

KINGSBRIDGE TOWN COUNCIL

NOTICE OF THE NEXT MEETING

Venue: Council Chambers, Quay House, Kingsbridge
Date: Tuesday, 08th September 2026
Time: 6.30pm

Councillors, I hereby give you notice that the monthly meeting of Kingsbridge Town Council will be held at the venue, date and time above.

All members of the council are summoned to attend for the purposes for determining and resolving upon the business to be transacted as set out below.

To: All members of the Council cc: District Cllrs Jackson & O'Callaghan, County Cllr Brazil.

BUSINESS TO BE TRANSACTED

To hold a minute's silence in recognition of the late Irene Jeeninga and her service to the town.

26/67 TO RECEIVE APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Council.

Public Open Forum: (allocated time not longer than 15 minutes, a member of the public shall not speak for more than 3 minutes as per Standing Orders)

During the Public Open Forum: Members of the public should note that the council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date.

After the Public Open Forum: Members of the public are asked to respect the fact that it is a meeting to conduct council business and participation during the remainder of the meeting is not permitted without the express consent of the Chairman.

26/68 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES

26/69 DECLARATIONS OF INTEREST

To invite Members to declare any pecuniary interests and non-pecuniary interests that they may have in any matters to be considered at this meeting; and to note that a Member with a disclosable pecuniary interest in any matter must withdraw from the Chamber at the commencement of the consideration of that business or, if later, the time at which the interest becomes apparent.

26/70 BUSINESS TO BE NOTED/DISCUSSED:

1. To approve an alteration to minute reference 26/31, to read: 'It was **RESOLVED** to approve the minutes of the Finance Committee.'
2. Further to a request being received from four Members: To reconsider supporting the addition of four market stalls in the town by South Hams District Council, where to site them and any requirements associated with those sites.
3. Councillor Vacancy update and to agree an interview panel for the co-option of a new Councillor with recommendations being taken to the meeting on 13th October.
4. To consider approval of the preparation of a schedule of condition report on the external building fabric of Quay House. £3,258 plus VAT and disbursements.
5. To note repairs to be undertaken to Quay House roof at a cost of £900 plus VAT.
6. To discuss the November Remembrance Day event logistics and agree if any updates are required.
7. To discuss the South Hams Highways and Traffic Orders Committee - Traffic Regulation Tranche 3 Order 6307, [DPS:NL:DEV001/1743:B] and agree any comments in response to the proposals.
8. To agree the Council's position on actions to be taken following the death of a Councillor.
9. To receive an update regarding CCTV installation on Fore Street and to consider if to increase the cameras by two in number to include the bus station and top of Mill Street.

26/71 TO RECEIVE THE TOWN CLERK'S REPORT.

26/72 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES

To receive any reports by Members representing the Council on Outside Bodies and/or attending meetings with outside authorities and other agencies. To include:

1. Cllr Wingate, Kingsbridge Community Economic Plan update.
2. Cllr Taylor, Police Advocate Report.
3. Cllr Balkwill, Fair Week Report.
4. Cllrs Cole & Vann, Kingsbridge Partnership meeting 30th July.

26/73 QUESTIONS TO THE CHAIRMAN

To give Members the opportunity to question the Chairman on matters previously raised in council meetings.

26/74 FINANCE & GOVERNANCE:

1. **Finance:** To approve the schedule of payments.

PAPER 1

2. **Governance:**

- a. To adopt updated Standing Orders (sections 14 and 18) as per the model document provided by the National Association of Local Councils dated 31st March 2025
- b. To receive the External Auditor's report and certificate for financial year 2025/26 (PKF Littlejohn LLP's DV0213 dated 30th August 2026, received 2nd September 2026) and to note the advertisement for the Notice of Conclusion of Audit.

PAPER 2

26/75 APPROVAL OF MINUTES

PAPER 3

To take as read, and if approved, to authorise the Chairman of the Town Council to sign as a correct record the minutes of the meeting of the Full Council held on 14th July 2026 and the minutes of the Extraordinary Meeting held on 4th August.

26/76 PLANNING COMMITTEE

PAPER 4

To take as read, and if approved, to authorise the Committee Chairman to sign as a correct record the minutes of the meeting of the Planning Committee held on 4th August & 1st September.

26/77 EXCLUSION OF PUBLIC AND PRESS

To consider a resolution that in view of the nature of the business about to be transacted at agenda items 26/61 below, it is advisable in the public interest, that the public and press be temporarily excluded.

26/78 To discuss and approve a formal response to a complaint.

26/79 MEETING CLOSURE AND DATE OF NEXT MEETING:

Date of next meeting: 13th October 2026

Katharine Harrod

Katharine Harrod
Town Clerk
3rd September 2026

PLEASE NOTE:

The Council Chambers are located on the first floor and have no accessible features; access is via staircase only.

Meetings of the full council and committees are advertised as public meetings and may be filmed, photographed and/or audio recorded by broadcasters, the media or members of the public.

Kingsbridge Town Council August & September 2026 Payments

August Payments 2026:

Ref	Description	Supplier	Net	VAT	Total
	9 Staffing		10,312.06		10,312.06
146	Scribe Monthly Fee	Starboard Systems Limited	109.00	21.80	130.80
147	Water Bill Quay House & Cemetery	Pennon Water Services Ltd	180.00		180.00
148	Civic.ly Monthly Fee	Starboard Systems Limited	109.00	21.80	130.80
149	Refund Duplicate Payment	Location Surveys Ltd	150.00		150.00
150	Telephone Charges	Pulse8 Communications Ltd	287.22	57.44	344.66
151	Electricity - Garage	Octopus Energy	36.81	1.84	38.65
152	Electricity - Bandstand	Octopus Energy	22.69	1.13	23.82
153	Electricity Quay House	Octopus Energy	155.98	7.8	163.78
154	Expenses - mileage claim	Cole, Cllr P.	44.55		44.55
155	Bandstand - Electrical Inspection	Kingsbridge Electrical Services Ltd	227.50		227.50
156	KCEP Banners	Nick Walker Printing Ltd	96.00	19.20	115.20
157	Fair Week - Hire of PA for Glove Hanging	Sola Audio	490.00		490.00
158	VAS Purchase & Related	Elan City Ltd	4,500.00	900	5,400.00
159	QH - Cleaning	Sally Hawkes Cleaning	245.00		245.00
160	Cookworthy Museum Scan Contract	Covergold	415.00	83	498.00
161	Bin Rental	South Hams District Council	39.77		39.77
162	Bin Rental	South Hams District Council	458.74		458.74
163	Refund - expenses	Gomm, Mrs Ann	12.04		12.04
163	Refund - expenses Town Crier	Gomm, Mrs Ann	15.10		15.10
164	Expenses - Town Crier	Pinder, Mr Roger	99.00		99.00
165	Expenses - Town Crier	The Mill Club	450.00		450.00
166	Stationery & Office Equipment	Viking Direct	3.39	0.68	4.07
166	Stationery & Office Equipment	Viking Direct	94.22	18.85	113.07
167	Bank Fees	Unity Trust Bank	7.00		7.00
168	Expenses - Flood resilience equipment	Harrod, Mrs. Katharine	23.18		23.18
169	Stationery & Office Equipment	Amazon	8.51	1.7	10.21
170	Stationery & Office Equipment	Amazon	3.32	0.66	3.98
177	VAS Purchase & Related	Futureclient Limited	56	11.2	67.2
178	Cable Ties	Electric Center	12.45	2.49	14.94
179	Expenses - Fair Week glove hanging & floral dance	Kingsbridge Silver Band	200		200
180	Fair Week - Ceilidh dancing Banned From The Moor	J.A. Boswell - Banned From The Moor	350		350
181	Quay House Pest Control	Pestforce	300		300
182	Expenses - QH sundries	Jiffey Ltd	14.16	2.83	16.99
183	Cemetery Maintenance Contract	Greenspace	155	0	155
			9,370.63	1,152.42	10,523.05

