

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

Date: 20 <sup>th</sup> January 2016		Venue & Time: The Church, 19.30hrs
<b>Present:</b> Cllr Gill Boyce Cllr Lucinda Goodhead Cllr Kathy Harrod Cllr Ann Kendall Cllr Keith Makepeace Cllr Paul Pedrick Cllr M Wesley Cllr John Yeoman (in the Chair)	<b>In Attendance:</b> Debbie Ede Clerk & Minute Taker County Cllr Rufus Gilbert (part meeting) Dist Cllr Judy Pearce (part meeting) Dist Cllr Simon Wright (part meeting) 15 Members of the public (part meeting)	<b>Apologies:</b> PCSO Dave Gibson PC Jo Pengilly Cllr Kevin Yeoman

### **Ref 2015/16 Minutes Action**

**132 INTERESTS** – Cllrs J Yeoman and Pedrick declared an interest under finance w.r.t. the funding of the Hope Cove Lifeboat and withdrew from that discussion. Cllr Yeoman also declared an interest under footpaths (FP 15) and, again, withdrew from debate on that topic. Cllr Boyce declared an interest under finance and grants to WRVS and withdrew from that discussion. The meeting noted that the blanket dispensation granted for all nine Parish Councillors at the December 2012 meeting remained in force (for a maximum of four years, or until repealed by Council). This enabled Members to speak and vote at meetings of the Council (as defined in the Code of Conduct) relating to Setting the Council Tax or a Precept.

### **133 MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the Parish Council meeting of 16<sup>th</sup> December were agreed and signed, proposed by Cllr Boyce & seconded by Cllr Wesley and voted through unanimously (with a typo correction to Appendix A to read CAB not CVS and Minute 121f to read SHDC)

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

### **135 MATTERS ARISING (from previous minutes only)**

- A. The Cumber/Collaton Road Bus Shelter roof has been, or is about to be, repaired by Malborough Forge.
- B. Defibrillator; unfortunately our bid to the British Heart Foundation for 2 more defibrillators was unsuccessful because, we are told, the Ambulance Service did not take the time to review and sign off our application. We will be liaising with WAST as to what happened as a failure to secure emergency equipment because of ‘due process’ not being followed appears inexcusable.
- C. Re. the implementation of the Local Gritting Scheme, this is now active with the gritter having made its inaugural journey. It has now been out 4 times with some favourable reports from parishioners about the lack of ice on the minor routes. As advised last month the situation re **Insurance** is more complex:
  - a. DCC have confirmed that they provide 3rd party liability cover.
  - b. Re loss and damage insurance, in common with most Commercial Insurance policies, the Parish Council’s policy cannot include cover for accessories whilst attached to a motor vehicle. **The only solution is for the owner of the vehicle which tows the gritter to insure it against damage whilst attached to their vehicle on their own motor insurance policy but this may be difficult as they do not own the machine.** The Parish Council’s policy can only cover the gritter against loss or damage when detached or stored which will, of course, be the majority of the time.
  - c. **The Employers’ and Public Liability Insurance sections of the Parish Council’s policy will not provide cover for any injury or damage arising when the Councillor or volunteer is driving their own vehicle for this purpose. These policy sections exclude claims arising from the use of a motor vehicle.** The individual will need to check that their own motor insurance policy provides cover for their vehicle being used for this purpose.

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- d. On the basis Devon County Council provide Public Liability Insurance for the gritting service being undertaken by the Parish Council, the policy we have with Hiscox will provide the following covers automatically for any Councillors or volunteers who participate (when they are NOT driving – see above):
  - i. Employers' Liability - This will protect the Parish Council should the participants sustain an injury or illness during the course of their duties and can successfully prove that the Parish Council has failed to provide an adequate duty of care towards them.
  - ii. Personal Accident - If aged under 90 the Councillors and volunteers are automatically covered under this section. There is a sum payable of £100,000 in the event of an accident causing death, loss or limbs or sight or permanent total disablement. A £500 weekly benefit is payable for a maximum period of 2 years should the accident prevent the individual from pursuing their usual occupation.
- e. Also, in the unlikely event Devon County Council's Public Liability Insurance fails for some reason our own policy will provide cover in a situation where the Parish Council is held legally liable for any injury or damage arising from gritting other than whilst the machine is being towed as advised above.
- f. We must, and now do (as at today's date) have a risk assessment in place and the Parish Council should ensure the participants are competent to carry out the work they are offering to undertake and have access to the correct tools as well as suitable clothing/protective equipment.
- g. o/s is Cllr Gilbert's follow up re a categorical written assurance re 3<sup>rd</sup> party liability provided from DCC.

