

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 14th November 2017, Harberton Parish Hall

In attendance: Cllrs Broom, Camp, Davidson, J.Hockings, S.Hockings, Janes, McDonnell, Williams, White, D.Cllr Tucker, C.Cllr Hodgson.

Apologies: Cllrs Beamish, Bowley

Not in Attendance: Cllr Waite

Public: 1

Clerk: Ms Radford

Public Session

1. A representative of the Harberton Playing Field Association (HPFA) attended to present a plan for tree planting and landscaping of the playing field. It was reported that the HPFA has been mowing a track around the perimeter of the field and have been researching costs to apply a hard surface that could be used by wheelchairs. It was reported that landscaping would coppice some existing hazel trees to enable continuation of the pathway the planting of new fruit trees and creation a natural area where people can sit and children can play. Plans identify an area for a community landing site should this be something the community wishes to take forward in future. It was agreed to discuss the plans at the next meeting.

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 The C.Cllr tabled a written report including updates on the consultation on funding for education, education budget cuts, Devon County Council's (DCC's) Pothall Action Fund, DCC's reaffirmation of commitment to implementation of its Energy Policy, Strategy and Action Plan as a response to climate change, Highways issues including speed limits (see below), Ethical Care Charter, Adult Health Care action plan, the gap in funding for Children's Care services and concerns around the role of the unelected Local Enterprise Partnership in respect of spending around 'Heart of the South West' Devolution proposals.
 - 3.1.2 It was commented that results of the Government commissioned 'Atkins report' into 20mph limits and zones is due in February and will be followed up by a DCC review into road speeds. The C.Cllr has emphasised to DCC that many Neighbourhood Planning groups are seeking slower road speeds.
 - 3.1.3 It was reported that following an investigation into the fire at Cockwells Nursery in May 2016, the issue is going to court in the near future. As there had been no update from the Environment Agency, Cllrs expressed concerns about safe public access to the site for the retail of Christmas trees. The C.Cllr agreed to relay these concerns to DCC.
 - 3.1.4 Cllrs commented that following the resurfacing of the A381, the change in levels had created surface water flooding at the Gerston Cross junction with the old Plymouth Road.
 - 3.1.5 Cllrs commented that the entrance to Jackmans Lane had been cleared which has made a difference to the amount of run-off on the A381.
 - 3.2 **District Councillor** It was reported that:
 - 3.2.1 the D.Cllr met with Cllr Beamish regarding the lack of grass cutting on the bank at Bow Road. South Hams District Council (SHDC) has confirmed that the land was not transferred in the contract with DCH, and that it is owned by Devon County Council as part of the Highway. **ACTION: The C.Cllr** agreed to take the query forwards.
 - 3.2.2 The car reported as being abandoned on Bow Road is taxed and insured. It was commented that anyone can check whether a vehicle is taxed and has an MOT via the DVLA website. It was commented that the car has since been removed.
 - 3.2.3 SHDC has received several comments of concern regarding earth works at Dorsley Barton. It was reported that the work is legal as permission has been given for an agricultural building. It was commented that the planning authority will require a full planning application should the building be used for anything other than agriculture.
 - 3.2.4 SHDC is considering starting a lottery to raise funds to support charities in the South Hams.
 - 3.2.5 Following the decision to abandon the proposal to form One Council with West Devon, SHDC is now looking at how to manage the budget post 2020, and likely to make hard decisions about car parking charges, toilets and other services to come into effect ahead of 2021. Cllrs asked why SHDC would not put up council tax. It was reported that such a decision could only be made following a referendum which would cost £200,000. Outcomes of Council Tax referendums elsewhere in the country suggest the result would likely oppose an increase.

