

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 15 th May 2019		Venue & Time: Annex, Malb. Village Hall, 19.30hrs	
Present: Cllr Ann Kendall Cllr Paul Pedrick Cllr Hayley Rutherford Cllr John Sampson Cllr John Yeoman (in the chair)	In Attendance: Katharine Harrod – Clerk & Minute taker Mrs Gill Boyce Dist. Cllr Mark Long County Cllr Rufus Gilbert Dist. Cllr Judy Pearce Part meeting	Apologies: Cllr Lucinda Goodhead Cllr Kevin Yeoman PC J Pengilly PCSO Paul O'Dwyer	

REF 2019/20 MINUTES

252 WELCOME & APOLOGIES

Cllr Yeoman congratulated Cllrs Long and Pearce on their election to the District Council.

253 ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT:

Following the recent elections, all Councillors have been provided with an acceptance of Office and Register of Interests forms for completion. All Councillors undertook to abide by Malborough Parish Councils' Code of Conduct.

254 ELECTION OF CHAIRMAN & CHAIRMAN ACCEPTANCE OF OFFICE

This being the AGM of the Parish Council, DCC Cllr Rufus Gilbert took the Chair whilst the 2019/20 Chair of the Parish Council was elected. Cllr John Yeoman was proposed as Chairman by Cllr Kendall, seconded by Cllr Rutherford and voted through unanimously. Cllr J Yeoman took the Chair

255 ELECTION OF VICE CHAIRMAN

The Chair then called for nominations for Vice Chairman. Cllr Sampson proposed Cllr Kendall; this was seconded by Cllr Rutherford and again approved by all.

Gill Boyce stepped down from Malborough Parish Council and did not stand in the 2019 elections. Gill has been a Councillor for 32 years with a spell as Parish Clerk before that. The Chairman presented her with a gift and bunch of flowers, on behalf of the Parish Council in thanks for everything she has done for the Parish.

256 APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES

The mandate of the Clerk as Responsible Financial Officer for the Council was renewed after a proposal by Cllr Kendall, seconded by Cllr Rutherford and voted unanimously.

Remaining appointments to be clarified at the June Meeting.

257 MESSENGER – Cllr J Yeoman

258 DECLARATIONS OF INTEREST: No Declarations of Interest were received.

259 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting and the Annual Parish Meeting both of 17th April 2019 were agreed without alteration.

Proposed: Cllr Sampson

Seconded: Cllr Rutherford and agreed unanimously

260 MATTERS ARISING:

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- a. Dog Walking in the Community Wood. MVH & PFA have contacted SHDC to request that they remove all land belonging to Malborough Village Hall from the new dog orders due in October 2019.
- b. Public toilets in the Square: The Chairman & Clerk met with Beers Solicitors and now await final advice from SHDC re the materials contained in the loft space. In light of the situation with the post office it has also been asked if the overage could be waived. We have recently been advised that the Post Office is in nationwide talks with the Co-Op to incorporate Post Offices within Co-Op premises. A request has been made for MPC to write to the Co-Op in support of this move.

ACTION: Clerk to write to Co-Op

- c. Collaton Road Bus Stop – two quotes have been received; a third quote is being obtained.
- d. East Soar Parking – Complaints were received re the parking during Easter and the Bank Holiday weekends at East Soar. The National Trust have advised this was an extremely busy period due to events at East Soar combining with the long weekend and record-breaking weather. The NT have recently had confirmation of the funding Emma Reece referred to at the April Parish Council meeting from the South West Coast Path and RDPE to create a temporary overflow car park for East Soar. This will be situated in the corner of the field (currently fallow) behind the existing car park and will double the capacity of parking. This can then be used at peak times such as Easter to meet the demands on capacity. The contractor has been instructed and a start date is awaited.

261 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

Vehicles parked at the Post Office have been noted as having no MOT, Police have been advised but no action taken. This will be followed up with the local officers.

