

Minutes of the Meeting of
SALCOMBE TOWN COUNCIL
held in the Library of Cliff House, Salcombe
at 6.30 pm on Wednesday 22nd November 2023

COUNCIL MEMBERS PRESENT * - Attendance; A- Absent; N - No Apologies Received

Cllr Mark Goodey (Mayor)	*
Cllr Jasper Evans (Deputy Mayor)	*
Cllr Caroline Bricknell	*
Cllr Andrew Reed	*
Cllr Jess Denny	*
Cllr Eoghan Grace	*
Cllr Kizzy Sims-Stirling	A
Cllr Christine Milton	*
Cllr John Cooke	A
Cllr Craig Niven	*
Cllr Rob Wheeler	*
Cllr. David Higgins	*

Also in attendance:

Dist Cllr Samantha Dennis	A
Dist Cllr Mark Long	*
Cty Cllr Rufus Gilbert	A
Richard Harding (South Hams Newspapers)	*
PS Peter Shotton	A
Sara Jones (Town Clerk)	*
Pete Robinson (Cemetery Manager & Project Officer)	*

1. APOLOGIES

Apologies received from Cllr Kizzy Sims-Stirling, Cllr John Cooke, Cty Cllr Rufus Gilbert and Dist Cllr Sam Dennis
Cllr Eoghan Grace advised he will be arriving later

2. DECLARATIONS OF INTEREST

To invite Members to declare any pecuniary interests and non-pecuniary interests that they may have in any matters to be considered at this meeting; and to note that a Member with a disclosable pecuniary interest, in any matter must, withdraw from the Chamber at the commencement of the consideration of that business or, if later, the time at which the interest becomes apparent, whilst also considering if there had been any changes.

Cllr Jasper Evans declared an interest in Agenda item 10 and planning app 3635/23/TPO

Cllr David Higgins declared an interest in planning apps 2827/23/HHO and 3515/23/HHO

Cllr Christine Milton declared an interest in payment to Kings Arms (Miltons of Salcombe) and planning app 3376/23/ADV

3. OPEN FORUM

- i) Members of the public are invited to attend and discuss matters relating to the parish; they are invited to speak for a maximum of 3 minutes unless directed by the chairman of the meeting.

Town Clerk read out an email on behalf of **Niall Rudd regarding ZEST:**

We can't attend tonight's meeting but wanted to give you a brief update to share with fellow Councillors. Bus is ready, being signed off tomorrow and will have its final trial in Salcombe next week before going off for its third and final certification test on December 12.

We approached District Council at the beginning of June this year (Mark Long) reference using the hockey club carpark for overnight parking/charging.

SHDC have been hugely supportive of the project from the outset and it was they who suggested this space as a logical option initially.

However, at the 11th hour (Last Friday) the Trustees of the Berry land have come back and said they want £18.00 per night for overnight parking between 12am and 8am, equating to about £6,500 a year.

By contrast, to park in an SHDC purpose-built public carpark in Salcombe would only cost £2.00 from 6pm to 8am (about £730 a year).

The Trustees of the Elspeth Carr Charitable Trust wish to charge ZEST nearly 10 times that amount. Those we have spoken to at SHDC are pretty outraged, but it's a Trustee decision.

Disappointing as the deed clearly states this gifted land cannot be used for commercial purposes, but SHDC's solicitor has overruled that as they too are a Trustee of the Berry!

Unfortunately ZEST's SHDC approved funding application for help with the charging infrastructure is now null and void, so it's back to drawing board.

Unfortunately the service cannot operate until which time we have a safe space and three-phase charging facility.

Will keep you posted.

Dist Cllr Mark Long advised that this is under review

- ii) To note matters raised in the open forum and consider any to be added to the agenda for a future meeting

None

4. TO RECEIVE VERBAL OR NOTE ANY WRITTEN REPORTS FROM COUNTY OR DISTRICT COUNCILLORS OR ANY REPRESENTATIVE FROM THE DEVON AND CORNWALL POLICE

Councillors are welcome to raise any questions they have and consider any matters raised to be added to the agenda for a future meeting.

