

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

<b>Date:</b> 17 <sup>th</sup> May 2017		<b>Venue &amp; Time:</b> The Annexe, 19.30hrs
<b>Present:</b> Cllr Ann Kendall Cllr Paul Pedrick Cllr John Sampson Cllr John Yeoman (in the Chair) Cllr Kevin Yeoman	<b>In Attendance:</b> Debbie Ede Kathy Harrod – Clerk & Minute taker County Cllr Rufus Gilbert part meeting	<b>Apologies:</b> Cllr Gill Boyce Cllr Lucinda Goodhead Cllr Keith Makepeace Dist Cllr Judy Pearce Dist Cllr Simon Wright

### Ref 2017/18 Minutes Action

#### 017 ELECTION OF CHAIR & VICE CHAIRMAN

- a. This being the AGM of the Parish Council, County Cllr Rufus Gilbert taking the Chair whilst the 2017/18 Chair of the Parish Council was elected. Cllr John Yeoman was proposed as Chairman by Cllr P Pedrick, seconded by Cllr Kendall and voted through unanimously. Cllr J Yeoman took the Chair
- b. The Chair then called for nominations for Vice Chairman. Cllr K Yeoman proposed Cllr Boyce; this was seconded by Cllr Kendall and again approved by all.

#### 018 ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT

Cllr J Yeoman signed his acceptance of Office as Chair of the Parish Council for the 2017/18 year. All Councillors again undertook to abide by Malborough Parish Councils' Code of Conduct.

Cllr Yeoman welcomed Katharine Harrod in her new position as Clerk to the Council. Her employment commenced on 1st May 2017 and a salary offer of Spine Point 23 had been made subject to Council approval. There was no automatic entitlement to a pension given she would be below the enrolment earnings threshold but she was entitled to ask for one. Katharine confirmed she would not be requesting a pension. Her contract of employment was presented for signature and the meeting confirmed appointment on an incremental pay award basis rather than fixed point at SCP 23. Proposed Cllr Sampson, Seconded Cllr Kendall, agreed by all.

#### 019 APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES

The mandate of the Clerk as Responsible Financial Officer for the Council was renewed after a proposal by Cllr K Yeoman, seconded by Cllr Pedrick and voted unanimously. This gave the mandate jointly to Katharine & Debbie until 30<sup>th</sup> June 2017 to allow time for the signatories and banking arrangements to be changed, thereafter Katharine Harrod would act as RFO to the Council. The Chairman outlined the following roles/liaisons/leads on outside bodies and asked whether those concerned were content to continue. Proposed by Cllr Kendall and seconded by Cllr K Yeoman.

- Estuary Forum - Cllr K Yeoman
- Police Liaison - Cllr Pedrick
- Feoffees - Cllr Boyce
- Tree Warden - Mr Alan Benstead (Assistant: Mrs Eva Bond)
- Footpaths - Cllr Boyce & Cllr Goodhead
- Allotments - Mr Tony Lyle, with Cllr K Yeoman as Council lead
- Skate Park/Sundries - Clerk K Harrod to continue until new Cllr appointed
- Street Furniture (incl VAS) - Cllr Sampson
- Messenger - Cllr Kendall and David French
- Village Hall - By Rotation
- Safeguarding Children - Cllr Goodhead
- Recycling - Cllr Kendall
- CVS lead - Cllr Kendall
- Neighbourhood Plan - All Councillors
- Snow Wardens - Cllrs Pedrick and K Yeoman

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### **020 COUNCILLOR VACANCY – advertising & co-option**

Cllr J Yeoman had received Katharine Harrod's resignation from the Council since the last meeting after she was offered the role of Clerk to the Council following her application for the post. By email it had been agreed to advertise the vacancy at the same time as notifying SHDC and posting the requisite Notice of Vacancy (in the Gazette and on the Parish Notice Boards).

The Notice was dated 5<sup>th</sup> May 2017. If SHDC confirm that there has been no call (from 10 or more electors) for an election 2 weeks after the date of the Notice then the Council is able to fill the vacancy by co-option. Parishioners have been asked to come forward by the end of May to express an interest in the vacancy. If no election co-option would take place at the next Council meeting.

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### **021 MINUTES OF THE PREVIOUS MEETINGS**

The minutes of Annual Parish Meeting and the Parish Council meeting of 19<sup>th</sup> April were agreed and signed, proposed by Cllr Pedrick & seconded by Cllr K Yeoman and voted through unanimously.

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### **023 INTERESTS – No interests were declared.**

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**024 MESSENGER** – Cllr J Yeoman agreed to summarise the meeting for the next edition of the Messenger.