To reinforce their understanding of the insurance, the Parish Council voted their approval/acceptance of the above, proposed by Cllr Wesley and seconded by Cllr Kendall and carried unanimously. It was suggested we write to Graham Hocking to thank him for his assistance and storage facilities.

- D. o/s re. the refurbishment of Jubilee Shelter, Alison Lees has missed the weather window for the year and is working to complete the work before the summer holiday season.
- E. o/s 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 who has it 'in hand' and is waiting for a weather window.
- F. o/s Re the DYL on Collaton Road – we are awaiting on DCC to raise a TRO to 'piggy back' onto (on Cllr Gilbert's 'to do' list below.)
- G. Re Lower Town and the parking enforcement – DCC have been spoken to but there is no progress to report as yet.

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#### **136 POLICE BUSINESS & NEIGHBOURHOOD WATCH;**

PCSO Gibson has said: ...."Apologies, On duty but unable to attend. 2 x crimes for the Parish over last month

- 1 x assault - offender due in court shortly
- 1 x possible attempted break-in

*January's road safety theme is Road User Visibility: At this time of year it is crucial for pedestrians to be careful about their own visibility, but equally important for vehicle lights and tyres to be well maintained. Pedestrians, horse riders, cyclists and motorcyclists are very much at risk on the roads if they are not clearly visible. Good quality lights and reflective clothing are all easily available. Road collisions impact significantly on people's lives and remain the leading cause of death for pedestrians and young adults nationally, accounting for over a quarter of all deaths in the 15 to 19 age group.*

*Whilst vehicle speed is one of the main causes of collisions, making vulnerable road users more visible improves their chances of being seen at the earliest opportunity by motorists. With reduced daylight hours and poor weather conditions at this time of year, it is particularly important for all road users to recognise the need to see and be seen. Schools already endorse these messages with younger pedestrians, and it is important that police pass the same advice to others. It really can be the difference between life and death....."*

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An attendee remarked that it would be helpful if disabled buggies etc could also have high viz clothing/markings

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### 137 COUNTY COUNCILLORS REPORT:

Cllr Gilbert has had a list of outstanding issues or topics from us for him to discuss with Adam Keay, our Neighbourhood Officer at their next 1:1 meeting. These include

- Alston Gate Speed Survey. Adam Keay reports that “The Speed data taken in October 2015 indicate level 2 intervention southbound and level 3 intervention northbound. Due to the intervention required, a VAS site will be requested for traffic in both directions. Furthermore, the Road Casualty Reduction Officer will request speed enforcement officers from the police’s Safety Camera Partnership attend, provided it is safe for them to do so.....” As with the other site in Malborough the mobile VAS will be used for driver education; this is the most effective way to use vehicle activated signs...”. The Parish remain convinced that a fixed and permanent solution is required.
- Vehicles Activated Sign }
- Traffic calming } with the second speed survey results adding weight to these arguments
- Zebra crossing signage }
- Collaton Road DYL
- Collaton Footpath verge cutting/maintenance/path repair
- Cycle Track – to be patched and maintained
- Re-designation Malborough Roads
- Luckhams Lane junction
- Snow Warden Insurance cover
- And, new tonight
  - Luckhams Lane surface water run off
  - Alston Gate footpath and s106
  - Traffic works 16<sup>th</sup> March – Higher Town access needs to be maintained for large vehicles

Cllr Gilbert (*having joined the meeting at 20.10*), intervened as per the minutes below and had nothing further to report.

