

Minutes of the Meeting of
SALCOMBE TOWN COUNCIL
held in the Library of Cliff House, Salcombe
at 6.30 pm on Wednesday 28th February 2024

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

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

Also in attendance:

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

1. APOLOGIES

Apologies received from **Cllr Jasper Evans** and reason accepted by Council. **Cllr Eoghan Grace** apologised ahead of the meeting to advise he will be late due to work commitments.

Apologies received from **Dist Cllr Mark Long**

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 Christine Milton declared an interest in planning application 0150/24/FUL and 0126/24/NMM

Cllr Mark Goodey declared an interest in planning application 0150/24/FUL and 0126/24/NMM

Cllr Craig Niven declared an interest in planning application 0133/24/FUL and 0134/24/FUL

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.

- Andrew Lethbridge, representing the applicant for planning application **0146/24/HHO (Sunrising)** addressed the Council. **See Appendix 1**

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

None

4. 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.

Cty Cllr Rufus Gilbert:

- *DIY waste taken to recycling centres: Four single visits/house in any four week period or an unbagged item up to 2 metres. All else will be charged Visit: www.devon.gov.uk/wasteandrecycling*

- A379 in Yealmpton closed 26th Feb to 1st March 2024
- DEVOLUTION.....If you're interested in following this, please go to www.devontorbaydeal.org.uk
- Pay n Display on street parking. It has been decided to review this policy for Devon.
- Public Rights of Way: noted this on the agenda; advised that the department is stretched creating in delays, but to contact him if we need any help as he knows people within the department.
- 20MPH speed limit: noted this on the agenda. Happy to support the Council's application and to be named as doing so as part of the application.
- Bonaventure Road: there will be from Monday 8th April until Friday 12th April, Footway Slurry preparation and cleaning on Bonaventure Road, Salcombe.

Cty Cllr Rufus Gilbert left meeting

Dist Cllrs Samantha Dennis and Mark Long Report: – **See Appendix 2**

18:45 Cllr Craig Niven left meeting

5. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE TOWN COUNCIL MEETINGS:

Council **RESOLVED** to approve as a true record the minutes of the town council meetings:

- i) Wednesday 20th December 2023

Against: 0

Abstain: 3 (Cllr Christine Milton, Cllr Eoghan Grace and Cllr Caroline Bricknell as not in attendance)

For: 9

- ii) Wednesday 24th January 2024

Against: 0

Abstain: 1 (Cllr John Cooke as not in attendance)

For: 10

6. PLANNING & LICENSING APPLICATIONS

See Appendix: February 2024 Planning

7. P3 SURVEY AND GRANT APPLICATION - PUBLIC RIGHTS OF WAY (PROW)

Council considered the long-term maintenance of PROWs within Salcombe and **RESOLVED** the Town Clerk delegation of authority to complete DCC's grant application for 2024/25.

Against: 0

Abstain: 0

For: 9

Action: [Town Clerk](#)

8. ANNUAL TOWN MEETING

It was **RESOLVED** that the Annual Town meeting will be held on **Wednesday 24th April 2024** commencing at 6pm in the Assembly Room at Cliff House.

Action: [Town Clerk & Mayor](#)

9. SALCOMBE COMMUNITY ECONOMIC PLAN

Council **RESOLVED** to agree Cllrs Andrew Reed, Craig Niven and Eoghan Grace being part of the Steering Group and that Councillors may represent their businesses within this, at is a community led project, not Council led.

Against: 0

Abstain: 0

For: 9

Action: [Town Clerk](#)

19.15 Cllr Eoghan Grace arrived

10. CIVIC LUNCH AND CITIZEN OF THE YEAR

Council **RESOLVED** for:

- i. **Cllr Christine Milton** to lead on the Civic Lunch and Citizen of the Year, with a view of researching the possibility of changing the format; feeding back on her findings in April
- ii. For it be held on Sunday 13th October 2024 at Cliff House

Against: 0

Abstain: 0

For: 10

Action: Cllr Christine Milton & Town Clerk

11. MOLES

Council **RESOLVED** to postpone this agenda item to a future Town Council meeting.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

12. DCC URBAN GRASS CUTTING PROGRAMME

Council considered and **RESOLVED** to continue with the delivery of DCC's urban grass visibility splay cutting for 2024/25; allocation from DCC for 24/25 will be £359.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

19:30 Cllr Eoghan Grace left room for next agenda item

13. COMMUNITY SURGERIES AT THE RUGBY CLUB

The Mayor and Cllr Christine Bricknell reported that the community surgery held at Salcombe Rugby Club, on 15th February 2024 was provided with a private room with tea and coffee served. As some Members are still unhappy with the charge of £20 (cleaning fee), Cllr David Higgins agreed to approach the Rugby Club to discuss the case for future meetings.

Action: Cllr David Higgins

Town Clerk suggested that meetings need to be held in locations other than Cliff House i.e. go out to the community rather than expect community to come to the Council. She advised that the Over 60's Centre agreed for a surgery to be held at the centre, when she approached them with the idea last year.

