

**MINUTES OF THE
MEETING OF KINGSBRIDGE TOWN COUNCIL
COUNCIL CHAMBER, QUAY HOUSE, AT 6.30 P.M.
TUESDAY 13th October 2026**

Present:

Cllrs: Anne Balkwill, Helen Cheetham, Philip Cole, Mike Jennings, Steve Mammatt, Alex McCormick, Chris Povey, Graham Price, Julia Wingate (Chair), Paul Vann.

In Attendance:

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

26/80 APOLOGIES FOR ABSENCE

Cllr Edmonds & Taylor sent apologies, these were accepted by the council.
No apologies were received from Cllr Povey.

Public Open Forum

- Foul and surface water infrastructure on Applegate Park has not yet been adopted by South West Water. Following the notice of administration re Devonshire Homes, it would be the responsibility of any interested developer or the residents to bring the assets on the site up to an adoptable standard before South West Water can vest the sewers. Devon County Council Highways will not adopt the roads unless the drainage underneath is adopted by South West Water.
Cllr Brazil – this is a situation that is being repeated across Devon. People are purchasing newbuild properties in good faith and finding themselves in this situation. A change in the law needs to take place. Devon County Council have had a full debate on this subject in respect of a site in Exeter.
This subject will be added to November agenda of the Planning Committee. Cllr O'Callaghan will forward an email on the subject to the Town Clerk.

**26/81 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND SOUTH HAMS
DISTRICT COUNCIL REPRESENTATIVES**

1. It was **AGREED** to take the Police Report submitted by PCSO Tom Eabry as read.
2. **Devon County Council report, Cllr Julian Brazil:**
 - Torcross Works: Defence works for local properties are now commencing. Confirmation is still awaited regarding the funding submission for the renewal of the road.
 - Local Government Reorganisation (LGR) / Mayoralty:
LGR is now considered unlikely to proceed; Devon is viewed as a “red” area due to complexity. Cabinet meets tomorrow, and one direct outcome is increased investment in preventative maintenance, including drainage improvements and faster pothole response.

Devon intends to adopt shared databases and software across councils to improve resilience while retaining local sovereignty. This would allow strategic services (e.g., gritting) to be managed at county level, while others (e.g., planning) remain local. The aim is to present government with a blueprint showing Devon can evolve its governance model rather than undergo wholesale restructuring.

There is strong appetite to progress with a mayoral model as soon as possible to unlock additional resources and powers. The Combined County Authority could transition into a mayoral authority in due course.

- **Parking Enforcement:** Concerns raised about limited parking enforcement in South Hams towns. SHDC and DCC are attempting to support local centres, but Kingsbridge currently sees a warden only about once a week. Persistent rule-breaking is reducing parking availability and negatively affecting the high street. One warden should cover both on-street and off-street enforcement, this could be a full-time role for one person in Kingsbridge. Discussion included the potential introduction of meters for free parking periods, with possible support from the Chamber of Commerce and the Town Council. Cllr Brazil confirmed that work is ongoing to unify on-street and off-street enforcement arrangements.

3. South Hams District Council report,

- Cllr Dan Thomas, Leader of South Hams District Council has advised a ministerial statement is anticipated on Thursday this week from MP Angela Raynor, Secretary of State for Housing, Communities and Local Government.
- The South Hams District Council Christmas Campaign 2026 photo shoot takes place tomorrow in Kingsbridge.
- A taxi fares consultation is open until 22nd October – this excludes private hire vehicles. This is the first consultation of this type since 2022, the suggestion is for a broad increase of 15%.
- An animal licensing consultation is open until 30th October.
- Locks Hill development site has been confirmed as being currently under offer.
- Cllr O’Callaghan was on spotlight recently with MP Caroline Voaden re the sell off (without local replacement) of social housing by Livewest in areas including Kingsbridge.
- The People’s Emergency Briefing film is showing in West Charleton hall tomorrow. It was noted that Cllrs Balkwill and Cole will be attending.

Two members of public left the meeting.

- It was noted the first bin on the footpath at Torcross is overflowing – can the bin be decommissioned if it’s not accessible. Cllr Brazil will action.

Cllr Brazil left the meeting.