SIGN UP TO DEVON & CORNWALL ALERT HERE: <https://alerts.dc.police.uk/Join>

262 COUNTY COUNCILLORS REPORT:

- a. The issues at Townsend Cross road have been dealt with.
- b. DCCs budget has balanced for the 2018/19 period, the mild winter has helped.
- c. £250k has been allocated to initial work on climate change commitments from DCC.
- d. Junction 29 on the M5 is to be improved (specifically Moor Lane roundabout).
- e. DCC is committed to ending loneliness in Devon and has commenced a loneliness campaign – loneliness leads to a variety of social issues and ending this will benefit all.
- f. Bikeability – bicycle training for children in Devon will be funded via a grant by the Department of Transport. Since 2006, 70k children have received this training.
- g. School funding is still under pressure in Devon. Devon MPs continue to lobby for more funds.
- h. Cycle path tarmac issue plus the surface of Higher Town & Vicarage Corner: Works to Higher Town & Vicarage Corner were not undertaken. This has been chased up with a further request to deal with the Cycle Path tarmac issue at the same time.
- i. Alston Gate 106 monies still incorporates £5k for path upgrade along Great Lane/Chapel Lane. This is only available until 29th March 2020. Cllr Gilbert to speak with Highways Officer Adam Keay.
- j. A request was made for evening parking enforcement covering Malborough and incorporating South Huish and Salcombe. **ACTION: Clerk to discuss with Salcombe Clerk & report to Cllr Gilbert**
- k. Issues at Four Ways was reported, the reference number will be provided to Cllr Gilbert. **ACTION: Clerk**

PLEASE report all highways issues ONLINE at:

<https://new.devon.gov.uk/roadsandtransport/report-a-problem/>

If you do not have internet access, please contact the Clerk on 07704 941150

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263 DISTRICT COUNCILLORS REPORT:

- a. SHDC Budget for 2018/19 was closed and finished in the black!
- b. Paperless Planning: Councillors have requested a hard copy for every case – can this be provided and how much would it cost? **ACTION: Clerk to request from Cllr Pearce & obtain costings for an A3 Printer**
- c. Salcombe Retreat Update: The Officer Report has yet to be published. Reminder that the Neighbourhood Development Plan carries full weight and should be referenced. A communication has been received re the application. Cllr Pearce is dealing with this.
- d. Query re Baker Estates Street Names. Noted that a complaint has been received re the generator at the new office, this was sent direct to Baker Estates. **ACTION: Clerk to send street name suggestions to Cllr Pearce**
- e. Ashby's Lights: A further complaint has been received re the lights. They are on from 21.00hrs – 05.00 hrs. Planning permission has not been sought and would contravene the NDP Dark Skies Policy number 12. A contact of MPC will be asked to clarify times/dates of the lights. **ACTION: Cllr Sampson**
- f. Local Lettings Plan: The parish are aware that there is a specific local lettings plan for social housing in the town of Salcombe. Councillors would like to see a local lettings plan adopted for the Parish of Malborough. Noted: South Huish Parish Council are requesting the same. **ACTION: Cllr Pearce**

264 PLANNING:

- a. **Applications** received by the Parish Council and under discussion and consideration for the last period. Any recommendation by the Parish Council to the Planning Department is noted after the application details. Those without comment remain under discussion.
NO applications were received during the period.

NOTE: When providing a response to planning applications, the Malborough Neighbourhood Plan will be referenced.

Remaining under SHDC Discussion:

0927/19/HHO 16 Collaton Rd Extension – MPC approval

1064/19/HHO 35 Collaton Rd Boat Store – MPC conditional approval

1108/19/ARC Portlemore Barton, Removal of Conditions – MPC no objections

4108/18/FUL Baker Estates Retrospective permission for temporary access road. MPC approved

SHDC Determination date 11th February 2019!

4015/18/FUL Salcombe Retreat, Proposal 23 caravan/lodge bases, parking & internal access road.

MPC Objection. **SHDC Determination date 07th March 2019**

0184/19/FUL Harwood Farm, Temporary mobile home – MPC Support **SHDC Determination Date 22nd March 2019**

0411/19/CLE Westentown, Lawful development certificate – noted neither a statutory declaration nor affidavit has been received. MPC No Objections **SHDC Target Determination Date 5th April 2019**

- b. **Decisions:**
No decisions made during the period. All applications remaining under SHDC discussion are now past their target determination date.
- c. **Enforcement issues:** Continue to be dealt with.
Please will all parishioners provide the Clerk with full details of any violations that do not adhere to the original application for which permission was granted. **ALL** violations will be reported to Enforcement.

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d. **Neighbourhood Development Planning:**

Malborough Parish Council reiterate that the Malborough Neighbourhood Plan will be referenced when providing a response to planning applications.

265 FOOTPATHS, TREES & ALLOTMENTS:

- a. Cycle Track: The Cycle Track and Access For All paths have both recently been cut.
- b. Allotments: A request has been received to add access (locked gate) at the bottom of the allotments for use when reading the meter. Subject to the landowner's approval. Proposed Cllr Sampson Seconded. Cllr Rutherford NB: Allotment invoices to be issued next week. There are currently no allotments available. **ACTION: CLERK**
- c. A Highway Maintenance Bid has been submitted in respect of continued maintenance of the cycle track & access for all path. The outcome should be advised in June.

