

**MINUTES OF THE  
MEETING OF KINGSBRIDGE TOWN COUNCIL  
COUNCIL CHAMBER, QUAY HOUSE, AT 6.30 P.M.  
TUESDAY 9<sup>th</sup> JUNE 2026**

**Present:**

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

**In Attendance:**

District Cllr Denise O'Callaghan, Devon County Cllr Julian Brazil.  
Five Members of Public  
Katharine Harrod (Town Clerk)

**26/35 APOLOGIES FOR ABSENCE – Cllr Yabsley, District Cllr Jackson,**

**Public Open Forum**

- A member of public spoke in relation to a planning application recently submitted by Wills Marine (3329/25/FUL). The application raises several concerns, including a loss of more than 50% of natural light to nearby apartments, which would seriously affect residents' wellbeing and mental health. There would be reflected light in winter months from artificial lighting, alongside increased noise and smells in a residential area, with no clarity on proposed opening hours. The inclusion of a flat roof is likely to attract gulls, creating further noise, mess and odour. The development would reduce the value of neighbouring properties and effectively industrialise this part of town. The application documents also contain contradictions, particularly regarding the proposed café. Cllr Edmonds confirmed that Kingsbridge Town Council had objected to the application and gave an overview of the submission to South Hams District Council.

Cllr O'Callaghan confirmed that she had listened to the concerns raised and will take them into account when reading the report and recommendation provided by the Planning Officer.

**26/36 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES**

**Five people left the meeting.**

1. **Police Report:** The following report from PCSO Tom Eabry was read out on his behalf:  
April and May saw 52 occurrences created from direct calls/website reporting by the public and officer attendance at Incidents. Within this, there were many admin type occurrences relating to disclosure requests, licensing activity, firearms checks and safeguarding referrals.

These included 2 offences reported for the same missing person. Several pieces of property found and handed into the front office that have 1 each. There were also 2 reports of the same event involving youths causing distress to a baby crow, which although it sounds disturbing, was dealt with quickly and effectively.

In relation to summer policing, we are looking into constantly offering as much foot and car patrols as we can offer, in between all the other jobs that we receive at short notice.

Drink and drug driving is a priority for us as a Neighbourhood Team to prevent and crack down on as much as possible.

We have many rural pubs and restaurants over the entire patch, and it does take time for us to respond and head out to search. Any suspect vehicle details and VRMs help massively.

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

- DCC has an underspend of nearly £8m. Children's Services are using fewer agency staff and consultants, with more work now done in-house. The resulting savings have been reinvested into the road network, in addition to previously agreed funding. A three-year plan is in place to improve road conditions and reduce potholes.
- Additional investment has also been made in Children's Services, with a positive report from the Government's Children's Commissioner. After around ten years in special measures, recent quarterly Ofsted reports have been very positive. The Government has agreed to write off 90% of the deficit, subject to DCC producing an acceptable plan, which has now been approved.
- A Corporate Peer Challenge was carried out, with senior officers and leaders from other councils providing feedback. Staff feedback was strong, with 77% saying they would recommend DCC to family and friends.

DCC remains committed to delivering the best possible services regardless of the outcome of the Local Government Review, with service benefits and delivery models still to be agreed.

- On roadworks, Cllr Brazil does not fully agree with the closure of Prince of Wales Road, but the road will remain closed until the footway between Boots and Peacocks reopens. The importance of Kingsbridge Town and its traders was acknowledged.
- A question was raised about the Sorley Cross to Loddiswell road. Cllr Brazil confirmed repairs will take place between 6-17 July.
- A Nissan vehicle on Lower Union Road has been left for months, has received many tickets, is damaged, and needs to be removed. Cllr Jennings will send a photo to Cllr Brazil for follow-up.
- A caravan hit the bollard between Mill Street and Fore Street. It was noted that the signage clearly states the route is for cars and light vehicles only.

- Concerns were raised about essential pavement repairs due to loose and uneven slabs around the town. Residents are encouraged to report issues; if officers deem them safety defects, they will be repaired.

