

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council 7.30pm on Tuesday 11th July 2017, Harberton Parish Hall

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

Apologies: Cllrs McDonnell and Waite.

Public: 5

Clerk: Ms Radford

Public Session

- i) A comment was made on planning application 1822/17/FUL on the Moreleigh Road in which it was suggested that parking directly on the road edge could cause a bottle neck for traffic.
- ii) Owners and developers of a 1.8 acre site between Moreleigh and Woodcourt Road attended in order to introduce proposals for development and to invite Parish Council comment. It was reported that the land has historic planning permission for approximately 8 dwellings, developers would like plans to respond to community need and would be happy to talk to the Council about inclusion of this land in the Neighbourhood Plan. Cllrs commented that there is a need in the Parish for affordable housing, that there is a chronic situation with regards to parking in Harbertonford and concerns to impact of new development to traffic on narrow lanes. On inspecting all potential sites in the Parish the Neighbourhood Plan committee noted the difficulty in walking on the single track lane to this particular site. The Developer suggested to put together a plan on which to hold further discussion with the Neighbourhood Plan committee.
- iii) The Harbertonford Youth Club volunteer in attendance thanked the Parish Council for welcoming young people to the last meeting. Contact had now been made with the youth worker of the Staverton area and further research has been undertaken on potential users for the youth club. Information available in the census suggests that there are approximately 30 young people between the ages of 6 – 15 in Harbertonford and 64 in Harberton. It was reported that Harbertonford Youth Club will host a picnic to attract young people to get involved and begin consultation on the future of the club. It was reported that the club will be applying to the Community Benefit Fund.

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 The following interest was declared on items on the agenda:

Name	Item	Detail	Action Taken
Cllr Bowley	7.1.2	The Councillor has a pecuniary interest in a neighbouring property.	The Councillor did not participate in any discussion concerning this item and did not have a vote on the decision.
Cllrs J and S Hockings	7.1.5	The Councillors are neighbours.	As consideration was in reference to the gathering of evidence it was agreed that Councillors should contribute to discussion.
Cllr Broom	9.1	The Councillor is a member of the History Society	The Councillor did not take part in discussion and did not vote.

3. **Harberton Parish Councillor** Mr Sean White attended the meeting to put himself forward for co-option to the Parish Council. He introduced himself to councillors and answered questions. He was nominated, seconded and unanimously elected as Parish Councillor to the Harberton Ward. Cllr White signed declaration of acceptance forms, countersigned by the Clerk.

4. Reports from County and District Councillors for information.

4.1 County Councillor (C.Cllr)

- 4.1.1 The C.Cllr reported that she has made contact with the Environment Agency with regard to the ongoing investigation at Cockwells Nursery. Cllr S. Hockings agreed to forward information concerning local knowledge of site run-off.
- 4.1.2 The C.Cllr invited volunteers from the Harbertonford Youth Club to Totnes steering group meetings to share experiences.

4.2 District Councillor (D.Cllr) It was reported that:

- 4.2.1 there has been an increase the number of planning applications in the district, partly due to proposed increase in planning fees. Since the election the finance bill and business rate retention will be on hold for a number of months. An increase in planning fees could pay for the increase in staff.
- 4.2.2 South Hams and West Devon Borough Councils are looking at the possibility of merging, in order to share administrative costs and plug an £800,000 funding gap. The Council will decide in July whether to take these proposals to the next stage.
- 4.2.3 there are 38 neighbourhood plans in process in the district. It has been requested that more staff are put in place to deal with the workload and reduce delays as all plans enter regulation 14 and come to fruition.
- 4.2.4 a new Community Led Housing role has been appointed. Discussed the benefit of a preferred list of solicitors.
- 4.2.5 Parish and Town councils are encouraged to consider an application to the Town and Parish (TAP) Fund. It was agreed to consider developing a bid with Harbertonford Youth Club and it was agreed that C.Cllr Hodgson will share details from Totnes' successful TAP fund bid to help development.
- 4.2.6 the Joint Local Plan is still in consultation.

