

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

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<b>Date: 17<sup>th</sup> October 2018</b>		<b>Venue &amp; Time:</b> Village Hall Annexe, 19.30hrs
<b>Present:</b> Cllr Gill Boyce Cllr Ann Kendall Cllr Paul Pedrick Cllr Hayley Rutherford Cllr John Yeoman (in the chair) Cllr Kevin Yeoman	<b>In Attendance:</b> Kathy Harrod – Clerk & Minute taker  Dist. Cllr Judy Pearce Dist. Cllr Simon Wright  Part meeting	<b>Apologies:</b> Cllr Lucinda Goodman Cllr Keith Makepeace Cllr John Sampson County Cllr Rufus Gilbert PC J Pengilly

REF 2018/19 MINUTES

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### 187 WELCOME & APOLOGIES

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**188 DECLARATIONS OF INTEREST:** Cllr Kendall recorded a declaration of interest in respect of Finance and withdrew from these discussions.

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**189 MESSENGER:** Clerk November/December issue

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### 191 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting and Annual Parish Meeting of 26<sup>th</sup> September 2018 were agreed and signed without alteration.

Proposed: Cllr K Yeoman      Seconded: Cllr Pedrick and agreed unanimously

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### 192 MATTERS ARISING:

- A. Collaton Road Bus Stop – the bus stop is in poor condition; currently awaiting quotes for works.  
**ACTION: Clerk**
- B. Public toilets in the Square: MPC have expressed an interest to SHDC in the transfer of freehold ownership to MPC. We await further information from SHDC.
- C. Snow Warden Team & Associated – The new gritter has been collected and will be added to the insurance schedule. A photo and press release will be provided to the Kingsbridge & Salcombe Gazette and a request for £1,000 will be sent to DCC for monies allocated to the gritter fund. The Council thanks Cllrs Gilbert, Pearce and Wright for their help and financial support. The old gritter is still to be collected by Thurlestone Parish Council. **ACTION: Clerk**

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### 193 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

MPC have received complaints from parishioners re two petrol scooters being used in the parish. There were queries re the legality of this and the police were asked to investigate. PC Pengilly has since advised that the vehicles will not be used on the road again.

If anyone has any information incidents in the parish, please ensure you pass the information on.

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### 194 COUNTY COUNCILLORS REPORT:

- A. VAS –Further investigation is called for. **ACTION: Cllr Sampson**

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- B. 30mph Roundels – Adam Keay is following up with the Traffic Team. **ACTION: Clerk to chase.**
- C. SCARF (Speed Data Analysis) – The SCARF investigation speed data was recorded in May; however, Highways were unable to analyse it until September. Data was recorded at the same two sites in Collaton Rd that were looked at in 2007. Mean speeds were between 21mph and 24mph. There was one recorded injury accident in the previous five-year period. Although Highways haven't discussed this at a SCARF meeting yet, it is almost certain that the SCARF Team will agree to finalise the investigation with no further action.
- D. Lower Town Lighting – a light is out in Lower Town and has been reported with a request for urgent attention. When the team inspected it they discovered the issue is that of a broken cable, this will take longer to deal with.

**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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### 195 DISTRICT COUNCILLORS REPORT:

- a. A complaint has been made re the sewage works, the smell has been horrendous, noise has increased, lights are on 24/7. Three or four tankers full per day are being removed from the site. The original planning application said that the smell should be contained within the unit, this is clearly not the case. Environmental Health have been contacted, Parishioners affected are also advised to contact Environmental Health. **ACTION: Cllrs Pearce & Wright to follow up.**
  - b. Dog Walking in Community Wood – an email exchange continues re the SHDC statement on their website that dogs are allowed in the community wood. This has never been the case; the land is private land and at no point has there been any agreement to allow dogs on the MVH & PFA land. **ACTION: Cllr Pearce to investigate**
  - c. Fly Tipping – Reports made but no action taken 2018/9/00082 first reported early August, again in September. We have since been advised that the problem is still there. **ACTION: Clerk to follow up.**
  - d. SHDC Commercial Dustcarts continue to leak effluent and cause mess and noxious smell. Cllr Pearce will refer this back to the relevant teams. **ACTION: Cllr Pearce.**
  - e. Query raised re number of domestic bins being used by some commercial premises. This will be investigated. **ACTION: Cllr Wright**
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### 196 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.

