

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting.

Date: 20th October 2021		Venue & Time: Village Hall Annex, 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 Part Meeting: County Cllr Rufus Gilbert Parishioners/Guests Present: 1	Apologies: Cllr Janey Syrett Dist. Cllr Mark Long Dist. Cllr Judy Pearce

REF 2021/22 MINUTES

WELCOME & APOLOGIES

34 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 15th September 2021 were agreed without alteration and signed accordingly. Proposed: Cllr Kendall, seconded: Cllr Goodhead and agreed unanimously

35 DECLARATIONS OF INTEREST:

Cllrs Harrod & Kendall declared an interest in respect of Finance and withdrew from these discussions.
Cllrs Harrod & Pedrick declared an interest in respect of planning application reference 3235/21/FUL, Harwood Farm and withdrew from these discussions.

36 MESSENGER – Cllr Kendall

37 CLERKS REPORT

- a. Shute Park Signage: Signage has been ordered.
- b. Social Housing issues Guinness Trust/Hastoe: An update has been requested from Guinness Trust regarding the seemingly vacant property at Sparrow Park. Hastoe have been asked to forward their maintenance and upkeep schedule to confirm the date of the required works on the estate.
- c. Parking Issues Enforcement Request: Our request has been communicated to the Civil Enforcement Officers, and they will aim to attend the community both on the way to and from Salcombe, paying particular attention to Higher Town.
- d. Baker Estate Meeting. The meeting is due to take place on 28th October.
- e. Defibrillator Update & Training. We still await confirmation from the SVRA regarding the number of defibrillators they have approved on the estate. Once we receive their response, the units will be ordered. We have received little interest in the defibrillator training session, this will be promoted once again and if the level of interest doesn't improve the proposed session will merge with South Huish.
- f. Pre-Application Request to SHDC. Cllr Pearce was due to have a further meeting to explore how we can work on this being 'voluntary-compulsory'. No response has yet been received.
- g. Public Phone Box near Post Office. No response received from BT.
- h. S106 update to Neighbourhood Plan. Salcombe Town Council are currently at Examiner stage with a very similar update. The Examiner report is due by the end of the year, once the report has been issued, we will review it, update our wording accordingly and commence the update procedure.
- i. Horses on National Trust Land: NT Ranger, Emma Reece has provided the following positive report
I had a meeting with Philip Hackett from the BHS in September, two local riders who are being trained up to be volunteer representatives of the BHS also came along which was really helpful. Philip also shared the statistics of incidents with traffic and riders in Devon which is sadly not a surprise but makes sobering reading.
We talked through in good detail ideas they had for access improvement and I also explained the routes previously suggested which they agreed with, also very helpfully the BHS have funding which can assist in infrastructure changes that may be needed. It was very helpful having Philips insight as he covers a wide

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting.

area and is very experienced in increasing access for riders and understands a lot of the challenges that can come with this.

Philip also suggested the idea of Riding Rangers which assist us in keeping an eye on issues on the sites such as broken gates, livestock etc which I think is a great way to engage the riders with the Trust if access changes were made. We have volunteers that do similar on foot, which is really helpful when we manage such a large network of paths.

We are still short staffed and manage a large area, so time is tight, but we are currently working on access plans for the Bolt Head to Bolt Tail area again, particularly in terms of 'access for all' and 'multiuser' paths which would, where possible be open to cyclists and horse riders.

- j. Play Area Repairs: We have ordered parts to the value of approximately £120 in respect of necessary work to the basket swing.

38 OPEN FORUM:

Devon County Council Report: Cllr Rufus Gilbert:

1. Traffic Enforcement has been carried out in Higher Town as per the Parish Council request.
2. Winter Covid News continues to be forwarded.
3. Concerns were raised re the parking on the corner of Jubilee Road. The Parish Council request for double yellows will be reiterated to Highways, the problems will be highlighted to the police for enforcement and a letter will be forwarded to the relevant parishioners.

Cllr Gilbert left the meeting.