### **3. South Hams District Council report, Cllr O’Callaghan:**

- South Hams District Council is increasing its support for people on low incomes who face sudden financial difficulties, with a £466,960 package to provide immediate help and longer-term financial advice. For further information and to apply for support, go to: [www.southhams.gov.uk/benefits-and-support/other-available-support/crisis-and-resilience-fund](http://www.southhams.gov.uk/benefits-and-support/other-available-support/crisis-and-resilience-fund) .
- Waste crews have been asked to ensure they operate along Duncombe Street etc early in the morning to reduce any congestion on the one-way system.
- Security at the Cattle Market site is due to be improved following complaints. The site is due to be demolished in September once the birds have finished nesting.
- The Fore Street public toilets are currently undergoing a refurbishment over a six-week period. The Quayside Toilets are due for refurbishment later this year.
- Solar panels on Quayside Leisure Centre - contractors are meeting on 10<sup>th</sup> June ahead of the installation.
- The Recreation Ground Café lease has now been awarded, further updates will be available in due course.
- Planning Enforcement - Cllr O’Callaghan will meet with officers to obtain an update.
- South Hams District Council have secured 50 acres of land on the boundary to become a community woodland. DEFRA purchased the land and the Woodland Trust will provide trees/deer-proof fencing. Volunteers will be needed to help plant the 12,000 trees.

*Cllr Brazil left the meeting.*

### **26/37 DECLARATIONS OF INTEREST:**

Cllrs Balkwill, Cole, Edmonds, Jennings, Price, Vann and Wingate all declared an interest in respect of 26/43.1

Cllrs Balkwill and Cole also declared an interest in item 26/39.1.

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

## **26/38 EXPRESSIONS OF INTEREST AND APPROVAL OF PANEL TO CO-OPT FOLLOWING APPROVAL FROM SHDC**

It was noted that five people had expressed an interest in information regarding the vacancy. Three of these people are eligible for the role. It was **RESOLVED** to delegate the decision to the same interview panel as previously for the purpose of continuity, the panel Cllrs Price, Taylor and the Town Clerk will await approval from District Council prior to reviewing the candidates and inviting the successful candidate to join the council from July.

## **26/39 BUSINESS TO BE NOTED/DISCUSSED**

1. It was **RESOLVED** to approve a request for £262.50 to provide an advert in the local newspaper to promote the 1586 map of Kingsbridge being shown at the Cookworthy Museum on 4<sup>th</sup> July. It was noted the museum will be open at no charge all day to ensure it can be as accessible as possible to all interested parties.
2. Councillors were requested to promote the Kingsbridge Community Economic Plan and encourage traders and residents to complete the survey.
3. Culvert repair works continue at a pace, a lot of the hand digging has now been completed, the team are waiting on bespoke pipework to be delivered. A group of four students and Principal, Tina Graham, from Kingsbridge Community College visited the site on 3rd June and had a full tour of the works including the opportunity to go underground to get a close-up view of one of the original bridges of Kingsbridge. It was an incredible opportunity for them and we thank everyone involved for making this happen.

Cllr Brazil has provided £5k of funding to help alleviate the impact of the culvert works being undertaken at the bottom of town. To date, £2,000 has been spent on signage – car park/Heras fencing and directional signs. £3,000 remains to cover marketing, opening event, additional signage/fencing panels to include a contingency for 'unknown' expenses.

## **26/40 TO RECEIVE THE TOWN CLERK'S REPORT.**

1. Fore Street toilets are currently undergoing refurbishment, the team are ensuring that a section of the facility will remain open throughout the works. It is hoped that the Quay Toilets will be refurbished in Autumn.
2. On 1<sup>st</sup> June we welcomed Adam Sherring to the team. Adam has joined us to work on projects and has jumped straight in with the upgrade to the CCTV and the review of the roof at Quay House. We'll be keeping you updated monthly as to progress with the various projects.
3. The Recreation Ground Pump Track is coming close to completion, last week saw turf and tarmac laid, we need a few more finishing touches to take place before it can be opened so bear with us for a short while longer, everyone will soon be zooming around it! Thanks to South Hams District Council and to Adam for all their hard work in bringing this to fruition.

