking scheme.'

Devon County Councillor – Amend 'Headmaster of Kingswear Parish Council' to 'Headmaster of Kingswear Primary School.'

**General Purposes:**

To amend 'In Attendance' to include Peter Pudduck and Graham Sowerby.

GP/22.01.19/04 – To Include 'A meeting was held at the pontoon to discuss mooring spaces.'

**C/347/18 - To resolve to approve the Expenditure of the Council for the period 03/01/19 – 05/02/19 – see attached.**

***It was resolved to approve the expenditure of the Council for the period 3rd January 19 to 5<sup>th</sup> February 19.***

**C/348/18 - To present for information - Monthly Finance Report and Bank Reconciliation.**

The monthly finance report and Bank Reconciliation were noted.

**C/349/18 - To approve the continued appointment of Kevin Rose (IAC Ltd) as the Council's Internal Auditor.**

***The Council voted to approve the continued appointment of Kevin Rose (IAC Ltd) as the Council's Internal Auditor.***

**C/350/18 - To present for information – Preparing for Elections.**

The Clerk notified members of the key Election dates and advised of what is and isn't acceptable practice during the pre-election period. The Council discussed how they might promote the election campaign and agreed for posters to be displayed on notice boards and uploaded to their website and Facebook page.

**C/351/18 - To discuss 'Investing in Devon Grant' – Jubilee Park Planting / Lime Kiln Restoration.**

The Clerk advised that letters have been received from Devon County Council in relation to grants

awarded to the Council in 14/15. A grant of £1152 will be utilised for planting in the Community Orchard (Jubilee Park). The second grant awarded for the Lime Kiln restoration will be claimed by the Clerk, as this cost was incurred in 14/15.

**C/352/18 - To receive an update from Councillor Payne – Community Orchard.**

This morning there was a very pleasant gathering of residents, visitors and children from Kingswear Primary to participate in the planting of the first trees and celebrate the beginning of the orchard. 18 Children took part and they were instructed by the Tree Warden Alan Payne in the principles of tree planting and then were divided into groups with Community Orchard members and participated in the planting of our first eight fruit trees. A wassail poem was read and some cider poured over one of the trees. Residents and guests then shared some fizz and food in celebration.

Our pro bono lawyer, Mr Patchitt has suggested that we register the lease with the land registry. This gives better security of tenure. He has noticed that the Council has not registered their ownership of Jubilee Park and has offered to register this for us pro bono since the Community Orchard group cannot register their lease until the actual land is registered. He has consulted the partners of his law firm and they are happy for this to go ahead as long as the Council acknowledge that they are aware he is assisting the Orchard Group and is not representing the Council in lease negotiations.

**C/353/18 - To receive an update from Councillor Payne – Residents Parking Working Group.**

Highways have reported that they are understaffed so cannot provide a speaker to explain and address any resident's concerns about parking. I have liaised with Cllr Parkes and we suggest that at the beginning of March we hold four open sessions for the residents to find out, ask questions and pass comment about the latest developments in the neighbourhood plan and residents parking. We have done this before and residents found this very useful.

**C/354/18 - To consider a proposal to make enquiries with SHDC enforcement team concerning the Decision Notice dated March 2006 about the use of land at Waterhead Creek – Cllr Payne.**

The Council agreed that the Clerk should write to SHDC Enforcement Team to clarify whether the Decision Notice is still applicable and if so whether anything can be done to enforce it.

**C/355/18 - To receive the Neighbourhood Plan Report from Councillor Parkes (General) and to discuss and approve the actions and any expenditure detailed in the report.**

The Neighbourhood Plan group met on 14<sup>th</sup> January to review the plan progress. On the 17<sup>th</sup> January 2019 Cllr Parkes took the opportunity to attend a seminar on Devon Home Choice, the county wide scheme for registering for and allocation of affordable housing. Level A is people in most need level E is the lowest category. In many areas such as Torbay, Teignbridge, and Exeter the lowest level they consider is level D. E is not considered as having any need at all no priority. At present Kingswear have six people registered. There are 4 in level E and 2 in Level D. The level of need is very small. The officer from South Hams recommended that we put a policy in our plan to give priority to local residents from the Parish.

A copy of the unfinished draft plan has been sent to Councillors. The group need to be sure Councillors are happy with the intent of the policies and have asked Councillors to read these and let the Clerk know if they would not support them.

A quote of £1800 has been received for carrying out and preparing a detailed character assessment. The group have gathered a lot of evidence work for this but do not have the expertise to formalise the finished document.

The group would like to hold two open sessions at the end of this month/first week in March to show the proposed policies to the residents. They think this would be a good opportunity to show details of the proposed parking scheme at the same time and to get feedback on both. If possible one of these sessions will be at Hillhead, although this has not yet been arranged. If not a morning and evening session will be held in the village hall.

Expenses: Payment of £1000 to the planning consultant - £800 of this is the last of the grant money / £200 is to come from the allocation from reserves.

***The Council voted to approve the £1800 consultant cost to prepare the detailed character assessment.***

**C/356/18 - To receive an update from Councillor Maurer – Parish Pontoon moorings.**

A meeting was held at the Pontoon with Martin Pragnell from Dart Haven Marina to discuss the issues they have raised in relation to overcrowding on the pontoon and boats being left unchecked and the subsequent damage caused by these.

Dart Haven have agreed to us reducing mooring spaces on the pontoon as and when spaces become vacant, but that the Council will be responsible for repairs during this time.

The Council agreed to have a meeting of the Parish Pontoon mooring holders to reiterate their responsibilities. The meeting will be held on 11<sup>th</sup> March at 7pm in the Sarah Roope Trust Room.

**C/357/18 - To resolve to approve inflationary increase in mooring fees.**

***The Council resolved to approve a 2% inflationary increase in mooring fees.***

**C/358/18 - To resolve to approve the updated allotment documentation and proposed fees.**

***The Council resolved to approve the Allotment Agreement and Health & Safety Policy. The yearly rent for each Allotment will be £60.00.***

**C/359/18 - To consider suitability of current meeting venue with reference to receiving and reviewing planning information electronically from 01.04.19.**

The Council agreed to hold all future planning meetings in the Village Hall as a screen and projector are available to view plans electronically. Meetings will be held at 6.00pm.

**C/360/18 - To receive an update regarding the churchyard wall railings.**

The Council are awaiting quotes from three contractors for the installation of railings along the churchyard wall. The next step would be to obtain faculty permission which is required to undertake anything more than minor works to a church or churchyard - The cost of this would be £253. The application would need to be submitted by 1<sup>st</sup> March for consideration at the April meeting.

***The Council voted to approve the submission of the faculty application.***

**C/361/18 - To discuss and approve the replacement of the damaged 'width restriction sign' at the top of wood lane.**

The Council agreed that a visual sign of the width restriction on Wood Lane is required for Non-English speaking visitors to Kingswear - The anticipated cost of this would be £120.00. Cllr Trevorrow to circulate the proposed design to all Councillors for consideration.

**C/362/18 - To discuss possible dates for the Annual Parish Meeting and choice of speaker.**

The Council agreed to hold the Annual Parish Meeting in the Village Hall on 20<sup>th</sup> May at 7.00pm. The Clerk will contact SWAST to ask whether a Trainer could give a short demonstration to equip residents with the process of CPR and the use of a Defibrillator.

**C/363/18 - To propose agenda items for February Meeting.**

None.

**C/364/18 - 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.**

*The Meeting ended at 8.35pm*

**Minutes Approved:** ..... Councillor L Maurer – Chairman