

## **HARBERTON PARISH COUNCIL**

**Minutes** of the ordinary meeting of Harberton Parish Council, 7.30pm on Tuesday 10<sup>th</sup> May 2016 at Harberton Parish Hall.

Present: Councillors (Cllrs) Broom, Beamish, Hutchinson, Janes, J.Hockings, S.Hockings, McDonnell, Waite, Williams, County Councillor (C.Cllr) Vint District Councillor (D.Cllr) Tucker

Apologies: Cllrs Camp, Davidson and Wynne.

Public: 1

Clerk: Ms Radford

### **Part A**

**Public Session** No comments were made.

### **Agenda**

1. **Apologies** – were received as above
2. **Reports from County and District Councillors** for information.
  - 2.1 County Councillor (C.Cllr)
    - 2.1.1 It was reported that the Cabinet is looking at a proposal to extend the time period for repairing pot holes from one week to one month. Parish Councillors commented that the repairs being made recently have been of a much better quality than had been in the recent past and whatever system Devon Highways (Highways) had been using recently had been effective. It was reported that the road from Fork Cross towards Tigley required particular attention.
    - 2.1.2 A comment was made regarding the use of the pejorative terms 'rat' and 'rat run' with regard to the traffic flow in Totnes was inappropriate language for use by public bodies.
    - 2.1.3 It was commented that the road works adjacent to The Grove school were unlikely to be connected to the installation of the new pedestrian crossing at this time.
  - 2.2 **District Councillor (D.Cllr)**
    - 2.2.1 It was reported that there is £1350 available in the D.Cllr's Locality Fund for the next 12 months.
    - 2.2.2 Enforcement Officers at South Hams District Council (SHDC) are in discussion with the Environment Agency and Devon County Council (DCC) to see what action should be taken at Cockwells Nursery. This will be ongoing.
    - 2.2.3 Enforcement Officers are looking into reports and considering action regarding landscaping activity at Dunridge Lodge and will report back to the Parish Council via the Clerk.
    - 2.2.4 The D.Cllr advised the Parish Council to submit the Harberton Parish Neighbourhood Plan (HNP) to South Hams District Council (SHDC) for comment whenever it is ready, and not to wait for receipt of housing numbers from SHDC.
    - 2.2.5 There were comments regarding the new recycling system, where some householders received new wheeled bins when such bins were already in use, and some who were supplied bins did not have suitable properties for use. The D.Cllr suspected that they had been delivered to the wrong address and encouraged anyone with similar issues to contact him directly.
    - 2.2.6 It was noted that bins outside churches in Harberton and Harbertonford had been overflowing, the D.Cllr agreed to follow this up with SHDC.
3. **Minutes It was RESOLVED** to sign the following minutes as an accurate record:
  - 3.1 Minutes of the Annual Parish Meeting of 12/04/16
  - 3.2 Part A Minutes of the Ordinary Meeting of the Parish Council 12/04/16
  - 3.3 Part B Minutes of the Ordinary Meeting of the Parish Council 12/04/16 CONFIDENTIAL
4. **Report Matters Arising from the Minutes** for information only
  - 4.1 Ordinary Meeting of the Parish Council 12<sup>th</sup> April 2016: Part A
    - 4.1.1 Storage of Parish Council AquaSacs It was reported that finding long term storage for the new Parish AquaSacs was ongoing.
    - 4.1.2 Response from Highways re grey water and sewerage in Ford Farm Drains It was reported that the Neighbourhood Highways Officer had had another look at the drainage system and could not find any debris that would be associated with sewerage. It was commented that if the road was flooded sewage may be coming out the main line or may be from a privately owned septic tank. As South West Highways (SWH) operatives are not trained or qualified to deal with sewage issues, future instances should be reported to South West Water (SWW). Cllrs commented that it is likely the Neighbourhood Highways Officer was looking in the wrong place. Cllr Waite agreed to forward relevant information to the clerk in order to prepare a reply.
    - 4.1.3 Telephone Kiosk It was reported that Cllrs Hutchinson and Davidson met with a Harberton resident with a view to forwarding the procurement of defibrillators for both Harberton and Harbertonford together. The clerk reiterated information discussed within the Annual Meeting of the Parish Council that liability for parish

owned defibrillators would automatically be included in material cover in the Parish Council's insurance policy, provided that the Parish Council complies with the warranty of the unit supplier. This cover includes circumstance in which the defibrillator is called into use but fails to discharge, any circumstance in which the defibrillator doesn't charge the required discharge. Malicious damage is also covered.

