

# **DARTMOUTH TOWN COUNCIL**

## **Minutes of the Annual Town Council Meeting** **8<sup>th</sup> May 2017**

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 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 D R Kelland  
#Cllr I A Pritchard  
\*Cllr F R Pritchard-Tagg  
\*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 2017/2018 Municipal Year. It was **moved** by Councillor D M Gent and **seconded** by Councillor D R Kelland.

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

The Mayor, (in the Chair) asked if there were any other nominations for the position of Chairman (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 Richard Cooke duly elected as Chairman and Town Mayor of the Council for the ensuing year.

**QUALIFICATION OF CHAIRMAN (TOWN MAYOR)**

Councillor R W I Cooke 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.

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The Town Mayor (Councillor R W I Cooke)  
in the Chair.

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Vote of thanks to Councillor R M Lyon and Mrs D Lyon.

It was **moved** by Councillor R Springett and **seconded** by Councillor G B F Coles 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.**

**That we extend to Mrs Diane Lyon our gratitude for the assistance she has given to the Town Mayor and the admirable manner in which she has performed the many voluntary duties which she has undertaken as Mayoress.**

Cllr R M Lyon replied.

Mrs D 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 F J Hawke, **seconded** by Councillor T de Galleani.

**That: Councillor A J C Fyson be elected Vice-Chairman (Deputy Town Mayor) for the ensuing year and until acceptance of office by his successor.**

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 F J Hawke to the vote, and upon it being carried, he declared Councillor A J C Fyson 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 S Smith, **seconded** by Councillor F R Pritchard-Tagg and **resolved:-**

**That this meeting stands adjourned to 7.00 p.m. on Tuesday, 9<sup>th</sup> May 2017.**

# **DARTMOUTH TOWN COUNCIL**

## **Minutes of the Adjourned Town Council Meeting** **9<sup>th</sup> May 2017**

Present

\*The Town Mayor (Councillor R W I Cooke) - Chairman

\*The Deputy Mayor (Councillor A J C Fyson) - Vice-Chairman

\*Cllr P F Allen

\*Cllr M Baillie

\*Cllr G B F Coles

\*Cllr T de Galleani

\*Cllr D M Gent

#Cllr B T Harriss

\*Cllr F J Hawke

\*Cllr D R Kelland

\*Cllr R M Lyon

\*Cllr I A Pritchard

\*Cllr F R Pritchard-Tagg

\*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 1 member of the press.

Cllr Allen requested that the minutes of the Personnel Committee held on 20<sup>th</sup> April 2017 be taken in committee at the end of the meeting.

**4. DECLARATIONS OF INTEREST.**

Cllr T de Galleani declared a personal interest in agenda item 10, correspondence, letter from Dartmouth Green Partnerships.

**5. POLICE AND DISTRICT AND COUNTY COUNCILLOR REPORTS.**

In his absence Police Sergeant Ian Simon's report on crime figures for Dartmouth for the month of April 2017 was laid round the table.

There were no County or District Councillors present at the meeting.

Cllr Smith voiced concerns raised by residents of Seymour Drive concerning the grass area which had been sectioned off by its owner with heras fencing, and he told the meeting that while he was fully aware that the developer who had submitted two planning applications for housing built on this site which had been rejected, had cordoned off the open space previously used by the community as it was private land. However as time had elapsed this site had now become unsightly and an embarrassment to the residents of the area that individually took pride in their own properties, there had been no effort to keep the area in visually good order, the grass was overgrown and the site was unsightly. Cllr Smith believed that the community deserved the respect to have the area maintained in visual good order, and he asked that the District Councillors be informed of the problem.

*Cllr Hawke arrived at 7.05 pm.*

Cllr Smith also requested that the problem of amplified music regularly being played in the Royal Avenue Gardens be raised with the District Councillors. Cllr Springett informed the meeting that under current legislation musicians were allowed to perform and no license was necessary unless they were connected to a mains power supply. The Town Council may wish to modify the byelaws when they took ownership of the Royal Avenue Gardens from the District Council later in the year.

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

There were none.

**7. URGENT BUSINESS.**

There was none.

**8. CONFIRMATION OF THE MINUTES.**

The minutes of the Town Council meeting held on 3<sup>rd</sup> April 2017 were reviewed.

