

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 20 th September 2017		Venue & Time: All Saints Church, 19.30hrs
Present: Cllr Gill Boyce Cllr Hayley Rutherford Cllr Ann Kendall Cllr Keith Makepeace Cllr Paul Pedrick Cllr John Yeoman (in the Chair) Cllr Kevin Yeoman	In Attendance: Kathy Harrod – Clerk & Minute taker Dist. Cllr Judy Pearce Dist. Cllr Simon Wright Part meeting	Apologies: Cllr Lucinda Goodman Cllr John Sampson County Cllr Rufus Gilbert

REF 2017/18 MINUTES

056 DECLARATIONS OF INTEREST: None Declared

057 MESSENGER: Cllr Kendall to cover October/November issue.

058 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 19th July were agreed and signed without alteration.
Proposed: Cllr Boyce Seconded: Cllr Kendall

059 MATTERS ARISING:

- A. Email was sent to STC re Footpath 7, Hanger Mill to through to Alan Weymouth's meadow, it was understood to be acceptable but will be walked again and reviewed.
- B. The issue of traffic speeding down Luckhams Lane was reported, however, with no recorded accidents in the last five years and speed well below the normal speed limit for built-up areas highways would not be able to justify diverting any of their minimal road safety resources to provide additional traffic calming measures.

060 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

For the last 30 days, there have been a total of 10 crimes reported to police. They are: 3 x burglary (one of which was an attempt) 3 x theft from motor vehicle 2 x bilking's (taking fuel without payment) 1 x criminal damage and 1 x marine crime.

Most of these offences have taken place around the village hall and to assist in detecting those offenders responsible, we would advise that CCTV be considered. We will be stepping up nightly patrols within the parish to deter crime and engage with residents.

It has come to our attention that a group of youths are hanging around the play park until the earlier hours. We will be targeting this area with a view to engaging with these individuals in a positive manner.

We would urge anyone with information relating to these offences to get in touch and assure total confidentiality. You may have also seen the article in the local gazette that Kingsbridge town has also been targeted by auto crime thieves. We are urging all motorists to remove items on display to prevent them from becoming a future victim.

- A. We have received reports of speeding on the Salcombe Road, an email with details will be forwarded to PCSO O'Dwyer.
- B. There has been an incident whereby the door that was blocked up at the Post Office has sustained damage in an assumed attempt to gain entry, details will be forwarded to PCSO O'Dwyer.

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061 COUNTY COUNCILLORS REPORT: No report for September.

062 DISTRICT COUNCILLORS REPORT:
CLLR PEDRICK ENTERS

- A. The consultation for the proposed merger between West Devon and SHDC progresses. 22 events are being held to spread awareness of the details.

An issue was raised regarding the consultation questions, the questions are biased and do not accept a negative opinion. Cllr Wright advised that it was important for all questions to be responded to.

Cllrs Makepeace & Pedrick query re future policy of investing in commercial property unless you are increasing economic activity in your area and leasing to local business. But why invest in anything when short of money in the first instance? SHDC had agreed this in principle but it is currently on hold.

Cllr Pearce advised that a substantial sum of money could be saved by selling both councils offices and purchasing joint premises. This would also reduce travel costs etc. Follaton House has good potential for a very profitable sale, however, there may be an issue with the West Devon premises as they currently have a £2.1m loan against the property. Noted that Follaton House receive a substantial income through leasing offices located at Follaton House, currently 80% at capacity, if running at 100% capacity a good standard of income would be realised.

It was suggested that the amalgamation of the two authorities is a very poor idea, would reduce value for money and would not realise the significant savings that we are being led to believe would be achieved.

Cllr Pearce advised that if the merger does not take place, the Sherford building will be especially good for the South Hams as the South Hams council tax base will significantly increase thus bringing in significant essential funds.

Cllr Wright advised that a split of services between the two areas to go back to two separate councils would cost £3m, this figure was disputed. It was also noted that even if the authorities join up there will still have to be two planning sections.

Concern was raised in respect of the assets West Devon hold - current assets are £12m as opposed to South Hams £36m. Useable reserves: South Hams £18m & West Devon £5.5m

Unusable reserves include: Pensions, council tax collection adjustment, business rates adjustment, accumulated absence account.

Why are South Hams looking to amalgamate with West Devon when the figures provided consistently show West Devon to be a poor match? The Parish Councillors were not convinced of the alleged savings, no value for money was perceived and the set-up costs of £325k were considered far too high.

Noted when Surrey County Council couldn't balance their books the Government stepped in. The Isles of Scilly were closed and they are now run by Cornwall on a service level agreement.

