

**KINGSWEAR PARISH COUNCIL**  
**Minutes of the Annual Meeting held remotely via Zoom**  
**on Wednesday 5<sup>th</sup> May 2021 at 7.00pm**

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

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

7 members of public present.

**C/001/21 - 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 to be received by the Clerk within 14 days.

***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 Jones was re-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 to be received by the Clerk within 14 days.

**C/002/21 Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**C/003/21 To receive any apologies for absence from the Meeting.**

Cllr J Hacking, District Cllr Rowe, District Cllr Bastone.

**C/004/21 - 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 following declarations of interest were made:

i) Cllr Newcombe - Agenda item 17 (Minute Ref C/018/21) Caravan and Motor home Consultation, Stoke Road.

ii) Cllr Pudduck – Agenda Item 15 (Minute Ref C/016/21) Parking on Jubilee Park with reference the Orchard Group AGM.

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

In respect of the draft Residents Parking consultation, the Council were advised that there are 52 businesses in the village of Kingswear, registered to pay business rates, of which 30 are second homes. It was proposed that the issuing of pool permits to businesses, should be delayed until it has been established whether there are surplus parking spaces.

The Council were thanked for asking the adjacent landowner to remove the recently installed fence on the strip of land. Councillors were asked if the lengthsman could remove the fence, but it was agreed that this is not a responsibility of the Council.

Representation was made by the Galampton Residents Association, in regard of a proposed Caravan & Motorhome Club Certificated Site.

Further information was requested by a resident, in relation to the Sustainable Kingswear Group and the Waterhead Brake additional parking site agenda items.

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

**i) Devon County Councillor - Jonathan Hawkins:**

Please see Kingswear Parish Council website (Full Council Minutes) for County/District Councillor report.

**ii) South Hams District Councillors:**

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

**iii) Police:** None.

**iv) Residents Parking Working Group:**

The Resident Parking consultation letter has been re-drafted. The following issues regarding the scheme have been raised:

i) Rentals & Air B&B's: There are over 50 rentals in Kingwear and if these properties were to be given pool permits, they would clog up the roads, so the Residents Parking Working Group are recommending that pool permits are not issued to rental properties. This could be reviewed after 12 months, should if surplus parking spaces are available.

ii) Hillhead Residents: Concerns have been raised by residents, in regard to people parking and leaving their cars in Hillhead. A bus pass is available for £20 per week for those travelling between Paignton and Kingswear and this might be a better option, for those currently leaving cars. The Parish Council may wish to list this concern within the disadvantages section of the consultation document.

iii) Quotes from residents experiencing parking problems:

Concerns have been raised, with regard including quotes from residents experiencing parking problems, in the consultation document and these have been categorized as arguments for the scheme. These quotes have been included by the Residents Parking Working Group, to fully convey an understanding of the current issues.

iv) Good Neighbour Ethos:

It has been suggested that a 'Good Neighbour Ethos' is an implied criticism of anyone who doesn't support the scheme. This is not the case - It is about residents asking their visitors to park on roads where there are no residences.

v) **Neighbourhood Plan:**

The Neighbourhood Plan Referendum will take place on 6<sup>th</sup> May 2021. Notices have been put up around the Parish, on the NHP and Parish Council websites and on Facebook, encouraging residents to vote. Leaflets have also been delivered. The count will be held on Friday 7<sup>th</sup> May. There were no NHP expenses incurred during the month.

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

**C/005/21 - 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 23rd April 2021.**

The minutes were approved without amendment.

**C/006/21 - In regard of committees:**

**i) To review terms of reference**

The Committee terms of reference were reviewed and approved by Councillors.

**ii) To elect a chair and members for the following:**

**a) Planning**

Chairman: Cllr H Newcombe / Members: All Councillors with the exception of Cllr J Hawkins.

**b) Amenities & Environment**

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

**c) Finance**

Chairman: Cllr B Lowe / Members: Cllrs L Maurer, B Longland, P Pudduck and P Burnell.

**d) Staffing:**

Chairman: Cllr E Jones / Members: Cllrs L Maurer and J Hacking.

**C/007/21 - To review and adopt the following Council documents:**

**i) Standing Orders**

**ii) Financial Regulations**

**iii) Risk Management Register**

The Council's Standing Orders and Financial Regulations were reviewed and adopted. The proposed updates to the Risk Register were approved by Councillors.

