

KINGSTON PARISH COUNCIL MEETING

Held on 21st May 2020 at 1930hrs by Electronic Platform "Zoom"

DRAFT MINUTES

PRESENT	Cllr Eve White	Cllr Merv Freeman
	Cllr Don Kelly	Cllr Phil Anderson
	Cllr Flo Watts	Cllr Heather Summer-Nutting
IN ATTENDANCE	DCC Cllr Rufus Gilbert	SHDC Bernard Taylor
	Parish Clerk Sue Green	
APOLOGIES	Cllr Alison Lewis	

012.20	Apologies: - Cllr Lewis	
013.20	Declarations of Interest: - <i>In accordance with the Code of Conduct, members were invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be Notified to the Parish Clerk within 28 days of the change.</i> Declaration of Interests: Cllr White (Personnel) Cllr Heather-Summer-Nutting (Planning)	
014.20	Open Forum: - Cllr White reported no attendance	
015.20	Minutes of Previous Meetings – Minutes of Meeting Thursday 16 th April 2020 approved as a true record. Because of the meeting being held on Electronic Platform March and April 2020 minutes to be signed by Chair when available. All noted	
016.20	Devon County Council: - Cllr Gilbert reported <u>Coronavirus Updates</u> have been forwarded with various other information. KPC confirmed all information appreciated and helpful. <u>Highways</u> funding has been increased for 20/21 to £50M. For further information please go online to DCC Website and select Cabinet Minutes agenda item 8. Cllr Anderson requested again if the Wonwell Lane turning circle could have the Yellow Lines actioned as promised some years ago. Cllr Gilbert asked Cllr Anderson to forward an e-mail reminding him of this and promised this will be looked into and will report back. <u>Devon's Economic Recovery</u> is predominantly where most time is spent dealing with Devon's economic recovery from the pandemic which has many challenges! <u>Flybe Academy</u> - in support of Devon's economic recovery DCC have approved at Cabinet to buy the Flybe Academy from administrators with Exeter college. This will help improve and maintain Devon's skills shortage. Cllr White thanked Cllr Gilbert for his report and attending the KPC meeting under the current unusual circumstances of social distancing caused by the COVID-19.	
017.20	South Hams District Council: - Cllr Taylor reported <u>SHDC full Council Meetings</u> are being held on the Skype electronic platform, the first was held on the 13 th April 2020 where the protocol of the council had to have changes to enable it to go ahead and for voting to take place, another meeting was held on the 30 th of April that lasted nearly five hours. Meetings will be held when it is necessary, there are already several arranged for the next 8-10 weeks which will take us to the middle of July. <u>Locality Teams</u> are now back at work and will be erecting planning application notices. All the neighbouring properties will be notified of planning by post as long as the lock down is in place, a delegated authority will be needed by the planning officer before the officer can make a decision. <u>Parish Community Emergency Plans</u> - congratulations to the organizers of the cluster groups in all the Parishes who have looked after all the residents who needed assistance, a first-class job was done by all. <u>Welfare Grants</u> There is a new welfare grant that can be allocated to people in financial need not just elderly or vulnerable, the contact at SHDC is Tim Pollard who is looking after our ward, Charterlands. <u>Government Grant</u> The government has announced a Local Authority Discretionary grant fund which has a value of £2.4 million for SHDC. The fund will be for the councils to administer. This Grant can be applied for after Wednesday 27 th May 2020. <u>Car Parks</u> going forward, the SHDC are coming closer to opening the car parks up. Visit the SHDC website for updates. <u>Recycling Centres</u> are gradually opening but there are exceptionally long queues so please be prepared for a long wait. Cllr White thanked Cllr Taylor for his report and attending the KPC meeting under the current unusual circumstances of social distancing caused by the COVID-19.	
018.20	Correspondence: - None to report. All noted	

Signed By Chair Dated
Kingston Parish Clerk - Sue Green, Old Stack, 1 Chapel Row, Kingston, Kingsbridge, Devon TQ7 4PJ
Telephone 01548 810270 e-mail kingstonclerk@gmail.com

