

DARTMOUTH TOWN COUNCIL
MINUTES OF THE MEETING OF DARTMOUTH TOWN COUNCIL HELD VIRTUALLY ON
MONDAY 4TH MAY 2020

PRESENT: There were 12 Councillors present at the meeting.
Cllr: G Webb (Mayor); S Hibbert (Deputy Mayor)
Cllrs: P Allen; N Bodinnar; C Campos; D Case; G Evans; T de Galleani; R Lyon; D Wells; L Williams.

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Properties Administrator: K Brown; Administrator: R Searle; Finance Officer: A McGrigor; Town Sergeant: R Lambden; County Cllr J Hawkins; District Cllrs H Bastone and R Rowe; Dartmouth Chronicle: G Ware; and 3 members of the public.

PART I - Open to the Public

1. MAYOR'S ANNOUNCEMENTS

The Mayor announced that this was the first virtual Full Council meeting to take place due to the COVID-19 Restrictions.

The Mayor also reminded both Councillors and the public that this meeting was being audibly recorded and could be uploaded to the YouTube channel for public viewing.

Members of the public participating in the meeting (e.g. asking questions) should be aware that they were being recorded or reported on and by entering the virtual meeting room, they were consenting to being recorded.

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs M Baillie, A Edsall, M Webber and G Yardy.

Resolved: that the Council approve these apologies.

Majority vote carried

3. DECLARATIONS OF INTEREST

There were none.

Prayers were said by Father Will Hazelwood and the Mayor thanked him.

4. TO CONSIDER APPROVING THE PROTOCOL FOR REMOTE MEETINGS.

There was a discussion regarding the two meeting protocol documents that had been circulated ahead of the meeting.

Proposed: Cllr G Webb

Seconded: Cllr D Wells

Resolved: to approve the DALC recommended document 'Virtual Meetings Protocol – Standing Orders Coronavirus Amendments' and the accompanying guidance notes.

Majority vote carried.

5. TO CONSIDER APPROVING THE RECENT CHANGES TO THE LIVING DOCUMENT 'COVID-19 CONTINGENCY PLAN' (attached)

There was a discussion and the Town Clerk explained the main change to this living document regarding grant applications.

Proposed: Cllr R Lyon

Seconded: Cllr S Hibbert

Resolved: To approve this Covid-19 contingency plan as a living document.

Majority vote carried.

6. QUESTIONS TO COUNCIL BY MEMBERS OF THE PUBLIC

A member of the public asked if the Council or any Local Authorities had a plan to reverse the lowered spending in Dartmouth due to COVID-19?

Cllr Campos stated that this was being discussed in an item further down the agenda.

7. TO CONSIDER APPROVING THE FOLLOWING RECOMMENDATIONS DUE TO THE CHANGE IN LEGISLATION

a. That the Mayor, Deputy Mayor and Committee membership remain unchanged.

The Clerk clarified that once meetings were allowed to be held face to face, the Council could then make changes to the Committees and to the committee membership if it wished to do so.

Proposed: Cllr R Lyon

Seconded: Cllr S Hibbert

Resolved: That the Council accept that the Mayor, Deputy Mayor and Committee membership remain unchanged, but with the caveat that once face to face meetings are allowed again that the Council would be able to make changes to the committees and to the committee membership if it so wished.

Majority Vote Carried

b. That the Annual Parish meeting and the Annual Meeting of the Council be cancelled for 2020.

Proposed: Cllr G Webb

Seconded: Cllr L Williams

Resolved: That the Council accept the above motion that the Annual Parish meeting and the Annual Meeting of the Council be cancelled for 2020.

Majority Vote Carried

8. TO NOTE THE WRITTEN REPORTS FROM

- a. **County & District Councillor - Cllr Hawkins (appendix A)**
- b. **District Councillor - Cllr Rowe (appendix B + C)**
- c. **District Councillor - Cllr Bastone (Appendix D + E)**

All reports were circulated to Cllrs ahead of the meeting.

Cllr Allen asked Cllr Bastone for clarification on his quote in the Chronicle from the 6th of March regarding Manor Gardens which advised DTC against taking it because DTC ‘...can’t manage what you’ve got.’ Cllr Bastone replied that he was referring to DTC balancing the budget for future years due to the allowance from SHDC for the transfer of assets decreasing over five years.

Cllr Campos stated that a Manor Gardens working group had been set up to look at this issue to look into the possibility of taking on this asset and would ensure that finance was in place first.

