

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 15 th November 2017		Venue & Time: The Annexe, 19.30hrs
Present: Cllr Gill Boyce Cllr Lucinda Goodman Cllr Ann Kendall Cllr Keith Makepeace Cllr Paul Pedrick Cllr John Sampson Cllr John Yeoman (in the chair) Cllr Kevin Yeoman	In Attendance: Kathy Harrod – Clerk & Minute taker Dist. Cllr Judy Pearce Dist. Cllr Simon Wright Part meeting	Apologies: County Cllr Rufus Gilbert Cllr Lucinda Goodman Cllr Hayley Rutherford

REF 2017/18 MINUTES

088 DECLARATIONS OF INTEREST: Cllr J Yeoman in respect of finance, Cllr Pedrick in respect of planning, both councillors withdrew from these discussions.

089 MESSENGER: Cllr Rutherford.

090 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 18th October were agreed and signed with one alteration to section 79/D 106 Monies, to show Alston Gate Phase Two planning permission as expiring in December 2017.

Proposed: Cllr Boyce Seconded: Cllr Kendall

091 MATTERS ARISING:

- A. The Post Office hours will continue as is. The Malborough Post Office has facilities for banking with 15 banks and cash withdrawals can be made during opening hours. Ann Rossiter will be invited to come to a Parish Council Meeting to let us know how she can be further supported by MPC. **ACTION: Clerk**
- B. The Snow Warden Scheme details have been updated and an order for 10t of salt has been submitted.
- C. The primary school advised that the hedge cut was prevented by parked cars blocking the tractor access, the work will be finished this week by hand.
- D. We are in contact with the police, local resident's associations and housing associations in respect of neighbourhood watch.
- E. New councillor packs are now available.
- F. Our local MP was not contacted with concerns re the One Council proposal, however, noted that South Huish Parish Council forwarded a letter and received a response stating that concerns should be discussed with District Councillors.

092 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

Crime figures for the past month are as follows:

- 1 theft from shop
- Criminal damage to vehicle
- Burglary non-dwelling
- Improper use of public electronic communications network

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In the run up to Christmas the police are concentrating on misuse of drugs and traffic offences.

PC Pengilly encourages all persons who may have information to come forward and talk to her. Her mobile will receive messages and she will get back in touch as soon as she is available.

093 COUNTY COUNCILLORS REPORT:

- A. Buddle Holes - Cllr Pedrick and Cllr J Yeoman met with Adam Keay on 14th November re the areas that flood and the Well Hill problem. Adam was receptive to the problems and has already arranged for some patching to be undertaken at one of the locations. The issues with buddle holes have been compounded due to monies being taken away from the lengthsman role. A letter will be sent to Cllr Gilbert regards the difficulties that are being caused. However, it should be noted that Adam Keay was very positive and will help where possible. **ACTION: Clerk**
The Collaton Road pavement was also discussed.
The Well Hill problem was viewed, Highways will arrange for it to be flushed out.
- B. VAS Sign - A request for the return and refund in full re the VAS sign was made – following discussion it was agreed to give one final opportunity to fix the system subject to the guarantee being extended by a period of one year, if the attending engineer is unable to get the equipment to work a refund will be forthcoming.
- C. A request has been received from Deborah Beadle, the Secretary to the SVRA Executive Committee for the support of MPC in applying to Devon Highways for double yellow lines to be placed at the turning circles in Cumber Close. All Councillors were in support of the proposal.

PLEASE report all highways issues ONLINE at
<https://new.devon.gov.uk/roadsandtransport/report-a-problem/>

094 DISTRICT COUNCILLORS REPORT:

- A. One Council Consultation:

The proposal is not being taken forward as West Devon voted against the merger.

Cllr Sampson, we must accept the outcome and move forward. We know that cuts will be forthcoming, and we know that hard choices will have to be made. What we need to understand is that our Councillors have information available to them that is not always readily available to the electorate and as such we must trust in our councillors to do what is right on our behalf.