A boundary review would also take place, the number of members would reduce in West Devon which would mean nominally that South Hams would always have a greater number of Members, 28 for South Hams and 20 for West Devon. Democratically this is a reassurance for South Hams.

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The increase in council tax relates to £2.5m from the South Hams – Cllr Wright suggested that a request for these monies to be ring fenced for the South Hams be made.

Malborough Parish Councillors also had strong concerns re changing the name, South Hams is a major brand and is too strong to lose!

A decision will be made at the end of October at a full council meeting. It must be supported by MPs and DCC before going in front of government.

Proposal Cllr Pedrick that MPC do not support the proposal under any circumstances. Seconded Cllr Rutherford, carried unanimously.

- B. Cllr Wright advised that there will be an increase in planning fees once the government have given their approval. It is anticipated this will be through by February and go up by 20%. As a Parish Council, we will receive a preferential rate of half the fee.
- C. Bottle bank –KH contacted Cllr Wright following further incidents of the bank filling up quickly and bottles/broken glass being left around the bank. There was also a period of some days when the bank was full and had not been emptied.
The situation will continue to be monitored but it is hoped it will ease now that peak tourist season is over. That said, a request will be made for a weekly collection to be made every Monday morning during mid-July to mid-September with weekly collections during Easter/Christmas and half terms.
- D. The guttering on the public toilets is blocked and requires cleaning to prevent overflow of rain water. Cllr Pearce & Cllr Wright to attend to.

063 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.

2641/17/FUL Mr & Mrs Sean Hassell – MPC Approved

Revision of planning application 33/2492/15/F to replace approved 5 bedroom owners accommodation with 1 private dwelling and 2 holiday cottages
The Port Light Bolberry Malborough TQ7 3DY

2730/17/FUL Mr & Mrs Dennis Hobday – MPC Objection

Ancillary caretakers lodge for an approved hospitality business.
Ilton Farm Barn Malborough TQ7 3BZ

2331/17/VAR Mr J Thomson – MPC Objection

Removal of condition 3 (Vehicular Access) of granted planning consent 33/0799/15/F (relocation and improvement of vehicle access and new double garage)
Hi Ho Malborough Kingsbridge Devon TQ7 3RR

2538/17/PAU Mr P Shepherd – MPC Approved

Notification for prior approval for proposed change of use of agricultural building to flexible uses (shop)
The Old Pigs House Alston Farm Malborough Devon TQ7 3BJ

0549/17/OPA Maze Consulting

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READVERTISEMENT (alternative layout and drainage options proposed) Outline application with some matters reserved for erection of circa 50no. dwellings and means of access (all other matters reserved) Development site at SX 710 394 Adjacent To Malborough Park Malborough
We have received a report regarding the outline application for 0549/17/OPA. MPC have asked that this goes to Committee, Cllr Pearce confirmed this will happen.
MPC would expect the reserve matter application to come in similar to the outline application architect's drawings. This layout had been put before the Village at the consultation stage and the Council would like to see a similar layout with at least the same % of greenspace maintained. Parking concerns must be addressed. The number of affordable houses has been put back to 16 and the Council would like all the intermediate housing to be three-bedroom properties. Can we request a housing association of our choice – Cllr Pearce advised we would need to write to Baker Estates. MPC comments will be provided to Cllrs Pearce & Wright prior to the planning meeting on the 4th October.

Housing Needs Survey analysis of MPC re housing will be forwarded to Cassandra Harrison (copy to Cllrs Pearce & Wright).

There are also queries re Section 106 figures provided i.e., £380 per resident towards improvements to the adjacent play area was considered very high. The parish Council would prefer more monies allocated to the playing field and the scope widened to include other sports. This could be improvements to the tennis courts, skatepark or badminton in the hall as well as pitch improvements. Also, figures allocated to secondary school infrastructure and secondary school transport with a small sum of £12,500 for early years education.

Additionally, the splay on the Eastern side of Collaton Road needs to be dealt with as the current design is not sufficient. MPC would request a 50m splay as a minimum against proposed 35m splay. Cllr Pearce will ask the Highways Officer to attend the meeting.

Cllr Sampson has been asked to attend the committee meeting as our main point of contact.

B. Decisions:

2244/17/FUL Mr & Mrs T PAUL - SHDC Conditional Approval

Erection of outbuilding for new wood pellet boiler and fuel store
Scrumphy Lodge Malborough TQ7 3DD

2245/17/LBC Mr & Mrs T PAUL - Withdrawn

Listed building consent for erection of outbuilding for new wood pellet boiler and fuel store
Scrumphy Lodge Malborough TQ7 3DD

1882/17/ADV National Trust – SHDC Conditional Approval

Advertisement consent for introduction of a Pay and Display machine and related instruction signage
Car Park Bolberry Down Malborough TQ7 3DY

ACTION: Clerk to establish if there are any covenants are on the land.

