

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

<b>Date:</b> 18 <sup>th</sup> September 2013		<b>Venue &amp; Time:</b> The Annexe, commencing at 7.30pm
<b>Present:</b> Cllr Gill Boyce Cllr Ann Kendall Cllr John Yeoman (in the Chair)	<b>In Attendance:</b> Debbie Ede Clerk & Minute Taker Simon Garner/Emma Reece NT (part meeting) County Cllr Rufus Gilbert (part meeting)	<b>Apologies:</b> Dist Cllr John Carter Dist Cllr Paul Coulson PCSO D Gibson Cllr Lucinda Pedrick Cllr Paul Pedrick Cllr R Rendle Cllr Kevin Yeoman Cllr K Harrod Cllr B Sweetman

Ref 2013/14 Minutes	Action
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**053** Simon Garner, for the NT, updated the meeting re the NT's plans for the East Soar car park. Concerns were raised by Councillors about the turning circles for utility lorries, farm machinery etc and providing enough room for John Sampson to access his fields. The planned upgrade was, apparently, in response to comments from visitors about not knowing they had 'arrived' at the car park as it is currently 'just a gravel patch'. Discussion took place about how best to conserve and promote the history of the area ie: the junction of the 2 runways of Bolt Head airfield and whether this could be incorporated in the work. Signage and a proposed picnic area were discussed and the importance of using local materials stressed. Councillors were unanimous in wanting to conserve the history and rural nature of the area rather than having a 'sanitised' car park. The spare interpretation panel could possibly be copied by the NT to allow a new board to go up at the same time as the commissioned work. The NT agreed to liaise with John Sampson. It was also suggested that a NT presence would be welcomed on the 11<sup>th</sup> November for the memorial service. *At 20.00 Simon & Emma left the meeting.*

**054 MINUTES OF THE PREVIOUS MEETINGS**

After checking that the meeting was quorate (the greater of 3 members or a 1/3<sup>rd</sup> of the Councillors, also 3) the minutes of the Parish Council meeting of 17<sup>th</sup> July were agreed and signed, proposed by Cllr Kendall & seconded by Cllr Boyce.

**055 INTERESTS** - None declared as finance items payable to Councillors had to be carried over due to low number of attendees.

**056 MESSENGER** - Cllr Kendall volunteered to write the Messenger report

**057 County Councillors Report**

Dist Cllr R Gilbert provided several updates to the meeting:

- A. Re the maintenance of the cycle track, he advised that this is back on track and the thorns will be swept up as from next spring. The cutting is on an 'as and when' necessary basis. However, if cut this autumn, there is no budgetary provision to collect the trimmings until the spring. The potential for the Parish Council to take on the maintenance budget for the track was again raised as this had been refused, as a pilot, under the P3 scheme previously. Cllr Gilbert suggested that DCC be allowed to run with the new regime from the spring for a year and then review the situation after the 2014/15 year. Cllr Gilbert would again be copied in with the o/s queries on the cycle track.
- B. Cllr Gilbert advised that there will be nothing done re the cycle track signage at Churchill Farm. Cllr Yeoman argued that this was hardly quid pro quo given the fact that the landowner has given permission for the track to be there on their land in the 1<sup>st</sup> place. Cllr Gilbert agreed to look into this further especially since DCC were fully informed and instrumental in the development of the cycle path. This following

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concerns from the landowners, the Roberts, as to safety aspects of the track round the farm entrance.

- C. Cllr Kendall also stressed that it is not just the cyclists that complain re an overgrown track, if pedestrians are walking two abreast with a buggy then an overgrown track causes real problems.
- D. Cllr Gilbert advised that the Soar Signal Station is being refurbished.
- E. Cllr Gilbert informed the meeting that he now has a monthly 1:1 meeting with Adam Key (DCC) to try and take forward o/s issues across the District, on the 1<sup>st</sup> Monday of each month
- F. Re. Footpath 12 (Thurlestone), SWW need to move a water pipe before the diversion can be actioned; options are being reviewed but any work will be completed before the next tourist season.
- G. From Monday 7<sup>th</sup> October through to Christmas the crash barriers to the north and outside of Halwell are due to be repaired, causing congestion and delays.
- H. Cllr J Yeoman raised the issue of proposed Toilet closures by SHDC and the apparent confusion about the discussion surgeries. Cllr Gilbert said the drop in information sessions were going well and SDC were very flexible in their approach. He recommended the way forward was to go to a surgery to discuss the toilet provision within Malborough. Cllr Yeoman said we would make an appointment with SHDC to discuss.
- I. Cllr Gilbert gave his apologies for the next P.C. meeting.

