

SOUTH MILTON PARISH COUNCIL

Minutes of Parish Council Meeting.

Date: 27 th May 2024		Venue & Time: South Milton Village Hall, 19.30hrs
Present: Cllr Anne Berryman Cllr Paul Booker (in the Chair) Cllr Emma Halmshaw Cllr Steve Harding Cllr Graham Jinks Cllr Marion Luscombe Cllr Nick Townsend	In Attendance: Katharine Harrod – Parish Clerk Parishioners/Guests Present: 5	Apologies: Dist. Cllr Samantha Dennis Dist. Cllr Mark Long County Cllr Rufus Gilbert

REF 2024/25 MINUTES

ANNUAL MEETING OF SOUTH MILTON PARISH COUNCIL

355 ELECTION OF CHAIRMAN

This being the Annual Meeting of the Parish Council, Cllr Townsend taking the Chair whilst the 2024/25 Chair of the Parish Council was elected. Cllr Booker was proposed as Chairman by Cllr Harding, seconded by Cllr Halmshaw and voted through unanimously. Cllr Booker then took the Chair.

ELECTION OF VICE CHAIRMAN

The Chairman then called for nominations for Vice Chairman. Cllr Booker proposed Cllr Townsend; this was seconded by Cllr Luscombe and again approved by all.

356 ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT

Cllr Booker signed acceptance of Office as Chair of the Parish Council for the 2024/25 year. All Councillors again undertook to abide by South Milton Parish Councils' Code of Conduct.

357 WELCOME & APOLOGIES

358 PARISHIONERS OPEN FORUM (allocated time not longer than 15 minutes, a member of the public shall not speak for more than 2 minutes as per Standing Orders):

1. NT Ranger Emma Reece introduced Matt Voller the new Estates Manager.
Parking was problematic during the week following the first May bank holiday when the overflow parking was not able to be opened due to the land being too wet. A decision had to be taken to remove staff from the site because of the amount of abuse being received. The overflow was opened again on the Sunday evening, this immediately alleviated the issues. Moving forward, the policy will be to open the overflow if it's dry and safe enough to reduce the pressure, staffing may have to be increased to ensure traffic keeps moving when the car parks are full. Staff will advise where alternative parking is available, although on this occasion the other parking areas were also full. Matt is also considering the addition of signage by the main road to show when the car park is full. Cllrs requested that the website displays alternate parking areas in the vicinity.
A request was made for the National Trust to liaise with Rockbox to ensure there are no parking issues for the Rockbox trading period in the summer.
It was confirmed to Emma & Matt that the parking issues have improved in recent years and they were thanked for their support and for continuing to work with the Parish Council on these matters.
2. Two issues were raised in respect of the Wakeham development, one being the current development and if it is adhering to the planning permission given by South Hams District Council, the second being potential future development. As a Parish Council we are unable to aid with issues regarding the current building sizes/parking etc. If any element of the development was not built in accordance with the approved planning, this would have to be referred to SHDC Enforcement via their website. It was noted that there was previously a planning application for 12 houses – this was reduced to 4 properties. There was also a request for yurts to be added to the top field but this was withdrawn.

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Four residents left the meeting.

3. Bus stop – the damaged road signage has now been replaced, however, there are concerns about the safety of parishioners who wait for the bus as there is insufficient space at the bus stop to ensure users are distanced from the fast moving traffic. This will be added to the next agenda.

a) DEVON COUNTY COUNCIL: No report received.

Cllr Rufus Gilbert, Email: rufus.gilbert@devon.gov.uk

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/>

b) DISTRICT COUNCILLOR REPORTS:

Email Cllr Samantha Dennis: samantha.dennis@swdevon.gov.uk

Email Cllr Mark Long: cllr.mark.long@southhams.gov.uk

1. Alison Hernandez was re-elected for another four years as Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly. Many thanks to those that voted, and those that assisted in or were inconvenienced by the administration involved in the election.
2. A public consultation has launched across Salcombe and it's neighbouring parishes. Anyone living, working, own a business or a second home in the Salcombe, Malborough or East Portlemouth areas is invited to take part. You can find the consultation online at <https://mysalcombe.commonplace.is/>, where it will be until Wednesday 31st July.
3. Quayside Leisure Centre has received £77,000 from the 'Swimming Pool Support Fund' which comes from a combination of Government and Sport England funding. The money will go towards variable speed pumps and upgrading the building management system.

