

**MINUTES OF THE ANNUAL MEETING OF KINGSBRIDGE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,
AT 7.00 P.M. ON WEDNESDAY 10 MAY 2023**

Present: Cllr Philip Cole (Chairman)
Cllr Martina Edmonds
Cllr Barrie Fishman
Cllr Mike Jennings
Cllr Steve Mammatt
Cllr Graham Price
Cllr Mel Rollinson
Cllr Paul Vann
Cllr Julia Wingate

In Attendance: District Cllr Denise O'Callaghan
Sgt Peter Shotton
Richard Harding, Kingsbridge & Salcombe Gazette
Five Members of Public
Martin Johnson (Secretary)

23/01 ELECTION OF CHAIRMAN

It was **RESOLVED** to elect Cllr Cole as Chairman and Town Mayor for mayoral year 2023/24 and his Acceptance of Office was received.

23/02 ELECTION OF VICE CHAIRMAN

It was **RESOLVED** to elect Cllr Edmonds as Vice Chairman and Deputy Town Mayor for mayoral year 2023/24 and her Acceptance of Office was received.

23/03 DECLARATIONS OF ACCEPTANCE OF OFFICE

It was confirmed that Declarations of Acceptance of Office had been received from Cllrs Balkwill, Fishman, Jennings, Mammatt, Povey, Price, Rawstron, Rollinson, Vann and Wingate.

23/04 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Anne Balkwill, Chris Povey and Danielle Rawstron, County Cllr Julian Brazil and District Cllr Susan Jackson.

Public Open Forum

Members of public made the statements at Annex A.

**23/05 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND
SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES**

05.1 Sgt Peter Shotton reported that there had been 24 occurrences for the Neighbourhood Police team to deal with during April 2023 which included: a missing

person (subsequently found), theft of alcohol, ASB nuisance, criminal damage and public order incidents. The Police Station in Fore Street had been surveyed by the estates department and a list of proposed works compiled in order to enable the front desk to re-open which was anticipated before the end of the year. The opening hours had to be agreed but were likely to be circa 0900-1800 for 6 days each week. There had been several recent operations in South Devon which had impacted on the team's capacity to provide a visible presence in town however, it was expected that this would be rectified in the near future and such visibility would improve. The licensing officer was content with their engagement alongside local pubs and therefore re-invention of the historic Licensee's Committee which had been managed by Kingsbridge Town Council (KTC) may not be required. A KTC/Police Liaison Committee would take place the following day.

05.2 County Cllr Brazil, in his absence, had reported that the A381 from Kingsbridge to Totnes at Hallwell would be closed 9-26 May due to major road works to alleviate drainage problems which had caused the highway to crumble.

05.3 District Cllr O'Callaghan reported that the Liberal Democrat party had won control of South Hams District Council (SHDC) from the Conservatives at the recent local elections for the first time in 24 years. They had been elected by local people and they wished to serve local people. Progress was being made to re-open Church Steps passageway and the next stage was to tender for the proposed works to fix the leaning wall which had necessitated its closure. However, damage and much litter had accumulated which needed to be sorted. There had been recent vandalism at Quay public toilets which had been fixed. She was pleased to hear that SHDC's grounds maintenance team was liaising well with Kingsbridge In Bloom and hoped that standards would be maintained.

23/06 APPOINTMENTS TO COUNCIL COMMITTEES

Appointments to membership of the Environment & Resilience, Finance, Planning, Property & Recreation Committees were agreed at Annex B.

23/07 APPOINTMENTS TO OUTSIDE BODIES

Appointments to represent KTC on Outside Bodies were agreed at Annex C.

23/08 URGENT BUSINESS

The Chairman agreed to take one item of urgent business at agenda item 23/20: Bus Services' Working Group.

23/09 DECLARATIONS OF INTEREST

None.

23/10 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the council meeting held on 11 April 2023 be approved and signed by the Chairman.

23/11 PLANNING COMMITTEE

It was **RESOLVED** to receive and adopt the Resolutions in the minutes of the Planning Committees held on 18 April 2023 and 2 May 2023.

23/12 FINANCE COMMITTEE

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Finance Committee held on 25 April 2023 (public session only).

23/13 ACCOUNTS GOVERNANCE

Members received and considered the draft annual governance statement. It was **RESOLVED** to approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return 2022/23 Form 3) for the financial year ending 31 March 2023.

23/14 ANNUAL ACCOUNTS

Members received and considered the Internal Audit report (IAC Audit & Consultancy Ltd's letter dated 22 April 2023) and the draft Accounting Statements (Section 2 of the Annual Governance and Accountability Return 2022/23 Form 3). It was **RESOLVED** to approve the unaudited Annual Accounts for the financial year ending 31 March 2023 for despatch to the External Auditor and to confirm the Exercise of Public Rights inspection period as 5 June to 14 July 2022.

23/15 BANK MANDATE

It was **RESOLVED** to update the Barclays bank mandate to authorise the following to operate KTC's banking business: Cllrs Balkwill, Cole, Fishman, Price and Wingate.

23/16 COUNCILLOR VACANCY

It was agreed to receive the agenda item under 'confidential matters' later in the meeting.

