

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting.

Date: 15th June 2022		Venue & Time: Village Hall Annex, 19.30hrs
Present: Cllr Madge Bailey Cllr Richard Harrod Cllr Vanessa Harris Cllr Ann Kendall Cllr Paul Pedrick Cllr John Sampson Cllr John Yeoman (Chairman) Cllr Kevin Yeoman	In Attendance: Katharine Harrod – Clerk & Minute taker Dist. Cllr Mark Long Part Meeting: Dist. Cllr Judy Pearce Parishioners/Guests Present: 0	Apologies: Cllr Lucinda Goodhead County Cllr Rufus Gilbert

REF 2022/23 MINUTES

96 WELCOME & APOLOGIES

97 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

It was resolved to accept the minutes of the Parish Council meeting of 18th May 2022, they were then signed by the Chairman.

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

A declaration of interest was received from Cllrs Harrod and Sampson in respect of Finance, the Councillors withdrew from these discussions.

99 MESSENGER – Cllr Kendall

100 CLERKS REPORT

- Malborough Park Play Area & Deed of Variation: No deed of variation has been received. Some table tennis bats were left at the new park, these have now been vandalised and are no longer able to be used.
- Village Hall: The outstanding play area works were undertaken by Fawns after a period of approximately six months. The post installation service from Wickstead has been poor. No date has been received from the contractor re the car park works.
- Defibrillator Update: All five defibrillators have now been installed. There was an issue with one of the Cumber units, the ambulance service attended to it on the day they were advised.
- Commemorative Plaques and signage: We await delivery of all commemorative plaques and signage.
- We are receiving increased reports of fly tipping, all fly tipping should be reported via the South Hams District Council page <https://www.southhams.gov.uk/report>.
- Devon County Council have erected signs to confirm that new double yellow lines will be added to the junctions of Collaton/Portlemore and Collaton/Jubilee. Cllr Gilbert has advised that the Higher Town lines should be extended when the road is resurfaced later in the year. The Collaton/Village Hall junction is on the next order, we will check to confirm that this also includes the Malborough Park Junctions. Information regarding the new double yellow lines will be publicised via the Messenger and Social Media.
- The access for all path, Village Hall bank and top of the bank running along the Cumber estate were all due to be cut over the weekend, unfortunately, due to circumstances beyond our control this has been delayed. The contractor will action the works as soon as possible.
- Further to the May meeting, Cllr Bailey has confirmed that she will accept the shared roles of school liaison and footpath monitoring.
- Following completion of the 2022 Local Council Litter Survey, we have received confirmation that we have won four litter pickers and bag hoops. We await delivery.

101 OPEN FORUM:

DEVON COUNTY COUNCIL REPORT: See Appendix B

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

REPORT IT:

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting.

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 Judy Pearce: cllr.judy.pearce@southhams.gov.uk

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

- a. The Levelling Up Bill is now being processed, there are concerns regarding the final content and how this will ultimately impact on essentials such as affordable housing.
- b. Re Ukrainian guests, there are currently 1,806 in Devon, 192 of whom are in the South Hams (83 children, 109 adults) age ranges 12m – 73 years. The majority of host/guest relationships are running smoothly, there are contingencies in place for any issues that arise.
- c. Re sale of Council Houses, until there is a deal in place no sales will be made. Live West are meeting with SHDC on 16th June. It was noted that Great Park was let in perpetuity and as such, none of these properties should be sold. Until the Government legislation is agreed and released, the details of any deal remain an unknown.
- d. FCC met with SHDC last week but effectively said nothing. SHDC continue to negotiate with FCC. In the last week, two rounds have been dropped each day, compared with the majority of the rounds being dropped in the previous week. Please continue to report all missed collections.

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...

102 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.

NO PLANNING RECEIVED FOR JUNE.

Updates were requested on the following:

1. 1557/21/VAR, Alston Gate, Removal condition 1, variation of conditions 2,5 & 6.
2. 1558/21/VAR, Alston Gate, Remove condition 2, variation to 3,9,10,11 & 16.
In respect of the above two applications, final drawings are required prior to sign-off. It is anticipated that the decision will be issued shortly.
3. 3235/21/FUL, Harwood Farm, New Residential Dwelling.
A new planning officer is now dealing with this, the agent is aware of the situation.
4. 4067/21/HHO, Chestnut Folly, Higher Town.
There are issues with parking on the double yellow lines outside the property, additional traffic enforcement has been requested. There is a situation with waste removal, it has been dealt with in the short term, larger commercial bins should arrive. There remain concerns regards fire safety.
A letter will be issued to the owner confirming our concerns with copies being forwarded to SHDC and DCC.

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

b. Decisions:

1. 3845/21/HHO, Charnwood, Malborough. The Planning Inspectorate have allowed the appeal and conditional planning permission is granted for the creation of first floor accommodation with full length dormer, revised fenestration, new flat roof to existing extension and vertical weatherboard cladding at

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting.

