

DARTMOUTH TOWN COUNCIL

Minutes of the Annual Town Council Meeting **9th May 2016**

Present

*The Town Mayor (Councillor R M Lyon) - Chairman
in the Chair

#The Deputy Mayor (Councillor R W I Cooke) - Vice-Chairman

*Cllr P F Allen
#Cllr M Baillie
*Cllr L M Barnes
*Cllr G B F Coles
*Cllr T de Galleani
*Cllr A J C Fyson
*Cllr D M Gent
*Cllr B T Harriss
*Cllr F J Hawke
#Cllr I A Pritchard
*Cllr R F Rendle
#Cllr S Smith
*Cllr R Springett
#Cllr S E Thomson

*County Cllr J Hawkins
*District Cllr H Bastone
*District Cllr R Rowe

*Denotes attendance
#Denotes apology for absence

The Mayor welcomed those present to the meeting.

1. **ELECTION OF CHAIRMAN (TOWN MAYOR)**

The Council proceeded with the election of Chairman for the 2016/2017 Municipal Year. It was **moved** by Councillor A J C Fyson and **seconded** by Councillor P F Allen.

That: Councillor Robert Lyon be elected Chairman (Town Mayor) for the ensuing year and until acceptance of office by his successor.

In the absence of the Deputy Mayor, the Clerk (in the Chair) asked if there were any other nominations for the position of Chairman (Town Mayor). Receiving no other nominations, the Clerk put the motion as formally moved by Councillor A J C Fyson to the vote, and upon it being carried, she declared Councillor Robert Lyon duly elected as Chairman and Town Mayor of the Council for the ensuing year.

QUALIFICATION OF CHAIRMAN (TOWN MAYOR)

Councillor R M Lyon signified his acceptance of the office of Chairman (Town Mayor), signed the Declaration of Acceptance, took the Chair and thanked the Members for his election.

The Town Mayor (Councillor R M Lyon)
in the Chair.

Vote of thanks to Councillor R M Lyon.

It was **moved** by Councillor R Springett and **seconded** by Councillor B T Harriss and **resolved:**

That: the best thanks of this Council be given to Councillor R M Lyon on the efficient and impartial manner in which he has discharged the responsibilities of Town Mayor during the past year.

Cllr R M Lyon replied.

2. **ELECTION OF VICE CHAIRMAN (DEPUTY TOWN MAYOR) AND QUALIFICATION OF VICE-CHAIRMAN (DEPUTY TOWN MAYOR).**

The Council proceeded with the election of Vice-Chairman (Deputy Town Mayor) for the ensuing year. It was **moved** by Councillor D M Gent, **seconded** by Councillor F J Hawke.

That: Councillor R W I Cooke be elected Vice-Chairman (Deputy Town Mayor) for the ensuing year and in his absence the Town Council agreed to Cllr R W I Cooke signing his Declaration of Acceptance of Office at a future date.

The Mayor asked if there were any other nominations for the position of Vice Chairman (Deputy Town Mayor). Receiving no other nominations, the Mayor put the motion as formally moved by Councillor D M Gent to the vote, and upon it being carried, he declared Councillor R W I Cooke duly elected as Vice-Chairman and Deputy Town Mayor of the Council for the ensuing year.

3. **APPOINTMENT OF CHAPLAIN.**

The Mayor reported that The Reverend Will Hazlewood had accepted the appointment of Chaplain to the Council.

ADJOURNMENT OF MEETING

It was **moved** by Councillor G B F Coles, **seconded** by Councillor T de Galleani and **resolved:-**

That this meeting stands adjourned to 7.00 p.m. on Tuesday, 10th May 2016.

DARTMOUTH TOWN COUNCIL

Minutes of the Adjourned Town Council Meeting **10th May 2016**

Present

*The Town Mayor (Councillor R M Lyon) - Chairman
in the Chair

*The Deputy Mayor (Councillor R W I Cooke) - Vice-Chairman

*Cllr P F Allen
*Cllr M Baillie
*Cllr L M Barnes
*Cllr R E Chilcott
*Cllr G B F Coles
*Cllr T de Galleani
*Cllr A J C Fyson
*Cllr D M Gent
*Cllr B T Harriss
*Cllr F J Hawke
*Cllr I A Pritchard
*Cllr R F Rendle
*Cllr S Smith
*Cllr R Springett
#Cllr S E Thomson

#County Cllr J Hawkins
#District Cllr H Bastone
#District Cllr R Rowe

*Denotes attendance
#Denotes apology for absence

Also in attendance 2 members of the public and 1 member of the press.

