

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting.

<b>Date: 27<sup>th</sup> September 2022</b>		<b>Venue &amp; Time: Village Hall Annex, 19.30hrs</b>
<b>Present:</b> Cllr Madge Bailey Cllr Lucinda Goodhead Cllr Vanessa Harris Cllr Ann Kendall Cllr Paul Pedrick Cllr John Sampson Cllr John Yeoman (Chairman) Cllr Kevin Yeoman	<b>In Attendance:</b> Katharine Harrod – Clerk & Minute taker Dist. Cllr Mark Long  Part Meeting: County Cllr Rufus Gilbert Parishioners/Guests Present: 2	<b>Apologies:</b> Cllr Richard Harrod Dist. Cllr Judy Pearce

REF 2022/23 MINUTES

### 116 WELCOME & APOLOGIES

The Chairman gave a tribute to HM Queen Elizabeth II and a moment of reflection was held.

### 117 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

It was resolved to accept the minutes of the Parish Council meeting of 20<sup>th</sup> July 2022, they were then signed by the Chairman.

### 118 Declarations of Interests and amendments to Members' Registers of Interests:

A declaration of interest was received from Cllr Pedrick in respect of Planning. No updates to Registers of Interest were received.

### 119 MESSENGER – Cllr Kendall

### 120 CLERKS REPORT – See Appendix A

### 121 OPEN FORUM:

National Trust Report, Ranger Emma Reece was not able to attend the meeting but had provided the following report:

We are carrying out the first phase of a project this year to increase the mix of wildflowers on Bolberry Down through oversowing areas with wildflower seed. The project is being funded through a private donation and a donation from a local Green Energy Company. Our volunteers and Rangers have been harvesting seed from the Trust meadows at Wembury Point which has an appropriate mix of plants to donate to the Bolberry area. Bolberry Down is a beautiful meadow but does not have the mix of wildflowers it should have; they have been lost over a long period of time which is common to many meadow sites.

The NT have created patches of bare ground in plots through the down, these will look drastic initially, but are required so seed can be sown onto the ground to establish the following spring. The work will not have an immediate effect and will take time to establish. This will create a greater mix of plants which can then spread naturally through the other areas of the field over time.

Seeds are being sown by hand and additional volunteers to assist would be appreciated! Posters are being put up on site to inform visitors of what is happening.

A request will be made for Richard Snow to attend the next meeting to explain why the National Trust are proceeding with this after the recent fires at this site. A fire break is essential but does not appear to have been considered.

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting.

---

### DEVON COUNTY COUNCIL REPORT:

Cllr Rufus Gilbert, Email: [Rufus.Gilbert@devon.gov.uk](mailto:Rufus.Gilbert@devon.gov.uk)

1. The newly painted white lines were commented on, they look excellent, it was a job very well done!
2. Higher Town Enforcement has taken place since the last meeting, the Enforcement team have been more effective over recent months.
3. Localities money is still available, although the pot has been reduced slightly. Cllr Gilbert confirmed that the cost of the white lines could be claimed via localities.
4. The Higher Town resurfacing works have been delayed. Cllr Gilbert will seek to determine the new date for works to commence.
5. The Parish Council will consider at the next meeting if a give way sign and the addition of mirrors could be requested for Lower Town/Higher Town junction via a Traffic Regulation Order. If approved Cllr Gilbert would fund this from his localities allowance.
6. The road between Loddiswell and the new roundabout at Ugborough has been costed for a widening scheme at selected points between the communities.

### 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, enforcement issues, 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](mailto:cllr.judy.pearce@southhams.gov.uk)

Email Cllr Mark Long: [cllr.mark.long@southhams.gov.uk](mailto:cllr.mark.long@southhams.gov.uk)