**C/008/21 - To review inventory of land and other assets.**

The asset register was reviewed and approved by Councillors. It was agreed that a physical verification of assets would be carried out and all property photographed to include with the asset register.

**C/009/21 - To review arrangements for insurance cover in respect of all insurable risks and to approve quote received from insurer for the period 1/6/21 to 31/5/22.**

The Council's insurance policy schedule with BHIB, was provided to Councillors for review at their April meeting. The sum insured values were compared with the values of the Council's property and assets, to

ensure adequate cover is provided within the policy. It was agreed that the Clerk should contact BHIB to request a quote to increase the sum insured value for contents. BHIB quoted an increase in premium of £9.17 to increase the sum insured value to £40k and this was approved by Councillors.

The Clerk noted that the Council have a three year undertaking with BHIB, which commenced on 1/6/19 and is due to end on 31/5/22. Councillors approved payment of the insurance premium for year commencing 1/6/21 - £1162.15.

**C/010/21 - 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 Play Area – Cllr G Webber
- v) Lower Ferry Public Toilets – Cllr P Pudduck
- vi) Church & School – Cllr L Maurer / Cllr G Webber

**C/011/21 - consider representatives to the following outside Committees and bodies for the ensuing year:**

- i) Port of Dartmouth Royal Regatta Committee – Cllr J Hawkins
- ii) Dart Harbour Communities Group – Cllr L Maurer

**C/012/21 - To propose date, time and venue of ordinary meetings of the Council and Committees for the ensuing year.**

The draft meeting schedule produced by the Clerk, for the period May 21 to April 22 was approved by Councillors.

**C/013/21 - Financial Matters (Clerk):**

**i) To resolve to approve the Expenditure of the Council for the period 01/04/21 to 30/04/21.**

It was resolved to approve the expenditure of the Council for the period 1<sup>st</sup> to 30<sup>th</sup> April 21.

**ii) To present for review the month end finance report and bank reconciliation as at 30/4/21.**

The income and expenditure report and bank reconciliation for month ending 30<sup>th</sup> April 21 was reviewed by Councillors.

**C/014/21 - To receive the Chairman's report.**

As this is the Annual Meeting of the Council, the Chairman asked that those who have been lost, during the year be remembered and the names of these residents were read out at the meeting. Cllr Hawkins was also wished good luck for his County Councillor elections.

**C/015/21 - To consider and approve amendment to the proposed residents parking scheme (Jonathan).**

Cllr Hawkins thanked Lucy Payne for all her hard work in drafting the proposal for the extension to the existing Residents Parking scheme. The draft proposal had been sent to Chris Rook (Traffic Management Team, Devon County Council) for consideration. Cllr Hawkins advised, that if the Parish support the proposed extension to the scheme, it does not mean the scheme will be implemented this Summer. It is hoped that Devon County Council will have the resources to put the scheme in place for Spring 2022.

The following points were raised by Councillors, in regard to the draft consultation letter:

- i) It is not environmentally friendly to send out a 6 page document to all residents within the Parish.
- ii) The resident quote section should not be included. The Consultation document should be factual and not written to persuade.
- iii) The £10k Covid grant should benefit both Hillhead and Kingswear Residents and should not be spent in its entirety, for Residents Parking in Kingswear.
- iv) Residents living in outlying areas of the Parish also experience issues with parking.
- v) The good neighbour section, should be excluded from the proposal, as this may discriminate against those with disabilities.

It was agreed for Councillors Longland and Maurer to work with Lucy Payne to rewrite the consultant letter, with a view to reducing the content. The good neighbour and resident quote section will be removed from the document.

**C/016/21 - To consider the use of Jubilee Park for car parking - Orchard Group AGM (Sue).**

Councillors agreed that members of the Orchard Group, could park their cars in Jubilee Park if required, as long as the the ground isn't wet. The Orchard Group to provide a copy of their public liability insurance and their risk assessment for the event.

**C/017/21 - To consider the Waterhead Brake site as additional parking and agree future actions (Jonathan).**

Councillors discussed the possibility of using the Waterhead Brake site, for additional car parking for the village. It was agreed, that in principle Councillors have no objection to Waterhead Brake being used this year, as a temporary car parking site for the summer months up until the end of August. This would of course be subject to any necessary permissions being sought from Devon County and South Hams District Council.

