

MINUTES OF THE ANNUAL GENERAL MEETING OF KINGSBRIDGE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, QUAY HOUSE AT 7.00 p.m. ON TUESDAY 13 MAY 2014

Present: Cllr Wayne Grills (Chairman)
Cllr Anne Balkwill
Cllr Amanda Bloomer
Cllr Rufus Gilbert
Cllr Robin Griffin
Cllr Irene Jeeninga
Cllr Graham Price
Cllr Steve Sidney
Cllr Beryl Washington
Cllr Jax Williams
Cllr Keith Wingate

In Attendance: County Cllr Julian Brazil
District Cllr Simon Wright
Sergeant David Green
Sam Acourt, Kingsbridge & Salcombe Gazette
Three Members of Public
Martin Johnson, Town Clerk

At the outset of the meeting Cllr Jeeninga:

- thanked her fellow members for their support throughout her 2 year term as Town Mayor,
- reported that she had represented Kingsbridge Town Council (KTC) at numerous events and highlighted: the presentation of the Arctic Star Medal to Brian Jenkins, Kingsbridge In Bloom award presentation at Truro, and recent opening of the new pontoons at the head of the estuary.
- thanked the Reception Office staff Louise, Ann and Joan and the Town Clerk for their hard work, and
- congratulated Cllr Grills on becoming Town Mayor.

14/01 APPOINTMENT OF TOWN MAYOR

Cllr Grills was appointed as Chairman and Town Mayor for mayoral year 2014/15 and had completed his Declaration of Acceptance of Office.

14/02 APPOINTMENT OF DEPUTY TOWN MAYOR

Cllr Williams was appointed as Deputy Chairman and Deputy Town Mayor for mayoral year 2014/15 and had completed her Declaration of Acceptance of Office.

14/03 APPOINTMENTS TO COUNCIL COMMITTEES

Appointments to membership of the Finance, Parks & Green Spaces, Planning, Policy and Property Committees were agreed at Annex A.

14/04 APPOINTMENTS TO OUTSIDE BODIES

Appointments to Outside Bodies were agreed at Annex B.

14/05 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Matt Farrand and Philip Yates. Cllr Gilbert was at another meeting and would arrive shortly.

Public Open Forum

Mr Lawrence Townsend made the statement at Annex C.

14/06 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES

06.1 Sgt Green had surveyed crime statistics April 2013 to April 2014. Kingsbridge had 48 crimes per 1,000 population which compared with Salcombe at 22, Totnes at 102 and Torquay at 318. He considered that Kingsbridge was a safe area. He then reported on crime statistics for April 2014. A total of 18 crimes had been committed compared to 24 crimes during the same period in 2013. Two arrests had been made, 6 crimes had been dealt with by restorative justice and others were still under investigation. There had been 3 assaults; 2 had resulted in injury and offenders for both incidents had been arrested. Two burglaries had been committed; at a commercial premises where computer equipment had been taken and at an insecure house where a cash box was stolen. Four criminal damages included damage to a parked car and a boat. Three shopliftings had occurred; 2 had been dealt with via restorative justice and one remained under investigation.

May's road safety theme was driver distraction. Mobile phones are the main example but also unrestrained dogs in cars and badly behaved passengers. Enquires were ongoing regarding the tragic death of a 73 year old male in the estuary on 7 April however, Police were not seeking anyone else in connection with the incident. On 22 April, Kingsbridge Police held a multi-agency Marine Awareness Day at Whitestrands car park in Salcombe. Lots of information was available on marine crime prevention and safety in the estuary. Representatives from RNLI, National Coastwatch Institute, Kingsbridge Boat Watch, Devon Air Ambulance, Inland Fisheries Conservation Authority, and Salcombe Harbour Authority were present alongside the Police Diving unit.

The new Neighbourhood Beat Manager for Kingsbridge Town had been appointed. PC Dave Tungate would start on Thursday 15 May. He had 8 years

service, had previously served in Newton Abbot, and was much looking forward to his new posting.

Finally, he thanked Cllr Jeeninga and now looked forward to working with Cllr Grills. He considered the relationship between the Police and KTC was very healthy and positive.

Sgt Green left the Chamber

06.2 County Cllr Brazil reported that during his 11 years service Cllr Grills was only the second chairman younger than himself. It was Devon County Council's (DCC) own AGM on Thursday 15 May and an extraordinary meeting beforehand would consider current Tough Choices e.g. reviews of the Libraries and Children's Centres. His main concern was Tumbly Hill Day Centre which was a great asset and much needed; he hoped that the argument would be accepted that there was no other local alternative and that the service would remain. The youth club at Tresilian was likely to be withdrawn however, there had been proposals to take on the building. He noted that Kingsbridge Library was on the agenda to be discussed. He thanked Cllr Jeeninga for her 2 years as Town Mayor; she had been a credit to Kingsbridge and had brought serenity to the post. He wished Cllr Grills good luck as new Town Mayor.

