

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting

<b>Date:</b> 19 <sup>th</sup> January 2011		<b>Venue &amp; Time:</b> Cumber Clubhouse, commencing at 7.45pm
<b>Present:</b> Cllr. Gill Boyce Cllr. Ann Kendall Cllr. Tony Lyle Cllr. Edmund Putt Cllr. Ann Smallman Cllr. John Yeoman (in the Chair)	<b>In Attendance:</b> Mrs Debbie Ede (Clerk - Minute taker)  Part meeting Dist Cllr. John Baverstock Mr Dan Lethbridge, Mr Mark Rossiter Mr Scott Rossiter 2 members of the public	<b>Apologies:</b> Ms Eva Bond (tree warden) Dist Cllr. John Carter Cllr. Paul Pedrick Cllr. Roger Rendle  <b>Absent:</b> Cllr. Mike Taylor

Minute Ref	Minutes	Action
690	<b>INTERESTS</b> Cllr Putt declared an interest and withdrew from debate when the Alston Gate planning application was discussed.	
691	<b>MESSENGER</b> Cllr Kendall will write the Messenger report	AK
692	<b>MINUTES OF PREVIOUS MEETING</b> With a corrected surname, the minutes of the December meeting were agreed and signed as a true record, proposed by Cllr Boyce & seconded by Cllr Smallman	DE
693	<b>MATTERS ARISING (from previous Minutes only)</b>	
A	Cllr Putt reported that the gully in Luckhams Lane is STILL blocked with a fallen branch with the debris spilling out across the main road.	DE
B	Feedback had been received from DCC re. the exposed drainage ditch on the verge nr Alston - the Council would like to pipe it - funds permitting. All Parish Councilors expressed concern over the potential hazard.	DE
C	The Clerk reported on a meeting she had had with Steve Mason of SHDC re. new working arrangements for street and grounds maintenance for the Parish - following on from the Stokenham Pilot. A briefing note was circulated and discussed (Appendix A). The Council awaits the proposed work schedules but approved the Partnership Agreement in principle and confirmed the designation of primary and secondary routes for cleaning. There remained a wish to continue to explore the possibilities of taking on direct budget responsibilities for this service but it was noted that SHDC had moved away from this policy direction (the pilot costing more not less money).	DE
D	There were no other matters arising which would not be taken under Agenda items.	
694	<b>Cllr John Baverstock - CHAIR SHDC</b> Cllr Yeoman welcomed Cllr Baverstock to the meeting. Cllr Baverstock introduced himself and gave a brief précis of his career to date and his role as Chair of SHDC. He highlighted the importance of real engagement between District and Town and Parish Councils and cited his intention (nearly achieved) of visiting all 64 local councils in the South Hams. As a Cllr for Stokenham he was able to comment directly on the success of the pilot and said that it had been very successful in offering a tailored, responsive and improved service for the parish. Some monies had been devolved from County at the time and a more integrated service resulted. He felt that the costings for the pilot compiled by District were somewhat misleading as there had been no clear idea of the cost of the baseline service. Cllr Baverstock took the meeting through key elements of the Localism Bill but said that Communities (referred to in the Bill) were currently undefined and that initiatives such as referendums would come at a cost. Communities would need to start to group together to take forward the opportunities. One point of note was	

