

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

<b>Date:</b> 16 <sup>th</sup> September 2020		<b>Venue &amp; Time:</b> Virtual Meeting, 19.30hrs
<b>Present:</b> 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	<b>In Attendance:</b> Katharine Harrod – Clerk & Minute taker Dist. Cllr Mark Long Part Meeting: Dist. Cllr Judy Pearce County Cllr Rufus Gilbert  Parishioners/Guests Present: 1	<b>Apologies:</b>

### REF 2020/21 MINUTES

#### 370 WELCOME & APOLOGIES

#### 371 MESSENGER: Clerk

**372 DECLARATIONS OF INTEREST:** A Declarations of interest were received by Cllr Harrod and Cllr Kendall in respect of finance. The councillors withdrew from these discussions.

#### 373 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 15<sup>th</sup> July 2020 were agreed without alteration and will be signed at the next available opportunity.

Proposed: Cllr Kendall Seconded: Cllr Harrod and agreed unanimously

#### 374 CLERKS REPORT:

- a. Burial Ground, we have dug in the numbers for the reserved plots. In the future, graves will be allocated in line to ensure maximum capacity can be reached.
- b. The defibrillator has now been fitted at the Post Office, the bill for this was split 50/50 between the Post Office and the Electrician, we are incredibly grateful for their generosity.
- c. Bightham House has requested pre-approval from MPC re the erection of scaffolding, they have been advised that MPC will not object to the scaffolding providing it is erected after 27<sup>th</sup> September and not during October half term.
- d. Signage, two additional 20mph signs have been ordered, we await delivery.
- e. Public Toilets are now open. We still await updated invoicing from SHDC.
- f. The Pound & Substation, we await final confirmation of ownership.
- g. Malborough Play Park Area, details of our solicitor have been forwarded to SHDC in respect of the transfer of the land. We await developments.
- h. The Malborough Masks have not provided an update as requested; this will be forwarded to Councillors in due course.
- i. Thomas Cleaning Services have been thanked for fumigating the play area.
- j. A tarmac quotation has been requested but no response has been received.
- k. Councillors were forwarded a communication regarding Ilton Copse with a request to provide additional information re the history of the area if this information was known by them. No feedback has been received.
- l. The next meeting in respect of the Sustrans Kingsbridge to Salcombe proposal has just been confirmed as 24<sup>th</sup> September.

#### 375 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):

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

---

### 376 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](http://www.police.uk)

---

### 377 COUNTY COUNCILLORS REPORT:

- a. Four Ways Drainage Update: Time has been spent on surveying this, a jet and camera will be used to establish what/where the problem is.
- b. Collaton Road Site Meeting (including Cumber Close): A meeting took place with Adam Keay re the double yellow line proposals for the parish.
- c. Cllr Gilbert walked Malborough to Salcombe, it had been arranged that DCC would cut back the overgrowth on the tarmac, however, the hedges and overgrowth need to be cut back first. Cllr Gilbert kindly agreed to allocated monies from his allowance to cover the costs of the flail across the area.  
The cycle track signage needs to be improved.
- d. Ash dieback is proving a much larger and more expensive problem across the county.

**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**

---

### 378 DISTRICT COUNCILLORS REPORT:

- a. Cllr Pearce reported that due to the Covid 19 crisis South Hams are dealing with a deficit of £1.3m and have used some of their reserves to cover the shortfall.
- b. Village Hall Car Park: Cllr Long is speaking with the drainage expert on 17<sup>th</sup> September and will report back.
- c. Changes to rubbish collections: There are changes to the recycling collections taking place week commencing 5<sup>th</sup> October. Malborough collections change from Monday to Friday. A link to a map showing all properties and their new collection dates has been forwarded to all councillors.
- d. Apologies were made that the bottle bank had not been emptied prior to the August Bank Holiday. FCC had been asked to ensure that all banks were emptied but they had not been able to achieve this. A request was made by MPC for the banks to be placed correctly as some of them have only been able to be accessed from one side. Better signage for the bottle bank was requested.
- e. Locality Officers have been out a lot during the peak period and have been checking the parish bins etc.
- f. Tree Preservation order Malborough Park, the parish council requests that a meeting takes place soonest as confirmed at the start of the year to discuss the ongoing problem. Remedial works are considered wholly insufficient.
- g. Local Action Management Plan, there have been no cases of Covid having been traced as being brought to the area by holiday makers. All known cases have been tracked back to residents who have returned from holidays abroad.
- h. Improved signage was requested for the recycling area at Malborough Village Hall to prevent fly tipping as this is now a regular problem. If parishioners see any fly tipping taking place and are able to provide photographic proof, SHDC will follow up all reports and prosecute where possible.
- i. The cycle track is being regularly obstructed furthermore there is scrap metal on the path. SHDC will investigate.

