



Minutes of the Meeting of
SALCOMBE TOWN COUNCIL
held in Council's Meeting Room, Cliff House, Salcombe
at 6.30 pm on Wednesday 23rd October 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 John Cooke	*
Cllr Craig Niven	*
Cllr Rob Wheeler	*
Cllr David Higgins	*
Cllr Peter Dickinson	*

Also in attendance:

Dist. Cllr Samantha Dennis	*
Dist. Cllr Mark Long	*
Cty. Cllr Rufus Gilbert	A
Sgt Charlie Wilkes	A
Sara Jones (Town Clerk)	*
Pete Robinson (Cemetery Manager & Project Officer)	*

AGENDA

1. APOLOGIES

Apologies received for lateness from Cllrs John Cooke, David Higgins and Eoghan Grace.
Apologies received from 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 Jasper Evans declared an interest in Item No.19
Cllr Mark Goodey declared an interest in Item No.14 and No.19
Cllr Kizzy Sims-Stirling declared an interest in Item No.10f

18.32 Cllr David Higgins arrived

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. Please note that the Council is unable to give its opinion on any matters, and no Councillor's opinion is a representation of the Council as a corporate body.*
 - o 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.



Verbal Report Dist. Cllr Mark Long

- Trees in Whitestrand carpark have been pollarded

Written Report from Cty Cllr Rufus Gilbert

- Devolution;
 - The secretary of State has now signed off on this and it will come into being in April 2025.
 - It is named: CCA Combined County Authority
 - I will keep you informed as to progress.
 - It will NOT affect in any way Parish and Town Councils.
- I have approved £500.00 from my Locality allowance to go towards Salcombe Interpretation Boards.
- I have chased up street lights needing in Church and Market Street
- Salcombe was not approved for 2025/26 20mph. There is a very long Devon wide wait list and a budget that only permits a set number/year to go forward. I have many who have been waiting for some time now.

Police Report

See Appendix 1 – Police Report

5. MINUTES OF PREVIOUS TOWN COUNCIL MEETING

- i) Council **RESOLVED** that the Minutes of the meeting held on **Wednesday 25th September 2024** were a true and correct record and were signed by the Mayor.

Against: 0 Abstain: 1 (Cllr Higgens not present at last meeting) For: 8

Action: [Town Clerk](#)

18.37 Cllr John Cooke arrived – no Declaration of Interest

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

None

6. PLANNING & LICENSING APPLICATIONS

See Appendix 2 - October 2024 Planning Minutes

7. MEET THE LEADER OF DCC

Council considered and **RESOLVED** for Cllrs Jasper Evans and Peter Dickinson to attend DCC's open invitation to town/parish councils to meet with James McInnes, the leader of DCC on Thursday 14th November at Ivybridge.

Against: 0 Abstain: 0 For: 10

Action: [Town Clerk/Cllrs Jasper Evans & Peter Dickinson](#)

8. OSSR – FITNESS EQUIPMENT AT THE BERRY

Cllr Andrew Reed verbally recounted the Working Group summary report – see Appendix 3 OSSR Funding for Fitness Equipment

Town Clerk reminded Council that she has not been able to review the Working Group's report ahead of the meeting, due to other work commitments and therefore is unable to advise/comment.

19.08 Cllr Eoghan Grace arrived

- i) Council considered and **RESOLVED** to use the £20,000+VAT OSSR allocation and amend the motion to include the additional £3348.24 if approved by Alexis Huggins, on new fitness equipment on The Berry with Cllr Andrew Reed to liaise with Alexis.

Against: 0 Abstain: 0 For: 11

Action: [Cllr Andrew Reed](#)



- ii) Council **RESOLVED** to approve in principle to purchase fitness equipment for The Berry. Town Clerk queried ownership and insurance of the fitness equipment whether with District Council or under Town Council's remit. Cllr Reed will address these queries with Alexis Huggins at his next meeting on 05/11/2024

Against: 0 Abstain: 0 For: 11

Action: **Cllr Andrew Reed**

- iii) Moved to Part Two for discussion.
Council **RESOLVED** to postpone the decision until November's Town Council meeting in order for Cllr Reed to compile a further report with definitive drawings and costs for Alexis Huggins approval to move forward.