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting

	<p>that District Cllrs. are no longer subject to pre-determination rules re planning applications which will be of help in expressing the views of their parishioners at meetings. The Stokenham Pilot was the kind of scheme that would be promoted under the Localism Bill and, looking forward he believed that there would be an option for Parishes to top up/buy in additional hours of service from SHDC funding any such increase through the precept.</p> <p>Cllr Baverstock gave the meeting an indication of some of the headline cuts that were facing SHDC as they strove to balance their budget after a 15.7% cut. He outlined that the majority of the savings would be at Follaton House with a reduction in senior management and Directors across the South Hams and West Devon area. He expressed the opinion that frontline services would be unaffected and that there would be NO increase in Council Tax - for information the Government offer a 2.5% funding incentive if Council Tax is not increased. Cllr Baverstock explained that SHDC held healthy reserves which would be used to cushion some if the funding changes and, quote "I am quietly confident that South Hams residents are not going to suffer too greatly....".</p> <p>Cllr Baverstock gave both his personal thanks and the thanks of the District Council to all Cllrs and the Clerk for their work and enthusiasm.</p> <p>Cllr Yeoman, in turn, thanked Cllr Baverstock for his visit. He remarked that Cllr Baverstock had also managed to cover the salient points from the recent Cluster meeting such that he (Cllr Yeoman) no longer needed to feed back from that session on 17<sup>th</sup> January.</p>	
695	<p><b>POLICE BUSINESS</b></p> <p>A Cllr Boyce raised concerns about parking on the pavements at Cumber and, whilst Cllr Lyle made reference to the 11 increased parking spaces planned by the bowling green, Cllr Boyce said that the net gain was only c. 6.</p> <p>B Cllr Kendall raised concerns about the effect works traffic outside Dyers Cottage in Lower Town was having on access to Shute Hill. However it was felt that the contractors were aware of the problem and very willing to move their vehicles as necessary. It was agreed to hold a watching brief.</p> <p>C Cllr Putt highlighted the incidence of young people on bikes riding carelessly in Luckhams Lane and damaging garden plants.</p> <p>D Cllr Smallman queried whether others had experienced canvassers reportedly from Southern Electric asking leading questions.</p>	
696	<p><b>AFFORDABLE HOUSING</b></p> <p>Cllr Yeoman remarked on the progress on the Hastoe site with 3 plots ready for wooden frames. Visiting yesterday he missed seeing the site foreman to discuss the water connection for the allotments. Cllr Kendall informed the meeting that Matt (Kendall) had been on site to take photographs for the Village archives and was made very welcome.</p> <p>Cllr. Yeoman reminded the meeting that, before the February Council meeting, Hastoe would be holding a drop in session for the public, offering one: one sessions from 6pm in the Village hall Annexe. Cllrs would need to be in attendance. Cllr Yeoman agreed to write an article/advertise this for the Messenger.</p> <p>The Council, having initially suggested the name of 'Great Park' (given the field itself is known as Higher Great Park) formally agreed the proposed name of 'Great Park' after a request for comment from SHDC.</p>	<p>JY</p> <p>JY</p>
697	<p><b>HIGHWAYS</b></p> <p>A In addition to the items raised under Matters Arising a reminder was given about the <b>HIGHER TOWN ROAD CLOSURE FROM 7<sup>TH</sup> - 9<sup>TH</sup> FEBRUARY.</b></p> <p>B Cllr Boyce reported that Ms Bond had said the Well Hill drains were not coping - the first one needing a clean.</p> <p>C Cllr Boyce queried whether we had asked for more salt/grit (yes) and bins. It was noted that DCC had little funding to increase their stock of grit bins but Cllr</p>	DE

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting

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# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting

	Committee as to a joint initiative.	TL
702	<b>PLANNING</b>	
A	The following applications have been received by the Parish Council for consideration: <b>2918</b> Mr M Burner - resubmission of planning application 1984 for proposed replacement access to serve smallholding - Cross Park, MaryKnowle Farm, Salcombe	
B	The following decisions have been received by the Parish Council: <b>2298 WITHDRAWN (PERMITTED DEVELOPMENT (planning permission not required))</b> - Mr & Mrs Wright - Householder application for provision of parking areas. Remove part of rear boundary hedging and excavate to reduced levels to form a new driveway access and parking spaces - 4 Moor View, Luckhams Lane, Malborough TQ7 3RY <b>2258 GRANTED</b> - Mr B J Ward - 1 <sup>st</sup> floor extension to dwelling - 21 Malborough Park, Malborough TQ7 3SR <b>2536 GRANTED</b> - Salcombe Park Ltd - access steps and decking - unit 4, Salcombe Retreat, Malborough, TQ7 3DS <b>2603 GRANTED</b> - Mr R M Taylor - erection of garage - 25 Cumber Close, Malborough TQ7 3DE <b>2666 REFUSAL TO CERTIFY</b> - Mr Leete - lawful development certificate for a proposed use or development for changing of 5 existing single glazed wood windows to pvcu double glazed windows - Muffins, Lower Town, Malborough, TQ7 3SE Information obtained from SHDC website - not notified to Council as at today's date; <b>2634 WITHDRAWN</b> - Squire Bros - Outline planning permission for erection of aircraft hangar - Bolt Head airstrip, Malborough, TQ7 3DW	
C	The Councils' attention was drawn to the enforcement notices re the signage at the Old Inn and Saints.	
D	It was noted that SHDC Planning hoped to liaise more closely with parishes on historic and listed building consents.	
E	A response had been received, and was read out, about the Council tax regime for the owners/occupiers of the Salcombe Retreat lodges following an earlier query from Cllr Smallman.	
F	Cllr Boyce aired concerns over the high profile of these lodges from the South and queried the hedge heights and the planting. It was recognised that extensive planting had taken place but the exposed site meant trees etc took time to establish.	
G	Following a request received from Messrs Rossiter that afternoon to attend the meeting to update Council on their plans for Aston Gate, Cllr Yeoman invited them to address the meeting. Messrs Rossiter and Mr Dan Lethbridge took Councillors through some of the work they had been doing since the public meeting in November. A number of new reports had been received and clarification given on some issues - Mr Scott Rossiter circulated some of these in hard copy at the meeting and agreed to send all electronically to the Clerk for circulation to the Council. <i>Cllr Baverstock tendered his apologies and left the meeting at this point.</i> The Parish Council approved the Rossiter's proposal to hold a public consultation offering a one to one drop in session over an afternoon and evening - at which both the developers and the Councillors would be available. It was agreed that the Parish Council would outline the suggested venue, date and format of this meeting as soon as possible allowing the developers time to arrange. This would be advertised and an article included in the Messenger. Following same the developers would be in a position to submit their plans with/or without amendment. Cllr Yeoman then proposed and it was agreed that the Council would need to hold a	JY/DE

