

**MINUTES OF THE  
ANNUAL MEETING OF KINGSBRIDGE TOWN COUNCIL**  
**COUNCIL CHAMBER, QUAY HOUSE, AT 6.30 P.M.**  
**TUESDAY 12<sup>th</sup> MAY 2026**

**Present:**

Cllrs: Anne Balkwill, Martina Edmonds, Mike Jennings, Steve Mammatt, Graham Price, Julie Taylor, Paul Vann, Julia Wingate (Chair).

**In Attendance:**

District Cllr Denise O'Callaghan, District Cllr Susan Jackson, Devon County Cllr Julian Brazil.

One Member of Public

Katharine Harrod (Town Clerk)

**26/14 ELECTION OF CHAIRMAN**

Councillor Julia Wingate was elected as the Chairman and Town Mayor for mayoral year 2026/27, Proposed: Cllr Edmonds, Seconded Cllr Price and approved unanimously. Cllr Wingate then signed her Declaration of Acceptance of Office.

**26/15 ELECTION OF VICE CHAIRMAN**

Councillor Graham Price was elected as the Vice Chairman and Deputy Town Mayor for mayoral year 2026/27, Proposed: Cllr Talor, Seconded: Cllr Mammatt and approved unanimously. Cllr Price then signed his Declaration of Acceptance of Office.

**26/16 APOLOGIES FOR ABSENCE** – Apologies were received from Cllrs Cole, Povey, Rawstron and Yabsley.

**Public Open Forum**

Kingsbridge Information Centre explained that it has reached a critical point and now needs additional support, warning that without intervention the town risks losing the service altogether. The Centre is ready to work with the council or explore partnerships with local businesses to help fund or share services. Cllr Mammatt declared an interest as a Director of the Information Centre. The Centre's running costs are around £3,000 per month, funded through advertising, leaflet distribution, website listings and sales from the gift shop, but income has fallen due to fewer advertising businesses and reduced shop sales. With only two months of funds remaining, closure will become unavoidable without new support. The Directors own the building and the Manager is the only paid member of staff, with core costs including heating, lighting and insurance. Dawn noted she has no benchmarking information on how the Centre compares to similar operations elsewhere. Kingsbridge Town Council agreed to contact SHDC Officer, Chris Shears for advice and potential support options.

*One member of public left the building.*

**26/17 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES**

1. **Police Report:** None received.

## **2. Devon County Council report, Cllr Julian Brazil:**

- Funding for protecting Torcross housing has been approved. Protection of the tank car park is being considered. Devon County submitted detailed costings for repair of the road, no response has been received. A meeting of the Combined County Authority has ratified the funding for the upgrading of the back roads. SatNav companies are being contacted to ensure that visitors are not routed via Deer Bridge.
- The Kingsbride one-way system has been introduced, there are no longer vehicular tailbacks. A request has been submitted for a banksman at weekends. It was noted that there have been issues with the banksman not letting through articulated vehicles, this will be followed up.
- Cabinet Meeting papers were published today, this confirmed there will be no cuts to any hours of the libraries for at least two years. It was noted that £1m has been set aside to help libraries improve their income/service.
- DCC are creating four teams to provide pot hole 'hit squads' – their job will be to repair potholes across the county.
- A question was raised re the SEND budget – Cllr Brazil confirmed Devon County Council were running a deficit of £200m, 90% of this has now been paid off by the government.
- Free car parking needs to be promoted as much as possible.

*Cllr Brazil left the meeting.*

## **3. South Hams District Council report, Cllrs Jackson & O'Callaghan:**

- Demolition Ropewalk Site - It was reported that demolition works have been delayed following the discovery of active bird nests on site. As it is illegal to disturb or destroy active nests, demolition is now expected to take place in early autumn.
- Leisure Centre Operator Change & Maintenance Queries - Fusion will be replaced by Parkwood on 1 June. The transition process appears to be progressing well.  
Installation of the solar panels has been delayed due to the operator change, though it is hoped this will not cause a significant setback.  
A query was raised regarding the upkeep of the exterior of the building and whether any recourse exists if tenants fail to maintain the property appropriately. Members noted the importance of ensuring the site remains clean, tidy and well maintained.  
A further query was raised regarding the bowling club lease; Ward Councillors will seek clarification.
- Recreation Ground Café Tender - The café at the Recreation Ground is being re-tendered. Full details are available on the South Hams District Council website.
- Recreation Ground Pump Track works commenced this week.
- The Kingsbridge Community Economic Plan consultation remains open until 5th August.
- A query was raised regarding the Heras fencing currently in place. It is due to be removed ahead of the Food & Music Festival.

