

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

<b>Date:</b> 20 <sup>th</sup> April 2016		<b>Venue &amp; Time:</b> The Annexe, following the Annual Parish Meeting, c. 19.50 hrs
<b>Present:</b> Cllr Gill Boyce Cllr Lucinda Goodhead Cllr Ann Kendall Cllr Paul Pedrick Cllr M Wesley Cllr John Yeoman (in the Chair) Cllr Kevin Yeoman	<b>In Attendance:</b> Debbie Ede Clerk & Minute Taker <u>Part Meeting:</u> Dist Cllr Simon Wright	<b>Apologies:</b> County Cllr Rufus Gilbert Cllr Kathy Harrod Cllr Keith Makepeace Dist Cllr Judy Pearce PC Jo Pengilly

### Ref 2016/17 Minutes Action

**001 INTERESTS** – Cllrs Kendall and John Yeoman declared interests under Finance and subsequently withdrew from that discussion.

#### 002 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Parish Council meeting of 16<sup>th</sup> March 2016 were agreed and signed, proposed by Cllr K Yeoman & seconded by Cllr Pedrick and voted through unanimously

**003 MESSENGER** – Cllr J Yeoman undertook to summarize the meeting for the next edition of the Messenger.

#### 004 MATTERS ARISING (from previous minutes only)

- A. o/s re. the refurbishment of Jubilee Shelter, Alison Lees is waiting for a weather window and is working to complete the work before the summer holiday season.
- B. The new Acrylic Footpath Map is up outside of the Post Office and Cllr Boyce has reminded Mr Jarvis about the remedial painting of the surround now we have a suitable weather window.

#### 005 POLICE BUSINESS & NEIGHBOURHOOD WATCH;

PC Jo Pengilly had given her report to the preceding meeting.

#### 006 COUNTY COUNCILLORS REPORT:

Cllr Gilbert had given his report at the Annual parish meeting and tendered his apologies for this meeting.

#### 007 DISTRICT COUNCILLORS REPORT

In addition to issues raised at The Annual Parish Meeting, Cllr Wright reported that re. the potential closure of the All Saint's graveyards; he has followed this up – the PCC have to approach environmental health at SHDC re any issues then, formally, they have to have a meeting ask for it to be closed before taking the next steps. It can take up to a year with the Home Office making the final order. Cllr Wright said he will forward us 'the due process' and Cllr Boyce asked that it be copied into Debbie White of the PCC.

#### 008 PLANNING

- A. The following **applications** have been received by the Parish Council and are/have been under discussion and consideration. Any recommendation by the Parish Council to the Planning Department is noted after the application details. Those without comment remain under discussion

**0914/16/VAR** Mr R Nash, Mr T Nash & Mrs P Chalkley, Windrush Lower Town Malborough Devon TQ7 3SQ. Variation of condition 2 (accord with drawings) of 33/0126/15/F.

The meeting noted that the planning notice was again poorly sited and posted some 5 houses away from the site.

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**0387/16/FUL** Mr & Mrs P Holden; Land at Little Maryknowle Lane To Maryknowle Farm Malborough Devon TQ7 3DB. Proposed reinstatement of former agricultural building and conversion to ancillary residential accommodation.

**0898/16/CLP** Michael Philips, The Stables, Malborough Green To Higher Town, Malborough. Devon TQ7 3RR. Lawful development certificate for a proposed new garden outbuilding. The new build shed has been referred to SHDC Enforcement but Cllr Kendall reported that there has also been severe pruning of trees in a conservation area which was not sanctioned.

The meeting expressed their concerns about not being notified about such (CLP) applications and no planning notices being posted. How are parishioners to become aware of such incidences?

Cllr J Yeoman advised that the balance of the Eastacombes site has again been resubmitted to SHDC with new site sketches by the landowner. The meeting again queried whether the biodiversity is free/public access as community land? A community orchard was discussed at some point. Cllr Yeoman advised that he had not been able to get a clear answer. Temporary access has now been blocked off and some earth/dung moved to prevent entries. The s106 needs revisiting and Cllr Wright will attempt to clarify.