**Proposed: Cllr D M Gent**

**Seconded: Cllr P F Allen**

**Resolved: That the minutes of the Town Council meeting held on 3<sup>rd</sup> April 2017, be confirmed and signed as a true record.**

**9. CORRESPONDENCE.**

- a) The Clerk reminded members that a first aid course had been arranged for Monday 5<sup>th</sup> June 2017 at 6.30 pm at the Guildhall; Councillors were asked to let the office know if they wished to attend as soon as possible.
- b) Notice had been received from HM Land Registry that South Hams District Council had applied to put a restriction on the Community Orchard as an asset of Community Value.
- c) An acknowledgement of the Town Council's letter requesting a meeting with the Police and Crime Commissioner had been received. Cllr Springett was concerned at the level of policing received in Dartmouth and asked that the Police and Crime Commissioner be asked again to attend a Full town Council meeting to explain this.
- d) A letter had been received from the Dartmouth Mayflower 400 group and had been circulated to members giving details of the launch of their new website and a Dartmouth Mayflower 400 walking trail.
- e) A request had been received from Hilary Bastone as a director of the

- Dartmouth Visitor Centre asking to make a presentation to the June meeting of the Town Council. Members agreed that this should take place.
- f) Details of proposals from South Hams District Council concerning replacement benches in the Town had been received and circulated to members. This would be considered at the General Purposes Committee meeting to be held on 18<sup>th</sup> May 2017.
  - g) A request to use the Town Crest on a gift to the French delegation to mark the 40<sup>th</sup> anniversary of the twinning of Dartmouth and Courseulles sur Mer had been received from the Dartmouth Anglo French Association.

**Proposed: Cllr S Smith**

**Seconded: Cllr T de Galleani**

**Resolved: That permission be granted for the Dartmouth Anglo French Association to use the Town Crest on a gift for the French delegation to mark the 40th anniversary of the twinning of Dartmouth and Courseulles sur Mer.**

- h) The Dartmouth and District Guide Ltd had notified the Town Council that they were changing their name to Dartmouth Visitor Centre CIC; this as part of the process to register as a Community Interest Company and increase funding opportunities.
- i) A letter had been received from Dartmouth Green Partnerships requesting a letter of support for their fund-raising as the Town Council was the potential future owner of the new greenhouse site, re granting of a lease. Cllrs de Galleani and Fyson both explained that a letter of intent from the Town Council would be requested at a later date, if required by any organisations that Dartmouth Green Partnerships was applying to for funds. Cllr Allen asked that the General Purposes Committee consider the consequences of granting letters of intent to organisations at their next meeting.

**Proposed: Cllr R M Lyon**

**Seconded: Cllr D R Kelland**

**Resolved: That a letter be sent to Dartmouth Green Partnerships when required, stating the Town Council's intention to grant a lease for the new Community Greenhouse site.**

## 10. REPORTS.

### a) Planning Committee.

The Report and Recommendations of a meeting of the Planning Committee held on 5<sup>th</sup> April 2017 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 5<sup>th</sup> April 2017, be received, approved and adopted.**

### b) Finance Committee.

The Report and Recommendations of a meeting of the Finance Committee held on 18<sup>th</sup> April 2017 were reviewed.

Councillor Allen suggested that the Town Council should provide ferry tickets for the Town Sergeant when he used the service for civic functions.

**Proposed: Cllr D M Gent**

**Seconded: Cllr G B F Coles**

**Resolved: That the Town Sergeant be provided with ferry tickets for civic functions.**

**Proposed: Cllr A J C Fyson**

**Seconded: Cllr D M Gent**

**Resolved: That the Report and Recommendations of the meeting of the Finance Committee held on 18<sup>th</sup> April 2017, be received, approved and adopted.**



c) Personnel Committee.

The Report and Recommendations of a meeting of the Personnel Committee held on 20<sup>th</sup> April 2017 were reviewed in committee at the end of the meeting.

d) Planning Committee.

The Report and Recommendations of a meeting of the Planning Committee held on 3<sup>rd</sup> May 2017 were reviewed. A site meeting had been held the previous day at the Boat House, South Town reference application 0096/17/HHO, which had been attended by Cllr Fyson. The Development Control Committee at South Hams District Council would be making a decision on this application on 10<sup>th</sup> May 2017.

**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 3<sup>rd</sup> May 2017, be received, approved and adopted.**

11. COMMITTEE STRUCTURES.

Committee Terms of Reference

A copy of the current terms of reference of the Town Council's committees had been circulated to members. Cllr Allen asked that the Town Council consider adding terms of reference to the General Purposes Committee's for Strategy and Development; it was agreed that this would be considered at the next meeting of the General Purposes Committee.

Cllr Fyson suggested that the Neighbourhood Plan group become a working group linked to the Corporate Property Committee, to enable it to be properly constituted and have minutes considered by Full Council. He also felt that the membership of the Neighbourhood Plan group should be considered.

