

## KINGSTON PARISH COUNCIL MEETING

Held on 16<sup>th</sup> July 2020 at 1930hrs by Electronic Platform "Zoom"

## DRAFT M I N U T E S

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

051.20	<b>Apologies:</b> - None																																											
052.20	<b>Declarations of Interest:</b> - <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>																																											
053.20	<b>Open Forum:</b> - None Attended																																											
054.20	<b>Minutes of Previous Meeting</b> – Minutes of Meeting Thursday 18 <sup>th</sup> June 2020 approved as a true record. June 2020 minutes have now been wet signed by Chair Cllr White. All noted																																											
055.20	<p><b>Devon County Council:</b> - Cllr Gilbert reported</p> <p><u>Coronavirus Updates</u> Devon is 148<sup>th</sup> now out of 150 areas at risk in England. So, at present extremely low risk. As at 30<sup>th</sup> June there were two positive cases per week. The government has placed responsibility for local Covid-19 outbreaks with upper tier authorities. Devon (DCC) has an advanced 'Local Outbreak Management Plan' in place.</p> <p><u>Economy</u> About 30% of workers in Devon have been furloughed or made redundant, with up to 90% in tourism. Tourism = 5.5% of Devon's economy and employs 12% of the workforce being about 63000. DCC Economy (my portfolio) is working hard to restart, regrow and reset the economy with the main sectors being Tourism, Retail, Construction and Agriculture food &amp; drink.</p> <p><u>Broadband</u> Mobilisation of new CDS Devon and Somerset contract is set for early 2021. There are six lots to tender individually or as a group. There is plenty of interest with contract completion by December 2024. BT Gainshare has provided £6Million to date which has allowed an additional two thousand hard to reach properties to be connected. The take up has been 65% as against the national average of 61% which has improved the Gainshare monies.</p> <p><u>Highways</u> DCC Amy Garwood has been in touch with KPC Cllr Anderson Phil regards getting the hatched lines at Wonwell turning circle to be renewed. All Noted. Cllr White thanked Cllr Gilbert for his report and attending the KPC meeting.</p>																																											
056.20	<p><b>South Hams District Council:</b> - Cllr Taylor reported</p> <p><u>Discretionary Grants</u> SHDC have paid out to date £8790.00 leaving a balance of £1,780, if this balance is not used it will be split between the applicants. £37,000.00 to 270 Applicants with another 20 to 21 applications being received each day. 231 applicants have gained from this grant.</p> <p><u>Finances</u> considering the COVID-19 challenge the finances are looking better than thought. The government will pay 75% of the 95% loss of Car Parkin and Leisure Centre revenue.</p> <p><u>Planning</u> Government will extend start dates to Planning by 12months</p> <p><u>Environmental June query</u> – following the KPC June Open Forum question concerning an environmental issue it is confirmed that the housing authority will be addressing the concerns raised.</p> <p>Cllr White thanked Cllr Taylor for his report and attending the KPC meeting.</p>																																											