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### **025 MATTERS ARISING (from previous minutes only)**

There were no matters arising from the Annual Parish Meeting. From the Parish Council Meeting; The Heartstart course was, in the end, poorly attended due to many no shows from previously booked people. This is disappointing as 8 trainers (volunteers) had made themselves available to the Parish. A letter of thanks has been written to the team involved.

DAAT light – 2<sup>nd</sup> tranche claimed, insured by us for material damage only, liability issues are covered by the MVH, DAAT cover any liability connected with flight.

GYM – this is installed and we are awaiting the Inspectors report, this has been delayed slightly due to a query from the inspector who is dealing with Fresh Air Fitness. SHDC will ultimately insure under the playground equipment, but will not do so until the report has been seen. A message has been left for Gail Allen to follow up as a matter of urgency, in the meantime a sign will be erected and the equipment will be taped off to clearly show the gym is temporarily closed.

It was agreed that the asset would be given in whole to MVH & PFA as an extension of the play area for them to insure etc. in the same manner. The skatepark remains an asset of MPC.

National Trust – Cllrs J Yeoman and Sampson met NT Richard Snow re overflow carpark – agreed position and access, NT need to speak to SHDC, DEFRA, the tenant and the environment agency – should be operational for 2018.

Also, stressed concerns re charging for parking on Bolberry down but this is a Nationwide NT policy – no local discretion.

VAS Sign - the battery and computer is back and the sign will be working again soon.

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### **026 POLICE BUSINESS & NEIGHBOURHOOD WATCH:**

No police report received.**27 COUNTY COUNCILLORS REPORT:**

Cllr Gilbert thanked all who supported him in the recent election and looks forward to serving for another four years.

Adam Keay remains as Highway officer and, with immediate effect, will only serve Cllr Gilberts division and not the divisions of Cllrs Gilbert and Brazil as previous.

Localities monies commence from Thursday 25<sup>th</sup> May when the council cabinet is formed. Cllr J Yeoman requested a donation from the locality fund in respect of replacement of signage that has been damaged in the Parish. Further details will be provided by the next meeting.

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The MPC meetings don't clash with any other PCs in the area and Cllr Gilbert will continue to attend on a regular basis.

### Roads:

- 1) Totnes Cross to Halwell has been temporarily repaired and will be re surfaced in June.
- 2) There is a shortfall in budget of £16 Million this year which is better than last year.
- 3) Thanks given to the parishes whom have got involved in the road warden scheme, which I hope proves successful.
- 4) New 5-year contract gone to Skanska from SW Highways. Hopefully we'll soon see better value and a better service,
- 5) Government has provided an extra £8 million pounds funding on roads, which will help.

### Schools:

- 1) Loddiswell's new school is progressing towards build.
- 2) Devon's schools receive £264.00/child - less than the national average.
- 3) 95% of Devon's schools are rated as good or outstanding

### Broadband:

- 1) Generally good but some hamlets still to be connected.
- 2) Hoped for 95% connection by end of year, under phase two.

### Social care in the community:

- 1) The biggest drain on DCC and no end in sight with 1 in 5 being over 65 years of age and to rise to 1 in 4 by 2020.
- 2) A new 5-year plan on health due out soon

### Waste:

- 1) There is now no waste to landfill in South Hams.
- 2) New recycling centre opened in Ivybridge. Excellent facility.

### Libraries:

- 1) The transfer of all libraries into a trust gone well, with no libraries being closed and customers getting a better service. Staff are happy too.

Cllr Gilbert continues to be Chair of the Pensions Committee and is now also working on Fisheries.

Cllr J Yeoman thanked Cllr Gilbert for his contribution to the outdoor gym.

Cllr Gilbert left the meeting 19.55hrs

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## 028 DISTRICT COUNCILLOR REPORT:

Cllr Pearce is chairman of the Audit committee and remains on the development management committee, she also remains one of the council's two representatives on the panel for the Joint Local Plan. Noted the Joint Local Plan remit has been widened to include neighbourhood planning.

Cllr Wright is now Deputy Leader of the Council. The Totnes leisure Centre continues to be in the news. We are all working very hard to achieve an agreement and sincerely hope the extra two weeks will provide the time needed to agree terms for the ongoing contract.

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## 029 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

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the application details. Those without comment remain under discussion.