September Payments 2026:

Ref	Description	Supplier	Net	VAT	Total
	9 Staffing		£ 10,575.66		£ 10,575.66
184	Grounds Maintenance Contract	Greenspace		£ 162.00	£ 162.00
184	Grounds Maintenance Contract	Greenspace		£ 20.00	£ 20.00
185	Scribe Monthly Fee	Starboard Systems Limited	£ 109.00	£ 21.80	£ 130.80
186	Water Bill Quay House & Cemetery	Pennon Water Services Ltd	£ 180.00		£ 180.00
187	Civic.ly Monthly Fee	Starboard Systems Limited	£ 109.00	£ 21.80	£ 130.80
195	Telephone Charges	Pulse8 Communications Ltd	£ 180.65	£ 36.13	£ 216.78
196	Electricity - Garage	Octopus Energy	£ 28.37	£ 1.42	£ 29.79
197	Electricity Quay House	Octopus Energy	£ 163.42	£ 8.17	£ 171.59
198	Bank Fees	Unity Trust Bank	£ 7.00		£ 7.00
199	Stationery & Office Equipment	Viking	£ 56.80	£ 11.36	£ 68.16
200	Photocopier Hire	Ricoh UK Ltd	£ 234.11	£ 46.82	£ 280.93
201	Cemetery - annual trade waste collection	South Hams District Council	£ 569.45		£ 569.45
202	Insurance Renewal	James Hallam Ltd	£ 13,344.18		£ 13,344.18
203	Refund - expenses	Harrod, Mrs. Katharine	£ 15.00		£ 15.00
204	Defibrillator - pads	Imperative Training Limited	£ 136.00	£ 27.20	£ 163.20
205	Annual Fire Alarm Maintenance	Chubb Fire & Security Ltd	£ 461.84	£ 92.37	£ 554.21
206	Audit Fees	PKF Littlejohn LLP	£ 840.00	£ 168.00	£ 1,008.00
207	Refund - expenses	Gomm, Mrs Ann	£ 47.00		£ 47.00
208	Christmas Lights - bulbs	Green Mount	£ 124.50	£ 24.90	£ 149.40
208	Christmas Lights - bulbs	Green Mount	£ 3.65		£ 3.65
209	Grounds Maintenance Contract	Greenspace	£ 405.00	£ 81.00	£ 486.00
209	Grounds Maintenance Contract	Greenspace	£ 50.00	£ 10.00	£ 60.00
Totals:			£ 27,640.63	£ 732.97	£ 28,373.60



MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

National Association of Local Councils (NALC)

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless

directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to**

- the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
 ● and the meeting shall be closed. The business on the agenda for the meeting
 ● shall be adjourned to another meeting.
- x A meeting shall not exceed a period of two hours and thirty minutes.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer seven days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and**

shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection

legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

Full Council meetings	●
Committee meetings	⊗
Sub-committee meetings	⊗

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- ⊗
- ⊗

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer OR by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Human Resources committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Human Resources committee or, if they are not available, the vice-chair (if there is one) of the Human Resources committee of absence occasioned by illness or other reason and that person shall report such absence to the Human Resource committee at its next meeting.
- c The chair of the Human Resource committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Human Resource committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Human Resource committee or in their absence, the vice-chair of the Human Resource committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Human Resource committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chair or vice-chair of the Human Resource committee this shall be communicated to another member of the Human Resource committee, which shall be reported back and progressed by resolution of the Human Resource committee .
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall**

publish information in accordance with its publication scheme and respond to requests for information held by the Council.

- b. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION
(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.**
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.**

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.**

- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

**MINUTES OF THE
MEETING OF KINGSBRIDGE TOWN COUNCIL
COUNCIL CHAMBER, QUAY HOUSE, AT 6.30 P.M.
TUESDAY 14th JULY 2026**

Present:

Cllrs: Helen Cheetham, Steve Mammatt, Alex McCormick, Chris Povey, Graham Price, Julie Taylor, Paul Vann, Julia Wingate (Chair), Lorna Yabsley

In Attendance:

District Cllr Denise O'Callaghan & Cllr Susan Jackson

Devon County Cllr Julian Brazil.

No Members of Public

Katharine Harrod (Town Clerk)

26/47 APOLOGIES FOR ABSENCE – Cllrs Balkwill, Cole, Edmonds, Jennings

Public Open Forum

26/48 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES

1. Police Report: No report received.

2. Devon County Council report, Cllr Julian Brazil:

- Culvert Works. Works continue at pace, despite recent requirements to operate close to multiple electric cables. Kingsbridge Town Council anticipate a two-week notice period prior to reopening. A reopening ceremony and associated marketing activity will follow, running over several months.
- Torcross Structures Fund Bid, the bid for the Torcross works remains with Westminster. A separate meeting is being arranged to consider wider plans to protect the village, independent of the road-related works.
- Local Government Reorganisation (LGR). An update is expected shortly, though a positive outcome is not anticipated. The position is not opposition to LGR itself, but concern regarding the proposed route: estimated costs of £70-80m, no guarantee of improvement, likely council tax increases, and a projected ten-year period to return to current performance levels. An announcement is anticipated this week.