Cllr John Yeoman – the consultation information was not provided in sufficient detail to gain the backing of the electorate. The data supplied was insufficient and did not convince people to forward their opinions.

There is uncertainty as to what will happen in the future, the next Government Budget may make changes to existing rulings that will benefit District Councils. Until these potential changes occur the District Council will have to find the means to balance their budget.

- B. A new 106 Officer will be starting shortly, details will be forthcoming. There is also a new Community Land Trust Officer.

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- C. 106 Monies: Regulation 123 is in respect of community infrastructure levy, which is a percentage cost based on the square metres of a build and it affects 106 monies. It means that 106 monies may only be collected a maximum of six times for any one project. In future, when Malborough collects 106 monies it is essential that the specific project is named to ensure that payments are not restricted.
- Re the Hi Ho potential development MPC need to specify what the £14k monies will be allocated to.
- The 106 policy from MPC requires updating, to include the skate park update, tennis courts, increased parking etc. **ACTION: Clerk**
- Cllr Pearce will establish precisely how to apply for the 106 monies from Phase 1, Alston Gate.
ACTION: Cllr Pearce
- D. Outline permissions in the AONB – it has recently been brought to the attention of Cllr Pearce that in an AONB the planning authority can refuse to accept an outline planning application within 30 days of its receipt and can insist on a full application being sent in - but this must happen WITHIN ONE MONTH OF SUBMISSION.
- As the entire parish of Malborough is within the boundaries of an AONB can we request that all outline planning applications are automatically upgraded to a full planning submission.
ACTION: Clerk to continue to monitor the planning website, Cllr Pearce to provide further details.
- E. Waste Procurement – SHDC and West Devon are looking for a better supplier for their waste services.
- F. Flu – there is a particularly nasty strain of flu this winter, if you are eligible for a flu vaccine please ensure you receive it.
- G. Steve Jordan, is leaving SHDC, a decision re replacement has not been made.
- H. Adam Parnell, Salcombe Harbour Master is leaving.
- I. The bottle bank has again filled quickly and not been replaced, this is reported by the clerk and Cllr Kendall on a regular basis. Cllr Wright has requested that locality officers monitor this out of season. Cllr Wright confirmed that it does not matter which colour bottles go into which compartment.
- Cllr Wright was requested to arrange a regular changeover during the Christmas/new year period.
- J. Does planning permission need to be in place before we apply to the Community Reinvestment Fund? A definitive answer was not provided, MPC would want to apply for approximately £20k. The application deadline is 8th January. MPC will apply and Cllrs Pearce & Wright will support the application. **ACTION: Clerk/Cllr J Yeoman**

095 PLANNING:

- A. The following **applications** have been received by the Parish Council and are/have been under discussion and consideration. Any recommendation by the Parish Council to the Planning Department is noted after the application details. Those without comment remain under discussion.

3353/17/HHO Mr & Mrs Frank Edgar

Householder application for extensions and alterations to dwelling
Fairwinds, Malborough, TQ7 3DJ

2331/17/VAR Mr J Thomson – MPC Objection

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Removal of condition 3 (Vehicular Access) of granted planning consent 33/0799/15/F (relocation and improvement of vehicle access and new double garage)
Hi Ho Malborough Kingsbridge Devon TQ7 3RR

0549/17/OPA Maze Consulting

Called in by Secretary of State, we await developments.

B. Decisions:

2641/17/FUL Mr & Mrs Sean Hassell – SHDC Conditional Approval

Revision of planning application 33/2492/15/F to replace approved 5 bedroom owners accommodation with 1 private dwelling and 2 holiday cottages
The Port Light Bolberry Malborough TQ7 3DY

2730/17/FUL Mr & Mrs Dennis Hobday – SHDC Refusal

Ancillary caretakers lodge for an approved hospitality business.
Ilton Farm Barn Malborough TQ7 3BZ

2538/17/PAU Mr P Shepherd – SHDC Prior Approval Given

Notification for prior approval for proposed change of use of agricultural building to flexible uses (shop)
The Old Pigs House Alston Farm Malborough Devon TQ7 3BJ

C. Enforcement issues: Continue to be dealt with.

096 NEIGHBOURHOOD PLANNING:

The SEA is still awaited. We are pulling the remainder of the report together.