*At 20.30 Cllr Gilbert left the meeting*

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#### 058 POLICE BUSINESS & NEIGHBOURHOOD WATCH

- A. PCSO Dave Gibson had sent his apologies to the meeting and had provided crime figures for July & August for the Parish. He reported:
    - a. 2 x theft
    - b. 2 x public order
    - c. 1 x possession Class B drug
    - d. 3 x criminal damage
    - e. He also advised that the police had recently carried out an operation around the area targeting any uninsured/untaxed/known offenders vehicles and had had some success
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#### 059 MATTERS ARISING (from previous minutes only)

- A. The new dog bin has arrived as has the spare lid and will be fitted shortly.
- B. The re- tarmacking of the Church path has been completed.
- C. The process of registering ownership of the Pound and the Green is pending on the Chair attending the Land Registry Office in Plymouth with evidence of his identity to support the requisite Statement of Truth necessary to progress the registration.
- D. The alleged dangerous dog discussed in June still worries some people. Another incident with another dog has also been reported and fed back to the dog warden. Again the advice from the dog warden is: *"..... It would be preferable for these people to complain to the police or possibly myself directly to enable us to get the full story first hand rather than go through the parish council & hear the account third hand....."*
- A. Having accepted Luscombe Mayes' offer of a specimen oak tree to celebrate their 140<sup>th</sup> year in business we are now liaising as to when and where it will be planted in the Autumn.
- B. Re grass cutting done by DCC within the village 4x per annum - a confirmed total of £138 could be devolved, equivalent to £35 a cut. Discussion ensued as to whether we could provide this service with such a minimal budget - the green areas targeted by DCC however are also small. b/f Cllrs agreed to contact Rob Harkness at SHDC for a quote to

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cut this sq meterage. This links in with the offer of sponsored cuts in exchange for advertising - 2 expressions of interest have been received re this after the article in the Messenger. This would be revisited next month to determine whether the Parish could viably take on this service.

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#### BUSINESS TO BE DISCUSSED

##### 060 HIGHWAYS

- C. The discussion invoked, following an article in the Messenger re the possibility of new yellow lines at Collaton Road, continues with feedback received both for and against. Again this would be c/f to the next meeting.
- D. DCC, having initiated the process of removing the disabled parking bay in lower town as the person (applicant) for whom the bay was designated is living elsewhere, have been told by the applicants family that the user will be returning home shortly. The bay will therefore stay in place pro-tem.
- E. Re Dairy Cottage; a complaint had been received by DCC about plants on the paved area but DCC were not proposing to take any action as they believed it was a private area.
- F. There has been a proposal that a parishioner sweeps the village as a Council volunteer; this is thought to be a good idea subject to ensuring a suitable risk assessment is done and a job description drawn up. SHDC have provided a sweeper barrow. As a Council volunteer personal and public liability is covered by the Parish Council's policy.
- G. There is a Highway Matters Conference and Safety Awareness Training scheduled for the Autumn, dates t.b.c
- H. Cllr Boyce queried the placing of salt sacks, one remaining by the Church Gate. It has disintegrated and needs removing or a bin placed in situ. Cllr Yeoman agreed to investigate.
- I. Cllr Boyce that the light at the bottom of Shute Hill is shaded because of overgrown trees and, *post meeting note, also faulty (now reported)*. Cllr Boyce has visited the landowners and remedial action is planned.
- J. Following the agreement in principle last month, Cllr John Yeoman will investigate new Village signage with the AONB, the latter paying 50%.

