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MINUTES OF MARLDON PARISH COUNCIL MEETING HELD ON TUESDAY 15th MARCH 2022 IN THE COMMUNITY ROOM, MARLDON VILLAGE HALL

Present: Cllr. Sharland, Cllr. Hore, Cllr. Thorp, Cllr. Camden-Ward. Cllr. Ward (arrived approx 7.45pm) Cllr. Sharland Chaired the meeting in Cllr. Ward's absence and agreed to carry on once Cllr. Ward arrived.

County Councillor Jonathan Hawkins. Clerk/RFO Susie Watt

4 Members of the Public.

Before the meeting started, the Vice Chairman announced the resignation of Gordon Page due to health issues. Mr Page was thanked for his work as a truly fair and committed Councillor, his work as Chairman of the Parish Council, as Chair of MEG and his contribution to the Community of Marldon.

Cllr. Thorpe presented the council with his letter of resignation. He proposed a purchased plaque be placed in the playpark with the wording 'from the children of today for the children of tomorrow'. Council agreed his proposal.

There were no questions for the Public Forum

3.22 Apologies: Cllr. Clarke. Cllr. Taylor.

There were also the apologies from the previous meeting held on 15.2.22 which needed to be minuted: Apologies had been received from: Cllr. Thorp, Cllr. Page, Cllr. Hawkins and The Clerk.

Cllr. Pennington was not in attendance and no apologies had been received.

2.3.22 Declarations of Interest: None

3.3.22 Approval of the Minutes: of the Parish Council Meeting held on 15.2.22 were duly signed as a true record of that meeting save the amendment above. Signed by the Vice Chair, Cllr. Sharland.

4.3.22 Clerk's Report: The Clerk apologised at the start that the report was long as it would be her last physical report as a Clerk at a Meeting of the Parish Council. There were lots of loose ends to tie up and many projects and Council Business actions which needed to be dealt with.

The Finance sheets for the previous month and the current month had been circulated prior to the meeting and were agreed unanimously. Cllr. Camden Ward asked about the income from the

Halloween Hoot, the stated that a full report would be provided at the end of the month when she had completed the Year the End Accounts. However, the total amount had been discussed at a previous meeting.

MARLDON PARISH COUNCIL FINANCIAL STATEMENTS FROM 16/02/2022 to 15/03/2022

Bank Account Balances as at 28th February 2022

Bank of Ireland Main Account:	£12,005.38
Bank of Ireland P3/MEG Account:	£1,166.17
Bank of Ireland Marldon Fundraising Account:	£571.17
NS & I Reserve Account (June 2021)	£12,176.52
Marldon Parish Council total balance as at 28 th February 2022:	<u>£25,919.24</u>

EXPENDITURE: Feb 2022/Jan 22 (Includes some retrospective payments (R))

MAIN ACCOUNT

15.02.22 Chq.No: 101057 Plandscape (verges)	£125.00(R)
15.02.22 Chq No: 1058 DALC – Cllr. Training 01.02.22	£300.00(R)
15.02.22 Chq No. 1059 Source for Business (sw water allotments)	£145.24(R)
15.02.22 Chq No. 1060 Opus Energy – electric Jubilee Meadow	£29.08(R)
15.02.22 Chq. No. 1061 Rhino Play (SW) Ltd – Play Park part payment	£15,000(R)
08.03.22 Chq No. 1062 Rhino Play (SW) Ltd – Play Park part payment	£10,000(R)
15.03.22 Chq.No. 1063 RoSPA Inspection – Play Park (February)	£100.00
15.03.22 Chq. No 1064 Lenthsmen's Duties (Jan to 10 th March)	£663.12
15.03.22 Chq.No. 1065 Clerk's Final Salary	£1314.37
15.02.22 Chq.No. 1066 Plandscape (Contract Grass cutting)	£125.69

EXPENDITURE : March 22

FUNDRAISING ACCOUNT

NIL

EXPENDITURE : March 15th

P3/MEG ACCOUNT

Mr Cox – MEG Expenses	£83.65
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INCOME: MAIN ACCOUNT

T28

March 2022	Transfer from NS &I (MPC Contribution to Play Park)	£5000.00
March 2022	Allotment Payments: 2 x £30 and 2 x £15	£90.00

(Note: 2 chqs to bank total £30.00 disputed)

INCOME: FUNDRAISING ACCOUNT

NIL

INCOME: P3/MEG ACCOUNT

NIL

2021 Donations and sales of maps etc cash to be banked £103.00

PLEASE NOTE: The PWLB (Public Works Loan) will be taken from the Main Account on 28th March 2022 Amount : £1440.00* Caution will be needed to reduce expenditure between now and April when the Precept payment will be due usually around mid-month (April). Precept due approx: £23,000.

