



Minutes of the Meeting of  
**SALCOMBE TOWN COUNCIL**  
held in Council's meeting room, Cliff House, Salcombe  
at 6.30 pm on Wednesday 26 JUNE 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	*
Cllr Kizzy Sims-Stirling	*
Cllr Christine Milton	*
Cllr John Cooke	*
Cllr Craig Niven	*
Cllr Rob Wheeler	*
Cllr David Higgins	A
Cllr Peter Dickinson	*

Also in attendance:

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

**AGENDA**

**1. APOLOGIES**

Apologies received from Cllr David Higgins and Cty Cllr Rufus Gilbert.

**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 Rob Wheeler declared an interest in the Town Regatta Dog Show (Agenda item 14)

**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.*

Resident Gillian Parkinson;

- o Acknowledged that the Park and Ride issue regarding the route, discussed at Town Council meetings, will not be easily resolved. However, she said she would like to address the issue with the Park and Ride and the 164 bus, when they are travelling at the same time, creating a convoy. She asked if the convoy can be reduced between the hours of 10am-5pm, as the commuters/workers will use the 164 bus outside of these hours, which may then increase pedestrian safety.
- o Enquired as to whether Councillors have seen the video produced by James Allen highlighting the bus route. Cllr Goodey advised that the video was sent via a non-recognised format of



communication with and for the Council. Project Officer Pete Robinson advised that the Town Clerk had received said video via a 'WeTransfer' link which had been downloaded and shared with Councillors for their access.

- 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.*

##### **Written Report from Cty Cllr Rufus Gilbert – June 2024:**

- Devolution proposals delayed due to election. Still expected to pass to the end, albeit later.
- DCC have allocated £10M more for road repairs this year.
- New Leader of Devon County Council (DCC) is Cllr. James McKinns until spring 2025 DCC elections.
- Sandhills Road closure notice has now been amended again, as requested.
- Once again, many thanks for all involved in the hugely successful D-Day celebrations.
- Council should now have received the Park and Ride DCC payment of monies owed after much chasing by me at County Hall.
- Sorry I can't make your meeting with DCC re Park and Ride review on 26<sup>th</sup> June 2024
- Not sure if Church Street/Market Street lights have been fixed?

##### **Written Report from District Cllrs Mark Long and Samantha Dennis:**

See Appendix 1

##### **Verbal Report from Cllr Mark Long;**

*18.43 Cllr Niven left meeting (RNLI shout)*

- **Dist Cllr Long** brought to attention that the "tree house" constructed on corner of St Dunstan's and Herbert Road was removed by the cherry picker for the 3<sup>rd</sup> time.

##### **Police Report:**

See Appendix 2

#### **5. MINUTES OF PREVIOUS TOWN COUNCIL MEETING**

Cllr Milton requested that a quote from her, regarding the Park and Ride route, to be recorded in the Minutes; *Cllr Milton went on further to say that she didn't think there is any route that is completely safe in Salcombe.*

- i) Council **RESOLVED** that the Minutes of the meeting held on Wednesday 22<sup>nd</sup> May 2024 to include the additional comment from Cllr Christine Milton, were a true record and were signed by the Mayor.

*Against: 0    Abstain: 0    For: 10*

##### **Action: Town Clerk**

- ii) To note only progress on outstanding items from previous meetings

None



## 6. D-DAY COMMITTEE

Members **RESOLVED** that the minutes of the meeting held on 23<sup>rd</sup> May 2024 were a true record and were signed by the Mayor.

*Against: 0    Abstain: 0    For: 10*

## 7. PLANNING & LICENSING APPLICATIONS

See Appendix - June 2024 Planning

## 8. LIFE ON THE EDGE PROJECT

Council **RESOLVED** to approve for members of the Community Working Group to research this project and discuss with South Devon National Landscape.

*Against: 0    Abstain: 0    For: 10*

**Action: Community Working Group**

## 9. WATER RESTORATION FUND BID

Council **RATIFIED** the Council's support for the bid.

*Against: 0    Abstain: 0    For: 10*

## 10. PARK AND RIDE

- i) Cllr Reed challenged the delay in receiving quotes for the Park and Ride layout and specification, as stated in the March Minutes. The Town Clerk responded, advising that if the Working Group has an issue with the delay, it would be more appropriate to follow up with the Project Officer or herself directly, rather than waiting to challenge the matter in a public forum. Town Clerk will look into the status and report to Cllr Reed accordingly.

Council did not discuss the agenda item further.

