

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council, 7.30pm on Tuesday 14th February 2017,
Harbertonford CE Primary School

Present: Cllrs Beamish, Bowley, Broom, Camp, Davidson, J.Hockings, S.Hockings, Janes, McDonnell, Waite, Williams, D.Cllr Tucker, C.Cllr Vint.

Formal apologies: Cllr Wynne

Absent: 0

Public: 1

Clerk: Ms Radford

Public Session

- County Cllr Rosemary Rowe attended the meeting to introduce herself as a conservative candidate in the County Councillor elections of May 2017. She commented that as the county division boundaries have been redrawn, Harberton will no longer be within a 'Totnes Rural' division, but within a new 'Totnes and Dartington' division along with Totnes, Dartington, Staverton and part of the Berry Pomeroy parish. As the current C.Cllr for South Brent and Dartington she will be standing for this new division. It is expected that the current Totnes Rural C.Cllr Robert Vint and D.Cllr Jaqui Hodgson will also be standing.

Agenda

- Apologies** were received as above
- Declaration of Interests** Councillors were reminded of the need to update their register of interests. The following interests were declared on items on the agenda:

Name	Item	Detail	Action taken
Cllr Geoff Broom (Chair)	8.2 Neighbourhood Plan	The cllr owns land included as a development site in the Neighbourhood Plan	The cllr will hand the role of chair to the Vice Chair for this item.

3. Reports from County and District Councillors

- County Councillor (C.Cllr)** The C.Cllrs written report was circulated and the following issues raised:
 - Notice has been given for works on 13th February on the Woodcourt Road (electrical) and on the 20th February on the Morleigh Road (road).
 - The caravans sited in the layby used by Devon County Council (DCC) as a gravel store are under enforcement.
 - A new tranche of money has been provided to the C.Cllrs' 'pot hole fund'. The C.Cllr invited Parish Councillors to identify areas of road in particular need, commenting that resurfacing a short stretch of road is often more cost effective than identifying individual pot holes. **It was RESOLVED** to review the list of priority areas at the next meeting of the Parish Council as an agenda item.
 - No Environment Agency report has been received following the investigation at Cockwells Nursery. This will be chased monthly to hold the Environment Agency to account.
 - The C.Cllr queried whether a response from Devon County Highways (Highways) had been received, following which the clerk responded that the Neighbourhood Highways officer had commented he was glad that the patching and ploughing work has gone down well, thanks is really appreciated. There are still plans to install a length of Devon Haunch along one side of the road to Tigley shortly. There is confidence that resurfacing work on the A381 at Halwell will be achieved by the end of the new financial year.
- District Councillor (D.Cllr)** The following issues were raised:
 - The first available date for a meeting with the South Hams District Council (SHDC) Senior Planner is the 13th March. **ACTION: The Clerk** will advise the D.Cllr if either of the halls in the Parish are available, otherwise the meeting will be held at Follaton House.
 - There is a target date of 6th March for the Joint Local Plan to go to public consultation for a period of 6 weeks. Any comments made will go directly to the inspector. The full plan will be published on the Plymouth City Council website on the 20th February and on the SHDC website shortly afterwards.
 - Following a query, it was confirmed that black refuse bags put out for collection alongside wheely bins will not be collected.
- Report from Police Community Support Officer** It was reported that PCSO Russell Broadhurst had highlighted recent announcements in the press on TV about planned cuts to PCSO's. This will most likely be phased in over the next 4 years. PCSO Broadhurst wanted to reassure locals that they live in a very safe area with low crime but if they wanted to voice their opinions then a letter to our local MP would be very much appreciated.
- Minutes** The minutes of the Ordinary meeting of Harberton Parish Council 10th January 2017 were signed as an accurate record.