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

South Hams District Councillors Report: No Report Provided

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...

39 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. 3235/21/FUL, Harwood Farm, New Residential Dwelling. **MPC Support unanimously.**
 2. 3397/21/VAR, Hi Ho, Variation of Condition 2. **MPC Support unanimously.**
 3. 3439/21/ARC, Hi Ho, Approval of details reserved by conditions 8,11,13 & 16. **MPC Support unanimously.**

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

b. **Decisions:**

1. 1969/21/HHO, 39 Collaton Road, erection of rear garden balcony terrace. **Conditional Approval**
2. 1557/21/VAR, Alston Gate, Removal condition 1, variation of conditions 2,5 & 6. **No Decision**
3. 1558/21/VAR, Alston Gate, Remove condition 2, variation of conditions 3,9,10,11 & 16. **No Decision**
4. 1390/21/FUL, Higher Broadmoor Farm, Temp Ag Building. **Conditional Approval**

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting.

5. 3656/20/TCA, 3 Alma Terrace, Cherry crown reduction on all sides by 0.5m. **No Decision**
6. 3300/21/VAR, West Soar House, Variation of Condition 2. **Conditional Approval**
7. 1242/21/HHO, Broad Downs, single storey extension to ground floor. **Conditional Approval**
8. 2770/21/FUL, Oceans Reach, Part Retrospective Mobility Scooter Shed & External Lighting. **Withdrawn**

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

40 BUSINESS TO BE DISCUSSED:

- a) Purchase of Malborough Post Office:
The Councillors resolved to investigate the potential options regarding purchase of the post office and community shop.
 - b) Village Events including Queens Jubilee 2022: Noted there is an offer for a beacon on Burleigh Dolts. The Councillors resolved that the Clerk would investigate options and bring them to the next meeting.
 - c) New Bench on Cycle Path: Following the last meeting three councillor have requested in writing that the decision be reviewed. No further issues have been reported.
The Councillors resolved to leave the bench in situ.
 - d) Malborough Park Play Park, the Jubilee Park: The councillors requested more information re pricing, fencing, materials used and land clearance. If the information received remains within the scope of the funding allocated to the project, the Councillors resolved that the Clerk could award the contract. The unsuccessful companies will then be contacted and informed accordingly.
Proposed Cllr Goodhead, Seconded Cllr Harrod, approved unanimously.
 - e) Village Hall Car Park Contract – No quotes received.
 - f) Climate Emergency: SMASH CEB including Environment Fair (see Appendix B). A request was made for funding to support the proposed Environment Fair due to take place on 2nd April.
The Councillors resolved to allocate £150 to the Fair on the understanding that the event will ultimately generate funds which would then be banked and ringfenced for the sub-committee.
 - g) VAS Report Cllr Sampson. All signs are operative, one of the signs including the solar panel will be moved shortly to Collaton Road.
 - h) Village Hall Update: Village Hall Minutes are available one month in arrears on the parish website.
 - i) Monthly Checks: Defibrillators, Skate Park, Play Area, Water meters for toilets allotments. Water Meter for the Allotments is outstanding, all other checks complete.
-

41 FINANCE & GOVERNANCE:

1. The accounts for 2021/22 month 7 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, Malborough Garden Services, PKF Littlejohn LLP £480, Boyce Bulbs for Pound £29.96, Hocking Allotments £250, Kendall Messenger Expenses £39.62, DG Allen Playground Repairs £31.79, Nick Walker Printing £276, Malb. Garden Services Burial Ground £144 & Village Hall £252, Peter Tanner Engineering £144, Vale Engineering Gritter Part £189.60

Accounts to pay proposed by Cllr Harris, seconded by Cllr Sampson, approved unanimously.

2. **Governance:**

External Audit: Proposal to accept the External Auditors report.

Proposed by Cllr K Yeoman, seconded by Cllr Kendall, approved unanimously.

Memorandum of Understanding: It was resolved to adopt the draft Memorandum of Understanding between SHDC and the Parish Council.