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting

	further public meeting to discuss the village's response to the new submission.	
703	<b>FINANCE</b> A The Finances reported at Appendix C were agreed as a true record, proposed by Cllr. Putt and seconded by Cllr. Smallman. Cllr Putt and Cllr Kendall proposed and seconded and the meeting agreed to the Clerk's request to pay Mr Jarvis's account as soon as it was received - thanking him for his very timely turnout to repair the wind damaged bus shelter on Jubilee Road. <i>At 10.15 Cllr. Lyle left the meeting</i> B The Clerk highlighted the incorrect levying of bank charges by Lloyds - the sweep account not functioning correctly and reported she would, again, be seeking reimbursement. The meeting expressed their on-going frustration with Lloyds and the need for improvement if the account was not to be moved. C The Clerk highlighted the new Government initiative whereby Local Councils would need to publish, online, supplier payments >£500. It was thought that this referred principally to District Councils but Malborough, through making available its' minutes on line was thought to comply anyway. D The Clerk sought guidance from the floor re the payment regime for Bendcrete (wheelspark contractors); it was agreed that she should take forward discussions to optimise the cash flow.	DE    DE
704	<b>BUSINESS UNDER THE DIRECTION OF THE CHAIRMAN</b> Cllr Yeoman reminded the meeting we were in an Election year - for both District and Parish Councils. It was agreed that the April edition of the Messenger should include profiles of all candidates for the Parish Council.	All
705	<b>CORRESPONDENCE</b> Received and on circulation were: (from 16 <sup>th</sup> December to date) <ul style="list-style-type: none"> <li>• Devon Tree Services Ltd</li> <li>• South Hams Society</li> <li>• Community Council Devon - Hallmark - quality standard scheme for community buildings</li> <li>• SHDC - Tone - Devon Active Villages initiative</li> <li>• DALC newsletter</li> <li>• MPF&amp;VHA - new charges and hire agreement</li> <li>• SHDC - A Councillor Who Me?</li> <li>• Malborough with South Huish Horticultural Association - Thank you</li> <li>• SHCAB - Thank you</li> <li>• CAB briefing</li> <li>• SHCVS - newsletter</li> <li>• Clerks &amp; Councils Direct</li> <li>• South Hams Federation Newsletter</li> <li>• SHDC - invitation to quiz night - 08/02/2011 - RSVP - IN AID OF DEVON AIR AMBULANCE</li> <li>• South Devon and Dartmoor Community Safety Partnership invite you to attend their annual Forum To be held on: Thursday 10<sup>th</sup> February 2011 The Watermark, Ivybridge 12.30 - 16.00 A buffet lunch will be provided on arrival - RSVP</li> <li>• Insp P Chivers - policing update</li> <li>• Insp P Chivers - invite to meet to discuss policing and engagement - 10<sup>th</sup> February 2011- RSVP</li> <li>• Open Door</li> <li>• Refined line web design for parish councils</li> <li>• Salcombe Kingsbridge Estuary Conservation Forum Minutes</li> <li>• Devon Youth Service News</li> </ul>	
	There being no further business the meeting closed at 10.40pm	