Dist. Cllr Mark Long advised:

- New planning portal being implemented by SHDC
- Following changes to the recycling and rubbish collections, which came into effect on Monday, there have been a few teething problems, but all in all things have been going relative well – 17,000 collections but only 34 missed collection reports at close of play on Monday, with the advisement that if a resident has a missed collection they can report it online to be rectified.
- Planning training event for Councils; 24th January 2024 16:00 – 19:00 via Teams

5. SALCOMBE'S ECONOMIC COMMUNITY PLAN

RESOLVED to accept SHDC's proposed timeline for the implementation of the 4 phases of the plan as follows:

- Phase 1 (create Salcombe's Economic Profile): Dec 23 – Feb 24
- Phase 2 (share the baseline economic profile with the community): March 24 – May 24
- Phase 3 (review the community engagement consultations): June 24 – Sept 24
- Phase 4 (draft and share the Economic Community Plan): October 24

Voting:

Abstain: 0

Against: 0

For: 9

Action: [Town Clerk](#)

6. EXPRESSION OF INTEREST FOR ELECTRIC CHARGING POINTS

Town Clerk advised that DALC's newsletter stated that DCC are seeking expressions of interest for electric vehicle charge points in parish council car parks, with a deadline of 17th November 2023. As there is no binding commitment, at this stage, she has expressed an interest, on behalf of the Council, for electric vehicle charge points in Bonfire Hill car park.

Council **RATIFIED** this expression of interest.

Voting:

Abstain: 0

Against: 0

For: 9

Action: [Town Clerk](#)

7. TOWN COUNCIL MEETINGS

- a. Council approved and Mayor signed as a true record the minutes of the town council meetings:
- i. Wednesday 27th September 2023

Voting:

Abstain: 2 (one councillor not had chance to read them and another councillor was not at the meeting.)

Against: 0
For: 7

ii. Extraordinary Meeting on Friday 6th October 2023
with amendments on page 2:

1. Members *stated* that Salcombe is very different to other towns and therefore they need to be focused on Salcombe's parking issues.....
2. Members *understood from consultation with DCC* that it's going ahead with its proposals irrespective if any towns state they're against the proposals.

Voting:
Abstain: 2
Against: 0
For: 7

iii. Wednesday 25th October 2023

Postponed as minutes not ready to be considered.

8. PLANNING & LICENSING APPLICATIONS

See Appendix Nov 23 P

9. WEBSITE AND SOCIAL MEDIA

Cllr Craig Niven advised that although this is the responsibility of the office staff, due to the skill set sometimes needed and the timeframe for information to be posted it will be best for Cllr John Cooke and Cllr Eoghan Grace to be able to post content, under the direction of the Town Clerk, with the caveat that the Council needs to take responsibility if content is posted by either councillors that is not in keeping with the Council's remit/policy.

Town Clerk advised that she has spoken to both Councillors who have advised they are comfortable taking on these roles. She also advised that she does not have access to Nextdoor as this is linked to a Councillor's personal account.

Council **RESOLVED** for Cllr John Cooke to become lead and Cllr Eoghan Grace as deputy lead of the Website & Social Media Working Group, to be able to post content on social media and the Council's website; under the management and direction of the Town Clerk.

Voting:
Abstain: 0
Against: 0
For: 9

Action: Town Clerk

Cllr Jasper Evans left the meeting ahead of Agenda Item 10 being discussed

19:11 Cllr Eoghan Grace arrived

10. SALCOMBE TOWN COUNCIL HISTORIC DOCUMENTS

Town Clerk advised, following the office move, Cllr Jasper Evans, at her request, took several historic documents e.g. old plans and objects, including some Royal Mint Platinum Jubilee 2022 £5 commemorative coins to the Maritime Museum for them to consider their relevance and importance. She advised that Roger Barrett has kindly indexed everything and has requested for the ownership of some of the documents and objects to be transferred to the Maritime Museum.

Town Clerk advised that these have been checked by the office against the Council's Retention and Disposal Policy and even though some documents, due to their dates, fall outside this policy, she is concerned about transferring ownership in case the Council needs to revert to these documents at any point. She suggested that Council ask the Maritime Museum to stipulate which documents they specifically want to borrow to display in the museum.

Members discussed the benefits of digitalising documents, with the view of doing this as and when the office comes across important documents, rather than in one go.

Council **RESOLVED** for documents and objects to be kept in the Council's ownership and for Town Clerk to ask the Maritime Museum if there is anything they would like to borrow.

Voting:
Abstain: 0
Against: 0
For: 10

Action: Town Clerk

Cllr Jasper Evans came back into the room

11. CONCESSION FOR A NON-RESIDENT'S BURIAL FEES

Council considered a request received for reduction of burial fees for a non-resident and **RESOLVED** not to agree to a reduction in the fees, due to the length of time passed since they had lived in Salcombe.

Voting:
Abstain: 0
Against: 0
For: 10

Action: Town Clerk

12. POLICE SURGERIES

Considered a request from PS Peter Shotton and **RESOLVED** for the police to hold surgeries at the Council's office at Cliff House on a 4-weekly basis.

Voting:
Abstain: 0
Against: 0
For: 10

Action: Town Clerk

13. SHDC'S CORPORATE STRATEGY

Council discussed and considered SHDC's Corporate Strategy, which sets out SHDC aims and ambitions for 2024-2028 and completed online, during the meeting, SHDC's survey relating to this.