5. **Minutes** The following minutes were approved as an accurate record:

- 5.1 Notes from the meeting between Executive Directors of the Link Academy Trust and Harberton Parish Councillors to discuss car parking at Harbertonford CE Primary School.
- 5.2 Meeting of the Finance Committee of Harberton Parish Council 4th July 2017
- 5.3 Ordinary Meeting of Harberton Parish Council 13th June 2017

6. **Report Matters Arising from the Minutes** for information only

- 6.1 Lloyds current account updating the standing order for safety deposit envelope is ongoing.
- 6.2 Harberton telephone kiosk It was reported that the signed contract has been received by the Parish Council and will be filed in the Safety Deposit envelope. It was reported that the Parish Council has been given written permission from BT to minute existence of this agreement in minutes and that written consent has been received to connect a defibrillator to the power supply.
- 6.3 Flooding in Harberton It was reported that Cllr Broom had written to the Environment Agency consultant who had agreed to undertake a review of flooding issues in the Harberton Parish for an update considering recent run off issues from the Luscombe Cross area, specifically in relation to the practice of using film on crops. It was reported that the consultant had visited the sites but could not see any evidence of silt on the road, but that he would make enquiries with the farmers in the area and come back to the Parish Council. It was agreed to take further photographs of evidence of the impact of run off and of water crossing the A381.
- 6.4 Unmetalled Roads at Jackmans Lane Clerk to forward information to the C.Cllr.
- 6.5 Review of Standing Orders (Clerk) Ongoing.

7. **Planning**

7.1 Planning application recommendations:

- 7.1.1 **It was RESOLVED** to SUPPORT application 1822/17/FUL, construction of a new two storey dwelling house At Sx782560, Harbertonford. In discussion it was commented that better management of the hedgerows on the Morleigh road would alleviate bottle necks.
- 7.1.2 **It was RESOLVED** to SUPPORT the application 1801/17/FUL, change of Use from B1(c) light industry to C3 dwelling house at Fulling Mill, Woodland Road, Harbertonford
- 7.1.3 **It was RESOLVED** to SUPPORT 2032/17/HHO, Householder application for construction of single storey extension to dwelling at Larks Rise, Harberton.
- 7.1.4 **It was RESOLVED** to SUPPORT 1690/17/HHO Householder application for proposed additional off road car parking at Meadow Copse Bow Road, Harbertonford. Parish Council encouraged application for off road parking.
- 7.1.5 2048/17/CLE Lawful development certificate for existing use of building as 2no. dwellings at Langford Farm, Harberton. It was queried whether the date on the enforcement list was the date that the complaint was raised and listed, or that an enforcement notice was served. Questions concerning this particular case had been asked of the District Council on previous occasions and the Parish Council had been advised by the D.Cllr that the 'clock had stopped'. The Chair expressed serious alarm that the advice that was given may have been incorrect. The D.Cllr was asked to give clarity on this issue and the date at which the 'the clock stops' time running on the case in question. After discussion **it was RESOLVED** that those Parish Councillors who have any evidence to contact the planning officer directly.
- 7.1.6 **It was RESOLVED** to SUPPORT 1390/17/HHO & 1391/17/LBC Householder application for the conversion and alterations of existing outbuilding at 1 Hernaforde Cottage, Harbertonford with the comment: The Parish Council would like to see a slate roof.
- 7.1.7 **It was RESOLVED** to SUPPORT 1965/17/HHO Householder application for conversion of garage, first floor extension and rear terrace at Mill View, Woodcourt Road, Harbertonford provided that the planning officer considers the parking implication.

7.2 Note applications for information:

7.2.1 2034/17/PDM Prior Approval for proposed change of use of an agricultural building to dwelling house (Class C3) and for associated operational development (Class Q(a+b)) at Valley End Farm (was Beenleigh Meadows) Diptford, Harberton. It was agreed to reiterate comments that the building has never been used for commercial agriculture and recommends that an agricultural appraisal officer views the site.

