

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

<b>Date:</b> 15 <sup>th</sup> June 2016		<b>Venue &amp; Time:</b> The Annexe, 19.30hrs
<b>Present:</b> Cllr Gill Boyce Cllr Lucinda Goodhead Cllr Ann Kendall Cllr Paul Pedrick Cllr John Yeoman (in the Chair)	<b>In Attendance:</b> Debbie Ede (Clerk & Minute Taker) Dist Cllr Judy Pearce part meeting Dist Cllr Simon Wright part meeting	<b>Apologies:</b> PCSO Dave Gibson County Cllr Rufus Gilbert Cllr Kathy Harrod Cllr Keith Makepeace PC Jo Pengilly Cllr John Sampson Cllr Kevin Yeoman

### Ref 2016/17 Minutes Action

**037 INTERESTS** – No interests were declared.

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

#### **039 MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the Parish Council meeting of 18<sup>th</sup> May were agreed and signed, proposed by Cllr Boyce & seconded by Cllr Goodhead and voted through unanimously.

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

- A. o/s re. the refurbishment of Jubilee Shelter, Alison Lees is hoping to start work soon.
- B. Re: the Acrylic Footpath Map outside of the Post Office - Mr Jarvis has now done the remedial painting of the surround, thank you.
- C. An estimate has been received for a sign at Collaton to help walkers identify the right footpath and prevent them taking shortcuts across fields, as discussed last month. We are looking in the region of £65 for the creation of the finger post with oak fingers and text on both sides. On top of that we can choose either a 9ft oak post £27 or 9ft softwood post £15, plus delivery at £10. Total (with a 9ft oak post) £103 ex vat. Suggested wording to read 'Footpaths to North Sands' on one finger and 'Footpath to Salcombe via Maryknowle' on the other. The meeting agreed unanimously to proceed but requested a third finger directing foot traffic back to Malborough, proposed by Cllr Pedrick and seconded by Cllr Boyce. Cllr Pedrick agreed to liaise with the landowners to request a donation.
- D. Re the Air Ambulance; the village hall committee has agreed to allow the helicopter to land at night. Therefore we now need to, collectively, develop a funding bid (£4.1k for the lighting) assuming the site is assessed by the Air Ambulance as suitable.
- E. The NT have been informed banners can be erected for one off charity events for short periods only.

**041 POLICE BUSINESS & NEIGHBOURHOOD WATCH:** With apologies from PC Pengilly and PCSO Gibson (neither officers are on duty tonight); they report that: *"There is only one crime recorded for the parish this month which was the theft of money from the cash box in the NT car park at Bolberry, which occurred sometime on Thurs 2<sup>nd</sup> June – the same crime occurred at most of their other local sites on the same day. Obviously this has happened before and they have taken steps to improve security – however we would appeal to anyone who may see anything at all suspicious in these isolated areas to please contact us with any details – particularly vehicle registrations*  
*Also – we have had a number of incidents where campaign posters for the EU Referendum have been damaged/stolen in the Kingsbridge area - again as above if crime is occurring 999 – if non-emergency please email [101@devonandcornwall.pnn.police.uk](mailto:101@devonandcornwall.pnn.police.uk) "*

Cllr Boyce requested that the Police visit Cumber Close at night re. the parking and obstruction.

**042 COUNTY COUNCILLORS REPORT:** apologies had been received from County Cllr Rufus Gilbert.

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### 043 DISTRICT COUNCILLOR REPORT:

Dist Cllr Pearce reported back on progress on the Local Plan with SHDC now working with West Devon and Plymouth as they are designated a Local Housing Area. However Torbay and the National Park also impact on establishing need. Housing target numbers are shortly to be published and the plan will span the years 2014 to 2034 (using 2014 as those the most recent housing stats available, extrapolated as necessary). This should mean that Alston Gate completions and permissions should count against any target set for us. (It is likely that a total will be set for the villages, not a target for individual parishes). Public consultation on allocated sites and targets should start in July. Cllr Pearce advised that the SHDC Local Plan should now proceed quickly.

Dist Cllr Wright had nothing further to add.

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### 044 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.

