

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

<b>Date:</b> 18 <sup>th</sup> December 2019		<b>Venue &amp; Time:</b> Annex, Malb. Village Hall, 19.30hrs
<b>Present:</b> Cllr Vanessa Harris Cllr Richard Harrod Cllr Ann Kendall Cllr Paul Pedrick Cllr Hayley Rutherford Cllr John Sampson Cllr John Yeoman (in the chair) Cllr Kevin Yeoman	<b>In Attendance:</b> Katharine Harrod – Clerk & Minute taker Dist. Cllr Mark Long Part Meeting: County Cllr Rufus Gilbert Dist. Cllr Judy Pearce  3 parishioners	<b>Apologies:</b>  Cllr Lucinda Goodhead NT Ranger Emma Reece

### REF 2019/20 MINUTES

**303 WELCOME & APOLOGIES**

**304 MESSENGER:** Cllr Kendall

**305 DECLARATIONS OF INTEREST:** Declarations of interest were declared by both Cllr Harrod and Cllr Sampson in respect of finance. The councillors withdrew from these discussions.

### **306 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:**

The minutes of the Parish Council meeting of 20<sup>th</sup> November 2019 were agreed without alteration.  
Proposed: Cllr Sampson Seconded: Cllr Kendall and agreed unanimously

### **307 ITEMS CARRIED FORWARD FROM PREVIOUS MEETING:**

- a. Public toilets including Cleaning & Water Usage: We have now received bills for both water and electricity supply. Both invoices are estimates, the electricity supply invoices are currently under query as they show incorrect meter readings/dates.
- b. The contractors are still not cleaning according to the agreement, we await a response from Emma Widdicombe. **ACTION: Clerk**
- c. Collaton Road Bus Stop – the removal of the old shelter and installation of the new will take place in the New Year. Clerk to ascertain installation details.
- d. Great Lane, Footpath 2 – Elderly residents are finding travel along the lane problematic due to uneven surface etc. Overhanging foliage continues to be a problem, a follow up letter has been sent to the owner and will be passed to DCC if no action/response is received. Follow up with Adam Keay of Highways re the £5k monies to be used in connection with works to the footpath. **ACTION: Clerk**
- e. Hastoe Estate Works: They are currently looking for a new gardening firm to take over the maintenance. No works will commence until spring. The properties also require maintenance to windows/doors/walls, no information has been forthcoming about this.

### **308 PARISHIONERS OPEN FORUM (allocated time not longer than 15 minutes):**

Alistair from Brightham House raised the issue of speeding along Higher Town. A discussion ensued regarding the speed check in August 2019 (see previous minutes). Can consideration be given to better signage/increasing awareness? The issue will be added to the January agenda for further discussion and agreement.

### **309 POLICE BUSINESS & NEIGHBOURHOOD WATCH**

There is a potential issue with CCTV in the parish. This will be reported to the police for a definitive response re the legality of filming vehicular traffic.

We would like to remind residents that there are many ways to contact their local police

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- EMERGENCY CALLS 999.
- NON-EMERGENCY TELEPHONE 101
- SIGN UP TO DEVON & CORNWALL ALERT HERE: <https://alerts.dc.police.uk/Join>
- INFORMATION SITE HERE: <https://www.devon-cornwall.police.uk/askned>
- RESEARCH LOCAL CRIME FIGURES HERE: [www.police.uk](http://www.police.uk)

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### 310 COUNTY COUNCILLORS REPORT:

- a. Cycle path tarmac issue plus Higher Town & Vicarage Corner. Works to Higher Town & Vicarage Corner were not undertaken, there are issues at Vicarage Corner with water meters sinking in the road, also a drainage problem whereby water diverts around a drain. This has been chased up with a further request to deal with the Cycle Path tarmac issue at the same time. On the cycle path the underneath of vehicles is now scraping on the uneven road and there are problems getting smaller vehicles to the adjoining road.  
**ACTION: Clerk to provide details to Cllr Gilbert**
- b. Silverhill Potholes (W191275649) & Four Ways Drainage Issue (W191218456): Funds have been obtained, works are due to be undertaken by the end of the fiscal year (weather permitting).
- c. Luckhams Lane Signage – Signage will be ordered in January. **ACTION: Clerk**
- d. Cycle Track Works & Barriers – Barriers will be ordered in January. **ACTION: Clerk**
- e. Road Closure Blanksmill to Horscombe Cross:

**DEVON COUNTY COUNCIL** hereby give **NOTICE** that:

From **MONDAY 24 FEBRUARY 2020**  
for a maximum of 5 days

Until **FRIDAY 28 FEBRUARY 2020** (both dates inclusive)

No person shall cause or permit any vehicle to proceed or wait on the sections of Affected Roads.