1519/17/HHO Mr & Mrs Griffiths

Householder application for single storey extension  
9 Cumber Close Malborough TQ7 3DE

10 May 2017

1492/17/DCC Devon County Council

County Matters application for retention of single temporary classroom unit for a further 6 years  
Malborough Primary School Higher Town Malborough Devon TQ7 3RN

27 April 2017

1121/17/HHO Mr D Gocher

Householder application for a flat roof single storey extension  
136 Cumber Close Malborough Devon TQ7 3DG

19 April 2017

### 0549/17/OPA (170549)

Applicant Name: Maze Consulting

Description: Outline application with some matters reserved for erection of circa 50 no. dwellings and means of access (all other matters reserved)

Address: Development site at SX 710 394 Adjacent To Malborough Park Malborough

**CONDITIONAL APPROVAL – following detailed discussions with District Councillors and liaison between Councillors.**

### B. Decisions

0846/17/NMM Mr D Hobday

Application for non material amendment following grant of planning consent 33/2438/13/F  
Iltan Farm Malborough Devon TQ7 3BZ

**Conditional Approval**  
09 March 2017

0616/17/HHO B French

Householder application for proposed raised decking, new rear boundary fence and garden sheds/summerhouse  
14 Portlemore Close Malborough Devon TQ7 3SX

**Conditional Approval**  
08 March 2017

### C. Enforcement Issues

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#### 030 NEIGHBOURHOOD PLANNING

The draft Plan and its appendices can be found on the village website at: <http://www.malboroughvillage.org.uk/> . 2 more grants have been applied for successfully, one taking the financial support up to £9,000 and the other for a technical support package to deliver a Strategic Environmental Assessment (SEA). This latter process will take circa. 10 weeks to complete. In the interim other streams of work are progressing.

Cllr J Yeoman to follow up other streams and to include Cllr Pearce.

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#### 031 HIGHWAYS

Issues reported include:

- A. o/s and effectively down to us now that DCC have no budget for repair of non-essential road signs:
- Plympton Hill finger post at Plympton Cross is missing fingers
  - Rew Cross/Rew Lane End - a hedge contractor obliterated the fingers
  - Hope Cove directional finger needs to be reinstated on the signage at the Broadmoor Lane junction in Bolberry (Bolberry Lane End)
  - The sign at the top of hill leading down to Higher Barton, Broadmoor Cross, has fallen over and needs putting up as Higher Barton have had several unwanted visitors already!
  - There is a 'drunken list' on the Higher Collaton Green
  - Fingers on the Pound/Green signpost are missing – Cllr J Yeoman will mend this.
  - Hazard sign on Plympton Hill warning of horses is missing (DCC will replace this)
  - Blanksmill Cross post is missing arms as are
  - Horsecombe Cross and
  - Bolberry Cross

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- k. Cllr Boyce advised the Great Lane road sign is faulty – this might have a DCC budget to effect repairs.

Now the Devon County Council elections have taken place the Council needs to pursue new Locality monies and see what the take is given a new highways company is now responsible. Debbie Ede has written a bid for the finger signage and will be submitting it to Cllr Gilbert.

B.

### ROAD TRAFFIC REGULATION ACT 1984

#### SECTION 14

THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (GALMPTON TO MALBOROUGH, MALBOROUGH) NOTICE 2017

#### TEMPORARY PROHIBITION OF THROUGH TRAFFIC

DEVON COUNTY COUNCIL hereby give NOTICE that:

From **MONDAY 5 JUNE 2017**  
for a maximum of 5 days

Until **TUESDAY 6 JUNE 2017** (both dates inclusive)

Between the hours of 09:30 and 15:30

No person shall cause or permit any vehicle to proceed on the sections of Affected Roads except for access to land or premises on or adjacent to those length of roads.

Roads affected -  
**GALMPTON TO MALBOROUGH, MALBOROUGH, JCN OF LUCKHAMS LANE TO OPP RESERVOIR**

The alternative, signed, route for vehicles will be via - **MALBOROUGH GREEN TO HIGHER TOWN- A381- BURLEIGH LANE- GLAMPTON CROSS- GALMPTON TO MALBOROUGH- VICE VERSA**

This temporary restriction is considered necessary to enable -  
**NEW CUSTOMER CONNECTION**

For additional information contact:

- C. VAS RISK ASSESSMENT O/S, pole etc. being modified  
Devon County Community Enhancement Fund – another bid needs to go in for 2017/18...but only 50% of contractor work now funded. Debbie Ede has put together a bid to continue with maintenance of the cycle track and access for all path, the bid amounts to £1,100 including £700 contractor costs and £400 expenses.
- D. Free Chapter 8 courses are available with a limitation of 3 people per parish.