7.3 Receive a report on planning decisions

7.3.1 Appeal Ref APP/K1128/W/17/3168011 for application 3040/16/FUL: Proposed replacement of outbuilding with single dwelling at Lower Ashbridge Farm, Harberton. It was reported that the appeal is allowed and planning permission is granted.

7.4 Receive a report on enforcement cases A hard copy of open enforcement cases was tabled for information. The D.Cllr commented that he has been encouraging enforcement officers to process cases in the Parish.

8. Monthly reports

8.1 Finance Committee update It was reported that the Finance Committee received and accepted the quarterly report and bank reconciliation as prepared by the Clerk, showing a balance of £ 50663.69 including reserves.

8.2 Neighbourhood Plan update It was reported that a short meeting was held in July following on from the site assessments undertaken in June. A meeting was requested with the CLT following the site assessment.

8.3 Community Land Trust update It was reported that the planning application is due to go in on the 3rd August. Plots have been allocated to each applicant.

8.4 Town and Parish Fund 2016 updates It was reported that a public meeting had been held to raise awareness of the Devon Ambulance Trust night landing site project and to answer questions from neighbours. A planning application has now been submitted to the Planning Authority for the lighting column necessary for use in night landings.

8.5 Clerk's update It was reported that the clerk has submitted a VAT claim for VAT paid in 2016-17.

9. Consider recommendation of the Finance Committee on:

9.1 Community Benefit Fund Grants **It was RESOLVED** to approve the recommendation of the Finance Committee below:

Project Summary	£ request	£ offered	Conditions or Reason for Objection	Method of payment
Harberton and Harbertonford History Society Oral History Project. Harbertonford Woollen Mill. The grant is to purchase dedicated computing equipment suitable for video editing with 3 terabytes of storage of video files and 16GB of RAM and a high speed processor. This laptop would be used by a number volunteers sharing the workload.	£520.00	Offer 100% of requested amount £520.00	With condition that the equipment is owned by the History Society and used only in connection to History Society projects.	On receipt of grant acceptance with cheque.
Harberton Parish Hall Repairs to pedestrian access and vehicle ramp at hall will allow a continued use of the hall by removing the risk of entrance collapse or blockage and will greatly assist access for pedestrians, wheelchairs, disabled vehicles and deliveries.	£1,000.00	Offer 100% of requested amount £1000.00		On receipt of grant acceptance with cheque.

9.2 Earmarked reserves **It was RESOLVED** to approve the Finance Committee's proposal for earmarked reserves below:

	Bank Balance	£50,663.69
Community Benefit Fund		£34,851.77
Elections		£3,000.00
Projected net expenditure in the year		£8,902.61
Bus Shelters		£2,000.00
Car park repairs		£1,500.00

Remaining balance (general reserves)	£409.31
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- 10. Harbertonford CE School Carpark** Cllrs discussed the issue of school gating and the possibility of making a contribution to costs. It was agreed that children's safety is a high priority to the Parish Council, as is the ongoing issue of lack of car parking in Harbertonford. It was agreed that the loss of the car-park for community use would be detrimental to the village. **It was RESOLVED** that the school would be eligible to apply to the Community Benefit Fund to support the project providing the support enabled ongoing community access to the carpark. However, whilst the Parish Council supported the project in principle, it was agreed that more information would be required pertaining to the contribution that the school can make to the project (and therefore what level of support the Parish Council is being asked to consider) as well as issues surrounding ongoing permitted use and proposed sanctions for misuse.

It was agreed that a letter to the school confirming the above should also reference the possibility of creating a permissive path enabling access to Riverdale from Old Road by fencing a 3ft path on the boundary edge of the playground.