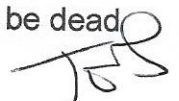
The Play Park had now been paid for except a few hundred pounds relating to the heras fencing, the Clerk needed to ensure that this was not a double payment. The Contractor had been informed and was happy to wait. The Clerk stated that funds were now depleted as the PWL would go out at the end of the month, leaving very little in the Main account until the Precept was received around mid-April in the sum of approximately £22,500.00.

A young Resident had requested that Parish Council confirm his litter picking actions for his Duke of Edinburgh Award. It was agreed that Cllr. Hore would liaise and confirm this young man's valiant endeavours for the Community.

Correspondence, had been received regarding horse riding in Westerland, the clerk explained that Highways had been informed as it was not within the Parish Council's jurisdiction. A letter had been received regarding a Composting Scheme from a resident. The resident was present and given the opportunity to talk briefly. The Clerk also explained that it was a quite a large project and that there was funding available from SHDC in the sum of a £200,000 pot to assist schemes. Cllr. Hore stated that he had been in contact with the resident who had provided a list of locations, none of which proved suitable. It was agreed that more investigation was needed and would be put on the agenda of a later meeting.

The Clerk had received an anonymous letter stating that they could find no reference in the Parish Councils Minutes giving authorisation for Oak Saplings to be planted in Jubilee Meadow. It was seen as a precedent and meant that residents could plant trees on any of the Parish Councils land without getting permission i.e in Broomhill Meadow and Torfield as an example. It was agreed that this should not have happened without the Parish Councils permission as they owned Jubilee Meadow and the National Trust should have informed the PC that a request had been received. It was felt that this was discourteous to the PC and could cause problems in the future. It was agreed that a minuted account was all that could be done in this instance.

There had been three complaints regarding the state of trees in Parish. The Clerk stated that Parish Council needed an urgent Tree Management Plan as the PC could become liable for damage or injury, they had already been accused of being negligent. It needed as specialist tree warden or to sub contract a company who would ensure the yearly management of the Parish Councils trees especially after storms. The stated that the Tree in Peters Field was to be dead



wooded and a broken branch removed. The footpath would need to be closed whilst this was happening. The Cherry Tree in the car park was dangerous with a large branch hanging dangerously over the car park and needed urgent attention. A resident of Butterlake had complained that the Laurel was blocking light to their garden. A resident complained that an oak tree facing the Church was blocking 45% of light to their property. The Clerk was instructed to action the repairs currently required. However, the appointment of a tree Management Plan to be deferred. The Clerk stated that if this was not actioned urgently, as the Parish Council no longer had a Tree Warden (after the resignation of Cllr. Page) the Parish Council would be held negligent if there was an incident with a tree on its land.

The Pre-School had requested an area within the Parish for the little ones to have a garden. The Clerk had spoken with the Lengthsman who had agreed to form two raised beds in the area by the Meerkats in the Play Park, this would be ideal as the area is due to be fenced off with an access gate in the very near future, once the rockery and the banking has been completed. There was unanimous agreement.

The Lengthsman also had the gap between the railings and the wall at the bottom of the Play Park on his rota to reduce.

The banking is still being completed.

Rhino Play have agreed to concrete the base area of the yellow access gate.

The Clerk had spoken with the Localities Manager who managed the District Councillors Locality funds, and requested that Cllr. Pennington fulfil his promise of providing £1500 towards the new shed/storage area in Jubilee Meadow. The Clerk explained that when she applied for the promised funds last year, there was no money left in Cllr. Pennington's fund. The Clerk asked for that allocation to be taken out of the upcoming year's allocation and it was agreed that Cllr. Pennington be asked to sign a letter of support to the Manager and accompany that letter with the Application. The Manager would then ensure that the funds were available for the Parish Council by mid-April at the latest. As Cllr. Pennington was not present, cllr. Sharland and Cllr. Hore offered to attend Cllr. Pennington's home and get the letter signed and then returned to the Clerk.

