

**MINUTES OF THE ANNUAL GENERAL MEETING OF
KINGSBRIDGE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER,
QUAY HOUSE, AT 7.00 P.M. ON TUESDAY 8 MAY 2018**

Present: Cllr Anne Balkwill (Chairman)
Cllr David Baisie
Cllr Samantha Dennis
Cllr Martina Edmonds
Cllr Barrie Fishman
Cllr John Gall
Cllr Robin Griffin
Cllr Irene Jeeninga
Cllr Mike Jennings
Cllr Chris Povey
Cllr Graham Price

In Attendance: County Cllr Julian Brazil
District Cllr Rufus Gilbert
District Cllr Keith Wingate
Sgt Dave Green
Sam Acourt, Kingsbridge & Salcombe Gazette
Two Members of Public
Martin Johnson, Town Clerk

At the outset of the meeting Cllr Povey individually thanked County & District Councillors, Sam Acourt, Sgt Green, Town Councillors and Staff for all their enthusiasm and support during his term of office. Much had been accomplished and they had created a council which people queued to join. He then congratulated Cllr Balkwill on becoming the new mayor.

18/01 ELECTION OF CHAIRMAN

Cllr Balkwill was elected as Chairman and Town Mayor for mayoral year 2018/19 and her Acceptance of Office was received.

18/02 ELECTION OF VICE CHAIRMAN

Cllr Jennings was elected as Vice Chairman and Deputy Town Mayor for mayoral year 2018/19 and his Acceptance of Office was received.

18/03 APPOINTMENTS TO COUNCIL COMMITTEES

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

18/04 APPOINTMENTS TO OUTSIDE BODIES

Appointments to represent Kingsbridge Town Council (KTC) on Outside Bodies were agreed at Annex B.

18/05 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dena Bex and Philip Cole.

Public Open Forum

Two members of public made the statements at Annex C.

One member of public left the Council Chamber

18/06 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES

06.1 Sgt Green presented the Police report for March and April 2018. A total of 55 crimes had been committed; 47 crimes had been recorded during the same period in 2017 and 40 in 2016. Crimes had included: 8 assaults with minor injury, 2 assaults without injury, 1 possession of an offensive weapon, 2 sex offences, 2 harassment, 6 threatening behaviour/public order, 1 burglary dwelling, 1 fraud, 6 thefts, 5 shoplifting, 6 criminal damage, 1 arson, 5 dogs out of control, 6 drug offences and 3 drink driving.

At the request of Members he then presented a report on drugs misuse in Kingsbridge. People in the community did use drugs similar to other communities. If there was a demand then there needs to be a supply and therefore people also supplied drugs which again was no different to any other town. He had policed Kingsbridge for 23 years and drugs had always been part of his caseload however, openness and transparency had changed and a recent arrest for drug misuse had been posted by the Police on its Facebook page which had invited several comments. However, he considered that a 'warts & all' approach gave credibility to Police operations but obviously some details could not be shared. Kingsbridge was a one-school town which catered for both Oxbridge students and vulnerable children. Kingsbridge Community College (KCC) was no better/no worse than any other equivalent school regarding drugs. Drugs misuse in Kingsbridge was not out of proportion to other communities. The key matter was how is it tackled? The Police adopted a staged, teamwork-based approach via education and enforcement. There was a close liaison with the principal and senior leadership team at KCC and PC Gerrard spend much time teaching there. KCC had a strong drugs policy. Work alongside Devon County Council (DCC) Social Services and Spiritulized youth group supported individuals in the community. Moreover, it was likely that the Police would work with the new South Hams Area Wellbeing project being worked up by Dr Mottram. The town's CCTV system managed by KTC was very helpful. In summary, drug misuse and involvement with young people ought to be kept in perspective e.g. Kingsbridge girls U.15s rugby team had just won a national tournament. Members thanked Sgt Green for his forthright report and for providing reassurance.