- Culvert Works – It was noted that more underground footage is required as part of the ongoing works. Cllr Wingate confirmed this is forthcoming and will be shared when available.

A suggestion was made regarding a feature incorporating archaeological ‘finds. Clapper stones are being stored for potential use in a future project.

## **26/18 EXPRESSIONS OF INTEREST AND AGREEMENT TO CO-OPT A NEW MEMBER**

It was noted that nine people had expressed an interest for information regarding the vacancy. Four of these people subsequently submitted an application and were invited for interview. The interview panel (Cllrs Price and Taylor and the Town Clerk) provided their feedback. We are very grateful to those who applied, it was noted that we had a number of strong contenders and the decision was a genuinely difficult one. Following discussion it was **RESOLVED** to offer the position to Alex McCormick.

## **26/19 APPOINTMENTS TO COUNCIL COMMITTEES & OUTSIDE BODIES**

1. It was **AGREED** that Members of the Planning and Property & Recreation Committees would remain the same for 2026/27. Membership of the Environment, Transport and Resilience Committee was confirmed as being Cllrs Balkwill, Cole, Rawstron, Taylor and Vann.
2. It was **RESOLVED** to approve a Human Resources Committee consisting of the Mayor and Chairman of a) Finance, b) Property & c) Recreation and Planning Committees.
3. As per minute reference 25/134/5 it was **AGREED** that the Membership of Outside Bodies to remain the same as 2025/26.

## **26/20 CONSENT TO RECEIVING AGENDAS & DOCUMENTATION BY EMAIL.**

Councillors **AGREED** to receive agendas and documentation by email.

## **26/21 REVIEW & ACCEPTANCE OF KEY POLICIES AND PROCEDURES**

Having reviewed the policies and procedures, Councillors **RESOLVED** to accept all key policies and procedures with the changes detailed in paper 1.

## **26/22 URGENT BUSINESS - None**

## **26/23 DECLARATIONS OF INTEREST:**

Cllr Balkwill, Finance reference 26/29 & 26/31

Cllr Edmonds, Finance reference 26/31

Cllr Vann, Finance reference 26/31

Cllr Wingate, Finance reference 26/31

The above councillors withdrew from discussions regarding the above minute references and did not take part in the associated voting.

## **26/24 BUSINESS TO BE NOTED/DISCUSSED**

1. The Community Champions awards were made at 5.30pm prior to the meeting. Our congratulations to:
  - Anita Dunster – Kingsbridge Information Centre

- Ann Gomm – Kingsbridge Town Council
- Richard Haysome – Share Shed
- Julia McGing – Age Concern
- Dena Stafford – Kingsbridge Gym Club

2. Councillors noted the Kingsbridge Community Economic Plan consultation is live until 5<sup>th</sup> August.
3. Councillors noted they were currently unable to approve expenditure of £300 from the Marketing Budget due to no business account being in place for the operation in question.

## **26/25 TO RECEIVE THE TOWN CLERK’S REPORT.**

1. All expressions of interest have now been submitted in respect of the potential land and asset transfers from South Hams District Council.
2. The seating project around the trees in the Town Square has had to be put on hold following a report from the District Council concerning the growth of the existing trees and potential damage to the root structures. Other seating options around the square will now be considered.
3. The one-way system in the town has been well received by the majority of users, traffic flow is much improved and there have been many positive comments. We appreciate that no one system would have been to the satisfaction of everyone and we thank everyone for their patience and understanding during the period of the culvert works on Fore Street. All roads will be reopened in full as soon as it is safe to do so.
4. Works have commenced on the Recreation Ground Pump Track, it is anticipated to take five weeks to complete. Fencing will be in place until the track has been signed off and is safe to be used.
5. The Kingsbridge Community Economic Plan consultation is now live until 5<sup>th</sup> August, the following events have been arranged to promote the plan:
  - 21st May Business Breakfast Event 8.30-10am Harbour House
  - 27th May Community Drop In Event 5-6.30pm Harbour House
  - 29th May Kingsbridge Food and Music Festival 1-5pm
  - 31st May Kingsbridge Food and Music Festival 10-5pm

## **26/26 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES**

Police Advocate Update:

Cllr Taylor provided an overview of current activity in Kingsbridge and the wider South Hams. Operation Ferryhill remains ongoing with national support from Op Opal, targeting an organised crime group. Anti-social behaviour has fallen across the district, with 27 incidents recorded at the end of March compared with 57 in the same period last year. Crime levels over the past 28 days also show a slight reduction.

