

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 21 st September 2016		Venue & Time: The Annexe, 19.30hrs
Present: Cllr Gill Boyce Cllr Ann Kendall Cllr Kathy Harrod Cllr Keith Makepeace Cllr Paul Pedrick Cllr John Sampson Cllr John Yeoman (in the Chair) Cllr Kevin Yeoman	In Attendance: Debbie Ede (Clerk & Minute Taker) Part Meeting PCSO Dave Gibson County Cllr Rufus Gilbert Dist Cllr Judy Pearce PC Jo Pengilly Dist Cllr Simon Wright	Apologies: Cllr Lucinda Goodhead

Ref 2016/17 Minutes Action

069 INTERESTS – Cllrs Boyce declared interests under Finance and withdrew from those discussions.

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

071 MINUTES OF THE PREVIOUS MEETINGS

Following small amendments to minute ref 062A to make mention of the context – the Vehicle Activated Sign or VAS (requested by Cllr Boyce) the minutes of the Parish Council meeting of 20th July were agreed and signed, proposed by Cllr Sampson & seconded by Cllr Makepeace and voted through unanimously.

072 MATTERS ARISING (from previous minutes only)

- A. re. the refurbishment of Jubilee Seat/Monkey House: Alison Lees has progressed, and nearly finished, the design with just the sides of the mural remaining. Following a suggestion from Cllr Makepeace the meeting agreed that the outside of the shelter needed painting and suggested we ask Alison et al for their opinions on a suitable colour. The shelter has been dug out behind and treated for damp to, hopefully, preserve the mural.
- B. The new footpath sign at Collaton has been received, paid for and erected.
- C. The School wall has again been damaged by HGV's (twice) and the school are arranging for repairs to be made as soon as possible.

073 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

- A. PC Pengilly and PCSO Gibson reported that there had been 2 crimes since July – one threatening letter and one scratched car (possibly keyed) in Luckhams Lane). Both cases have been dealt with. PC Pengilly reported the high incidence of marine crime in Salcombe, some 40 cases having been reported since July. However 4 arrests have just been made, 3 of which are now on police bail. PC Pengilly requested that sightings of any new hire vehicles or foreign vehicles thought to be acting suspiciously should be phoned in to the Police.
- B. Re the on-going parking problems in Cumber Close – especially with respect to the turning bay and the pavements - both PC Pengilly and PCSO Gibson have been visiting regularly and have talked to some of the offenders. PC Pengilly asked whether there were any plans afoot to alleviate the parking issues but Council replied that plans to utilise some of the Greens for parking had been previously rejected by the residents. Cllr Harrod undertook to alert PC Pengilly re future SVRA meeting dates and she would attend to highlight the problems.

With other commitments the officers left the meeting after giving their report.

074 COUNTY COUNCILLORS REPORT:

Cllr Gilbert gave his apologies for not being in attendance at last meeting and thanked Cllr Kendall for his copy of the Messenger (which he found informative and enjoyable)

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- A. He reported that he had previously shared the latest information/brief on Devolution with us - essentially progress has slowed nationally but this initiative will be about Somerset and Devon working together as one. More information will be circulated when available.
- B. Re. Superfast Broadband; the tenders for phase 2 are closing in October. DCC have identified a further £40million to invest in phase 2. Cllr Gilbert said he was optimistic about the outcome and that this phase will not see BT tendering for the supply. There will also be a phase 3. Phase 2 is expected to achieve coverage for a minimum of 95% of population, phase 3 99%. Cllrs Makepeace and J Yeoman noted that Soar is a growing hamlet (with more than 50 properties) and queried whether it could now have its own cabinet rather than relying on the service from Bolberry Cross. Cllr Gilbert asked the Parish to set this out with supporting statistics in a short email to him and he would see if he could progress it. Cllr Keith Makepeace undertook to set the scene with respect to his business IT infrastructure at Soar and liaise with Cllr J Yeoman to give Cllr Gilbert a consolidated response. Cllr Gilbert offered pump prime funding from his Locality money if required.
- C. Cllr Gilbert reported that the new Beacon Cottage footpath is now open (between South Milton and Hope Cove)
- D. Extra money for pothole repairs has been allocated by Central Government and Cllr Gilbert has identified some of North Bolberry for repair, Cumber Close together with the access road to South Down
- E. Re the Vehicle Activated Speed Sign (the VAS) – after a summer of re-iteration between DCC highways, DCC Localities and us we are finally progressing. DCC Highways have written new mandatory guidelines and how we comply with these has now been agreed. Malborough have commissioned three sockets to be installed in the village and a unit will be purchased shortly after a site meeting with DCC. A funding bid has been submitted to Invest in Devon (c/o Cllr Gilbert) and this has been approved – bringing in c. 50% of the costs. A risk assessment needs to be done and Cllr Sampson is ‘chapter 8’ qualified which means he is able to move and re-deploy the sign as required.
- F. Cllr Kendall queried the gully cleaning regime with Cllr Gilbert who confirmed that routine gully cleaning was only rostered for every three years. However blocked gulleys will be serviced when needed.
- G. Cllr Sampson queried whether the cleaning of street signs was a County Council responsibility? Devon County Council will, now, only clean street signs that represent a serious safety risk. The Parish will need to make arrangements for any other signs (the majority) to be cleaned. Kingsbridge Town Council (KTC), for example, have commissioned a private company to clean their signs annually. Again Cllr Gilbert offered up funds from the DCC Locality monies to introduce this initiative. The meeting agreed to liaise with KTC for further information. The next edition of the Messenger would include a request for any company interested in quoting to clean the Parish signs to get in touch.

