

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 20 th May 2020		Venue & Time: Virtual Meeting, 19.30hrs
Present: Cllr Lucinda Goodhead Cllr Vanessa Harris Cllr Richard Harrod Cllr Ann Kendall Cllr Paul Pedrick Cllr John Sampson Cllr John Yeoman (in the chair) Cllr Kevin Yeoman	In Attendance: Katharine Harrod – Clerk & Minute taker Dist. Cllr Mark Long Part Meeting: Dist. Cllr Judy Pearce County Cllr Rufus Gilbert Parishioners/Guests Present: 0	Apologies:

REF 2020/21 MINUTES

345 WELCOME & APOLOGIES

346 MESSENGER:

347 DECLARATIONS OF INTEREST: Declarations of interest were declared by Cllr Harrod in respect of finance and Cllr Sampson in respect of planning. The councillors withdrew from these discussions.

348 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 19th February 2020 were agreed without alteration and will be signed at the next available opportunity.

Proposed: Cllr Harris Seconded: Cllr Kendall and agreed unanimously

349 STANDING ORDER PROPOSAL

A proposal was raised to amend the standing orders as per new Regulations 2020 to allow for local councils to hold remote meetings due to the issues surrounding social isolation/distancing re the Coronavirus pandemic. The regulations give automatic authority to hold remote meetings and amend standing orders as required.

These regulations remain in force until May 7th, 2021, or earlier if repealed, and require a number of temporary changes to Standing Orders.

Proposed: Cllr K Yeoman, seconded: Cllr Kendall

The proposal was approved unanimously, updated documentation will be uploaded to the website.

350 CLERKS REPORT:

With many restrictions in place as to what we can/cannot do due to the Covid-19 pandemic, most of the matters in hand have had been put on hold until such time as they can be properly dealt with. They have by no means been forgotten; updates will be provided when available.

- a. The defibrillator and upgrade to the toilet lighting is due to be finalised once the electrician can attend.

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- b. We have been advised of a potential three-way house swap at Great Park and are in communication with SHDC about this. We will also review the S106 agreement to clarify the exact wording re occupancy of the properties.
- c. Public toilets have been closed since 25th March
- d. Signage that was ordered some time back has now arrived and will be erected when safe to do so.
- e. The cycle path has been cut and is now clear along the entire route, Malborough to Salcombe. We will look into a grant to enable us to remove the overgrowing vegetation on the tarmac. **ACTION: Clerk**
- f. The TPO for Land to north of Ilton Castle Farm caravan field Malborough TQ7 3DA has now been confirmed as Served
- g. The Clerk reminded the District Councillors about the Malborough Park TPO that was put on hold and no decisions should be made without further discussion. The nearby residents have been in touch with SHDC and are hoping to meet on site in June.
- h. We continue to keep parishioners updated and aware of developments regarding Covid-19 and Government regulations as new information is received.

351 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):

352 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

We have been advised that the police are actively pursuing and fining second homeowners and visitors who are staying overnight in properties that are not their principle residence (this includes boats). To make a report please contact the police via 101 with details and, if possible, the arrival date/time. Fines are currently up to a maximum of £3,600. ACTION: Clerk to share details via social media and email.

353 COUNTY COUNCILLORS REPORT:

1. Cllr Gilbert continues to send various Covid-19 updates and other information which is useful.
2. Highways funding has been increased for 20/21 to £50m.
If you would like further details, please go online to the DCC website, Cabinet Minutes Agenda item 8.
3. Cllr Gilbert's time is now predominantly dealing with Devon's economic recovery from the pandemic which has its challenges!
4. In support of 3) DCC have approved at cabinet to buy the Flybe academy from administrators with Exeter college. This will maintain the facility and help to improve Devon's skills shortage.
5. On street enforcement is returning, warning notices are currently being given out, full penalty notices will be issued from 25th May.
6. Cllr Gilbert offered funds from his localities budget to cover the costs of 20mph signage. **ACTION: Clerk**
7. Pinheys Hill has recently had work done to reinstate white lines, the contractors have not done a good job, Cllr Gilbert has been asked to investigate. **ACTION: Cllr Gilbert**
8. VAS: A download of vehicular movements will be circulated. We now have one month of comparisons available, in April '19 vehicle movement totalled 94,958 in April '20 vehicle movement totalled 27,773.