If the parish plan is in place prior to Portlemore Downs receiving detailed approval the terms of the plan can be considered. When we start the Regulation 14 process Cllr Pearce will try to be involved if commitments allow.

097 HIGHWAYS:

- A. Signposts have been received this afternoon and will be checked/erected within the week.
- B. Collaton Road Pavement, has been reported again.
- C. Grit bins have been checked, they require loosening up if they are to be used.
- D. Pothole appeared at Shute Hill by the landslip and needs to be reported. **ACTION: Clerk**
- E. Pedestrians crossing to the new Ashby store from the cycle track is not safe and the speed of vehicles at this point is dangerous.
Re Traffic Calming several suggestions were made including priority to oncoming traffic and a new type of crossing. **ACTION: Clerk to write to Cllr Gilbert to express Councillors Concerns.**

098 FOOTPATHS, TREES & ALLOTMENTS:

- A. Access for All - Quotes are in the process of being obtained re the access for all step at the cycle track end .
- B. Collaton Verges are going to be given some attention, however this may be problematic if vehicles are parked on the road during the day. Can we borrow any police bollards to prevent parking?
ACTION: Cllr Pedrick to establish.
- C. The path backing onto Cumber is due to be resurfaced, however, this will not proceed if the overgrowth from one of the gardens is not dealt with. **ACTION: Cllr John Yeoman to write to the resident concerned.**
- D. The clerk is attending a course re the P3 Grant on 28th November.

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- E. Updated Liability documentation has been received from Malborough Gardening Services.
- F. Hay lane requires cutting back, this will be reported. **ACTION: Clerk**

099 VILLAGE HALL:

- A. Cllr Boyce attended the meeting.
- B. They are looking at costings re broadband suppliers to provide Wi-Fi in the hall.
- C. Recycling bags now available in the hall and all hirers are asked to remove their rubbish.
- D. A part time caretaker is now in place.
- E. The proposed move of the dog bin was acceptable to the MVH Committee. **ACTION: Cllr J Yeoman**
- F. Bonfire night was a success and a debriefing document has been created for use if the event is to be run next year. **ACTION: Clerk to write a letter of thanks to the organiser.**
- G. Planning Application, the application has now been submitted and the first invoice has been received from Derry Owen Architects in respect of the planning drawings for the car park. The sum of the invoice amounts to £1,080 inc VAT. Cllr John Yeoman has paid the submission fee of £97.50. A proposal was made to underwrite these fees on 21st June 2017, reference page 4, item 050 Village Hall. They have therefore been passed for payment.
- H. The next Blood Donor Session is being held on 14th December.
- I. Annexe Works: MVH & PFA are looking at the possibility of giving MPC a totally self-contained area with our own door off the annexe corridor dependent upon costs and agreement with all parties. If this were to be a valid proposal would the Parish Council be willing in principle to contribute to the cost of building the dividing wall which would separate the PC area from that of MVH? In principle this was agreed, Gail Allen will provide details at our December meeting for further discussion.
- J. Defibrillator: The defibrillator has been ordered (and chased up), but no invoice/details have been received to forward to Rotary via Cllr Makepeace. **ACTION: Clerk to follow up again.**

100 MISCELLANEOUS:

- A. A bill for the allotment water has been received at a highly inflated cost from expected, we are investigating the reasons behind this and believe that either an incorrect meter has been read or an incorrect reading has been submitted. **ACTION: Cllr J Yeoman**
- B. Devon & Somerset Fire & Rescue Service Draft Integrated Risk Management Plan (2018 – 2022) Consultation: An invitation has been made to take part in a consultation on the Draft Integrated Risk Management Plan which considers the risks that the communities of Devon and Somerset face and the prevention and response activities the Service can put in place to mitigate those risks. More detail, including a copy of the draft plan, details of how to get involved and a questionnaire to capture your views can be found on our website: www.dsfire.gov.uk/consultation. The consultation period formally closes on 31 December 2017, and the results are due to be presented to the Fire and Rescue Authority in February 2018.