4. DECLARATIONS OF INTEREST.

Cllr Coles declared a personal interest in agenda item 11, approval of the Finance Committee minutes of 20th April 2016.

5. POLICE AND DISTRICT AND COUNTY COUNCILLOR REPORTS.

In his absence Inspector Tomlinson's report on crime figures for Dartmouth for the months of March and April 2016 were laid round the table.

In his absence Cllr Bastone's report was laid round the table.

South Hams District Council continued to undertake a significant change programme in addressing the £1 million budget gap predicted in the District Council's funding position by 2020. It currently shared the majority of staff and systems with West Devon Borough Council which had resulted in significant savings for both Councils.

South Hams and West Devon had jointly commissioned PricewaterhouseCoopers to explore the detailed business case for developing a Local Authority Controlled Company. PWC's costs were approximately £120,000 and this was the amount that would be an abortive cost if the decision was not to proceed with the LACC. The element to be funded by South Hams District Council was half of this i.e. £60,000.

A Local Authority Controlled Company would enable the District Councils to be able to bid for contracts to deliver services for other organisations and to be able to charge a profit margin for those services.

Councils themselves were only allowed to charge for their services on a cost recovery basis.

If successful, the profit could be used to reinvest in services to South Hams and West Devon – and help the District Council to reduce the funding gap. The Councils would retain full control and ownership of the company and could invite other Councils to be part of the company in the future.

If the business case recommended that a Local Authority Controlled Company had the potential to be successful, the proposal was that many of the service delivery staff employed by the Councils would transfer into the new company. Residents and Parish Councils should notice no difference with services continuing to be delivered by the same staff from the same locations as at present.

Cllr Allen suggested that the Town Council consider setting up a Local Authority Controlled Company and he raised concerns over how this initiative by the District Council would affect devolved services.

Cllr Fyson also raised a note of caution and believed that this was creeping privatisation and would lead to a rise in the cost of services.

Cllr Rendle raised the issue of parked cars on the South Embankment and told members that although Dartmouth Town Council had voted against this and had asked the District Councillors to support their wishes, which they had signified at the Town Council meeting, South Hams District Council were now issuing annual permits (at £300 each) to park on the embankment. Cllr Rendle told the meeting that while he had previously been a supporter of creating a good relationship with the District Council, he now felt that the Town Council should take a stand, report the District Council to the Local Government Ombudsman and start the new Civic year ensuring that all actions were completed.

The District Council had claimed that they had not received the Town Council's views on this matter and Cllr Coles suggested that future letters be sent by registered post.

Cllr Springett agreed with Cllr Rendle that something must be done about the District Council and he supported the suggestion that the Town Council contact the Ombudsman; the parking on the embankment was the last straw. Cllr Fyson reminded members that it would need to be proved that the District Council had acted improperly for a case to be brought by the Ombudsman. Cllr Rendle asked that the officers responsible for the introduction of the parking permit scheme on Dartmouth's South Embankment be asked to attend a Full Town Council meeting to explain their decision.

Cllr Gent added that letters sent to the District Council concerning planning matters also remained unanswered.

It was agreed that a letter would be sent by the Mayor to South Hams District Council stating the Town Council's views on all these matters.

6. QUESTIONS TO THE MAYOR BY MEMBERS OF THE PUBLIC.

Mr Boughton asked the Mayor if a Town Council representative had attended the EGM of the Business Improvement District and had voted.

The Mayor replied that while Town Council representatives had attended the meeting, the Town Council's vote had been posted.

Mr Boughton asked the Mayor that if the Business Community voted to wind up the BID, did he believe that the Town Council was expected to cover the lost monies from the large business organisations in the Town.

