

## KINGSTON PARISH COUNCIL MEETING

Held on 17<sup>th</sup> September 2020 at 1930hrs by Electronic Platform "Zoom"

## DRAFT M I N U T E S

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

072.20	<b>Apologies:</b> - Cllr Lewis and Freeman
073.20	<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> Cllr Anderson and Summer-Nutting declared interest in Planning Item 2052/20/HHO (Personal)
074.20	<b>Open Forum:</b> - None attended
075.20	<b>Minutes of Previous Meeting</b> – Minutes of Meeting Thursday 16 <sup>th</sup> July 2020 approved as a true record. July 2020 minutes have now been wet signed by Chair Cllr White. All noted
076.20	<b>Devon County Council:</b> - Cllr Gilbert reported <u>Coronavirus Updates</u> have been forward to KPC. All agreed received with thanks. Cllr Kelly highlighted that the figures on the report where confusing as Devon and Plymouth figures appear contradictory. Cllr Gilbert said these figures are dealing with different authorities and agreed it is ambiguous. Cllr Gilbert will forward a clarifying e-mail. <u>Wonwell Turning Circle</u> - Cllr Anderson confirmed that this has still not been actioned. Adam Keay of Devon Highways has been in constant contact with being pro-active with this challenge. Cllr Gilbert will again follow up and report back. Cllr Gilbert passed sincere thanks to Cllr Anderson for working with Adam Keay saying Cllr Andersons support is appreciated <u>Edmonston Traffic Lights on A379</u> Cllrs confirmed receipt of DCC updates. This is still a long-term project. Trees are being taken down with root removal. The work will be continued all through the winter with some night work. Cllr Anderson asked if DCC will place a fine on themselves for not keeping to the schedule. Cllr Gilbert agreed this will be investigated although some of the reasons for being held up were out of DCC hands. Cllr Gilbert will report back. <u>Ash Tree Die Back</u> is proving to be more serious than first presumed causing big challenges. The budget has now been raised with an additional £1.3 million. Cllr White thanked Cllr Gilbert for his report.
077.20	<b>South Hams District Council:</b> - Cllr Taylor reported <u>Budget</u> with the COVID Pandemic the budget has fallen behind by £1.33 million. This is being bridged largely by earmarked reserves Plus, monies that had been put aside for Sherford employment land which is no longer having to be used. <u>Refuse Collection</u> new routines will start after October 5 <sup>th</sup> , 2020 to be ready for March 2021 when a new form of collection will take place for example with kerb side boxes. This will more cost effective and raise more money for Council. A Locality Officers will attend the Parish Council meetings in October to give further information and answer questions. This new regime will improve collection by 25 to 27%. This figure will be clarified. <u>Planning - Government White Paper</u> SHDC are concerned re the specification in this White Paper. Some planning could be taken away from District Councils and placed in Central Government. The wording in the White Paper could also dilute Neighbourhood Plans. This White Paper is being studied and further updates will be raised. Cllr White thanked Cllr Taylor for his report.
078.20	<b>Correspondence:</b> - 1.DCC Buy Less – Wear More 2.SHDC Help with Heating 3.DCC Public Consultation re Flood Management 4. Livewest Housing Grant 5.Devon & Cornwall "Alert" Neighbourhood Watch Survey 6. VJ Day Message from the Lord Lieutenant All items have been noted.
079.20	<b>Casual Vacancy:</b> - Cllr White introduced and welcomed Suzannah Grant who has offered to come forward to fill the vacancy for a KP councillor. Cllr White invited Suzannah for any questions she had. Clarification was asked by SG to what is the commitment of being a Councillor also details of meetings, hours of involvement, quantity of e-mails. Cllrs Summer-Nutting and Anderson reported that e-mails can take could take between 1 to 3 hours each week. Cllr Kelly reported that the DALC courses proved beneficial to attend even though situated in North Devon. Following further discussion Cllr White proposed Suzannah Grant, seconded by Cllr Summer-Nutting, agreed by all. Cllr White welcomed SG to Kingston Parish Council. Clerk will now raise the necessary documents for SG to sign, which will then be forwarded to SHDC. 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