057.20	<p><b>Correspondence:</b> -</p> <p>1. Health Start Programme free food and vitamins. Noted by all</p> <p>2. SW Devon Environmental Issue Fly tipping. Noted by all</p> <p>3. SHDC Holiday Industry Information Sheets. Noted by all</p>																																											
058.20	<p><b>Finance: Opening Balances</b></p> <table border="0"> <tr> <td><b>Current Account Total</b></td> <td><b>£ 3,568.35</b></td> </tr> <tr> <td><b>Business Account</b></td> <td><b>£ 1,837.37</b></td> </tr> <tr> <td colspan="2"><b>Payments to be Authorised</b></td> </tr> <tr> <td>Clerks Wages July 2020</td> <td>£ 224.40</td> </tr> <tr> <td>Clerk B'band &amp; Heating July 2020</td> <td>£ 15.00</td> </tr> <tr> <td>Clerks Wages August</td> <td>£ 280.50</td> </tr> <tr> <td>Clerks B'band &amp; Heating August</td> <td>£ 15.00</td> </tr> <tr> <td>PCS Inv No 63917 Paid by DD</td> <td>£ 32.96</td> </tr> <tr> <td>W Mears Skate Park Ramp Repair</td> <td>£ 395.00</td> </tr> <tr> <td>Pepe Rec Grd Picnic Benches</td> <td>£ 699.98</td> </tr> <tr> <td>Microsoft 365 Annual Subs</td> <td>£ 59.99</td> </tr> <tr> <td>Ace of Spades 2020 Rec M'tance Prt Pay</td> <td>£ 500.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>£ 2,222.83</b></td> </tr> </table>	<b>Current Account Total</b>	<b>£ 3,568.35</b>	<b>Business Account</b>	<b>£ 1,837.37</b>	<b>Payments to be Authorised</b>		Clerks Wages July 2020	£ 224.40	Clerk B'band & Heating July 2020	£ 15.00	Clerks Wages August	£ 280.50	Clerks B'band & Heating August	£ 15.00	PCS Inv No 63917 Paid by DD	£ 32.96	W Mears Skate Park Ramp Repair	£ 395.00	Pepe Rec Grd Picnic Benches	£ 699.98	Microsoft 365 Annual Subs	£ 59.99	Ace of Spades 2020 Rec M'tance Prt Pay	£ 500.00	<b>Total</b>	<b>£ 2,222.83</b>	<table border="1"> <thead> <tr> <th><b>Set Aside Current A/c at 16/07/2020</b></th> <th><b>£</b></th> </tr> </thead> <tbody> <tr> <td>Allotment</td> <td>776.00</td> </tr> <tr> <td>Marquee</td> <td>00.00</td> </tr> <tr> <td>3<sup>rd</sup> Groundwork Grant N'hood Plan</td> <td>830.00</td> </tr> <tr> <td>KPC Playground Maintenance Donations</td> <td>824.00</td> </tr> <tr> <td>KPC BT Pone Box Maintenance Donations</td> <td>12.00</td> </tr> <tr> <td>KPC Hedgehog Funds</td> <td>217.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>2659.00</b></td> </tr> </tbody> </table>	<b>Set Aside Current A/c at 16/07/2020</b>	<b>£</b>	Allotment	776.00	Marquee	00.00	3 <sup>rd</sup> Groundwork Grant N'hood Plan	830.00	KPC Playground Maintenance Donations	824.00	KPC BT Pone Box Maintenance Donations	12.00	KPC Hedgehog Funds	217.00	<b>Total</b>	<b>2659.00</b>
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Signed By Chair ..... Dated .....