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##### 061 FOOTPATHS TREES & ALLOTMENTS

- A. Quotes for Shute Well signage have been received and the decision to order two A5 signs in aluminium was made, as agreed last month at a cost of £18.34 plus VAT.
- B. A proposal had been received to fell some Monterey Cypresses at Shute End. Details on: <http://apps.southhams.gov.uk/planningSearch/default.aspx> ref 33/2156/13/TW. Details would be copied out to the tree warden for comment but the meeting had no objections.
- C. Re the establishment of the Furzedown Track as a bridleway - we await feedback from the Planning Inspectorate
- D. o/s A water bill had been received for £0 for the Charnwood (allotment site) for 'building' water. Cllr Yeoman agreed to investigate the meter number on the allotments to see if it was the same as that on the bill.
- E. One allotment tenant has served notice and would like to quit before the end of the year, another plot has changed hands.
- F. Cllr Boyce, for Cllr K Yeoman, reported that the field hedge down Portlemore Lane owned by Andrew Wood needs cutting.
- G. It was noted that the Shute Park sign had been reinstated (albeit in a different place from its original siting).
- H. Cllr Yeoman reported incidents of the Furzedown track being blocked on occasion by bulls/bullocks in a holding pen; a watching brief would be held.

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##### 062 VILLAGE HALL

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- A. Cllr Kendall attended the last meeting of the MVH&PFA and reported that an agreement had been reached on a quid pro quo basis re the siting of a gas/utilities service kiosk/point on VH land. During these negotiations it transpired that DCC own some of the boundary land which would be transferred. However the requisite legalities are taking some time and cost.
- B. Re grass cutting, as agreed last month a cheque was drawn to pay the monies in full less the pre-payment due to the grass protecta purchase last year. These monies are on account and subject to a year-end reconciliation with the VH.
- C. Cllr Kendall reported that Zumba starts again in the village hall on the **2<sup>nd</sup> Monday of October from 6-7pm**, the coach being reimbursed at a rate agreed by Council. The new coach will bring her insurance and proof of qualifications for our files. Sessions will be £4 each (a competitive rate). Posters will be going up shortly.
- D. Re Badminton Cllr Boyce advised that the Coach is booked but the days/times are still under negotiation; **3 sessions are planned October/November/December for the juniors, early evening.**

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#### 063 MISCELLANEOUS

Cllrs reported that:

- A. November 6<sup>th</sup> is suggested as a date for the next 1<sup>st</sup> aid session; Cllr Kendall is collating interest and will take forward the arrangements.
- B. There is an offer of an update session re defibrillator training from West Country Ambulance. There is a planned session at South Milton of 8<sup>th</sup> November but it was thought that a session in Malborough, following the 1<sup>st</sup> aid course, would be beneficial.
- C. Consultation information re the proposed new wards for South Hams had been received. Malborough is now planned to be linked with Salcombe, Thurlestone, South Huish & Milton & West Alvington. This despite unanimous views from parishes not to reduce the number of councillors or dilute, further, parish representation. Reluctantly Councillors thought this pairing was the best we could expect and that we might have a stronger rural voice in the new ward.
- D. The next Blood Donation session is on 24<sup>th</sup> September
- E. Homeowners and organisations that use oil to heat their properties can benefit from a local scheme created to help save them money. For more information about the scheme contact the Community Council of Devon on 01392 248919 ext\*290 or email [oilsscheme@devonrcc.org.uk](mailto:oilsscheme@devonrcc.org.uk). Further information is available on their website [www.devonrcc.org.uk](http://www.devonrcc.org.uk).
- F. There is a planned Super Cluster Meeting in Ivybridge on Monday 11<sup>th</sup> November
- G. This years' TAP fund is £17,090 with applications requested by 10<sup>th</sup> January. Additional cuts for the cycle track have been proposed but, if DCC are now operating a new regime, the meeting agreed it will not put in a TAP fund bid for this until the DCC service has bedded down and been reviewed.
- H. The DALC AGM takes place on 12<sup>th</sup> October - A volunteer from the Council was invited to attend.
- I. Malborough website; the AGM is on 23<sup>rd</sup> September, separation of duties was stressed as important re any new officers appointed.
- J. SHDC are reviewing the current scheme of Council Tax Reduction, consultation runs until 7<sup>th</sup> October 2013. Details and an on-line survey can be found at [www.southhams.gov.uk/ctreduction](http://www.southhams.gov.uk/ctreduction)
- K. DCC are undertaking a Youth Service Review and a number of community and voluntary sector engagement events are being planned. Details : [www.devon.gov.uk/youthreview](http://www.devon.gov.uk/youthreview)
- L. Cllr Boyce remarked that the bin in the graveyard is still not being emptied. SHDC reported to be investigating whose responsibility this is.
- M. The Pound bench needs repairing were a slat has been damaged, Cllr Yeoman undertook to investigate.

