

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 17th March 2021		Venue & Time: Virtual Meeting, 19.30hrs
Present: Cllr Lucinda Goodhead Cllr Vanessa Harris Cllr Richard Harrod Cllr Ann Kendall Cllr John Sampson Cllr John Yeoman (in the chair)	In Attendance: Katharine Harrod – Clerk & Minute taker Part Meeting: Dist. Cllr Mark Long Dist. Cllr Judy Pearce County Cllr Rufus Gilbert Parishioners/Guests Present: 0	Apologies: Cllr Paul Pedrick Cllr Janey Syrett Cllr Kevin Yeoman

REF 2020/21 MINUTES

442 WELCOME & APOLOGIES

443 MESSENGER: Clerk

444 DECLARATIONS OF INTEREST: Declarations of interest were received by Cllr Harrod in respect of finance reference 453/a, the Councillor withdrew from these discussions.

445 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 17th February 2021 were agreed without alteration and will be signed at the next available opportunity.

Proposed: Cllr Harrod Seconded: Cllr Goodhead and agreed unanimously

446 CLERKS REPORT:

- a. Police Update: Refer to Appendix B
- b. Skate Park Bin RP67419 – following another incidence of vandalism the bin has now been replaced. The vandalism has been reported to the local police.
- c. Public Toilets, the lighting for the public toilets has now been finalised.
- d. Social Housing, one of the Great Park Properties has recently become available for a person with local connections, this was promoted on social media and by Councillors.
- e. Report It System, an increasing number of issues are being reported to the Clerk instead of directly to SHDC or DCC. If you need to report an issue please use one of the links contained within the DCC/SHDC section of the minutes.
- f. Fireproof Storage. While at the SLCC Conference, they shared details of additional documentation that should be stored in a fireproof cabinet or similar. This impacts on our requirements. The documentation will be collected together to establish exactly what size cabinet is required.
- g. Local Map, no developments.
- h. Cycle Track Signage, we await delivery of the signage.
- i. Cycle Track – parts of the cycle track have been scraped back to reveal the extent of the tarmac path. This makes a big difference, we look forward to the works being completed.
- j. Village Hall Planning, documents in respect of discharge of conditions have been submitted, however the landscape consultant has already come back with a request for exact locations/sizes/numbers of plants and more boundary details.
- k. Allotments & Agreement, the documentation has been updated and will be used for the 2021/22 financial year.

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

- l. Malborough Park Tree, an email has been sent to SHDC supporting requests for the tree to be felled and replaced. This has now been approved by SHDC, the tree will be felled and replaced in the autumn by more suitable trees.
- m. Devon Hedgerow created along the side of the cycle track. We have received confirmation that this is all in hand with the relevant licenses etc. There is currently no further action that can be taken.
- n. The new speed sign has now been received. Cllr Sampson will arrange installation shortly.

447 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): No parishioners present.

448 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

449 COUNTY COUNCILLORS REPORT:

- a. Climate change: DCC is a founding and principal partner of the Devon Climate Emergency (DCE) initiative and has signed the Devon Climate Declaration which commits to working collaboratively with partners, which is now starting to be done via a consultation draft interim Devon Carbon Plan.
- b. £1.3M extra has been allocated for 21/22 budget with £600,000.00 for potholes and drainage plus £100,000 for work on maintenance of street furniture and a further £600,000 to top up the £1.5 M given to District Councils emergency fund last summer.
- c. So far this fiscal year, we have used 50% more salt on the highways network totalling 15,000 tons.
- d. Devon Highways budget is £28M which is about £100,000/day to maintain the 12,966km of roads.
- e. DCC has 65 farms totalling 9,555 acres.
- f. A request will be made to ensure the works required for Higher Town are included in future program of works – Cllr Harris to take forward.
- g. The drain cover at Pinheys hill is still in need of attention. Cllr Gilbert will follow this up.
- h. Temporary Traffic Notice:

THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (SALCOMBE ROAD TO HORSECOMBE CROSS, MALBOROUGH) NOTICE 2021

TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING

DEVON COUNTY COUNCIL hereby give NOTICE that:

On **THURSDAY 22 APRIL 2021**
for a maximum of 5 days

Anticipated Finish **THURSDAY 22 APRIL 2021**

Between the hours of **09:30** and **15:30**

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

Roads affected -
SALCOMBE ROAD TO HORSECOMBE CROSS, MALBOROUGH

The alternative, signed, route for vehicles will be via - SALCOMBE ROAD TO HORSECOMBE CROSS to SALCOMBE ROAD to SALCOMBE ROAD TO ILTON CROSS to BLANKSMILL CROSS TO HORSECOMBE CROSS to SALCOMBE ROAD TO HORSECOMBE CROSS

This temporary restriction is considered necessary to enable -
REPLACE BT POLE

For additional information contact:
USL-ON BEHALF OF OPENREACH
Telephone: **01884 763100**

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

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

450 DISTRICT COUNCILLORS REPORT:

- a. Council Tax letters are being issued with effect from 11th March.
- b. Elections will proceed in May. If you do not want to vote in person please request a postal vote via the SHDC website. In respect of elections no door-to-door canvassing or leaflet drops are allowed. SHDC are looking to hire more people to help with manning poll booths, full information is available on the website. Following the election, SHDC will be working on a skeleton staff with other staff all working on vote counts and associated work.
- c. There is a new Team Devon initiative called Explore from Your Door – encouraging people to walk and not use their car.
- d. The new recycling service is now being rolled out and vehicles have started to be seen around the parishes. A letter has been issued providing full information about the new system. New boxes will be provided one week prior to the service commencing with full instructions as to what can be recycled. District Council operatives are in the process of identifying those narrow streets where it may not be possible to put out the boxes and will work with parishes to ensure suitable solutions are found. Second homeowners have been advised that this is happening and they have been advised to make arrangements for the boxes to be brought into the property.
- e. A new summer locality service commences from 1st April, six additional locality officers have been appointed through to the end September 2021, they will provide cover for the area seven days per week. Covid compliance Officers are also still working (we believe until the end of June 2021), one enforcement notice has been issued to a local restaurant (not in this parish).
- f. The census takes place on 21st March – online.
- g. Public space orders are renewed effective 11th March. The Malborough Playing Fields have been removed as requested and control is back with the Village Hall Committee.
- h. Plymouth will be recognised as a Freeport, one of eight areas across England and the only one in the South West. South Hams and DCC were involved with the bid. They will now provide outline and detailed business cases. This is very good news for the region and will see increased trade and the creation of employment opportunities.
- i. The recent police meeting advised that 1/3 of fines being issued in Devon by the police have been issued in the South Hams, furthermore, 40% of the second homes being reported have come from the South Hams. All breaches of visitors/second homeowners should be reported to the local police. Noted that there are checks being undertaken at beach car parks as well as stops on the roads, particularly over weekends. Holiday accommodation including second homes is not due to open up until 12th April. If businesses are not operating within the guidelines this should be reported to SHDC.
- j. Business grants continue to be distributed. A business license refund is available, full details are available on the South Hams District Council website.
- k. Register of Common Land & Village Greens, this information should be contained on the SHDC website. CLLr Pearce will follow this 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...

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

451 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.
- 0477/21/HHO, 5 Coastguard Cottages, Alterations & Extension **MPC Approval**
 - 0701/21/LBC & 0700/21/HHO, Portlemore Barton, continue as studio/workshop with addition of new gates. **MPC Approval subject to obscured glass in the circular window to prevent overlooking the neighbouring property.**

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

b. Decisions:

- 3656/20/TCA, 3 Alma Terrace, Cherry crown reduction on all sides by 0.5m **No Decision.**
- Secretary of State Appeal, Barn at Higher Soar, Malborough. **Appeal Dismissed.**
- 2842/20/ARC Alston Gate, Discharge of Conditions **No Decision**
- 0905/20/ARC, Winters Marine, **No Decision.**
- 4250/20/HHO, West Soar, Replacement windows/doors. **Conditional Approval.**
- 4207/20/FUL, Land South of Shute Park, Retrospective Application, **No Decision.**
- 4261/20/HHO, 5 Luckhams Lane, addition of single storey rear extension. **Conditional Approval.**
- 0314/21/VAR Hi Ho, Variation of Condition Two. **No Decision.**
- 0296/21/HHO, West Soar House, alterations to dwelling. **No Decision.**
- 0156/21/HHO, 76 Cumber Close, extension to dwelling. **No Decision.**

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

Cllr Pearce left the meeting.