019.20	<p>Neighbourhood Development Plan: - Cllr Kelly asked Cllrs to confirm that they had read his KNPTG <u>Update Report of the NP</u>. All confirmed receipt and having read. Cllr Kelly briefly covered the report again by reminding Cllrs that as at the March 2020 Meeting KPC authorised the Task Group to move matters forward to the Regulation 15 stage without delay. Following that at the KPC April 2020 Meeting the TG reported to the KPC that matters were progressing positively with Duncan Smith and it was hoped that submission pursuant to Regulation 15 would happen shortly. In the last two months most of the Task Group's work has been to update the original Regulation 14 drafts of the principal documents that SUPPORT the Plan, namely the Consultation Statement, the Basic Conditions Statement and the Evidence Base. At Regulation 15 when KPC formally submits the Neighbourhood Plan, those supporting documents must accompany the submission. Last week the Task Group sent Duncan Smith the final drafts of all the documents required at Regulation 15. DS reported back that he needs two/three weeks to go through the documents. The Task Group has also asked DS to clarify exactly how KPC makes the formal submission. The Task Group is conscious that KPC has not seen the final drafts of the supporting documents and that it may wish the chance to look again at the Plan. The current drafts could be circulated now but the Task Group thought it better to wait until Duncan has signed off. When that happens does KPC wish to review the Plan and supporting documents before submission? Cllr Watts asked if the Character Assessment had been accepted, as although it makes sense and is written by someone with expertise, there may be contradictions with the Neighbourhood Plan as it stands eg with the plan for infill building. Does the Neighbourhood Plan wording not now need to be adjusted to match the Character Assessment? Cllr Kelly confirmed that the Character Assessment is still a work in progress, but he will follow the enquiry up with TG member Dick Dalley and report back. Following further discussion KPC all agreed and confirmed to Cllr Kelly that the NP will need to be read again after SHDC Duncan Smith has returned and before the formal submission. Cllr Kelly will report back to the KNPTG.</p> <p><u>NP next stages</u> - the next stage after Regulation 15 submission will be another public consultation under Regulation 16 actioned by SHDC which is expected to involve minimal input from KPC. However, because of COVID-19, Duncan Smith has reported that if KPC want SHDC to carry out the Regulation 16 consultation leading then to the Inspection, we, KPC, will need to assist SHDC at Regulation 16. All noted. Thanks, was passed to the KNPTG for their continued extensive hard work on the NP.</p>																																																																												
020.20	<table border="0"> <tr> <td>Finance: Opening Balance</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Current Account Total</td> <td></td> <td>£ 8,757.17</td> <td></td> </tr> <tr> <td>Unreconciled</td> <td>-£</td> <td>7.00</td> <td></td> </tr> <tr> <td>Business Account</td> <td></td> <td>£ 1,837.22</td> <td></td> </tr> <tr> <td>Payments to be Authorised</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Clerks Wages May 2020</td> <td>£</td> <td>280.50</td> <td></td> </tr> <tr> <td>Clerk B'band & Heating May 2020</td> <td>£</td> <td>15.00</td> <td></td> </tr> <tr> <td>Came & Co 2020-21 Insurance</td> <td>£</td> <td>743.51</td> <td></td> </tr> <tr> <td>Internal Audit 2019-20 A Marshall</td> <td>£</td> <td>175.00</td> <td></td> </tr> <tr> <td>Also, to be Noted Payment to be Authorised</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Zoom Remote Platform 1mth payment</td> <td>£</td> <td>14.39</td> <td></td> </tr> <tr> <td>Ace of Spades 1 of 3 2020 Rec Payment</td> <td>£</td> <td>1,000.00</td> <td></td> </tr> <tr> <td>Payments Received</td> <td></td> <td></td> <td></td> </tr> <tr> <td>None to report</td> <td></td> <td></td> <td></td> </tr> </table> <table border="1" data-bbox="885 896 1492 1220"> <thead> <tr> <th>Set Aside Current A/c at 21/05/2020</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Allotment</td> <td>776.00</td> </tr> <tr> <td>Marquee</td> <td>00.00</td> </tr> <tr> <td>3rd Groundwork Grant N'hood Plan</td> <td>830.00</td> </tr> <tr> <td>KPC Playground Maintenance</td> <td></td> </tr> <tr> <td>Donations</td> <td>1,686.00</td> </tr> <tr> <td>KPC BT Pone Box Maintenance</td> <td></td> </tr> <tr> <td>Donations</td> <td>12.00</td> </tr> <tr> <td>KPC Hedgehog Funds</td> <td>217.00</td> </tr> <tr> <td>Total</td> <td>3,521.00</td> </tr> </tbody> </table>	Finance: Opening Balance				Current Account Total		£ 8,757.17		Unreconciled	-£	7.00		Business Account		£ 1,837.22		Payments to be Authorised				Clerks Wages May 2020	£	280.50		Clerk B'band & Heating May 2020	£	15.00		Came & Co 2020-21 Insurance	£	743.51		Internal Audit 2019-20 A Marshall	£	175.00		Also, to be Noted Payment to be Authorised				Zoom Remote Platform 1mth payment	£	14.39		Ace of Spades 1 of 3 2020 Rec Payment	£	1,000.00		Payments Received				None to report				Set Aside Current A/c at 21/05/2020	£	Allotment	776.00	Marquee	00.00	3 rd Groundwork Grant N'hood Plan	830.00	KPC Playground Maintenance		Donations	1,686.00	KPC BT Pone Box Maintenance		Donations	12.00	KPC Hedgehog Funds	217.00	Total	3,521.00