**Action: Town Clerk/Project Officer**

- ii) Council **RESOLVED** to agree for DCC to carry out enforcement whilst the height barrier is down and purchase relevant signage. Budget up to £1000. Autonomy granted to Working Group working with Project Officer Pete Robinson to research wording for signage, number of signs and costs applicable. Town Clerk advised they would need to liaise with DCC to ensure the correct wording is used, to enable enforcement to be carried out.

*Against: 0    Abstain: 0    For: 10*

**Action: Park and Ride Working Group and Project Officer**

*19.18 Cllr Niven returned to meeting*

Cllr Mark Goodey queried whether **motorhomes could park in North Sands car park**. Dist Cllr Long advised he thought it was just overnight they couldn't park. Cllr Goodey advised that the signs say "no campers allowed" allowing for misinterpretation as to whether parking is allowed during the day. Dist Cllr Long agreed to investigate this.

**Action: Dist. Cllr Mark Long**



- iii) Council considered and **RESOLVED** the request from residents to meet with the Council's Park and Ride Working Group to discuss the current route.

*Against: 0    Abstain: 0    For: 11*

**Action: Park and Ride Working Group/Office**

**11. UNREGISTERED LAND**

Council considered and **RESOLVED** taking appropriate measures to mark the boundary of certain land at the junction of Kingsale Road and Fortescue Road including limitation posts, fencing and/or signage, as follows:

- To check with Tozers what Council needs to do to demarcate properly the area of land so that it is protected
- Investigate quotes for fencing; what sort of fencing used for land registry purposes
- Working Group to provide draft letter of enquiry to Tozers to be sent via the office.

*Against: 0    Abstain: 0    For: 11*

**Action: Unregistered Land Working Group/Office**

**12. D-DAY**

Council **RESOLVED**;

- i) To note thanking
  - a. those individuals and organisations who contributed to Salcombe D-Day 80 and
  - b. the Council's Officers, Sara Jones, Pete Robinson and Romi Pearce for all their hard work on this event

*Against: 0    Abstain: 0    For: 11*

- ii) To agree for Cllr Jasper Evans to:
  - Liaise with East Portlemouth Parish Council (EPPC) to enquire about designating WW2 Mill Bay slipway as a scheduled monument under the Ancient Monuments and Archaeological Areas Act 1979
  - Research and check what the criteria is with the assistance of Roger Barrett (Salcombe Museum)
  - For draft letter of enquiry to be sent to EPPC via TC Office

*Against: 0    Abstain: 0    For: 11*

**Action: Cllr Jasper Evans/Office**

- iii) To accept the gifts kindly offered to the Council by the Young Salcombe Centre:
  - (a) the canvas made by children on 6 June 2024 of the view in June 1944 from Cliff House across the water with ships assembled for D-Day
    - Placement within Cliff House

*Against: 0    Abstain: 0    For: 11*

- (b) the Coronation Tiles
  - Preferred site; Fountain/The Well (outside Victoria Inn) or at Cliff House. Committee to liaise with Caroline Flage about the placement of tiles.

*Against: 0    Abstain: 0    For: 11*



#### Action: D-Day Committee/Office

### 13. ASSETS TRANSFER COMMITTEE TERMS OF REFERENCE

Council discussed and considered amending the Terms of Reference for the Asset Transfers Committee by adding the following underlined words:

*To take any further decisions, steps and actions, including (1) under the Town Clerk's Delegation of Authority which shall subsequently be ratified at a meeting of the Assets Transfer Committee and (2) without prejudice to the Town Clerk's Delegation of Authority, under delegation of authority by the Council to the Asset Transfers Committee, as the Assets Transfer Committee considers, acting properly, should be taken and decided to carry out due diligence with South Hams District Council and such third parties as the Assets Transfer Committee considers appropriate in connection with the possible transfer of land at The Berry, Salcombe by South Hams District Council to Salcombe Town Council, subject to Salcombe Town Council's powers, Standing Orders and Financial Regulations.*

Cllr Jasper Evans responded to Cllr Niven's request to clarify the meaning of "delegation of authority." The Town Clerk raised concerns about the general use of the term "delegation of authority" and recommended that it should be cited for specific items to ensure that the delegation is understood within its proper context and limits.

Cllr Evans clarified that the Committee's current focus is on due diligence. He explained that the Committee is seeking delegation of authority specifically for the purpose of conducting due diligence on an Asset Transfer of The Berry. This delegated authority would enable the Committee to liaise with any third party necessary to facilitate the due diligence process. Importantly, any final decisions regarding the Asset Transfer would still be brought back to the Council for approval.