06.2 County Cllr Brazil thanked Cllr Povey for his kind words and congratulated Cllr Balkwill on becoming Town Mayor. KTC was regarded as an exemplar local council which was a tribute to all Members. He reported that Devon County Council's (DCC) Cabinet had agreed its expenditure on road maintenance; there was however, a

large backlog of maintenance work and pothole repairs to be actioned due to the severe weather. Slapton Line repairs would commence in summer and it was hoped to re-open the road in autumn. Road repairs had been agreed for West Alvington Hill but capacity was to proceed was an issue due to the aforementioned works' backlog.

06.3 District Cllr Gilbert also thanked Cllr Povey and congratulated Cllr Balkwill on becoming Town Mayor. He then confirmed that pothole repairs in West Alvington would be progressed but parking on the other side of the highway was unlikely to assist matters. Pay-to-use toilets would be rolled out by South Hams District Council (SHDC) during 2019 and more toilets had been added to the listing. Quay toilets had been deep cleaned and were now at a satisfactory standard which must be maintained. Refurbishment of the Bus Station had cost £40k which he considered to be money well spent; he noted that the digital display did not operate. A report on waste procurement would be received by the Executive shortly which would include proposals for toilets and street cleaning. The Quayside Leisure Centre refit would be completed in September. New car parking charges, including amendments for Kingsbridge, had been approved by the Executive. Cllr Dennis was requested to liaise with him regarding the date for the withdrawal of weekly parking permits.

06.4 District Cllr Wingate likewise supported Cllrs Povey and Balkwill. He then reported that he was to meet with SHDC officers shortly to discuss residential developments earmarked by Quayside masterplan areas 3 and 4 and SHDC's Executive. There were likely to be several options and he wished to progress matters. Electric car charging points had been discussed at a recent Overview & Scrutiny Panel and had been identified to be introduced to the authority's main car parks including 2 each at Fore Street and Quay Car Parks via an air quality reserve fund.

County Cllr Brazil and District Cllrs Gilbert & Wingate left the Council Chamber

18/07 URGENT BUSINESS

Cllr Balkwill agreed to take one item of urgent business at agenda item 18/20: Community Transport.

The following agenda item was taken early out-of-turn:

18/20 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN: COMMUNITY TRANSPORT

Members received a report regarding a potential threat to community bus operators following a recent EU judgement that such services may be governed by the same licencing conditions as commercial bus services. This could adversely affect the operation of the Coleridge Bus. It was **RESOLVED** to write to Dr Sarah Wollaston MP to request her assistance for the retention and improvement of community bus services.

18/08 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/09 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the meeting held on 10 April 2018 be approved and signed by the Chairman.

18/10 PLANNING COMMITTEE

It was **RESOLVED** to receive and adopt the Resolutions in the minutes of the Planning Committees held on 17 April 2018.

18/11 FLOOD & WINTER RESILIENCE COMMITTEE

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Flood & Winter Resilience Committee held on 10 April 2018.

18/12 POLICY COMMITTEE

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Policy Committee held on 24 April 2018.

Members noted a recommendation within the minutes and a statement made during the Public Open Forum; it was then further **RESOLVED** to support the concept for Kingsbridge to become a Plastic Free Community and to reduce single use plastic in the Council Offices at Quay House.

18/13 FINANCE COMMITTEE

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Flood & Winter Resilience Committee held on 24 April 2018.

18/14 ANNUAL GOVERNANCE

Members received a draft annual governance statement. It was **RESOLVED** to approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return 2017/18 Part 3) for the financial year ending 31 March 2018.

18/15 NEW PREMISES LICENCE APPLICATION

Members received and **RESOLVED** to note an application for a new premises licence for Quay Wines, 92 Fore Street, Kingsbridge.

18/16 BUS STATION

Members received a report on the progress of the current refurbishment and further enhancement options:

- One new bus shelter had been positioned on the new island (polycarbonate glazing to follow) and a second shelter was anticipated to be installed shortly.
- Two circa 7m stretches of bollards with top and bottom railing were likely to be installed in the south east and south west corners to deter people walking across the Bus Station and to 'funnel' passengers to bus stops.

