

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

<b>Date:</b> 16 <sup>th</sup> July 2014		<b>Venue &amp; Time:</b> The Annexe, commencing at 7.30pm
<b>Present:</b> Cllr G Boyce Cllr Kathy Harrod Cllr Ann Kendall Cllr K Makepiece Cllr Lucinda Pedrick Cllr Paul Pedrick Cllr R Rendle Cllr K Yeoman Cllr John Yeoman (in the Chair)	<b>In Attendance:</b> Debbie Ede Clerk & Minute Taker Dist Cllr Paul Coulson County Cllr Rufus Gilbert part meeting	<b>Apologies:</b> Dist Cllr Judy Pearce

### Ref 2014/15 Minutes Action

#### 041 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Parish Council meeting of 18<sup>th</sup> June were agreed and signed, proposed by Cllr Kendall & seconded by Cllr L Pedrick and voted through unanimously.

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**042 INTERESTS** – Cllr Boyce declared an interest re finance and withdrew from that topic.

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**043 MESSENGER** - Cllr K Harrod had volunteered to write the Messenger report (Cllr Kendall took the first part of the meeting until Kathy arrived)

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#### 044 MATTERS ARISING (from previous minutes only)

- A. Re the toilets, having decided we wish to keep them open all year round, we are still awaiting figures from SHDC to inform our decision as to how to keep the service running.
- B. Re Great Park Maintenance Hastoe advise that a new gardener has been commissioned to do a clean-up, the ongoing maintenance will then be reviewed
- C. The renovation of the war memorial should be done within 2 weeks
- D. The Limecroft hedge has been cut back and future cuts have been organised; Cllr Kendall is now in touch with the owner.
- E. South West Ambulance Service Trust ran a successful defibrillator course in June with about 20 attendees, thanks go to Nigel Toms. Cllr J Yeoman received an OK from the meeting to purchase a notice to make it more obvious that our Defib box at the Post Office does NOT need a code to open it and he has painted out the 'code required' message.
- F. Re the plaque for the Church about the bomber crew killed in WW2 just outside the village – this has now been printed and framed and the date for the dedication service has been decided as November 9<sup>th</sup>.
- G. Cllr P Pedrick has met with the graveyard maintenance contractors and some remedial cuts have been undertaken.
- H. The venue for the September Parish Council meeting is confirmed as the Church.
- I. Dist Cllr Coulson has liaised with Salcombe re a possible joint action on cycle track maintenance; their initial response is unfavourable.
- J. Dist Cllr Coulson had advised that the recycling banks are going to be kept under closer scrutiny in future and hopes this makes a difference to the current "overflow" problems. However Cllr Kendall says it remains a 'nightmare'. The hotline works (but can take 24 hours to action) but many of the Salcombe bottles end up with us and, with the contractor having c. 60 banks to service, there is no longer any time to clear up the site. This means that another crew is sent out from Tor Quarry and it takes an hour to clear. Cllrs Coulson and Gilbert will take this up with SHDC officers and contractors to try and alleviate the problems. A routine changeover day would make sense – this scheme used to work.

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- K. o/s The new footpath map is now up and we need to ask Dave Rundle to paint the notice board as agreed last year.
- L. o/s Feedback and costings are awaited from the AONB for a village sign, the AONB will also invite DCC to contribute
- M. o/s Responding to complaints about the positioning and quality of adverts for the bunker open days, the organisers have invited Councillors to meet them and discuss concerns.

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### 045 COUNTY COUNCILLORS REPORT

With Cllr Gilbert coming late to the meeting (due to him being double booked at two parishes) his items and reports were taken under the relevant headings below.

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### 046 POLICE BUSINESS & NEIGHBOURHOOD WATCH

- A. No report had been received from PC Jo Pengilly but Cllr P Pedrick has talked to her and she had nothing of note to pass on.