Cllr Jeeninga asked what action could be taken regarding large A2 sized board adverts for a Plymouth evening venue which went up on roundabouts and remained in situ after events. Cllr Brazil considered the action to be akin to fly tipping and KTC members were probably entitled to remove such signs.

06.3 The Town Clerk provided County Cllr Gilbert's report. He had nothing new to report regarding the review of Day Centres and Youth Services. Both matters would be discussed at DCC Cabinet on 11 June and he did not anticipate any news beforehand. Nevertheless, he was hopeful that the service at Tumbly Hill could be retained albeit not necessarily at the same location and the local community should be prepared for changes.

Cllr Gilbert entered the Chamber

06.4 District Cllr Wright thanked Cllr Jeeninga for her service as Town Mayor and congratulated Cllr Grills on taking up the role. Former town councillor Julie Barnett had presented a paper to SHDC that day regarding housing/planning matters. He congratulated Cllr Brazil on becoming a new member and new chairman of the Salcombe Harbour Board.

06.5 District Cllr Wingate reported South West Water had earmarked it would provide a link officer for their local operations but nil response had been received to date. The company had been requested to report to the Economy & Environment Scrutiny Panel. SHDC had given approval for the "Art in the Park" project in the Recreation Ground; Jewsons had kindly agreed to a 50% discount on materials. A draft SHDC/KTC licence for such matters was anticipated shortly.

06.6 District Cllr Gilbert reported that he had nothing to add to the reports of his fellow Ward members.

County Cllr Brazil & District Cllr Wright left the Chamber

14/07 URGENT BUSINESS

Cllr Grills agreed to take 3 items of urgent business at agenda item 14/20: "Review of Car Boot Sales", "Proposal for New Mobile Telephone Mast and Cabinet", and "VAT on Internet Purchases".

14/08 DECLARATIONS OF INTEREST

Cllrs Grills and Wingate declared non-pecuniary interests in agenda item 14/14.

14/09 MINUTES OF PREVIOUS MEETINGS

It was **RESOLVED** that the minutes of the full council meeting held on 8 April 2014 be approved and signed by the Chairman as a correct record.

14/10 PLANNING COMMITTEE

It was **RESOLVED** to receive and adopt the Resolutions in the minutes of the Planning Committees held on 15 April 2014 and 6 May 2014.

Members were advised that Cllrs Gilbert and Wingate had supported planning application 28/0568/14/CU (change of use A1 retail to A2 financial & professional services) at 78 Fore Street notwithstanding KTC's recommendation for Refusal.

14/11 FINANCE COMMITTEE

It was **RESOLVED** to receive and accept the Recommendations in the minutes of the Finance Committee (public session) held on 15 April 2014.

14/12 ANNUAL ACCOUNTS

It was **RESOLVED** to receive and approve the unaudited Annual Accounts for financial year 2013/14 ending 31 March 2014, the Accounting Statements and the Annual Governance Statement. The accounts had been inspected and signed off by the Internal Auditor on 2 May 2014 and now had to be prepared for despatch to the External Auditor.

14/13 PARKS AND GREEN SPACES COMMITTEE

It was **RESOLVED** to receive and accept the Recommendations in the minutes of the Finance Committee held on 25 April 2014. It was reported that SHDC Natural Environment & Recreation officers were working under considerable pressure and KTC liaison/negotiations should take account of the current situation.

14/14

A BOARD SIGNAGE

Members noted a proliferation of 'A board' advertising signs in the town centre, received DCC's regulations regarding unauthorised signs, received KTC's current policy on 'A boards' from the Policy Committee held on 13 September 2013, and viewed various photos of signage taken on 8 May 2014. Members noted that a number of signs were probably illegal. If DCC was requested to take enforcement action then any sign in contravention of regulations was likely to be removed. The Chamber of Commerce had been alerted to the matter and proposed it be permitted time to devise some solutions to the existing problem. It was **RESOLVED** to reply to Kingsbridge & Salcombe Chamber of Commerce that KTC:

- supported the Chamber's review of 'A Board' signs,
- requested it be considered as a priority matter, and
- would not take any further action until the Chamber's proposals were received.

14/15

TRIM TRAIL

Cllr Balkwill reported:

- the Trim Trail Working Group had met with 3 suppliers of outdoor exercise equipment. A favoured supplier had yet to be determined.
- 3 locations had been proposed at Duncombe Park (west side adjacent to Eastern Backway), Quay House grounds (either side of footpath leading to Bandstand), and Recreation Ground (between children's play area, tennis courts and head of boules pitch).
- a questionnaire had been produced to gauge public opinion for the proposals at the Annual Town Meeting to be held 9.30 a.m. to 12.30 p.m. on Saturday 17 May; illustrations would be available.