There were still ongoing issues with the National Trust regarding the erection of the shed/Storage, due to past administrations not obtaining the correct authorisation from the NT for any structure on Jubilee Meadow, the concrete basis were unauthorised. This had all been highlighted by a complaint about the use of Jubilee Meadow. It was agreed unanimously to have the shed/storage erected as soon as possible, regardless of authorisation, as the cricket was to start soon and their equipment had already been damaged by being left to the elements all winter. It was further confirmed by the Clerk, that in fact, the delay was also to prevent any damage being done the land whilst the ground was so wet with heavy lorries and equipment being brought into the Meadow to erect the Shed/Storage. The Chair stated that he would be prepared to get 20 to 30 people together to carry the parts required rather than transport going over the ground. The Clerk was requested to obtain a date from the Contractors. The Shed/Storage and ramp had already been manufactured and stored ready for erection for six months.

The Clerk confirmed the Marquee had been cancelled as there was to be no Platinum Jubilee event managed by the Parish Council.

The Insurers have agreed to refund some invoices regarding the current litigation and the Clerk needed time to put these together.



The P3 Application also needed to be submitted, however, there was a need for additional quotes to be obtained for the Peters Field footpath, until those had been received the P3 Application could not be submitted. The stated that she had been in contact with the Specialist at DCC and had been told there was no rush.

The Year End Accounts could not be completed until after 31st March 2022 and the Clerk would ensure these were completed as soon as possible. It had been a big financial year, with the payment of the play park and various other funding situations to breakdown for ease of understanding and then approval by the full Council. The Year End accounts are the basis of the AGAR and there was still a small issue to be concluded with the External Auditor which the Clerk/RFO will deal with as soon the Year End accounts are completed.

There were two Planning Applications which needed to be discussed.

1. 14 Churscombe – there had been no decision made at the last meeting. There had been comments made that there had been no Notices which the PC wanted to be listed. The Clerk had done this but could only put 'undecided' in the outcomes box. The Council needed to Object, Approve – to this end there was a unanimous to OBJECT/REFUSE the application, especially as the PC had since the last meeting received an objection from a resident which needed to be considered.
2. 30 Dwelling development at the Christmas Tree Farm. Unanimously agreed to OBJECT/REFUSE for many reasons.
The Clerk had organised a new telephone number and email address ready for a new clerk both of which were now operational.

The Clerk stated that she had explained many months ago that the PC shared laptop was not fit for purpose, it was over 10 years old and the operating systems and programs and been temporary introductory programs. The PC needed to purchase a laptop urgently as requested a few months ago especially now as all the Parish Council documents were on the clerks own home PC and this needed to be transferred along with archived items of over 20 years on the old laptop. This would take time and along with all the other requirements for a professional handover the laptop was critical. It was unanimously agreed that Cllr. Sharland would purchase a laptop up to the value of £350 to include Microsoft Office and let the Clerk have within a week.

Agencies, SHDC, DCC and many other organisations had been informed that there would be a new Clerk in due course, however, no contact name could be given at the moment. The Clerk stated she would update further in Confidential Matters.

The Clerk stated that the PC needed to appoint a number of Cllr. officers, a Snow Warden and a new Chair of MEG (the Chair had to be a Cllr as MEG is under the Parish Councils authorisation). This was to be deferred to another meeting.

A point of Contact for the Lengthsman and the RoSPA Inspector for the Play Park, this would need to be someone with in-depth knowledge of both areas and therefore, if a new Clerk or Locum was out of the area, they would have no knowledge to assist with urgent incidents, therefore, the onus would now need to fall on to a Cllr. once the current Clerk had left.



The Annual Parish Council Meeting and The Annual Parish Council meeting needed to be booked in the Village Hall, it was requested that this was deferred to the next meeting. The Clerk stated that was not possible as both meetings had to be legally held in May. Note also that there must a clear 7 days notice for these meetings and that all Councillors posts as Officers etc., would need to be re-elected as would the Chair and Vice Chair at the Annual Parish Council Meeting. The Annual PARISH meeting MUST be held before the Annual Parish Council Meeting as the outgoing Chair must Chair the Annual Parish Meeting and provide an over view of the year within the Parish (not the Parish Councils' year). The Clerk was requested to organise dates at the Village Hall.

The Clerk stated that she was sad to be leaving but glad to be ending her Office with MPC, at least there had been some achievements, not least the Play Park.