REPORT IT: <https://apps.southhams.gov.uk/webreportit>

Missed Bins, Abandoned Vehicle, Damaged/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...

THE MEETING CONVENED

359 APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES

The mandate of the Clerk as Responsible Financial Officer for the Council was renewed after a proposal by Cllr Townsend, seconded by Cllr Berryman and voted unanimously. This gave the mandate solely to Mrs Katharine Harrod. The Chairman outlined the following roles/liaisons/leads on outside bodies and asked whether those concerned were content to continue. Proposed by Cllr Townsend and seconded by Cllr Jinks and voted unanimously.

- Police & N/Watch Liaison - Cllr Jinks
- Feoffees - Cllr Halmshaw.
- Tree Warden - Riccardo Carrelli
- Footpaths - Allocated between the Councillors.
- Emergency Planning Officer- Clerk
- Flood Planning Officer - Cllr Townsend
- Village Hall - Cllr Berryman
- Neighbourhood Plan - Cllr Townsend
- Snow Wardens - Cllr Harding
- Burial Ground - Cllr Jinks
- GDPR Officer - Clerk
- Defibrillator Reports - Kate Ladd

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- Trough Planting (Hillingsdown) Cllr Halmshaw
- Enforcement Liaison - Cllr Townsend
- Church Liaison - Cllr Berryman
- Climate & Ecology - Cllr Townsend

360 Councillors **RESOLVED** to receive agendas and relevant documentation by email.

361 Councillors **RESOLVED** to accept the following key policies and procedures unchanged from previous years:

- Freedom of Information Publication Scheme
- Transparency Code for Smaller Authorities
- Website Accessibility Statement
- Protocol on the filming and recording of local council and committee meetings
- Public Session Procedure/Guide to meetings
- Code of Conduct
- Data Protection Policy
- Equal Opportunities Policy
- Health & Safety Policy
- Safeguarding Policy
- Risk Management and Assessment

Policies requiring update will be reviewed at future meetings through the year depending on priority.

362 **DECLARATIONS OF INTEREST/AMENDMENTS TO THE REGISTER:** None received.

363 **MINUTES OF PREVIOUS PARISH COUNCIL MEETING:**

It was **RESOLVED** to approve the minutes of the Parish Council meetings of 22nd April without alteration, they were then signed by the Chairman.

364 **CLERKS REPORT:**

1. Defibrillator training is due to take place on 14th June at South Milton Village Hall at 6pm and 24th June at Malborough Village Hall, training commences at 7pm and is free to attend.
2. Road Warden Scheme Update: Of the six people who have undertaken the initial training, two are now booked on the one day course for a Section 8 qualification.
3. Bank Account: In hand. We are now in the process of setting up an account pending signatory details.
4. Damaged Road sign reference W231681186 has now been repaired.
5. Lane End Vegetation references W241750118 & W241750974 has been cut back.
6. No response has been received regarding the Lane End Ponding jetting requirement reference W241716912.
7. Burial Ground Communications: We have recently received a number of communications regarding the burial ground, one of which we have had to take specialist advice on. Please note that while South Milton Parish Council manage the grounds we must adhere to rules and legislations regarding the use of plots and the documentation that must be received when a burial takes place.
8. A381 Bus Stop Kingsbridge to Salcombe, Kingsbridge Town Councillor, Barrie Fishman, formed a Steering Group last summer and, despite a marked lack of interest from the majority of the affected parishes, secured an arrangement that Devon County Council would fund an on-demand service operated by a local taxi company with a minibuss. Unfortunately, the taxi company lost some drivers and was unable to operate the service so the plan was dropped. There are no plans from the Kingsbridge end to look for alternatives and, as it is the parishes that are most affected, they suggested that any further interest in a replacement service should come from those parishes.
9. The official portrait of King Charles has been delivered to the village hall.

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10. **Communications:** Devon Home Choice Properties, How to claim for car damage from Devon County Council, National Trust Information Session, South Devon Grassland Survey Project 2024, Rogue Traders.
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365 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. When providing a response to applications, the South Milton Neighbourhood Plan will be referenced where appropriate.