Members agreed and **RESOLVED** for the next 2 meetings to be:

APRIL - ~~Wednesday~~ Thursday 18th from 4-6pm at Cliff House. Attending will be Cllrs Andrew Reed and Eoghan Grace. Cllr Milton will be reserve

MAY - w/c 13th during one of the Over 60's Centre meetings, Victoria Quay. Cllrs Kizzy Sims-Stirling and Christine Milton to arrange with Carol (lead of Over's 60's Centre)

Against: 0

Abstain: 0

For: 10

Action: Town Clerk, Cllrs Kizzy Sims-Stirling and Christine Milton

14. PSPO ORDERS AND LICENSING WORKING GROUP

- i) Council considered and **RESOLVED** the current PSPO orders remain as is.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

- ii) Following Council's decision in September 2023's Town Council meeting, Council considered and **RESOLVED** that there was no need for a Licensing Working Group but will liaise with Police through Operation Flowton.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

15. MORTUARY BUILDING

- i) Council discussed and **RESOLVED** for Project Officer Peter Robinson to view the building holistically and provide a project plan with quotes.

Against: 0

Abstain: 0

For: 10

Action: Project Officer

- ii) Council **RESOLVED** to paying the balance of £2,963.40 (incl VAT) to Heritage Preservation, relating to the 10% of the overall total retained in lieu of a retention fee against latent defects.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

- iii) Council discussed and **RESOLVED** to allow Salcombe Players under the Project Officer's supervision, to use some of their own racking with anchor points for H&S reasons. They must be responsible for 'making good' the space afterwards.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

- iv) It was **RESOLVED** that a key safe can be installed rather than need for multiple keys to be made available

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

16. SHDC GARDENING AND MAINTENANCE CONTRACT

Council discussed and **RESOLVED** to agree Salcombe Town Council's gardening and maintenance contract with South Hams District Council for 2024/25 at a cost of £15,134.30+VAT.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk & Project Officer

17. UNREGISTERED LAND

Due to the sensitivity of the topic the Mayor, under the advisement of the Town Clerk, pushed this item into a Part II of the meeting.

18. SALCOMBE IN BLOOM

Council **RESOLVED** to postpone the decision to advertise and convene an inaugural meeting for Salcombe in Bloom volunteers to a future meeting date

Members **RESOLVED** that **Cllrs Jasper Evans, Caroline Bricknell and Town Clerk** to meet with Graham Price from Kingsbridge in Bloom for his advice as to how the group is structured and boundaries of responsibility between 'Community' and 'Town Council'.

Against: 0

Abstain: 0

For: 10

Action: Cllr Jasper Evans, Cllr Caroline Bricknell and Town Clerk

19. 20 MPH SPEED LIMIT PROGRAMME EXPRESSION OF INTEREST 2024-25

It was **RESOLVED** to authorise **Cllr Andrew Reed and Cllr Christine Milton** to complete the DCC self-assessment form, to be submitted by 1st March 2024, for Salcombe to be considered for funding.

Against: 0

Abstain: 0

For: 10

Action: Cllr Andrew Reed, Cllr Christine Milton

20. SUMMER BUNTING

Cllr Christine Milton reported to Council that she has liaised with Debbie Hainey from Town Regatta, who is supportive of bunting all through the summer, although said they will do something additional for the week of the Town Regatta, in order to mark it. Further discussion took place with members noting more information was needed before a decision could be made.

- i) **Town Clerk** to liaise with Kingsbridge Town Clerk as to how they handle the issues surrounding 'bunting'.
- ii) Insurance coverage needs to be investigated further. **The Mayor** agreed to approach Sabre and **Cllr Sims-Stirling** to enquire with Debbie Hainey
- iii) **Cllr Reed** to check on whether planning is required

Council **RESOLVED** that if the Council is able to find appropriate insurance cover for the bunting then to go ahead with putting up the bunting, otherwise Council will need to postpone further discussion and decision until a future Town Council meeting

Against: 0

Abstain: 0

For: 10

Action: Town Clerk, The Mayor, Cllr Kizzy Sims-Stirling, Cllr Andrew Reed

21. D-DAY

Cllr John Cooke led the meeting outlining the schedule of proposed events suggested by the Working Group, within the document headed "Salcombe D-Day 80", which was made available to members ahead of the Council meeting.

He advised that the Town Clerk asked for Council to consider that it will be a working day and out of season, and therefore to bear this in mind when deciding on the events of the day, taking into account additional workload on the office and cost to Council.

Key issues for Town Council highlighted were:

- Road closure; volunteers needed to man the road with one Chapter 8 trained person responsible for putting signs up. Radios are required. To discuss closure of Fore St for day or parade only and to include Whitestrand car park for military display.
- Beacon to be provided by Town Council. Insurance cover for Beacon to be looked into, as the beacon will potentially be under Salcombe Harbour Authority's responsibility once handed over on the water until 11pm
- Music licencing covered by Cllr Christine Milton via use of Kings Arms Beer Garden for PA system (background music)
- Cllr Craig Niven to approach Nigel Blazeby to take lead of the parade from Memorial to Whitestrand
- First aider required.

