

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council
7.45pm on Tuesday 9th May 2017, Harberton Parish Hall

In attendance: Councillors (Cllrs) Beamish, Bowley, Davidson J. Hockings, S. Hockings, Janes, McDonnell, D.Cllr Tucker and C.Cllr Hodgson (late)

Apologies: Cllrs Broom, Camp, Waite, Williams.

Public: 1

Clerk: Ms Radford

Public Session

A representative of the Totnes and Rural Community Transport ('Bob the Bus') attended as invited to give more information and answer questions about the appeal for funds to set up advertising and information displays on the two service buses. Cllrs would consider making a donation to the appeal later in the meeting.

- It was commented that the appeal is within £500 of the target, having received funds from 3 of the 6 affected parishes, from a Just Giving appeal and a private donor.
- Cllrs asked questions about the quotations supplied for the equipment as being high. It was responded that the illuminated signs are sophisticated, downloading the advertisements from a laptop at HQ, that the equipment is under warranty for 3 years and that signs as in use on another of the Bob the Bus vehicles is working well. The signs are transferable between vehicles.
- Following questions from Cllrs it was commented that the organization is looking at expanding services in the future and looking to launch an 'on demand' service pilot using smaller MPV's. It was commented that Bob the Bus has a long-term commitment to a green approach by offering sustainable alternatives to the number of cars on the road.

Agenda

1. **Apologies** were received as above. It was noted that C.Cllr Hodgson was expected late due to attendance at another meeting in Totnes.
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 C.Cllr Hodgson was congratulated following her election as C.Cllr for the Totnes and Dartington Division. It was noted that County Councillors will not formally declare acceptance of office until Friday, but that any issues raised by the Parish Council within the meeting can and will be taken forward as required.
 - 3.2 District Councillor (D.Cllr)
 - 3.2.1 It was reported that the Leader's annual report to South Hams District Council (SHDC) included reference to the £3.9m saved on the transformation programme and that SHDC receives nearly double the number of planning applications than any other council in the South West outside Cornwall. It was commented that the Leader's report will be available via the SHDC website.
 - 3.2.2 Having received a question on enforcement cases, it was commented that an enforcement case remains active even if ownership of the land changes. It was noted that the Harberton Parish enforcement caseload is not being reduced at the same rate as other Parishes and that questions have been asked as to why. There was discussion about the provision of Traveller sites in the district, as none have come forward.
4. **Minutes It was RESOLVED** to sign the following minutes as an accurate record:
 - 4.1 Annual Parish Meeting 11th April 2017
 - 4.2 Ordinary meeting of Harberton Parish Council 11th April 2017
5. **Report Matters Arising from the Minutes** for information only
 - 5.1 Harbertonford playground lease It was reported that the Clerk had spoken with a new member of staff at the Exeter Diocese with regard to renewing the lease.
 - 5.2 Devon Air Ambulance community landing site scheme It was reported that DAAT has forwarded a response to Harbertonford Playing Field Association (HPFA) queries to the Clerk. Work on securing a date for a public meeting is ongoing.
 - 5.3 Lloyds current account It was reported that Cllr Broom and the Clerk had completed paperwork to close the Parish Council's Lloyds Current account, transferring all funds and standing orders to the new account. Cllrs have not received online authentication cards in order to authenticate online payments. The clerk is unable to request these on the behalf of signatories, and request that signatories contact the bank to request these. Details of how to do this will be provided by the Clerk.

- 5.4 Obligation to replant trees The D.Cllr reported that the landowner was not obligated to replant a TPO following its removal due to fire. Parish Councillors expressed disappointment at this decision, suggesting that the land owner be requested to replant at a more suitable location.

6. Planning

6.1 Consideration of recommendation on planning applications:

It was RESOLVED to SUPPORT application 0451/17/HHO, Householder application for replacement of existing single storey extension with new two storey extension at Mill Barn Crowdy Mill, Harbertonford subject to the following concerns: A glass balcony overlooking a neighbour and subject to any negative affect to the setting of a listed building.

6.2 Consideration of consultation requests:

It was RESOLVED to OBJECT TO application 0892/17/VAR, Application for variation of condition 4 (to extend the planning permission timeframe by 5 years) of planning consent 39_45/0706/12/F at Marley Thatch Farm, Marley Thatch, South Brent on the following grounds: contrary to the temporary nature of the plan.