**B. Decisions** – we have not been notified of any decisions but checks back through the SHDC website show:

Planning Application Details **0306/16/VAR** New Cottage Luckhams Lane Malborough Devon TQ7 3RY  
Application for removal or variation of condition - 33/1945/15/F - condition 2: **Conditional Approval**

Planning Application Details **2857/15/FUL** Lower Collaton Farm Lane To Lower Collaton Malborough Devon TQ7 3DJ  
Change use from annexe accommodation to separate dwelling: **Conditional Approval**

**C. Enforcement Issues** .

- SHDC have instigated a process whereby the backlog will be cleared and Cllr Wright advised that new cases are now being handled in a timely manner. The meeting discussed a number of outstanding cases which Cllr Pearce was following up.
- Questions were asked about the rulings behind any planning permission being given for a scheme on which there is land with an attached no build covenant. The breach of the latter becomes a legal matter/civil action and is not one the District or the Parish Council normally gets involved with.
- Re. any Shepherds Huts developments; SHDC advise these can be classified as caravans as long as fully mobile and not connected to any mains sewerage.

D. Cllr Yeoman fed back about is attendance at the Planning Peer review and the issues raised by Town and Parish Councils. It was a 'lively' meeting with many concerns highlighted about process failures, IT issues, the move to paperless planning, the poor siting of planning notices and the new Sherford development not counting against South Hams and West Devon housing targets.

E. NEIGHBOURHOOD PLAN. Cllr Yeoman reported that, since the last meeting, 3 members of the MNP Forum had met with the agents for Portlemore Downs. It appeared to be a constructive meeting and the Parish's wish list was shared. We await a follow up meeting to see what progress has been made in aligning their proposed scheme to what the Parish wants and needs.

Cllr John Yeoman also b/f his report from the Annual Parish meeting which reads: *"A great deal has been done in the last year to develop the Plan for Malborough Parish. This has involved a lot of work from the team managed by Debbie.*

*We have tried to work what we wanted as a village and where we would like development to take place.*

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*We put out a call for sites for possible development and had a number offered. All these were evaluated by a technical group and three were deemed possible. Those were the ones put before the village in the Church on March 7<sup>th</sup>.*

*As reported in the latest messenger there were a wide selection of views for and against all the sites, but the majority were in favour of the site below Malborough Park, Portlemore Downs. But the strong view from the consultation was any site had to deliver what the Parish wants at a time when it needs it, go a long way in meeting the design and build aspirations of the Parish and address the major concerns of parishioners about the impacts of a new build scheme.*

*Since the consultation representatives of the NP forum, our District Councillors and SHDC planners met with the agents of the Portlemore site. They are keen to do something but we set out what the village wants for a development in line with the result of the consultation and the feedback we have had from the village. They were polite and listened and made copious notes but did not comment so we shall see what happens when they come back the next time.*

*Now we are pulling the plan together, writing all the policies which when finished will go out to village for consultation. Before being inspected and then come back to the Parish for a referendum."*

- F. Re the S106 monies, SHDC have asked for more evidence proving need and demand for the schemes outlined in our consolidated bid. We also need to make them aware that remedial work has already been done on the pitches to improve the playing surfaces. We need to clarify what the S106 agreement stipulated as the £30k was said to be coming to the village.

