

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

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|--|---|---|
| Date: 21 st June 2017 | | Venue & Time: The Annexe, 19.30hrs |
| Present: Cllr Ann Kendall Cllr John Yeoman (in the Chair) Cllr Kevin Yeoman Cllr Gill Boyce | In Attendance: Kathy Harrod – Clerk & Minute taker County Cllr Rufus Gilbert part meeting PCSO Paul O’Dwyer part meeting Dist. Cllr Judy Pearce Dist. Cllr Simon Wright Part meeting | Apologies: Cllr Lucinda Goodman Cllr Keith Makepeace Cllr Paul Pedrick Cllr John Sampson |

Ref 2017/18 Minutes **Action**

039 DECLARATIONS OF INTEREST – Cllr Boyce declared an interest under Finance and withdrew from those discussions.

040 MESSENGER – Cllr Kendall agreed to summarise the meeting for the next edition of the Messenger.

041 MINUTES OF PREVIOUS PARISH COUNCIL MEETING

The minutes of the Parish Council meeting of 17th May were agreed and signed, proposed by Cllr K Yeoman & seconded by Cllr Kendall and voted through unanimously.

042 MATTERS ARISING (from previous minutes only)

A. GYM – All reports and certification has been received and the insurance is now in place. An official opening ceremony took place on 22nd May 2017. We are now awaiting feedback re a new sign and maintenance kit from Jed at Fresh Air Fitness.

TAP fund contribution towards the cost of the Gym has been received.

We have received official confirmation from MVH & PFA to accept the asset in whole as an extension of the play area with SHDC inspecting it and insuring it.

B. VAS Sign – now installed but currently not working as the batteries are flat. New batteries will be installed on 26th June.

C. Signposts –

A bid to County Cllr Gilbert was made in respect of funding for the missing village signposts:

Adam Keay (DCC) was provided with a clear plan of which signs will be repaired/replaced. Adam

then promptly provided designs in pdf form so that a sign maker will be able to manufacture to the correct specification. A quote is now being obtained. This quote will then be referred back to Cllr Gilbert to enable the bid for funding to go forward.

043 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

Re PCSO cover. Dr Wollaston took our concerns to Alison House but has recommended that we go to the Chief Constable. A letter will be forwarded accordingly.

PCSO Paul O’Dwyer came and introduced himself to the Council. He reported there had been 5 crimes in the last 30 days, fraud, theft from motor vehicle, dangerous dog, one assault and one harassment - the last two crimes were historic having been committed 2yrs/10yrs ago respectively.

- With the weather being so hot, opportunistic crime has increased re open vehicle/house windows.
- Leading into the summer months gives a spike in marine crime, if anyone has marine items and they are worried about it please contact PCSO O’Dwyer. He can also obtain materials to mark outboard motors etc from Salcombe Harbourmaster if required.
- Recent issues of motorcyclists speeding on Collaton Road were highlighted.

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

- A relaunch of Neighbourhood watch was mentioned and will be highlighted within the village shortly.
 - Speedwatch – volunteers in the parish who have been trained will be monitoring speed.
 - Parking Issues – poor parking at Hope Cove prevented the emergency services from accessing a call. If there's a continual problem with parking the local authority will have to deal with it.
-

044 COUNTY COUNCILLORS REPORT:

Cllr Gilbert advised that South Huish PC have experienced heavy traffic via Burleigh lane and works are required. The South Huish Clerk has been in touch with MPC re the works which are hoped to take place late summer or early 2018, they will work with us to ensure minimum disruption takes place.

045 DISTRICT COUNCILLOR REPORT:

Cllr Pearce reminded all that tetra packs may now be recycled in the blue bags.

Cllr Wright advised that the unions have put through their proposal for a 5% pay rise, to put this into perspective, a 1% rise would equate to an £80,000 increase in salary. This would severely strain SHDC budgets. With all areas needing to find ways to obtain maximum efficiency, Cllr Wright then discussed the proposition of taking the cooperation with West Devon one step further to set up a single authority.

A public consultation will take place in August/September to raise awareness with the public. The joining to become one authority would save £400,000 per annum, it would mean big changes and a boundary review would be automatic.

There would be a discrepancy re council tax as SHDC are currently cheaper by £63 in respect of Band D properties. If the proposal is approved, the government would have to give permission to allow the council tax rises above statutory % to allow the tax to be the same throughout the new authority.