Finance: Opening Balance																																																																													
Current Account Total		£ 8,757.17																																																																											
Unreconciled	-£	7.00																																																																											
Business Account		£ 1,837.22																																																																											
Payments to be Authorised																																																																													
Clerks Wages May 2020	£	280.50																																																																											
Clerk B'band & Heating May 2020	£	15.00																																																																											
Came & Co 2020-21 Insurance	£	743.51																																																																											
Internal Audit 2019-20 A Marshall	£	175.00																																																																											
Also, to be Noted Payment to be Authorised																																																																													
Zoom Remote Platform 1mth payment	£	14.39																																																																											
Ace of Spades 1 of 3 2020 Rec Payment	£	1,000.00																																																																											
Payments Received																																																																													
None to report																																																																													
Set Aside Current A/c at 21/05/2020	£																																																																												
Allotment	776.00																																																																												
Marquee	00.00																																																																												
3 rd Groundwork Grant N'hood Plan	830.00																																																																												
KPC Playground Maintenance																																																																													
Donations	1,686.00																																																																												
KPC BT Pone Box Maintenance																																																																													
Donations	12.00																																																																												
KPC Hedgehog Funds	217.00																																																																												
Total	3,521.00																																																																												
021.20	<p>Audit: - Clerk reported - All documentation has been received from External Auditors PKF Littlejohn enabling KPC to proceed with the 2019-20 AGAR and submit in the normal dates and times. This means dates need not be extended as offered by the Government under the COVID-19 lockdown rules. All noted</p> <p><u>2019-20 AGAR Accounts</u> have been examined by Cllr White with the Parish Clerk by Zoom electronic platform and agreed as all in order. Clerk asked for confirmation from Cllrs having received and read the 2019-20 AGAR Accounts, all confirmed read.</p> <p><u>Internal Auditor</u> Alison Marshal has actioned, signed and returned the Internal Auditors 2019-20 AGAR as all in order. Small observations were highlighted to be actioned through the next financial year. In the main the accounts were complimented on as well presented.</p> <p><u>Signing of AGAR by KPC</u> owing to the COVID-19 social isolating the AGAR was signed by the Clerk. Clerk to forward the 2019-20 AGAR to Chair for final "wet" signatures. All noted.</p> <p>021.20.01 Section 1 Annual Governance Statement of 2019-20 Annual Returns Form was proposed by Cllr White, seconded by Cllr Freeman and agreed unanimously that these accounts to be accepted. The Annual Governance Statement was signed and dated by the Clerk.</p> <p>021.20.02 Section 2 Accounting Statements of 2019-20 Annual Returns Form it was proposed by Cllr White, seconded by Cllr Freeman and agreed unanimously that these Statements are correct. The Annual Accounting Statement was signed and dated by the Clerk.</p> <p>021.20.03 Exemption Certificate - KPC 2019-20 Income and Expenditure is less than £25,000.00. Clerk confirmed that all Statements on the Exemption Certificate apply to Kingston Parish Council. The Exemption Certificate was signed and dated by the Clerk. The completed Exemption Certificate will now be forwarded to the External Auditors PKF Littlejohn. All noted</p> <p>021.20.04 <u>Public Inspection Period</u> has been kept to the normal dates from Monday 15th June 2020 to Friday 24th July 2020. Clerk has placed this PIP document in the Parish Noticeboard and on the Parish Website. All noted</p> <p>021.20.05 <u>Internal Auditor 2020-21</u> Alison Marshal has offered to action the KPC AGAR for 2020-21 accounts. It was agreed by all to sign the new contract Clerk to action.</p>																																																																												