4. **Minutes** It was **RESOLVED** to sign the minutes of the Ordinary Meeting of Harberton Parish Council 10th October 2017 as an accurate record.
5. **Report Matters Arising from the Minutes** for information only
 - 5.1 Review of Standing Orders It was reported that the clerk had met with Cllrs Broom and McDonnell to review the standing orders and to update the Neighbourhood Plan Steering Group terms of reference. Drafts will be circulated for consideration at the next meeting of the Parish Council.
 - 5.2 Planting raised garden on bridge in Harberton Thanks were given to Cllrs J. Hockings and S.Hockings who co-ordinated clearing with members of the public. Cllr Davidson has planted bulbs and plants and will put in pots with flowering plants.
 - 5.3 Community Speed Watch It was reported that Cllr Davidson has contacted the Police on the initiative and is awaiting news.
 - 5.4 Devon Highways 2017 Conference It was reported that the maximum of two places had been booked for the Rattery event however there has been a date confusion in correspondence and cllrs would no longer be able to attend.
6. **Planning**
 - 6.1 Planning application recommendations:
 - 6.1.1 It was noted that a resolution had been made on planning application 3089/17/VAR at the October meeting of the Parish Council; the item appeared on the agenda in error. The Clerk will request an extension on planning application 3596/17/FUL that was due to appear on this agenda but was missed in error.
 - 6.1.2 **It was RESOLVED** to SUPPORT application 3448/17/FUL Provision of agricultural livestock building at Beenleigh Manor Farm, Harberton.
 - 6.2 Planning decisions It was reported that the Planning Authority had made the following decisions:
 - 6.2.1 2234/17/OPA CONDITIONAL APPROVAL Outline application with all matters reserved for conversion of agricultural building into 1no. holiday let (resubmission of 2200/16/OPA)Field adjacent to Little Grove Farm Harberton. The conditions included that the conversion be used solely for holiday accommodation only and shall not be occupied as any person's sole or main place of residence, as the development proposed is in an area where there is a presumption against new residential development.
 - 6.2.2 3000/17/ARC Approval of details reserved by condition 3 (slate only) of planning consent 1801/17/FUL Fulling Mill Woodland Road
 - 6.2.3 2944/17/TCA TREE WORKS ALLOWED 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. Riverstone Crowdy Mill To Harbertonford
 - 6.2.4 2162/17/HHO & 2163/17/LBC Householder application & listed building consent to replace deteriorating garage roof with living ('green') roof, roof window and replacement joinery. School House A381 Brockhills Cross To Main Harbertonford
 - 6.2.5 2559/17/FUL Demolition of existing holiday let and construction of new dwelling bin/log store outbuilding, with associated landscaping at Orchard Lodge, Old Road, Harbertonford. It was reported that windows and roof lights on the eastern elevation to be obscure glazed, non-opening and permanently retained as such, in the interests of the residential amenities of the adjoining occupiers; no part of the development should be brought into intended use until the parking facilities and turning area have been provided and maintained; prior to commencement details of the surface water design (including percolation test results and supporting calculation shall be submitted to and approved in writing by the local planning authority; that development shall be carried out in such a manner as to avoid damage to the existing trees and hedgerows.
 - 6.2.6 2991/17/VAR CONDITIONAL APPROVAL Removal of condition number 3 (restrictive use for agricultural purposes) following grant of planning permission 17_23/2323/13/F Valley End Farm, Harberton
 - 6.3 Report on enforcement cases A hard copy of open enforcement cases was tabled for information.
7. **Monthly reports**
 - 7.1 Finance Committee Update No update.
 - 7.2 Harberton Parish Neighbourhood Plan (HNP) update It was reported that the steering group had found information provided by Cllr Williams on the Community Land Trust (CLT) very useful. New wording for the introduction to the HNP had been approved. New wording for a tree policy had been circulated for comment. More work is to be undertaken on a site assessment to incorporate new criteria based on chapters within the plan. It was reported that consultants acting on the behalf of the proposed development site at Winsland House have requested a meeting with the HNP steering group to support the site assessment. It was commented that whilst developers are encouraged by the Local Authority to consult with residents before submitting a planning application, Cllrs will make it clear that they cannot make any kind of endorsement to proposals that would pre-empt statutory consultation. It was reiterated that it is a high priority is to ensure that the HNP process is open and transparent as possible.

