

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 15 th March 2017		Venue & Time: The Annexe, Malborough Village Hall, 19.30hrs
Present: Cllr Gill Boyce (in the Chair) Cllr Kathy Harrod Cllr Lucinda Goodhead Cllr Ann Kendall Cllr Paul Pedrick Cllr John Sampson	In Attendance: Debbie Ede (Clerk & Minute Taker) Part Meeting PC Jo Pengilly NT Ranger Emma Reece Dist Cllr Simon Wright	Apologies: PCSO Dave Gibson County Cllr Rufus Gilbert Cllr Keith Makepeace Dist Cllr Judy Pearce Cllr John Yeoman Cllr Kevin Yeoman

Ref 2016/17 Minutes **Action**

165 INTERESTS – No interests were declared.

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

167 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Parish Council meeting of 15th February were agreed and signed, proposed by Cllr Goodhead & seconded by Cllr Pedrick and voted through unanimously – after adding in a comment re the alleged permission of Great Lane residents to prune the trees along the A381 to maintain their view. A letter will be written to the residents of Great Lane to clearly state that these trees have been cut without permission and in future written permission must be obtained from the Parish Council prior to any pruning. A copy of this letter will be forwarded to Mr Shepherd, Eastacoombe Residents and those at Alston Gate.

168 MATTERS ARISING (from previous minutes only)

- A. The Air Ambulance Landing Lights are functioning and are hopeful of receiving the 2nd tranche of funding now we have a receipted invoice. Re access, DAAT advise that they would NOT be encouraging land ambulances to cross the pitches, they would park in the car park and carry the patient to the aircraft. Cllr J Yeoman had remarked that, using the cycle path and the disabled path around the playground, the stretcher could be wheeled the whole way.
- B. The mobile Vehicle Activated Sign (VAS) is now in place although there was a query on the calibration (it seemed to be warning those travelling at well under the speed limit). Cllr Sampson has dealt with this but it was noted that the data is unable to be downloaded, a software update has been completed but if we are still unable to download the data the machine will be returned for replacement. A second spare battery has been ordered as 2 batteries are required each time. One resident of Great Lane had complained about the high pole interrupting his view – it may be possible to reduce the height of the pole once it has been deployed at all three sites and the optimum height determined. The device has been added to the Council's insurance policy. The post is also leaning towards the sea and should be straightened, highways will be contacted to straighten the post.
- C. We are waiting to hear back from the Co-Op (after 28th March) re grant funding towards the outdoor fitness gym and the defibrillator. Cllr K Yeoman will be approached to talk to K&M Football Club to ask if they would like to help with funding the shortfall on the defibrillator.

169 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

PC Pengilly reported that:

- A. Malborough has been very quiet over the last month. In conjunction with other agencies, they are working with one vulnerable person in the area.

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

- B. PCSO Dave Gibson has obtained a role as a PC and has two days left in his current role. Following his training at HQ he'll receive further training in Totnes and will then be assigned a post. It was agreed to send a card to Dave from the Parish Council thanking him for all his help and support in the Parish and wishing him well for the future. PCSO Paul O'Dwyer will transfer from his current role to role of PCSO to PC Pengilly based from Salcombe. No further information regarding the future of PCSOs is currently available. The Parish Council will write to Middlemore and to Sarah Woolaston to express the importance of the PCSO in the rural community rather than the towns, invite the sergeant to a meeting to discuss the situation.
- C. If any further reports are received re boy racers in the area, please advise PC Pengilly ASAP. Cllr Sampson agreed to provide details to PC Pengilly of a connection who encourages young adults into motorsport.
- D. Marine Awareness Day 19th April, Whitstrand.
- E. The truck on the side of the road into Salcombe has now been moved, it was not illegally parked but did cause a distraction to road users.

PC Pengilly left the meeting after giving her report

170 NATIONAL TRUST:

- A. Emma Reece explained that Pay & Display parking is being introduced nationwide by the Trust and will be rolled out in Devon during 2017. A planning application will be submitted for a pay and display machine at Bolberry. The proposal is for a standard £3 charge at this location. In the past similar proposals for this location have been very strongly opposed - in part due to visitors causing obstructions on the roads by parking on the lanes to avoid paying charges. The Parish Council would not support a new proposal as it is understood that the land was given to the National Trust to allow local access and regular use. National Trust Area Manager David Ford will be invited to the next meeting.
 - B. The gate from Middle Soar out to the Warren needs repair/replacement to enable the Coastguard and emergency service to obtain access in the event of a callout. The National Trust will be requested to deal with this as a matter of urgency.
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171 DISTRICT COUNCILLOR REPORT:

