

## **HARBERTON PARISH COUNCIL**

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 12<sup>th</sup> April 2016, Harbertonford CE Primary School.

Present: Councillors (Cllrs) Broom, Beamish, Camp, Davidson (late), Hutchinson, Janes, J.Hockings, S.Hockings, McDonnell, Waite, Williams, Wynne, District Councillor (D.Cllr) Tucker

Apologies: Cllr Waite and County Councillor (C.Cllr) Vint

Public: 0

Clerk: Ms Radford

**Public Session** - No members of the public were present to raise issues.

### **Agenda**

#### **PART A**

1. **Apologies** were received as above
2. **Declaration of Interests** Cllrs 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)** It was noted from the C.Cllr's written report that:
    - 3.1.1 Devon County Council (DCC) has reversed the decision to abolish school crossing patrols in Devon.
    - 3.1.2 Members were given an update on the new Road Warden Scheme with only 11 volunteer Road Wardens coming forward to date.
    - 3.1.3 A meeting of the DCC South Hams Locality (County) Committee was to update the current DCC Trustees of the Mansion about the proposed transfer of trusteeship to Totnes Community Development Society; a competent body with a sound business strategy for the future of the building and that they would act in accord with the Trust's charitable aims and be accountable to the community.
    - 3.1.4 Regardless of the outcome of the court case concerning the direction of traffic flow on Totnes High Street, the most important first step is that shared goals are identified in which the community can be reunited. The agreed Town Council Transport Policy & Strategy and a shared aspiration to find ways to limit the speed and volume of should enable 'Shared Space' measures to be implemented throughout the length of the street.
  - 3.2 **District Councillor (D.Cllr)** It was reported that:
    - 3.2.1 Waste collection services are changing. In some areas food waste will likely be collected weekly. Some properties will receive wheeled bins and/or food waste caddies. It was commented that questions can be referred to the D.Cllr.
    - 3.2.2 A high volume of emails with regard to homeless people and their dogs have been received from Parish residents. It was reported that South Hams District Council (SHDC) try to house everyone who is homeless, and if they have dogs, try to do everything they can to keep their dogs with them, but many landlords don't allow dogs.
    - 3.2.3 Of the 700 (approx.) houses being built in Totnes, 37% are affordable, i.e. homes that are either social rented or shared equity, not market led. These figures include care home accommodation numbers.
    - 3.2.4 The SHDC Local Plan 'Our Plan' is moving forward. Housing numbers are still in discussion and will likely be circulated to the 22 Neighbourhood Plan committees in the district in May/June. Parish Councillors asked for guidance on sequencing completion of the Harberton Parish Neighbourhood Plan (HNP) within the Local Plan timetable. It was agreed that the HNP will need to comply with the Local Plan, but that the Local Plan will take estimated/desired housing numbers for each Parish area into account when drawing up the Plan. It was agreed that providing estimated/desired housing numbers would be useful in allocation, but may commit the HNP to a greater number of houses than is required of the area. It was agreed that the HNP Steering Group would take this information into consideration when finalising content of the plan.
    - 3.2.5 An Environment Agency Flood Consultation event will be taking place in Totnes in the coming week, details will be forwarded to the Clerk.
    - 3.2.6 Queries have been received with regard to availability of school places for the increase in population due to new development. It was reported that KEVICC is currently less than 50% full and can therefore absorb additional student numbers.
    - 3.2.7 The D.Cllr will respond to the clerk's query by email with regard to the Cockwells Nursery Site following the withdrawal of the Waste Transfer Station application. It was reiterated that the authorities involved are considering the environmental cost to taking the waste on site away. It was commented that the Environment Agency, rather than the District Council, would be the relevant authority to levy a fine.
4. **Minutes It was RESOLVED** to sign the following minutes as an accurate record:
  - 4.1 Minutes of the Ordinary Meeting of the Parish Council 08/03/16
  - 4.2 Minutes of the meeting of the Finance Committee 05/04/16