The Mayor replied that he could not pre-empt the result of the BID vote but the Council would not cover the loss of these monies.

Mr Boughton asked the Mayor if he was aware of how many people attended the early morning services at St Saviour's Church, a notice in the Church stated that the building cost £350 per day to run. As the Church in Dartmouth received a third of the Dartmouth Trust monies each year would the Town Council make sure that its nominated Trustees on the Dartmouth Trust Board ensured that all monies were spent on good causes.

The Mayor replied that this was a matter for the Board of Trustees of the Dartmouth Trust of which the Town Council representatives were only a part.

Mr Boughton asked the Mayor if he was aware that an article in the Dartmouth Chronicle on 26th February 2016 concerning the West Dart Development planning appeal had contained interview material from Town Councillors who had attended the appeal hearing; Mr Boughton asked if the Mayor was happy with this.

The Mayor replied that he was extremely happy with the conduct of the Town Councillors and all they did for the Town.

7. URGENT BUSINESS.

There was none.

8. CONFIRMATION OF THE MINUTES.

Amendment - Minute 252 page 194 – The Mayoress had attended the meeting in Rotherhithe not the Deputy Mayor.

Amendment – Minute 257 pages 198 and 199 – Cllr Barnes had recently toured the changing rooms and first floor toilets and asked that members reconsider the decision to use plastering on the walls in the toilets as there would be a cost saving in redecoration in the future if walling was used.

Proposed: Cllr L M Barnes
Seconded: Cllr Springett

Resolved: That the quotation for walling the first floor toilets (£2,800.00) be accepted.

Proposed: Cllr D M Gent
Seconded: Cllr F J Hawke

Resolved: That the minutes of the Town Council meeting held on 4th April 2016, as amended, be confirmed and signed as a true record.

Amendment - Minute 266 page 209 – Paragraph 2 Cllr Gent had attended a NHS Clinical Commissioning Group meeting not a Patient Participation Group meeting.

Amendment – Minute 268 page 211 – Cllr Coles had raised concerns about under-age drinking not the consumption of alcohol.

Proposed: Cllr D M Gent
Seconded: Cllr F J Hawke

Resolved: That the minutes of the Special Town Council meeting held on 28th April 2016, as amended, be confirmed and signed as a true record.

9. CORRESPONDENCE.

- a) A letter had been received from the President of the Port of Dartmouth Royal Regatta asking if the Town Council would wish to advertise in the 2016 Regatta Souvenir programme. A full page would cost £480.00.

Proposed: Cllr de Galleani
Seconded: Cllr L M Barnes

Resolved: That the Town Council does not take an advert in the Port of Dartmouth Royal Regatta Programme.

- b) An update on the South Hams Appeal of the South West Coast Path Association had been received detailing repairs and improvements to the coast path at Compass Cove and Little Dartmouth; this had been circulated to Councillors.
- c) Details of changes to Stagecoach services from Devon County Council had been circulated to members.
 - i) There would be minor changes to Local Bus Service 3, Dartmouth - Kingsbridge - Plymouth taking effect on 29th May 2016. There would be an extra Monday to Saturday bus from Kingsbridge to Plymouth at 0830 and the current 0905 Kingsbridge - Plymouth would be altered to run at 0930. Other changes involved some bus times altering slightly. There were no service withdrawals. The County Council continued to subsidise a Sunday & Bank Holiday service between Dartmouth and Kingsbridge.
 - ii) Stagecoach had also given notice of changes to bus services in Dartmouth, to take effect from 29th May 2016. In summary, instead of there being alternate Service 90 and 90A town buses together providing a fifteen-minute frequency, the town bus will run half-hourly as a Service 90. The 90B to Archway Drive will be withdrawn. The County Council subsidised evening & Sunday timetable was not affected. There was no County Council subsidy for the daytime service. This was a change to commercially operated services and therefore decided by the bus company, not the County Council.

Cllr Pritchard hoped that a meeting of the Public Transport Group would take place as soon as possible; the buses were needed at school times between the Academy and Archway Drive. Cllr Hawkins would be arranging a meeting shortly; Cllr Baillie had offered to be secretary to the group. Cllr Pritchard told the meeting that it was important to concentrate on the provision of an evening service.