Roads affected -

**BLANKSMILL CROSS TO HORSECOMBE CROSS, MALBOROUGH**

The alternative, signed, route for vehicles will be via - SALCOMBE ROAD TO ILTON CROSS - SALCOMBE ROAD - A381 LUCKHAMS LANE END TO SALCOMBE ROAD - A381 BURLEIGH LANE END TO LUCKHAMS LANE - ROAD FROM WOOLTON CROSS PAST BROWNS FARMHOUSE - WOOLSTON CROSS TO BLANKSMILL CROSS

This temporary restriction is considered necessary to enable -  
**PROVIDE NEW WATER SERVICE**

For additional information contact:

**KIER MG LTD**

Telephone: **01726 224400**

**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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### 311 DISTRICT COUNCILLORS REPORT:

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- a. Dog Bin – Re SVRA request for a new dog bin to be sited on the wooden fence at the corner of the car park by Spitfire Green (old bowling green). Cllr Pearce to establish costing to empty a dog bin, this item will be carried forward to the January Agenda. **ACTION: Cllr Pearce**
- b. Parking Permits – are under review, no new permits are being sold until the review is over. Renewals will be allowed at the same cost for the immediate future, however, it is anticipated that permits will significantly increase in price.
- c. Ashby's Lights: Cllr Pearce has been in communication with Mr Ashby and has subsequently been advised that there have been no issues since.
- d. Climate Change action plan is going to be discussed at SHDC tomorrow, details will be forwarded to Parish Councils in the New Year.

**It takes two minutes to report a problem, please help keep our community beautiful**

<https://apps.southhams.gov.uk/webreportit>

Abandoned Vehicle, Damaged or Full Dog Bin, Damaged/Full Litter Bin, Damaged/Full Recycling Bank, Dead Animal, Dirty Beach, Fly Tipping, Litter/Dog Mess, Planning Breach, Stray Dogs, AND MORE...

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### 312 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.

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

**3646/19/FUL Mr & Mrs S Hassell, change of use, holiday let to residential.** MPC unanimously object to the change of use UNLESS the application is conditioned with a principle resident clause.

**3911/19/FUL Mr Watkins, erection of general-purpose agricultural building:** MPC unanimously object.

**Remaining under SHDC Discussion in addition to Planning a:**

**3528/19/FUL Soar Car Park, installation of pay & display machine.**

- b. Decisions:

1. **3375/19/HHO Southdown Farm replacement windows – Conditional Approval**
2. **3505/19/NMM Baker Estates reposition for revised parking – 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 can be reported to Enforcement via [www.southhams.gov.uk/article/3043/Report-a-Planning-Breach](http://www.southhams.gov.uk/article/3043/Report-a-Planning-Breach)
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### 313 FOOTPATHS, TREES & ALLOTMENTS:

- a. Overhanging foliage. Councillors have been provided with a copy of a letter that can be distributed as required on the proviso that the clerk is notified of the addresses so that it can be followed up. Letter to be typed out and given to Cllr Kendall.
  - b. Broken Gate Higher Soar: A new post with latch is required, Cllr Sampson to action.
  - c. Allotment Representative: A new representative has been found, he will take over in Spring 2020, until then Tony Lyle will continue to manage them.
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### 314 VILLAGE HALL:

- a. Update: Minutes are approved one month in arrears; these can be found on the village hall website.
- b. Seat – a seat has been ordered, delivery looks likely to be January.

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- c. Tennis Multi Use Games Area – three quotations have been received. Chairman & clerk to meet with MVH representatives to work through procedure for tenders.
- d. Car Park – outstanding details from SHDC to be forwarded to original soakaway testing company with a request for a response (and additional costs if necessary). **ACTION: Clerk**
- e. Allianz Preliminary Report – received and dealt with by Geoff Allan.

