

HARBERTON PARISH COUNCIL

DRAFT Minutes of the ordinary meeting of Harberton Parish Council 7.30pm on Tuesday 13th June 2017, Harbertonford CE Primary School

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

Apologies: Cllrs Camp, S. Hockings, Waite, Williams.

Public: 4

Clerk: Ms Radford

Public Session

- i) One of the regular Youth Club volunteers attended the meeting with three young Harbertonford residents of to request Parish Council support in the development of youth provision in the Parish, particularly for young people of secondary school age. It was suggested that some research should be undertaken by the Youth Club on the preferred support options and expected costs. The young people were invited to provide the Parish Council with some ideas of what they would like, for consideration. The young people were thanked for attending the meeting and for sharing their views.

Agenda

1. **Apologies** were received as above
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 that the C.Cllr has been appointed to the Development Management Committee, Devon and Exeter Rail Project Working Party, South Hams Highways and Traffic Orders Committee (HATOC) and the South Hams Locality (County) Committee. The C.Cllr circulated a report on meetings and events attended. It was agreed to email this report in advance of future meetings to allow Cllrs to prepare questions.
 - 3.1.2. The C.Cllr volunteered to attend Neighbourhood Plan Steering Group meetings. The clerk agreed to circulate an agenda to the next meeting.
 - 3.1.3. It was reported that the C.Cllr is keen to track the work of the Local Enterprise Partnership, a business focused partnership between the public, private and education sectors, with a remit to lead and influence economic growth and job creation. There was a discussion about the LEP's role in allocating devolution funding and concerns that the process undertaken by a committee of co-opted volunteers is transparent.
 - 3.1.4. The C.Cllr was asked by the Parish Council to pick up queries with regard to the Environment Agency report on the Cockwells Nursery site as no official report had yet been received.
 - 3.2. District Councillor (D.Cllr)
 - 3.2.1. It was reported that the D.Cllr had requested the enforcement team report on the status of active cases in the Parish, as the list of open enforcement cases is not reducing significantly.
 - 3.2.2. It was reported that there is ongoing exploration in the option of South Hams District Council (SHDC) and West Devon Borough Council (WDBC) combining in 2019 to reduce administrative duplication. A decision will be made in July if proposals will enter a consultation phase, at which time Parish Councils will be invited to comment.
 - 3.2.3. Cllrs asked if a replacement tree had been requested following a removal of an oak under a TPO in Harberton. It was reported that SHDC had decided not to pursue this.
 - 3.2.4. Following a request for information, it was reported that grass cutting at Bow Road is the responsibility of DCH responsibility. It was commented that the bank hasn't been cut to an appropriate standard. The D.Cllr agreed to follow this up.
4. **Minutes It was RESOLVED** to sign the following minutes as an accurate record:
 - 4.1. Annual Meeting of Harberton Parish Council 9th May 2017
 - 4.2. Ordinary Meeting of Harberton Parish Council 9th May 2017
5. **Report Matters Arising from the Minutes** for information only
 - 5.1. Harberton Playing Field Association HPFA Representative It had been confirmed that the HPFA is satisfied that HPFA issues are reported to the Parish Council via the clerk through minutes received from the HPFA secretary in a standing agenda item. This may be reviewed once a new cllr for the Harberton ward is co-opted.
 - 5.2. Harbertonford playground lease It was reported that the Clerk had been in liaison with the Exeter Diocese Director of Property who will write to the Link Academy Trust to check that they are content that a further lease of 6 years is granted based on similar terms to the current but with the following changes:
 - i) The responsibility to cut the grass to rest with the Parish Council