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<p>Cont'd 058.20</p> <p>058.20.01</p> <p>058.20.02</p>	<p><b>Cont'd Finances</b>  <b>Also, to be noted Payment Authorised</b>  1-2-3 Reg Annual Web Subs Paid by DD £ 115.06  <b>Payment Pre- Authorised</b>  Ace of Spades June '20 Rec M'tance Prt Pay£ 500.00  <b>Payments Received</b>  Newsletter Advertisers Longley Consult £ 50.00  Newsletter Advertiser PMc £ 40.00  <b>Payment to be Authorised</b> Clerk requested on receipt of the printing of the NP Brochures the invoice can be paid, expected to be £75.00 – Agreed by all  <b>3<sup>rd</sup> KPC Chq Signatory</b> - As Cllr Watts has now stepped down Cllr Anderson agreed to be the 3<sup>rd</sup> signatory for chqs. All Noted  <b>VAT</b> - Clerk reported £616.00 due after 31st July. All Noted.</p>
059.20	<p><b>Neighbourhood Development Plan:</b> - Cllr Kelly reported  <u>Reg 15 Draft Submission Documents</u> - Cllr Kelly thanked all for reading all the documentations that NPTG have been forwarding. Submission has now been made to SHDC Duncan Smith with the covering letter signed by Chair Cllr White and Rae Principle contact of the NPTG Group. NPTG now wait for the confirmation from Duncan Smith that the Reg 15 Submission has finally been accepted and placed on the SHDC web site. All Noted  <u>SDHC Reg 16</u> require support from NPTG to action the Reg 16 i.e. placing posters around the Parish. NPTG have raised a COVID-19 document to confirm that the correct procedure will be followed in accordance to the Government Guidance for COVID-19. Noted and Agreed by all.  Newsletter – NPTG have raised a NP Update News Report. All agreed for this to be placed in the August Newsletter.</p>
060.20	<p><b>Documentation Retention Policy:</b> - Cllr Kelly reported that the NP has over the last 4 years created a large amount of paperwork and documents. Do KPC have a DRP, if not do KPC wish to raise a DRP? Clerk confirmed there is not one on file. Cllr Summer-Nutting highlighted that whatever information is kept that according to GDPR no personal details can be kept. Cllr Freeman stated that when the NP is finalised all the replies need be destroyed as there will be no reason to keep them. All important documents at Reg 14, 15 and 16 will be stored. Cllr Kelly reminded KPC that the NP will need to be reviewed in 5 years' time. After further discussion it was agreed by all that the documents will be kept in the RR KPC filing room as all other documents. All noted.</p>
061.20	<p><b>Community Action Plan:</b> - Cllr Anderson reported to date 53 responses have been received in response to the survey which was placed in last month's Newsletter. 33 responses were for the shop. 20 responses were against the shop therefore possibly not enough response to warrant having a shop. Following further discussion Cllr Anderson put forward that as there were no responses from the under 55 year old's to put it on KEG the village Facebook. All agreed.</p>
062.20	<p><b>Emergency Community Plan:</b> - Clerk reported  Newsletter - nothing has changed regarding the contact list that is placed in the Newsletter. Cllr Freeman suggested not putting the contact list in the Newsletter again, let the past copies be used as reference. All agreed.  <u>The Dolphin Inn</u> – Cllr Freeman asked for it to be noted that as we are emerging from Lockdown too much traffic is going through the Dolphin Inn causing issues for the children and customers who are having to sit outside who need to be Socially Distanced. All Noted</p>
063.20	<p><b>Web:</b> - Cllr Freeman reported the new legislation, WCAG 2.1 (Website Accessibility) needs to be implemented by September 22<sup>nd</sup>. To action WCAG 2.1 is proving to be a technical challenge. Cllr Freeman suggests that quotes will need to be asked for from someone who is technically capable. Clerk reported DALC have instructed to place on the Parish Website a "Website Accessibility Statement" to show the WCAG 2.1 is a work in progress. All agreed.</p>
064.20	<p><b>Casual Vacancy:</b> - Cllr White reported to date no one has come forward. All candidates who come forward from now can apply directly to KPC through the Clerk. KPC can then co-opt the candidate as a member of the Council. Clerk confirmed the expiry date to make the application to SHDC expired as of today 16<sup>th</sup> July 2020. Clerk will place in Newsletter. Cllr Summer-Nutting will place on KEG the village Facebook. All Noted.</p>
065.20	<p><b>Highways:</b> - Cllr Anderson reported  <u>Wonwell Lane Pothole</u> – a meeting with Adam Keay of Devon Highways was held in the lane leading down to Wonwell. An in-depth discussion was held as to how to solve the reoccurrence of the Spring coming up into the lane causing large potholes. Evidence of culverts where found. Further discussion needs to take place with the farmer in connection to the field side of the hedge.  <u>Wonwell Turning Circle</u> – KA passed on Amy Garwood's name who is the DCC Senior Traffic Technician. Amy will take up the ever lasting challenge of actioning the Yellow Lines/Hatch Box in the Wonwell Turning Circle. This is now marked urgent. It will be necessary to close the lane when the task is being actioned. AG will report back.  <u>Wonwell Turning Circle Parking</u> – inconsiderate parking took place with a large Motor Home parking in the Turning Circle. After requesting for a road sign being placed at Black Post Cross AG from DCC reported that it is not possible to place a warning sign in that position. In correct parking needs to be reported to the correct authorities.  <u>Great Torr</u> – sink holes around the fire hydrant manholes have been note by Adam. This will be actioned in the next 4 to 5 weeks.  <u>Prospect Cottage</u> – sink hole opposite the driveway has been noted. AK confirmed action will be taken. All Noted.</p>

