

# KINGSKERSWELL ANNUAL PARISH COUNCIL MEETING



Meeting held on Monday 22<sup>nd</sup> May 2023 6:30pm at The Pavilion, Kingskerswell

## MINUTES

**Present:** Cllr J Radford (Chair from 3597), Cllr J Taylor (Vice-Chair from 3598), Cllr W Dixon (arrived 6:39pm and left 6:59pm with apologies), Cllr J Carter, Cllr T Elston, Cllr S Talbot, Cllr N Hayter, Cllr M Daniell (left at 7:24pm)

**Attending:** Mrs J Thompson (Clerk), Ms C Hill (Admin) and nine members of the public

### Part One (Open to Public and Press)

**3597:** It was proposed by Cllr J Taylor, seconded by Cllr J Carter and agreed by all that Cllr J Radford be re-elected as Chair. There were no other proposals therefore Cllr J Radford was elected as Chair. The Chair signed the Declaration of Acceptance of Office.

**3598:** It was proposed by Cllr J Carter, seconded by Cllr J Radford and agreed by all that Cllr J Taylor be re-elected as Vice-Chair. There were no other proposals therefore Cllr J Taylor was elected as Vice-Chair. The Vice-Chair signed the Declaration of Acceptance of Office.

#### **3599: Welcome and apologies of absence:**

The Chair opened the meeting and congratulated Cllrs on being elected back to Kingskerswell Parish Council.

Apologies were received from Cllr A Dewhirst and from Cllr W Dixon for being late.

#### **3600: Paperwork to be signed by returning Councillors:**

It was proposed by Cllr J Radford, seconded by Cllr J Taylor and agreed by all for any Cllr not at this meeting to sign their Declaration of Acceptance of Office at the next PC meeting.

**3600.1** The Declaration of Acceptance of Office was signed by all Cllrs.

**3600.2** Register of Interests to be returned by 1<sup>st</sup> June.

**3600.3** Expenses Return and Declaration to be returned by 1<sup>st</sup> June.

**3600.4** All Cllrs consented to receiving agendas via email.

#### **3601: General Power of Competence:**

In accordance with *The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012*; Kingskerswell Parish Council confirms that it meets the criteria necessary for it to adopt the General Power of Competence:

1. i) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;

2. ii) The clerk to the council holds the Certificate in Local Council Administration; and

iii) The clerk to the council has completed the relevant training;

Therefore, it was proposed by Cllr J Taylor, seconded by Cllr J Radford and agreed by all for the council to adopt the General Power of Competence.

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### **3602: Public participation:**

**3602.1** Police report and update has been circulated to Cllrs and was read out by Cllr J Taylor at item 3609.2.

**3602.2** There was no update or report from the Navigators.

**3602.3** Responsible dog owners report and update:

There are now 210 members on the Responsible Dog Owners Facebook site with posts being read by the majority.

Cllr S Talbot has limited refilling the dog poo bag dispensers at The Playing Fields to 50 bags per week.

**3602.4** Further public participation:

Meeting to be arranged to carry out fence repairs at Jubilee Woods.

Cllr J Taylor asked residents to report the suspicious activity seen in the Churchway Lane area.

Cllr J Taylor to follow up on a request for emergency vehicle access to be created at the end of Priory Avenue.

Two residents were in attendance with interest in being co-opted on to the PC.

### **3603: Declarations of Interest from members:**

None

### **3604: To agree the minutes of the previous meeting:**

It was proposed by Cllr J Carter, seconded by Cllr J Taylor and agreed by all to approve the minutes of the meeting held on Monday 24<sup>th</sup> April 2023, as a true and accurate record.

### **3605: Roles and Responsibilities:**

Committee members and roles to be looked at and deferred until the next meeting.

### **3606: Devon County Councillors report:** no report

### **3607: Teignbridge District Councillors report:**

Cllr J Taylor and Cllr J Radford introduced themselves as the new TDC Cllrs for Kingskerswell, Coffinswell and Haccombe and Combe. The Cllrs explained their role in TDC and what committees they will be on and asked for the PC to consider what their expectations were for them as TDC Cllrs.

### **3608: Chair's update:**

**3608.1 / 2** It was proposed by Cllr J Carter, seconded by Cllr N Hayter and agreed by all to provide defibrillators at the Church and also in the Huxnor / Gourders Lane area, if affordable.

**3608.3** To discuss and agree the contract with Topp Tree Care was deferred to the Part Two meeting.

**3608.4** The request to increase the Chair's Allowance was withdrawn.

**3608.5** It was proposed by Cllr J Radford, seconded by Cllr T Elston and agreed by all to provide a Vice-Chair's Allowance of £150 per annum, to be used for the benefit of the community.

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**3608.6** To discuss and agree selling wood from Kerswell Downs was deferred.

**3608.7** Agreeing a management plan for Kerswell Downs is in progress and will be kept on the agenda for further discussion and updates.

**3608.8** It was proposed by Cllr J Radford, seconded by Cllr J Carter and agreed by all to keep the Water Lane Toilets as a PC asset.

### **3609: Vice Chair's update:**

**3609.1** Cllr J Taylor reported that she had presented a petition to TDC to request that consideration be given for a short period of free parking and parking permits for those using Fore St car park.

**3609.2** After discussing installing CCTV in the village, it was proposed by Cllr J Taylor, seconded by Cllr J Radford and agreed by all (pending a public consultation) for Kingskerswell to link into the Newton Abbot CCTV hub.

**3609.3** It was agreed to continue providing poo bags at The Playing Fields. Clerk to find out if the closed part of the Churchyard will be cut soon.

### **3610: Remaining Councillors updates:**

**3610.1** On behalf of the KKAG, Cllr N Hayter asked for financial support towards paying for a gardener, as the group did not have enough volunteers. PC will find out if money can be spent on wages and bring back to the next meeting.

