

# MALBOROUGH PARISH COUNCIL

## Minutes of the Monthly Meeting of the Parish Council.

Date: 19 <sup>th</sup> July 2023		Venue & Time: Village Hall Annex, 19.00hrs
<b>Present:</b> Cllr Sharon Anniss Cllr Ed Hill Cllr Ann Kendall (Chairman) Cllr Dave Perkins Cllr Sarah Prowse Cllr Jamie Rundle	<b>In Attendance:</b> Katharine Harrod - Parish Clerk  Dist. Cllr Samantha Dennis Dist. Cllr Mark Long  Parishioners/Guests Present: 0	<b>Apologies:</b> Cllr Madge Bailey Cllr Vanessa Harris Cllr John Sampson County Cllr Rufus Gilbert

REF 2023/24 MINUTES

211 OPEN FORUM: No parishioners present.

212 Devon County Council & South Hams District Council Reports:

### DEVON COUNTY COUNCIL REPORT:

Cllr Rufus Gilbert, Email: [rufus.Gilbert@devon.gov.uk](mailto:rufus.Gilbert@devon.gov.uk)

1. A resurfacing update has been received for Higher Town works in November, there is a mix of some small patching but most is resurfacing through the village and outside the school. In 2024 it will be Kiely Lock treated – Kiely Lock is a Road Surface Treatment used in conjunction with the traditional Surface Dressing process. The primary function of the treatment is to “Lock” the chipping into the road surface, which stops the ingress of water, and resultant damage to the treated road surface. The replacement of all white lines from Great Park to the main road will be queried.  
Noted that when Higher Town is closed we need to ensure signage is in place for restricted access along the lanes. A Give Way sign is required by The Pound, we will speak with DCC Highways.
2. A Trading Standards Report has been distributed.
3. It was noted that a satisfactory outcome regarding Great Lane has not been reached.

### REPORT IT:

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 Samantha Dennis: [samantha.dennis@swdevon.gov.uk](mailto:samantha.dennis@swdevon.gov.uk)

Email Cllr Mark Long: [cllr.mark.long@southhams.gov.uk](mailto:cllr.mark.long@southhams.gov.uk)

1. The new administration at the District Council Executive Committee have outlined the approach to be taken in setting the priorities for the new Council for the next four years. These will be developed over the summer and a formal consultation will follow with residents, businesses, and key partners. There will be online forums with Town and Parish Councils to seek thoughts on the broad principles.
2. There will be a Town & Parish Council forum online 6pm, 26th July, this will be the start of conversations with focus being on the next four-year plan, it is hoped representatives from each parish will attend.
3. The Executive agreed to give a sizeable grant of £40k to support the work of Sustainable South Hams. Plus, it was agreed to form a new council advisory panel for climate matters. Sustainable South Hams support grass roots climate projects as well as sharing knowledge and inspiration. Their website resources are particularly valuable, please see <https://www.sussh.org/> for full information.
4. The Active Travel project is being funded from UK Shared Prosperity Fund. This will identify the most effective initiatives to help people make more short journeys on foot/wheels. There is a survey online,

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details of which will be forwarded to Malborough Parish Council. An online session (open to all) regarding the project took place on 11th July. A separate meeting can be arranged by Parish Councils if required.

5. Cllr Dennis has been speaking with a number of parishioners in the Ward regarding the increased cost of taxi fares. There is a maximum fare set by South Hams District Council (<https://www.southhams.gov.uk/article/9087/Hackney-Carriage-Fares-2022>) and it has recently come to light that some taxis have exceeded this. If anyone has been charged more than the maximum amounts stated please contact Cllr Dennis.
6. Cllr Dennis attended the MVH & PFA meeting on 12<sup>th</sup> July.
7. The Executive have been approached to tackle poor quality rented housing across the South Hams covering both social and private lets. Residents now have the ability to report issues of disrepair i.e. works not being dealt with, mould, condensation. There is an online form to report issues with the facility to upload photographs. When an enquiry is received South Hams District Council guarantees a response within two weeks however, each received report is triaged and if it is a problem deemed to require more urgent attention it will be dealt with as a priority. If affected parishioners are not available to access the internet they have the ability to phone in to make a report. <https://www.southhams.gov.uk/report-disrepair>  
It was noted that this could be particularly relevant to the residents of Great Park, some of whom have experienced issues for up to eight years.
8. A planning training session is due to be organised to provide training for newer Councillors and a refresher for those who have been in office some time. This is due to be set up early September. Councillor questions/queries should be forwarded to Cllr Long prior to the event to ensure the session is as current and relevant as possible.
9. Housing needs survey took place on 18<sup>th</sup> July, it was well attended by Councillors across the four parishes, the consultation will take place during August and early September. An amended version of the questionnaire will be issued to all four parishes for additional comments prior to the consultation going live. Communications are also preparing marketing material for local publication.  
Parish Councillors should be aware that their input to ensure a good response will be critical.