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### 047 HIGHWAYS

The meeting noted that:

- DCC have cut back the visibility areas (junctions, lay-bys and the inside of bends) at Bolberry and landowners have also skimmed their hedges to improve road safety. Unfortunately the Bolberry sign has been damaged by DCC and the fault reported to them.
- The Shute Hill sign has been destroyed and needs repair (the one as you turn into the well.)
- The rubbish bins behind the Church seem to have been moved (belonging to the three properties at the end of the Square) so that they are in full view. Cllr Boyce would liaise with the property owners to make sure they were not kept in a public place after emptying.
- It was agreed that the Council would write to the house owners who had the disabled bay in Lower Town, at the request of DCC, to ascertain whether there is an on-going necessity for the disabled bay and everyone is reminded that it is an offence to use a disabled bay unless you are a valid blue badge holder and display the badge.
- Cllr K Yeoman has been approached by some parishioners re the overgrown sycamore on Collaton Road. Given it had been planted by the Parish Council it was agreed that Alan Benstead should be asked to trim it back. Cllr K Yeoman would liaise with Alan.
- Re complaints about a footpath in Cumber, DCC write “...**Re - CIV14713002 - Cumber Close, Malborough – Footway** I can confirm that most of the footways in Cumber Close are Highway Maintained at Public Expense (HMPE). I will visit the footpath outside 138 Cumber Close to see if there are any safety defects. If there are, then I will raise an order to have them dealt with. If there are not any, or if there are defects but not what we consider a safety issue, then I will let you know.....”
- Outside October Cottage there is still oil on the road following car maintenance; it was agreed to write to the tenants re this with a copy to the property owners.
- After extensive liaison with DCC and work by their officer Adam Keay in driving our position forward, we have finally got agreement that a major cut will take place on the cycle track as its current state is simply unacceptable and unsustainable. The Programme Delivery Engineer is raising an order to cut the whole path and clear up. We have received numerous complaints with users diverting onto the road. Cllr Gilbert said he hoped that it would be done this week. The on-going maintenance of the track including major revamps, such as re-tarmacking as and when necessary, is being pursued with DCC. Cllr Gilbert and Adam Keay are chasing outturn spend by DCC to inform any budget transfer. It maybe that we look to take on the responsibility for routine cutting (but only with a realistic budget transfer) but with DCC Highways maintaining the path itself (ie: re-tarmacking). The position is complicated by the fact that, in some parts, standard DCC road verge cuts form one side of the cycle track. Any agreement with DCC would have to be explicit. Cllr Yeoman reminded the meeting

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that the original agreement with DCC on the commissioning of the path was that DCC Highways were to maintain the path – both the routine and the infrastructure. In the interim the Parish Council are working to get a rough estimate for 4 cuts per year with the option of an extra cut.

- Re the fencing on the cycle track – the treated posts are now in dis-repair and need replacing by DCC; the Village Hall have contacted Adam Keay about this as it is a permissive path on their property.
- Cllr J Yeoman queried the grass cutting programme received from DCC with Cllr Gilbert; on the non-salting network roads (a classification grade) Salcombe and Malborough are not mentioned – is this why we are having to chase so much for these cuts?
- Cllr Gilbert reported that surface dressing has taken place in the Parish but Cllr Pedrick complained about the standard.
- Cllr Rendle queried whether the Silverhill Rd could be surface dressed and Cllr Gilbert said the Galmpton to Hope Cove Road would be done. It has been patched ready for this dressing work.
- Comments were made about early shifts by Council workers and contractors and the noise implications – hedge cutting at 1.30am for example and bin emptying at 4.45am.
- Cllr Gilbert advised that: The Beacon Point footpath deviation is now open. A bridge will be built on the closed Hope Cove path in due course.
- *Items o/s and c/f to next meeting: Re the unsatisfactory primary gritting routes - Collaton Road was still not included – the school bus route. Dist Cllr Coulson is awaiting a response to his query.*

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#### 048 FOOTPATHS TREES & ALLOTMENTS