10. **REPORTS.**

- a) Planning Committee.

The Report and Recommendations of a meeting of the Planning Committee held on 6th April 2016 were reviewed. Members noted that there were still problems accessing plans on the District Council website.

Proposed: Cllr D M Gent
Seconded: Cllr R Springett

Resolved: That the Report and Recommendations of the meeting of the Planning Committee held on 6th April 2016, be received, approved and adopted.

b) Finance Committee.

The Report and Recommendations of a meeting of the Finance Committee held on 20th May 2016 were reviewed. Cllr Allen suggested and members agreed, that all grants were given for a specific purpose in future. The grants to the Sister City Status group (£2,000) and the Mayflower 400 (£500) were discussed; details of how the monies were spent would be provided by the groups.

Proposed: Cllr F J Hawke
Seconded: Cllr D M Gent

Resolved: That the Report and Recommendations of the meeting of the Finance Committee held on 20th May 2016, be received, approved and adopted.

c) Planning Committee.

The Report and Recommendations of a meeting of the Planning Committee held on 4th May 2016 were reviewed.

Proposed: Cllr D M Gent
Seconded: Cllr P F Allen

Resolved: That the Report and Recommendations of the meeting of the Planning Committee held on 4th May 2016, be received, approved and adopted.

11. COMMITTEE STRUCTURES.

Committee Terms of Reference

Planning Committee

Amend meeting dates to – be held monthly or as required.

Corporate Property Committee

Amendments:-

- (b) To undertake regular inspections of Council property, put any maintenance or urgent repairs in hand with suitable contractors and submit recommendations on other work required.
- (d) To submit proposals to the Town Council for major redevelopment or improvement of the Council's properties and to implement and oversee whatever the Council decides.

Delete point (e)

Finance Committee

Amend meeting dates to - be held quarterly or as required.

General Purposes Committee

Amendments:-

- (c) To consider any other matters not included in the Terms of Reference of other committees including parking and Health and Safety.

Meeting dates amended to bi-monthly or as required.

Personnel Committee

No changes

Proposed: Cllr R F Rendle

Seconded: Cllr D M Gent

Resolved: That the Committee terms of reference as amended, be accepted for the Planning, Corporate Property, Finance, General Purposes and Personnel Committees.

Committee Chairmen

Proposed: Cllr P F Allen
Seconded: Cllr B T Harriss

Resolved: That Cllr D M Gent be elected Chairman of the Planning Committee for the ensuing year.

Proposed: Cllr R W I Cooke
Seconded: Cllr P F Allen

Resolved: That Cllr S E Thomson be elected Chairman of the Finance Committee for the ensuing year.

Proposed: Cllr R W I Cooke
Seconded: Cllr L M Barnes

Resolved: That Cllr F J Hawke be elected Chairman of the Personnel Committee for the ensuing year.

Proposed: Cllr D M Gent
Seconded: Cllr P F Allen

Resolved: That Cllr T de Galleani be elected Chairman of the General Purposes Committee for the ensuing year.

Proposed: Cllr R F Rendle
Seconded: Cllr L M Barnes

Resolved: That Cllr R Springett be elected Chairman of the Corporate Property Committee for the ensuing year.

Committee Membership

It was noted that Cllr Coles had replaced Cllr Chilcott on the Neighbourhood Plan Working Group.

Proposed: Cllr R F Rendle
Seconded: Cllr D M Gent

Resolved: That the Committee membership as shown below be accepted, with the Mayor and Deputy Mayor on all committees other than Personnel.

Planning – Cllrs Allen, Coles, Fyson, Gent, Harriss, Springett and Thomson.

Corporate Property – Cllrs Baillie, Barnes, Coles, Fyson, Harriss, Hawke, Rendle, S Smith and Springett.

Finance – Cllrs Allen, Coles, Fyson, Gent, Hawke, Rendle, Springett and Thomson.

General Purposes – Cllrs Allen, Baillie, Barnes, Coles, de Galleani, Gent, Harriss, Pritchard and S Smith.

