

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 18 th May 2016		Venue & Time: The Annexe, 19.30hrs
Present: Cllr Gill Boyce Cllr Lucinda Goodhead Cllr Ann Kendall Cllr Keith Makepeace Cllr Paul Pedrick Cllr John Yeoman (in the Chair) Cllr Kevin Yeoman	In Attendance: Dist Cllr Judy Pearce part meeting Dist Cllr Simon Wright part meeting Emma Reece - National Trust part meeting Toby Russell - Devon Air Ambulance part meeting John Sampson part meeting	Apologies: Debbie Ede PCSO Dave Gibson County Cllr Rufus Gilbert Cllr Kathy Harrod PC Jo Pengilly

Ref 2016/17 Minutes Action

015 ELECTION OF CHAIR & VICE CHAIRMAN

- A. This being the AGM of the Parish Council, District Cllr Simon Wright taking the Chair whilst the 2016/17 Chair of the Parish Council was elected. Cllr John Yeoman was proposed as Chairman by Cllr P Pedrick, seconded by Cllr Boyce and voted through unanimously. Cllr J Yeoman took the Chair
- B. The Chair then called for nominations for Vice Chairman. Cllr K Yeoman proposed Gill Boyce; this was seconded by Cllr Kendall and again approved by all.

016 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 2016/17 year. All Councillors again undertook to abide by Malborough Parish Councils' Code of Conduct.

017 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 Gill Boyce, seconded by Cllr Kendall and voted unanimously. 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 Goodhead.

- Estuary Forum - Cllr K Yeoman
- Police Liaison - Cllr P Pedrick
- Feoffees - Cllr Boyce
- Tree Warden - Mr Alan Benstead (Assistant: Mrs Eva Bond)
- Footpaths - Cllr Boyce & Cllr L Pedrick
- Allotments - Mr Tony Lyle, with Cllr Harrod as Council lead
- Skate Park/Sundries - Cllr Harrod
- 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 Yeoman

018 POST ELECTION COUNCILLOR VACANCY – advertising & co-option

Cllr J Yeoman had received Malcolm Wesley's resignation from the Council since the last meeting. By email it had been agreed to advertise the vacancy at the same time as notifying SHDC and posting the requisite Notice of Vacancy as below:

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Parish of MALBOROUGH

NOTICE OF VACANCY IN THE OFFICE OF PARISH COUNCILLOR

NOTICE IS HEREBY GIVEN that a vacancy has occurred in the office of Councillor for the Parish of MALBOROUGH.

The vacancy will be filled by election if, within 14 days after the date of this notice, 10 electors for the Parish give notice in writing to the Returning Officer, Follaton House, Plymouth Road, Totnes, TQ9 5NE asking for an election to be held to fill the vacancy.

If an election is not requested, the vacancy will be filled by the Parish Council by co-option.

Dated & Signed 21st April 2016



Clerk of the Council



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There is a VACANCY on the Parish Council.

Please contact us a.s.a.p. (by 13th May 2016 latest) if you feel you have something to offer and something to say!

Expressions of Interest to:
(Mrs) Debbie Ede, Parish Clerk.
debbieede@btinternet.com/01548 560963
Or talk to John Yeoman, Chair of the Council on 01548 561232

Notice dated: 21st April 2016

SHDC have confirmed that there had been no call (from 10 or more electors) for an election. There had been one expression of interest in the post from John Sampson and the meeting unanimously endorsed this application proposed by Cllr Pedrick and seconded by Cllr Boyce and carried unanimously. John Sampson was therefore formally co-opted to the Council with immediate effect.

019 MINUTES OF THE PREVIOUS MEETINGS

The minutes of Annual Parish Meeting and the Parish Council meeting of 20th April were agreed and signed, proposed by Cllr Pedrick & seconded by Cllr K Yeoman and voted through unanimously.

020 INTERESTS – Cllr Boyce declared an interest under Finance and withdrew from these discussions.

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

022 MATTERS ARISING (from previous minutes only)

There were no matters arising from the Annual Parish Meeting. From the Parish Council Meeting;

- A. o/s re. the refurbishment of Jubilee Shelter, Alison Lees is waiting for a weather window and is working to complete the work before the summer holiday season.
- B. The new Acrylic Footpath Map is up outside of the Post Office and Cllr Boyce has reminded Mr Jarvis about the remedial painting of the surround now we have a suitable weather window.
- C. Cllr Boyce updated the meeting re. the potential closure of the Church graveyard.