[Planning Case - Received on 20 April 2016](#) High Waters, South Sands, Salcombe, TQ8 8LN - 1277/16/FUL  
Erection of a dwelling in the garden of High Water

[Planning Case - Received on 19 May 2016](#)

The Stables, Malborough Green To Lower Town, Malborough, TQ7 3RR - 1507/16/HHO  
Householder application for the erection of new outbuilding

[Planning Case - Received on 9 May 2016](#)

Hi Ho, White Cross To Malborough Green, Malborough, TQ7 3RR - 1391/16/OPA  
Outline application with all matters reserved for three new detached dwellings  
**MPC OBJECTION**

[Planning Case - Received on 27 April 2016](#)

Banksia Silverhill, Galmpton To Malborough, Malborough, TQ7 3RS - 1263/16/HHO  
Householder application for a new porch and replacement entrance to dwelling  
**MPC APPROVAL**

**Cllrs are reminded to ensure any plans in circulation are brought/sent to meetings please.**

### B. **Decisions**

[Planning Case - Received on 1 April 2016](#)

Salcombe Road Garage, Salcombe Road, Malborough, TQ7 3BU - 0999/16/CLP  
Lawful development certificate for a proposed replacement of underground fuel storage tanks of equal volume **CERT OF LAWFULNESS (PROPOSED) CERTIFIED**

[Planning Case - Received on 22 March 2016](#) The Stables, Malborough Green To Higher Town, Malborough, Devon, TQ7 3RR - 0898/16/CLP. Lawful development certificate for a proposed new garden outbuilding  
**WITHDRAWN**

[Planning Case - Received on 22 March 2016](#)

Windrush, Lower Town, Malborough, Devon, TQ7 3SQ - 0914/16/VAR  
Variation of condition 2 (accord with drawings) of 33/0126/15/F **CONDITIONAL APPROVAL**

[Planning Case - Received on 8 February 2016](#)

Land at Little Maryknowle, Lane To Maryknowle Farm, Malborough, Devon, TQ7 3DB - 0387/16/FUL  
Proposed reinstatement of former agricultural building. **CONDITIONAL APPROVAL**

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### C. **Enforcement Issues**

- A. SHDC continue to progress these. Cllr Pedrick reported another incidence of breach of conditions and both Cllr Pearce and the Parish Council would report this to Enforcement.
- B. Cllr Pedrick also raised the issue of the Sky Bar event, planned at Ilton on Friday/Saturday 17/18<sup>th</sup> June with 500 tickets sold. A Temporary Event Notice (a TEN) has allegedly been issued by SHDC. Concerns were raised about parking, obstructions, noise pollution, incursions onto neighbouring land etc. Food and alcohol sales are being advertised. Cllr Pearce advised that there is no requirement to notify a Parish under the regulations of a TEN, such a notice has to be granted unless there is a due cause for concern, however an alcohol license would be required and Dist Cllrs should have been informed about that. Cllr Pearce undertook to look into this (tomorrow) and Dist Cllr Wright would drive past the site en route home.
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*The District Cllrs left the meeting at 8.45*

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### 045 NEIGHBOURHOOD PLANNING

Representatives from the forum had met again with strategic planners from SHDC to elicit feedback on the first draft and guidance into the writing of planning policies. The meeting also noted that the agent for Portlemore Downs had requested another round table discussion with the Forum as they are said to have redrafted their plans to act on many of the issues raised by Malborough at the last meeting. Please note that these are w/o prejudice talks and separate from any pre-application discussions the developer/agent may be having with SHDC. However SHDC are in attendance and contributing at these meetings. Forum had met again on Monday 9<sup>th</sup> May. The Parish Council endorsed the Forum's recommendation that representatives again meet with the Portlemore Down Team.

The Plan itself is now being re-drafted. More information can be found on the Village website.  
<http://www.malboroughvillage.org.uk/>.