23/17 TOWN CLERK'S REPORT

17.1 Staff had taken leave during the previous 4 weeks however, the Council Offices had returned to full complement and a backlog of work would be progressed.

17.2 Devon County Council/Enerveo would commence replacing the street lamps in Fore Street during the daytime week commencing 15 May and evening road closures, for works in the narrower parts of the highway, would take place 1800-2230 for either 2 or 3 nights during the week commencing 22 May.

23/18 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES

18.1 Recreation Ground Green Flag judging 24 April 2023. The park had been presented as best possible to the judge and a decision was anticipated in June/July.

18.2 King's Coronation. The lighting on the Town Square had been much appreciated due to the efforts of Luke Adams Lighting and the generosity of Josh Tolley at Kingsbridge LLP. The Chairman had presented commemorative mugs at the Primary School on 5 May which had been well received. Photographs of both events had been released on KTC's social media.

18.3 Community Champions' presentations 10 May 2023. Prior to the meeting, the Chairman had presented certificates and prizes to worthy winners Rosa Hannaford (Kingsbridge Climate Action), Maria Johnson (on behalf of Kingsbridge Library), Martyn Luckhurst (6th Kingsbridge Sea Scouts) and Verity Robinson (Kingsbridge Community Tennis). Two other local residents had been selected, and were very grateful, but wished to stay working 'behind the scenes' rather than receiving public recognition.

23/19 FINANCE – PAYMENT OF ACCOUNTS

Members received a schedule of payments due to date 10 May 2023. It was **RESOLVED** that the payments amounting to £15,797.97 be approved and signed by the Chairman.

23/20 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN: BUS SERVICES WORKING GROUP

Positive feedback had been received from local parish councils and a working group could now be set-up to discuss bus services alongside representation from DCC, SHDC and related interest groups. Members suggested that an electric shuttle service should be explored for the town centre similar to the Polperro Tram Company.

23/21 QUESTIONS TO THE CHAIRMAN

Members suggested that the Bandstand rebuild, already hastened, should be challenged again with the surveyor and building company.

23/22 EXCLUSION OF PUBLIC AND PRESS

It was **RESOLVED** that in view of the business about to be transacted at agenda items 23/23 and 23/16 below, it was advisable in the public interest, that the public and press be temporarily excluded.

23/23 FINANCE COMMITTEE

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Finance Committee (confidential session for Grant Aid) held on 25 April 2023 as follows:

Organisation	Purpose	Award
Waverley Community Garden Project	To tidy up muddy areas with introduction of planters with edible plants and flowers – grant for planters, soil and seeds	£250
Bantham Surf Lifesaving Club	To sustain surf lifesaving skills for young people aged 7-18 years – grant for surf lifesaving fins	£250
Kingsbridge Kingfishers Swimming Club	To sustain an inclusive and competitive swimming club for local swimmers aged 8-18 and beyond – grant for replacement kick boards and pullbuoys	£500
A Little Bit Crafty	To provide a social subscribing project for help with mental health and socialising – grant for materials towards knitting and crochet sessions	£250
Kingsbridge Gym Club	To sustain training and classes in all aspects of gymnastics – grant for replacement tactile pieces of equipment in parent and baby sessions	£250
Kingsbridge Youth For Christ	To sustain a local, not-for-profit Christian youth work charity – grant towards PC, gaming controllers, Bluetooth receiver, digital DJ decks and new mobile phone	£1,000

The above grants to realise a total expenditure at £2,500 from cost code 130 Grant Aid (Recreational & Social) from an allocated budget at £1,000 thereby creating a £1,500 budget over spend. Members agreed for said £1,500 to be transferred from “Community Projects” funding within cost code 272.

It was further **RESOLVED** to make the following grants for ongoing community projects which had been supported when the current financial year 2023/24 budget had been set in January 2023:

Organisation	Purpose	Award
South Hams Citizens Advice	Weekly outreach drop-in at Quay House	£1,650
Kingsbridge Celebrate Christmas	Whole town seasonal event	£550
Kingsbridge Cookworthy Museum	Custodians of the town heritage	£2,200
Kingsbridge In Bloom	Enhancement of the town environment	£7,700
Kingsbridge Branch of the Royal British Legion	Remembrance Sunday hospitality	£150

The above grants to realise a total expenditure at £12,250 from cost code 131 Grant Aid (Community Projects) from an allocated budget of the same sum.

It was reported that there was a vacancy in Kingsbridge North Ward and because the position had arisen from the local elections held on 4 May 2023 there was no requirement to advertise it and KTC could take steps to fill the vacancy by co-option. Three in number expressions of interest had been received and it was **RESOLVED** to:

- not select a new co-opted Member that evening,
- to invite 3 persons for interview,
- for Cllrs Balkwill and Vann to make up the Interview Panel, and
- for their findings to be reported to the next council meeting on 13 June 2023.

The meeting closed at 9.10 p.m.

