

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 21st November 2018		Venue & Time: Village Hall Annexe, 19.30hrs
Present: Cllr Gill Boyce (in the chair) Cllr Lucinda Goodman Cllr Ann Kendall Cllr Keith Makepeace Cllr Paul Pedrick Cllr John Sampson Cllr Hayley Rutherford Cllr Kevin Yeoman	In Attendance: Kathy Harrod – Clerk & Minute taker Dist. Cllr Judy Pearce Dist. Cllr Simon Wright County Cllr Rufus Gilbert Graham Hutton – Baker Estates Glen Hilton – Baker Estates Tom Biddle Part meeting	Apologies: Cllr John Yeoman PC J Pengilly

REF 2018/19 MINUTES

204 WELCOME & APOLOGIES

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

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

207 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 17th October 2018 were agreed and signed without alteration.

Proposed: Cllr Boyce Seconded: Cllr Pedrick and agreed unanimously

208 INVITED GUESTS: Baker Estates

Neither SHDC nor MPC had realised the extent of the larger houses on the estate. Upon realising the numbers, SHDC spoke with Baker Estates who agreed to reduce the number of larger properties so that 3 bed properties now account for 40% of the overall development.

Cllr John Yeoman has spoken with all councillors re the development and all councillors approved of the new proposal.

Essentially, three four bed homes have been taken out in favour of six three bed homes, this increases the overall housing to a total of 53 properties.

New documentation is now online on the SDHC website including an indicative drawing that shows the new layout/properties. The parking ratio across the site remains at 3 spaces per property however the spaces for the six three bed homes has reduced slightly to 2.5 spaces per property.

The new submission will be input 7th December.

Glen Hilton was introduced as the site manager. Glen will be on site regularly but not daily.

Contact details for Baker Estates will be included in the next edition of the Messenger and added to the back page of the Messenger so that parishioners may contact them directly if there are any questions or concerns. **ACTION: Clerk to obtain details**

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The access road is laid with tarmac, this reduces mud on Collaton Road and allows the sewage tankers easy access. In time this will be used for contractor parking. Noted that a small planning application will be forthcoming re the temporary road. When the retrospective planning application is received for the road, councillors unanimously agreed for the clerk to approve the application without further discussion.

209 MATTERS ARISING:

- A. Collaton Road Bus Stop – the Clerk has a meeting next week re quotation for replacement of the bus stop. We still await a response from a second company. **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. A letter was received from a parishioner re the toilet block, a response was sent from the clerk. Noted that without the monies or a suitable alternate location to site new toilets, Malborough Parish Council do not feel that they are able to sell the existing toilet block once ownership has been transferred from SHDC.
- C. 16t of grit has now been delivered.
Research re pressure washers has been undertaken by Cllr K Yeoman. The proposed model is a case oven Karcher, cost £624 inclusive of VAT. Purchase Proposed Cllr Pedrick, Seconded Cllr K Yeoman.
- D. A contribution of £500 towards the cost of the gritter was received from the Hope Cove Weekend monies. **ACTION: Clerk to send letter of thanks.**
- E. Gritter Promotion date – 5.30pm, 12th December, West End Garage. **ACTION: Clerk to email all.**

210 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

MPC have received further complaints from parishioners re two petrol scooters being used in the parish. PC Pengilly had previously that the vehicles would not be used on the road again. Details of the times/dates of use have been reported.

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

211 COUNTY COUNCILLORS REPORT:

- a. 30mph Roundels – Adam Keay has confirmed that the Traffic Team have agreed to this, we await a date. **ACTION: Clerk to monitor.**
- b. Lower Town Street Light still out due to a cabling fault. Southern Electric have the contract for maintenance. Cllr Gilbert will provide contact details. **ACTION: Clerk to follow up.**

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

212 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. **The cause of action that would trigger an official breach of service needs to come from a member of the public. A concern from the Parish Council does not carry the weight**

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of an individual member of the Public - apparently a specific public incident must be addressed . Once public complaints are provided, Environmental Health will then act upon them.

- 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.

