

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

Date: 15<sup>th</sup> April 2015

Venue & Time: **The Annexe**, commencing 8.15pm, following the Annual Parish Meeting

**Present:**

Cllr Gill Boyce  
 Cllr Lucinda Goodhead  
 Cllr Kathy Harrod  
 Cllr Ann Kendall  
 Cllr Keith Makepeace  
 Cllr Paul Pedrick  
 Cllr John Yeoman (in the Chair)  
 Cllr Kevin Yeoman

**In Attendance:**

Debbie Ede Clerk & Minute  
 Taker  
 Dist Cllr Judy Pearce

**Apologies:**

Dist Cllr Paul Coulson  
 PCSO Dave Gibson  
 County Cllr Rufus Gilbert  
 PC Jo Pengilly  
 Cllr Roger Rendle

| Ref 2015/16 | Minutes | Action |
|-------------|---------|--------|
|-------------|---------|--------|

**001 MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the Parish Council meeting of 15<sup>th</sup> March were agreed and signed, proposed by Cllr Harrod & seconded by Cllr K Yeoman and voted through unanimously.

**002 INTERESTS** – Cllrs Kendall and K Yeoman declared interests under Finance and withdrew from these discussions.

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

**004 MATTERS ARISING (from previous minutes only)**

- A. Re the s106 Education monies - Cllr Pearce queried this with SHDC planning officers. To recap: Did the allocation of the Education element of the s106 monies for Alston (both phases) include the Alston Gate houses given that 'all planning applications are deemed to be built' when applying the formula? Investigation by Cllr Pearce has determined that yes; these new houses WERE taken into account when allocating the funds.
- B. Speed Monitoring; a speed survey is underway within the village along the Salcombe Road.
- C. The meeting agreed to invest £50 of the grant received for the Art Project/upgrade of the Jubilee Bus Shelter as a prize for the design competition, proposed by Cllr Harrod and seconded by Cllr L Goodhead.

**005 POLICE BUSINESS & NEIGHBOURHOOD WATCH:** The Police report had been received earlier in the evening at the Annual Parish Meeting.

**006 COUNTY COUNCILLORS REPORT:** apologies had been received from County Cllr Rufus Gilbert who had attended the Annual Parish Meeting earlier in the evening.

**007 DISTRICT COUNCILLOR REPORT**

Dist Cllr Pearce had nothing further to report after the Annual Parish Meeting.

**008 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

**[33/0798/15/F](#)**

Householder application for alteration and rear extension to dwelling  
 4 Well Hill Close, Malborough, Kingsbridge, TQ7 3SS

**[33/0799/15/F](#)**

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Householder application for relocation and improvement of vehicle access and new double garage  
Hi Ho, Malborough, Kingsbridge, TQ7 3RR

[33/0783/15/F](#)

Householder application for extension and alterations to dwelling  
9 Portlemore Close, Malborough, Kingsbridge, TQ7 3SX

[33/0745/15/F](#)

Retrospective change of use of part agricultural holding (0.1ha) for storage of logs with associated seasoning, splitting, sawing etc. for sale to local business (resubmission of application 33/2903/14/F)

Crossparks, Salcombe Road, Malborough, Kingsbridge, TQ7 3BX

Cllr Boyce reminded the meeting that the Council had previously discussed not approving any further applications until the question about access was resolved, the entrance not yet complying with planning permission with curbs and hedgerow issues outstanding. The meeting also felt that any approval should be highly conditional linking to his business and time limited, these conditions being both enforceable and enforced. The builds must also be fit for purpose and not prejudice access. Cllr Pearce felt that there were a number of issues that needed clarifying and agreed to progress these. Once all Councillors had seen the plans more detailed comments would be fed back.

[33/0649/15/F](#) Click for further details

Householder application for proposed extension to form utility room

Little Maryknowle, Malborough, Kingsbridge, TQ7 3DB *MPC Approval*

[33/0558/15/LB](#)

Listed building consent for alterations to include new floor, removal of stair and reinstatement of floor, bathroom ensuite and repair to annex (Tabbs Cottage). *MPC Approval*

#### B. Decisions

Conditional approval [33-3185-14-F](#)

Whitehall Cottage, Malborough, Kingsbridge, TQ7 3SG

Conversion of existing two storey barn and single storey store into ancillary/holiday accommodation

#### C. A reminder:

Re. Alston Gate: A decision notice has been made approving the changes on plots 6-17 but this will not prejudice the outcome of the appeal hearing on plots 1-5. **The appeal hearing is on 21st April 2015, 10am, at Follaton House** and Cllr J Yeoman will attend for the Council and Parish. **Any parishioner that has an interest is also welcome to attend as it is a Public Meeting/Event. Anyone wishing to speak should register with the Inspector at the start of the meeting at 10 am.**

D. **Enforcement Issues;** Updates on the list of outstanding enforcement cases were still awaited from SHDC – the list remains incomplete with some cases falling off without investigation or resolution. Cllr Pearce undertook to continue to take this forward but, as before, SHDC Officers were in short supply to follow up.

