**MARLDON PARISH COUNCIL**

Minutes of the Meeting of Marldon Parish Council held on

Monday 11th June 2018 at 7.30pm

**PRESENT:** Cllr J T Pennington – Chairman, Cllr S Veasey – Vice-Chairman, Cllr J A Clarke , Cllr G Page, Cllr M Oliphant, Cllr D Sutton and

Cllr D Webber.

**ALSO PRESENT:** 6 members of the public, and Clerk to the Parish Council, Mrs T J T Rowe.

Before the meeting started members of the public had the opportunity to air any concerns and ask questions, which would be noted by members and if necessary raised during the meeting.

A resident of Compton told the meeting that were serious problems with the road conditions and parking in Compton. The Castle had always had parking on the grass and in the restaurant car park but at the bank holiday in August 2017 the National Trust had greatly increased their advertising of the Castle and this had led to greater visitor numbers and cars parked everywhere. Traffic was unable to get through the village and the parked cars blocked pedestrian sight lines and would lead to an accident. The resident had telephoned the National Trust and had asked them to provide a safe environment and adequate parking for their visitors but nothing had changed over the winter and the problems persisted.

A resident reported problems with the condition of the road in Meadow Park and Love Lane Close. The Clerk had reported this to Devon Highways who had visited the site but had initially felt that repairs were unnecessary. At a later visit markings had been made in preparation for repairs but these were still awaited.

The Chairman read out a letter he had sent to the Head of Devon County Highways concerning the dangerous long standing potholes in the Parish of Marldon; in particular Widdicombe Lane, Totnes Road junction with Westerland and many others. He told the meeting that he would raise this again at the next Highways and Traffic Orders Committee meeting (HATOC).

Cllr Sutton had met with Meg Booth the Head of Devon County Highways and had raised the poor quality of pothole repairs. Cllr Sutton had suggested that if contractors were visiting the Marldon area if the Parish Council were contacted then Highways could be advised of the worst areas. Cllr Sutton told the meeting that Highways would react to potholes reported on the Devon County Council website and everyone should try to report potholes as frequently as possible. The Clerk would add the link for this to the Parish Council website.

The meeting noted that in 2017/2018 there had been an under spend on Highways by Devon County Council of £1.5m.

**1. (06.18) APOLOGIES**.

County Cllr J Hawkins and Cllr F Palk.

**2. (06.18) DECLARATIONS OF INTEREST**.

There were none.

**3. (06.18) APPROVAL OF MINUTES** – 14th May 2018 meeting.

The minutes of the Annual Parish Council meeting held on 14th May 2018 were proposed by Cllr Oliphant and seconded by Cllr Clarke and signed by the Chairman as a true record.

**4. (06.18) HIGHWAYS AND MAINTENANCE.**

Agenda item 13 was moved to this point in the meeting.

Cllr Pennington proposed and it was seconded by Cllr Sutton and agreed unanimously by the meeting that a further letter be sent to the Head of Devon County Highways Meg Booth concerning the dangerous potholes that remained unrepaired in the Parish despite having been reported to the Highway Authority on a number of occasions. “We are given a reason that finance to work on repairs is a difficulty. Therefore could you please supply financial information expended on pothole repairs during the current financial year in all our neighbouring parishes listed below and including the Parish of Marldon, this particularly as we note that there was an under spend of £1.5m on Highways by Devon County Council in 2017/2018:-

Marldon

Berry Pomeroy

Littlehempston

Dartington

Dartmouth

Stoke Gabriel

Staverton

Totnes.

Please supply separate amounts for each Parish”.

**5. (06.18) MATTERS ARISING**.

a) **Dog Bin Compton**

Cllr Oliphant had received an email from Tim Pollard at South Hams District Council, which stated “We have been investigating the request for an additional waste bin to be placed opposite Compton Castle.  The Mobile Locality Officer has carried out visual assessments of the area on several separate occasions, each time he has stated that the area has been free of litter.  My understanding is that the local community may have carried out regular litter picks and due to their efforts it has resulted in the conclusion that the area is free of litter and a new bin cannot be justified.