The SHDC Orders were made under section 57 of the Clean Neighbourhoods and Environment Act 2005 which specifies that they can be made in respect to any land which is open to the air and to which the public are entitled or permitted to have access (with or without payment). Honey Foskett advises that the spirit of the process is to assist landowners in the management of such sites?

If the land does not come within the definition then certainly, if removing the order(s) is appropriate then that should be considered in the upcoming review. NB: If this course of action is chosen, there would be no recourse to enforcement provisions.

SHDC also ask if there has ever been any discussion about registering the Community Wood as a designated nature reserve. This would allow them to categorise the area as a dog exclusion zone.

At the recent MVH meeting they discussed the situation re dog access and confirmed that they wish to continue to stop dogs being walked (on leads or not) on our Playing Fields / in the Children's Play Area, Skateboard Park and in the Wood (except for the Village Access Path which allows dogs). MVH accept that they will have no enforcement by SHDC in this respect and they will continue to monitor the situation as they have done for many years.

SHDC state that dogs may be taken onto playing fields in the South Hams but that they must be on a lead during play. Unfortunately, this is not a satisfactory answer for Malborough as the football teams regularly clear dog mess from the field prior to any training / matches etc taking place. The schoolchildren use the Wood on a weekly basis for their Forest School activities. The Skateboard Park and Children's Play Areas are not fenced off and it would be very easy for dog owners to let their pets loose (and have been found to do so) without being able to see where fouling is taking place.

MVH are not against dogs - just anti owners who allow their dogs to foul wherever they want.

ACTION: Clerk to request SHDC remove all orders in relation to the area and to take down the information currently shown on the website. Ward Cllrs to be cc'd

- c. Joint Local Plan Consultation – noted all villages in the AONB have had new build property obligations removed. The consultation runs until 3rd December 5pm, representations can be made through the online consultation portal: <https://plymouth.objective.co.uk/portal/planning/jlp/>
- d. Tree Warden Letter & Graveyard Tree - The Tree Warden recently forwarded a letter to SHDC re a dead tree in Malborough Park. A response was requested and it was noted that no responses had been received to previous letters. SHDC provided a response that the tree was due to be felled. At the same time notification was made to SHDC re a tree in the graveyard currently overhanging the Post Office that also requires attention. No action has been taken yet. **ACTION: Clerk to follow up.**
- e. Second Home Letting Consultation recently commenced by the government. If let for more than 140 days a property must be transferred to business rates, however if the income is less than £12k the property is eligible for 100% rate relief – meaning that there is zero contribution to the economy from either business rates or council tax. Details to be sent to all councillors. **ACTION: Cllr Wright to send link.**

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- f. Cllr Pedrick thanked the Ward Councillors re the improved dustcarts.
- g. Query re free lifejackets, from the Marine Management Organisation. Cllr Pearce advised the application is currently with the Harbour Board. Once it's up an running all relevant parties will be informed.

213 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.

3554/18/FUL – 5 Malborough Park, demolition & rebuild. MPC Conditional Approval

3322/18/FUL – Ashbys, canopy construction. MPC Approval

3417/18/FUL – Highwater, provision of 1xdwelling. MPC Objection

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

Remaining under SHDC Discussion:

1780/18/ARM Baker Estates Ltd, Portlemore Estate

0489/18/FUL Soole, Winters Marine – MPC Approval

- b. **Decisions:**
2217/18/HHO & 2218/18/LBC – Mr & Mrs D Cowling, The Barn, Shute House MPC Approval. SHDC Conditional Approval
1666/18/HHO B Friend, Roseland, Lower Town – MPC Approval. SHDC 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:**
Ward Councillors have today received an email asking if they are happy for the report to go to referendum. The proposed referendum would take place commencing mid-February 2019,

To view the full plan proposal please visit

<https://www.southhams.gov.uk/article/3882/Neighbourhood-Development-Plans-andOrders>

214 Highways:

- a. Bus Stop Cumber Close: Tally Ho were due to visit the damaged bus stop, we await an update.
ACTION: Clerk
- b. Raised Manhole Cover by Village Hall – reported, reference W181174231
Shute Hill Potholes – no repairs undertaken.
Drain Opposite Eastacoombes – still blocked.
Shute Hill hedge overgrowth ,householders will be contacted by letter 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.