**1780/18/ARM Baker Estates Ltd**, Portlemore Estate.

A significant number of revised plans have been posted to the website dated 4<sup>th</sup> September and no notification of this has been made to MPC. Clerk to write to Wendy Ormsby to request notification to be made when issues like this arise.

The works being undertaken at the site are causing concerns to some residents due to noise, language, works commencing too early etc. If anyone has any further issues, please advise the Clerk by email ([malboroughparishclerk@gmail.com](mailto:malboroughparishclerk@gmail.com)). **ACTION: Clerk to report to relevant authority**

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**106 Monies** – the Chairman and Clerk met with Rob Sekula to discuss 106 monies due and the potential of taking over the play area by Malborough Park. 106 monies have been allocated from the Portlemore development as have £25k from SHDC if MPC take over the park as an asset.  
Proposed Cllr Kendall, Seconded Cllr Rutherford  
Four votes received in favour, two against, motion carried.

### ***Remaining under SHDC Discussion:***

**2217/18/HHO & 2218/18/LBC** – Mr & Mrs D Cowling, The Barn, Shute House MPC Approval

**1666/18/HHO** B Friend, Roseland, Lower Town – MPC Approval

**1780/18/ARM** Baker Estates Ltd, Portlemore Estate

**0489/18/FUL** Soole – MPC Approval

### **B. Decisions:**

**2838/18/TPO** – Mr Rowell, Shute End re Horse Chestnut, MPC Approval. SHPC Conditional Approval.

**2372/18/HHO & 2373/18/LBC** – N Hawes, The Cottage, Chapel Lane, MPC Conditional Approval. SHPC Conditional Approval.

**2371/18/FUL** - Mrs Stidston-Knott, Bolberry House Farm Caravan & Camping Park. MPC Approval. SHPC Conditional Approval.

### **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.

### **D. Neighbourhood Development Planning:**

The Examiners initial report has been received. The Chairman is meeting with a SHDC employee on Friday 19<sup>th</sup> October to discuss further.

**ACTION: Clerk to forward report to councillors**

**To view the full plan proposal please visit**

**<https://www.southhams.gov.uk/article/3882/Neighbourhood-Development-Plans-andOrders> or if you wish to view a hard copy of the plan contact the Parish Council.**

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## **197 Highways:**

- A. Lorry Signage: A sign has been ordered to help prevent lorries accessing Broadmoor Lane. Consideration given to “ignore Satnav” signs with a view to adding one at Luckhams lane in addition to Broadmoor.
  - B. Bus Stop Cumber Close: Tally Ho were due to visit the damaged bus stop, we await an update.  
**ACTION: Clerk**
  - C. Light out by the Church & pothole on Shute Hill, lady fell into it and required 11 stitches. Shute Hill hedge overgrowth, hoseholders will be contacted by letter to parishioners advising that it be dealt with or the issue will be passed on to DCC who will charge for their work.  
Chadders Shute garden – tree requires attention. This will be reported to SHDC to revisit following concerns re safety.  
No Through Road sign at end of Collaton Road missing, highways will be advised. **ACTION: Clerk to report all.**
  - D. Road Closure Higher Town 9<sup>th</sup> & 10<sup>th</sup> November between hours of 19.00hrs and 07.00hrs for resurfacing. Clerk will ask that they include Vicarage Corner. **ACTION: Clerk**
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### 198 FOOTPATHS, TREES & ALLOTMENTS:

- A. Allotments – Tony Lyle has confirmed that the water can be turned off now. Cllr J Yeoman will speak to Mr Hocking to confirm. **ACTION: Chairman**
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### 199 VILLAGE HALL:

- A. Cllr Kendall attended the recent meeting.
- B. Monthly update: Full minutes are available on the MVH & PFA page of the Malborough Website.
- C. Parish Office – the Parish Office now requires painting/finishing. Documents will be transferred to the room in due course. Continued retention of documents and the format in which they are retained requires discussion. **ACTION: Clerk to add to next agenda.**
- D. Car Park Update – The Chairman, Clerk and Mrs Allen met with the SHDC drainage expert on 16<sup>th</sup> October to discuss the conditional approval. The proposal of Golpla was well received along with barriers at relevant points to prevent the need for soakaways.
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### 200 MISCELLANEOUS:

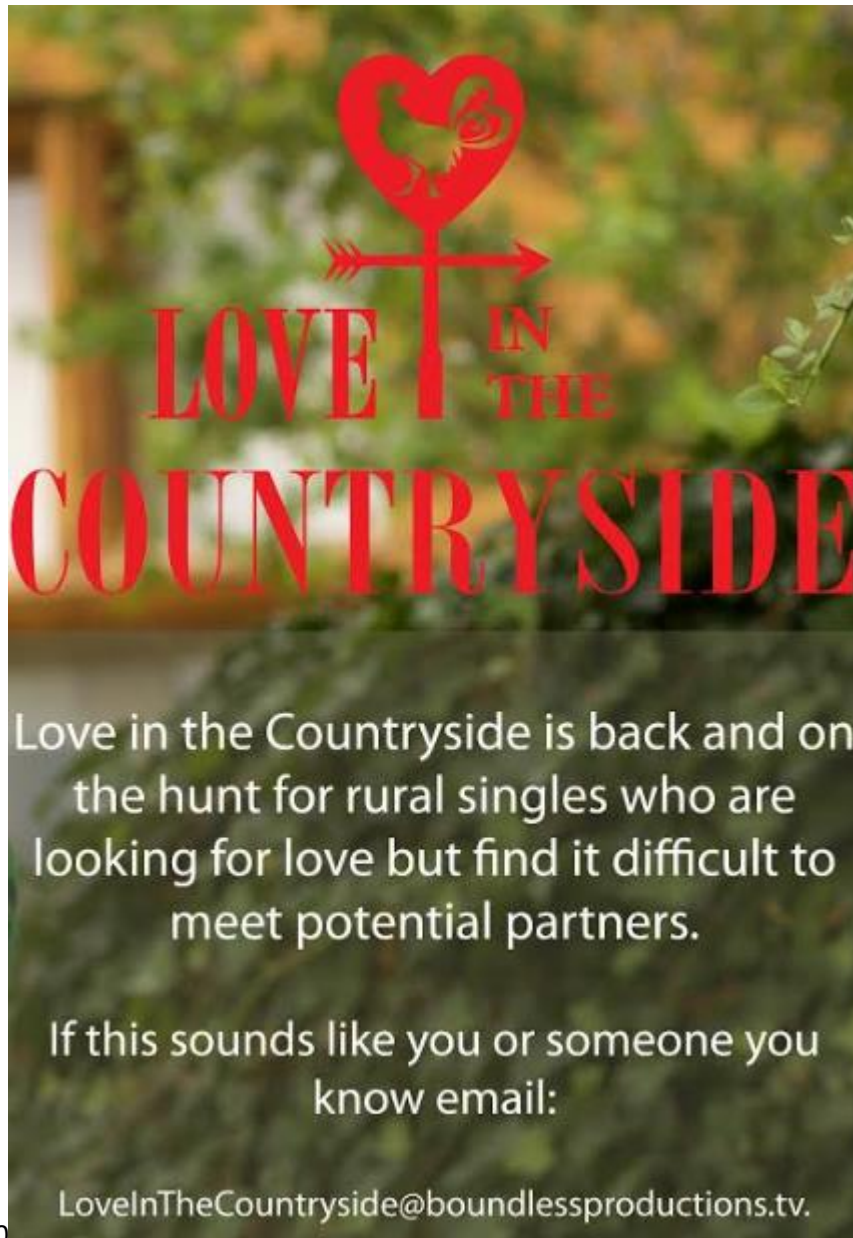
- A. CPR Training – A CPR Training Course is being organised, interested parishioners should register with the clerk or at Malborough Post Office once full details are available.
- B. Horse Awareness in the Parish: The National Trust have been contacted re allowing horses on their land, we await a meeting date. Local landowners are being contacted to discuss options. **ACTION: Clerk**
- C. Village Handy-Man, ongoing.
- D. South Devon AONB annual forum & 'What makes South Devon special finale, event to be held on 22<sup>nd</sup> October 2018 from 18:30 to 21:00 (BST) at the Arts Centre, Flavel Street, Dartmouth.
- E. Communities Together Fund Proposal. Kingsbridge Town Council have approached Salcombe Town Council, West Alvington Parish Council and Malborough Parish Council with a view to a joint bid in respect of funding a feasibility study into a Kingsbridge to Salcombe cycle path. This is a feasibility study only at this stage, there are no thoughts re-route etc, this would all be determined by the study. All agreed it would be a positive venture, a request for a by-law for cyclists to use the track would be made as would a request to consider running a bridleway alongside from Malborough. Proposed Cllr K Yeoman, seconded Cllr Kendall **ACTION: Clerk to contact Martin Johnson, Kingsbridge Clerk.**
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### 201 FINANCE & GOVERNANCE:

