

**DARTMOUTH TOWN COUNCIL**  
**MINUTES OF THE MEETING OF DARTMOUTH TOWN COUNCIL HELD IN THE COUNCIL**  
**CHAMBER OF DARTMOUTH GUILDHALL ON MONDAY 4<sup>TH</sup> JUNE 2018**

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

**IN ATTENDANCE:** The Mayor's Chaplain: Father Will Hazelwood; Town Sergeant: R  
Lambden; Town Clerk: C Pritchard-Williams; Administrator:  
Ruth Searle; Finance Officer: Ali McGrigor; County & District  
Cllr: Jonathan Hawkins; District Cllrs: H Bastone & R Rose;  
Dartmouth Chronicle: Charley Adams; 21 members of the public

**27. 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.

**28. APOLOGIES FOR ABSENCE**

Cllr D Kelland

**29. DECLARATIONS OF INTEREST**

There were no declarations made at this point, Cllr Smith declared an interest during item no 41.

**30. TO RECEIVE REPORT FROM THE POLICE**

Sgt Simons' was not able to attend the meeting, but his report was circulated to all Cllrs digitally.

Cllr de Galleani reported that there had been a group of rowdy teenagers in Royal Avenue Gardens which may have been innocent, but they were rather noisy and asked the Clerk to report it back to Sgt Simons.

**31. TO RECEIVE REPORTS FROM AND PUT QUESTIONS TO THE COUNTY AND DISTRICT COUNCILLORS**

Cllr Jonathan Hawkins gave a verbal report which covered:

- Congratulating both the Mayor and Deputy Mayor on their posts
- There was a good Public Meeting where Dartmouth and its neighbors showed its concern and anger of how the hospital had closed and the failure of the Health and Well-Being Centre at Riverview being opened. They asked the Trust and the CCG to make this a priority concern over the promised six intermediate beds which needed to be addressed. A new Community Action Group has been formed and these meetings are open to the public, Cllr Hawkins thanked the Town Council for offering the use of the Guildhall. A further public meeting will take place in St Saviours church on the 11th June

- A meeting of stake holders had meet last week arranged by Sarah Wollaston Mp with Liz Davenport
- Cllr Hawkins congratulated Dee Nutt and all her staff and volunteers on Dartmouth Caring being awarded a Queens recognition for all their hard work to our Community
- Cllr Hawkins asked for the link to the Emotional Health and Well-being website to be linked to from the Town Council website.
- Cllr Hawkins reported that Devon County Council have increased its pot hole team from 17 to 38 and are now catching up with the damage from a hard winter, he encouraged everyone to go onto the website to report them directly.
- Stagecoach have now gone out to consultation to increase their no 13 service from Brixham to Torbay Hospital, this service goes via the Community College and the Willows before ending at the hospital. This will be an hourly service.
- District – Honey Foskett and Mark Capper from SHDC now have a new piece of equipment which can deal with the weeds and grass that is growing in between the pavement slabs. There is also a small road sweeper that is being stored near Kingsbridge.
- New lamp standards have been fitted along Victoria Road and Mayors Avenue.
- Both Cllr Bastone and Cllr Hawkins are on the Regatta committee, they will be putting a traffic regulation order out shortly which will be smaller than last years.
- Devon County Council gave out the following grants: Dartmouth Green Partnerships - £2,000 towards the new pyramid greenhouse and a further £1,000 for all the work they do in the town; Youth Genesis -£750; Townstal Community hall - £750; Dartmouth Town Council - £1,000 towards grounds maintenance & cutting of verges; Dart Trekkers - £500; Dartmouth Visitor Centre - £1,000; Dartmouth Outdoor Pool - £1,000 & Dartmouth Caring - £500.

At full County Council a new County Council Chairman was elected in Cllr Caroline Chugg who is from mid to North Devon.