ROAD TRAFFIC REGULATION ACT 1984

SECTION 14

THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (BOLBERRY CROSS TO REW CORNER, MALBOROUGH) (NO. 2) NOTICE 2020

TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING

DEVON COUNTY COUNCIL hereby give **NOTICE** that:

From **THURSDAY 28 MAY 2020**
for a maximum of 5 days

Until **TUESDAY 2 JUNE 2020** (both dates inclusive)

No person shall cause or permit any vehicle to proceed or wait on the sections of Affected Roads.

Roads affected -

BOLBERRY CROSS TO REW CORNER, MALBOROUGH

The alternative, signed, route for vehicles will be via - 35505578 WHITE CROSS TO BOLBERRY CROSS

35505577 WHITE CROSS TO MARLBOROUGH GREEN

35505576 MARLBOROUGH GREEN TO HIGHER TOWN

35501228 LOWER TOWN

35501254 WELL HILL

35507799 COLLATON ROAD

35509421 ROAD FROM COLLATON CROSS TO PLYMPTON CROSS

35506464 PLYMPTON COSS TO COMBE

35506467 ROAD PAST REW & VICE VERSA

This temporary restriction is considered necessary to enable -
INSTALL 24M OF 1 WAY POLY DUCT IN CARRIAGEWAY.

For additional information contact:

OAKWAY LTD -

Telephone: **01566777835**

Dated: THURSDAY 28 MAY 2020

Meg Booth
Chief Officer of Highways, Infrastructure

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

326 DISTRICT COUNCILLORS REPORT:

1. **Finance:** The second tranche of £1.6 billion to local authorities has now been paid. In the first tranche South Hams received £33,962, and in the second tranche £866,545. Whilst the second amount is encouraging, we estimate that we may need as much as £3 million to balance the books at the end of the financial year because of lost car parking, property rentals, Salcombe Harbour, Dartmouth Lower ferry and

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other income, combined with the cost of moth-balling the leisure centres which have had to close. Unlike central government, we have to show a balanced budget at the end of the year.

2. **Parish finances:** With the second tranche an interesting letter was sent to town and parish councils regarding their funding and advising them that any 'in distress' could profit from the principle authority's funding. There has since been a row-back from MHCLG's original position – apparently this was meant only for larger towns such as Salisbury, Weymouth and Shrewsbury which have recently changed from being centres of their own districts and have been absorbed into larger unitary councils
3. **Planning site notices:** UP to the end of April these have only gone up sporadically, but they are now being checked and put up by the usual mobile locality officers. Some were sent to applicants to put up, but obviously this has not worked well for second homes, which has been the case for many applications during this period in the ward. They are all being checked, repositioned or put up again where necessary and the public consultation period will be altered accordingly. Most are now running until the end of the first week in June.
4. **Meetings at South Hams:** You may have seen sensationalist reports in the local press that 'democracy has been suppressed' and the like and I understand you received an open letter from a member of the opposition and a list of FAQs about the process from the council. In order to be able to hold remote meetings we had to comply with the Regulations attached to the Coronavirus Act 2020. These state that only necessary functions shall be carried out. The Council's drew up a set of rules in order to amend the constitution so that remotely held meeting would be legal. They set out very much what happens in normal times, but there is no doubt that for about a month after lock down, business at the Council was severely disrupted and a lot of officers have during this time been diverted onto different duties, on which they remain. We have now published a schedule of meetings up to the end of July in the hopes that by the beginning of September the restrictions will permit the council to return to a more normal programme. No Development Management meetings have been held, but no controversial applications have so far merited one, though there is a date reserved in July if needed. The council already has a wide scheme of delegation so that even major applications can be delegated.
5. **Shielding, food parcels and voluntary work:** To begin with, we were responsible for delivering food parcels to the very vulnerable 'shielded' residents. This has now been taken over by a central food supplier. The SHDC Wards have been grouped with a couple of officers overseeing any arising problems. We are grouped with Kingsbridge. So far, no major problems have arisen. Everyone involved locally in voluntary help has been amazing and done brilliant work. We are very grateful at the District Council that such help has been in such good and willing hands. Thank you very much to all concerned.
6. **Government grants to businesses:** Letters went out at the beginning of April to every small business the Council thought qualified from the most up to date business rate payers records we held. Payment to 80% of local qualifying businesses have now been made, representing over £35million. Of the remaining 20%, there are a few outstanding queries, but in the main they are second homeowners who have not replied. The regulations are quite complex and some businesses have fallen 'between the cracks'. We were hoping the new 'discretionary fund' would solve many of these, but now we at last have the regulations, there is not as much discretion available as we first thought. Overall South Hams and West Devon are second and third in successfully paying grants to a higher percentage of businesses in their areas than any other local authorities in Devon, including Plymouth and Torbay. Cllr Mark Long and I have been issued with a long list of businesses in the ward which have not replied to the initial letter but many of these are second homes. We have managed to contact a number of others and their grant has now been paid. There is no doubt that lockdown has been devastating for many local businesses and the continued inability of tourist businesses to function properly will continue to be a grave problem.

