

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council held at 7.30pm on Tuesday 12th January 2016, held at Harberton Parish Hall.

In attendance: Cllrs Beamish, Broom, Camp, Davidson, S.Hockings, J.Hockings, Hutchinson, Janes, McDonnell, Waite, Wynne, D.Cllr Tucker, C.Cllr Vint
Apologies: Cllr Williams
Public: 2
Clerk: Ms Radford

Public Session

Members of the public raised the following issues:

- i. It was suggested that new off-road cycle routes be considered in the Parish. It was suggested this be included in the Harberton Neighbourhood Plan (HNP). The County Councillor (C.Cllr) commented that an integrated cycle plan for Totnes and surrounding areas is in process. It was suggested that a Parish cycle routes leaflet could be produced.
- ii. A member of the public commented that they are keen to develop a drop in child care service for young mums in Harbertonford, looking for support with the Ofsted registration process. It was suggested that an application to the Community Benefit Fund could be made.

Agenda

1. **Apologies** – were received as above.
2. **Declaration of Interests** Councillors were reminded of the need to update their register of interests. No interests were declared on items on the agenda.
3. **Reports from County and District Councillors** for information.
 - 3.1 **County Councillor (C.Cllr)**
 - 3.1.1 It was reported that the application for the waste transfer station at Blue Post had been withdrawn that day. The enforcement action on the site, put on hold pending the outcome of the planning application, would now move into enforcement with an expectation that action would take place within the next two weeks. It was commented that if the applicant is not available then the responsibility will fall the land owner. It was reported that the landowner was in communication with South Hams District Council (SHDC) Enforcement.
 - 3.1.2 It was reported that the Devon Library Service is to be managed through a contract with an independent Trust which will appoint trustees. Devon County Council (DCC) agreed that the Friends of the Library could appoint two trustees, but the overall appointment procedures are yet to be known.
 - 3.1.3 Parish Councillors raised road surface issues on the Moreleigh Road where DCC Highways (Highways) has made two emergency patching visits to a whole next to the manhole cover. It was reported that the emergency works were not done properly and the site remains hazardous. It was commented that if the work had been done well on the first visit, further emergency visits would not be necessary.
 - 3.1.4 The issue of traffic hazards at the Brockhills junction was raised, particularly with reference to vehicle movement and parking at the store and café on the junction. The Clerk reported that a site meeting with Highways had been requested and it was commented that members of the Neighbourhood Plan transport working group should attend. It was commented that the Neighbourhood Plan should include reference to an updated map of accidents.
 - 3.2 **District Councillor**
 - 3.2.1 Signs advertising the café and store on the verge of the A381 are with enforcement and will be removed.
 - 3.2.2 It was commented that Highways do not respond on lots of planning applications. It was reported that a motion that the County Highways Officer should always give a response was supported at a meeting of South Hams Council. Feedback from Highways suggest that in future, written responses will be received.
 - 3.2.3 The D.Cllr raised issues surrounding government proposals under the Housing Bill in process. It was commented that starter homes may now be priced according to the average affordable house price in the District (£160,000 - £200,000) rather than 20% below the average price of property in the South Hams (approx. £250,000). This may make housing more affordable for some but the District Council will continue to press the government on these figures. It was commented that houses are expensive because of the value of the land.
 - 3.2.4 It was commented that recent announcements from government may overrule local need, as government policy will move to be more market led, supporting provision of starter homes to buy and not providing any social rented housing at all. It was commented that councils will no longer be able to request developers to insulate above standard policy or include solar panels, for example. There was discussion regarding the impact and influence of the Neighbourhood Plan. It was agreed many parishes are using neighbourhood plans to ensure provision of social rented housing, and that parishes that do not produce a plan will be more vulnerable. The C.Cllr commented that the best hope for affordable housing will be via Community Land Trusts (CLTs) housing cooperatives and community self-help schemes.
 - 3.2.5 It was commented that SHDC are continuing to work with neighbouring councils to come to an agreement on a joint plan with regard to housing allocation, with sites on the outskirts of Plymouth being preferred for development.