In order to build up a better understanding of the situation and thereby determine if there is a real need for an additional bin can I please suggest that a ‘litter diary’ is kept, perhaps by those carrying out the regular clearance.  This might take the form of before and after photographs and an idea of the volume (number of black bags) of litter collected over a period of time.  This will allow for an accurate assessment of need to be made by the Waste team.

 I appreciate the time this has taken and the additional effort this will require but with the very limited resources we have it is necessary to justify the requirement as each bin involves a considerable ongoing cost both to install and maintain as well as regularly empty”.

Cllr Oliphant would reply to Mr Pollard to clarify that it was not an “additional” bin and she would send photos of the litter problem.

b) **Speed Reduction**

Cllr Oliphant had heard from Elaine Hartley the speed watch co-ordinator who would come back to Compton to help get an active speed watch group in place and would ask the police to designate a place in Westerland for a speed watch site. A meeting would be held on 21st June for speed watch volunteers.

c) **Vacancy for a Parish Councillor**

This matter would be considered at the July meeting of the Parish Council.

**d) Snow Warden Scheme**

Cllr Page was dealing with this matter. He was attempting to get a list of the salt bins in the Parish; the Clerk would obtain this from the Devon County Council website.

**e) Extension of the Churchyard**

Cllr Veasey was attending a meeting of the Parochial Church Council that evening and would be attending the Parish Council meeting later.

**f) 0029/18/FUL The Bramblings, Kiln Road, Marldon (revised application)**

Cllr Pennington told the meeting that this application had yet to be decided and was awaiting a bat survey before a decision could be taken by the District Council’s Development Control Committee.

**g) National Trust Parking in Compton**

Cllr Oliphant told members that 19,998 people visited Compton Castle over 92 days in 2017. There was only parking for 40 cars and the situation was very dangerous. Cllr Oliphant suggested that as there was a pathway from Castle Lane it might be possible for a car park to be made available at the Marldon end of the path on National Trust land. Members noted that this permissive path had been proposed in the past but had not been allowed by the land owners. The meeting agreed that a number of options should be suggested to the National Trust as owners of Compton Castle. It was proposed by Cllr Oliphant and seconded by Cllr Pennington that a letter be sent to the National Trust highlighting the serious problems caused by parked vehicles on the highway which could lead to a serious accident; the Greenway solution for parking would be flagged up.

*Cllr Veasey arrived at 8.05 pm*

Cllr Veasey told the meeting that the Parochial Church Council was to discuss the extension of the Churchyard with the diocese. There had been some discussion around closing the existing churchyard but 15 months notice would be given if this were the case. Cllr Pennington asked Cllr Veasey to keep the Parish Council informed of any developments. It was noted that Bines Solicitors held the deeds to the Parish Council land.

**h) Marldon Apple Pie Fair (28th July 2018)**

Cllr Pennington passed the keys for the electrical supply at Jubilee Meadow to Cllr Veasey who was to arrange for an electrical safety certificate to be issued at no cost to the Parish Council.

**i) Frequency of grass cutting on Parish open spaces**

Cllr Sutton told the meeting that the contractors had done an excellent job of cutting the grass at Tor Field but they had removed some bushes at the request of residents at the rear of the Children’s’ play area. The Clerk would contact Plandscape and ask that any work requested on Tor Field be passed to the Parish Council for approval.

**j) Making payments to South Hams District Council**

The Clerk reported that she had now received a paying-in book for Lloyds bank from South Hams District Council in order that their invoices could be paid by cheque from the Parish Council.

**k) Site meeting 4th June for 2062/17/FUL Styles Garden Leisure Centre, Moles Lane, Marldon.**

This had been attended by Cllrs Pennington and Oliphant and would be covered under the Chairman’s report.

**l) Abandoned vehicle at Cruel Cross.**

Cllr Webber reported that this had now been removed.