The assets of the South Hams would be combined with those of West Devon – Noted, SHDC have more assets and cash.

The consultation would allow your voice to be heard but would not allow for a referendum.

A review on waste is also being considered, largely due to brown bins having to be taken to Oxford for processing due to the food waste content, this is not cost effective.

Cllr J Yeoman stated that Rob Sekula had been asked about 106 monies and drawing up a policy but no response received after 6 weeks. Cllr Pearce requested that the information be copied in to her.

Cllr Kendall raised the issue of the bottle bank not being regularly emptied. We currently must report when it is full, it then takes a minimum of two working days before it is emptied, this leaves the area covered in bottles and broken glass. The situation is causing huge issues, with being a holiday destination it is essential for a regular service to be provided. Cllr Wright will investigate.

046 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.

0923/17/FUL Mr P Shepherd – MPC Approval

Application for siting of 4 holiday lodges
Alston Farm, Malborough, Devon, TQ7 3BJ

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

1963/17/PAA Mr B J Ward

Prior Approval for a proposed larger home extension to extend rear living room.
21 Malborough Park, Malborough, Devon, TQ7 3SR

1636/17/LVC Dr A V Lee – MPC Approval

Listed building consent for replacement of concrete skirt on eastern ground perimeter of cottage
Church Gate Cottage, Malborough, TQ7 3DE

1519/17/HHO Mr & Mrs Griffiths – MPC Approval

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

1121/17/HHO Mr D Gocher – MPC Approval

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

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

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.

Conditional Approval

- C. **Enforcement Issues** – SHDC Continues to follow up enforcement issues
- D. **Paperless Planning** – Currently being followed up.

047 NEIGHBOURHOOD PLANNING

The draft Plan and its appendices can be found on the village website at:

<http://www.malboroughvillage.org.uk/>.

The council is awaiting the assigned and funded professional to provide the Strategic Environmental Assessment required for the plan to go forward.

Post Meeting Note: It has been sent to the Council the morning after the meeting.

048 HIGHWAYS

Issues reported include:

- A. The old milestone at Pinheys Hill has been clipped by a hedge cutter, attention needs to be drawn to the milestone to prevent further damage.
- B. Vicarage Corner – holes noted in the road, this will be reported.
- C. Two drains have dropped as you enter the village from Alston, they require attention as drivers are now swerving into the middle of the road. This will be reported.

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

- D. A blocked drain was reported by the well, a response was received stating that no action would be taken unless the flood had made the road impassable. However, when next in the area the situation will be reviewed.

049 FOOTPATHS, TREES, GRAVEYARD & ALLOTMENTS

- A. Two requests have been received asking for the trees to be sensitively cut opposite Alston Cottage (A381), Cllr Boyce will talk with the resident and report back.
- B. Allotments are currently full.
- C. A second bid has been submitted today to continue with maintenance of the cycle track, Collaton bank and access for all path.
- D. The access for all path is now suitable for top dressing – a covering of bark will be put down, it was agreed to ask Jason & Jack Stone.
- E. Free Chapter 8 training is available, maximum 3 per parish per annum. A charge will be made if a late cancellation
- F. Dog Control Orders – the sign from Cumber Close states no dogs – technically not allowing access to the path for all. The Council will ask the Village Hall if the sign could be moved to a more appropriate place.
- G. Jacobs Lane requires a cutback – the National Trust will be asked to attend to this as per previous years.
- H. A Cumber Resident whose garden backs on to the Collaton Road is causing obstruction by allowing brambles and other weeds to grow across the footpath. Cllr Boyce highlighted the issue but no action has been taken. The SVRA will be contacted.

050 VILLAGE HALL

Cllr Yeoman was unable to be at the last meeting of MVH&PFA and the full minutes of the meeting are on: <http://www.malboroughvillage.org.uk/group/villagehall>

The Parish Council have received a request to discuss pre-submission costs re the Hall parking and rear extension (Annexe to Hall exits). The costs to proceed are:

South Hams Planning - £300 (plus £200 contingency plan if SHDC come back with additional report requests)

Mike Derry Associates -

Car Parking: £60 per hour with costs capped at £900 plus VAT

The Council has set aside funds to help in finding solutions to the parking problems. A proposal was made to underwrite £1,200 plus VAT to pay the South Hams Planning fees plus Mike Derry fees with a caveat that the resultant works be commenced once planning permission has been received. Proposed Cllr K Yeoman, Seconded Cllr Boyce