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7. **Recovery Plan:** The council is now preparing a recovery plan to take the whole district forward in the 'new normal'. None of know yet exactly what or how this will be and for sure for some time, if ever, the old normal is not likely to reappear.
8. **Beach Car Parks:** North Sands, Slapton and Bigbury car parks opened last weekend and their toilets will be opened during this week. Other toilets will follow depending on demand. Town car parks are to remain free but under weekly review until the shops are allowed to start opening.

The council has been able to function very well during lock down. All officers have been able to work remotely from home for several years now, so for us it has been business as usual, notwithstanding all the redeployment of a number of officers to other duties. Only single figures of personnel have had to go in to work at Follaton House: a couple of maintenance men and someone in the print room to send all the letters out. Like you, we have all suddenly had to become experts in Zoom, Skype and Microsoft Teams for meetings.

Some beach car parks and all public toilets remain closed pending relaxation of restrictions from central government. People who use the public toilets do so at their own risk.

Enforcement officers are now visiting various sites again.

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...

327 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.

- **1219/20/HHO**, 2 Alston Gate, alterations & rear/side extension – MPC Approval
- **1243/20/NMM**, Baker Estates, amendment to car port roof – MPC Approval
- **1111/20/FUL**, Barn at Higher Soar Farm, change to residential dwelling. – MPC Approval
MPC to follow up re the airfield certificate of lawfulness and the number of flights exceeding the approved figures. **ACTION: Clerk**
- **0694/20/HHO**, Broad Downs, application for wooden storage shed – MPC Approval subject to conditions being applied as follows: the shed being ancillary to the main property, no use at any time for accommodation, if no longer to be used for the reason of the application it must be removed from site and the area restored to its former state.
- **0105/20/VAR & 0106/20/VAR** Alston Gate.
The process has been dealt with unsatisfactorily. There are still questions that need answers concerning the biodiversity area and the use of it. Patrick Whymer has asked Gemma Bristow to look into this and to provide the answers that we have been waiting for. Cllr Pearce to follow up with Pat Whymer and provide a response. **ACTION: Cllr Pearce**
- b. **Decisions:**
 - **3086/19/HHO** Cumber close, first floor extension & pitched roof. **SHDC Refused**
 - **0247/20/VAR** Ashby's of Salcombe, variation of condition 2. **SHDC Conditional Approval**

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- **0133/20/ADV** East Soar Car Park, Advertisement Consent. **SHDC Advertisement Consent**
- **0359/20/HHO** Coombe Down, alterations, extension, new garage & pool. **SHDC Conditional Approval**
- 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

328 BUSINESS TO BE DISCUSSED:

- a) Malborough Hello Neighbour Volunteer Group: Proposal to ratify approval of the sub-committee.
A proposal was made to approve the March 2020 formation of Covid-19 Hello Neighbour Volunteer Group Sub-committee (previously approved by all councillors via email).
Proposed: Cllr Goodhead, Seconded: Cllr Harrod. Approved unanimously.
- b) Malborough Masks: Proposal to aid and provide funding of £500 to purchase materials for the tailors of the Malborough Masks team to enable the Parish to have a supply of facemasks that will be distributed free of charge to parishioners. All funding to be managed and payments made on provision of invoices or receipts by the Responsible Financial Officer in the interests of transparency.
Proposed: Cllr Harris, Seconded Cllr Pedrick. Approved unanimously.
- c) South Huish Neighbourhood Plan: Proposal to support the South Huish plan at Regulation 16.
Proposed Cllr J Yeoman, seconded Cllr Sampson. Approved unanimously.
- d) Payment request from SHDC re Public Toilet Cleaning Contract October to March & 2020/21 proposed fees. (Toilets closed 25th March 2020) An invoice has been received for £3,680.40 for the period October 2019 to March 2020. A request for a reduction in view of the substandard service received will be made.

We have also received a figure of £6,327 for the entire year 2020/21 Councillors wanted the cleaning contract to be put out to tender, Proposed Cllr Sampson, seconded Cllr Kendall **ACTION: CLERK**
- e) Co-option of a new councillor. Two applicants had expressed an interest in the position. Following discussion, the Councillors approved by a majority of 6:2 one of the candidates. A suggestion was also made to set up a sub-committee to deal with the Climate Emergency and to ask the second applicant to take the lead on this. Full details and terms of reference to be agreed at the June meeting.