- 6. Report Matters Arising from the Minutes** for information only
- 6.1 Village notice board Cllr's Bowley, Beamish and his son were thanked for their work in installing the new Harberton notice board for Harberton.
- 6.2 Harbertonford playground lease It was reported there had been no further correspondence from the Diocese.
- 6.3 Devon Air Ambulance Trust (DAAT) community landing site scheme It was reported that Harbertonford Playing Field Association (HPFA) had discussed the issue of a landing site at a meeting and had come back to the Clerk with further questions for clarification by DAAT, specifically about landing on the playing field when in use for camping or other events. A response is expected shortly.
- 6.4 Lloyds current account It was reported that new paperwork had to be signed under the name 'Harberton Parish Council' rather than 'Parish Council of Harberton' so that a solicitor's letter not be required. All signatories completed the paperwork.
- 6.5 Harberton flood relief It was reported that cllrs had held a preliminary meeting with an Environment Agency consultant specialist in grass drainage to discuss approaches to reducing flooding in Harberton due to run off. It was reported that the Environment Agency have powers to demand landowners make changes, but always prefer to speak with landowners to come up with solutions together and therefore would like to be put in touch with the various landowners in the Parish. **Action:** Cllr Broom will ask the consultant to provide a map of relevant areas, following which **the clerk** and **Cllr Camp** will identify the correct land owner for approach. Photographs showing the effect of run off from Luscombe Cross to Langridge Cross to the Ford Farm area of Harberton had been collated to pass onward to the consultant. **Action:** The Clerk will scan these.
- 6.6 Screw Lane drainage It was reported that the owner of the Orchard, Harberton had given permission for access to the land to check that buddle holes were clear. **ACTION:** Cllrs J and S Hockings agreed to have a look.
- 6.7 Cockwells Nursery A letter had been received by Cllrs J and S Hockings informing them that the owners of the Nursery are looking to return the site to a condition suitable for horticultural plant production. They will therefore be cutting and clearing green waste from the site during spring and summer of this year and burning green waste on site from time to time according to their legal entitlement. They have notified the Environment Agency of this intention and I would be grateful if the cllrs could notify or update any local person neighbouring our land or interested parish councillors so they are not confused or alarmed by any burning that does take place. Parish Councillors were pleased that they had been informed in advance and welcomed the notion that the site be returned to plant production. In light of there still being no formal report from the Environment Agency, the C.Cllr agreed to refer to this information when making contact.

7. Planning

- 7.1 Consideration of recommendation on the following tree works application:
- 7.1.1 Tree works application [4160/16/TCA](#) T1: Norway Spruce - fell because of excessive shading. T2: Bird Cherry - fell due to rotten base at 1 Moreleigh Road, Harbertonford **It was RESOLVED** that the Parish Council request the tree surgeon's report sent to the tree warden, and will support the tree warden's fully informed decision.
- 7.2 Receive a report on planning decisions
- 7.2.1 REFUSED 3040/16/FUL Replacement of outbuilding with single dwelling (alternative to 23/2331/15/F for conversion of outbuilding to single dwelling) Lower Ashridge Farm Lane From Higher Grove To Lowe Harberton on grounds The proposed replacement dwelling would constitute a new dwelling in the countryside, without any rural or agricultural need having been demonstrated and as such would be contrary is considered detrimental to the isolated rural character of the area.
- 7.2.2 CONDITIONAL APPROVAL 3865/16/FUL Listed building consent for proposed alterations to external openings to existing property at 4 Hernafor Barns Harbertonford
- 7.2.3 CONDITIONAL APPROVAL 2735/16/HHO READVERTISEMENT (Revised Plans Received) Householder application for loft extension (raise ridge height) at Miss Muffett Cottage Moreleigh Road Harbertonford, conditions include provision of a traffic plan, as requested by the Parish Council.
- 7.2.4 TREE WORKS ALLOWED 3543/16/TCA Harberton Church Barn Church House Inn To Church Bar Harberton, T1: Horse Chestnut - Crown lift over highway, North canopy extent up to 5.2m above ground level removing only secondary and tertiary branches and not removing any branch of greater than 100mm thickness, crown lift up over garden area east to west canopy extends up to 4m above ground level removing only secondary branches up to maximum 50mm branch thickness, crown clean to remove deadwood greater than 50mm, defective, crossing or broken branches throughout crown; T2: Western Red Cedar - reduce to leave height of 6m.
- 7.3 Receive a report on enforcement cases A hard copy of enforcement cases was circulated amongst councillors for information

8. Monthly reports for information

- 8.1 Finance Committee As no meeting had been held there was no report.
- 8.2 Neighbourhood Plan No meeting had been held on which to report. A cllr had attended a Neighbourhood Planning event in Bath, reporting the following:
- Advice had been given about declaring interests

- A screening report should have been processed or should be in process. It was commented this will be undertaken by SHDC
- Information had been given about using the Community Infrastructure Levy (CIL) planning charge to help deliver infrastructure support in the local area, rather than Section 106 funding as a percentage of the money goes directly to the local area. The D.Cllr commented that both Exeter and Teignbridge Councils are using the CIL but all the other districts are only using Section 106 agreements as the latter can bring in considerably more funding and are negotiated with the developer.
- Significance of the evidence base had been stressed. It was advised that groups must consider whether existing evidence base is sufficient or if aspects are out of date. This should evidence how many houses are needed and where those in need would like them to be, as well as asking for responses on certain sites. Cllrs commented that catching housing need can be very difficult as housing need is very fluid because of how the private rental market works – this often has an impact of families moving quite regularly, sometimes having to move out of the parish.
- It had been commented that it is not necessary to have the co-operation of neighbouring parishes and that district councils can't impose this on Neighbourhood Planning areas, however it is advised. There was discussion about 'strategic' housing rather than 'local housing' need within local parishes. A cllr reiterated comments that a Follaton development may be a strategic need rather than a local one.

