

**MINUTES OF THE ANNUAL MEETING OF KINGSBRIDGE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,  
AT 6.30 P.M. ON TUESDAY 14 MAY 2024**

**Present:** Cllr Julia Wingate (Chairman)  
Cllr Anne Balkwill  
Cllr Philip Cole  
Cllr Martina Edmonds  
Cllr Barrie Fishman  
Cllr Mike Jennings  
Cllr Steve Mammatt  
Cllr Chris Povey  
Cllr Graham Price  
Cllr Danielle Rawstron  
Cllr Mel Rollinson  
Cllr Paul Vann  
Cllr Lorna Yabsley

**In Attendance:** District Cllr Susan Jackson  
Four Members of Public  
Martin Johnson (Secretary)

**24/01 ELECTION OF CHAIRMAN**

It was **RESOLVED** to elect Cllr Wingate as Chairman and Town Mayor for mayoral year 2024/25 and her Acceptance of Office was received.

**24/02 ELECTION OF VICE CHAIRMAN**

It was **RESOLVED** to elect Cllr Price as Vice Chairman and Deputy Town Mayor for mayoral year 2024/25 and his Acceptance of Office was received.

**24/03 APOLOGIES FOR ABSENCE**

Apologies were received from County Cllr Julian Brazil and District Cllr Denise O'Callaghan.

**Public Open Forum**

Members of public made the statements at Annex A.

*Three members of public left the meeting*

**24/04 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND  
SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES**

**04.1** County Cllr Brazil, in his absence, had provided a written report. It had been a difficult year for Devon County Council (DCC) around finances. The 3 big spending departments of children's services, adult services and road maintenance continued to struggle. Costs were rising at unsustainable rates and as a result

services suffered. DCC had entered into a 'Safety Valve' agreement with central government. This was to deal with the large deficit in the Special Educational Needs and Disabilities (SEND) budget. The debt was forecast to be over £200m by April 2025. Government had agreed to provide £95m over 8 years with DCC having to find the rest. This would be a mixture of reserves and further revenue savings within the budget. He was concerned that DCC had little idea about how it expected to stop the annual overspend in the SEND budget. It was running at about £40m per annum so massive changes were needed. The devolution deal had been agreed by both DCC and Torbay Council and would be forwarded to Westminster for various bureaucratic processes before becoming law in the autumn. Whilst he was a massive advocate of devolution this was not it. However, if a new government was elected then no doubt the deal would be revised to include Plymouth. DCC's share of council tax had increased by 5% with 3% for the base budget and 2% ringfenced for adult services. In reality, with cuts to central government grants over many years there was probably no other choice. Finally, he gave a big thank you to the Town Council (KTC) and everything Members did to support the local community and make the South Hams such a special place to live.

**04.2** District Cllr O'Callaghan, in her absence, had reported that South Hams District Council (SHDC) works to rectify the wall in Church Steps Passageway was ongoing despite a 3<sup>rd</sup> party's willingness to contribute financially. Another meeting with Hastoe would be scheduled in early June to discuss affordable-led housing schemes in Ropewalk. A whole district South Hams Arts Festival in 2025, with a climate change theme, was being worked up and Executive Member District Cllr Birch was content to visit and brief KTC. She had been made aware of some anti-social behaviour issues in the Recreation Ground and it was reported that the Police had liaised with KTC regarding CCTV footage.

**04.3** District Cllr Jackson reported that Quayside Leisure Centre had scored well on a recent external assessment from a national quality assurance scheme and achieved a Very Good standard. Following some recent issues, the condition of the pool side changing rooms and cleanliness had improved and a small works plan for the same would be worked up. SHDC's Task and Finish Group would discuss the inspection findings shortly. She had noted comments in the Public Open Forum regarding Waterborn SUP and would follow-up because the supply of refreshments would assist the adjacent new skatepark. Finally, she had attended the recent flooding issues meeting at Quay House (agenda item 14.4) with South West Water (SWW), Environment Agency (EA), DCC Flood Risk, SHDC officers, Anthony Mangnall MP and KTC Members which had been worthwhile.

## **24/05 APPOINTMENTS TO COUNCIL COMMITTEES**

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

## **24/06 APPOINTMENTS TO OUTSIDE BODIES**

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

**24/07 URGENT BUSINESS**

None.

**24/08 DECLARATIONS OF INTEREST**

None.

