

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

<b>Date:</b> 17 <sup>th</sup> April 2019		<b>Venue &amp; Time:</b> Annex, Malb. Village Hall, 19.30hrs
<b>Present:</b> Cllr Lucinda Goodhead 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 Simon Wright Part meeting	<b>Apologies:</b> Cllr Gill Boyce Cllr Keith Makepeace  PC J Pengilly PCSO Paul O’Dwyer Dist. Cllr Judy Pearce County Cllr Rufus Gilbert

### REF 2019/20 MINUTES

#### 252 WELCOME & APOLOGIES

253 **DECLARATIONS OF INTEREST:** Cllr Kendall declared an interest in respect of finance and did not take part in these discussions.

254 **MESSENGER:** Cllr J Yeoman

#### 255 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 20<sup>th</sup> March 2019 were agreed without alteration.  
Proposed: Cllr K Yeoman      Seconded: Cllr Goodhead and agreed unanimously

#### 256 MATTERS ARISING:

- A. Collaton Road Bus Stop – two quotes have been received, a third quote is being obtained.
- B. Public toilets in the Square: MPC have instructed a solicitor to work on their behalf. Documents have been recently obtained that require review before further comment can be made. The Chairman & Clerk intend to meet with Beers to obtain all options. Proposed: Cllr Kendall, Seconded Cllr Rutherford.
- C. Dog Walking in the Community Wood. The Clerk and a member of the MVH & PFA met with Honey Foskett from South Hams District Council to try to resolve the situation. The feedback received states the charity would be in breach of charity legislation, and land law if it were to prevent public access to the area. However, MVH & PFA are not preventing public access, only access with a dog. The MVH Committee have discussed this and have reconfirmed that they do not want access for dogs other than the cycle path and Access for All path. Clerk to clarify re preventing dog access not public access and to request removal of dogs from site effective the new orders due in October 2019.

#### 241 PARISHIONERS OPEN FORUM

- Footpath at end of Shute requires attention.

#### 242 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

Vehicles parked at the Post Office have been noted as having no MOT, police have been advised but no action taken. This will be followed up with the local officers.

SIGN UP TO DEVON & CORNWALL ALERT HERE: <https://alerts.dc.police.uk/Join>

#### 243 COUNTY COUNCILLORS REPORT:

- a. Street Lights – Issues with lighting around the parish have been reported. Including Lower Town and Vicarage Corner.

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- b. 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.
- c. Road Sweeping: Needs to be undertaken at the square but problematic due to parked vehicles.
- d. Pinheys Hill unsafe manhole cover reported to DCC by Clerk.
- e. Clerk to write to Highways to confirm support for the double yellow line proposals from South Huish Parish Council.

**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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### 244 DISTRICT COUNCILLORS REPORT:

- a. Paperless Planning came into effect 1<sup>st</sup> April. A bar scale is required for all plans to be viewed online. Documents are requested to be uploaded on a landscape basis. It was also requested that all communications remain on site once a plan has been determined – the information is not lost. Cllr Wright will find out how exactly this information can be obtained. Councillors have requested a hard copy for every case – can this be provided and how much would it cost? **ACTION: Cllr Wright**
- b. Salcombe Retreat Update: Query raised re the new food/drink offering. In respect of the planning application, the case officer has been advised that the application goes against the Malborough Neighbourhood Development Plan. No copy of the officer report has been uploaded or seen. **ACTION: Clerk to request copy of report.**
- c. Ashby's Lights: The lights have been switched off and Ashby's are looking into the situation and are keen to resolve it.
- d. Local Lettings Plan: The parish are aware that there is a specific local lettings plan for social housing in the town of Salcombe. Councillors would like to see a local lettings plan adopted for the Parish of Malborough. Noted: South Huish Parish Council are requesting the same. **ACTION: Cllr Pearce**
- e. Baker Estates have suggested that some of their properties could be extended by adding a room to the roof cavity. This would create more four-bedroom properties instead of three bedrooms. There is also an impact on parking issues. It was felt that this was a method of putting costs up and would be detrimental to local residents looking to purchase. This has been reported back to SHDC.
- f. Alston Gate phase two has recently been discussed with the MPC Chairman & Clerk. Cllrs J Yeoman & Sampson are meeting with the new architect on 18<sup>th</sup> April. Noted that there are still S106 monies to deal with the footpath at the rear of the estate.

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### 245 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.

