

# MALBOROUGH PARISH COUNCIL

## Summary of Agenda Items Re March Parish Council Meeting;

<b>Date:</b> 8 <sup>th</sup> April 2020		<b>Venue &amp; Time:</b> Annex, Malb. Village Hall, 19.30hrs
<b>Councillors:</b> Cllr Lucinda Goodhead Cllr Vanessa Harris Cllr Richard Harrod Cllr Ann Kendall Cllr Paul Pedrick Cllr John Sampson Cllr John Yeoman (chairman) Cllr Kevin Yeoman	<b>Clerk &amp; SHDC/DCC Councillors:</b> Katharine Harrod – Clerk Dist. Cllr Mark Long Dist. Cllr Judy Pearce County Cllr Rufus Gilbert	<b>Distribution:</b>  As per distribution list at end of document.

### REF 2019/20 MINUTES

#### 333 Introduction:

As of 11 March 2020, 118 598 cases of COVID-19 were reported worldwide by more than 100 countries. Since late February, the majority of cases reported are from outside China, with an increasing majority of these reported from EU/EEA countries and the UK.

The Director General of the World Health Organization declared COVID-19 a global pandemic on 11 March 2020.

In the current situation where COVID-19 is rapidly spreading worldwide and the number of cases in Europe is rising with increasing pace in several affected areas, it was deemed necessary to delay the monthly Parish Council Meetings until further notice to ensure the safety of all concerned.

The following provides a summary of the agenda items and how we have dealt with certain agenda items under the rather unusual circumstances we find ourselves in:

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**334 MESSENGER:** A decision was made not to print the April/May edition of the Messenger as the distribution of it would go against current government guidelines. A link to the document has been added to the website, the document was widely and also publicised on social media. To date we have only received one request for a hard copy document, this was printed and delivered by the clerk.

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#### 335 CLERKS REPORT:

- a. Luckhams Lane signage, we've had confirmation that they're processing the order but this will be delayed until further notice.
- b. Malborough Play Park Area, no further update.
- c. Play area fort & Pound stakes have been ordered as has the bus stop, but again they have all been delayed until further notice.
- d. Higher Town Speed & lamp post signs, as you know, Adam Keay has approved new school signage and a review of the school markings but not the 20mph roundels and lamp post signs. At our next meeting we'd like to propose the purchase of 20mph signs for the three lamp posts on Higher Town.
- e. Cycle Path Tarmac Issue: Cllr Gilbert has suggested we look at getting this repaired ourselves and depending on cost we can apply for locality monies. We had sent out three requests for quotes but will undoubtedly have to commence the process again.
- f. Tree Preservation Order Malborough Park: A meeting was due to take place late March, this has been postponed, we will follow up as soon as we are able.
- g. Village Hall Play Area Inspection: An inspection took place and following the feedback Geoff Allen was in communication with the inspector about best practice and materials to use for the required repairs. Geoff has now obtained and secured new anti-slip material for the wood leading up to the Fort. Invoice details in finance.

- h. Post Office: We wrote to Anne with an expression of our support and received details of the managing agent re the sale as well as some information re the Head Office contact. The sale is presumably on hold but we are writing to the contact in a last-ditch attempt to get them to see sense.
- i. CCTV: Following the Silverhill issue with CCTV recording all passing traffic we have established the following:

If the CCTV captures images beyond your property boundary, such as your neighbours' property or public streets and footpaths, then your use of the system is subject to the data protection laws. This means that, as the CCTV user, you are a data controller and you will need to comply with your legal obligations under the data protection laws.

You can still capture images, but you need to show you are doing it in ways that comply with the data protection laws and uphold the rights of the people whose images you are capturing.

If you are capturing images beyond your property boundary, you should have a clear and justifiable reason for doing so. In particular, you will need to think why you need these images. If asked by an individual or the ICO, you will need to be able to explain your reasons, so you should write them down now. You should also write down why you think capturing the images is more important than invading the privacy of your neighbours and passers-by.

You will also need to:

Let people know you are using CCTV by putting up signs saying that recording is taking place, and why. Ensure you don't capture more footage than you need to achieve your purpose in using the system. Ensure the security of the footage you capture – in other words, holding it securely and making sure nobody can watch it without good reason.

Only keep the footage for as long as you need it – delete it regularly, and when it is no longer needed.

Ensure the CCTV system is only operated in ways you intend and can't be misused for other reasons.

Anyone you share your property with, such as family members who could use the equipment, needs to know the importance of not misusing it.

You also need to make sure you respect the data protection rights of the people whose images you capture.

Full details can be found at <https://ico.org.uk/your-data-matters/domestic-cctv-systems-guidance-for-people-using-cctv/>

**Please note: Different rules apply to commercial businesses.**

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### 336 POLICE BUSINESS & CONTACTS

There are currently reports of some youths breaking into vehicles in the early hours of the morning. They have targeted both Malborough and Salcombe. We are also aware of vehicles being driven into farmyards in the middle of the night but have not heard of any related thefts to date. **Please stay alert.**

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)

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### 337 COUNTY COUNCILLORS:

- a. Four Ways, details of the owner have been provided to DCC.
- b. No developments re Great Lane (Footpath 2)
- c. There are increasing concerns re the speeds people drive at along the Salcombe Road, specifically by Ashby's. This is a hugely popular store with increasing footfall. Councillors are aware that there have been near misses with vehicles entering/exiting the store and are extremely concerned that there will be a serious accident. Highways will be contacted to discuss.