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

---

**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...

---

### 379 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.

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

1. 2694/20/VAR 152 Cumber Close, Variation of condition 2. **MPC Support.**
2. 2520/20/CLB Certificate of Lawfulness, Bolberry Veau. **MPC Support.**
3. 2286/20/HHO, 4 Cumber Close, Regulation and Enlargement of property. **MPC Support.**
4. 1332/20/ARM, Hi Ho, Readvertisement. **MPC Support. 1 abstention.**

b. **Decisions:**

1. **0905/20/ARC**, Winters Marine, No Decision.
2. **1770/20/FUL** Readvertisement General Purpose Ag Building on land associated with Lower Mill Park. No Decision.
3. **1900/20/HHO**, Chestnut Folly, Higher Town, Demolition of Garage. Conditional Approval.
4. **1705/20/FUL**, Ilton Farm, Change of Use. Refused.

- 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](http://www.southhams.gov.uk/article/3043/Report-a-Planning-Breach)

---

### 380 BUSINESS TO BE DISCUSSED:

- a) Climate Emergency Sub Committee Policy. A beach clean is due to take place on Sunday 20<sup>th</sup> October commencing 11am. There are plans for an energy fair but these have been put on hold until rules are relaxed again. There is also a new Facebook page that has been set up – SMASH CEB.
- b) Vandalism in the Parish: Several incidents of vandalism have taken place in the parish. This is costing the electorate money as (to date) the Parish Council have had to pay for a new bench plus the cutting back of a small tree that had been seriously damaged and was causing an obstruction. In addition to this the Forest School box has been vandalised as well as damage to numerous signs posted in the play areas. The incidents have been reported to the police. Concern was raised regarding the lack of police presence; a letter will be sent requesting additional police attention. A note will be included in the Messenger to show people how to report any incidents.  
Malborough Garden Services have been thanked for giving priority attention to the damaged foliage.
- c) A proposal was made to purchase Remembrance Day wreaths at a cost of £50. Proposed Cllr Harrod, Seconded Cllr Harris, unanimous approval.
- d) A proposal was made to accept the SHDC Play Area Agreement at a cost of £210 plus VAT. Proposed Cllr Kendall, Seconded Cllr Goodhead, unanimous approval.
- e) Shrub covers on the cycle track - Cllr J Yeoman will speak with the landowner re the covers.
- f) Proposal to join with local parishes on a project to scan and upload all minute books. Proposed Cllr J Yeoman, Seconded Cllr Sampson, Unanimous approval.
- g) Village Hall Monthly Update.
  - The Village Hall Committee have written to MPC to thank the Councillors for their support in respect of the dog consultation.

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

---

- MPC has challenged maintenance and repair costs with Wickstead as the company appear to be trying to avoid repair under their guarantee. They have now agreed to supply and fit the two new logs for the Pick-up sticks but are still reluctant to replace another wooden defect.
  - The defects on the adult gym equipment are being addressed by the company now that their guarantee commitments have been explained to them!
  - Work to resurface the tennis courts and to provide netball facilities is scheduled to start on the 5<sup>th</sup> October.
  - Minutes are available on the village website <https://www.malboroughvillage.org.uk/>
- h) Monthly checks have been undertaken on the defibrillators and skate park. The meters are due to be read next week. Mr Allan continues to look after the play areas for us.

---

### 381 FINANCE & GOVERNANCE:

- a. The accounts for 2020/21 month 6 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 £746.67, First Serve Tennis Courts £6,868.80, Zoom August & September £28.78, Nick Walker Printing £323, TG Stone Contractor £90, SWW Allotments £37.69, DG Allen Playground maintenance £338.81 + £20.33, Cllr Kendall Messenger Expenses £53.56, Ajanta Studios Malborough Masks £124.24, Malborough Garden Services £433.59, Fear of Mice £120 & £100 Compliance/ Annual Website Maintenance (from Website account), G & J Hocking Allotment Rent £250, SHDC Toilet Contract (6months 2019-2020) £3,680.40.

The payments were proposed by Cllr Pedrick and seconded by Cllr K Yeoman and approved unanimously.