1880/17/FUL National Trust – SHDC Conditional Approval

Introduction of Pay and Display machine and related instruction signage
Car Park Bolberry Down Malborough TQ7 3DY

0923/17/FUL Mr P Shepherd – SHDC Conditional Approval

Application for siting of 4 holiday lodges.
Alston Farm Malborough Devon TQ7 3BJ

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C. Enforcement issues: Continue to be dealt with.

064 NEIGHBOURHOOD PLANNING: Report postponed until October, awaiting the SEA report which is anticipated to be returned by mid-October.

Cllrs Wright & Pearce Left the meeting

065 HIGHWAYS:

A. Temporary Traffic Restriction Orders are in place for the following:

1. 2nd to 6th October, Junction from Higher Barton to White Cross, Malborough. Pre-patching works for surface dressing in 18/19. Alternative route to be signposted Bolberry Cross to Bolberry Quarries.
2. 2nd to 11th October, South Route through Galmpton, adjacent to Elliotts Cottage for 8 metre trenching in tarmac road for replacement substation works.
3. 31st October, Galmpton to Malborough for installation for new telecoms mast, alternative route to be signposted.

B. Drainage: Blocked drains have been reported, Adam Keay is willing to meet with a Councillor to discuss the problem areas, he has also sent the following information as a useful reference for parishioners and councillors:

With regards to standing water, we will act against standing water if: -

- a. Water is still present 24 hours after rain has stopped
- b. The Road is impassable
- c. Water is forcing vehicles, cyclists or pedestrians away from the nearside of the road by more than one metre
- d. Vehicles have to cross the centreline marking

In these instances, we will: -

- a. Record the issue
- b. Put signs and cones at the location
- c. Arrange positioning flood boards
- d. Investigate the source of the problem.

Reports of flooding and blocked drains can be made using the Devon County Council website via this link <https://new.devon.gov.uk/roadsandtransport/report-a-problem/>

With regards to blocked drains. A sudden storm or downpour can often result in more water on the road than our gullies or ditches can cope with. In severe weather, the capacity of the drainage system can be overwhelmed by the amount of water trying to run off from the road and flooding can occur.

Our current maintenance policy sets out that we will routinely: -

- a. empty urban (in towns and villages) gullies with sumps at least once every three years.
- b. empty rural (outside of towns and villages) gullies with sumps at least once a year
- c. Flush gullies without sumps once a year
- d. Respond to reports of blocked drains which are causing standing water, or could lead to a road becoming icy.

We will act if a blocked or damaged highway drain is causing a property to become flooded or causes a road to become impassable.

Parish lengthsman visit each parish in Devon on a programmed basis to undertake the cleaning of drainage features such as grips and easements and hand cleaning of gullies on the minor network. View their programme via this link <https://new.devon.gov.uk/roadsandtransport/maintaining-roads/flooding-and-drainage/>

PLEASE NOTE: Malborough is due a visit for the period of 1.5 days on 1st & 2nd November.

Cllr Pedrick agreed to meet with Adam Keay.

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- C. Post Office Parking: Neil Oxton has been out to the Post Office and viewed the area, having visited the site it is apparent that the standard disabled bay would not be able to be sited outside the cottages due to size of the bay. Signing would also be problematic at these spaces. It was proposed that plan E provided by Neil Oxton is accepted in principle but we request that any action be deferred to allow for time to establish ongoing Post Office Hours. Proposed Cllr Boyce, Seconded Cllr Kendall, three councillors in favour, two against, one abstention.
- D. Signposts: A bid for eight signs as per the information provided by Adam Keay has been submitted to the DCC Locality Fund via Cllr Gilbert for £420 excluding VAT. Proposal to order signage by Cllr Makepeace, Seconded Cllr Kendall
- E. VAS - sign still not working correctly. The company who provided it were picked as our supplier of choice, they offered the best guarantee and we have recommended them to other councils. The device urgently needs to be set up and working properly. A strongly worded letter of complaint will be forwarded as a matter of urgency with a deadline to deal with the problem or to provide a full refund.
- F. Pavement opposite 40 Collaton Road has been damaged by tree roots and requires attention. Adam Keay will be contacted.
- G. Salt – Clerk to ask Adam Keay for 5 tons of free salt to be delivered in 25kg bags per parish (MPC & SHPC) under the Snow Warden Scheme.
- H. Community Enhancement Fund, the bid has been successful and a sum of £750 will be received for work this year.
- I. The school hedge has not been cut on Lower Town and brambles are growing out. The school will be asked to deal with this urgently.
- J. A hole is developing by the drain on the main road at Combe Down House, this will be reported.