Cllrs Wright reported:

- A. SHDC have published their draft Joint local Plan and have launched the **Public consultation**. This consultation on the Plan is called the 'Pre-submission Regulation 19 consultation' and runs for 6 weeks from **15 March 2017 to midnight 26 April 2017. Comments received after this time will not be accepted.** During this stage we are asking everyone who is interested whether they agree that the Plan is 'sound' and complies with legal requirements. Comments should cover all the information, evidence and supporting information you want considered and any suggested change you would like to see in the Plan. **Where can I find out more?** If you have any questions or if customers request information or weblinks please see the links below. For more information on the Joint Local Plan or the consultation visit the [South Hams website](#). To make a comment visit the [Consultation Portal](#). To see the interactive maps for the Plan please see [Plymouth City Council's website](#). To see the interactive version of the Joint Local Plan please see the new [JLP website](#). **What happens next?** All comments will be published online, they will then be passed onto the Planning Inspector and it is his/her who will decide which representations need addressing and who needs to participate in the Public Examination. Our nearest events are **Town Council Quay House Room 3, Kingsbridge on Tuesday 21st March from 15.00-19.00hrs and Salcombe Primary School on Tuesday 4th April 15.00-19.00hrs** (there are about 20 events throughout the District and details can be found on the links above).

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

- B. The Planning new website is operative – Cllr Pedrick advised that there are issues accessing historic planning applications – specifically the Oceans Reach application. Cllr Wright agreed to investigate and respond.
- C. The homeless strategy has been endorsed for 2017-2022 – Councillors were asked to please take the opportunity to read and review this via the website.
- D. Re. Alston Gate padlock – Cllr Pearce is still trying to get the chain and lock removed and continues to liaise with the Enforcement Officer and Cllrs Wright and Pearce are meeting with officers tomorrow to progress.
- E. Cllr Wright advised that re. the new £1.8m allocation for community housing projects - SHDC are have now made their response to Government outlining their draft plans. It is suggested that, if we, Malborough, can identify any projects we should contact David Parkes at SHDC to discuss and Cllr Yeoman will be liaising with a local landowner in due course. Cllr Wright advised that SHDC would be looking to own/supply the land and finance the build, a Community Trust would then be formed and the housing would be aimed at the local low paid workers, available for 100% buy or some part buy and some rent. The properties must be affordable to the local wage and any allocation would be handled locally by the community. The catch will be if the funding flow is stopped. SHDC intend to employ 3 full time members of staff, and create several community owned projects across the locality. If land is given to the Parish we would form our own trust and SHDC would then work with us to achieve affordable housing. Cllr Wright will be meeting Sarah Woolaston next week to bring her up to speed with local proposals.
- F. Councillors raised concerns about the height of the new canopies and signage at the Co-Op; it seems as though they are higher than anticipated. The Parish Council had previously asked about additional light spill but had been advised that there would be no height increase so no effect on the lights. Cllr Wright agreed to raise this with officers tomorrow and suggested the Parish Council pursue through Enforcement too.

Cllr Wright left the meeting at 20.30

172 PLANNING

A. Decisions

No new decisions received

B. Enforcement Issues

SHDC continue to progress these. Cllr Wright advised that smoke concerns raised in earlier meetings on an outstanding enforcement case need to be referred to Environmental Health by the Parish Council.

C. Applications

The list of new applications can be seen on the next page.

Discussions took place about Application No. **0258**. With the SHDC planning website down it has proved impossible to check the new application against the previous conditional approval. The meeting was concerned that the site might not have a permanent owner/responsible person on site but the Council felt there were no valid planning reasons to refuse planning. *MPC Approval*

0577 MPC Approval

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

0258/17/FUL (170258) Mr & Mrs Sean Hassell

Revision of planning application 33/2492/15/F to replace approved 5 bedroom owners accommodation with three 2 bedroom units with three single garages.

The Port Light Road From Bolberry To Waterfer Malborough TQ7 3DY

01 March 2017

0697/17/FUL (170697) Mr JA Rogers

Application for the provision of facilities building for existing campsite.

