

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

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

REF 2019/20 MINUTES

273 WELCOME & APOLOGIES

274 MESSENGER: Clerk

275 DECLARATIONS OF INTEREST: No declarations of interest were received.

276 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 17th July 2019 were agreed without alteration.

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

277 ITEMS CARRIED FORWARD FROM PREVIOUS MEETING:

- A. Public toilets in the Square by the Post Office: It was resolved that the Council should proceed with the purchase of the public conveniences at the Square, Malborough and for the Chairman, Cllr John Yeoman or Parish Clerk, Mrs Katharine Harrod or Vice Chairman Cllr Ann Kendall to sign all legal documents on behalf of the council.
- SHDC Have advised that they can continue to provide cleaning services for the toilets at an annual cost of £6,134.20, details of which had been passed to Councillors prior to the meeting. Following discussion, it was agreed to approve an agreement for a 12m contract subject to confirmation as to who the contract is between (SHDC or FCC & MPC) and what the non-compliance penalty would be. Proposed Cllr Sampson, seconded Cllr Pedrick.
- Re a potential transfer of the Post Office to the Co-op Clerk to write to Co-op again to support the move.
ACTION: Clerk
- B. Collaton Road Bus Stop – a vandal proof shelter has been viewed at a cost of £1,900. Proposed Cllr Pedrick, seconded Cllr Sampson, all Councillors in favour of proceeding with purchase and installation. **ACTION: Clerk**
- C. Great Lane, Footpath 2, the clerk and Cllr J Yeoman met with Helen Clayton and Peter Guy to discuss. The S106 funds (£5,000) need to be spent by 2023. The issues on Great Lane and drainage on Chapel Lane were both considered. Peter Guy will speak with Highways with a view to providing a solution. Clerk to forward details to Cllr Gilbert. **ACTION: Cllr Gilbert**
- D. Silverhill Scaffolding: The scaffolding has now been erected. Following a meeting between Parish Chairmen, Highways, Local businesses, the Scaffolder and the Thatcher, the Thatcher agreed to undertake the works as quickly as possible to ensure that the scaffolding can be removed at the soonest opportunity. There were initially issues with the Hope Cove school bus, this has now been rectified.
- E. Hastoe were contacted re maintenance of Great Park, no response received at time of meeting.
- F. Hay Lane – The light was repaired by Western Power.
- G. Ash Dieback details are now available on the village website on the Parish Council pages.

278 PARISHIONERS OPEN FORUM:

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Climate Emergency: Tony Lyle came to speak to the Council and to discuss what actions will MPC be taking following the declaration by SHDC of a Climate Emergency.

He reminded the Council that we have already seen that development in the community is not as environmentally friendly as it could be – the Baker Estates development would have had to give this much greater consideration had the NDP been adopted at the time that planning permission had been granted.

As a parish we should stipulate prior to permission being granted, that development of property and new houses be subject to agreed environmentally friendly standards as per Policies 9 & 10 of the NDP. Noted that the NDP can be refreshed at any time but it is expected that SHDC will put regulations in place following the recent Government declarations and as such it is expected that no update to the Malborough plan will be required as the SHDC policies will be very specific as to requirements. Later in the meeting as reported in minute 281, m., that DCC and SHDC are bringing forward policies to deal with new building regulations and other policies. Malborough would be able to use these while the Neighbourhood Plan was consulted and strengthened if necessary.

There is a general desire across the community to use and increase renewable and sustainable energies. Wind turbines were previously considered negatively in the NDP, but it is a resource that we can reconsider for the future. There is also the potential for the addition of solar panels to the village hall roof, the resultant energy could then be distributed across the village.

Tony Lyle is soon to be confirmed as an Energy Advisor with all the associated certification to help with energy questions. If anyone in the parish is dealing with fuel poverty, there is a scheme in place that will help them to reduce their outgoing costs. For more details contact Tony Lyle on 01548 561264 or 07971 528430

Open Forum:

The roof of the bus shelter on Cumber Close requires cleaning. Two hours of cleaning time has been allocated to the works.

279 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

There has been an incidence with a stalker across the Malborough Playing Field and also, vehicles parking long term at Luckhams Lane with no valid MOT and/or tax. These have been reported to the police as will any other issues that are brought to our attention.