**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...

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**The meeting convened.**

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### **213 WELCOME & APOLOGIES**

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### **214 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:**

It was resolved to accept the minutes of the Parish Council meetings of 17<sup>th</sup> May & 21<sup>st</sup> June 2023, these were then signed by the Chairman as a true record of the meetings.

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### **215 Declarations of Interests and amendments to Members' Registers of Interests:**

Cllr Rundle declared an interest in respect of planning applications 2218/23/FUL & 1976/23/CLE, Cllr Prowse declared an interest in respect of planning application 1615/23/VAR, the Councillors withdrew from those discussions.

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### **216 CLERKS REPORT –**

1. Monthly Checks: In hand.
2. Housing needs survey, this is due to take place during August/early September, all parishioners across the four parishes will be encouraged to provide feedback to enable South Hams District Council to correctly ascertain the housing need in the area.

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3. Bins meeting: We still await a date.
4. We have 50 hedgehog doors for both Malborough & South Huish Parishes, if anyone would like one please email [malboroughparishclerk@gmail.com](mailto:malboroughparishclerk@gmail.com). Alternately you can collect one from the Post Office.
5. Town & Parish Forum 6pm 26th July (Teams Meeting), details have been forwarded to Councillors.
6. Furzedown Road overgrowth W231642755, this area has now been officially adopted by Devon County Council and will be maintained by them in the future. Noted that the steps leading onto the footpath are due to be replaced by Baker Estates.
7. Information regarding a potential defibrillator grant was received, we have submitted an expression of interest. The next defibrillator training will take place on 19<sup>th</sup> September between 7pm and 9pm at the Village Hall Annex. The training is free of charge and open to all.
8. Planters & Safety Gate: We await a delivery date.
9. Allotment Update: The new lease agreement has now been signed and returned.
10. AGAR Update: We have received confirmation that PKF Littlejohn is now working on the 2022/23 audit documentation recently submitted.
11. Traffic Notice Soar Loop Road (by Salcombe Retreat) 12th to 14th September.
12. Traffic Notice 6th – 10th November Higher Town.  
Please note: All roadwork information can be found on the website <https://one.network/>
13. The Parish Clerk is due to receive Cyber Security training.
14. New dog signage was taken by Cllrs Rundle and Kendall and will be erected where other signs have faded/been damaged.
15. CCTV equipment has now been received for installation in the parish.

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### 217 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. 2091/23/ARC, 4 Silverhill, Malborough, approval of details reserved by condition 3 (New Wall Stone) of planning consent 3579/22/LBC (20/7). **SUPPORT.**
  2. 1905/23/HHO, Alma House, Luckhams Lane, application for alterations and extension (20/7). **SUPPORT.**
  3. 1976/23/CLE, Ilton Valley Barn, Certificate of lawfulness, use of barn as a permanent, independent residential dwelling. **NO COMMENT.**
  4. NEIGHBOURING PARISH CONSULT: 2107/23/HHO, Collaton Farm, extension & alteration to include new raised roof to form accommodation, new & revised fenestration & replacement garage (Resubmission of 3230/22/HHO) (3/8). **SUPPORT.**
  5. 1615/23/VAR, 1 Shute Park, Application for Variation of Condition 2 (approved drawings 4329/21/HHO) for relocation of wood burning flue (27/7). **SUPPORT.**
  6. 2218/23/FUL, Field West of White Cross At Sx702396 Malborough, Erection of stables comprising of 2 loose boxes, 1 tack room, provision of hardstand area including construction of permeable access path. **OBJECT.**
  7. South Milton Neighbourhood Plan Consultation, Regulation 16 Minor Amendment (28/7) **SUPPORT.**
- b. **South Hams District Council Decisions**
  1. 1516/22/CLP, Salcombe Retreat, Certificate of Lawfulness. **Certified.**
  2. 0646/23/HHO, Westcliff House, Southdown Farm. **Conditional Approval.**
  3. 3332/21/HHO, Townsend Cottage, Secretary of State Appeal.
  8. 1780/23/NMM, New Cottage, Luckhams Lane. **Conditional Approval.**
  4. 3953/22/FUL, Horsecombe Farm, Secretary of State Appeal.
- c. **Enforcement issues:**

Please note that the Enforcement Lists are confidential and) issues concerning Enforcement cannot be discussed at a public meeting.

