

KINGSTON PARISH COUNCIL MEETING

Held on 15th April 2021 at 1930hrs by Electronic Platform "Zoom"

DRAFT MINUTES

PRESENT	Cllr Eve White	Cllr Merv Freeman
	Cllr Don Kelly	Cllr Suzannah Grant
	Cllr Phil Anderson	Cllr Heather Summer-Nutting
Apologies	Cllr Ali Lewis	DCC Cllr Rufus Gilbert
IN ATTENDANCE	SHDC Bernard Taylor	Parish Clerk Sue Green

001.21	Apologies: - Cllr Lewis. DCC Cllr Rufus Gilbert																																							
002.21	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>																																							
003.21	Open Forum: - None attended																																							
004.21	Minutes of Previous Meeting – Minutes of Meeting Thursday 18 th March 2021 approved as a true record and to be wet signed.																																							
005.21	Devon County Council: - Cllr Gilbert no report apologies given.																																							
006.21	<p>South Hams District Council: - Cllr Taylor reported</p> <p><u>Car Charging Points</u> - Scottish Power have the contract for distributing the Electric Car charge points. Solar Panels will be used where possible. In the first instance towns will be supplied followed by outer village areas.</p> <p><u>Climate Emergency</u> - funds are still available for any small project that would be advantageous to the environment of the village.</p> <p><u>Kingston Refuse Collection</u> - Following many complaints from Kingston residents, including KPC Cllr Anderson meetings are being held with refuse collection teams within SHDC and the bin collection company FCC. Cllr Taylor thanked Cllr Grant for putting together a full report of all the problems within the village which show it has become abundantly clear that Kingston's Bin Collection schedule is not working, it is also noted that the situation is going to worsen with SHDC's new system of the recycling boxes commencing at the beginning of May. Cllr Grant thanked Cllr Taylor for his report and for all his efforts and time being put into fighting Kingston's corner with this problem. Cllr Grant asked if her mapping of the round of the bin collection problems compared well with his reports, Cllr Taylor confirmed report received. Cllr Grant continued to report that complaints are still being received to date. A full discussion followed with Cllr Grant offering to organise a meeting with SHDC Steve Mullineaux and the FCC Rep to walk around the village to highlight the problems. All noted. Cllr Taylor continued to report that the new collection of new boxes will be advertised by leaflet drop to each house in Kingston. The new Boxes will be dropped off in the last week of April and the new Refuse Collection regime starting in the first week of May. Cllr Taylor also offered to do a walk around with the Locality Officer to see the challenges for bin collection. Cllr Freeman asked for confirmation of Assisted Collection availability for the elderly and infirm, Cllr Taylor confirmed this is well advertised on all media. Following a further discussion, it was all agreed that a meeting will be arranged with Cllr Grant to have the walk about the village. Cllr White thanked Cllr Taylor for his reports and his support.</p>																																							
007.21	Correspondence: - Parishioner Horse Box refreshment in Rec Grd – Confirmation has been received that the Horse Box Refreshment project is near completion and ready for actioning. Thanks was expressed for the update from KPC.																																							
