

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 18 th July 2018		Venue & Time: Village Hall Annexe, 19.30hrs
Present: Cllr Gill Boyce Cllr Keith Makepeace Cllr Paul Pedrick Cllr Hayley Rutherford 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 Patrick Kinsella NT Emma Reece NT Part meeting	Apologies: Cllr Lucinda Goodman Cllr Ann Kendall County Cllr Rufus Gilbert PC J Pengilly PCSO P O’Dwyer

REF 2018/19 MINUTES

170 WELCOME & APOLOGIES

171 **DECLARATIONS OF INTEREST:** Cllr J Yeoman noted an interest in respect of Finance and withdrew from these discussions.

172 **MESSENGER:** Ann Kendall from meeting minutes

173 **INVITED GUESTS** – South West Outdoor Festival (SWOF), Patrick Kinsella & Emma Reece: Update re SWOF taking place 5th – 7th October. Commencing Friday 4pm through to Sunday 6pm. There will be a community day on Friday prior to the official opening whereby local schools will be invited to try a variety of activities. The festival will incorporate numerous activities across the three-day period with the main hub being at East Soar Farm and a secondary hub at South Sands for the water-based activities. There will also be speakers, live music and food/drink.

Since their last meeting with MPC the SWOF team have been working on logistics including:

- AA signage & routes to/from the festival
- All parking to be based at East Soar (Well Field)
- All licensable activities are taking place at East Soar
- Anticipating 500 campers plus 1,000 visitors per day.

Events are staggered, with night run on Friday, cycling on Saturday and running events on the Sunday.

Strong concern was voiced re the traffic management and the ensuing chaos that will occur by encouraging this number of people to travel to/from the event across the three-day period. Further concern was raised at the prospect of an additional 50 – 70 anticipated cyclists using the same roads that the attending vehicles will be using.

Cllr Pearce advised that Salcombe Town Council should be kept fully informed about the South Sands element of the event. It was further advised that the organisers need to have improved dialogue with DCC Traffic Management Officers.

The organisers were also asked to contact users of bridleways.

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The preference from councillors was for a park & ride scheme to be provided to prevent the congestion.

All present agreed that this is a marvellous idea, but we have serious concerns that the organisers have not got sufficient understanding of the local roads and therefore have not adequately taken the level of traffic into consideration when putting traffic management into place.

Suggestions for park & ride fields will be provided to the NT.

ACTION: Clerk

174 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting and Annual Parish Meeting of 20th June 2018 were agreed and signed without alteration.

Proposed: Cllr Boyce Seconded: Cllr K Yeoman and agreed unanimously

175 MATTERS ARISING:

A. The Allotment water supply issues are currently being finalised, the replacement of the old meter took place today and a regular reading is now taking place which clearly shows minimal use of the water.

B. Collaton Road Bus Stop – the bus stop is in poor condition; currently awaiting quotes for works.

ACTION: Clerk

C. Horseypool Pond – Cllr Rundle has agreed to finalise the clearance and clear the mud out in due course.

D. Post Office – New contact details have now been received but no response received from the new contact re our communication in support of Malborough Post Office. This will be followed up.

ACTION: Clerk

E. Gritter & Salt: We are still awaiting 1.5t of free salt, we have not received the 3t ordered and request that the free 10t be delivered with the 3.5t.

We have been offered 1.5t of salt from South Milton Parish subject to collection, we are working with SMPC to best agree how to transfer the salt. **ACTION: Clerk to establish salt order process**

176 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

If you have any information about drugs, please call Crimestoppers on 0800555111. Your call will be treated in confidence.

If anyone has any information incidents in the parish, please ensure you pass the information on.

177 COUNTY COUNCILLORS REPORT:

A. Ashby's – issues with near misses have been reported, Clerk has spoken with the Development Manager who advises that the team have assessed the location and feel that the current road layout/signage does not require alteration.