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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](http://www.southhams.gov.uk/article/3043/Report-a-Planning-Breach)

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### 218 BUSINESS TO BE NOTED/DISCUSSED:

- a) Burial Ground Fencing & Access. We are currently working with contractors to obtain alternative quotations for the works required to the burial ground.  
Where the bank has been built up between Great Park & the burial ground a number of children have damaged the bank and caused a mess with rubble/stones. Cllr Anniss has spoken with residents, the issues have alleviated but not stopped entirely. The option of a temporary fence and layering the hedge will be investigated.
- b) Signage specific to caravans will be investigated for erection at Luckhams Lane, this is due to the number of vehicles still trying to access the lane and getting stuck.  
Children walking down higher town – Sharon to speak to school again to use lower town.
- c) A request has been received to consider double yellow lines along the new Furzedown Estate Road. The Devon County Council requirements will be fed back to the estate committee, if they can adhere to those, the Parish Council would look to support the request.
- d) Project updates: See Appendix A.  
The Parish Council were all in agreement that the facilities available should cover all sectors of the community. An invitation will be extended to Rob Sekula at SHDC to talk to the committee regarding the type of facilities the Project Group are looking into it.  
It was agreed to re-draft the questionnaire to include open questions and photographs of different options available to help the community achieve what they want in the parish.
- e) SMASH June minutes: See Appendix B.  
SMASH CEB to discuss requests for:
- An open session with a different outlook to increase attendance. The Councillors did not support an open session in September and suggest the next one takes place in a few months, prior to which information regarding the organisation and focus of the meeting should be provided to the respective councils for approval to spend public funds. It was resolved to review this again following the composting roadshow.  
Councillors were unanimously supportive of the group and would like to see more publicity from it to ensure that parishioners are more aware of their work and how they can join in.
  - Permission to hold a composting roadshow in October. It was resolved to support a composting roadshow and was noted that South Huish Parish Council have agreed to support it to a maximum spend of £250.
  - A request for future S106 agreements to incorporate an element for sustainable projects: Cllr Long has agreed to discuss the potential with South Hams District Council. However, until Malborough (or South Huish) Parish Council have received specific details of any proposed projects, we are unable to take this any further.
  - Noted a new Facebook page, Wild About Malborough has recently been created by a member of the group.
- SMASH June minutes – see Appendix B
- f) Village Hall Update: Village Hall Minutes are available one month in arrears on the parish website
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### 219 FINANCE & GOVERNANCE:

- a) The accounts for 2023/24 month 4 were received.  
**Accounts to Pay:** Tin Fish Framing £58, SHEPS Access Path £100, Burial Ground Fencing £664.80, Clive Wrangles Collaton Bank £625, Dog Signs £67.13, CCTV Equipment £543.68, Allotment Lease £195  
**Standing orders:** Clerk Salary & HMRC, Dave Bawden MVH £275, SHEPS Burial Ground £190, Do It All Services Malb Park £173.73, Clive Wrangles Public Toilets £459.33. **The Council resolved to accept all payments.**

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### b) Governance

A new bank account is required, it has become increasingly difficult for Parish Councils to open new accounts without being impacted by fees. We continue to look into our options.

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**220 MEETING ENDS 21.00 Hrs**

### Items for next agenda:

- PROW Update inc Great Lane
- Sign Cleaning & associated maintenance
- Housing needs update.
- Police Cllr Advocate.

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**DATES FOR THE DIARY:** Sept 20<sup>th</sup>, Oct 18<sup>th</sup>, Nov 15th, Venue Village Hall Annex, 19.00 hrs.

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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 1<sup>st</sup> 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, South Hams District Council Ward Councillors, Malborough Primary School, Malborough Village Hall Committee, National Trust, SVRA