- 4.2 Ordinary Meeting of the Parish Council 12<sup>th</sup> April 2016: Part B **It was RESOLVED** to exclude the public and press under the 1960 Public Bodies Admission to meetings act when considering this item, and to therefore move this item to the end of the meeting.

## 5. **Planning**

- 5.1 It was reported that the Planning Authority had given conditional approval on application 2717/15/VAR: Higher Dorsley Barton Green Lane to North Of Coppert Harberton for application for removal of condition (agricultural occupancy restriction) of planning consent 9/23/1965/89/1. It was noted that the Parish Council had objected. The D.Cllr commented that he also strongly opposed, however an Agricultural Advisor had made the assessment that there was no reason to retain the agricultural tie and therefore officers had no option than follow the consultant's advice as received.
- 5.2 No Development Management enforcement list had been received for circulation however a comment was made regarding suspected asbestos at the Old Mill site.

## 6. **Monthly reports** for information

- 6.1 Finance Committee update – there was none.
- 6.2 Harberton Parish Neighbourhood Plan (HNP) update. Cllrs were provided draft minutes of last HNP meeting for reference. It was reported that those councillors who had attended that meeting made comments on the draft plan and amendments made to take these comments into account. This most recent draft would be circulated for public consultation via a 'Have we got it right?' questionnaire.
- 6.3 Community Land Trust (CLT) update. It was reported that the CLT has commissioned all the environmental surveys and is now waiting for clearances before going to Planning. It was commented that a new funding source had been found, to which an application will likely be made in the future.
- 6.4 Town and Parish Fund 2014 and 2015 updates. It was reported for the minutes that a TAP Fund Offer Agreement for the Parish Linkways project had been signed by Cllr Davidson in February 2016.
- 6.5 Clerk's update.
- 6.5.1 Annual Audit It was reported that the Clerk had completed the end of year accounts and the Annual Audit in readiness for inspection by the Internal Auditor on 26<sup>th</sup> May 2016. The External Auditor had given an extension on submission of the signed audit to Friday 17<sup>th</sup> June to allow all documents to be signed off by the Parish Council at the next ordinary meeting, to allow the Internal Auditor's report to be taken into account. The Parish Council is obliged to open the accounts up for inspection and a notice has been posted on the notice boards stating that the period of inspection, objection and questioning of the auditor will be between 15<sup>th</sup> June – 27<sup>th</sup> July 2016.
- 6.5.2 Transparency Code The clerk reported that in order to comply with the transparency code, a summary of expenditure above £100 had been prepared and would be made available on the website. Other documents required by the Transparency code are being updated and will be reviewed by the internal auditor.
- 6.5.3 VAT Return It was reported that the clerk would undertake the annual VAT return ahead of the next meeting to coincide with the annual audit.

## 7. **To review documents required by Internal Auditor for annual audit:**

- 7.1. General Risk Assessment The risk assessment was reviewed and no changes made.
- 7.2. Statement of Internal Control The statement was reviewed and no changes made.
- 7.3. Grants and Proof of Need Summary 2015/16 **It was RESOLVED** to accept the Grants and Proof of Need Summary. It was reported that this would be made available for view via the website.
- 7.4. Community Benefit Fund and Parish Council Grant Award letters **It was RESOLVED** to accept the standard grant award letters as drafted by the Clerk. These would be forwarded to the Internal Auditor as to evidence that the Parish Council have put mechanisms in place to ensure that payments can be recouped if grants are not spent on the purpose they are given.
- 7.5. Anti-Fraud and Corruption Policy Although such a policy is not mandatory the Internal Auditor has suggested that as the Council is responsible for putting in place measures for prevention of fraud not to have one might seem perverse. It was commented that there are controls in place via Council adopted policy and procedure documents as well as in the code of conduct, standing orders, financial regulations etc. **It was RESOLVED** to request a model Anti-Fraud and Corruption Policy from the Internal Auditor to review at the next meeting.
- 7.6. PAYE Documentation and Data Back-Up procedure **It was RESOLVED** to accept the procedure as prepared by the Clerk. Sealed envelopes with passwords to access payroll software were passed over to the Chairman.

8. **Set date for Parish Clerk annual appraisal** It was agreed that the Clerk and Chairman schedule a meeting.