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

- 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

280 COUNTY COUNCILLORS REPORT:

- a. Pothole funding is being considered for potholes across the area, a decision will be made shortly as to which potholes will be given priority.
- b. Salcombe Road Gulley by Crossparks has been dealt with.
- c. Cycle path tarmac issue plus Higher Town & Vicarage Corner. Works to Higher Town & Vicarage Corner were not undertaken. This has been chased up with a further request to deal with the Cycle Path tarmac issue at the same time. **ACTION: Cllr Gilbert to speak with Adam Keay**

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- d. Higher Town Sign – the Higher Town Sign has been knocked over and reset.
- e. Four Ways W191218456 still awaits further action. It has been viewed by Highways.
- f. Higher Town Speed Check: A speed survey was undertaken for an hour on Thursday (8th), opposite The Old Inn looking towards the school/shop. The results were an average speed of 18mph and an 85th% speed of 21mph eastbound and an average speed of 17mph and an 85th% speed of 20mph southbound. The total number of vehicles recorded was 54, the maximum speed was 23 mph and the minimum was 9mph. It was quite busy and much of the time the vehicle speeds were constrained by congestion. No speeds were recorded during congested periods. The speeds recorded were nearly all free moving single vehicles unimpeded by other traffic. No further action is now due to be taken for a period of two years following these results.
- g. A query was raised re the proliferation of signs at local roundabouts. Cllr Gilbert has followed up on the legislation today and it has been established that charitable and community events can legally put signs out, but the organisations must ensure signage is removed following the publicised event. If there is a problem with business signage on verges or roundabouts a parish council can formally request legal enforcement from DCC Highways.
Cllr Gilbert to mention the weeds/buddleia to Adam Keay. MPC will work with Adam Keay on any relevant issues.

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

281 DISTRICT COUNCILLORS REPORT:

- a. Local Lettings Plan: The parish are in communication with Cassandra Harrison re the introduction of a local lettings plan for Housing Association houses in the parish. The problem is with the various S106 agreements for each housing association. The Baker Estates and Hastoe developments both include bands A-E with local association, however the other estates have no such agreement. **ACTION: Clerk**
- b. Baker Estates Update: Cllrs J Yeoman, K Yeoman, Harris, Goodhead, Kendall and the Parish Clerk met with Graham Hutton and Ian Baker at the Baker Estates show home on 9th September to discuss our ongoing relationship with them and their recent non-material amendment lodged with SHDC Planning. Since the meeting the planning application was approved at Executive Committee, much to the disappointment of Malborough Parish Council.
At the 9th September meeting the following was also discussed:
 - 1. The splay will be dealt with during September.
 - 2. No major roots were cut from the tree by the retaining wall, this was overseen and confirmed by a specialist.
 - 3. The reinstatement of the hedge on Portlemore lane and the improvement to the junction to allow lorries and farm traffic easy access.
- c. Dog Bins: Dog Bins around the parish are not being emptied frequently enough and require more attention. If a dog bin is $\frac{3}{4}$ full, REPORT IT ONLINE and it should be emptied within two hours or by the next morning depending on time reported.
- d. Councillors would like to thank the recycling team for their efforts over the peak season to ensure that the bottle banks were emptied frequently. **ACTION: Clerk to pass on MPC thanks.**
- e. Proposed Premier Inn Development - A questionnaire will be available on the town council website and via hard copy from the council. Full consultation will take place, the details of which are not currently available. KTC will then collate the responses and provide this information back to SHDC. Noted, the formula from the hotel leaseholder guarantees full occupancy for a set period, this would enable SHDC to repay their loan at a faster rate. No decision to proceed will be made until after the consultation.

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- f. Planning Training will take place at Malborough Village Hall on 15th & 29th October, appx 7pm – 9.30pm, Councillors will be invited to attend one of the two sessions covering planning changes, JLP & NDPs, invitations will be forwarded in due course.
- g. SHDC are now receiving daily Brexit briefings, the main concern for SHDC is to enable a continuity business plan to ensure that nothing shuts down.
- h. Salcombe & South Milton Neighbourhood Plan Referendums took place on 25th July, both plans will be made at the Executive meeting on 19th September.
- i. A new homelessness strategy for rough sleepers was passed at the Scrutiny Meeting with a recommendation to the Executive to adopt it.
- j. Two senior leadership posts are currently being appointed, the results of which will be announced soon.
- k. A consultation re Polling Stations has been launched. Malborough Parish is not affected.
- l. A potential house swap has been notified to MPC as being advertised on Facebook. House swaps need to be advertised via the required channels and must be in line with the original tenant agreement, Facebook advertising is not accepted.
- m. 25th July SHDC declared a climate change emergency. DCC already have a structured movement re this and SHDC will “piggyback” this. There will be actions coming from the government and this will also impact Parish Councils. More information will be provided in due course in the meantime SHDC are assessing their own carbon footprint and an action plan is due to be written by 23rd January 2020.
A forum will be set up helping Parish Councils to agree their own climate plan – although it is possible that Councils could adapt the SHDC plan once adopted.