Proposed by Cllr K Yeoman, seconded by Cllr Harrod, approved unanimously.

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting.

MEETING ENDS **21.17** Hrs

ITEMS FOR NEXT AGENDA: Gritter Maintenance

DATES FOR THE DIARY: 17th November, 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

For Information: e-circulation to: County Cllr R Gilbert, Dist. Cllr Mark Long, Dist. Cllr Judy Pearce, Salcombe Police Station, Jamie Rundle (Tree Warden), Mr Tony Lyle (Climate Emergency Sub-Committee), Malborough Parish Council Notice Board, Malborough Primary School, Malborough Village Hall Committee, National Trust, SVRA

APPENDIX A: Malborough Parish Council Finance

Category	Descriptor	Date	Month No. of Report to Council	banked	Paid In	Paid Out	Cash Book Balance
Payments	MGS July Payment	24/09/2021	7	Y	-	393.99	174,288.04
Payments	MGS August Payment	24/09/2021	7	Y	-	321.99	173,966.05
Payments	Nick Walker Printing	24/09/2021	7	Y	-	275.00	173,691.05
Payments	South West Water Public Toilets Water	24/09/2021	7	Y	-	109.44	173,581.61
Payments	RBL Remembrance Wreath	24/09/2021	7	Y	-	50.00	173,531.61
Payments	SHDC Play Area Agreement Renewal	24/09/2021	7	Y	-	252.00	173,279.61
Payments	South West Water Allotments	24/09/2021	7	Y	-	62.73	173,216.88
Payments	September Clerks Salary	30/09/2021	7	Y	-	765.07	172,451.81
Receipt	South Hams District Council 2nd Tranche Precept	24/09/2021	7	Y	15,890.00		188,341.81
Receipt	South Hams District Council MUGA Refund	24/09/2021	7	Y	8,160.00		196,501.81
Receipt	October Gross Interest	11/10/2021	7	Y	1.63		196,503.44
TOTALS YTD Financial year 2021/22					£ 113,820.98	-£ 31,192.12	£ 196,503.44
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d					FY 2021/22 month	7	£ 196,812.32

Balance at bank at end :				18-Oct-21	
	Revenue Accounts				196,812.32
	Unpresented Items		receipts		-
	Unpresented Items		payments		308.88
				£ 197,121.20	- 308.88
£s	RESERVE FUNDS	ACCOUNTS FOR PAYMENT			Variance
£ 2,000.00	Gritter Repairs	<u>K Harrod Salary</u>	DD Month End		-779.07
£ 3,500.00	New Gritter Purchase/Climate Adaptations	<u>HMRC NIC</u>			incl in above
£ 200.00	Signage				
£ 1,000.00	Bus Stop Repair/Replacement		Peter Tanner Engineering		- 144.00
£ 2,000.00	Replacement Defibrillators		PKF Littlejohn		- 480.00
£ 7,000.00	Toilet Cleaning Fees		Boyce Bulbs for the Pound		- 29.96
£ 4,500.00	Toilet Repairs/Maintenance		Hocking Allotments Rent		- 250.00
£ 2,000.00	Environmental Improvements		Kendall Messenger Expenses		- 39.62
£ 1,000.00	Fencing Improvements		Allen Playground Repairs		- 31.79
£ 150.00	Election Costs		Nick Walker Printing		- 276.00
£ 320.00	SMASH - expenditure approval required from MPC		Malborough Gdn Svs Sept Burial Ground		- 144.00
£ 25,000.00	Maintenance of Malborough Park		MGS Sept Village Hall		- 252.00
£ 126,493.32	S106 Funds Malborough Park & MVH/PF		Vale Engineering Gritter Part		- 189.60
£ 175,163.32	SUB TOTAL				
£ 21,340.12	General Holding Funds				
£ 196,503.44	TOTAL				
		Meeting Sub Total			- 1,836.97
			TOTAL:		- 2,616.04