26/82 DECLARATIONS OF INTEREST:

Cllr Mammatt declared an interest in item 26/83.3 potential transfer of The Promenade. No individual assets were discussed, therefore he remained in the room and took part in the vote to hold a separate meeting in November.

26/83 BUSINESS TO BE NOTED/DISCUSSED

1. Kingsbridge town council discussed and noted a new application for a premises licence from Holt-Wilson Ltd for the premises at 66 Fore Street, Kingsbridge, TQ7 1PP. Supply of alcohol on the premises Monday to Sunday 09:00-22:30. Opening Times will be Monday to Sunday 07:00-23:00. Response date 30th October.
2. Local Government Review update received within the DCC and SHDC report.
3. In light of information received regarding the Local Government Review, Councillors **AGREED** to review details of the proposed asset transfers from South Hams District Council at a separate meeting to be held mid-November (date to be confirmed). The meeting is open to all councillors with a minimal expectation for the Mayor, Deputy Mayor and committee chairmen to attend.
4. Further to a discussion regarding to the consultation on Plymouth's future role in Devolution arrangements for Devon. <https://devolutionindevon.commonplace.is/> . It was **AGREED** for the Town Clerk to compile and forward a response for Councillors to consider. Due to the close date of 28th October, delegated authority will be given to the Clerk to submit the response once a majority approval has been received via email.
5. KTC discussed and **AGREED** to note the South Hams District Council consultation on the Proposed Amendment to Hackney Carriage (Taxi) Fares. <https://shtaxifares.commonplace.is/> Close date 22nd October.
6. Further to the feedback received from Devon County Council regarding Western Backway, the silting levels had been viewed and measured by two Officers and Cllr McCormick who all measured areas with in excess of 1ft of debris. The efficacy of some attenuation areas was queried, it is essential that they operate more effectively upstream. Management of the grill at Mill Street will be managed both in-house and by South Hams District Council.
The issues with attenuation areas and associated grills (including at Morrissons) will be raised with the Kingsbridge Partnership at the next meeting.

It was **RESOLVED** to confirm to Devon County Council they should progress the clearance to increase capacity. Proposed Cllr Wingate , seconded Cllr Jennings approved unanimously.

7. It was **AGREED** to change the date for the Property & Recreation Committee to 17th November.
8. It was **RESOLVED** to ratify dates for two free days parking in the South Hams District Council car parks in the lead up to Christmas as being Saturday 12th & 19th December. Proposed Cllr Wingate, seconded Jennings, approved unanimously.

It was agreed the office would be closed on December 24th, 29th, 30th and 31st .
Proposed Cllr Wingate, seconded Cllr Price, approved unanimously.

9. It was **AGREED** to facilitate an informal meeting in late January 2027 to enable people with an interest in putting on events, classes and other beneficial offerings to meet other like-minded individuals and organisations. This would provide an opportunity to share support, assistance and advice etc with an option to pool resources i.e. Chapter 8 training. Initially proposed on a quarterly basis.
10. DALC have offered to provide training in house The 'Being a Good Councillor' course runs for 3 hours, the cost for the course is £250 plus VAT for up to 10 people and £300 plus VAT for 11-16. It was **RESOLVED** to request a session on 23rd November. Proposed Cllr Wingate, seconded Cllr Jennings, approved unanimously.

26/84 TOWN CLERK'S REPORT: It was agreed to accept the report as read. An update will be requested from Cllr Povey re Fore Street access documents. Vehicle activated signage will continue to be monitored with excessive speeding and patterns of behaviour being reported to the police. A request will also be made for noise testing on a number of motorbikes/mopeds in the areas which are considered excessively loud.

26/85 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES

1. Cllr Cole Kingsbridge Partnership Meeting:

SWW are looking to undertake a project in Kingsbridge that will require works to take place on the Town Square next year. The information we have to date is as follows:

- Currently in design phase, this is anticipated to take 20 week and should be completed by Jan/Feb 2027.
- Investigations, topographical and preliminary environmental assessment survey - November 2026.
- Assuming all licenses are in place and correct, initial works would commence in spring.
- There is an embargo over summer, exact dates are to be established.
- During the period of the embargo, minor works such as finalising electrical elements (away from site) will take place.
- Until the investigations and design phase has progressed no one is able to say which section or how much of the area will be involved.
- All works are due to be completed by this time next year.

