

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

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|---|--|--|
| Date: 19 th April 2017 | | Venue & Time: The Annexe, Malborough Village Hall, 20.45hrs |
| Present: Cllr Gill Boyce Cllr Kathy Harrod Cllr Ann Kendall Cllr Keith Makepeace Cllr Paul Pedrick Cllr John Sampson Cllr John Yeoman (in the Chair) Cllr Kevin Yeoman | In Attendance: Debbie Ede (Clerk & Minute Taker) Part Meeting | Apologies: Cllr Lucinda Goodhead County Cllr Rufus Gilbert Dist Cllr Judy Pearce Dist Cllr Simon Wright |

Ref 2017/18 Minutes Action

001 INTERESTS – Cllr Kendall declared an interest under finance and Cllr Harrod w.r.t. the Clerk's vacancy. Cllr Harrod would be asked to leave the meeting before that discussion.

002 MESSENGER – Cllr Yeoman agreed to summarise the meeting for the next edition of the Messenger.

003 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Parish Council meeting of 15th March were agreed and signed, proposed by Cllr Pedrick & seconded by Cllr K Yeoman and voted through unanimously.

004 MATTERS ARISING (from previous minutes only)

- A. The Air Ambulance Landing Lights are functioning and are hopeful of receiving the 2nd tranche of funding now we have a receipted invoice. However urgent clarification is sought re. the insurance responsibilities and ownership of the asset.
- B. The Co-Op have kindly donated £200 towards the outdoor fitness gym and the defibrillator and the Village Hall have topped this up by £100 also confirming they are happy to site the device at the hall. Cllr K Yeoman will be approached to talk to K&M Football Club to ask if they would like to help with funding the shortfall on the defibrillator.

005 POLICE BUSINESS & NEIGHBOURHOOD WATCH:

The Police gave their report in the previous meeting. A letter has been sent by the Parish Council to Sarah Wollaston MP raising our concerns about the potential loss of a PCSO presence in the community and Sarah has now written to the Chief Constable in response passing on our concerns.

007 DISTRICT COUNCILLOR REPORT:

Cllrs Wright and Pearce had given their report at the Annual Parish meeting.

008 PLANNING

A. Decisions

3835/16/TPO Monterey Cypress – fell, Shute End, Well Hill, Malborough. **TREE WORKS ALLOWED**

B. Enforcement Issues

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SHDC continue to progress these although the long term o/s case does not seem to be being progressed and more incidences have been seen/noticed.

C. Applications

0624/17/LBC (170624) MPC Approval

Applicant Name: Mr & Mrs T PAUL

Description: Listed building consent for proposed outbuilding for biomass boiler and fuel store

Address: Scrumpy Lodge Malborough TQ7 3DD

0764/17/LBC (170764) MPC Approval

Applicant Name: Ms Frances Gassor

Description: Listed building consent for replace windows and installation of gas flue and pipe.

Address: Dairy Cottage Lower Town Malborough Devon TQ7 3SE

0567/17/FUL (170567) MPC Approval

Applicant Name: The Co-operative Group

Description: Relocated refrigeration plant & AC units, new timber fencing and access gates, new steel spiral access staircase, new infills, new external ATM unit, new auto-door, shop-front windows and screen, increase in sales floor area.

Address: Salcombe Road Garage Salcombe Road Malborough TQ7 3BU

0549/17/OPA (170549)

Applicant Name: Maze Consulting

Description: Outline application with some matters reserved for erection of circa 50 no. dwellings and means of access (all other matters reserved)

Address: Development site at SX 710 394 Adjacent To Malborough Park Malborough

Councillors had had a separate meeting to discuss this major application in detail. The content and rationale of our emerging Neighbourhood Plan set out the Parish's position on this proposal and Council prepared another detailed statement in response to this application. Representations had also been received from a parishioner querying maintenance of boundaries, impact on borehole and pedestrian access through Portlemore Close. Traffic concerns were again highlighted and various proposals discussed, the developers need to understand the impact of holiday traffic. Cllr Sampson asked whether it would be appropriate to meet with the developers again asking them to proceed to detailed application rather than outline as, with so many issues undetermined in outline the Parish is more likely to refuse. If the Parish's concerns could be addressed and resolved in a detailed application then approval might be more likely. The meeting agreed this approach and Cllr Yeoman would make contact to arrange a discussion with Cllr Sampson in Cllr Yeoman's absence (2 week holiday). It was also agreed to meet with Cllr Pearce to discuss further.