Cllr Gilbert left the meeting at 20.50

075 DISTRICT COUNCILLOR REPORT:

Cllrs Pearce & Wright reported that:

- A. The planning application for Tides Reach (objected to by the Parish Council) is on the agenda for the next SHDC planning meeting (next week)
- B. Cllr Pearce asked whether the padlock been taken off the orchard behind Alston Gate: SHDC Planning Enforcement believes it has been removed. Cllr Pearce undertook to check this. If the padlock has been removed this will satisfy the public access requirement (as public open space) of the s106. The meeting queried whether this should be designated as a green space in Malborough’s Neighbourhood Plan, albeit the land in in South Huish Parish. It was agreed to make mention of it in the Plan. There were queries as to whether the land is overgrown and who was responsible for its upkeep – it was believed to be the landowner if it has not been handed over to the Parish although it is believed to have been let to someone to grow apple trees.

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- C. SHDC have completed their review of Leisure Facilities and Fusion Lifestyle will be taking over the running of these in the South Hams from December 2016. SHDC are injecting capital funds to update the facilities (by way of a loan from SHDC which will be recovered over the 25 year tenancy agreement)
- D. SHDC are hosting two Clerks Training Events (2 dates in October)
- E. SHDC e-initiative STAY CONNECTED has been launched – residents can register with SHDC to be kept informed of updates/initiatives etc in their area.
- F. The Council Tax relief scheme is under review and out for consultation – re. Benefit claimants.
- G. The Council Tax support grant for parishes will be tapered/discounted again for the next financial year ie: the Parish will receive 9% less of the grant or £74 and will have to make up the funds in other ways.
- H. SHDC are reviewing the street cleaning service in October aiming to bring in new machines and an automated service. Parishioners are asked to feed in their responses, concerns and experiences. Streets have been graded and the frequency of cleaning will be dependent on the ‘grade’ of the road (but no-one yet seems to know the grades....). Cllr Kendall reported that she has already seen the machine judiciously sweep *around* a pile of leaves (!) and asked how it gets under benches, will it sweep both sides of the road and where is it going to sweep? The meeting identified a number of queries and the District Cllrs suggested we prioritise our own streets and feed that into the review. It was also noted that time of year can affect which roads take priority in the Parish.
- I. Cllr Wright reported that SHDC are running a pilot one stop service in 2 local health centres. Woolwell and Chillington with the Citizens Advice Bureau on site.
- J. Cllr J Yeoman queried what feedback there had been on the Planning Peer review. Cllr Pearce replied that the report had been both complementary and critical but it had been discussed when she was on holiday and not present at the meeting. A remedial action plan had been agreed and Cllr Pearce undertook to report back on this as soon as she had received an update. There was a planned focus on outcomes and not on process!

076 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 July 2016](#)

Parrots Corner, Chapel Lane, Malborough, TQ7 3SB - 2218/16/HHO

Householder application for proposed internal alterations and modifications to existing modern rear extension including nominal extension and replacement windows.

[Planning Case - Received on 20 July 2016](#)

Parrots Corner, Chapel Lane, Malborough, TQ7 3SB - 2219/16/LBC

Listed building consent for proposed internal alterations and modifications to existing modern rear extension including nominal extension and replacement windows.