023 POLICE BUSINESS & NEIGHBOURHOOD WATCH: Cllr Yeoman asked the meeting whether there were any problems to report to the Police.

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

025 DISTRICT COUNCILLOR REPORT : Dist Cllr Wright reported back about the query as to the status of the biodiversity land behind Alston Gate. He said that although privately owned the public should have

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access to it and SHDC enforcement are looking into it. Questions were asked about the Lantern Lodge in Hope Cove by Cllr Pedrick.

026 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. Cllr Pearce will look into the application from Salcombe Road Garage because if it is just to replace tanks she did not see why they had had to apply.

Planning Case - Received on 9 May 2016

Hi Ho, White Cross To Malborough Gree, Malborough, TQ7 3RR -
1391/16/OPA

Outline application with all matters reserved for three new detached dwellings

Planning Case - Received on 27 April 2016

Banksia Silverhill, Galampton To Malborough, Malborough, TQ7 3RS -
1263/16/HHO

Householder application for a new porch and replacement entrance to dwelling

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

Planning Case - Received on 22 March 2016

The Stables, Malborough Green To Higher Tow, Malborough, Devon,
TQ7 3RR - 0898/16/CLP

Lawful development certificate for a proposed new garden outbuilding

B. Decisions

Town/Parish: Malborough

APPLICATION NUMBER :	0199/16/FUL	Malborough
LOCATION :	Ilton Farm Salcombe Road To Ilton Cross Malborough Devon TQ7 3BZ	
APPLICANT NAME :	Mr John Rogers	
APPLICATION TYPE :	Full Planning Application	
GRID REFERENCE :	(272093, 40243)	
PROPOSAL :	Application for provision hardstandings for caravans and extension to existing track	
CASE OFFICER :	Gemma Bristow	
DECISION DATE :	28-April-2016	
DECISION:	Conditional Approval	
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APPLICATION NUMBER :	0675/16/VAR	Malborough
LOCATION :	Yarde Gate Nursery Salcombe Road Malborough Devon TQ7 3BX	
APPLICANT NAME :	Hampoint Ltd	
APPLICATION TYPE :	Variation or Removal of Condition	
GRID REFERENCE :	(271859, 39944)	
PROPOSAL :	Variation of condition No.2 of planning consent 33/3095/14/F to allow change of design	
CASE OFFICER :	Gemma Bristow	
DECISION DATE :	26-April-2016	
DECISION:	Conditional Approval	

C. Enforcement Issues

A recent list has been received but again, two of the o/s cases have been omitted, Cllr Pearce is 'on the case' once more and the missing two have been reinstated. One item has been investigated and dismissed but

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the meeting felt that this decision was incorrect, District Cllrs told the meeting that a new complaint had to be raised for it to be reinstated for investigation.

027 NATIONAL TRUST

- A. Emma Reece, National Trust Warden update the meeting about the two new plaques at East Soar Car park, one historical and one for nature. The access path at Bolberry Down is completed and the NT held a successful 'Big Day Out at the Farm' at East Soar that was well attended.
- B. A further NT matter, Overbecks would like to put a banner on the verge at Alston Gate promoting Overbecks and the way to get there. Last year a similar banner had been the cause of complaints. The meeting felt it might be alright for one off charity events but not on a permanent basis.

The District Cllrs left the meeting at 8.30 and Toby Russell from Devon Air Ambulance and John Sampson arrived.

028 NEIGHBOURHOOD PLANNING

The Forum had met again on Monday 9th May. The Plan itself is now being drafted with the next meeting scheduled for the 23rd. More information can be found on the Village website.

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

029 DEVON AIR AMBULANCE

Toby Russell from the Devon Air Ambulance Trust came to explain their future plans. At present the helicopters do not fly at night but, from October, they are hoping to be flying up to midnight. They will be equipped for night flying, what they will then need is landing sites which require good access for ambulances and lighting. The playing field is an ideal site, giving the necessary 50mx50m clear area. What is then required is a lighting column with downward facing lights which can be switched on by the pilot to aid safe landing. The Trust is looking for the lights to be a community asset and they have various funds that they would help the Parish to access. The cost of the equipment is £4,100 plus installation subject to a proper survey to ensure safety. The extra flying time will increase the costs of the service by £1m per year. The meeting considered it to be a very worthwhile project for a village in our position. Toby Russell will get quotes and do the survey and get the information back to the Council for the next meeting so that the Parish Council could consult with Village Hall Committee as to a way forward to achieve this facility.