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- N. Stone is coming away from the wall in the Pound and, again, Cllr Yeoman agreed to investigate.
- O. Cllr Kendall remarked that the Lidstone's wagons appeared to be getting bigger, causing congestion and damage. There was one incident during the summer, damaging the school wall on Vicarage corner. It was agreed the Council would write in support of Lidstone's planning application to relocate.

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#### 050 FINANCE & GOVERNANCE

- A. The monthly accounts, cash book and bills to pay were received, shown as year to date Appendix A. A proposal to accept the monthly accounts and authorise the payments was made by Cllr Kendall, seconded by Cllr Boyce and passed unanimously. The cheques were drawn. However the payments to Cllr Yeoman and the Church were held over until the next meeting.
- B. The meeting noted that the annual review of the Clerk's remuneration was due as the post is covered by a National Pay Award and Agreement. An inflationary increase of 1%, back dated to 1<sup>st</sup> April 2013, had been awarded nationally and, after discussion, a further incremental spine move to point 28, effective from 1<sup>st</sup> September 2013, was proposed by Cllr Boyce, seconded by Cllr Kendall, and agreed.
- C. The possible refund to South Huish for their 30 returned Jubilee mugs was discussed. It was agreed that Malborough should not have to carry the financial consequences of South Huish returning 88% of the 34 mugs they originally ordered and it was suggested the mugs be returned for them to sell on and/or donate as they choose. Malborough had made every effort to sell surplus stock but still had some 33 mugs of their own unsold.
- D. Councillors attention was drawn to the new guidance for Councillors re Openness & transparency on personal interests (previously circulated). This has been adopted and agreed by Council.

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#### 051 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 within the Parish.
  - 33/2101/13/F: Proposed agricultural machinery store and workshop Alston Farm, Malborough, Kingsbridge, TQ7 3BJ Mr P Shepherd: Alston Farm Malborough Kingsbridge TQ7 3BJ
  - 33/2048/13/: Householder application for installation of flue Furzedown Farm, Malborough, Kingsbridge TQ7 3DT Mrs J Davies: Furzedown Farm Malborough Kingsbridge TQ7 3DT
- B. SHDC decisions
  - Conditional approval 33-1349-13-F Soar Farm, Malborough, Kingsbridge TQ7 3DS Householder application for erection of conservatory
  - Conditional approval 33-1410-13-F 1 Bolberry Down, Malborough, Kingsbridge, Devon, TQ7 3DY. Householder application for extensions and alterations to property
- C. A list of outstanding enforcement cases had been received from SHDC for information, some of which were not known to the Council. Some are no longer an issue or outdated and some queries have been raised with SHDC about others on the list. SHDC's request to close the o/s 2 Great Lane case, re. reinstatement of the Devon bank, was agreed as the bank/plants are slowly establishing.
  - Following reports at the last meeting about an increasing number of air craft movements at Soar, information from parishioners is now being collated. There is

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documented evidence of 566 movements already (not all the householders information has been added to the database yet and the data has to be seen as incomplete as residents are not undertaking a 24/7 survey) in just five and a half months of the year. This was thought to be a major planning breach, against the planning condition which allowed for a TOTAL of 210 movements in 12 months. The Council agreed that this would be reported to SHDC enforcement, again, and that they be asked to enforce the planning conditions. It was also noted that the Airport is offering commercial flights (for example a Tiger Moth was operating out of there during the summer offering trips 'around the bay') and there is a Bolt Head Airfield website. Movements on a single day can be 20-30+.