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

- Quayside Solar Panels, installation works are underway, with completion targeted for 18 September.
- Planning, Changes to Determination Process. A briefing will take place on 24 September regarding proposed changes to how planning applications are determined. The proposal delegates most decisions to Planning Officers and removes existing arrangements for referral to the Development Management Committee. Implementation is scheduled for 31 October.

- Quayside Leisure Centre Cleanliness. The Town Clerk confirmed that additional cleaning hours have been allocated.
- Recreation Ground. A new tenant has been secured for the café; a start date is not yet known.
- The pump track is open and has received positive feedback. Chicanes are currently being installed.
- The JLP is being renewed. Public consultation will run from 16 July to 24 September.

Cllr Jackson:

- The Kingsbridge in Bloom (KIB) judging event was incredibly positive, with a strong focus on community and a wide variety of contributions.

26/49 DECLARATIONS OF INTEREST:

Cllr Wingate declared a pecuniary interest in minute reference 26.54.1 and withdrew from all discussions and voting in respect of this item.

26/50 BUSINESS TO BE NOTED/DISCUSSED

1. It was agreed to write to DCC Highways to ascertain if a mirror could be added to existing parking signage on Embankment Road opposite the side road near Kahala Court.
2. Councillors received details of Cornish Councils signing a collective letter to the Secretary of State requesting the removal of South West Water's management through a Special Administration Order.

During discussion, it was noted that South West Water's priorities are widely perceived to favour shareholder interests over essential infrastructure investment, despite rising water bills and continued sewage pollution in rivers, the estuary, and the sea. While we don't want to spoil the relationship of the Kingsbridge Partnership, we haven't had any notable results from it and remain unaware of specific details regarding proposed remedial works due to proceed in the autumn.

It was **RESOLVED** to join the Cornish Councils' call for removal of South West Water.

26/51 TO RECEIVE THE TOWN CLERK'S REPORT.

1. Kingsbridge Celebrates Christmas 2026 is taking shape and looks set to be another excellent event. Additional volunteers would be appreciated to help on the day for a couple of hours. Please contact the Town Clerk if interested.
2. A Council Clerk joint Devon/Cornwall meeting was held on 17th June. This covered some interesting topics including Freehold acquisition including leases and licenses, an update from the Devon Association of Local Councils (DALC) and a session on Terrorism.
3. A meeting regarding the Local Government Review was held at County Hall, Exeter on 22nd June. Local Government Reorganisation (LGR) is the Government's programme to simplify how councils operate in Devon, Plymouth and Torbay. It aims

to replace the current two-tier system (Devon County Council & district councils) with new unitary councils that each deliver all local services. Five different proposals were submitted to replace existing councils with new unitary authorities. The Government are due to announce their decision by mid-July.

Clerks and Councillors from across Devon attended in addition to representatives from DALC and South Hams District Council. Discussions included asset transfer and their management, cluster groups of town and parishes and the overall impact on precepts and local communities.

A second meeting is likely to be held in Autumn once more details are known.

4. Kingsbridge Town Council now has .Gov.Uk emails for all councillors. Full details can be found on the council website. The current website is also in the process of being updated, it is hoped that a new website will be available during August.
5. Further to a request regarding personal injury logs, South Hams District Council has sent the following response:

the Insurance Team maintains a comprehensive register of all reported claims and potential claims, including those involving personal injury. All claims are recorded, investigated, monitored throughout their lifecycle, and their outcomes documented. This includes claims that have been incorrectly directed to the Council and subsequently redirected to the appropriate liable party.

Where personal injury claims are received and confirmed to relate to South Hams District Council assets, appropriate action is taken to make the area safe and rectify any identified hazards as quickly as possible.

Although the Council receives a relatively low number of personal injury claims, the Insurance Team reviews claim data to identify trends or recurring issues. Where patterns are identified, these are escalated to the relevant service areas, with support from the Council's insurance broker and insurer, to help mitigate future risks.

All records are retained in accordance with the Council's retention schedule and relevant statutory requirements.

6. The Harbour House 2025-26 Impact Report has been shared with Councillors. The full report can be found on the Harbour House website:
<https://harbourhouse.org.uk/news>
7. Further to taking part in the first phase of the National Association of Local Councils work on artificial intelligence (AI), I have now been invited to become a founding member of their new Artificial Intelligence Network. This will explore practical use cases, and learn how AI can support day-to-day activities, improve efficiency, and enhance services for local communities. The network will also explore important considerations such as data protection, transparency, and the responsible use of AI.
8. The next month will see the following taking place:
 - Review of the insurance policy.

- Employment rights training to ensure we're aligned with the Employment Rights Act 2025.
 - A session regarding the implementation and introduction of using live facial recognition within Devon & Cornwall Police.
 - A youth council facilitators meeting.
 - The initial meeting with the South Hams District Council Heritage Officer regarding our pre-application submission for Quay House.
9. We look forward to a successful Fair Week 2026 and would like to express our thanks to everyone who has worked so hard to put the events on for the benefit of the town. A reminder that the Glove Hanging and Floral Dance takes place on Wednesday 22nd July starting at 7.00pm.
 10. Kingsbridge in Bloom judging took place on 9 July, and the town could not have looked better. The weather was perfect, the tide was in and Kingsbridge was absolutely stunning throughout. Our huge congratulations go to the Kingsbridge in Bloom team, whose hard work and dedication continue to keep our town looking so beautiful.
 11. Finally, as of 7 July, I have officially been your Clerk for one year! It has certainly been a year to remember - no one could have predicted the gas outage that affected thousands of homes, nor the sinkhole discovered on Fore Street that resulted in months of closure. Despite everything, I have been incredibly proud to be part of a town that consistently pulls together for the greater good. Thank you to everyone who has made me feel so welcome, your support has meant a great deal.

26/52 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES

1. Kingsbridge Economic Plan Update: The consultation is due to close on 5 August and further participation is required. Cards and leaflets are available from Reception to support promotion. Kingsbridge Town Council will be visiting industrial units and local businesses this week to encourage completion.



Cllr Wingate will enter the carnival procession to promote the plan and encourage additional responses.

2. Police Advocate Report: Cllr Taylor provided a short report.

2.1. Attendance & General Notes

DC Shardlow has received the Commissioner's Award. This was his final meeting, as he is moving to a Chief Inspector role at the Teaching College after four years on our watch.