After discussion, it was **RESOLVED**:

- To request SHDC to lobby DCC and bus operators to investigate the current fault with the electronic information sign, to return it to full operational use and for it to be re-orientated for better visibility.
- To request SHDC for a deep clean of the main bus shelter bays, to masonry paint the rear walls and to fix overhead lighting.
- For KTC and the Information Centre to work up Kingsbridge information panels for the main bus shelter and to provide timetable information for the 2 new bus shelters.
- For KTC to liaise with SHDC to inform bus operators where various services should arrive/depart.

18/17 TOWN CLERK'S REPORT

17.1 Kingsbridge Neighbourhood Plan Steering Group – 7.00 p.m. Monday 14 May. Cllrs Baisie and Griffin agreed to represent KTC.

17.2 Church Street – Air pollution & traffic volume/speeding. SHDC had reported findings from 2 nitrogen dioxide tubes positioned from summer 2017. Mean results were 13.7 & 19.8 micrograms of Nitrogen Dioxide (NO₂) per cubic metre of air compared with the annual mean objective which is 40mg NO₂ per m³. The intervention level was circa 60mg NO₂ per m³. DCC had reported latest speed checks were carried out for Church Street in 2013 and for Duncombe Street in 2016. Church Street had a mean speed at 21.9mph with an 85 percentile speed at 26.3mph while this was not compliant with the 20mph speed limit it was performing satisfactorily. Duncombe Street was shown to be compliant with a mean speed at 18.9mph and an 85 percentile at 23.2mph. In the most recent validated data 2011-2016 there were no reported collisions for either Church or Duncombe Streets. Proposed new housing in Kingsbridge would increase traffic flows in and around the town but it was not assessed as significant. Like other towns and villages in Devon occasional blockages and delays will occur at peak times. A local resident had challenged DCC's findings and had been advised to contact his DCC ward member. Members agreed that DCC should be requested to conduct new speed checks in Church Street.

17.3 Vehicle Activated Sign. The speed alert sign had spent a 3 week period in both West Alvington Hill and Duncombe Street and moved to Stentiford Hill on 20 April. The VAS has been triggered 6k-7k each week. The battery lasted circa one week when it was replaced with a re-charged unit; the new brackets made this a one person operation. A further 2 locations had been authorised by DCC in Cookworthy Road and Embankment Road. On completion of all 5 sites the VAS would commence its tour again.

17.4 Annual Town Meeting – Saturday 21 April. A listing of enquiries/comments received had been circulated to Members and would be worked through in due course with actions taken where required.

17.5 Leases, licences etc. A file with KTC's leases, licences, contracts, insurance etc. was available from the Town Clerk for Members to sight.

17.6 Council insurance. KTC's public liability insurance would cover the Classic Car Rally on 28 May and Food & Music Festival 1-3 June; similar to previous years.

17.7 Thank you letters. Received from Kingsbridge Cookworthy Museum and Kingsbridge Twinning Association for KTC's recent Grant Aid funding.

17.8 Primrose Trail Steering Group. A progress report had been circulated to Members and it was likely that the group would attend a future meeting. Members agreed to continue to provide the Council Chamber free-of-charge for the group's bi-monthly meetings.

17.9 Church Steps. Representations had been received very recently that the wall on the north side of Church Steps bordering Fore Street Car Park had deteriorated further. The matter had been discussed with SHDC and in turn Devon Building Control had been requested to review the situation.

17.10 Riverview Place. Representations had been received of loose and missing paving stones missing from steps adjacent to the Eastern Backway; DCC had agreed to repair.

17.11 Community Champions 2018. Members had agreed 5 Champions at the April council meeting; they would be presented with their certificates and prizes alongside a photoshoot at the June council meeting. A press release would follow.

17.12 Red Telephone Box/World's Smallest Nightclub. BT had painted the kiosk and recently installed the 'jukebox equipment'.

18/18 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES

18.1 Cllr Fishman reported that the Food Bank operated from Horizons in Fore Street on Saturday mornings. Around 15 to 20 people were assisted every week. Changes to universal credit would take place in September and it was anticipated that there may be a great demand on services.

18.2 Cllr Edmonds reported that the Cage Football event in the Town Square on Saturday 28 April had gone well despite poor weather. Young people had enjoyed it and Spiritulized had ambitions to purchase its own Cage with part-funding from KTC at £1k should the project come to fruition.

