

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 26 th September 2018		Venue & Time: Village Hall Annexe, 19.30hrs
Present: Cllr Lucinda Goodman Cllr Ann Kendall Cllr Paul Pedrick Cllr John Sampson Cllr John Yeoman (in the chair) Cllr Kevin Yeoman	In Attendance: Kathy Harrod – Clerk & Minute taker Dist. Cllr Judy Pearce County Cllr Rufus Gilbert PC J Pengilly Emma Reece Nat. Trust. Rebecca Weare KDFC Anne Rossiter Part meeting	Apologies: Cllr Gill Boyce Cllr Keith Makepeace Cllr Hayley Rutherford Dist. Cllr Simon Wright

REF 2018/19 MINUTES

187 WELCOME & APOLOGIES

188 DECLARATIONS OF INTEREST: No declarations of interest were recorded.

189 MESSENGER: Cllr Kendall

190 INVITED GUESTS – Kingsbridge Dementia Friendly Community

KDFC is a group of volunteers who have joined together to raise awareness of dementia. Dementia was the largest single UK killer last year. It is a progressive illness with no cure. We live in an area with an ageing population and these are the demographic most likely to be affected.

The illness can be particularly isolating, especially in rural communities, isolating for both sufferers and carers.

KDFC are raising awareness by holding sessions of up to 45 minutes which can be presented to any age group from Brownies to Rotary Clubs and more.

KDFC are currently spreading awareness of their existence among the 19 parishes in the area. They are interested in hearing from anyone who would like more information, anyone who would help spread awareness, and anyone who would like them to present a session to a local group or organisation.

Come and find out more at Time for Tea, held between 2-4pm on the last Friday of each month at Age Concern in Kingsbridge, anyone can drop in, this session also acts as informal support group.

Kingsbridge Methodist Church is also holding awareness event on 16th October.

Information Posters and postcards are available, these include excellent information such as police protocol to help when people go missing.

If you work with customer facing staff an Alzheimer's society booklet is available to help workers to adapt to recognise and help people who may need additional assistance.

Further information is available from Kingsbridge Dementia Friendly Community

Contact Details

 01548 288008

 info@kingsbridgedementia.co.uk

 108 Fore Street
Kingsbridge, TQ7 1AW

191 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting and Annual Parish Meeting of 18th July 2018 were agreed and signed without alteration.

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

192 MATTERS ARISING:

A. South West Outdoor Festival –

SWOF have considered the pros and cons of a park-and-ride very seriously, and for the following reasons have decided that for this event it's not something that is required:

From the very outset, SWOF was timed to happen deep in autumn, to avoid the large numbers of people attracted to the area during the summer months and alleviate pressure on the roads around the site. The core of the festival audience is comprised of weekend campers. They are expecting 500 people (including cast and crew) to be staying for the duration of the weekend, which represents about 230 cars. The vast majority of these will arrive on Friday evening or Saturday morning, and will leave on Sunday afternoon / evening. They will be travelling one way, not meeting one another whilst moving in different directions, therefore they don't anticipate them causing any major congestion on local roads.

In response to the concerns raised at a previous parish meeting, the NT have decided to limit the number of day visitor tickets available to the public, halving the target figure to 500 a day. A field adjacent to the site is being designated for free car parking for both campers and day visitors.

Once parked, festival goers will be strongly encouraged to leave their cars alone for the duration of their time at the event, with walking routes to surrounding areas such as South Sands clearly marked and the fact that it's quicker to walk than drive will be heavily messaged.

AA road signage will be up 48-24 hours ahead of the event, which as well as pointing festival goers along the best route to the site, will also provide some advance warning to local residents that there will be more traffic on the roads than is usual in October.

However, this entire festival, NT believe, will result in far less vehicles on the roads than you might expect during any average weekend in the summer. The National Trust have recorded 820 cars a day at the weekend at Bolberry in the month of July, which - when combined with the local campsites, caravan, B&B and holiday cottage traffic - represent a significantly higher flow of vehicles in the area.

Previously there was a farm sale at Southdown Farm scheduled for the same weekend however this has now been moved back a week to avoid the added traffic this may bring.

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Query re contingency plan if traffic management does not work and roads are gridlocked. Emma will report back to the team and will advise further.

Query re concession stands and supplies needing daily supplies, Emma says that good storage facilities have been offered to those attending.

- B. Collaton Road Bus Stop – the bus stop is in poor condition; currently awaiting quotes for works.

