

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council, 7.30pm on Tuesday 12th September 2017, Harberton Parish Hall

In attendance: Councillors (Cllrs) Beamish, Bowley, Broom, Davidson, J.Hockings, Janes, McDonnell, Waite, Williams and District Councillor (D.Cllr) Tucker

Apologies: Cllrs Camp, S.Hockings and White

Absent: C.Cllr Hodgson

Public: 2

Clerk: Ms Radford

Public Session

- i) As member of the public commented on the lack of information within planning application 2564/17/FUL, as it refers to a contamination survey that is not included. Concerns were also raised about traffic management during development.
- ii) Representatives of the Police Force attended the meeting to begin discussions about the issue of traffic speed and the location of the zebra crossing in Harbertonford. Officers reported that they are tasked to identify community based issues and explore how those issues could be resolved by working with the community. It was reported that the Police intend to commence video recorded speed enforcement in Harbertonford. The following initiatives were also introduced to Councillors:
 - a. Community Speed Watch in which local residents volunteer to be trained to run a roadside speed watch. Volunteers would not be required to stop vehicles; speeds would be logged against registration numbers and letters would be sent by the Police. It was commented that the sight of people standing by the side of the road with a speed gun has shown to have impact on speeds. 6 volunteers would be required to participate in the project.
 - b. Traffic data collection It can be arranged for the Casualty Reduction Officer to install equipment that records data about traffic weight and speeds within a specific area for a set period. The compiled data gives a much clearer picture about average speeds, peak traffic times, and specific data about fastest and slowest speeds.

Officers commented that they had assessed the zebra crossing and believe the location to be dangerous. In the short time that officers were observing traffic on the site, they witnessed three potential incidents. It was commented that the zebra crossing could be moved closer to the bus stop, or put it on the apex of the corner to improve sight of traffic from both directions more clearly. Councillors informed Officers that the Parish Council has had ongoing discussion with Devon County Highways without success and pleased to receive support from the Police on the issue. Officers have asked for statistical data on accidents in the village. Councillors asked if this request to be expanded to include the junction at Brockhills. Officers were invited to attend the meeting of the Harberton Neighbourhood Plan Steering Group as the initiatives discussed would provide data useful to development of the plan, and that volunteers may come forward for the Community Speed Watch.

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. Cllr McDonnell requested a Register Amendment Form.

2.2 The following interests were declared on items on the agenda:

Name	Item	Detail	Action Taken
Chris Bowley	6.1.3	The Councillor has a pecuniary interest in a neighbouring property.	The Councillor left the room during discussion and vote.

3. Reports from County and District Councillors for information.

3.1 County Councillor (C.Cllr) No report.

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

3.2.1 As most planning applications are submitted to the South Hams District Council (SHDC) electronically, SHDC is looking to forward electronic plans to statutory consultees by email, eventually stopping the practice of sending paper copies in the post. It was commented that councillors not online were at risk of being excluded from the consultation process. The D.Cllr commented that in other parishes plans are viewed in meetings via a projector, and councillors have made arrangements to access plans via another councillor's computer. It was commented that the District Council website will need to include a 'download all' function and better label documents to make this more manageable. The D.Cllr was asked to make a note of concerns.

3.2.2 The D.Cllr apologised that the information given to the Parish Council on enforcement timescales was incorrect. The 4 year period starts on the date that the enforcement notice is issued, not on when the matter appears on the enforcement list. In future, the D.Cllr will be reviewing enforcement cases monthly,

so that cases are dealt with before entering the 4 year period. The Head of Planning is now looking into all cases that have exceeded this timeframe. Cllrs requested that all cases that the enforcement list clearly indicates whether an enforcement notice has been issued.

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

- 4.1 EGM (Planning) meeting of Harberton Parish Council 8th August 2017
- 4.2 Ordinary Meeting of Harberton Parish Council 11th July 2017 with amendments to record of comments made on enforcement timescales.