1. Information regarding cost-of-living help is now available on the SHDC website, <https://www.southhams.gov.uk/cost-of-living-help>, this provides help and guidance on a wide variety of help available and also includes a support directory for other organisations.
2. A council meeting took place on 22nd September. The waste service comes back in house on 3rd October, there will be challenges in the first months of the new control. The number one priority is for the service to be legal and compliant. The waste service also includes street sweeping, fly tips, public waste and more. The council are engaging and collaborating with the staff to understand their perspective on the situation and how they believe improvements can be made. The brown bin service will stop at the end of October, plans are in place for a new paid for service to commence from Spring 2023. There are a lot of people who do not require a brown bin service either because they have no garden or they opt not to use the brown bins. The charge for the service from Spring will amount to £49, the scheme will operate fortnightly for eleven months and will not operate over Christmas and New Year. If you are left with a full brown bin in October, you will receive one final pickup before the service is stopped. Letters are being issued now with full details of the service stopping and how to apply for the new fortnightly service. The old brown bins can be collected by SHDC if requested or they can be used by residents – but not for the storage of waste. Within the council tax payment there are a raft of services that may or may not be used by residents – i.e., planning, homelessness as well as many others such as the Covid Grant payments. A question was raised asking if SHDC were going to ensure that those paying business rates were no longer taking advantage of the residential waste collection system. Cllr Long confirmed that this was one of the issues that SHDC would be seeking to prevent continuing. The collection days were also queried as most parishes have a Friday collection. This is being reviewed. The amount of waste that spills from the lorries was also queried, again, this is being reviewed. The Parish Councillors were again requested to feedback their views on the refuse collection service.
3. For all planning applications made after 31<sup>st</sup> October there will be an online webtool to direct applicants as to what they need to provide, this includes a lot more information regarding climate change and measures

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting.

---

that need to be taken to mitigate the situation. Building regulations changed in June 2022 meaning that all development after this date needs to adhere to the increased requirements. A validation checklist will be provided to the Councillors.

4. Homes for Ukraine, there are now 167 guests over 71 hosts, the number of arrivals is slowing but SHDC are still receiving up to 3 families per week. Hosts were asked to house guests for a period of six months, SHDC staff are now working with these people to try to provide continuity with housing/schools etc as well as support if they wish to live independently.
5. Parts of Devon/Cornwall/Somerset are now in an avian flu zone. Avian influenza (bird flu) is a notifiable animal disease. If you suspect any type of avian influenza in poultry or captive birds you must report it immediately by calling the Defra Rural Services Helpline on 03000 200 301.

Full details can be found via this link: <https://www.gov.uk/guidance/avian-influenza-bird-flu>

Clean your bird feeders to prevent spread!

**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...

---

### 122 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. RATIFICATION: 2096/22/HHO, 4 Malborough Green, rear extension, garage conversion. **Support.**
  2. 3332/21/HHO, Townsend Cottage, replacement of lean to with first floor balcony (retrospective). The design and access statement refers to access steps to the rear garden but these are not shown on the plans. There is a right of way along this area, steps from balcony into the garden could be problematic and encroach on the right of way. It was also felt that this was unacceptably visible from the road.
  3. 2895/22/HHO, 4 Alma Terrace, single storey extension & roof light to existing roof. **Support subject to the back door being solid.**
  4. 3575/19/FUL, Land at end of Shute Park, query re use of building after permission was granted on appeal for a general-purpose agricultural barn. This will be reported.
  5. 3235/21/FUL, Harwood Farm, New Residential Dwelling. This is being taken to the DM Committee on 5<sup>th</sup> October. Cllr Sampson will be attending the meeting to talk on behalf of Malborough Parish Council.

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

#### b. **Decisions:**

1. 1557/21/VAR, Alston Gate, Removal condition 1, variation of conditions 2,5 & 6. **Conditional Approval.**
2. 1558/21/VAR, Alston Gate, Remove condition 2, variation to 3,9,10,11 & 16. **Conditional Approval.**
3. 3235/21/FUL, Harwood Farm, New Residential Dwelling. **SHDC no decision yet.**
4. 1516/22/CLP, Salcombe Retreat, Certificate of Lawfulness. **SHDC no decision yet.**
5. 1247/22/HHO, Poets Cottage, Southdown, replacement windows & solar panels. **Conditional Approval.**
6. 1882/22/HHO, Daisy Cottage, Luckhams Lane. **Conditional Approval.**
7. 2353/22/PAA, Fern Park, Collaton. **Prior Approval Given.**
8. 1664/22/FUL, Higher Batson, Change of use. **Withdrawn.**
9. 2411/22/HHO, 7 Stable Court, The View, single storey rear extension. **Conditional Approval.**

#### 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.

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting.

---

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

---

### 123 BUSINESS TO BE DISCUSSED:

- a) Proposal to consider the installation of CCTV equipment to protect council assets.

We continue to have issues of vandalism both at the public toilets and at the Platinum Jubilee Park sited next to Malborough Park. Use of any agreed system would be subject to data protection laws and as a CCTV user we would be a data controller – this is not problematic as we are already registered as a data controller with the Information Commissioner's Office.