6.3 Report on planning decisions

- 6.3.1 0724/17/COM PERMITTED DEVELOPMENT Notification of installation of installation of 1 no. 1.2m dish and 1 no. GPS antenna Luscombe Farm Luscombe Cross To Painsford Cross Harbertonford De
- 6.3.2 4160/16/TCA TREE WORKS ALLOWED T1: Norway Spruce - fell because of excessive shading. T2: Bird Cherry- fell due to rotten base 1 Moreleigh Road Harbertonford

6.4 Receive a report on enforcement cases None had been received.

7. Monthly reports for information

7.1 Finance Committee update - No meeting held.

7.2 Harberton Parish Neighbourhood Plan (HNP) update It was reported that SHDC Planning Officers had attended the last meeting of the HNP steering group and had raised a question mark over some of the policies advising that planning policies are treated differently to non-planning policies. It was commented that some advice given by the Planning Officers appears to conflict with Government Policy. It was reported that the Steering Group will go through items as raised before going back to the public for comment on the draft plan. It was reported that that there was considerable discussion on the inclusion of Winsland House within the plan. Steering Group members had responded to officers that inclusion of Winsland House responds to the desire for affordable housing in the Parish. It was reported that the Planning Officers suggested that a site assessment be undertaken on all HNP sites to assess viability for development. The D.Cllr commented that there is a meeting on 17th May at Follaton House on the issue of community led development.

7.3 Community Land Trust update – no update

7.4 Town and Parish Fund 2016 updates – no update

7.5 Clerk's update

7.5.1 **It was RESOLVED** to sign a letter to confirm the clerk's monthly salary.

7.5.2 It was reported that the Clerk had received a letter from the Link Academy Trust asking Parish Councillors to attend a meeting in which to discuss how the Directors and the Parish Council could work together to protect the children, staff and premises at Harbertonford School whilst allowing continued use of the car park. we can work together to protect the children, staff and premises. This follows a safeguarding audit in which it was identified that there're is a lack of a secure perimeter at the school and ease of access due to the public use of the car park.

8. Annual Audit to review documents required as part of annual audit:

8.1 Statement of Internal Control was reviewed with no amendments made.

8.2 Grants and Proof of Need Summary 2016/17 was reviewed with no amendments made.

8.3 PAYE Documentation and Data Back-Up procedure **It was RESOLVED** that this document had been superceded by the Risk Assessment and so therefore no longer required.

8.4 Protocol on recordings of meetings was reviewed with no amendments made.

8.5 Treatment of anonymous letters was reviewed with no amendments made.

9. **Consideration of funding to Bob the Bus appeal** **It was RESOLVED** to make a contribution of £100.00 to the appeal.

10. **Earmarked reserves** consider allocation earmarked reserves from the general reserve

The clerk reported that Councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes. It was reported that the Parish Council's year-end general reserves are currently at approximately the same level as the precept and therefore an explanation will be required for the external auditor. It was commented that the 2017/18 precept has reduced by £1 on the previous year, however it is recommended that the Parish Council considers to reduce the amount in the general reserve and identify earmarked reserves.

It was RESOLVED to earmark reserves of £3000 for elections.

It was RESOLVED the clerk circulates some example reserve policies for the Parish Council to make suggestions for the Finance Committee to allocate further earmarked reserves.

11. Harberton Telephone Kiosk **It was RESOLVED** to sign the contract to adopt the Harberton Telephone Kiosk on condition it is identical to the Harbertonford one. **ACTION:** Nuala agreed to review both agreements and report back.

12. Management of Harbertonford Playground

- 12.1 Consider grass cutting quotes **It was RESOLVED** to offer 10 cuts at £40.00 per cut for the flat area of the Harbertonford Play Area. Peter was thanked for offering to trim the banks of the play area.
- 12.2 Receive update on recruitment of committee It was reported that there were several parents in the village who had expressed an interest in joining a Harbertonford Playground Committee.
- 12.3 Receive annual inspection report and consider actions. Cllrs were informed of the issues requiring attention within the inspection report. It was noted that many of the issues concerning the wooden play structure were similar to those reported last year, even though Earth Wrights had undertaken considerable maintenance. **It was RESOLVED** to send the report to Earth Wrights for comment.