**m) Fencing at Broomhill Meadow.**

Cllr Page reported that MEG had one quote for the fence repairs – the Clerk would send contact details for a contractor to Cllr Page.

**n) Building work in Pembroke Park.**

The Clerk told the meeting that she had reported the installation of dormer windows without planning permission in Pembroke Park but South Hams District Council had requested further details. Although the meeting believed that this would not require planning permission, building regulations would be needed – the Clerk would report the details to the planning office.

**6. (06.18) POLICE MATTERS**.

There was no police report. The Clerk had asked PCSO Kirsty Powell to attend the meeting. The meeting noted that there had been police activity in Love lane Close but no report had been received.

**7. (06.18) FINANCE.**

1. The following payments were approved:-

**Payments- Main a/c:**  £ Clerk – Mrs T Rowe net salary May 2018 299.89

Office Allowance May 2018 12.00

Stamps 6.96

Printer Ink 33.98 352.83

Clerk PAYE to HMRC - May 75.00

Plandscape (Landscaping & Grounds Maintenance Ltd) – May 114.00

Robin Cox 15.58

Community First Trading – Insurance Renewal 443.62

Lindsey Lindley – Internal Audit 50.00

**Payments P3 Account:**

Robin Cox 120.62

**Payments MEG Account:**

Robin Cox 36.92

**BANK ACCOUNTS as at 31st May 2018**

Main Account: £26,638.65

P3 Account: £674.30

Environment Account : £580.48

NS&I Investment Account Balance at 31.12.2017: £21,018.72

(gross interest p.a. for 2017 =£98.58)

Total Balance held by Marldon Parish Council £48,912.15

1. Copies of the internal auditor’s report were circulated at the meeting on the accounts to 31st March 2018. The main points were:-

* Hold one bank account to replace the Main, P3 and MEG accounts in order to streamline record-keeping. Separate cash book columns can be used to identify receipts and payments to these accounts, so accounting for them separately as may be required.
* Initial all cheque counterfoils with the initials of all signatories in order to provide a complete authorisation trail
* Review the accumulated funds of approx. £45,000 in the light of future operational needs for good financial management
* Change council meeting agendas to remove ‘matters arising’; many appear to be standing items that might be better itemised separately
* Review website for good governance:

1. finance pages are updated from 2015/16
2. Standing Orders version check
3. compliance with transparency code reviewed
4. Data Privacy Policy (GDPR) made available when adopted

The meeting noted the contents of the internal audit report.

1. Completion of the Annual Governance and Accountability Return for the accounts to 31st March 2018.

It was proposed by Cllr Page and seconded by Cllr Sutton and agreed by the meeting that the Chairman and Clerk sign the Annual Governance and Accountability Return for the accounts to 31st March 2018 and that the Parish Council completes the Certificate of Exemption for the External Auditor as the Parish Council’s gross income or gross expenditure did not exceed £25,000 in the year of account ended 31st March 2018.

d) Review of Parish Council assets following receipt of the insurance renewal form 2018/2019.

Members noted the following Parish Council assets in addition to those on the insurance schedule:-

3 notice boards – 1 at the shops, 1 at Compton and 1 at Pembroke Park.

1 Telephone Kiosk

**8. (06.18) GENERAL DATA PROTECTION REGULATIONS (GDPR)**

An email had been from the Parish Council’s website provider asking if the Parish Council wished to consider additional encryption of data on the Parish Council website and the provision of Parish Council email addresses for all Councillors. The meeting decided that this offer would not be taken up.

**9. (06.18)**  **REPORTS:**

**District Council Report.**

Cllr Pennington reported that he had received a letter of thanks from a resident in Farthing Lane for the work carried out by Cllr Veasey in clearing a blocked gulley.

Cllr Webber and Cllr Pennington had both attended the funeral of Peter Rawlings on behalf of the Parish Council.