- A. The accounts for 2018/19 month 7 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 £789.13
  - G & J Hocking Allotment Rent £250
  - Viking Stationery £125.65
  - Cllr Kendall Messenger Expenses £64.10
  - P Cole Messenger Expenses £5
  - M Kendall Messenger Expenses £33.60
  - Road Signs Direct £72
  - SHDC Annual Insurance/Playground inspection fee £240
- The payments were proposed by Cllr Boyce and seconded by Cllr Rutherford and carried unanimously. We have previously agreed to pay the playground inspection fees, this will be settled once the correct invoice has been received.
- B. Governance – Website Meeting and Payment Request. The annual meeting of the Village Website has taken place recently. The website bank account has received no monies for some years, the account balance is reducing year on year and this would cause an issue should any maintenance/upgrades be required. The account must retain the sum of £400 to be used if the website is disbanded. There is now less than £400 remaining for any works required. Cllr Pedrick proposed that the sum of £150 be given as donation from the Messenger advertising to provide capital for essential works, this sum to be reviewed annually. Seconded Cllr Boyce.

**202 CORRESPONDENCE:**

Remembrance Service & Parade – 10.30 at Village Hall, parade to the War Memorial and service at church 11am. Afternoon service at East Soar 3pm.



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**203 OPEN FORUM:**

A new pressure washer is required in respect of the gritter to ensure that the new machine is kept in good condition. A Karcher model has been found the cost is approximately £500, cheaper models are available but not so reliable or effective. The equipment would have to be kept in a place where it can't freeze when the temperature drops. Prices will be obtained along with confirmation of security/storage etc. This will be brought to the November meeting for full consideration. **ACTION: Snow Wardens**

A query was raised re Tabbs Cottage as mentioned in previous minutes, they were visited by the Public Right of Way Officer who explained the legal position. They agreed to remove the gate, the meeting noted that the gate has not yet been removed. **ACTION: PROW Officer**



Do you fancy supporting MVH and other local causes via the Seamoor Lotto?

A poster with a dark brown background decorated with scattered autumn leaves in shades of red, orange, and yellow. The text is white and orange. The word 'Autumn' is written in a large, stylized, orange script font. Above it, 'Help brighten our' is in white. Below it, 'Support us today and you can be the change we need this season' is in white. At the bottom, there is a list of four bullet points in white.

Help brighten our

**Autumn**

Support us today and you can be the change we need this season

- Help us to make a real difference to our local community
- Sign up today for just £1 a week
- Start supporting local causes today
- As well as supporting the community, you could WIN up to £25,000!