Lidstones move to Churchstow is held up again by Consultant queries and opinions; Cllr Pearce reckons it is unlikely to be on the 1<sup>st</sup> agenda for the new Council. Whilst Members are aware of the urgency, the legal issues are taking time to resolve. Any time extension agreements were unknown. The Parish Council re-affirmed its support and would keep an active watching brief as the scheme will help both the local business and our Parish through removal of the heavy traffic.

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#### 009 NEIGHBOURHOOD PLANNING

A. The next meeting of the Forum was confirmed as Monday 27<sup>th</sup> April (the Church, 19.00 hrs) and more volunteers/interested parties are always welcome. A call for sites exercise is underway to ensure all landowners with potential sites to develop get an opportunity to submit them and for them to be

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assessed for possible inclusion in Malborough's Neighbourhood Plan. An appraisal team for the sites also needs to be convened. More information can be found on the Village website including links to a Site Submission Form. <http://www.malboroughvillage.org.uk/>

- B. c/f Correspondence previously received from Salcombe resident & Town Councillor David Cohen re. a project to improve Localism especially w.r.t. planning would be considered after the Elections. He wishes to initiate a campaign to push this forward and would like to attend a Malborough meeting to discuss.

*At 8.45 Cllr Pearce left the meeting*

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### 010 HIGHWAYS

Issues reported include:

- A. The Bolberry sign is o/s
  - B. The road sign in the hedge opposite High Ho has been displaced through large vehicles passing en route to Soar
  - C. There is a pothole outside the Royal Oak
  - D. The drain outside the vicarage appears to be blocked (the one recently reset)
  - E. The road edges at Collaton Down are badly eroded and encroach into the road although two poor and rudimentary repairs have been made. The standard workmanship on all repairs needs reviewing.
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### 011 FOOTPATHS, TREES, GRAVEYARD & ALLOTMENTS

- A. A new bench for Collaton Down has been ordered from Rattery Sawmills – delivery should be within the next few weeks
  - B. Jonathon Hawtin of Malborough Garden Services has started the new cutting regime of the graveyard. The first invoice will be higher than the standard cut fee because, as previously agreed, extra work was required to bring the grass and grounds up to spec. The hedge-line has already been restored and the footpaths re-edged
  - C. Cllr K Yeoman has contacted the grave-digger to move the spoil to make it easier to maintain the land.
  - D. o/s Cllr J Yeoman, having investigated the broken seat at the Pound, suggested we purchase some 10ft long wood and the meeting agreed to this.
  - E. o/s We have just received the .pdf file from the NT re the Council plaque at East Soar and a quote for a stock sign has been asked for.
  - F. o/s Dog mess has been reported at the East Soar Car Park; the NT is undertaking a review about how they deal with this issue on their sites. There was also a mound of poo bags (full) left at Bolberry, some 15 plus discovered recently by Cllr Kendall. Both Bolberry and Soar carparks were over-flowing over the Easter bank holiday
  - G. Having received, from DCC, .pdf file for printing on an acrylic panel complete with our PSMA licence number, Mrs Rossiter has agreed that one could replace the sign on the Post Office. Cllr Makepeace is taking this order forward and is also investigating the price for two of (one could go up in the Jubilee Bus Shelter).
  - H. There are: **Three allotments still available for the 2015 growing season. These vacancies are advertised in the Messenger and on the Notice Boards. Please contact the Clerk or Tony Lyle ([anthoneylyle@tiscali.co.uk](mailto:anthoneylyle@tiscali.co.uk))**
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### 012 VILLAGE HALL

- A. The full Minutes of MVH&PFA are on: <http://www.malboroughvillage.org.uk/group/villagehall>. The meeting was attended by Cllr John Yeoman.
- B. Re the village hall roof, we have now successfully secured £33,000 for this and the contract has been signed, work commences on 11<sup>th</sup> May. SMW roofing of Totnes secured the tender.
- C. A legacy has been received of £10k from Mrs Leach
- D. The conifers are going to be removed in May

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- E. The heater in the hall will have remedial repairs
- F. There is a prioritised 'wish' list of projects and investments.
- G. The village fete is on the 20<sup>th</sup> June.

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### 013 PARISH COUNCIL ELECTIONS

Despite advertising and some individuals expressing interest the meeting expressed their disappointment that no new candidates had come forward. Eight of the existing Parish Councillors will therefore be re-elected unopposed. Cllr Rendle had decided to stand down and Cllr Yeoman thanked him for all his work in the Parish and wished him well for the future. After the National Elections on 7th May 2015 the Parish will need to go through the co-option process to find its ninth Councillor which will involve advertising etc. again.