Against: 0 Abstain: 0 For: 11

Action: **Cllr Andrew Reed**

- iv) Council **RESOLVED** to enable the Community Working Group and Town Clerk to liaise with Alexis Huggins at SHDC Community Services & Operations in relation to contractual arrangements required before 9 January 2025 and to place order by such date.

Against: 0 Abstain: 0 For: 11

Action: **Community Working Group/Town Clerk**

9. ASSETS TRANSFER COMMITTEE TERMS OF REFERENCE

Cllr Jasper Evans explained the need to amend the Terms of Reference of the Asset Transfers Committee broaden to include other assets in Salcombe. Taking advice from auditor Kevin Rose who recommended using the HR Terms of Reference format as a model. Cllr Niven raised the question of debate over 'Standing Committee' vs 'Committee'. Cllr Evans clarified that Salcombe Town Council's Committees are 'Standing Committees' i.e. not permanent – Town Clerk advised that she saw the HR Committee as a permanent Committee.

Town Clerk advised Council that she has not been able to review the Working Group's report ahead of the meeting, due to other work commitments and therefore is unable to advise/comment.

Council **RESOLVED** to agree:

- a) The Terms of Reference as per Appendix 4

Against: 0 Abstain: 0 For: 11

Action: **Town Clerk**

10. PROPOSED TRANSFER OF ASSETS FROM SHDC TO SALCOMBE TOWN COUNCIL

Town Clerk advised Council that she has not been able to review the Working Group's report ahead of the meeting, due to other work commitments and therefore is unable to advise/comment.

Council **RESOLVED** to agree;

- a) to hold a public consultation in connection with a proposed transfer of land at The Berry from SHDC to the Council (the Proposed Transfer) at a town meeting at 6-8pm on Tuesday 19th November 2024 at Salcombe Rugby Club, with a payment of £40 to the Rugby Club for the use of the facilities. Also to invite representations in writing from the public to consultation@salcombetowncouncil.gov.uk

Against: 0 Abstain: 0 For: 11

Action: **Asset Transfer Committee/Town Clerk**



- b) to approve the content and timing of publication of the notice of such public consultation, including liaising with SHDC about timing of publication of notices of their and the Council's public consultations, with a £168 budget for the costs associated with advertising the meeting for public notice if required.

Town Clerk currently liaising with DALC to see if a formal publication is required

Against: 0 Abstain: 0 For: 11

Action: Asset Transfer Committee/Town Clerk

- c) to confirm SHDC that a working set of Heads of Terms, drafted by SHDC, shall be prepared prior to the Council's public consultation

Against: 0 Abstain: 0 For: 11

Action: Asset Transfer Committee/Town Clerk

- d) that the Asset Transfers Committee, in conjunction with the Clerk to the Council, shall be responsible for organising the Council's public consultation

Against: 0 Abstain: 0 For: 11

Action: Asset Transfer Committee/Town Clerk

- e) to discuss with SHDC the outcomes of their and the Council's public consultations

Against: 0 Abstain: 0 For: 11

Action: Asset Transfer Committee/Town Clerk

- f) the appointment of Stephens Scown LLP instructing them to commence work, but for the Council to only incur costs following completion of SHDC's and the Council's public consultations. Costs to be covered from 'asset transfer earmarked funds'

Against: 1 Abstain: 1 For: 9

Action: Asset Transfer Committee/Town Clerk

11. PARKING WORKING GROUP TERMS OF REFERENCE

Council considered and **RESOLVED** to agree in principle to change the Parking Working Group to a Committee called 'Transport Committee' which will include named members from public (from the resident and business community)

Against: 0 Abstain: 0 For: 11

Action: Transport Committee/Town Clerk

Council **RESOLVED** that the Transport Committee will include the current Working Group Councillors and extend invitations to Rob Smith, Gillian Parkinson, James Allen, Lucy from Coast & Country Cottages, Nick Horne from Crab Shed, Howard Davies from Salcombe Distilling, and Christine Milton from The Kings Arms

Against: 0 Abstain: 0 For: 11

Action: Transport Committee/Town Clerk

Council **RESOLVED** to agree the Transport Committee Terms of Reference.