1. **RATIFICATION:** 1170/24/LBC, Higher Sutton, South Milton, proposed garden & Landscaping works 23/5 **SUPPORT**
2. Wakeham Farm: No further update.
3. Dairy Site: The site owner will be invited to join us at the June meeting.

b. **Decisions:**

1. 3840/22/FUL, Higher Southdown Farm, 29/12/22. **No Decision Yet.**
2. 0809/24/FUL, South Down, South Milton. 18/4. **No Decision Yet.**
3. 1170/24/LBC, Higher Sutton, South Milton. 23/5 **Approved.**
4. 0951/24/FUL, Rafters, South Huish. 16/5 **Approved.**

c. **Enforcement issues:**

Please will all parishioners make a report to SHDC with full details of any violations that do not adhere to the original application for which permission was granted. ALL violations can be reported confidentially to Enforcement via www.southhams.gov.uk/article/3043/Report-a-Planning-Breach If you would like to submit a report but do not have access to the website, please contact the Parish Clerk.

366 BUSINESS TO BE DISCUSSED:

- a. It was **RESOLVED** to ratify an agreement to spend £500 regarding works to the war memorial.
 - b. An offer of voluntary assistance for works/events within the parish has been received. The details of the volunteer will be passed to Cllrs Townsend, Harding, Jinks and Berryman who have a variety of options that may be suitable.
 - c. To discuss the National Trust Car Park site following issues with poor parking impacting the area. This was covered in open forum, no additional discussion took place.
 - d. It was **RESOLVED** to accept a three year long term agreement with regards to insurance provision.
 - e. Burial Ground Update including ground maintenance review. Cllr Jinks has been in touch with the land agent, no response has been forthcoming.
 - f. The Housing Needs Analysis provided by South Hams District Council was noted.
 - g. South West Water Update. Signage has been erected at the National Trust side of the beach regarding the bathing water quality. There are no signs at the Links Court end, nor is there signage at the lagoon. A request will be made to Cllr Dennis for the additional signage.
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367 FINANCE & GOVERNANCE:

a) **Receipts & Purchases Month 2**

Accounts to pay: £500 War Memorial Works, Community First £209.08, Alison Marshall Internal Audit £175

Monthly Payments: Clerks Salary including HMRC, Monthly bank charge £8, Hall Hire £20, Hugo Fox £11.99

Councillors **RESOLVED** to approve all payments.

b) **Governance:**

1. Intermediate review & Exemption Certificate.
 - a. Annual Governance & Accountability AGAR Part 2 – Certificate of Exemption. With gross income not exceeding £25,000 in the year of account ended 31 March 2024, South Milton Parish Council certified

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themselves exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This approved unanimously.

- b. Annual Governance & Accountability, Section 1 – Annual Governance Statement 2023/24 was reviewed, completed, and approved unanimously.
 - c. Annual Governance & Accountability. Section 2 – Accounting Statements 2023/24 was reviewed and approved unanimously as being a true record of the 2023/24 accounts.
 - d. It was noted that receipt of the Intermediate Review email does not affect the eligibility of South Milton Parish Council to declare the smaller authority as exempt from a limited assurance review on the proviso that all the exemption criteria has been met.
2. Section 101 of the Local Government Act 1972 allows a council to delegate the power to make decisions to an officer, a committee, a sub-committee or another council.
It was **RESOLVED** to allow the Parish Clerk the authority to respond to planning/payments and other works as required on the provision that a majority approval has been received in writing from the councillors prior to proceeding. This resolution only applies in the event of any future meetings having to be cancelled or deferred for reasons outside the control of the parish Council. Agreement to be reviewed May 2025.
3. The Parish Clerk & Responsible Financial Officer currently works four hours per week with an agreement of up to twenty five hours overtime per annum to be taken as/when required. It was **RESOLVED** to continue this agreement for the 2024/2025 period

368 MEETING ENDS 20.53 Hrs

369 FUTURE MEETINGS 2024: 24th Jun, 22nd Jul, 23rd Sept, 28th Oct, 25th Nov, 7.30pm, South Milton Village Hall.

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 3rd Monday 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: South Milton Parish Council Councillors

For Information: e-circulation to: County Cllr R Gilbert, South Hams District Council Ward Councillors, National Trust, Riccardo Carrelli, Jenny Brown.