Cllr Campos also questioned Cllr Bastone about the accusations aimed at SHDC to do with how they have cut out a lot of scrutiny from other Cllrs. Cllr Bastone replied that everyone has been misled by one or two SHDC Cllrs who are playing a political game. SHDC had agreed like DTC to approve protocol for meetings and were one of the only District Councils in Devon to have held a virtual meeting. SHDC held a Full Council meeting and there would be another on Thursday 7th May with a massive agenda. SHDC were having virtual meetings and the calendar of meetings was available online.

Cllr de Galleani thanked SHDC for replacing the information board at Manor Gardens.

Cllr Williams voiced her concerns that the planning application at Manor Gardens might steam ahead without the Manor Gardens working group being up and running, Cllr Bastone replied that the planning application for the lift at Manor Gardens was approved by the SHDC Planning Committee 6 weeks ago. Cllr Williams said that she had not been aware of this and wanted it to be publicly stated that this was a shocking decision.

Cllr Case asked that if DTC were only holding Full Council meetings at the present time, how did it affect the working groups and would Cllrs receive reports from the working groups if they were?

Cllr Campos stated that a list of people had been put together and that they were looking to setup a Zoom meeting for this.

The Clerk added that if a working group wanted to meet, any report would have to come back to Full Council for approval.

Cllr Case asked if it was worth investigating if DTC could get Manor Gardens registered as a Community Asset and if this had been investigated. Cllr Campos added that this was being looked at and would be investigated further once the working group had been properly set up.

Cllr Evans stated to Cllr Bastone that while he accepted that he had been to some Finance meetings and that he had heard various discussions, he was not party to all discussions. Cllr Evans did not believe that it was correct for Cllr Bastone to make assumptions about DTC as this was DTC’s judgement to

make. In future SHDC should not make assumptions on whether DTC could afford an asset or not and it should be left to DTC to make that decision.

Cllr Case suggested that registering Manor Gardens as a Community Asset was one way to make sure that DTC were aware of any moves by SHDC to sell the land.

9. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON THE 2nd MARCH 2020

Proposed: Cllr G Webb

Seconded: Cllr S Hibbert

Resolved: that the minutes be approved and signed

Majority Vote Carried

10. TO CONSIDER AND APPROVE A WAY FORWARD FOR THE PROPOSED BUSINESS SURVEY (<https://www.surveymonkey.co.uk/r/XN5XD9V>) FOR POSSIBLE SUPPORT FROM DARTMOUTH TOWN COUNCIL TO OUR MP TO SECURE HELP FOR TOURISM RELIANT LOCAL BUSINESSES – CC

Cllr Campos spoke about how she had been talking to SHDC and Discover Dartmouth to see how businesses in Dartmouth could be helped once Dartmouth reopened after the COVID-19 Restrictions had been lifted. Cllr Campos had written a business survey together with Paul Reach to assess the effects on the tourism industry in Dartmouth. Once the results from the survey were back then this could be forwarded to the MP Anthony Mangnall and it could then be brought back to Full Council for approval.

Cllr Campos added that she would like the survey to be endorsed by DTC as she felt it would be taken more seriously and would show that DTC were trying to help the local businesses of the town at this time.

Cllr Wells asked if the DVC had been involved in the writing of the survey and Cllr Campos replied that they had not been involved as the staff of the DVC had been furloughed and could not comment.

Cllr Bastone added that he was the Chairman of the DVC and that all directors could be involved.

Cllr Case said she was supportive of the survey and given that the local MP had got 85 fellow MP's to write a letter of support, this showed that he was on track to support local businesses. Cllr Case had spoken to DM400 and knew that they were already in touch with Anthony Mangnall and other parties that were involved and that it was best to go through the existing channels as they were in contact with Anthony and his office.

Cllr Webb stated that there were many strands to this subject and that he recommended that this was approved by the council in order to move it forward.

Cllr Lyon said that he thought three sets of people should be involved, Dartmouth Visitor Centre, Laura Campbell from Mayflower and Mark Simpson from By the Dart. The Mayor reiterated that all three organisations had been informed.

Cllr Williams reiterated the views of Cllr Evans as this would let the local businesses know the council were doing something. Dartmouth was one of the worst hit towns in the South Hams and the local businesses needed the Council's support.

Proposed: Cllr G Webb

Seconded: Cllr G Evans

Resolved: that Dartmouth Town Council approve to support the survey and that once the results had been finalised that they came back to Full Council for further approval before being sent to the MP and circulated to the town.

Majority vote carried

11. TO APPROVE THE EXPENDITURE OF THE APPROPRIATION OF THE PUBLIC PURPOSES SHARE OF THE DARTMOUTH TRUST MONEY

Proposed: Cllr C Campos

Seconded: Cllr G Evans

Resolved: that Dartmouth Town Council approve the expenditure of the appropriation of the public purposes share of the Dartmouth Trust Money.