## 9. Correspondence

- 9.1. Recycling and Waste Improvements - South Hams District Council Cllrs were informed of the scheme that has been put in place with the aim to trigger behavioural change.
- 9.2. Harberton Flood problems A letter had been received from a Harberton Parish resident who had concerns that a Harberton flood alleviation scheme was being forwarded without full consultation with those residents who may be affected. It was agreed to reply to the letter stating that a meeting with the relevant authorities had been requested, although it is proving difficult to find a department willing to take responsibility. Once more is known, a public meeting will be held in Harberton to share the outcome at which residents will be invited to make comments and suggestions on proposals before any further action is taken.
- 9.3. Notification of Road Closure – Work Ref LM213 MB5820408 Cllrs were informed of the road closure from Fore Street to Foxglove Cottage, Harberton for SWW utility works.
- 9.4. Council Leisure Procurement Update It was reported that SHDC and West Devon Borough Council (WDBC) have approved a shortlist of three bidders for running council owned leisure facilities.
- 9.5. Community Services Reconfiguration - Governing Body paper It was reported that a paper concerning the reconfiguration of South Devon and Torbay health and social care community services has been published.
- 9.6. Becoming Resilient - forum event invitation Cllrs were informed of an event taking place on the 11<sup>th</sup> May concerning risk assessments and Emergency Planning. No Cllrs were available to attend.
- 9.7. Neighbourhood Plan Co-ordinators It was reported that an update from SHDC had been received stating that SHDC has agreed to submit a Joint Local Plan with WDBC and Plymouth Councils. A workshop to discuss the role of Neighbourhood Plans would take place on 26<sup>th</sup> May. As this was the same date as the next meeting of the HNP Steering Committee the clerk agreed to write to request an agenda.
- 9.8. CAB thank you letter Cllrs were informed that the CAB had thanked the Parish Council for the grant of £100.
- 9.9. DALC Newsletter May 2016 It was noted that all Cllrs had received the newsletter.
- 9.10. Devon Local Flood Risk Management Update April 2016 The clerk agreed to forward this newsletter to Cllrs Waite and J.Hockings as it included information on local flood alleviation schemes.
- 9.11. Harberton Temporary Traffic Notices May 16-21 – East Leigh Cross to Fore Street, Gills Cross to Tristford Cross Cllrs were informed
- 9.12. Traffic Notice – Little Grove Farm to Ashridge Farm Cllrs were informed
- 9.13. Temporary Traffic Notice – Hernaford Cross to Spanish Lane End Cllrs were informed

## 10. Finance

- 10.1. It was reported that the Parish Council's flexible savings account had been credited on 1<sup>st</sup> April 2016 with £28.79 in interest payments and on the 25<sup>th</sup> April 2016 had been credited £5823.50 which equates to the first instalment of the Precept and payment of the Council Tax Support Grant.

- 10.2. It was RESOLVED to make the following payments

| Chq |                      | Invoice                              | Detail   | Before VAT | VAT  | Total    |
|-----|----------------------|--------------------------------------|--|------------|------|----------|
| 738 | Cat Radford          | n/a                                  | Clerk Salary and NP Salary:<br>Salary May: £229.32<br>NP Secretary May: £35.28       | £264.60    | 0.00 | £264.60  |
| 739 | Cat Radford          | Claim form<br>20160504               | Clerk Expenses claim   | £24.09     | 0.00 | £24.09   |
| 740 | Came and Company     | Remittance<br>advice ref<br>521/0639 | Ecclesiastical Local Councils<br>Scheme Insurance Policy<br>01/06/2016 to 31/05/2016 | £500.64    | 0.00 | £500.64  |
| 741 | Devon County Council | 53825437                             | TAP funding towards Toll House<br>Cycle Path   | £6825.00   | 0.00 | £6825.00 |

- 10.3. It was noted that the Parish Council had approved the Community Benefit Fund Award to the Harberton Sports and Social Group (HSSG) at the last meeting however cheque 736 had been accidentally spoiled. It has been suggested by HSSG's treasurer that HSSG invoice the Parish Council on a monthly basis according to monies spent. **It was RESOLVED** to accept this schedule for payment.

11. **E-Circulars** It was reported that the following circulars were available: Rural Services Network, Devon Home Choice, Devon County Council Community News Round-up, Public Sector Executive, Fields in Trust, Devon Communities Together Training Hubs, Healthwatch.

## 12. Matters at the discretion of the Chairman: Councillors' reports and items for future agendas

- 12.1. Community Benefit Fund Guidelines Following a short discussion about current rules for access to the Community Benefit Fund and the issue of ownership of community assets, such as the proposed Parish defibrillators, it was agreed to discuss this as an agenda item at the next meeting.

13. **Confirm date of the next Ordinary Meeting** Tuesday 14<sup>th</sup> June 2016