5. Report Matters Arising from the Minutes for information only

- 5.1 Lloyds current account Ongoing: The Clerk and Cllr Broom are yet to visit the bank to set up a standing order for the safety deposit envelope.
- 5.2 Review of Standing Orders (Clerk) It was reported that the proposed that either the full council review the draft Standing Orders at the next meeting, or a working party develop a final draft with the clerk. Cllrs Broom and McDonnell agreed to meet the clerk to review the draft.
- 5.3 Harbertonford Playground Association Committee It was reported that a rounders match to be held in the week to generate interest towards a full committee being set up before the end of the month.
- 5.4 Extended lease relating to land at Harbertonford CE Primary School (Clerk) It was reported that the Parish Council's insurance broker confirmed that the public liability in place complies with clause 10.10 of the lease agreement relating to Harbertonford play area as the equipment and fence is ensured under third party liability. Once this was confirmed, the lease agreement was signed by Cllrs Davidson and Williams in July.
- 5.5 Removal of equipment from Riverdale (Cllr Davidson) It was reported that the Harberton Playing Field Association had been asked about space in the storage container.
- 5.6 Official 'committee status' of Harberton Neighbourhood Plan (HNP) Steering Group (Clerk) The clerk reported that the Devon Association of Local Councils (DALC) advised that a formal committee or sub-committee of the Parish Council may have non-councillors on it, but those individuals would not have a vote. An advisory 'working group' can have any number of non-councillors on it, working through issues and making regular reports back to council, but decisions should be made by council, including spending decisions. It was therefore noted that the HNP Steering Group advising the Parish Council and is therefore not to be confused with a formal 'Committee' or 'Sub-committee' of the Parish Council. After discussion, it was proposed to ensure that the 'Terms of Reference' for the Steering Group include the requirement to declare interests. It was agreed more work needs to be done to clarify this issue.
- 5.7 Harbertonford CE Primary School fencing It was reported that the Clerk had written to the directors of the Link Academy Trust, but that no reply had been received.

6. Planning

6.1 Planning Application recommendations:

- 6.1.1 Cllrs discussed an objection to the application as received from a member of the public, specifically, consideration to loss of privacy and light pollution. **It was RESOLVED** to SUPPORT application 2559/17/FUL: Demolition of existing holiday let and construction of new dwelling and bin/log store outbuilding, with associated landscaping, at Orchard Lodge, Old Road, Harbertonford with the following conditions: To avoid light pollution and the neighbour being overlooked, the Parish Council recommends that the two large windows facing the property (on the east facing roof) are removed from the plans. Other windows on the property provide sufficient light.
- 6.1.2 Application 2596/17/CLE: Application for lawful development certificate for existing use. Breach of condition 8 of granted planning consent 23/0921/92/3, at The Barn Conversion, Berrystone, East Leigh, Harberton. It was commented that there have been residents in the barn for several years, but there was no specific evidence to add.
- 6.1.3 **It was RESOLVED** to OBJECT TO application 2564/17/FUL: Demolition of existing barn structure and erection of 4 new residential dwellings with associated garage building and landscaping, at Land Adjacent To The Old Mill, Woodland Road, Harbertonford with the following comments:
 - Suspect that there is asbestos on the site, and that there is no contamination report submitted with the plans.
 - Insufficient information on sewage and surface water run-off.It was agreed to comment that the design is an improvement on the previous application.
- 6.1.4 The Harberton Parish Neighbourhood Plan (HNP) site assessment was circulated to councillors along with comments on the plan received from a resident. After discussion **it was RESOLVED** to SUPPORT the application 2047/17/OPA: Demolition and removal of existing industrial units and vehicle storage yard and replace with 6no. Dwellings, at Dundridge Yard Industrial Estate Harberton on the condition that there is no building on the paddock and that the site has appropriate landscaping in keeping with the listed building.
- 6.1.5 **It was RESOLVED** to make NO OBJECTION to application 2234/17/OPA: Outline application with all matters reserved for conversion of agricultural building into 1no. holiday let and 1no. workshop (resubmission of 2200/16/OPA) at Field adjacent to Little Grove Farm, Harberton
- 6.1.6 **It was RESOLVED** to SUPPORT application 2944/17/TCA T1: Fir - fell, poor health, showing discolouration, blocking light to younger trees/shrubs in close proximity; T2: Apple - deadwood and ivy

removal (exempt); T3: Cherry - similar state to T2, deadwood and ivy removal (exempt); T4: Alder - fell, on river bank, very poor health, number of larger branches died and fallen in last 12 months, overcrowding adjacent T4 and T5; T5: Ash - deadwood and ivy removal (exempt); T6: Sycamore - Fell to allow Ash to flourish; T7: Fell to allow Ash to flourish; H1: Boundary hedge of mixed spp - reduce in height by approx 1-2m to allow light to garden shrubs/smaller trees. At Riverstone, Crowdy Mill to Harbertonford