101 FINANCE & GOVERNANCE:

- A. The monthly accounts, cash book and bills to pay were received for month 8 of the new financial year, 2017/18, show as year to date Appendix A. The proposal to approve these was made by Cllr Pedrick and seconded by Cllr Sampson and unanimously agreed. A mandate sheet and transaction record was introduced and duly signed to authorise the e-payments.
- B. New Data Protection laws will be operative from 25th May 2018, South Huish Parish Council have accepted Cllr Rutherford as their GDPR Officer.
- C. Cllr Kendall has reviewed the charges for scan printing. We currently charge 2p per side to include paper. With paper/ink costs having risen we need to reflect the increase in costs. Following discussion, it was proposed to increase fees to 0.04p per side to cover the costs of the ink and the paper. The new charges would be intended to commence effective 1st January 2018
Proposed: Cllr Keith Makepeace, Seconded Cllr John Sampson.

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- D. A donation request has been received from CAB, this is a standard letter asking for continued support. In 2016-17 we gave a donation of £100.
The MPC Donations policy will be provided to the Messenger along with details of match funding opportunities from Salcombe Rotary Club (contact a member of Salcombe Rotary for details) and information regarding Feoffees. **ACTION: Clerk**

102 CORRESPONDENCE:

- A. South Hams Voluntary Sector Forum takes place on 22nd November at Loddiswell Village Hall, commencing at 9.30am through to 2.30pm. Those wanting to attend should contact Vaughan Barclay via cvs@southhams cvs.org.uk
- B. Recycling Heroes - Devon residents and communities are being called on to nominate their unsung recycling heroes, whose efforts have helped the county remain one of the greenest in the UK.

The Fifth Recycle Devon Thank You Awards will be held on 16 March. Nominations for the eight categories, including those for schools, businesses, and community groups, can be submitted on the Recycle Devon website from 1 November 2017 to 1 December 2017.

There will be a public vote after shortlisting to nominate 'Your Overall Recycling Hero', which will be featured on the Recycle Devon Website. There will be prizes and recognition for all shortlisted nominees.

Do you know someone who makes a real effort to reduce, reuse and recycle? Perhaps a neighbour, friend, someone from a community group, or even a member of your local collection crew or staff from your local recycling centre.

It could also be a local school or college student, teacher, helper or member of the support staff. Please get in touch.

If you would like to nominate someone, please fill in the quick nomination form at www.recycledevon.org/recycling-heroes – they deserve it!

- C. Healthwatch Voices – a copy of Healthwatch Voices has been received if anyone would like to read it.

103 OPEN FORUM:

- Cllr Boyce requested a thank you letter be sent to Glyn and Shan at The Old Inn for their sponsorship of the planter and bulbs in The Pound. **ACTION: Clerk**
- The ownership of a patch of land by the Co-op is being questioned re ongoing upkeep of the area. The Co-op manager is investigating. Noted South Sands rents the nearby property and may have a staff member who would take responsibility for the grass and borders.
- Alison Lees has washed the bus stop down and will touch up the paintwork, it is thought that there is still an ingress of water at the foot of the bus stop. Cllr Boyce has the anti-graffiti paint which now needs to be painted on, Cllr Boyce will talk to the original team and if none of them want to do it we will arrange for quotes from local painters. **ACTION: Cllr Boyce**
- Some maintenance is required to the bench and noticeboard at the bus stop, the bench can be painted, the clerk will investigate options for the noticeboard. **ACTION: Clerk**
- The gritter has been damaged due to the salt. Costings for the spare parts will be obtained and brought to the December meeting for approval. Proposed Cllr Kendall, Seconded Cllr Boyce
The approximate cost of a new gritter amounts to approximately £5,500, funding for a new one will be researched in the New Year. **ACTION: Clerk**

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DATES FOR THE DIARY: [The next Parish Council meeting is on Wednesday 20th December 7.30pm, Village Hall Annexe.](#)

Signed as a true record: _____

Print Name & Date: _____

Agenda Items and Updates; where possible please could these be submitted to Kathy by the 1st Wednesday in the month to ensure time for inclusion, circulation and study. If a Council Member is unable to attend a meeting it would be appreciated if they could submit a brief précis of progress on their actions, if applicable, (to Kathy for distribution) together with their apologies.