Majority vote carried

Cllr Lucy Williams left the meeting at 20.01

12. TO APPROVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:

a. Personnel Committee meeting on Monday 9th March 2020

Proposed: Cllr D Case

Seconded: Cllr T de Galleani

Resolved: to approve the minutes of the Personnel Committee meeting

Majority Vote Carried

b. Parks and Open Spaces Committee meeting on Monday 9th March 2020

Cllr Campos said that there had been comments from Cllr Edsall about the Old Dartmothians placing a bench in the Royal Avenue Gardens (item 53)

Cllr Case spoke about community allotments and asked if this could be taken forward to the next Parks meeting.

Cllr T de Galleani suggested that DTC got in touch with the Open Spaces team at SHDC about community allotments.

Proposed: Cllr D Wells

Seconded: Cllr G Webb

Resolved: to approve the minutes but that item 53 should be brought back to a future Committee or Council meeting.

Majority Vote Carried

13. TO NOTE THE RECOMMENDATIONS FROM THE FOLLOWING PLANNING COMMITTEE MEETINGS (with delegated authority):

a. Planning Committee meeting on Tuesday 17th March 2020

Proposed: Cllr G Evans

Seconded: Cllr C Campos

Resolved: to approve the minutes from the Planning Committee meeting

a. Planning Committee recommendations made via the 'Covid-19 Contingency Plan on Wednesday 8th April 2020

Proposed: Cllr G Evans

Seconded: Cllr S Hibbert

Resolved: to approve the minutes from the Planning Committee meeting

a. Planning Committee virtual meeting on Tuesday 28th April 2020

Proposed: Cllr G Evans

Seconded: Cllr D Wells

Resolved: to approve the minutes from the Planning Committee meeting

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

There were none.

15. ITEMS TO BE INCLUDED ON A FUTURE AGENDA

Cllr Case asked for Public Access Defibrillators to be put on the next agenda. She had sent an email and would be organising a get together and this could possibly be brought back to the next Full Council meeting.

Cllr Campos asked for the results of the Business Survey to be added to the next agenda.

Cllr Case asked for 'Street Seating' to be added to the next agenda and to liaise with SHDC about this.

16. CONFIDENTIAL

Resolved: Cllr Webb proposed 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.

Majority Vote Carried

The public and press were asked to leave the meeting, two members of staff were asked to leave the meeting, and the Finance Officer was asked to remain in the meeting along with the Town Clerk.

PART 2 – Confidential

17. TO AGREE THE CHANGE FROM FINANCE OFFICER TO THE RESPONSIBLE FINANCIAL OFFICER FOLLOWING ON FROM APPRAISAL

Cllr Case spoke about the recommendation to promote the Finance Officer to the position of the Responsible Financial Officer. She said that following on from the Finance Officers' appraisal, the Clerk would continue to oversee the role for the next

12 months and that additional suitable training had already been identified and was being investigated.

Proposed: Cllr G Evans

Seconded: Cllr R Lyon

Resolved: That the Finance Officer be duly promoted to the Responsible Financial Officer, with reference to the above conditions.

Majority Vote Carried

18. TO DISCUSS ANY CONFIDENTIAL ITEMS FROM COMMITTEE MINUTES

(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council).

No items were discussed.

Appendix A

Report from Cllr J Hawkins

Who would have thought at the beginning of this year that the current crisis could have happened and changed all our lives forever.

Firstly I would like to thank all the organisations in our community who are working so hard in looking after our most vulnerable and families Dartmouth Community Chest, TQ6, Dartmouth Caring, Dartmouth Food Bank, The Flavel Pantry and Dartmouth Rotary We are indeed very lucky to have such a dedicated and willing group of volunteers

For the next few months as a small way of help I have given my South Hams Allowance to Dartmouth Community Chest and Dartmouth Caring

A Thank you goes to all the nurses and doctors of our excellent NHS and local district nurses and carers for their dedication at this unprecedented worrying time, working day after day looking after us all

As a volunteer at the Food Bank, it is clearly evident of the need to offer help and assistance

I would also like to thank all our Ferry crews of both Higher and Lower Ferry for keeping our communities connected

Finally, the staff of South Hams Contractor at FSS for maintaining our waste and recycling

Devon County Council are running very much as closely as possible to normal All Council and Scrutiny meetings are continuing except School Transport Appeals These are all being held remotely, with staff working from home South Hams are also working remotely and have already held 2 Full Councils with future Council, Scrutiny and Audit planned dates have been set up to July Annual Councils have been cancelled until May 2021 at both County and District