Ilton Farm Campsite Malborough Devon TQ7 3BZ

28 February 2017

0624/17/LBC (170624) Mr & Mrs T PAUL

Listed building consent for proposed outbuilding for biomass boiler and fuel store

Scrumphy Lodge Malborough TQ7 3DD

27 February 2017

0623/17/HHO (170623) Mr & Mrs T PAUL

Householder application for proposed outbuilding for biomass boiler and fuel store

Scrumphy Lodge Malborough TQ7 3DD

27 February 2017

0567/17/FUL (170567) The Co-operative Group

Relocated refrigeration plant & AC units, new timber fencing and access gates, new steel spiral access staircase, new infills, new external ATM unit, new auto-door, shop-front windows and screen, increase in sales floor area.

Salcombe Road Garage Salcombe Road Malborough TQ7 3BU

23 February 2017

0577/17/HHO (170577) Mr and Mrs Brian Tyron

Householder application for extension and rebuilding of garage with accommodation over garage (resubmission of 3487/16/HHO)

Walcombe Collaton Malborough TQ7 3DJ

17 February 2017

Cllrs Wright left the meeting at 20.30hrs.

173 NEIGHBOURHOOD PLANNING

The draft Plan and its appendices can be found on the village website at: <http://www.malboroughvillage.org.uk/> . The rewrite continues but we have been further delayed by a 'flawed process' at SHDC who were responsible for obtaining a Screening Opinion for a Strategic Environmental Assessment (SEA). This was due to be completed and collated by mid-January. However last week we were told the process is having to be repeated and will take at least a month. SHDC also advised us that we are likely to have to commission a full SEA; we may be able to obtain a technical support package for this but are again looking at delays of at least 2 months. As of 14th March, SHDC have now advised that they do not need to do a screening for us at all but recommend we get straight on and do the full SEA ourselves. Similarly advice on the treatment of heritage assets and conservation seems to be falling into a hole between SHDC and English Heritage, both insisting it is the others' responsibility.

174 HIGHWAYS

Issues reported include:

- A. o/s and effectively down to us now that DCC have no budget for repair of non-essential road signs:
 - a. Plympton Hill finger post at Plympton Cross is missing fingers
 - b. Rew Cross/Rew Lane End - a hedge contractor obliterated the fingers

Malborough Parish Council Minutes, 15/03/2017

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

- c. Hope Cove directional finger needs to be reinstated on the signage at the Broadmoor Lane junction in Bolberry (Bolberry Lane End)
- d. The sign at the top of hill leading down to Higher Barton, Broadmoor Cross, has fallen over and needs putting up as Higher Barton have had several unwanted visitors already!
- e. There is a 'drunken list' on the Higher Collaton Green
- f. Fingers on the Pound/Green signpost are missing – Cllr J Yeoman will mend this.
- g. Hazard sign on Plympton Hill warning of horses is missing (DCC will replace this)
- h. Blanksmill Cross post is missing arms as are
- i. Horsecombe Cross and
- j. Bolberry Cross

A decision is needed as to whether we are going to replace the others from our own monies. It was suggested we pend a decision until after the Devon County Council elections in case new Locality monies are then identified and, by which time, a new highways company is responsible.

- B. A bid has gone into the Community Enhancement Fund for routine grass cutting etc. of the cycle track. However this can only be considered for one year at a time. No decision has yet been made by DCC.
- C. Previously - the two drains on the A381 coming into the Parish from Kingsbridge were reported as sunk and in need of resetting as does the one on Vicarage Corner and the ones near the toilets. However after a walked inspection they compare favourably with many others in the District and it was thought we ought to wait for them to deteriorate further before reporting them. The narrows through Salcombe need to be kept under review as the road edges are eroding fast.
- D. Similarly re Broadmoor Lane and Lower Collaton – the roads are thought to be in a far better state than those in some other parishes – keep powder dry!
- E. The obscured street light (by overgrown vegetation) on Shute Hill has been reported to Devon County Council.
- F. A reminder:

ROAD TRAFFIC REGULATION ACT 1984

SECTION 14

THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (SALCOMBE ROAD TO HORSECOMBE CROSS, MALBOROUGH) NOTICE 2017

TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING

DEVON COUNTY COUNCIL hereby give NOTICE that:

From **TUESDAY 9 MAY 2017**
for a maximum of 5 days

Until **MONDAY 15 MAY 2017** (both dates inclusive)

No person shall cause or permit any vehicle to proceed or wait on the sections of Affected Roads except for access to land or premises on or adjacent to those length of roads.