- D. Re the **Integrated Planning Pre-application Process**, a letter was recently sent to all towns and parishes "introducing a revised pre-application process that incorporates community engagement providing an integrated approach that will make community involvement in shaping developments more effective. Further details of the revised process on <http://www.southhams.gov.uk/article/1932/Pre-Application-Service>." The existing SPD (supplementary planning document) has been revoked.
- E. **Neighbourhood Planning**; Cllr Yeoman advised that an initial Steering Group meeting had been held on 7<sup>th</sup> September which was attended by Phil Baker, our SHDC liaison officer w.r.t. the Neighbourhood Plan. Phil took the meeting through the Public consultation process now underway to designate the parish boundaries as a NP area, inviting comments as to the suitability, or otherwise, of the plan designate. Details can be found at <http://www.southhams.gov.uk/shneighbourhoodplans> and <http://www.malboroughvillage.org.uk/group/parish>
- A full brief was included in the Messenger and the next meeting will include Parishioners who have volunteered to get involved. The October meeting, date t.b.a., would consider how the initiative can best be rolled out across the parish to ensure there are opportunities for everyone to GET INVOLVED! The Parish has joined the PSMA and will be signing up to the Parish Online Mapping Service as previously agreed.

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### 052 DISTRICT COUNCILLORS REPORT

No reports had been received from the District Councillors.

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There being no further business the meeting closed at 22.30hrs

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**DATES FOR THE DIARY:** Please note that the Date of the next Parish Council meeting has been changed and is on **Wednesday, 23<sup>rd</sup> October 2013**, venue tbc, at 7.30pm/19.30 hrs.

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, Harrod, Kendall, L Pedrick, P Pedrick, Rendle, Sweetman, J Yeoman, K Yeoman

For Information: e-circulation to:

District Cllr. John Carter, District Cllr. Paul Coulson, County Cllr R Gilbert, Mr Tony Lyle (allotment rep), Mr E Putt, Salcombe Police Station, Mr Alan 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

**MALBOROUGH PARISH COUNCIL**  
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**APPENDIX A**

Category	Descriptor	Paid In	Paid Out	Cash Book Balance
	<i>Cash Book Balance b/d</i>			<b>7,073.72</b>
Payment	Lifeboat 1st tranche		- 250.00	6,823.72
Payment	FIDO dog bins/lid (£92.95+39.94) plus VAT		- 159.47	6,664.25
Payment	J Yeoman - reimbursement S Mullen gift		- 109.30	6,554.95
Payment	Viking - stationery		- 169.50	6,385.45
Payment	D Ede salary (Aug & July)		- 1,040.92	5,344.53
Receipt	Messenger	53.00		5,397.53
Receipt	Interest (gross) aug sept	0.53		5,398.06
<b>TOTALS YTD Financial year 2013/14</b>		<b>£ 17,717.72</b>	<b>-£ 23,094.28</b>	
<b>RECONCILIATION CASH BOOK TO BANK</b>				<b>£</b>
Cash book balance b/d	<b>FY 2013/14, YTD month</b>		<b>6</b>	£ 5,398.06
Balance at bank at end :			<b>17-Sep-13</b>	
	Revenue Accounts		<b>5,531.90</b>	
	Unpresented Items	receipts	<b>53.09</b>	
		payments	<b>- 186.93</b>	
			<b>£ 5,398.06</b>	<b>-</b>
				<b>Variance</b>
<b>ACCOUNTS FOR PAYMENT</b>				
D Ede (Salary)	<u>for August &amp; Sept</u>	<i>paid on 15th of the month by standing order &amp; included in the above balances</i>		1,040.92
Plus	John Yeoman - protective/high viz clothing			14.28
	Village Hall - annual grass cutting net			1,845.00
	All Saints Church - meeting room hire			18.00
	Salraire Garden services			135.00
	Danwood			138.00
	D Ede petty cash			26.98
	B Sweetman - paint for bus shelter			51.34
	Grant Thornton			360.00
				<b>2,588.60</b>
<b>RECEIPTS &amp; PAYMENTS REPORT TO COUNCIL</b>				
MEETING DATE	<b>18th September 2013</b>			
Prepared By:	<i>Debbie Ede, Clerk to the Parish Council</i>			
Date:	<i>17/09/2013</i>			