

MALBOROUGH PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council.

Date: 17th May 2023		Venue & Time: Village Hall Annex, 19.50hrs
Present: Cllr Sharon Anniss Cllr Vanessa Harris Cllr Ed Hill Cllr Ann Kendall (Chairman) Cllr Sarah Prowse Cllr Jamie Rundle Cllr John Sampson	In Attendance: Katharine Harrod – Clerk & Minute taker Dist. Cllr Samantha Dennis Dist. Cllr Mark Long County Cllr Rufus Gilbert Parishioners/Guests Present: 0	Virtual Attendance: Cllr Madge Bailey Cllr Dave Perkins Apologies: No apologies received.

REF 2023/24 MINUTES

186 ELECTION OF CHAIRMAN

This being the Annual Meeting of the Parish Council, South Hams District Councillor Mark Long took the Chair whilst the 2023/24 Chair of the Parish Council was elected. Cllr Kendall was proposed as Chairman by Cllr Harris, seconded by Cllr Sampson and voted through unanimously. Cllr Kendall then took the Chair

187 ELECTION OF VICE CHAIRMAN

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

188 ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT

Cllr Kendall signed the acceptance of Office as Chair of the Parish Council for the 2023/24 year. All Councillors again undertook to abide by Malborough Parish Councils' Code of Conduct.

189 OPEN FORUM:

DEVON COUNTY COUNCIL REPORT:

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

1. Resurfacing along Higher Town has been deferred until later in the year following consultation with local business owners.
2. Public Right of Way Discussion. It has been noted and reported that some landowners are not maintaining their routes, some of which are now not fully accessible. Despite these being reported there has been no action that we are aware of. Cllr Gilbert was asked to take this forward.
3. We have previously requested the £5,000 S106 Funding to be allocated to repairs of the public right of way along Great Lane. The spending of this sum is time limited (October 2023) it is therefore essential that the urgent works are undertaken at the very earliest opportunity. Despite having been in touch with Devon County Council on numerous occasions we have yet to receive confirmation that the funding can be allocated and the works actioned as per the original agreement. Cllr Gilbert was asked to give this priority to ensure the funding is not lost.

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 Samantha Dennis: samantha.dennis@swdevon.gov.uk

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

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1. Following the recent elections the council is now administered by a Liberal Democrat majority. All positions are yet to be filled; this will be confirmed at a full council meeting on 25th May.

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...

The meeting convened.

190 WELCOME & APOLOGIES

191 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

It was resolved to accept the minutes of the Parish Council meetings of 19th April 2023, they were then signed by the Chairman.

192 Declarations of Interests and amendments to Members' Registers of Interests:

No declarations of interest were received. No updates to the Registers of Interest were received.

193 The Councillors consented to receiving documentation by email.

194 The councillors resolved to accept key policies and procedures subject to the safeguarding policy being updated to include vulnerable adults

195 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 Sampson 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 Sampson and seconded by Cllr Harris, accepted by all.

- Police - Cllr Perkins
- Feoffees - Gill Boyce
- Tree Warden - Cllr Rundle
- Footpaths - Cllr Harris &
- Allotments - Cllr Rundle
- Skate Park/defibrillators - Cllr Hill
- Projects inc grant funding - Cllr Bailey & Hill
- Street Furniture - Cllr Sampson
- Vehicle Activated Signage - Cllr Sampson
- Messenger - Cllr Kendall & David French
- Village Hall - Cllrs Kendall &
- Safeguarding - Clerk
- Recycling - Cllr Kendall
- Neighbourhood Plan - All Councillors
- Snow Wardens - Kevin Yeoman & Paul Pedrick
- GDPR Officer - Clerk
- School Liaison - Cllr Anniss & Clerk
- Great Park Liaison - Cllr Anniss
- Enforcement Liaison - Cllr Kendall
- SMASH Representative - Cllr Rundle & Clerk

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196 MESSENGER – Cllr Kendall

197 CLERKS REPORT –

1. Monthly Checks: In hand.
2. Fields in Trust and Pump Track/Muga Update: No update.
3. The Cycle Path & Access Path have both been cut recently.
4. Collaton Rd Post Box: The Post Office have advised that it may take six months for the post box on Collaton Road to be replaced. A letter of complaint has been issued.
5. Parish.uk – This website has been in touch with local businesses regarding advertising and fees, it appears to come from the Parish Council. This is not the case. Parish.uk has been reported and we have been advised of the following:
We have been looking into the website and discovered that the National Trading Standards E-Crime team are investigating the company behind it, and so we have passed all information over to them and updated our intelligence database. It is a fraudulent website, as you suspected. The Local Government Association are aware and are looking into it too. The National Association of Local Councils (NALC) are also aware and have received numerous complaints and want to stress that Parish UK are not an organisation with any links to NALC, the LGA or Government.
6. The Coronation Event was well received by those who attended, our thanks go to everyone who was involved with the organisation of the event and to Joey Rowell who provided paper crowns, plates and flags.
7. A tree preservation order has been made in respect of the trees sited at Crossparks, Salcombe Road, TQ7 3BX