008.21	<p>Finance: Opening Balances</p> <table border="0"> <tr> <td>Current Account Total</td> <td style="text-align: right;">£2,099.76</td> </tr> <tr> <td>Business Account</td> <td style="text-align: right;">£1,837.63</td> </tr> </table> <p>Payments to be Authorised.</p> <table border="0"> <tr> <td>Clerks Wages April 2021</td> <td style="text-align: right;">£ 230.00</td> </tr> <tr> <td>Clerk B'band & Heating April 2021</td> <td style="text-align: right;">£ 15.00</td> </tr> <tr> <td>J Hardy Printed Flyers N'bour Plan</td> <td style="text-align: right;">£ 45.00</td> </tr> <tr> <td>DALC/NALC Annual Subscription</td> <td style="text-align: right;">£ 81.28</td> </tr> <tr> <td>Zoom March Mthly Payment</td> <td style="text-align: right;">£ 14.39</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 385.67</td> </tr> </table> <p>Also, to be noted Payments to be Authorised</p> <table border="0"> <tr> <td>Ace of Spades 2of7 Maintenance Rec Grd</td> <td style="text-align: right;">£ 571.43</td> </tr> </table> <p>Payments Received</p> <table border="0"> <tr> <td>SHDC 1st half 2021-22 Precept</td> <td style="text-align: right;">£5,225.00</td> </tr> </table>	Current Account Total	£2,099.76	Business Account	£1,837.63	Clerks Wages April 2021	£ 230.00	Clerk B'band & Heating April 2021	£ 15.00	J Hardy Printed Flyers N'bour Plan	£ 45.00	DALC/NALC Annual Subscription	£ 81.28	Zoom March Mthly Payment	£ 14.39	Total	£ 385.67	Ace of Spades 2of7 Maintenance Rec Grd	£ 571.43	SHDC 1 st half 2021-22 Precept	£5,225.00	<table border="1"> <thead> <tr> <th>Set Aside Current A/c at 18/03/2021</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Allotment</td> <td style="text-align: right;">986.00</td> </tr> <tr> <td>Marquee</td> <td style="text-align: right;">00.00</td> </tr> <tr> <td>3rd Groundwork Grant N'hood Plan</td> <td style="text-align: right;">495.50</td> </tr> <tr> <td>KPC Playground Maintenance Donations</td> <td style="text-align: right;">712.00</td> </tr> <tr> <td>KPC BT Pone Box Maintenance Donations</td> <td style="text-align: right;">12.00</td> </tr> <tr> <td>KPC Hedgehog Funds</td> <td style="text-align: right;">217.00</td> </tr> <tr> <td>Annual Set Aside towards Laptop 2020</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">2,567.00</td> </tr> </tbody> </table>	Set Aside Current A/c at 18/03/2021	£	Allotment	986.00	Marquee	00.00	3 rd Groundwork Grant N'hood Plan	495.50	KPC Playground Maintenance Donations	712.00	KPC BT Pone Box Maintenance Donations	12.00	KPC Hedgehog Funds	217.00	Annual Set Aside towards Laptop 2020	100.00	Total	2,567.00
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009.21	KPC Printer: - Cllr White reported the editor of the Parish Newsletter has informed KPC the printer for Village Newsletter has come to its end of life. This printer was purchased in November 2013. The editor consulted with Karl of PCS on the best way forward. PCS put forward two options. Option 1 – Lease a Printer which would cost £35 extra on the current expenditure. Option 2 – Purchase a Toshiba 478s @ £435.00 plus VAT, service would stay the same at £00.07p a copy. Following further discussion, Cllr Kelly proposed Option 2, the purchase of a Toshiba, seconded by Cllr Freeman and agreed by all. Extended thanks were passed to David Carter																																							
Cont'd																																								