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

Land At Ngr Sx699396, Bolberry To White Cross, Malborough, Devon - 1941/16/AGR

Prior notification for proposed agricultural storage building

Schemes **2218 & 2219** were **APPROVED** by Malborough Parish Council. Scheme **1941** did not require an input from Malborough Parish Council but SHDC have since made a decision that this scheme should be the subject of a formal planning application and not be dealt with under the prior –notification rules.

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B. Decisions

[Planning Case - Received on 19 May 2016](#) 1507/16/HHO

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

CONDITIONAL APPROVAL

[Planning Case - Received on 27 June 2016](#) 1941/16/AGR

Land At Ngr Sx699396, Bolberry To White Cross, Malborough, Devon - 1941/16/AGR
Prior notification for proposed agricultural storage building

PLANNING PERMISSION WILL BE REQUIRED

C. Other

Cllr Yeoman advised that:

- a. Re the Air Ambulance and the night landing facilities/lights on the Village Hall fields – SHDC have now informed us that planning permission is required. It was agreed that the Parish Council will put in an application but the meeting suggested that there needs to be some blanket policy/direction/steer across the District as many South Hams villages are likely to apply. To date Tom Jones (SHDC) has been advising the Council but the Parish Council requested that the matter is progressed more rapidly as the service hopes to start landing in October. Cllrs Wright and Pearce undertook to try and ‘unblock’ the decision making. A consultation took place with the village on 31st August when there was unanimous support for this scheme with a request for it to become active as soon as possible.
- b. PROPOSED NEW BASE STATION INSTALLATION AT VF 95559 – MALBOROUGH GREEN RESERVOIR, MALBOROUGH GREEN, MALBOROUGH, KINGSBRIDGE, DEVON, TQ7 3RS. The village undertook as much a consultation as they could as the pre-consultation request came after the last meeting. There was minimal opposition from the village so Cllr Yeoman fed the received responses back and is now querying the next steps re this.

D. Enforcement Issues

- a. SHDC continue to progress these yet the list remains incomplete – Cllr Pearce will provide a further update to the Clerk and this information can then be shared and discussed amongst Councillors. Progress on existing enforcement cases CANNOT, as advised by SHDC, be discussed in open meeting.
- b. Cllr Pedrick raised a further complaint about Cross Parks for non-compliance and the Parish Council undertook to report this again.

Cllrs Pearce and Wright left the meeting at 20.15

077 NEIGHBOURHOOD PLANNING

The Plan is nearing completion and about to enter the 6 week pre-submission consultation period. This will run from the 8th October to the 19th November. There will be a drop in event on the 18th October 16.00 – 20.00 at the Annexe for parishioners to raise questions and discuss the plan with Councillors and Neighbourhood Planning Forum members. All councillors are requested to be there. The next edition of the Messenger (due out next week) will carry further information.

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

078 HIGHWAYS

Issues reported include:

- A. o/s – there has been no action yet following a DCC contractor annihilating three footpath/road marker signs at Soar. These have been reported and comments invited back from DCC. The NT have replaced the one of theirs which was damaged.
- B. Cllr Boyce reported that the wall at Townsend Cross has been damaged again – Cllr J Yeoman would inspect.

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- C. Cllr Kendall reported that the reinstated sign by the Broadmoor Lane junction in Bolberry does not include the, original, Hope Cove finger – it was agreed to ask DCC to reinstate this to prevent holiday cars routing the wrong way and not being able to turn etc.
- D. Cllrs Pedrick and Harrod highlighted parking problems along Collaton Road last weekend due to the popularity of events at the Village Hall. The turfguard parking was open but the meeting queried whether marshalls were present? Councillors were delighted that the hall was being so well used but thought that the parking issues must be addressed; more parking is needed – what solutions are possible? Are further areas of overflow parking/turfguard possible or the imposition of a one way system? A solution needs to be found especially given the advent of the Air Ambulance. Councillors felt that emergency vehicles could not have got down Collaton Road at 11am on Sunday morning. What can the Council do to help? It was agreed to write to the Village Hall offering help to find a solution.
- E. Cllr Pedrick queried the supply of road salt for the gritter this winter; Cllr J Yeoman undertook to liaise with Adam Keay (DCC) next week.