452 BUSINESS TO BE DISCUSSED:

- a) Burial Ground Review, fees & allocation. This had not been reviewed since 2017. The following proposals were made:
- To remove the option of a family grave - families can still reserve adjoining full plots.
 - Grave reservations and allocation to be ordered to allow better management of the graveyard.
 - Fees to be increased by 10% with immediate effect.
- Proposed Cllr Sampson, seconded Cllr Harris, approved unanimously**
- b) To approve the 20 is Plenty, Speed Sign winners following submissions from the school. The Councillors reviewed the entries and approved two winners from the school. The school will be advised and all the children thanked for their superb designs. The two winning designs will be made into signage for Higher Town. Highways will be contacted again with a reminder about replacing the school sign.
- c) Proposal to include South Huish in the Malborough Operation London Bridge Policy.
Proposed Cllr Harrod, seconded Cllr Goodhead approved unanimously.
- d) Proposal to allow a cross to be displayed on the grass by The Pound over Easter to remind people of the significance of Easter.
Proposed Cllr Kendall, seconded Cllr Harris unanimously approved.
- e) Proposal to approve an annual service for the gritter.
Proposed Cllr Goodhead, seconded Cllr Sampson approved unanimously.
- f) Proposal to support and provide a project plan and tender document for the extension of the Access for All Path around the edge of the Village Hall Playing Field. Prior to this meeting the Chairman had put a

MALBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting;

proposed plan to the Village Hall committee and they gave their unanimous support to the proposal and approved permission for the Council to proceed. The Village Hall Committee have also informed their neighbours on Collaton Road of the plans.

Proposed Cllr Harris, seconded Cllr Kendall approved unanimously.

- g) To agree a plan of action re Cumber Close Double Yellows
Following discussion, the Councillors agreed that unless the Salcombe View Residents Association can persuade residents of Cumber Close to approve the installation of double yellows without objection the project will not proceed. Without full support for the proposals Devon County Council will not take any further action.
- h) Climate Emergency: The meetings must be more regulated to ensure that the minutes can be incorporated within the MPC & SHPC monthly minutes, a meeting should ideally take place in the first week of the month. This will also ensure that any requests for additional support can be brought to the next meetings and discussions to approve proposals can be made in good time.

Councillors have requested that prior to the next trees being delivered the CE team need to have established where the trees will be placed and to have received permission from the landowners to plant trees in open spaces.

Proposed Cllr Sampson, seconded Cllr Kendall, approved unanimously.

- i) Village Hall Update: Minutes are approved one month in arrears; these can be found on the village hall website.
- j) Monthly checks have been undertaken on the defibrillators and skate park. The meters were read and updated readings given for the toilet utilities. The allotment reading has also been received. Mr Allan continues to look after the play areas for us.

453 FINANCE & GOVERNANCE:

- a. The accounts for 2020/21 month 12 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 £779.07, Zoom March Payment £14.39, Viking Shredder £40.76 , Website Work £75, 2 Years Messenger Transfers £300, Shredder Oil £7.68, Illuminate Electrical Work £387.16, Ian Draper Cleaning £140, Shaw & Sons £135, Repairs to Play Area £4.52, Malborough Garden Services £72, DCC Highways £65 License Fee, SHDC Discharge of Conditions Fee £58, Grit Bin Scoops £65.61, SLCC Training Seminar £45, SLCC Subscription Renewal £74, Road Signs Direct £81, South Hams District Council Payroll £120.