- 5. Report Matters Arising from the Minutes** for information only
- 5.1 Devon Communities Resilience Fund It was reported that the Parish Council had been awarded a grant for the purchase of 50 inflatable sand bags.
- 5.2 SHDC Invoice It was reported that the queried invoice 21499266 from South Hams District Council for work carried out in the play area on May 2015 was cancelled with an apology.
- 6. Planning**
- 6.1 It was reported that the planning authority had REFUSED application I3127/16/PDM for prior approval for proposed change of use of agricultural building to dwelling at The Orchard Lane from Higher Grove to Lower Ashridge Farm, Harberton. In summary, refusal was made on the grounds that the proposed development would exceed the dimensions of the existing building and that proposed building operations would go beyond what could be considered reasonably necessary for the building to function as a dwelling house.
- 6.2 It was reported that the appeal APP/K1128/W/15/3135465 Land at Lower Blakemore Farm, Harberton, Totnes, was turned down by the inspector. The full 10-page judgement was circulated to all Cllrs and is available on the SHDC website.
- 6.3 It was reported that the enforcement caseload had not been received. The D.Cllr commented that the Parish Council's recommendations for prioritisation as discussed in Part B of the previous meeting had been forwarded to the relevant officer and the cases would be prioritised accordingly.
- 7. Monthly reports** for information
- 7.1 Finance Committee update Meeting minutes were circulated for information and signed to be posted on notice boards and the Parish Council website.
- 7.2 Neighbourhood Plan (HNP) update. It was reported that all draft chapters as reviewed and agreed by the HNP Steering Committee are now online and available for Councillors to review before attendance at the next meeting of the HNP on 21<sup>st</sup> April 2016. The Clerk will send links with the meeting agenda.
- 7.3 Community Land Trust (CLT) update. Thanks were given to SHDC in anticipation of receipt of a grant to support the CLT process.
- 7.4 Town and Parish (TAP) Fund 2015 and 2016 update
- 7.4.1 2015 TAP Fund It was reported that the Harbertonford CE Primary School is in conversation with an artist to undertake a project with school children and members of the community in the development of a new piece of artwork for the school entrance.
- 7.5 Clerk's update
- 7.5.1 Harbertonford Playground It was reported that the clerk passed request for action with regard to rotten timbers in Harbertonford Playground to the Harbertonford Playground Association, and could report that remedial works had been undertaken.
- 8. Parish flood defence depot** Cllrs discussed possible storage facilities for Aquasac inflatable sandbags as purchased with a grant from the Devon Communities Resilience Fund. It was agreed that Cllr Broom speak to a contact in Harbertonford and Cllr Hockings speak with one in Harberton with regard to storage and access, to report back at the next meeting. Cllr Camp had agreed to provide temporary storage in the interim. The Clerk agreed to publicise availability of the Aquasac for public use in the village publications when details of storage had been agreed.
- 9. Telephone Kiosk** Those Cllrs who had formed a working party to discuss possible uses for the telephone kiosk recommended that a defibrillator be installed. A South Hams Ambulance Trust system would cost approximately £1800.00. It was proposed to make a grant to the British Heart Foundation, to fundraise within the village of Harbertonford and to ask the Parish Council to make a contribution for any shortfall in funds. It was reported that ongoing costs would be approximately £50 per year. BT would supply free red and gold paint and change of use signage, as well as provision of free electricity for 7 years if the kiosk be used for this purpose. An electrician would be required to install the unit following formal permission from BT to do so. It was commented that the remaining space in the kiosk could be used for recycling bags and/or other storage. It was agreed that if installed, the unit should not have a lock to ensure that it could be used by anyone in an emergency. Unlocked cases are supplied with tamper proof tabs and it is advised that the unit is insured for vandalism and theft. **It was RESOLVED** to proceed with the defibrillator project. **ACTIONS: Cllr Hutchinson agreed** to take the project forward in tandem with those undertaking a similar project in Harberton. **The Clerk agreed** to contact the Parish Council's insurance broker for advice.
- 10. Community Benefit Fund Grants**
- 10.1 **It was RESOLVED** to grant £108.00 to Jan Culf for Village Bunting Replenishment. The application is made in advance of the Parish Hall's 20<sup>th</sup> Birthday celebrations and the Harberton Strawberry Fayre. The amount offered is 100% of the grant requested. No special conditions are placed on the grant.
- 10.2 **It was RESOLVED** to grant £1361.00 to Harberton Sports and Social Group (HSSG) for a Harberton Parish Great Outdoors Day including bicycle maintenance workshops, parkour sessions, archery, kite making, café, dog grooming and space for business promotion. The amount offered is 80% of the grant requested. HSSG are requested to provide at least 20% of match funding (minimum £340.30) by whichever means they see fit – suggestions include either procuring business sponsorship, requesting a small charge for participation or using HSSG reserves.

10.3 **It was RESOLVED to** grant £1000.00 to Harbertonford Village Hall for renewal of fire escape doors. The amount offered is 100% of the grant requested. No special conditions are placed on the grant.

11. **Clerk Salary** It was noted in the minutes of 12<sup>th</sup> January 2016 that the Clerk's annual salary be increased to £2742 per calendar year, commencing April 2016. It has since been noted that this figure is lower than the Clerk's current salary of 2751.84 per year, as agreed in June 2016 and backdated to January 2015. **It was therefore RESOLVED** that the clerk's salary remain at £2751.84 and be reviewed at the Clerk's annual appraisal in 2016.