Further noted that supplementary planning document will be added to the JLP, additional stringent addendums to existing policies will be created to ensure that the highest specification of building possible will be required to reduce energy consumption by a minimum of at least 20% on “normal”.

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...

282 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.

1. **4015/18/FUL Salcombe Retreat Readvertisement** MPC strongly object as per all previous documented discussion and feedback to the Planning Portal.
 2. **2564/19FUL (WPD (South West) plc & WPD Telecoms – No Objections**
 3. **4017/18/HHO Imandieva – 152 Cumber Close - No Objections**
 4. **2434/19/HHO Friend, Roseland – No Objections**
 5. **2700/19/ARC Cowling, The Barn, Shute Hill – No Objections**
 6. **2272/19/FUL Greatorex, Land at end Shute Park – MPC Objection**
 7. **2182/19/CLP Khoury, Malborough Post Office Lawful Development Certificate – MPC Objection**
- Cllr Pearce advised that paper planning applications are available to purchase via the SHDC website. Clerk to view.

Remaining under SHDC Discussion in addition to Planning a: None

- b. Decisions:

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- 2193/19/NMM Banksia, Silverhill – Conditional Approval
- 4108/18/FUL Baker Estates Retrospective temporary access road – Conditional Approval
- 2165/19/AGR Build Agricultural Building for Storage of Machinery/Fodder – WITHDRAWN
- 1978/19/FUL Conversion of redundant agricultural building to residential – REFUSED
- 0184/19/FUL Harwood Farm, Temporary mobile home – Conditional Approval
- 0411/19/CLE Westentown, Lawful development certificate – Certified
- 1711/19/VAR Ashbys External Lighting – Conditional Approval
- 1656/19/HHO Clementine Cottage – Conditional Approval
- 1871/19/VAR Bolberry House Farm – Conditional Approval
- 1744/19/NMM Baker Estates - 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.

283 FOOTPATHS, TREES & ALLOTMENTS:

- a. Overhanging foliage at a variety of locations including Roseland, Whitehall Cottage and the trees at Chadders Shute. Cllr Long to forward details to Clerk re Chadders Shute. **ACTION: Cllr Long**

284 VILLAGE HALL:

- a. Update: Minutes are approved one month in arrears; these can be found on the village hall website.
- b. Car Park: The planning application has still not been finalised and Councillors consider that the very significant increase in cost cannot be justified. Malborough Parish Council are now looking at alternate projects, improving the tennis courts to create a multi-use games area. SHDC have agreed in principle to transfer the monies to this project but we must act quickly as the monies run out in March 2020. Clerk to speak with Mr Jevans MVH & PFA. **ACTION: Clerk**
- c. Play Area Works: New parts have been ordered and received.
There are issues with the fort that require attention, Wickstead have advised that this is out of warranty due to the materials used. We can now replace with like for like wood (cost unknown) or recycled plastic (£1,200 + £1,200 fitting). A cost for hardwood and/or stakes will be obtained for comparison. **ACTION: Cllr J Yeoman & Sampson**

285 MISCELLANEOUS:

- Land Ownership – The Pound & Substation documentation has now been received at an estimated cost of £750 plus VAT and disbursements. Malborough Parish Councillors resolved that the Council should proceed with the Possessory title and for the Chairman, Cllr John Yeoman or Parish Clerk, Mrs Katharine Harrod or Vice Chairman Cllr Ann Kendall to sign all legal documents on behalf of the council when finalised. Proposed Cllr K Yeoman, Seconded Cllr Pedrick
- Malborough Play Park Area: No update
- Bridleways: No update.
- VAS figures have been provided for the month of August and continue to show a reduction in traffic speed.
- Kingsbridge/Salcombe Feasibility Study: Our views were forwarded but no response has been received.

286 FINANCE & GOVERNANCE:

The accounts for 2019/20 month 6 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 £628.16, Malborough Garden Services £393, Jack Stone Cycle Path Cut £90, Annual Village Hall Play Area Fee £240, Viking Messenger Supplies £200.82

The payments were proposed by Cllr Harris and seconded by Cllr K Yeoman and carried unanimously.