079 FOOTPATHS, TREES, GRAVEYARD & ALLOTMENTS

- A. There is one small allotment available. Please contact the Clerk or Tony Lyle (anthoneyle@tiscali.co.uk)
- B. The cycle path has had another cut and the hedge has also been cut back over the summer.
- C. There have been complaints about street lights staying on in Eastacombes all night; this will be reported but the light/lamp numbers are needed. Cllr Yeoman would ascertain which lights are involved.
- D. The Collaton end of the bridle path to North Sands remains almost impassable to horse riders. Horses were seen turning back at the weekend. Salcombe Town Council has been asked to ensure that the whole path is cut in future. A remedial cut has been requested asap.
- E. Cllr Boyce reported that the brambles near Malborough Park again need cutting – Cllr Kendall agreed to action this
- F. The fence alongside the cycle track, bordering the playing fields has been damaged. Geoff Allen has reported this to DCC for their action.
- G. Jacobs, Combe & Portlemore Lanes have now been cut but Cllr Boyce advised that it was still necessary to duck under the trees of Portlemore with a broken ash tree too across the path. It was agreed we would write to the landowner and Peter Guy (DCC PROW).
- H. Complaints had been received about the state of the BT phone box. The light was not working and the inside of the box needed cleaning and maintenance. The address plaque inside the box did not include a postcode and the address posted was, recently not recognised, by the emergency services. It was agreed to write to BT.
- I. Parishioners are reminded that NO CODE is required to access the defibrillator outside the Post Office. There is a notice nearby reminding people of this but another notice will be put up in the phone box.
- J. Parishioners and Councillors raised concerns about the response times of ambulances following 999 calls. 1st responders were also not being deployed. Cllr Makepeace advised that the Rotary Club have requested information and discussions with a local 1st responder (Tim) to try and determine whether manpower and/or funding is a limiting factor. The meeting requested that these worsening response times be raised with our local MP, Sarah Wollaston. It was noted that recent 1st aid courses offered in the area were fully subscribed. 2 recent 999 calls had experienced long waits. Only one ambulance was now based at Kingsbridge and this was thought to be having a detrimental effect on response times. Cllr Pedrick was asked to compile a list of incidences which could then be fed back to the South Western Ambulance Service NHS Foundation Trust and to Sarah Wollaston.
- K. Re the burial ground - the removal of earth spoil; Rodney Stidston has undertaken this work.

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080 VILLAGE HALL

- A. The full Minutes of MVH&PFA are on: <http://www.malboroughvillage.org.uk/group/villagehall>.
- B. The MVH&PFA meeting included preliminary discussions on a draft proposal to sell a small amount of land.
- C. The Parish Council commented – favourably – on the Annexe’s new interior paint, thank you.
- D. Re the new Access for All Path; the chosen contractor has had to be changed to the next in the running as the first company is out of action due to injury. Two dog poo bins now need to be purchased, (primarily funded by our successful bid to the TAP fund) and the meeting agreed to proceed with the purchase and chose 2 red (as opposed to green) bins. SHDC need to be alerted to service the new bins once commissioned.
- E. The Co-Operative is under-going a revamp – works parking will be provided at the Village Hall during this time.
- F. The overhanging trees near the benches on Collaton Road have been cut/pruned and the Council is paying 50% of the costs as previously agreed

081 MISCELLANEOUS

Cllr J Yeoman reported that:

- A. The deadline for bids to the Community Reinvestment Fund is 7th January 2017; projects need to be identified.
- B. The CAB AGM is on 29th September 15.00 Follaton
- C. There is a CPRE meeting 2pm 22nd Sept Bridestowe
- D. SHDC are running a Taxi licensing consultation: responses must be received by **Monday 17th October 2016**. <http://www.southhams.gov.uk/taxiconsult>
- E. The DALC AGM is on 11th October Newton Abbot Racecourse
- F. Blood Doning next takes place on 27th September
- G. Invitation to the Salcombe-Kingsbridge Estuary Conservation Forum meeting -7:00 pm, Tuesday 27th September in the Kingsbridge Community College Library – Cllr K Yeoman will attend.
- H. Cllr Kendal raised the issue of advertising rates for the coming year for the Messenger and the website. The sub-committee would be meeting early in October but Cllr Kendall was keen to have an early view on the fees to include a steer in the messenger due out next week. The Parish Council favoured no increases in fees – unless the Steering Group was to suggest otherwise.