2.2. Local Issues & Licensing

- Complaints received regarding noisy pubs during England matches.
- DC Shardlow advised that the next match was scheduled for 1am, meaning pubs should not have been able to show it under licensing laws. *(Since the meeting, match times have changed and pubs have been granted licences to open.)*

2.3. Crime Statistics

Total Crime incidents 45 – May 2026 vs May 2025

Occurrences at Street Level – May 2026 vs May 2025

- **Kingsbridge:** 3 (down from 8)
- **Kingsbridge East:** 1 (down from 2)
- **Kingsbridge West:** 1 (down from 2)

Crimes by Area – May 2026

- **Kingsbridge:** 25 (down from 37)
- **Kingsbridge West:** 22 (up from 19)
- **Kingsbridge East:** 7 (unchanged)

2.4. Top Crimes – Kingsbridge Town

April total: 33 Current period: 25 (previous period 37)

- Criminal damage: 6 (up from 3)
- Violence without injury: 6 (down from 9)
- Other theft: 4 (up from 1)
- Public order offences: 3 (down from 5)
- Misc. crimes against society: 1 (up from 0)
- Possession of weapons: 1 (down from 2)
- Shoplifting: 1 (down from 3)
- Stalking & harassment: 1 (down from 4)
- Vehicle offences: 1 (unchanged)
- Violence with injury: 1 (down from 2)

2.5. Top Crimes – Kingsbridge Rural

April: 30 May: 29

- Stalking & harassment: 7 → 3
- Violence with injury: 5 → 5
- Other thefts: 4 → 4
- Violence without injury: 4 → 5
- Residential burglary: 3 → 0
- Public order offences: 3 → 2
- Criminal damage: 1 → 2
- Misc. crimes against society: 1 → 1
- Vehicle offences: 1 → 1

2.6. Engagement Dates

Police engagement sessions in Kingsbridge: **5th, 15th, 21st and 26th July 2026** (Full details available on the police website.)

2.7. Updates from Police

- **Drug intelligence (Totnes):** Three proactive operations completed; arrests made for possession with intent to supply.
- **Rogue traders:** Increase in reports; three individuals arrested while working on a roof in Totnes. Public reminded to check legitimacy of workers.
- **Youth safety message:** "Do you know where your children are? Don't leave it to police to bring them home tonight."

26/53 QUESTIONS TO THE CHAIRMAN

1. A question was raised regarding the abandoned car on Lower Union Road. The Town Clerk confirmed it had been followed up on 6th July along with confirmation that it was now neither taxed nor insured. Details were forwarded to the Ward Councillors to take it up on our behalf.
2. Cllr Mammatt has had to suspend the Kingsbridge & District Light Railway operation due to sections of the track being affected by the heat. New track is being installed at the earliest opportunity.
3. Cllr Wingate advised that Cllr Price would be giving a reading at the Fair week Church service on Sunday 19th, St Edmunds Church, 11am. Councillors are encouraged to attend.
4. Councillors were requested to attend the Glove Hanging event on Wednesday 22nd July for the reading of the Charter and Floral Dance from 7.30pm
5. Costa Coffee recently caused upset in Cornwall after displaying a marketing photo showing a cream tea made in the traditional Devon way. As part of a PR campaign inspired by Britain's long-running cream tea debate, Costa Coffee is creating a "50/50 cream tea truce" by serving a specially prepared scone topped with equal parts jam and cream. To mark the occasion, one of Costa's Barista's will use a bespoke dual piping bag to create the first perfectly balanced 50/50 scone. The mayors of both Saltash and Kingsbridge have been invited to be among the first people to receive and share the inaugural 50/50 scone, symbolically bringing both sides of the great cream tea debate together. Costa have advised that there is no requirement to publicly declare if cream or jam should go first – but for the record, Kingsbridge Town Council confirm cream first!

26/54 FINANCE & GOVERNANCE:

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

Description	Supplier	Net	VAT	Total
Payments made to 25/06/2026				
9 Staffing		11,440.76		11,440.76
179 Subscriptions	Society of Local Council Clerks	379.00		379.00
81 Cemetery Grounds Maintenance	Greenspace	405.00		405.00
53 QH Grounds Maintenance	Greenspace	50.00		50.00
51 QH Utilities	Pennon Water Services Ltd	180.00		180.00

51 QH Utilities	Octopus Energy	48.80	2.44	51.24
51 QH Utilities	Octopus Energy	344.18	68.84	413.02
51 QH Utilities	Octopus Energy	30.65	1.53	32.18
51 QH Utilities	Octopus Energy	18.30	0.92	19.22
52 QH Building Maintenance	Greenspace	314.80		314.80
243 Bandstand	Greenspace	202.80		202.80
269 Grass verge cutting & weed spraying	Greenspace	1,500.28		1,500.28
174 Computer Equip/maintenance	AO Retail Ltd	2,292.50	458.50	2,751.00
54 QH Sundries	RGS Khalsa Company Ltd	181.92	36.38	218.30
174 Computer Equip/maintenance	Amazon	17.66	3.53	21.19
Totals:		17,406.65	572.14	17,978.79

July payments:

Description	Supplier	Net	VAT	Total
9 Staffing		11,180.76		11,180.76
171 Stationery & Office Equipment	Viking Direct	92.87	18.57	111.44
184 Photocopier	Ricoh UK Ltd	245.81	49.16	294.97
180 Sundries	Gomm, Mrs Ann	6.50		6.50
52 QH Building Maintenance	Electric Center	27.00	5.40	32.40
172 Telephones	Pulse8 Communications Ltd	97.45	19.49	116.94
279 Flood Resilience/Winter Weather	Amazon	13.57	2.71	16.28
279 Flood Resilience/Winter Weather	Amazon	15.79	3.16	18.95
240 Fair Week	Amazon	160.07		160.07
52 QH Building Maintenance	TerraQuest Solutions Ltd	11.00	2.20	13.20
186 Website	Aubergine 262 Ltd	899.00	179.80	1,078.80
240 Fair Week	The Trading Post	100.00		100.00
52 QH Building Maintenance	Kingsbridge Electrical Services Ltd	995.50		995.50
53 QH Grounds Maintenance	Greenspace	50.00		50.00
81 Cemetery Grounds Maintenance	Greenspace	405.00		405.00
Scribe / Civicly Monthly Fee	Starboard Systems Limited	109.00	21.80	130.80
Scribe / Civicly Monthly Fee	Starboard Systems Limited	109.00	21.80	130.80
Totals:		14,518.32	324.09	14,842.41

Cllr Povey left the meeting.

2. Governance:

- a. Councillors **RESOLVED** to approve a Privacy Notice for the new website.

