

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 17 th June 2020		Venue & Time: Virtual Meeting, 19.30hrs
Present: Cllr Lucinda Goodhead Cllr Vanessa Harris Cllr Richard Harrod Cllr Ann Kendall Cllr Paul Pedrick Cllr John Sampson Cllr Janey Syrett 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 County Cllr Rufus Gilbert Parishioners/Guests Present: 2	Apologies: Tony Lyle (Climate Emergency)

REF 2020/21 MINUTES

358 WELCOME & APOLOGIES Cllr J Yeoman welcomed new Councillor Janey Syrett

359 MESSENGER: Cllr Kendall

360 DECLARATIONS OF INTEREST: A Declarations of interest was declared by Cllr Harrod in respect of finance. The councillor withdrew from these discussions.

361 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 20th May 2020 were agreed without alteration and will be signed at the next available opportunity.

Proposed: Cllr Harris Seconded: Cllr Pedrick and agreed unanimously

362 CLERKS REPORT:

- a. Defibrillator Reports are undertaken monthly, we don't yet have confirmation as to who will be checking the unit at Oceans.
- b. The defibrillator and upgrade to the toilet lighting is due to be finalised once the electrician can attend.
- c. We have been advised of issues in Sparrow Park that have required police intervention. We continue to monitor the situation and are in communications with the relevant housing authority.
- d. Hello Neighbour and the Malborough Masks Project continue. Distribution of masks has commenced although this is wholly dependent on the number produced by the volunteers. If anyone would like to join the team to help make the masks, please get in touch with Rachael on 01548 288417 or email malboroughfacemasks@hotmail.com. You can also order your masks via the same contact details. Masks are free to parishioners, 2 masks per person will be supplied once your order has been submitted.
- e. No additional information has been received regarding the potential three-way house swap at Great Park.
- f. Public toilets have been closed since 25th March.
- g. Signage that was ordered some time back has now been erected and we have received an email from a parishioner thanking us for such a thoughtful action. 20mph signage has been ordered, we await a delivery date.
- h. The posts for the Pound and the replacement of the Fort have now been delivered.
- i. We continue to keep parishioners updated and aware of developments regarding Covid-19 and Government regulations as new information is received.

363 PARISHIONERS OPEN FORUM (allocated time not longer than 15 minutes, a member of the public shall not speak for more than 2 minutes as per Standing Orders):

364 POLICE BUSINESS & CONTACTS

We would like to remind residents that there are many ways to contact their local police

- EMERGENCY CALLS 999.
- NON-EMERGENCY TELEPHONE 101
- SIGN UP TO DEVON & CORNWALL ALERT HERE: <https://alerts.dc.police.uk/Join>
- INFORMATION SITE HERE: <https://www.devon-cornwall.police.uk/askned>
- RESEARCH LOCAL CRIME FIGURES HERE: www.police.uk

365 COUNTY COUNCILLORS REPORT:

1. DCC has been made a Beacon Council, one of only eleven in the country for community services during Covid-19
2. Devon's economy has been badly hit by Covid-19 and things were not good before due to Flybe and Appledore etc.
3. Recycling centres are now opening as normal with quite long waits at peak times.
4. Pot-hole defects are under 1,000 in Devon which is the lowest for a long time. Good weather and less traffic have helped.
5. The government has given Devon highways an extra £27M to help improve the network and that is on top of the £50M DCC budget for the year.
6. 91% of Devon's Primary schools are now open for year 1
7. The numbers with Covid-19 in Devon are extremely low, links have been provided to follow the statistics.
8. White Line Marking: Skanska have advised that they are going to return to the site to do the job properly. MPC thanks Cllr Gilbert and Adam Keay for their work in getting agreement for rectification.
9. Higher Town Scaffolding: The scaffolding will soon be partially dismantled on Higher Town to prevent any issues on the road.

ROAD TRAFFIC REGULATION ACT 1984

SECTION 14

THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (GALMPTON TO MALBOROUGH, MALBOROUGH) NOTICE 2020

TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING

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

From **MONDAY 6 JULY 2020**
for a maximum of 5 days

Until **WEDNESDAY 8 JULY 2020** (both dates inclusive)

No person shall cause or permit any vehicle to proceed or wait on the sections of Affected Roads.