South Hams have contacted all business concerning the Business Rate Grants twice and over 75% have been paid out

Corona Virus grants are also available to help organisations, charities assisting our communities

Homeless, South Hams have also been proactive in ensuring our most vulnerable are offered help and a safe home

I last week spoke to Tina Graham of Dartmouth and Kingsbridge Academies, up to 50 pupils are being educated at the Academy each day for those families who are working in the front line She assured me that all families who receive free school meals have been contacted by letter ensuring they know that vouchers are available to buy food from Sainsbury's

South Hams have provided two Officers to look after the Dartmouth Area concentrating on Local issues during the crisis and I know they have been in contact with Charlie and offered help and advice if you require it They are Graham Swiss and Rob Ellis

Devon County have not been policing the yellow lines since the lockdown and this will continue until it ceases, so the normal summer restrictions are not in force at the moment Anyone causing an obstruction may still be fined

South Hams Car Parks are also free during the crisis

South Hams Council car park permit review has been postponed, following the consultation over the winter (which Dartmouth Town Council made no comments). Proposals from this first consultation was to go out again, this will now happen after the current situation finishes, I would urge you to make your views known please

I have reported two items of concern to Chris Booty Head of enforcement are SHDC, these are Jawbones and at Waterpool Road

There has also been a number of issues concerning Trees recently One at Seymour Drive and Capton, Dittisham these have been reported and Tree Officers have been in site and the landowners contacted

Devon County Highways are still working and are doing all they can during the current restrictions, Lisa Edmonds is working hard both from home and visiting sites as required

I understand the planning Application for the Health and Well-being Centre should be put in within the next few weeks

As we know The Fleet (River view) is I believe now open and providing Dartmouth and surrounding parishes with a much needed nursing home

On a brighter note as we all know we celebrate the 75th Anniversary of VE Day on Friday, which of course is a bank holiday I have contacted BRNC to see if they can relay the Royal British Legion National sing a long at 9 pm over their parade ground speakers Hopefully they can help

If you need us, please do not hesitate to contact us

Appendix B

Report from Cllr R Rowe

S.H.D.C. REPORT FROM 15TH APRIL TO THE 25th OF THE MONTH FROM ROSEMARY ROWE.

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We held a Full Council Meeting on Thursday 23rd April via Skype. We had a dry run earlier in the morning so members could get some knowledge of how the procedure would take place. It was quite challenging to organise the screen of an I Pad etc. with the Agenda, relevant papers and when and who is speaking. There were 40 people connected and taking part.

The main business of the meeting was only 2 main items first to approve the new rules for holding F/C. Meetings via Skype whilst we are in a Corona virus Lock Down .this has been forced upon us by Parliament who also have similar meetings at present. After a long debate it was voted upon via recorded vote and the procedure was approved by 21 votes to 7 with 1 abstention & 2 members who did not take part in the meeting.

The Meeting was Webcast via U Tube as are all meetings wither via Skype or when we return to being able to have the Meetings at Follaton House.

The next item was to approve the appointment of Mr. Andy Bates as C/E of S.H. & W.D. Councils. He has a lot of experience of Councils and is coming to us from the L.G.A. employ & will be taking up the post in June / July...This was approved unanimously.

We also approved the making of The Bigbury Neighbourhood Plan.

Other notes to date are: obviously the Council is going to be depleted financially. We have no income from car parks, income from The Dartmouth lower ferry and planning Apps is greatly reduced .Business grants 64% have now been paid at a total of £20 mil .The majority of those left have mistakes to correct. Business holder name bank details that sort of thing. Some charities, village halls & businesses that do not pay B. /R. Could be eligible to please check if you may be entitled to some money to help you through this difficult time.

I will send you another report for the last week of this month.

Take care and stay safe. Rosemary.

Appendix C

Additional report from Cllr R Rowe

I said in my last edition of my report that i would forward another one for the last week of the month.

the main item is that we held a Full Council Meeting last Thursday by Skype and chairing a meeting via Skype with about 40 attendees that lasted for 3 1/2 hrs. was quite difficult.

The main items were referring to finances and of course we don't have much income at present like all councils.

Further to press reports we are having meetings which are open to the public via U Tube.

A programme of meetings has been approved from now until the end of July,as and when needed which will be via Skype.

Of course we do hope to revert back to holding meetings at Follaton House as and when it is possible.

There have been several releases sent out from the council containing a lot of information which is easily accessible.

Appendix D

Report from Cllr H Bastone

Most decisions taken at District Council whilst reflecting the South Hams as a whole do directly or indirectly affect Dartmouth and its residents.

