

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting.

Date: 18th May 2022		Venue & Time: Village Hall Annex, 19.30hrs
Present: Cllr Lucinda Goodhead Cllr Richard Harrod Cllr Vanessa Harris Cllr Ann Kendall Cllr Paul Pedrick Cllr John Yeoman (in the chair) Cllr Kevin Yeoman	In Attendance: Katharine Harrod – Clerk & Minute taker Dist. Cllr Mark Long Part Meeting: Dist. Cllr Judy Pearce Parishioners/Guests Present: 0	Apologies: Cllr Madge Bailey Cllr John Sampson County Cllr Rufus Gilbert

REF 2022/23 MINUTES

82 WELCOME & APOLOGIES

83 ELECTION OF CHAIRMAN

This being the AGM of the Parish Council, District Cllr Mark Long took the Chair whilst the 2022/23 Chair of the Parish Council was elected. Cllr J Yeoman was proposed as Chairman by Cllr Kendall, seconded by Cllr Pedrick and voted through unanimously. Cllr J Yeoman then took the Chair

84 ELECTION OF VICE CHAIRMAN

The Chairman then called for nominations for Vice Chairman. Cllr Pedrick proposed Cllr Kendall; this was seconded by Cllr Goodhead and again approved by all.

85 ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT

Cllr J Yeoman signed his acceptance of Office as Chair of the Parish Council for the 2022/23 year. All Councillors again undertook to abide by Malborough Parish Councils' Code of Conduct.

86 APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES

The mandate of the Clerk as Responsible Financial Officer for the Council was renewed after a proposal by Cllr Kendall, seconded by Cllr Harris and voted unanimously. This gave the mandate solely to Mrs Katharine Harrod. The Chairman outlined the following roles/liaisons/leads on outside bodies and asked whether those concerned were content to continue. Proposed by Cllr Goodhead and seconded by Cllr K Yeoman

- Police - Cllr Pedrick
- Feoffees - Gill Boyce
- Tree Warden - Jamie Rundle
- Footpaths - Cllr Harris & TBC
- Allotments - John Butler & Clerk
- Skate Park/defibrillator - Cllr Harrod & Clerk
- Street Furniture - Cllr Sampson
- Messenger - Cllr Kendall & David French
- Village Hall - Cllrs J Yeoman & Kendall
- Safeguarding Children - Cllr Goodhead
- Recycling - Cllr Kendall
- CVS Lead - Cllr Kendall
- Neighbourhood Plan - All Councillors
- Snow Wardens - Cllrs K Yeoman & Pedrick
- GDPR Officer - Clerk
- School Liaison - Clerk & TBC

87 MINUTES OF PREVIOUS PARISH COUNCIL MEETING: It was resolved to accept the minutes of the Annual Parish Meeting and Parish Council meeting of 20th April 2022, they were then signed by the Chairman.

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88 DECLARATIONS OF INTEREST:

A declaration of interest was received from Cllrs Harrod & Kendall in respect of Finance, the Councillors withdrew from these discussions.

89 MESSENGER – Cllr J Yeoman

90 CLERKS REPORT

- a. Malborough Park Play Area Works & Deed of Variation: The park still has safety fencing while the rubber matting settles and the grass starts to grow. The fencing will be removed in approximately one week. No deed of variation has been received.
- b. Village Hall Play Area Maintenance: The outstanding works are due to be undertaken by Fawns in June.
- c. Defibrillator Update: All defibrillators have now been collected and are in the process of being installed. The training was attended by over 20 people, many of whom have subsequently been in touch to say thank you for an enjoyable and very informative session.
- d. Village Hall Car Park: We have confirmed the contract with the contractor and now await a commencement date.
- e. Commemorative Plaques and signage: Signage for the new play area has been ordered, the tree plaques are being finalised.
- f. The Parish Paths contract has been confirmed, Devon County Council are arranging the funding.

91 OPEN FORUM:

DEVON COUNTY COUNCIL REPORT:

Cllr Rufus Gilbert, Email: Rufus.Gilbert@devon.gov.uk

UKRANIAN GUESTS

- a. 1,048 guests to sponsors in Devon, over half of those now have a visa
- b. 142 guests have already arrived.
- c. There are 435 sponsors in total.
- d. 422 DBS disclosure barring checks have been conducted – out of those 11 have been rejected.
- e. 70% of sponsors homes have been checked.
- f. £350 per calendar month is given to sponsors, guests receive £200 per person per calendar month.
- g. 400 Hong Kong nationals also in Exeter to be housed
- h. Various other refugees also need to be housed in the county.

REPORT IT:

Members of the public are requested to report all Highways issues through the Highways Website, enabling faster assessment of problem areas which can then be added to the repair/maintenance schedules. You can report potholes, overgrown vegetation, defective signs/lighting and much more.