### Neighbourhood Planning for local energy

Regen have just launched [new resources](#) to help communities and local authorities integrate local clean energy into neighbourhood plans. Neighbourhood planning gives you the opportunity to think positively and proactively about future renewable energy and building developments in your area. These model policies and resources are designed to make that process easier, more robust and aspirational:

- [energy in neighbourhood planning toolkit](#)
- [report on model policies with context](#)
- [Totnes and Dartington neighbourhood planning display materials](#)
- [University of Exeter - barriers to energy in neighbourhood planning](#)

If you'd like to find out more, Regen are also hosting an event: **Neighbourhood planning - Unlocking the potential for clean energy in your area, 14 July 2016, Foot Anstey Office,**

**In Plymouth, contact 01392 494 399**

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### 046 HIGHWAYS

Issues reported include:

- A. Estimates have been received from two companies supplying VAS and a third requested and suggested sites are with DCC for assessment. We have suggested we combine our purchasing power with Churchstow Parish Council and see what discount we can get on the purchase of two units. The meeting approved a spend on a unit of up to £2,500 (plus the cost of any additional battery to facilitate charging if required) and devolved the choice of unit to the Chairman and the Clerk as soon as the third quote had

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been received and DCC have assessed the sites. This was proposed by Cllr Kendall and seconded by Cllr Goodhead and agreed unanimously.

- B. A parishioner asks that and says: "DCC be asked to put a proper Bus Stop sign at the entrance to Cumber Close. Someone, presumably resident on the estate, has been parking a commercial vehicle, initially on the footpath, then in front of the bus shelter for a week now. It has returned to the footpath this morning. It is not being taken away during the day for work purposes. Devon highways advised me that they cannot send an enforcement officer as there is no bus stop sign! However, now that it is on the pavement I have been advised to call the police. They do come up here periodically due to this kind of obstruction. Let's see how long it remains there before I make the call - someone else may beat me to it. The vehicle belongs to a Contractor and Engineering company based near Torquay. Apparently they are a highways management firm!"

DCC reply that: "A cage (road marking) and sign can be added. Parking will then be prohibited (with all that entails). As has been stated, driving on the pavement is a criminal offence and the police should deal with it...." DCC go on to say "There is no budget for new signs and lines so there would have to be an alternative source of funding. A reasonable estimate for the road marking and sign is £300. Most bus stop markings are put in at around 16m in length so we would need to understand if that would fit in. If it's only ever going to be used by a small bus it could be smaller I suppose. It is one of the few restrictions we can introduce on the highway without the need for a traffic regulation order. So if it does progress, it would be wise to publicise it locally so residents aren't surprised when it's introduced...." However Cllr Boyce advised that a neighbour had liaised with the driver of the offending vehicle and he had changed his parking habits. The meeting felt that the introduction of further parking restrictions on Cumber, such as proposed above, might not help the situation.

- C. A parishioner has complained about potholes in Higher Barton Lane causing damage to tyres. This will be reported to DCC, the worst areas said to be between Red Barns and Higher Barton Cross but with road edge erosion running down to Mill Cottage.
- D. Cllr Goodhead reported another chaotic evening of parking on Collaton Road when the overflow car park was not open. The meeting again asked that the VH try to ensure that the turfguard section is open when required. The new Double Yellow Lines (planned and waiting on a TRO) on Collation might help alleviate the obstructions.

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#### 047 FOOTPATHS, TREES, GRAVEYARD & ALLOTMENTS

- A. There is **one small allotment still available for the 2016 growing season. Please contact the Clerk or Tony Lyle ([anthoneyllyle@tiscali.co.uk](mailto:anthoneyllyle@tiscali.co.uk))**
- B. Jack Stone has just cut the cycle track again.
- C. o/s Re Burial ground the removal of earth spoil; Cllr J Yeoman has met and commissioned Rodney Stidston to undertake this work ASAP as previously agreed.
- D. The rotten gate post at the entrance to the allotments has been replaced and the bill is awaited.
- E. DCC have been asked to expedite the release of the £550 agreed against the s106 monies for the work done by Nicholas Rowell Ltd on the footpath behind Alston Gate.
- F. The rooves of the two bus shelters along Collaton and Cumber have now been cleaned although there is a little work outstanding. Cllr Kendall advised that the work took about 4 hours and she would settle the contractors bill and seek reimbursement as previously agreed.
- G. The pavement outside the Post Office is overgrown and looking 'rather sad'; Cllr K Yeoman would action a spray.
- H. Cllr Kendall said she had received reports of new signs on Jacobs Lane identifying it as an un-metalled Road. The wooden signs naming Jacobs Lane and local bridleway have been removed. The lane itself is a green lane so it is presumed DCC are updating their signage to meet new requirements.
- I. Cllr Goodhead reported that there is an overhanging tree near the benches on Collaton Road; the Village Hall would be approached to see if they can action a cut.