## MALBOROUGH PARISH COUNCIL

### Minutes of Parish Council Meeting

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Dates for the Diary		
	Next Parish Council Meeting date Wednesday 16 <sup>th</sup> February 2011 at 7.45pm, Village Hall. Hastoe & Councillor drop in session from 6pm Village Hall Annexe	

Signed as a true record: \_\_\_\_\_

Print Name & Date: \_\_\_\_\_

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

Cllr. Gill Boyce  
Cllr. Ann Kendall  
Cllr. Tony Lyle  
Cllr. Paul Pedrick  
Cllr. Edmund Putt  
Cllr. Roger Rendle  
Cllr. Ann Smallman  
Cllr. Mike Taylor  
Cllr. John Yeoman (Chairman)

#### For Information

District Cllr. John Carter  
District Cllr. Paul Coulson  
County Cllr. Sir Simon Day  
Mrs E. Bond  
Reverends K. Haye & T Skillman  
Malborough Parish Council Notice Boards (2)  
Malborough Primary School  
Malborough Village Hall Committee  
[Malboroughvillage.org.uk](http://Malboroughvillage.org.uk)  
Salcombe Police Station

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting

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### BRIEFING NOTE : APPENDIX A

#### Re: STOKENHAM PILOT; street and grounds maintenance

#### **Background**

In July 2008 SHDC Executive approved the establishment of a pilot for devolved street maintenance services (and later grounds maintenance), working in conjunction with Devon County Council and Stokenham Parish. The devolution of street maintenance services commenced on 29th September 2008 and grounds maintenance services on the 1st April 2009.

#### **Principles of the pilot**

The principles governing the pilot were, quote:

- "...To enable a local parish council with quality status to deliver street and grounds maintenance at the same or an improved quality/service level, for the same or less cost (efficiency saving), in relation to total public expenditure across the three tiers of local government;
- To achieve an enhanced level of service through localised delivery that enables greater influence, responsibility and accountability;
- To engender a sense of community and parish cluster influence and involvement in the delivery of localised services, in order to achieve 'ownership' of the pilot project and to ensure the outcomes meet the needs of the community served...."

#### **The 12 Month Review**

The pilot was reviewed after 12 months of operation; the review concluded that it had resulted in an enhanced level of service delivery, with greater community involvement leading to a more responsive service. However this had come at an additional cost to SHDC Council.

A consultation with town and parish councils determined that there was insufficient support to pursue the devolution of frontline services district-wide. However the survey identified a desire from both the District Council and the town and parish councils to improve working relationships in order to improve service delivery, with the local councils having a greater say on services provided.

SHDC Executive therefore voted to enter into new partnership working arrangements – only - between the District Council and the town and parish councils, moving away from any service and/or budget devolution.

#### **The Next Steps**

This month I met with Steve Mason of SHDC who has been charged with the introduction of the new partnership arrangements. Key points from this meeting are:

- There will be a single point of contact for us – Steve Mason
- It is estimated that we get approximately 14.5 man hours per month service at present. The new schedules have not yet been drawn up but SHDC hopes to, as a minimum, mimic the current hours
- There may be additional hours vired to some areas as others are deemed to be 'over-swept'
- 2 man teams will provide the service and it is hoped to arrange the rotas for a separate mechanical sweeper to work in unison with the Parish team.
- There will be the opportunity to meet quarterly with Steve to discuss concerns etc. Steve himself will be out doing site inspections c. 4 time per year.
- The service includes
  - Parish sweeping
  - Mechanical road sweeping
  - Litter and dog bins
  - Public conveniences (but not maintenance of...)
  - Litter/detritus

#### **Points to note**

- Devon County Council are responsible for: Buddleholes, Gulley sucking, Debris washout/overspills, Weed spraying and verge maintenance (although there should be a litter pick up by DCC before a cut)
- Outside contractors are responsible for emptying the bottle banks etc under contract to SHDC. Their contract includes a 30 minute site clean.

## **MALBOROUGH PARISH COUNCIL**

### **Minutes of Parish Council Meeting**

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- Fly tipping remains under another Department and road kill is the responsibility of another.
- Whilst the schedules hope to offer us at least our current hours, in future the work will be done in 2 man teams. If, for arguments sake, we currently have one man for one hour at a time 14x per month, in future we MAY, for example, get 2 men for one hour at a time 7x per month. Thus the service could seem less responsive. Until we have the schedules we will not be able to comment further.
- The idea to have an additional team to respond to urgent requests has been dropped.
- The allocation of resource is based on a needs formula. I have asked that the schedules be shared amongst Parishes when they are available.
- The priority in each area will be the collection of litter. Where litter is not an issue sweepers can be deployed to remove detritus or de-weed areas. Our catchment will include a priority route and a secondary route. The latter will be cleaned after the priority area and – only - if time permits.