ACTION: Clerk

- C. Post Office – Recent details show that payments to postmasters and sub-postmasters were cut by £17m in the last year, this on top of a cut of £27m the previous year while profits have jumped from £13m to £35m for the same period. At the same time the Chief Executive has received a pay rise of 7% to £718k with the finance Director receiving a salary of £596k. The Government have invested hundreds of millions of pounds in the Post Office, specifically for rural locations. It would seem that these funds are not being utilised. Clerk to write again to detail MPCs support of the local post office and its' importance to the surrounding communities. **ACTION: Clerk**

- D. Toilets by the Post Office have been offered to MPC to be transferred freehold at no cost. MPC would then be responsible for all associated costs in respect of the building. The cost of maintaining the toilets per annum is shown as being £2,787.34, this figure including management and pension costs and cleaning costs of just £655

SHDC assets have spoken with the Post Office and have advised that the Post Office could potentially purchase the toilets with the approval of MPC on the basis of making the building larger. As noted above, the central Post Office management are pushing hard to stop salaried payments to postmasters/sub-postmasters and so Post Offices such as ours are, long term, being expected to stand alone with monies being earned by sale of products etc.

The Post Office could be sold as a Post Office Local if the building were larger and income were viable. Danfo details were provided for toilets that could be located at the village hall, the costings are coming in at appx £40k for a two-cubicle unit. Planning permission would be required.

Noted there is no guarantee that the Post Office would continue to operate if the toilets were sold.

A clause would be added to the sale of the toilets from SHDC which would add an uplift if the property were to then undergo a change of use to residential.

MPC must express an interest in the transfer of ownership to MPC by 30th September.

Proposal that MPC take on the freehold of the toilets in principle and then decide on future developments. Proposed Cllr J Yeoman Seconded Cllr Sampson and agreed unanimously.

ACTION: Clerk to contact SHDC

176 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

No updates re issues on Collaton Road or Sparrow Park

In the last month, 1 attempted burglary, 1 assault, 1 theft motor vehicle plus 1 theft. The same period last year had 10 incidents reported.

PC Pengilly is concentrating on drugs and the misuse of at present, if anyone has any information please contact her directly.

Marine Crime stands at zero this year (for the second year running)

Community speed watch is now Paul O'Dwyers responsibility, covering Malborough /Salcombe /Loddiswell areas.

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

177 COUNTY COUNCILLORS REPORT:

- A. VAS – Other parishes are ordering models that are not approved. Neil Oxton from DCC has advised the signs we want will not be approved. Cllr Sampson has requested a list of legal VAS units but the information has not been forthcoming.
Further investigation is called for. **ACTION: Cllr Sampson**
- B. 30mph Roundels – Adam Keay is investigating. **ACTION: Clerk to follow up (CC RG)**
- C. SCARF (Speed Data Analysis) – No update. **ACTION: Clerk to follow up**
- D. Scams – Link to be added to the newsletter and website. **ACTION: Cllr Kendall/Clerk**
- E. Letter received re traffic issues. Details of a letter received regarding especially heavy traffic causing gridlock in the village were discussed with Cllr Gilbert. There is currently little that can be done about this but MPC will monitor the situation and report back.
- F. West Alvington being resurfaced from 2nd October, overnight from 7pm to 7am
- G. Bantham Cross flooding on the Plymouth side has now been dealt with.
- H. Temporary road signs have been left in place and not removed at various locations. Parishioners are requested to contact the Clerk with details and the information will be passed to Highways for collection.
- I. Parking issues. If there are ongoing parking issues in the village, parishioners are requested to contact the Clerk with specifics (time/place etc) and the information will be passed to Cllr Gilbert. Noted that Luckhams lane is included as standard on Satnavs, this is not helping the situation.
- J. Broadmore Lane has had an arctic lorry stuck nearly in Bolberry for the last 24 hours having ignored the signage. Noted that companies such as the AA are not updating their software adequately. **ACTION: Clerk to contact the AA**

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

178 DISTRICT COUNCILLORS REPORT:

- a. 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
- b. Bottle Bank – The bottle bank emptying schedule worked well over the peak season. Clerk to thank those involved and request that we continue this through peak times. **ACTION: Clerk**
- c. Fly Tipping – Reports made but no action taken 2018/9/00082 first reported early August, again in September details to be sent to the Localities officer. **ACTION: Clerk**
- d. SHDC management plan going to consultation for 6 weeks.
- e. Civil penalties for Landlords breaching housing standard enforcement notices are coming into force.
- f. Consultation on Council tax reduction scheme for 2019/20. The system will now be based on weekly income and number of children/disabled in the family. This is not expected to affect the precept.
- g. A paper on borrowing limits for the council will be discussed tomorrow at the SHDC meeting. This covers property investments by SHDC.
- h. SHDC will also be deciding on the public toilet contract in respect of those facilities that will be charged for.