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### 138 DISTRICT COUNCILLORS REPORT

Cllr Wright said budget discussions continue at SHDC since no more money has been forthcoming from Central Government. The District Council is looking at setting up a trading company to try and bridge the funding gap. The SHDC precept is likely to be set end of February; there will be a freeze on car parking charges and some fees and charges will be changed or even drop to align with West Devon.

Cllr Pearce remarked that the allocation of the TAP fund went very smoothly, all local applicants were successful and it was remarked that bids from the Kingsbridge cluster (which includes Malborough) were the best costed and drawn up.

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### 139 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

Parish: Malborough

[2722/15/NMM](#)

← Click here to go to website

[2722/15/NMM](#)

← Click here to comment

Contact Name Matthew Jones

Comments to be received by: 25-Dec-15

Full Grid Reference (270956, 39734)

Application Type Non Material Minor Amendment  
Whitehall Cottage Well Hill Malborough Devon TQ7 3SG

Applicant Name Mr And Mrs Mahood  
Non-material minor amendment to planning approval  
33/3185/14/F

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B. **Decisions** – none received

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- C. **Enforcement Issues;** SHDC say “.....I am aware that you have not received an updated list of live cases as yet. Having moved to the new system we are working on producing a new monthly list to you with the relevant information. This is currently being worked on and as soon as we are able we will be sending you the list on a monthly basis as before. Apologies for any impact this has on your meetings and please feel free to contact me if you want to discuss any case in particular.....”
- D. **SHDC HOUSING NEEDS SURVEY (HNS) & NEIGHBOURHOOD PLAN.**
- SHDC have published Issue 7 of the Our Plan: South Hams e-newsletter; more information can be found at: [www.southhams.gov.uk/ourplan](http://www.southhams.gov.uk/ourplan)
  - Our HNS has been collated by SHDC, headline figures have been received but we await the full report to make sense of them.
  - Options for the accredited sites are being generated by the forum; these will go to the village for consultation mid to late February – date to be advised – all Councillors to make themselves available please.
  - As previously advised, an interested party is in early pre-application talks with SHDC about another potential major scheme within the parish and wish to sit down with the Parish at the earliest opportunity to discuss our needs and time frames. As a Parish we will have a list of what we are looking for in any new development - there will be some 'must haves', some 'would be nice to have' and some 'in an ideal world could we have...' Thus a round table debate/workshop with any developer would be welcomed to see what might be possible in terms of economic viability for the applicant whilst delivering the Parish's wish list - assuming we receive a mandate from the village to proceed with such discussions. Inevitably there will be trade-offs but we could be uniquely placed to be able, through collaborative working, to deliver exemplar developments if we can align our plans.
  - The forum meets again on 1<sup>st</sup> February (19.00hrs, the Church).

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**140 HIGHWAYS** At 20.10 Cllr Gilbert joined the meeting.

SECTION 14  
THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (HIGHER TOWN, MALBOROUGH)  
NOTICE 2016

**TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING**

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

On **WEDNESDAY 16 MARCH 2016**  
for a maximum of 5 days

Anticipated Finish **WEDNESDAY 16 MARCH 2016**

Between the hours of **08:00** and **18:00**

No person shall cause or permit any vehicle to proceed or wait on the sections of Affected Roads except for access to land or premises on or adjacent to those length of roads.

Roads affected  
**HIGHER TOWN, MALBOROUGH , O/S 2**

The alternative, signed, route for vehicles will be via **HIGHER TOWN JUNC  
COLLATION ROAD WELL HILL LOWER TOWN HIGHER TOWN LOWER TOWN  
HIGHER TOWN**

This temporary restriction is considered necessary to enable  
**NEW SERVICE**

For additional information contact:  
**WALES & WEST UTILITIES LTD**  
Telephone: **07968481740**