See Appendix 5 - **Transport Committee Terms of Reference**



Against: 0 Abstain: 0 For: 11

Action: Town Clerk and Transport Committee

12. TREE SURVEY

Town Clerk advised Council that she has not been able to review the Working Group's report ahead of the meeting, due to other work commitments and therefore is unable to advise/comment.

Council considered 3 quotes to carry out a tree survey across the Council's estate and specified areas and **RESOLVED** to appoint Devon Tree Services (DTS) at a cost of £1,400 +VAT to include those areas that potentially may transfer over to Town Council - Unregistered land near Spinneyside, The Berry and Cliff House Woods. Budget: Woodlands: £15K

Against: 0 Abstain: 0 For: 11

Action: Town Clerk

13. UNREGISTERED LAND

Town Clerk advised Council that she has not been able to review the Working Group's report ahead of the meeting, due to other work commitments and therefore is unable to advise/comment.

Council considered and **RESOLVED** to agree steps to protect certain unregistered public open space adjacent to The Berry, west of Kingsale Road at the junction of Kingsale Road and Fortescue Road, for the benefit of the public and the community, as follows:

- a) applying to register such public open space as a town and village green which the Council will have the power to protect under the Commons Act 2006 (Cllr Evans advised there are no costs to this)
- b) applying to list such public open space as a community asset pursuant to the Localism Act 2011 (Cllr Evans advised there are no costs to this)
- c) requesting in writing that SHDC designates such public open space as a Local Green Space (Cllr Evans advised there are no costs to this)
- d) that such applications, registrations, requests and supporting documentation shall be drafted and prepared by the Unregistered Land Working Group, in conjunction with the Clerk to the Council.

Council **RESOLVED** to postpone until it has more information:

- i) registering a claim for adverse possession
- ii) requesting that individual trees in such public open space are included in a tree preservation order
- iii) that the Council's Officers shall instruct SHDC as the Council's contractor to schedule regular grounds maintenance on such public open space (pending tree survey)

Against: 0 Abstain: 0 For: 11

Action: Town Clerk and Unregistered Land Working Group

Cllr Mark Goodey left room for declared interest in next Agenda item. Cllr Jasper Evans chaired

14. CIVIC RECEPTION

- i) Council noted that Town Clerk received signed motion by six Councillors to revoke previous decisions made at May's Town Council meeting
- ii) Council **RESOLVED** that the new date for the Reception will be held on Saturday 23rd November 2024 to start at 5.30pm

Against: 0 Abstain: 0 For: 10

Action: Civic Reception Working Group/Town Clerk



- iii) Council **RESOLVED** to follow the D-Day80 Commemoration by providing Thanksgiving meal fed to the soldiers as same day 23rd November 1943

Against: 0 Abstain: 0 For: 10

Action: Civic Reception Working Group/Town Clerk

- iv) Three quotes tendered; Galley Girls at £30 p/head, Feast – no response, Winking Prawn at £12 p/head at cost. Council **RESOLVED** to appoint Winking Prawn as caterers

Cllr Craig Niven advised he spoke to Tozers with regards to the lawfulness of a Councillor submitting a quote and consequently being appointed by Council to carry out the work. He advised that there is no legislation prohibiting a Councillor from providing catering service to the Council. However, Tozers wanted to make sure Council is aware of possible conflict of interests (possible endorsement or advantage when promoting their private business) Cllr Niven advised that he thinks this has been appropriately addressed both in terms of highlighting the cost benefit and the fact that Cllr Mark Goodey has been in business for so many years and would not/does not need any endorsement from the Council.