**C/018/21 - To consider the Council's response to the Caravan and Motorhome consultation in relation to a Certificated Location - Stoke Rd (Clerk).**

It was noted, that the owner of the proposed certificated location site on Stoke Rd, has advised that the Caravan and Motorhome consultant, recommended that the site traffic should be directed via Waddeton. The Parish Council therefore had no objection to the proposed site, as there would be no impact on the traffic through Kingswear Parish (Galmpton, Maypool or Greenway).

**C/019/21 - To consider and approve the cost for Legionella awareness training (Clerk).**

The Council agreed for the Clerk and the Councillor responsible for the toilets, to attend Legionella Awareness training at a cost of £30 + VAT per person.

**C/020/21 - To consider and approve the draft Grounds Maintenance contract, in preparation for going out to tender in June 21 (Jonathan).**

The draft Grounds Maintenance contract for the period 1/10/21 to 30/9/23 was reviewed and approved by Councillors. The Clerk advised that the Lengthsman contract would also need to be approved by Councillors and that this will be done at a later date, via the scheme of delegation. It was agreed that both contracts would be advertised on the Parish Council Website. Cllr Hawkins declared an interest in this agenda item and did not take part in voting.

**C/021/21 - To consider future actions in regard of the South West in Bloom 'It's your Neighbourhood' competition (Clerk).**

Cllrs Maurer and Hawkins met with the Clerk, to discuss the Parish Council's entry to the 'It's your Neighbourhood' initiative. They will meet with the South West in Bloom Judge in Kingswear, on Monday 26<sup>th</sup> July, in order that the Council's entry can be assessed.

The following ideas will form the basis for their entry – Sustainable Kingswear, community orchard and wild flower area, forest school, restoration of Scabbacombe Head, regeneration of woodland, allotments, newly planted wildlife hedge (churchyard), School involvement in parish planting projects, bulb planting, hanging baskets and troughs.

**C/022/21 - To approve the launch of the 'Sustainable Kingswear' Group and agree any future actions (Jonathan).**

Following the Council's climate emergency declaration, a Sustainable Kingswear group has been formed, to improve the Parish's environment and reduce its impact on climate change. A leaflet will be delivered shortly to encourage those interested in their local environment, ecology and nature to join the group.

**C/023/21 - With regards to the return to face to face meetings: (Clerk).**

**i) Agree future actions.**

The Clerk advised that from May 7th, all Parish and Town Councils can no longer meet remotely and Council meetings can only take place in physical settings. From the 21st June, all legal limits on social contact are removed, although there may still be covid secure measures in place. The Council have therefore agreed to delay the June meeting by two weeks and this will now be held on Wednesday 23<sup>rd</sup> June.

All face-to-face meetings will need to adhere to Government Guidance and a risk assessment will be completed prior to the Council's June meeting

**ii) To consider and approve a scheme of delegation.**

The Local Government Act allows the Council to delegate authority to the Clerk, to make decisions on behalf of the Council, as and when appropriate. DALC have advised that Councils should have a scheme of delegation in place, to ensure decisions can be made, until all the necessary arrangements have been made, to ensure a Covid secure meeting venue. The draft scheme of delegation compiled by the Clerk was approved by Councillors.

**C/024/21 - To consider and approve estimate for the refurbishment of the Fire Engine and agree future actions (Clerk).**

An estimate in the sum of £2300 to £2500 has been received, for the refurbishment of the Fire Engine. Councillors agreed to first look at the possibility of students from South Devon College carrying out the refurbishment works, before they make their decision regarding the estimate received.

**C/025/21 - To consider and approve draft response to the Remote Meetings / Call for Evidence consultation (Clerk).**

The draft response compiled by the Clerk, to the Remote Meetings / Call for Evidence Consultation, was approved by Councillors.

**C/026/21 - To propose agenda items for the June 21 Full Council meeting.**

Kingswear Award; Welcome Sign Hillhead; Allocation of SHDC Covid Grant.

**C/027/21 - Urgent Items – For information.**

None.

By Order of the Council

*Sue Balsdon*

Sue Balsdon

Clerk to the Council

***The Meeting ended at 9.00pm.***

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