- Cllr Rob Wheeler approaching Kingsbridge Silver Band; Town Clerk has asked for clarification as to whether music licence is needed to cover their music.
- Via the Harbour; approaching the marines to see if they can be part of the Flotilla.
- Look to approach Kingsbridge Town Crier to see if he is able to attend.
- Maritime Museum putting on talks at Cliff House
- Military vehicles to be invited to display in Whitestrand.

Town Clerk reiterated that they will need to have a named lead on the day, as the Council's officers may not be available on the day, due to prior commitments. That the Council needs to be aware of what events they are responsible for on the day.

Town Clerk raised her concerns over the additional workload on the office and how this will impact on the time available to her for working on the VAT liability and Scribe, with the deadline for the VAT submission being in May and the potential implications the Council will face on not meeting this deadline, which she advised, at the rate the work is coming in, the Council will not meet.

Council **RESOLVED**:

- i) For the D-Day Working Group (Council members only) to have authority to proceed with the listed events in the "Salcombe D-Day 80" document.
- ii) To give the D-Day Working Group delegation of authority to spend up to their budget of £3000, providing quotes per purchase item, as applicable.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk and D-Day Working Group

22. REPORTS

i. Mayor - **See Appendix 3**

ii. Councillors reported on:

- **Cllr Kizzy Sims-Stirling** reported attendance with Town Clerk to a Key Individual Networks (KINS) meeting (via zoom), led by Inspector Shardlow. Malborough FEOFFES with Cllrs Rob Wheeler and Caroline Bricknell and a Town Regatta meeting. Cllr Sims-Stirling advised that Debs Hailey continues as Chair, Chris Turns as Deputy Chair and Nicola Bass as Treasurer.
- **Cllr Christine Milton** raised the issue of the state of the cashpoints on Whitestrand Car Park and ongoing quandary of ownership between BT and banking facilitator
- **Cllr Andrew Reed** advised he will provide sketches for the PandR Motorhomes parking and will research new play equipment for The Berry
- **Cllr Caroline Bricknell** advised that a member of public raised concern about a wall bulging on the Main Road; she will look further into.

iii. **Town Clerk- See Appendix 4**

Town Clerk advised:

- That now the parking permits have been issued to the school, she will get in contact with Cty. Cllr Rufus Gilbert, to arrange to increase enforcement around the school, as discussed with the school. She advised that the school do not want to have an additional access at the back of the school, due to safety concerns, but also the route would go through the forest school area.
- Friends of Redfern Centre have written to thank the Council for its donation to them, from the donations raised from the Coronation mugs.
- She wanted to pass her thanks onto Pete, for all the work and support he has been doing for the school.

iv. HR & Staffing Committee – None

*21:30 Mayor proposed and Council **RESOLVED** to extend the meeting.*

23. COUNCIL'S PRIORITY LIST & PREVIOUSLY AGREED ACTIONS

Council discussed and **RESOLVED** for the Priority List to remain as is.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

24. FINANCE

- i. Council received and **RESOLVED** to approve the payment of invoices and payroll

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

- ii. Council received and **RESOLVED** to approve finance report/bank reconciliation

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

- iii. Council agreed and **RESOLVED** the renewing of the Town Clerk's SLCC membership for 2024/25 at a cost of £298

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

- iv. Council agreed and **RESOLVED** the purchase of the noticeboard that has been waiting to be returned, following the office refurbishment, at a reduced cost of £292.85 incl VAT.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

- v. Council discussed and **RESOLVED** to review the contract with IT Workhouse with a future review in 3 months.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

25. EXCLUSION OF PUBLIC AND PRESS

Council considered and **RESOLVED**, that in view of the nature of the business about to be transacted at agenda items 26i) & 26ii), that the public and press be temporarily excluded in the public interest.

Against: 0

Abstain: 0

For: 10

26. LEGAL

- i. **CLIFF HOUSE LEASE**

Council discussed and **RESOLVED**:

- a. To delegate authority to Town Clerk to liaise with Cllr Jasper Evans to construct the Council's response to its solicitors in respect of the 'head of terms' in leasing of its offices from Cliff House Trust Limited, as per the information she sent them.
- b. To undertake to pay Cliff House Trust Limited's legal costs in connection with the lease for the amount of £2,125 plus VAT plus disbursements of a maximum of £50.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk, Cllr Jasper Evans

ii. **BOUNDARY WALL**

Council considered and **RESOLVED** to postpone this agenda item to the March’s Town Council meeting as further investigation and clarification is required

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

iii) **UNREGISTERED LAND**

Council **RESOLVED** for a Working Group to be set up to research and identify all unregistered land within Salcombe. Members to be **Cllrs Rob Wheeler (lead), David Higgins, Andrew Reed and Project Officer.**

Against: 0

Abstain: 0

For: 10

Action: Cllrs Rob Wheeler (lead), David Higgins, Andrew Reed and Project Officer.

27. NEXT MEETING

Council **RESOLVED** that the next meeting will be held on **Wednesday 27th March 2024** commencing at 6.30p.m. in the Assembly Room, at Cliff House.

Against: 0

Abstain: 0

For: 10

Action: Town Clerk

Minutes approved:

.....
Town Mayor

27th March 2024