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### 315 MISCELLANEOUS:

- a. Land Ownership Pound & Substation: Cllr J Yeoman met with the solicitor. Further update to be provided in January.
- b. Malborough Play Park Area: Beers have also been asked to look after the transfer of the play area.
- c. Bridleways – NT Ranger Emma Reece has provided some details re the potential opening of areas of NT land to riders. This was forwarded to our equine contacts with a request to feedback to Emma. Copy to be forwarded to all Councillors. **ACTION: Clerk**
- d. VAS The VAS sign was recently vandalised, this was advised to the local police, fortunately the damage was not severe, the sign was repaired and quickly re-erected.
- e. Post Office & Co-Op: The Post Office has had some more interest recently but we have not been contacted by anyone to discuss further. There has also been no news regarding a potential transfer to the Co-op. The water supply needs to be split so that the Post Office have their own supply.
- f. SVRA Bus Stop Request – The SVRA would like to know whether the PC agree in principle for the SVRA to 'decorate' the bus shelter which serves the Estate. Councillors expressed concerns re the potential long-term upkeep, repair and maintenance. Two proposals were made, one to allow the SVRA to undertake the project subject to their taking on full responsibility for future upkeep and maintenance of the bus stop, the second proposal was not to allow the bus stop to be altered in any way, this second proposal was passed by a majority of 5:3 proposed Cllr Pedrick, seconded Cllr K Yeoman.

#### MONTHLY CHECKS:

- Defibrillators: Cllr Rutherford has undertaken weekly checks & completed the monthly online report. Two new defibrillators have been ordered for the parish, one to replace the one at the Post Office and a second to be sited at Oceans Restaurant.
- Skatepark: Cllr Harrod has undertaken weekly checks.
- Outside Gym/Play Area: Checked by Geoff Allan – Thank you Geoff!
- Water Meter & Allotments: The meter has now been turned off. A final reading is required.
- Public Toilet Meters: Readings for both water and electricity will be undertaken by the Clerk.

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### 316 FINANCE & GOVERNANCE:

- a. The accounts for 2019/20 month 9 were received, shown as year to date **Appendix A**. A mandate sheet and transaction record were introduced and duly signed to authorise the e-payments.:  
The payments were proposed by Cllr Pedrick and seconded by Cllr Rutherford and carried unanimously.
- b. Clerks Course ILCA – A request was made for payment of £125 to enable the Clerk to take the ILCA Course Proposed Cllr H Rutherford, Seconded Cllr Sampson, approved by all.
- c. Digitised Records – an updated costing to get the records (specifically the minutes) digitised will be obtained.

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### 317 CORRESPONDENCE:

South Hams District Council: Eligible residents, who are living without gas central heating, are being offered the opportunity to benefit from free heating supported by South Hams District and West Devon Borough Councils.

A 'Warm Home Fund' bid has been secured by the Councils meaning one year of funding will be shared for the benefit of District and Borough residents.

The Councils will also add money to the funding pot, alongside SSE Energy Solution's ECO fund, who will also project manage the scheme. Wales and West Utilities will contribute by connecting properties to the gas network.

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Those residents of households who are struggling to pay heating bills and living in a cold home without a gas supply will be offered helped. The aim is to provide central heating for up to 232 homes, with the first homes due to being completed by the end of 2019.

**South Hams District Council's Executive Member for Health and Wellbeing, Cllr Jonathan Hawkins, said:** "I am very pleased that the Council has secured this funding bid for such an important scheme to take place in the South Hams. Along with the other pockets of money provided, it means that District homes who rely on older types of heating which are no longer up to the job, will get the upgrade they so desperately need.

"I'd encourage eligible residents to get in touch as soon as possible and take advantage of this opportunity to bring their homes' heating up-to-date, while this money is available to us."

Boilers and gas central heating systems in the eligible homes will be provided by the Councils, which will improve both their heating and energy efficiency.

Both Councils are taking Climate Change very seriously and this is an important step in reducing the areas' carbon footprint in homes which don't currently benefit from efficient heating systems.