331 FINANCE & GOVERNANCE:

- a. The accounts for 2020/21 month 1 & 2 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 & HMRC £978.91, Allotment Water £21.19, Internal Audit Alison Marshall £175, SHDC Uncontested Election Fees £80.12, DALC Annual Subscription £226.96, SLCC ILCA Fees £118.80, Viking Stationery £46.94, Malborough Garden Services £1,322.377 (1xDec, Feb, Mar, 3xApr), SLCC Membership £80.50 (50% share with South Huish), Hutchings - Malborough Masks £21.49, Cycle Track Cut £90, Public Toilet Cleaning £3,680.40, Safe Tread (DG Allen, Non slip grip for play area) £128.17,

The payments were proposed by Cllr Harris and seconded by Cllr K Yeoman and carried unanimously.

- b. Clerks Course ILCA – The Clerk has now passed the ILCA qualification.
- c. Internal Audit, this has now taken place and Malborough have passed.
- d. External Audit figures to be approved by Council at the June meeting.

MEETING ENDS 20.40 Hrs

DATES FOR THE DIARY: 17th June, 15th July, 16th Sept, 21st Oct, 18th Nov, 16th Dec, Venue TBA, 7.30pm.

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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

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

APPENDIX A

Malborough Parish Council Finance: Month 1 & 2

Category	Descriptor	Date	Month No. of Report to Council	Paid In	Paid Out	Cash Book Balance
Cash Book Balance b/f from last financial year						27,148.31
Receipts	SHDC Precept FIRST TRANCHE	17/04/2020	2	15,087.50		42,235.81
Receipts	Dignity Funerals	24/04/2020	2	90.00		42,325.81
Payment	SLCC ILCA Fees Clerk Training	27/04/2020	2		118.80	42,207.01
Receipts	HMRC VAT REBATE	28/04/2020	2	3,806.11		46,013.12
Payment	APRIL Clerk Salary	29/04/2020	2		887.88	45,125.24
Payment	SSE Business Toilets Electricity	29/04/2020	2		67.25	45,057.99
Payment	RE Hutchings - Malborough Masks Project	14/05/2020	2		21.49	45,036.50
Receipts	April Gross Interest	09/04/2020	2	1.11		45,037.61
Receipts	May Gross Interest	11/05/2020	2	1.72		45,039.33
						45,039.33
TOTALS YTD Financial year 2019/20				£ 18,986.44	-£ 1,095.42	£ 45,039.33
RECONCILIATION CASH BOOK TO BANK						£
Cash book balance b/d				FY 2020/21 month	1 & 2	£ 45,039.33
Balance at bank at end :						14-May-20
Revenue Accounts						45,039.33
Unpresented Items						receipts
						payments
						£ 45,039.33
						-
£s	RESERVE FUNDS			ACCOUNTS FOR PAYMENT		Variance
£ 2,000.00	Gritter Repairs			<i>K Harrod Salary</i> DD Month End		887.88
£ 3,500.00	New Gritter Purchase/Climate Adaptations			<i>HMRC NIC</i>		91.03
£ 500.00	Signage			SLCC ILCA Fees Clerk Training		118.80
£ 2,000.00	Bus stop Installation			SSE SWALEC Electricity, Public Toilets		67.25
£ 1,000.00	Replacement Defibrillators			RE Hutchings - Malborough Masks Project		21.49
£ 4,000.00	Toilet Cleaning Fees			Malborough Garden Services		1,322.37
£ 5,000.00	Toilet Repairs/Maintenance			Viking Stationery		46.94
£ 2,000.00	Environmental Improvements			Internal Audit Alison Marshall		175.00
£ 1,000.00	Fencing Improvements			SHDC Uncontested Election Charges		80.12
£ 150.00	Election Costs			DALC Annual Membership		226.96
				SLCC Annual Membership 50% of fee, shared with South Huish PC		80.50
£ 17,830.14	General Holding Funds (after May payments)			Allotment Water		21.19
				Stone - Cycle Path Cut		90.00
				Safe Tread (DG Allen, Non slip grip for play area)		128.17
				Public Toilet Cleaning October to March		3,680.40
				Meeting Sub Total		6,059.19
£38,980.14	Total Funds:			Receipts & PAYMENTS REPORT TO COUNCIL		
				MEETING DATE	20/05/2020	
				Prepared By:	<i>K Harrod for Malborough Parish Council</i>	
				Date:	20/05/2020	