0616/17/HHO (170616)

Applicant Name: B French

Description: Householder application for proposed raised decking, new rear boundary fence and garden sheds/summerhouse

Address: 14 Portlemore Close Malborough Devon TQ7 3SX

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0697/17/FUL (170697) MPC Approval

Applicant Name: Mr JA Rogers

Description: Application for the provision of facilities building for existing campsite.

Address: Ilton Farm Campsite Malborough Devon TQ7 3BZ

0258/17/FUL MPC Approval

The Port Light, Road From Bolberry To Waterfer, Malborough, TQ7 3DY - 0258/17/FUL

Received on 27 January 2017

Revision of planning application 33/2492/15/F to replace approved 5 bedroom owners accommodation with three 2 bedroom units with three single garages.

From the SHDC website [0846/17/NMM](#) was also queried but no information had been received by Parish; this would be followed up.

009 NEIGHBOURHOOD PLANNING

Discussed in the Annual Parish Meeting previously nothing further was raised. The draft Plan and its appendices can be found on the village website at: <http://www.malboroughvillage.org.uk/>. The rewrite continues but we have been further delayed by a 'flawed process' at SHDC who were responsible for obtaining a Screening Opinion for a Strategic Environmental Assessment (SEA). This was due to be completed and collated by mid-January. However last week we were told the process is having to be repeated and will take at least a month. SHDC also advised us that we are likely to have to commission a full SEA; we may be able to obtain a technical support package for this but are again looking at delays of at least 2 months. As of 14th March, SHDC have now advised that they do not need to do a screening for us at all but recommend we get straight on and do the full SEA ourselves. Similarly advice on the treatment of heritage assets and conservation seems to be falling into a hole between SHDC and English Heritage, both insisting it is the others' responsibility.

The meeting was advised, that as previously agreed, responses have been made to D. Pollard and Scott Rossiter following their comments on the pre-submission draft.

Cllr Yeoman also highlighted the revised settlement boundaries

010 HIGHWAYS

Issues reported include:

- A. Following comments about the new double yellow lines in Higher Town the Council's update is: "parking is a real issue in the village and one that the Parish Council is well aware of and is actively working to improve. We have already worked with the Village Hall a couple of years ago to provide the overflow parking area especially since, with the Village Hall being so well used (which is great) that adds to the shortfall of parking when events are on. Now we are working with them again looking at options to extend the parking and further mitigate the problems. Obviously this requires capital investment so we are also pursuing funding opportunities too. Re the double yellow lines (DYL) in Higher Town Devon County proposed the lines to help the traffic flow through the village and to help the congestion at Townsend Cross. They advertised the change through the normal consultation process through the press before the order was made to extend the lines. The idea, we believe, is to hold the waiting traffic in the wider part of the street to allow traffic leaving the main road to pass more easily. We shall have to see how successful it is in the summer. Re the car park itself, you may not be aware that the car park by the

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recycling bin is leased, on a peppercorn rent, to South Hams as a car park and they are responsible for it and the upkeep of it. That includes maintenance of the access road so is a bonus for the village. The Village Hall do keep commercial vehicles off **their** part of the car park, except recently during the refurbishment of the Co-op when they were paid for the use of the parking by the contractors. So, in summary, the Parish Council is actively working to improve parking where it can, is looking for additional monies to help any re-design/expansion and will keep a watching brief on the new DYL in Higher Town - liaising with County as required. Any feedback is always welcome."

- B. o/s and effectively down to us now that DCC have no budget for repair of non-essential road signs:
- Plympton Hill finger post at Plympton Cross is missing fingers
 - Rew Cross/Rew Lane End - a hedge contractor obliterated the fingers
 - Hope Cove directional finger needs to be reinstated on the signage at the Broadmoor Lane junction in Bolberry (Bolberry Lane End)
 - The sign at the top of hill leading down to Higher Barton, Broadmoor Cross, has fallen over and needs putting up as Higher Barton have had several unwanted visitors already!
 - There is a 'drunken list' on the Higher Collaton Green
 - Fingers on the Pound/Green signpost are missing – Cllr J Yeoman will mend this.
 - Hazard sign on Plympton Hill warning of horses is missing (DCC will replace this)
 - Blanksmill Cross post is missing arms as are
 - Horsecombe Cross and
 - Bolberry Cross
 - Cllr Boyce advised the Great Lane road sign is faulty – this might have a DCC budget to effect repairs.

We are now waiting until after the Devon County Council elections in case new Locality monies are then identified and, by which time, a new highways company is responsible.