Voting:
Abstain: 0
Against: 0
For: 10

Action: Town Clerk & Council

14. ISSUE OF PARKING PERMITS FOR PARENTS OF SALCOMBE PRIMARY SCHOOL

Council discussed the concerns regarding safety issues around school children crossing the road (the school no longer has a lollipop person) with cars parking on double yellow lines. Council **RESOLVED** to issue permits to the parents of Salcombe Primary School to enable them to park free in Bonfire Hill Carpark at school pick up/drop off times during term time, for a trial period with a review at Easter 2024, with the proviso that the school looks to approach DCC to request they impose a 20MPH speed limit around the school and install a gate at the back of the school to enable safer access. The Council would look to support the school with these projects if needed.

Voting:
Abstain: 1
Against: 0
For: 9

Action: Town Clerk

15. SHDC'S OFFER OF ONE FREE DAY OF PARKING

Council considered SHDC's offer of one free day of parking on the lead up to Christmas and **RESOLVED** for this to be Saturday 16th December 2023

Voting:
Abstain: 0
Against: 0
For: 10

Action: Town Clerk

16. COUNCIL'S CURRENT LIST OF PRIORITY ACTION POINTS

Members discussed the Council's current list of priority action points with the view to prioritise them for officers to action, taking into consideration any potential liabilities and/or risk to Council. As the list is extensive and complicated Council **RESOLVED** for the **HR & Staffing Committee** to review and order the list and to inform Council via email, with any concerns to be brought back to December's TC meeting.

Voting:
Abstain: 0
Against: 0
For: 10

17. PARK N RIDE FOR 2024 SEASON

- i. Cllr Jess Denny advised members that, along with Cllr Christine Milton, she met with Tally Ho to discuss the Park n Ride service in 2024. She advised that Tally Ho are looking into the feasibility of having a bus stop near Bonfire Hill carpark, either side of the road, to enable the 164 service to stop here, therefore enabling the park n ride to be utilised all year round – 164 bus is an hourly service. Cost would not exceed £450 p/day. Cost of the park n ride service for 2023 was £12,006.20 – Cllr Jess advised other years' shortfall were:

2016 £6,900
 2017 £7,280
 2018 £8,100
 2019 Just over 10K

Park n Ride ran for longer during these years and the cost of hiring the bus has risen. Also reminded Councillors the weather wasn't great during this year's summer season.
 Revenue for financial year ending March 2023 £36K (DCC) + £11,500 from Salcombe Harbour Hotel – net revenue for this year approx. £34,646

RESOLVED to operate Park n Ride bus, using Tally Ho, as follows:

Thursday 28th March 24 to Sunday 14th April 2024
 Friday 3rd – 6th May 2024
 24th May – 2nd June 2024
 28th June – 8th September 2024
 October 2024 – dates to be considered at a future Town Council meeting.

Voting:
Abstain: 0
Against: 0
For: 10

ACTION: TOWN CLERK

- ii. Members discussed committing to a five year provision to enable Tally Ho to invest in any relevant vehicles in order to operate the service to the most cost effective level. Town Clerk advised Council that they need to look at budgeting for this; Council **RESOLVED** to postpone until December until **Parking Working Group** have looked into this further.

Voting:
Abstain: 0
Against: 0
For: 10

- iii. Consider the timescale with regard to agreeing the Tally Ho proposal

See 17i)

21:30 **RESOLVED** to continue the meeting

18. DCC ON-STREET PAY N DISPLAY PARKING PROPOSALS

Members discussed the results from the Council's online survey and the consultation meeting with the town with regards to DCC's on-street Pay n Display Parking Proposals and the way forward. The members noted again that DCC have advised the Council that they will be taking its proposal to public consultation, irrespective of any towns being against the proposal, but have advised the Council that if it cooperates with them they will take into account feedback and suggestions made by the Council on behalf of the town.

Therefore with this in mind and with Salcombe's response being identified in the online survey and from discussions at the public meeting, the Council **RESOLVED** to:

- co-operate with DCC to achieve what is perceived to be the best possible outcome on the proposal for the benefit of the Community
- advise DCC that the Council wants to have an holistic approach going forward and to engage with DCC and SHDC in the near future
- publish survey.