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### 014 MISCELLANEOUS

Cllr J Yeoman reported that:

- A. New pads have been fitted in the defibrillator
- B. There is a change to the Citizens Advice drop-in times in Kingsbridge from 7<sup>th</sup> April. The new drop in will be 10am – 11am on Tuesdays at Quay House (previously it was at the same time on a Wednesday).
- C. There is a triathlon running on Sunday 14th June from Quayside Leisure Centre.  
“.....This will be a brand new event and we are aiming for around 100 entrants. I just wanted to notify you that the event will be happening in your area and to ask you to mention this at any forthcoming Parish or Town council meetings. We are also looking for marshals should anyone be interested. The cycle route will be from the Cattle Market car park in Kingsbridge to Salcombe, via West Alvington and Malborough. There will be a short turnaround in the Beadon estate in Salcombe and the competitors will then return to Kingsbridge via Churchstow. Please see the enclosed map for closer detail. The run section will be a 2.6km out and back route on the old coach road to Salcombe from Kingsbridge. Again please see the enclosed map for further detail. The event will have a staggered start with competitors starting according to their predicted swim time. This will ensure there are not a large number of competitors on the road at one time. Additionally there is a no drafting rule in force that will prevent large groups of cyclists. The event will be marshalled and signposted. Should you have any further questions or if you know of any one who would like to participate or volunteer please feel free to contact me by e-mail at [j.laban@toneleisure.com](mailto:j.laban@toneleisure.com) or call Quayside Leisure Centre on 01548 857100...”
- D. The signing of the Magna Carta celebrates its 800<sup>th</sup> Anniversary 15<sup>th</sup> June . Nationally a project entitled 'LiberTeas' is planned for Sunday 14 June. To coincide with the 800th anniversary of sealing of Magna Carta (15 June 1215) the Houses of Parliament, in partnership with the National Trust and the Central Council of Church Bell Ringers, are asking the nation to take a moment to celebrate, debate and reflect on those rights which we can very often take for granted but which people throughout history have campaigned to make happen or fought to preserve. Communities across the UK are being encouraged to organise or attend a local event, to create a simultaneous celebration of their freedoms and rights. There will be a national peal of bells at 3pm after which we will ask the public to take a simultaneous cup of tea. Whether it's an afternoon tea for a few friends at home, a history talk or walk, a street party, a parade, a trail around the local museum – a LiberTeas event can be anything that you want it to be. Event ideas and further information at [www.libertees.co.uk](http://www.libertees.co.uk)
- E. There is a bell ringing competition being hosted in the village on Saturday 2<sup>nd</sup> May

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### 015 FINANCE & GOVERNANCE

- A. The monthly accounts, cash book and bills to pay were received for the new financial year, 2015/16, shown as year to date Appendix A with the addition of an £80 invoice due to K. Yeoman for work on the playground. The proposal to approve these was made by Cllr Harrod, seconded by Cllr Boyce and unanimously agreed (Cllrs Kendall and K Yeoman withdrawing). A mandate sheet and transaction record was introduced and duly signed to authorise the e-payments.
- B. The draft final accounts for 2014/15 were discussed, the headline and summary figures explained and examined and the month 13 position consequently signed off. These would now be sent to the Internal Auditors for their work to start. Proposed by Cllr Makepeace and seconded by Cllr Kendall, the meeting gave their unanimous approval to the figures.

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- C. Cllr J Yeoman then took the meeting through the Annual Governance Statement and, proposed by Cllr L Goodhead and seconded by Cllr Kendall the meeting agreed that its system of internal controls and governance were sound and signed off the Annual Governance Statement.
- D. The meeting noted that a child had injured himself on the skate park recently needing a visit to clinic. Cllr Harrod confirmed that the regular inspection regime of the park was in place, and recorded, and the Notices re conditions of use were still prominently displayed. Councillors noted that the park continued to be well used.
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### 016 CORRESPONDENCE

In addition to that taken under the agenda, the meeting received:

- Newsletters from DALC
  - Healthwatch Choices
  - South Hams Society newsletter
  - Malborough with South Huish Horticultural Society; their Annual Autumn Exhibition show programme for Saturday Sept. 12th
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### 017 OPEN FORUM

There being no further business the meeting closed at 21.10 hrs

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**DATES FOR THE DIARY:** The next Parish Council meeting is on Wednesday 20<sup>th</sup> May, 7.30pm, its' Annual General Meeting. Venue Village Hall Annexe.