Personnel – Cllrs Allen, Barnes, de Galleani, Hawke, Pritchard and Thomson.

12. APPOINTMENT OF REPRESENTATIVES

Proposed: Cllr F J Hawke
Seconded: Cllr P F Allen

Resolved: That representatives be appointed and/or confirmed for the following year as shown hereunder:-

Body or Association

Representatives

BID Team *Held in abeyance pending the result of the vote on the future of the BID*
(Vacancy)
Cllr de Galleani

Dartmouth & Area Public Transport Group Cllr I A Pritchard
Cllr R Springett

Dartmouth and Kingswear Society Cllr A J C Fyson

Dartmouth Business Forum	Cllr D M Gent
Dartmouth Caring	Cllr M Baillie Cllr I A Pritchard
Dartmouth Castle Conservation Management Plan	Cllr R W I Cooke
Dartmouth Fatstock Show	Mayor of the Day
Dartmouth Green Partnerships	Cllr de Galleani
Dart Harbour & Navigation Authority Non-Beneficiary Stakeholder Group	Cllr R F Rendle
Dartmouth Medical Practice Patient Participation Group	Cllr D M Gent Cllr R Springett
Dartmouth Museum	Cllr G B F Coles Cllr R W I Cooke
Dartmouth Outdoor Swimming Pool Management Committee	Cllr D M Gent Cllr S Smith
Dartmouth Tourist Information Centre	Cllr R Springett
Dartmouth Trust (a) Ex Officio Trustee (b) Nominative Trustee	Mayor of the Day Cllr P F Allen (19.05.19)
Dartmouth United Charities Trustees	Cllr R F Rendle (05.01.2020) Cllr R W I Cooke (03.11.2017) Cllr T de Galleani (11.05.2020) Cllr D M Gent (14.05.2017) Cllr F J Hawke (19.05.2019) Cllr R M Lyon (19.05.2019) Cllr R Springett (05.01.2018) Cllr S E Thomson (19.05.2019)

Devon Association of Local Councils	Mayor of the Day Clerk
Flavel Management Advisory Committee	Mayor of the Day
Dartmouth and District Youth Partnership	Cllr D M Gent Cllr B T Harriss
Port of Dartmouth Royal Regatta Ltd	Cllr P F Allen Cllr D M Gent
Services Family Accommodation Forum	Cllr R Springett
South Hams Citizens Advice	Cllr S Smith
South Hams CVS	Cllr S Smith
Sports Association	Cllr F J Hawke
St Petrox Trust Trustees	Cllr P F Allen Cllr D M Gent Cllr I A Pritchard Cllr R Springett
Townstal Community Hall Association	Cllr I A Pritchard Cllr M Baillie
Tree Warden	Mrs Penny Woollams
Wilton Memorial Trust	Cllr G B F Coles
Youth Ambassadors	Cllr D M Gent Cllr B T Harriss Cllr S Smith

13. SIGNATORIES

It was agreed that the current signatories for cheques on the main Dartmouth Town Council account remain - Cllr P F Allen, Cllr R W I Cooke, Cllr D M Gent, Cllr R M Lyon, Cllr R F Rendle, Cllr R Springett and Cllr S E Thomson; any two to sign.

Henley Trust Account – Cllr R W I Cooke, Cllr R Springett.

Mayor’s Cheer Fund – Cllr P F Allen, Cllr R M Lyon.

Public Purposes Share of the Dartmouth Trust – Cllrs Allen, Barnes, Gent, Rendle and Springett.

Proposed: Cllr F J Hawke

Seconded: Cllr P F Allen

Resolved: That the signatories to the main Dartmouth Town Council current account remain the same.

14. FINANCIAL MATTERS

The Clerk presented her report on payments made under Standing Order No 56(b).

Proposed: Cllr D M Gent

Seconded: Cllr P F Allen

Resolved: That the Clerk's actions in paying accounts totaling £75,152.07 under Standing Order No.56(b) be endorsed.