*Cllrs Wright left the meeting at 20.20*

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#### 009 HIGHWAYS

- A. Re. a moveable VAS – the two sites were confirmed as
- Hillcrest, Main Road – facing Salcombe
  - Outside Alston Gate - facing Kingsbridge
- It had been proposed to also site along Collaton Road but this has not been through a SCARF assessment. The meeting confirmed that they were happy to progress the two sites and, at the previous meeting, Cllr Gilbert had confirmed his support for a minimum of £1,000.
- B. Re the new sign for Bolberry, it has arrived and is up – although it is somewhat smaller than expected/or the original but meets the spec.
- C. Re. the cycle track Cllr Yeoman has walked the track and feels that some pull back of weeds onto the tarmac could be done by the prisoners after the first cut of the grass in May by Jack Stone.
- D. Cllr Goodhead reported that the main roads were badly flooded recently; Alston, Yarde, Blackmoor Bottom and outside Withymore and the Luckhams Lane drain is blocked tonight
- E. Cllr Pedrick reported that the southern side of the road in the 'narrows' on the A381 is still badly rutted and eroded.
- F. The blocked drains at the Old Vicarage drain and Well Hill have been reported as has a new pothole at Silverhill. A bad pothole and road distortion at Iron railings Corner, Bolberry needs reporting
- G. o/s Our compilation of the buddle holes map is ongoing to be overlaid with the DCC map. Actions Cllr Pedrick and Boyce.
- H. o/s The Collaton Road sign opposite the bus shelter has been removed and needs replacing.
- I. o/s The finger post at the top of Plympton Hill is still damaged.

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#### 010 FOOTPATHS, TREES, GRAVEYARD & ALLOTMENTS

- A. The Village Hall is obtaining quotes to progress the new 'Access for All' path around the Malborough Wood, a joint project between the Village Hall and the Parish Council. The Council will pay for the work in due course.
- B. Re. Alston Gate footpath – now that the ground is drying two quotes have been received, and by email, Council agreed that N. Rowell Haulage would do the work at a cost of £ 517 + VAT for scraping back the mud, compacting stone and membranes. The work is imminent!

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- C. Much of the overgrown Chapel Lane foliage has been cleared but there remains an overhang from a few properties which obscures the street lighting. We have written to ask for it to be cut back straight but some of the residents do not see that there is a problem. The Council will email again to clarify that the light splay needs to be visible and the path made as wide as possible.
- D. Cllr Boyce reported that the gate at Lower Soar is very muddy and Portlemore Lane surface is poor but the meeting appreciated it had been a very wet winter.
- E. Cllr Kendall advised that Mr Cole had reported that the foot path from Hay Court Lane was not signposted as such, could it be? With properties coming under new ownership signage might now be beneficial? The meeting agreed to enquire of the DCC PROW team whether this would be possible.



- F. **One small allotment is still available for the 2016/17 growing season**
- G. We have received a diversion order for Footpath 15 (Middle Soar) – details will be posted on the Notice Boards. Representations to DCC are invited by 3<sup>rd</sup> June.
- H. Burial ground; removal of earth spoil: Cllr J Yeoman is meeting the contractor for an estimate to progress this.

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### 011 VILLAGE HALL

- A. Cllr J Yeoman attended the last Village Hall meeting – the full Minutes of MVH&PFA are on: <http://www.malboroughvillage.org.uk/group/villagehall>.
- B. The new heating system in the main hall should be finished by 21st April.
- C. The hall flooring is now confirmed as being OK to resand and reseal and then remarked for badminton.
- D. Cllr Boyce advised that SVRA has sent a letter to everyone re the access from Cumber to the Village Hall explaining why it was closed once a year.
- E. Re the skate park; the waste bin was moved to the fields side of the concrete - generally this has worked better with it being full of litter each week. This week however the newly installed bin was on its side, its concrete base had been wrenched out of the ground and was at 45-degrees to the vertical! This is needless and mindless vandalism and is both severely anti-social and puts in jeopardy the continued use of the facility. In the meantime the concrete plinth has been strengthened and the bin replaced by Cllr Yeoman and Geoff Allen.
- F. Mr Illingworth has taken away the playground notice board for repair as previously agreed.
- G. A replacement sign, for the vandalised safety notice board in the Skate Park, has been quoted for (from the original suppliers who have retained the artwork) at £81 plus VAT. The meeting unanimously agreed to order this including the £10 and £40 delivery and installation (plus VAT) – proposed by Cllr K Yeoman and seconded by Cllr Goodhead.
- H. It was noted that Malborough Garden Services will now be VAT registered so the value for the grant given to the Village Hall will be insufficient to meet the 20% additional cost. How and by whom this contract is awarded and paid needs some discussion.
- I. Councillors highlighted instances of the turfguard overflow car park not being used which have, again, caused problems.