#### **Actions Required**

1. We need to agree and sign a partnership agreement
2. We need to agree our priority and secondary areas for cleaning.

(Mrs) D.Ede  
Clerk to the Parish Council  
19<sup>th</sup> January 2011



# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting

19<sup>th</sup> January 2011

### BRIEFING NOTE : APPENDIX B

#### Re: Update Malborough Wheels Park

### SOURCE & APPLICATION OF FUNDS

<u>SOURCE</u>	<u>£</u>	<u>Status</u>
Malborough Parish Council	10,000	Accumulated reserves, cash at bank
Sir Simon Day	10,000	Funds received, cash at bank
Cllr John Carter	150	Funds received, cash at bank
Cllr John Carter top up	500	Funds received, cash at bank
Salcombe Town Council	3,000	Promised funds; ref. minute 577 April 2010 Malborough Parish Council
Salcombe Town Council	1,000	Top up; ref GC 06/01/2011
Cllr Paul Coulson	1,000	Funds received, cash at bank
South Devon Coastal Local Action Group	15,000	Grant awarded; £13k cash at bank advance, final monies will be paid across on evidence of cleared payment to provider
Devon Youth Service	5,000	Funds received, cash at bank awarded
Devon Constabulary	645	Funds received, cash at bank
Loan/budget virement		Bridge funding
<b>Sub Total</b>	<b>46,295</b>	
VAT refund (contra)	8,050	To reclaim
<b>Total Source of Funds</b>	<b>54,345</b>	
<u>APPLICATION</u>		
Ground works/Surface preparation		}
Power floated concrete surface		}Bendcrete final costings; tender awarded
Five (5) Six pieces skate park equipment		}
All delivery/installation	46,000	}
VAT (reclaimable)	8,050	} contra'd above
<b>Total Application of Funds</b>	<b>54,050</b>	
Surplus of Income over Expenditure	295	

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting

APPENDIX C

Category	Descriptor	Total £	
Payment	D. Ede (salary - arrears)	- 499.46	
Payment	D. Ede (salary)	- 386.49	
Payment	D Ede (travel and admin)	- 39.77	
Payment	Section 137 payments - CAB	- 100.00	
Payment	Section 137 payments - WRVS	- 100.00	
Payment	Section 137 payments - Horti	- 75.00	
Payment	Bank charges (to be reclaimed)	- 35.00	
Payment	Bank charges (to be reclaimed)	- 35.00	-£ 1,270.72
Receipt	Popham	25.00	
Receipt	Monumental Mason	60.00	
Receipt	Dignity	240.00	
Receipt	messenger subs	12.00	
Receipt	messenger scan IP	27.00	
Receipt	Savills	60.00	
Receipt	SHDC - wheelspark	500.00	
Receipt	SHDC - wheelspark	1,000.00	
Receipt	bank interest	1.81	£ 1,925.81
RECONCILIATION CASH BOOK TO BANK			£
Cash book balance b/f from previous report:			48,154.06
Plus	Receipts to date of meeting		1,925.81
Less	Payments to date of meeting		- 1,270.72
			48,809.15

Balance at bank at end :

Revenue Accounts  
Unpresented Items

20th December 2010

48,584.38	Note*
1,424.00	unpresented receipts
- 1,199.23	unpresented cheques
£ 48,809.15	£ - VARIANCE

Accounts for Payment:

	£
D Ede (Salary)	386.49
D Ede (Expenses)	24.04
Clerk Stationery/Postage	8.76
MVH&PFA	217.00
DCC procurement services	235.59
DCC procurement services	49.80
Derek Jarvis - tba	account awaited
	921.68

Note * incl. ring fenced reserves	£ 10,000	MPC
for Wheels Park Fund of	£ 10,000	Sir Simon Day
	£ 645	Police
32.80	£ 5,000	DCC
285.39	£ 650	Dist Cllr Carter
	£ 1,000	Dist Cllr Coulson
	£ 13,000	SDCLAG advance
	£ 40,295	

MALBOROUGH PARISH COUNCIL

FINANCIAL YEAR commencing 1st April 2010

RECEIPTS & PAYMENTS REPORT TO COUNCIL

MEETING DATE

Prepared by : Debbie Ede, Clerk to the Parish Council

19th January 2011