030 HIGHWAYS

Issues reported include:

- A. Estimates have been requested from two companies supplying VAS and a query has gone into DCC about the process for the final agreement of sites, installation etc. It was resolved to have all the quotes and costs from DCC to make a decision at the June meeting.
 - B. A query had been received from Churchstow Parish Council re a potential shared purchase of the VAS with the device being shared between the parishes. The meeting discussed this and decided that they would prefer to go alone.
 - C. The milestone on Pinhay's Hill has been reported as missing. Cllr Yeoman investigated and found it was merely well camouflaged.
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031 FOOTPATHS, TREES, GRAVEYARD & ALLOTMENTS

- A. There is **one small allotment still available for the 2016 growing season.**
Please contact the Clerk or Tony Lyle (anthoneylyle@tiscali.co.uk)
- B. Jack Stone has cut the cycle track for the first time this year and will cut again when needed.
- C. 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. A gate post at the entrance to the allotments has rotted. Cllr J Yeoman has asked Tony Lyle and Derek Jarvis whether they could affect the repair and at what cost. The meeting agreed to its reinstatement

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asap assuming the costs were 'reasonable'. The door of the container also needs some attention. SWW have submitted their bill for the quarter's allotment water at £23.

- E. Cllr Yeoman informed the meeting that Nicholas Rowell Ltd had completed the work on the footpath behind Alston Gate and had sent the bill at the agreed price.
- F. Cllr Boyce asked whether the roof of the bus shelter at Cumber could be cleaned. The meeting agreed Cllr Kendall could get someone to do it. They also agreed to get quotes to replace the windows in the shelter by Jubilee Road.
- G. Cllr Pedrick had been approached by Mr Weymouth who has had fences cut by walkers going down towards Higher Collaton and then wanting to go to South Sands. They have asked whether signs could be placed on the grass triangle or close to it at Collaton directing people to either North or South Sands . They are prepared to contribute to the cost but would like the Council to get quotes for the signs that would be acceptable.

032 VILLAGE HALL

- A. The full Minutes of MVH&PFA are on: <http://www.malboroughvillage.org.uk/group/villagehall>. The meeting was attended by Cllr Gill Boyce.
- B. Whilst one replacement sign for the skatepark had been ordered, the meeting was saddened to learn that vandals had revisited the site and wrecked the other safety notice. The Council agreed to fund its replacement and the order would be put in immediately so that the two signs could be delivered and installed at the same time so reducing the costs..
- C. The Village Hall has had three quotes for the work with one to come and Gail Allen is seeking clarification of the details of two of the quotes so they can all be considered by the Council and the Village Hall committee fairly.

033 MISCELLANEOUS

Cllr J Yeoman reported that:

- A. Notice of the Referendum on 23rd June has been received and will be posted on the Notice Boards
- B. Blood Doning next takes place on 7th June
- C. SHDC have updated parishes about the new procurement process for Leisure Services
- D. The CVS have published information about their volunteers week – 1st – 12th June:
volunteering@southamscvs.org.uk
- E. There is funding available to facilitate any new affordable Community Led Housing Initiatives.
- F. There is a new start up package available for defibrillators but this time it requires an investment of £400, there is no case for the machine and no mention of on-going support re maintenance. The meeting asked that we investigate further. Cllr Makepeace reported that K&M Football club are in the process of obtaining a defibrillator and if it was available to all 24 hours a day ne at the Hll may not be needed, alternative sites could be investigated.
- G. SHDC have raised the profile of their anti dog fouling initiatives; there will be some local events in conjunction with the Dogs Trust, during August. They will be in Kingsbridge on the 23rd August.
- H. Fields in Trust are again promoting green fields be kept in perpetuity, this time targeting WW1. However we already have our Playing Fields designated as a Field In Trust from the Jubilee celebrations
- I. The Coastal Towns Task Force are running a survey which Cllr Yeoman will complete.