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- i. The Joint Local Plan is moving forward, it is expected the final plan will be approved by the end of the municipal year prior to the next elections.
- j. SHDC website now has a small amount of advertising incorporated.
- k. A complaint has been made re the sewage works, the smell has been horrendous. The original planning application said that the smell should be contained within the unit, this is clearly not the case. Noise from the sewage works has also increased, they have new pumps which are starting early in the morning and this is affecting the immediate area, specifically the caravan park at Rew. Parishioners affected are advised to contact environmental health. **ACTION: Clerk to refer to Cllr Gilbert.**
- l. Dustcarts leaking effluent are causing mess and noxious smell. Cllr Pearce was requested to talk to the relevant teams to try to prevent this happening in the future. **ACTION: Cllr Pearce**

179 PLANNING:

A. Neighbourhood Development Planning:

The inspection has been suspended and the SEA has been re-written again. Duncan Smith has failed to contact either the Clerk or writer of the NDP during the recent short absence of the Chairman. The loss of time is unacceptable and causing unnecessary delays. There appears to be a delay between Aecom and the Examiner and we await the third set of revisions in due course.

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.

- B. **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.

2838/18/TPO – Mr Rowell, Shute End re Horse Chestnut, MPC Approval

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

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

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

Remaining under SHDC Discussion:

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

1780/18/ARM Baker Estates Ltd, Portlemore Estate

0489/18/FUL Soole – MPC Approval

- C. **Decisions:**

2717/18/LBC & Associated – J Horrell, 2 Portlemore Barton. Withdrawn

1305/18/HHO, Hope Thatch – MPC No Objection, SHDC Conditional Approval

3577/17/ARM Mr S Rossiter – MPC Conditional Approval, SHDC Conditional Approval

1391/16/OPA Mr T Thompson, Hi Ho, 2 new detached dwellings – MPC Objection, SHDC Conditional Approval

- D. **Enforcement issues:** Continue to be dealt with.

180 Highways:

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- A. Snow Warden, Team & Associated, 12 tonnes of salt ordered with specific instructions to contact J&G Hocking prior to delivery. The new gritter will be collected by the chairman in due course, contact details to be provided to Cllr J Yeoman. We have been offered appx. 1.5 tonnes of salt currently being stored on a farm in South Milton. Clerk to provide contact details to Cllr Pedrick to arrange collection & contact Cllr Coleman of SHPC to contact Cllr Pedrick at the garage. Notification of the state of the grit bins will be reported to DCC. Proposal to order a further 6 tonnes once the 12 tonnes have been delivered. Proposed Cllr K Yeoman, Seconded Cllr Sampson. **ACTION: Clerk**
- B. Lorry Signage: We continue to investigate signage to prevent lorries accessing/turning at Broadmoor Lane. Consideration given to "ignore Satnav" signs with a view to adding one at Luckhams lane in addition to Broadmoor. **ACTION: Clerk**
- C. Bus Stop Cumber Close: Tally Ho were due to visit the damaged bus stop, we await an update. **ACTION: Clerk**
- D. The main road by Eastacoombes is flooding when it rains and the drains on the entrance to Malborough are sinking again, the drain on Vicarage Corner also requires attention. All will be reported. **ACTION: Clerk**

181 FOOTPATHS, TREES & ALLOTMENTS:

- A. Tabbs Cottage: The footpath team have visited the owners and have discussed the situation. Nothing further has been heard.
- B. Allotments – when can the water be turned off? One allotment holder wants to install a pond 4ft x 5ft and 30 inches deep to encourage frogs to eat the pests. A request has also been received re the addition of beehives. Following discussion, it was agreed that beehives would be acceptable but a pond would be a concern due to the proximity of Great Park and the number of children in the area who can easily access the allotments. Tony Lyle will be approached re the water and we will advise decisions made re the pond/bees. **ACTION: Clerk**

166 VILLAGE HALL:

- A. No one attended the recent meeting .
- B. Monthly update: Full minutes are available on the MVH & PFA page of the Malborough Website.
- C. Shower Room/Store: Works commenced this week, MPC have previously agreed to pay £1,500 towards this, we await an invoice from the builder.

167 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: an email was forwarded to all councillors re awareness of horses and riders. There have been a number of incidents this summer involving cyclists, vehicles and/or runners. The NT used to let people ride across their land to Bolberry Down. Following discussion, it was agreed that MPC would approach the NT to discuss the issue further with a view to the creation of a circular route or to ride around fields. MPC will write to local landowners (where appropriate) and also to the British Horse Society for further advice. Noted that riders may be prepared to pay an annual fee for permissive permits. **ACTION: Clerk**
- C. Village Handy-Man, Clive Wrangles and Mark Bisland have both been approached to provide quotes for the noticeboards refurbishment along with proof of their insurance. Once details have been received a decision will be made. It was proposed that the Clerk and Chairman make a decision to proceed once details have been received. Proposed Cllr K Yeoman, Seconded Cllr Pedrick.