051 BURIAL GROUND

Graveyard charges review; the last review was undertaken in 2010

The review was assessed and the proposal to increase as follows was proposed by Cllr Boyce and seconded by Cllr Kendall

Interment fee £90

Interment fee cremation £45

Exclusive rights standard £250

Exclusive rights family £450

Exclusive rights cremation £100

Headstone not exceeding 1m £100

Flat stone not exceeding 50cm x 50cm £50

Tablet on grave/vault £40

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

052 MISCELLANEOUS

Cllr J Yeoman reported that:

- A. The Defibrillator pads have been replaced and we await further information re a second defibrillator to be located at the Village Hall.
- B. A news release has been received from SHDC re the Slapton Line, if you have any suggestions as to how the Slapton Line and A379 road could be protected from lowering beach levels and storm damage please visit <http://www.slaptonline.org/> or attend a workshop event on Tuesday 25th July at Stokenham Village Hall between 3pm and 7pm.

053 FINANCE & GOVERNANCE

- A. The monthly accounts, cash book and bills to pay were received for month 3 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.
- B. The final accounts for 2016/17 and annual governance statement had been received and approved by Alison Marshall – our new Internal Auditor. The following improvements have been agreed or noted:
 - 'About us' and 'governance' pages will be incorporated on the village website.
 - Numbering Minute pages: According to rules and regulations, Minutes that are not bound should be numbered consecutively, MPC minutes are bound and those copies displayed on the noticeboards are numbered consecutively to avoid confusion.
 - Details of proposed payments and Planning applications received will now be incorporated on the agenda and will be listed as '*to the date of the meeting*' so that anything that has been received after the issuing of the agenda can still be considered at the meeting.
 - Agendas on the website and notice boards: The agenda for each meeting will be posted on the website and displayed on the main notice board one week prior to meetings being held, as will draft minutes.
 - Grant giving: A policy is being put in place for grant giving in respect of the public applying for funding. Grants will be considered providing the monies will directly benefit the Parish. The Policy will provide transparency and structure which will clearly show how the precept is being spent.
 - Information Commissioners Office: Annual membership has now been put in place and will be debited from the account annually.
 - Pensions regulations: It is confirmed that MPC adhere to all pensions regulations.
 - The Asset Register: Currently being reviewed and will be posted on the website in due course.
- C. The returns were sent to Grant Thornton, our External Auditors and were received by 2nd June.
- D. Alison Marshall has offered a three-year contract at the same cost as this year, proposed by Cllr Boyce, Seconded by Cllr Kendall
- E. SHDC have paid their share of the TAP fund re outdoor gym.
- F. The bank mandate is being prepared re the recent clerk changeover, additionally ex Cllrs Rendle and Lyle will be removed and replaced by Cllrs Sampson and Makepeace.
- G. Cllr Boyce raised a query re water costs at the allotments. A decision needs to be agreed prior to 1st April 2018 whether to increase allotment fees.

054 CORRESPONDENCE

- A. **Salcombe-Kingsbridge-Estuary Conservation Forum** meeting notes received, they are available from the Clerk if anyone would like to read them. Next meeting Tuesday 26th September 2017, Kingsbridge Community College Library at 7pm
- B. **Campaign to Protect Rural England (CPRE)** provided an update from Chairman Justin Haque

055 OPEN FORUM

- D. **COUNCILLOR VACANCY – co-option**

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

SHDC had confirmed that there has been no call (from 10 or more electors) for an election following the requisite Notice of Vacancy (in the Gazette and on the Parish Notice Boards) and Notice of Date of Commencement of Period for the Exercise of Public Rights.

Cllr J Yeoman provided details of the expressions of interests received, and, following discussion it was agreed to co-opt Mrs Hayley Rutherford to Malborough Parish Council. Proposed Cllr Kendall, Seconded Cllr K Yeoman.

In recognition of everything that Debbie Ede has achieved on behalf of the Parish during her time as Parish Clerk, Chairman John Yeoman presented her with a new office chair from the Parish and Mole Valley farmers vouchers from the Councillors. Everyone on the Council wished Debbie a very happy retirement.

There being no further business the meeting closed at 21.10 hrs.

DATES FOR THE DIARY: The next Parish Council meeting is on Wednesday 19th July, 7.30pm, Venue Village Hall Annexe.

