

**PLEASE NOTE THAT THE MINUTES OF THE
PARISH COUNCIL MEETING OF THE 17TH MAY
AND THE 24TH MAY FOLLOWS**

KINGSWEAR PARISH COUNCIL

**Draft Minutes of the Annual General Meeting of Kingswear Parish Council
held in the Trust Room on Tuesday 10th May 2016**

Present: Cllr J Hawkins (chairman), Cllr M Trevorrow, Cllr E Essex, Cllr L Payne, (minute taker) ,Cllr J Henshall, Cllr H Newcombe, Cllr L Maurer, Cllr R Searle and Cllr E Parkes. There were 20 members of the public present.

C/133/16 Apologies for Absence

Cllr E Jones, District Councillor Bastone

C/135/16 Election of the Chairman of the Council

Cllr Hawkins said he did not intend to stand as chairman again and he thanked all those who had given him support during his period of chairmanship. Cllr Hawkins informed the council that the clerk Rob Barber had resigned from his post.

There were two nominations for chairman: Cllr Jones and Cllr Henshall and after a vote Cllr Henshall was elected chairman.

C/136/16 Chairman's Declaration of Acceptance of Office

The document of the chairman's declaration was not available and so it was decided that Cllr Henshall would sign it next meeting..

C/63/16 Election of the Vice-Chairman

There were two nominations for vice-chairman: Cllr Trevorrow and Cllr Maurer and after a vote Cllr Maurer was elected vice-chairman. The document of the vice-chairman's declaration of acceptance was not available and so it was decided that Cllr Maurer would sign it next meeting.

Cllrs Hawkins and Trevorrow left the meeting.

C/64/16 Minutes

Several amendments to the minutes of 12th April 2016 and 26th April 2016 were agreed. The amended minutes will be forwarded to members prior to the next council meeting for approval so they can be signed as correct at the next meeting.

C/65/16 Neighbourhood Plan

Cllr Parkes gave the following report:

C/66/16 Review of delegation arrangements and terms of reference for committees

Cllr Maurer reported that she had contacted Torquay cemetery in order to aid the review of procedures for the cemetery work. The terms of reference for the General Purpose Committee had been completed. The Finance, Staffing, Planning and Residents Parking Committees' terms of reference were work in progress. Cllr Parkes informed the council that the terms of reference for the Neighbourhood Plan Committee had been agreed in January 2016.

C/67/16 Nominations to Existing Committees

General Purposes: Cllrs. Henshall, Jones, Hawkins, Essex and Maurer

Planning: Cllrs. Newcombe, Parkes, Payne, Searle and Trevorrow.

Finance: Cllrs. Jones, Payne, Maurer and Hawkins

Staffing: Cllrs Henshall and Maurer

Residents' Parking: Cllrs Henshall, Payne and Jones. Mr P Pudduck, Mr D Minnett and Ms A Gibson.

Neighbourhood Plan Steering Group: Cllrs. Parkes, Maurer, Henshall and Payne. Mr D MacIlraith

Standing Orders Review Committee: Cllr Payne, Henshall and Maurer

It was agreed that there would be a review of the staffing committee.

C/68/16 Review of arrangements with other local authorities

It was agreed that this would be dealt with by the General Purposes Committee.

C/69/16 Review of representation with external bodies

It was agreed that this would be considered at the next council meeting.

C/70/16 Review of inventory of land assets and office equipment

Cllr Henshall informed the council that some members of the General purposes committee had walked the Council Property recently. It was agreed to ask the new clerk to review the office equipment and provide an inventory.

C/71/16 Review of Insurance Cover

This had been completed by Cllr Payne. The clerk was obtaining quotes for insurance cover.

C/72/16 Review of Membership of Other Bodies

Representatives of the council of other bodies is as follows:

Sarah Roope Cllr Henshall

SW Councils Cllr Maurer

DALC Cllr Newcombe

SLCC The Clerk

Non Bens Cllr Jones

Mayflower Cllr Payne

C/73/16 Review of Councils Policies

Cllr Maurer has agreed to review and or establish the following:

- Council's procedures for handling requests made under the Freedom of Information Act and Data Protection Act
- Complaints procedures
- Policy for dealing with the press

It was agreed that Cllr Henshall, the chairman, would be the council's spokesperson

C/74/16 Dates for Meetings of the Council for the year ahead.