Cllr Pennington and Cllr Oliphant had attended the site meeting at Otter Nurseries. The application had been approved by the District Council but with 29 separate conditions. Cllr Pennington had moved an additional condition that the cafe terrace area removed from the application could not be reintroduced at a later date; this was accepted by the District Council.

Section 106 Finance for the development in the Ipplepen Road - The Parish Council had not been consulted and neither had Cllr Pennington been consulted as the District Council ward member (as set down in Section 43 of the District Council’s Planning Regulations). Cllr Pennington proposed and it was seconded by Cllr Clarke and agreed by the meeting that a letter be sent to the District Council with these concerns on the lack of consultation. It was also agreed that a letter be sent to the District Council officers Rob Sekula and Julie Rowdon asking them to attend the next meeting of the Parish Council to discuss Section 106 finances for the Moorview development and that of Tor Quarry.

Cllr Pennington had put together a collection of documents detailing several issues concerning the Section 106 monies paid towards the South Devon Link Road from the Moorview development which he passed to Cllr Sutton to be circulated to all Councillors before the next Parish Council meeting in July.

**M.E.G.**

Marldon Environmental Group Report

Work carried out in this month: May 2018

2nd May

Four members went to the Preston Down Road underpass to clean and cut the verges back. Two members went out litter picking around the village.

9th May

Four members went to footpath 18 to mow the grass along the footpath from Moorview to Farthing Lane. One member went out litter picking.

16th May

Four members went to Broomhill to make safe the handrail up to the middle gate. This rail is badly rotted and the uprights had to be reinforced with metal posts to make it safe. The whole assembly will need to be replaced. One estimate has been received so far. One member mowed the Broomhill paths. One member litter picked. Steve Holley burned vegetation removed from the Vicarage Hill verge and cleared vegetation from Westerland Lane verges, drains and buddles.

23rd May

Three members bagged and moved to storage a quantity of donated gravel. One member litter picked and one member rubbed down the seats at the top shops ready for treating and varnishing.

Steve Holley mowed the verges to Churscombe roundabout until his mower failed (repaired by R Cox) and went on to weed spray from the Jubilee Meadow car park down Village Road to Kiln Cross, including Church Hill and parts of Love Lane.

30th May

Steve Holley confined to Berry Pomeroy due to the rain.

6th June

Four Members went to footpath18 to strim the encroaching vegetation back on the lower path from Moorview to the Christmas Tree Farm entrance and mowed the grass all the way to Farthing Lane. One member rubbed down the seats at Westview ready for treating and varnishing. Steve Holley on holiday.

This month approximately 54 hours of voluntary work was completed.

Cllr Page asked the meeting to consider the siting of a container for the storage of MEG equipment. He told the meeting that Cllr Hawkins would provide £800 for the purchase of the container and the Parish Paths Partnership would provide some funds. Cllr Page suggested Broomhill Meadow by the gate and it was proposed by Cllr Webber and seconded by Cllr Clarke and agreed by the meeting that a storage container for the MEG equipment be purchased and placed by the gate at Broomhill Meadow.

**10. (06.18)**  **NEIGHBOURHOOD PLANNING.**

Cllr Sutton reported that the Neighbourhood Plan group had held another good meeting and hoped to go out to public consultation in September. By then there would be a clear business plan for Broomhill Meadow. Two all round quotes had been received so far which included landscaping.

A flyer had been drafted inviting people to talk to the Neighbourhood Plan group about development in the village and asking for suggestion of sites. This would not be put through all doors but would be targeted at local landowners.

A small sub-committee were working on the Heritage Trail to include all the important points in the village and were working with the Youth Group and Church youth group. There would be no further meetings until 3 quotations had been received.

Cllr Veasey told the meeting that a topographical survey was needed which would cost approximately £550.00.

It was proposed by Cllr Veasey and seconded by Cllr Sutton and agreed by the meeting that £550.00 be spent on a topographical survey of Broomhill Meadow.