- A.  
We will need to contact farms and business that side of the village and South Huish Parish and tell the Utilities companies that they will need steels etc for the larger vehicles to maintain access as the diversion round Lower Town is not viable for buses and sizeable lorries. (Email Adam Keay and add to Cllr Gilbert's to do list...)
- B. Re the new sign for Bolberry, “your order is on the shop floor for production and should be completed within the next week, we will then get it delivered to our sign erecting gang in Newton Abbot with instructions to get it erected asap for you...”
- C. Broadmoor Lane; The Parish Council have received complaints about the state of Broadmoor Lane after all this wet weather. The lane is flooding and an increasing amount of mud is being ground off the banks

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and onto the lane by the large agricultural vehicles and now the SHDC bin lorries. SHDC have apparently started to use their big lorries (whereas they used to use the smaller ones) and they are also going a different way. As we understand it they used to back down to Valley and Mill Cottage but now they go past them too, up the lane to the signpost and back to Malborough past Red Barns. We are in touch with SHDC to see what can be done (and we will now alert our District Councillors to help with this) and we are also liaising with Devon County Council to ensure the Parish lengthsman is clearing any buddle-holes along the lane. However, given the latter only visits twice a year and has to, then, service the whole parish we don't think the latter is going to make a lot of difference in the short term. Cllr Gilbert advises that it might be possible to get an emergency visit from the lengthsman (email Adam Keay). The third thing that we think could help alleviate the problems is for the stream opposite the Red Barns to be free flowing and we are asking for the help of the landowners with this.

- D. Cllr Pedrick remarked that the Luckhams Lane run off drainage was also compromised (again we would email Adam Keay, update Cllr Gilbert's list and report this online).
- E. Our compilation of the buddle holes map is ongoing to be overlaid with the DCC map. Actions Cllr Pedrick and Boyce.
- F. o/s
  - a. The Collaton Road sign opposite the bus shelter has been removed and needs replacing.
  - b. The finger post at the top of Plympton Hill is still damaged.

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#### 141 FOOTPATHS, TREES, GRAVEYARD & ALLOTMENTS

- A. Cllr Yeoman outlined the current position regarding, Access for All, the new path around the Malborough Wood, a joint project between the Village Hall and the Parish Council. The Village Hall have been considering various routes for a number of years in response to parishioners wishing to walk dogs without compromising the playing field. This was reinforced by the results of the Parish Council's Neighbourhood plan questionnaire with many parishioners wanting more dog walking areas and circular walks. To achieve this the Village Hall committee investigated Route 1: which ran from the Cycle Track to the corner of the Wood and into the Incinerator Area of Cumber Close. There would be gates at both ends – onto the Cycle Track and from the Incinerator area. There would be stock fencing along one side of the path to prevent dogs going into the Wood and the incinerator area. With views coming forward from residents in Cumber about the wisdom, of passing through their estate the Village Hall decided to change to Route 2 at their meeting of 13<sup>th</sup> January. This involves a path from the cycle track around the bottom of the wood and right up to the existing entrance from Cumber onto the playing field. This route would achieve a longer circular walk and be all in one ownership and, although longer, the fence could be erected mechanically so the cost would be broadly similar. Cllr Yeoman also reminded the meeting that this is the first step to improving facilities for dog walkers in the village and we still aspire to have some off the lead safe and secure land set aside for this. At the end of the day we are trying to achieve agreement on a path which can be used by residents and dogs alike and are hoping that this will help prevent dogs running on and fouling the playing field.

Cllr Yeoman then opened up the well-attended meeting for questions from the floor. Concerns were raised about access by horses – Cllr Yeoman confirmed that the route would be permissive and not open to horses. It would be a grass path with dogs 'kept under close control'. Queries were raised about 'what is close control' and how will this be policed. There would be dog bins at both ends and self-closing gates at both ends. It was noted that the dog warden is not very visible. Some common offenders were identified – the dog warden will only act on evidence. Peer pressure is what is required. In the dog utility field in Kingsbridge it was noted that there is no dog mess in evidence. The major concern was about responsible (or not) dog owners. A resident asked whether they could plant bushes on the Village Hall land between their property and the proposed path, this was referred to the Village Hall. Access to the playing fields for those without dogs would be maintained and not altered. SVRA mentioned that there is still a strip of Cumber land near the planned route but it was agreed that the route would be best served to be just under one landowners control – MVH&PFA – for ease of maintenance etc. Another resident said this initiative would also help alleviate previous problems with