Distribution List

Cllrs Boyce, Goodhead, Kendall, Makepeace, Pedrick, Sampson, J Yeoman, K Yeoman

For Information: e-circulation to: County Cllr R Gilbert, Dist. Cllr Judy Pearce, Cllr Simon Wright, Mr Tony Lyle (allotment rep), Mr E Putt, Salcombe Police Station, Mr Allan Benstead (Tree Warden), Mrs E. Bond (Asst. Tree Warden), Malborough Parish Council Notice Boards (2), Malborough Primary School, Malborough Village Hall Committee: Mr A Morgan, Mrs Gail Allen, Mr Duncan Pope, National Trust, SVRA

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APPENDIX A

Category	Descriptor	Paid In	Paid Out	Cash Book Balance
<i>Balance b/f</i>				25,975.97
Receipts	Interest - gross	1.09		25,977.06
Receipts	Mess advertising - for you eyes only	57.00		26,034.06
Receipts	Mess advertising - thurlestone golf	32.00		26,066.06
Receipts	Mess advertising - waterside	57.00		26,123.06
Receipts	Mess advertising - soar mill	57.00		26,180.06
Receipts	Mess advertising - cove café bar	57.00		26,237.06
Receipts	Mess advertising - devonia media	32.00		26,269.06
Receipts	Mess advertising - old inn	80.00		26,349.06
Receipts	misc	307.00		26,656.06
Receipts	misc	88.49		26,744.55
Receipts	Mess Advertising	322.00		27,066.55
Payments	MGS - PLAYGROUND FPS	-	249.99	26,816.56
Payments	Viking Invoice 79.99+ vat	-	95.99	26,720.57
Payments	DHF Signage £453.60 inc £75.60 vat	-	453.60	26,266.97
Payments	Defibrillator £1,800 + vat	-	2,160.00	24,106.97
Payments	Ann Kendall Messenger Expenses £78.27	-	78.27	24,028.70
Payments	Pauline Cole Messenger Expenses £5	-	5.00	24,023.70
Payments	Matt Kendall Outside parish printing £33.60	-	33.60	23,990.10
Payments	Clive Wrangles (via Ann kendall) Hedge Cutting £30	-	30.00	23,960.10
Payments	Remembrance wreath and donation tbc, estimate	-	34.00	23,926.10
Payments	MGS - Burial Ground estimate, tbc	-	144.00	23,782.10
Payments	K Harrod - salary November	-	499.01	23,283.09
TOTALS YTD Financial year 2017/18		£ 35,059.35	-£ 29,072.26	£ 23,283.09
RECONCILIATION CASH BOOK TO BANK				£
Cash book balance b/d	FY 2017/18 month		8	£ 23,283.09
Balance at bank at end :			14-Nov-17	
	Revenue Accounts		26,578.10	
	Unpresented Items	receipts	-	
		payments	- 3,295.01	
			£ 23,283.09	- 0.00
ACCOUNTS FOR PAYMENT				Variance
		Gross is £499.01 incl. £20 facilities recharge, paid and incl. above		499.01
Plus	MGS - PLAYGROUND FPS			249.99
	MGS - Burial Ground estimate, tbc			144.00
	G Hocking - allotments 2nd tranche			250.00
	Meeting Sub Total			1,143.00
RECEIPTS & PAYMENTS REPORT TO COUNCIL				
MEETING DATE		15 November 2017		
Prepared By:	<i>Debbie Ede for Malborough Parish Council</i>			
Date:	<i>14/11/2017</i>			