

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 21st October 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 Janey Syrett Cllr John Yeoman (in the chair) Cllr Kevin Yeoman	In Attendance: Katharine Harrod – Clerk & Minute taker Part Meeting: Dist. Cllr Judy Pearce County Cllr Rufus Gilbert Parishioners/Guests Present: 2	Apologies: Dist. Cllr Mark Long

REF 2020/21 MINUTES

382 WELCOME & APOLOGIES

383 MESSENGER: Cllr Kendall

384 **DECLARATIONS OF INTEREST:** A Declaration of interest was received by Cllr Harrod in respect of finance. The councillor withdrew from these discussions.

385 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 16th September 2020 were agreed without alteration and will be signed at the next available opportunity.

Proposed: Cllr K Yeoman Seconded: Cllr Goodhead and agreed unanimously

386 CLERKS REPORT:

- a. We await the 20mph signs, delivery is anticipated by the end of October. The school is being asked if they would consider designing some 20mph signs for use in local parishes.
- b. The public toilets have been found to be consistently clean and tidy. We will continue to undertake checks on them. The contribution information in respect of the painting and decorating works has not been received, this will carry forward to the November agenda.
- c. The Pound transfer has stalled with the Land Registry and will be followed up.
- d. Malborough Park Play Area: This week we have received the agreement for sale, S106 agreement contribution letter, land registry transfer and transfer plan, plus the Legal Charge (form CH1). A proposal was made for these forms to be signed by the Chairman and witnessed by the Responsible Financial Officer. **Proposed Cllr Kendall, Seconded Cllr Harris Approved Unanimously.**
- e. Malborough Masks have not provided an update.
- f. The bench at the outdoor gym has been replaced following the vandalism that occurred last month. Our thanks to Geoff Allan for fixing it in place.
- g. A tarmac quote of £4k and a concrete quote of £150 per square metre have been received in respect of the drive area across the cycle path. There is a query regarding responsibility for this, Highways have said that they will not fix the area, however, when the path was initially laid all other driveways were tarmacked. We will speak with Highways about this and will also obtain at least one further quote for the works as per our Policies and Procedures. Once a solution has been agreed for the driveway a localities allowance submission will be forwarded for the cutting back of the foliage plus any agreed monies for the driveway.
- h. We hope to have quotes for the minute book scanning project by the November meeting.
- i. Play Areas & Multi Use Games Area: The play area is being repaired as per the last report. We await the cross-rope delivery. Once again we thank Geoff Allan for all his time and hard work in keeping the

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

area operational. The MUGA works have commenced and should be completed before our next meeting (as long as the weather is kind).

387 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):

- a. Rosie Cotgreave introduced Saving Devon's Treescapes, a Lottery Funded project being led by Devon Wildlife Trust. The project is key to addressing the loss of Ash in the landscape, South Devon is a key location in the project hence attendance at this meeting. This is a two-phase project expected to span over five years. The project has come about due to ash dieback, South Devon shows the highest signs in the county – a lot of the infected trees will be outside of woodlands (i.e. found by the side of roads or walkways). Over a 5-year period the aim is to plant an additional 250k trees. Tree nurseries are being created, schools are being encouraged to take part (possibly micro nurseries) and they are speaking with landowners re nurturing/restoring hedgerows etc. In the future there will be walks & talks (Covid-19 restrictions permitting), there is also a free tree scheme for communities with the nearest location to us for free tree collection being East Portlemouth. Full details can be found on the website. If you would like to contact Rosie, please email rcotgreave@devonwildlifetrust.org
- Noted that the climate emergency team are working with the tree wardens to plant more trees/wildflowers in the parishes.

388 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

389 COUNTY COUNCILLORS REPORT:

- a. RECYCLING RATE FOR DEVON:
12% increase across Devon with 1,000 more tons of glass & 670 tons of food waste over lockdown period.
- b. SCHOOLS ATTENDANCE: Now 90% using 75 extra school buses
- c. HIGHWAYS:
1) There are some Covid delays to road repairs.
2) Grit bins. If needing more grit, report online via DCC website 'report a problem'
- d. Edmeston A379 lights: Work to start early January 2020
- e. DCC BUDGET:
£45 million Covid-19 related overspend so far this year with Government to make up most of this overspend. Next year is not looking good.
- f. OTHER MATTERS:
• The council were thanked for publicising the report a problem link for Devon County Council (see below link)
• No update available re Fourways drainage.

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

- Double yellow lines in Cumber: The Parish Council have received a number of complaints from Cumber residents who have object to the request by the SVRA for double yellow lines in the turning areas. Copies of all complaints will be forwarded to DCC.
- A query was raised re timescales to repair potholes at Old Vicarage Corner and one in the centre of Higher Town – Cllr Harris will forward the reference numbers to Cllr Gilbert for a response.