- A. FP 8 and the eastern side of the Jacobs Lane rise have been reported to the NT as overgrown, for action
- B. The bridlepath, Collaton to North Sands – FP 15, Salcombe is very overgrown; Cllr Coulson has reported this to Salcombe TC.
- C. On the bridleway from Alston to Yarde the gate has dropped and the tree that came down in the storms is still there.
- D. The green lane, Combe Lane, from Combe to Collaton Road is very overgrown, Cllr J Yeoman will liaise with the landowner(s).
- E. A parishioner has complained about the overgrown hedge at the corner of Jubilee Road. Courtesy cuts on Jubilee Road have been stopped by DCC and the overgrowth is impacting on accessibility for a disabled resident. It was agreed to liaise with Devon & Cornwall Housing to see if they will action a cut.
- F. Re Malbrough Park cuts - the hedge adjacent to 25 Collaton Road, by the seat, is very overgrown. Cllr Boyce had queried with SHDC whether this could be done but it has not been actioned. It has been cut by the Parish Council in the past. Cllr Kendall will inspect this and Jubilee Road and liaise with a potential contractor to get immediate action.
- G. *o/s the process of registering ownership of the Pound and the Green pends on the Chair attending the Land Registry Office in Plymouth*

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#### 049 VILLAGE HALL

- A. Cllr Kendall attended the last meeting of MVH&PFA. The next meeting will be attended by Cllr Boyce. Of note: 220 new chairs are arriving. The cycle track fencing, as above, was highlighted. Cllr Boyce reminded the meeting not to park on the slip road. The full Minutes of MVH&PFA are on: <http://www.malboroughvillage.org.uk/group/villagehall>
- B. The insurers of the playground, Allianz, have reported on their visit and Geoff Allen has provided a comprehensive position statement on their recommendations. Some remedial work is being undertaken and a site visit is being arranged between SHDC, Allianz and Geoff to discuss further. The Parish Council own but do not insure the assets and have agreed to pay the ongoing maintenance costs of the playground. Again thanks have to go to Geoff Allen for all he does for this.

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- C. Re the village hall roof, MVH&PFA have been copied out with the funding guidance re the new homes bonus. We still have no clarity re the eligibility of the scheme for this grant funding but confirmed to pursue this rather than predicate a call on the s 106 monies. Gail Allen will liaise with the Parish Council to draw up a bid before the December deadline.
- D. Cllr Makepiece queried whether he could put a advertising banner up on the corner of the main road and Collaton Road. This was agreed by Cllr Gilbert as on County land but it was recommended he liaise with the village hall as a courtesy.
- E. Cllr Boyce reported that there is an untaxed car in the car park and PCSO Gibson will be informed.
- F. MVH&PFA have queried "...Last year there was some funding available to pay for tennis coaching which we didn't manage to succeed with. Do you know if there is anything available for this year? One of the committee members is keen to get something going for the youngsters...". The meeting confirmed the previous funding was a one off.