B. VAS – Other parishes are ordering models that are not approved. Neil Oxtan from DCC has provided poor information to date and we have been unable to obtain a comprehensive list of

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approved models. Our preferred supplier is speaking with DCC to obtain approval for their Speed Indicator Devices (SIDs). **ACTION: Cllr Gilbert & Cllr Sampson**

- C. 30mph Roundels – Adam Keay is investigating. **ACTION: Clerk to follow up**
- D. Pothole Reporting – Potholes continue to be reported, full details as to how to report this and other issues have been posted on parish noticeboards, social media and will be added to the website.
- E. SCARF (Speed Data Analysis) – No update.

PLEASE report all highways issues ONLINE at:

<https://new.devon.gov.uk/roadsandtransport/report-a-problem/>

If you do not have internet access, please contact the Clerk on 07704 941150

178 DISTRICT COUNCILLORS REPORT:

- a. Dog Walking in Community Wood – an email exchange continues re the SHDC statement on their website that dogs are allowed in the community wood. This has never been the case; the land is private land and at no point has there been any agreement to allow dogs on the MVH & PFA land. An email has been sent to Yelverton PC re the sign on their playing field that states dogs are prohibited on the field to establish if this was a by-law agreed by West Devon. **ACTION: Clerk**
- b. Great Park – all issues now resolved.
- c. Bottle Bank – Cllr Wright to forward email re the re-enforcement of the bottle bank. **ACTION: Cllr Wright**
- d. SHDC are having a peer review in September, focus on finance, leadership and joint working with West Devon. , This is voluntary, councils are encouraged to do this each five years, it will take approximately one week. Feedback is required from parish councils. MPC will be contacted in due course to provide feedback.
- e. An engagement portal has been launched to encourage people to provide feedback. This will open the door to more two-way discussion with residents. Details of this can be found on the website.
- f. Lottery – first draw takes place in August, over £11,000 has been raised to date for local causes.
- g. SHDC Draft accounts have been signed off.
- h. New health & wellbeing centre being built in Dartmouth.
- i. The new Waste Contract is being decided in council on 26th July.
- j. Joint Local Plan – interim letter received but contents of letter not known.
- k. Neighbourhood plans including Thurlestone to be adopted imminently.
- l. Irresponsible dog owners around the South Hams are being targeted in a new SHDC campaign.
- m. Corporate strategy: Roadshows detailing the corporate strategy started 17th July in Kingsbridge followed by 19th July Dartmouth & Totnes. A second batch of roadshows will be rolled out in due course to include Salcombe.
- n. Chinese Lanterns – notifications have been put on Facebook and Twitter by SHDC to educate people not to use these at this (or any) time of the year.

179 PLANNING:

A. Neighbourhood Development Planning:

We await the examiner's report – this was anticipated by the start of the month but was delayed due to the S.E.A. report having been incorrectly issued. Sarah Packham dealing but on holiday, Duncan Smith also working on the NDP team and will be contacted in the absence of Sarah to determine if the examiners report has been returned. **ACTION: Clerk**

To view the full plan proposal please visit <https://www.southhams.gov.uk/article/3882/Neighbourhood-Development-Plans-andOrders> or if you wish to view a hard copy of the plan contact the Parish Council.

- B. **Applications** received by the Parish Council and under discussion and consideration for the last period. Any recommendation by the Parish Council to the Planning Department is noted after the application details. Those without comment remain under discussion.

1780/18/ARM Baker Estates – Land at Portlemore

- i. The statutory consultation period has now closed but presumably SHDC will be accommodating on this, given the importance of the MPC opinion.
- ii. Highways have now given technical approval to the raised footway at the entrance to the site.
- iii. Re the option of it being a ‘dark’ development, three councillors were in agreement, two were against and one remains unsure. Majority vote goes to ‘dark’ development, however, it is to be established if targeted light is available?
- iv. There was some question over the black wood to be used for cladding, can this be changed to cedar wood? Otherwise the palette of other materials was accepted.
- v. It is still strongly felt that the pond requires fencing for security.
- vi. Queries remain re purchase for locals during the first month of sale. On what basis will this be offered? Can it be confirmed that locals will be given the opportunity in the first month to buy any of the properties or is this opportunity for specific properties only? Confirmation is required.

Other than this all councillors agreed that Baker Estates have listened to councillors, acted on our suggestions/concerns and worked with us to create an estate we can be proud of.

