

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council
8.00pm on Tuesday 12th May 2015, Harberton Parish Hall

Present: Cllrs Beamish, Broom, Camp, Clayton, Davidson, J. Hockings, S. Hockings, Janes, McDonnell, Williams and Wynne.

Apologies: None

Members of the public: 2

Clerk: Ms C Radford

Public Session

- A member of the Harberton Playing Field Association addressed the council to discuss placement of a beech tree.
- The Secretary to the Trustees of the Dartmouth & District Indoor Pool Trust asked Parish Councillors to write to South Hams District Council in support of the Trust and expressing disappointment that a decision to release approved funds to begin building a new pool has been delayed. The delays effect a fixed price contract for building works which may cost the Trust £70,000 - £100,000 extra. Councillors were invited to a demonstration at Follaton House on 21st May.

Agenda

1. **Apologies** There were none.

2. **Reports from County and District Councillors** for information.

County Councillor

- It was reported that the boundary commission has drawn up proposals for division of the County Council to balance electoral numbers and change the number of councillors from 62 to 60. Plans would see Totnes change to the Totnes and Dartington Division, losing would lose Dipford and Avonwick, keeping Harberton but adding Dartington and Staverton. Consultation had just begun and would be open until the 6th July for comment.
- Comment regarding the County Council's spending the controversial traffic flow in Totnes was made. Parish Councillors remarked that negative comments on cost of appeal had been made by members of the community.

District Councillor

- The District Councillor commented that following his election as District Councillor for the West Dart Ward he was pleased to be here to help the Parish Council. He commented that the Parish Council will get a quick response to emails and advice about where to seek further assistance, including with regard to the Neighbourhood Planning process.
- It was commented that it is likely that renewable energy planning applications at Lower Blakemore and Foales Leigh will be turned down and will not go to committee.
- It was reported that there are some funds available through the Locality Budget if the Parish Council have any projects or small issues that need support.

3. **Minutes** The minutes of the Ordinary Meeting of the Parish Council 14/04/15 were signed as an accurate record.

4. **Report Matters Arising from the Minutes** for information only

Village Work Day

Harbertonford: The event has been advertised in Village Life, black bags will be available for collection from the shop and a collection point for refuse has been agreed.

Harberton: The Harberton Circular had been approached regarding the circulation of information. Positive wording is being considered.

Pot Holes at Dundry have been filled.

5. Code of Conduct and Declaration of Interests Forms

5.1 It was **RESOLVED** to adopt the revised Code of Conduct as received from South Hams District Council.

5.2 Declaration of Interest Forms were distributed for completion, for return to the Clerk.

6. Planning

6.1 It was **RESOLVED** to support the decision of the local Parish Council on Application 22/0848/15/F, concerning construction of photovoltaic solar park with associated equipment including access track and cable route at Place Barton Farm, Moreleigh, Totnes.

6.2 It was reported that the Planning Authority had granted Listed Building Consent on planning application 23/0350/15/LB, for replacement roof using natural slates at The Miller House, Crowdy Mill, Harbertonford.

7. Monthly reports for information

7.1 Finance Committee update. No meetings had taken place.

7.2 Harberton Parish Neighbourhood Plan (HNP) update. It was reported that:

- Draft chapters would be circulated to Parish Councillors prior to consultation days in June and July.
- £5,000 funding is being sought to support the consultation days.
- HNP steering group members had attended a meeting with representatives of other local Neighbourhood Plan groups to share information. It was commented that Stoke Fleming had particularly impressive consultation materials which has promoted the HNP to produce a colour flier to promote the gathering of further evidence towards inclusion in the plan. It was commented that the Neighbourhood Plan enables the community to state what is important at Parish level - if the HNP gathers information and support from the community this can influence policy.
- The District Councillor confirmed that the District Council has not come to a decision about housing needs within the Parish.

7.3 Community Land Trust update

It was reported that the builder contract is now in place, the CLT are proceeding with the planning and design process and will update the Neighbourhood Plan steering group shortly.

7.4 Town and Parish Fund 2013 and 2014 updates.

It was agreed that Cllr McDonnell will act as liaison with Harbertonford CE Primary School regarding the 2014 TAP fund, with support from the Clerk.

It was agreed to discuss proposals for the 2015 TAP fund at a future meeting.

7.5 Clerk's update. The Clerk reported that she has been very busy with the Annual Return and the policy and procedure paper work required for Audit and for the Annual meeting of the Parish Council.