15. DEEDS OF EXCLUSIVE RIGHTS OF BURIAL.

Proposed: Cllr R Springett

Seconded: Cllr D M Gent

Resolved: That Deeds of Grant of Exclusive Right of Burial be issued in respect of Grave Nos. D(1) 112, J24 and J25 at Longcross Cemetery, Dartmouth and the Town Mayor (Councillor R M Lyon) and Deputy Mayor (Councillor R W I Cooke) be authorized to sign the Documents in accordance with terms contained in Minute No. 225 (3) 1975/6.

16. REPORTS.

Representatives on Public Bodies and Associations.

Cllr Coles reported that the Mayflower 400 group had a wish list of projects and she would be attending a meeting in London later that week to see how much money would be given to Dartmouth as a share of the £5m from Central Government. Dartmouth United Charities had made a grant of £5,000 to the Mayflower 400 group to pay for 6 disabled local children to have a week on a sail training ship in May 2020.

Cllr Allen suggested that the Mayflower 400 group make a presentation to Full Council; Cllr Coles would arrange this.

17. ANNUAL GOVERNANCE STATEMENT AND ANNUAL ACCOUNTING STATEMENTS FOR 2015/2016.

A copy of a draft Annual Governance Statement for 2015/2016 had been circulated.

Proposed: Cllr D M Gent

Seconded: Cllr F J Hawke

Recommended: That the Annual Governance statement for 2015/2016 be adopted and be signed by the Mayor and Clerk on behalf of the Town Council.

Copies of the draft Annual Return Statement had been circulated.

Proposed: Cllr D M Gent
Seconded: Cllr F J Hawke

Recommended: That the Annual Return and Accounting Statement be approved and be signed by the Mayor and Clerk on behalf of the Town Council.

18. GRANTS - FINANCE COMMITTEE MEETING OF 20th APRIL 2016.

a) Dart Area Landscape Access Group

Cllr Hawke and the Clerk had met with 3 representatives from the Dart Area Landscape Access Group. Members were very concerned that chemicals were being sprayed without a licence at Jawbones Beacon Park and suggested that strimming of the weeds would be much more appropriate. Members were content to assist with the purchase of materials to preserve the benches.

Proposed: Cllr R Springett
Seconded: Cllr A J C Fyson

Resolved: That the Town Council assist with the purchase of 5 litres of wood preservative for use on the benches at Jawbones Beacon Park but stress that this would not be an annual grant.

b) Dartmouth Community Chest

Proposed: Cllr F J Hawke
Seconded: Cllr D M Gent

Resolved: That a grant of £500 be made from the Public Purposes Share of the Dartmouth Trust to Dartmouth Community Chest for the purchase of a vehicle subject to other monies being in place for its purchase.

19. QUESTIONS TO THE MAYOR.

Cllr Fyson asked the Mayor if he would encourage members to complete the Neighbourhood Plan Questionnaire and to encourage others to do so. The questionnaires were due to be sent out to all those on the register of electors in the first week of June by South Hams District Council. Councillor Fyson would be issuing a press release to promote the Neighbourhood Plan and the completion of the questionnaires.

The Mayor replied that it was very important for everyone to complete the questionnaires.

Cllr Springett asked the Mayor how Her Majesty Queen Elizabeth's 90th Birthday would be marked in Dartmouth.

The Mayor replied that he had arranged for the beacon to be lit on 11th June 2016 and Cllr Smith explained that the Townstal Community Partnership and Townstal Community Hall Association were arranging a street party to celebrate and all were welcome to attend. The Clerk would advertise these events on the Town Council website and Face book.

Cllr Rendle asked the Mayor if the Town Council had stopped payment of the grant cheque for £3,000 to the Tourist Information Centre following an article in the Dartmouth Chronicle; Cllr Rendle believed that it was very important to keep the TIC going.

The Mayor replied that the Town Council, together with several other organisations, was working hard to keep a visitor centre in Dartmouth and that the cheque had been held until this meeting to give members an opportunity to raise any concerns vis a vis the sale of the Discover Dartmouth website and the brochure. The cheque would now be given to the Tourist Information Centre. The Mayor would meet with Cllr Hawke, the Chairman of the TIC working group to discuss writing to the press over this matter.