

Minutes of the Meeting of
SALCOMBE TOWN COUNCIL
held in Council's meeting room, Cliff House, Salcombe
at 6.30 pm on Wednesday 27th March 2024

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 Eoghan Grace	N
Cllr Kizzy Sims-Stirling	*
Cllr Christine Milton	*
Cllr John Cooke	*
Cllr Craig Niven	*
Cllr Rob Wheeler	*
Cllr David Higgins	A

Also in attendance:

Dist Cllr Samantha Dennis	*
Dist Cllr Mark Long	*
Cty Cllr Rufus Gilbert	A
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 David Higgins and reason accepted. Cllr Evans queried the necessity of having apologies accepted. Town Clerk advised that it is a prescribed requirement and will provide further information for all to reference.

Action: [Town Clerk](#)

2. DECLARATIONS OF INTEREST

Members were invited to acknowledge any declarable interests, including the nature and extent of such interests that they may have in any items to be considered at this meeting whilst also considering if there had been any changes.

[Cllr Christine Milton](#) declared an interest in planning application 0518/24/FUL

[Cllr Mark Goodey](#) declared an interest in planning application 0518/24/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.*

None

- 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 Samantha Dennis reported:

- Ward Councillors have expressed concern over the Devolution arrangement at the District Council meeting last attended
- The Enforcement plan proposed is currently under review.

- Dist Cllr Dennis volunteered to have her mobile number shared to the Town Cllrs for direct contact when required.

No reports from **Dist Cllr Rufus Gilbert** or **Dist Cllr Mark Long**

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

The minutes of the Town Council meeting dated 28th February 2024 were **APPROVED** with one amend pointed out by **Cllr Andrew Reed** - Item 13 – should read Thursday 18th March not Wednesday.

Against: 0

Abstain: Cllr Jasper Evans as was not in attendance

For: 8

6. PLANNING & LICENSING APPLICATIONS

See Appendix March 2024 Planning

7. COUNCILLOR VACANCY

Council **RESOLVED** to agree appointment of Peter Dickinson as Town Councillor.

Against: 0

Abstain: 0

For: 9

Action: [Town Clerk](#)

8. TRAFFIC MANAGEMENT EVENTS TRAINING

Council **RATIFIED** for **Cllr Craig Niven** and the **Town Clerk** to attend the Traffic Management Events training organised by Cormac, via Kingsbridge Town Council, on Saturday 22nd June 2024, at a cost of £150 incl VAT p/person.

Against: 0

Abstain: 0

For: 9

Action: [Town Clerk, Cllr Craig Niven](#)

9. PARK AND RIDE

Council discussed what urgently needs to be done ahead of the Park and Ride service starting on 28th March 2024

- i) **Parking of motorhomes in Bonfire Hill carpark:** **Cllr Andrew Reed** and PnR Working Group looked at the feasibility of parking for motorhomes and concluded there are no obvious solutions due to various physical and safety constraints. Council discussed and **RESOLVED** for Officers to arrange a meeting between SHDC Parking, DCC Highways and Park and Ride Working Group to discuss practical options.

Against: 0

Abstain: 0

For: 9

Action: [Town Clerk](#)

- ii) **Current configuration of fencing, parking bays and barriers:** Project Officer Peter Robinson summarised the repairs and action required. Town Clerk advised that opening up the carpark, by taking down the barriers, may cause potential issues including enabling larger vehicles to use the car park. Council **RESOLVED** that immediate action required to “make safe and presentable” for the upcoming season; take out broken fences and spikes and height restriction barriers. With no cost incurred.

Against: 0

Abstain: 0

For: 9

Action: [Project Officer Peter Robinson](#)

Cllr Christine Milton advised that in order to make clear to the public she added “164” to the public bus stop sign and PnR to the bus waiting sign.

- iii) **Repairs and Purchase:** Project Officer will need to provide quotes for repairing fences, sleepers/white bay markings, new barriers, signage as appropriate and potholes ready for summer season beginning 12th July. Council **RESOLVED** to agree, if needed, email vote on quotes for works in order to try and get them completed before 12th July.