Charnwood, Malborough, Kingsbridge, TQ7 3RR in accordance with the terms of the application, Ref 3845/21/HHO, dated 6 October 2021,

2. 0265/22/HHO, 107 Cumber Close, Single storey extension (9/6). **SHDC Conditional Approval.**
3. APPEAL NOTIFICATION: 4207/20/FUL, Land South of Shute Park. **Appeal Result Dismissed (Refused).**
4. 1557/21/VAR, Alston Gate, Removal condition 1, variation of conditions 2,5 & 6. **SHDC no decision yet.**
5. 1558/21/VAR, Alston Gate, Remove condition 2, variation to 3,9,10,11 & 16. **SHDC no decision yet.**
6. 3235/21/FUL, Harwood Farm, New Residential Dwelling. **SHDC no decision yet.**

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

103 **BUSINESS TO BE DISCUSSED:**

- a) Public Toilet Defects: Damage has been caused to the toilets, it was resolved to ask SHDC to deal with the blockage and to ask a handyman to deal with the new lock that is required.
- b) The new playground will require some protection over the landscaped areas, Cllr J Yeoman will cost out this option. SHDC will be asked to trim back the bank by the table tennis table when they cut the park - Cllr Long will speak with the SHDC team regarding this. The fencing around the park requires replacement and there will be strim guards to protect the fence posts. It was resolved to order two bins for the new park and request that SHDC add them to their collection schedule.
- c) The tree near the park had been missed from the SHDC schedule of works. The light is still not working and will be dealt with soon by the SHDC team. Complaints have been received regarding a boat in the parking area, SHDC will attend to this.
- d) Jubilee Overview: All events over the weekend were well attended, although we had hoped for a few more children at the official opening of the new park. Events included the bonfire on Thursday night, a flower festival in the church over the period, the opening of the new Malborough Park Platinum Jubilee play park and an event surrounding the village hall on the Sunday afternoon which included a bar/refreshments/entertainment and a raffle. The beacon was registered and a certificate has been received. Letters of thanks will be sent to Barry Baker and Sally Harvey with our gratitude. The majority of the Jubilee water bottles have now been delivered although there are a few left to distribute to those who put their names forward.

Many thanks to everyone who gave their time to ensure these events were a success.



- e) Basketball hoop request: Different locations were suggested with regards to a basketball hoop, the favoured site is near the skate park. Costs will be obtained for both a basketball and netball hoop to be installed. Cllr Bailey will look up details for the amount of space required.
- f) Internal Audit Recommendation to make SMASH CEB a working group not a sub-committee: It was resolved to change the status to a working group, this will not impact on the policies and procedures currently in place.
- g) Village Hall Update: Village Hall Minutes are available one month in arrears on the parish website.

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting.

- h) Monthly Checks: Defibrillators, Skate Park, Play Area, Toilets & 3 Utilities Meters. A check needs to be undertaken on the allotment water meter. Other checks complete.

104 FINANCE & GOVERNANCE:

- a) The accounts for 2021/22 month 3 were received, shown as APPENDIX A. A mandate sheet and transaction record were produced and signed in respect of all payments:

Accounts to pay – Clerks Salary & HMRC, SHEPS Burial Ground £190, Cutting Edge Garden Services £275, Do it All Services £500, Reg 123 Domain Renewal £14.39, MAT Electrics £107.94, Gallagher Insurance £1,147.05, Queens Green Canopy £145.99, Brunel Engraving £226.32, K Harrod Stationery £5.99, Nick Walker Printing £45.60, Geoff Allen Playground Repairs £7, The Play Inspection Company £390, The Play Company Signage £294, Crunchy Carrot £120, ICO Renewal £35, Quantum Heritage £432 (to be ratified in July). **The Council resolved to accept all payments.**

b) **Governance:**

- i. Bank Signatories Review: Signatories will be updated including Cllrs Bailey, K Yeoman, Sampson & Kendall.
ii. Councillor Email Addresses & recording of Councillor Absence re Internal Audit Report:

NALC legal have advised it is best practice to use Council email addresses. The ICO and Freedom of Information Act does incorporate information that explains that if it is known that a person has data in areas other than a given domain, that those areas (and devices) could become subject to investigation and ultimately, property can be seized.

All new Councillors will be requested to set up a specific email address, the majority of existing Councillors were willing to set up a new address.

Councillors who do not attend a meeting of the council, or its committees, or a meeting representing the council, for six consecutive months will automatically lose their seats unless a reason for their absence has been formally approved by the council. This applies even if the council has not scheduled any meetings. To have a reason for absence formally approved, councillors will need to send their apologies along with the reason for their absence before a meeting; if the council approves their reason for absence then this effectively resets the six month rule. The approval will need to be minuted; merely noting or accepting the apologies is not enough and the reason for absence cannot be approved retrospectively.

If a councillor has not attended a meeting for six consecutive months, and their reason for absence has not been approved, then they are no longer a councillor.

- iii. External Audit: This has now been submitted, we await their response.

105 MEETING ENDS 21.16 Hrs

Items for July:

- Policy Review
- Baker Estates Update re footpath, kerb and dead trees at the new estate.

DATES FOR THE DIARY: 20th Jul, 21st Sept, 19th Oct, 30th 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 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

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting.