- C. Totnes Cross to Halwell is being re-surfaced tomorrow night.
- D. £700 has now been received from DCC (their Community Enhancement Fund) for routine grass cutting etc. of the cycle track. We will now apply for the 2017/18 year.
- E. A reminder:

ROAD TRAFFIC REGULATION ACT 1984
SECTION 14
THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (SALCOMBE ROAD TO HORSECOMBE CROSS, MALBOROUGH) NOTICE 2017
TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING

DEVON COUNTY COUNCIL hereby give NOTICE that:

From **TUESDAY 9 MAY 2017**
for a maximum of 5 days

Until **MONDAY 15 MAY 2017** (both dates inclusive)

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 - **SALCOMBE ROAD TO HORSECOMBE CROSS, MALBOROUGH**

The alternative, signed, route for vehicles will be via - **SALCOMBE ROAD - SALCOMBE ROAD RO ILTON CROSS - BLANKSMILL CROSS TO HORSECOMBE CROSS.**

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

For additional information contact:
KIER MG (ON BEHALF OF SOUTH WEST WATER)
Telephone: **01726 224400**

Dated: **TUESDAY 9 MAY 2017**

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ROAD TRAFFIC REGULATION ACT 1984

SECTION 14

THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (GALMPTON TO MALBOROUGH,
MALBOROUGH) NOTICE 2017

TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING

DEVON COUNTY COUNCIL hereby give NOTICE that:

From **TUESDAY 30 MAY 2017**
for a maximum of 5 days

Until **WEDNESDAY 31 MAY 2017** (both dates inclusive)

Between the hours of 09:30 and 15:30

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 -
**GALMPTON TO MALBOROUGH, MALBOROUGH, JCN OF LUCKHAMS LANE TO
OPP RESERVOIR**

The alternative, signed, route for vehicles will be via - **MALBOROUGH GREEN TO
HIGHER TOWN- A381- BURLEIGH LANE- GLAMPTON CROSS- GALMPTON TO
MALBOROUGH- VICE VERSA**

This temporary restriction is considered necessary to enable -
NEW CUSTOMER CONNECTION

The meeting was very concerned about this planned closure as it was scheduled during half term/bank holiday weekend and this would be fed back to Highways as it is one of the busiest weeks of the year.

G. Re. blocked drains – the DCC view is now: “Reports of blocked drains do not, by themselves, generate any action. Action will only be taken if, more than 24hrs after it's stopped raining, a flood leads directly to the road becoming impassable, or is forcing vehicles, cyclists or pedestrians away from the nearside of the carriageway by more than 1m, or if vehicles have to cross the centreline. For further information please see the Council’s policy here:

<https://new.devon.gov.uk/roadsandtransport/maintaining-roads/flooding-and-drainage/> “

Cllr Kendall advised that the “gully sucker’ machine is now only timetabled to visit every 3 years.

011 FOOTPATHS, TREES, GRAVEYARD & ALLOTMENTS

- A. At an earlier meeting 3 tree stumps along the length of the new access path which could become hazardous had been reported. The Village Hall have suggested wood chipping some of the worst areas. Cllr Yeoman will inspect what needs to be done and Jack Stone will then be asked to tidy it up.
- B. The cycle track has been cut.
- C. Cllr K Yeoman has treated the moss on Cumber pavements and has also brought allotment 17 up to standard.
- D. A new dog bin has been put up now outside the Post Office.
- E. Malborough Toilets; Cllr Boyce will look to see if the quality of the cleaning has improved.

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- F. The residents of Great Lane have been written to re. the radical pruning of the trees alongside the A381. A request has been made that any future initiative is discussed with the Parish Council and it is the Council that will then take action - if and when required.
- G. A parishioner has queried vehicular access to Portlemore Lane; the Council's response was: Yes it is marked as a footpath along the lane. I am told that the lane was the only access to Potlemore Barton, historically, before Lady Waring made the present private access road which also serves the sewage works when she owned the farm. There are a few people who use the lane for access to their land which adjoins the lane because they have no other way to it. We are not aware of any other vehicular use. Please be assured that the Council does work, actively, with the landowner and Devon County Council footpaths to deal with problems on the path. If there is something we have missed then please contact us and also Devon County Council have a website where you can report issues on Public Rights of Way immediately - <https://new.devon.gov.uk/roadsandtransport/report-a-problem/>
You can also use this site to report faulty street lights, potholes, obstructions, etc - so a useful facility that hopefully speeds up their (DCC's) response times although some repairs etc are now on hold/cut back as County budgets come under increasing pressure.
- H. The lease has been received from Graham Hocking re the Business Tenancy for the allotments. As before Council re-iterated their agreement and the lease was duly signed.
-

