

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 14th July 2015, Harberton Parish Hall.

In attendance: Cllrs Broom, Camp, Davidson, J.Hockings, S. Hockings (late), Janes, McDonnell, Waite, Williams, Wynne, D.Cllr Tucker.

Apologies: Cllrs Beamish, C.Cllr Vint.

Public:

Clerk: Ms C Radford

Public Session

- Advertising van parked on the main road in Harbertonford A member of the public requested the Parish Council write a letter to the owner of the vehicle taking up much needed parking space in Harbertonford to request its removal. The vehicle is being used to advertise a local garage and has remained in place for several days. Following discussion regarding compliance with advertising regulations **it was RESOLVED** that the chairman write a letter.

Agenda

1. **Apologies** were accepted as above.

2. Declaration of Interests

Name	Item	Type	Detail	Action Taken
Cllr Broom	9. Community Benefit Fund	Personal	Spouse is a Totnes Caring Trustee	Cllr did not participate in discussion and voting on the issue

3. **Minutes** The minutes of the Ordinary Meeting of the Parish Council 9/06/15 were signed as an accurate record.

4. Report Matters Arising from the Minutes for information only

Debris in the Harbourne **Action:** The Chairman will write to Village Life to remind residents of the consequences of disposing of debris in the river.

Waste disposal at the mill development site It was reported that an email was received from Poppy Developments taking note of the Parish Council's request that materials on site are disposed of in the proper manner according to the relevant legislation.

5. Reports from County and District Councillors for information.

County Councillor (C.Cllr) In his absence, the C.Cllr provided his written monthly report detailing the following:

- The proposed contract between CDS (Connecting Devon and Somerset) and BT to provide superfast broadband connections to 95% of residents of Devon and Somerset fell through and the matter is under investigation by parliamentary committees. The Devon County Council's (DCC's) Scrutiny Committee has been asked to investigate. The tendering process may need to start from scratch – which could take nine months and delay completion for years. The C.Cllr welcomes any questions for the scrutiny committee. D.Cllr Tucker commented that other contracts with digital companies may be explored which might be better for rural companies a briefing on the next stage is expected on Friday 17th July.
- Local Authority budgets for 2016/17 will be approved in April 2016. Draft budgets will be prepared towards the end of this year for discussion by the relevant scrutiny committees. The government will be cutting at least £34 million from DCC's budget next year. In order to influence DCC's decision clear alternative budget proposals will be needed before the end of the year. The C.Cllr would encourage the Council and community groups to consider making alternative proposals as early as possible.
- DCC have released a press statement with regard to the Totnes High Street legal dispute which comments that there is 'no news to update people with' pending the outcome of the appeal.

District Councillor (D.Cllr) reported that:

- The development at Dundridge Lodge has been placed under enforcement for investigation.
- Following a brief visit to the Harberton Neighbourhood Plan (HNP) consultation the D.Cllr commented that local housing numbers are a concern and lots of Neighbourhood Plans are being thrown out. The District Council want to trying to get the numbers right by making sure other authorities are on board, therefore the process will not happen quickly. The D.Cllr suggested the HNP committee plough on and get enough sites to have sites in reserves if necessary.
- Locality Officers are now in place and have made visits around the ward working with local councils and Neighbourhood Plan teams and will be the Parish Council contact in the future.

6. Planning

6.1 The Parish Council considered four planning applications and made the following recommendations:

- **It was RESOLVED** to support the planning application: 23/1205/15/F for Householder application for alterations and new access at Church Cottage, Harberton
- Councillors had received a number of letters of objection to Planning Application: 23/1263/15/F householder application for removal of existing conservatory and construction of two storey extension at 6 Stream Cottage, Riverside Mill Cottages, Harberton
It was RESOLVED to respond to the Planning Authority with the following comment: The **Parish Council has concerns and would require the Environment Agency investigation that no flood risk is increased in neighbouring properties.**
- **It was RESOLVED** to make no objection to planning application 23/1418/15/F for erection of split level dwelling (resubmission of approval 23/0183/15/F) at land at SX7822 56074, North of Hillcroft Woodcourt Road, Harbertonford
- **It was RESOLVED** to support to planning Application 23/1448/15/F, householder application for internal alterations and single storey extension at Wyse House, Harberton, Totnes

6.2 To receive a report on planning decisions

It was reported that written notification had been received that that the planning authority had refused planning application 23/2373/14/F Installation of ground-mounted solar arrays (total site area 94,000m²) at land at SX769,596, Lower Blakemore Farm, Totnes

7. Monthly reports for information

7.1 Finance Committee update

- The Parish Council had resolved to sign the 'letter of intention' to open an account at Barclays for the Community Benefit Fund. **It was RESOLVED** to accept the Finance Committee's proposal that Cllrs Beamish, Broom, Camp J.Hockings, Janes, Williams and the Clerk, C.Radford should be signatories. The 'Appointment of Bankers' form was signed. Signatories agreed to complete the paperwork before presenting ID to the bank.
- The Clerk's Annual Appraisal has been undertaken.