**11. (06.18) PLANNING.**

**1413/18/FUL & 1418/18/FUL** Erection of 2 general purpose agricultural buildings **– Land at SX856650, Compton. Marldon TQ3 1TA.**

**Recommend Approval.**

**1489/18/HHO** – Householder application for installation of rear door – **Orchard Cottage, Preston Down Road, Preston TQ3 1RN.**

**Recommend Approval.**

**1524/18/TPO** – T1: Oak, Crown raise by removal of the secondary lower branches from over garden up to 4 metres from ground level, branches getting too low over garden, creating too much shade;

T2: Field Maple, Crown raise to 4 metres from ground level in garden by removal of overhanging limb; T3 Cypress, No work. – **6 Meadow Park, Marldon.**

**Recommend Approval.**

**1187/18/HHO** – Rear Extension to form new kitchen/dining room and minor window alterations – **Gentian Cottage, Five Lanes Road, Marldon TQ3 1NQ**

**Recommend Approval.**

**12. (06.18) CORRESPONDENCE.**

The following items of correspondence had been received:-

1. Police and Crime Commissioner - Small Grant Scheme £80,000 in 2018 and £80,000 in 2019 with grants of £250 to £2,500 per project
2. South Hams District Council Parking Order amendments consultation from 8th June for 21 days.
3. Devon County Council Libraries consultation – deadline for responses 28th July 2018.
4. South Hams District Council launch of SeaMoor Lotto website – for local good causes to raise funds
5. An invitation to the inaugural Dart Estuary Forum meeting for 6pm on the 18th June to be held in the Cary Room of Follaton House Totnes – we would very much appreciate it if a Parish representative could attend the meeting on its behalf.
6. South Hams District Council’s Empty Homes officer had asked for the Parish Council’s assistance with a property in Village Road in Marldon. Members noted that this property had been empty for a number of years and the Police had been in attendance on a number of occasions.

**13. (06.18) LEISURE AND PUBLIC GROUNDS.**

Public Grounds Report from Cllr J Clarke:-

Cllr Clarke had attended a meeting in Totnes at Rushbrook to discuss the new Youth Workers, who were appointed a few weeks ago. One of them was present but one of them had decided not to take up the offer, so Kerry, our Youth Worker and some of the others on the committee would be holding more interviews to find someone else to help her, especially now that two more villages had joined TRAYE and were wanting their young people to have a club where they can meet and get out of their rooms and away from their computer screens. As some of you will know, this had been a long-term aim, and now more and more people were realising how important this scheme was to get our youth to socialise and exercise.

At our Neighbourhood Plan meeting it was suggested that the Youth Club may like to create a Heritage Trail for Marldon. Kerry thought this was a very good idea so hopefully they would be getting together with our older parishioners who knew more about the history of Marldon. They would be using our Footpath Maps to create an interesting trail for people to follow and learn from.

Cllr Clarke spoke to Rev. Steve Jones, the leader of the Parish Church Youth Club, who was attending meetings with the Village Hall Committee to try to build bridges after the recent differences over the letting of the hall. It was said that they would allow Kerry and the children to use the hall once a month, on a Tuesday throughout the summer months, whilst the Table Tennis club are not meeting. However, this facility would need to be reassessed at the end of the summer. Kerry has to make sure that the children do not play any strenuous games in the hall, such as 5-a-side football, as the noise may affect those people underneath them. In addition, Steve has been allotted a Sunday for his group, probably for the same time span.

The Neighbourhood Plan Committee, of which Cllr Clarke was a member, were working on the possible recreational facilities for Marldon, which would be paid for with the Section 106 money from the Moorview development together with the smaller amounts from the other developments currently taking place in the village. The Parish Council would also be fund matching these monies in order to provide the best facilities possible for our village to encourage more outdoor exercise and activities for all.

**14. (06.18) BUSINESS AT DISCRETION OF CHAIR (for noting only)**.

There was none.

**15. (06.18) DATE OF NEXT MEETING.**

Monday 9th July 2018

The meeting closed at 10.10 p.m.