Roads affected -
GALMPTON TO MALBOROUGH, MALBOROUGH

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

This temporary restriction is considered necessary to enable -
DEVON HIGHWAYS - PATCHING

For additional information contact:
SKANSKA
Telephone: **03301052660**

Dated: MONDAY 6 JULY 2020

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

PLEASE report all highways issues ONLINE at:

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

If you do not have internet access, please contact the Clerk on 07704 941150

366 DISTRICT COUNCILLORS REPORT:

1. Our new Chief Executive, Andy Bates, officially started with us last Monday, 8th June.
2. Whilst we are all still working remotely and the Council offices remain closed, business is on a much more normal timetable and basis now. A phone set up outside main reception at Follaton House for anyone calling in person to ring for immediate assistance from our call centre has been used only a few times (single figures) since lock down started. The new online request system is much more responsive, and whilst users may not have noticed huge differences on the website, requests are now being handled much more efficiently and quickly, most automatically going immediately to the required source of work for attention. Consequently, there is a notable shift to online contact with the Council, with better and faster resolution of requests for users.
3. Much of the present effort has been to help high streets open up this week. The money sent to us by government for this was in fact European money, which carries with it heavy auditing procedures. We have therefore chosen to make grants to town councils with our own money so that town councils can spend it as they think best to help their shops open up successfully without the accounting burden. We can spend the European money on qualifying projects and do our own accounting for it.
4. The Council has reviewed all land it owns in the towns to see if any can be let to help hospitality businesses with outdoor seating. Licenses for the land use will be granted for nominal sums from July to the end of October, initially for this year only. Premises licensing by minor variation is being used to fast track the regulatory side of this too.
5. The council's finances have been heavily affected by the emergency, with serious loss of income for parking, business rates, council tax, the Dartmouth lower ferry and Salcombe Harbour, trade waste collection etc. This amounts to just under £3m so far out of a total annual budget of just under £10m, but it is hoped this will start to stabilise as things get back to nearer normal. Whilst not good, our position is far less serious than many councils in England. Money received from the government so far has gone some way to pay for extra expenses incurred e.g. getting all rough sleepers off the streets and increased homelessness, but has done little to back fill loss of income.
6. We are moving forward with a Recovery and Renewal programme. Over the summer there will be a series of member discussion meetings on various themes to put together the programme which will cover all aspects of the council's activity and how we support the wider community to build back the local economy. The programme will be agreed at the full Council meeting set for September.
7. Businesses are looking for support on lockdown,
8. Enforcement Action was discussed in closed session. Cllr Pearce will take up the issues with the new Chief Executive. MPC will also write to him with a request to address the issues.
9. There is no information as yet regarding the date that the play area may be able to reopen.

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...

367 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.

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Minutes of Parish Council Meeting;

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

1. **0694/20/HHO**, READVERTISEMENT Broad Downs, Application for wooden storage shed. MPC Approval subject to the same terms and conditions as previously stated.
2. **1332/20/ARM**, HI HO, two new detached dwellings: MPC object unanimously due to height of the properties/garage
3. **0905/20/ARC**, Winters Marine, approval of details reserved by condition 5. No comment required from MPC.
4. **0105/20/VAR & 0106/20/VAR** Alston Gate UPDATE ONLY.
The S106 agreement is due to be implemented as written, this has been passed to the planning officer in charge and we have been given a new contact in respect of the locked area. Access should be available prior to the next meeting. We await developments.

b. Decisions:

- **1243/20/NMM** Baker Estates. **SHDC Conditional Approval**

c. Enforcement issues: Continue to be dealt with.

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

368 BUSINESS TO BE DISCUSSED:

- a) Climate Emergency Sub Committee Policy. A proposal was made to accept the Sub-Committee Policy. Proposed Cllr Harrod seconded Cllr Kendall approved unanimously.
Cllr Syrett volunteered to join the committee as Council Representative.
 - b) Burial Ground Reservation Markers: A proposal was made to mark reserved graves by inserting a brick with the reservation number at the respective graves. Proposed Cllr Harris, seconded Cllr Kendall and approved unanimously.
 - c) SHDC Dog Control Orders Consultation. A proposal was made to support MVH & PFA by allowing them to continue with their own longstanding dog control orders on their privately owned land. Proposed Cllr Pedrick seconded Cllr Kendall Approved unanimously.
 - d) Public Toilets Tender
Despite having a flurry of interest and sending out the tender to six different companies, we have received no response. A proposal was made to follow up on the companies and for the Chairman and Clerk to be given authority to make a final decision as to the successful tender. Proposed Cllr Pedrick, seconded Cllr Sampson and approved unanimously.
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369 FINANCE & GOVERNANCE:

- a. The accounts for 2020/21 month 3 were received, shown as year to date **Appendix A**. A mandate sheet and transaction record will be signed in respect of the e-payments at our next actual meeting.:

Accounts to pay – Clerks Salary & HMRC £908.76, G&J Hocking Allotments Rent £250, Compost for Pound Bedding Plants £6.99, Information Commissioners Annual Renewal £35, Malborough Garden Services £465.99, Came & Co Insurance Renewal (three-year agreement) £846.80,

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

Governance:

- b. Equal Opportunities Policy: A proposal was made to adopt the draft Equal Opportunities Policy. Proposed Cllr Harris seconded Cllr Harrod Approved unanimously.
- c. External Audit:
 - 1) Section One Annual Governance Statement was reviewed, completed, and approved unanimously as being a true record of the 2019/20 accounts.
 - 2) Section Two, Accounting Statements 2019/20 was reviewed and approved unanimously as being a true record of the 2019/20 accounts.

