

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council

7.30pm on Tuesday 11th April 2017, Harberton Parish Hall

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

Formal apologies: Cllrs S. Hockings, Waite

Public: 0

Clerk: Ms Radford

Public Session No comments.

Agenda

1. **Apologies** were received as above. It was reported that Cllr Wynne had handed in his resignation as Parish Councillor for the Harberton ward, with immediate effect. Cllr Wynne will continue as a member of the Neighbourhood Plan steering group and Harberton Playing Field Association (HPFA). The Cllr thanked the Parish, District and County Cllrs for their work. **Action:** The clerk agreed to inform the South Hams District Council (SHDC) Electoral Services of the vacancy to follow the correct procedures for advertisement. Cllr Wynne was thanked for his service to the community.
2. **Declaration of Interests**
 - 2.1 Councillors were reminded of the need to update their register of interests.
 - 2.2 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 the road at Hernaforde has been added to a shortlist of priority roads for the County Councillor's pot hole fund.
 - 3.2 District Councillor (D.Cllr)
 - 3.2.1 Following reports at the March meeting of the Parish Council of the felling of an oak tree subject to a tree protection order, the D.Cllr reported that officers had no choice but to give a licence to fell as the oak had been damaged by fire. It was queried whether there is an obligation of the landowner to replant. The D.Cllr agreed to make enquiries.
 - 3.2.2 It was reported that the D.Cllr had checked ownership of the disputed Bow Road parking spaces with the Land Registry. The area in question is unregistered, therefore it was never in SHDC's ownership nor was it transferred to Tor Homes during the housing stock transfer. This would suggest that it is part of the highway and therefore maintainable by DCC.
 - 3.2.3 The car and caravans at the Wyse Englebourne area have been moved, leaving a large amount of litter. As this is on Devon County Council land is their responsibility to dispose of the waste.
 - 3.2.4 It was reported that South Hams District Council (SHDC) receives more planning applications than any other area in the South West (excluding Cornwall), with a 27% increase in planning applications in the February and March. The District Council are increasing the number of planning officers by hiring in agency staff.
 - 3.2.5 It was reported that there is an increase in Enforcement cases and a second member of staff has been added to the Enforcement team.
 - 3.2.6 Cllrs were reminded that the D.Cllr has a Locality Budget of £800 that is available for applications in the coming financial year.
4. **Minutes** The following minutes were signed as an accurate record:
 - 4.1 Ordinary meeting of Harberton Parish Council 14th March 2017
 - 4.2 Finance Committee of Harberton Parish Council 4th April 2017
5. **Report Matters Arising from the Ordinary Minutes** for information only
 - 5.1 Harbertonford playground lease ongoing.
 - 5.2 Devon Air Ambulance community landing site scheme in Harberton The minutes of the meeting of the Harberton Playing Field Association (HPFA) of 21st March 2017 recorded that: *Use of Harberton Playing Field as a community resource would be restricted to some extent by the DAA proposal. HPFA considers that DAA fulfils an incredibly valuable role but feels that it cannot support the proposal of using Harberton Playing Field as a night landing site. However we unanimously agreed that should the community as a whole be overridingly in favour of the scheme HPFA would not stand in its way.*
It was agreed to hold a public meeting in Harberton in June to garner opinion of local residents.
 - 5.3 Lloyds current account It was reported that a new business account for the Parish Council was now operational, cheque and paying in books have been received, only awaiting card readers for online access.
 - 5.4 Harberton flood relief With Cllr Camp's help, the landowners in the Cholwell stream catchment area have been identified, and letters written informing them that they might be contacted by the Environment Agency.

- 5.5 Screw Lane drainage Cllr Hockings recommended that the buddle holes should be cleared of silt before the beginning of each winter.
- 5.6 Bus Shelter Roof It was reported that the ivy has been cleared. It was reported that the ivy has caused quite a lot of damage to the shelter, which will require some funded maintenance.
- 5.7 Harbertonford Playground Management Ongoing