The Covid-19 meeting mainly discussed information and advice from national bodies such as the government, LRF, DCN, LGA, Police and the County Council, etc. Re-deploying staff to essential duties has also been a priority and the Council's decision to introduce agile working in 2018 has been vindicated with staff working from home.

Much of this advice was disseminated to residents through our Communications department who have been highly active during this pandemic.

Also extremely active during this period were Finance and Case Management who have been working continuously including the last three weekends and the long Easter weekend processing Business Rates Grants. As of Friday, £33 million has been distributed to South Hams businesses. I have been able to assist several local businesses with their applications.

Benefits and Revenues have also been extremely busy processing the Council Tax Reduction Scheme and the Emergency Hardship Fund.

If anyone's income has reduced as a result of the coronavirus (COVID-19) outbreak, and you are concerned about your Council Tax, we may be able to help. Anyone on a low income can apply to our Council Tax Reduction Scheme. If you are already receiving Council Tax Reduction, you can apply to our Emergency Hardship Fund. You may be entitled to other benefits and support, and Citizens Advice can give you more information about this.

Coronavirus Community grants have also been made available and a couple of Dartmouth charities have benefited.

All District Council car parking in the South Hams is free although all beach car parks have been closed.

The refuse collections have come in for particular praise with the men receiving many plaudits. Bottle banks and paper banks are still being collected although under pressure. Please note that the Salvation Army clothing banks are closed until further notice. Dumping of items around the banks is fly-tipping!

The government announced on Friday a Discretionary Fund for Local Authorities to administer for those businesses that the current Business Grants Scheme doesn't cover. The BEIS Minister specifically mentioned businesses in shared spaces, Bed and Breakfast Businesses and Charities. The guidance for Local Authorities on the Discretionary Fund will come out next week.

The District Council has now held two full Council meeting by Skype live streamed for public consumption. From what I understand at this time we are the only District Council in Devon to have held virtual meetings. The agenda items discussed were listed on my activity sheet.

Appendix E

Activity Sheet from Cllr H Bastone

April Activity Sheet

- April. 1. Covid-19 Daily Leaders Skype Briefing.
2. Covid-19 Daily Leaders Skype Briefing.
3. Covid-19 Daily Leaders Skype Briefing.
6. Covid-19 Daily Leaders Skype Briefing.
Conservative Group update meeting by Skype.
7. Covid-19 Daily Leaders Skype Briefing.
8. Covid-19 Daily Leaders Skype Briefing.
9. Covid-19 Daily Leaders Skype Briefing.
Executive Briefing by Skype.
14. Covid-19 Daily Leaders Skype Briefing.
Conservative Group update meeting by Skype.
15. Covid-19 Daily Leaders Skype Briefing.
16. Covid-19 Daily Leaders Skype Briefing.
Executive Briefing by Skype.
17. Covid-19 Daily Leaders Skype Briefing.
20. Conservative Group update meeting by Skype.
22. Recommencement of weekly meeting of Deputy Executive/Leader/Deputy Leader
by Skype.
23. Council – Chairman’s Briefing by Skype.
Council – Dress Rehearsal by Skype.
Council by Skype – LIVE STREAMED:
 - Remote Meetings: Draft Procedure Rules.
 - Appointment of Chief Executive.
 - Bigbury Neighbourhood Plan.
24. Weekly Joint Leaders Skype Briefing.
27. Conservative Group update meeting by Skype.
28. Conservative Group update meeting by Skype.
29. Executive Briefing for Council meeting by Skype.
Assets briefing by Skype.
CEX/DEX/Leader/Deputy Leader weekly meeting by Skype.
30. Exec/SLT fortnightly meeting by Skype.
Council: Chairman’s briefing by Skype.
Council by Skype – LIVE STREAMED.
 - 2020/21 Capital Strategy, 2020/21 Treasury Management
Strategy and 2020/21 Investment Strategy.
 - Recommendations arising from the Informal Executive
meeting held on 19 March 2020.
 - Release of Community Housing Grant: Community Housing
Project.
 - Pay Policy Statement and Pay and Reward Strategy 2020/21.
 - Annual Review of the Council Constitution.
 - Grant Thornton External Audit Plan.
 - Shared Services Methodology for 2019/20.
 - Budget Book for 2020/21.
 - 2020/21 Internal Audit Plan.
 - Reports of Bodies:

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(a) Salcombe Harbour Board - 27 January 2020.

(b) Audit Committee - 6 February.

(c) Development Management Committee –
12 February 2020.

Use of Emergency Powers.