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- J. Cllr Kendall reported that a sycamore is overhanging, from the school grounds, into Lower Town. The school would be asked to expedite a cut back as it was a safety issue.
- K. There have been reports of a new playground in Malborough - the bottom area of the New Burial Ground with access from Great Park! Apparently people visiting the burial grounds recently have been dismayed to see children playing and dogs too in the bottom of the new burial ground on a regular basis. Having walked down to the bottom of Great there is an easy way through the hedge and down the bank which is obviously well used (along with the picnic bench beside it!). This access obviously needs to be blocked and Hastoe have been asked to do this. A letter will also be written to all residents of Great Park (by Hastoe, t.b.c.) to explain the Burial grounds are not for children to play in or dogs exercised! This explains the numerous comments received about dog fouling there and in the top part when the gate is left open - so this explains it.

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#### 048 VILLAGE HALL

- A. The full Minutes of MVH&PFA are on: <http://www.malboroughvillage.org.uk/group/villagehall>.
- B. The net profit for the Scarecrow Trail was £1716.74 - this includes costs of advertising, printing of raffle tickets and gifts for the Judges. There is a little more to come in from the Bouncy Castle. Remember that the profits are shared between All Saints, Malborough and MVH. Well done to everyone involved, it was deemed a great success!
- C. The village hall have received a bill from EDF (but addressed to Malborough Parish Council) for unmetered street lights at Christmas. Neither the village hall or Parish Council have received any such invoice before. This is being queried with EDF, the charge raised is: £338.
- D. The proofs for the two replacement signs for the skate park have been approved and both have now been ordered. The cost for the two signs is now £278.40, thank you to OTM, including VAT, delivery and installation.
- E. The Village Hall have now had four quotes for the fencing work for the new Access for All path and, subject to a few items of clarification, the Parish Council agreed that they would delegate the decision of supplier to the Chairman and the Clerk, proposed by Cllr Boyce and seconded by Cllr Goodhead and agreed unanimously. The majority of the costs of this initiative are funded by our successful bid to the TAP fund.
- F. The Village Hall have asked the Parish Council's opinion re the running of a Bonfire Night function. Major concerns were raised specifically about the parking and obstruction issues especially w.r.t. access for emergency vehicles although the will is there to try and make it succeed.

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#### 049 MISCELLANEOUS

Cllr J Yeoman reported that:

- A. SHDC have launched a consultation and review of their support (financial) of events held within the South Hams with a view to writing a charging policy. They say that a large number of events are currently supported across the South West Devon - from major festivals and regattas to smaller village and community events. The way in which we support events varies depending on the event and how it is organised and whether it is organised for commercial or community gain. The list below gives an idea of how the Council helps some of the events in the South Hams to happen:
- Use of land to hold events on
  - Expertise in planning, licensing and health & safety for events
  - Licensing for events/activities within the event
  - Equipment to help with specific events – e.g. litter pickers and black sacks for tidy ups
  - Additional public toilet staffing
  - Production and implementation of a waste management plan
  - Post event clear up and trade waste collection
  - Parking & traffic flow assistance

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- Support for Britain in Bloom competitions

They say they need to consider which elements of event management require a fee and if so, what that fee should be. For more information: [www.southhams.gov.uk/article/eventspolicy-telluswhatyouthink](http://www.southhams.gov.uk/article/eventspolicy-telluswhatyouthink)

- B. CVS have published their latest newsletter, more information is available from :  
[cvs@southhams cvs.org.uk](mailto:cvs@southhams cvs.org.uk) / 01803 862266
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### 050 FINANCE & GOVERNANCE