7.2 Neighbourhood Plan update

- It was reported that two sets of open days have been very well attended with 110 people attending. Approximately 40 comments were made in response to displays, 30 questionnaires were filled out during the open days, 70 envelopes containing questionnaires have been returned by post, 20 via the Church House Inn and 20 via Harbertonford Village Stores and 3 returned by email. The committee will agree methods to collect further responses at the next meeting. It was commented that the length of the survey likely reduced responses and it was suggested that people could be encouraged to fill in the section that they are most interested in.
- A member of the HNP attended a group meeting of local NP teams in Modbury at which good ideas on how to get more people engaged with the process were shared. No further information is yet available from the District Council regarding housing numbers but support from Strategic Planning Officers on materials available was well received. It was commented practical support from Strategic Planning Officers would be advantageous (i.e. with websites) as all NP teams are experiencing the same problems and could benefit from more strategic support.

7.3 Community Land Trust (CLT) update.

It was commented that the CLT are still awaiting the builder's contract from the solicitor before the allocation process can begin.

7.4 Town and Parish (TAP) Fund 2015 update

Following correspondence with the Executive Head of Harbertonford Primary School it was reported that the project is scheduled to go ahead in September in accordance with the application.

It was agreed to include an item the next agenda to discuss TAP fund proposals for 2016.

7.5 Clerk's update

Community Benefit Fund Payment The clerk reported that late community benefit payment was chased from Lightsource Renewable Energy.

Hedge Trimming

It was reported that enquiries have been made in Harbertonford following a request from Highways for information regarding ownership of the hedges on the Woodcourt road following complaints that they are overgrown. Further comments were made to hedge growth at Morleigh Road and on the Plymouth Road between joiners and blue post. The clerk will raise all issues with Devon Highways.

Parish Council Filing

All paper files have now been transferred from Pitt Farm to the Clerk. Cllr Camp agreed to assist in the disposal of the filing cabinets.

Automatic Enrolment Duties

Following receipt of a letter from the Pensions Regulator the clerk has nominated herself as the contact for all communications relating to the workplace pensions scheme and automatic enrolment as required. The Parish Council must automatically enrol those who are eligible into a workplace pension scheme and contribute towards it before 1st August 2017. Due to her salary level the Clerk would not qualify but be classed as an 'Entitled worker', but can require the Parish Council to arrange a pension scheme for her to join but to which the Parish Council need not contribute. A DALC legal briefing note has been prepared which councillors may request.

8. Co-option for Parish Councillor to Harbertonford Ward

Jane Hutchinson was coopted as Parish Councillor and signed the Acceptance of Office form before the clerk.

9. Community Benefit Fund

It was RESOLVED to accept the recommendation of the finance committee offer a conditional grant of £1317.00 to Angus Ogilvy-Stuart for the purchase of 3 heavyweight gazebos to be used for the Dog Show and other events with the following conditions:

- that following the Dog Show the gazebos purchased are made available as a community asset **parish wide** (throughout both wards of Harberton and Harbertonford) for community events and stored in an accessible location (i.e. the Harberton Playing Field Association container).
- The Parish Council would require evidence that the community asset is widely advertised within the whole Parish.
- That loaning of the community asset is managed by a community group (e.g. The Harberton Playing Field Association).

The Vice-Chairman took the Chair following the Chairman's declaration of interest.

It was RESOLVED to accept the recommendation of the finance committee to offer a grant of £900.00 to **Totnes Caring** to recruit and support more volunteers for Totnes Caring in Harberton and the surrounding area to be better placed to meet the needs of the increasing number of clients in the area. Totnes Caring is asked to keep the Parish Council informed of the dates of planned events and asked to report to the Parish Council about project successes and challenges on completion.

The Chairman retook the chair.

10. Winsland House Meeting. It was reported that councillors and members of the HNP committee attended a meeting regarding development of Winsland House along with representatives of Totnes and Dartington NP committees. The developer is keen that the land is developed in the best way for the community. A discussion took place in which the following issues were considered:

- That the Winsland House development could be considered as a project for the CLT.
- That the project should not progress without the support of the Totnes NP following public consultation as development would serve Totnes needs rather than Harberton Parish needs.

The District Councillor commented that Harberton Parish Council should take the lead as the site is within the Parish. It was also recommended that the developer comes up with a development master plan and/or submit a planning application as this would progress the project much quicker.

It was further commented that there is the chance to influence development through the neighbourhood plan in consultation with Parish neighbours. It was agreed that Cllr Davidson continue liaison.