Roads affected -
SALCOMBE ROAD TO HORSECOMBE CROSS, MALBOROUGH

The alternative, signed, route for vehicles will be via - **SALCOMBE ROAD - SALCOMBE ROAD RO ILTON CROSS - BLANKSMILL CROSS TO HORSECOMBE CROSS.**

This temporary restriction is considered necessary to enable -
NEW SERVICE

For additional information contact:
KIER MG (ON BEHALF OF SOUTH WEST WATER)
Telephone: **01726 224400**

Dated: **TUESDAY 9 MAY 2017**

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

o/s The SHDC Street Cleaning Reflections exercise also includes a review of all litter and dog bins (10 in Malborough) (and their servicing) and we have to submit maps of where our bins are to ensure their records are correct.

175 FOOTPATHS, TREES, GRAVEYARD & ALLOTMENTS

- A. To c/f until weather window presents: At an earlier meeting 3 tree stumps along the length of the new access path which could become hazardous had been reported and Cllr Boyce had said it was quite muddy and slippery with the cut growth mulching down. The Village Hall have suggested wood chipping some of the worst areas but have agreed to wait following a suggestion that Jack Stone be asked to tidy it up in the Spring.
- Cllr Boyce also reported a sloping area merging in to the cycle track was getting muddy and maybe needed steps installing. Cllr J Yeoman agreed to have a look.
 - Cllr Harrod remarked that the new path is very well used.
- B. As previously reported, moss on the Cumber pavements and by the bus stop is causing slip hazards and needs spraying – but DCC, after a visit by Adam Keay, do not think the problem severe enough for them to take action. Cllr Harrod would remind Cllr K Yeoman was asked to spray/treat the area.
- C. Also allotment 17, Cllr K Yeoman was asked to bring the plot upto standard before a new tenant took over. Cllr Harrod undertook to liaise with Cllr Yeoman to take this forward.
- D. A new dog bin has been bought for the Square – someone is needed to erect this as Cllr J Yeoman is away or committed. It was agreed to ask Derek Jarvis to do this. Proposed by Cllr Harrod and seconded by Cllr Boyce it was agreed that Cllr Boyce would asked Mr Jarvis to progress.
- E. Malborough Toilets; the toilet light remains out and the quality of the cleaning leaves something to be desired; representations have been made (again) to SHDC.
- F. The modification of FP 15 has been confirmed with a formal notice of confirmation received from DCC. The Notice will be available to view on the Parish notice board o/s of the Post Office.
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176 VILLAGE HALL

Cllr Boyce attended the last meeting of MVH&PFA and the full minutes of the meeting are on: <http://www.malboroughvillage.org.uk/group/villagehall>

- A. MVH continue to work up ideas/possible solutions to the on-going parking problems at the Village Hall. Various plans are being drawn up, and costed, and the Parish Council will continue to pursue the Section 106 monies from Alston Gate and develop a parallel bid to the Community Reinvestment Fund. Nick Rowell has volunteered use of digger. All were keen to know the net gain in parking as schemes are progressed. The amenity value of the mature trees was also recognised in that they do, currently, improve the façade of what is a very 'functional' building and softens it. The meeting welcomed the on-going debate and emerging plans.
- B. The Parish Council and MVH&PFA received 3 tenders for the grass cutting and grounds maintenance of the playing fields and playground. The tender window closed on 24th February. The bids have been evaluated by the Chairman, the Clerk and Mrs Allen (for MVH&PFA). As agreed last month a recommendation is brought to the meeting. These evaluated bids were discussed and it was agreed that the tender for the Parish Council be awarded to Malborough Garden Services – conditional on that company agreeing to work seamlessly with the succesful bidder for the MVH&PFA contract. Proposed by Cllr Kendall and seconded by Cllr Goodhead and voted through unanimously, the contract was awarded for 5 years from 1st April 2017.
- C. Re. the adult gym an order has now been placed with Fresh Air Fitness with a lead time of 6-8 weeks. This is after a thorough tender evaluation exercise which included visits to sites where the various manufacturers' equipment was installed. 4 companies had tendered. 6 pieces of equipment and a free

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

seating bench will form phase 1 of the gym and ten people can use the equipment at any one time. If these are well used and appreciated then a 2nd phase may be considered. SHDC have been approached by MVH&PFA to explain that we are increasing the range of equipment on offer to ensure that this will also be covered by the SHDC inspection regime.