4. Councillors have been asked to complete a new Register of Interest as a number of them are now out of date. Councillors were reminded that it is a criminal offence not to register pecuniary interests as per the Localism Act 2011, furthermore that if they do not declare a pecuniary interest when they have one, it is possible to receive a fine of up to £5,000 and/or disqualification for up to five years.
5. The Passageway Project remains on hold while options are considered, in short, we cannot add artwork to listed buildings without planning permission in place and at present these costs are prohibitive. It was noted the artist for the works would potentially be willing to create on a mural for the public toilets - this would need to be considered at the Finance Committee in July.
6. Faded pedestrian white lines between Tesco exit and Fore St car park have been reported - reference number RP/572630. SHDC have advised they are undertaking a larger scale improvement and repairs project and will add this location for review.
7. It may only be June, but on 2<sup>nd</sup> of the month we ordered our Christmas tree and new baubles for the year, the baubles have already arrived but we have to wait until November for the tree!
8. Following an issue with the CCTV system, we would like to thank the South Hams District Council Tree Officer for arranging essential works to trees between the Recreation Ground and the Skatepark to ensure a line of sight for the signal between the two locations.
9. The new Street Scene Manager, Mark Clapper visited today and undertook a walk around with the Town Clerk and Adrienne Benton of Kingsbridge in Bloom. It was a positive meeting, we look forward to working together.
10. New Heras fencing signage was received on 1<sup>st</sup> June, this was erected on 2<sup>nd</sup>, at the time of writing a couple of 'tweaks' were needed but already the feedback has been very positive.
11. Following a successful Internal Audit a finance refresher course has been booked for November in addition to attendance at the joint Devon/Cornwall meeting of local council clerk's this month.
12. A letter has been received from the Cookworthy Museum thanking Kingsbridge Town Council for their generous grant.
13. Further to another successful Food & Music Festival, a letter of thanks has been sent to the organisers, one of whom is our very own Cllr Mammatt. Once again, feedback from those attending was excellent, we're already looking forward to next year!

## **26/41 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES**

1. Kingsbridge Economic Plan Update: Laura Eames had a stall at the Food & Music Festival and received a positive response from those attending. Other drop-ins have been organised including breakfast events.

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Kingsbridge**



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[mykingsbridge.commonplace.is](https://mykingsbridge.commonplace.is)

2. Kingsbridge Food & Music Festival: Cllr Mammatt advised the festival was possibly the most successful ever, well attended, no trouble and the weather held out! It was reported that the Saturday evening was one of the most successful ever. The bins weren't collected when they should have been which caused excess litter in the area, this will be raised with South Hams District Council. Sunday was a particularly relaxed day and also well attended. Across the three days there was little police presence but the security contractors were on site the whole time.
3. Police Advocate Report: Cllr Taylor provided a short report.

#### **26/42 QUESTIONS TO THE CHAIRMAN**

1. A query was raised regarding the location of the taxi rank. Could the Quay Car Park become a more permanent site? This could be broached with the drivers and added to a future meeting.
2. A request was made for 'Children Playing' signage in the Trebblepark area due to an increase in vehicles following the introduction of the one-way system/roadworks. A further request was made for a full review of the parking in this area with potential consideration for double yellow lines to prevent issues such as vehicles parked across dropped kerbs. We will speak with Highways for advice and add to a future meeting for review.

#### **26/43 FINANCE & GOVERNANCE:**

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

#### **Kingsbridge Town Council June 2026 Payments**

#### **Payments made to 25th May:**

<b>Ref</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
0	Staffing	Staffing	7,352.75		7,352.75
46	Heras Fencing Signage	Monster Mesh	948.60	189.72	1,138.32
47	Grant Aid	Kingsbridge Silver Band	250.00		250.00
48	Grant Aid	Family Advice Support Team	1,000.00		1,000.00
49	Grant Aid	Kingsbridge Agricultural & Horticultural Society	400.00		400.00
50	Grant Aid	Waterborn Hub CIC	334.35		334.35
51	Grant Aid	Kingsbridge Amateur Theatrical Society	400.00		400.00
52	Grant Aid	Kingsbridge Age Concern	250.00		250.00
53	Grant Aid	Kingsbridge Community Garden	300.00		300.00
54	Grant Aid	The MotherBorn Collective	500.00		500.00
55	QH - Cleaning	Sally Hawkes Cleaning	245.00		245.00
56	Decorative Lights - lamp standards & painting	Mark David Design	1,760.00		1,760.00
57	Quay House Maintenance	Mark David Design	678.46		678.46
58	Car Park Signage	Signs & Stickers Ltd	260.08	52.02	312.10
59	Electricity - Bandstand	Octopus Energy	36.02	1.80	37.82
60	Electricity - Quay House & Garage	Octopus Energy	545.46	109.09	654.55