26/55 APPROVAL OF FULL COUNCIL MINUTES

It was **RESOLVED** to approve and to authorise the Chairman of the Town Council to sign as a correct record, the minutes of the meeting of the Full Council held on 9th June 2026

26/56 ENVIRONMENT, TRANSPORT & RESILIENCE COMMITTEE

It was **RESOLVED** to approve and to authorise the Committee Chairman to sign as a correct record, the minutes of the meeting of the Environment, Transport & Resilience Committee held on 16th June 2026.

26/57 PROPERTY & RECREATION COMMITTEE

It was **RESOLVED** to approve and to authorise the Committee Chairman to sign as a correct record the minutes of the meeting of the Property & Recreation Committee held on 23rd June 2026.

26/58 FINANCE COMMITTEE

It was **RESOLVED** to approve and to authorise the Committee Chairman to sign as a correct record the minutes of the meeting of the Finance Committee held on 7th July 2026.

26/59 PLANNING COMMITTEE

It was **RESOLVED** to approve and to authorise the Committee Chairman to sign as a correct record the minutes of the meeting of the Planning Committee held on 23rd June and 7th July.

26/60 EXCLUSION OF PUBLIC AND PRESS

It was **RESOLVED** that in view of the nature of the business about to be transacted, at agenda item 26/61, it was advisable in the public interest, that the public be temporarily excluded.

Cllrs Jackson & O'Callaghan left the meeting.

26/61 STAFFING:

Following discussion, Councillors **RESOLVED** to create a role of six hours per week to deal with dissemination of essential information, marketing and public relations. The role will commence once an initial strategy has been agreed, this is currently being considered by Cllrs Wingate & Yabsley, the Projects Officer and the Town Clerk.

26/62 MEETING CLOSURE AND DATE OF NEXT MEETING:

Date of next meeting: 8th September 2026

The meeting closed at 20:08 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.

**MINUTES OF THE
EXTRAORDINARY MEETING OF KINGSBRIDGE TOWN COUNCIL
COUNCIL CHAMBER, QUAY HOUSE, AT 6.30 P.M.
TUESDAY 4th AUGUST 2026**

Present:

Cllrs: Anne Balkwill, Helen Cheetham, Philip Cole, Martina Edmonds, Mike Jennings, Steve Mammatt, Alex McCormick, Chris Povey, Graham Price (chairman), Julie Taylor, Julia Wingate.

In Attendance:

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

26/63 APOLOGIES FOR ABSENCE – Cllr Vann

Cllr Wingate welcomed everyone to the meeting and thanked them for attending.

Public Open Forum

- a. Director of Kingsbridge Tourist Information Centre: The Director confirmed she has been on the Kingsbridge Community Economic Plan steering committee for the last twelve months. In February/March Kingsbridge Town Council was alerted that the Information Centre was financially stretched and may have to close. At the May Full Council meeting, their manager attended and also raised it with the council. Funding was requested in April for a promotional video for the Information Centre, this was turned down. It was noted that Directors are volunteers and work hard to keep the doors open. There was a lack of understanding why Kingsbridge Town Council would create a company to publicise the town when there is already a platform in existence which could be expanded to meet all requirements. Last month the Information Centre had 536,000 engagements via Facebook, why wouldn't Kingsbridge Town Council use this?
- It was stated that the council cannot support a limited company in which case they could have employed the TIC to achieve those goals.
 - Where is the funding for tote bags coming from and why could this funding not have been used for a promotional video for the IC. As an aside, tote bags are not what the public want.
 - Where is the funding coming from for a part-time Marketing Officer, why can't those funds be pledged to the Information Centre so they can employ extra help, improve their systems and achieve what Kingsbridge Town Council want to achieve.
 - A query was made regarding the Project Officer role, how it was funded and advertised.
 - It was stated that it had been understood that the Love Kingsbridge logo was no longer going to be used in favour of using the Hello Kingsbridge logo.

- None of the IC team have been included in any discussions re the content of this agenda.
 - £1,700 is insufficient to provide a website, however, this money would allow the Information Centre to expand and do what you required.
- b. A resident expressed surprised about a proposed alteration to the logo. The resident also felt that the tote bag proposal was not appropriate.
Traffic and speeds in Kingsbridge are a concern. Fore Street has a 20mph limit and speed humps going up but there is nothing coming down from the top of Fore Street. Similarly, Ilbert Road should be 20mph, vehicles are regularly accelerating along Ilbert Road and onto West Alvington Hill or Cookworthy Road. It was noted that there is no speed watch group in the town.
- c. Vice Chair of Chamber of Commerce: In town we have the Information Centre, Chamber of Commerce and Southhams.com. The Chamber have a history of giving out grants and continue to support businesses via grants - in addition they currently have ringfenced funds from six years ago which have not been spent. The funding for the proposed website is insufficient and there is no information as to what the website is for. There are facilities already in place that could be utilised.
- d. Local businessman – noted the emergency plan is out of date and requires attention. Kingsbridge Town Council could be housebuilders but are not – support is needed for housing for local people. Concerns were noted that these proposals with no clear benefit could take away a job. The Information Centre has been trading for decades.

26/64 DECLARATIONS OF INTEREST:

1. Cllr Wingate declared an interest in agenda items 26/65 a, b, c, d, e and f - as the current owner of the Love Kingsbridge domain name and current manager of the Love Kingsbridge logo and social media. Cllr Wingate remained in the room to answer any questions raised. Cllr Wingate did not take part in the voting for these agenda items.

At this point in the meeting Cllr Wingate handed the Chairmanship of the remainder of the meeting to Cllr Price, Deputy Mayor.

2. Cllr Mammatt declared an interest in agenda items 26/65a, b, c, d, e and f - as a director of the TIC, he remained in the room and took part in the voting.
3. No further declarations of interest were received.

26/65 BUSINESS TO BE NOTED/DISCUSSED:

1. Cllr Price read through the agenda items due to be discussed.

Cllr Balkwill, referred to the briefing document received, advised that it was not considered within the remit of the council and immediately proposed suspending all items other than item 'g', this was seconded by Cllr Edmonds.