- 3.2.6 It was commented that due to flooding concerns that new developments will likely be sited on higher ground.
- 3.2.7 It was reported that the government has made further reductions to District Council budgets, who will no longer receive the revenue support grant. The Council Tax support grant will be wound down annually. The government has suggested that local councils will ultimately receive 100% of business rates but it is not expected that this will create much increase in funds. It was commented that regardless of these cuts, SHDC has not made any cuts to services yet.

4. **Minutes It was RESOLVED** to sign the minutes of the Ordinary Meeting of the Parish Council 08/12/15 and the Meeting of the Finance Committee 05/01/16 as an accurate record.

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

- 5.1 Grit Bin at Harbertonford - Ongoing
- 5.2 Telephone Kiosk It was reported that the transfer documents had been received as had the signed contract which would be placed in the bank. It was reported that public liability insurance is provided automatically in respect of any assets either owned by or which are the responsibility of the Parish Council to maintain, but property damage would come at an extra cost. Councillor agreed to revisit this when future plans for the telephone box were agreed.
- 5.3 Acceptance of Community Benefit Offer on Hazard Farm Solar Development Extension It was reported that the draft formal Community Benefit Deed and the Anti-Bribery Act Compliance form has been received. The documents will not be signed until a decision on the application has been made by the planning authority.
- 5.4 TAP Fund 2016 It was reported that an application for £4,500 for improvements to the Parish pathways/linkways has been submitted to the 2016 TAP Fund. The meeting at which funding will be determined will be held on 14th January 2016 at which a representative of the Parish Council has been invited to give a brief outline of the application before a final decision is made by County and District Councillors.
- 5.5 Brock Hills and Englebourne Junctions and Zebra Crossing It was reported that a site meeting with Highways had been requested by the clerk. A meeting with Transport Management had been requested by Cllr Waite. The clerk reported that a zebra crossing summary document is being compile to which Cllr Beamish has added to. This will be forwarded with the zebra crossing file to individuals within the Harberton Parish Neighbourhood Plan (HNP) Transport and Amenities working group to take the issue forward.

6. **Planning**

- 6.1 **It was RESOLVED** to make no objections to applications 2737/15/LBC and 2738/15/HHO: Listed building consent and Householder application for proposed alterations to former ground floor doorway to front elevation and alter modern window to full height glazed door at Thatch Barn, East Leigh Cross to Monkey Oak, Harberton.
- 6.2 It was reported that SHDC had not published any new Planning Decisions Lists since October 2015 and therefore no report could be compiled.
- 6.3 A hard copy of enforcement cases was circulated for information.
- 6.4 It was reported that the appeal hearing for appeal APP/K1128/W /15/3135465 concerning installation of ground-mounted solar arrays (total site area 94,000m²), estimated output 5 megawatts and associated infrastructure, cable route and Distribution Network Operator substation at Blakemore Farm will be held on 26th and 27th January 2016, at Follaton House.

7. **Monthly reports** for information

- 7.1 Finance Committee update Cllrs were forwarded minutes of the Finance Committee meeting recording that:
- 7.1.1. A Barclays Bank Account has now been opened to separate Community Benefit monies from other Parish Council accounts. Signatories are Cllr Camp, Cllr S. Hocking and the Clerk Ms Radford.
- 7.1.2 The third quarter accounts were reviewed at the finance committee meeting of 8th January 2016 at which it was agreed that some expert advice on how to separate the Community Benefit Fund from the working budget would be advantageous in order to more clearly see the Parish Council actual balance more clearly. The internal auditor has offered to assist with this.
- 7.1.3 It was agreed to write to Highways to request an invoice for the Parish Council's contribution to the Toll House Cycle Path so that the amount would not be retained in the accounts into the next financial year.
- 7.1.4 The Finance Committee reviewed the 2016/17 budget to recommend the precept demand to be discussed as a separate item.
- 7.2 Neighbourhood Plan (HNP) update A meeting was held on 7th January 2016 at which chapter updates were discussed to take into account parish survey responses. It was reported that the chapters would not be as brief as the committee had hoped but they would be edited to be as condensed as possible. Reviewed chapters would be uploaded to the website as soon as possible. It was reported that the committee debated the issue of parking in Harbertonford and what solutions could be contained within the plan. There was also debate regarding the high percentage of residents who supported the Parish joining a South Hams National Park or trying to amalgamate the area with an AONB. The committee are still working on responses to these issues.
- 7.3 Community Land Trust (CLT) update Cllr Williams wasn't present to provide a report.
- 7.4 Town and Parish (TAP) Fund 2015 update It was reported that the Executive Head of the Federation of Village Schools had found an artist to undertake the project, but was seeking further funds necessary.
- 7.5 Clerk's update It was reported that a Parish Council Facebook page had been created in order to get information as received from District and County Councils into the community, particularly around flooding.