<https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

DISTRICT COUNCILLOR REPORTS:

Email Cllr Judy Pearce: cllr.judy.pearce@southhams.gov.uk

Email Cllr Mark Long: cllr.mark.long@southhams.gov.uk

- a. Homes for Ukraine: SHDC have been undertaking accommodation checks, there are 61 properties in the South Hams that have been matched with 184 guests to date, 60 guests having already arrived. Monies are available to the guests, this is being dealt with by the District Council team. Some fall-back placements are also being arranged in the event that there is a breakdown of relationship between the guests and their hosts. SHDC are only dealing with premises inspections prior to guests arriving. A dedicated email address

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is being given to all guests and property owners. If any local hosts have any problems, please contact either Cllrs Pearce or Long directly.

- b. 92% of the Council Tax rebates of £150 (for those paying on direct debit) have already been paid out to those living in Band A-E properties. 75% of people pay by direct debit. For those who do not pay directly please contact SHDC and complete their form to enable the payment to be processed. Please be aware that scam calls have been made to try and obtain personal details, SHDC would never contact any parishioners to request bank or personal details. If you receive such a call, please do not provide any information.
- c. Garden waste service (brown bins) are not being collected, this continues to be due to staffing issues and a reliance on agency staff. If bins are not collected, please report it online directly to South Hams District Council.
- d. UK Shared Prosperity Fund: SHDC have been awarded £1.06m, with the county as a whole receiving in the region of £10m. Monies will be spent jointly on projects to ensure more value for money. Plans for expenditure will be submitted by 1st August, projects approved will be funded over a three-year period. The funding received is based on levelling up, other areas that score higher than our area have received significantly more money, the formula is being queried with the government.
- e. The St Ann's Chapel affordable housing site has now had the turf cut. There will be 8 affordable houses which will be financed via 3 open market houses, there are also two service plots for the landowner.
- f. The Devon County Deal is still progressing but there are some unforeseen hitches with the legislation – we await further news.

It takes two minutes to report a problem, please help keep our community beautiful.

<https://apps.southhams.gov.uk/webreportit>

Abandoned Vehicle, Damaged or Full Dog Bin, Damaged/Full Litter Bin, Damaged/Full Recycling Bank, Dead Animal, Dirty Beach, Fly Tipping, Litter/Dog Mess, Planning Breach, Stray Dogs, AND MORE...

92 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.

1. 0265/22/HHO, 107 Cumber Close, Single storey extension (9/6). **MPC Support.**
2. 1142/22/CLE, Ilton Castle Farm, Certificate of Lawfulness for siting of static home. **MPC Support.**

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

b. **Decisions:**

1. 0659/22/FUL, Gilmar, Salcombe Road, Garage conversion. **SHDC conditional approval.**
2. 1043/22/CLP, 4 Alma Terrace, Certificate of Lawfulness proposed replacement extension. **SHDC refused.**
3. 0572/22/FUL, The Coach House, Lower Collaton Farm. **Withdrawn.**
4. 0329/22/HHO, Charnwood, resubmission of 3845/21/HHO. **SHDC no decision yet.**
5. 4676/21/VPO, Alston Gate, modification of S106 affordable housing. **SHDC refused.**
6. APPEAL NOTIFICATION: 4207/20/FUL, Land South of Shute Park. **No decision received.**
7. 4067/21/HHO, Chestnut Folly, external staircase/slide, relocation of roof terrace. **SHDC refused.**
8. 1557/21/VAR, Alston Gate, Removal condition 1, variation of conditions 2,5 & 6. **SHDC no decision yet.**
9. 1558/21/VAR, Alston Gate, Remove condition 2, variation to 3,9,10,11 & 16. **SHDC no decision yet.**
10. 3235/21/FUL, Harwood Farm, New Residential Dwelling. **SHDC no decision yet.**

c. **Enforcement issues:**

Please note that the Enforcement Lists are confidential and issues concerning Enforcement cannot be discussed at a public meeting.

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South Hams District Council are responsible for the enforcement of all planning breaches, the Parish Council have no authority to deal with issues of this nature.

Please will all parishioners continue to report full details of any violations that do not adhere to the original application for which permission was granted. ALL violations can be reported to Enforcement via www.southhams.gov.uk/article/3043/Report-a-Planning-Breach

93 BUSINESS TO BE DISCUSSED:

a) Platinum Jubilee:

The water bottles have now been delivered.

It was resolved to purchase bunting and associated items for use with the parish events up to a maximum sum of £500.



- b) Basketball Hoop Request: Councillors resolved to purchase and site a basketball hoop, the preferred site will be near the skate park. Cllr J Yeoman to speak with the MVH&PFA.
 - c) Climate Emergency: See Appendix B for minutes of the last meeting.
 - d) Village Hall Update: Village Hall Minutes are available one month in arrears on the parish website.
 - e) Monthly Checks: Defibrillators, Skate Park, Play Area, Toilets & 3 Utilities Meters. A check needs to be undertaken on the allotment water meter. Other checks complete.
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94 FINANCE & GOVERNANCE:

- a) The accounts for 2021/22 months 2 were received, shown as APPENDIX A. A mandate sheet and transaction record were produced and signed in respect of all payments:

Accounts to pay – Clerks Salary & HMRC, SHDC public toilets £7,819.80 – it was resolved to pay the same figure as 2021 for the toilet cleaning service until the significant price increase has been investigated, SHEPS Burial Ground £190 + £190, Cutting Edge Garden Services £275 + £275, MVH & PFA Hall Hire for SMASH £75, The Play Company Signage £294, The Play Company Final Payment £5,967.60, ICO Renewal £35, Clerk Expenses Defib Training £14.31, SSE SWALEC Toilets Electricity £105.77, Flashbay £3,205.20, Cllr Kendall Expenses £29.83, Source For Business £316.14, Internal Audit £350, **The Council resolved to accept all payments.**

b) Governance:

- i. 2021/22 Audits: The Internal Audit has been received, the External Audit documentation has been submitted. It was resolved to accept the services of Alison Marshall for the 2022/23 audit.
- ii. Clerks Hours: Due to the increased workload, it was resolved to allow for an average of ten hours overtime per month as required. This will be reviewed in May 2023.
- iii. Timings of Parish Council Meetings: A request was made for future meetings to commence at 7pm. Two councillors objected to this citing work and childcare, two councillors were in favour, also citing work reasons, the remaining three gave no preference. No vote was taken, the timing of meetings will remain at 7.30pm for the immediate future.
Councillors were all in agreement that future meetings need to be more succinct to ensure they are concluded in good time.

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Prior to the close of the meeting, a question was raised regarding a problem with repairs on the cycle path. This had been checked that evening and it was intended to raise it with the County Councillor who unfortunately was absent from the meeting. It was established that the Councillor had not reported the issue, nor had there been any request to include it on the agenda for discussion with Devon County Council. A robust and lively discussion took place regarding reporting procedure following which the meeting was officially closed.

95 MEETING ENDS **21.03** Hrs

DATES FOR THE DIARY: 15th Jun, 20th Jul, 21st Sept, 19th Oct, 16th Nov, Venue Village Hall Annex, 19.30 hrs.

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 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 Mrs Katharine Harrod for distribution) together with their apologies.

Distribution List: All current Parish Councillors

For Information: e-circulation to: County Cllr R Gilbert, Dist. Cllr Mark Long, Dist. Cllr Judy Pearce, Jamie Rundle (Tree Warden), Climate Emergency Sub-Committee, Malborough Primary School, Malborough Village Hall Committee, National Trust, SVRA

APPENDIX A:

Category	Descriptor	Date	Mont	banke	Paid In	Paid Out	Cash Book Balance
Cash Book Balance b/f from last financial year							155,607.59
Receipt	Karrageen Donation	04/04/2022	1	Y	1,000.00		156,607.59
Receipt	Precept 1st Tranche SHDC	14/04/2022	1	Y	17,479.00		174,086.59
Receipt	Allotments Jerred	14/04/2022	1	Y	30.00		174,116.59
Payment	HMRC Q4 Payment	19/04/2022	1	Y		112.12	174,004.47
Receipt	Messenger Harris McMillan	20/04/2022	1	Y	70.00		174,074.47
Receipt	SMASH Fair Income	21/04/2022	1	Y	715.63		174,790.10
Receipt	SMASH Fair Income	21/04/2022	1	Y	50.00		174,840.10
Payment	Malborough Garden Svs Burial Ground	22/04/2022	1	Y		144.00	174,696.10
Payment	Malborough Garden Svs Village Hall	22/04/2022	1	Y		249.99	174,446.11
Payment	The Play Company	22/04/2022	1	Y		12,000.00	162,446.11
Payment	Nick Walker Printing	22/04/2022	1	Y		340.00	162,106.11
Payment	SLCC Renewal	22/04/2022	1	Y		64.50	162,041.61
Payment	J Rundle Maintenance Svs	22/04/2022	1	Y		94.00	161,947.61
Payment	DALC Renewal	26/04/2022	1	Y		245.35	161,702.26
Payment	G&J Hocking Allotment Rent	22/04/2022	1	Y		250.00	161,452.26
Payment	SHDC PAYE	22/04/2022	1	Y		120.00	161,332.26
Payment	Viking Stationery	22/04/2022	1	Y		45.68	161,286.58
Payment	Flashbay Water Bottles	25/04/2022	1	Y		3,205.20	158,081.38
Payment	The Play Company	26/04/2022	1	Y		11,870.40	146,210.98
Payment	April Wages	29/04/2022	1	Y		777.20	145,433.78
Receipt	Messenger Chi Rei Kai	05/05/2022	2	Y	100.00		145,533.78
Receipt	Messenger Salcombe Meat Co	05/05/2022	2	Y	100.00		145,633.78
Receipt	Messenger For Your Eyes Only	06/05/2022	2	Y	35.00		145,668.78
Payment	The Play Company	06/05/2022	2	Y		5,967.60	139,701.18
Receipt	April Gross Interest	11/04/2022	2	Y	1.40		139,702.58
Receipt	May Gross Interest	09/05/2022	2	Y	1.19		139,703.77
TOTALS YTD Financial year 2022/23					£ 19,582.22	-£ 35,486.04	£ 139,703.77
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d					FY 2022/23 month	1 & 2	£ 139,703.77
Balance at bank at end :						19-Apr-22	
	Revenue Accounts					139,703.77	
	Unpresented Items			receipts		-	
	Unpresented Items			payments		-	
					£ 139,703.77		-