Against: 0

Abstain: 0

For: 9

Action: Project Officer

Information Noticeboards. Council discussed and **RESOLVED** for the cleaning and varnishing of the noticeboards by Councillors. Bus timetables/prices and bus route maps will be published and displayed on noticeboards and website.

Against: 0

Abstain: 0

For: 9

Action: Cllr Craig Niven, Cllr John Cooke, Cllr Christine Milton

Advert in Gazette: Council **RESOLVED** that **Peter Dickinson** is to prepare a Press Release on the Park and Ride service to the Gazette.

Against: 0

Abstain: 0

For: 9

Action: Cllr Peter Dickinson/Town Clerk

Route: Council discussed residents' complaints received and the implications of the current route. Council **RESOLVED** that for the current season Town Clerk/Project Officer to request residents log individual complaints and then to arrange meeting with Tally Ho at the end of season. Council's Park and Ride Working Group and an Officer to start discussions for a potential new route with Tally Ho for next season.

Against: 0

Abstain: 0

For: 9

Action: Town Clerk/Project Officer/Park and Ride Working Group

Field of Lights: Council considered and discussed the ramifications of the event on the local area; parking demand, traffic, PR/Media, and the unknown quantity of expectation for preparation of all eventuality. Council **RESOLVED** for a new Working Group is to be set up to prepare and respond on this specific event; members to be Cllrs Craig Niven, Mark Goodey, John Cooke and an Officer

Action: Town Clerk/Cllrs Craig Niven, Mayor, John Cooke

19:50 Dist Cllr Mark Long arrived.

10. D-DAY

Cllr Jasper Evans provided a brief overview as to progress to date.

- i) **Flotilla:** Cllr John Cooke advised that Salcombe Yacht Club will take on the responsibility of organising the Flotilla, on confirmation from the Commodore, and Salcombe Harbour Authority will be managing the arrangement on the water as per Coronation events. On proviso that the Salcombe Lifeboat lead procession and remain positioned at the head of the harbour for access out to any emergency callout.

Beacon: Based on Town Clerk's discussions with the Council's insurers Cllr Evans highlighted to Council that STC insurers stipulated that it needs to be clear who is responsible for the beacon at all times. Although the Harbour Authority will be placing the pontoon in position, they have advised that their PLI will not cover the beacon. He advised therefore that the Beacon will have to be covered by STC's PLI and manned by STC members at all time and not by Harbour Authority.

Council discussed all the necessary documents required and **RESOLVED** that the beacon will be under STC's responsibility and pontoon manned by STC members; Cllrs John Cooke and Rob Wheeler.

Against: 0
Abstain: 0
For: 9

Action: Cllrs Jasper Evans, John Cooke and Rob Wheeler, Town Clerk

ii) Council **RESOLVED** that Project Officer Pete Robinson will be the lead of the day.

Against: 0
Abstain: 0
For: 9

Action: Project Officer

11. SALCOMBE IN BLOOM

Cllr Evans provided recap of key points of meeting with Graham Price from Kingsbridge in Bloom on starting up. He withdrew the motion, as a group will be set up to work independently from the Council.

12. CLIFF HOUSE WOODS

Council discussed and **RESOLVED** to grant Legal Working Group (Cllr Jasper Evans withdrew his motion to make the Working Group into a Committee) to actively progress transfer of Cliff House Woods with Coodes and Friends of Cliff House Woods, with Cllr Jasper Evans emailing the Council's solicitor, once a month, on behalf of the Council – in liaison with Town Clerk. The Town Clerk emphasised that this should be left with the Clerk/Officers. She expressed concerns about blurred lines between Councillors' and Officers' responsibilities and remit.

Against: 0
Abstain: 0
For: 9

Action: Cllr Jasper Evans

13. BOOTS THE CHEMIST

The closure of Boots Pharmacy, Salcombe was discussed, and Council **RESOLVED**;

- i. The **Mayor** to draft letter on behalf of the Council and Town to thank staff past and present for their hard work and dedication to customers over the years. To be sent via the office.