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broken fences along the boundaries. There was also a plea, from the floor, for the fence along Collaton Road and Cumber to be mended; the Village Hall reported (Gail Allen was in attendance) that they are 'on the case'. Cllr Yeoman asked the floor whether they were happy, as a group, for route 2 (and later 3 when funds allow) to go ahead. This was confirmed. Route 3 goes from the Cumber entrance onto the Playing Fields, behind the Grandstand and Tennis Courts and onto the Slip Road to the Hall.

Cllr Yeoman also confirmed that The Parish Council has been successful in applying to the TAP fund for £2.1k to add to the £750 from Parish Council funds. The Village Hall will now obtain 3 quotes for the work so that the path can start.

- B. **At 20.10 Cllr Gilbert joined the meeting.** Complaints have come in from the new residents at Alston Gate about the state of the footpath behind the estate into Great & Luckhams Lane and thus into the village itself. Roger Bryant, an Alston Gate resident, was in attendance and took the meeting through the problem. With the advent of dark evenings, mud and rain the path is not usable and they are no longer spending money in the village but using cars to go into Kingsbridge and Salcombe. For those without transport, or with prams and pushchairs, using the footpath means that the kids and buggies are covered in mud by the time they get to school. It should be remembered that this route is the only pedestrian access to the village as representations from the Parish during the planning stage for a dedicated footpath along the A381 were refused. Mr Bryant asked that some improved surfacing and cut grass be instigated alongside the A381 to connect the estate with the village. Cllr Harrod also added reports of a parishioner falling on the path, slipping and being immobilised for 1.5 hours.

Cllr Yeoman explained that, in negotiations with the developers, planners and DCC Highways, despite our pleas and arguments, no footpath was forthcoming. It would be inadvisable for the village to put in a path alongside the A381 without Highways agreement as there was no agreement from Highways to install a zebra crossing. Cllr Gilbert advised that DCC would not cut this verge (their verge) as they do not want to encourage people to cross a main road and then use a path alongside this main road. Cllr Gilbert advised that planning was granted on the premise that residents would use the Great Lane footpath. Cllr Yeoman reminded Cllr Gilbert that there was £5k available from the s106 for footpath improvement – we would send an explicit reminder to Cllr Gilbert for remedial action to be taken and the s106 funds to be found. This would mean that the existing footpath in Great Lane and Chapel Lane could be surfaced /tarmac'd. Linked to this is the issue of overgrown hedges in Chapel and Great Lane (see below). Cllr Gilbert also volunteered money from his locality fund. There is also a section which needs to be improved by the developer – a drainage issue. To help the Council agreed to press DCC for action on these matters and Cllr Gilbert will take them forward.

It is hoped that, as Alston Gate develops, DCC Highways will revisit the need for traffic calming measures, a crossing and a footpath. The recent speed survey showed that, northbound, 86% of the vehicles and 63% of vehicles southbound were exceeding the 30mph speed limit. This suggests that levels 2 and 3 interventions will be required; action will be taken so check your speed whilst leaving the Village.

- C. As agreed in November, the Council has written to all households in Chapel Lane and Great Lane about over hanging/grown hedges/foilage and this was also highlighted in the Messenger. However two parishioners have remarked that there has been little action to date especially at the top of Chapel Lane. Parishioners are 'actively encouraged' to undertake cuts. Advice will be taken from County Council as to the way forward and how actions can be enforced as the growth overhangs both a highway and a PROW.
- D. Cllr Boyce took the Chair to take the meeting through the fact that the Council have received notice of an Informal Consultation (from Peter Guy at Devon County Council – PROW) about a proposed diversion to Footpath No.15 within the Parish at Middle Soar. Feedback is requested by 12<sup>th</sup> February. Cllr Yeoman was asked by the acting Chair to explain the diversion around Middle Soar, avoiding the occupants' garden. Dog walkers present at the meeting also approved this initiative. Cllr Boyce asked for a show of hands in favour and the meeting was unanimous in agreeing with this proposal. Cllr Boyce then handed back the chair to Cllr Yeoman.
- E. **Allotments are available. These are advertised in the Messenger and on the Notice Boards. Please contact the Clerk or Tony Lyle ([anthoneylyle@tiscali.co.uk](mailto:anthoneylyle@tiscali.co.uk)) .**