**3610.2** Producing and distributing a PC newsletter was deferred.

**3610.3** Producing management plans for PC projects are in progress.

**3610.4** It was proposed by Cllr J Radford, seconded by Cllr J Carter and agreed by all to purchase a line marking machine.

**3610.5** The village litter picking trial has stopped as not financially viable. The PC will look at organising a litter pick in the Autumn.

**3610.6** PC to look at promoting the Park Café and getting volunteers to run it.

**3610.7** A FOI request to be sent to DCC to find out how much has already been spent on replacing bollards in the new 20mph zone.

Clerk to chase for an update on the safety audit for the 20mph zone.

**3610.8** Further reports from Councillors – roundtable:

PC to find a contact for the Community Speedwatch group.

### **3611: Clerk and Admin report and correspondence:**

**3611.1** Estimated PC spend on the Coronation event is £1.5K.

It was agreed to hold an event next year.

**3611.2** It was proposed by Cllr J Carter, seconded by Cllr J Radford and agreed by all to adopt the Memorials Policy and the Laptops and Tablets Policy.

**3611.3** Chair and staff holiday dates were noted.

**3611.4** Cllr training day to take place on Wednesday 21<sup>st</sup> June from 9:30am.

**3611.5** It was agreed to hold the August meeting and not have a summer break.

### **3612: Clerk's financial report:**

**3612.1** The Council resolved to accept the April bank reconciliation. Proposed by Cllr J Radford, seconded by Cllr J Carter and agreed by all.

**3612.2** The Council resolved to accept the payments list. Proposed by Cllr J Radford, seconded by Cllr J Carter and agreed by all.

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### **3613: Audit 2022 – 2023**

**3613.1** The Internal Auditors Report was received and noted.

**3613.2** The Council resolved to agree the Annual Governance Statement. Proposed by Cllr J Radford, seconded by Cllr J Carter and agreed by all.

**3613.3** The Council resolved to agree the Annual Accounting Statement. Proposed by Cllr J Radford, seconded by Cllr J Carter and agreed by all.

### **3614: Asset Management:**

**3614.1** There were no updates on the Changing Places Toilets module.

**3614.2** It was proposed by Cllr N Hayter, seconded by Cllr J Carter and agreed by all to install water butts outside of Water Lane Toilets.

The Council resolved to accept a 10% increase for cleaning Water Lane Toilets and accept an invoicing error by SHS. Proposed by Cllr J Radford, seconded by Cllr J Taylor and agreed by all.

PC to consider removing the hedge by the toilets, once ownership is confirmed.

**3614.3** First meeting of the Churchway Lane Committee to be arranged.

**3614.4** The Devon Air Ambulance night landing site has been granted planning permission and the Clerk has applied for funding.

**3614.5** The PC are waiting for a price for reinstating the toilets at The Playing Fields.

It was proposed by Cllr H Hayter, seconded by Cllr J Carter and agreed by all to install water butts outside of the Pavilion and outbuildings and also near to Jubilee Gardens.

It was proposed by T Elston, seconded by Cllr J Carter and agreed by all to install permanent seating outside the Pavilion.

KSC to be asked to allow storage of tables and chairs in the middle outbuilding. Trolley needed to move tables and chairs.

**3614.6** Estimated costs for upgrading the Pavilion CCTV system £4K.

### **3615: Planning Committee:**

**3615.1** There was no update on the new Public Hall plans and agreements.

**3615.2** Following a recent visit to Zig Zag Quarry to discuss the future use of the site, it was noted that the owners had no plans to develop the site for housing.

**3615.3** Due to the recent planning committee meeting being inquorate the following planning application was discussed:

23/00208/HOU – 2 Bourne Road

Single storey rear extension and replacement terrace

Cllrs had no objections.

### **3616: Downs Committee:**

**3616.1** It was agreed that it was not financially viable to install a further dog bin at Kerswell Downs.

**3616.2** To discuss and agree installing a CCTV / wildlife camera was deferred.

**3616.3** The next Downs Committee meeting is planned for the end of June.

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### **3617: Sports Club Committee:**

Moved to after 3609.

**3617.1** The next KSC meeting will be Wednesday 24<sup>th</sup> May 2023.

**3617.2** Plaques have been secured to the two new benches.

The 100m signs are in place and a sponsor is being sought for a start board explaining the route.

The Cricket season has started and the PC confirmed they were happy with the fence surrounding the cricket square.

The scrap metal has been removed from behind the outbuildings.

KSC quiz night on 2<sup>nd</sup> June, being held outside and all are welcome.

The Chair thanked everyone involved in the Coronation event.

### **3618: To discuss and agree holding a Part Two meeting:**

Council are excluding members of the public and the press to progress a matter of a confidential nature. Public Bodies (Admissions to Meetings Act) 1960.

Local Government Act 1972, ss 100 and 102.

It was proposed by Cllr J Radford, seconded by Cllr J Taylor and agreed by all to hold a Part Two Meeting to discuss insurance quotes, contracts, Administrative Assistant vacancy and Clerk's review.

### **3619: Date of next meeting:**

Monday 26<sup>th</sup> June 2023 at 6:30PM.

This part of the meeting ended at 8:16pm.

### **3620: Part Two Meeting (Closed to Public and Press)**

It was resolved to accept a 3 year LTA insurance renewal quote of £2373.03.

It was resolved to agree the Admin Assistant job description, which included the rate of pay, interview date, interview panel and start date.

The Admin Assistant vacancy will now be advertised.

The Clerk's pay and performance review was agreed with an increase to SCP25.

It was resolved to put the village grounds maintenance contract out to tender when up for renewal.

The meeting ended at 8:45pm

**Chair** .....

**Date**.....