- A. The monthly accounts, cash book and bills to pay were received for month 3 of the financial year, 2016/17, shown as year to date Appendix A. The proposal to approve these was made by Cllr Goodhead seconded by Cllr Pedrick and unanimously agreed. A mandate sheet and transaction record was introduced and duly signed to authorise the e-payments.
- B. The final accounts for 2015/16 and annual governance statement had been sent to Grant Thornton, our External Auditors, for their work to commence. The NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL RETURN was made on 3rd June whereby Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested For the year ended 31 March 2016 these documents will be available on reasonable notice by application to the Clerk from 3rd June to 14th July.
- C. The Insurance documentation and extension of agreement for the year has now been received.
- D. According to our Governance documentation and review timetable (previously adopted) this month the Council is due to review the following documents:
- a. Safeguarding (Council lead; Cllr Goodhead)
  - b. Skate Park Risk Assessment (Council lead; Cllr Harrod)

Cllr Harrod had confirmed that the skate park risk assessment was still fit for purpose and Cllr Goodhead undertook to review and update the Safeguarding policy in accordance with recent legislative changes within the next two months.

- E. The meeting agreed to the purchase of a new printer for use by the Parish (the Clerk's personal printer, used for the past 6 years, was no longer in working order) and sanctioned the Clerk to go order a new one to a maximum spend of £150 net. Proposed by Cllr Pedrick and seconded by Cllr Goodhead. This printer would be in the ownership of the Council.
- F. Cllr Sampson had signed and supplied copies of his Acceptance of Office and abidance to the Code of Conduct. These have been copied to SHDC.
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### 051 CORRESPONDENCE

There was no additional correspondence to that taken under the agenda.

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### 052 OPEN FORUM

There being no further business the meeting closed at 22.15 hrs

**DATES FOR THE DIARY:** The next Parish Council meeting is on Wednesday 20<sup>th</sup> July, 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 Debbie 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, Harrod, Kendall, Makepeace, Pedrick, Sampson, J Yeoman, K Yeoman



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**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 A Purchase, National Trust, SVRA

### APPENDIX A

Category	Descriptor	Paid In	Paid Out	Cash Book Balance
Payment	Jack Stone (cycle track)		- 75.00	23,413.58
Payment	G Boyce (plants for Pound)		- 25.00	23,388.58
Payment	Nick Rowell ( Alston Path)		- 620.40	22,768.18
Payment	Malborough Garden Services		- 72.00	22,696.18
Payment	Came & Company Insurance		- 581.04	22,115.14
Payment	Came & Company Insurance - LTA extension		29.05	22,144.19
Payment	G Hocking (allotments)		- 250.00	21,894.19
Payment	SWW (allotments)		- 23.00	21,871.19
Payment	Ken Abrahams; Internal Audit services		- 150.00	21,721.19
Receipt	Burial Ground	30.00		21,751.19
Receipt	Allotments	140.00		21,891.19
Receipt	Interest - gross	0.72		21,891.91
Receipt	HMRC VAT refund	1,110.37		23,002.28
Payment	D Ede - Salary		- 648.92	22,353.36
Receipt	Messenger	86.70		22,440.06
<b>TOTALS YTD Financial year 2016/17</b>		<b>£ 15,712.40</b>	<b>-£ 5,104.95</b>	<b>£ 22,440.06</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>				<b>£</b>
Cash book balance b/d	<b>FY 2016/17 month</b>		<b>3</b>	<b>£ 22,440.06</b>
Balance at bank at end :			<b>24-May-16</b>	
	<b>Revenue Accounts</b>		<b>23,045.17</b>	
	<b>Unpresented Items</b>	receipts	<b>256.70</b>	
		payments	<b>- 861.81</b>	
			<b>£ 22,440.06</b>	<b>-</b>
<b>ACCOUNTS FOR PAYMENT</b>				<b>Variance</b>
D Ede (Salary)		paid on 15th of the month by standing order & included in the above balances		<b>648.92</b>
Plus	Danwood			138.00
	2015 Election expenses due to SHDC			109.86
	OTM (once goods received)		}	278.40
	OTM 2nd sign (once goods received)		}	
	Malborough Garden Services (May)			216.00
	D Ede - petty cash /postage			5.71
	Viking			210.43
	Collaton Signpost (estimate & once goods received)			123.60
				<b>1,082.00</b>
<b>RECEIPTS &amp; PAYMENTS REPORT TO COUNCIL</b>				
<b>MEETING DATE</b>		<b>15 June 2016</b>		
	Prepared By:	<i>Debbie Ede, Clerk to the Parish Council</i>		
	Date:	13/06/2016		