**MINUTES OF MARLDON PARISH COUNCIL**

**MEETING HELD ON**

**MONDAY 13th September 2021 @7.15pm in St John The Baptist Church, Marldon**

**PRESENT:** Cllr. Ward, Cllr. Sharland, Cllr. Clarke, Cllr. Camden-Ward, Cllr. Taylor, Cllr. Pennington The Parish Clerk/RFO – Susie Watt. There were 23 members of the public present.

**PUBLIC FORUM:** The Clerk and The Chairman addressed Letters received from Members of the public and explained that only one item relevant to the current agenda could be considered. That also applied to ‘groups’ sending in letters. One group had sent in 8 questions, which inhibited the reading of other letters received from members of the public. On this occasion it was decided to read out those questions and the answers provided, which ranged from relevant questions to questions which had already been answered and questions which were not on the Agenda or had already been discussed and minuted at previous meetings. In future only one question per resident would be taken up to a maximum of 6 per meeting.

Answers were provided for the following Agenda Item issues:

The issue of parking on Ipplepen Road – also discussed later in the Meeting.

The issue of speeding on various roads in the Parish – also discussed later in the Meeting.

The issue of certain play equipment creating noise – also discussed laterr in the Meeting.

Other issues were read out and responded to.

The Vice-Chairman welcomed all to the meeting and explained the procedures. He also expressed sadness at the resignation as Chairman of Cllr. Page due to ill health. Cllr. Page was thanked for his time as Chairman. Cllr. Page continues as a Councillor.

**1. 13.9.21**  **APOLOGIES:** Cllr. Page, Cllr. Thorp, Cllr. Hawkins

**2. 13.9.21: ELECTION OF CHAIRMAN:** The Clerk called for nominations: There being only one nomination, Cllr Andrew Ward was nominated, seconded and unanimously voted in as Chairman of Marldon Parish Council. Cllr. Ward duly signed the Acceptance of Office in front of the Clerk and took over the Chairmanship with immediate effect.

**3. 13.9.21: ELECTION OF VICE-CHAIRMAN:** There being only one nomination, Cllr. John Sharland was nominated, seconded and unanimously voted as Vice-Chairman of Marldon Parish Council.

**4. 13.9.21: DECLARATIONS OF INTEREST:** Cllr. Clarke ref: item 18

**5**. **13.9.21: APPROVAL OF THE MINUTES:** Extraordinary Meeting held on 02.08.21

The Minutes were approved and then signed by the Chairman as a true record of that meeting.

**6**. **13.9.21: FINANCE UPDATE:** The Monthly Finance sheet had been circulated to Councillors prior to the meeting and were duly signed off.

**MARLDON PARISH COUNCIL FINANCIAL STATEMENTS FROM 22/06/2021 to 13/09/2021**

Note: Clerk’s salary is paid via standing order in the sum of £619.67 which includes monthly salary of £592.67 + £12.00 Office Allowance + £15 Phone Allowance. Sundries including stationery/printing etc., are paid by cheque retrospectively on the production of the relevant receipts or prior on presentation of a quote if required.