The following dates were agreed

Full Council: 2nd Tuesday of the month at 7pm

Planning Meeting: 3rd Tuesday of the month at 7pm

Planning Inspections Monday prior to the 3rd Tuesday of the month at 6pm in the

summer and at 2pm in the winter
 General Purpose Committee 1st Tuesday of the month at 7pm

C/134/16 Declaration of Interest

None

C/75/16 Exempt Information

Since Cllr Trevorrow was not present the Moorings Issues would be considered at the next meeting.

C/76/16 Items requiring Urgent Attention

The Annual Governance Statement – Members debated how to complete the form and it was agreed that they would email their views to Cllr Payne within 24 hours.

C/77/16 Police Report

P.C. Vaughan sent in his report and gave his apologies for not being able to attend.

Total crime for Kingswear April 2016: 2 x THEFT

Breakdown of crimes

THEFT: LOG 316/16/04/16 An unknown offender entered a residential premises and stole approximately £600 cash from within. Investigations are still ongoing.

THEFT: CR/027571/16 Sometime between the 25th – 29th of April 2016 at Waterhead Creek, Kingswear an unknown offender has caused damage to a locking system and stolen an outboard engine valued at £2,600. It is suspected that the offenders made a waterborne approach. Investigations are still ongoing.

Neighbourhood Policing activity:

I have conducted a number of welfare and reassurance visits following incidents within the Parish. I continue to listen to the thoughts and concern of parishioners in relation to vehicle's speeding around the village and incidents of Anti Social Behaviour.

I have visited Kingswear Primary School and at present I am arranging an appropriate time to deliver a presentation to the children about the role of the Police. This will be conducted in an age appropriate manner and in line with their educational needs.

I continue to conduct high visibility foot patrols within the Parish and will be holding a Police surgery on Wednesday 18/05/2016 between 11:00 – 12:00.

C/78/16 Questions from Members of the Public

Parishoner A asked for an update on Lighthouse Beach. Cllr Henshall responded that at the recent meeting they were told it would cost £180,000 to mend the road and cliff face and that the adjoining landowners were being asked to contribute £30,000 each and the council was asked to contribute £40,000. It was agreed to discuss this at the next council meeting.

Parishoner B asked when the Council proposed to publish the rules of governance – the standing orders and financial regulations.

C/79/16 Town and Parish Council Key Messages

Cllr Bastone sent in the following report:

Council Tax

The Council, at its meeting on 11 February 2016, agreed to increase its Council Tax for 2016/17 by £5 (which equates to a Band D Council Tax of £150.42 for 2016/17), an increase of £5 per year or 10 pence per week;

Devolution

The Council has also approved the final Heart of the South West formal Devolution proposal;

Local Authority Controlled Company

A Special Council meeting on 25 February 2016 has agreed to develop a detailed business case and implementation plan to enable further consideration of the merits of establishing a Local Authority Controlled Company jointly with West Devon BC;

Planning Enforcement

Members at the Special Council meeting have also approved a Planning Enforcement plan to address the backlog of planning enforcement cases within a twelve month time period.

Our Plan: South Hams

Work is progressing on 'Our Plan: South Hams' and both the refreshed delivery plan and the Local Plan elements are moving ahead. A detailed update will be put before the next Executive meeting (10 March 2016).

Round Review

We are about to enter the first stage of the round review to deliver the savings highlighted in the review of waste services. This stage includes moving around 1,600 properties that were previously on a weekly refuse sack collection, to a fortnightly refuse bin collection. There are also a further 3,000 properties that were previously on a weekly sack collection, which will be moved to a fortnightly refuse sack collection, with an additional weekly food collection.

The properties are spread across all wards with the highest concentration being in the Ivybridge, Dartmouth and Kingsbridge areas.