Signed By Chair Dated

Kingston Parish Clerk - Sue Green, Old Stack, 1 Chapel Row, Kingston, Kingsbridge, Devon TQ7 4PJ
Telephone 01548 810270 e-mail kingstonclerk@gmail.com

022.20	Pension HMRC:- Clerk reported every 3yrs KPC have to re-register with The Pensions Regulator. This has now been activated. All noted.
023.20	Insurance: - Clerk reported the Came & Co. Insurance documentations had been checked through to ensure all details were correct with Cllr Kelly who confirmed all details are in order. There is now 1yr remaining on the 3yr contract. All noted
024.20	Standing Orders: - Cllr White reported that owing to the COVID-19 the KPC Standing Orders require an Addendum. Following advice from DALC the Clerk raised the Addendum and forwarded to Cllrs for inspection. All Cllrs confirmed receipt of. Cllr White proposed KPC adopt the Addendum, seconded by Cllr Freeman, agreed by all. Clerk will place on the KPC Website.
025.20	Annual Parish Meeting: - Cllr White reported that owing to the COVID-19 the Government have ruled that the normal APM meetings for election of the Council Chair and Vice Chair cannot be actioned until 2021. Cllr White confirmed to remain as Chair and Cllr Freeman confirmed to remain as Vice Chair to KPC for a further 12 months. All noted.
026.20	Community Action Plan: - Cllr Kelly reported that as agreed at the April 2020 KPC meeting that in conjunction with the Neighbourhood Plan the CAP should be a separate Agenda Item. Cllr Kelly continued to report that in brief the CAP (Community Action Plan) has been developed from responses to the NP questionnaires; and "Drop In" sessions, including led sessions for students 11 – 18; banners, signs and, notice boards. It reflects Parishioner wishes and aspirations, which are not covered by the Neighbourhood Plan itself. The CAP will be owned and managed by Kingston Parish Council (KPC) with the involvement of residents and other relevant bodies and may be added to over the course of time. National Planning guidance makes clear that community actions and objectives cannot form part of the Neighbourhood Plan itself because they are not planning policies and, therefore, are not part of the statutory development plan. All Cllrs confirmed receiving and reading the report. After further discussion it was agreed by all to continue to keep the CAP on the monthly agenda and to build on Cllr Kelly's report.
026.20.01	Community Emergency Plan: - Clerk reported that owing to the COVID-19 a KPC Community Emergency Plan had been raised and presented to SHDC to give contact names and assurances that the vulnerable Parishioners needs are being addressed. That there is also a continually active voluntary group headed up by Vanessa Walker within the village. This includes help with Prescription pick up and drop offs, shopping, dog walking and any form of help that is needed. KPC pass on their thanks to all for their support and good will for the village, special thanks is passed to Vanessa for always being there. KPC also note thanks to DCC and Cllr Gilbert, to SHDC and Cllr Taylor for their support in this Pandemic crisis. Foodbank Clerk reported that VW had raised concerns that the Foodbank contact details were not easily available. All agreed to highlight in the newsletter. Cllr Watts with the Clerk will raise an updated COVID-19 information report to put in the June Newsletter. All noted.
027.20	Community Shop: - Cllr Anderson raised the question of looking into the feasibility of a Village Community Shop. Cllr Freeman stated that the idea would be well worth looking into. Cllrs asked what the opening times would be, would it be accessible to children and young people around the morning and afternoon school bus times, as in the referendum the younger members had raised the subject of a village shop. Cllr Summer-Nutting suggested it could be advantageous to young adults in school years 11 and 12 for work experience. Would a village shop affect other local shops? After further discussion it was agreed by all to give this idea further consideration and report back to the next meeting. Clerk has been requested to add the Community Shop Agenda Item in with CAP Agenda Item. Clerk noted.
028.20	Defibrillator: - Cllr Anderson reported the new AED, purchased from SWAS (South West Ambulance Services), was installed on the Reading Room external wall by Michael Jarvis on 4 th April 2020. SWAS will be actioning the first training session in September 2020 the date is yet to be confirmed. The AED has been reported to have been taken to an emergency already in the village. Fortunately, the Defibrillator did not have to be deployed. All noted.
029.20	VE Day: - Cllr Freeman reported owing to the COVID-19 and Lockdown the intended celebrations on 8 th May for VE Day as a community together, could not take place. Individual families did however put out bunting, play music, sit on front doorsteps and celebrate the day in hot sunshine. Cllr Freeman hoped that more celebrations embracing the whole village could possibly happen to celebrate VJ-Day which occurred on August 15, 1945, when news of the surrender was announced to the world. This sparked spontaneous celebrations over the final ending of World War II. All Noted
030.20	Clerks Report: - The DALC electronic platform Zoom meeting took place with 72 Clerks attending. This was an informative and supportive piece of networking. DALC is very supportive and has all current updates from the government. 1 DALC Ivybridge DALC has confirmed the next Zoom meeting will be held in June. Cllr Anderson has confirmed to attend. All noted.
031.20	Reports: Cllr Freeman reported <u>Pending Planning</u> 1 Outline Planning Application No 0761/20/OAP_- VPLtd - 12 Dwellings. 2 Planning Application No 1033/20/FUL Langston, Kingston. Single Storey Farm Office 2 Recreation Ground Sub Committee: Cllr White reported <u>Maintenance:</u> - Ace has confirmed that 3 Grass Cutting including today's has been actioned, also the Copse has been cut. This means that last grass cut and Copse cutting for 2019 have been fulfilled. Ace has confirmed that now the COVID-19 rules may possibly be relaxed. he will ensure the Grounds are ready for opening when the Government confirm this can happen. 3. Allotments: Cllr Summer-Nutting reported having to be shielded in Lockdown, she has not managed to visit the Allotments. Clerk reported that all is well and urged all Cllrs to visit the Allotments to view the hard work by all Tenants. All noted. <u>Access Steps</u> - Cllr Freeman confirmed the steps up to the Allotments have been successfully repaired - again.