* **Bank Account Balances as at 31st July 2021**

Bank of Ireland Main Account: £20,774.12

Bank of Ireland P3/MEG Account: £1,616.38

Bank of Ireland Marldon Fundraising Account: £47,316.44

NS & I Reserve Account (June 2020) £12,176.52

Marldon Parish Council total balance as at 31st July 2021: **£81,883.46**

**EXPENDITURE: June(26th)/July/Aug/Sept**

**MAIN**

26.06.21 Chq.No: 1003 Lengthsman Duties £127.05

13.07.21 Chq No. 1004 Sundries for Play Park: Signage, padlocks etc £200.00

17.07.21 Chq No. 1005 Tools for Lengthsman, Ground membrane, pins, mulch. Storage/stationery sundries £251.47

18.07.21 Chq No. 1006 Community Trading First (Annual Insurance) £1067.33

19.08.21 Chq. No. 1007 Plandscape July Grass Cutting and Verges £251.38

19.08.21 Chq No. 1008 - Play Inspection Company – Post Installation Play Park £360.00

19.08.21 Chq. No. 1009 - The Cumbria Clock Company – Annual Maintenance on Church Clock (war memorial) £186.0019

19.08.21 Chq.No. 1010 - Storage/Zoom/Jotform (August/Sept) £54.39

19.08.21 Chq.No. 1011 - OPUS Energy (Electric Jubilee Meadow) £29.08

19.08.21 Chq. No. 1012 – Source for Business (South West Water – Jubilee) £20.47

27.08.21 Chq.No. 1013 – Weekly RoSPA Inspections of the Play Park (part July and all of August)

 £125.00272

27.08.21 Chq. No. 1014 – Repayment of VAT to Fundraising A/C £1,911.402

27.08.21 Chq.No. 1015 – TRAYE (Annual Service Agreement for Leader of Marldon Youth Club

 £1000.00

01.09.21 Chq. No. 1016 – Vistaprint production of Posters Halloween Hoot £40.29

07.09.21 Chq. No. 1017 – Computer security annual renewal £99.00. Lamination of Posters £20

 £119.00

25.06.21 Clerk’s Salary – SO (Standing Order) see above\* £608.80

25.07.21 Clerk’s Salary – SO £619.67

25.08.21 Clerk’s Salary – SO £619.67

**EXPENDITURE: August 2021**

**FUNDRAISING ACCOUNT:**

19.08.21 Chq.No. 000103 - Rhino Play (SW) Ltd: Play Park Equipment new installations £42,768.00

**September Cheque Run:**

13.09.21 Chq.No 1018 Lengthsman Duties including Play Park Landscaping. £537.98

13.09.21 Chq.No. 1019 Samuels Solicitors Ref: current litigation £1200.00

**\*Updated Balances (statement just arrived) as at 31st August 2021**

Bank of Ireland Main Account: £18,836.80

Bank of Ireland P3/MEG Account: £1,616.38

Bank of Ireland Marldon Fundraising Account: £4,548.44

NS & I Reserve Account (June 2020) £12,176.52

Marldon Parish Council total balance as at 31st July 2021: **£37,178.14**

External Audit was almost complete, final date for completion is 30 September 2021. The Clerk/RFO explained that the external auditors do not ‘audit’ the accounts; they make a basic assessment only and produce a certificate to confirm that has been done.

**7**. **13.9.21: LEGAL UPDATE:** The current legal situation is on-going.

**8**. **13.9.21: DELEGATED AUTHORITY: The Events Team –** Papers had been circulated to Councillors previously for amendments/additions etc. The Events Team has been established to carry forward Fundraising, Community Events and Community Engagement. The Policy provides for the Events Team to produce, create and hold various events throughout the year. The Policy provides for a delegated authority to engage with various organisations to arrange and monitor such events. All Councillors had read the document and unanimously agreed to Adopt the Policy.

**9**. **13.9.21: PLAY PARK UPDATE:** Documents and updates had been circulated prior to the meeting. The Documents explained the cost of the new Multi Use Roundabout would be approximately £14,000 which included specially prepared ground and pathway from the yellow gate to the roundabout, which would be placed in the same position as the old roundabout. Funding was needed and The Events Team had already put together the first fundraiser. The Clerk would be looking at other funding streams. It was unanimously agreed to go ahead with the roundabout and instructed the Clerk to proceed. A named vote was taken. All Councillors agreed: Cllr.Ward, Cllr. Sharland. Cllr. Clarke. Cllr. Camden-Ward, Cllr. Pennington, Cllr. Taylor.