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### 050 MISCELLANEOUS

- A. Cllr J Yeoman took the meeting through the following:
- B. A reminder that there is NO meeting in August
- C. Re Alston Gate Phase II: Cllr J Yeoman again raised a query with Dist Cllr Coulson and County Cllr Gilbert about the education element of the s106. DCC Education are again diverting their tranche to KCC saying that Malborough school is not full; this is incorrect as Phase I of Alston Gate fills the school. Cllr Harrod reported that, in September, with the new school year, there will be 95 children out of a 105 capacity. Cllr Coulson supported this argument for fairness and equity given the Ofsted report arguing for more external facilities. Cllr Gilbert asked for a brief precis of the situation to be emailed to him and he will pursue with the Head of Education. The 30 mph signage is being pursued via the s106 by Cllr Coulson and Debbie Crowther. With the number of vehicles exiting from that entrance doubling with Phase II it is considered to be a considerable hazard without the 30mph restriction being moved. There is no date for Alston to go to Committee as yet (probably September). On the website there is a letter re the s106 about the footpath and, at a cost of £40,000, DCC are not inclined to pursue. But the Parish are arguing that the alternative route via Luckhams Lane is not safe as there are blind corners on a narrow lane. The meeting were adamant that DCC Highways need to listen and act on Malborough's concerns and be more timely in their research of the sites so that planning is not a fait accompli without any informed input. Again Cllr Gilbert asked for the meeting to write to him with their concerns and he said he would do his best to get it into Highways for action, f.a.o. David Willett. Again it is nonsensical that the village is not involved in the s106 agreement and should have site of the draft agreements through the process. Cllr P Pedrick queried the sewerage capacity again as the smells this week were appalling. It is known that the spring tides inevitably cause problems – by saline ingress. This is due to the quality of the main pipe. Tankerage continues re the sludge and the problem will be exacerbated by the new developments. Cllr J Yeoman has written to Sarah Woolaston MP about the issues and enquired who we should be liaising with (OFWAT ?) Dist Cllr Coulson reported that SHDC had had a Scrutiny Committee meeting with SWW and answers were awaited from them re a number of queries – currently they are saying that there have been insufficient flows to test the system and thus are still unable to answer these queries.

*At 9.10 Cllr Gilbert left the meeting*

- D. A thank you letter has been received from the kids who benefitted from the badminton coaching funded by the Parish last year
- E. The next blood doning session is on the 4<sup>th</sup> August
- F. Malborough website members have received Chris Musgraves's resignation from the day to day management of the project and his overseeing of the bank account. New arrangements will have to be put in place and will be discussed at the annual meeting in September.

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- G. South Hams Voluntary Voice Forum is to be held on Monday 21 July 2014, 10am to 12.30 (followed by a light lunch) at the Townstal Community Hall. The South Hams CVS AGM will follow at 12.45pm. Cllr Kendall said she had been invited to lunch, she learnt that sums were sometimes available for activity based classes.
- H. The Neighbourhood watch newsletter has been received. "Elderly residents in Devon and Cornwall are being urged to be wise to a phone fraud where victims are being duped out of cash by people posing as police. In many cases a person claiming to be a police officer from the Metropolitan Police will contact an elderly or vulnerable victim by telephone and inform them that their bank card has been used fraudulently. Police advise caution and to report any attempted fraud to their 101 telephone number. They have the following advice: If you receive a phone call of this nature, police advise you to: End the phone call immediately. Wait at least five minutes to clear the line from the scammer before making any other calls, or use another phone. Report the offence as soon as possible to police by telephoning 101. Please remember: Your bank will never attend your home. Your bank and the police will never collect your bank card or cash. Your bank and the police will never ask for your PIN. Anyone with any information about this fraud can contact police on 101, quoting Op Fardel crime reference JN/14/932." And....

'Ask the police' – a tool available via the Force website or as a downloadable app for mobile phones. This provides answers to all sorts of questions from alcohol limits to road traffic issues. It also has a facility for members of the public to ask questions about policing:  
[www.askthe.police.uk](http://www.askthe.police.uk)



Asbhelp.com – a new website that provides help, advice and support for people around antisocial behaviour (ASB) - what it is, what to do about it and how to get support if you are a victim of ASB.  
[www.asbhelp.co.uk](http://www.asbhelp.co.uk)



- I. We have been asked to give guidance to the Salcombe-Kingsbridge Estuary Conservation Forum about the communities' reaction to the proposal to set up or trial a water ski area within the Salcombe-Kingsbridge estuary, up the Bag. The meeting was not clear how this would affect the SSI and the 6 knot speed limit but were unhappy to take a view without knowing more. It was agreed to ask Nigel Mortimer for more information including a map of the area proposed, speed, noise levels etc and how it would be controlled/policed.
- J. Re rural broadband the latest briefing note from Connecting Devon has been received as is included at Appendix B. Connecting Devon and Somerset: CDS has confirmed the next 25 communities who are now ready to connect to the high-speed fibre broadband infrastructure being delivered by the £94 million programme to bring superfast broadband to rural areas. This means that businesses and residents in these areas are able to upgrade their broadband to a superfast package. Unfortunately Malborough does not figure on this list as yet although mid 2015 has been mooted.
- K. The **Devon Remembers** project continues to develop its links with groups, organisations and communities who are involved in research and commemoration projects, or those who are planning events to mark the centenary of the First World War. You are encouraged to revisit the project website [www.devonremembers.info](http://www.devonremembers.info) if you have not done so for a while, as we are continually