Against: 0 Abstain: 0 For: 10

Action: Civic Reception Working Group/Town Clerk

- v) Council **RESOLVED** to increase budget of £4,000 and for it to come from Civic Functions budget

Against: 0 Abstain: 0 For: 10

Action: Town Clerk

21.04 Cllr Mark Goodey returned to room.

21:05 Cllr Jasper Evans left the room.

Although not an Agenda item, as advised by Town Clerk and therefore should not be considered within this meeting, Council **RESOLVED** that the Citizen of the Year Award is given to Roger Barrett - for his invaluable contribution to Salcombe D-Day80 event and years of service to the Maritime Museum.

Against: 0 Abstain: 0 For: 10

Action: Civic Reception Working Group

21.08 Cllr Jasper Evans returned to room.

15. DOG FOULING (was Agenda item 17)

Council discussed concerns regarding dog fouling in the town, particularly in areas such as Courtenay Park and Cliff House Gardens and **RESOLVED** to collaborate with SHDC, with District Councillor Sam Dennis reviewing whether the existing "No Fouling" signs display the £1000 penalty, for shorter grass maintenance, and promoting reporting through the SHDC website. No fencing will be implemented

Against: 0 Abstain: 0 For: 11

Action: Town Clerk/Dist Cllr Sam Dennis

16. INTERPRETATION PANELS

Council considered the proposal to initially commission three interpretation panels for installation in 2025 costing £6,680.19 (excl. VAT) and two panels in 2026, costing £5,077.16 (excl. VAT) and **RESOLVED** in principle to proceed with the proposal with the proviso that funding for the project is sorted including looking to source from external sources

Against: 0 Abstain: 0 For: 11



Action: Town Clerk/Cllr Jasper Evans

21.30 Mayor proposed and Council **RESOLVED** to continue the meeting
Against: 3 Abstain: 0 For: 8

17. CLIFF HOUSE WOODS

Council considered and **RESOLVED** to authorise the Legal Working Group, in conjunction with the Clerk to the Council, to correspond directly with the Council's solicitors to progress the transfer of Cliff House Woods to the Council.

Against: 0 Abstain: 0 For: 11

Action: Town Clerk/Legal Working Group

18. CEMETERY SOFTWARE

Council considered Cllr John Cooke's report and **RESOLVED** to purchase Scribe's cemetery software at a cost of £26 +VAT p/month and a one-off cost of £990 +VAT (to onboard information); to come from the Training budget

Against: 0 Abstain: 0 For: 11

Action: Town Clerk/Cemetery Manager

21.42 Cllr Jasper Evans and Cllr Mark Goodey declared interest in next item and left the room. Cllr Craig Niven chaired.

19. REVIEW OF COUNCIL HALL RENT

Council considered the 3 quotes received for the appraisal of the Council Hall valuation and rent and **RESOLVED** to appoint SCC Plymouth at a cost of £950 +VAT. Tenants have been made aware of the appraisal.

Against: 0 Abstain: 0 For: 9

Action: Town Clerk

Cllr Jasper Evans and Cllr Mark Goodey returned to the meeting

20. SHDC CAR PARKING CONSULTATION

Council discussed and considered SHDC's proposals to increase parking charges in their carparks across the district and **RESOLVED**;

1. To support the principle of consistent tariffs across the District.

Against: 0 Abstain: 0 For: 11

2. To not support the principle of differential charging

Against: 3 Abstain: 1 For: 7

3. Does the Council support freezing residents' tariffs until October 2025?

Council noted this question was not applicable following its decision to No. 2

4. In terms of climate change & biodiversity Council would not like to see a reduction in reliance on the car and introduce parking charge increases in an attempt to discourage car usage.

Against: 0 Abstain: 0 For: 11



5. The Council had no comment to make to SHDC asking if there are alternative ways the same income could be generated by the town in an alternative way?