Following the Parish Council's December resolution to accept the proposal of the HNP Steering Group to place housing sites for the villages of Harberton and Harbertonford in order of public preference as the next step for housing, a discussion document had been circulated to cllrs showing a table of housing sites ranked according to questionnaire responses. There were comments about the difficulty of providing low cost/affordable housing on high cost land, suggesting that the 'least unpopular' sites may only be viable for commercial market housing.

- 8.3 Community Land Trust (CLT) Help to Buy South West has had all the applications in so far and an initial report is imminent. There have been approximately 6 local applicants. There was a discussion about the potential increase of flooding in Harberton from the proposed development. It was commented that the CLTF are more than aware of the flooding issue and are taking all steps to ensure that any risks of increase of flooding are mitigated.

- 8.4 Town and Parish Fund updates
2014 No report.

2015 It was reported that works on the green lane are in progress, branches in the hedgerows have been cut back, flailed, the lane has been scraped back to a decent surface, fresh stone has been laid and grips have been created through the adjacent bank to improve drainage. It was reported that the Public Rights of Way Warden had noticed that the lane had been closed to undertake the works and had written to inform the Parish Council that DCC should have been consulted in advance to provide them with a chance to consult on the suitability of the plans. It was also commented that a lawful closure notice should have been in place. The clerk requested information on process should it be required the road be closed again. It was noted that the warden had commented that the contracted work looked very professional. Cllrs were pleased with the quality of the works. Volunteers will now be approached to 'tidy up' the site.

2016 It was reported that the Parish Council had been awarded £2392.00 towards an Air Ambulance community helipad in Harbertonford, 80% of the requested sum. **It was RESOLVED** to sign the offer letter to accept the funds. The Clerk reported that Devon Air Ambulance Trust (DAAT) had been asked for confirmation of their pledge to cover the cost of installation labour. DAAT confirmed that the Parish Council will now need to submit a planning application with DAAT's support. It was suggested that the Parish Council and DAAT should inform local people via a public meeting or letter to local residents. The D.Cllr proposed that the Parish Council could look to the locality budget to bridge the funding gap.

- 8.5 Clerk's update

8.5.1 *Development Management* It was reported that from 13th February Parish Clerks will receive an electronic copy of all planning documents as well as a paper one so to receive plans more swiftly. The Clerk will express a willingness to participate in an electronic consultation pilot scheme.

8.5.2 *Tree Protection* It was commented that a letter had been received by a local resident expressing disappointment that an oak tree outside Harberton had been felled, asking whether the Parish Council had been consulted. It was commented that trees outside the village conservation area do not require consent for felling. The C.Cllr suggested that the Parish Council undertake a review of Tree Protection Orders (TPO's) within the Parish so to include trees considered of value to the community. **Action: The Clerk** will request a list of TPO's from SHDC and ask the tree wardens for recommendations for inclusion. It was proposed that the HNP include a question on tree protection as part of the next public consultation for inclusion in the Neighbourhood Plan.

9. **Consideration of date for Annual Parish Meeting and Annual Meeting of the Parish Council**

It was RESOLVED to hold the Annual Parish Meeting at 7pm on Tuesday 11th April 2017 and the Annual Meeting of the Parish Council on Tuesday 9th May 2017.