Against: 0
Abstain: 0
For: 9

Action: Mayor/Town Clerk

- ii. To agree to move this item to Part Two. On resolution thereupon, **Mayor** to draft a letter for Council approval for release to the Gazette, via the office.

Against: 0
Abstain: 0
For: 9

Action: Mayor/Town Clerk

20:20 Cllr Jasper Evans left the meeting
 20:22 Cllr Jasper Evans rejoined the meeting

14. OSSR

Council **RESOLVED** to support Alexis Huggins (SHDC Senior Green Spaces and Recreation Officer) spending request of s106 funding for replacement rope net at The Berry (St Dunstan's Play Park) totalling £2,814.46 inc VAT to come from Batson Cross (41/1915/13/F) maintenance of open space and play provision (remaining balance £4,366.71).

Against: 0

Abstain: 0

For: 9

Town Council's OSSR Working Group led by **Cllr Andrew Reed** would like to submit a s106 application for a project on the Berry holistically but waiting on report from **Cllr Eoghan Grace** to consider. **SHDC Senior Green Spaces & Recreation Officer Alexis Huggins** advised in an email that there is a s106 application from Salcombe Swimming Pool for £13,045 for the paved area as well as replacing three timber framed windows with UPV. Plus an application from Salcombe Yacht Club for £16,737.51 to increase sailing opportunities with Kingsbridge College students, local Sea Scouts and starting an adult male learn to sail sessions (as currently focussed on women), and to start family sailing sessions on Friday evenings to complement current sessions for cadets on Tuesdays and Saturdays.

Dist Cllrs Mark Long and **Sam Dennis** agreed to meet with Alexis Huggins to request postponement of the decision until STC has discussed a submission of its s106 application proposal at April's Town Council meeting. Also will discuss with her whether the earmarked funds for a trim trail can be spent on a different project.

Action: Cllr Andrew Reed, Cllr Eoghan Grace, Dist Cllrs Mark Long, Dist Cllr Sam Dennis, Town Clerk

15. WORKING GROUPS AND COMMITTEES

Council **RESOLVED** to appoint Cllr Jasper Evans to the Unregistered Land Working Group.

Against: 0

Abstain: 0

For: 9

Council **RESOLVED** to agree the setting up Working Group for Field of Lights with **Cllr Craig Niven, Cllr Mark Goodey and Cllr John Cooke**

Against: 0

Abstain: 0

For: 9

16. REPORTS

- i. Mayor
- o None
- ii. Councillors (including leads of Working Groups and liaison for local organisations)

Cllr Caroline Bricknell

- o Highlighted the need to have directional signs for current locations of the defibrillators for clear accessibility. Town Clerk advised that certain locations may need to have permission from DCC Highways. Estimated about 20 signs needed. Town Clerk requested for this item be submitted as an Agenda item at next TC meeting. Other Councillors suggested approaching other organisations for funding for the signs.

Cllr Rob Wheeler

- o Reported that at the last Community Surgery similar points were raised as at the previous surgery. The Town Clerk advised that currently these issues have not been actioned due to the current workload/officers' priorities, but recommended that participating Councillors instruct residents to DCC or SHDC portals to register their complaints directly. Or that it may be useful to have an officer within these meetings who could address concerns immediately and/or register the issues on the portals at the time – she advised more details are need to be obtained from the residents at these meetings to enable the officers to look into issues e.g. photos, locations. Discussion took place regarding whether there was a need to have officers present as it was felt that it was an opportunity for residents to chat with their elected Councillors only. Suggestion to discuss this at a future Town Council meeting.

Action: Town Clerk

- o Meeting with Rugby Club with Cllr David Higgins – report sent ahead of meeting:

I met with Julian Blazeby last Friday (together with Ron Wheeler and Emma, bar manager) and we talked about how the situation has developed and the council's concern about the community status, grant money

paid etc and charges. There is a new document being completed regarding policy on hiring of the facilities (las reviews c 30 years ago) and these points are included. A draft of this is included and issues such as a cost of bar staff and cleaning for nights when the club is not open were spoken about. 'Not for profit' organisations and charities are also included in the new policy and once this has been formalised we can debate the appropriateness of the new policy relevant to the community status and suitability for any future grant applications. There was a consensus that is in the interests of the Rugby Club and the Town Council that a harmonious way of working for the community was established and understood.