- ii) The rental to be revised to £60pa, assuming that the fencing has not been provided by the school and that clause 13 is therefore not applicable.
Subject to the Link MAT being content the Diocese will instruct solicitors who will need an undertaking for their fees from the Parish Council.
- 5.3. Devon Air Ambulance community landing site scheme in Harberton It was reported that no meeting date had not yet been scheduled and is ongoing. It was agreed to arrange the meeting in September when the defibrillator is likely to be installed and the project is up and running in Harbertonford. The date of Tuesday 19th September was suggested, **ACTION:** to be followed up by the Clerk.
- 5.4. Lloyds current account It was reported that request to set up a standing order of £15 per year to Lloyds Bank for safety deposit envelope fees was rejected as the bank did not complete the paperwork correctly. **It was RESOLVED** that Cllr Broom accompany the clerk to the bank to resolve the issue. It was reported that the older Lloyds account is now officially closed.
- 5.5. Meeting to discuss Harbertonford CE School Parking It was agreed for Parish Councillors to meet directors of the Link Academy Trust at 3.45pm on Monday 19th June at Harbertonford School.
- 5.6. Vehicle at Harbertonford Nursery It was reported site owner is using the vehicle in question to block the entrance to nursery having found that the locked gates to the site had been cut open and a caravan and other equipment had been installed without permission. The van positioned by the site owner is parked lawfully on the land inside the gateway to make access impossible. It was reported that the van was vandalised 48 hours after moving it into place. The vehicle will be left in place for the time being until the owner can be confident that threat has subsided. The landowner would welcome any information as to any activity observed on the land as this is unauthorised.
- 5.7. Harbertonford CE swimming pool It was reported that no members of the community had come forward with proposals to keep the pool open. It was reported that the swimming pool has been drained early due as replacement for a failed pump was cost prohibitive.
- 5.8. Tree warden request for TPO on Harbertonford oak Ongoing.

6. Planning

- 6.1. Report on planning decisions
 - 6.1.1. 0453/17/HHO Mill Meadow, Harbertonford Householder application for proposed summer house
CONDITIONAL APPROVAL
 - 6.1.2. 0907/17/PDM Beenleigh Meadows Farm, Harberton Prior approval for proposed change of use of agricultural building to dwellinghouse (Class C3) and for associated operational development (Class Q(a+b)) PRIOR APPROVAL IS REFUSED as a condition on the original planning application had withdrawn the Permitted Development rights afforded by class Q of the Town and Country Planning Order: A proposal to use the building for any other purposes than outlined in the original application would need to be made the subject of a separate application to be considered on its merits.
 - 6.1.3. 0451/17/HHO Mill Barn Crowdy Mill Harbertonford Householder application for replacement of existing single storey extension with new two storey extension CONDITIONAL APPROVAL
 - 6.1.4. 1496/17/AGR Land at Beenleigh Meadows Diptford Application for prior notification of proposed agricultural storage building Ag Determination details not required
- 6.2. Report on enforcement cases A hard copy of enforcement cases was circulated for information.
 - 6.2.1. Dundridge Lodge Notification had been received that two enforcement cases at Dundridge Lodge had been resolved as there was no breach of planning control and the case closed without further action. Trees felled on the land were felled on the instructions of the Forestry Commission and a 'new build' is a mobile home that conforms with the definition of a caravan standing adjacent to an ancillary building and not physically joined to it.
 - 6.2.2. Dundridge Park It was reported that the Clerk had received communication from the owner of Dundridge Park (was Dundridge Lodge) of an official name change. It was commented that further development is expected to commence on the site as part of extensions to the family home and that a planning application will be lodged unless permitted development applies.

7. Monthly reports

- 7.1. Finance Committee No update. The next meeting is on 4th July 2017.
- 7.2. Harberton Parish Neighbourhood Plan (HNP) update The full Neighbourhood Plan Steering Group has undertaken site assessments, and information is being compiled. This will be discussed at the next Neighbourhood Plan meeting. The next stage is to receive advice on the policies that are written, before going to the next phase of consultation. It was reported the next meeting will be held in the middle of July.
- 7.3. Community Land Trust (CLT) update It was reported that the CLT is moving apace and the architects are finalising a planning application hoped to be submitted in approximately 6 weeks. The CLT has taken a stall at Strawberry Fair which will be one of its last pre-planning community engagements
- 7.4. Town and Parish (TAP) Fund 2016 Cllrs were reminded that a public meeting has been arranged at Harberton Village Hall on Thursday 15th June 2017 to discuss proposals for a Community Landing Helipad with the public. The clerk had circulated fliers and posters and encouraged cllrs to encourage attendance.
- 7.5. Clerk's update
 - 7.5.1. Harberton Playing Field Association It was reported that the Parish Council had:
 - 7.5.1.1. formally reported an abandoned vehicle to SHDC for removal

