

**KINGSTON PARISH COUNCIL MEETING**

Held on 26th May 2022 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	Cllr Heather Summer-Nutting
	SHDC Bernard Taylor	Cllr Phil Anderson
	Cllr Don Kelly	
<b>APOLOGIES</b>	DCC Cllr Rufus Gilbert	Cllr Alison Lewis
<b>IN ATTENDANCE</b>	Parish Clerk Lorraine Squire	

<b>018.22</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 Anderson proposed Cllr White to be Chair to KPC, seconded by Cllr Summer-Nutting. 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>018.22.01</b>	<b>Declaration of Office:</b> - Cllr White completed the Declaration of Acceptance of Office. Signed by Cllr White and Clerk																																					
<b>019.22</b>	<b>Election of Vice Chair:</b> - Cllr Summer-Nutting proposed Cllr Freeman seconded by Cllr Anderson. There being no further nominations Cllr Freeman was unanimously elected as Vice-Chairman																																					
<b>020.22</b>	<b>Responsibilities of Councillors as follows:</b> <table border="0"> <tr> <td>Treasurer</td> <td>Cllr White</td> <td>Reading Room</td> <td>Cllrs Summer-Nutting</td> </tr> <tr> <td>Neighbourhood Development Planning</td> <td>Cllrs Kelly</td> <td>Planning</td> <td>Cllr Freeman</td> </tr> <tr> <td>Recreation Ground Sub Committee:</td> <td>Cllrs Lewis</td> <td>Allotments</td> <td>Clerk &amp; Cllr Summer-Nutting</td> </tr> <tr> <td>Street Furniture:</td> <td>Cllr Anderson</td> <td>Trees</td> <td>Cllr White</td> </tr> <tr> <td>Footpaths Wardens submitted Report</td> <td>Cllr White</td> <td>Kingston Church</td> <td>Cllr Kelly</td> </tr> <tr> <td>GDPR (General Data Protection Regulations)</td> <td>Cllr Summer-Nutting</td> <td>Marquee</td> <td>Cllr Freeman</td> </tr> <tr> <td>KPC Newsletter Reports/SHDC Recycling</td> <td>Cllr Grant</td> <td>Grant Applications</td> <td>Cllr Kelly</td> </tr> <tr> <td>CAP (Community Action Plan)</td> <td>Cllr Kelly</td> <td>Good Employer Adviser</td> <td>Cllr Grant</td> </tr> <tr> <td>KPC Web Site</td> <td>Cllr Freeman</td> <td></td> <td></td> </tr> </table>	Treasurer	Cllr White	Reading Room	Cllrs Summer-Nutting	Neighbourhood Development Planning	Cllrs Kelly	Planning	Cllr Freeman	Recreation Ground Sub Committee:	Cllrs Lewis	Allotments	Clerk & Cllr Summer-Nutting	Street Furniture:	Cllr Anderson	Trees	Cllr White	Footpaths Wardens submitted Report	Cllr White	Kingston Church	Cllr Kelly	GDPR (General Data Protection Regulations)	Cllr Summer-Nutting	Marquee	Cllr Freeman	KPC Newsletter Reports/SHDC Recycling	Cllr Grant	Grant Applications	Cllr Kelly	CAP (Community Action Plan)	Cllr Kelly	Good Employer Adviser	Cllr Grant	KPC Web Site	Cllr Freeman			
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<b>021.22</b>	<b>Apologies:-</b> DCC Cllr Rufus Gilbert Cllr Alison Lewis																																					
<b>022.22</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>023.22</b>	<b>Open Forum:</b> A Parishioner requested an update regarding the removal of an ancient Devon bank as previously discussed at April's Parish Council Meeting. After discussion with SHDC Cllr Taylor and the Parish Council the Parishioner was assured that this matter was being dealt with and an officer from the Enforcement Team at SHDC would be in communication, but these legal matters do take time and certain legal procedures will have to be followed.																																					
<b>024.22</b>	<b>Minutes of Previous Meetings –</b> Minutes of Meeting Thursday, 21 <sup>st</sup> April 2022 approved and signed as a true record.																																					
<b>025.22</b>	<b>Devon County Councillor's Report:</b> Cllr Gilbert apologies given. No Report																																					
<b>026.22</b>	<b>SHDC Report:</b> Cllr Taylor reported £73,700 of Council Tax rebate to D-D holders had been distributed and further contributions were being communicated to Band E-H households. There will be an upgrading of communications with SHDC making it easier for people to get answers to questions promptly. Planning Dept is due to be realigned into areas to ensure no waste of time and resources. 140 Visas have been issued to our Ukrainian guests and 75 have already arrived in the South Hams to live with sponsors. All Noted.																																					
<b>027.22</b>	<b>Correspondence:</b> Email and photos regarding loose dog and dog's mess in pub garden. The Parish Council discussed, and it was decided that this needed reporting to SHDC as it was becoming a village issue. SHDC Cllr Taylor would provide correct contact details to the Clerk. Dolphin Pub – Variation to Licence noted and no objection. Welcome to the Village Event discussed. Reading Rooms Committee already planning this event to encourage use of Reading Rooms by Parishioners. All Noted.	-																																				

Signed By Chair ..... Dated .....  
 Kingston Parish Clerk – Lorraine Squire, Springfield, Kingston, Kingsbridge, Devon TQ7 4PP  
 e-mail kingstonclerk@gmail.com