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- c. Road Closure Higher Town 9th & 10th November cancelled due to adverse weather conditions, a new date has now been provided of 13th & 14th December.

215 FOOTPATHS, TREES & ALLOTMENTS:

- a. Collaton Road Bank – A quote has been received from Malborough Garden Services to cut the bank, the quote totals £324 inclusive of VAT. This allows for two people to spend one day brush cutting and strimming plus clear up spoil and sweeping. Should the work take less time the fees would reduce accordingly. Proposed Cllr Rutherford Seconded Cllr Kendall
ACTION: Clerk to place order.
- b. Horseypool – There is a cost incurred to hire a digger to clear out Horseypool. A proposal was made for MPC to pay for the cost of plant hire, expected to be in the region of £200. Proposed Cllr Makepeace Seconded Cllr Pedrick **ACTION: Clerk to confirm**
- c. Hedges – Portlemore Close has a hedge overgrowing the footpath. Overgrowing hedge onto the Collaton Road path also needs cutting back. **ACTION: Clerk to issue letters.**

216 VILLAGE HALL:

- a. Cllr Boyce 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 is almost completed. All documentation will be moved in on 5th & 6th December. Continued retention of documents and the format in which they are retained requires discussion. In the event of water damage/fire we currently stand to lose all documents – some of which are 100 years old with excellent historical value. Initial investigations into document scans has given a quotation of £450 excluding VAT to scan 10,000 sheets of A4.
Clerk to investigate costs further.
Documents to be assessed on 5th & 6th December when transferred to the new office.
ACTION: Clerk/available Councillors
- d. Car Park Update – Golpla plans are to be forwarded to satisfy the drainage officer.

217 MISCELLANEOUS:

- a. CPR Training – A CPR Training Course is being organised, we await confirmation of the date from Carl Gwinnutt from Heartstart Training.
- b. Horse Awareness in the Parish: We have had a meeting with the National Trust who were very positive about the potential to open agreed areas of land on a permissive basis. We are now looking at existing bridleways with a view to the potential provision of circular routes in the parish for horse owners.
ACTION: Clerk
- c. Village Handy-Man, ongoing.
- d. Malborough Park Play area: MPC have expressed an interest in taking over the area, we await the legal documentation from SHDC. In the meantime, Rhino play have visited the site and are working on the provision of a quotation for a new toddler play area to be installed.
- e. Communities Together Fund Proposal. Kingsbridge Town Council, Salcombe Town Council, West Alvington Parish Council and Malborough Parish Council are working on a joint bid in respect of funding a feasibility study into a Kingsbridge to Salcombe cycle path. The feasibility study will be undertaken by Sustrans and is for a multipurpose path. This is not to be confused with a proposed estuary cycle track that is currently being investigated by an individual.

218 FINANCE & GOVERNANCE:

- a. The accounts for 2018/19 month 8 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 £603.33
 - Malborough Garden Services £249 & £144
 - Pressure Washer £624
 - TG Stone £90

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- Royal British Legion £50 (includes donation)
- Parish Website Fund Annual Payment £150
- Salt Purchase £787.39

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

- b. **Clerks Hours** - The clerks work is limited to ten hours per week, Katharine may be contacted via telephone (07704 941150) between the hours of 9am and 5pm on Tuesday, Wednesday or Thursday. Emails received will be provided with a response during working hours.

219 CORRESPONDENCE:

Town & Parish Council Event 10th December, Follaton House, 6.30pm
Peer Challenge, 28th November, Follaton House, 2.00 – 3.30pm

220 OPEN FORUM:

- a. Leaves outside post office. Recent incident of parishioner falling due to leaves/moss. Request for cleaning crew. **ACTION: Clerk**
- b. Cllr Kendall thanked all those who have advertised in the messenger for the 2018/19 period.

MEETING ENDS 21.25 Hrs

DATES FOR THE DIARY: The 2018 Parish Council meeting dates are: 19th 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.