Council **RESOLVED** for the Terms of Reference to include:

*To take any further decisions, steps and actions, as the Assets Transfer Committee considers, acting properly, should be taken and decided to carry out due diligence with South Hams District Council and such third parties as the Assets Transfer Committee considers appropriate in connection with the possible transfer of land at The Berry, Salcombe by South Hams District Council to Salcombe Town Council, subject to Salcombe Town Council's powers, Standing Orders and Financial Regulations.*

Against: 0    Abstain: 0    For: 11

#### Action: Assets Transfer Committee/Office

Cllr Rob Wheeler left meeting – has interest in Town Regatta/Dog Show

### 14. TOWN REGATTA DOG SHOW

Council considered and **RESOLVED** to agree to the Town Regatta Committee's request to use The Berry for their dog show. Stipulations to the Regatta; to mirror that of last year, with Cllr Wheeler conducting pre and post inspection checks and opening of the gate. Town Clerk highlighted the continued issue with moles present on the Berry to be mentioned to the Town Regatta Committee. Regatta Committee must acknowledge this and have appropriate PLI cover, with copy of certificate to be sent to the office.

Against: 0    Abstain: 0    For: 10

#### Action: Cllr Rob Wheeler/Office

Cllr Rob Wheeler returned to meeting



## 15. RNLI

Council considered and **RESOLVED** to agree a request by the RNLI for help with parking for the RNLI shop volunteers;

- free parking at Bonfire Hill Car park, limited up to 2 volunteers per working day from 0900 to 1300 and 1300 to 1630 for a trial period to end of half term October 2024. Delegated to Cllr Niven to liaise with DCC for application and Cllr Cooke for permit template.

*Against: 0     Abstain: 1 (Cllr Craig Niven)     For: 10*

**Action: Cllr Craig Niven/Cllr John Cooke/Office**

## 16. AUDIT DEADLINE

Council **RATIFIED** the extension of the audit deadline to 31<sup>st</sup> July 2024

- Town Clerk reassured that there are no real repercussions for this extension, except that the Council would not be able to positively affirm Statement 4 on next year's AGAR. This would mirror this year's, as the Council did not meet last year's statutory deadline, due to the Council's delayed decisions on the Statements. Town Clerk advised that the extension has already been agreed with the external auditor.
- Town Clerk also advised Council that, again due to other pressing work, that the July's deadline will be hard to meet. If not met, the Council could incur fines.

*Against: 0     Abstain: 0     For: 11*

**Action: Town Clerk**

## 17. ADVERTISING A-BOARDS

*Cllr Eoghan Grace left meeting*

Council considered its policy on advertising A-boards and **RESOLVED**;

- That Town Council do not approve of A-boards but cannot enforce the policy as most areas of placements are owned by either South Hams District Council or Devon County Council.
- To allow Dist. Cllr Mark Long to address the issues faced, at South Hams District Council level, asking for them to enforce their policy, which Dist. Cllr Long advised they are reviewing.

*Against: 0     Abstain: 0     For: 10*

**Action: Dist Mark Long / Officer**

- To send email from an Officer to Devon County Council Highways, Adam Keay, and Cty. Cllr Rufus Gilbert to advise of Town Council's stance.

*Against: 0     Abstain: 0     For: 10*

**Action: Officer**

## 18. 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) Mayors written report 26-6-2024**  
22-5-2024



I attended a Mayors and Clerks meeting at Follaton House. SHDC will prepare their own minutes and it would be inappropriate for me to comment further.

24-5-2024

I was invited to open the 2024 Art Exhibition by the Salcombe Art Club, another fine display of local art by local artists.

6-6-2024

D Day.

I wish to take this opportunity to thank all those involved with in the. Commemoration that took place. I was truly an amazing effort and showed what Salcombe can accomplish when all pulling in the same direction.

One and all

YOU DID THIS TOWN PROUD.

THANK YOU ALL

Mark Goodey

## ii) Councillors' Verbal Reports:

### Cllr Christine Milton

Park and Ride – No resolution to the issue from meeting held with stakeholders. Date to be set for meeting with the residents.

### Cllr Jasper Evans

Cliff House Woods – Process of transfer to Council seems to have stalled. Suggested writing to Cliff House trustees to this effect to move matters forward.