266 VILLAGE HALL:

- a. Car Park. Malborough Councillors require the FULL application to be given approval from SHDC. Updated drawings are required from the architect to clearly show the drainage (as previously requested from SHDC). The architect needs to be aware that the funding will be lost if this situation continues.
The drainage expert also requires plans including the substrate of the top area by the hall that is due to be covered first.

In due course, three new quotes will be required due to the significant increase in costs through using Golpla. However, the current priority is SHDC sign-off of the full application.

The situation will be reviewed in June. MPC have no intention of losing the monies allocated to the Parish and if insufficient progress is seen, the funding will be allocated to an alternate identified project for the benefit of the Parish. The funding for the parking project will then be obtained later. **ACTION: CLERK**

- b. Request for additional grass cuts – an additional cut of the area surrounding the village hall has been quoted at £7 per cut. This will be added to the monthly cuts. Proposed Cllr Rutherford Seconded Cllr Pedrick **ACTION: CLERK**
- c. Chicane entrance path to village hall: A replacement has been ordered but has not arrived yet. Clerk to chase again.
- d. MPC have requested that Marshalls be available at all football games to alleviate the Collaton Road parking issues. They are having a meeting with them shortly. An update will be provided in June.
- e. Monthly update: Full minutes are available on the MVH & PFA page of the Malborough Website.

267 MISCELLANEOUS:

- Land Ownership – The Pound & Substation. Registration of these two areas would cost approximately £750. Proposed Cllr Pedrick, Seconded Cllr Kendall **ACTION: Clerk to obtain second quote before further action taken.**
- VAS – The VAS equipment is slowing traffic down, results from the system have been provided to Councillors and will be assessed for any liaison with the local police. Cllr Pedrick to speak to PC Pengilly re the details required by police. **ACTION: Cllr Pedrick**

268 FINANCE & GOVERNANCE:

- a. The accounts for 2019/20 month 2 were received, see **Appendix A**. A mandate sheet and transaction record were introduced and duly signed to authorise the following e-payments:
 - Clerks Salary, HMRC & Expenses £794.50
 - SHDC Toilet Payments (2 years) £2,207.47
 - Malborough Garden Services (graveyard & ground maintenance) £393
 - Data Protection ICO £35
 - G&J Hocking Allotments Rent £250

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- Came & Co Insurance £727
- Viking Magnet Boards for noticeboards £123.49

The payments were proposed by Cllr Sampson and seconded by Cllr Rutherford and carried unanimously.

- Clerks Salary – the annual NALC increase has been received. The Clerks Salary was also increased by one increment to level 23 with the agreement that additional hours can be charged for as/when undertaken on the understanding that this is unlikely to exceed 80 hours per annum. Proposed Cllr Pedrick Seconded Cllr Rutherford
- VAT Return: A VAT return has been submitted to cover the 2018/19 period, a refund of £4,383.63 is expected within ten days
- Internal Audit – the internal audit took place on 8th May. The auditor signed off the accounts for the external audit.
- Annual Governance & Accountability. Delayed until June 2019
- Candidate Spending forms were provided to Councillors, these must be returned to SHDC ASAP.
- New Councillors Courses including planning to be considered in due course.
- Review of Policies:

Policy	Council Lead	Last reviewed	Review Date
Safeguarding Children	Lucinda Goodhead	May 2019	All policies due for renewal at the May meeting annually
Code Of Conduct including addendum Social Media Policy	John Yeoman	May 2019	
Financial regulations	Clerk	May 2019	
Standing Orders	Clerk	May 2019	
Protocol on the filming and recording of Local Council and Committee Meetings	Clerk	May 2019	
Records Management Policy	Clerk	May 2019	
Dispensation; precept setting	Clerk	May 2019	
Dispensation; cheque signatories/BACs authorisation	Clerk	May 2019	
Skate Park; Risk Assessment, Inspection and Management		May 2019	
Freedom of Information	Clerk	May 2019	
Environmental Policy	Clerk		
Emergency Plan	J Yeoman		
Neighbourhood Plan	Full Council	Adopted 23 rd March 2019 by SHDC.	2024 full review. 5-year action plan in place. Annual review of progress, May
Undertakings/Adopted Protocols	Who?	Action/When	Review
Code of Conduct	All Councillors	Individuals undertake to adhere to the Code on election/co-option	-
Register of Interests	All Councillors	On election/co-option	Individuals to amend their Register as required.
Register of Interests Malborough Neighbourhood Planning Forum	All Forum Members	On joining Forum	Individuals to amend their Register as required.
Acceptance of Office	All Councillors	On election/co-	-