- 7.5.1.2. formally reported dog fouling in the children's play area. The clerk had commented to the committee that the annual Allianz report had recommended installing fencing asking if the committee had particular objection to this.
- 7.5.1.3. Received notification of a planned children's race day on Saturday 1st July with barbecue and bar in aid of the church. It was recorded that the Parish Council had no objection to the event taking place.
- 7.5.2. *Development Management Briefing Paper* it was reported that a briefing paper for Town and Parish Councils had been prepared by the Practice Lead, Patrick Whymer. It was agreed to circulate to all Parish Councillors for information.
- 8. Annual Audit**
- 8.1. Receive Internal Auditor's report Parish Councillors received the internal auditor's report, showing that all the Parish Council's processes, procedures and documentation were in order.
- 8.2. Consider Annual Governance Statement **It was RESOLVED** that the Annual Governance Statement be signed.
- 8.3. Consider Annual Accounting Statements **It was RESOLVED** to accept and sign the Annual Accounting Statements as prepared by the clerk and reviewed by the internal auditor.
- 8.4. Consider Notice of Date of Commencement of Period for the Exercise of Public Rights **It was RESOLVED** that the Annual Accounting Statements be published on the Parish Council website and notice boards by 16th June at the latest. **It was RESOLVED** that the Date of Commencement of Period for the Exercise of Public Rights would commence on Monday 19th June and end on Friday 28th July. Announcement would be made on 16th June.
- 9. Review Finance Committee Terms of Reference** **It was RESOLVED** that the membership clause be amended to the following "*Membership of the Committee will consist of six councillors, three from each ward, and must include the Chairman or the Vice Chairman*"
- 10. Harberton Parish Councillor Vacancy** It was reported that a notice of a casual vacancy had been published between 4th – 24th May and no request had been made by 10 residents to call an election. The Parish Council is now able to co-opt a new member for the Harberton Ward. **It was RESOLVED** to advertise the position via the parish news outlets and through posters in both villages and co-opt a councillor at the meeting of 11th July if applicants come forward.
- 11. Review Standing Orders** Cllrs discussed the option to adopt the model standing orders as prepared by NALC in 2013. It was agreed to review the standing orders at the next meeting once the clerk has received advice on Clause 3l regarding recording meetings and clause 3p regarding council decisions and on the status of the Neighbourhood Plan Steering Group as a committee or subcommittee of the Parish Council.
ACTION: Clerk.
- 12. Earmarked Reserves** **It was RESOLVED** to delegate proposals for earmarked reserves to the Finance Committee. Parish Councillors suggested that reserves could be identified for the following projects: Youth Club; Machinery and Equipment; New roof for the Harberton Bus Shelter; New bus shelter at Harbertonford; Community Orchard; Fencing at Harbertonford School; Waste Bins; Public Seating; Salt Bins; Tree planting; Footpaths; Finger post signs; Pedestrian bridge at Harbertonford; Land for car parking.
- 13. Harbertonford Playground**
- 13.1. Update on development of new committee It was reported that an advertisement for a new committee had been placed in the Parish News and Village Life and that Cllr Beamish had circulated fliers to village residents with young children. It was reported that an informal meeting was held in the Harbertonford Playground and that a formal meeting would be arranged to form a committee. **ACTION: Cllr Beamish** to put the clerk in touch with the committee.
- 13.2. Allianz report: Update on Earth Wrights inspection and consider actions It was reported that Earth Wrights' Operations Manager had undertaken an inspection of the wooden equipment in the playground. It was reported that he was happy with the condition of the equipment, found no issues of concern, and that in his opinion the Allianz findings have no substance. It was reported that Earth Wrights will continue to monitor the equipment and re-apply the silica treatment in July.
- 13.3. Consideration of grass cutting quotations It was reported that Cllr Beamish has been strimming the banks and Paul Westlake has made the necessary cuts to the grass and would provide a quotation for ongoing cuts for the next meeting. **ACTION: Cllr Beamish** agreed to chase the quotation.
- 13.4. Removal of equipment from Riverdale It was reported that the sooner the equipment belonging to the Harbertonford Playground Association is rehomed the better. Much of the equipment is in a 6'x3' storage unit, plus a fold away table, gazebo and large cushions. **It was RESOLVED** that the clerk approach Cllr Camp for interim storage.
- 14. Harberton Telephone Kiosk** **It was RESOLVED** not to take legal advice prior to signing the Telephone Kiosk contract. The contract was therefore signed by the Chair. **It was RESOLVED** that the clerk make official requests to BT that the kiosk be used to house a defibrillator and that permission is given publish the existence of the agreement in minutes.