Cllr. Sharland was requested to answer the question put forward regarding disabled access and equipment. Cllr. Sharland read out the legislation and stated that in fact the Parish Council had discussed and agreed the equipment and access into the Play Park and that the Parish Council had conformed to the legislation. It was not possible to put in play equipment for every disability. He explained that the Parish Council had said it would look at other equipment after the play park had been opened, the Parish Council was doing just that with the Multi Use Roundabout and that had been made possible much quicker because the old roundabout was not repairable.

It was also agreed unanimously that to raise further funds, the solid gold Chairman’s chain of Office which was not used and just sitting in a box, should be valued and sold with the funds being ring-fenced towards the purchase of the Multi Use Roundabout. It was also agreed that the old roundabout should be sold for scrap as its metal would have some value. The Clerk was instructed to carry out the necessary work.

**10**. **13.9.21: IPPLEPEN ROAD/WESTERLAND/MARLDON CROSS HILL:** Various letters and requests had been received regarding parking and speed on these and other roads within the Parish. It was stated that Marldon Cross Hill had been monitored by the Police last year. There were concerns that now the Totnes Road had been resurfaced it encouraged speeding. There is already a 30mph speed limited with interactive signage on that road. It was explained that speed limits and monitoring was outside of the Parish Council’s powers, but a request was to be put into Cllr. Hawkins to arrange for Speed Monitoring to be arranged on all roads within the Parish. A unanimous vote was taken and the Clerk instructed to inform Cllr. Hawkins.

A unanimous vote also instructed the Clerk to order signage for various locations in the Parish including the Belfield cut through, however, the location needed to be confirmed. It was also unanimously agreed that a targeted Consultation be produced for residents of Ipplepen Road residents only, to ascertain their thoughts on what could be done to assist with parking issues, speeding and lorries. The Clerk was instructed to carry this out with immediate effect.

**11**. **13.9.21:**  **JUBILEE MEADOW PAVILION** The replacement of the three dilapidated and dangerous sheds had now been instructed under emergency Health & Safety issues. The sheds are liable to fall and could injure persons. The Cricket Club’s machinery is exposed and is a target for theft. Therefore, the Pavilion style shed has been instructed and is being built by Rhino Play (SW) Ltd who are assisting by donating part of the costs. The Clerk is instructed to apply for some of the s106 funds specifically allocated to Jubilee Meadow. It was unfortunate that the promised £1500 from District Cllr. Pennington’s localities fund was not forthcoming and had been allocated elsewhere, however, there remained £430 which had been given to the Parish Council and those funds had been received into the Fundraising Account and ring fenced for the new Pavilion.

**12**. **13.9.21: PUBLIC CONSULTATION/NEWSLETTER** The Public Consultation was now nearly complete and also held as previously stated, part of the NDP (Neighbourhood Development Plan) survey as the previous one was outdated by approximately 5 years. It was also explained that currently there was no NDP Committee but a Working Group of Councillors and the Clerk getting the NDP back on track, and once that had been achieved, members of the public would be invited to join the Working Group. The Clerk stated that this had been relayed to people who enquired and that their names are on a list to join the Working Group. No one had been turned away or told they could not join. The Public Consultation will be inserted into the Newsletter. It had been hoped that this would be completed by mid September; however, this is now pushed back to around the first week of October.

**13**. **13.9.21: GENERAL MAINTENANCE UPDATE:** It was explained that there had been difficulty in getting anyone interested in repairing the steps at Church Hill, however, the Clerk, just prior to this meeting had received confirmation that a Contractor had been found and would be looking at the steps the next day. The Clerk also stated that this Contractor may be in a position to assist with other repairs, namely the pathway at Peters Field, the pathway leading from Church Hill into Torfield and the widening of the pathway in Torfield. Also, Footpath 18 which is the path from Moorview to Farthing Lane.

**14**. **13.9.21: CORRESPONDENCE**  Most of the correspondence had been dealt with earlier, however, the Clerk read out an email from a young member of the Community regarding her work in making Marldon a safe place for Hedgehogs, she had dedicated much of her time to this and was applauded by the Parish Council for her efforts. It was explained that the Parish Council is not permitted to fund an individual but that the Clerk had suggested fundraising options and that she would contact Devon County Council to see if there were any schemes available to support this young person’s commitment. .