082 FINANCE & GOVERNANCE

- A. The monthly accounts, cash book and bills to pay were received for month 6 of the financial year, 2016/17, shown as year to date Appendix A (revised to include 2 late additions for payment of £161.79 for the Jubilee Seat and 30.40 bulbs for the Pound). The proposal to approve these was made by Cllr K Makepeace and seconded by Cllr Harrod and unanimously agreed with Cllr Boyce withdrawing from discussion with a declared interests. A mandate sheet and transaction record was introduced and duly signed to authorise the e-payments.
- A. Councillors discussed the annual review of the Clerk’s remuneration (due on 1st September as the post is covered by a National Pay Award and Agreement). An inflationary, non-discretionary, National Pay Award was due w.e.f. 1st April 2016. The meeting unanimously sanctioned the latter. A proposal from Cllr Kendall of an incremental rise of one point was countered by an alternative proposal from Cllr J Yeoman of a 2 point incremental rise (to spine point 34). This second proposal, seconded by Cllr Harrod, was unanimously agreed, effective 1st September 2016
- B. The meeting noted their responsibilities with respect to the new Pension regulations and the Clerk reported that all actions due to date had been completed.
- C. External Audit had completed their work and End of Audit notices would be posted.

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D. The meeting were reminded that the Internal Audit service was out of contract for 2017. An approach had also been received from a firm in Wiltshire. A review and report would be c/f to the next meeting.

083 CORRESPONDENCE

Received from: Clerks Direct Magazine, DALC August Newsletter

084 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 19th October, 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
<i>Balance b/f</i>				20,827.43
Payment	D Ede - reimbursement for printer		- 113.99	20,713.44
Payment	Malb Garden Services _ June cuts		- 216.00	20,497.44
Payment	A Kendall (reimbursement for C Wrangles, bus shelter repairs)		- 50.00	20,447.44
Payment	G Boyce (bus shelter mural paints)		- 46.88	20,400.56
Payment	SWW - allotments		- 20.75	20,379.81
Payment	T G Stone - cycle path cut June		- 75.00	20,304.81
Payment	Malborough Forge - bus stop roof repairs		- 100.00	20,204.81
Payment	D Ede - Salary		- 648.92	19,555.89
Payment	Grant Thornton (external audit)		- 360.00	19,195.89
Payment	G Boyce		- 22.74	19,173.15
Payment	Malb Garden Services (July)		- 216.00	18,957.15
Payment	MVH&PFA Trees 50%		- 60.00	18,897.15
Payment	Wild Work (Collaton sign)		- 150.00	18,747.15
Payment	T G Stone		- 175.00	18,695.75
Payment	D Ede - Salary		- 648.92	18,046.83
Receipt	Interest - gross	0.80		18,047.63
Receipt	Interest - gross	0.78		18,048.41
Receipt	s106 Alston Path from DCC	550.00		18,598.41
Receipt	Messenger	71.00		18,669.41
Receipt	Messenger advertising	55.00		18,724.41
Receipt	Burial Ground	430.00		19,154.41
TOTALS YTD Financial year 2016/17		£ 17,061.87	-£ 9,740.07	£ 19,154.41
RECONCILIATION CASH BOOK TO BANK				£
Cash book balance b/d		FY 2016/17 month 6		£ 19,154.41
Balance at bank at end :		13th September 2016		
	Revenue Accounts		19,631.22	
	Unpresented Items	receipts	485.00	
		payments	- 961.81	
			£ 19,154.41	-
ACCOUNTS FOR PAYMENT				Variance
D Ede (Salary)	<u>August & September</u>	paid on 15th of the month by standing order & included in the above balances		1,297.84
Plus	Grant Thornton (external audit)	agreed by email in summer recess & inc in above balances		360.00
	G Boyce			22.74
	Malb Garden Services (July)			216.00
	MVH&PFA Trees 50%			60.00
	Wild Work (Collaton sign)			150.00
	T G Stone			175.00
	Malb Garden Services (August)			216.00
	D Ede - stationery			4.49
	R Stidston			300.60
	Alision Lees (Jubilee Seat)			161.79
	G Boyce (bulbs for Pound)			30.40
				1,697.02
RECEIPTS & PAYMENTS REPORT TO COUNCIL				
MEETING DATE		21st September 2016		
Prepared By:	Debbie Ede, Clerk to the Parish Council			
Date:	26/09/2016 (revised)			