..... Presiding Chairman Date

Annexes:

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

Public Open Forum

Julie Carnell and Andrea Quintana had posed 5 questions for KTC ahead of the meeting and the following answers were provided by the Chairman and Town Clerk:

1. A request for KTC's constitution?

The Local Government Act 2000 only applies to parish councils where stipulated and KTC is not required to have a constitution. Instead it has 3 independent documents which govern its operations which are all available on its website: Standing Orders, Financial Regulations and a Code of Conduct.

2. KTC's Transport Strategy, short and long term (and related matters)?

KTC does not have its own Transport Strategy; all local transport matters are managed by Devon County Council. It does however, have a lobbying voice e.g. regarding local bus services.

3. Climate Action Plan or Net Zero plan?

KTC's position on climate change matters is:

- it supports the UK government's target to reduce greenhouse gas emissions by at least 100% of 1990 levels (net zero) by 2050,
- it supports Devon County Council's Devon Carbon Plan,
- it supports South Hams District Council's Climate Change & Biodiversity Strategy,
- it has declared its own Climate and Nature Emergency for the parish of Kingsbridge, and
- signed Zero Hour's declaration for the UK to proceed further and faster in reducing greenhouse gas emissions and restoring the natural world.

4. KTC's opinion on the 15 minutes city trial in Oxford and ULEZ in London?

This is outside KTC's sphere of operations.

5. KTC's thoughts and feedback on UN Agenda 2030, CO2 emissions, reduction and subsequent GOES foundation research?

This is outside KTC's sphere of operations.

MEMBERSHIP OF COMMITTEES

FINANCE COMMITTEE (Tuesdays 7.00 p.m. – 5 meetings per annum)		
Appointment	2022/23	2023/24
Members	Anne Balkwill Barrie Fishman Mike Jennings Chris Povey Julia Wingate	Anne Balkwill Barrie Fishman Mike Jennings Chris Povey Julia Wingate
Internal Auditor	IAC Audit & Consultancy	IAC Audit & Consultancy
Ex Officio (2)	Philip Cole Martina Edmonds	Philip Cole Martina Edmonds
Secretary	Martin Johnson	Martin Johnson
PROPERTY & RECREATION COMMITTEE (Tuesdays 7.00 p.m. – 4 meetings per annum)		
Appointment	2022/23	2023/24
Members	Anne Balkwill Mike Jennings Graham Price Mel Rollinson Adam Sherring	Anne Balkwill Mike Jennings Graham Price Mel Rollinson Vacancy
Ex Officio (2)	Philip Cole Martina Edmonds	Philip Cole Martina Edmonds
Secretary	Martin Johnson	Martin Johnson
PLANNING COMMITTEE (1 st & 3 rd Tuesdays each month at 7.00 p.m.)		
Appointment	2022/23	2023/24
Members	Anne Balkwill Chris Povey Graham Price Danny Rawstron Vacancy	Anne Balkwill Chris Povey Graham Price Danny Rawstron Vacancy
Ex Officio (2)	Philip Cole Martina Edmonds	Philip Cole Martina Edmonds
Secretary	Martin Johnson	Martin Johnson
ENVIRONMENT & RESILIENCE COMMITTEE (Tuesdays at 7.00 p.m. – 2 per annum)		
Appointment	2022/23	2023/24
Members	Barrie Fishman Graham Price Danny Rawstron Mel Rollinson Paul Vann	Barrie Fishman Graham Price Danny Rawstron Mel Rollinson Paul Vann
Ex Officio	Philip Cole Martina Edmonds	Philip Cole Martina Edmonds
Secretary	Martin Johnson	Martin Johnson

REPRESENTATIVES ON OUTSIDE BODIES

Appointment	2022/23	2023/24
Dodbrook Feoffees	Philip Cole	Philip Cole
Kingsbridge Community College Trust	Anne Balkwill Graham Price	Anne Balkwill Graham Price Julia Wingate
Kingsbridge Feoffees (trustee)	Anne Balkwill	Anne Balkwill
Kingsbridge Twinning Society	Town Mayor (via invitation only)	Town Mayor (via invitation only)
Cookworthy Museum Management Committee	Philip Cole	Philip Cole
Kingsbridge Estuary Boat Club	Graham Price	Graham Price
Kingsbridge Chamber of Commerce	Anne Balkwill Steve Mammatt	Anne Balkwill Steve Mammatt
Kingsbridge in Bloom	Anne Balkwill Philip Cole	Anne Balkwill Philip Cole
Police Liaison Committee	Philip Cole Barrie Fishman Mike Jennings	Philip Cole Barrie Fishman Danny Rawstron Mel Rollinson
Police Councillor Advocate	Barrie Fishman	Barrie Fishman
Kingsbridge Licensees Committee (<i>mothballed</i>)	Philip Cole Barrie Fishman	Philip Cole Barrie Fishman
Kingsbridge Dementia Friendly Community	Anne Balkwill Mike Jennings	Mike Jennings
South Hams Area Well Being	Martina Edmonds Mike Jennings	Martina Edmonds Mike Jennings
Kingsbridge Fair Week	Anne Balkwill	Anne Balkwill
Food and Music Festival	Steve Mammatt	Steve Mammatt
Bridge For Hope	Mike Jennings	Mike Jennings