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- F. o/s Cllr Boyce had queried the growth in weeds around the church wall together with the pavement outside of the post office. Cllr K Yeoman agreed to knapsack spray around the Pound and the Post Office.
- G. o/s Burial ground; removal of earth spoil: Cllrs Yeoman are pursuing but it was proposed, by Cllr Yeoman, that we now ask another contractor for an estimate to progress this once the land has dried up. The meeting agreed this. Cllr Boyce advised progress on the planned closure of the burial ground on the other side of the road. The Church wish to close it to avoid the costs of cutting the grass. However neither the Church, the Parish or the District have the money to take on responsibility of the grass cutting although the District have the statutory duty to do so once due process has been followed and the Church have filed for the ground to be closed.

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#### 142 VILLAGE HALL

- A. Cllr Boyce attended the last Village Hall meeting: the full Minutes of MVH&PFA are on: <http://www.malboroughvillage.org.uk/group/villagehall>. Of note are that:
  - a. Income was down in 2015
  - b. Gas income does not cover costs
  - c. Drainage work completed and fences repaired
  - d. Ash trees have been pruned with gap planting planned.
  - e. An energy assessment underway
  - f. Junior ballet and Zumba resuming
  - g. BBC will return to film the next series of the Coroner
  - h. Social events are planned incl. an Italian evening.

*Cllr Gilbert left the meeting at 21.00hrs.*

- B. The play area equipment has developed a couple of maintenance issues which Geoff Allen is kindly tackling in discussion with Wicksteed.
- C. Re the Telefonica mast – Cllr Boyce advise that the Church were not keen to pursue this.

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#### 143 MISCELLANEOUS

- A. **Section 106 Alston Gate phase 1;** a consolidated bid to include priorities identified in the Parish Plan (via the questionnaire and consultations) will be drawn up, for discussion, to set against the Alston Gate s106 monies due (£30k) and to meet the requirements of the latest SHDC OSSR plans. Early response from SHDC suggests that “An adult gym/trim trail could of course be a perfectly eligible project with respect to the Alston Gate s106, the definition for the OSSR contribution in both the Alston Gate Phase 1 and Phase 2 s106’s reading ‘for the provision of off-site public open space sport and recreation within the Parish [of Malborough].’ Cllr Pearce and Cllr Wright say they will support our evidenced plan as it stands which can also include bids re netball and badminton court improvements, repairs to the tennis court fence and additional equipment to enable the tennis coaching to be expanded (for younger age group) at the village hall and the revamp of the grandstand (a new roof). And, as above, if the scope of the dog walk is extended further funding could be sourced from the s106. It might also be possible to include another item of ‘furniture’ in the skate park (Cllr Harrod will follow up). A concrete table tennis table was also suggested. Councillors approved this initiative to draw up a consolidated bid to try and ensure the monies are retained for and spent in Malborough.
- B. The CVS are meeting in Ivybridge tomorrow launching their new plans. **Facing Forward to 2020 Project Launch, 21<sup>st</sup> January 2016, Ivybridge, 10-3pm**
- C. The AONB are running an estuaries management public consultation [:http://www.southdevonaonb.org.uk/about-the-aonb/looking-after-the-aonb/aonb-management-plan/estuaries-management-plan-public-constultation/](http://www.southdevonaonb.org.uk/about-the-aonb/looking-after-the-aonb/aonb-management-plan/estuaries-management-plan-public-constultation/)
- D.