066 FOOTPATHS, TREES & ALLOTMENTS:

- A. Jack & Jason Stone cut the cycle path as requested at the start of August.
- B. Verges on Collaton Road require attention. Cllr Pedrick to investigate.
- C. Access for All, the Clerk is currently investigating long term options re footpath maintenance.
- D. Cyclist have been ignoring the give way sign on the cycle track leading to three near misses, highways will be contacted to establish what can be done to assist the residents with right of access, suggestions include a sleeping policeman or large stones on the cycle track. Cllr Pedrick will request the landowner contact the Clerk with details prior to Highways contact.
- E. There continues to be issues with a Cumber Resident allowing significant amounts of overgrowth grow onto a public pavement, a letter will be sent from the Chairman with a copy to the SVRA.
- F. Malborough Park, there is a hawthorn hedge with brambles growing through on our land, Mr Wrangles usually cuts back for small fee. Cllr Kendall to organise.

067 VILLAGE HALL:

- A. Cllr Boyce attended the MVH & PFA Meeting.
- B. Planning for parking and extension needs to be submitted. MPC have agreed to underwrite £1,200 plus VAT to pay specific fees with a caveat that the resultant works be commenced once planning permission has been received. The parish council were pleased to see the increased number of spaces in the proposed parking layout. Also the proposed extension between the annexe and the main hall was well received and will enhance the use of the hall and provide extra storage.
- C. Fresh Air Fitness have confirmed to the clerk that a new sign and maintenance kit are being forwarded.
- D. Geoff Allan & Cllr J Yeoman recently fixed the roundabout.
- E. There is a Blood Donor Session at Malborough Village Hall on 28th September. We have been advised that the Blood Donor Sessions will discontinue at Malborough Village Hall with effect from Spring 2017.
- F. The football pavilion has been broken into on several times over recent weeks, security has been reviewed and will be increased accordingly.
- G. With the developments at the village hall, MVH & PFA are also looking at increased security.
- H. Annexe Storage - a new storage area for MPC archives will be created in the Annexe in due course.
- I. Cllr Kendall to attend the next MVH & PFA Meeting

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068 MISCELLANEOUS:

- A. New Defibrillator – we have received details of two packages, the first is £1,800 excluding VAT, this is effectively a fully serviced loan defibrillator on a four-year basis. If we were to purchase a defibrillator the price reduces to £1,249 but replacement batteries/pads would have to be purchased as required. Following discussion, it was agreed to order the fully serviced defibrillator on a four-year basis. Proposed Cllr Pedrick, Seconded Cllr Rutherford.
Clerk to forward details to Cllr Makepeace for Rotary consideration.
- B. Reminder Re New Minutes Mailing List – if any parishioner would like to receive a copy of the minutes via email please provide your email address to malboroughparishclerk@gmail.com
- C. Clerk – With effect from 15th September Katharine Harrod is also acting as clerk for South Huish Parish Council, this will provide a small reduction in costs for each council as several areas within the role can be streamlined.
- D. The Hastoe Housing Association have confirmed that the two properties recently up for rent at Great Park have been allocated to residents with strong local connections.
- E. The annual website meeting (malboroughvillage.org.uk) takes place on 26th September.

069 FINANCE & GOVERNANCE:

- A. The monthly accounts, cash book and bills to pay were received for month 6 of the new financial year, 2017/18, show as year to date Appendix A. The proposal to approve these was made by Cllr K Yeoman and seconded by Cllr Boyce and unanimously agreed. A mandate sheet and transaction record was introduced and duly signed to authorise the e-payments.
Proposed: Cllr Boyce, Seconded Cllr K Yeoman, approved unanimously.
- B. The Grant Thornton external audit had been completed and agreed with any problems.
- C. The three-year contract in respect of the internal audit by Alison Marshall (see June Minutes) was received, signed and returned.
- D. New Data Protection laws will be operative from 25th May 2018 each Councillor will be provided with an assessment to complete to ensure that everyone is compliant.
- E. One of the requirements of being Clerk to MPC is that all documentation be stored in a lockable filing cabinet. The Councillors agreed to provide a lockable filing cabinet. Proposed Cllr J Yeoman, Seconded Cllr Kendall.
- F. All new Councillors will now receive a new councillor pack containing relevant information and a documentation including a copy of The Good Councillors Guide. We currently require additional copies of this. Proposal to purchase copies made by Cllr K Yeoman, seconded Cllr Rutherford.