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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, Makepeace, L Goodhead, 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

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**APPENDIX A**

| Category  | Descriptor                                     | Paid In   | Paid Out           | Cash Book Balance      |
|---|--|---|--------------------|------------------------|
| <b>Cash Book Balance b/f from last financial year</b> |  |   |                    | <b>14,195.41</b>       |
| Payments  | Salary - D Ede                                 |   | 582.72             | 13,612.69              |
| Receipts  | Allotments                                     | 86.25   |                    | 13,698.94              |
| Receipts  | Allotments                                     | 27.50   |                    | 13,726.44              |
| Receipts  | Allotments                                     | 27.50   |                    | 13,753.94              |
| <b>TOTALS YTD Financial year 2014/15</b>              |  | <b>£ 141.25</b>   | <b>-£ 582.72</b>   | <b>£ 13,753.94</b>     |
| <b>RECONCILIATION CASH BOOK TO BANK</b>               |  |   |                    | <b>£</b>               |
| Cash book balance b/d                                 | <b>FY 2015/16 YTD month 1</b>                  |   |                    | <b>£ 13,753.94</b>     |
| Balance at bank at end :                              | <b>31-Mar-15</b>                               |   |                    |                        |
|   | Revenue Accounts                               |   | 14,300.41          |                        |
|   | Unpresented Items                              | receipts  | 141.25             |                        |
|   |  | payments  | 687.72             |                        |
|   |  |   | <b>£ 13,753.94</b> |                        |
| <b>ACCOUNTS FOR PAYMENT</b>                           |  |   |                    |                        |
| D Ede (Salary)  | <a href="#">for current month</a>              | <i>paid on 15th of the month by standing order &amp; included in the above balances</i> |                    | <b>582.72</b>          |
| Plus  | Viking Stationery                              |   |                    | <b>116.08</b>          |
|   | D Ede - petty cash                             |   |                    | <b>1.50</b>            |
|   | K Yeoman                                       |   |                    | <b>80.00</b>           |
|   | Messenger Expenses - A Kendall                 |   |                    | <b>44.22</b>           |
|   | Messenger Expenses - P Cole                    |   |                    | <b>5.00</b>            |
|   | Messenger Expenses - M Kendall                 |   |                    | <b>33.60</b>           |
|   | DALC (deducted direct from Precept)            |   |                    | <b>203.77</b>          |
|   |  |   |                    | <b>484.17</b>          |
| <b>RECEIPTS &amp; PAYMENTS REPORT TO COUNCIL</b>      |  |   |                    |                        |
| <b>MEETING DATE</b>                                   |  |   |                    | <b>15th April 2015</b> |
| Prepared By:  | <i>Debbie Ede, Clerk to the Parish Council</i> |   |                    |                        |
| Date:   | <i>13/04/2015</i>                              |   |                    |                        |

**Month 13 2014/15 Year End Position**

| Category                                 | Descriptor                                   | Paid In            | Paid Out            | Cash Book Balance  |
|--|--|--------------------|---------------------|--------------------|
| <b>Cash book balance b/d</b>             |  |                    |                     | <b>14,879.59</b>   |
| Payment                                  | D Ede - stationery petty cash                |                    | 12.99               | 14,866.60          |
| Payment                                  | J Hawtin Graveyard hedge                     |                    | 375.00              | 14,491.60          |
| Payment                                  | Salcombe TC - Tap fund cycle track share     |                    | 637.00              | 13,854.60          |
| Receipt                                  | J Pearce SCLF Grant Mosaic/Art Project       | 281.50             |                     | 14,136.10          |
| Receipt                                  | Messenger advertising                        | 12.00              |                     | 14,148.10          |
| Receipt                                  | Messenger advertising (adjustment to 5000)   | 48.40              |                     | 14,196.50          |
| Year end write in                        | bank error on cheque 691 b/f 2013/14         |                    | 2.00                | 14,194.50          |
| Year end write in                        | bank error on cheque 615 b/f 2013/14         |                    | 0.09                | 14,194.41          |
| Year end balancing adjustment            | £1 reconciliation error in year! Bank error? |                    | 1.00                | <b>14,195.41</b>   |
| <b>TOTALS YTD Financial year 2014/15</b> |  | <b>£ 27,486.82</b> | <b>-£ 19,570.67</b> | <b>£ 14,195.41</b> |
| <b>RECONCILIATION CASH BOOK TO BANK</b>  |  |                    |                     | <b>£</b>           |
| Cash book balance b/d                    | <b>FY 2014/15, YTD month 13</b>              |                    |                     | <b>£ 14,195.41</b> |
| Balance at bank at end :                 | <b>31-Mar-15</b>                             |                    |                     |                    |
|  | Revenue Accounts                             |                    | 14,300.41           |                    |
|  | Unpresented Items                            | receipts           | -                   |                    |
|  |  | payments           | 105.00              |                    |
|  |  |                    | <b>£ 14,195.41</b>  | <b>0.00</b>        |