Following discussion, **it was RESOLVED** to include an agenda item to discuss the provision of a sandbag storage and collection point in the parish and to consider use of the District Councillor's locality fund to purchase inflatable air dams on the next ordinary meeting agenda.

- 8. Youth Outreach** Cllr Janes reported that following a period of flux, Harbertonford Youth Club is being rebuilt and has no particular requirements at this present time. It was reported that 20 children aged 8+ attended the last session. It was agreed that the youth club could approach the Parish Council at a future time with proposals for support. The C.Cllr reported that a new Youth Officer has been appointed in Totnes who provides youth outreach activities parishes who supported the provision of the post, suggesting it may be possible to extend this provision within Harberton if desired.
- 9. British Heart Foundation funding for defibrillators** It was reported that the fund is currently closed to new applications but that a new scheme for partial funded defibrillators will open in April. The clerk agreed to research defibrillator purchase and installation as an application could be made to the Community Benefit Fund for provision.
- 10. Harbertonford Telephone Box** Cllrs Hutchinson, Waite and Broom agreed to form a working group to take proposals forward. It was reported that the public had suggested the following uses:
- A defibrillator
 - A 'freecycle shed' where people donate things others may want/need
 - A book exchange
 - A wifi hotspot and mobile phone charging point
 - A history and tourism information point to include a map of the village.
 - A collection point for recycling bags.

The D.Cllr commented that he has a fund of £800 for Parish wifi projects.

11. Community Benefit Fund Grants

It was RESOLVED to grant £1,000 to Harberton Parish Hall to provide low energy lighting in the Parish Hall. It was agreed to make payment on receipt of invoices.

- 12. 2016/17 Precept** It was reported that the Finance Committee had reviewed the 2015/16 spending to date and projected end of year spend to make proposals for the 2016/17 budget.

2016/17 Budget: Expenditure	
Room Hire	£ 190.00
Subs	£ 375.00
Insurance	£ 700.00
PCC Grants Harberton	£ 450.00
PCC Grant Harbertonford	£ 400.00
Salary	£ 2,742.00
Salary overtime	£ 1,371.00
Neighbourhood Plan Salary	£ 425.00
Clerk Expenses	£ 250.00
Office Expenses	£ 250.00
Professional Fees	£ 370.00
Broadband	£ 90.00
Grasscutting Harbertonford	£ 500.00
Grasscutting Harberton	£ 425.00
Harberton and Harbertonford Playground Expenditure	£ 100.00
Playground Inspections	£ 240.00
Harbertonford Playground Lease	£ 50.00
Contingency Mower repairs	£ 200.00
Allotment	£ 500.00
Computer	-
Neighbourhood Plan	£ 175.00
Training	£ 300.00
Elections	£ 600.00
Contingency	£ 1,000.00
Community Benefit Fund	£ 5,656.00
Total	£ 17,359.00

It was RESOLVED to accept the Finance Committee's budget and the recommendation to set the 2016/17 precept at £10,529.00, which would be an increase of £1.87 per household per year.

It was noted that the Clerk's salary increase to £2742 per calendar year would commence from April 2016.

- 13. Community Benefit Offer Blakemore Solar Array** The clerk reported that the developer's offer, recorded in the minutes of 14th October 2015 still stands "*the offer of benefit will be £1,000 per megawatt per year. The size of the project is 5 megawatts (just under) therefore the community benefit would be approximately £5,000 per year for the duration of the installation over 25 years. This gives a total of £125,000*".

It was RESOLVED to inform the developer that the Parish Council would accept the community benefit offer on behalf of the community if the development were to be given permission.