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

390 DISTRICT COUNCILLORS REPORT:

- a. Cllr Pearce reported SHDC are now in charge of distributing the Track & Trace payments of £500, they also have a discretionary fund.
- b. Changes to rubbish collections: There have been some teething problems in the parish with the new system. SHDC are rising to the challenge and all missed collections are being attended to. If you are not sure of your collection day/bin type please see the SHDC website for further information. Posters will be added to the noticeboards giving details of how to find out waste collection details.
- c. New arrangements have been made with RingGo, mobile phone app to pay for parking with the excess fee now being removed – meaning that you only pay the charge as shown on the pay machines.
- d. All leisure facilities in the area are now open. Cllr Goodhead raised an issue with swim school for younger children being a concern due to no buoyancy aids being allowed. Cllr Pearce will investigate.
- e. The Covid19 response groups may be asked to swing back into action to assist vulnerable people again as it looks like the situation with the pandemic will worsen over the coming months. Parish Councils would be involved with cluster meetings etc.
- f. 3575/19/FUL Greatorex Appeal Outcome: The result was not one that anyone wanted despite the best efforts from MPC and SHDC. Councillors will be watching to ensure that the land is only used within the terms of the planning permission. Cllr Pearce will establish if a planning officer was present at the meeting with the Planning Inspectorate representative.
- g. Village Hall Car Park: We still await a response from SHDC re the percolation tests that were provided to them. Cllr Pearce will follow up.
- h. Social Housing Contact. There are issues with the contracts that need to be dealt with via an alteration to the legislation. MPC and SHDC will be speaking with the local MP, Cllr Long will follow up our request that he act as a representative for MPC to ensure that future lettings are for Malborough people and that the process is transparent.
- i. Tree Protection Order. No developments. Cllr Long to follow up.

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...

391 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. 3124/20/CLP, Chestnut Folly, Certificate of Lawfulness for internal/external alterations. **MPC Support.**

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

2. 3012/20/ARC, Discharge of Conditions, 2Alston Gate. **MPC Support.**
3. 3056/20/HHO, The Burrows, Single Storey Extension. **MPC Support.**
4. 2842/20/ARC, Alston Gate, Discharge of Conditions. **MPC Support conditional on approval from Highways and oversight of the lead officer dealing with all the Alston Gate applications as agreed previously.**

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. **2694/20/VAR** 152 Cumber Close, Variation of condition 2. **No Decision**
4. **2520/20/CLB** Certificate of Lawfulness, Bolberry Vean. **No Decision.**
5. **2286/20/HHO**, 4 Cumber Close, Regulation and Enlargement of property. **Conditional Approval.**
6. **1332/20/ARM**, Hi Ho, Readvertisement. **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

392 BUSINESS TO BE DISCUSSED:

- a) Kingsbridge to Salcombe Cycle Track: A meeting took place in September. Councillors are requested to provide suggestions of routes for a potential path from Kingsbridge to Salcombe. All suggestions will be collated and local landowners will be formally consulted.
- b) Climate Emergency Sub Committee monthly report. Tony Lyle, Chairman of the sub-committee provided the monthly update. The committee is made up of members of both Malborough and South Huish parishes.
Two beach cleans have now taken place, one at Hope Cove and the second at Thurlestone.
Our next organised event will be to get children from the local school to design a footprint asking people to take their rubbish home with them. The children will also be making bug hotels.
The carbon footprint of the parishes will be quantified to enable us to prove that the actions being taken by the committee are positive and will result in a reduction.
We will be looking to help resident increase the efficiency of their houses.
In time we hope to work with the village hall with a view to having solar panels installed plus vehicle charging points.
- c) A proposal was made for a local amenity map to be produced that clearly shows the key areas in the parish. A request will be made of a local artist.
Proposed Cllr Syrett, Seconded Cllr Harris, approved unanimously
- d) A proposal was made to allow a bench to be sited at the burial ground to the side of the path on the right-hand side.
Proposed Cllr Kendall, Seconded Cllr Harrod, unanimous approval.
- e) A proposal was made to improve the cycle track signage to clearly show the access points and that it goes to Salcombe.
Proposed Cllr Harrod, Seconded Cllr Sampson, unanimous approval.
- f) Proposal for donation to Malborough with South Huish PTFA under Section 137 of the Local Government Act. Following discussion, this will be delayed by one month to request that the PTFA provide a list of exactly what they would purchase and who would use the items. Concerns were raised that items purchased may not be able to be played with due to the current Covid-19 restrictions.
The school will also be asked to approach the Rotary Club of Salcombe for funding, again this would require specific details, cost and who exactly the item(s) would be for. Cllr Sampson will take their application forward.
Proposed Cllr Harrod, Seconded Cllr Harris, unanimous approval.
- g) Proposal to add chippings to the Access footpath steps.