11. Youth Outreach. The Parish Council considered a request for a financial contribution of £433 to fund a youth engagement worker for monthly sessions in Harberton. This followed a meeting held at the Guildhall on 19th June to discuss match funding to the TAP fund grant received. Following discussion in which it was commented that more reflection on the needs of the community was necessary, particularly in relation to the support the Parish Council can provide volunteers already running opportunities for young people within the Parish **it was RESOLVED** to decline the request. It was agreed to look into youth provision through the Neighbourhood Plan. Councillors who live in village centres were invited to think about the best ways forward to support grass roots youth provision.

12. Finance

12.1 Annual Audit The Parish Council received the Annual Audit on which the External Auditor commented that fixed assets for 2014/5 should have been 'restated' to purchased cost to accommodate the comments on the previous annual return. The Annual return will not need further explanation but the fixed assets should now remain the same on future returns unless any new assets are procured.

12.2 Notice of receipts and payments since last meeting

Receipts

Groundwork UK (Neighbourhood Plan Grant): £4963.00

Cauchy Energy Limited (Hazard Solar Development) £5,656.00

Duty/VAT repayment £291.17

Cheques signed in between meetings:

Chq		Detail	Before VAT	VAT	Total
673	Cat Radford	<p>Clerk Salary agreed at £8.82 per hour.</p> <p>Clerk Salary June: £229.32 NP Secretary June: £35.28 Salary Back pay at 19p per hour. 21.5 weeks at 6 hours per week: £24.51 NP Backpay 5 months at 4 hours per month: £3.80 Subtotal: £292.91</p> <p>MINUS An overpayment made to the clerk in error NP Salary overpayment of £4.68 per month for 5 months, total: £23.40</p>	£269.51	0.00	£269.51

12.3 It was RESOLVED to make the following payments

Chq		Invoice	Detail	before VAT	VAT	Total
675	Cat Radford	n/a	Clerk Salary July: £229.32 NP Secretary July: £35.28 Clerk Salary August: £229.32 NP Secretary August: £35.28	£529.20	0.00	£529.20
676	Cat Radford	Claim form 08/07/15	Clerk Expenses claim	£60.69	0.00	£60.69
677	South Hams District Council	21384884 & 21384893	Annual insurance and inspection fee for Harberton and Harbertonford play areas	200.00	40.00	£240.00
678	Grant Thornton	8378343	Fee in respect of 2015 Annual Return	200.00	40.00	£240.00
679	Harbertonford Village Hall	16	Meetings 2014/15 Financial Year	20.00	0.00	£20.00
680	Sophie Galleymore Bird	15-16 002	For laying out resident survey for Harberton Neighbourhood Plan	£300.00	0.00	£300.00
681	Exeter Diocese Board of Finance	n/a	Annual rent for lease of Harbertonford Playground	£50.00	0.00	£50.00
684	Andrew Hockings	5491	Livedrive back up July 2015 – June 2016	£48.00	0.00	£48.00

It was RESOLVED to sign cheques for Neighbourhood Plan payments in between meetings subject to the minuted approval of the HNP committee.

682	South Hams CVS	811	Hire of 4 sets display boards 22 June to 6 July	£100.00	0.00	£100.00
683	Harberton Parish Hall	29/06/14	Hall Hire for the Neighbourhood Plan Consultations	£27.00	0.00	£27.00
685	Epic Design	1069	Design and Artwork of A3 Poster A5 Leaflet and Postcard	£126.00	£25.20	£151.20

13. Correspondence

- A press release informed the Parish Council that Dr Sarah Wollaston, MP had been re-elected as the chair of the Health Select Committee
- Totnes Town Council invite local Parish Council's to make a collective objection to the draft electoral arrangements for Devon County Council. As the deadline for consultation had passed before the Parish Council could respond to the invitation no further action could be taken.
- It was reported that the Chairman of SHDC is scheduling attendance to Parish Council meetings and requesting details on particular issues the Parish Council would wish to raise with Cllrs Mramble and/or Smerdon at the meeting. The Clerk agreed to respond with regular meeting dates and that no particular issues are arising at present.
- An invitation to a South Hams Town and Parish Council Event on 27th July 2015 has been received. The agenda will include an opportunity to meet the directors and receive information about planning, standards and the code of conduct, budgets and setting a precept and the TAP fund process. No Parish Councillors were available to attend on the date in question.
- A notice was received regarding the Devon Highways Parish and Town Council conference on Wednesday 14 and Wednesday 21 October at venues in the east and west of the county.

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

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

- A councillor sought clarification on the practice of creating or widening gateways in hedgerows following recent creation of new gateways locally. Councillors responded that farmers are required to apply for permission in certain circumstances and can't legally double the size of a gateway without it. Permission is not necessary if it is on an unadopted road. It was commented that the new gateway on the A381 was made on recommendation of the Parish Council in order to reduce mud on the road.
- It was reported that a car ran into the granite stones close to the Harbourne at Harbertonford Stores. It was thought no damage has been done.

16. Confirm Date of the next Ordinary Meeting

Tuesday 8th September Harberton Parish Hall. A planning meeting may be called if required.