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### 012 MISCELLANEOUS

- A. A reminder that the next scarecrow trail takes place over the **Spring Bank Holiday weekend, May 28, 29 and 30<sup>th</sup>**. The entry form was in the last Messenger.
- B. Malborough Youth Club have now submitted their accounts and thanked the Council for the offer of a grant – this payment is now included in this month's accounts.
- C. This spring South Hams District Council is launching a new drive to increase recycling rates and become more efficient and as part of this drive they are making changes to some of their waste collections.



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Those residents who are affected by the changes will receive a postcard through the door in the next two weeks, followed by more detailed information before the changes come into effect on 18th April. As Cllr Rufus Gilbert, Executive Portfolio Holder for Commercial Services, explains: "These changes are essential if the Council wants to increase recycling rates. It will mean that some residents who currently do not recycle will soon receive a collection service that will enable them to do so. "We have a small number of residents, mainly concentrated in the Dartmouth, Kingsbridge, Ivybridge, Salcombe and Totnes areas, who are still on a weekly black sack collection. Having residents in the District unable to recycle their waste was always a situation which the Council needed to improve upon." In a move to enable more homes to recycle, some will be able to use bins and receive a fortnightly collection cycle, where waste is collected one week and recycling is collected the following week. This is consistent with how we collect waste across the whole District. "For a number of residents who remain on a black sack collection, a weekly food waste service will be introduced to ensure that this element of the waste stream is collected frequently, the remaining household waste will be collected fortnightly as we do across the rest of the District. "A quarter of household waste is food waste which can easily be recycled. If we don't start to make these changes many residents would continue to be unable to contribute to our recycling achievements. Unfortunately a very small number of properties will still be unable to enjoy the full recycling service - these households will find no change to their current arrangements at this time." From 11th April officers from South Hams District Council will be delivering information cards to the homes that are affected, residents do not need to do anything at that time. If residents would like more information about the changes they can visit the South Hams website. Alternatively if residents would like to speak to an officer about these changes, South Hams District Council will be running a series of roadshows in Kingsbridge, Dartmouth, Salcombe and Totnes, where the majority of the homes are located. Times and dates of the roadshows will be posted on the Council's website.

[www.southhams.gov.uk](http://www.southhams.gov.uk)

- D. **Connecting Devon and Somerset** (CDS) has recently launched its Voucher Scheme to provide subsidies to install alternative broadband technology to premises across Devon and Somerset. Vouchers worth up to £500 are now available for residents and businesses across the entire programme area who experience broadband speeds below 2Mbps. The subsidy will cover the cost of connecting to an improved broadband service to boost broadband speeds to a minimum of 10Mbps. Eligible residents and businesses that are in receipt of a voucher code can choose to redeem the voucher with one of the suppliers listed on the Connecting Devon and Somerset website. Seven broadband suppliers are currently registered on the scheme offering a variety of technology solutions including fibre to the home, wireless and satellite. CDS are in discussions with other suppliers, so it's possible that even more providers will eventually join the scheme offering residents and businesses even more choice. Those who benefit from the voucher scheme will still be entitled to a superfast broadband connection under phase 2 of the CDS programme if their connection is below 30Mbps. The procurement process for phase 2 is expected to conclude in the Autumn of 2016. For more information please see the link below. <http://www.connectingdevonandsomerset.co.uk/cds-broadband-voucher-scheme/> We would appreciate it if you could spread the word about the programme, especially to the rural communities who suffer from slow broadband speeds. [broadband@Devon.gov.uk](mailto:broadband@Devon.gov.uk), <http://www.connectingdevonandsomerset.co.uk/>
- Cllr Wesley had done some research into this and said that this scheme offers some help for people outside planned expansion phases and with speeds of less than 2 Mb. However the £500 voucher is unlikely to meet all the costs. Most of Malborough (90-95%) already has or is in a planned phased expansion of getting superfast broadband but at a cost. If the above links are followed you can find out what the plans are for your post code.
- E. Police Commissioners Elections take place on Thursday 5<sup>th</sup> May.
- F. Malborough & South Huish Horticultural Society have now published their annual show schedule, one copy was received by the Council, Saturday September 10<sup>th</sup> 2016

