

**KINGSWEAR PARISH COUNCIL**  
**Minutes of the Annual General Meeting held at the Sarah Roope Trust Rooms**  
**on Tuesday 14<sup>th</sup> May 2019 at 7.00pm**

**Present:** Councillors: L Maurer (Chairman), J Hawkins, B Longland, G Webber, H Newcombe, P Burnell, E Jones.

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

There were 3 members of public present.

**C/001/19 - 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.

The Chairman's Declaration of Office was received by the Clerk.

***Cllr Lynne Maurer took the Chair and conducted the rest of the meeting.***

iii) To elect the Vice Chairman of the Council for the ensuing year.

Cllr Jones was elected unanimously and unopposed.

The Vice-Chairman's Declaration of Office was received by the Clerk.

**C/002/19 – To receive any apologies for absence from the Meeting.**

Cllr P Pudduck, District Cllr R Rowe, District Cllr H Bastone.

**C/003/19 - 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 again raised concerns about parking in the village which is exasperated not just during the holiday season but also when contractor's vehicles take up valuable parking spaces. The Chairman advised this matter would be discussed at the Council's next full Council meeting.

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

**i) Devon County Councillor**

Councillor Hawkins informed members that Rosemary Rose, Hilary Bastone and himself, have all been re-elected as Councillors for South Hams District Council.

Cllr Hawkins also advised that he will be contacting Devon County Council to ascertain how safety could be improved on the section of road approaching the village, where a number of accidents have occurred.

**ii) South Hams District Councillors**

None.

**iii) Police**

None.

**iv) Neighbourhood Plan Report**

Please see Appendix 1 - A copy of the report is available on the Council website.

The Chairman of the Neighbourhood Plan Group, Eileen Parkes advised that SHDC questioned the inclusion of a policy in the plan, relating to local residents being given priority for allocation of affordable housing. The NHP group would still like to include this in their plan and the Council supported this decision. SHDC also advised that it is unlikely that the NHP Group will be able to apply the permanent residency clause to 50% of the dwellings at Noss on Dart, but as only outline planning permission has been granted, they would like to leave this in the policy, and this was supported by the Council. The Council also approved the inclusion of the Kingswear Wood in the Local Green Spaces designation for the Parish.

The Council agreed for Eileen Parkes to continue to liaise with Brixham Surgery with regards to having a Flu Clinic in the Village this year.

## **v) Residents Parking**

Please see Appendix 2 - A copy of the report is available on the Council website.

The Council have advised that they do not have first registration of the strip of land on Higher Contour Road, despite this information having been circulated amongst residents. This matter will be discussed at the June full Council meeting.

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

#### **C/004/19 - 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) General Purposes Committee Meeting 2<sup>nd</sup> April 2019**
- ii) Full Council Meeting – 9<sup>th</sup> April 2019**
- iii) Full Council Meeting – 9<sup>th</sup> April 2019 (Confidential)**
- iv) Planning Committee Meeting – 23<sup>rd</sup> April 2019**
- v) Finance Committee Meeting – 23<sup>rd</sup> April 2019**

It was resolved to approve the minutes subject to the inclusion of the Residents Parking report and proposal in the Full Council Meeting minutes of 9<sup>th</sup> April 2019.

#### **C/005/19 - To review and adopt the Standing Orders for Kingswear Parish Council.**

The Council agreed to defer the review of the Standing Orders until the June meeting, when it is hoped both Councillor vacancies will have been appointed to.

#### **C/006/19 - To review and adopt the Financial Regulations for Kingswear Parish Council.**

The Council's Financial Regulations were reviewed and adopted by the Council.

#### **C/007/19 - To resolve to approve the Expenditure of the Council for the period 04/04/19 to 07/05/19 – (See attached).**

It was resolved to approve the Expenditure of the Council for the period 4th April 19 to 7th May 19.

#### **C/008/19 - To present for information – April 19 Finance Report and Bank Reconciliation.**

The Income & Expenditure report and bank reconciliation for month ended 30.4.19 was reviewed by Councillors.

#### **C/009/19 - To review terms of reference for Committees.**

The Council agreed that the Terms of Reference would be reviewed by the members of each Committee in the first instance, and then brought back to Full Council for approval.

#### ***The Council resolved to suspend standing orders in order to elect the Chair and members of its Committee's.***

#### **C/010/19 - To elect Chair and members for the following Committees:**

##### **i) Planning**

Chairman: Cllr H Newcombe / Members: Cllrs L Maurer, E Jones, B Longland, G Webber, P Pudduck, P Burnell.

##### **ii) Amenities & Environment Committee**

Chairman: Cllr J Hawkins / Members: Cllrs L Maurer, E Jones, G Webber, P Pudduck, P Burnell.