<p><b>080.20</b></p> <p><b>080.20.01</b></p> <p><b>080.20.02</b></p>	<p><b>Finance: Opening Balances</b></p> <p><b>Current Account Total</b> £ 1,356.09</p> <p><b>Business Account</b> £ 1,837.51</p> <p><b>Payments to be Authorised</b></p> <p>Clerks 2020-21 Wage increase back dated From April 3<sup>rd</sup> to August 21<sup>st</sup>, 2020 £ 29.40</p> <p>Clerks Wages Sep 2020 £ 259.40</p> <p>Clerk B'band &amp; Heating Sep 2020 £ 15.00</p> <p>Viking Newsletter £ 54.38</p> <p>PCS September Invoice £ 80.24</p> <p>Beers LLP RR Deed Search (G Walker) £ 19.20</p> <p>Ace of Spades Sep '20 Final Rec Main't £ 500.00</p> <p><b>Total</b> £ 957.62</p> <p><b>Also, to be noted Payment to be Authorised</b></p> <p>SHDC Annual Recreation Grd Inspection £ 252.00</p> <p><b>Payments Pre- Authorised Payment</b></p> <p>I C O General Data Protection Subs £ 35.00</p> <p>Zoom July Debit Card Payment £ 14.39</p> <p>Zoom August Debit Card Payment £ 14.39</p> <p>J Hardy N'hood Plan Brochures £ 75.00</p> <p>Ace of Spades Aug'20 Prt Rec Main't £ 500.00</p> <p>Ace/Spades Grd Opp Springfield Ann Pay £ 150.00</p> <p><b>Payments Received</b></p> <p>HMRC VAT 1/1/2020 to 31/7/2020 £ 616.45</p> <p>Newsletter Advertisers K'bridge TIC £ 18.00</p> <p>Newsletter Advertiser K'bridge PC £ 27.00</p> <p>Newsletter Advertiser Artizan Life £ 70.00</p> <p>Newsletter Advertiser Unwind £ 50.00</p> <p><b>Also, to be Noted Payment Received</b></p> <p>Newsletter Advertiser SH Society £ 16.00</p> <p>SHDC 2<sup>nd</sup> Half of 2020-21 Precept £4,500.00</p>	<table border="1" data-bbox="906 259 1481 517"> <thead> <tr> <th>Set Aside Current A/c at 16/17/09/2020</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>3<sup>rd</sup> Groundwork Grant N'hood Plan</td> <td>755.00</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>2,584.00</b></td> </tr> </tbody> </table> <p>Clerk reported that Lloyds have confirmed change of signature on the Treasurer's Account having now added Cllr Anderson. Cllr White reported as per instructions from NALC the Clerks Wages for 2020-21 have been increased from £11.22 to £11.50 ph. This is back dated to the 1<sup>st</sup> April 2020. Clerk is on Pay Scale 12. All noted</p>	Set Aside Current A/c at 16/17/09/2020	£	Allotment	776.00	Marquee	00.00	3 <sup>rd</sup> Groundwork Grant N'hood Plan	755.00	KPC Playground Maintenance Donations	824.00	KPC BT Pone Box Maintenance Donations	12.00	KPC Hedgehog Funds	217.00	<b>Total</b>	<b>2,584.00</b>
Set Aside Current A/c at 16/17/09/2020	£																	
Allotment	776.00																	
Marquee	00.00																	
3 <sup>rd</sup> Groundwork Grant N'hood Plan	755.00																	
KPC Playground Maintenance Donations	824.00																	
KPC BT Pone Box Maintenance Donations	12.00																	
KPC Hedgehog Funds	217.00																	
<b>Total</b>	<b>2,584.00</b>																	
<p><b>081.20</b></p>	<p><b>Neighbourhood Development Plan:</b> - Cllr Kelly reported</p> <p><u>Displays of Draft NP Reg 16</u> consultation period ended on Monday 14<sup>th</sup> September 2020, all posters have now been removed. The responses cannot be viewed yet therefore KNPTG have relied on SHDC Duncan Smith's response which to date has raised only one concern from Natural England concerning Veal's Orchard in the centre of the village. NPTG put together a response to Natural England who have now accepted the Development Boundary as it is.</p> <p><u>Inspector</u> has now been selected for the KPC NP. A time scale has not been submitted yet. Following the inspection, the Referendum will be actioned. This will not be until after the 6<sup>th</sup> May 2021 as per government instructions under the COVID ruling.</p> <p><u>Groundwork Grants</u> – Clerk reported any paperwork is now directed to the KPC Clerk and not to JA. All Noted</p>																	
<p><b>082.20</b></p>	<p><b>Community Action Plan:</b> - Cllr Anderson reported that in total there was a 15% response, 54 for a shop, 8 against. Following a further discussion, as the Survey results showed a low number of responses from the younger generation and the Parish as a whole is it concluded that a village shop would not be sustainable. Cllr Kelly asked for it to be noted in the Community Action Plan there is a specific section covering a Community Shop, now a survey has been actioned and showing not enough support for standalone shop it would be advantageous to the village for the Tuesday Morning Market to expand. This can only be actioned after the COVID Pandemic. Chair invited Suzannah Grant to speak who asked if it would be possible for the "Tuesday Morning Market" to open at more worker friendly hours? Cllr Summer Nutting highlighted that under normal booking circumstances the RR is booked up, Cllr White responded that this is something to be considered for the future. All Agreed.</p>																	
<p><b>083.20</b></p>	<p><b>Emergency Community Plan:</b> - Cllr White reported that a challenging situation had arisen from a person returning to the village from Spain and not following COVID government ruling of self-isolating. This was quickly addressed by members of the public and support from the council. All noted</p>																	