For Information: e-circulation to: County Cllr R Gilbert, Dist. Cllr Mark Long, Dist. Cllr Judy Pearce, Jamie Rundle (Tree Warden), Climate Emergency Sub-Committee, Malborough Primary School, Malborough Village Hall Committee, National Trust, SVRA

APPENDIX A:

Category	Descriptor	Date	Mont	banke	Paid In	Paid Out	Cash Book Balance
Payment	May Wages	30/05/2022	3	Y	-	830.09	138,873.68
Payment	SHDC Public Toilet Annual Cleaning	26/05/2022	3	Y	-	5,404.90	133,468.78
Payment	SHEPS Burial Ground April	12/05/2022	3	Y	-	190.00	133,278.78
Payment	SHEPS Burial Ground May	26/05/2022	3	Y	-	190.00	133,088.78
Payment	Cutting Edge Garden Services April	12/05/2022	3	Y	-	275.00	132,813.78
Payment	Cutting Edge Garden Services May	26/05/2022	3	Y	-	275.00	132,538.78
Payment	MVH & PFA Hall Hire	26/05/2022	3	Y	-	75.00	132,463.78
Payment	The Play Company signage	26/05/2022	3	Y	-	294.00	132,169.78
Payment	ICO	01/06/2022	3	Y	-	35.00	132,134.78
Payment	K Harrod Expenses re Defib Training	26/05/2022	3	Y	-	14.31	132,120.47
Payment	SSE SWALEC	26/05/2022	3	Y	-	105.77	132,014.70
Payment	Cllr Kendall Messenger Expenses	26/05/2022	3	Y	-	29.83	131,984.87
Payment	Source for Business water	26/05/2022	3	Y	-	316.14	131,668.73
Payment	A Marshall	26/05/2022	3	Y	-	350.00	131,318.73
Payment	Jack Stone Cycle Path	26/05/2022	3	Y	-	100.00	131,218.73
Receipt	Messenger Martin Carr	16/05/2022	3	Y	35.00		131,253.73
Receipt	Messenger Fine Shine	19/05/2022	3	Y	70.00		131,323.73
Receipt	SHDC Planter Project	20/05/2022	3	Y	575.00		131,898.73
Receipt	SHDC Water Bottles Payment	20/05/2022	3	Y	2,043.00		133,941.73
Receipt	Messenger Donations	20/05/2022	3	Y	40.00		133,981.73
Receipt	Messenger Subscriptions	20/05/2022	3	Y	60.00		134,041.73
Payment	Amazon Bunting/sweets for Jubilee	26/05/2022	3	Y	-	48.44	133,993.29
Receipt	June Gross Interest	09/06/2022	3	Y	1.16		133,994.45
							133,994.45
TOTALS YTD Financial year 2022/23					£ 22,406.38	-£ 44,019.52	£ 133,994.45
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d					FY 2022/23 month	3	£ 133,994.45
Balance at bank at end :						13-Jun-22	
Revenue Accounts						133,994.45	
Unpresented Items					receipts	-	
Unpresented Items					payments	-	
						£ 133,994.45	-
<u>£s</u>	<u>RESERVE FUNDS</u>				<u>ACCOUNTS FOR PAYMENT</u>		<u>Variance</u>
£ 2,000.00	Gritter Repairs				DD Month End	Salaries inc HMRC:	-792.40
£ 3,500.00	New Gritter Purchase/Climate Adaptations						incd in above
£ 200.00	Signage				SHEPS June	-	190.00
£ 1,000.00	Bus Stop Repair/Replacement				Cutting Edge Garden Services June	-	275.00
£ 2,000.00	Replacement Defibrillators				Do It All Services	-	500.00
£ 7,000.00	Toilet Cleaning Fees				Reg 123	-	14.36
£ 4,500.00	Toilet Repairs/Maintenance				MAT Electrics	-	107.94
£ 2,000.00	Environmental Improvements				Gallagher Insurance	-	1,147.05
£ 1,000.00	Fencing Improvements				Royal British Legion Industries	-	145.99
£ 150.00	Election Costs				Brunel Engraving	-	226.32
£ 320.00	SMASH - expenditure approval required from MPC				K Harrod	-	5.99
£ 25,000.00	Maintenance of Malborough Park				Nick Walker Printing	-	45.60
£ 105,661.96	S106 Funds Malborough Park & MVH/PF				G Allen	-	7.00
£ 154,331.96	SUB TOTAL				The Play Inspection Company	-	390.00
-£ 20,337.51	General Holding Funds				Crunchy Carrot	-	120.00
					ICO	-	35.00
					Quantum Heritage	-	432.00
					Jack Stone	-	100.00
					Amazon	-	48.44
£ 133,994.45	TOTAL				K Harrod Jubilee Refreshments	-	30.62
					Meeting Sub Total	-	3,821.31
						TOTAL:	- 4,613.71
Receipts & PAYMENTS REPORT TO COUNCIL							
MEETING DATE				15/06/2022			
Prepared By:				K Harrod for Malborough Parish Council			
Date:				13/06/2022			