18.3 Cllr Balkwill reported that the Salcombe lifeboat ceremony at The Crabshell Inn on 1 May had been well attended and Members appreciated that Kingsbridge had been included in the celebrations.

18/19 FINANCE – PAYMENT OF ACCOUNTS

Members received a schedule of payments due to date 8 May 2018. It was **RESOLVED** that the payments amounting to £27,141.93 be approved and signed by the Chairman.

18/21 QUESTIONS TO THE CHAIRMAN

21.1 Cllr Povey asked the Chairman if there had been any feedback from SHDC regarding the authority's decision to take enforcement action on a recent planning matter. The Town Clerk, on behalf of the Chairman, replied that nil feedback had been received to date and therefore would be hastened.

21.2 Cllr Dennis asked the Chairman if she was aware that the legal route of Public Footpath No.1 via Quay Car Park had been executed on the ground. Cllr Balkwill replied she was aware of progress and agreed that former councillor Jim Romanos should be informed.

18/22 EXCLUSION OF PUBLIC AND PRESS

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

Members of the public and press left the Chamber

18/23 QUOTATIONS

Members received and **RESOLVED** to accept quotations for the following:

- Preparation and painting of various public realm/street furniture from the Crabshell footpath to junction Fore Street/Duncombe Street to include: bollards, railings, festoon lighting columns, utilities cabinet, Kingsbridge In Bloom hanging basket posts, grills at base of trees and street lighting columns. All to be painted in gloss black to provide a 'house-style and enhance the town's attractiveness.
- Supply of 3 in number black window boxes with liners for Quay House first floor façade sash windows (Members noted an overspend on the agreed budget for the works and installation costs).

The meeting closed at 9.20 p.m.

..... Presiding ChairmanDate

Annexes:

- A. Membership of Committees.
- B. Representatives on Outside Bodies.
- C. Public Open Forum.

**Kingsbridge Town Council
MEMBERSHIP OF COMMITTEES**

FINANCE COMMITTEE (Tuesdays 7.00 p.m. – 5 meetings per annum)		
Appointment	2017/18	2018/19
Members	David Baisie Martina Edmonds Irene Jeeninga Mike Jennings Vacancy	David Baisie Martina Edmonds Barrie Fishman Irene Jeeninga Chris Povey
Internal Auditor	Kevin Rose	Kevin Rose
Ex Officio (2)	Chris Povey Anne Balkwill	Anne Balkwill Mike Jennings
Secretary	Martin Johnson	Martin Johnson
PROPERTY COMMITTEE (Tuesdays 7.00 p.m. – 4 meetings per annum)		
Appointment	2017/18	2018/19
Members	David Baisie Dena Bex Philip Cole Samantha Dennis Robin Griffin Irene Jeeninga	David Baisie Dena Bex Philip Cole Samantha Dennis Robin Griffin Irene Jeeninga
Ex Officio (2)	Chris Povey Anne Balkwill	Anne Balkwill Mike Jennings
Secretary	Martin Johnson	Martin Johnson
POLICY COMMITTEE (Tuesdays 7.00 p.m. – 4 meetings per annum)		
Appointment	2017/18	2018/19
Members	David Baisie Dena Bex Philip Cole Samantha Dennis Barrie Fishman Robin Griffin Mike Jennings	David Baisie Dena Bex Philip Cole Samantha Dennis Barrie Fishman Robin Griffin Chris Povey
Ex Officio (2)	Chris Povey Anne Balkwill	Anne Balkwill Mike Jennings
Secretary	Martin Johnson	Martin Johnson