It was **RESOLVED** to note the above progress report and thank the Working Group for its work conducted to date on the proposed Trim Trail.

14/16

DEVON LIBRARIES CONSULTATION

Members were in receipt of information regarding DCC's Library Service Review public consultation which ran from 17 April until 17 July. The proposal for Kingsbridge Library was to become one of 22 Devon Centres and it had been earmarked to reduce its costs by 10-25%. Rather than making a formal reply to the consultation members considered KTC should work alongside the Library to identify cost savings. It was **RESOLVED** for Cllrs Bloomer and Williams to liaise with Kingsbridge Library in order to support the long term retention of library services in Kingsbridge.

17.1 Annual Town Meeting. Arranged for 9.30 a.m. to 12.30 p.m. on Saturday 17 May in the town square alongside the Farmers' Market. Opportunity for members of public to question members on town matters. Trim Trail questionnaires would be available regarding the proposal for outdoor exercise equipment (see agenda item 14/15 above). Effectively KTC will again be breaking local government regulations (annual parish meeting should not commence before 6.00 p.m.) therefore promotion will earmark members/Town Clerk also available 6.00 to 7.00 p.m. on Tuesday 20 May.

17.2 Deeds, Leases, Legal folder. Available for members to sight. Revised Quay House tenancy agreements were effective from 1 April.

17.3 Proposed Fore Street Road Closure. It was Resolved at the last full council meeting to object to Oakway Limited's proposed road closure. Nil further information received to date.

17.4 Proposed Revision of Off-Street Car Parking Charges. It was Resolved at the last full council meeting to delete £2 overnight charge (6.00 p.m. to 8.00 a.m.) and lengthen day charges to 8.00 p.m. (plus ancillary amendments). Members noted feedback received from SHDC that:

- Executive support/resolution was required to make changes to SHDC Parking Order.
- 28 day public consultation required. KTC could run an informal drop-in session to promote the consultation.
- Should proposals go ahead; the new charging scheme to be reviewed in 12 months time.

The Chamber of Commerce and Information Centre had expressed some concerns with KTC's proposals and a letter was anticipated.

17.5 Litter. Members had received a comprehensive report from a local resident recently regarding litter in the town. SHDC had surveyed the areas, deemed that majority were public areas and would action clearances as resources allowed. All parties were content with agreed way forward.

Devon Community & Adult Learning group (managed by Caroline Ross) had also volunteered to conduct litter picks as a community project to be completed on Tuesdays 10 June & 8 July.

17.6 Art in the Park. Further to the Parks Committee held on Friday 25 April:

- Committee members had met with KCC teachers on site to discuss the way forward.
- KCC students to build 3 to 4 individual free-standing red brick seats under supervision on Tuesday 20 May on the paved area next to the pond.
- Two old-stock public benches to be removed (and not refitted elsewhere).

- SHDC had approved the project. Property Services would supply heras fencing to circle the installation during build and on completion for a few days until cement had hardened.
- Materials/bricks sourced by WM Construction. KTC requested to fund all costs at circa £500.

17.7 Skateboarding – Bandstand/Town Square. Members noted:

- Several complaints received recently including a letter from residents of the Malt, The Promenade (holding reply sent 6 May).
- Skate Park at the Slipway discussed at last full council meeting during receipt of Property Committee minutes. To be brought up at next committee meeting.
- SHDC Skateboarding Byelaws in force since 2001. Street Scene can enforce but require evidence.
- Police in discussions with Anti-Social Behaviour Officer to identify a solution and matters were progressing.

17.8 Car Rally – Bank Holiday Monday 26 May. KTC had again underwritten public liability insurance for the event.

17.9 Room 4 – New Tenant. SHDC Car Parks Team gave 3 months notice to quit Room 4 on 30 June. A new tenant had been sourced and had taken on the tenancy from 1 May: Royal Voluntary Service’s “Devon Community Transport”. Two months rent refunded to SHDC.

17.10 Temporary Road Closures. Members noted:

- DCC had authorised Waterloo Road closure Wednesday 11 June with anticipated finish Friday 13 June. Required for May Gurney to repair a defective cover.
- DCC had authorised various closures during Fair Week (Wednesday 23 to Saturday 26 July).

17.11 Thank Yous. Received from:

- Kingsbridge In Bloom (letter dated 21 April) thanking KTC for £1.5k Grant Aid.
- Cookworthy Museum (letter dated 24 April) thanking KTC for £1.5k Grant Aid. Members were invited to the Museum’s BBQ & Hog Roast at 6.00 p.m. on Saturday 17 May.