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Proposed Cllr Harrod, Seconded Cllr Goodhead, unanimous approval.

- h) Proposal to lower the height of gate latches on Access footpath & Cycle Track to assist less able users.

Proposed Cllr Kendall, Seconded Cllr Pedrick, unanimous approval.

- i) Shrub Covers on the Cycle Track update: Delayed until November.
j) Village Hall Update: Minutes are approved one month in arrears; these can be found on the village hall website.
k) 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.

393 FINANCE & GOVERNANCE:

- a. The accounts for 2020/21 month 7 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 £634.87, Malborough Garden Services £512.79 , Play Area Hygiene Services £401.59, Nick Walker Printing £292, SHDC Play Area Inspection £252, Zoom October Payment £14.39, Wickstead Crossed Rope £251.08, DHF Products £88.56,

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

Governance:

- a) Internal Audit: Alison Marshall has confirmed that she will undertake the internal audit for 2020/21.
b) The external auditor came back to us with a query in respect of the increase of fixed assets. This was due to the addition of the public toilets and was clearly shown in the other documentation sent to them, we have reiterated this. A query was also made in respect of the dates of the Public Rights document. They have been advised that it was approved at a virtual meeting but couldn't be signed at that time due to lockdown restrictions.

MEETING ENDS 21.14 Hrs

DATES FOR THE DIARY: 18th Nov, 16th Dec, **ZOOM, 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 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, Syrett, 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), 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 7

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
Payment	Malborough Garden Services	24/09/2020	7	-	433.59	34,716.41
Payment	First Serve Tennis Courts	24/09/2020	7	-	6,868.80	27,847.61
Payment	Zoom Fees August & September	24/09/2020	7	-	28.78	27,818.83
Payment	Nick Walker Printing	24/09/2020	7	-	323.00	27,495.83
Payment	Stone Landscape Gardening	24/09/2020	7	-	90.00	27,405.83
Payment	SWW Allotments	24/09/2020	7	-	37.69	27,368.14
Payment	Playground Maintenance G Allen	24/09/2020	7	-	20.33	27,347.81
Payment	Cllr Kendall Messenger Expenses	24/09/2020	7	-	53.56	27,294.25
Payment	Ajanta Studios - Malborough Masks	24/09/2020	7	-	124.24	27,170.01
Payment	G&J Hocking Allotment Rent	24/09/2020	7	-	250.00	26,920.01
Payment	SHDC Toilet Contract to March 2020	24/09/2020	7	-	3,680.40	23,239.61
Receipts	October Gross Interest	09/10/2020	7	0.32		23,239.93
Receipts	SHDC Second Tranche Precept	17/09/2020	7	14,781.50		38,021.43
Receipts	Burial Ground Reservation	28/09/2020	7	600.00		38,621.43
Payment	September Clerks Salary	30/09/2020	7	-	724.27	37,897.16
Receipts	September Gross Interest	09/09/2020	7	0.28		37,897.44
TOTALS YTD Financial year 2019/20				£ 34,719.73	-£ 23,970.60	£ 37,897.44
RECONCILIATION CASH BOOK TO BANK						£
Cash book balance b/d				FY 2020/21 month	7	£ 37,897.44
Balance at bank at end :						21-Oct-20
Revenue Accounts						37,897.44
Unpresented Items				receipts		-
				payments		-
						£ 37,897.44
						-
£s	RESERVE FUNDS	ACCOUNTS FOR PAYMENT				Variance
£ 2,000.00	Gritter Repairs	<i>K Harrod Salary DD Month End</i>				634.87
£ 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				512.79
£ 1,000.00	Replacement Defibrillators	Play Area Hygiene Services				401.59
£ 7,000.00	Toilet Cleaning Fees	Nick Walker Printing				292.00
£ 5,000.00	Toilet Repairs/Maintenance	SHDC Play Area Inspection				252.00
£ 2,000.00	Environmental Improvements	Zoom Payment October				14.39
£ 1,000.00	Fencing Improvements	Wickstead Crossed Rope				251.08
£ 150.00	Election Costs	DHF Products Road Signs				88.56
£13,947.44	General Holding Funds at 17/6					
£37,897.44	Total Funds:					
Receipts & PAYMENTS REPORT TO COUNCIL						
MEETING DATE				21/10/2020		
Prepared By:				<i>K Harrod for Malborough Parish Council</i>		