5.3.22 Composting Proposal: Discussed above. Deferred.

6.3.22 Terms of Reference: Village Hall Terms of Reference – were unanimously agreed and adopted by Marldon Parish Council and signed by the Vice Chair.

7.3.22 Terms of Reference: Community Engagement Office & Compton Cllr.

Representative - The Terms of Reference have been combined as the role is the same for each office. The ToR were unanimously agreed and adopted by Marldon Parish Council and signed by the Vice Chair.

8.3.22 Locality Fund: Cllr. Pennington. Discussed as above.

9.3.22 Tree Management Plan: Discussed and deferred as above.

10.3.22 District/County Cllr. Report: There was no District Report. Cllr. Hawkins provided a comprehensive report on various matters. He was sorry to learn of Cllr. Page's resignation and also that of the Clerk both of whom had served the Council and Community well. He stated that the Clerk had worked extremely hard for the Parish Council.

11.3.22 Pre-School Request: Already discussed and agreed as above.

12.3.22 Official Vote to Suspend the Emergency Plan: The Clerk explained that as the Government had now suspended all COVID restrictions and the Country was no longer under legal Government acts, there was no further need for the Parish Council to be operating its Emergency Plan and it therefore, needed to be officially suspended. The Clerk further explained that the Emergency Plan could be implemented for any emergency situation via a Parish Council decision or if the Government did again, introduced Nationwide Restrictions. It also allowed for actions to be carried out by the Clerk and Chairman if the Sovereign died and the National 10 days of mourning were implemented in which no Parish Council Meetings can take place. It was unanimously agreed to formally suspend the Emergency Plan with immediate effect.

13.3.22 Allotment/Youth Report: Cllr. Thorp stated the Allotments were now running smoothly and the plots had been allocated and were being looked after wonderfully. That the administration was now up to date thanks to the Clerk and that he was proud of the way the allotments provided a peaceful and life lifting area for folk to sit or dig. The Clerk, however, added that there was still the problem of the dual managed plot which had been highlighted by two cheques being received by two different people for the same plot. It was reiterated that Allotments are run by an Act of Parliament. That there was a waiting List and if there had been queue jumping then people on that list had a right to be annoyed as some had been on the list for a number of years. The Allotment lease does not provide for sub-letting and calls for the lease to be terminated. The Clerk stated it



was up to the Council to make a decision. The Councillors stated they would defer any decision until the next meeting.

There was no Youth Report as Cllr. Clarke was not in attendance. However, Cllr. Hore stated that he was extremely concerned that he had received a report that only 9 were using the Youth Club and that the Youth Club had not used their slot in the Village Hall since November. There had been no reports from the Youth Club themselves as requested when the Service Level Agreement had been confirmed and paid and also when the PC paid for the Hire of the Village on behalf of the Youth Club for the next twelve months. It was stated that although Councillor Clarke was not in attendance a report could have been emailed and read out. The Clerk stated that she thought Cllr. Clarke was probably unaware that there was an item for the Youth Report as her emails had not been opened.

14.3.22 Vote to Exclude the Public & Press for Confidential Matters Items.

The Councillors voted unanimously to exclude the Public & Press.

15.3.22 There were discussions regarding certain issues. The Recruitment Advertisement and Job Description had been published. There had been one application to date. The Clerk explained in depth the amount of work left to complete to ensure a professional and fully informed handover to a new Clerk. The issue of a Locum was suggested, however, the Clerk stated she had already offered to work on a voluntary basis until a new Clerk was appointed, and a Locum would cost between £20-£25 per hour. The clerk stated that it made sense that she should handover to a new Clerk and it was in the interests of the Parish Council and the Community to keep the stability required. The acting chair then specifically asked the clerk if she could continue to act as clerk and RFO if she was no longer our employee, the clerk confirmed this was possible.

Cllr. Camden Ward suggested that there was a review at the next Parish Council meeting before requesting to leave the meeting. As there was no formal proposal before the council, the acting chair asked for a show of hands to support the clerk's suggestion to stay on unpaid until a new clerk or locum was appointed and no later than the end of April. This was confirmed unanimously.

Date of the Next Meeting: Tuesday 19th April 2022 at 7.15pm in the Community Room, Marldon Village Hall.

The Meeting Closed at 9.30hrs.

Signed.....



Date.....