### Cllr Craig Niven

Would like to consider the email invite received from Sustainable South Hams on 'Climate and Nature' to meet at SHDC before Weds 27/07/2024. Town Clerk advised that this should be an agenda item for all Councillors to decide. Cllr Niven announced that he and Cllr Peter Dickinson will attend the meeting on an 'information gathering' basis to report back to all Councillors as to whether worth putting on the agenda for further consideration.

### iii) Cllr Niven verbally reported that the **HR & Staffing Committee** has **RESOLVED**;

1. To offer the Town Council's two parking spaces on a first come first served to all Council members during office hours. Town Clerk pointed out that Officers have and might experience future delays getting to their desks if they need to search for alternative parking and pay for a full day's parking, when spaces are unavailable. Cllr Niven requested that all Council Members be mindful of using parking spaces strictly for Council business to alleviate this problem.
2. That the Town Clerk should not be on the HR Committee due to workload demand
3. To defer the report on feedback that the Committee had received from Councillors and Officers, as further consideration is needed, and two or three meetings are still required
4. That future HR meetings will be done on an adhoc basis, reversing a previous decision

### iv) Cllr Rob Wheeler verbally reported that the **Asset Transfer Committee** has **RESOLVED** to respond to South Hams District Council's letter of 20/05/2024 stating that the Town Council is interested in the offer and will provide an outline as to what the Council would like to take forward to be considered in the asset transfer.

### v) **D-Day Committee** – no longer required.

## 19. COUNCIL'S PRIORITY LIST

Members considered Council's priority list and **RESOLVED** to prioritise;

1. AGAR

### Action: Town Clerk

2. Council Hall leases – Cllr Craig Niven noted it was very bad form that the Council has not been receiving rent from Salcombe Information Centre (SIC), due to the fact that there is no current lease. Some members of the Legal Working Group have been leading on this in the past, but



he advised that he now will lead on moving these forward. Cllr Peter Dickinson advised that he would support him with this. Town Clerk advised that SIC and Maritime Museum both need to meet with Councillors to discuss the draft leases. Cllr Jasper Evans noted that the Maritime Museum are paying their rent.

**Action: Cllr Craig Niven**

3. Insurance renewal – Town Clerk meeting with Steve Harvey from James Hallam on 17/07/2024 to discuss renewal and will enquire to the contract period date. Council agreed for Cllr Jasper Evans to look into three new quotes for next Town Council meeting 24/07/2024

**Action: Town Clerk/Cllr Jasper Evans**

*Against: 0    Abstain: 0    For: 11*

Cllr Niven also recommended the purchase of two fire extinguishers at £150 each for the Council Office rooms in Cliff House. All Councillors agreed. Spending comes under Town Clerk's Delegation of Authority to spend up to £K.

**Action: Town Clerk**

**20. FINANCE**

- i) Council received and **RESOLVED** to approve invoices for payment

*Against: 0    Abstain: 0    For: 11*

**Action: Town Clerk**

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

As of 24/05/2024; CCLA: £502,030.47, Lloyds: £19,301.97. Total balances: £521,332.44

*Against: 0    Abstain: 0    For: 11*

- iii) Council discussed with Project Officer Pete Robinson the adoption of the Scribe cemetery system with Cllrs Craig Niven and Jasper Evans raising questions over; ownership of STC data input on system, how often is data backed up, if Scribe goes down is system data still accessible. More background research is required before a decision can be made. To be brought back again at the next TC meeting.

**Action: Project Officer**

**21.30 Mayor proposed and Council RESOLVED to continue the meeting**

*Against: 0    Abstain: 0    For: 11*

- iv) Council **RESOLVED** to agree to change the Office Administrator's Microsoft business basic licence (which costs £5.88 + VAT per month) to a standard licence at a cost of £12.36 + VAT per month.

*Against: 0    Abstain: 0    For: 11*

**Action: Town Clerk**





## **21. EXCLUSION OF PUBLIC AND PRESS**

Council considered and **RESOLVED** that in view of the nature of the business about to be transacted at agenda item 22 below it was advisable, in the public interest, that the public and press be temporarily excluded.

*Against: 0    Abstain: 0    For: 11*

*Town Clerk left the meeting*

## **22. STAFFING**

These minutes are confidential.

## **23. NEXT MEETING**

Council **RESOLVED** that the next meeting will be held on **Wednesday 24<sup>th</sup> July 2024 commencing at 6.30p.m** in the Council Meeting Room, Cliff House, Salcombe.

Meeting ended: 22:17

Minutes approved:

*Jasper Evans*

Deputy Town Mayor

Date: 24<sup>th</sup> July 2024