11. Harbertonford Playground

- 11.1 Extended lease relating to land at Harbertonford CE Primary School It was noted that the extended lease was unchanged except for a rise in annual rent of £10 to £60 per year and that the Parish Council as tenant will procure that the grass at the premises is cut when necessary. It was agreed that the clerk receive advice from the Parish Council's insurance company in order to ensure compliance with the lease in relation to insurance of equipment. **It was RESOLVED** that two members of the Parish Council sign the lease for the period 23rd August 2017 and 22nd August 2023 once insurance details have been confirmed.
- 11.2 Provide the appropriate undertaking to be responsible for the legal fees for the extended lease and provide a named contact **It was RESOLVED** that the Parish Council accepted responsibility for the legal fees of £250 plus VAT and disbursements and that the Parish Clerk be the named contact. **It was RESOLVED** that a cheque could be signed for these fees between meetings. **It was RESOLVED** that the Clerk sign the Declaration Prior to Agreement Excluding Security of Tenure on behalf of the Parish Council.
- 11.3 Update on development of new committee It was reported that Cllr Beamish held a meeting on 7th July in Harbertonford to provide information about the responsibility of the committee and to gather interest. Volunteers agreed to host an event in September, intending to convene a committee two weeks following.
- 11.4 Consideration of grass cutting costs **It was RESOLVED** to accept the invoice from Paul Westlake for necessary grass cutting costs. **It was RESOLVED** to request the grass continue to be cut by Paul Westlake for 5 further cuts at £30 per cut during July, August, September.
- 11.5 Removal of equipment from Riverdale **ACTION: Cllr Davidson** agreed to ask Charlie Wynne if there is available space in the Harberton Playing Field Association container for storage of this equipment.

12. Harbertonford Telephone Kiosk

It was reported that the K6 Telephone Kiosk in Harbertonford was listed in 1990 and listed building consent is required to install a defibrillator and change the signage. Advice has been received from South Hams District Council's (SHDC) listed building's officer and from The Community Heartbeat Trust. It was reported that Cllr Broom has submitted a listed building application for permission to proceed.

13. Correspondence

- 13.1 Devon Association of Local Councils newsletter Cllrs were informed.

14. Finance

- 14.1 Notice of income and expenditure since last meeting. It was noted that the finance committee had approved the following payment:

Chq	Paid to	Invoice	Description	Before VAT	VAT	Total
16	South Hams District Council		Planning Application	97.50		97.50
					Total	£97.50

- 14.2 July payments **It was RESOLVED** to make the following payments:

Chq	To	Inv	Detail	Before VAT	VAT	Total
SO	Cat Radford	Payslip 20170722	Salary July: £313.73	£349.93	£-	£349.93
			NP Secretary July: £36.20			

SO	Cat Radford	Payslip 20170822	Salary August: £313.73	£349.93	£-	£349.93
			NP Secretary August: £36.20			
17	Cat Radford	Clerk Expenses claim 20170706	Mileage	£9.99	£-	£24.99
			Broadband claim	£15.00	£-	
18	Paul Westlake	252	Grasscutting play area initial strim @ £30 and 5 cuts @ £30 per cut in April, May, June	£180.00	£-	£180.00
19	South Hams District Council	21723945 & 21723936	Annual Insurance and inspection fee for Harberton and Harbertonford play area	£260.00	£52.00	£312.00
20	Exeter Diocesan Board of Finance	NA	Annual lease of land at Harbertonford CE Primary School	£60.00	£-	£60.00
					Total	£1,276.85

15. E-Circulars It was reported that the following circulars were received: 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

- 16.1 The local resident who cleared the river by the bridge in Harbertonford was thanked for his work.
- 16.2 It was commented that there is a raised garden area near the bridge in Harberton that is overgrown. It was requested to put an item on the agenda for the next meeting to discuss replanting with flowers.
- 16.3 The Clerk was requested to raise the issue of overgrown hedges on the Moreleigh Road and road at Blue Post with Devon County Highways.
- 16.4 Cllr Bowley commented that he had been to tree warden meeting and will speak to the landscape officer at SHDC. It was commented that when the Parish Council wishes to recommend a professional opinion be sought, that advice should be obtained from an arboriculturist, rather than a tree surgeon.
- 16.5 It was requested that councillors consider a one-way system at Fore Street and Tristford Road at the next meeting.
- 16.6 It was requested that a dog warden visit Woodcourt Road to note the ongoing issue with dog mess.

17. Date of next ordinary meeting Tuesday 12th September 2017.