1391/16/OPA Hi Ho – **MPC Conditional approval** subject to the two properties being of a height not more than 1.5 storeys and the applicant avoids affecting the skyline.

1873/18/HHO 105 Cumber Close – **MPC Approval**

1666/18/HHO Roseland, Lower Town – **MPC Approval**

Developments in respect of:

3863/17/FUL – Malborough Village Hall Car park, conditional approval has been received from SHDC, the drainage officer will be asked to visit the location with a view to agreement for discharge of the drainage condition.

1786/18/DCC - Malborough Primary School works, planning permission has been given for a new classroom, the hedge will be taken down during the holidays and replaced again once the new property has been constructed.

3577/17/ARM - Eastacoombes phase two – has been signed off today having been conditionally approved. Noted there are issues with land ownership that need to be dealt with.

Remaining under SHDC Discussion:

0489/18/FUL Soole – **MPC Approval**

1305/18/HHO, Hope Thatch – **MPC No Objection**

3577/17/ARM Mr S Rossiter – **MPC Conditional Approval**

1391/16/OPA Mr T Thompson – **MPC Objection**

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- C. Decisions:
[3863/17/FUL Malborough Village Hall – SHDC Conditional Approval](#)
[0608/18/FUL Mr J Sampson –SHDC refusal](#)
[0280/18/FUL Mrs J Tucker – SHDC Conditional Approval](#)
- D. Enforcement issues: Continue to be dealt with.
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180 Highways:

- A. Collaton Banks: Banks have now been cut as required.
- B. Lorry Signage: We continue to investigate signage to prevent lorries accessing/turning at Broadmoor Lane. **ACTION: Clerk**
- C. Bus Stop Cumber Close: Tally Ho were due to visit the damaged bus stop, we await an updated.
ACTION: Clerk
- D. Pothole/sinkhole at bottom of Shute. **ACTION: Clerk to report**
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181 FOOTPATHS, TREES & ALLOTMENTS:

- A. Graveyard Fence – Cllr J Yeoman replaced the posts and added strimmer protection.
- B. Village Handyman: Three parties have contacted the council. Two will be contacted to provide evidence of insurance and to obtain a quotation for maintenance of benches. **ACTION: Clerk**
- C. Tabbs Cottage: The footpath team are aware of the issues and will be undertaking a visit to determine what action, if any, is required. **ACTION: Clerk follow up.**
- D. Dead tree at bottom of Malborough park, has been reported by a parishioner who was advised it would be dealt with by DCC, no action has been taken. **ACTION: Clerk to follow up.**
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166 VILLAGE HALL:

- A. Cllr Kendall attended the meeting.
- B. Monthly update: Full minutes are available on the MVH & PFA page of the Malborough Website.
- C. Shower Room/Store: They hope to commence works in August or October depending on Contractor availability and the effect on Hall users.
- D. 106 Agreement Update: A meeting with Rob Sekula will take place in September which would include details of an offer from SHDC for Malborough parish to take over the play area at Malborough Park. Councillors felt that there was no advantage for MPC to accept responsibility for this play area given the ongoing liabilities and upkeep costs but when the full picture is available it can be assessed fully.
- E. Play Inspection Costs & Repair: We have been advised that the inspection costs in respect of the play area have increased to £200, MPC will continue to pay this as in previous years subject to receipt of the invoice.
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167 MISCELLANEOUS:

- A. CPR Training – A CPR Training Course is being organised for October 2018, interested parishioners should register with the clerk or at Malborough Post Office once full details are available.
- B. Kingsbridge Dementia Friendly – The Kingsbridge Dementia Friendly team have been invited to talk at our September meeting and will follow this up with a Dementia Friends Information Session in the parish.
- C. Horse Awareness in the Parish: an email has been received from a parishioner re awareness of horses and riders. The issue warrants further discussion. The full email will be forwarded to all councillors for consideration prior to full discussion in the September meeting. **ACTION: Clerk**
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168 FINANCE & GOVERNANCE:

- A. The accounts for 2018/19 month 4 were received, see **Appendix A**. A mandate sheet and transaction record were introduced and duly signed to authorise the e-payments. The payments were proposed by Cllr K Yeoman and seconded by Cllr Rutherford and carried unanimously.

