

**DARTMOUTH TOWN COUNCIL**  
**MINUTES OF THE MEETING OF DARTMOUTH TOWN COUNCIL HELD IN THE**  
**COUNCIL CHAMBER OF DARTMOUTH GUILDHALL ON**  
**MONDAY 8<sup>th</sup> JANUARY 2018**

**PRESENT:** Cllrs: R W I Cooke (Mayor); A J C Fyson (Dept Mayor);  
Cllrs: P F Allen; M Baillie; G B F Coles; T de Galleani; D M  
Gent; B T Harriss; D R Kelland; R M Lyon; I A Pritchard; F R  
Pritchard-Tagg; S Smith; R Springett; S E Thomson.

**IN ATTENDANCE:** Town Clerk: C Pritchard-Williams; Administrator: Ruth Searle;  
Town Sergeant: R Lambden; Devon County Cllr & District Cllr: J  
Hawkins; District Cllrs: H Bastone; R Rowe; Rev Will  
Hazlewood; Dartmouth Chronicle; Dartmouth Visitor Centre and  
eight members of the public.

**171. CHAIRMAN'S ANNOUNCEMENTS**

The Mayor announced the standard emergency evacuation procedures. He requested that mobile phones and other devices be set on silent or turned off. Anyone intending to record any part of the meeting was asked to declare this.

Cllr Rosemary Rowe arrived at 19.02

**172. APOLOGIES FOR ABSENCE**

Cllrs: F J Hawke; D Kelland.

**173. DECLARATIONS OF INTEREST**

There were none.

Cllr T deGalleani declared an interest in the market, in light of the correspondence received.

**174. CONFIRMATION OF THE MINUTES.**

Members reviewed the minutes of the Town Council meeting held on 4<sup>th</sup> December 2017, Cllr Allen spoke about agenda item 154 and clarified what a budget is.

**Proposed:** Cllr D Gent

**Seconded:** Cllr P Allen

**Resolved:** That the Report and Recommendations of the meeting of the Town Council held on 4<sup>th</sup> December 2017 be confirmed and signed as a true record.

All Councillors were in favour.

**175. REPORT FROM POLICE**

The report from Sgt. Iain Simons, was circulated to all Councillors. (Attached)  
Cllr Gent requested that the results of Police and Communities Together (PACT) survey should go to the next GP meeting to be discussed.

## 176. TO RECEIVE REPORTS FROM AND PUT QUESTIONS TO THE COUNTY AND DISTRICT COUNCILLORS

**County & District Cllr J Hawkins** gave his report which covered the following topics.

- A meeting took place with Mr Antill with regard to placing additional bins along the embankment which would allow plastic to be recycled as well as general waste. He has offered some money from his Devon County Councillor funding.
- AONB had a meeting before Christmas and asked if Dartmouth could become a plastic free town? It was noted that Padstow has achieved this already, and had asked all businesses and hotels to stop using plastic. Perhaps a working group could be set up to move this forward.
- Raised beds along the embankment are not being managed in the best way. There would be a meeting tomorrow morning about this. The beds in question are full of roots from the existing palm trees, and Dartmouth Green Partnerships will be involved and attend the meeting. There was a possibility of using some 106 money for this.
- Mayflower 400, SHDC have a new officer Richard Easthope who has the responsibility for the celebrations next year. He is also invited to the meeting tomorrow. Cllr Hawkins would like to improve Bayards Cove and would also like the galleon rebuilt to represent the Mayflower.
- There will be a meeting at County Hall with regard to traffic calming in Victoria road.
- Lamp standards will be replaced in the months ahead with the same as the ones along the embankment
- A walkabout will take place with highways officer Neil Oston in February to try to create new car parking spaces.
- There will be a meeting at Riverview tomorrow to determine the best way forward. Devon Country Council are determined that they will provide the best care they can from their available funding.

### **Questions**

Cllr de Galleani said the rebuilding of the galleon is an excellent idea but it would cost around £6,000 to plant it out.

Cllr Harriss spoke about the bollard that was knocked down recently on Victoria Road and asked whether it would be replaced? Cllr Hawkins replied that it has been reported.

Cllr Gent referred to his question last month about what happens to the blue & clear waste sacks once they've been emptied. Instead of going into general waste, can these be recycled as well?

Cllr Hawkins replied that he had spoken with his fellow district councillors about this matter, which does need to be taken more seriously.

Cllr Springett asked Cllr Hawkins to please tell Devon County Council traffic & transport department, that they responded very promptly to fill in the potholes over Christmas. It was very much appreciated.