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 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), 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

MALBOROUGH PARISH COUNCIL
Minutes of Parish Council Meeting;

APPENDIX A

| Category | Descriptor | Paid In | Paid Out | Cash Book Balance |
|---|--|--|---------------------|--------------------|
| <i>Balance b/f</i> | | | | 27,870.13 |
| Payments | Pay award arrears D Ede w.e.f. 1st April 2017 | - | 13.46 | 27,856.67 |
| Payments | Salary & Facilities recharge - K Harrod | - | 499.01 | 27,357.66 |
| Payments | Jack Stone - cycle track | - | 75.00 | 27,282.66 |
| Payments | Malborough Garden Services - burial ground April | - | 144.00 | 27,138.66 |
| Payments | Malborough Garden Services - playground May | - | 249.99 | 26,888.67 |
| Payments | Malborough Garden Services - playground April VAT | - | 41.66 | 26,847.01 |
| Payments | Petty Cash - D Ede stamps & printer ink | - | 3.90 | 26,843.11 |
| Payments | SWW allotment water | - | 28.54 | 26,814.57 |
| Payments | Stones - access for all path | - | 51.00 | 26,763.57 |
| Payments | K Harrod - Clerk's printer | - | 100.94 | 26,662.63 |
| Payments | Came & Company Insurance | - | 620.44 | 26,042.19 |
| Payments | Frash Air Fitness | - | 10,212.75 | 15,829.44 |
| Payments | Coeval - spare battery for VAS | - | 307.56 | 15,521.88 |
| Payments | VAT due on SHDC invoice re NP maps paid last month | - | 5.00 | 15,516.88 |
| Payments | Allotments 1st tranche | - | 250.00 | 15,266.88 |
| Payments | Allotments Business Tenancy 50% costs | - | 150.00 | 15,116.88 |
| Payments | South Hams Newspapers - Councillor Vacancy | - | 119.70 | 14,997.18 |
| Receipts | Allotments - Armstrong | 27.50 | | 15,024.68 |
| Receipts | Messenger | 45.90 | | 15,070.58 |
| Receipts | Allotments - Fascione | 40.00 | | 15,110.58 |
| Receipts | DAAT lights funding - grant | 2,513.04 | | 17,623.62 |
| Receipts | Groundwork - NP grant | 1,450.00 | | 19,073.62 |
| Receipts | SHDC - TAP Fresh Air Fitness Tral/Gym | 1,250.00 | | 20,323.62 |
| Receipts | Interest - gross | 0.89 | | 20,324.51 |
| Payments | Salary - D Ede | - | 699.12 | 19,625.39 |
| TOTALS YTD Financial year 2017/18 | | £ 21,962.41 | -£ 19,633.02 | £ 19,625.39 |
| RECONCILIATION CASH BOOK TO BANK | | | | £ |
| Cash book balance b/d | FY 2017/18 month | | 3 | £ 19,625.39 |
| Balance at bank at end : | | | 20-Jun-17 | |
| | Revenue Accounts | | 20,201.95 | |
| | Unpresented Items | receipts | 113.40 | |
| | | payments | - 689.96 | |
| | | | £ 19,625.39 | - 0.00 |
| ACCOUNTS FOR PAYMENT | | | | Variance |
| D Ede (Salary) | <u>June</u> | paid on 15th of the month by standing order & included in the above balances | | 692.39 |
| | K Harrod Salary June - net | Gross is £499.01 incl. £20 facilities recharge | | 396.41 |
| | K Harrod Salary June - Tax to HMRC | Due to HMRC | | 102.60 |
| | D Ede - printer ink/postage | | | 17.07 |
| | Information Commissioner (by annual direct debit) | | | 35.00 |
| | Alison Marshall - Internal Audit | | | 179.50 |
| | Malborough Garden Services - Burial ground | | | 144.00 |
| | Malborough Garden Services - playground | | | 249.99 |
| | G Boyce - plants for Pound | | | 25.00 |
| | Jack Stone - cycle track | | | 75.00 |
| | Meeting Sub Total | | | 1,224.57 |
| RECEIPTS & PAYMENTS REPORT TO COUNCIL | | | | |
| MALBOROUGH PARISH COUNCIL Minutes 21 st June 2017, Page 7 of 7 | | | | |
| MEETING DATE | | 21 June 2017 | | |