Cllr Hilary Bastone gave a verbal report which covered:

- At the SHDC Annual Council meeting the new Chairman is Cllr Tom Holway and the new Vice Chair is Cllr Rosemary Rowe.
- SHDC have made modifications to the joint local plan which will go out to consultation.
- SHDC have approved the Ugborough neighborhood plan, which is the second neighborhood plan to be approved, the first being Ivybridge
- Looked into the feasibility into installing electric car charging in public car parks.
- Work will be taking place on the lower ferry to bring the tug boats up to scratch.

District Cllr Rosemary Rowe had already circulated her written report

The Mayor congratulated her on her new appointment as Vice Chairman of South Hams District Council.

### **Questions**

Cllr Allen raised the question on car parking charges stating that in Dartmouth the cost was 50% more than in Kingsbridge.

Cllr Rowe said that she would ensure that the Clerk received details on car parking charges throughout SHDC.

Cllr Bastone spoke about footfall. The car park is always full also the Visitor Centre is 10% up.

Cllr Gent asked about the disappearing gates to the bandstand, Cllr Bastone said that they were hopefully being repaired.

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

A member of the public asked why Community Chest was denied access to trading in the market car park.

The Mayor passed this to the Deputy Mayor Cllr Pritchard-Tagg.

Cllr Pritchard-Tagg said that during the meeting on the 22<sup>nd</sup> February, an agreement was made for Community Chest to move out into the carpark during the high season of the market.

Cllr Pritchard-Tagg said that a follow up meeting was to be scheduled but had been delayed due to workloads.

The Mayor said that Dartmouth Town Council own the Old Market, and DTC has obligations not just to Community Chest who do a good job, but also to the whole of the town, the rate payers and we must make judgement on what is best for the whole town.

Member of the public asked if the Mayor accepted that the meeting was an act of coercion.

The Mayor said that it was not coercion, but that DTC offered a place in the market car park and Community Chest decided not to take it.

A member of the public asked if there were two working groups working towards a new hospital?

Jonathan Hawkins advised that the 'Dartmouth Working Together group' was set up by the NHS, CCG with stakeholders and was completely different from the new group that has been set up.

### **33. PROPOSED EXTENSION TO THE DARTMOUTH MUSEUM**

A report from the Museum had been circulated previously, Commander Lingard said that the question of ownership should be discussed at another time.

Jonathan Hawkins left the meeting along with a few members of the public.

Adam Bennis from BBH Architects gave a presentation about the new proposed extension. This is not dependent on the Mayflower 400 replica ship being housed in it. SHDC are happy to support this proposal.

Cllr Allen asked Commander Lingard to clarify this.

Commander Lingard said it would be capable of housing the replica but the first priority would be to house it in the Visitor Centre.

Cllr Allen said that he was worried about the liaison between the Museum and the Dartmouth Visitor Centre.

Cllr Fyson said that he was disturbed about the matter of ownership being outside of this discussion. Commander Lingard said there was no doubt on who would own it but that it was a long way to go until we get to those finer details.

The Mayor said that it was quite normal for people with leases to build on them with permission, and the town council will work together with the museum to enable this.

Cllr Thomson asked if we potentially have two new builds in the town, who will pay for them. Commander Lingard said that he had no idea how the Visitor Centre would be funded but for the Museum, the payment will come mostly from grants. They would need permissions from Historic England which is a spin off from English Heritage.

Cllr Springett asked for them to put in an outline planning application.

**34. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON THE 8<sup>TH</sup> & 9<sup>TH</sup> MAY 2018**

Members reviewed the minutes of the Town Council meeting held on 8<sup>th</sup> & 9<sup>th</sup> May 2018.

Cllr Allen said that on page 1 and 2 with reference to the election of the Mayor and Deputy Mayor the minutes needed to reflect that the meeting was inquorate, the Clerk agreed to alter the minutes.

Cllr Allen said that on page 5 he would like added in that the clerk said that there was an audit trail.

Cllr Allen said that on page 6, the special council meeting minutes need to be added to the website.

Cllr Allen said that on page 8 he would like his name removed because he is no longer a representative on the port of Dartmouth Royal Regatta.