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 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

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APPENDIX A

Malborough Parish Council Finance: Month 8

Category	Descriptor	Date	Paid In	Paid Out	Cash Book Balance
Payments	G & J Hocking Allotment Rent	18/10/2018		- 250.00	29,945.83
Payments	Viking Stationery	18/10/2018		- 125.65	29,820.18
Payments	Cllr Kendall Messenger Expenses	18/10/2018		- 64.10	29,756.08
Payments	P Cole Messenger Expenses	18/10/2018		- 5.00	29,751.08
Payments	M Kendall Messenger Expenses	18/10/2018		- 33.60	29,717.48
Payments	Road Signs Direct	14/12/2018		- 72.00	29,645.48
Payments	SHDC Annual Insurance/Play Ground Inspection	18/10/2018		- 240.00	29,405.48
Receipts	C L Landscapes Messenger Fees	16/10/2018	35.00		29,440.48
Receipts	Malb Garden Svs Messenger Fees	17/10/2018	80.00		29,520.48
Receipts	King Fun Ltd Adrian Mundy Messenger Fees	17/10/2018	35.00		29,555.48
Receipts	Oyster Shack Messenger Fees	18/10/2018	60.00		29,615.48
Receipts	Homes R Us Messenger Fees	18/10/2018	60.00		29,675.48
Receipts	Waterside Garage Messenger Fees	22/10/2018	60.00		29,735.48
Receipts	Fine Shine Messenger Fees	24/10/2018	80.00		29,815.48
Receipts	Nick Rowell Messenger Fees	30/10/2018	60.00		29,875.48
Receipts	Salcombe DIY Messenger Fees	31/10/2018	60.00		29,935.48
Receipts	Messenger Fees	06/11/2018	35.00		29,970.48
Receipts	Donations received for HGV roadsign	06/11/2018	30.00		30,000.48
Receipts	Messenger Sales	06/11/2018	6.00		30,006.48
Receipts	Rendle Messenger Fees	07/11/2018	35.00		30,041.48
Receipts	Dignity Funeral Messenger Fees	07/11/2018	60.00		30,101.48
Receipts	T Electric Messenger Fees	07/11/2018	60.00		30,161.48
Receipts	Donovans Messenger Fees	07/11/2018	80.00		30,241.48
Receipts	Fear of Mice Messenger Fees	09/11/2018	35.00		30,276.48
Payments	Gritter Salt Purchase NWT SUPPLIES	07/11/2018		- 787.39	29,489.09
Receipts	Hope Cove Weekend Gritter Donation	12/11/2018	500.00		29,989.09
Receipts	SVRA Printing Fees	12/11/2018	31.14		30,020.23
Receipts	The Cove Messenger Fees	14/11/2018	80.00		30,100.23
Payments	November Clerks Salary & Facility Recharge	15/11/2018		- 603.33	29,496.90
Receipts	Interest (Gross)	09/11/2018	1.25		29,498.15
TOTALS YTD Financial year 2018/19			£ 36,294.45	-£ 24,376.00	£ 29,498.15
RECONCILIATION CASH BOOK TO BANK					£
Cash book balance b/d			FY 2018/19 month	8	£ 29,498.15
Balance at bank at end :				21-Nov-18	
	Revenue Accounts			30,050.15	
	Unpresented Items		receipts		
			payments	- 552.00	
				£ 29,498.15	-
ACCOUNTS FOR PAYMENT					Variance
	K Harrod Salary & HMRC NIC & Expenses		incl. £20 facilities recharge, paid and incl. above		603.33
Plus					
	Malborough Garden Svs 249 & 144				£ 393.00
	Pressure Washer				£ 624.00
	T G Stone Cycle path cut				£ 90.00
	Royal British Legion (inc donation)				£ 50.00
	Parish Website Fund				£ 150.00
	Gritter Salt Purchase				£ 787.39
	Meeting Sub Total				2,094.39
Receipts & PAYMENTS REPORT TO COUNCIL					
MEETING DATE			21/11/2018		
	Prepared By:		K Harrod for Malborough Parish Council		
	Date:		21/11/2018		