Members felt that the Neighbourhood Plan group should report directly to Full Council and an item would be added to the agenda for the Full Town Council meeting on this subject.

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

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

### **Committee Chairmen**

**Proposed: Cllr R M Lyon**  
**Seconded: Cllr T de Galleani**

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

**Proposed: Cllr S Smith**  
**Seconded: Cllr I A Pritchard**

**Resolved: That Cllr P F Allen be elected Chairman of the Finance Committee for the ensuing year.**

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

**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 D M Gent**  
**Seconded: Cllr S Smith**

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

## **Committee Membership**

**Proposed:** Cllr R M Lyon

**Seconded:** Cllr F J Hawke

**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, Gent, Harriss, Kelland, Pritchard-Tagg, Springett and Thomson.

**Corporate Property** – Cllrs Baillie, Coles, de Galleani, Harriss, Hawke, Lyon, Smith and Springett.

**Finance** – Cllrs Allen, Coles, Gent, Hawke, Kelland, Lyon, Pritchard-Tagg and Springett.

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

**Personnel** – Cllrs de Galleani, Harris, Hawke, Kelland, Lyon and Thomson.

## **12. APPOINTMENT OF REPRESENTATIVES.**

**Proposed:** Cllr F J Hawke

**Seconded:** Cllr P F Allen

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

<b><u>Body or Association</u></b>	<b><u>Representatives/Trustees/Directors</u></b>
Coastal Communities Team – South Hams	Cllr Coles
Dartmouth & Area Public Transport Group	Cllr M Baillie Cllr D M Gent Cllr I A Pritchard Cllr R Springett

Dartmouth and District Chamber of Trade	Cllr D M Gent
Dartmouth and District Guide Ltd Directors	Cllr G B F Coles Cllr F J Hawke
Dartmouth and Kingswear Society	Cllr A J C Fyson
Dartmouth Caring	Cllr M Baillie Cllr I A Pritchard
Dartmouth Fatstock Show	Mayor of the Day
Dartmouth Green Partnerships	Cllr T de Galleani
Dart Harbour & Navigation Authority Non-Beneficiary Stakeholder Group	Cllr R M Lyon
Dartmouth Mayflower 400	Cllr R M Lyon
Dartmouth Medical Practice Patient Participation Group	Cllr D M Gent Cllr R Springett
Dartmouth Museum Trustee	Cllr R W I Cooke
Dartmouth Outdoor Swimming Pool Management Committee Trustees	Cllr D M Gent Cllr S Smith
Dartmouth Trust (a) Ex Officio Trustee (b) Nominative Trustee	Mayor of the Day Cllr R Springett (07.02.21)
Dartmouth United Charities Trustees	Cllr D R Kelland (10.05.2021) Cllr R W I Cooke (03.11.2017) Cllr T de Galleani (11.05.2020) Cllr D M Gent (14.05.2021) 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
Port of Dartmouth Royal Regatta Ltd	Cllr D M Gent
South Hams Citizens Advice Bureau	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 M Baillie Cllr I A Pritchard
Tree Warden	Mrs Penny Woollams
Wilton Memorial Trust	Cllr G B F Coles

### **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 Springett with the addition of Cllr A J C Fyson; 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, Gent, and Springett.

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

**Resolved:** That the signatories to the Dartmouth Town Council accounts remain the same with the addition of Cllr Fyson on the main Dartmouth Town Council account.

**14. FINANCIAL MATTERS**

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

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

**Resolved:** That the Clerk's actions in paying accounts totaling £37,014.85 for the month of April 2017, under Standing Order No.56 (b) be endorsed.

**15. DEEDS OF EXCLUSIVE RIGHTS OF BURIAL.**

**Proposed:** Cllr R Springett  
**Seconded:** Cllr I A Pritchard

**Resolved:** That Deeds of Grant of Exclusive Right of Burial be issued in respect of Grave No. J29 at Longcross Cemetery, Dartmouth and the Town Mayor (Councillor R W I Cooke) and Deputy Mayor (Councillor A J C Fyson) 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 Allen reported that the Vice-Chairman of Dartmouth Regatta had stepped down and this post together with that of Regatta Secretary was vacant.

The Regatta Committee hoped to put greater emphasis on the sailing in 2017 and the Royal Dart Yacht Club was keen to bring yachts into the river and to get people who hadn't sailed before interested in sailing.