**Proposed:** Cllr Gent

**Seconded:** Cllr de Galleani

**One abstention.**

**Resolved:** That the Report and Recommendations of the meeting of the Town Council held on 8<sup>th</sup> & 9<sup>th</sup> May 2018 once the changes have been made be confirmed and signed as a true record.

All Councillors were in favour.

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

A letter from the Town Crier was circulated to the Cllrs and Cllr Gent asked for this to be referred to the Finance Committee meeting.

All Cllrs agreed.

A letter from Dartmouth Caring was read out, announced that they have been recognized by the Queen's birthday honors list in June and will be having the Queens award for the voluntary sector. Cllr Gent recommended that the Mayor send a letter of congratulations to them.

**36. BYE-LAWS**

Cllr Gent advised that the current byelaws will lapse when DTC take over the parks and gardens, he volunteered to work with the clerk on drafting new byelaws, and asked members to bring their recommendations to the Clerk.

Cllr Gent described standard bylaws that he had received and some of the changes that we might make.

**37. TO RECEIVE THE REPORTS AND RECOMMENDATIONS OF MEETINGS OF THE UNDER MENTIONED COMMITTEES:**

- **Personnel Committee – 9<sup>th</sup> May 2018**

Members reviewed the minutes.

Cllr Allen said we need the gardener and the assistant gardener in place now.

The Mayor said that he would bring this up under any other matters of urgent report.

Cllr Hawke said that he would be conducting staff appraisals very shortly with the Clerk.

**Proposed:** Cllr Hawke

**Seconded:** Cllr de Galleani

**Resolved:** That the Report and Recommendations of a meeting of the Personnel Committee held on 9<sup>th</sup> May 2018 be approved.

All Cllrs in favour

- **Corporate Property Committee – 22<sup>nd</sup> May 2018**

Members reviewed the minutes.

Cllr Allen asked when DTC would be launching the big push for the Guildhall.

Cllr Springett said he would take this on board and work with Cllr Thomson to get a date organised.

**Proposed:** Cllr Springett

**Seconded:** Cllr Allen

**Resolved:** That the Report and Recommendations of a meeting of the Corporate Property Committee held on 22<sup>nd</sup> May 2018 be approved.

All in favour

- **Planning Committee – 23<sup>rd</sup> May 2018**

Members reviewed the minutes.

**Proposed:** Cllr Gent

**Seconded:** Cllr Allen

**Resolved:** That the Report and Recommendations of a meeting of the Planning Committee held on 23<sup>rd</sup> May 2018 be approved.

All in favour

- **Personnel Committee – 24<sup>th</sup> May 2018**

Members reviewed the minutes.

**Proposed:** Cllr Hawke

**Seconded:** Cllr Allen

**Resolved:** That the Report and Recommendations of a meeting of the Personnel Committee held on 24<sup>th</sup> May 2018 be approved.

All in favour

**38. TO RECEIVE REPORTS FROM AND PUT QUESTIONS TO REPRESENTATIVES ON PUBLIC BODIES AND ASSOCIATIONS**

The Mayor mentioned that he went to a meeting at the Flavel and was told of a time back in the early 70's when there was a plan to demolish the market square to increase the carpark.

The application was thankfully dismissed.

Cllr de Galleani said that Cllr Gent and I attended the Food bank AGM. For the past year they have had 244 clients of whom 29 were families, they have helped people through fuel poverty in the past but can no longer do that and now less people visit them.

Cllr de Galleani said that the Brownies had helped Dartmouth Green Partnerships with planting out the hanging baskets which would be going up as soon as possible. They also have a new accounting package which will mean they will be more transparent.

Cllr Allen asked about the spraying up at the top of the town and who will pay for this. Cllr de Galleani replied that it was to clear the beds so that they can then plant them up.

Cllr Allen said that in the future our town Groundsman could be helping out with this.

Cllr Gent reported on the youth club. The membership is now 158.

There is now a leisure night on Friday nights at the leisure centre.

There is also a new volunteer youth worker.

**39. TO RECEIVE THE CLERK'S REPORT OF FINANCIAL MATTERS FOR THE END OF YEAR 2017-2018**

The Clerk circulated a report of financial matters for the end of year 2017-2018.