028.22	<p><b>Finance: Opening Balances as at 10.5.22</b></p> <p><b>Current Account Total</b> £9,278.70</p> <p><b>Business Account</b> £1,837.80</p> <p><b>Payments to be Authorised.</b></p> <p>Clerk, L Squire Month 2 Wages £292.50</p> <p>Clerk, L Squire Month 2 Claims £15.00</p> <p>S Green Wages Month 2 £46.80</p> <p>PCS April Newsletter Printer Service £22.31</p> <p>Insurance Renewal (last year £866) £909.07</p> <p><b>Also, to be noted Payments Authorised</b></p> <p>Ace of Spades £666.70</p> <p><b>Payments Previously Authorised</b></p> <p><b>Payments Received</b></p> <p>SHDC Jubilee Grant £150.00</p> <p><b>Also, to be Noted Payment Received</b></p>	<table border="1"> <thead> <tr> <th><b>Set Aside Current A/c at 10/05/2022</b></th> <th><b>£</b></th> </tr> </thead> <tbody> <tr> <td>Allotment</td> <td>1336.00</td> </tr> <tr> <td>Marquee</td> <td>00.00</td> </tr> <tr> <td>KPC Playground Maintenance Donations</td> <td>2358.00</td> </tr> <tr> <td>KPC BT Pone Box Maintenance Donations</td> <td>12.00</td> </tr> <tr> <td>Annual Set Aside Replacement Laptop 2020</td> <td>200.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>3906.00</b></td> </tr> </tbody> </table>	<b>Set Aside Current A/c at 10/05/2022</b>	<b>£</b>	Allotment	1336.00	Marquee	00.00	KPC Playground Maintenance Donations	2358.00	KPC BT Pone Box Maintenance Donations	12.00	Annual Set Aside Replacement Laptop 2020	200.00	<b>Total</b>	<b>3906.00</b>
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029.22	<p><b>Insurance:</b> - Cllr White reported that the Insurance renewal documentation had been received from Gallagher. This is year two of a three-year contract. All Noted.</p>															
030.22	<p><b>Audit:</b> Clerk reported Internal Audit - Alison Marshal has now completed the 2021/22 Audit. Clerk to action and report. All Noted.</p>															
031.22	<p><b>CAP (Community Action Plan)</b> Cllr Kelly – nothing to report.</p>															
032.22	<p><b>Clerks Report</b> – The Contract of Employment was duly signed by the Clerk. Clerk confirmed that the Asset Register needed to be amended to reflect the Insurance Value increase on the Reading Rooms. All Noted.</p>															
033.22	<p><b>Annual Parish Assembly:</b> - Minutes of Meeting Thursday, 21<sup>st</sup> April 2022 approved and signed as a true record.</p>															
034.22	<p><b>Jubilee:-</b> A notice of all Jubilee events had been placed in the Parish Newsletter as well as various posters across the village. There had been a query raised regarding Saturday afternoon's event at the Playing Fields whether dogs on leads would be allowed. After discussion the Parish Council agreed no dogs permitted for this event. The distribution of Celebration Mugs to the children of Kingston would take place at the Street Party. Clerk would advertise this on KEG. All Noted.</p>															
035.22	<p><b>Funday:-</b> Cllr Freeman confirmed this event would be taking place on 6<sup>th</sup> August 2022. As on previous years as this event was run on behalf of Kingston Parish Council, insurance and toilet hire, etc (VAT element) would come under the Council's responsibility. All noted.</p>															
036.22	<p><b>Newsletter:</b> Cllr Grant confirmed that the Parish Council's article had been submitted as circulated. Next month's article to include a list of beekeepers with contact details as bees were swarming. A request for Parishioners with up to date First Aid Certificates who wouldn't mind being called upon at various village events to provide details to the Clerk. All Noted.</p>															
037.22	<p><b>Reports</b></p> <p><b>1. Planning:</b></p>	<p>Report: Cllr Freeman – TPO APPEAL K1128/8459 Appeal dismissed</p> <p><u>Planning Applications</u> 4615/21/FUL (Resubmission of 3484/20/FUL) Langston Farm – Updated plans being submitted. 0741/22/HHO Carport Orchard Cottage – Conditional approval 0849/22/FUL Demolition and construction Appletree Wyke – Withdrawn at present. To be re-submitted with more ecological Measures. <u>Pending Planning Applications</u> 0761/20/OAP Vicarage Park – ongoing – documentation Expected.</p>														

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

Kingston Parish Clerk – Lorraine Squire, Springfield, Kingston, Kingsbridge, Devon TQ7 4PP  
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	<p><b>2. Recreation Ground Sub Committee</b>  <b>3. Allotments:</b>  <b>4. Reading Room:</b></p> <p><b>5. Street Furniture:</b>  <b>6. Footpaths:</b>  <b>7. Tree Report:</b>  <b>8 Kingston Church</b></p>	<p>Report – Cllr Lewis. Absent  Report – Clerk. Cllr Summer-Nutting to view allotments in June.  Report – Cllr Summer-Nutting reported that the Reading Rooms Committee were now able to approach Chartered Surveyors to provide accurate quotes for consideration.  After discussion, the Parish Council agreed to three quotes being obtained for the full build of the Reading Rooms including all Elements. All Agreed.  The Reading Rooms Committee raised the question of the Newsletter being printed in colour. After discussion and due to cost of printing this was dismissed.  The Parish Council had no objection to the Reading Rooms Committee placing an A4 additional sheet to the next edition of the Parish Newsletter regarding the proposed User Group Event. All Noted.</p> <p>Report – Cllr Anderson All in order.  Report – Cllr White. Nothing to report  Report – Cllr White. Nothing to report  Report – Cllr Kelly – Friends of St James the Less – Barn Dance 2<sup>nd</sup> July 2022 7pm to be held at Scobbiscombe Farm Barns.  Further details in the June 2022 Parish Newsletter.</p>	
038.22	<b>Date of Next Meeting:</b> Thursday 16th June 2022 from 7.30 pm.		
	<b>Closure of Meeting:- 9.30 pm</b>		

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