The intention is to start informing residents over the coming weeks and the actual change-over will take place during April 2016. More details will follow nearer the time.

Chairman's Civic Lunch – Sunday, 10 April 2016

In advance of the formal invitation being sent, I write to advise that the Chairman has arranged for his Civic Lunch to take place at the Dartmouth Golf and Country Club on Sunday, 10 April 2016. The cost is likely to be around £24 per person.

Whilst further information on timings and menu options will follow, at this stage, Cllr Bramble would be grateful if you could hold this date in your diaries.

IESE Awards

At the iESE awards ceremony last Wednesday the South Hams District Council won two gold awards. They were for Council of the Year and Transforming Through People.

These awards are for what the District Council has achieved so far and proof that we need to believe in our transformation and work to the new model!

C/80/16 Planning Application

Cllr Newcombe, chair of the planning committee took this item. Cllr Hawkins as a member of SHDC did not participate.

Planning Applications: 027/16/FUL and 0272/16ADV:for Greenway.

Proposal: Introduction of two Pay and Display machines and related instruction signage and for Pay and display Machines and advertisement consent.

At: Greenway, Greenway Road, Galampton, Devon, TQ5 0ES

OBJECTION

Comment: We oppose strongly because some cars will inevitably park on the roads leading up to Greenway rather than pay and display. This will cause an obstruction to the road.

C/81/16 Urgent and Exempt Items

It was resolved that discussion about the cemetery would be an exempt item because it concerned personal issues. The following decisions were made:

The council resolved to tighten up procedures and review the policies concerning the cemetery and internment. This will be instituted in the General Purposes Committee.

It was also agreed that Cllr Payne will review all the council insurance policies.

Further notes about this will be found in the confidential "Committee Note".

C/82/16 Future Agenda Items

The following were asked to be on next month's agenda: moorings, Residents' Parking, appointment of Tree Warden, Cemetery, insurance policies, Lighthouse Beech, Internal audit, Neighbourhood Plan, arrangements for annual parish meeting, website, payroll arrangements for clerk, Kingswear award, Vote of confidence in the three petitioned Members.

C/83/16 To confirm and agree the dates of future meetings

- a) Council
No meeting in August, Sept. 13th, Oct. 11th, Nov. 8th, Dec 13th
- b) Planning
Aug. 23rd, Sep. 27th, Oct. 25th, Nov. 22nd, Dec. 13th
- c) Annual Parish Meeting
May 23rd
- d) Council AGM
May 10th

Meeting terminated at 10.40pm

Payments for February and March 2016

No.	Payee	For	Sum(£)	Cheque
1	H M Revenue and Customs	Clerks Tax and Employee NI Contributions	Not submitted	002769
2	H M Revenue and Customs	Employer NI Contributions	Not submitted	002770
3	R Barber (Clerk)	Reimbursement of expenses incurred	£111.69	002771
4	R Barber (Clerk)	Clerks Salary	Not submitted	002772
5	R Barber (Clerk)	Office Allowance	£85.28	002773
6	SWW	Cemetery Water	£3.50	Direct Debit
7	Ian Putt	Village Maintenance	£78.00	002774

8	Kingswear Village Hall	Senior Citizens Lunch: Hall Hire	£34.00	002775
9	Kingswear Village Hall	Document Storage (01.12.15 to 28.02.16)	£65.00	002776
10	DECoDECS	Decoration of Cemetery Lodge Bathroom to replace defective paint.	£230.00	002777
11	DJ Allen	Supply and Fit meter cabinet, consumer unit and contactor for Christmas Lights. No labour charged.	£72.00	002778
12	Wyman Construction	Cemetery Lodge Roof Repair and Gutter replacement	£948.00	002779
13	EDF	Lighting	£46.00	Direct Debit
		Total	£1673.47	

KINGSWEAR PARISH COUNCIL

Draft Minutes of the Meeting of Kingswear Parish Council Held in the Trust Room on Tuesday 17th May 2016

Present: Cllr J Henshall (chairman), Cllr J Hawkins, Cllr E Essex, Cllr L Payne, (minute taker) , Cllr E Jones, Cllr H Newcombe, Cllr L Maurer, Cllr R Searle and Cllr E Parkes. There were four members of the public present.