13. Correspondence

- 13.1 April and May DALC Newsletters Cllrs were informed of training available.
- 13.2 Pool Closure at Harbertonford School Cllrs were informed that It was announced to all parents on the 27th April that the Directors and Governors of the school made the difficult decision to close the school pool at the end of the summer term. It was reported that if there is a local organisation who is willing to take over the operation of the pool outside of school hours, along with the associated liabilities and costs, then they should contact the school with their proposal before 9th June 2017. Any proposals that come forward will be considered by the Directors and Board of Governors. A notice to this effect has been forwarded to Village Life and The Parish Magazine for publication before the deadline.
- 13.3 Land between Woodcourt Road and Moreleigh Road Harbertonford It was reported that the owner would like the opportunity to receive cllrs' views on proposed development on the site. **It was RESOLVED** to invite a representative to the next meeting of the Parish Council.
- 13.4 Tree Preservation Order? Harbertonford Playground It was reported that SHDC had been approached with a question regarding the status and ownership of an oak tree on the boundary of the Harbertonford Playground. **It was RESOLVED** to request that the tree warden seek a tree preservation order on the tree in question.
- 13.5 Harberton Playing Field complaint It was reported that the Harberton Playing Field Association (HPFA) had made a complaint to SHDC about the quality of the grass cutting on the playing field. Both the clerk and the chairman of the HPFA had spoken with SHDC who gave apologies and commented that the Council schedules the first cut in April and the last cut in September (or October, depending on the weather). Neither staff nor resources were in place to begin cutting the grass any sooner. As there has been a very mild winter this year, the grass was extremely long at the first cut. The Council do not have a policy to cut and collect. As so, the cut grass on this first cut of the season was very heavy/dense. It was commented that SHDC will need to review this in light of the issues raised by HPFA and others and the likelihood that we will continue to have warmer winters due to a pattern of global warming.

14. Finance

- 14.1 Notice of income and expenditure since last meeting. It was reported that the Community Benefit Fund annual payment of £5656.00 had been credited to the Lloyds Bank Account.
- 14.2 To consider payments **It was RESOLVED** to make the following payments:

Chq	To	Invoice/ paperwork	Detail	Before VAT	VAT	Total
SO	Cat Radford	Payslip 20170522	Salary May 2017: £313.73	£349.93	£0.00	£349.93
			NP Secretary May 2017: £36.20			
6	Cat Radford	Clerk Expenses claim 20170504	Mileage	£10.17	£0.00	£17.67
			Broadband claim	£7.50	£0.00	
7	Harberton Parish Hall	17th April 2017	Hall Hire for Annual Parish Meeting 11th April 2017	£9.00	£0.00	£9.00
8	South Hams District Council	21695245	PLAYING FIELD GRASS CUTTING FOR 2016	£570.00	£114.00	£684.00
9	Came and Company	2141025	Renewal Premium	£391.38		£391.38

10	Totnes and Rural Community Transport	NA	Contribution to Bob the Bus appeal	£100.00	£0.00	£100.00
11	BT	NA	Adoption of Harberton Telephone Kiosk	£1.00	£0.00	£1.00

- 15. 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.
- 16. Matters at the discretion of the Chairman: Councillors' reports and items for future agendas**
- Public Session It was commented that those members of the public speaking within the public session were now often permitted to speak a lot longer than 3 minutes. It was commented that invited speakers may have more time. The comment was noted by the incoming Chair.
- Vehicle at Harbertonford Nursery It was commented that members of the public had reported what appears to be an abandoned vehicle at the entrance to the Harbertonford Nursery site. It was agreed to bring this to the attention of the land owner within the spirit of keeping lines of communication open.
- Dog waste on Woodcourt Road Following comments about dog waste on the Woodcourt Road it was suggested that a friendly notice erected to encourage dog walkers to remove waste.
- Youth Club It was agreed that ongoing management of the youth club be an item for discussion on the next agenda.
- Grass cutting on Bow Road It was commented that the grass adjacent to the ramped access on Bow Road is not being cut. The clerk agreed to query whether this is the responsibility of SHDC.
- 17. Date of next ordinary meeting**
Tuesday 13th June 2017 Harbertonford CE Primary School
- Meeting closed at 22:25