A discussion then took place during which the following points were raised:

- i. We have an Information Centre, Chamber of Commerce and other organisations locally, we need to defer the agenda items, speak with those organisations and cohesively come together for the benefit of the town.
- ii. Destination Kingsbridge was a group that disbanded some years ago, it had a format known for achieving positive outcomes for the town. Could this or something similar be considered?
- iii. The interactive mapping facility including town trails, has been paid for by South Hams District Council, it does not require a new website and could be integrated on an existing site.
- iv. The language of the agenda was unhelpful by stating 'approve' rather than 'consider'.
- v. The passion and willingness of those in attendance to promote all kingsbridge has to offer was noted. We need to use that passion and drive to work together to ensure that Kingsbridge is a great town to live/work/play in.
- vi. While there was no appetite to do anything with the Love Kingsbridge logo, it was noted this logo introduces 'eat, shop, explore'. There was also no appetite for tote bags.
- vii. It was confirmed that the Town Council logo mock ups were undertaken in house at minimal cost and no funds have been spent on outside agencies.
- viii. With regard to the reopening of Fore Street following the completion of the culvert works a request was made for additional free parking to support the town.
- ix. Kingsbridge Town Council will review the proposed expenditure and how those funds could be better spent for the town.
- x. The Council await the outcome of the Kingsbridge Community Economic Plan.

Cllr Price summarised the conversation by stating that the passion from individuals in the town makes it clear that we all want Kingsbridge to survive as a year round location. Following these conversations we need to think carefully about how we move forward and make sure we come together to cover every aspect of the town – including activities, organisations, parks and the sports centre. It is essential that we as a council, digest the content of this meeting, and move forward in a mutually beneficial manner for all concerned.

DCC Cllr Brazil commented that the Town Council has done a good job over the last decade, and while it is unfortunate that we have arrived in this position, we now have an opportunity to come together and promote Kingsbridge. He noted that our strength lies in the independent shops that give the town its character - including the shop his wife runs - which make all the difference when comparing Kingsbridge to other towns. With the road reopening next week, he stressed the importance of carrying the energy from this meeting forward to drive something positive for the community.

Cllr Balkwill proposed suspending items 1a, b, c, d, e and f (shown below). This was seconded by Cllr Edmonds and approved unanimously by all Kingsbridge Town Councillors.

- a) To approve a change to the existing Kingsbridge Town Council logo.
- b) To approve 1. A new community website and interactive mapping facility and 2. Agree reimbursement of a domain renewal fee. Total costs £1,700
- c) To approve a new Community Interest Company to act as a centralised hub for all matters relating to Kingsbridge. This being for the benefit of Kingsbridge, to align with a long term marketing strategy and dovetail with aspects of the Kingsbridge Community Economic Plan.
- d) To approve a new bank account for the Community Interest Company.
- e) To approve financial support from Kingsbridge Town Council to the Community Interest Company to the sum of £1,000 once a new bank account is in place.
- f) To approve the purchase of 1,000 branded tote bags.
- g) To support the addition of four market stalls in the town by South Hams District Council, consider where to site them and any requirements associated with those sites.

During discussion the following was noted:

- i. This project came from an initiative that South Hams District Council are implementing in Ivybridge.
- ii. South Hams District Council consider if they were able to offer a better quality of stall, the offering would improve the market and associated footfall.
- iii. If stalls were added to the top of Fore Street Car Park, they would reduce the disabled spaces available. It would also remove the opportunity for Kingsbridge Town Council to consider the addition of a pocket park at this location.
- iv. A number of properties at the top of town have rights of way access, to change this to a potential one-way access could prove very costly.
- v. Concerns were raised allowing units at the top of town, likely to be food and drink orientated, allowing them to compete with bricks and mortar-based businesses. It would be a subsidised point of business in direct competition with those paying full rates.
- vi. A request was made for improved signage at Fore Street Car Park – visible ‘Give Way’ signage.
- vii. The South Hams District Council preference would be for these to be sited at the bottom of town within the Quay Car Park.
- viii. It was noted there used to be better markets on the Town Square, including specialist markets. There also used to be a weekly auction.

Cllr Povey proposed that Kingsbridge Town Council do not accept the structures proposed, instead we discuss ongoing support and engage with South Hams District Council regarding the market and the use of those funds to support the market. This was seconded by Cllr Edmonds and approved unanimously.

26/66 MEETING CLOSURE AND DATE OF NEXT MEETING:

Date of next meeting: 8th September 2026

Cllr Price asked for any further comments, a local trader stated the Information Centre was a powerhouse but questioned if the existing setup was problematic, could it be changed to Community Interest Company or similar to enable it to be more integrated and easier to support.

Prior to the closure of the meeting, Cllr Wingate confirmed there would be a road opening event, the ceremony can't delay the physical opening of the road but we do need an event that can be promoted. It was confirmed that South Hams District Council will be contacted regarding the provision of free parking for the reopening. The Chairman of the South Hams Chamber of Commerce suggested that the monies ringfenced in the Chamber bank account could be used in connection with a reopening event or associated promotion.

Cllr Price then thanked all for attending and declared the meeting closed.

The meeting closed at 19:35 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.

Kingsbridge Town Council (KTC)

MINUTES OF A MEETING OF THE PLANNING COMMITTEE, COUNCIL CHAMBER, QUAY HOUSE, AT 6.00 P.M. ON TUESDAY 4th August 2026

Present:

Cllr Anne Balkwill, Cllr Helen Cheetham, Cllr Philip Cole, Cllr Martina Edmonds (Chairman), Cllr Mike Jennings, Cllr Graham Price, Cllr Julie Taylor

In Attendance:

Katharine Harrod (Town Clerk)

0 Members of Public

26/41 APOLOGIES FOR ABSENCE – None.

Public Open Forum: None present.

THE MEETING CONVENED

26/42 DECLARATIONS OF INTEREST – None received.

26/43 APPROVAL OF MINUTES

Members noted the 7th July 2026 minutes as a correct record of the meeting as approved at the meeting of the Full Council held on 14th July 2026.

26/44 TREE WORK APPLICATIONS

1. 1848/26/TPO, 36 Embankment Rd, TQ7 1LA, T2: Holm Oak - Crown height reduction by 2m, crown thinning of 33 % & crown lift to 3.5 from ground level. Tree works required to ensure that it does not become too heavy and attracts too much wind, maintain its health & safety & to ensure the safety of the public and walkers. Concerned that if the tree pulled out from the cliff, that it could well also damage neighbouring property & the shared mains drain. **Kingsbridge Town Council Support.**

26/45 TREE WORK DECISIONS & REPORTS

1. 1668/26/TCA, 30 Fore Street Kingsbridge TQ7 1NY, T905: Cherry – crown height reduction by 1.5m, lateral reduction on all sides by 1.5m, crown thin by 20%, to reduce encroachment onto dwellings. Response date 10th July. **South Hams District Council Approved.**

Cllr Price entered the meeting.

