

**KINGSTON PARISH COUNCIL MEETING**

Held on 16th May 2024 at 1930hrs in The Reading Room, Kingston

**DRAFT M I N U T E S**

<b>PRESENT</b>	Cllr Eve White	Cllr Merv Freeman
	Cllr Suzannah Grant	
<b>APOLOGIES</b>	SHDC Bernard Taylor	Cllr Joel Wakeling
	Cllr Don Kelly	DCC Cllr Rufus Gilbert
	Cllr Sarah Banham	Cllr Holly Rahder
<b>IN ATTENDANCE</b>	Parish Clerk Lorraine Squire	

<b>016.24</b>	<b>Election of Chair:</b> - Cllr Eve White opened the meeting with immediately stepping down as Chairman by handing the chair to Cllr Merv Freeman. Cllr Freeman proposed Cllr White to be Chair to KPC, seconded by Cllr Grant. There being no further nominations Cllr Eve White was unanimously re-elected as chairman and completed the Declaration of Acceptance of Office of Chairman. Cllr Freeman handed the chair back to Cllr White.																			
<b>016.24.01</b>	<b>Declaration of Office:</b> - Cllr White completed the Declaration of Acceptance of Office. Signed by Cllr White and Clerk																			
<b>017.24</b>	<b>Election of Vice Chair:</b> - Cllr White proposed Cllr Freeman seconded by Cllr Grant. There being no further nominations Cllr Merv Freeman was unanimously elected as Vice-Chairman																			
<b>018.24</b>	<b>Responsibilities of Councillors as follows:</b> <table border="0"> <tr> <td>Treasurer</td> <td>Reading Room</td> </tr> <tr> <td>Neighbourhood Development Planning</td> <td>Planning</td> </tr> <tr> <td>Recreation Ground Sub Committee:</td> <td>Allotments</td> </tr> <tr> <td>Street Furniture:</td> <td>Trees</td> </tr> <tr> <td>Footpaths Wardens</td> <td>Kingston Church</td> </tr> <tr> <td>GDPR (General Data Protection Regulations)</td> <td>Marquee</td> </tr> <tr> <td>KPC Newsletter Reports/SHDC Recycling</td> <td>Grant Applications</td> </tr> <tr> <td>CAP (Community Action Plan)</td> <td>Good Employer Adviser</td> </tr> <tr> <td>KPC Web Site</td> <td>Refuse/Recycling</td> </tr> </table> Above responsibilities to be allocated at June's Parish Council Meeting – all noted.	Treasurer	Reading Room	Neighbourhood Development Planning	Planning	Recreation Ground Sub Committee:	Allotments	Street Furniture:	Trees	Footpaths Wardens	Kingston Church	GDPR (General Data Protection Regulations)	Marquee	KPC Newsletter Reports/SHDC Recycling	Grant Applications	CAP (Community Action Plan)	Good Employer Adviser	KPC Web Site	Refuse/Recycling	
Treasurer	Reading Room																			
Neighbourhood Development Planning	Planning																			
Recreation Ground Sub Committee:	Allotments																			
Street Furniture:	Trees																			
Footpaths Wardens	Kingston Church																			
GDPR (General Data Protection Regulations)	Marquee																			
KPC Newsletter Reports/SHDC Recycling	Grant Applications																			
CAP (Community Action Plan)	Good Employer Adviser																			
KPC Web Site	Refuse/Recycling																			
<b>019.24</b>	<b>Apologies:-</b> SHDC Cllr B Taylor, DCC Cllr R Gilbert, Cllr D Kelly, Cllr S Banham, Cllr J Wakeling and Cllr H Rahder – holidays and various work commitments.																			
<b>020.24</b>	<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> <b>Declaration of Interests:</b> Nothing declared.																			
<b>021.24</b>	<b>Open Forum</b> – Parishioner was present to explain the reason for their planning application to the Parish Council. A further Parishioner, who could not be present, asked Cllr S Grant to raise the issue of the unsightly Dolphin Inn sign at Seven Stones Cross and ask for its removal/replacement by Champion/Punch. Once new Pub managers had settled in, Cllr M Freeman will ask them to approach Champion/Punch. All Noted.																			
<b>022.24</b>	<b>Minutes of Previous Meetings</b> – Minutes of Meeting Thursday, 18 <sup>th</sup> April 2024 approved and signed as a true record.																			
<b>023.24</b>	<b>Devon County Councillor's Report:</b> Cllr Gilbert – absent.																			
<b>024.24</b>	<b>SHDC Report:</b> Cllr Taylor - absent																			
<b>025.24</b>	<b>Correspondence:</b>  <ol style="list-style-type: none"> <li>1. WATER – newsletter and notice of public meeting 18.6.24 – Cllr S Grant will attend work commitments permitting. All Noted.</li> <li>2. River Erme Council Group Minutes of Meeting – March 2024. Circulated and all noted.</li> </ol>	-																		