17.12 SHDC/Local Councils Meeting. Attended by Cllr Jeeninga & Town Clerk on 7 May. Discussions with Cllr Tucker (Leader) & Alan Robinson (Head of Service) included: Neighbourhood Plans, specific devolvement of services, “Our Plan” update, and T18 Transformation Programme.

17.13 Testimonials/Get Well. Letters/cards had been sent to:

- Ian Gibson, Harbour Master, on his retirement.
- PC Paul Chesworth, Neighbourhood Beat Manager, on his retirement.
- Val Statters, Parks Committee member, in hospital.

17.14 League of Friends of South Hams Hospital – AGM. Invitation for KTC to attend its AGM at 7.00 p.m. on Wednesday 21 May. Cllr Sidney would represent KTC.

17.15 Anti-Social Behaviour – Quay House grounds. Sunday 4 May Liquid Amber tree damaged in QH grounds and stake removed. CCTV had identified suspects and PCSO Hawkes would investigate.

17.16 LED Lights – Town Square trees. Food & Drink Festival organisers proposed to position small solar powered lights in 4 or 5 town square trees for their event which could be left in situ on completion and queried whether KTC was willing to purchase at circa £100. Members agreed.

17.17 Re-use of Grave Spaces. Dr Sarah Wollaston MP had championed the case for re-use of graves using Kingsbridge cemetery as an example of a critical shortage of grave spaces.

14/18 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES

18.1 Cllr Wingate had attended meetings of the Fair Week Committee.

18.2 Members were in receipt of Cllr Jeeninga's Town Mayor's report January to April.

18.3 Cllr Sidney reported KM United was in danger of folding due to lack of officials.

18.4 Cllr Price reported Kingsbridge In Bloom was progressing well and planting would commence around the town square on completion of the Food & Music Festival.

18.5 Cllr Williams reported Home Start South Hams was in danger of folding due to lack of funding.

18.6 Cllr Grills had attended the 70th Anniversary Memorial Service at Torcross; a USA veteran had been present. He had also attended the SHDC "Our Plan" workshop alongside Cllr Williams.

14/19 FINANCE – PAYMENT OF ACCOUNTS

Members received a schedule of payments due to date 13 May 2014. It was **RESOLVED** that the payments amounting to £16,343.90 be approved and signed by the Chairman.

14/20 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN

20.1 REVIEW OF CAR BOOT SALES

Members received a report that SHDC had only taken 3 bookings for Sunday morning car boot sales in Quay Car Park with 9 dates remaining; notwithstanding making contact with previous event organisers. Costs were £40 for administration and loss of car parking. Organisers had to complete an application pack and evidence public liability insurance. On the day organisers charged cars and received any profit over their £40 outlay. SHDC did not promote and had nil budget to do so. The authority had requested KTC to review matters and feedback.

Kingsbridge Information Centre (KIC) had been alerted to the matter and proposed it booked all 9 remaining dates donating any profit to a charity of its choice. It was **RESOLVED** to support Kingsbridge Information Centre's proposal to book and manage remaining car boot sales during 2014.

20.2 PROPOSAL FOR NEW MOBILE TELEPHONE MAST AND CABINET

Members received a pre-consultation proposal from Savills (letter 38018VF128970 dated 8 May 2014) for an upgrade to an existing mobile phone base station site at the junction of Poplar Drive and Cookworthy Road in order to provide network improvement. This would require the replacement of an existing pole (increasing the column height by 2.5m) and the provision of a new cabinet (volume 1.1m³). It was **RESOLVED** to support the proposal for enhancements to the Vodaphone/Telefonica site at Poplar Drive and to reply to Savills accordingly.

20.3 VAT ON INTERNET PURCHASES

It was **RESOLVED** to approve the purchase of flood resilience equipment (funded by the Pathfinder Project) via the internet/personal credit card at circa £600 and to reclaim VAT.

14/21 QUESTIONS TO THE CHAIRMAN

There were no questions to the Chairman.

14/22 EXCLUSION OF PUBLIC AND PRESS

It was **RESOLVED** that in view of the nature of the business about to be transacted, it was advisable in the public interest, that the public and press be temporarily excluded.

Members of the public and press left the Chamber

14/23

FINANCE COMMITTEE – GRANT AID

It was **RESOLVED** to receive and accept the Recommendations in the minutes of the Finance Committee (confidential session) held on 15 April 2014.

The meeting closed at 9.05 p.m.

..... Presiding Chairman

.....Date

- A. Appointments to Council Committees.
- B. Appointment to Outside Bodies.
- C. Public Open Forum.

Public Open Forum

Mr Lawrence Townsend stated that Morrisons and Tesco had given permission for Christian Aid to collect charity monies at their stores on Friday 16 and Saturday 17 May. He had a few time slots still available if any members could spare an hour of their time and provided his contact telephone number.

Cllr Grills thanked Lawrence for his statement.