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Energy in Neighbourhood Planning  
Saturday 6 Feb 9:30 – 15:30  
South Brent – Old School Centre

The aim of the day is to:

- look at the opportunities for energy generation and saving through the neighbourhood planning process
- look at what other areas have done and lessons learned
- inspire groups to integrate energy into their neighbourhood plans
- get neighbourhood planning and community energy groups working together locally to help build the evidence base using previous energy studies and past and future public engagement on energy, match making where both neighbourhood planning and energy groups exist

- E. The Devon Countryside Access Forum is a statutory local access forum under the Countryside and Rights of Way Act 2000. It has fifteen members who advise on the “improvement of public access to land for the purposes of open-air recreation and the enjoyment of the area.” Devon County Council is currently appointing members to the Forum and would like to receive applications from anyone with an interest in recreational access. Membership is voluntary but a generous mileage rate is paid. Further info is available from: <http://www.devon.gov.uk/dcaf>
- F. From the floor the state of the Collaton bank was raised; however the meeting noted it has been cut so the spring bulbs can now be seen coming through. The brambles at the top were left as they were intertwined with the fence, holding it up until the Village Hall effect repairs.

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### 144 FINANCE & GOVERNANCE

- A. The monthly accounts, cash book and bills to pay were received for month 10 of the financial year, 2015/16, shown as year to date Appendix A. A mandate sheet and transaction record was introduced and duly signed to authorise the e-payments. The payments were proposed by Cllr Boyce and seconded by Cllr Harrod and carried unanimously. The meeting were keen that the £5k awarded to the school through our successful grant applications be well publicised.
- B. **2015/16 OUTTURN AND 2016/17 BUDGET & PRECEPT.**
- The monthly accounts always show the Council’s spend to date in the financial year. In December/January the Parish Council uses this information to estimate and assess the projected outturn spend for the year. This then gives the Council a likely carry forward figure for the next financial year and informs the precept discussions. This allows Councillors to produce a 1<sup>st</sup> cut budget for 2016/17.
  - The meeting therefore reviewed the year to date financial position and worked through the modelling supplied by the Clerk to assure itself of the validity of the projected outturn.
  - The meeting then considered the commitments, inflationary pressures and the likely increase in services needing to be both provided and funded locally. The Parish Council has to pick up more and more of the services previously provided by the County or District Councils – if the Parish and its’ parishioners wish them to continue.
  - We are again facing a drop off in the Council Tax Support Grant (CTSG) from SHDC which decreases to £835 per annum.
  - The Council concluded that they needed to increase the precept by £3.62 per average household per year (ie: 7p per week). This will mean our budget increases by £2,429 allowing us to fund the costs of more services devolved from County or District and support more local projects, match fund grant applications etc.
  - This means that the Parish Precept for 2016/17 is set at £19,325. The CTSG is £835 and the total income from the Precept and the CTSG is £20,160. Proposed by Cllr P Pedrick and seconded by Cllr Makepeace this increase was passed by majority vote with one objection and one abstention.
  - It is still thought that Parish Council precepts will eventually be capped (sooner rather than later) which would mean the ability of the Parish to respond to requests to improve or pick up services depleted through the Tough Choices agenda at County for example will be compromised. It is also understood that the CTSG will continue to taper to zero.

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C. **All organisations, Clubs, Societies etc. connected with Malborough Parish are reminded that the Parish is able to offer small funding grants to support local causes and initiatives. If you have a project or scheme that benefits the Parish and that you would like some financial assistance for then please get in touch with the Parish Council.**

- Following this announcement Malborough Youth Club have come forward with a request for funds, £100, to support their activities. Cllr Yeoman suggested that this be doubled to £200 to pump prime their work. Proposed by Cllr Kendall and seconded by Cllr Pedrick this was agreed, pending a request to see the accounts.
- Cllr Harrod also advised that the pre-school would like £50 for gardening materials and there was another bid from the school itself for help with buying new sails as windbreaks in the outside space. Cllr Pedrick suggested we set aside a £100 reserve for the school to be released once their other funding has been sourced. Proposed by Cllr Kendall and seconded by Cllr Makepeace this £100 reserve was unanimously agreed as was their proposal to award £50 to the pre-school.