Signed By Chair ..... Dated .....  
 Kingston Parish Clerk – Lorraine Squire, Tomar, 3 Church Park, Kingston, Kingsbridge, Devon TQ7 4QB  
 e-mail kingstonclerk@gmail.com

026.24	<p><b>Finance: Opening Balances as at 02/05/2024</b></p> <p><b>Current Account Total</b> £10,939.70</p> <p><b>Business Account</b> £1,860.97</p> <p><b>Payments to be Authorised and Paid via FPO or DD and Deducted from above total.</b></p> <p>Clerk, L Squire Month 2 Wages £274.60</p> <p>Clerk, L Squire Month 2 Claims £28.48</p> <p>Ace of Spades (May) Playing Fields £375.00</p> <p>PCS April Newsletter Printer Service £33.61</p> <p>PCS Copy Paper for Newsletter £53.52</p> <p>Insurance Renewal Gallagher £1,156.95</p> <p>Julie Snooks Internal Auditor £190.00</p> <p>Amazon Ink Cartridge £34.48</p> <p><b>Payments Received and included in above total</b></p> <p>Newsletter Advert SHA £50.00</p> <p>SHDC 1<sup>st</sup> Precept Payment £5,843.00</p> <p>Marquee Hire PL £100.00</p> <p>SHDC Grant for Defib Package £600.00</p> <p>DCC Grant for Defib Package £800.00</p> <p>All Noted</p>	<table border="1"> <thead> <tr> <th><b>Set Aside Current A/c at 02/05/2024</b></th> <th><b>£</b></th> </tr> </thead> <tbody> <tr> <td>Allotment</td> <td>1216.00</td> </tr> <tr> <td>Marquee</td> <td>100.00</td> </tr> <tr> <td>KPC Playground Maintenance Donations</td> <td>2206.00</td> </tr> <tr> <td>KPC Betterment Fund</td> <td>28.00</td> </tr> <tr> <td>Annual Set Aside Replacement Laptop 2020</td> <td>400.00</td> </tr> <tr> <td>Highways</td> <td>700.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>4650.00</b></td> </tr> </tbody> </table>	<b>Set Aside Current A/c at 02/05/2024</b>	<b>£</b>	Allotment	1216.00	Marquee	100.00	KPC Playground Maintenance Donations	2206.00	KPC Betterment Fund	28.00	Annual Set Aside Replacement Laptop 2020	400.00	Highways	700.00	<b>Total</b>	<b>4650.00</b>
<b>Set Aside Current A/c at 02/05/2024</b>	<b>£</b>																	
Allotment	1216.00																	
Marquee	100.00																	
KPC Playground Maintenance Donations	2206.00																	
KPC Betterment Fund	28.00																	
Annual Set Aside Replacement Laptop 2020	400.00																	
Highways	700.00																	
<b>Total</b>	<b>4650.00</b>																	
027.24	<p><b>Insurance:</b> - Cllr White reported that the Insurance renewal documentation had been received from Gallagher. Clerk stated that the Internal Auditor had thought that we should not use brokers and save the broker fee of £50. Clerk said she was not confident in applying online for Parish Council Insurance as it is not straight forward and would prefer using 'expert' insurance brokers. Councillors agreed in view of the Clerk's limited 5 hours per week to research online for insurance would be waste of hours. All agreed in the continued use of insurance brokers and agreed to the Long Term Agreement with Hiscox Insurance for a further three year term. Payment of premium approved as detailed above. All Noted.</p>																	
028.24	<p><b>Audit:</b> Clerk reported <u>Internal Audit</u> – Julie Snooks has now completed the 2023/234 Audit. Clerk to action and report. All Noted.</p>																	
029.24	<p><b>CAP (Community Action Plan)</b> Cllr Kelly - absent</p>																	
030.24	<p><b>Clerks Report</b> – Clerk reported she had been asked if Kingston would be interested in a community composting project with Ringmore and Bigbury. After discussion, it was agreed that Kingston would not be involved as there was not a viable plan or site and no demand from parishioners as all used their SHDC composting bins, which they had paid for or had their own composting arrangements at home.</p> <p>Plans were going ahead with the Beacon event on Thursday, 6<sup>th</sup> June 2024 at Scobbiscombe Farm to celebrate 80<sup>th</sup> Anniversary of D Day. PA would oversee the Beacon on behalf of the Parish Council and communicate with the farm on their health and safety requirements. Clerk to complete a risk assessment and advise Kingston Parish Council's insurance company of the same. All Noted.</p>																	
031.24	<p><b>Annual Parish Assembly:</b> - Minutes of Meeting Thursday, 18<sup>th</sup> April 2024 approved and signed as a true record.</p>																	
032.24	<p><b>Newsletter:</b> Cllr Grant will circulate the next Parish Council article for approval to all Councillors. To include Beacon information. All Noted.</p>																	
033.24	<p><b>Funday</b> – Cllr Freeman confirmed that the Funday was going ahead, and that KEG were now applying for quotes for the various equipment they require.</p> <p>The quiz night fund raiser had been well attended and enjoyed by all raising circa £600 towards costs.</p> <p>Clerk had investigated the insurance point, and it was clear that the Funday would only be covered if it was an event organised by the Parish Council, not KEG. Cllr Freeman to advise the KEG committee. Clerk confirmed that in the budget a sum had been written into the document for Funday which could be donated to KEG towards a one-off insurance policy to cover them for the day/weekend. All Noted.</p>																	