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

- b. **Governance:**

1. We continue to review options regards the opening of a new bank account.

MEETING ENDS 20.44 Hrs

DATES FOR THE DIARY: 28th April, **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: 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, 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	
Cash Book Balance b/f from last financial year							27,148.31	
Payment	Zoom February Payment	05/03/2021	12	Y		14.39	116,552.90	
Payment	Malb.Garden Services	05/03/2021	12	Y		151.20	116,401.70	
Payment	SSE Public Conv. Water	05/03/2021	12	Y		45.81	116,355.89	
Payment	SSE Pubic Conv. Electric.	05/03/2021	12	Y		40.85	116,315.04	
Payment	Hope Cove Lifeboat	05/03/2021	12	Y		500.00	115,815.04	
Payment	Citizens Advice Bureau	05/03/2021	12	Y		150.00	115,665.04	
Payment	Royal Voluntary Service	05/03/2021	12	Y		150.00	115,515.04	
Payment	Bibby Heating/Plumbing	05/03/2021	12	Y		100.00	115,415.04	
Payment	Nick Walker Printing	05/03/2021	12	Y		287.00	115,128.04	
Payment	February Clerk Salary	28/02/2021	12	Y		779.07	114,348.97	
Receipts	March Gross Interest	09/03/2021	12	Y	0.89		114,349.86	
Receipts	Burford's Messenger	10/02/2021	12	Y	70.00		114,419.86	
Receipts	West End Garage Messenger	10/02/2021	12	Y	70.00		114,489.86	
Receipts	Cottage Hotel Messenger	11/02/2021	12	Y	100.00		114,589.86	
Receipts	Salc Embroidery Messenger	11/02/2021	12	Y	35.00		114,624.86	
Receipts	Kingsbridge Lawn Messenger	11/02/2021	12	Y	35.00		114,659.86	
Receipts	King Fun Messenger	11/02/2021	12	Y	35.00		114,694.86	
Receipts	Crocker/Floyd Allotments 500120	15/02/2021	12	Y	82.50		114,777.36	
Receipts	Robinson Allotments 200121	15/02/2021	12	Y	13.75		114,791.11	
Receipts	McNeill Allotments	16/02/2021	12	Y	13.75		114,804.86	
Receipts	Ashbys Messenger	16/02/2021	12	Y	100.00		114,904.86	
Receipts	Fine Shine Messenger	18/02/2021	12	Y	70.00		114,974.86	
Receipts	For Your Eyes Only Messenger	23/02/2021	12	Y	35.00		115,009.86	
Receipts	The Old Inn Malb, Messenger	23/02/2021	12	Y	100.00		115,109.86	
Receipts	The Cove Messenger	23/02/2021	12	Y	70.00		115,179.86	
Receipts	M Carr Messenger	24/02/2021	12	Y	35.00		115,214.86	
Receipts	Stevens Allotments	10/03/2021	12	Y	27.50		115,242.36	
TOTALS YTD Financial year 2019/20					£ 155,488.65	-£ 67,394.60	£ 115,242.36	
RECONCILIATION CASH BOOK TO BANK							£	
Cash book balance b/d						FY 2020/21 month	12	£ 115,242.36
Balance at bank at end :							12-Mar-21	
Revenue Accounts							115,242.36	
Unpresented Items								
					receipts		-	
					payments		-	
							£ 115,242.36	-
£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>				incd in above
£ 200.00	Signage				SHDC Payroll			120.00
£ 2,000.00	Bus stop Installation				Zoom March Payment			14.39
£ 1,000.00	Replacement Defibrillators				Viking			40.76
£ 7,000.00	Toilet Cleaning Fees				Fear of Mice			75.00
£ 4,500.00	Toilet Repairs/Maintenance				Messenger Transfer			300.00
£ 2,000.00	Environmental Improvements				Shredder Oil			7.68
£ 1,000.00	Fencing Improvements				Ian Draper Cleaning			140.00
£ 150.00	Election Costs				Shaw & Sons			135.00
£ 25,000.00	Maintenance of Malborough Park				Repairs to Play Area			4.52
£ 62,769.69	S106 Funds Malborough Park				Malb Gdn Svs			75.00
£ 111,119.69	SUB TOTAL				DCC Highways Fee			65.00
					SHDC Planning			58.00
					Glasdon			65.61
					SLCC Training			45.00
					SLCC Subscription			74.00
£ 4,122.67	General Holding Funds				Road Signs Direct			81.00
							TOTAL:	2,080.03
£ 115,242.36	Total Funds:							
Receipts & PAYMENTS REPORT TO COUNCIL								
MEETING DATE 17/03/2021								
Prepared By: <u>K Harrod for Malborough Parish Council</u>								
Date: 12/03/2021								