##### **iii) Finance**

Chairman: Cllr P Pudduck / Members: Cllrs L Maurer, B Longland

##### **iv) Staffing Committee.**

Chairman: Cllr E Jones / Member: Cllr L Maurer

#### ***The Council resolved to re-instate standing orders.***

#### **C/011/19 - To consider representation / responsibility for the following:**

- i) Moorings – Cllr E Jones**
- ii) Allotments – Cllr G Webber**
- iii) Cemetery – Cllr L Maurer**
- iv) Jubilee Park and Us Garden – Cllr J Hawkins**
- v) Church & School – Cllr J Hawkins**

- vi) Neighbourhood Plan Working Group** – Cllr L Maurer
- vii) Residents Parking Working Group** – Cllr B Longland

Cllr Webber also agreed to put up the Council agenda's on behalf of the Clerk and to also be included on the rota for defibrillator checks.

**C/012/19 - To consider representatives to the following outside Committees and bodies for the ensuing year:**

- i) Port of Dartmouth Royal Regatta Committee** – Cllr L Maurer
- ii) Trustees of Sarah Roope Almshouses** – To defer until June meeting
- iii) Waterhead Creek Preservation Society** – To defer until June meeting

**C/013/19 - To review the Parish Council's banking arrangements.**

The authorised signatories for the Council's Unity Trust Bank account have been updated following the election. The Council agreed that the Chairman of the Finance Committee should be set up as an electronic banking user.

**C/014/19 - To review inventory of land and assets.**

The Council's inventory of land and assets was reviewed and the following amendments are to be made:

To increase the value of Cemetery Lodge to £500,000.

To include the Hillhead bus shelter once installed.

To obtain a valuation for the Chain of Office and update the register accordingly.

To include the wrought iron gates at the entrance to the Cemetery.

To adjust the value for the Fire Engine in line with the valuation provided by the London Fire Brigade Museum.

To update the valuation for the Fore Street lights once purchased and installed.

**C/015/19 - To review arrangements for insurance cover in respect of all insured risks.**

The Council's Insurance policy was reviewed and the following changes will be made:

To increase the sum insured value to £500,000 for the Cemetery Lodge.

To clarify with BHIB as to what is included within the contents sum insured value of £33,000.

To clarify with BHIB whether the War Memorial declared value of £40,000 is a standard cover based on our population size.

To ensure cover is included within the policy for:

- i) Defibrillators.
- ii) Waterhead Creek Pontoon.
- iii) Chain of Office.

To obtain a quote for a 3 year Long Term Agreement with BHIB.

**C/016/19 - To consider the co-option of persons to fill the Councillor vacancies and agree future actions required.**

It was agreed for the Councillor vacancies to be advertised on the Council Website, on Social Media and also for posters to be put up on notice boards and lamp posts in Kingswear and Hillhead. The closing date for applications will be 24<sup>th</sup> May 19 and prospective candidates will be invited to attend an extraordinary meeting of the Council on 28<sup>th</sup> May 19.

**C/017/19 - To discuss arrangements for the Annual Parish Meeting.**

The Annual Parish Meeting is to be held on 20<sup>th</sup> May 19. Posters have been put up to advertise the event. Several speakers have been invited to the meeting which include Mr Girardot, the Headmaster at Kingswear Primary School, Nick Hindmarsh from Dartmouth Caring and Pete Bradshaw from Premier Marinas. A defibrillator/CPR demonstration will also be provided by Dartmouth Community Defibrillator Fund.

The Village has been booked from 5pm and light refreshments will be provided.

**C/018/19 - For information:**

**(i) Councillor Training**

Dartmouth Town Council have organised two joint training sessions for Councillors to be held week commencing 10<sup>th</sup> June at the Guildhall. Courses are also provided by DALC and these can be booked via their website.

**(ii) Councillor Email Addresses**

The Clerk advised that with the introduction of GDPR, Councillors should refrain from using private email addresses. It was agreed that Council specific email addresses would be set up by each Councillor, although the format of these have yet to be advised.

**C/019/19 - To propose date, time and venue of ordinary meetings of the Council and Committees for the ensuing year.**

The Council voted to approve the change of venue for all Parish Council meetings to the Village Hall (Lower Room). Full Council meetings will be held on the second Wednesday of each month. Amenity & Environment, Planning and Finance Committee meetings will be held on the fourth Wednesday of each month.

**C/020/19 - To discuss the repair / replacement of the Seagull springer unit in the playground, Jubilee Park and agree future actions required.**

The Council voted to approve a quote of £350 + VAT from Outdoor Play Ltd to replace the Springer Unit in the play area, Jubilee Park.

**C/021/19 - To propose agenda items for the June 19 Full Council meeting.**

To consider whether the Council will declare a climate change and environmental emergency.

**C/022/19 - 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. (Quotes and Staffing).**

*The Meeting ended at 8.35pm*

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