**24/09 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the council meeting held on 9 April 2024 be approved and signed by the Chairman.

**24/10 PLANNING COMMITTEE**

It was **RESOLVED** to receive and adopt the Resolutions in the minutes of the Planning Committee held on 7 May 2022.

**24/11 FINANCE COMMITTEE**

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Finance Committee held on 23 April 2024 (public session only).

**24/12 PROPERTY & RECREATION COMMITTEE**

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Property and Recreation Committee held on 30 April 2024.

It was reported that further to the committee meeting, Members and the Town Clerk had met with SHDC's Grounds Maintenance officers on 8 May (agenda item 24/14.2), SHDC's Director of Place & Enterprise on 9 May (agenda item 24/14.3) and local residents for a walkabout that morning to discuss various matters/projects relating to open space, sport and recreation in the town. In particular, some identified SHDC/KTC projects would be explored by SHDC to ascertain potential delivery with initial feedback anticipated in a few weeks' time.

It was further reported that suggested art projects for Fore Street passageways and the skatepark may require in the region of £10k to deliver, the available budget was circa £6.5k and therefore there was a current shortfall. It was agreed to consider all aspects of the 2 in number proposed art projects, including funding, when a full briefing was received.

*District Cllr Jackson left the meeting*

**24/13 TOWN CLERK'S REPORT**

**13.1** Members were requested to bring in their Members' Handbooks to be updated for mayoral year 2024/25.

**13.2** All legal agreements, leases, tenancy agreements, contracts etc. were available for Members to peruse.

**13.3** KTC would host the Bioregional Learning Centre's climate adaptation learning journey during the morning of 7 June. The visit programme had to be worked up but was likely to include flood resilience, KTC's CANE action plan and walkabouts.

## **24/14            REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES**

**14.1 KTC social media meeting 22 Apr 2024.** Members and Staff had discussed KTC's social media output and synergy between Facebook and Instagram posts.

**14.2 SHDC/KTC grounds maintenance meeting 8 May 2024.** Cllr Price and the Town Clerk had discussed: raised paving slabs in the Town Square adjacent to the Creeks End Inn; SHDC and Kingsbridge In Bloom partnership working; and Recreation Ground proposed works including a new interpretation panel/notice board, pond clearance, access to the compost compound, preparations for Green Flag judging, preparations for Love Your Park on 11 August and a potential pump track.

**14.3 SHDC/KTC projects meeting 9 May 2024.** Cllr Cole and the Town Clerk had discussed potential collaborative projects using SHDC land assets: public toilets in the Recreation Ground; a pocket park in Fore Street Car Park; teen shelters in the Recreation Ground, Duncombe Park and Quay Car Park adjacent to the new skatepark; a pump track in the Recreation Ground; a mountain bike course at Rack Park amenity space; BBQ pits/area at Bowcombe amenity space and pond refurbishment with adjacent landscaping in the Recreation Ground.

**14.4 DCC/EA/SHDC/SWW/KTC flooding & sewage meeting 10 May 2024.** South West Water had actioned several works to help mitigate sewage discharges which had been regular occurrences since October 2023 including CCTV surveys of circa 4km of combined sewer culverts, installation of fibre glass lining, resin injections to fix historical interventions, lifting over 150 manholes to check flows and possible defects also DCC culverts had been checked by SWW. The trash screen in Lime Grove appeared ineffective, the attenuation area north of the Tesco retail store was not fit for purpose, and a section of sewer near Jewsons had circa 150m of fat deposits. Flooding issues in Bridge Street were due to run-off and tidal surges rather than spills from the SWW network. All agencies agreed that the Kingsbridge IUDM study did not stack up financially for an infrastructure project and a 'one-size-fits-all' flood mitigation scheme had not been identified. There was no mechanism and no authority/agency to oversee the management of attenuation tanks in new housing developments. Individual residential developments had to follow the hierarchy for drainage matters. DCC's smart gully sensor trial was ongoing for 12 months when data could be interrogated. There was an ongoing EA and SWW investigation into recent sewage discharge events. The MP was very content to assist where possible and earmarked some potential funding streams for local resilience. SHDC had no statutory powers regarding flooding however, its Environmental Health team could support liaison with local food businesses. Ultimately the town had an aging

combined sewer system and resilience for individual properties needed to be encouraged. SWW evaluation of data and CCTV surveys would take circa 3 months to analyse and all parties had agreed to hold a follow-up meeting at 12.00 noon on Friday 6 September.

