

**DARTMOUTH TOWN COUNCIL  
MINUTES OF THE MEETING OF DARTMOUTH TOWN COUNCIL HELD VIRTUALLY ON  
MONDAY 20<sup>TH</sup> JULY 2020**

- PRESENT:** There were 11 Councillors present at the meeting.  
Cllr S Hibbert (Deputy Mayor)  
Cllrs: M Baillie; D Case; A Edsall; G Evans; T de Galleani; R Lyon; D Shepherd; D Wells; L Williams; G Yardy.
- IN ATTENDANCE:** Town Clerk: C Pritchard-Williams; Properties Administrator: K Brown; Administrator: R Searle; Responsible Financial Officer: A McGrigor; Properties Manager: Richard Roberts; Town Sergeant: R Lambdon; District Cllr: H Bastone; Chronicle Reporter: Ginny Campbell and 2 members of the public.

**PART I - Open to the Public**

**90. MAYOR'S ANNOUNCEMENTS**

The Deputy Mayor reminded both Councillors and the public that this meeting was being audibly recorded. 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.

**91. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs N Bodinnar; C Campos; P Allan; G Webb (the Mayor) and M Webber

**Proposed:** Cllr S Hibbert

**Seconded:** Cllr A Edsall

**Resolved:** To approve the apologies for the meeting

**Majority vote carried**

**92. TO RECEIVE DECLARATIONS OF INTEREST**

Cllr S Hibbert declared an interest in items 103, 104 & 106.

**93. TO RECEIVE QUESTIONS TO COUNCIL BY MEMBERS OF THE PUBLIC**

There were none.

**94. TO APPROVE THE MINUTES OF THE VIRTUAL TOWN COUNCIL MEETING HELD ON THE 6<sup>TH</sup> JULY 2020**

**Proposed:** Cllr R Lyon

**Seconded:** Cllr G Evans

**Resolved:** To approve the minutes of the virtual Town Council meeting on the 6<sup>th</sup> of July 2020

**Majority vote carried**

**95. TO ASK FOR NOMINATIONS FOR THE FOLLOWING VACANCIES ON COMMITTEES**

- a. FINANCE COMMITTEE x 1 vacancy

- b.** PLANNING COMMITTEE x 4 vacancies
- c.** GENERAL PURPOSES COMMITTEE x 3 vacancies
- d.** PERSONNEL COMMITTEE x 4 vacancies
- e.** CORPORATE PROPERTY COMMITTEE x 2 vacancies
- f.** PARKS AND OPEN SPACES COMMITTEE x 3 vacancies

Cllr A Edsall asked if there was any urgency to fill the Committee spaces as they are currently not taking place due to the COVID-19 pandemic and that 5 Cllrs were not present for the meeting and may wish to put nominate themselves for a Committee place. Cllr A Edsall also added that it may be best to wait to fill the Committees until after the proposed merging of Finance and General Purposes and Corporate Property and Parks and Open Spaces, which could be done at the next Full Council meeting in September.

Cllr G Evans agreed with Cllr A Edsall but added that the streamlining of Committees would be done when the Council is able to meet in person again. Cllr G Evans added that the two Committees that continue into August are the Planning and Personnel Committees and that he felt that the spaces on these Committees should be filled now. Cllrs will then stand down in September, or when the Council can meet in person again and Committee members will be voted on.

**Proposed:** Cllr L Williams

**Seconded:** Cllr A Edsall

**Resolved:** that Cllr D Shephard be nominated to join the Planning Committee and that Cllrs M Baillie; A Edsall; G Evans and D Shepherd be nominated to join the Personnel Committee.

**Proposed:** G Evans

**Seconded:** D Shepherd

**Resolved:** To nominate M Baillie as Chairman of the Personnel Committee

**Proposed:** M Ballie

**Seconded:** D Shepherd

**Resolved:** To nominate G Evans as Vice Chairman of the Personnel Committee

**Majority vote carried**

**96. TO CONSIDER COUNCIL'S STANCE ON ALLOWING TENANTS TO ERECT GREENHOUSES AT THE ALLOTMENT AND TO CONSIDER ALLOWING THE TENANTS TO ERECT A COMMUNITY SHED FOR THE TENANTS TO USE (DW)**

Cllr D Wells stated that some allotment holders would like to erect greenhouses on their allotment space, the greenhouses would be made of plastic and not glass. He also added that the allotment holders would like permission to erect a community shed that they would share to store shared tools and equipment in, with a combination lock so all members could access it.