61	Electricity - Quay House & Garage	Octopus Energy	129.51	6.48	135.99
62	Electricity - Garage	Octopus Energy	52.27	2.61	54.88
66	Grounds Maintenance Contract	Greenspace	50.00		50.00
66	Grounds Maintenance Contract	Greenspace	405.00		405.00
68	Water Bill Quay House & Cemetery	Pennon Water Services Ltd	180.00		180.00
<b>TOTAL:</b>			<b>16,077.50</b>	<b>361.72</b>	<b>16,439.22</b>

## June payments:

Ref	Description	Supplier	Net	VAT	Total
69	Scribe Monthly Fee	Starboard Systems Limited	109.00	21.80	130.80
70	Civic.ly Monthly Fee	Starboard Systems Limited	109.00	21.80	130.80
71	Quay House - survey	Flash Git Ltd	200.00		200.00
72	Town marketing strategy - advert	Tindle Newspapers Devon Ltd	262.50	52.50	315.00
73	Bandstand - Repaint	Leighton Randall	2,600.00		2,600.00
74	Website - Domain renewal	Vision ICT Limited	50.00	10.00	60.00
75	QH - Cleaning	Sally Hawkes Cleaning	245.00		245.00
76	Telephone Charges	Pulse8 Communications Ltd	95.45	19.09	114.54
77	Stationery & Office Equipment	Viking Direct	92.42	18.49	110.91
78	Passageway Project Artwork	Emma Jones	350.00		350.00
79	QH - Town Mayors board sign writing	Futureclient Limited	45.00	9.00	54.00
80	Bandstand - Cleaning	Fine Shine Ltd	240.00	48.00	288.00
81	Quay house - Sundries	Harrod, Mrs. Katharine	1.90		1.90
82	Cable Ties	Jewson	2.25	0.45	2.70
83	CCTV - replacement camera	Sound & Visual Systems Limited	321.00	64.20	385.20
84	Fore St Works Signage	Kingsbridge Celebrates Christmas	688.24		688.24
85	Grant Aid	Kingsbridge Celebrates Christmas	650.00		650.00
86	Grant Aid	Kingsbridge Climate Action	1,000.00		1,000.00
87	Grant Aid	Citizens Advice South Hams	1,820.00		1,820.00
88	Grant Aid	Kingsbridge Area Foodbank	5,000.00		5,000.00
89	Grant Aid	Kingsbridge In Bloom	10,000.00		10,000.00
90	Christmas tree - baubles	Real Christmas Trees Limited	105.00	21.00	126.00
91	Bank Fees	Unity Trust Bank	6.77		6.77
92	Grant Aid	Kingsbridge Gymnastics Club	400.00		400.00
93	Grant Aid	Next Steps Together	250.00		250.00
<b>TOTAL:</b>			<b>24,643.53</b>	<b>286.33</b>	<b>24,929.86</b>

## 2. Governance:

- a. It was **RESOLVED** to adopt an Information & Data Protection Policy plus accompanying Data Audit 2026
- b. Councillors received the Internal Audit covering the October and May audits, it was **RESOLVED** to accept the documentation and address the points raised.
- c. Following a review of the service provided, Councillors confirmed they are satisfied with the competence and independence of the Internal Auditor and **RESOLVED** to retain the services of the Internal Auditor for the 2026/27 period.
- d. Annual Governance & Accountability, Section 1 – Annual Governance Statement 2025/26 was reviewed, completed, and approved unanimously.
- e. Annual Governance & Accountability, Section 2 – Accounting Statements 2025/26 was reviewed and approved unanimously as being a true record of the 2025/26 accounts.
- f. The dates of the Exercise of Public Rights inspection period were agreed as commencing on Thursday 11<sup>th</sup> June 2026 and ending on Wednesday 22<sup>nd</sup> July 2026.

#### **26/44 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 12<sup>th</sup> May 2026

#### **26/45 PLANNING COMMITTEE**

It was **RESOLVED** to approve the minutes of the Planning Committee held on 2<sup>nd</sup> June 2026 and to endorse the recommendations therein.

A further response to be sent to Patrick Whymer re the Duncombe Villa outcome.

<https://publications.naturalengland.org.uk/publication/144017>

#### **26/46 MEETING CLOSURE AND DATE OF NEXT MEETING:**

Date of next meeting: 14<sup>th</sup> July 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.