In Kingsbridge, street-level incidents remain low: six in the town and one each in Kingsbridge Rural East and West. Across March, the Kingsbridge–Salcombe policing area recorded 87 crimes, up from 60 last year. February figures for Kingsbridge show 20 crimes in the town and 44 in rural areas. Police continue to monitor whether known individuals being “away” has led to others stepping in.

Incident totals rose from 521 in February to 568 in March, though several categories - such as public safety - have decreased compared with 2025. Kingsbridge ranked second in the district for crime volume in March.

Local updates included a rise in speeding and drink-driving reports, particularly at weekends, and an increase in cold callers offering roofing and chimney work. Residents are advised not to engage with doorstep traders. Police also responded quickly to a recent storage theft raised by Cllr Kizzy Sims (Salcombe Town Council), with further follow-up planned.

Staffing changes continue, with new PCSOs joining the area over the coming months and PCSO Tom Eabry leaving Kingsbridge in September to join British Transport Police.

### **26/27 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN**

Another visit to the culvert site is due to take place this week, information will continue to be shared via Facebook.

### **26/28 QUESTIONS TO THE CHAIRMAN**

The annual Food & Music Festival is seeking volunteer stewards to help.

The SHDC grass cutting schedule for Kingsbridge is lacking this year, this is due to be followed up on Thursday.

### **26/29 FINANCE & GOVERNANCE:**

1. **Finance:** Councillors **RESOLVED** to approve the following schedule of payments:

### Kingsbridge Town Council May 2026 Payments

Ref	Description	Supplier	Net	VAT	Total
13	Community Champions	Brock, Mrs Charlotte	100.00		100.00
28	Grounds Maintenance Contract	Greenspace	405.00		405.00
28	Grounds Maintenance Contract	Greenspace	50.00		50.00
29	Pension	Peninsula Pensions	1,977.70		1,977.70
30	HMRC & NI	HM Revenue & Customs	2,107.11		2,107.11
31	Salary	Kingsbridge Town Council	5,375.45		5,375.45
32	Grant Aid	Kingsbridge Cookworthy Museum	2,500.00		2,500.00
33	Quay House Maintenance	Heritage Preservation (South West) Limited	90.00	18.00	108.00
34	Cemetery - Mole control	Devon Wildlife Management	335.00		335.00
35	Quay House Maintenance	Electric Center	5.09	1.02	6.11
36	Quay House Maintenance	Electric Center	11.26	2.25	13.51
37	Road signage - cleaning	Fine Shine Ltd	240.00	48.00	288.00
38	Telephone Charges	Pulse8 Communications Ltd	95.46	19.09	114.55
39	Stationery & Office Equipment	Viking Direct	99.31	19.86	119.17
40	Stationery & Office Equipment	Brock, Mrs Charlotte	7.75		7.75
41	Civicy Monthly Fee	Starboard Systems Limited	109.00	21.80	130.80
42	Scribe Monthly Fee	Starboard Systems Limited	109.00	21.80	130.80
44	Bank Fees	Unity Trust Bank	14.05		14.05
45	Quay House Maintenance	G C Low Heating & Plumbing Ltd	398.10	79.62	477.72
		<b>TOTALS:</b>	<b>14,029.28</b>	<b>231.44</b>	<b>14,260.72</b>

## 2. Governance:

- a. 2025/26 Audits: The internal audit is being undertaken on 28<sup>th</sup> May after which the Town Council will review the Annual Governance & Accountability AGAR Form 3, sections 1 and 2. This review will take place on 9<sup>th</sup> June.
- b. To resolve to exclude the public and press to go into closed session for discussion of confidential issues regarding staffing.