Cllr Christine Milton

- Approached by Island Street business querying the rating issue between Island St and Fore St. Advisement from members was for them to be directed to Valuation Officer.
- Numerous complaints about potholes around Salcombe and especially hazardous along the Salcombe-Malborough road. Town Clerk advised there is discussion with Malborough Town Clerk for opportunity to attend a training course to enable 'nominated' members to be able repair minor potholes however currently waiting course available dates.
- Handrail along Market Street replacement wall impossible to hold on to and stops shorter on the length as was previously fitted **Action: Officers**

Cllr Kizzy Simms-Sterling

- Motorhome visitor delighted with parking arrangement within town.
- Pump Door much improved. Any posters to be removed and staples to be taken out.

Cllr Andrew Reed

- Advised that 20mph application has been submitted. No feedback to date.
- Bunting; Dist Cllr Mark Long advised does not need Planning permission.
- Harbour Authority delighted with using electric power patrol boats. Charging point at Normandy however needs to apply for Planning permission 'battery box' at Whitestand.
- Neighbourhood Plan lecture by South Hams Society well attended. Working Group will continue to meet to review the Plan.

Cllr Jasper Evans

- Attended Chamber of Commerce meeting; James Spencer will be joining the Community Economic Plan Working Group. See Chamber of Commerce Appendix

Cllr John Cooke

- Town Council website had over 8,900 views, up by 23% within the last 90 days
 - iii. **Clerk**
- Appendix – Clerk's Report
 - iv. **HR & Staffing Committee**
- Cllr Craig Niven advised of HR Committee meeting scheduled for 8 April 2024 at 0930am

17. COUNCIL'S PRIORITY LIST & PREVIOUSLY AGREED ACTIONS

- Town Clerk advised that she has sent this report to Council.
- Dist. Cllr Sam Dennis advised that she agreed with the recent direction Salcombe in Bloom has taken to be removed from Council's responsibility and as such, listening to the officers' workload and the negative impact this is having on the VAT issue, the D-Day event should've done the same.
- Following the Town Clerk expressing her concerns around Council not enabling time to be spent on the VAT and with constant demands and workflow , with now only 25 working days left until the VAT submission deadline, Council discussed and **RESOLVED** for the VAT liability issue to be completed and submitted by 7 May 2024 as the highest priority for Town Clerk and for her not to be involved in any Council business unless deemed an emergency.

Against: 0

Abstain: 0

For: 9

Action: Town Clerk

Council **RESOLVED** to continue the meeting going past 21:30pm

Against: 0

Abstain: 0

For: 9

Council **RESOLVED** appointment of Cllr Caroline Bricknell to the D-Day Working Group

Against: 0

Abstain: 0

For: 9

Council discussed and **RESOLVED** for the formal changeover of the of the D-Day Working Group to a Committee to see it through finalise the project with minimum involvement from Officers. Working Group put forward Cllr Jasper Evans as Chair. Members of Committee are; **Cllr Jasper Evans, Cllr John Cooke, Cllr Rob Wheeler, Cllr Caroline Bricknell**

Against: 0
Abstain: 0
For: 9

18. FINANCE

Town Clerk summarised expenditures to which Council

i. Received and **RESOLVED** to approve the payment of invoices and payroll – see Finance Appendix

Against: 0
Abstain: 0
For: 9

Action: Town Clerk

ii. Received and **RESOLVED** to approve finance report/bank reconciliation - see Finance Appendix

Against: 0
Abstain: 0
For: 9

Action: Town Clerk

19. NEXT MEETING

Council **RESOLVED** that the **next meeting will be held on Wednesday 24th April 2024** commencing at 6.30p.m. in the Town Council Meeting Room, 1st Floor, Cliff House.

Against: 0
Abstain: 0
For: 9

Action: Town Clerk

Meeting ended: 22:05pm

Minutes approved:

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Town Mayor

Date: 24th April 2024