177 MISCELLANEOUS

Cllr J Yeoman reported that:

- A. THERE WILL BE A 1ST AID/HEART START COURSE AT THE VILLAGE HALL ON THE 27TH APRIL FROM 7 – 9PM. PLEASE RESERVE YOUR PLACE AT THE POST OFFICE OR EMAIL DEBBIE.**

 NHS
Blood and Transplant

Save a life – give blood

Thursday 16 March

13:15 to 15:30 & 16:30 to 19:05

VILLAGE HALL
MALBOROUGH



For more information
visit blood.co.uk or call
0300 123 23 23



- B.
- C. SHDC have issued a press release on changes to their parking permits, streamlining the system, prices falling but where you can park being reduced. More information can be found on: communications@swdevon.gov.uk
- D. Cllr J Yeoman had previously circulated the new draft of the SHDC Coastal Communities Plan; for comment/omissions.
- E. A draft advert for a new Clerk was discussed and it was agreed this would go in the next edition of the Messenger and the Gazette (abridged) towards the end of March/early April with a view to the new Clerk being fully conversant with the work by July/August.
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178 FINANCE & GOVERNANCE

- A. The monthly accounts, cash book and bills to pay were received for month 12 of the financial year, 2016/17, shown as year to date **Appendix A**. Proposed by Cllr Goodhead and seconded by Cllr Kendall all payments were passed unanimously. A mandate sheet and transaction record was introduced and duly signed to authorise the e-payments.
- B. A new one year contract for Internal Audit has been placed with Alison Marshall of Totnes. The external audit timetable has not yet been received but it is probable we will have to agree the 2016/17 year-end figures at the April meeting. Councillors had previously received an updated Internal Controls document that identifies the risks the Parish Council faces and the procedures we currently have in place to

Malborough Parish Council Minutes, 15/03/2017

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

mitigate these. It also included an updated list of our policies, procedures and contracts, their respective leads and review dates. Our Internal Audit due next month, requires us to have, amongst others:

- a. updated our standing orders in year - *done May 2016*
- b. updated our financial regulations in year - *done May 2016*
- c. undertaken a general risk assessment in year - now due
- d. considered our statement of internal controls and risk management in year - now due

Councillors reviewed and discussed the risks and the measures taken to manage these to a reasonable level. The statement of Internal Controls was considered and endorsed and the review timetable for our existing policies etc. was approved. Cllr Sampson and the Clerk were asked to produce a risk assessment for the Vehicle Activated Sign – handling and moving thereof.

179 CORRESPONDENCE. Received from: Clerks Direct newsletter

180 OPEN FORUM

There being no further business the meeting closed at 21.20 hrs.

DATES FOR THE DIARY: The next Parish Council meeting is on Wednesday 19th April 2017, 7.30pm, Venue: The 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

MALBOROUGH PARISH COUNCIL
Minutes of Parish Council Meeting;

Appendix A

Category	Descriptor	Paid In	Paid Out	Cash Book Balance
<i>Balance b/f</i>				25,284.03
Payment	Jill Clarke - 1/3rd of display Boards	-	47.00	25,237.03
Payment	Geoff Allen	-	30.48	25,206.55
Payment	OTM	-	60.00	25,146.55
Payment	Malborough Garden Services - Jan	-	72.00	25,074.55
Payment	Malborough Garden Services - Dec	-	72.00	25,002.55
Payment	D Ede - petty cash	-	26.00	24,976.55
Payment	Mat electrics ltd (landing lights)	-	6,636.70	18,339.85
Payment	All Saints Church (NP meeting rooms)	-	72.00	18,267.85
Payment	SH Newspapers (grass tender)	-	51.30	18,216.55
Payment	E J Tarr	-	76.80	18,139.75
Receipts	Western Power	3.00		18,142.75
TOTALS YTD Financial year 2016/17		£ 43,264.12	-£ 36,953.98	£ 18,142.75
RECONCILIATION CASH BOOK TO BANK				£
Cash book balance b/d	FY 2016/17 month		12	£ 18,142.75
Balance at bank at end :				07-Mar-17
	Revenue Accounts		20,112.72	
	Unpresented Items receipts		2,934.80	
	payments	-	4,904.77	
			£ 18,142.75	0.00
ACCOUNTS FOR PAYMENT				Variance
D Ede (Salary)	<u>March</u>	paid on 15th of the month by standing order & included in the above balances		692.39
Plus	Coeval installation			780.00
	Malborough Garden Services			72.00
	Glasdon Dog Bins			103.82
	Danwood			196.27
	Meeting Sub Total			1,152.09
RECEIPTS & PAYMENTS REPORT TO COUNCIL				
MEETING DATE		15 March 2017		
Prepared By:		<i>Debbie Ede, Clerk to the Parish Council</i>		
Date:		<i>09/03/2017</i>		