012 VILLAGE HALL

Cllr Yeoman attended the last meeting of MVH&PFA and the full minutes of the meeting are on: <http://www.malboroughvillage.org.uk/group/villagehall>

- A. Revenue funds had been received from Co-Op during the pop-up shop tenancy and the community fund is bringing in additional monies.
- B. There is now a lock on the air ambulance lights.
- C. MVH continue to work up ideas/possible solutions to the on-going parking problems at the Village Hall. Representatives from the Council and the Hall met the architect on site to look at and generate options.
- D. Re. the adult gym it is hoped that the equipment will be installed on 3rd May. We will need to commission a RoSPA inspection and then South Hams will add this to the insurance and the meeting agreed this.
- E. The village fete is on 10th June!
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013 MISCELLANEOUS

Cllr J Yeoman reported that:

- A. THERE WILL BE A 1ST AID/HEART START COURSE AT THE VILLAGE HALL ON THE 27TH APRIL FROM 7 – 9PM. PLACES ARE STILL AVAILABLE. PLEASE RESERVE YOUR PLACE AT THE POST OFFICE OR EMAIL DEBBIE.** Cllr Pedrick agreed to attend and represent the Council and Cllr Kendall would open up the hall at 18.30hrs.

NHS
Blood and Transplant

Save a life – give blood

Friday 5 May
13:15 to 15:30 & 16:30 to 19:05
VILLAGE HALL
MALBOROUGH


For more information
visit blood.co.uk or call
0300 123 23 23 

B.

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- C. An invite to attend the South Devon and Dartmoor Community Safety Partnership Forum event has been received - taking place at Rattery Village Hall, Rattery, South Brent, TQ10 9LD on Monday 15th May 2017. There will be an afternoon of speakers covering a range of community safety issues and also the opportunity to ask questions to a panel. The event starts at 13.00 with a light buffet lunch available from 12.15.
- D. Devon County Council Elections take place on 4th May
- E. The meeting objected to the advertising banner on the A381 for cottages and felt that it needs to be taken down – it is not promoting an event. Cllr Sampson will liaise.
- F. The meeting have no objection to Overbecks erecting a banner on the A381 for a week to promote an event.

014 FINANCE & GOVERNANCE

- 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 2016/17 were discussed, the headline and summary figures explained and examined and the month 13 position was consequently signed off, shown in Appendix A. These totals would now be analysed over the relevant headings (a subjective analysis) and then sent to the Internal Auditors for their work to start. Internal Audit needs to be finished in time for our records to go to External Audit by 2nd June. Proposed by Cllr Boyce and seconded by Cllr Kendall, the meeting gave their unanimous approval to the figures. An outstanding query – to be raised with urgently with the Village Hall and Devon Air Ambulance – is the question of ownership and insurance of the Air Ambulance Light – replacement and public liability. It was suggested we add the light to our insurance pro-tem before this is resolved.

| Category | Descriptor | Paid In | Paid Out | Cash Book Balance |
|--|--|--|---------------------|--------------------|
| Payment | Coeval installation | | - 780.00 | 18,268.94 |
| Payment | Malborough Garden Services | | - 72.00 | 18,196.94 |
| Payment | Glasdon Dog Bins | | - 103.82 | 18,093.12 |
| Payment | Salary - D Ede | | - 692.39 | 17,400.73 |
| Payment | Danwood | | - 196.27 | 17,204.46 |
| Payment | SHDC – Toilet (winter-servicing) contra : invoice not received | | | 17,204.46 |
| Receipts | Messenger £35.70, allotment £27.50 | 63.20 | | 17,267.66 |
| Receipts | Allotments | 27.50 | | 17,295.16 |
| Receipts | Interest - gross | 0.84 | | 17,296.00 |
| TOTALS YTD Financial year 2016/17 | | £ 43,232.06 | -£ 37,768.67 | £ 17,296.00 |
| RECONCILIATION CASH BOOK TO BANK | | | | £ |
| Cash book balance b/d | | FY 2016/17 month 13 | | £ 17,296.00 |
| Balance at bank at end : | | 31-Mar-17 | | |
| | | Revenue Accounts | 17,766.89 | |
| | | Unpresented Items | | |
| | | receipts | 9.11 | |
| | | payments | - 480.00 | |
| | | | £ 17,296.00 | - |
| RECEIPTS & PAYMENTS REPORT TO COUNCIL | | | | |
| MEETING DATE | | 19 April 2017 | | |
| Prepared By: | | <i>Debbie Ede, Clerk to the Parish Council</i> | | |
| Date: | | <i>19/04/2017</i> | | |

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C. A further report, Appendix A, was received for month 1 of 2017/18. A mandate sheet and transaction record was introduced and duly signed to authorise the e-payments. With Cllr Kendall withdrawing from discussions, the payments were proposed by Cllr Boyce and seconded by Cllr Makepeace and carried unanimously.