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- G. Queens 90<sup>th</sup> Birthday Evensong services take place at Exeter Cathedral 21<sup>st</sup> April, tomorrow, 17.30 hrs.
- H. There is a Becoming Resilient Conference on the 11<sup>th</sup> May at the Kenn Centre in Exeter, [info@devoncommunities.org.uk](mailto:info@devoncommunities.org.uk)
- I. Highlights about the AONB and planned events were received from the AONB, more information at: [www.southdevonaonb.org.uk](http://www.southdevonaonb.org.uk)
- J. A CVS News Report had been received, more information by emailing: [cvs@southhamscvs.org.uk](mailto:cvs@southhamscvs.org.uk)

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### 013 FINANCE & GOVERNANCE *(previously recorded as Minute 185 in draft Minutes and on Annual Return for Audit purposes)*

- A. Cllr J Yeoman took the meeting through the Annual Governance Statement and, proposed by Cllr Pedrick and seconded by Cllr Kendall the meeting agreed that its system of internal controls and governance were sound and signed off the Annual Governance Statement.
- B. The final accounts for 2015/16 were discussed, the headline and summary figures explained and examined and the month 13 position was consequently signed off, shown in Appendix A. These would now be sent to the Internal Auditors for their work to start. The Internal Audit timetable for 2015/16 is such that all books and documentation are due in by April 28<sup>th</sup>. Proposed by Cllr Boyce and seconded by Cllr Kendall, the meeting gave their unanimous approval to the figures.
- C. A further report, Appendix B, was received for month 1 of 2016/17. A mandate sheet and transaction record was introduced and duly signed to authorise the e-payments. With Cllrs Kendall and T J Yeoman withdrawing from discussions, the payments were proposed by Cllr Boyce and seconded by Cllr Goodhead and carried unanimously.
- D. o/s and c/f Cllr Makepeace advised that Devon Air Ambulance are now flying at night and looking for villages etc. to offer landing areas which need to be lit. He and Cllr Pedrick advocated that some investment might be advisable if we wish to be able to access this service at night. Liaison with the football club is required as the pitch is already floodlit – but this might be too bright for the pilot, low energy flood lights are required. Cllr Makepeace will investigate further.

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### 014 CORRESPONDENCE & OPEN FORUM

Correspondence received in addition to that taken under the agenda:

- South Hams Society
- Health Watch Devon
- Best Kept Village
- Mole catcher services offered

There being no further business the meeting closed at 21.15 hrs.

**DATE FOR THE DIARY: The next Parish Council meeting – its AGM - is on Wednesday 18<sup>th</sup> May, 7.30pm, at The Annexe**

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

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

Actions default – unless otherwise specified the Clerk takes forward any agreed actions

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:** Cllrs Boyce, Harrod, Kendall, Makepeace, L Goodhead, P Pedrick, M Wesley, J Yeoman, K Yeoman

**For Information: e-circulation to:** County Cllr R Gilbert, Dist Cllr Judy Pearce, Dist Cllr S 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 A Purchase, National Trust, SVRA