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		option	
Acceptance of Office	Chairman	On election – annually at AGM	May 2019 then annually
Appointment of councillors to committees/lead roles and renewal of Clerks' mandate as RFO	All Councillors	On election and annually at AGM	May 2019 then annually
Contract	Review Panel	w.e.f.	Action required
Long Term Service Agreement; Came & Company Parish Council Insurance	Full Council	April 2017, 3 years	For 2020 financial year
Contract; Internal Audit	Full Council	2017, for 3 years	For 2020 financial year
Contract; Malborough Garden Services	Full Council	April 2015	5 year contract. Re-tender Dec 2019, w.e.f. April 2020
Contract; SHDC winter toilet cleaning	Full Council		Awaiting transfer of asset from SHDC to MPC

269 CORRESPONDENCE:

- AONB 2019-2024 Meeting invitation received. Being held at Battisborough House 24th May 11.30 – 12.45pm.
- Request for Cumber Close Bus Stop to be washed.
- Request for parishioner to be added to the distribution list for the MPC minutes.

270 CLOSED SESSION:

During closed session the Councillors considered the expressions of interest received in respect of the two vacant Councillor positions. Two of the candidates were proposed by Cllr Kendall and seconded by Cllr Sampson, the proposal was unanimously approved, the successful candidates will be contacted to formally offer them the position. The Councillors want to thank everyone who expressed an interest, it was extremely positive to see the number of people who applied.

MEETING ENDS 21.50 Hrs

DATES FOR THE DIARY: The 2019 Parish Council Meeting dates are: 19th June, 17th July, 18th Sept, 16th Oct, 20th Nov and 18th Dec. All meetings commence at 7.30pm and are held at The Annexe, Malborough Village Hall.

Signed as a true record: _____

Print Name & Date: _____

Agenda Items and Updates; where possible please could these be submitted to Mrs Katharine Harrod 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 Mrs Katharine Harrod for distribution) together with their apologies.

Distribution List

Cllrs Goodhead, Kendall, Pedrick, Rutherford, 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), Malborough Parish Council Notice

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Boards (2), Malborough Primary School, Malborough Village Hall Committee: Mr A Morgan, Mrs Gail Allen, Mr Duncan Pope, National Trust, SVRA

APPENDIX A

Malborough Parish Council Finance: Month 2

Category	Descriptor	Date	Month No. of Report to Council	Paid In	Paid Out	Cash Book Balance
Cash Book Balance b/f from last financial year						17,726.48
Receipt	Precept first tranche	09/04/2019	1	14,057.00		31,783.48
Receipt	Interest (Gross)	09/04/2019	1	0.92		31,784.40
Receipt	Clerks April Salary & Expenses	15/04/2019	1	-	603.33	31,181.07
Receipt	WRITE OFF £480 Payments from 2017	17/04/2019	1	480.00		31,661.07
Receipt	South Huish Printing Fees	12/04/2019	1	88.20		31,749.27
Payment	Viking Stationery				41.32	31,707.95
Payment	South West Water				24.60	31,683.35
Payment	Playpark maintenance & goodwill				12.24	31,671.11
Payment	Actionwest Business Systems				295.00	31,376.11
Payment	Malborough Garden Services				393.00	30,983.11
Payment	Dalc Annual Renewal				223.16	30,759.95
Payment	Messenger Expenses A Kendall				41.48	30,718.47
Payment	Messenger Expenses P Cole				5.00	30,713.47
Payment	Messenger Expenses M Kendall				33.60	30,679.87
Receipts	Graveyard Fees			430.00		31,109.87
TOTALS YTD Financial year 2019/20				£ 15,056.12	-£ 1,672.73	£ 31,109.87
RECONCILIATION CASH BOOK TO BANK						£
Cash book balance b/d				FY 2019/20 month	2	£ 31,109.87
Balance at bank at end :					07-May-19	
	Revenue Accounts				31,109.87	
	Unpresented Items			receipts	-	
				payments	-	
					£ 31,109.87	-
ACCOUNTS FOR PAYMENT						Variance
				DD 15th Month		
	K Harrod Salary					781.92
	HMRC NIC					12.58
Plus						
	SHDC Toilet Payments					2,207.47
	Malborough Garden Services					393.00
	Data Protection ICO					35.00
	Hocking Allotment Rent					250.00
	Came & Co Insurance					727.00
	Viking Stationery					123.49
Meeting Sub Total						3,735.96
Receipts & PAYMENTS REPORT TO COUNCIL						
MEETING DATE				15/05/2019		
Prepared By:				K Harrod for Malborough Parish Council		
Date:				07/05/2019		