Cllr Lyon reported that the Mayflower 400 website was up and running. Dartmouth was the only trail town to have its own website. They were continuing links with Dartmouth Visitor Centre and Dartmouth Museum and their first electronic newsletter would be issued on 10<sup>th</sup> May 2017. A trail town meeting would be held in Plymouth at the end of May and the Mayflower Anthem had now been accepted by a music publisher. Following a question from Cllr Smith, Cllr Lyon explained that the Dartmouth Mayflower group had used a local company to help set up the new website. Cllr Allen asked if, given the importance of the Mayflower 400 event, steps could be taken to liaise with the Dartmouth Visitor Centre; Cllr Lyon replied that they were forging links at present. Cllr Fyson suggested the Mayflower Town Trail should be considered by the Town Council's Planning Committee and Cllr Lyon confirmed that this would be so when firm plans were in place.

## **17. QUESTIONS TO THE MAYOR.**

Cllr Allen asked the Mayor if he was aware that the use of the word "opposition" in his speech at the Mayor Making ceremony was an unfortunate choice when referring to members of the Town Council. The Mayor replied and apologised if he had caused offence but he had used the words to indicate that he would always continue to welcome lively debate.

**Proposed: Cllr G B F Coles**

**Seconded: Cllr P F 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.**

Cllr Allen requested that the Personnel minutes be taken as the final item as he believed it would not be appropriate for the Clerk to be present during the discussions. Members agreed that the Clerk could leave the meeting if she felt compromised and the meeting continued with the review of the Personnel minutes.

**18. PERSONNEL COMMITTEE 20<sup>th</sup> APRIL 2017.**

The Report and Recommendations of a meeting of the Personnel Committee held on 20th April 2017 were reviewed.

Cllr Allen told the meeting that he had been extremely concerned that the Clerk had intended to advertise the post of Town Council Grounds man before the minutes of the Personnel Committee had been ratified by Full Council and he called into question her professional ability.

The Clerk confirmed that this had been the case but explained that this had been at the request of the members of the Personnel Committee, who were concerned that this matter needed to be expedited as soon as possible.

Cllr Springett told the meeting that the minutes were an accurate record of the meeting and the salaries mentioned had only been part of the discussions.

Cllr Allen was concerned that this post would be advertised before the salary was agreed but the meeting agreed that it was normal practice to advertise posts without a salary figure but with “according to experience and ability”.

Cllr Hawke agreed with other members that all the Council needed to decide exactly where it was going with Devolved Services i.e. what staffing structure was required and what equipment. Members all agreed that a Special Town Council meeting of all members should be arranged to discuss this topic, with all information possible supplied for members to make a decision.

Cllr Fyson reminded members that they had already taken the decision to go ahead with Devolved Services.

**Proposed: Cllr G B F Coles**

**Seconded: Cllr F J Hawke**

**Resolved: That the Report and Recommendations of the meeting of the Personnel Committee held on 20th April 2017, be received, approved and adopted.**

**Proposed: Cllr D M Gent**

**Seconded: Cllr T de Galleani**

**Resolved: That a Special Full Council be called to discuss devolved Services.**



## 19. YOUTH SERVICES.

A confidential report on the future of Youth Services in Dartmouth by Cllr Gent had been circulated to members together with a specimen contract for the provision of youth work by Youth Genesis.

Cllr Gent told members that the original proposal made by Dartmouth Town Council to Devon County Council in 2014 had stated that the Town Council would be running Youth Services and would contract out the Youth work.

The Dartmouth and District Youth Partnership had been formed to take this forward but since their formation Youth Genesis had begun to contract directly with Town Councils such as Brixham and Cranbrook.

Youth Genesis was now keen to contract directly with Dartmouth Town Council for the Youth Services at the Ivy Lane centre and Cllr Gent commended their services to the meeting.

Cllr Gent had drawn up terms of reference for a new Youth Services Committee within the Town Council and these had been circulated to members.

Cllr Springett agreed that the Town Council could contract directly with Youth Genesis, that the Dartmouth and District Youth Partnership could be wound up with their agreement and any monies held be passed to the Town Council or to Youth Genesis, he did not feel that it was necessary to set up a separate Committee.

Cllr Lyon agreed that Youth Genesis did excellent work with young people in Dartmouth, both at Ivy Lane and at Festivals and events.

**Proposed: Cllr D M Gent**

**Seconded: Cllr M Baillie**

**Resolved: That Dartmouth Town Council, as the main body responsible for youth services at Ivy Lane, agrees to enter into a contract with Youth Genesis when their present contract with the Dartmouth and District Youth Partnership expires in August, subject to Youth Genesis providing a signed letter of intent.**