**15**. **13.9.21: DISTRICT REPORT** District Cllr. Pennington stated that the Recycling situation at SHDC was appalling and that he and other District Cllrs. were putting forward a motion to dispense with the services of the current provider to SHDC, that they needed to be brought to account for the appalling service all residents had received. SHDC had had to bring in the services of Teignbridge Council to help alleviate some of the backlog.

**16**. **13.9.21: MEG REPORT** There was no MEG report due to the absence of Cllr. Page

**17**. **13.9.21: ALLOTMENTS REPORT** The Clerk updated the Parish Council in Cllr. Thorp’s absence. The 3 plots available had almost been allocated, there was just one more confirmation to be received. The new leases and invoices would be sent out shortly along with a Google Earth Plan of the plots which plot holders would be requested to return identifying the plots they currently leased. This should then allow the Clerk and the Allotments Officer to produce an up to date spreadsheet. The Waiting list had now been significantly reduced as those who had been on the waiting list for some years had declined the plots and made alternative arrangements. There are approximately 5 people now on the waiting list.

**18**. **13.9.21: TRAYE UPDATE** As Councillors were aware the Parish Council had successfully lobbied the Village Hall Committee at their AGM to ensure that Marldon Youth Club were given a permanent slot in the Village Hall, the Clerk had written to the Committee stating that it was an embarrassment that our own youth had nowhere to meet on a permanent basis. We had been delighted that it had been agreed at the AGM and the Clerk had been requested to provide the Youth Leader with contact details of the Bookings person at the Village Hall to make arrangements. Cllr. Clarke read out a short statement endorsing the good work TRAYE did for our youth and that they had managed to continue support during the lockdown by meeting outdoors and also by virtual meetings. The Clerk stated that it had been suggested that the Parish Council also fund the room hire for the Youth Club at a cost of £400 per annum. It was proposed, seconded and unanimously agreed to fund the hire costs. Cllr. Clarke did not vote.

**19**. **13.9.21: THE BUDGET** The Chairman requested that all Councillors considered suggestions and requirements for the upcoming 2022/23 budget and to submit to the Clerk/Responsible Financial Offer in good time as this needed to be set next month. Once submitted the RFO would be able to produce the draft spreadsheet for the budget. One item would be the replaced of two Parish Council Noticeboards at a cost of around £4000 each, however, sometimes there were offers for cheaper options if two were bought at the same time.

**20**. **13.9.21: BUSINESS AT THE DISCRETION OF THE CHAIR**

**1.** Approval & Signing of the Minutes of the Meeting held on 21st June 2021. Agreed and Signed.

**2.** Adoption of The Legal Management Team. The document had been circulated for amendments/additions prior to the Meeting. As the Parish Council’s legal discussions were confidential, it was agreed that a legal Management Team needed to be put in place. The team would consist of The Chairman, The Vice Chairman, the Clerk and one nominated Cllr. – Cllr. Page. This was to ensure consistency and professionalism in addressing legal issues which the Parish Council encountered. That the Proper Officer carried out the Council’s legal business together with that of engaged legal advisors/solicitors/counsel as required. The Legal Management team Policy was proposed, seconded and unanimously agreed and Adopted in a named vote: Cllr. Ward, Cllr. Sharland, Cllr.Clarke, Cllr. Camden-Ward, Cllr. Pennington and Cllr. Taylor. **3**. The Chairman wished those involved in the Elections a good campaign and wished them all good luck.

**DATE OF NEXT MEETING:** Monday 4th October 2021 – Venue to be confirmed (Cllr. Pennington stated that the Village Hall was open) Emergency Plan in place.

Meeting Closed at 20:49hrs

Signed.................................................................................Date: 05.10.21

The Chairman: Cllr. Andrew Ward