- 6.2 Planning decisions It was reported that the Local Planning Authority had made the following decisions:
- 6.2.1 1390/17/HHO and 1391/17/LBC CONDITIONAL APPROVAL Householder application and listed building consent for the conversion and alterations of existing out building.
 - 6.2.2 1822/17/FUL CONDITIONAL APPROVAL Construction of a new two storey dwelling house, Development Site At Sx782560 Harbertonford.. In the interests of Neighbour Amenity a 1.8m fence should be constructed along the north east boundary.
 - 6.2.3 2032/17/HHO CONDITIONAL APPROVAL Householder application for construction of single storey extension to dwelling, Larks Rise, Harberton
 - 6.2.4 1690/17/HHO CONDITIONAL APPROVAL Householder application for proposed additional off road car parking, Meadow Copse Bow Road Harbertonford The hardstanding permitted shall remain available in perpetuity for parking in association with the use of the dwelling, to ensure that off street parking facilities remain available in the interests of highway safety.
 - 6.2.5 1801/17/FUL CONDITIONAL APPROVAL Change of Use from B1(c) light industry to C3 dwelling house, Fulling Mill Woodland Road Harbertonford. To protect future occupants from the effects of contamination, the remediation scheme shall be implemented in accordance with the submitted strategy and assessment.
 - 6.2.6 1965/17/HHO CONDITIONAL APPROVAL Householder application for conversion of garage, first floor extension and rear terrace, Mill View, Woodcourt Road, Harbertonford.
 - 6.2.7 2664/17/TCA EXEMPT WORKS T1: Salix Alba - Fell, dead, weak decayed points at base of tree, Riverstone, Crowdy Mill to Harbertonford
 - 6.2.8 2034/17/PDM PRIOR APPROVAL GIVEN for proposed change of use of an agricultural building to dwellinghouse (Class C3) and for associated operational development (Class Q(a+b)), Valley End Farm, Diptford, Harberton. Cllrs were informed of the Officer's comments in the final report: The parish council comments are noted, however in the absence of any evidence to demonstrate that there has been no agricultural use on the site, the submitted information is accepted. Plans have overcome the previous refusal by removing the section of the building [...] tied by condition for agricultural use and will remain as the tool shed.
 - 6.2.9 2384/17/FUL CONDITIONAL APPROVAL for installation of lighting pole to provide emergency lighting for landing of Devon Air Ambulance helicopters, Football Field, Woodcourt Road, Harbertonford It was noted that the approved development shall be used only for operations by the Devon Air Ambulance and other emergency services and for no other purpose.
The Clerk observed that the standard list of conditions on applications given approval appears to be growing in length, now including more detail on materials and finishes to perpetuate the use of vernacular materials and character of the local area.

7. Monthly reports

- 7.1 Finance Committee update No update
 - 7.2 Neighbourhood Plan update No update
 - 7.3 Community Land Trust update No update
 - 7.4 Town and Parish Fund 2016 updates It was noted that as planning permission had been granted for the installation of the lighting pole for emergency lighting, the Clerk had contacted Devon Air Ambulance Trust for information on next steps in the night landing project.
 - 7.5 Clerk's update
 - 7.5.1 *External Audit* It was reported that the external auditor had requested more detailed information on the difference in expenditure between years 2015/16 and 2016/17 and a full break down of Community Benefit Fund grants in 2016/17. Both requests were submitted to the auditor in July/August.
 - 7.5.2 *Harberton Playing Field Association Car Park closure* Notification had been received that the car park would be closed for 24 Hours in mid-November to emphasise its private status.
 - 7.5.3 *Village Defibrillator project* It was reported that the Parish Council's listed building application to install a defibrillator in the listed K6 telephone kiosk in Harbertonford had been given. A date to install the defibrillators is being agreed between the working party and Community Heartbeat Trust (CHT). It was commented that the working group are looking for volunteers to paint the phone boxes.
8. **One way system at the junction of Fore Street and Tristford Road** It was agreed to defer discussion to October's meeting.
9. **Planting raised garden on bridge in Harberton** It was **RESOLVED** to put a notice with information about the proposal to remove the overgrown shrubs and replant with flowers on the gate nearby the bridge, in the Church House Inn, and circulate via Harberton village email. The notices would include a call for volunteers.
ACTION: Cllr Davidson.
10. **Consultation on the proposal for One Council for South Hams and West Devon** The D.Cllr commented that a lot of information in the local press has been incorrect, such as the levels of debt at West Devon

Borough Council. The D.Cllr commented that due to the reduction in the Government Revenue Support Grant the gap in funding will have to be filled. Administrative savings could be made by merging councils rather than scaling back services. The D.Cllr believes it is better to merge at this time, rather than being forced to do so at a later date when one of the two councils might be in financial difficulty. It was commented that West Devon is the natural partner as the two councils have already made efficiency savings by working together. In discussion:

- some councillors recognised that district councils are in a difficult position and would reluctantly support the proposal to save another round of funding cuts, although others questioned why funds couldn't be raised through increases to council tax.
- some councillors were concerned of the damage to local democracy if the merger went ahead. It was commented that decreasing the number of district councillors and an increase in workload could potentially limit diversity.