168 FINANCE & GOVERNANCE:

- A. The accounts for 2018/19 month 6 were received, see **Appendix A**. A mandate sheet and transaction record were introduced and duly signed to authorise the following e-payments:

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- Clerks Salary, HMRC & Expenses £603.33
- Gritter Purchase (as per 18/4/18 141A) £9,600
- Malborough Garden Services £216 Graveyard & £249 Grounds Maintenance
- Malborough Village Hall Room Hire £27.00
- South West Water Allotments £52.93
- PKF Littlejohn Audit £240

The payments were proposed by Cllr Sampson and seconded by Cllr Kendall 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. External Audit: The external audit documentation has been approved and signed off by PKF Littlejohn. A notice of conclusion of audit for the year ended 31st March 2018 will be posted on noticeboards and the website. The council congratulated the clerk on a successful audit.

169 **CORRESPONDENCE:** Included in DCC report.

170 **OPEN FORUM:**

- a) The Benefice Team were planning future services etc. and noted that November 11th is a Sunday this year therefore the service in the church will be the traditional Remembrance Service at 10.55 a.m.

Councillors present suggested 2pm as the time for the East Soar service.

ACTION: Clerk to confirm

- b) Messenger Advertising proposed to increase by £2.50 for small adverts and £5 for larger adverts. Proposed Cllr Kendall, Seconded Cllr Pedrick.

- c) Shute hill, a request will be sent to those residents who haven't cut their hedges. If no action is forthcoming DCC will be informed to employ a contractor, the charge for which will be invoiced to the residents. **ACTION: Clerk**

MEETING ENDS 21.42 Hrs

DATES FOR THE DIARY: The 2018 Parish Council meeting dates are: 17th Oct, 21st Nov and 19th Dec. Unless otherwise stated 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

APPENDIX A

Malborough Parish Council Finance: Month

Category	Descriptor	Date	Paid In	Paid Out	Cash Book Balance
Cash Book Balance b/f from last financial year					18,358.03
Payments	South Hams Planning VAT ONLY	07/08/2018	-	60.00	33,375.92
Payments	EDS Percolation Testing	07/08/2018	-	144.00	33,231.92
Payments	South West Water ALLOTMENTS	07/08/2018	-	32.37	33,199.55
Payments	Viking Stationery order inc VAT (inc SHDC £s)	07/08/2018	-	63.94	33,135.61
Payments	3 x Malborough Garden Services	07/08/2018	-	544.20	32,591.41
Payments	Cllr J Yeoman	07/08/2018	-	71.85	32,519.56
Receipts	Allotments Plot 4	30/07/2018	27.50		32,547.06
Receipts	Messenger Advertising	09/08/2018	27.00		32,574.06
Payments	August Clerk Salary & facilities Recharge	14/08/2018	-	570.33	32,003.73
Payments	HMRC NIC	14/08/2018	-	33.00	31,970.73
Receipts	Precept 2nd Tranche	11/09/2018	12,222.50		44,193.23
Receipts	SHPC Printing Fees	12/09/2018	71.40		44,264.63
Payments	PMP Neighbourhood Plan Printing	12/09/2018	-	426.50	43,838.13
Payments	September Clerk Salary & Facilities Recharge	12/09/2018	-	570.53	43,267.60
Payments	HMRC NIC	12/09/2018	-	32.80	43,234.80
Receipts	Graveyard income	25/09/2018	90.00		43,324.80
Receipts	Allotments Plot 17/18	25/09/2018	55.00		43,379.80
Receipts	Interest (Gross)	09/08/2018	1.40		43,381.20
Receipts	Interest (Gross)	10/09/2018	1.38		43,382.58
Receipts	Graveyard income	16/07/2018	200.00		43,582.58
Payments	D G Allen - playground repairs	14/08/2018	-	259.10	43,323.48
TOTALS YTD Financial year 2018/19			£ 35,184.06	-£ 10,218.59	£ 43,323.48
RECONCILIATION CASH BOOK TO BANK					
Cash book balance b/d			FY 2018/19 month	6	£ 43,323.48
Balance at bank at end :			25th Sept		
	Revenue Accounts			43,803.48	
	Unpresented Items		receipts payments	- 480.00	
				£ 43,323.48	-
ACCOUNTS FOR PAYMENT			Variance		
	K Harrod Salary & HMRC NIC & Expenses		incl. £20 facilities recharge, paid and incl. above		603.33
Plus	Gritter Purchase				9,600.00
	Malborough Garden Services Graveyard				216.00
	Malborough Garden Services Maintenance				249.00
	MVH Room Hire				27.00
	South West Water Allotments				52.93
	PKF Littlejohn Audit Fee				240.00
Meeting Sub Total					10,384.93
Receipts & PAYMENTS REPORT TO COUNCIL					
MEETING DATE			25/09/2018		
Prepared By:			K Harrod for Malborough Parish Council		
Date:			25/09/2018		