**14.5 Community Champions presentations 14 May 2024.** Cllr Cole had made presentations to: Chris Barnwell (Walking for Health), Nicola Fox (Cookworthy Museum, Talking Newspapers, Fair Week and South Hams Society), Judy Hales (Abbeyfield House, Kingsbridge In Bloom, Compassionate Café, Cookworthy Museum and Cancer Research Shop), Geoff Rossetti (Little Train), Sarah Stephens (2<sup>nd</sup> Kingsbridge Brownies), Vicky Smith (2<sup>nd</sup> Kingsbridge Guides & Rangers and Forest School), Steph Pope (Kingsbridge Nurslings), Caroline Bright (Pop-In toddler group) and Bob Rogers (Kingsbridge Silver Band).

**14.6 Kingsbridge Community College Trust.** Members had attended a recent meeting which had, amongst other matters, earmarked funding for an inclusion hub.

**14.7 Kingsbridge Feoffees.** Cllr Balkwill had attended a recent meeting which had, amongst other matters, reviewed rental costs for its properties.

#### **24/15 FINANCE – PAYMENT OF ACCOUNTS**

Members received a schedule of payments due to date 14 May 2024. It was **RESOLVED** that the payments amounting to £19,785.16 be approved and signed by the Chairman.

#### **24/16 SOCIAL MEDIA**

It was acknowledged that individual Members championed various projects in the town and they were encouraged to forward their ideas and stories to Cllrs Rollinson and Yabsley.

#### **24/17 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN**

None.

#### **24/18 QUESTIONS TO THE CHAIRMAN**

None.

#### **24/19 EXCLUSION OF PUBLIC AND PRESS**

It was **RESOLVED** that in view of the business about to be transacted at agenda item 24/20 below, it was advisable in the public interest, that the public and press be temporarily excluded.

**24/20 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 23 April 2024 and to make the following grants under Section 137 of the LGA 1972 as follows:

No	Organisation	Funding purpose	Award
1	Kingsbridge Food & Music Festival	Insurance for the 3 day event	£603.00
2	Kingsbridge Community Garden	Purchase of new hand tools	£96.00
3	Share Shed	Sustainability of the travelling library of things to hire at low cost	£300.00
4	Family Advice Support Team	Staffing for Horizons Youth Club for young people 11-16 years	£532.50
5	Kingsbridge Compassionate Café	Rental fees at Kingsbridge Care Hub	£150.00
6	Galore Drama Group	Purchase of stage lights, non-lip stage carpet and speakers	£500.00
7	The Wind Project	Sailing lessons for Kingsbridge Community Primary School	£600.00
8	Kingsbridge Branch of the Royal British Legion	Costs for D-Day80 commemorative events	£250.00

The above grants to realise total expenditure at £3,031.50 from the Grant Aid (Recreational & Social) cost code 130 from an allocated budget at £2,000.00.

It was further **RESOLVED** to make the following grants for ongoing community projects which had been supported when the current financial year 2024/25 budget setting in January 2024 and to make the following grants under Section 137 of the LGA 1972 as follows:

No	Organisation	Funding purpose	Award
1	South Hams Citizens Advice	Weekly drop-in advisory service at Quay House	£1,735.00
2	Kingsbridge Celebrates Christmas	Whole town festive event	£580.00
3	Cookworthy Museum	Custodians of the town heritage	£2,310.00
4	Kingsbridge In Bloom	Enhancement of the town environment and floral displays	£8,085.00
5	Kingsbridge Climate Action	Tackling the climate and nature change emergency	£1,000.00

The above grants to realise total expenditure at £13,710.00 from the Grant Aid (Community Projects) cost code 131 from an allocated budget of the same sum.

*The meeting closed at 8.25 p.m.*

..... Presiding Chairman .....Date

Annexes:

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

## **Public Open Forum**

Julie Taylor stated that the Planning Committee minutes dated 7 May 2024 queried whether the first Tuesday meeting of each month should be moved from 6.30 p.m. to 6.00 p.m. to better accommodate all Members. She suggested that this would be the third time change for committee meetings, that it did not relate to bus arrival times and that it would confuse local residents.