TO SUPPORT GO TO: <https://www.seamoorlotto.co.uk/support/malborough-village-hall-and-playing-fields>

**MEETING ENDS 21.35 Hrs**

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**DATES FOR THE DIARY:** The 2018 Parish Council meeting dates are: 21<sup>st</sup> Nov and 19<sup>th</sup> Dec. The 2019 Parish Council Meeting dates are: 16th Jan, 20th Feb, 20th March, 17th April, 15th May, 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.

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**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 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 Mrs Katharine Harrod for distribution) together with their apologies.

**Distribution List**

Cllrs Boyce, Goodhead, Kendall, Makepeace, 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 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 7

Category	Descriptor	Date	Paid In	Paid Out	Cash Book Balance
	<b>Cash Book Balance b/f from last financial year</b>				<b>18,358.03</b>
Payments	Gritter Purchase	04/ 10/ 2018	-	9,600.00	33,723.48
Payments	Malborough Garden Services Graveyard	04/ 10/ 2018	-	216.00	33,507.48
Payments	Malborough Garden Services Maintenance	04/ 10/ 2018	-	249.00	33,258.48
Payments	MVH Room Hire	04/ 10/ 2018	-	27.00	33,231.48
Payments	South West Water Allotments	04/ 10/ 2018	-	52.93	33,178.55
Payments	PKF Littlejohn Audit Fee	04/ 10/ 2018	-	240.00	32,938.55
Payments	Malborough Garden Services July Invoices	04/ 10/ 2018	-	393.00	32,545.55
Payments	JMV Property Main Parish Office	09/ 10/ 2018	-	1,800.00	30,745.55
Payments	October Clerk Salary & Facilities Recharge	15/ 10/ 2018	-	789.13	29,956.42
Receipts	Messenger Payment	27/ 09/ 2018	16.00		29,972.42
Receipts	South Huish Printing Fees	12/ 10/ 2018	91.80		30,064.22
Receipts	R Hunt Messenger Fees	16/ 10/ 2018	35.00		30,099.22
Receipts	West End Garage Messenger Fees	16/ 10/ 2018	60.00		30,159.22
Receipts	Salc Embroidery Messenger Fees	16/ 10/ 2018	35.00		30,194.22
Receipts	Interest (Gross)	09/ 10/ 2018	1.61		30,195.83
<b>TOTALS YTD Financial year 2018/19</b>			<b>£ 35,423.45</b>	<b>-£ 23,585.65</b>	<b>£ 30,195.83</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>					<b>£</b>
<b>Cash book balance b/d</b>			<b>FY 2018/19 month</b>	<b>7</b>	<b>£ 30,195.83</b>
<b>Balance at bank at end :</b>				<b>16-Oct-18</b>	
	<b>Revenue Accounts</b>			<b>30,675.83</b>	
	<b>Unpresented Items</b>		receipts		
			payments	<b>- 480.00</b>	
				<b>£ 30,195.83</b>	<b>-</b>
<b>ACCOUNTS FOR PAYMENT</b>					<b>Variance</b>
	<u><a href="#">K Harrod Salary &amp; HMRC NIC &amp; Expenses</a></u>		incl. £20 facilities recharge, paid and incl. above		<b>789.13</b>
Plus	G & J Hocking Allotment Rent				250.00
	Viking Stationery				125.65
	Cllr Kendall Messenger Expenses				64.10
	P Cole Messenger Expenses				5.00
	M Kendall Messenger Expenses				33.60
	Road Signs Direct				72.00
	SHDC Annual Insurance/Play Ground Inspection				240.00
	<b>Meeting Sub Total</b>				<b>790.35</b>
<b>Receipts &amp; PAYMENTS REPORT TO COUNCIL</b>					
<b>MEETING DATE</b>			<b>17/10/2018</b>		
	Prepared By:		<u><a href="#">K Harrod for Malborough Parish Council</a></u>		
	Date:		<u><a href="#">16/ 10/ 2018</a></u>		