15. Correspondence

- 15.1. Harbertonford Youth Club: request for support from volunteer committee It was reported that a letter had been received from members of the voluntary committee keen to explore funding for a paid playworker/youth worker to lead/oversee sessions in Harbertonford, possibly linking in with Staverton, Dartington and Marldon's shared youth worker. It was commented that in June 2015 the Parish Council had been asked to contribute to a youth worker post based in Totnes to reach out to rural communities. The Parish Council resolved to decline the request in order to support the grass roots work already taking place in the village, but the youth club had no particular requirements of the Parish Council at the time. After discussion **it was RESOLVED** that the clerk link the youth club volunteers with the C.Cllr. to discuss the current model. The C.Cllr suggested councillors visit the new facilities at Rushbrook.
- 15.2. Grant Resources Information News (GRIN): computers for rural people It was reported that The Rank Foundation's [Computers for Rural People](#) scheme makes internet ready laptops and desktop computers available individuals, schools, businesses and community groups for as little as £130. Computers with pre-installed Microsoft software are delivered directly to applicants with a three-month. A [price list](#) can be downloaded from the Foundation's website.
- 15.3. Consultation to begin parking permit proposals It was reported that SHDC is proposing to introduce new town centre, peripheral and rural permits to replace full and commuter permits. To reflect these new changes, the costs of permits would be reduced. New permits would be paperless and limited to one vehicle registration number with permit holders able to change the registration number online, at any time. A consultation was open between 19th May and 9th June 2017.
- 15.4. Play Area Agreement It was reported that the Play Area Agreement with SHDC is due for renewal. The agreement includes insurance, monthly inspections by qualified staff and an annual engineering report provided by the District Council's insurer (Allianz). The £100 charge has remained the same for seven years, heavily subsidised by SHDC. SHDC has agreed a £30 increase to £130 for 2017/18 in a bid to close the gap on cost of delivery. The Parish Council has the option to make its own inspection and insurance arrangements for 2017/18. **It was RESOLVED** to continue the current agreement at the higher cost.
- 15.5. Street cleansing after events It was reported that SHDC has invited the Parish Council to provide information on local events within the Parish such as flower festivals, music festivals to proactively target street cleaning teams effectively for upcoming events. **ACTION:** The clerk to provide information about Strawberry Fayre.

16. Finance

- 16.1. Notice of income and expenditure since last meeting It was noted that a credit of £226.58 had been made to the Lloyds account by CRadford in respect of the PAYE and Salary overpayment.
- 16.2. June 2017 Payments **It was RESOLVED** to make the following payments

SO	Cat Radford	Payslip 20170622	Salary April: £313.73	£349.93	£0.00	£349.93	
			NP Secretary April: £36.20				
12	Cat Radford	Clerk Expenses claim 20170504	Mileage	£25.83	£0.00	£33.33	
			Broadband claim	£7.50	£0.00		
13	Harberton Parish Hall	10th January 2017	Hall Hire for HNP 27th April, 25th May, 29th June 2017	£28.50	£0.00	£28.50	
14	Les Tanner		REPLACEMENT CHEQUE for cost of hedging plants	£70.00	£0.00	£70.00	
15	IAC Audit and Consultancy Ltd	0288	Provision of Internal Audit Services in respect of 2017 Annual Return	£150.00	£30.00	£180.00	
						Total	£661.76

17. **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.

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

- 18.1. Bow Road Parking It was noted that vandalism continues to vehicles on Bow Road following dispute over car parking spaces. It had been confirmed by SHDC that there no one has any greater right to spaces than anyone else. The Police have been involved.
- 18.2. Enforcement query It was queried whether a property can be used if it is subject to a planning enforcement investigation. It was commented that inclusion of a property on the enforcement list does not mean that a

breach of planning regulations is occurring, only that the Council has received a complaint and is in the process of investigating it.

- 18.3. Flooding in Harberton It was reported that a section of pipe in the old orchard area of Harberton had burst and has now been replaced. It is anticipated that this will resolve much of the issues experienced with the drains in the area.
 - 18.4. It was reported that following heavy rain, a great amount of water was flowing into across the A38 from Luscombe Cross and into the village. It was commented that use of plastic film on the maize crop on the brow of the hill was contributing to increased run off. **ACTION: Cllr Broom** agreed to follow up with the Environment Agency.
 - 18.5. Unmetalled Roads - Jackman's Lane to Peak Cross It was reported that the Devon Trail Riders Fellowship has raised the matter of standing water on unmetalled roads with the Public Rights of Way officer, volunteering machinery, labour and materials to undertake improvement works. The officer is discussing the issue with Cllr Camp. **ACTION: The Clerk** agreed to forward details to the C.Cllr.
- 19. Date of next ordinary meeting** Tuesday 11th July 2017.