

MALBOROUGH PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

VENUE: Malborough Village Hall Annex
DATE: Wednesday, 21st May 2025
TIME: 7pm

Councillors, I hereby give you notice that the Annual Meeting of the Parish Council will be held at the venue, date and time above. All Members of the Council are summoned to attend for the purposes of determining and resolving upon the business to be transacted as set out below.

Dated this 15th May 2025

To: All Members of the Council cc: District Cllrs Dennis & Long, Devon County Cllr Wainwright

BUSINESS TO BE TRANSACTED

1. **ELECTION OF CHAIRMAN & CHAIRMAN ACCEPTANCE OF OFFICE** followed by **ELECTION OF VICE CHAIRMAN**
2. **Welcome & Apologies: Introduction to the new Parish Clerk.**
3. **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)
During the Public Open Forum: Members of the public should note that the council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date.
After the Public Open Forum: Members of the public are asked to respect the fact that it is a meeting to conduct council business and participation during the remainder of the meeting is not permitted without the express consent of the Chairman.
 - **TO RECEIVE REPORTS FROM: DEVON COUNTY COUNCIL & SOUTH HAMS DISTRICT COUNCIL**
4. **APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES** - Representatives on External Bodies - Agreement of Clerk's mandate of Responsible Financial Officer
5. **CONSENT TO RECEIVING AGENDAS & DOCUMENTATION BY EMAIL.**
6. **REVIEW & ACCEPTANCE OF KEY POLICIES AND PROCEDURES** – See below.
7. **TO APPROVE THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING.**
8. **TO RECEIVE DECLARATIONS OF INTEREST and ALTERATIONS TO THE REGISTER.**
9. **TO RECEIVE AND TAKE AS READ THE CLERKS REPORT: Appendix A**
10. **PLANNING & ENFORCEMENT:**
 - a) 1151/25/HHO, The Burrows, Collaton Road, application for proposed single storey extension, 30/5
 - b) 1331/25/ARC, Cove Barn, Malborough, approval of details reserved by condition 3 (Doors/Windows) of planning consent 0602/25/LBC
 - c) 1413/25/FUL, Field West Of White Cross At Sx702396, Application for concrete hardstand area (retrospective), 18/6
 - d) Non statutory consultation: 1336/25/ARC, Cove Barn, Malborough, approval of details reserved by condition 3 (Doors/Windows) of planning consent 0601/25/HHO
 - e) Non statutory consultation: 1327/25/CCN, Land At Sx 725 399 (Land adjacent to Horsecombe Farm), Caravan Club Notification of Intention to Issue Exemption Certificate for the 2025 camping season
 - f) 1275/25/TPO, Overbecks, Sharpitor, G1: x16 - Ash - sectionally dismantle fell & remove, coppice to 0.5 meter from ground level, reasons in tree survey. Plant 10 Silver birch (*Betula pendula*) and 10 Downy birch (*Beula pubescens*) 10-12cm girth. 5/6
11. **BUSINESS TO BE NOTED/DISCUSSED:**
 - a) To note that SMASH will operate in respect of major future projects only and to approve continued support subject to receipt of sufficient prior notification/risk assessments etc to ensure policy and procedures are adhered to.
 - b) Ratification: To resolve to sign a joint letter to South West Water from Town and Parish Councils who border the Kingsbridge estuary, requesting the South West Water 2025 – 2030 business plan incorporates the removal of storm overflows from the town centre and construction of a new SO at a location adjacent to the terminal Southville Sewage Pumping Station.
 - c) To consider how to best proceed with the proposed community composting scheme.
 - d) To accept Councillor recommendations regarding the awarding of parish grass cutting contracts.
 - e) To agree comments to be made to British Telecom on the proposed removal of the public phone by the Post Office.
 - f) To purchase Clerks reference materials, DALC training courses and to approve the purchase of a laptop and phone.
 - g) To approve works to the Jubilee bus shelter within the parish contractor role and to agree to obtain quotes for roof repairs.
 - h) To receive an update regarding the land transfer at Malborough Park.
 - i) To receive and take as read a report following the recent Village Hall Committee meeting.
 - j) Proposal to create a willow structure in the parish – deferred to June.

Clerk: (Mrs) Katharine Harrod, tel: 07704 941150, malboroughparishclerk@gmail.com

12. FINANCE & GOVERNANCE Receipts & Payments – Month 2

a) **Accounts to pay:** AJ Gallagher Insurance Brokers £2,091.16, SSE Energy £232.55, Jack Stone £100, Palladium £154.48, Tradefit £31.35, Nisbetts £112.77, ICO £47, CPD Online College £47.04, Source for business £25.95,

Ratification: 123 Reg £12.99

Standing orders: Clerk Salary & HMRC, Dave Bawden MVH £235, SHEPS £220, Do It All Svs Malb Park £200 & £175, Wrangles Public Toilets £459.33 & lengthsman work £200, Hugo Fox £11.99,

b) Governance:

1. Year-end governance/reviews/audits & Internal Review.
2. To approve delegated authority to the Parish Clerk & Responsible Financial Officer.
3. To approve hours of work for the Parish Clerk & Responsible Financial Officer.
4. To resolve to exclude the public and press to go into closed session for discussion of confidential issues including staffing and parish contracts.

Proposed dates of next meetings: 18th June **Village Hall Annex 7pm**

Signed: *Katharine Harrod* Clerk to Malborough Parish Council

Key policies/procedures for review:

POLICY/PROCEDURE NAME:	Details of changes to be made (other than dates)
1. Model Standing Orders	
2. Statement of Internal Controls	
3. Code of Conduct	
4. NALC Model Financial Regulations	
5. Protocol on the filming & recording of local council & committee meetings	
5a. Public Session Procedure Guide to Meetings	
6. Council Complaints Policy	
6a. All complaints handling NALC LTN 9E	
7. Risk Management Scheme	
8. Publication Scheme under the FOI Act 2019 _1-4	
8a. Data Protection Privacy Notices NALC - Processing Personal Data	
8b. GDPR Document Data Retention Policy SLCC Copyright	
8c. GDPR Data Protection Policy	
8d. GDPR Subject Access Request Policy	
8e. GDPR MD 172 Data Breach Reporting Form	
9. Transparency Code	Update the final sentence to show: In the interests of full transparency, Malborough Parish Council continues to adopt this code despite having a turnover in excess of £25,000.
9a. Transparency Code for Smaller Authorities	
10. Equal Opportunities Policy	New NALC policy to be adopted. Draft issued with Agenda.
11. Annual Community Award & Nomination	
12. Safeguarding Policy	
13. Co-option Policy	
14. Habitual or Vexatious Complaints	
15. NALC LTN23 Health & Safety	
16. Website Accessibility Statement	Change contact details and remove reference to Covid restrictions. Carry out new tests & update accordingly.
NALC Grievance Policy	