#### Governance:

- a) WCAG Compliance: The website needs to be compliant with new regulations this month. Fear of Mice have undertaken the checks and confirmed there are no problems. We need to add a statement to the site and we will then be classed as compliant.
- b) NALC Salary Increase: The annual salary increase has now been released (delayed due to the circumstances), the new monthly salary increases to £634.87 from £628.16 although the September payment is increased as the increase is backdated to April 2020.
- c) Alison Marshall Contract Renewal. A proposal was made to renew the existing internal audit contract for a period of one year at £175. Proposed Cllr Goodhead, Seconded Cllr Harrod, approved unanimously.

The Devon Association of Local Councils are strongly recommending that meetings continue via remote means for now.

---

**MEETING ENDS 21.15 Hrs**

**DATES FOR THE DIARY:** 21<sup>st</sup> Oct, 18<sup>th</sup> Nov, 16<sup>th</sup> Dec, **ZOOM, 19.00 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 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 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 L

ong, 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

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting;

### APPENDIX A: Malborough Parish Council Finance: Month 6

Category	Descriptor	Date	Month No. of Report to Council	Paid In	Paid Out	Cash Book Balance	
<b>Cash Book Balance b/f from last financial year</b>						<b>27,148.31</b>	
Receipts	August Gross Interest	10/08/2020	6	1.27		39,546.40	
Payment	Quantum Heritage - Post Rammer	16/07/2020	6		846.60	38,699.80	
Payment	D G Allen - Cement for Fort in Play Area	16/07/2020	6		18.77	38,681.03	
Payment	SSE Business Toilets Electricity	16/07/2020	6		40.27	38,640.76	
Payment	DHF Products Road Signs & Zoom Payment x2	16/07/2020	6		208.05	38,432.71	
Payment	Malborough Garden Svs	16/07/2020	6		473.18	37,959.53	
Payment	T J Yeoman - Graveyard Stakes	16/07/2020	6		143.50	37,816.03	
Payment	Engineering & Development Drainage Design	16/07/2020			702.00	37,114.03	
Payment	UK Aggregates Shelterstore Bus Stop	16/07/2020			240.00	36,874.03	
Payment	July Clerk Salary/HMRC	30/07/2020			741.66	36,132.37	
Payment	Malborough Masks Rachel Hutching	06/08/2020			14.00	36,118.37	
Payment	DG Allen Play Area	26/08/2020			338.81	35,779.56	
Payment	August Clerk Salary/HMRC	26/08/2020			629.56	35,150.00	
<b>TOTALS YTD Financial year 2019/20</b>						<b>£ 19,337.63 -£ 11,335.94</b>	<b>£ 35,150.00</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>						<b>£</b>	
<b>Cash book balance b/d</b>						<b>FY 2020/21 month</b>	<b>6</b>
<b>Balance at bank at end :</b>						<b>26-Aug-20</b>	
<b>Revenue Accounts</b>						<b>35,150.00</b>	
<b>Unpresented Items</b>						<b>receipts</b>	<b>-</b>
						<b>payments</b>	<b>-</b>
						<b>£ 35,150.00</b>	<b>-</b>
<b>£s</b>	<b>RESERVE FUNDS</b>	<b>ACCOUNTS FOR PAYMENT</b>				<b>Variance</b>	
£ 2,000.00	Gritter Repairs	<i>K Harrod Salary</i> DD Month End				746.67	
£ 3,500.00	New Gritter Purchase/Climate Adaptations	<i>HMRC NIC</i>				incd in above	
£ 300.00	Signage						
£ 2,000.00	Bus stop Installation	Malborough Garden Services				733.59	
£ 1,000.00	Replacement Defibrillators	First Serve Tennis Courts				6,868.80	
£ 7,000.00	Toilet Cleaning Fees	Zoom Fees August & September				28.78	
£ 5,000.00	Toilet Repairs/Maintenance	Nick Walker Printing				323.00	
£ 2,000.00	Environmental Improvements	Stone Landscape Gardening				90.00	
£ 1,000.00	Fencing Improvements	SWW Allotments				37.69	
£ 150.00	Election Costs	Playground Maintenance G Allen				359.14	
		Cllr Kendall Messenger Expenses				53.56	
£ 11,200.00	General Holding Funds at 17/6	Ajanta Studios - Malborough Masks				124.24	
		Annual website Inc compliance fee (WEBSITE ACCT)				220.00	
		G&J Hocking Allotment Rent				250.00	
		SHDC Toilet Contract to March 2020				3,680.40	
		Meeting Sub Total				<b>12,769.20</b>	
<b>£35,150.00</b>	<b>Total Funds:</b>	<b>Receipts &amp; PAYMENTS REPORT TO COUNCIL</b>					
		<b>MEETING DATE</b>				<b>16/09/2020</b>	
		<b>Prepared By:</b>				<i>K Harrod for Malborough Parish Council</i>	