**AMENDED DRAFT**

**MARLDON PARISH COUNCIL MEETING**

Minutes of the Meeting of Marldon Parish Council held on

Monday 12th August 2019 at 7.15pm

**PRESENT:** Cllr S Veasey, Cllr. Page, Cllr J Clarke, Cllr M Oliphant, Cllr F Palk, Cllr R Thorp, Cllr J T Pennington, Cllr Webber

**ALSO PRESENT:** 10 Members of the public and Clerk to the Parish Council, Mrs S J Watt

A member of the public expressed concern about the 20 mile per speed limit request. It was explained that County Councillor Hawkins had previously stated that currently there was no funding available, however, he was continuing to campaign for funds to made available in the near future. The same member of the public also expressed concern about 5G Technology and its effects on the community. The same member also expressed concern regarding the use of s106 funds from the Moorview development.

A Member of the public requested that a transcript of the minutes were provided for the Marldon newsletter, the Clerk read out the last meetings statement, which stated that the Minutes were a legal document and could not be shortened with snippets of information. The minutes were available for anyone to request hard copies which the Clerk would willing send out. It was suggested that the newsletter provide that information with the Clerk’s contact details. Cllr. Pennington stated that he would provide news regarding District Council information.

A member of the public also expressed concern regarding the amount of funds used for the cutting of grass, fields, verges and the Cricket field (Jubilee Meadow), he stated that he was willing to volunteer to cut the Jubilee Meadow grass. The Chairman explained that the Cricket Club did this voluntarily. The Clerk informed those present that she was in the process of looking at the Service Level Contracts of the current outside contractors together with the work which MEG did. New proposals would come within the proposed budget recommendations in the Autumn.

**1. (08.19) APOLOGIES**.

Apologies received from Cllr.Hawkins

**2. (08.19) DECLARATIONS OF INTEREST:** None

**3. (08.19) APPROVAL of MINUTES 08/07/2019 -** approved as a true record of the meeting and duly signed by the Chairman.

**4. (08.19) MATTERS ARISING**. There were none.

**5. (08.19) POLICE MATTERS**. Police had made contact with Cllr. Oliphant and had been proactive in monitoring the speed through the Compton village.

**6. (08.19) FINANCE.**

The Clerk/Responsible Financial Officer read out the current state of finances. Cllr. Pennington refused to sign the Clerk’s salary cheque and requested this was discussed during confidential matters. The Clerk insisted it was discussed immediately as members of the public were present and the Clerk did not want the public to think there was any misrepresentation or discrepancy. Cllr. Pennington claimed the Clerk’s wages were too high, it was explained to him that it had been agreed that the Clerk’s hours were increased from 6 to 8 hours per week when her Contract of Employment was agreed in May. It was further agreed in May that the Clerk would claim an additional 8 hours per month to cover the Audit, policy writing and ensuring all paperwork was in order, this was agreed as on-going. The Clerk then had to provide her Private & Confidential Payslip which is worked out by the Payroll Office of SHDC to confirm her wages, which also included a tax rebate. The Clerk said she was highly embarrassed and that she actually gave over 30 hours a week to the Council for which she did not put in for payment. Cllr. Pennington reluctantly agreed to sign the cheque once the Council voted in favour of all payments to be actioned. Cllr. Pennington requested his name was minuted as voting against the payments.

Furthermore, Cllr. Pennington was questioned regarding the NS&I savings account, he stated that the money was in the account; he was asked how he knew and said that he had been to the bank. He could not tell the Council which bank he had been too nor would he give the current balance, but stated that it was all there! The Clerk/Responsible Financial was requested to contact NS&I urgently and to write to the address which NS&I had been sending the statements to. The Clerk/RFO also informed the Council that she had made a formal complaint to NS&I as they had refused to amend the change of address details.

Further, Cllr. Pennington was again requested to handover The Clerks Contract of Employment, he stated that he had spoken to the Monitoring Officer who had said he could retain a copy. The Parish Council requested the Clerk gain confirmation of this as it was contrary to GDPR rules.