**0927/19/HHO 16 Collaton Rd Extension** – MPC approval

**1064/19/HHO 35 Collaton Rd Boat Store** – MPC conditional approval

**1108/19/ARC Portlemore Barton, Removal of Conditions** – MPC no objections

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

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### *Remaining under SHDC Discussion:*

**4108/18/FUL Baker Estates Retrospective permission for temporary access road.** MPC approved SHDC Determination date 11<sup>th</sup> February 2019!

**4015/18/FUL Salcombe Retreat, Proposal 23 caravan/lodge bases, parking & internal access road.** MPC Objection. SHDC Determination date 07<sup>th</sup> March 2019

**0184/19/FUL Harwood Farm, Temporary mobile home – MPC Support SHDC Determination Date 22<sup>nd</sup> March 2019**

**0411/19/CLE Westentown, Lawful development certificate –** noted neither a statutory declaration nor affidavit has been received. MPC No Objections **SHDC Target Determination Date 5<sup>th</sup> April 2019**

b. Decisions:

No decisions made during the period. All applications remaining under SHDC discussion are now past their target determination date.

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.

d. **Neighbourhood Development Planning:**

Malborough Parish Council reiterate that the Malborough Neighbourhood Plan will be referenced when providing a response to planning applications.

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### 246 Highways:

- a. VAS – The VAS equipment has now been installed. A laptop was purchased to obtain the data from the machines.
- b. There is a flooding issue by Four Ways this has been reported we await a response. **ACTION: Clerk to monitor**
- c. Collaton Road Parking, severe issues with parking during football matches. When marshals are helping with parking the situation improves. **ACTION: Clerk to write to MVH to request regular marshal parking.**

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### 247 FOOTPATHS, TREES & ALLOTMENTS:

- a. Allotments: There are currently no allotments available.
- b. We have yet to receive feedback from the Allotment holders re the potential installation of a pond.
- c. Allotment invoices will be issued by end April.

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### 248 VILLAGE HALL:

- a. Chicane entrance path to village hall in poor condition and requires replacement. Metal tubes have been ordered and will be installed in due course.
- b. Defibrillator Signage: Details of both have been provided to the Gazette to ensure they have been included on the map.
- c. Monthly update: Full minutes are available on the MVH & PFA page of the Malborough Website.

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### 249 MISCELLANEOUS:

- Malborough Park Play Area, a new map has been provided to MPC which incorporates additional grounds including the road. This is not acceptable to MPC and will be discussed with Mr Sekula.
- Burial Ground – there have been two burials in the last month.
- Horse Awareness in the Parish: Ongoing, the National Trust are currently drafting some simple consultation over access, we await their further advices. We also await confirmation that the entrance to the new estate has been gritted to reduce the current slippery surface.

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- Village Handy-Man – A parishioner has provided a quote of £290 to clean down both noticeboards, apply two coats of stain, fit and fix two magnetic backing boards, weather & bug proof and seal outside glazing. Proposed: Cllr Goodhead, Seconded Cllr Pedrick.
- Horseypool Bench – missing one piece of wood. Cllr Kendall to speak to her contact re repair. **ACTION: Cllr Kendall**
- Playground bench requires replacement, quotations have been obtained and the councillors approved the purchase of a bench costing £339 plus VAT. Proposed Cllr Kendall, Seconded Cllr Samson

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### 250 FINANCE & GOVERNANCE:

- a. The accounts for 2018/19 month 13 were received, see **Appendix A** and 2019/20 month 1, see **Appendix B**. A mandate sheet and transaction record were introduced and duly signed to authorise the following e-payments:
- Clerks Salary, HMRC & Expenses
  - Malborough Garden Services (graveyard & ground maintenance)
  - Messenger Expenses,
  - Playground Maintenance
  - Actionwest
  - Viking stationery
  - South West Water
  - DALC Annual Renewal

The payments were proposed by Cllr Goodhead and seconded by Cllr Sampson and carried unanimously.

- a. Internal Audit – the internal audit will take place on 8<sup>th</sup> May.
- b. Insurance: Confirmation has been received that the VAS signs are now covered. The annual renewal premium due in June has risen to £727 inclusive of IPT. Proposal to renew Cllr K Yeoman, Seconded Cllr Kendall.
- c. Elections & Vacancies: Malborough Parish Councillors stand uncontested. We are also looking to co-opt two councillors to commence from the May meeting. If you or a colleague is interested in representing your parish, please contact the Clerk for details. Copies of expenses forms to be provided to the councillors (note, no councillor incurred expenses). **ACTION: Clerk**

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### 251 CORRESPONDENCE:

- a. None received

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**MEETING ENDS 21.40 Hrs**

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**DATES FOR THE DIARY:** The 2019 Parish Council Meeting dates are: 15th May, 19th June, 17th July, 18th Sept, 16th Oct, 20th Nov and 18th Dec. All meetings commence at 7.30pm and are held at The Annexe, Malborough Village Hall.