10. Correspondence

- 10.1 Avian Influenza (Bird Flu) Outbreak in the UK A circular was sent to all parishes to help raise awareness of the outbreak. The Clerk had forwarded information to the Parish Magazine, Harberton Devon and Village Life.
- 10.2 Devon Countryside Access Forum - seeking new members DCC is appointing members to the Forum and would like to receive applications from anyone with an interest in recreational access, such as landowners and managers, access users and people with other relevant professional interests such as conservation, planning education, sport, sustainable transport or tourism.
- 10.3 Councillors will recommend not to set up a company A SHDC news release reported that a proposal to set up a Local Authority Controlled Company is unlikely to move forward in its current form as additional costs in the early years would take the Councils longer to pay back than the Members of the Joint Steering Group were comfortable with. The Councils will be looking at other options to their funding shortfall.
- 10.4 Travellers on the A381 It was reported that the clerk had received a letter asking if the Parish Council would pursue the issue of the traveller site that appears to be developing on the Highways storage area. Cllrs commented that the area seems to have been gated off, waste from the site is littering the immediate area and a vehicle appears to be abandoned. **ACTION: The Clerk** will report the vehicle to the district council.
- 10.5 Are you complying with the Transparency Code? Devon Association of Local Councils have circulated a compliance list that the clerk has cross referenced with usual transparency practice. The only issue to report is that DALC recommends that papers associated with meeting agendas should be published long-term. The clerk will therefore need to upload all papers from the previous two years onto the website.
- 10.6 Speeds on the A381 at Harbertonford It was reported that a local resident had suggested measuring speeds of vehicles going through the village as it appears that drivers are breaking the speed limits in place. **It was RESOLVED** to raise this at the HNP meeting as this information could be used as evidence for speed restriction proposals in the HNP. The C.Cllr commented that the police are operating a scheme that the Parish Council and HNP could request to sign up to. Contact details for the Totnes Transport and Traffic Forum were given.
- 10.7 Bob the Bus Report and Appeal. It was reported that BOB has had a successful year and is developing a few projects to ensure the long-term sustainability of the service. BOB is appealing for funding for a commercial advertising project to generate income of £11,000 a year. The initial cost of screens and scrolling displays will cost approximately £8,000. **It was RESOLVED** that **the Clerk** invite the committee chair to the Annual Parish Meeting to make the case for support in person.
- 10.8 South Hams & West Devon Homeless Strategy 2017 – 2022 Request for comments it was noted that the closing date was 13th Feb.
- 10.9 Internal Audit Engagement Letter It was noted that the engagement letter from the internal auditor had arrived, confirming arrangements for the 2016-17 audit and requesting documentation from the Clerk.
- 10.10 Your monthly newsletter from Devon ALC For information.

11. Finance

11.1 Notice of income and expenditure since last meeting.

- 11.1.1 It was reported that cheque 770 to J.Horswill had not been accepted by the bank and considered void. A replacement cheque to G.J Horswill had been written and signed between meetings.
- 11.1.2 It was reported that a payment of £10.00 had been banked on 20th January, annual ground rent from Harberton Parish Hall. A payment of £500.00 had been banked on 7th February, annual rent from Harbertonford Allotment Society (HAS). A payment of £0.05 had been banked on 7th February, annual rent from HPFA.

11.2 February 2017 payments **It was RESOLVED** to make the following payments:

Chq	To	Invoice/ paperwork	Detail	Before VAT	VAT	Total
SO	Cat Radford	Payslip 20170222	Salary February: £231.92	£267.60	£ -	£267.60
			NP Secretary February: £35.68			
772	Cat Radford	Clerk Expenses claim 20170209	Mileage	£7.74	£ -	£15.24
			Broadband claim	£7.50	£ -	
773	Harberton Parish Hall	Invoice 09/05/16	Parish Council Meetings 10 May, 12 July, 13 Sept, 8 Nov 2016 and 14 Mar 2017	£47.50	£ -	£103.50
		Invoice 29/11/2016	Parish Council Meeting 1 Jan 17	£9.50	£ -	
		Invoice 9/05/16	Neighbourhood Plan meetings 25 Feb, 30 June, 27 Oct 2016	£28.50	£ -	

		Invoice 10/01/17	Neighbourhood Plan meetings 23 Feb, 30 March 2017	£18.00	£ -	
774	Link Academy Trust	HARB0000001	Parish Council contribution for 50% of costs for grass cutting in play park area	£156.96	£ -	£244.46
		NA	Use of Harberton CE Primary School for meetings 2016-17	£87.50		
775	Colin Finch	NA	Annual lease of Harbertonford allotments	£500.00	£ -	£500.00
					Total	£1,130.80

- 12. E-Circulars** It was reported the following 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.
- 13. Matters at the discretion of the Chairman**
- 13.1 Buddle hole at Stancombe It was reported that a cllr had attempted to clear it when full, commenting that silt needs to be excavated to allow the water to drain. **Action: The Clerk** will pass on to Highways.
- 13.2 Playground apple tree It was reported the tree had lost another limb and all limbs should be removed to make the tree safe.
- 13.3 Playground grass It was reported that the grass is too long for ball games. **Action: The Clerk** will raise this with the Link Academy Trust, asking when the last cut is made.
- 13.4 Woodcourt Road surface It was commented that the road surface is badly damaged. It was commented that works are scheduled.
- 13.5 Miss Muffet Traffic Plan **Action: The Clerk** to request a copy of the traffic plan.
- 13.6 Leaking bus shelter, Harberton It was noted that the bus shelter in Harberton is leaking badly. **Action: The Clerk** agreed to contact the neighbouring property owner to request permission to cut the ivy.
- 14. Date of next ordinary meeting** Tuesday 14th March 2017