There are strict guidelines which need to be followed:

- Mount signs which make others aware that your CCTV cameras are filming and why.
- Be able to provide images within 40 days (we could charge up to £10 for this service).
- Share images with the authorities (e.g. the police) as and when requested and with no charge.
- Do not keep CCTV images for no longer than is necessary (31 days is standard).
- A CCTV policy would need to be in force.
- Plus any other rules that the ICO requires us to adhere to.

Costs would include purchase, installation, Wi-Fi connection and any monthly fees.

It was resolved to investigate the costs of CCTV installation by the Platinum Jubilee Park and on the exterior of the public toilets.

- b) Proposal to consider the addition of warning signage at Silverhill to protect the properties.

There is an issue at this location with large vehicles causing damage to the properties. The types of vehicle are unable to be restricted in any way as this is a main through route.

A request has been made for warning signage to be supplied in the hope that it will prevent further incidents.

The councillors unanimously agreed that the responsibility lies with the home owner(s) who would need to obtain approval from Devon County Council Highways before taking any action.

- c) We have received a request to purchase a thermal imaging camera for helping SMASH to identify thermal leakage from homes in South Huish and Malborough. Thermal imaging cameras vary in price starting in the region of £200 for a cheap unit. South Milton Parish Council have recently resolved to purchase a camera and would, in principle, agree to loan it out for a small fee. The Councillors resolved not to purchase a thermal imaging camera at this time.
- d) Public toilet cleaning payment: Cllr Mark Long continues to look into this.
- e) Boat at Malborough Park & fencing at new play park. Options regarding the boat are being considered by SHDC. The light in the tree still requires attention, Cllr Long will request it is done within two weeks. An insufficient number of fencing quotes had been received by the time of the meeting, this issue will be deferred until October.
- f) Second Access Path, fencing & discussion. An insufficient number of fencing quotes had been received by the time of the meeting, this aspect of discussion was deferred until October. A request was received from the Village Hall Committee for the Parish Council to pay for works by their contractor to cut the overgrowth back to the side of the proposed new access path. The Councillors were unable to approve this, in accordance with policy, they resolved to obtain three quotes to cut the overgrowth back in such a way that the path can be marked out for consideration and that wildlife surrounding the area remains protected. Refer to **Appendix C**, collated by Cllr Bailey (a parishioner at that time) as a note of the open meeting on 23<sup>rd</sup> May 2021. The Clerk will seek quotes for cutting the overgrowth for MPC to contract, keeping it separate to the village hall planned works.
- g) Community compost scheme discussion: Communications have been received regarding a potential composting scheme for Malborough and/or South Huish. The Councillors considered potential areas in the parish, unfortunately none of which were suitable. With regret this potential scheme has to be put on hold indefinitely unless a suitable site is found.

# MALBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting.

---

- h) Tree planting in the parish & proposal to plant wild flowers at The Pound. Councillors agreed to site a planter at The Pound on the understanding that it would be maintained by a parishioner.
- i) Basketball hoop update. Cllr Bailey and the Clerk met with Cllr Adam Sherring (leading the new skate park for Kingsbridge Town Council) and Joe Arafa (basketball team at Quayside) about the proposed basketball practice area/hoops, their possible location and if the project should be incorporated within the extension for the skate park. They provided some excellent feedback regarding a potential skate park extension with basketball hoops and the possibility of a cycle/skate pump track, which could provide an important facility in the region, as well as options regarding suitable companies, funding and consultation. Councillors resolved for Cllr Bailey and the Clerk to investigate this further with a request for a draft of a potential solution that could be shared with the Village Hall Committee.
- j) Baker Estates update re footpath, kerb and dead trees at the new estate. No update has been received.
- k) Village Hall Update: Village Hall Minutes are available one month in arrears on the parish website.

---

### 124 FINANCE & GOVERNANCE:

- a) The accounts for 2022/23 months 5 & 6 were received, shown as **APPENDIX B**. A mandate sheet and transaction record were produced and signed in respect of all payments:

**The Council resolved to accept all payments.**

- b) **Governance:**

- i. Conclusion of External Audit: The external audit has now been concluded, all relevant documentation has been issued and no further action is required.

---

### 125 MEETING ENDS **21.58** Hrs

#### Items for October:

- Remembrance Day arrangements.
- Civility & Respect

---

**DATES FOR THE DIARY:** 19<sup>th</sup> Oct, 30<sup>th</sup> 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 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:** 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), Malborough Primary School, Malborough Village Hall Committee, National Trust, SVRA