There was a show of hands with the following result: 4 IN SUPPORT of the merger, 4 OBJECT, 1 ABSTENTION. With the Chair's casting vote, **it was RESOLVED** that the Parish Council OBJECT to the merger, however it was agreed to note the opinion of the council was split.

11. **Totnes Neighbourhood Plan Draft** In discussion it was commented that new development does not have sufficient parking, there is no reference to the asset of the railway station to the local area and the traffic implications for access. There is no reference to wildlife and biodiversity and noise pollution is not mentioned.

Cllrs reviewed a draft letter, tabled by Cllr McDonnell in which it was outlined that no evidence was provided in support of renewable energy proposals, no reference to consultation events and no maps supplied to sites proposed for renewable energy development on which a valued judgement could be made. After discussion **it was RESOLVED** that the Parish Council forward the letter as draft. On request of Cllr Beamish, it was noted for the minutes that he voted against the motion.

12. **Harberton Playing Field Association (HPFA) planting** It was reported that the Parish Council has been asked to authorise the planting of 6 fruit trees in the top left of the field near the copse and between the 2 copper beaches at the back of the field. HPFA funds would pay for the planting and maintenance of the new trees. Whilst the Parish Council supportive in principal, **it was RESOLVED** to request that HPFA submit an overall plan showing the exact location that the trees would be planted, and the species of trees that were being proposed for planting, before formal permission was given. It was commented that the as the Harbertonford Tree Warden, Cllr Bowley has collected a list of native fruit trees should the HPFA be interested in considering these.

13. Correspondence

- 13.1 Taxi Licensing Policy Consultation Cllrs were informed that a consultation is open until 30th September.
- 13.2 Next step for Plymouth and South West Devon Joint Local Plan (JLP) It was reported that the JLP and the 120 documents that make up the evidence base for the plan were submitted to the Planning Inspectorate for examination on 31st July 2017. All submitted documents are available to read online, including the Response Report (regulation 22 Statement) which sets out all the representations made during consultation and JLP responses.
- 13.3 Section 106 contributions It was reported that SHDC Democratic Services officer had forwarded details of Section 106 commuted sums received by SHDC, Open Space, Sport and Recreation 106 contributions, the South Hams Parish/Town Open Space, Sport and Recreation Plan and a copy of a power point presentation on these plans, available to councillors by request to the Clerk.
- 13.4 Latest News from DALC August issue Cllrs were informed
- 13.5 St Andrew's Church PCC request for grant It was reported that the PCC had requested a grant towards the maintenance of the churchyard. Accounts to 31st December 2016 showed that £523 was spent in 2016 on cutting the grass, strimming around the graves and general maintenance. **It was RESOLVED** to grant £450 to the PCC as per the 2017/18 budget.
- 13.6 Latest news from DALC September Issue Cllrs were informed that the National Association of Local Councils (NALC) is responding to a government consultation into broadband services on behalf of local councils and that councils are invited to respond to NALC's summary of the issues. DALC is considering offering training on the implementation of new Data Protection Regulations. **It was RESOLVED** to forward this to Cllr S. Hockings to request he respond.

14. Finance

- 14.1 Notice of income and expenditure since last meeting It was reported that the Lloyds bank was credited with a VAT reimbursement of £896.98 on 04/08/17.

The following payments were made between meetings:

Chq	Paid to	Invoice	Description	Before VAT	VAT	Total
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Online Payment	Michelmores LLP	6020384	Professional services provided in relation to the Lease of land at Harbertonford CoE Primary School.	£250.00	£50.00	£300.00
Online Payment BARCLAYS	Harberton Parish Hall		Community Benefit Fund Grant	£1,000.00	£0.00	£1,000.00
Online Payment BARCLAYS	Harberton and Harbertonford History Society (H3 Society)		Community Benefit Fund Grant	£520.00	£0.00	£520.00
					Total	£1,820.00

14.2 September 2017 Payments The following payments were approved:

Chq	To	Invoice/ paperwork	Detail	Before VAT	VAT	Total
SO	Cat Radford	Payslip 20170922	Salary Sept: £313.73	£349.93	£ -	£ 349.93
			NP Secretary Sept: £36.20			
21	Cat Radford	Clerk Expenses claim	Mileage	£3.96	£ -	£ 11.46
			Broadband claim	£7.50	£ -	
22	Harberton Parish Hall	31/08/2017	Hall hire for Haberton Parish Neighbourhood Plan Meetings: 21/09/17 and 26/10/17	£18.00	£ -	£ 18.00
23	St Andrew's Church PCC		Grant towards graveyard maintenance	£450.00	£ -	£ 450.00
					Total	£ 829.39

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** None raised.

17. **Date of next ordinary meeting** 10th October 2017