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### 032 FOOTPATHS, TREES, GRAVEYARD & ALLOTMENTS

- A. The new access path has now been strimmed back by Jason Stone (Jack was unable to access as his tractor needs a 5' access gate). Jason suggests that: *“As the weed growth was pretty bad (cow parsley stems were at least an inch thick) plus lots of harmful hog-weed, I have a suggestion; The stock fence side ought to be weed killed just along the line of the fence to stop the encroaching weeds from the woods (hog-weed mainly), this would only be needed a few times per year. Otherwise the dampness from the very dense weed will decrease the life of the fence posts. Then the rest of the footpath strimmed and mowed every couple of months.”*  
John Yeoman removed 2 stumps so the path is now suitable for top dressing – bark chippings? No decision has been made re the entry/exit to the path from the cycle track. A hand rail is being considered.
- B. The cycle track will be cut again within the next 10 days or so.
- C. Malborough Toilets and cleaning; having been inspected it is thought they are now acceptable – the cleaning regime next winter needs to be kept under review.
- D. The allotments are now full.

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- E. Definitive Map Review – following a query into DCC about our outstanding bid to reclassify the PROW over Furzedown as a bridle path, DCC advise that it is unlikely to be looked at before 2020 when the next cycle of reviews commences.

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#### **033 VILLAGE HALL**

Cllr Kendall attended the last meeting of MVH&PFA and the full minutes of the meeting are on: <http://www.malboroughvillage.org.uk/group/villagehall>

- A. Duncan Pope is now the official treasurer, he's involved with the Moonrakers Cricket Team.
- B. MVH continue to work up ideas/possible solutions to the on-going parking problems at the Village Hall. Representatives from the Council and the Hall met the architect on site to look at and generate options.
- C. Re. the adult gym – the equipment is installed and has been inspected. We are waiting on the Inspection report for MVH&PFA to then liaise with SHDC and make sure the extended area is included on the SHDC insurance schedules. The bill for the RoSPA inspection is o/s. Geoff Allen has 'volunteered' to do the maintenance checks. Outstanding is the need for a completed risk assessment – The Clerk to action urgently.
- D. The village fete is on 10<sup>th</sup> June!
- E. The grass is being cut around the entrance by Malborough Gardening Services, there may be a charge to the Council in due course
- F. Defib – Justin Sharples/Nigel Toms et al advising on type. KM not participating – buying their own for the Pavillion.

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#### **034 BURIAL GROUND**

- A. Graveyard Regulations – can a bush be planted on/near a grave as a memorial, our regulations state flowers/bulbs. All were in agreement to retain the existing regulations.
- B. Graveyard charges review; deferred to June 2017

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#### **035 MISCELLANEOUS**

Cllr J Yeoman reported that:

- C. CVS AGM – 27<sup>th</sup> June, Ivybridge Rugby Club 1pm – 1.30pm
- D. Community Housing Initiative – Judy attended – feedback expected
- E. Malborough & South Huish Horticultural Society Annual Show Sept 9<sup>th</sup>

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#### **036 FINANCE & GOVERNANCE**

- A. The meeting received and agreed the payment of the 2017/18 Insurance premium given that we are in a long term agreement with Came and Company, our brokers (until 2018/19). The level of cover was reviewed and deemed adequate at a total premium of £620.44.
- B. The monthly accounts, cash book and bills to pay were received for month 2 of the new financial year, 2017/18, shown as year to date Appendix A. The proposal to approve these was made by Cllr Kendall seconded by Cllr K Yeoman and unanimously agreed. A mandate sheet and transaction record was introduced and duly signed to authorise the e-payments.
- C. The final accounts for 2016/17 and annual governance statement had been received by Alison Marshall – our new Internal Auditor – and work was on-going to try and close the audit. After which the returns would be sent to Grant Thornton, our External Auditors, for their work to commence (due date 2<sup>nd</sup> June).
- D. According to the documentation and review timetable (previously adopted) the Council confirmed that it had reviewed the following documents:
  - a. Code of Conduct
  - b. Standing Orders
  - c. Financial Regulations
  - d. Records Management
  - e. F.O.I.
  - f. Environmental Policy

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All members, having previously had the opportunity to go through the documentation, believed that these policies, and the new Complaints Policy, were in order and remained fit for purpose. Proposed by Cllr Pedrick and seconded by Cllr K Yeoman, a unanimous vote confirmed their continued use/abidance. The policies and procedures adopted by MPC will be added to the parish website.

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### 037 CORRESPONDENCE

Clerks & Councils Direct – magazine available.