D. Similarly, as part of the above budget discussions and proposed by Cllr Makepeace and seconded by Cllr Kendall, grants of £100 each in 2016/17 to WRVS, CAB and Malborough Horticultural Society were approved, with Cllr Boyce withdrawing with a declared interest w.r.t. the WRVS. The meeting then affirmed their continue support for the Hope Cove lifeboat with a £500 grant in 2016/17 – Cllrs Yeoman and Pedrick withdrawing from these discussions, proposed by Cllr Kendall and seconded by Cllr Harrod.

E. 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.

F. TAP fund

- SHDC have now paid across the grants due to the Parish for the two successful 2015 TAP fund bids for the gritter and the Outdoor Learning Environment for the school.
- The Malborough walk bid to the 2016 TAP fund has been assessed by SHDC and was **successful!** £2,170 has been promised with a further £750 committed from the Parish Council

G. 2015/16 Audit Timetable: Internal Audit require all end of year documentation, accounts etc by Thursday 28th April. This means that our Parish Accounts for 2015/16 need to be drawn up, reviewed and agreed by Council at their April meeting, giving just a 2 week window to close the year.

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#### 145 CORRESPONDENCE & OPEN FORUM

No correspondence was received In addition to that taken under the agenda.

There being no further business the meeting closed at 21.50 hrs.

**DATE FOR THE DIARY:** The next Parish Council meeting is on Wednesday 17<sup>th</sup> February, 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**  
**Minutes of Parish Council Meeting;**

**APPENDIX A**

Category	Descriptor	Paid In	Paid Out	Cash Book Balance
<i>Balance b/f</i>				<i>17,077.39</i>
Payments	SHDC litter bin skate park		- 120.00	16,957.39
Payments	Malborough Garden Services - Nov		- 120.00	16,837.39
Payments	CAB		- 100.00	16,737.39
Payments	WRVS		- 100.00	16,637.39
Payments	Malborough Horticultural Society		- 100.00	16,537.39
Payments	Hope Cove Lifeboat		- 500.00	16,037.39
Payments	MVH&PFA balance on grass		- 266.00	15,771.39
Payments	MVH&PFA Hall room hire for the year		- 350.00	15,421.39
Payments	D Ede - Salary		- 648.92	14,772.47
Receipt	SHDC Tap fund - school outdoor learning	2,656.50		17,428.97
Receipt	SHDC Tap fund - safer roads	2,117.50		19,546.47
Receipt	allotments	27.50		19,573.97
Receipt	Interest - gross	0.72		19,574.69
Receipt	Messenger advertising	75.00		19,649.69
Receipt	Messenger advertising	55.00		19,704.69
Receipt	Messenger advertising	30.00		19,734.69
<b>TOTALS YTD Financial year 2014/15</b>		<b>£ 65,097.56</b>	<b>-£ 59,558.28</b>	<b>£ 19,734.69</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>				<b>£</b>
Cash book balance b/d	<b>FY 2015/16 YTD month</b>		<b>10</b>	<b>£ 19,734.69</b>
<b>Balance at bank at end :</b>				<b>14-Jan-16</b>
	<b>Revenue Accounts</b>		<b>20,661.11</b>	
	<b>Unpresented Items</b>	receipts	<b>27.50</b>	
		payments	<b>- 953.92</b>	
			<b>£ 19,734.69</b>	<b>-</b>
<b>ACCOUNTS FOR PAYMENT</b>				
D Ede (Salary)	<u>for January</u>	paid on 15th of the month by standing order & included in the above balances		<b>648.92</b>
Plus	Malborough Garden Services (Dec)			60.00
	D EDE petty cash			13.38
	Viking			220.32
	Devon County Council - Malborough & South Huish School - Outdoor Learning Environment			4,906.00
				<b>5,199.70</b>
<b>RECEIPTS &amp; PAYMENTS REPORT TO COUNCIL</b>				
<b>MEETING DATE</b>		<b>20th January 2016</b>		
Prepared By:	<i>Debbie Ede, Clerk to the Parish Council</i>			
Date:	<i>19/01/2016</i>			