Signed By Chair Dated

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Cont'd 009.21	Cont'd KPC Printer: - the editor of the Newsletter for the support and hours of work he puts in for producing the Newsletter. Also, for sourcing all the information for the best way forward for the change of the Printer.
0010.21	Audit: - Clerk reported - All documentation has been received from External Auditors PKF Littlejohn enabling KPC to proceed with the 2020-21 AGAR. <u>2020-21 AGAR Accounts</u> have been examined by Cllr White with the Parish Clerk and agreed as all in order. Clerk asked for confirmation from Cllrs to having received and read the 2020-21 AGAR Accounts, all confirmed read. <u>Signing of AGAR by KPC</u> owing to the COVID-19 social isolating the AGAR was signed by the Clerk and will forward to the Chair Cllr White for the final "wet" signatures. All noted. Public Inspection Period has been kept to the normal dates from Monday 15 th June 2021 to Friday 24 th July 2022. Clerk will place this PIP document in the Parish Noticeboard and on the Parish Website. All noted. <u>Internal Auditor</u> Alison Marshal has been booked for 16 th April 2021 to examine the said accounts. All Noted
010.21.01	Exemption Certificate - KPC 2020-21 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.
010.21.02	Section 1 Annual Governance Statement of 2020-21 Annual Returns Form was proposed by Cllr White, seconded by Cllr Freeman, agreed unanimously that these accounts to be accepted. The Annual Governance Statement was signed and dated by the Clerk.
010.21.03	Section 2 Accounting Statements of 2020-21 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.
011.21	Insurance: - Clerk reported the 3-year Long Term Contract is now coming to its end. Came and Co, KPC's insurance brokers have supplied 3 quotes for KPC to inspect. All Cllrs confirmed receiving the insurance information with Cllrs Kelly and Anderson confirming to looking at the details in depth. Cllr Grant asked how much insurance cover is for Cyberattacks. Clerk will enquire at Came & Co and report back at the May KPC meeting to enable Cllrs to make the final decision of choice of insurers. All Noted
012.21	AGM: - Cllr White confirmed that the KPC AGM for the annual election of the Chair and Vice including Cllrs confirming their individual roles on the Council will be actioned on 20 th May the next KPC meeting. All noted
013.21	Grants: - Cllr White reported the Little Gems Grant from DCC could possibly be utilised towards equipment for the Recreation Ground. This will be discussed by Rec Grd Sub Committee. Clerk confirmed cut off date to be 31 st October 2021. Clerk reminded KPC of the SHDC availability of the Climate Emergency Grant and Localities Grant. All Noted
014.21	Neighbourhood Development Plan: - Cllr Kelly reported <u>Voting on the Referendum</u> – After 5 years hard teamwork and input from many parishioners the opportunity for voting on the KNP Referendum will finally be taking place on the same day as the DCC and Police & Commissioner Elections. The Elections will be taking place in the Kingston Reading Room on Thursday 6 th May 2021. <u>NP Voting Leaflets</u> – have been printed, these will be distributed to all households within the Parish for awareness that the time and place to vote on their Neighbourhood Plan. <u>NP Display Stock</u> –After discussion it was agreed to keep the Banner and Pull Up display board which were used through the NP development and kept in the RR KPC storeroom. Cllr Freeman asked for the parish map on the Pull Up display board to be displayed in the Parish Kiosk. Clerk will investigate. Cllr White gave sincere thanks again to the KNP Task Group for their dedication to the NP.
015.21	CAP (Community Action Plan): - Cllr Kelly reported Plan 6 of the CAP to seek provision of further bus services could be helped by completing a survey on one of the circulated e-mails from the Clerk. It is suggested that individuals to action the survey to give weight to Kingston needing more bus services, replies by 20 th May. It was agreed that this should be put in the Newsletter. <u>Ground at Yellands Park</u> – could the SHDC Climate Emergency Grant be used for tree planting in the ground adjacent to the road wall of the car park. Cllr Anderson suggests trees would shadow neighboring houses and suggested shrubs. Cllr Freeman reminded all that any planting would add cost to the ground maintenance which Yelland residence have to pay. It was agreed by all not to go forward with this idea. Cllr Summer-Nutting suggested applying for the Grant for purchasing solar paneling for the RR. All Noted.
016.21	Clerks Report: - Clerk reported <u>DALC COVID update of Parish Council Meetings</u> – There has been no new Government directive to alter Parish Council Meetings being Face to Face after 7 th May 2021. Therefore, KPC will meet in the Reading Room for their 20 th May 2021 meeting. <u>Clerk's Workshop Meeting</u> – The Dementia representative from the Four Rivers Dementia Alliance, Liz Hitchins attended the DALC Clerks workshop asking for support from all Parishes if possible. Cllr Grant confirmed to place an article in the Newsletter. All Noted
017.21	AGM Annual Meeting of the Council: - See above Item 012.21
018.21	Highways: - Cllr Anderson reported <u>Devon Highways Parish Road Schemes</u> – Highways will be visiting each Parish to decide on which area of road needs refurbishments. It is offered to KPC to make their own requests which can be 3 of. Cllr Anderson put forward for the lane from Great Torr Post down to Torr Croft. The lane to the Sewage Works including Park View area and Wonwell turning bay. Cllr Anderson asked if Cllrs could consider these areas and to inform him before he speaks to Adam Keay at Devon Highways. All noted. <u>Wonwell Lane</u> – the Spring in the middle of the road is going to be attended to, but no time factor given. All Noted