**District Councillor R Rowe** gave her report which covered the following topics

- Waste collection and plastics have been in the news recently; China has now stopped dealing with plastics. We need to make efforts ourselves to cut down on plastic and supermarkets need to change things too. Maybe we need to lobby the supermarkets,
- The volume of disposable drinking coffee cups.
- Mayflower 400, for which Plymouth have been busily planning events.
- The outcome for Riverview.

**District Councillor H Bastone** gave his report which covered the following topics:

- Waste review is going very well, making progress.
- How can Padstow be completely plastic free? Milk comes in plastic bottles!
- He missed the recent executive meeting and full council meeting but would be attending the meeting tomorrow morning.

### Questions

- Cllr Allen made a declaration of interest due to running a business in town and asked what is the county and district policy on regeneration of the area, and will those ideas be fed back to this council or the chamber of commerce? Cllr Bastone said that he had been in discussion with a senior planning officer with regards to improving the economics of the South Hams.
- Cllr Smith asked if the fencing in Seymour Drive was going to be removed? Cllr Gent answered that an enforcement officer has been to see it and is currently investigating.

### 177. **QUESTIONS TO THE MAYOR BY MEMBERS OF THE PUBLIC**

Paul Reach asked about footfall in the town over the last 4 weeks which is currently down by 26-32%, did the council fully understand the seriousness of that drop and secondly was the Dartmouth Visitor Centre the only organisation that can help with this. The Mayor spoke about how there will be a report from one of the directors from the DVC later on in the meeting.

A discussion then took place about how footfall can be related to the prosperity of the town and how it indicates the number of people walking the streets at a particular time.

Dawn Shepherd asked for a response to a letter she sent to Sarah Woolaston which she had cc'd us in to.

The Mayor said that it would be discussed under correspondence.

Linda Goss, asked if there would be another opportunity to ask other questions after correspondence and the Mayor confirmed that there would not be.

Cllr Thomson spoke about how she would have liked more time to digest these before commenting.

Cllr Smith said that he was fully in support of Community Chest.

Linda Goss said that she would really like a response as this has been going on far too long.

The Mayor said that his own personal response was that as far as he was aware, this council has supported Dawn Shepherd in many ways over the past few years with the food bank, in donating £500 towards a vehicle last year and by currently offering her a stall in the market. He went on to say that he wasn't sure how else Dartmouth Town Council could support her.

The Mayor said that in letters there were 50% in support of community chest and 50% against them and the names and addresses when asked have been withheld.

The Mayor observed that there seems to be conflict between the market stall holders and Dawn Shepherd / Community Chest.

Linda Goss asked if we had received a response from Sarah Woolaston and the Mayor read out her response.

Councillor's question time

Cllr Pritchard suggested that proper dialogue between Dartmouth Community Chest and Dartmouth Town Council would help towards an agreement between them.

Cllr Pritchard-Tagg said that there is a small working group to deal with this exact matter, and would be dealing with it.

Cllr Thompson agreed that the working group is possibly the way forward, but the Community Chest had not helped itself by the use of social media to criticise the council.

Cllr de Galleani proposed that this should be discussed at the end of the meeting in committee

It was agreed to continue to discuss this further in the next agenda item correspondence.

178. **TO RECEIVE SUCH CORRESPONDENCE AS MAY BE SUBMITTED TO THE TOWN MAYOR**

Cllr Allen said that Councillors needed more time to digest the correspondence in relation to Dartmouth Community Chest.

Cllr Springett said that this correspondence could be read in the council office.

Cllr Pritchard proposed that the market working group meets and comes up with a solution and brings it back to the council.

**Proposed** - Cllr Pritchard

**Seconded** - Cllr Smith

**Resolved:** Approved 14, Against 1

Cllr de Galleani said there are other issues that need to be discussed in correspondence at the end of the meeting

The Mayor said that he would like this to be dealt with by the market working group and led by Cllr Pritchard-Tagg.

Cllr Hawkins left the meeting at 19.58

Cllr Fyson said that he wondered if the problem had arisen because the letters are on the 'confidential' yellow paper. He suggested that the clerk ask the correspondents if they would mind their correspondence being read out in full council.

Cllr de Galleani said that quite frankly many of the comments are appalling.

Cllr Lyon said that this is very difficult. The Community Chest do a good job but he was concerned that some of the letters do mention by name Councillors and staff and should not be brought into the public domain.