198 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. 0987/23/LBC, Bolberry Vean, Listed building consent for new replacement sash windows 18/5. **Support.**
 2. NEIGHBOURING PARISH CONSULT: 1053/23/HHO, Collaton Farm, extension/alteration; new raised roof to form habitable accommodation, new & revised fenestration & replacement garage (Resubmission of 3230/22/HHO) 25/5. **Support.**
 3. NEIGHBOURING PARISH CONSULT: 1286/23/CLE Certificate of lawfulness for existing use to confirm works to make a material start for planning consent 2693/19/FUL 18/5 **Support.**
 4. 1111/23/HHO, Townsend Cottage, Higher Town, replacement of existing ground floor lean-to roof with first floor balcony (resubmission of 0311/23/HHO) 25/5. **Object**, not sufficiently different from the previous application to prevent the issues previously raised.

b. **South Hams District Council Decisions**

1. 1516/22/CLP, Salcombe Retreat, Certificate of Lawfulness. **No decision yet.**
2. 0838/23/FUL, Crossparks, Salcombe Road. **Withdrawn.**
3. 0646/23/HHO, Westcliff House, Southdown Farm. **No decision yet.**
4. Information only: Townsend Cottage, Secretary of State Appeal.

c. **Enforcement issues:**

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

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

199 BUSINESS TO BE NOTED/DISCUSSED:

- a) Renewal of Allotment Lease: Councillors resolved to accept the draft lease and to pay 50% of the costs (£195 inc VAT).
- b) Consideration of additional Public Right Of Way maintenance. Councillors resolved to allow a second or third seasonal cut along paths as/when a need is identified. The cuts in respect of footpath 15 will be clarified with Devon County Council.
- c) Further to the Coronation Event we have received a request for consideration of a £200 donation to the PTFA to support the purchase of equipment for events that take place out of school hours. Councillors resolved to support the PTFA to the sum of £200.
- d) SMASH: No update May 2023. Cllr Rundle distributed a written overview of the SMASH working group.
- e) Village Hall Update: Village Hall Minutes are available one month in arrears on the parish website. The Coronation event was well received. The BBQ food was purchased from the Salcombe Meat Co, all costs were met leaving a small surplus.
There was a small deficit on the coconuts, ice cream and prizes for the bowl for a pig however, no call has been made on Parish Council funds for this.
The Church ladies had a donation bowl, at the end of the event this was split between the village hall and the church with both organisations receiving £90 each.

200 FINANCE & GOVERNANCE:

- a) The accounts for 2022/23 month 2 were received.
Accounts to Pay: Do it All Services £100 (access path) and £103.73 Malborough Park Maintenance, Jack Stone Cycle Path £150, Hocking Allotment Rent £250, South Hams District Council PAYE £120 & Toilet Repair £35.76, G Allan Maintenance £24.81, ICO £35, Alison Marshall £300,
Standing orders: Clerk Salary & HMRC, Dave Bawden MVH £275, SHEPS Burial Ground £190, Do It All Services Malb Park £173.73, Clive Wrangles Public Toilets £459.33
The Council resolved to accept all payments.
- b) **Governance**
- c) The Internal Audit has been received and circulated. Councillors resolved to employ the services of Alison Marshall in respect of the 2023/24 Internal Audit.
- d) Annual Governance & Accountability AGAR Part 3: With gross income in excess of £25,000 in the year of account ended 31 March 2023, the Parish Council are required to submit Part 3 of the Annual Governance & Accountability Return.
- e) Annual Governance & Accountability, Section 1 – Annual Governance Statement 2022/23 was reviewed, completed, and approved unanimously.
- f) Annual Governance & Accountability. Section 2 – Accounting Statements 2022/23 was reviewed and approved unanimously as being a true record of the 2022/23 accounts.
- g) Section 101 of the Local Government Act 1972 allows a council to delegate the power to make decisions to an officer, a committee, a sub-committee or another council.
It was resolved to allow the Parish Clerk the authority to respond to planning/payments and other works as required on the provision that a majority approval has been received in writing from the councillors prior to proceeding. This resolution only applies in the event of any future meetings having to be cancelled or deferred for reasons outside the control of the parish Council. This agreement will be reviewed in May 2024.
- h) It was resolved to change the timings of future Parish Council Meetings to 7pm.
- i) Due to the number of hours overtime worked by the Parish Clerk over recent years, the Councillors resolved to increase the weekly number of hours to 13 per week. With the number of projects currently being undertaken it was further resolved to allow for 10 hours overtime per month as required.
- j) The Parish Clerk proposed that the Councillors award the outgoing Chairman, John Yeoman with the Freedom of the Parish in recognition of his many years of exemplary service. The Councillors resolved to award this honour to Mr Yeoman.

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MEETING ENDS 20.47 Hrs

Items for next agenda:

- School access request
- Email addresses
- Road Warden Scheme

DATES FOR THE DIARY: June 21st, Jul 19th, Sept 20th, Oct 18th, Nov 15th, Venue Village Hall Annex, 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 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, South Hams District Council Ward Councillors, Malborough Primary School, Malborough Village Hall Committee, National Trust, SVRA