Signed By Chair Dated

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019.21	Elections: - Cllr White reported the election of the DCC, Police Commissioner and the Kingston Neighbourhood Plan Referendum will be taking place in the Kingston Reading Room on Thursday 6 th May 2021. All noted	
020.21	Newsletter: - Cllr Grant reported items to be placed in the Newsletter are Refuse Collection and Holiday dates. Local Police contacts, Awareness of local Facebook pages KEG & Charterlands. Bus Survey, Dementia, Elections, KNP Referendum and General KPC information. All noted.	
021.21	<p>Reports: 1. Planning: - Cllr Freeman reported <u>Planning Application:</u> - <u>Pending Planning</u> 1944/18/FUL Gabberwell – nothing to report. 0761/20/OAP Vicarage Park – nothing to report. 3484/20/FUL Reachswitch – nothing to report. <u>Planning Application</u> 1120/21/HHO Greenlands Kingston - Pitched roof with studio space. All Cllrs confirmed looking at the Planning Application. Following a full discussion it was agreed that this application can be submitted to SHDC as Support. Agreed by all.</p> <p>2 Recreation Ground Sub Committee: Clerk reported in Cllr Lewis's absence <u>Ace of Spades:</u> - reported that he has tidied the Copse a little more and put some markings down for a winding path for children. Thanks, has been passed to Ace. <u>Zip Wire</u> – Clerk received an e-mail from a member of the public to say the A Frame legs at the receiving end the wire was rising from the ground. Clerk immediately arranged for the Zip Wire to be roped off and out of action. Cllr Freeman agreed to investigate to take pictures and asks for the Clerk to obtain advice from Playdale as to whether this will come under their Guarantee or if it is something KPC will need to action, if so, which is the correct way to repair. <u>Zip Wire Seat</u> – no action taken yet. Cllr Freeman will monitor. <u>Stepping Post</u> – work in progress. <u>Teds Tarmac Straining Wire</u> – Wire to fencing was attached some 6 weeks ago. <u>Oak Tree</u> – Has been actioned.</p> <p>3. Allotments: Clerk reported all in order. A Neil has asked for putting up a Tunnel instead of Greenhouse. All agreed. 4 Reading Room: Cllr Heather Summer-Nutting reported <u>AGM</u> - will be taking place by Zoom connection on 11th May 2021. <u>Storage Cupboard</u> – This is still to be built with Cllr Freeman to project manage. Cllr Freeman explained that circumstances have changed, and time is becoming a challenge to fit in the building of the cupboard. Cllr Summer-Nutting will put to the RR Management Committee for a volunteer to help building the cupboard or maybe putting out to Tender. Cllr Grant will place a plea in the Newsletter. Cllr Freeman confirmed he will make a sketch of the design of the Storage Cupboard. <u>Extension Project</u> – a meeting will be held on Wednesday 21st May 2021 with the Property Manager from Punch to discuss the possibility of tree root disturbance if the extension project for the Reading Room should go ahead. All noted.</p> <p>5. Street Furniture: Cllr Anderson nothing to report. 6. Footpaths: Cllr White nothing to report. 7. Tree Wardens Report: Cllr White nothing to report 8. Kingston Church: - Cllr Kelly reported <u>Annual Church Parish Meeting</u> will take place on Sunday 16th May after the Service at 12 noon. All noted. <u>Church Bells</u> – Have now had their first ringing since the COVID Lock Down in March 2020. All Noted</p>	
022.21	Date of Next Meeting: Thursday 20 th May 2021 7.30pm. to be held in the Kingston Reading Room.	
	Closure of Meeting: - 8.10 pm	