

## **HARBERTON PARISH COUNCIL**

**Minutes** of the ordinary meeting of Harberton Parish Council 7.30pm on Tuesday 14<sup>th</sup> June 2016, Harbertonford CE Primary School.

In attendance: Councillors (Cllrs) Broom, Davidson, S.Hockings, Hutchinson, Janes, McDonnell, Waite, Williams, Wynne, District Cllr (D.Cllr) Tucker.

Apologies: Cllrs Beamish, Camp, J.Hockings, Hutchinson, County Councillor (C.Cllr) Vint,

Public: 0

Clerk: Ms Radford

### **Part A**

**Public Session** No comments were made.

### **Agenda**

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)**
    - 3.1.1 It was reported via the Chairman that the County Council has set up a local priority pot hole fund, under control of individual C.Cllrs. Priority pot holes should be reported to C.Cllr Vint.
  - 3.2 **District Councillor (D.Cllr)**
    - 3.2.1 It was reported that Devon County Council (DCC) and the Environment Agency (EA) are dealing with issues concerning the fire that broke out at the Cockwells Nursery site in the early hours of 16<sup>th</sup> May, effecting houses at Hazard with toxic smoke. The Parish Council may apply pressure to the C.Cllr to remove the waste on site, however an investigation has been launched by the EA and it may take several months to resolve.
    - 3.2.2 It was reported that a paper regarding Syrian refugees is being prepared for Executive, which suggests the South Hams District takes up to 6 families (30 people).
    - 3.2.3 It was commented that housing numbers for the joint local plan and how they will be divided up between the local authorities will be received by the end of the week.
    - 3.2.4 It was reported that South Hams District Council (SHDC) has chased DCC enforcement to have the signs at Brockhills removed.
    - 3.2.5 The D.Cllr was asked for more information about enforcement regarding landscaping at Dundridge and the removal of trees. The D.Cllr agreed to follow this up with enforcement.
4. **Minutes It was RESOLVED** to sign the following minutes as an accurate record:
  - 4.1 The Ordinary Meeting of the Parish Council 10<sup>th</sup> May 2016: Part A
  - 4.2 The Harberton Parish Council EGM 26<sup>th</sup> May 2016
5. **Report Matters Arising from the Minutes** for information only.

Storage of AquaSacs Ongoing.

Meeting with Devon Air Ambulance It was reported that Cllrs will meet with the Devon Air Ambulance on 16<sup>th</sup> July in order to view potential community landing sites. Cllrs will report to the next meeting.
6. **Planning**
  - 6.1 **It was RESOLVED** to SUPPORT the planning application 0773/16/HHO, Householder application for lime-rendering gable wall, The Old Store, Wesley Place, Harberton, Devon, TQ9 7SW
  - 6.2 It was reported that the Planning Inspectorate made the decision that appeal APP/K1128/W/15/312689, Foales Leigh, Harberton should be allowed and development be permitted for a period of 25 years, with conditions.
  - 6.3 It was reported that the planning authority had approved discharge of condition 3, (flood attenuation measures and schedule of works) on planning consent ref **1424/16/ARC** The Melbray Moreleigh Road Harbertonford Devon TQ9 7TS
  - 6.4 A hard copy of enforcement cases as received on 11<sup>th</sup> May 2016 was circulated for view.
7. **Monthly reports** for information
  - 7.1 Finance Committee update It was reported that no meeting has taken place.
  - 7.2 Neighbourhood Plan update It was reported that two meetings have been held with SHDC appointed specialist planning advisor, Alan Storah to receive his advice on the content of the draft plan. It was

commented that there is a lot to do in acting on his advice. It is hoped that a further meeting is possible before his contract with SHDC finishes at the end of the month. The next consultation round will be delayed until this work has been done.

- 7.3 Community Land Trust update It was reported that a meeting with the architects is planned for the 21<sup>st</sup> June.
- 7.4 Town and Parish Fund 2014 and 2015 updates.  
2014 It was reported that SHDC had been asked for an extension to the availability of funds for the School Mural project, as negotiations around costs and funding are still in process. It was advised to draw down the money as soon as possible as technically the fund is only open for 12 months. Need to set up hold a meeting between Cllrs Davidson, S.Hockings and Camp to walk the lanes to plan the work. Have volunteers coming forward to assist with works.
- 7.5 Clerk's update
- 7.5.1 It was reported that a VAT reclaim of £430.39 had been made to HMRC for the period of 01/04/2015 to 31/03/16.
- 7.5.2 It was reported that Society of Local Council Clerk's had resolved to create a separate trade union named the Association of Local Council Clerks (ALCC) to which the clerk had been invited to join at no cost.
8. **Harberton Phone Box Defibrillator** Cllr Hutchinson had prepared a paper detailing costs and benefits for three options for the purchase of a defibrillator to be installed in the Harbertonford telephone kiosk. **It was RESOLVED** to purchase the defibrillator via the South West Ambulance Trust, as although the option required the highest initial outlay, it was the best value for money.

The Council then discussed the fundraising for two defibrillators, one for each village.

**It was RESOLVED** to call a public meeting about the proposed defibrillator project to recruit people to become involved and put together an application to the community benefit fund.