Against: 0 Abstain: 0 For: 11

Action: Town Clerk

21. USE OF BONFIRE HILL CARPARK FOR THE RNLI FIELD OF LIGHTS

Council **RATIFIED** Council's decision, (sought outside of a Council meeting, under the Town Clerk's Delegation of Authority, due to the urgency for a decision) to grant the RNLI usage of Bonfire Hill carpark and to waive the parking fees on Saturday 5th October for the launch of the Field of Lights.

Against: 0 Abstain: 0 For: 11

22.13 District Cllrs Mark Long and Sam Dennis left meeting

22. WORKING GROUPS, COMMITTEES AND ORGANISATIONS

- i) Council **RESOLVED** for **Cllr Peter Dickinson** to be included on the **Community Working Group**

Against: 0 Abstain: 1 For: 10

Action: Town Clerk/Cllr Peter Dickinson

Council **RESOLVED** for **Cllr Kizzy Sims-Stirling** to be lead on the **Community Working Group**

Against: 0 Abstain: 1 For: 10

Action: Town Clerk/Cllr Kizzy Sims-Stirling

- ii) Consider Terms of Reference for Working Groups and Committees
Councillors advised Town Clerk that they had not actioned this

23. 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
None

- ii) Councillors

Cllr Jasper Evans reported on;

- o **Life on the Edge** – event planned by South Devon National Landscape at Cliff House on 7th November all welcome to attend
- o **Civic Service** – other than himself only other Councillor to attend was Cllr Kizzy Sims-Stirling which was commented on by the public

Cllr Caroline Bricknell;

- o **Councillor drop-in surgery** hosted at the Swimming pool – no one visited

- iii) Clerk

See – Appendix 6 Clerk's report

- iv) Committees

- o **HR & Staffing Committee** - Cllr Craig reported that proposal for Pete Robinson's replacement will be advertised but for a Deputy Clerk position and hopefully filled position by December

- v) Working Groups

- o **IT, Website & Social Media** - Cllr John Cooke submitted proposal to Finance WG for a new website



- o **Welcome Sign** – Cllr David Higgins reported that the location has now been agreed with DCC Adam Keay and will finalise details to bring to November’s meeting
- vi) Local Organisations
 - o **Climate & Nature Symposium** – Event run by Sustainable South Hams. Cllr Niven reported that the meeting was a fact-finding discussion with local community as how their ‘Emergency plan’ can be supported

24. FINANCE

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

Against: 0 Abstain: 0 For: 11

Action: Town Clerk

- ii) Council **RESOLVED** to approve finance report/bank reconciliation - See appendix 7 - finance report

Bank total as at 30/09/2024 £567,783.04

Lloyds Treasurer’s account £501.00

CCLA £483,595.20

Lloyds Instant Account £83,686.84

Against: 0 Abstain: 0 For: 11

Action: Town Clerk

- iii) Motion withdrawn as issue now rectified with DCC

25. EXCLUSION OF PUBLIC AND PRESS

Council considered and **RESOLVED** to agree that in view of the nature of the business about to be transacted at agenda item 26 and 27 below it is advisable, in the public interest, that the public and press be temporarily excluded.

Against: 0 Abstain: 0 For: 11

26. LETTERS TO SHDC ENFORCEMENT TEAM

Council **RATIFIED** the letters sent to SHDC Enforcement Team regarding 2 properties in Salcombe

Spion Lodge; *Against: 0 Abstain: 1 For: 10*

Sundowners; *Against: 0 Abstain: 0 For: 11*

27. TOWN EVENT

Council agreed to postpone the discussion regarding the communication received regarding a town event in Part Two at next Council meeting.

Against: 0 Abstain: 0 For: 11

Action: Town Clerk

19. NEXT MEETING

Council **RESOLVED** that the next meeting will be held on Wednesday 27th November 2024 commencing at 6.30p.m in the Council’s Meeting Room at Cliff House, Salcombe

Against: 0 Abstain: 0 For: 11

Action: Town Clerk



Meeting ended: 10:36pm

Minutes approved:

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Town Mayor
Date:

DRAFT