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B. External Audit: The external audit documentation was forwarded to the auditors prior to the deadline.

169 **CORRESPONDENCE:** TAP Fund applications may now be made by registered charities and voluntary organisations.

170 **OPEN FORUM:** No further items were raised.

MEETING ENDS 21.42 Hrs

DATES FOR THE DIARY: The 2018 Parish Council meeting dates are: 26th Sept (VENUE TBC), 17th Oct, 21st Nov and 19th Dec. Unless otherwise stated meetings commence at 7.30pm and are held at The Annexe, Malborough Village Hall.

Signed as a true record: _____

Print Name & Date: _____

Agenda Items and Updates; where possible please could these be submitted to Mrs Katharine Harrod 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 Mrs Katharine Harrod for distribution) together with their apologies.

Distribution List

Cllrs Boyce, Goodhead, Kendall, Makepeace, Pedrick, Rutherford 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

APPENDIX A

Malborough Parish Council Finance: Month 4

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Category	Descriptor	Date	Paid In	Paid Out	Cash Book Balance
Receipts	Allotments	19/06/2018	192.50		36,518.38
Payments	ICO Annual Fee	01/06/2018		35.00	36,483.38
Payments	June Clerk Salary & Facilities Recharge	15/06/2018		699.37	35,784.01
Payments	HMRC NIC	15/06/2018		67.46	35,716.55
Payments	Graveyard, Malborough Garden Services	10/07/2018		216.00	35,500.55
Payments	Village Hall, Malborough Garden Services	10/07/2018		249.00	35,251.55
Payments	Access Path, Malborough Garden Services	10/07/2018		158.40	35,093.15
Payments	Viking Stationery Order	10/07/2018		158.95	34,934.20
Payments	RVS Printer Ink	11/07/2018		258.74	34,675.46
Payments	DALC Affiliation	11/07/2018		217.18	34,458.28
Payments	DALC GDPR Course	11/07/2018		48.00	34,410.28
Payments	DALC Audit Course	11/07/2018		33.48	34,376.80
Payments	Clearance of Horseypool	11/07/2018		60.00	34,316.80
Payments	Internal Audit Alison Marshall	11/07/2018		189.85	34,126.95
Payments	Stone Landscape Maintenance	13/07/2018		90.00	34,036.95
Payments	Church Hire Jan/Mar 2018	11/07/2018		48.00	33,988.95
Payments	July Clerk Salary & Facilities Recharge	15/07/2018		570.53	33,418.42
Payments	HMRC NIC	15/07/2018		32.80	33,385.62
Receipts	Interest (Gross)	09/07/2018	1.32		33,386.94
Receipts	SHPC share of viking order (exc vat)	12/07/2018	21.48		33,408.42
Receipts	Brightam House Messenger Fees	09/07/2018	27.50		33,435.92
					33,435.92
TOTALS YTD Financial year 2018/19			£ 22,487.86	-£ 7,409.97	£ 33,435.92
RECONCILIATION CASH BOOK TO BANK					£
Cash book balance b/d		FY 2018/19 month		4	£ 33,435.92
Balance at bank at end :				13-Jul-18	
	Revenue Accounts				33,915.92
	Unpresented Items		receipts		
			payments	- 480.00	
					£ 33,435.92
					-
ACCOUNTS FOR PAYMENT					Variance
	K Harrod Salary & HMRC NIC & Expenses			incl. £20 facilities recharge, paid and incl. above	603.33
Plus	South Hams Planning VAT ONLY				60.00
	EDS Percolation Testing				144.00
	South West Water ALLOTMENTS				32.37
	Viking Stationery order inc VAT				42.46
	3 x Malborough Garden Services				544.20
	Cllr J Yeoman				71.85
	Meeting Sub Total				894.88
Receipts & PAYMENTS REPORT TO COUNCIL					
MEETING DATE					
	Prepared By:		18/07/2018		
	Date:		K Harrod for Malborough Parish Council		
			13/07/2018		