It should be noted that areas of the town will still flood because they sit below sea level at high tide.

Cllr O'Callaghan left the meeting.

26/86 QUESTIONS TO THE CHAIRMAN - None

A member of public left the building.

26/87 FINANCE & GOVERNANCE:

1. **Finance:**

It was **RESOLVED** to approve the following schedule of payments. Proposed Cllr Price, seconded by Cllr Jennings and approved unanimously.

Kingsbridge Town Council October 2026 Payments					
Voucher	Description	Supplier	Net	VAT	Total
210	Water - Embankment Rd Cemetery	Source for Business	74.40		74.40
211	Electricity - Bandstand	Octopus Energy	22.69	1.13	23.82
212	Quay House Pest Control	Pestforce	200.00		200.00
213	Bin Rental	South Hams District Council	208.88		208.88
214	Website Related	Flash Git Ltd	400.00	80.00	480.00
215	QH - Cleaning	Sally Hawkes Cleaning	315.00		315.00
216	Expenses - QH key cutting	Brock, Mrs Charlotte	7.50		7.50
217	Expenses - QH sundries	Harrod, Mrs. Katharine	12.41		12.41
218	Expenses - QH key cutting	Burfords	34.50		34.50
219	Cemetery - Signage	Kingsbridge & District Mens Shed	300.00		300.00
220	Bank Fees	Unity Trust Bank	7.00		7.00
221	Scribe Monthly Fee	Starboard Systems Limited	109.00	21.80	130.80
222	Civic.ly Monthly Fee	Starboard Systems Limited	109.00	21.80	130.80
223	Grounds Maintenance Contract	Greenspace	405.00	81.00	486.00
223	Grounds Maintenance Contract	Greenspace	50.00	10.00	60.00
224	Water - Quay House	Pennon Water Services Ltd	180.00		180.00
225-230	Confidential	Staffing			
231	Telephone Charges	Pulse8 Communications Ltd	180.65	36.13	216.78
232	Quay House Maintenance	Kevin Mason Roofing Services Ltd	1,285.00	257.00	1,542.00
233	Expenses - Stationery	Viking Direct	90.24	18.05	108.29
234	Trim Trail - QH grounds annual inspection	South Hams District Council	250.00	50.00	300.00
235	Public bench - supply & fit	South Hams District Council	1,001.00	200.20	1,201.20
236	Christmas Light Repairs	Electric Center	29.90	5.98	35.88
237	Christmas Light Repairs	Electric Center	5.85	1.17	7.02
238	Christmas Light Repairs	Electric Center	3.90	0.78	4.68
239	Christmas Light Repairs	Electric Center	44.86	8.97	53.83
240	Trim Trail - maintenance	Caloo Limited	28.00	5.60	33.60
241	QH - Cleaning	Sally Hawkes Cleaning	245.00		245.00
242	CCTV - Annual Maintenance Contract	Sound & Visual Systems Limited	1,032.25	206.45	1,238.70
		TOTALS:	6,632.03	1,006.06	7,638.09

2. Governance:

Figure 1 Payments for authorisation

- a. To approve a policy for the process to be taken in the event of a Councillor Vacancy.
- b. To approve a policy regarding Email use.
- c. To approve Committee Terms of Reference:
 - i. Environment, Transport & Resilience,
 - ii. Finance
 - iii. HR Committee - to be brought to November meeting
 - iv. Planning
 - v. Property & Recreation
- d. To approve an updated Publication Scheme as per the Information Commissioner's Office model document.

It was **RESOLVED** to accept items 26/87.2 a, b, ci, cii, civ, cv and d. Proposed Cllr Balkwill, seconded by Cllr Jennings and approved unanimously.

26/88 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 8th September 2026. This having been proposed by Cllr Price, seconded by Cllr Wingate and approved unanimously.

26/89 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 Committee held on 15th September. Proposed Cllr Vann, seconded Cllr Price approved unanimously.

26/9 MEETING CLOSURE AND DATE OF NEXT MEETING:

Date of next meeting: 10th November 2026

The meeting closed at 20:28 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.