C/159/16 Apologies for Absence

Cllr M Trevorrow

C/160/16 Declaration of Interest

None

C/161/16 One minute silence in memory of the late Elizabeth Hearn.

The council stood for one minute in silence.

C/162/16 Declaration of Acceptance

Cllrs Henshall and Maurer signed their declaration of acceptance of office.

C/163/16 Questions from the members of the Public

Parishioner A asked the chairman and council to confirm they embraced the Nolan Principles. The chairman replied that they did. He then asked if the council will be complying with his recent data protection access request. Cllr Henshall replied that the council was still seeking advice.

Parishioner B asked if there was any progress with the new website. Cllr Jones replied that the website was finished but a person was needed to run it who would then be given training. Cllr Parkes suggested the council ask Andrew who runs the neighbourhood plan website. This was agreed. **Action Cllr Parkes**

Parishioner C asked whether the facebook site called Kingswear Parish Council should be run by a person who was not a councillor. It was agreed that Cllr Jones will ask Colin Lang to change the name of the website. Also when a new clerk is appointed, he would become the administrator of the council facebook page. **Action Cllr Jones**

C/164/16 the budget for 2016-17

The budget was accepted unanimously

C/165/16 The Annual Return

It was resolved that the council write a letter to Grant Thornton saying that we were having problems answering questions 1,2,4 and 7 and also asking if we can extend the date of the submission.

C/166/16 Insurance Quotes

It was resolved to stay with the existing insurer.

C/167/16 Payments of the Months of April and May

It was resolved to approve the payments except the Ilca course. Cllr Maurer agreed to investigate.

C/168/16 Interim Arrangements

The council was mindful to enact the following and these arrangements would be ratified at the next Meeting.

Due to the clerk's resignation the following would assume responsibilities as follows:

Cllr Maurer	cemetery
Cllr Newcombe	Planning
Cllr Payne	acting clerk
Cllr Henshall	acting RFO

Arrangements for recruiting a new clerk:

- Three week's advert in the Dartmouth Chronicle starting Friday 27th May
- Closing date for applications - Friday 17th June
- Interviews – Wednesday 22nd and Thursday 23rd June

Meeting terminated at 9.30pm

Minutes approved.....

Date.....

Payments for April and May 2016

No.	Payee	For	Sum(£)	Cheque
1	H M Revenue and Customs	Clerks Tax and Employee NI Contributions	£587.50	2798
2	H M Revenue and Customs	Employer NI Contributions	£194.94	2799
3	R Barber (Clerk)	Reimbursement of pre-authorized expenses.	£112.96	2800
4	R Barber (Clerk)	Office Allowance	£85.28	2801
5	R Barber (Clerk)	Clerks Salary	£1,501.03	2802
6	SWW	Cemetery Water	£4.50	Direct Debit
7	Ian Putt	Village Maintenance	£92.00	2803
8	EDF	Christmas Lighting	£50.57	Direct Debit
9	South West Councils	Membership	£465.60	2804
10	SLCC	ILCA Online Training Course Fee	£118.80	2805
11	Darthaven Marina	Annual Licence for Village Pontoon	£1,440.00	2806
13	AC Printing	Neighbourhood Plan leaflet printing	£132.00	2807
14	Frederick Sherrell Ltd	Lighthouse Beach Geotechnical Assessment	£1,800.00	2808
15	DCC-Pension Fund	Pension for previous Parish Council employee	£625.55	2809
16	Cllr Hawkins	Valuation fee for Chairmans Chain of Office	£30.00	2810
18	Cllr Trevorrow	Stationary for Moorings	£29.75	2811
17	Partington Print	Neighbourhood Plan Outdoor Banner	£72.00	2812
19	N. Morley	Cemetery Lodge Tenants Deposit	£1,000.00	2813
20	Factory Media Design	Neighbourhood Plan Web Site	£99.00	2814
21	R Barber (Clerk)	Office Allowance (part of May)	£45.48	2815
		Total	£8,486.96	

KINGSWEAR PARISH COUNCIL
Draft Minutes of the Meeting of Kingswear Parish Council
Held in the Trust Room on Tuesday 24th May 2016

Present: Cllr Jan Henshall (Chairman), Cllr E. Essex, Cllr E. Jones, Cllr L. Maurer, Cllr H Newcombe, Cllr E. Parkes, Cllr R. Searle.