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

**Kingston Parish Clerk – Lorraine Squire, Tomar, 3 Church Park, Kingston, Kingsbridge, Devon TQ7 4QB**  
e-mail [kingstonclerk@gmail.com](mailto:kingstonclerk@gmail.com)

034.24	<b>Reports</b> <b>1.Planning</b>  <b>2.Recreation Ground Sub Committee</b>  <b>3.Allotments</b>  <b>4.Reading Rooms</b> <b>5.Street Furniture</b> <b>6.Footpaths</b> <b>7.Tree Report</b> <b>8. Kingston Church</b>	<p>Report: Cllr Freeman –  Wonwell Gate Cottage - 0945/24/HHO – supported  The Coach House – 1327/24/VAR – supported  Thatched Cottage – 1113/24/TEX – decision reported  Report – Cllr Freeman confirmed he had started the repairs to the Skate Park. Parish Council expressed thanks to Cllr Freeman.</p> <p>Report – Clerk reported an email had been received on the state of the plots. After a lengthy discussion it was agreed that a termination notice would be served on two plots. Clerk to action. Regarding quote for entrance to Allotments it was agreed that Clerk Would report to all allotment holders the situation and ask their thoughts on getting further quotes for major work or maybe a working allotment committee could do the work if the Parish Council paid for the materials required therefore not completely exhausting the Allotment set a side. All Noted.</p> <p>Report – NTR  Report – NTR  Report – NTR  Report – NTR  Report – Clerk had received an email from RB regarding the Churchyard going forward upon which she would need to research before reporting further to the Parish Council. All Noted.</p>	
035.24	<b>Date of Next Meeting:</b> Thursday 20 <sup>th</sup> June 2022 from 7.30 pm.		
	<b>Closure of Meeting:- 8.30 pm</b>		

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

Kingston Parish Clerk – Lorraine Squire, Tomar, 3 Church Park, Kingston, Kingsbridge, Devon TQ7 4QB  
e-mail kingstonclerk@gmail.com