Signed By Chair Dated

Kingston Parish Clerk - Sue Green, Old Stack, 1 Chapel Row, Kingston, Kingsbridge, Devon TQ7 4PJ
Telephone 01548 810270 e-mail kingstonclerk@gmail.com

Cont'd 031.20	<p>Cont'd Reports: -</p> <p>4 Reading Room: Cllr Summer-Nutting nothing to report. All noted</p> <p>5. Street Furniture: Cllr Anderson reported two road signs had become bent by some large vehicle and he is actioning repairs.</p> <p>6. Footpaths: Cllr White reported Footpath 6 has been re-posted and thanks is passed to John Wurr for ensuring actions would be taken to replace the post. That a cyclist had been met on one of the footpaths which is dangerous for walkers. Also, that dogs must be kept on leads in the farmer's fields, dog fouling contaminates the grass which in turn the cows eat which in turn the cow's milk is for human consumption. Cllr Watts to put a report in the Newsletter. All noted</p> <p>7. Tree Wardens Report: Cllr Freeman asked for it to be noted that Langston Farm have planted 17,500 trees, Hazel and Green Oak. Cllr Freeman said this is to be congratulated as a great asset to community and area. All noted</p> <p>8. Kingston Church: - Cllr Kelly reported that the Church is still closed owing to the COVID-19. Virtual Services are taking place, Viv Freeman has rung the bells as a solo ringer on Sundays. All noted.</p>
032.20	<p>Date of Next Meeting: Thursday 18th June 2020 7.30pm. Owing to the Coronavirus Pandemic and Social Isolation the next meeting may have to be held on the electronic platform of Zoom. If restrictions are lifted the next KPC meeting will be held in the Kingston Reading Room. Updates will be on the KPC Web Site and on the Parish Noticeboard. All noted</p>
	<p>Closure of Meeting: - 8.30pm</p>