The Administrator confirmed that sheds should be no greater than 6.6ft length x 4ft width x 6ft height, Cllrs agreed that greenhouses should have the same size restrictions as the sheds.

Cllr Case asked for clarification on what happens to the shed / greenhouse at the end of their tenancy and the Administrator confirmed that as per the rules it would be

their property so they would need to take it with them or sell it to the next allotment holder.

**Proposed:** Cllr D Wells

**Seconded:** Cllr R Lyon

**Resolved:** To allow the allotment holders to erect a greenhouse on their allotment plot (greenhouse to use Perspex and not glass), and the sizing should be as per their contract and specified above.

Also to allow the tenants to erect a self-funded Community Shed which would have a combination lock for all to use.

**Majority vote carried**

**97. TO CONSIDER THE RECOMMENDATIONS FROM SHDC IN RESPECT OF THE RECENT CODE OF CONDUCT COMPLAINT**

Cllr L Williams stated that she had already stepped down as Chair from the Corporate Property committee.

Cllr A Edsall stated that he thought it was a shame that this issue had come back to Council at this point as a great deal has happened over the last year, however he supported the officers and the staff in this Council 100% but respected Cllr Williams and would like to see her remain on the Council. Cllr Edsall added that he would be abstaining from the vote at this stage.

**Proposed:** Cllr G Yardy

**Seconded:** Cllr D Wells

**Resolved:** To accept the recommendations from SHDC in respect of the recent Code of Conduct Complaint

**Majority vote carried**

Cllrs A Edsall and D Shepherd abstained.

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

Virtual Planning Committee meeting on Tuesday 30<sup>th</sup> June 2020

**Proposed:** Cllr G Evans

**Seconded:** Cllr R Lyon

**Resolved:** To accept the recommendations from the virtual Planning Committee meeting.

**Majority vote carried**

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

There were none.

**100. ITEMS TO BE INCLUDED ON A FUTURE AGENDA**

Cllr Evans asked for an update on CCTV on the next agenda and the Clerk offered to give a brief verbal update.

The CCTV in town is very nearly finished, the company who are installing it have run into issues to do with transmitting the signal from one area of town to another area of town which can then in turn transmit the signal to the Guildhall where the server is stored. There is a further issue with the hub where the data should be stored

which was originally going to be in Exeter however this facility has now been withdrawn, we are currently looking at other options.

For the CCTV in Townstal, Cllr Williams and Cllr Campos and Cllr Shepherd did identify possibly locations for cameras, however this will be looked into once the existing CCTV is up and working.

Cllr Lyon spoke about the original arrangement where the hub would be at the Police headquarters, he also spoke about his concern how the Police were not coming back to the revamped Police Station but were instead going to be based in the Fire Station. He said he thought it was a great shame that nothing that was promised has come to fruition.

Cllr Edsall asked how the Police would be monitoring it, and the Clerk clarified that the Police would be able to monitor it anywhere with the correct security log in, and the original plan was not for the system to be monitored but that you could pay for monitoring at specific times, ie: Regatta.

Cllr Edsall clarified that the location of the hub was potentially irrelevant if the Police could view it from anywhere.

The Clerk said that her worry was that this would cost more than had been originally anticipated.

#### **101. CONFIDENTIAL**

**Proposed:** Cllr G Evans

**Seconded:** Cllr R Lyon

**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.

**Majority vote carried**

#### **PART 2 – Confidential**

*The Deputy Mayor, Cllr Hibbert declared an interest and was removed from the virtual meeting and placed into the waiting room*

#### **102. NOMINATION OF TEMPORARY CHAIRMAN**

Due to the Deputy Mayor declaring an interest in item 103, 104 & 106 and being moved into the waiting room, Council was asked to nominate a temporary Chairman.