**MALBOROUGH PARISH COUNCIL**  
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**APPENDIX A**

Category	Descriptor	Paid In	Paid Out	Cash Book Balance
Receipt	Allotments (J Grant)	55.00		13,131.05
Receipt	Burial ground	310.00		13,441.05
Receipt	Messenger	22.00		13,463.05
Receipt	Allotments ( Unwin)	13.75		13,476.80
Receipt	Interest - gross	0.52		13,477.32
Payments	SHDC winter toilet servicing		- 888.42	12,588.90
Payments	SH Newspapers (MNP Options)		- 105.30	12,483.60
Payments	G Boyce (MNP expenses)		- 7.00	12,476.60
Payments	D Ede (MNP expenses)		- 83.99	12,392.61
Payments	DJE Consulting MNP (Payments on account)		- 500.00	11,892.61
Payments	Malborough Garden Services (Feb)		- 60.00	11,832.61
<b>TOTALS YTD Financial year 2015/16</b>		<b>£ 65,502.57</b>	<b>-£ 67,865.37</b>	<b>£ 11,832.61</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>				<b>£</b>
Cash book balance b/d <b>Year End 2015/16 month</b>			<b>13</b>	<b>£ 11,832.61</b>
<b>Balance at bank at end :</b>			<b>31-Mar-16</b>	
	<b>Revenue Accounts</b>		<b>11,406.36</b>	
	<b>Unpresented Items</b>	receipts	431.25	
		Payments	- 5.00	
			<b>£ 11,832.61</b>	<b>-</b>
<b>RECEIPTS &amp; PAYMENTS REPORT TO COUNCIL</b>				
<b>MEETING DATE</b>		<b>20th April 2016</b>		
	Prepared By:	<i>Debbie Ede, Clerk to the Parish Council</i>		
	Date:	<i>13/04/2016</i>		

**MALBOROUGH PARISH COUNCIL**  
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**APPENDIX B**

Category	Descriptor	Paid In	Paid Out	Cash Book Balance
<b>Cash Book Balance b/f from last financial year</b>				<b>11,832.61</b>
Receipt	Allotments	110.00		11,942.61
Payment	Salary - D Ede		- 648.92	11,293.69
Receipt	Groundwork - Locality Grant	3,750.00		15,043.69
Receipt	Interest - gross	0.49		15,044.18
Receipt	Allotments	67.50		15,111.68
Receipt	Burial Ground	100.00		15,211.68
<b>TOTALS YTD Financial year 2016/17</b>		<b>£ 4,027.99</b>	<b>-£ 648.92</b>	<b>£ 15,044.18</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>				<b>£</b>
Cash book balance b/d	<b>FY 2016/17 month</b>		<b>1</b>	<b>£ 15,044.18</b>
<b>Balance at bank at end :</b>				
<b>Revenue Accounts</b>			<b>13-Apr-16</b>	
<b>Unpresented Items</b>			<b>15,266.85</b>	
	receipts		<b>431.25</b>	
	payments		<b>- 653.92</b>	
			<b>£ 15,044.18</b>	<b>-</b>
<b>ACCOUNTS FOR PAYMENT</b>				
D Ede (Salary)		paid on 15th of the month by standing order & included in the above balances		<b>648.92</b>
Plus	Malborough Garden Services (March)			120.00
	Malborough Church Council (for MNP venues)			194.00
	DALC			207.89
	SWH Signs (Bolberry)			108.36
	Viking			219.46
	Messenger expenses - A Kendall			99.78
	Messenger expenses - P Cole			5.00
	Messenger expenses - M Kendall			33.60
	Skate Park Bin repair - Palladium for T J Yeoman			35.21
				<b>1,023.30</b>
				<b>Variance</b>
<b>RECEIPTS &amp; PAYMENTS REPORT TO COUNCIL</b>				
<b>MEETING DATE</b>		<b>20th April 2016</b>		
Prepared By:	<i>Debbie Ede, Clerk to the Parish Council</i>			
Date:	<i>20/04/2016</i>			