6. Planning

- 6.1 Planning application recommendations **It was RESOLVED** to SUPPORT application 0453/17/HHO, Householder application for proposed summer house 4 Mill Meadow, Harbertonford
- 6.2 Planning applications received for information It was reported that the following prior approval application was received for information: 0907/17/PDM, Prior approval for proposed change of use of agricultural building to dwelling house (Class C3) and for associated operational development (Class Q(a+b)) Beenleigh Meadows Farm, Harberton. **It was RESOLVED** to make the following comment: Is there any evidence that this building has been used for agricultural purposes? Local knowledge suggests otherwise. The Parish Council would suggest that the Local Authority should require proof of agriculture use rather than amenity land use. It was agreed that the Clerk forward extracts of the Parish Council minutes in which the planning application for agricultural buildings were discussed, to reference historic concerns about this site.
- 6.3 Appeals It was reported that the following appeal start notification had been received: APP/K1128/W/17/3168011 Replacement of outbuilding with single dwelling, Lower Ashridge Farm, Harberton.
- 6.4 Planning decisions It was reported that the planning authority had made the following decisions:
- 6.4.1 0188/17/HHO CONDITIONAL APPROVAL Householder application for front and rear dormer window and external cladding Newhaven, Old Road, Harbertonford
- 6.4.2 3548/16/TCA CONDITIONAL APPROVAL Works to a Tree in a Con Area Harberton Larks Rise Harberton T1: Red Cedar - Crown reduction by approx 5 metres; T2: Pine - Crown reduction by approximately 3 metres; T3: Pine - Crown reduction by approximately 3 metres; T4: Pine - Crown reduction by approximately 3 metres; T5: Pine - Crown reduction by approximately 3 metres; T6: Pine - Crown reduction by approximately 3 metres.
- 6.5 Report on enforcement cases
- 6.5.1 A hard copy of the current enforcement caseload was circulated amongst councillors for information.
- 6.5.2 It was reported that enforcement case 012910: Unauthorised Travellers/Caravans on Private Land at Rolster Bridge had been closed as as the breach has ceased, the site now clear of the caravan.

7. Monthly reports

- 7.1 Finance Committee It was reported that the committee had met on 4th April 2017. The committee had reviewed the draft end of year reserves and the end of year bank reconciliation. The reconciliation showed a balance of £42,189.22 including reserves:

Bank balance	£42,189.22
Community Benefit Fund Reserves	£29,195.77
Remaining Parish Council funds	£12,993.45

- 7.1.1 It was reported that the clerk's overtime payment had incurred income tax, employers and employee National Insurance Contributions. **It was RESOLVED** to accept the Finance Committee's recommendation that the clerk's basic hours are increased from 6 - 8 hours per week commencing 1st April 2017 as an amendment to the previous decision to increase hours from 1st April 2018.
- 7.1.2 **It was RESOLVED** to accept the Finance Committee's recommendation that the funds in the Lloyds Current Account be transferred to the new Lloyds Business Account **ACTION:** Cllr Broom and the clerk will visit the bank to make this transfer.
- 7.1.3 **It was RESOLVED** to accept the Finance Committee's recommendation that future payments are made from the new Lloyds Business Account.
- 7.2 Harberton Parish Neighbourhood Plan (HNP) It was reported that Cllrs had attended a meeting with two representatives of Totnes Neighbourhood Plan steering group to hear their responses to proposed inclusion of this site. Those representatives would not support Winsland development because of severe constraints to development, that it is not required by the Joint Local Plan (JLP), that development would be outside the Settlement Plan for Totnes, that it could increase traffic congestion and ribbon development, that it is not required to meet housing needs of Harberton Parish as identified as 28 and that development would be against guidelines for Landscape Character Type 3B.

It was reported that The Woodland Trust has given advice on wording towards a rural tree policy. The steering group discussed including a housing needs survey to be included to go out with the 'Have we got it right' questionnaire and that traffic data is being collated to demonstrate problems within the parish.

- 7.2.1 Neighbourhood Plan Funding It was commented that the HNP process is reliant on goodwill of volunteers to give their time to support the administrative processes. It is expected that the Central Government Grant is likely to support housing needs survey and consultation.