The following payments were submitted for approval:

**Payments- Main a/c:**  £

Clerks Salary, expenses, office allowance and stationery sundries **£720.97**

SW Water **£10.87**

Plandscape – Grass Cutting for June **£119.70**

Stephen Holley **£310.00**

J B Design & Build Ltd - New swings and repairs **£775.00**

OPUS Energy **£19.28**

Kirk Fencing **£90.00**

Robin Cox **£173.11**

HMRC **£158.40**

**BANK ACCOUNTS as at 30 July 2019**

Main Account as at 31 July 2019: £23,223.74

P3 Account as at 31st July 2019: £580.64

Environment Account as at 31st July 2019: £172.83

NS&I Investment Account Balance at 31/12/2017 £21,018.72

**Total Balances held by Marldon Parish Council at 30 May 2019: £44,995.93**

**7. (08.19)**  **Committees**  - this item was deferred to the next meeting.

**Neighbourhood Development Plan**:

Brief update given by the Clerk. Awaiting all the previous documentation. However, had made contact with National Trust who manage Compton Castle who have provided a plan which outlines their boundary and also who are willing to work closely with us on the NDP once re-established. The new Terms of Reference were agreed and signed by the Chairman and adopted by the Council on 12th August 2019.

**8. (08.19) PLANNING:**

**Reference:** 2248/19/LBC. Stairlift. Improvements to WC. Compton Castle: Recommended APPROVAL

**Reference:** 2115/19/FUL. Proposed agricultural store and polytunnel. Recommended: MORE INFORMATION

**Reference:** 1824/19/HHO. Construction of double garage. Recommended APPROVAL

**Reference:** 0421/19/FUL. Re-advertised. Change of Use. The Linhay. Recommended REFUSAL

**Reference:** 2241/19/VAR. Listed building 4012/17/LBC variation to Great Hall and 2no.finials on old kitchen chimney – Compton Castle. Recommended APPROVAL

**Reference:** 750/19/FUL. Erection of 2 bed annex. Hearing attended by Cllr. Oliphant. APPROVED.

Note: it was requested the Clerk writes to Localities at SHDC regarding the placement of Planning Notices which are being placed in the appropriate locations in good. The Notices need to be placed nearer the areas affected.

**9. (08.19)MEG REPORT**

MEG report is attached.

**10. (08.19)**  **Highways:**  Road surface at Widdicombe Lane with the junction at Groppers Lane in Compton, loose chippings need removing as a skid hazard. Westerland potholes just past Roots – Clerk to request assistance from Highways.

**11. (08.19) Committee Reports/ District & County Reports:**

**Allotments** - all going well. Steps repaired by MEG – thanks given. Bee Hive request, Cllr. Thorp will try and find out who the plot holder was who said they would have hives.

**Public Grounds:** Cllr. Clarke said she was not sure if she should be writing a report as now a *workshop,*  it was explained it was a Working Party to which she had voted for at the previous meeting. Cllr. Clarke expressed dismay at the possible use of s106 funds for projects not related to s106. It was explained that this would be clarified later in the meeting as would the Village Hall situation.

**District Report:** Cllr. Pennington reported that the Precept Support Grant was going to be reduced over a period of 2 years and eventually will cease. The Clerk/RFO had already been informed of this and explained that the Parish Council now would have to be more proactive in its fundraising and other events to raise funds for their reserves and community projects. The Council agreed that it would not put forward an objection and the Clerk to report back to the appropriate department at SHDC.

Cllr. Pennington also reported on the Planning Hearing attended by Cllr. Oliphant that he had also supported the application which was approved.