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Due to the current regulations surrounding the Covid-19 pandemic, the documents will be signed by the Chairman and Clerk in front of witnesses at Malborough Post Office on a date to be agreed.

MEETING ENDS **21.03** Hrs

DATES FOR THE DIARY: 15th July, 16th Sept, 21st Oct, 18th Nov, 16th Dec, Venue TBA, 7.30pm.

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

Cllrs Goodhead, Harris, Harrod, Kendall, Pedrick, Sampson, Syrett, J Yeoman, K Yeoman

For Information: e-circulation to: County Cllr R Gilbert, Dist. Cllr Mark Long, Dist. Cllr Judy Pearce, Salcombe Police Station, Mr Allan Benstead (Tree Warden), Mrs E. Bond (Asst. Tree Warden), Mr Tony Lyle (Climate Emergency Sub-Committee), Malborough Parish Council Notice Boards (2), Malborough Primary School, Malborough Village Hall Committee: Mr A Morgan, Mrs Gail Allen, National Trust, SVRA

APPENDIX A: Malborough Parish Council Finance: Month 3

Category	Descriptor	Date	Month No. of Report to Council	Paid In	Paid Out	Cash Book Balance
Cash Book Balance b/f from last financial year						27,148.31
Receipts	SHPC Share of Stationery Cost from Viking	19/05/2020		6.57		45,045.90
Payment	Malborough Garden Services	21/05/2020			1,322.37	43,723.53
Payment	Viking Stationery	21/05/2020			53.51	43,670.02
Payment	Internal Audit Alison Marshall	21/05/2020			175.00	43,495.02
Payment	SHDC Uncontested Election Charges	21/05/2020			80.12	43,414.90
Payment	DALC Annual Membership	21/05/2020			226.96	43,187.94
Payment	SLCC Annual Membership 50% of fee, shared w	21/05/2020			80.50	43,107.44
Payment	Allotment Water	21/05/2020			21.19	43,086.25
Payment	Safe Tread (DG Allen, Non slip grip for play an	21/05/2020			128.17	42,958.08
Payment	Ajanta Studios Face Masks Project	29/05/2020			57.00	42,901.08
Payment	ICO annual Renewal	01/06/2020			35.00	42,866.08
Receipts	June Gross Interest	09/06/2020		1.68		42,867.76
Payment	May Clerk Salary Net	27/05/2020			839.95	42,027.81
TOTALS YTD Financial year 2019/20				£ 18,994.69	-£ 4,115.19	£ 42,027.81
RECONCILIATION CASH BOOK TO BANK						£
Cash book balance b/d				FY 2020/21 month	3	£ 42,027.81
Balance at bank at end :					17-Jun-20	
Revenue Accounts					42,027.81	
Unpresented Items				receipts	-	
				payments	-	
					£ 42,027.81	
£s	RESERVE FUNDS		ACCOUNTS FOR PAYMENT			Variance
£ 2,000.00	Gritter Repairs			DD Month End & incl in K Harrod Salary above		839.95
£ 3,500.00	New Gritter Purchase/Climate Adaptations			HMRC NIC		93.20
£ 500.00	Signage					
£ 2,000.00	Bus stop Installation			G & J Hocking Allotments Rent		250.00
£ 1,000.00	Replacement Defibrillators			Compost for Pound Bedding Plants (Boyce)		6.99
£ 7,000.00	Toilet Cleaning Fees			ICO Annual Renewal		35.00
£ 5,000.00	Toilet Repairs/Maintenance			May Malborough Garden Services x 2		465.99
£ 2,000.00	Environmental Improvements			Came & Co Insurance Renewal inc LTA		846.80
£ 1,000.00	Fencing Improvements					
£ 150.00	Election Costs					
£ 17,877.81	General Holding Funds at 17/6					
				Meeting Sub Total		1,604.78
£42,027.81	Total Funds:					
Receipts & PAYMENTS REPORT TO COUNCIL						
MEETING DATE				17/06/2020		
Prepared By:				K Harrod for Malborough Parish Council		
Date:				17/06/2020		