Signed By Chair ..... Dated .....

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066.20	<p><b>Grants:</b> - Cllr Anderson reported that an e-mail containing information for Aviva Funding through Paul Harmen Foundation could be applied for if it is for the good of the community. Cllr Kelly suggested RR committee could investigate. Clerk will try to follow up.</p>
067.20	<p><b>Police Commission:</b> - Cllr Kelly reported that, as agreed in last month's meeting, he had registered as a Councillor Advocate under the Police and Crime Commissioner's scheme and would keep the Council informed. Cllr Kelly suggested that the police contact details should be placed in the Newsletter. All agreed.</p>
068.20	<p><b>Clerks Report:</b> - <u>Zoom</u> is requesting for further security details. NPTG and RR Committee are using the account. All agreed to keep the monthly Zoom Direct Debit active for the time being.  <u>Newsletter</u> – What items would KPC like. Cllrs asked for Further awareness of the Community Shop survey, Thank You to all parishioners COVID-19 helpers past and present, new Rec Grd Monitor Group members and the Police contact numbers.</p>
069.20	<p><b>Reports:</b> Cllr Freeman reported  <u>Pending Planning</u>  1 Outline Planning Application No 0761/20/OAP_ - VPLtd - 12 Dwellings.  2. Planning Application No 1944/18/FUL detached dwelling, Higher Gabberwell. No update on planning portal since August 2019.  <u>Planning Appeal</u>  3126/19/FUL. APP/K1128/W/20/3249586 Mr &amp; Mrs M Freeman. Proposed Dwelling (Re-Submission of 1768/19/FUL) Location Field at SX 641 480 Lower Gabberwell, Kingston, TQ7 4PS. Refused. All Noted.  <b>2 Recreation Ground Sub Committee:</b> Cllr Lewis reported  <u>Maintenance:</u> - The grounds are looking good and all maintenance is up to date.  <u>Picnic Benches:</u> - have been delivered and erected. Particularly good quality and design. Thanks to SHDC Grant towards the costing.  <u>Zip Wire:</u> - is in stock ready for installing when needed.  <u>Stepping Posts</u> – Cllr Freeman will pick up the stepping posts from Clerk and install.  <u>Signpost</u> at the opening of the grounds. Discussions have been held with Sally Denham on suggested wording of the new sign. Cllr White has put together a format. SD and Cllr Lewis to look further into and report back. Clerk will contact OTM for a quote.  <u>Parking of Cars:</u> - mixed messages are reaching the public through Walking Associates and Holiday Cottage industries that the Rec Grd has a public car park. Cllrs Lewis and Freeman emphasised that this is not a Public Car Park but a Disability Drop off Point. The Rec Grd is not insured for a Car Park. Cllr Freeman will contact the Holiday Cottage agencies to ask for the wording in their brochures to be altered and report back. After further discussion all agreed that this could be a work in progress.  <b>3. Allotments:</b> Cllr Summer-Nutting reported that all are in order. Clerk reported: -  <u>Hedging at</u> No 11 allotment and against the Saturday Field needs cutting. The gras between the fence and Rec Grd hedge needs strimming in the Autumn. All agreed that quotes could be asked for through the Newsletter.  <u>Fig Tree</u> – on No 2-end wall is becoming exceptionally large. Clerk to talk to No 2 allotment tenants.  <b>4 Reading Room:</b> Cllr Summer-Nutting reported  <u>Opening</u> RR committee are now studying the Government ruling of the COVID-19 for allowing village halls to open. Cllr Summer-Nutting is raising the Risk Assessment documents. It is hoped this will all be actioned by the 1<sup>st</sup> September.  <u>RR Deeds</u> – Clerk has passed on the RR Deeds to Guy Walker to study. GW will contact the Land Registry Office for verification of boundaries which may cause a small invoice of approximately £17 to £20, all agreed. Cllr Kelly stated that GW has asked for his support therefore a KPC Cllr is involved too. All Noted.  <b>5. Street Furniture:</b> Nothing to report  <b>6. Footpaths:</b> Cllr White reported JW has cleared the Style of overgrowth on Footpath 55. All Noted  <b>7. Tree Wardens Report:</b> Cllr White reported  <u>Ash Die Back</u> - Thelma has asked for an Ash Die Back update document to be placed on the Parish website. Thelma has confirmed that she is looking at the Ash Trees in the parish as she walks about and at this moment in time there is no evidence of Die Back.  <u>The Tree Council</u> has asked Thelma to ask KPC if as a member of the Tree Council KPC would cover her insurance. Clerk contacted KPC insurance company who responded that volunteers have cover under certain sections of the policy as long as the volunteer is on Parish Land and not on Private Land. KPC would need to carry out a risk assessment before any help would be given by a volunteer also Government COVID-19 ruling must be followed. All noted.  <b>8. Kingston Church:</b> - Cllr Kelly reported with the relaxing of the COVID-19 rules the first service was held on Sunday 12<sup>th</sup> July 2020, no singing permitted and social distancing rules to be adhered to. In addition to Sunday Services, the Church is also still open for private prayer on Wednesdays between 4pm and 6pm.  <u>Bell Ringing</u> – Cllr Freeman reported that a meeting will be held with Brian Alloway to action a health risk assessment. Until this has been passed Bells will not be rung. All noted</p>
070.20	<p><b>Date of Next Meeting:</b> Thursday 17<sup>th</sup> September 2020 7.30pm. Owing to the Coronavirus Pandemic and Social Distancing 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><b>Closure of Meeting: - 9.00pm</b></p>

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