PLANNING COMMITTEE (1 st & 3 rd Tuesdays each month at 6.30 p.m.)		
Appointment	2017/18	2018/19
Members	David Baisie Dena Bex Philip Cole Martina Edmonds John Gall Robin Griffin Mike Jennings Graham Price	David Baisie Dena Bex Philip Cole Martina Edmonds John Gall Robin Griffin Graham Price
Ex Officio (2)	Chris Povey Anne Balkwill	Anne Balkwill Mike Jennings
Secretary	Martin Johnson	Martin Johnson
PARKS & OPEN SPACES COMMITTEE (Fridays at 9.30 a.m. – 4 meetings per annum)		
Appointment	2017/18	2018/19
Members	David Baisie Barrie Fishman Robin Griffin Graham Price Vacancy	David Baisie John Gall Robin Griffin Graham Price Vacancy
Ex Officio	Chris Povey Anne Balkwill	Anne Balkwill Mike Jennings
Kingsbridge In Bloom Park Bowling Club Café Decks Community Tennis Local Resident Local Resident	Brian Hill David Hurrell Marika Byrne Lesley Healey Rosemary Speed David Dain	<i>To be named</i> David Hurrell Marika Byrne Lesley Healey Rosemary Speed David Dain
Secretary	Martin Johnson	Martin Johnson
FLOOD & WINTER RESILIENCE COMMITTEE (Tuesdays at 7.00 p.m. – 2 per annum)		
Appointment	2017/18	2018/19
Members	David Baisie Barrie Fishman Robin Griffin Graham Price Vacancy	David Baisie Barrie Fishman Robin Griffin Chris Povey Graham Price
Ex Officio	Chris Povey Anne Balkwill	Anne Balkwill Mike Jennings
	Cllr Keith Wingate, SHDC David Harvey, D&SF&RS	Cllr Keith Wingate, SHDC David Harvey, D&SF&RS
Secretary	Martin Johnson	Martin Johnson

**Kingsbridge Town Council
REPRESENTATIVES ON OUTSIDE BODIES**

Appointment	2017/18	2018/19
Dodbrook Feoffees	Irene Jeeninga	Irene Jeeninga
Kingsbridge Community College Trust (2 trustees) until 26/9/21	Chris Povey Martina Edmonds	Chris Povey Martina Edmonds
Kingsbridge Feoffees (4 trustees)	Anne Balkwill Julie Barnett Barrie Fishman Keith Wingate	Anne Balkwill Julie Barnett Barrie Fishman Keith Wingate
Kingsbridge Isigny-Weilerbach Twinning Society	Chris Povey	To be reviewed
Cookworthy Museum Management Committee	Philip Cole	Philip Cole
Kingsbridge Estuary Boat Club	Graham Price	Graham Price
Kingsbridge Chamber of Commerce	Martina Edmonds Chris Povey	Anne Balkwill Martina Edmonds
Kingsbridge in Bloom	Anne Balkwill Robin Griffin	Anne Balkwill Robin Griffin
Police Liaison Committee	David Baisie Barrie Fishman Robin Griffin Mike Jennings	David Baisie Barrie Fishman Robin Griffin
Kingsbridge Licensees Committee	Robin Griffin Mike Jennings	Barrie Fishman Robin Griffin
Salcombe Harbour Board	Chris Povey (in attendance only)	Chris Povey (in attendance only)
Kingsbridge Neighbourhood Plan Steering Group	One or 2 members to attend as determined	Robin Griffin Plus A.N.Other member on a rotational basis

Public Open Forum

Amanda Keetley stated that she was keen for Kingsbridge to gain Plastic Free Community status which was run by Surfers Against Sewage. She had been working alongside Anna Turns in Salcombe to raise awareness of plastic issues, including school visits, and Sam Dennis at the Information Centre on the “Hello Kingsbridge, Goodbye Plastic” borrow-a-bag scheme. Plastic free community status was a natural progression which required local governance support:

- KTC to be represented on the Steering Group.
- KTC encouragement of plastic-free initiatives e.g. beach cleans, plogging (picking up plastics while jogging) and litter clean-ups.
- KTC to lead by example i.e. removal of all single-use plastic in the Council Offices.

Cllr Balkwill thanked Amanda for her report and was supported by fellow Members; plastic free communities would be discussed when the Policy Committee minutes were received during the meeting. Cllr Dennis was content to be on the Plastic Free Steering Group. Amanda and Cllr Dennis would arrange to meet Reception staff to suggest alternatives to single use plastics in Quay House.

John Speed had noticed soiled nappies in the estuary during his morning dog walks particularly at Bowcombe Creek. He regularly picked up litter in the area.

Cllr Balkwill thanked John for his community spirit.