## 12. Correspondence

- 12.1 Putting Devon Air Ambulance at the heart of your community...day and night Cllrs volunteered to undertake site visits with a representative of Devon Air Ambulance to carry out suitability screenings for night landing and learn more about what might be involved. Cllrs Williams and J and S Hockings could be available for Harberton site visits and Cllr Broom available for Harbertonford site visits.
- 12.2 New premises licence applications were received for Staverton Bridge Cafe, Dartington, The Boathouse, Salcombe and variation to the premises licence of Endsleigh Garden and Leisure, Ivybridge and Co-op, Glanvilles Mill, Ivybridge were received. It was agreed to only notify Cllrs of such applications within the Parish in the future.
- 12.3 Improvements to the Planning Pages on South Hams District Council's website Cllrs were informed of changes that had been made in light of feedback received.
- 12.4 Service changes to waste collections in South Hams – does it affect me? Cllrs were informed of service changes being brought in to increase recycling. Those residents who will be affected will receive an information postcard and can visit the SHDC website for more information.
- 12.5 AONB Partnership Committee Meeting Parish Council update Cllrs had been provided a summary update of current AONB projects, including community orchard and countryside stewardship programmes. The clerk will forward to Cllr McDonnell to consider relevance to the HNP.
- 12.6 Notice of election - police and crime commissioner election - 5 May 2016 It was reported that the notice will be displayed on the Parish Council notice boards.
- 12.7 DALC Newsletter April 2016 All Cllrs had been forwarded this bulletin for information.
- 12.8 Planning Peer Review – consider invitation to attend Cllrs were informed that an appointment had been allocated for representatives of the Parish Council to attend a meeting with members of the 'peer challenge team' on the 18<sup>th</sup> April as part of a programme of to drive forward improvement within planning authorities. No councillors volunteered to attend.

## 13. Finance

13.1 It was noted that the Lloyds Bank Account was credited on 14<sup>th</sup> March 2016 with a grant payment of £225.00 for Flood Resilience from CCD.

13.2 The following payments were approved:

		Invoice	Detail		VAT	Total
729	Cat Radford	n/a	Clerk Salary and NP Salary: Salary April: £229.32 NP Secretary April: £35.28	£264.60	0.00	£264.6
731	Cat Radford	Claim form 20160406	Clerk Expenses claim	£15.60	0.00	£15.60
732	AET Flood Defence Ltd	1213	40 aqua-sac s.o.s bags plus carriage	£186.00	£37.22	£223.30
733	Devon Association of Local Councils	5487	Membership to DALC 2016-17 NALC Affiliation Fee DALC Affiliation Fee DALC Service Charge	£230.00	£33.57	£263.57
734	South Hams District Council	21512934	Supplies and services in respect of the election held on 7 May 2015	£187.72	0.00	£187.72
735	Jan Culf		Community Benefit Fund Grant Payment	£108.00		£108.00
736	Harberton Sports and Social Group		Community Benefit Fund Grant Payment	£1361.30	0.00	£1301.30
737	Harbertonford Village Hall		Community Benefit Fund Grant Payment	£1000.00	0.00	£1000.00

15. **E-circulars** had been received from Rural Services Network, Devon Home Choice, Devon County Council Community News Round-up, Public Sector Executive, Fields in Trust, Emergency Planning Newsletter.

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

- 16.1 Bridge farm gully. The water has washed the side of the road out and the water isn't going into the gully. Needs concreting to get the water into the drain. The Clerk agreed to report this via the Devon Highways website.
- 16.2 St. Peter's Church Bin It was reported that the bin was overflowing with dog mess. The D.Cllr agreed to contact the relevant SHDC department.
- 16.3 Application for a mobile phone mast at Cornworthy The D.Cllr was asked for an update on mast development as it would increase service for residents of Harberton, Diptford and Cornworthy Parishes. The D.Cllr reported that the application was approved but developer has since pulled out.
- 16.4 Leigh Bridge hill pot holes It was reported that Devon Highways has made a great job of repairing the road here.
- 16.5 Willow sculpture in the playpark Thanks were given to Manuella Bertoli-Lynn for her work.
- 16.6 Telephone line at Yaldons It was reported that trees in this site have grown around the line and should be pruned to avoid future problems.

**17. Confirm date of next meeting**

Annual Meeting of Harberton Parish Council 7pm Tuesday 10<sup>th</sup> May 2016

Ordinary Meeting of Harberton Parish Council 7.30pm Tuesday 10<sup>th</sup> May 2016

**Part A closed at 9.15pm**