- 7.3 Community Land Trust (CLT) update It had been reported at the last meeting that the planning application had been submitted and is in process. Cllrs asked whether any of the plots that have been allocated are likely to become available in the future because householders no longer meet the criteria. It was commented that this was unlikely, but that a waiting list has been established. The D.Cllr commented that there is a new member of staff in post at SHDC with a role to provide support to CLT groups.
- 7.4 Town and Parish Fund 2016 updates It was reported that works to install the lighting column at Harbertonford Football club to enable night landing by the Devon Air Ambulance Trust had been completed and the site is now live. The clerk is awaiting a decision by the Village Hall committee on the request that a combination padlock is installed on the gate to allow ease of access to the ambulance crew. An invoice for the works had been received for payment. **It was RESOLVED** that the clerk submit a claim for £2392.00 from the TAP fund. **It was RESOLVED** that the chair sign the grant feedback form. It was noted for the minutes that following receipt of the grant above, the grant of £2764.42 and reclaim of VAT, there is a small short fall of £377.18. **It was RESOLVED** that this would be met by Parish Council general reserves.
- 7.5 Clerk's update No update
8. **Harberton Bus Shelter** It was reported that the bus shelter is in a poor condition; the wood on the side walls and roof is rotten and leaking. It was commented that there are earmarked reserves for £2,000 for bus shelters. It was **RESOLVED** that Cllr Davidson to contact local tradesman for quotes to prepare for the project expenditure within the 2018/19 budget, due to be agreed in January.
9. **Community Reinvestment Project Fund** It was reported that the Parish Council is eligible for the fund due to development of the mill in Harbertonford. Cllrs reviewed the application form and guidance notes. Following discussion it was agreed that councillors give the project further thought and discuss at the next meeting. It was agreed to ask whether either village hall or play areas are planning any capital projects.
10. **Town and Parish Fund** Cllrs reviewed the application form and guidance notes to consider proposal ideas for a grant. Following discussion **it was RESOLVED** invite volunteers at the Harbertonford Youth Club to develop with support from the clerk, for the Parish Council to approve at the next ordinary meeting. It was agreed to contact the C.Cllr for support.
11. **Correspondence**
- 11.1 20171009 Town and Parish Council Event Cllrs were reminded of an invitation to attend a meeting at 6.30pm on 27th November 2017 to receive updates from County and District Councils. Cllrs Broom, Davidson and Williams expressed interest.
- 11.2 20171011 Devon Highways Snow Wardens and Winter Service It was reported that the Winter Service Period began on 15th October 2017. It is requested the Parish Council update contact details in case of emergency. Salt will be delivered by the maintenance contractor, Skanska, and supplied in 25kg bags in multiples of 10. It was reported that grit bins will not be proactively filled by DCC but they will respond to requests made via webpages. Issues regarding damaged, empty bins or the contents that are unusable should be reported via <https://new.devon.gov.uk/roadsandtransport/report-a-problem/> Cllr J.Hockings resigned as Snow Warden. Cllr S. Hockings agreed to become Snow Warden. Cllr J.Hockings was thanked for his service.
- 11.3 SLCC Membership renewal It was reported that the clerk's annual subscription to the Society of Local Council Clerks (SLCC) was due for renewal from 1st December 2017. It was noted that membership of the Association of Local Council Clerk's union (ALCC) has been separated from membership of the SLCC and maybe arranged by the clerk independent of the Parish Council. Due to the increase in the clerk's salary, the annual fee has increased to £93 for the year. **It was RESOLVED** to renew the subscription to SLCC
- 11.4 Latest news from Devon ALC October Cllrs were informed.
- 11.5 Citizens Advice South Hams Request for Funding Following a request for a donation from Citizens Advice South Hams **it was RESOLVED** to donate £200 towards its core service.
- 11.6 Are you ready for winter 2017? SHDC is encouraging residents to sign up for social media alerts to find information quickly and easily on flooding @EnAgencySW, approaching storms @metofficestorms or @metofficeSWEng, the road network in bad weather @Devonalerts and @highwaysengland and information about winter bugs or flu via @NHSChoices. It was agreed to send the press release to the Parish News
- 11.7 DSFRS Draft Integrated Risk Management Plan Consultation It was noted that Devon and Somerset Fire and Rescue Service has invited participation in consultation on the above plan which considers the risk that the communities of Devon and Somerset face and the prevention and response activities the Service can put in place to mitigate those risks. Cllr were informed that a questionnaire is available at www.dsfire.gov.uk/consultation, closing on 31st December 2017.
12. **Finance**
- 12.1 There was no income or expenditure to report since the last meeting
- 12.2 Harbertonford Playground Funds Cllrs considered transferring the funds ringfenced for the playground to the new Park Committee. As the committee does not have a club or society account with more than one signatory, **it was RESOLVED** to continue to hold ringfenced funds on behalf of the park until such a time that an appropriate account is opened.
- 12.3 November 2017 payments The following payments were agreed:

Chq	To	Invoice/paperwork	Detail	Before VAT £	VAT £	Total £
SO	Cat Radford	Payslip 20171122	Salary Nov: £313.73 NP Secretary Nov: £36.20	349.93	0.00	349.93
28	Cat Radford	Clerk Expenses claim 20171109	Mileage/Parking Office expenses (phone credit) Broadband claim	8.10 5.00 7.50	 1.00 	21.60
29	Grant Thornton	8748974	Fee in respect of the 2017 annual return	200.00	40.00	240.00
30	Harberton Parish Hall	6th November 2017	Neighbourhood Plan Committee Room hire for Thursday 7th Dec 2017	9.00	0.00	9.00
31	Society of Local Council Clerks	N/A	Full Annual Membership	93.00	0.00	93.00
32	MAT Electrics	DW30845	Total costs of capital equipment and installation of Devon Air Ambulance Landing Site Lighting	5,533.60	1,106.72	6,640.32
					Total	7,353.85

It was RESOLVED to transfer the remaining balance of the Community Benefit Fund Grant paid into the current account to the Barclay's account.

- 13. E-Circulars** It was reported that e-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**
- 14.1 Harbourne water quality Cllrs were informed that a report was made to the Environment Agency on 30th October concerning pollution of the river Harbourne by cattle waste. It had been reported that dead fished had been observed in the river near Leigh Bridge.
- 14.2 Cllr Broom emails Cllr Broom reported that his email has been hacked and for cllrs to delete messages from him until the issue had been resolved.
- 14.3 Railway sleepers It was reported that Cllr Bowley has some railway sleepers that could be used to retain the hedge on the greenlane to Englebourne, following improvement works completed in January 2017.
- 14.4 Village Defibrillators It was reported that both defibrillators are now up and running. Thanks were given to Jane Hutchinson, Leila Nicholson and Ginny Davidson for their work on the project. Training will be arranged in Harbertonford soon.
- 15. Date of next ordinary meeting** Tuesday 12th December 2017

The meeting was closed at 21:40