9. **Community Fund Guidelines** Following discussion it was agreed that the guidelines did not need to be reviewed at this meeting.
10. **Harberton Flood Relief** It was reported that the Devon County Flood Risk Management team had asked for preferred dates for a meeting to discuss flood relief options for the village. It was reported that a new member of the team was due to start in the next few weeks.
11. **Correspondence**
- 11.1 South Hams District Council Press Release - Fly Tipping will not be Tolerated. A press release received from SHDC welcomed the Secretary of State's increase in the penalty fine for fly tipping to a maximum of £400. It was reported that illegal fly tipping cost the council tax payers it cost £31,998 last year alone. .
- 11.2 FareShare FoodCloud - Tesco Free Food Project. It was reported that charities can apply to Tesco to receive food left at the end of the day for free.
- 11.3 Introducing Love Devon Cllrs were informed of a new fundraising initiative to support community and voluntary efforts to maintain and develop the distinctive character of Devon.
- 11.4 Devon Association of Local Councils (DALC) May Newsletter Cllrs received a copy, which included information about DALC training courses, pay awards for employees, information about when a meeting is quorate, available funding and other news.
- 11.5 South Hams District Council's Events Policy It was reported that SHDC is currently reviewing its provision of nonstatutory services, such as the support of events held within the South Hams as part of its priority to achieve financial sustainability. **It was RESOLVED** to prepare a formal response at the next meeting.
12. **Finance**
- 12.1 Internal Auditor's report **It was RESOLVED** to accept the report as received. It was noted that the following observations and recommendations were made:
- 12.1.1 **Observation:** The Council has adopted NALC model financial regulations. These regulations have been updated in January 2016 to address, in particular, the new Public Contracts Regulations  
**Recommendation:** The Council should review its financial regulations to takes account of the new regulations **IT WAS RESOLVED** to update the regulations at a future meeting of the Parish Council.
- 12.1.2 **Observation:** The Council maintains an assets register. It was noted that a number of 'Gifted' items are recorded in the register at Nil value. **Recommendation:** These items should be included in the register at a nominal value of £1 each. **It was RESOLVED** to amend the asset register as recommended and alter the assets figure on the annual return
- 12.2 Completion of the Annual Return for the year end 31<sup>st</sup> March
- 12.2.1 **It was RESOLVED** to sign section 1 of the Annual Return
- 12.2.2 **It was RESOLVED** and section 2 of the Annual Return as prepared by the Clerk.
- 12.3 Increase of Clerk's hourly rate following receipt of NALC & SLCC payscales **it was RESOLVED** to increase the clerk's hourly rate to £8.92 as per Spinal Column point 16 and backdate the increase to 1<sup>st</sup> April 2016.

12.4 It was reported that there had been no income or expenditure between meetings to report.

12.5 **It was RESOLVED** to make the following payments:

Chq		Invoice	Detail	NET	VAT	Total
742	Cat Radford	n/a	Back pay for Clerk Salary and NP Salary: £6.02 Salary June: £231.92 NP Secretary June: £35.68  (Subject to consideration of increase in Clerk's salary)	£273.62	0.00	£273.62
743	Cat Radford	Claim form	Clerk Expenses claim 20160614	£65.56	0.00	£65.56
744	South Hams District Council	21552218 and 21552227	Annual insurance and inspection for Play Areas as per signed agreement 13 <sup>th</sup> May 2014. Harberton: £100 plus VAT Harbertonford £100 plus VAT	£200.00	£40.00	£240.00
745	Harbertonford Sports and Social Group	2016/01	Community Benefit Fund: PHAD event.	£1361.00	0.00	£1361.00
746	IAC Audit Consultancy Ltd	0118	Provision of internal audit	£150.00	£30.00	£180.00
747	Harberton Parish Hall	N/A	Community Benefit Fund: LED lights in the Parish Hall	£1000.00	0.00	£1000.00

**13. 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.

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

14.1 It was reported that the 20<sup>th</sup> Birthday Party for Harberton Parish Hall was successful. The AGM is coming up in July and a few more volunteers are expected to join the committee. It was reported that the lighting project is complete and seems to be good.

14.2 Cllrs asked if the Parish Harberton Activity Day (PHAD) has been advertised. It was commented that cllrs that fliers had been distributed at Strawberry Fayre, to children at the primary school and had been advertised via the Harberton Devon email list.

14.3 Lack of T Junction sign at North Park Corner The Clerk agreed to write to Devon County Highways.

14.4 Suspected asbestos at the old mill site, Harbertonford It was reported that Cllr Waite has spoken to the Environment Agency about asbestos and has been informed that it will be the responsibility of the Local Authority.

14.5 Collapsed drains in Harbertonford It was reported that some of the pot holes in Harbertonford are actually collapsed drains and that Cllr Waite had written to the Highways Chief Engineer. The D.Cllr commented that the C.Cllr in the Dartmouth area regularly drives around with the local highways engineer to point out areas of concern. It was proposed that a similar arrangement could be made in the Totnes area.

**15. Confirm date of the next Ordinary Meeting 7.30pm Tuesday 12<sup>th</sup> July 2016**

**Meeting closed at 9.25pm**