034 FINANCE & GOVERNANCE

- A. The meeting received and agreed the payment of the 2016/17 Insurance premium at £581.04, given that we are in a long term agreement with Came and Company, our brokers (with one year left to run). The level of cover was reviewed and deemed adequate. There was an option to reduce the premium still further – by £30 – if the agreement was extended until 2018/19. The meeting discussed this, it was

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proposed by Cllr Makepeace and seconded Cllr Pedrick and agreed to roll over and take advantage of the c. £30 saving, so making the payment for this year £551.99.

- B. The monthly accounts, cash book and bills to pay were received for month 2 of the new financial year, 2016/17, shown as year to date Appendix A. Following the decision above, with the adjustment of -£30 on the insurance premium, the proposal to approve these was made by Cllr Goodhead seconded by Cllr K Yeoman and unanimously agreed except for Cllr Boyce who had declared an interest.. A mandate sheet and transaction record was introduced and duly signed to authorise the e-payments.
- C. The final accounts for 2015/16 and annual governance statement had been reviewed by South & West Internal Audit and a completely clear audit report received. The returns would now be sent to Grant Thornton, our External Auditors, for their work to commence.
- 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

All members, having previously had the opportunity to go through the documentation, believed that these policies were in order and remained fit for purpose and, proposed by Cllr Boyce and seconded by Cllr K Yeoman , a unanimous vote confirmed their continued use/abidance.

- E. The gritter has had a routine maintenance service (thanks to Cllr Pedrick) and the meeting agreed the reimbursement of costs – details to follow- for materials used.

035 CORRESPONDENCE

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

036 OPEN FORUM

There being no further business the meeting closed at 22.10 hrs.

DATES FOR THE DIARY: The next Parish Council meeting is on Wednesday 17th June, 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 Debbie 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 Debbie for distribution) together with their apologies.

Distribution List

Cllrs Boyce, Goodhead, Harrod, 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 A Purchase, National Trust, SVRA

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APPENDIX A

Category	Descriptor	Paid In	Paid Out	Cash Book Balance
Payment	Malborough Garden Services (March)		- 120.00	15,091.68
Payment	Malborough Church Council (for MNP venues)		- 194.00	14,897.68
Payment	DALC		- 207.89	14,689.79
Payment	SWH Signs (Bolberry)		- 108.36	14,581.43
Payment	Viking		- 219.46	14,361.97
Payment	Messenger expenses - A Kendall		- 99.78	14,262.19
Payment	Messenger expenses - P Cole		- 5.00	14,257.19
Payment	Messenger expenses - M Kendall		- 33.60	14,223.59
Payment	Skate Park Bin repair - Palladium for T J Yeoman		- 35.21	14,188.38
Payment	Malborough Youth Club c/o Baptist Church		- 200.00	13,988.38
Receipt	Allotments	27.50		14,015.88
Receipt	SHDC	10,289.12		24,305.00
Payment	D Ede - Salary		- 648.92	23,656.08
TOTALS YTD Financial year 2016/17		£ 14,344.61	-£ 2,521.14	£ 23,656.08
RECONCILIATION CASH BOOK TO BANK				£
Cash book balance b/d	FY 2016/17 month		2	£ 23,656.08
Balance at bank at end :			27-Apr-16	
	Revenue Accounts		24,550.39	
	Unpresented Items	receipts	167.50	
		payments	- 1,061.81	
			£ 23,656.08	
ACCOUNTS FOR PAYMENT				Variance
D Ede (Salary)		paid on 15th of the month by standing order & included in the above balances		648.92
Plus	Jack Stone (cycle track)			75.00
	G Boyce (plants for Pound)			25.00
	Nick Rowell (Alston Path)			620.40
	Malborough Garden Services			72.00
	Came & Company Insurance		Net	581.04
	Came & Company Insurance - LTA extension		551.99	- 29.05
	G Hocking (allotments)			250.00
	SWW (allotments)			23.00
	Ken Abrahams; Internal Audit services			150.00
				1,767.39
RECEIPTS & PAYMENTS REPORT TO COUNCIL				
MEETING DATE		18 May 2016		
	Prepared By:	<i>Debbie Ede, Clerk to the Parish Council</i>		
	Date:	<i>23/05/2016</i>		