**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**

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### 338 DISTRICT COUNCILLORS REPORT:

- a. Dog Bin –no details have been provided re the costs to empty new bins in the parish. Consideration needs to be given to the potential siting of a new bin at the end of the footpath coming down from Shute by the new estate, The View.

**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...

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### 339 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.**

**0105/20/VAR & 0106/20/VAR** Alston Gate variation of conditions. **An objection has been placed as agreed by councillors.**

**4015/18/FUL Salcombe Retreat Appeal – A further objection was placed as agreed by councillors.**

**3575/19/FUL Greatorex** – we have received a variety of regular complaints in respect of this site, including the alleged illegal dumping of rubble, continuous fires causing smoke pollution to surrounding houses, digging being undertaken in the field, stress being caused to nearby animals and general noise, smell, disturbance and damage to the adjoining lane. We have reported this to SHDC, as have others, the police are also aware but as yet we have seen no positive developments.

- b. 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)
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### 340 FOOTPATHS, TREES & ALLOTMENTS:

- a. We have had a report of a gate latch broken at Moor View. It will be viewed in due course.

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- b. There was an issue with a dog that was not under control on the Access for All path. The animal got through the hedge to the side and startled a horse with rider. Additional fencing has been obtained and will be erected in due course.

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### 341 VILLAGE HALL:

- a. The village hall is currently closed, the playground, skate park, tennis courts and outdoor gym are also closed for use.
- b. Tennis Courts – The winning tender has now been advised. We have received confirmation of the £10k funding. The £30k has been approved subject to additional information being provided, we are currently dealing with this.
- c. Car Park drainage– All on hold due to the current situation.
- d. A quote was received from a local handyman re the works required at the Fort at £160 per day with materials being provided by MPC, as it can't be established at this time how deep the stakes/concrete are we were unable to get an idea of exactly how many days work this would amount to. Jon Hawtin will also be quoting.

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### 342 MISCELLANEOUS:

- a. Land Ownership Pound & Substation: No update.
- b. Bridleways – No update.
- c. Bolberry Down Parkrun – all on hold at present.

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### 343 FINANCE & GOVERNANCE:

- a. The accounts for 2019/20 month 12 are attached, shown as year to date **Appendix A**. A mandate sheet and transaction record will be provided at the next meeting:
- b. Clerks Course ILCA – Not yet booked.
- c. Digitised Records – further investigation will take place regarding this.
- d. Highways Maintenance Community Enhancement Fund – We have received a £700 grant in respect of this for works to the cycle path/Access for All.

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**344 CORRESPONDENCE:** Communications have been received from Hope Cove Lifeboat, CAB, RVA and the Horticultural Society for the donations made last month. The Horticultural Society have subsequently had to postpone their event until 2021 and will hold the donation over until then.

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### Future Meetings:

**We have yet to agree a format for future meetings, advice has been received to confirm that the requirement for an annual meeting has been postponed until 2021, as has the requirement for the chairman to sign the acceptance of office. Further advice to follow.**

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### Distribution List

Cllrs Goodhead, Harris, Harrod, Kendall, Pedrick, Sampson, 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), Malborough Parish Council Notice Boards (2), Malborough Primary School, Malborough Village Hall Committee: Mr A Morgan, Mrs Gail Allen, National Trust, SVRA

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### APPENDIX A

### Malborough Parish Council Finance: Month 12

Category	Descriptor	Date	Month No. of Report to Council	Paid In	Paid Out	Cash Book Balance
Payment	Malborough Garden Svs February	03/03/2020	12		- 475.20	31,462.22
Payment	Nick Wlaker Printing	03/03/2020	12		- 323.00	31,139.22
Payment	Barriers Direct (paid by Clerk & reimbursed)	03/03/2020	12		- 150.65	30,988.57
Payment	Hope Cove Lifeboat Donation	03/03/2020	12		- 500.00	30,488.57
Payment	Citizens advice Bureau Donation	03/03/2020	12		- 100.00	30,388.57
Payment	Royal Voluntary Service Donation	03/03/2020	12		- 100.00	30,288.57
Payment	Horticultural Society Donation	03/03/2020	12		- 100.00	30,188.57
Payment	D G Allen Erection of Noticeboard, cost of materials only	03/03/2020	12		- 17.23	30,171.34
Receipt	Burial Deposit, Substation Rent & Messenger Fees	06/03/2020	12	771.00		30,942.34
Payment	Kedel Plastic Products Sleepers for fort & Pound	11/03/2020	12		- 1,999.04	28,943.30
Payment	Shelterstore Bus Stop (paid by Cllr Harrod & reimbursed)	11/03/2020	12		- 1,968.00	26,975.30
Payment	March Clerk Salary/HMRC	16/03/2020	12		- 628.16	26,347.14
Receipt	DCC Highway Maintenance Community Enhancement Fund	18/03/2020	12	700.00		27,047.14
Receipt	Burial Ground Monument Payment	03/04/2020	12	100.00		27,147.14
Receipt	March Gross Interest	09/03/2020	12	1.17		27,148.31
<b>TOTALS YTD Financial year 2019/20</b>				<b>£ 43,650.00</b>	<b>-£ 29,439.06</b>	<b>£ 27,148.31</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>						<b>£</b>
Cash book balance b/d				<b>FY 2019/20 month</b>	<b>12</b>	<b>£ 27,148.31</b>
<b>Balance at bank at end :</b>					<b>08-Apr-20</b>	
	<b>Revenue Accounts</b>				<b>27,148.31</b>	
	<b>Unpresented Items</b>			receipts	-	
				payments	-	
					<b>£ 27,148.31</b>	<b>-</b>