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adding new learning and research resources, details of events taking place across the County, and news articles all the time.

- L. Lights Out community engagement – 4<sup>th</sup> August, a UK-wide shared moment of reflection, taking place on 4<sup>th</sup> August, 100 years since the outbreak of World War 1. Information can be found on: <http://www.1418now.org.uk/lights-out/>
- M. Cllr Kendall reported that there has been a suggestion that the Messenger includes a map and Cllr Makepiece suggested we need a map for visitors etc to know where facilities are., displayed prominently in the village. Once the Neighbourhood Plan questionnaires were collated and reported on this action would be included, see below.

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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

**33/1475/14/F** Householder application for proposed extension and refurbishments Cranches, Malborough, Kingsbridge, TQ7 3DZ. Mrs J Risby Applicant Address: Cranches Malborough Kingsbridge TQ7 3DZ. *MPC Objection. Copies of complaints from 2 parishioners were received.*

**Re application 33/0980/14/F** This has been withdrawn.

#### B. Decisions

**Conditional approval 33-1089-14-F** Combe House, Malborough, Kingsbridge, TQ7 3DN Householder application for replacement greenhouse

**Conditional approval 33-1148-14-F** Plympton Farm, Malborough, TQ7 3DL Householder application for erection of garage

- C. **Enforcement Issues** - an updated list has again been shared with the Parish. Many issues remain outstanding from 2013.
- D. **Neighbourhood Planning** - Cllr Yeoman advised that questionnaires had been returned from approximately a third of Malborough's households. The drop in centre had some attendees. These would now be collated over the summer and reported on. Some key themes were already emerging. The group will meet again in September to discuss the early results and involve the village in the feedback and next steps. THANK YOU TO ALL THOSE THAT RESPONDED. There was a low and very disappointing return from the young adults with none of them making an electronic return. The questionnaires from the younger age group had not yet been counted. 100% of our interim funding bid of £2,800 to help with this initiative has been approved and 90% of the monies paid across, the balance due being conditional on completion, monitoring etc.

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### 052 FINANCE & GOVERNANCE

- A. The Final Accounts and the Annual Governance Statement have been received back from the External Auditors and a new set of Internal Controls is in draft to supplement the Standing Orders and Financial Procedures already adopted. Fixed assets would be included at purchase cost in future and not inflated on the fixed asset register.



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- B. The monthly accounts, cash book and bills to pay were received, shown as year to date Appendix A. A late invoice had been received from Saltaire but the standard of one of the last cuts was appalling and, with the grass allowed to grow to 3ft high, the sward was not good. There was also a pile of cuttings/rubbish left at the bottom of the site. Cllr P Pedrick and Yeoman would liaise with Saltaire. With Cllr Boyce withdrawing from discussion, the accounts to pay were proposed by Cllr Kendall, seconded by Cllr Rendle and voted through unanimously. The meeting noted that, in accordance with the new e-banking financial procedures, some payments would be made by e-transfers. A mandate sheet and transaction record was introduced and duly signed.
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**053 DISTRICT COUNCILLOR REPORT:** Dist Cllr Paul Coulson reported that:

- A. re planning, Phase I of Alston Gate will be taken to the Planning Committee and Cllr Coulson hopes that a Parish Council representative will be there. Cllr Yeoman confirmed his attendance and reminded the meeting that the Parish's agreement for Phase II was **conditional** on the Parish's concerns being addressed by the statutory consultees. Cllr Yeoman reported that there is a minor amendment application re phase I which is definitely not minor re height etc. They are built too close to the road, so in the wrong footprint, and the height of blocks above the first floor windows of some of the houses was in dispute. Cllr Coulson said that building regulations override planning permission but he will check with SHDC Officers what the proposed amendment(s) for phase I are. SHDC can determine whether a minor amendment application by a developer is minor or not and can ask for a new planning application to be submitted if necessary.
- B. North Sands recently flooded again but should never reach the level of the pumping station, it is now free flowing but will flow in now as well as out! It is a tidal car park.
- C. Re Coastal Protection: new Government measures have been brought in – SHDC are now designated as a Coastal Protection Authority but without experience, budget, officers etc. A working group is looking into what this entails/means, working with DCC and the Environment Agency.
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There being no further business the meeting closed at 22.00 hrs

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**DATES FOR THE DIARY:** Please note that there is **NO MEETING IN AUGUST**. The date of the next Parish Council meeting is **Wednesday 17<sup>th</sup> September 2014, 7.30pm, Venue All Saints Church**.

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, Makepiece, L Pedrick, P Pedrick, Rendle, J Yeoman, K Yeoman

**For Information: e-circulation to:** District Cllr. Paul Coulson, County Cllr R Gilbert, Dist Cllr Judy Pearce, 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>Cash book balance b/d</i>				<b>13,841.81</b>
Receipt	Messenger	13.00		13,854.81
Receipt	Burial Ground	70.00		13,924.81
Receipt	interest	0.55		13,925.36
Payment	D Ede - petty cash - postage		7.15	13,918.21
Payment	Eva Bond - plants		30.00	13,888.21
Payment	Viking		17.24	13,870.97
Payment	Viking		83.66	13,787.31
Payment	Philip Tucker - NP pri nting questionnaires		227.44	13,559.87
Payment	Philip Tucker - NP pri nting envelopes		60.00	13,499.87
Payment	TJ Yeoman - WW2 memorial framing		23.10	13,476.77
Payment	TJ Yeoman - WW2 memorial printing etc		10.50	13,466.27
Receipt	CDF - Locality Grant for Neighbourhood Plan 1st tran	2,564.00		16,030.27
Payment	D Ede - Salary		545.20	15,485.07
<b>TOTALS YTD Financial year 2014/15</b>		<b>£ 14,246.24</b>	<b>-£ 5,040.43</b>	<b>£ 15,485.07</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>				<b>£</b>
Cash book balance b/d	<b>FY 2014/15, YTD month</b>		<b>4</b>	<b>£ 15,485.07</b>
Balance at bank at end :			<b>15-Jul-14</b>	
	<b>Revenue Accounts</b>		<b>15,284.73</b>	
	<b>Unpresented Items</b>	receipts	<b>210.49</b>	
		payments	<b>- 10.15</b>	
			<b>£ 15,485.07</b>	<b>-</b>
				<b>Variance</b>
<b>ACCOUNTS FOR PAYMENT</b>				
D Ede (Salary)	<u>for current month</u>	<i>paid on 15th of the month by standing order &amp; included in the above balances</i>		<b>545.20</b>
Plus	MVH&PFA			<b>1,075.00</b>
	D Ede			<b>14.00</b>
	Grant Thornton			<b>240.00</b>
	CVS			<b>11.00</b>
	Saltaire			<b>65.00</b>
	South Hams Newspapers			<b>70.20</b>
	G Boyce			<b>7.99</b>
				<b>1,483.19</b>
<b>RECEIPTS &amp; PAYMENTS REPORT TO COUNCIL</b>				
<b>MEETING DATE</b>		<b>16th July 2014</b>		
	Prepared By:	<i>Debbie Ede, Clerk to the Parish Council</i>		
	Date:	<i>15/07/2014</i>		