D. o/s Cllr Sampson and the Clerk need to bring a draft risk assessment for the Vehicle Activated Sign to the meeting for consideration.

Cllr Harrod was then asked to leave the meeting which she did at 22.00 hours:

E. An advert for a new Clerk had been published in 2 editions of the Gazette, the Messenger and on the village website. The closing date for applications was 14th April; very few applications had been received; they were discussed and the meeting agreed that there was only one application suitable for shortlisting. However this applicant was a person well known to the Council and one who already worked with them as an integral part of the team. The Council therefore found themselves in an unusual position, one of knowing the skills and experiences of the applicant such that they felt able to make an immediate job offer to this local candidate. The meeting discussed and agreed possible handover arrangements, the annual budget having been set to include 2 months of double running costs.

016 OPEN FORUM

There being no further business the meeting closed at 22.15 hrs.

DATES FOR THE DIARY: The next Parish Council – THE ANNUAL GENERAL MEETING - meeting is on Wednesday 17th May 2017, 7.30pm, Venue: The Annexe

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 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 Debbie for distribution) together with their apologies.

Distribution List:

Cllrs Boyce, Goodhead, Harrod, 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), Reverend T Skillman, 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

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Appendix A

| Category | Descriptor | Paid In | Paid Out | Cash Book Balance |
|---|--|--|--------------------|--------------------|
| Cash Book Balance b/f from last financial year | | | | 17,296.00 |
| Receipt | Co-operative Community Funding (Defib) | 200.00 | | 17,496.00 |
| Payment | Salary - D Ede (April) | | 692.39 | 16,803.61 |
| Receipt | Allotments - stevens | 27.50 | | 16,831.11 |
| Receipt | DCC cycle track funding 2016/17 | 700.00 | | 17,531.11 |
| Receipt | Allotment (Jarvis & Grant) | 55.00 | | 17,586.11 |
| Receipt | Interest - gross | 0.68 | | 17,586.79 |
| Receipt | allotments - pollard | 27.50 | | 17,614.29 |
| Receipt | allotments - lyle | 27.50 | | 17,641.79 |
| Receipt | allotments - unwin | 13.75 | | 17,655.54 |
| Receipt | Burial Ground | 100.00 | | 17,755.54 |
| TOTALS YTD Financial year 2017/18 | | £ 1,151.93 | -£ 692.39 | £ 17,755.54 |
| RECONCILIATION CASH BOOK TO BANK | | | | £ |
| Cash book balance b/d | FY 2017/18 month | | 1 | £ 17,755.54 |
| Balance at bank at end : | | | | 31-Mar-17 |
| Revenue Accounts | | | 17,980.54 | |
| Unpresented Items | | receipts | 255.00 | |
| | | payments | - 480.00 | |
| | | | £ 17,755.54 | - |
| ACCOUNTS FOR PAYMENT | | | | Variance |
| D Ede (Salary) | <u>April</u> | paid on 15th of the month by standing order & included in the above balances | | 692.39 |
| Plus | Groundwork (repaying balance of NP grant unspent) | | | 1,277.00 |
| | DJE Consulting Invoice | | | 1,350.00 |
| | April Grass Cutting contract fixed price | | | 208.33 |
| | Malborough Garden Services March | | | 144.00 |
| | Viking | | | 122.26 |
| | Petty Cash - debbie ede | | | 9.46 |
| | SHDC Winter toilet cleaning (BACS 205 2016/17 cxd) | | | 1,076.76 |
| | DALC | | | 209.96 |
| | SH NEWSPAPERS 1st clerk advert | | | 112.00 |
| | SHDC Neighbourhood Plan graphics/maps | | | 25.00 |
| | Messenger expenses - | | | |
| | A Kendall | | | 46.80 |
| | M Kendall | | | 33.60 |
| | P Cole | | | 5.00 |
| Meeting Sub Total | | | | 4,676.17 |
| RECEIPTS & PAYMENTS REPORT TO COUNCIL | | | | |
| MEETING DATE | | 19 April 2017 | | |
| Prepared By: | Debbie Ede, Clerk to the Parish Council | | | Page 9 of 9 |
| Date: | 19/04/2017 | | | |