084.20	<p><b>Web:</b> - Clerk reported that Cllr Freeman is making further enquiries into finding a suitable Web designer for completing the WCAG 2.1 which is for making web sites accessible to all people. Clerk further reported that a Website Accessibility Statement has now been raised to place on the KPC web site stating that the WCAG 2.1 is a work in progress. All Noted</p>
085.20	<p><b>Highways:</b> - Cllr Anderson reported  <u>Wonwell Lane Pothole</u> – another meeting has been held with Adam Keay of Devon Highways. An 1880 map has shown how the spring water running down the lane used to travel. Meetings are being held with landowners and tenants of the land. This is still a work in progress and slowly going forward.  <u>Wonwell Turning Circle</u> – 3 years and 16 weeks since KPC requested this to be actioned. Amy Garwood, the DCC Senior Traffic Technician is in the process of moving this forward. Cllr Anderson highlighted again that this will be necessary to close the lane when the task is being actioned. Also see above Item 076.20.  <u>Village Parking</u> – inconsiderate parking is still taking place within the village. Cllr White suggested KPC place leaflets on cars that are parked inconsiderately. KPC have a cartoon picture and poem, as placed in the Newsletter with a message of advice about parking, could be used on the leaflet. Clerk to forward sample of leaflet to Cllrs before printing.  <u>Speeding in the Village</u> - Cllr Anderson stated that some Speed Awareness signs, similar to the ones placed in Modbury, could be used. Costings of these signs will be investigated. Clerk showed Cllrs an award-winning poster that was created some years ago by an 11yr old girl, the Police commission gave the picture an award therefore the Devon &amp; Cornwall Constabulary emblem is on the poster. All agreed that this would be advantageous to put back around the village.</p>
086.20	<p><b>Police Commission:</b> - Cllr Kelly reported the Office of Commissioner has forwarded a communication relating to a transport survey. All noted.</p>
087.20	<p><b>Clerks Report:</b> -  <u>Zoom</u> is being made good use of by the KNPTG and the RR Committee using it for their meetings.  <u>Asset to the Community Document</u> – expires in February 2021 for The Dolphin. All agreed to action the renewal of the document.  <u>Welcome Letter</u> - with the COVID Pandemic the Welcome Letter has become outdated. After further discussion it was agreed by all for putting the Welcome Letter on hold until the COVID has passed. Cllr White suggested putting a Welcome Message in the Parish news page. All agreed.  <u>E-mail addresses</u> – DALC advise using a separate e-mail address for council business is strongly advised although not mandatory. The reasons are for security and access to freedom of information. All noted.</p>
088.20	<p><b>Newsletter:</b> - Clerk asked if there could be any support towards writing up the KPC news page. Suzannah offered support KPC thanked her. Cllr Anderson asked for the Shop Survey figures to be issued, Clerk will action. All noted.</p>
089.20	<p>Reports: Cllr White reported  <u>Planning Application</u>  Plan App 2052/20/HHO, 3 Morgan's Row, Kingston Replace Extension. As Cllr Anderson and Summer-Nutting have declared an interest plus 2 Cllrs are absent Cllr White stated the council is inquorate and therefore unable to vote. The submission to SHDC will be No Comment. All noted.  <u>Planning Variation</u>  Plan App 2453/20/VAR. Application for remove or variation of condition of Planning consent 1703/18/FU. Following a full discussion, the submission to SHDC Planning will be "Support - with condition that the fence is completed within 6 months and planting is completed in 2020". Agreed by all  <u>Planning Appeal</u>  Plan App 3126/19/FUL. Mr &amp; Mrs M Freeman. Proposed Dwelling Location Field at SX 641 480 Lower Gabberwell, TQ7 4PS. Appeal Dismissed. All noted  <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.  <b>2 Recreation Ground Sub Committee:</b> Cllr White reported  <u>SHDC Annual Ins Contract</u> – 2020-21 contract for the Recreation Ground and the Skate Park has now been agreed and signed.  <u>Zip Wire</u> – is still being monitored and in good repair.  <u>Stepping Posts</u> – Cllr Freeman has replaced one. A monitor team member has noted another broken, Cllr Anderson to investigate.  <u>Fencing</u> – Ted's Tarmac perimeter fencing straining wire is broken. BM has offered to quote. Clerk will follow up.  <u>Monitoring Team</u> – Clerk confirmed a good response from parishioners. Thanks to the volunteers who help to look after the grounds.  <u>Maintenance:</u> - Ace of Spades has still to action grass cutting, wildflower area maintenance and Copse maintenance before the end of the year. His 2020 invoice have now been paid.  <u>Entrance Signpost.</u> - Cllr White reported studying the 2 designs of the sign wording with Sally Denham and Cllr Lewis. All confirmed receiving the e-mail with the sample of the wording and agreed to the wording. Cllr White continued that two costs have been submitted by OTM, a Foamex sign at £90.27 and the Composite sign with Matt Lamination £112.34 both plus VAT. After further discussion is was agreed by all to order the Composite with Matt Lamination sign at the cost of £112.34</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**