Applications are welcome from both owner occupiers and also from the private rental sector. Eligibility is dependent on the existing heating within the home and how close the property is to a gas network.

Homeowners must be under the housing income threshold of £35,000 p.a.

For landlords' properties to qualify for the new scheme, the property must not be below level F on the energy efficiency rating. Landlords will be charged £500 to benefit from the scheme.

Local community energy groups, Tamar Energy Community and South Dartmoor Energy Community Energy, can offer advice to households on energy suppliers and energy efficiency.

For more details please see <https://www.southhams.gov.uk/article/4188/Reducing-Fuel-Bills> or contact Tony Lyle.

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**MEETING ENDS 21.55 Hrs**

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**DATES FOR THE DIARY:** The 2020 Parish Council Meeting date is: 15<sup>th</sup> January VENUE TBC, 7.30pm.

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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 Goodhead, Harris, Harrod, Kendall, Pedrick, Rutherford, Sampson, J Yeoman, K Yeoman

**For Information: e-circulation to:** County Cllr R Gilbert, Dist. Cllr Mark Long, Dist. Cllr Judy Pearce, 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, National Trust, SVRA

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### APPENDIX A

### Malborough Parish Council Finance: Month 9

Category	Descriptor	Date	Month No. of Report to Council	Paid In	Paid Out	Cash Book Balance
<b>Cash Book Balance B/d from last financial year</b>						
Receipt	Water Side Garage Messenger	20/11/2019	9	70.00		40,394.29
Receipt	Soar Mill Cove Messenger	21/11/2019	9	70.00		40,464.29
Receipt	For Your Eyes Only Messenger	21/11/2019	9	35.00		40,499.29
Receipt	Homes R Us Messenger	22/11/2019	9	70.00		40,569.29
Receipt	Cottage Hotel Messenger	22/11/2019	9	100.00		40,669.29
Receipt	Tebb J Messenger	25/11/2019	9	35.00		40,704.29
Payment	DG Allen Play Area Repairs	26/11/2019	9	-	3.77	40,700.52
Payment	Royal British Legion	26/11/2019	9	-	50.00	40,650.52
Payment	Beers Fees Toilet Transfer	26/11/2019	9	-	1,223.00	39,427.52
Payment	Malborough Garden Services	26/11/2019	9	-	393.99	39,033.53
Payment	PKF Littlejohn External Audit	26/11/2019	9	-	240.00	38,793.53
Receipt	Refund Fees Charged in Error	10/12/2019	9	0.30		38,793.83
Receipt	Compensatory Interest	10/12/2019	9	0.21		38,794.04
Receipt	December Gross Interest	09/12/2019	9	1.48		38,795.52
Receipt	South Huish Defibrillator Payment	13/03/2019	9	3,000.00		41,795.52
Payment	December Clerk Salary	15/12/2019	9	-	628.16	41,167.36
Receipt	Lardge J&S Messenger	16/12/2019	9	18.00		41,185.36
						41,185.36
<b>TOTALS YTD Financial year 2019/20</b>				<b>£ 41,328.90</b>	<b>-£ 17,870.02</b>	<b>£ 41,185.36</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>						<b>£</b>
Cash book balance b/d				<b>FY 2019/20 month</b>	<b>9</b>	<b>£ 41,185.36</b>
Balance at bank at end :					<b>18-Dec-19</b>	
Revenue Accounts						<b>41,185.36</b>
Unpresented Items				receipts		<b>-</b>
				payments		<b>-</b>
						<b>£ 41,185.36</b>
<b>ACCOUNTS FOR PAYMENT</b>						<b>Variance</b>
<u>K Harrod Salary</u>				DD 15th Month		<b>628.16</b>
<u>HMRC NIC</u>						<b>0.00</b>
Plus						
SWASFT Defibrillators						7,200.00
Nick Walker Messenger Printing						320.00
VAS Repair Cllr Sampson						81.84
Malborough Garden Services						473.19
<b>Meeting Sub Total</b>						<b>8,075.03</b>
<b>Receipts &amp; PAYMENTS REPORT TO COUNCIL</b>						
<b>MEETING DATE</b>					<b>18/12/2019</b>	
Prepared By:					<b>K Harrod for Malborough Parish Council</b>	
Date:					<b>18/12/2019</b>	