Adam Sherring stated that the new skatepark was exceptionally busy and more seating was being discussed. More efficient use of the current tarmac space immediately to the south of the skatepark was being investigated. Unfortunately Waterborn SUP paddleboarding school had been turned down by SHDC to sell refreshments; the rationale being that the authority was not content to review its licence at the present time. He thanked Members for supporting the Skatejam scheduled for 6 July which would have a food truck, drinks and live music. SHDC had highlighted that use of parking spaces in the vicinity would be charged at £10 per space; District Cllr Jackson would follow-up and feedback to Adam whether such fees could be waived for the event. Finally, and further to the recent Property and Recreation Committee, he championed the need for a pump track in town to complement the skatepark.

The Chairman thanked Julie and Adam for their statements.



**MEMBERSHIP OF COMMITTEES**

<b>FINANCE COMMITTEE</b> (Tuesdays 6.30 p.m. – 5 meetings per annum)		
<b>Appointment</b>	<b>2023/24</b>	<b>2024/25</b>
Members	Anne Balkwill (Chair) Barrie Fishman Mike Jennings Chris Povey Julia Wingate	Anne Balkwill Philip Cole Martina Edmonds Mike Jennings Chris Povey
Internal Auditor	IAC Audit & Consultancy	IAC Audit & Consultancy
Ex Officio (2)	Philip Cole Martina Edmonds	Julia Wingate Graham Price
Secretary	Martin Johnson	Martin Johnson
<b>PROPERTY &amp; RECREATION COMMITTEE</b> (Tuesdays 6.30 p.m. – 4 meetings per annum)		
<b>Appointment</b>	<b>2023/24</b>	<b>2024/25</b>
Members	Anne Balkwill Mike Jennings (Chair) Graham Price Mel Rollinson Vacancy	Anne Balkwill Martina Edmonds Mike Jennings Mel Rollinson Lorna Yabsley
Ex Officio (2)	Philip Cole Martina Edmonds	Julia Wingate Graham Price
Secretary	Martin Johnson	Martin Johnson
<b>PLANNING COMMITTEE</b> (1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays each month at 6.30 p.m.)		
<b>Appointment</b>	<b>2023/24</b>	<b>2024/25</b>
Members	Anne Balkwill Mike Jennings Chris Povey Graham Price Danny Rawstron	Anne Balkwill Philip Cole Martina Edmonds Mike Jennings Chris Povey Danny Rawstron
Ex Officio (2)	Philip Cole Martina Edmonds (Chair)	Julia Wingate Graham Price
Secretary	Martin Johnson	Martin Johnson
<b>ENVIRONMENT, TRANSPORT &amp; RESILIENCE COMMITTEE</b> (Tuesdays at 6.30 p.m. – 3 per annum)		
<b>Appointment</b>	<b>2023/24</b>	<b>2024/25</b>
Members	Barrie Fishman (Chair) Graham Price Danny Rawstron Mel Rollinson Paul Vann	Philip Cole Barrie Fishman Danny Rawstron Mel Rollinson Paul Vann
Ex Officio	Philip Cole Martina Edmonds	Julia Wingate Graham Price
Secretary	Martin Johnson	Martin Johnson

**REPRESENTATIVES ON OUTSIDE BODIES**

<b>Appointment</b>	<b>2023/24</b>	<b>2024/25</b>
Dodbrooke Feoffees	Philip Cole	Philip Cole
Kingsbridge Community College Trust	Anne Balkwill Graham Price Julia Wingate	Anne Balkwill Graham Price Julia Wingate Martina Edmonds (deputy)
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	Anne Balkwill Philip Cole
Kingsbridge Estuary Boat Club	Graham Price	Graham Price
Kingsbridge Chamber of Commerce	Anne Balkwill Steve Mammatt	Steve Mammatt Julia Wingate
Kingsbridge in Bloom	Anne Balkwill Philip Cole	Anne Balkwill Philip Cole
Police Liaison Committee	Philip Cole Barrie Fishman Danny Rawstron Mel Rollinson	Philip Cole Barrie Fishman Danny Rawstron Mel Rollinson
Police Councillor Advocate	Barrie Fishman	Barrie Fishman
Kingsbridge Fair Week	Anne Balkwill	Anne Balkwill
Food and Music Festival	Steve Mammatt	Steve Mammatt
Kingsbridge Climate Action	Paul Vann	Paul Vann
Friends of the Salcombe-Kingsbridge Estuary		Paul Vann