Voting:

Abstain: 0

Against: 0

For: 10

Dist Cllr Mark Long left the meeting

Council **RESOLVED** to propose the following to DCC:

- Loring Road to be taken out of DCC's proposals and to remain with its current provision of 20 mins maximum (to enable use of the Spar and parking of its delivery lorries).
- Free 1 hour in all proposed locations with 2 hours max (DCC prior to the meeting advised that they will now offer this, rather than the initial proposal of a free 30 minute period).
- Marked bays in all proposed locations
- Use parking meters (discussed the idea of using parking discs, but members discussed how these could potentially be misused and people will need to purchase one before they could park)
- North Sands to be included with 24 hours pay-n-display, all year round, in order to deter the overnight parking of campervans/motorhomes
- Parking to be seasonal (as this was requested by town) i.e. as per current provision bar N Sands
- Return periods – as per current provision
- Outside Boots – 1 hour maximum stay (free)

Voting:

Abstain: 0

Against: 0

For: 10

ACTION: TOWN CLERK

19. LEASE OF MORTUARY BUILDING AS A STORAGE FACILITY

Council considered draft lease for the lease of Mortuary Building to Salcombe Players. Various points discussed; Council **RESOLVED** for Cllr Jasper Evans to add these points to the draft lease for further consideration.

Voting:

Abstain: 0

Against: 0

For: 10

ACTION: TOWN CLERK**20. REPORTS**

Please note that these are reports on attendance at meetings, representatives on public bodies/associations or working groups; no matter will be raised for the Council to consider apart from any matters to be added to the agenda for a future meeting.

i. Mayor
No report

ii. Councillors

Cllr Caroline Bricknell advised that there are 2 signs down in Bonfire Hill carpark **ACTION: PROJECT MANAGER**

Cllr Eoghan Grace advised Council that he attended Bonfire Hill Allotments Association's AGM. Fees are increasing from £12 to £18 and they are currently looking at a potential community composting scheme. Asked Cllr Grace to advise Council that the boundary hedge needs cutting. Town Clerk advised members that officers are aware, but beholden to SHDC's timescales.

Cllr Christine Milton advised members:

- she attended Salcombe Town Regatta's meeting. 2023 regatta made enough money to donate to 3 organisations. Discussed grants – advised them to submit application and not be put off that their application was refused last time.
- A resident had been in touch to say that LiveWest is looking to stop tenants having coal fires. Members suggested resident contacts Citizen's Advice.

iii. Clerk
See appendix 1

Town Clerk also acknowledged the help and support she is receiving from Pete Robinson (Cemetery Manager/Project Officer) and Romi Pearce (Admin Support) and wanted to publicly say thank you to them as they have been invaluable.

21. FINANCE

i. Council received and approved invoices for payment – see appendix 2
Of particular note:

- Cliff House: lease of previous office: invoice received July, but had been charged incorrectly so have been waiting on revised invoice.
- Tally Ho: invoice received for the 2023 season - £11,379.65. Town Clerk advised that after checking the figures she makes the deficit to be £12,006.20 – waiting on confirmation from Tally Ho. Council **RESOLVED** to pay invoice up to maximum of £12,006.20
- Cliff House: lease and service charge of new offices. Town Clerk advised members that the invoices are for the total annual cost. She advised that previous rent was paid annually and new lease is currently being drafted. Members **RESOLVED** to give Delegation of Authority to Town Clerk to negotiate paying in installments – offering monthly and then quarterly.
- Civic Lunch: budget of £2400 was exceeded by £220.89, due to additional wine put on the tables – Council **RATIFIED** this additional expenditure.
- £250K transferred to CCLA
- Payroll has been sent to HR & Staffing Committee for approval of hours and overtime.

Voting:
Abstain: 0
Against: 0
For: 10

ii. Council received and approved finance report/bank reconciliation – see appendix 3
Balance as at 21/11/23 £313,836.60
Town Clerk advised she is querying payments to BT & IT Workhouse, as payments have been made by direct debit, which were more than she was expecting.

Voting:
Abstain: 0
Against: 0
For: 10

iii. Members consider the renewal quote of £325+VAT received from Play Inspections Ltd for 2024 inspections of Jubilee Gardens play park. Town Clerk advised that the Project Manager is pleased

with the quality of the inspections and resulting reports with his recommendation being to renew. Council **RESOLVED** to renew the contract.

Voting:
Abstain: 0
Against: 0
For: 10

ACTION: TOWN CLERK

- iv. Town Clerk advised members they have received one quote in to repair the boundary wall of Redfern Woods, with the project officer still seeking further quotes – proving difficult.

Due to the nature of the further discussion the Council **RESOLVED**, in the public interest, for the public and press to be temporarily excluded.

Voting:
Abstain: 0
Against: 0
For: 10

21. NEXT MEETING

Council **RESOLVED** for the date of the next meeting to be Wednesday 20th December at 17:00 (due to Christmas holidays) in the library of Cliff House.

Meeting ended 22:53

Signed *Mark Goodey*

Mayor

20th December 2023