C/169/16 Apologies for Absence

Cllr J. Hawkins, Cllr L. Payne, Cllr M. Trevorrow.

C/170/16 Declaration of Interest

None

C/171/16 Minutes

Minutes of the Meeting held on the following dates.

Sept 8th 2015,
 April 12th 2016,
 April 26th 2016,
 May 10th 2016,
 May 17th 2016

were duly signed.

C/172/16 Questions from members of the Public

Mrs Sue Pudduck asked whether she would be able to proceed with arrangements for open air theatre (Shakespeare's 'All's Well That Ends Well') in Jubilee Park on 15th July, due to the forthcoming installation of the playground. It was agreed that the Council would clarify this for her as soon as possible.

A member of the public stated that he had paid the invoice for his mooring, but had not received the sticker nor any receipt. This was duly noted.

Mr. Pudduck reported that, as he had not received replies to any of the questions that he had put to the Council at the last two or three meetings, he had himself written to Grant Thornton with copy to the Monitoring Officer. He was asked to forward a copy of this letter to the Council.

C/173/16 and C/174/16 Internal and External Audit Updates

Cllr Henshall confirmed that she had written to Ken Abrahams at Grant Thornton as agreed at the last Meeting, and that also in the interim Cllr Payne had seen the accountant in Totnes. He had offered to review our problems and would do this for a fee of £80 per hour. Cllr Jones agreed to pursue this.

Cllr Jones also said that he would talk to Grant Thornton and explain to them what the situation is. He pointed out, for the record, that he is not the RFO.

C/175/16 Maintenance and Cleaning of Cemetery Lodge

Cllr Parkes presented the quote received from Brixham Damp Proofing for the leading work, damp proofing and silicone wash. The total is £1,480.00 ex Vat and excludes any caps that may need replacing. Start date offered was 31st May.

Following detailed discussion, it was agreed that because of the urgency of getting the work completed before a new tenant moves into the Lodge, we should accept the quote and the start date. Mr Sid Parkes was of the opinion that this company would do a good job.

Cllr Jones proposed and Cllr Parkes seconded the motion "The Council accepts the Quotation from Brixham Damp Proofing and will instruct them to proceed with work as quoted". Cllr

Parkes will inform them by telephone and Cllr Henshall will confirm in writing." The motion was passed unanimously.

It was also agreed that the carpets should be cleaned before the arrival of a new tenant.

C/176/16 Arrangements for Appointment of Replacement Clerk

It was decided that our advertisement should be placed on the web sites of DALC and SLCC, and possibly WPS. Action Cllr Maurer.

C/177/16 Arrangements for covering clerk duties

The existing arrangements will remain in force, i.e.

Cllr Henshall - telephone, emails, invoices and banking.

Cllr Payne - Agendas and Minutes

Cllr Maurer - Cemetery

Cllr Newcombe - Planning

C/178/16 Lighthouse Beach

Cllr Henshall reported that there had been a meeting with Mr Peter Brunt, Mr Chris Miller (South Devon Highways), Mr. and Mrs. D. Southwick, Cllr Hawkins and Cllr Henshall. Further quotations are being sought but the likely costs of carrying out essential work are estimated to be £150,000 to £160,000

Cllr Jones raised the point that if KPC was going to have to raise the figure being suggested, we should be expecting more in the way of concessions from Mr David Southwick than the three years in the current agreement.

C/179/16 Extra Payment - Insurance Premium

The cheque was duly signed, and Cllr Henshall agreed to check the bank balance before posting it.

The Meeting closed at 21.15.