26/46 PLANNING APPLICATIONS

The following applications were received from South Hams District Council for consideration:

1. 1738/26/HHO, 17 Hawthorn Close, Kingsbridge, Installation of platform lift & revised access. Response date: 10th August. **KTC Support.**
2. 1553/26/CLB, 49 Fore St, Kingsbridge, Certificate of lawfulness for proposed works to a Listed Building for shop front reinstatement (Donovans). **Kingsbridge Town Council noted - already approved by South Hams District Council 20/07/2026**

26/47 PLANNING DECISIONS, CORRESPONDENCE & REPORTS

Planning Decisions received from South Hams District Council:

1. 0751/25/VPO, Development Site North of West Alvington Hill at Sx 7299 4407, modification of Section 106 Agreement on 28/0508/15/O. 23/4/25. **Under consideration.**

2. 3192/24/FUL, Avon Centre, Wallingford Road, Redevelopment of site to provide a care home (use class C2) including access, parking, landscaping & other associated works. Consultation end date 28/11/24. **Under consideration.**
3. Neighbouring Consultation: 0702/26/FUL, Tacket Wood Bungalow, Tacketwood, Kingsbridge, TQ7 3AY, Reconfiguration of an existing dwelling and erection of a new self-build dwelling in the garden. Response date: 23rd April. **Under Consideration.**
4. 3388/25/HHO, 44 Vincents Road, Kingsbridge, Application for single storey, flat roof extension to rear of building. Response date: 2nd June. **Under Consideration.**
5. 3329/25/FUL, Wills Marine, The Quay, Kingsbridge, TQ7 1JF, READVERTISEMENT (Revised description and plans): Extension to existing marine retail unit to provide a new showroom on existing boat storage yard & demolition of part of building. Response date 4th June. **Approved.**
6. 0379/26/FUL, Land At Sx 737 449, Wallingford Road, Kingsbridge, Erection of residential dwelling with access, parking, landscaping, drainage & other incidental works. Response date 26th June. **Under Consideration.**
7. 1539/26/FUL, Land adjacent no 3, 3 Highfield Drive, Kingsbridge, Subdivision to form independent holiday let and internal works. Response date 14th July. **Under Consideration.**
8. 1538/26/HHO, 116 Fore St, Kingsbridge, Alteration & extensions to dwelling. Response date 16th July. **Under Consideration.**
9. 1601/26/CLB, 2 Waterloo Place, Duncombe St, Certificate of lawfulness for proposed works to a Listed Building for additional repair works identified during the implementation of the roof renewal works already approved under 3624/25/LBC. **Approved.**

26/48 ANY FURTHER CURRENT PLANNING MATTERS

1. It was reported that Cllr Edmonds and the Town Clerk recently met with Cllr Mark Long as Chairman of the Development Management Committee to discuss recent referrals and the planning system as a whole.
2. Councillors were asked to forward details of potential trees for protection to Cllrs Cole and Price for review.

26/49 ENFORCEMENT:

Please note that the Enforcement lists are confidential and issues concerning Enforcement cannot be discussed at a meeting that is open to the public. South Hams District Council are responsible for the enforcement of all planning breaches, Kingsbridge Town Council has no authority to deal with issues of this nature.

Please will continue to report full details of any violations that do not adhere to the original application for which permission was granted. ALL violations can be reported to Enforcement via <https://www.southhams.gov.uk/report-it>

26/50 DATE OF THE NEXT MEETING – 1st September 2026

The meeting closed at 18.28 hrs.

Signed as a true record: _____

Print Name & Date: _____

Distribution List: All current Town Councillors, Kingsbridge Town Council Website.

For Information: e-circulation to: South Hams District Council Councillor representatives.

Kingsbridge Town Council

MINUTES OF A MEETING OF THE PLANNING COMMITTEE, COUNCIL CHAMBER, QUAY HOUSE, AT 6.30 P.M. ON TUESDAY 1st September 2026

Present:

Cllr Anne Balkwill, Cllr Philip Cole, Cllr Martina Edmonds (Chairman), Cllr Mike Jennings, Cllr Graham Price, Cllr Julie Taylor

In Attendance:

Katharine Harrod (Town Clerk)

1 Member of Public

26/51 APOLOGIES FOR ABSENCE – None.

Public Open Forum:

A local landowner confirmed that they have received pre-application advice regarding plans for a housing development to the rear of Kingsbridge Community College with access via the concrete track between the sixth form centre and the parking area. The land is two thirds within the Kingsbridge boundaries and one third within the West Alvington boundary. It is hoped that a planning application will be submitted by the end of 2026.

A Member of Public left the meeting.

THE MEETING CONVENED

26/52 DECLARATIONS OF INTEREST – Cllrs Edmonds and Price declared a non-pecuniary interest in applications 2097/26/TPO, 2095/26/ADV and 2096/26/FUL as patients of Absolute Dental. Both Councillors took part in the discussions and voted in respect of these applications.

26/53 APPROVAL OF MINUTES

Members noted the 4th August 2026 minutes as a correct record of the meeting, the minutes will be formally approved at the meeting of the Full Council held on 8th September 2026.

26/54 TREE WORK APPLICATIONS – None Received

26/55 TREE WORK DECISIONS & REPORTS

Tree work decisions received from South Hams District Council:

1. 1848/26/TPO, 36 Embankment Rd, TQ7 1LA, T2: Holm Oak - Crown height reduction by 2m, crown thinning of 33 % & crown lift to 3.5 from ground level. **Permission Granted.**

26/56 PLANNING APPLICATIONS

The following applications were received from South Hams District Council for consideration:

1. 2097/26/LBC, Kings Arms Hotel, Fore Street, TQ7 1AB, Installation of grilles to external facade of building to serve building ventilation systems. Response date: 3rd September
Kingsbridge Town Council object due to insufficient information regarding the size, locations and lack detail regarding the grilles. It was not considered satisfactory to state they would be in keeping with the building.