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### 038 OPEN FORUM

There being no further business the meeting closed at 21.29 hrs.

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**DATES FOR THE DIARY:** The next Parish Council meeting is on Wednesday 21<sup>st</sup> June, 7.30pm, Venue Village Hall Annexe.

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Signed as a true record: \_\_\_\_\_

### Print Name & Date:

\_\_\_\_\_

Actions default – unless otherwise specified the Clerk takes forward any agreed actions

Agenda Items and Updates; where possible please could these be submitted to Kathy by the 1<sup>st</sup> 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 Debbie 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), Reverend T Skillman, 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>				<i>17,755.54</i>
Payment	Groundwork (repaying balance of NP grant unspent)		- 1,277.00	16,478.54
Payment	DJE Consulting Invoice		- 1,350.00	15,128.54
Payment	April Grass Cutting contract fixed price, paid net, balance due May		- 208.33	14,920.21
Payment	Malborough Garden Services March		- 144.00	14,776.21
Payment	Viking		- 122.26	14,653.95
Payment	Petty Cash - debbie ede		- 9.46	14,644.49
Payment	SHDC Winter toilet cleaning (BACS 205 2016/17 cxd)		- 1,076.76	13,567.73
Payment	DALC		- 209.96	13,357.77
Payment	SH NEWSPAPERS 1st clerk advert		- 112.00	13,245.77
Payment	SH NEWSPAPERS 2nd clerk advert		- 56.00	13,189.77
Payment	SHDC Neighbourhood Plan graphics/maps		- 25.00	13,164.77
Payment	Messenger -A Kendall		- 46.80	13,117.97
Payment	Messenger - M Kendall		- 33.60	13,084.37
Payment	Messenger - P Cole		- 5.00	13,079.37
Receipt	Allotments - fascione	40.00		13,119.37
Receipt	Allotments - preston	27.50		13,146.87
Receipt	Allotments - hyde	27.50		13,174.37
Receipt	HMRC - Vat refund	3,202.49		16,376.86
Receipt	Interest - gross	0.95		16,377.81
Receipt	Allotments - Carr	25.21		16,403.02
Receipt	Allotments - Butler	27.50		16,430.52
Receipt	Allotments - McNeill	27.50		16,458.02
Receipt	SHDC (50% precept plus 100% CTSG)	11,864.50		28,322.52
Payment	Salary - D Ede (May)		- 692.39	27,630.13
Receipt	Dignty Funerals (Savills)	240.00		27,870.13
<b>TOTALS YTD Financial year 2017/18</b>		<b>£ 16,635.08</b>	<b>-£ 6,060.95</b>	<b>£ 27,870.13</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>				<b>£</b>
Cash book balance b/d	<b>FY 2017/18 month</b>		<b>2</b>	<b>£ 27,870.13</b>
Balance at bank at end :			<b>16-May-17</b>	
	<b>Revenue Accounts</b>		<b>27,970.09</b>	
	<b>Unpresented Items</b>	receipts	<b>590.00</b>	
		payments	<b>- 689.96</b>	
			<b>£ 27,870.13</b>	<b>- 0.00</b>
<b>ACCOUNTS FOR PAYMENT</b>				<b>Variance</b>
D Ede (Salary)	<u>May</u>	paid on 15th of the month by standing order & included in the above balances		<b>692.39</b>
Plus	Pay award arrears D Ede w.e.f. 1st April 2017			13.46
	Salary & Facilities recharge - K Harrod			499.01
	Jack Stone - cycle track			75.00
	Malborough Garden Services - burial ground April			144.00
	Malborough Garden Services - playground May			249.99
	Malborough Garden Services - playground April VAT			41.66
	Petty Cash - D Ede stamps & printer ink			3.90
	SWW allotment water			28.54
	Stones - access for all path			51.00
	K Harrod - Clerk's printer			100.94
	Came & Company Insurance			620.44
	Frash Air Fitness			10,212.75
	Coeval - spare battery for VAS			307.56
	VAT due on SHDC invoice re NP maps paid last month			5.00
	Allotments 1st tranche			250.00
	Allotments Business Tenancy 50% costs			150.00
	South Hams Newspapers - Councillor Vacancy			119.70
	<b>Meeting Sub Total</b>			<b>12,872.95</b>
<b>RECEIPTS &amp; PAYMENTS REPORT TO COUNCIL</b>				
<b>MEETING DATE</b>		<b>15 May 2017</b>		
Prepared By:	<i>Debbie Ede, Clerk to the Parish Council</i>			
Date:	<i>16/05/2017</i>			