14. Correspondence

- 14.1 Citizens Advice Bureau request for grant **It was RESOLVED** to give a grant of £100.00 as requested.
- 14.2 The future of the web domain Harbertonford.org After discussion, the Parish Council decided not to take on the ownership of the harbertonford.org domain name when it lapses in July 2016, as it was preferred that members of HSSG owned and managed a Harbertonford village website. **It was RESOLVED** to write a letter of thanks to Tim Padfield for running the Harbertonford.org website for so many years.
- 14.3 Harbertonford Primary School Academy Conversion Letter A letter confirming the primary school's decision to convert to academy status was read out in full which included details of the consultation process.
- 14.4 Land at Berrystone, Harberton The Parish Council had received a letter from the landowner, along with a copy of a letter sent to SHDC, to stress that his land is not used for residential purposes, nor is there any connection to the tenants in the field nearest Eastleigh Cross adjacent the lane, with the horsebox and caravans on it. The D.Cllr agreed to follow this up with SHDC Enforcement.
- 14.5 Council Tax Referenda Decision Cllrs were informed of the decision that Town and Parish Councils will not be subject to referendum limits when setting their precepts for 2016/17.
- 14.6 Putting Devon Air Ambulance at the heart of your community...day and night Cllrs were informed of Devon Air Ambulance desire to find new safe landing sites to develop a network of Community Helipads across the county. It was reported that the vision is to eventually provide the service 24 hours a day. It was agreed to inform Devon Air Ambulance of the Harberton playing field and the football pitch and school playground/playing field at Harbertonford as potential helipad sites.
- 14.7 HCA conference on starter homes Cllrs were informed of the invitation to attend.
- 14.8 Traffic outside Nkuku After discussion regarding cars parked both alongside Brockhills house and alongside Nkuku and the speed that cars exit the A381 **it was RESOLVED** that the clerk write to Nkuku to encourage staff and customers to park inside the car park to alleviate risk of accident.
- 14.9 Flooding 30/12/2015 Cllrs were informed of Devon County Council's Flood Risk Management team to collate a list of properties that were known to have flooded around the 30th December 2015 to produce a Flood Incident Report. Cllrs were not aware of any properties in the Parish that had flooded at this time.
- 14.1 Changes to your post office. Correspondence had been received from the Post Office for a response on proposed changes to the layout and access to the of the Post Office counter and increased opening hours. No comments were made.

15. Finance

15.1 Notice of income and expenditure since last meeting. – Nothing to report

15.2 **It was RESOLVED** to make the following payments

Chq		Invoice	Detail	Amount before VAT	VAT	Total
715	Cat Radford	n/a	Clerk Salary and NP Salary: Salary Jan: £229.32 NP Secretary Jan: £35.28	£264.60	0.00	£264.60
716	Cat Radford	Claim form	Clerk Expenses claim	14.79	0.00	14.79
717	DALC	4467	NALC Affiliation Fee DALC Affiliation Fee DALC Service Charge	239.59	35.76	275.36
718	John Horswill	23	Cutting grass on village green As per quotate 8 cuts of £28.00 per cut	234.00		234.00

It was agreed to write a replacement cheque for Anton Fitzpatrick following the expiration of unbanked cheque 666.

719	Anton Fitzpatrick	43866	Harberton bespoke wall map for Neighbourhood Plan. Yellow Publications invoice 43866 Replacement cheque for 666	£25.20	0.00	£25.20
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16. E-Circulars It was reported that the following e-circulars had been received: Rural Services Network, Devon Home Choice, Devon County Council Community News Round-up, Public Sector Executive, Fields in Trust, Emergency Planning Newsletter.

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

- 17.1 Gasworks Hedges Following recent correspondence with Highways, in which it was commented that most of the hedges are 'kept back by larger vehicles' it had been observed that large vehicles are moving out into the middle of the road to avoid being hit by overhanging branches, which is extremely hazardous to approaching vehicles. The clerk agreed to take these observations back to Highways.
- 17.2 Morleigh road gully It was commented that the gully is full of debris and rubbish and has fallen apart.7
- 17.3 Bank account access It was commented that procedures surrounding the new bank account should be dealt with, particularly as new signatories had all received debit cards. The clerk commented that debit cards should be destroyed unless safeguards preventing individual access to monies were in place. The clerk agreed to report back the result of consultation with the bank at the next meeting.

18. Confirm date of next ordinary meeting Tuesday 9th February 2016

Meeting closed at 10.10pm