- a. More signatories will be added to the account following a change in councillors. **ACTION: Clerk**
- b. Annual Governance & Accountability. The External Auditor has signed off the annual accounts.
- c. Village Website Management – the annual meeting re the village website will take place in early October.
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287 CORRESPONDENCE:

- a. Wills Week – 23-27th September, all practices taking part are listed on the charity’s website southhamscab.org.uk, law practices across the South Hams waive their fees for will writing in return to a donation to Citizens Advice (suggested £100 for individual or £150 for joint). Appointments are vital so book ahead!
- b. Action to prevent closure of Kingston Fire Service: We have been requested to support Kingston Fire Service via the completion of a questionnaire (details have been forwarded to Councillors for their completion if they see fit). WAPC will support the fire station by completing the questionnaire with a request that it remain fully operative. Proposed Cllr Pedrick, Seconded Cllr Harris
- c. The Remembrance Day Wreath has been ordered. Remembrance day services will take place on Saturday 10th and Sunday 11th November.
- d. Highways Conference Rattery 10th October – Councillors were asked if they would like to attend. No councillors were available.
- e. Parkrun: Dr Martin Longley advises that a weekly run is being planned at Bolberry Down, manned by volunteers this is a free 5km run/walk/jog aimed to improve physical fitness due to take place at 9am every Saturday . In collaboration with the National Trust they propose to use Bolberry Down as the venue because of its large flat area, car park and the Oceans Restaurant which will provide post-run sustenance and a place to socialise. The main target audience will come from the towns of Kingsbridge and Salcombe and their surrounding villages. Parkrun will greatly benefit our local community, addressing many of DCC’s ‘Health’ strategic objectives and linking in with South Hams Area Wellbeing (SHAW) initiatives. The route will include the gravel coast path and the grass track at the back of the Down. Participants will arrive just before 9am, and most will leave between 9.30 and 10am, therefore they expect a one-way flow of traffic during these times. Car sharing will be promoted. They hope to launch the event sometime in the New Year, once funding has been secured to cover the initial set-up costs and trust that they will receive support from MPC.
- f. Lighthouse Project update due at the October meeting.
- g. The Sewage works will be added to the October Agenda for discussion. DELETE AOB in future agendas
- h. The Cycle track width is reducing due to grass growing across the tarmac. Add to October Agenda.

MEETING ENDS 22.12 Hrs

DATES FOR THE DIARY: The 2019 Parish Council Meeting dates are: 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 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, 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 Tim Chandler, National Trust, SVRA

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APPENDIX A

Malborough Parish Council Finance: Month 6

Category	Descriptor	Date	Paid In	Paid Out	Cash Book Balance
Cash Book Balance b/f from last financial year					17,726.48
Receipt	July Gross Interest	09/07/2019	1.20		29,797.42
Receipt	August Gross Interest	09/08/2019	1.19		29,798.61
Receipt	September Gross Interest	09/09/2019	1.16		29,799.77
Receipt	SVRA Printing & No 14 Allotment Payment	15/07/2019	58.40		29,858.17
Receipt	Allotment fee number 12 + £2.50 credit for 2020 fees	15/07/2019	30.00		29,888.17
Receipt	SVRA Printing & No 3 Allotment Payment	15/07/2019	40.70		29,928.87
Receipt	Allotment number 7 annual fee	15/07/2019	27.50		29,956.37
Receipt	Allotment number 9 annual fee (50p short)	16/07/2019	27.00		29,983.37
Payment	Malborough Garden Services	18/09/2019		- 393.00	29,590.37
Payment	DW Jarvis Maintenance	18/07/2019		- 30.00	29,560.37
Payment	South West Water	18/07/2019		- 16.79	29,543.58
Payment	Clerk August Salary	15/08/2019		- 628.16	28,915.42
Receipt	Allotment fee number 4	05/09/2019	27.50		28,942.92
Receipt	Allotment fee number 5	11/09/2019	27.50		28,970.42
Receipt	Falcone Nicoletta Advertising Messenger	11/09/2019	35.00		29,005.42
Receipt	SHDC Second tranche of precept	11/09/2019	13,445.00		42,450.42
Payment	Clerk September Salary	15/09/2019		- 628.16	41,822.26
Payment	Clerk July Salary	15/07/2019		- 627.97	41,194.29
					41,194.29
TOTALS YTD Financial year 2019/20			£ 34,983.81	-£ 11,516.00	£ 41,194.29
RECONCILIATION CASH BOOK TO BANK					£
Cash book balance b/d			FY 2019/20 month	6	£ 41,194.29
Balance at bank at end :				18-Sep-19	
	Revenue Accounts			41,194.29	
	Unpresented Items		receipts	-	
			payments	-	
				£ 41,194.29	-
ACCOUNTS FOR PAYMENT					Variance
	<u>K Harrod Salary</u>	<u>DD 15th Month</u>			628.16
	<u>HMRC NIC</u>				0.00
Plus					
	Malborough Garden Services				393.00
	Viking Messenger Stationery				200.82
	SHDC Play Area Inspection				240.00
	Jack Stone Cycle Path Cut				90.00
	Meeting Sub Total				923.82
Receipts & PAYMENTS REPORT TO COUNCIL					
MEETING DATE			18/09/2019		
Prepared By:			K Harrod for Malborough Parish Council		
Date:			18/09/2019		