2. 2096/26/FUL, Kings Arms Hotel, Fore Street, TQ7 1AB, Installation of grilles to external facade of building to serve building ventilation systems. Response date: 10th September.
Kingsbridge Town Council object due to insufficient information regarding the size, locations and lack detail regarding the grilles. It was not considered satisfactory to state they would be in keeping with the building.
3. 2095/26/ADV, Kings Arms Hotel, Fore Street, TQ7 1AB. Installation of 4no. external signs to west elevation of building. Decoration of commercial unit frontage. Response date: 10th September.
Kingsbridge Town Council Support.
4. 2134/26/LBC, 20 Fore Street, Kingsbridge, TQ7 1NZ. Replacement of existing timber framed widows, doors and timber cladding panels from existing rear extension with new powder coated aluminium framed double-glazed windows and glazed external doors. Response date: 10th September. **Kingsbridge Town Council Support.**
5. 2133/26/HHO, 43 Lower Warren Road, Kingsbridge, TQ7 1LF. Changes to fenestration including new Juliet balcony. Response date: 11th September.
Kingsbridge Town Council Support but noted the application documentation refers to 43 Warren Road when it should state 43 Lower Warren Road.
6. Neighbouring parish consultation: 2231/26/LBC, Georges Mill, Bearscombe, TQ7 2DW, Conversion of existing garage to provide a bedroom with ensuite and partial enclosure of existing wood store to create a workshop/store. Response date: 17th September.
Kingsbridge Town Council support this application subject to the bedroom and ensuite remaining ancillary to the main property. Furthermore, the ecology recommendations should be conditioned and adhered to.
7. Neighbouring parish consultation: 2230/26/HHO, Georges Mill, Bearscombe, TQ7 2DW, Conversion of existing garage to provide a bedroom with ensuite and partial enclosure of existing wood store to create a workshop/store. Response date: 17th September.
Kingsbridge Town Council support this application subject to the bedroom and ensuite remaining ancillary to the main property. Furthermore, the ecology recommendations should be conditioned and adhered to.

Non-statutory consultations:

8. 2047/26/COM 28 (one month) Communication PD Application, British Telecommunications plc (BT) Grid Reference: (273463, 44257), 33 Fore Street, TQ7 1PG. Notice of intent to install electronic communication apparatus comprising two block terminals with all associated wiring and cables (Ref: OGEAA6060073). **Kingsbridge Town Council Noted.**
9. 2084/26/ARC, Grid Reference: (273576, 44558), Duncombe Villa, Duncombe Street, TQ7 1LR Application for approval of details reserved by condition 3 (Stone Wall) of planning consent 3644/25/HHO.
Kingsbridge Town Council noted this application; however, it has come to our attention that additional large sections of the remaining stone wall within the garden have been removed. These parts of the old stone wall were not included in the recent planning consent. Councillors expressed serious concern regarding the demolition of these existing sections of wall.

26/57 PLANNING DECISIONS, CORRESPONDENCE & REPORTS

Planning Decisions received from South Hams District Council:

1. 0751/25/VPO, Development Site North of West Alvington Hill at Sx 7299 4407, modification of Section 106 Agreement on 28/0508/15/O. 23/4/25. **Under consideration.**
2. 3192/24/FUL, Avon Centre, Wallingford Road, Redevelopment of site to provide a care home (use class C2) including access, parking, landscaping & other associated works. Consultation end date 28/11/24. **Under consideration.**
3. Neighbouring Consultation: 0702/26/FUL, Tacket Wood Bungalow, Tacketwood, Kingsbridge, TQ7 3AY, Reconfiguration of an existing dwelling and erection of a new self-build dwelling in the garden. Response date: 23rd April. **Under Consideration.**
4. 3388/25/HHO, 44 Vincents Road, Kingsbridge, Application for single storey, flat roof extension to rear of building. Response date: 2nd June. **Approved.**
5. 0379/26/FUL, Land At Sx 737 449, Wallingford Road, Kingsbridge, Erection of residential dwelling with access, parking, landscaping, drainage & other incidental works. Response date 26th June. **Under Consideration.**
6. 1539/26/FUL, Land adjacent no 3, 3 Highfield Drive, Kingsbridge, Subdivision to form independent holiday let and internal works. Response date 14th July. **Under Consideration.**
7. 1538/26/HHO, 116 Fore St, Kingsbridge, Alteration & extensions to dwelling. Response date 16th July. **Approved.**
8. 1738/26/HHO, 17 Hawthorn Close, Kingsbridge, Installation of platform lift & revised access. Response date: 10th August. **Approved.**

26/58 ANY FURTHER CURRENT PLANNING MATTERS

1. The recent court ruling was noted regarding the Locks Hill site - Garden Mill Ltd and its Director John Freeland were found guilty in the Crown Court of breaching an Enforcement Notice and Temporary Stop Notice after building work continued on the site in breach of planning conditions. The land remains in the hands of the receivers. It was agreed that Kingsbridge Town Council will write to South Hams District Council and the receivers to request assurance that the site is being kept safe and secure, and that regular inspections are being undertaken to confirm this.
2. The National Planning Policy Framework has been updated effective August 2026. Councils will be expected to approve more housing developments near transport links, including on some green belt land. Locations with significant development potential near existing stations, the reforms could drive a major expansion of commuter towns and villages.

The reforms form part of the biggest rewrite of planning rules in more than a decade and highlighted additional measures, including stronger support for development in sustainable locations, greater protections for pubs and support for infrastructure growth. Government opposition argues the changes reduce local control over planning decisions.

The updated framework will help fast-track quality homes around stations while making it harder for developers to convert pubs. Ministers are reported as believing the changes will reduce car dependency while supporting housebuilding and economic growth.

A copy of the August 2026 National Planning Policy Framework document will be uploaded to the Kingsbridge Town Council website.

3. Councillors noted the recent Government announcement regarding improvements to high streets:
- The Prime Minister has announced that vape shops will need planning permission for the first time, stopping them opening near schools and closing the loophole that lets them pose as general convenience stores.
 - Adult Gaming Centres – the 24-hour fruit and slot machine lounges - will also need planning permission, closing another gap in the rules. The outdated "Aim to Permit" rule, which currently makes it hard for councils to say no to those gambling premises, will be scrapped. This will give councils a stronger say over whether new betting shops and 24-hour slot machine shops open in their area.
 - The government will also support councils to tidy up shopfronts and make high streets more welcoming, setting clearer standards for how high streets should look and sharing best practice from places already getting it right.

The government confirmed these changes will be consulted on shortly and will then be followed by the relevant legislation.

4. Cllrs Cole and Price confirmed that they had not received any recommendations for potential trees that require protection. A reminder will be issued to all.

26/59 ENFORCEMENT:

Please note that the Enforcement lists are confidential and issues concerning Enforcement cannot be discussed at a meeting that is open to the public. South Hams District Council are responsible for the enforcement of all planning breaches, Kingsbridge Town Council has no authority to deal with issues of this nature.

Please will continue to report full details of any violations that do not adhere to the original application for which permission was granted. ALL violations can be reported to Enforcement via

<https://www.southhams.gov.uk/report-it>

26/60 DATE OF THE NEXT MEETING – 6th October 2026

The meeting closed at 20.09 hrs.

Signed as a true record: _____

Print Name & Date: _____

Distribution List: All current Town Councillors, Kingsbridge Town Council Website.

For Information: e-circulation to: South Hams District Council Councillor representatives.