070 CORRESPONDENCE:

- A. Salcombe-Kingsbridge Estuary Conservation Forum Meeting: A reminder has been received that the autumn estuary forum meeting will be held in the Kingsbridge Community College Library at 7pm on Tues 26th September – tea, coffee and biscuits will be available during our normal informal network session from 6pm – all welcome.
- B. Please see the parish noticeboards for details of the free flu vaccination clinic being held at Redfern Health Centre.

071 OPEN FORUM:

- Cllr Pedrick to service the gritter and advise if any parts are needed.
- Annual Messenger advertising was reviewed and the price increased by £2 to - £32 for small adverts £57 for large adverts, contact Cllr Kendall for details
- Sheep recently escaped into the burial ground and caused damage, a letter will be written to the owner with a request that he makes fencing stock proof.

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- SHPC are considering issuing their own questionnaire regarding the One Council Consultation. Following discussion councillors decided that they would prefer to request that parishioners respond to the official consultation questionnaire. Additional paper copies of this have been provided by Cllr Pearce and will be available by contacting the clerk or from the Post Office.

DATES FOR THE DIARY: The next Parish Council meeting is on Wednesday 18th October, 7.30pm, Village Hall Annex.

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 Kathy 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 Kathy for distribution) together with their apologies.

Distribution List

Cllrs Boyce, Goodhead, Kendall, Makepeace, Pedrick, 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

DRAFT

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APPENDIX A

MALBOROUGH PARISH COUNCIL FINANCE; MONTHS 5&6, RECEIPTS & PAYMENTS, INVOICES TO PAY, CASH BOOK TO BANK RECONCILIATION

Category	Descriptor	Paid In	Paid Out	Cash Book Balance
<i>Balance b/f</i>				17,602.90
Payments	D Ede - printer ink		- 13.99	17,588.91
Payments	Malborough Garden Services - Burial ground		- 216.00	17,372.91
Payments	Geoff Allen - playground repairs (2 bills)		- 32.32	17,340.59
Payments	SHDC - invoice awaited, playground annual inspection - NEW		- 156.00	17,184.59
Payments	K Harrod - Safety Signs for less		- 17.46	17,167.13
Payments	K Harrod - Health & Safety Direct		- 11.04	17,156.09
Payments	Viking		- 213.40	16,942.69
Payments	K Harrod Salary August		- 499.01	16,443.68
Payments	DALC		- 48.00	16,395.68
Payments	MGS - BURIAL GROUND		- 144.00	16,251.68
Payments	MGS - ACCESS FOR ALL		- 144.00	16,107.68
Payments	MGS - PLAYGROUND FPS		- 249.99	15,857.69
Payments	K Harrod Salary September		- 499.01	15,358.68
Receipts	Interest - gross	0.70		15,359.38
Receipts	Interest - gross	0.72		15,360.10
TOTALS YTD Financial year 2017/18		£ 22,060.42	-£ 23,996.32	£ 15,360.10
RECONCILIATION CASH BOOK TO BANK				£
Cash book balance b/d		FY 2017/18 month	5&6	£ 15,360.10
Balance at bank at end :				14-Sep-17
Revenue Accounts			16,495.11	
Unpresented Items		receipts	-	
		payments	- 1,135.01	
			£ 15,360.10	- Variance 0.00
ACCOUNTS FOR PAYMENT				Variance
	K Harrod Salary August	Gross is £499.01 incl. £20 facilities recharge, paid and incl. above email OK, paid & incl above		499.01
	DALC	email OK, paid & incl above		48.00
	MGS - BURIAL GROUND	email OK, paid & incl above		144.00
	MGS - ACCESS FOR ALL	email OK, paid & incl above		144.00
	MGS - PLAYGROUND FPS	email OK, paid & incl above		249.99
	Jack Stone = cycle track invoice awaited	ESTIMATE		75.00
	K Harrod Salary September	Gross is £499.01 incl. £20 facilities recharge, paid and incl. above		499.01
	SWW - Allotment water bill - £25.73			25.73
	Fear of Mice £120 - PEND from website a/c and after annual meeting			120.00
	Geoff Allen Playground Expenses £10.95			10.95
	Malb. Garden Svs Graveyard £216			216.00
	Malb. Garden Svs, Village Hall £249.99 FPS			249.99
	Grant Thornton (external audit)			240.00
	Meeting Sub Total			2,521.68
RECEIPTS & PAYMENTS REPORT TO COUNCIL				
MEETING DATE		20th September 2017		
Prepared By:	Debbie Ede for Malborough Parish Council			
Date:	14/09/2017			