The Mayor reported on the next item Natwest Bank. he had written to the Natwest CEO explaining his concerns due to it being the last bank in Dartmouth town. He discussed many issues including traders with large amounts of cash to bank and the cash needed during festivals. He said there are many older people in the town who are

not happy doing online banking. Two concessions he managed to get from the CEO were, first that the ATM would be kept filled up until after regatta 2018, and second that if anyone couldn't use a computer and couldn't get out of their house, they will be sent a personal home banking representative to come to their house and do their home banking for them.

**179. TO RECEIVE CONFIRMATION OF REPORTS AND RECOMMENDATIONS**

- **PLANNING COMMITTEE** – 13<sup>th</sup> December 2017  
Members reviewed the minutes.  
**Proposed:** Cllr Gent  
**Seconded:** Cllr Springett  
**Resolved:** That the Report and Recommendations of a meeting of the Planning Committee held on 13<sup>th</sup> December 2017 be approved.

**180. REPORTS AND QUESTIONS FROM REPRESENTATIVES ON PUBLIC BODIES AND ASSOCIATIONS**

**Regatta** - Cllr Gent said that with regard to regatta there is nothing to report until after the January meeting.

**Dartmouth Visitor Centre (DVC)** – Cllr Bastone distributed a copy of his report (attached)  
Cllr Smith asked what difference it would make to the DVC if DTC owned the building. Cllr Coles said that if DTC owned the building it would help with finances.  
Cllr Bastone said there would be a special event on Monday 15<sup>th</sup> January for a seminar about the engine taking place at the DVC at 6pm.

**181. TO RECEIVE THE CLERK'S REPORT OF FINANCIAL MATTERS FOR DECEMBER 2017**

The Clerk gave a report on payments made for December under Standing Order No. 56(b).

- Proposed:** Cllr Allen  
**Seconded:** Cllr Gent  
**Resolved:** That the Clerk's actions in paying accounts for December 2017 under Standing Order No. 56 (b) be approved.

The Clerk reported that Cllr Allen had mentioned it would be better if we could get the financial report earlier so that councillors could study it, and asked if the full council meeting could move to the second Monday of the month.

Cllr Allen spoke about how he had no objection to a month in arrears.

- Proposed:** Cllr Lyon  
**Seconded:** Cllr Springett  
**Resolved:** That the Full Council meetings run a month in arrears with regards to the financial report.  
All Cllrs were in favour.

**182. DEEDS OF EXCLUSIVE RIGHTS OF BURIAL.**

- Proposed:** Cllr Springett  
**Seconded:** Cllr Gent

**Resolved:** That Deeds of Grant of Exclusive Right of Burial be issued in respect of Grave No. J33 at Longcross Cemetery, Dartmouth and the Town Mayor (Cllr. R W I Cooke) and Deputy Mayor (Cllr. A J C Fyson) be authorized to sign the Documents in accordance with terms contained in Minute No. 225 (3) 1975/6.

**183. REPORT BY THE MAYOR ON THE DEVOLVED SERVICE TRANSFER**

The Mayor spoke about the current issues DTC was waiting on (green composting space, rubbish collection in the parks etc...) since this time the working group has had a fairly successful visit up to Jawbones with Guy Pedrick from SHDC and looked at a site for the compost area.

Leasing this bit of land has been added to documentation DTC had received.

Keeping cars up at Jawbones is not a solution, as they will be vandalised, we instead would like to keep them in the market instead.

South Hams will need to advertise the disposal of public lands and this will need to go to consultation for two weeks and any letters from the public will need to be in before the 9th February.

Because some of the lands are covered by charitable covenants, SHDC will need to vote to do this on the 22<sup>nd</sup> Feb.

The maps showing the proposed land to be transferred are available to be viewed tonight and will be available to be viewed in the town council offices.

Cllr Springett congratulated the working group on progress.

Cllr Allen said that in our original budget for £150,000 for the first year, inflation means that the money has gone down by 2%. Is it worth asking for this to be taken into consideration.

The Mayor spoke about leases and costings on Coronation Park and Royal Avenue Gardens will need to be worked out to be cost effective.

Cllr Smith said that on the 4<sup>th</sup> December I made a recommendation to consult the public and thankfully the South Hams solicitor has pointed this out too.

The Mayor is proposing to display the maps and a brief explanation of what we are proposing to do in the town council offices and also perhaps up at Townstal Community Hall and the Flavel.

Cllr Fyson said that the essence of his successful amendment to Cllr Smiths proposal at the December Council meeting was that the contact with the public should take place before our decision, and not after.

Cllr Rowe left the room at 20.34

**184. TO ANSWER QUESTIONS FROM MEMBERS ASKED IN ACCORDANCE WITH STANDING ORDER NO 29**

There were none

**185. ANY OTHER URGENT MATTERS OF REPORT**

Cllr Lyon said that last Friday he was in an establishment near the Guildhall and came across the floating Star of David, Christmas decoration which belonged to the DTC, since it is our Star of David do we want it back?