8. Co-option for Parish Councillor to Harbertonford Ward

The Clerk will circulate information regarding the vacant post and the Parish Council will endeavour to fill the post at the next ordinary meeting on 9th June. **It was RESOLVED** that applicants can choose either to write a letter to the Clerk stating why they wish to become a Parish Councillor and what they will bring to the role, or make a statement during the public session of the meeting. If two or more candidates come forward Parish Councillors would make their decision based on merit.

9. Cycleway provision Bowden Pillars to Maryland

It was reported that the road between Bowden Pillars to Maryland was becoming very difficult to cycle on and asked the County Councillor if funding could be available to make improvements if it were designated a cycleway. It was commented that it could form part of the integrated cycleway into Totnes, Sustrans being a possible source of funding. **Action:** Cllr Clayton agreed to pursue Sustrans copying in C.Cllr Vint.

10. Harberton Playing Field Association Tree Planting Request

It was RESOLVED allow the planting of a copper beech within the north-western hedge of the playing field.

11. Finance

11.1 The Parish Council received the Internal Auditor's report for 2014/15 which concluded:

- that the Parish Council should complete an Annual Review of Effectiveness of Internal Control as soon as possible;
- the clerk's appointment minute does not provide a link to her statement of principle conditions;
- the Smaller Bodies Transparency Code is mandatory for all parishes with receipts and payment under £25,000.

For the avoidance of doubt, **it was RESOLVED** to record in the minutes that the Clerk is both proper officer and responsible officer from the date she took up her post.

11.2 **It was RESOLVED** to approve and sign the 2014/15 Annual Return as prepared by the Clerk.

11.3 **It was RESOLVED** to carry over 2014/15 budget underspend to 2015/16 budget headings.

11.4 **It was RESOLVED** to accept the quotation from John Horswill for cutting the Harbertonford Ford area: 9 cuts at £28.00 per cut.

11.5 It was agreed that the Clerk amend the Insurance Policy prior to renewal, reducing cover for office equipment from £2000.00 to £490.00, to include cover for the bench in the Harberton play area and the two Parish Council notice boards for cost of replacement. The premium was expected to be approximately £500.00. **It was RESOLVED** that a cheque for renewal would be signed between meetings on receipt of the revised premium.

11.6 **It was RESOLVED** to make payments as appeared on the payment schedule:

Chq		Invo ice	Detail	Amount before VAT	VAT	Total
667	Cat Radford	n/a	Clerk Salary (May) £224.38 Neighbourhood Plan Secretary (May) £39.20	£263.58	0.00	£263.58
668	Cat Radford		Clerk Expenses claim			£58.62

		9/132 300	Mileage home office broadband Caboodle Order for printer ink	£13.68 £7.50 £31.20	£6.24	
669	Cat Radford	n/a	Totnes and Rural Community Bus Association Community Benefit Fund Grant	£500.00	0.00	£500.00
670	St Peter's Church PCC Harbertonford	n/a	Harbertonford PCC Grant	£300.00	0.00	
671	South and West Internal Audit		Internal Audit Fee	£90.00	0.00	

12. Parish Clerk Annual Appraisal It was **RESOLVED** an appraisal would form part of the next meeting of the Finance Committee in July.

13. Correspondence

- Request for action from Eastleigh Residents relating to alleged illegal residents on land at Berrystone, Harberton. Cllr J.Hockings commented that the issue had previously been reported to with the District Council as the land had been sold as agricultural land but was being used for other purposes. D.Cllr Tucker agreed to take the issue up with Enforcement following a visit to the site.

14. E-Circulars Councillors were informed that e-circulars are regularly received from Rural Services Network, Devon Home Choice, Devon County Council Community News Round-up, Public Sector Executive, Fields in Trust and can be forwarded by the Clerk on request.

15. Matters at the Discretion of the Chairman: Councillors' reports and items for future agenda

- It was reported that mattresses and rubbish have been dumped at the car park at Riverdale. D.Cllr Tucker agreed to follow this up.
- Councillors queried whether planning permission was in place for development in process at Dundridge Lodge. It was commented that a certificate of lawfulness for replacement of a mobile home by a block building may be in place. D.Cllr Tucker agreed to review.
- It was reported that the mile stone at Peak Cross has been re-sited to the correct side of the road.
- The District Councillor was asked to look at developments at the Christmas Tree farm.

16. It was RESOLVED to hold the Annual Parish Meeting at 7.30pm on 1st June 2015