**County Report:** There was no report from County as Cllr. Hawkins had been unable to attend.

**12. (08.19) MARLDON VILLAGE HALL :** It was clarified that after extensive investigations by the Clerk who had held conversations with the original Architect and the Land Registry, that the boundary of the Village Hall stopped at the bottom of the Cliff. The responsibility of the cliff is the Parish Councils. The Village Hall had acted under health & safety constraints to protect the building and people from the danger of the cliff fall, however, further investigations should have been instigated to ascertain ownership and responsibility of the cliff before being offered s106 funds to pay for the repairs which totalled over £57,000. The Parish Council now had to find those funds and the only option is to apply to use the s106, however, before a vote took place, the Clerk explained, that the Parish Council could not obtain any monies via loans or grant funding as the action was retrospective, she stated that she had spoken to the office of the Secretary of State regarding a loan from the Public Works Loan Scheme (the approved loan approach for Parish Councils), however, again the Council could not apply for this a loan to pay for the repairs. They could apply for a loan to cover any new recreational and leisure facilities for Tor Field. The Clerk also informed the Parish Council that there were grants available for funding the children’s play area upgrade and also increasing the usage of the area where the basketball court is along with other pitches for other activities. Therefore, the following was voted on:

1). Repayment to Marldon Village Hall of the £10,164.00 they paid out. Unanimously voted AGAINST PAYMENT.

2). The use of s106 funds to assist the Parish Council to pay the £57,000 + now their responsibility. Vote 7 in favour. 1 against. The motion to apply for the use of s106 funds was agreed. The Clerk to manage the process.

3). The Clerk to obtain a loan through the Public Works fund, to apply for grant funding for the Tor field area and any other grants applicable to ensure that any monies awarded from the s106 were replaced via these methods to ensure that no leisure, recreational or sports facilities were compromised by the use of the s106 funds. Unanimously AGREED. The Clerk to work on this to obtain the quotes and designs to make applications to the appropriate organisations.

**13. (08.19) COMPTON REPORT:** Cllr. Oliphant reported that there were broken fences belonging to the National Trust which were potential H&S issues. It was requested that the Clerk writes to Compton Castle requesting the repair of the fences as soon as possible.

**14. (08.19) s106 FUNDS UPDATE:**  Date to be arranged to discuss options for use of remaining funds i.e. Broomfield Meadow and other areas of requirements. This item was deferred to the next meeting.

**15. (08.19) PROPOSAL TO INCREASE NUMBER OF COUNCILLORS:** It was unanimously agreed NOT to increase the number of Councillors to Marldon Parish Council

**16. (08.19) CO-OPTED COUNCILLORS:** After two paper votes, the final count resulted in Andy Ward being offered the office of Parish Councillor to Marldon Parish Council. The Clerk to carry out the legislative procedures on informing Mr Ward of his success and to complete the relevant documentation.

**17. (08.19) CLERKS REPORT:** Due to time constraints a shortened version was offered. The need for all Councillors to receive training was agreed and the Clerk would contact DALC to arrange an evening for the training which would cost £200 + VAT for 10 attendees. This was AGREED unanimously. GDPR was still an issue and would be reported to the ISO and the Monitoring officer at SHDC. It was robustly expressed to everyone that they must destroy any information held in their email inboxes or in paper relating to any persons which could identify them. The Clerk and the Chairman will be attending a Governance Training session at SHDC organised by the Monitoring Officer on 3rd October 2019. The Clerk will also be reviewing all Service Level Agreements and will hopefully have drafts by the next Parish Council Meeting, time permitting.

**18. (08.19) BUSINESS AT DISCRETION OF CHAIR (for noting only)**.

The Date for an informal meeting to discuss Standing Orders would be agreed at the next meeting.

Footpath No. 5 fence needed inspecting and it was requested that a Letter be sent to the Bramlings to advise.

**19. (08.19)** It was unanimously agreed that The Clerk/RFO’s contract should now be finalised as permanent as she had completed the 3 month probationary period. The Clerk would draft a letter advising of the decision.

**20. (08.19) DATE OF NEXT MEETING.**

Monday 9 September 2019 @ 7.15pm

The meeting closed at 10:15pm

Signed By.................................................. Cllr. Veasey (Chairman) – 9th September 2019