- 7.3 Community Land Trust It was reported that there has been indication that SHDC will support the purchase of the land. Surveys and reports for planning have been completed. A meeting will be held on 6th May with home builders. After a query it was commented that it would cost approximately £140,000 for build cost per house. A survey has been circulated to assess interest in the membership of an electrical vehicle club.
- 7.4 Town and Parish Fund updates
 2015 It was reported that the clerk had submitted the final report and claim. The whips have been purchased and planted by Cllr Davidson. The project was now considered complete.
 2016 It was reported that DAAT had forwarded information towards the Parish Council's Planning Application to the Local Authority. Cllr Broom volunteered to complete the application. **It was RESOLVED** that the clerk book the hall for a public meeting on a Thursday prior to the next meeting of the Parish Council.
- 7.5 Clerk's update It was reported that work in compiling the Annual Audit is in process, with all paperwork due to be delivered to the internal auditor on 25th April.
- 8 Community Benefit Fund** It was reported that the Harberton and Harbertonford History Society had applied to the fund for £540.00 to purchase dedicated computing equipment for use on the Harbertonford Woollen Mill Oral History Project. **It was RESOLVED** to accept the recommendation of the Finance Committee that that the application be refused at this round, on the grounds that a 12-month period had not elapsed since the History Society had been awarded a grant. It was suggested that the application be taken forward to the July 2017 round, and the History Society asked for more detail with regard to the ongoing storage and use of the equipment to take into account when considering the application.
- 9 Joint Local Plan** **It was RESOLVED** that the clerk submit a Parish Council response to consultation to include the following comments:
- Policy DEV35 Renewable and low carbon energy. The draft policy is poorly worded and thus merely requires that the proposal is 'robustly assessed in terms of its likely landscape sensitivity' but does not require that any particular level of damage would be unacceptable. **Action: Cllr McDonnell** to send drafted wording to the clerk for submission.
 - The Parish Council and HNP Steering Group look for more direction from the Joint Local Plan in dealing with inter-town transport routes and issues surrounding increased traffic. This would include more responsive/adaptive community transport rather than an old-fashioned bus service.
 - To what extent has SW Water and Western Power Distribution been consulted on the infrastructure capacity for development of new homes? The Parish Council queries viability for drainage, sewerage and connection to the grid.
 - There is discussion with Neighbourhood Plans on the inclusion of a strategic site at Winsland House that is not included in the Joint Local Plan.
- 10 Harberton Playing Field Events** **It was RESOLVED** to approve the following events at the Harberton Playing Field:
 29th – 30th July Private croquet tournament
 13th August 2017 Harberton Dog show
 26th – 27th August 2017 Private wedding reception (with marquee)
 It was proposed to draw attention to private functions to residents via Harberton Circular.
- 11 Correspondence**
- 11.3 South Hams and West Devon Events Policy Consultation A draft policy to provide consistency to how SHDC supports events had been received, that included the right of the District Council to consider a charge to the event organisers for loss of income if car parks are closed for the running of an event.
- 11.4 Neighbourhood Planning sessions for the Joint Local Plan Cllrs were reminded of the event at Follaton..
- 11.5 Parish Councillor Survey Cllrs were reminded of the request for their participation in a survey, as circulated by email.
- 11.6 Your latest newsletter from Devon ALC Training courses were highlighted for interest.
- 11.7 Updated measures to protect poultry against Avian Flu Cllrs were advised that the UK's Chief Veterinary Office has announced that all poultry in England are to be allowed outside from Thursday 13 April 2017 following updated evidence on the risk posed by wild birds.
- 12 Finance**
- 12.3 Notice of income and expenditure since last meeting** It was reported that the TAP Fund grant of £3729.00 had been transferred to the Lloyds Flexible Savings Account on 30th March 2017.

Cheques signed between meetings:

Chq	To	Invoice/ paperwork	Detail	Before VAT	VAT	Total
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778	HM Revenue and Customs		Month 12 2017 PAYE: Income Tax, Employee and Employer NIC's	£336.32	0.00	£336.32
SO	Lloyds Bank		Safe Custody Charges (annual)	£15.00	0.00	£15.00
					Total	£351.32

12.4 To consider payments It was noted that the clerk's salary was due to increase to £9.05 per hour from 1st April 2017. **It was RESOLVED** to make the following payments:

Chq	To	Invoice/ paperwork	Detail	Before VAT	VAT	Total
SO/ Chq 01	Cat Radford	Payslip 20170422	Salary April: £313.73	£ 349.93	£ -	£ 349.93
			NP Secretary April: £36.20			
02	Cat Radford	Clerk Expenses claim 20170309	Office expenses	£ 6.60	£ -	£ 26.97
			Mileage	£ 12.87	£ -	
			Broadband claim	£ 7.50	£ -	
03	Devon Association of Local Councils (DALC)	6284	NALC Affiliation Fee, DALC Affiliation Fee, DALC Service Charge	£238.00	£ 35.19	£273.19
04	Les Tanner		1 pack native conservation hedging plants	£70.00		£70.00
					Total	£ 720.09

13 **E-Circulars** It was reported that circulars received included: Rural Services Network, Devon Home Choice, Devon County Council Community News Round-up, Public Sector Executive, Fields in Trust, Emergency Planning newsletter.

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

Grass cutting at Harbertonford playground It was reported that Cllr Beamish had strimmed the grass as it has not been cut by the new school contractor. The clerk agreed to query this with the school.

Debris at Peak Cross It was reported that rocks, stones and other debris is coming from the entrance to Jackman Lane onto the A381 at Peakcross. It was commented that this area is often flooded and often has debris in the road causing hazard to motorists and scouring away the road surface.

Graffiti on the Harberton sign at Langridge Cross It was noted that this had been cleaned.

Register of ancient and notable trees It was commented that the Woodland Trust is compiling a register to which notable trees in the Parish could be included.

Resignation of the Chairman Cllr Broom announced that he was standing down as Chairman to the Parish Council and that a new Chairman should be elected at the Annual Meeting of the Parish Council in May.

15 **Date of next meetings**

9th May 2017, 7pm Annual Meeting of the Parish Council

9th May 2017, 7.30pm Ordinary Meeting of the Parish Council