Cllr Allen spoke about the staffing budget and how much it would increase in the future, he asked if DTC had budgeted for additional staff and increments.

Cllr Hawke said that there were no suggestions of increments, but the Personnel committee would be reviewing the whole structure once we've taken over the parks and gardens.

The Mayor said that this needs to be looked at in context because we are saving money now by using our in-house staff and not outside contractors. Our outside bills are reducing whilst our salaries might be going up.

**Proposed:** Cllr Gent

**Seconded:** Cllr de Galleani

**Resolved:** That the Clerk's report of financial matters for the end of year 2017-2018 under Standing Order No. 56 (b) be approved.

Cllr Hawke wanted to congratulate the Finance Officer on the presentation of the finance report he also wanted to say that when RBS came down for the end of year they had said she was one of the top 10 that they had worked with since April. The Mayor added that he wanted to congratulate her on our cash position at the end of the year.

**Proposal:** Cllr Hawke

**Seconded:** Springett

Cllr Thomson said how much easier it was to read the new format.

**40. TO AUTHORIZE THE ISSUE OF DEEDS OF GRANT EXCLUSIVE RIGHT OF BURIAL FOR GRAVE NO: J39, D(1)122, D(1)120**

**Proposed:** Cllr Allen

**Seconded:** Cllr Gent

**Resolved:** That Deeds of Grant of Exclusive Right of Burial be issued in respect of Grave No. : J39, D(1)122, D(1)120 at Longcross Cemetery, Dartmouth and the Town Mayor (Cllr R Lyon) and Deputy Mayor (Cllr F Pritchard-Tagg) be authorized to sign the Documents in accordance with terms contained in Minute No. 225 (3) 1975/6.

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

Cllr Smith said that he would like to seek clarification with regards to the Community Chest, and the concerns that are being raised on Facebook. He said that there was a breakdown in communication and he would like a meeting to take place.

The Mayor said that he had offered to have a meeting, but he would like to remind them that although we want them to succeed, we also have a responsibility to the rest of the rate payers of this town and we will make our best judgement as to what the market should be used for.

Cllr de Galleani asked that Cllr Smith declare an interest because his son had benefited from Community Chest.

Cllr Smith declared an interest in this item.

Cllr Springett asked to remind everyone that on Wednesday at 11am on the embankment there would be a D Day memorial that everyone was invited to attend.

Cllr Allen asked if the Town Council would consider reinstating a Civic Service? The Mayor replied that yes he would look at doing that.

Cllr Smith asked if on Fri 22<sup>nd</sup> June, would the Mayor attend a meeting at Townstal Community Hall at 6.30, MP Sarah Woolaston has agreed to host it.

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

The Mayor said that now Dartmouth Town Council had voted to take on the devolved services from SHDC, it had also appointed the Town Groundsman and the purchase on various machinery.

The Mayor asked for approval from Cllrs to move into Committee and discuss the taking on of additional staff to carry that out.

All Cllrs were in favour.

**43. EXCLUSION OF PRESS AND PUBLIC**

**Proposed:** Cllr Gent

**Seconded:** Cllr Allen

**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.

**44. APPOINTMENT OF GARDENER AND ASSISTANT GARDENER**

The Mayor said that he would like to confirm that two candidates were chosen, one for a Gardener and the other for an Assistant Gardener.

Cllr Hawke asked for the vice Chairman of Personnel to talk about that as she recently interviewed with the Groundsman and the Clerk.

Cllr Thomson spoke about the two candidates who were chosen, she thinks they will work excellently as a team and both of them are eager to start asap.

Cllr Allen asked when their start date was, and the Cllr Thomson said that one had to give two weeks notice and the other one weeks notice.

Cllr Cooke spoke about their probationary period of 6 months, which meant that this would act as a buffer.

The meeting finished 20.35

**ACTION**

**CLERK:** to report that a group of noisy teenagers were hanging out in RAG to Sgt Simons.

**MAYOR:** to send a letter of congratulations to Dartmouth Caring