**Proposed:** Cllr A Edsall

**Seconded:** Cllr M Baillie

**Resolved:** To nominate Cllr G Evans to chair the meeting due to Cllr S Hibbert's declaration of interest in items 103, 104 & 106

**Majority vote carried**

#### **103. TO CONSIDER THE COUNCIL'S RESPONSE TO REQUESTS RECEIVED FROM TENANTS FOR HELP / REDUCTION IN RENT DURING THE COVID-19 PANDEMIC. (AE)**

Cllr A Edsall read through the proposal that were sent to Cllrs before the meeting. There was a lengthy discussion between Cllrs about the four different options presented.

- Cllr Edsall talked through option one which was rejected

- Cllr Edsall talked through option two which was approved  
**Proposed:** Cllr A Edsall  
**Seconded:** Cllr D Wells  
**Resolved:** Councillors resolved to accept option two of the proposal which involved a deferral of payment for a limited period of time.  
**Majority vote carried**
- Cllr Edsall talked through option three which was approved but Cllr Evans asked for an amendment of a change of date.  
**Proposed:** Cllr A Edsall  
**Seconded:** Cllr G Evans  
**Resolved:** Councillors resolved to accept option three, which included an incentive but with the amendment of the two dates being brought forward and the start date being set  
**Majority vote carried**
- Cllr Edsall talked through option four which was rejected.

**104. TO CONSIDER THE LETTER TO ALL TENANTS WHO ARE IN ARREARS (GE)**

There was a discussion about the contents of the three proposed letters previously circulated to Councillors.

Cllr A Edsall suggested that letter no 3 should be held back and that a face to face meeting with the relevant tenants would be preferable.

**Proposed:** Cllr G Evans

**Seconded:** Cllr A Edsall

**Resolved:** To send out letters no 1 and 2 to the relevant tenants after further clarification with Cllr G Evans and Cllr A Edsall and for the Properties Manager to arrange meetings with the relevant tenants who are in arrears.

**Majority vote carried**

*It was agreed to swap the order of the following two items*

**105. TO CONSIDER THE APPLICATIONS FOR THE VACANT MARKET UNIT**

There was a short discussion about the two applications for the vacant Market Unit and the suitability of both of the businesses in the market.

**Proposed:** Cllr G Evans

**Seconded:** Cllr A Edsall

**Resolved:** To accept candidate no two which was for a small pottery workshop.

**Majority vote carried**

Cllrs D Wells and G Evans abstained

*The Deputy Mayor, Cllr S Hibbert was brought back into the virtual meeting and took over chairing the meeting.*

**106. TO CONSIDER THE TERMS OF THE DARTMOUTH VISITOR CENTRES LEASE (AE)**

There was a discussion regarding the Town Council giving the Dartmouth Visitor Centre (DVC) a 10-year lease to enable them to apply for grants for the planned extension.

Cllrs discussed the rental value of the property on the open market and the possibility of moving the DVC to another building.

There were further suggestions regarding insurance, the landlord and tenants act and if the lease should be a full repairing lease. There was also a discussion regarding any overage which may apply on the building which was put in place during the transfer of assets but Cllr R Lyon stated that the overage would only need to be paid if the building was sold. Cllr T de Galleani stated that she was wary of a full repairing lease as the DVC houses The Newcomen Engine (the oldest engine in the world) and added that the building needs to be secured for the engine before anything else is discussed.

Cllr A Edsall added that the Town Council should be recognised as a stakeholder as they are providing the building rent free at the moment plus an annual grant. Cllr G Evans added that the Town Council have also been paying for the utilities as well as the grant and the rent. Cllr A Edsall said that the Town Council could treat the rent as a grant and reduce the amount given over a period of time.

Cllr D Wells stated that the Town Council should draw up a 10-year lease with all the points that have been discussed and then the DVC can decide if they want to sign it or not.

**Proposed:** Cllr A Edsall

**Seconded:** Cllr D Wells

**Resolved:** To allow the Properties Manager to work with the solicitor to write up a Heads of Term paper that will allow the Dartmouth Visitor Centre to continue to apply for funding, due to the urgency this will be brought to a special one agenda item Council meeting, which will then be followed up with a 10-year lease that will have a signing date clause written into it.

**Majority vote carried**

Cllr D Shepherd and Cllr L Williams abstained

*Cllr Hibbert declared an interest and left the virtual meeting.*

*The meeting ended at 21:15*