Cont'd 089.20	<p><b>Cont'd Recreation Ground Sub Committee:</b></p> <p><u>Parking of Cars:</u> - Cllr Freeman is in the process of contacting the Holiday Cottage industries to ask them to remove the statement in their brochure that the Rec Grd has a public car park. Cllr White 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. All noted.</p> <p><b>3. Allotments:</b> Cllr Summer-Nutting reported</p> <p><u>Hedging</u> Under hedge grass cutting and swathe between Rec hedge and the last allotment – Clerk to meet a parishioner to quote.</p> <p><u>Waiting List</u> – there are 4 current people on the list (plus one waiting in the wings but not moved into Kingston yet). No 3 and No 10 Allotment Tenants will be handing in notice for the end of the contract year which is the end of January.</p> <p><u>Fig Tree</u> – No 2 tenant has confirmed that he will be pollarding the Fig Tree, probably to be actioned in late autumn.</p> <p><u>Spare Allotment</u> - Allotment at the far end is not working as a share with all tenants. Clerk put forward that this allotment is offered to a new tenant. Cllr Summer-Nutting put forward, as the plot has become untidy, the set aside money could be used to tidy it up ready for a new tenant. All agreed.</p> <p><b>4 Reading Room:</b> Cllr Summer-Nutting reported</p> <p><u>Opening COVID</u> RR committee have followed the Government ruling of the COVID-19 for allowing village halls to open after 1<sup>st</sup> September 2020. One private weekly booking is being used. Cllr Summer-Nutting has raised all the Risk Assessment documents. The QR certificate is also displayed.</p> <p><u>RR Deeds</u> – the RR Deeds have been studied in depth by Guy Walker with supportive parishioner. The Land Registry Office has been contacted and verification of boundaries has been confirmed. Cllr Summer-Nutting reported the researching by GW and helper have resulted in showing that a full survey would be beneficial. RR Committee now ask for the invoice for the his investigation could be made out to KPC owing to the building belonging to the Parish Council. A quote has been received of £1220.00. The RR Committee have offered a donation towards the cost. After further discussion Cllr Summer-Nutting proposed for the invoice to be made out to KPC 2<sup>nd</sup> by Cllr White agreed by all. Cllr Kelly reported that he has given support to GW by being a watching brief and therefore a representative from KPC. Cllr Summer-Nutting continued to report that GW and helper have committed a large amount of their time to this study of the Deeds, KPC pass on their sincere thanks to both.</p> <p><b>5. Street Furniture:</b> Cllr Anderson reported keeping the ground area around the street furniture tidy. Cllr Summer-Nutting asked if the Salt Bins are ready for the winter. Cllr Anderson will investigate and report back. All noted.</p> <p><b>6. Footpaths:</b> Cllr White reported Footpaths 5 and 6 need maintenance at the entrance and exits to the paths. Footpath 9 needs attention to the access of the Style. John Wurr has forwarded all Footpath observations to DCC Peter Guy. All noted</p> <p><b>7. Tree Wardens Report:</b> Cllr White reported that Thelma Rumsey the South Hams Tree Wardens Network Secretary has said that DCC Highways Dept will be cutting down diseased Ash trees beside highways this autumn/winter. Red crosses on roadside trees will be the ones marked for felling. The parish Ash Trees is giving some concerns and are being monitored. Devon Wildlife Trust is forwarding Saving Devon's Treescapes initiative to allow birds and small mammals to have more protection over the winter and more food availability. The South Hams is one of the areas being targeted in this initiative. All noted</p> <p><b>8. Kingston Church:</b> - Cllr Kelly reported</p> <p><u>PCC meeting</u> took place in the Church Yard discussing an insurance risk assessment of the height of the wall down to the road. It was agreed warning notices would be displayed.</p> <p><u>Church Services</u> take place on Sundays. Also, the Church is open on Wednesdays between 4pm and 6pm. All noted</p>
090.20	<p><b>Date of Next Meeting:</b> Thursday 15<sup>th</sup> October 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: - 9.40pm</b></p>