Cllrs said that they do not want it.

Cllr Allen asked if they had noticed if the portrait of a previous Clerk was going mouldy.

Cllr Allen asked if the Mayor proposed to have a civic dinner in the future.

The Mayor said that it would be quite nice to but he would want support from the council.

Cllr Allen asked if it was possible (considering our status may actually go up in the world in the next few months with devolved services) for the council to move from a town council to a borough council.

The Mayor said that we could in theory change our name from a town to a borough.

Cllr Smith asked if we did go back to a borough then could we go back to one ward which would include Townstal?

The Mayor said that previous to the split in 1972 we were one ward, and the split happened when we lost our borough status.

Cllr de Galleani said that this has come up in General Purposes a few times and she is very much for this.

Cllr Coles asked if we could do something about it.

Cllr Springett asked if this could be passed to General Purposes.

The Mayor said this was a very good idea and could be linked to the branding issue.

Cllr Gent said that with regards to the leak in Ivy Lane, some of the plumbing work has been done with our plumber and he's done a very good job.

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

**Proposed:** Cllr. R Cooke

**Seconded:** Cllr. D Gent

**Resolved:** That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.

### **COMMITTEE**

#### 187. **PROVISION OF A VEHICLE**

The Mayor spoke about the need for a vehicle by the Council and that the maintenance manager used to have a van and so was happy to use this, but he doesn't have this vehicle anymore. For example if the maintenance manager has to move the tower scaffolding to Ivy Lane or the market it is very hard because the scaffolding poles are very heavy.

There is a need for this now to do the everyday jobs and not just because of devolved services which is why it is on the agenda now.

The maintenance manager has done some research and these are the options on leasing.

Cllr Allen said that he realised there was a short term need for this but he has a list of questions that would need answering and details need to be ironed out from a financial point of view before going ahead with discussing the provision of a vehicle in this meeting.

Cllr Harriss suggested the council vehicle needed a tow bar.

The Mayor replied that this had been discussed in relation to having a tow bar on a vehicle after we've taken on devolved services to transfer the green waste etc... but it's not included in these specifications.

Cllr Springett spoke about how there is a need for a vehicle now and not after devolved services, additional jobs have already been taken on in house which need a vehicle to transport equipment. He suggested that we make a proposal to allow the maintenance

manager to spot hire a vehicle in the meantime and take this to General Purposes in the first instance and then Corporate Property.

Cllr Fyson asked if the quotes were for a diesel vehicle.

Cllr Springett said that yes they were all diesel.

Cllr Thompson asked how often is the vehicle needed?

Cllr Springett said that the need for a vehicle is almost every day.

The Mayor said that it is used to transport chairs and tables, a broken notice board and many other things.

Cllr de Galleani said that the van may get very dented transporting things, during the term of lease and you often have to pay a large sum to fix this.

The Mayor said that at the end of your lease you can make a final payment to buy it.

Cllr Gent said that he had experience with leasing companies and he would like to know who these companies are.

**Proposed:** Cllr Springett

**Seconded:** Cllr de Galleani

**Resolved:** To take this proposal to General Purposes and then to Corporate Property and in the meantime to spot hire a vehicle when needed.

All Councillors agreed.

188. **SECURITY IN THE TOWN COUNCIL OFFICE**

The Mayor explained the need for security in the office.

Cllr Springett spoke about the need for this once the data protection act comes in to action later on this year.

Cllr Lyon said that he thought a perforated/punched security blind would be better so that the public can see the staff working.

Cllr Harriss said that he felt it was safer to go for the non-perforated/punched version.

A discussion then took place about whether we go for punched or non-punched screen.

**Proposed:** from Cllr Harriss to go for the non-punched version.

**Seconded:** by Cllr de Galleani

**Resolved:** 12 approved 3 against.

189. **TIMESHEETS FOR ALL NON-SALARIED STAFF**

The Mayor explained that many members of non-salaried staff filled out time sheets every week, but some of the non-salaried staff currently do not fill out timesheets and this should be aligned.

Cllr Allen, spoke about how this should go through personnel.

Cllr Thompson said some members of staff currently do not fill out a timesheet and we should make it so that all non-salaried staff do this.

**Proposed:** Cllr Springett

**Seconded:** Cllr Gent

**Resolved:** To agree this in principle and to pass this to personnel.

All Cllrs in favour

The meeting closed at 21.00 hours.