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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 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

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### APPENDIX A

### Malborough Parish Council Finance: Month 13

Category	Descriptor	Date	Paid In	Paid Out	Cash Book Balance
Payments	Elan City VAS	10/04/2019		- 4,690.97	18,153.84
Payments	Malborough Garden SVS	10/04/2019		- 472.20	17,681.64
Payments	Nick Walker Printing	10/04/2019		- 30.00	17,651.64
Receipts	H McMillan Advertising	28/03/2019	60.00		17,711.64
Payments	D EDE Consulting	25/03/2019		- 860.16	16,851.48
Receipts	SHDC - Payment Received	22/03/2019	875.00		17,726.48
<b>TOTALS YTD Financial year 2018/19</b>			<b>£ 38,776.83</b>	<b>-£ 39,408.38</b>	<b>£ 17,726.48</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>					<b>£</b>
Cash book balance b/d			<b>FY 2018/19 month</b>	<b>13</b>	<b>£ 17,726.48</b>
Balance at bank at end :					<b>20-Mar-19</b>
	Revenue Accounts			<b>18,206.48</b>	
	Unpresented Items		receipts		
			payments	<b>- 480.00</b>	
				<b>£ 17,726.48</b>	<b>-</b>
<b>ACCOUNTS FOR PAYMENT</b>					<b>Variance</b>
	<b>Meeting Sub Total</b>				<b>-</b>
<b>Receipts &amp; PAYMENTS REPORT TO COUNCIL</b>					
<b>MEETING DATE</b>			<b>17/04/2019</b>		
	Prepared By:		<b>K Harrod for Malborough Parish Council</b>		
	Date:		<b>17/04/2019</b>		

# MALBOROUGH PARISH COUNCIL

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### APPENDIX B

### Malborough Parish Council Finance: Month 1

Category	Descriptor	Date	Month No. of Report to Council	Paid In	Paid Out	Cash Book Balance	
<b>Cash Book Balance b/f from last financial year</b>						<b>17,726.48</b>	
Receipt	Precept first tranche	09/04/2019	1	14,057.00		31,783.48	
Receipt	Interest (Gross)	09/04/2019	1	0.92		31,784.40	
Receipt	Clerks April Salary & Expenses	15/04/2019	1	-	603.33	31,181.07	
Receipt	WRITE OFF £480 Payments from 2017	17/04/2019	1	480.00		31,661.07	
Receipt	South Huish Printing Fees	12/04/2019	1	88.20		31,749.27	
<b>TOTALS YTD Financial year 2019/20</b>				<b>£ 14,626.12</b>	<b>-£ 603.33</b>	<b>£ 31,749.27</b>	
<b>RECONCILIATION CASH BOOK TO BANK</b>							
Cash book balance b/d				<b>FY 2019/20 month</b>	<b>1</b>	<b>£ 31,749.27</b>	
<b>Balance at bank at end :</b>					<b>17-Apr-19</b>		
Revenue Accounts						31,749.27	
Unpresented Items					receipts	-	
					payments	-	
						£ 31,749.27	
<b>ACCOUNTS FOR PAYMENT</b>						<b>Variance</b>	
<a href="#">K Harrod Salary</a>					DD 15th Month	Incd in above	603.33
<a href="#">HMRC NIC</a>							0.00
Plus	Viking Stationery					41.32	
	South West Water					24.60	
	Playpark maintenance & goodwill					112.24	
	Actionwest Business Systems					295.00	
	Malborough Garden Services					393.00	
	Dalc Annual Renewal					223.16	
	Messenger Expenses A Kendall					41.48	
	Messenger Expenses P Cole					5.00	
	Messenger Expenses M Kendall					33.60	
	<b>Meeting Sub Total</b>				<b>£0.00</b>	<b>1,169.40</b>	
<b>Receipts &amp; PAYMENTS REPORT TO COUNCIL</b>							
<b>MEETING DATE</b>				<b>17/04/2019</b>			
	Prepared By:			<a href="#">K Harrod for Malborough Parish Council</a>			
	Date:			17/04/2019			