It was **RESOLVED** to employ a part time Projects Manager with immediate effect. This is for a period of three days per week with a view to the role becoming full time in due course.

## 26/30 APPROVAL OF FULL COUNCIL MINUTES

It was **RESOLVED** to approve and to authorise the Chairman to sign as a correct record the minutes of the meeting of the Full Council held on 14<sup>th</sup> April 2026

## 26/31 FINANCE COMMITTEE

It was **RESOLVED** to approve the minutes of the Planning Committee held on 28<sup>th</sup> April 2026 and to endorse the recommendations therein including the following grant aid payments totalling £24,939.35:

<b>Name of Organisation</b>	<b>Funding</b>	<b>GRANT</b>
Kingsbridge Silver Band	Instrument repair, music purchase and band running costs incl. hut maintenance and bills.	£ 250.00
Kingsbridge Gymnastics Club	To replace ageing 'block' which is 12 years old. It's used in most sessions and has many uses. Total cost £1,029.60 new.	£ 400.00
Family Advice Support Team (FAST) CIC - Horizons Building	Contribution towards annual building running costs for utilities and waste (Gas, Electric, Water, Wifi & Bin Collections) .	£ 1,000.00
Kingsbridge Agricultural & Horticultural Society	Seeking help with the cost of daytime and overnight security. This alone amounts to £1,316.25. Although the police attend the show, we are informed we cannot rely on them to be present.	£ 400.00
Waterborn Hub CIC	Removing a financial barrier for people to access 'blue space'.  Providing 4 opportunities for people to hire free of charge SUP/kayaks covering May/June/July/August.	£ 334.35
Kingsbridge Amateur Theatrical Society (KATS)	To be able to purchase Hair Line Microphones. These mics allow much better sound quality, consistency, and visual discretion. KATS always tries to produce the most professional productions and this would allow us to continue to provide the best sound quality for our audiences.	£ 400.00
Kingsbridge Age Concern	Provision of secure storage for user groups including Devon Breathers, Amateur Dramatics, exercise offerings and more.	£ 250.00
Kingsbridge Community Garden	The grant will be spent towards the garden refurbishment project. In particular the re. roofing of the unique compost toilet.	£ 300.00

Next Steps Together	<b>“Volunteering Together”</b> a community event taking place at Tumbly Hill during National Volunteers’ Week 2026. It will bring local charities, voluntary groups and community organisations together with people who may be interested in volunteering.	£ 250.00
The MotherBorn Collective	Funding to support monthly ‘Bump & Brew’ antenatal sessions.	£ 500.00
South Hams Citizens Advice	Weekly drop-in advisory service at Quay House	£1,820.00
Kingsbridge Celebrates Christmas	Whole town festive event	£610.00
Cookworthy Museum	Custodians of the town heritage	£2,425.00
Kingsbridge Climate Action	Tackling the climate and nature change emergency	£1,000.00
Kingsbridge in Bloom	Enhancement of the town environment and floral displays	£10,000.00
Kingsbridge Area Food Bank	Prevention and/or the relief of poverty	£5,000.00

### 26/32 PLANNING COMMITTEE

It was **RESOLVED** to approve the minutes of the Planning Committee held on 5<sup>th</sup> May 2026 and to endorse the recommendations therein.

Noted that concerns were raised in the planning meeting about the call for land by South Hams District Council and concerns re South West Water accepting any and all large applications regarding foul and surface water drainage. This will be raised at the Kingsbridge Partnership meeting on Friday 15<sup>th</sup> May.

The minutes also detail issues with the outcome of the Development Management Committee regarding Duncombe Villa on Duncombe Street.

### 26/33 PROPERTY & RECREATION COMMITTEE

It was **RESOLVED** to approve the minutes of the Planning Committee held on 5<sup>th</sup> May 2026 and to endorse the recommendations therein.

It was noted that a proposal was made for a mural on the rear of the public toilets.

### 26/34 MEETING CLOSURE AND DATE OF NEXT MEETING:

Date of next meeting: 9<sup>th</sup> June 2026

*The meeting closed at 20:47 p.m.*

Signed as a true record: \_\_\_\_\_

Print Name & Date: \_\_\_\_\_

Distribution List: All current Town Councillors, Kingsbridge Town Council Website.  
For Information: e-circulation to: Councillor representatives - South Hams District Council and Devon County Council.