

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 13th March 2018, Harberton Parish Hall

In attendance: Cllrs Broom, Davidson, J. Hockings, S.Hockings, Janes, McDonnell, Waite, Williams, C.Cllr Hodgson
Apologies: Cllrs Bowley, Camp, White, D.Cllr Tucker
Not in Attendance: Cllr Beamish
Public: 2
Clerk: Ms Radford

Public Session

- i) A member of the public attended the meeting to draw the Parish Council's attention to the proposal for a rainbow zebra crossing in Totnes. The member of the public wished to encourage public consultation on the issue, having the opinion that the proposal is an advertisement rather than a legal crossing.
- ii) A member of the public attended the meeting to comment on three issues:
 - a. Whilst the individual encampment at Ashridge Cross, Tigley, is not of particular concern, it was commented that cars and other vehicles associated to the encampment are often parked on the corner and causing a highways obstruction issue. The Clerk agreed to forward the enquiry to the County Council.
 - b. It was commented that internet speeds in Tigley are very slow. Cllrs commented that BT controls the roll out of fibre broadband in the area and this is taking much longer than expected. The long-term hope is that outlying areas will be supplied with FTTP (Fibre to the Property) but there are no timescales for delivery.
 - c. Having served as a Parish Councillor elsewhere, the member of the public expressed an interest in serving on Harberton Parish Council. Contact details will be supplied to the clerk in the event that a vacancy arises.

PART A

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) Written reports for February and March had been circulated in advance. The following issues were highlighted:
 - 3.1.1 *Illegal residences in caravans and campervans on the roadside.* It was reported that there is a growing number of people living in vehicles on the roadside. There is no provision for pitches in the Joint Local Plan (JLP) and many of the new vehicle residents are not recognised as Gypsies and Travellers and therefore South Hams District Council (SHDC) does not make provision. The Cllr is attending an emergency multi-agency meeting to address the issue.
 - 3.1.2 *Highways* Inclement weather conditions continue to cause flooding and associated highways problems. C.Cllrs have been assured that the teams are out doing all they can. During recent storms and blizzards DCC staff worked around the clock gritting and removing ice and snow from roads.
 - 3.1.3 *2018/19 pothole budget* A budget of £31,500 has been allocated. Following review of all the deep potholes and badly damaged highways with the Neighbourhood Highways Officer, it was agreed to invest in overlay repairs to Fordbarn cross entrance to Harberton Village. It was commented that there are areas on the Totnes to Avonwick Road that have had persistent problems: the junction that leads to the Blakemore Farm settlement and the road surface opposite Blue Post nursery. It was commented that there is an earth slip on the A381 at the top of Kingsbridge Hill that needs to be contained.
 - 3.1.4 *DCC Annual Budget* In light of the issues above it was noted that the DCC budget has reduced Highways spending. The C.Cllr reported historic low levels of funding and commented on inadequate funding levels in a number of areas. Whilst the 2018/19 budget will increase the precept by 4.99% and there will be an increase in service budgets for Children's Services, Adult Care and Health and Corporate Services there will be decreases for Environment and Prosperity Services and Highways, Infrastructure Development and Waste services. The Social Care precept is increased by 2%. The Non-Aligned Independents group, to which the C.Cllr belongs, proposed that the Council does not put a further £5m into reserves but instead reinvests those funds into public services. The amendment was lost.
 - 3.1.5 *Totnes Rural Area Youth Engagement (TRAYE)* It was reported that a grant from the National Grid has been awarded to the project. A joint meeting is being held on Monday 19th March 2018. TRAYE was discussed again later in the meeting.
 - 3.2 District Councillor (D.Cllr) No report.
4. **Minutes** The minutes of the Ordinary Meeting of Harberton Parish Council 13th February 2018 were approved as an accurate record.

- 5. Report Matters Arising from the Minutes** for information only
- 5.1 Devon Air Ambulance Trust Community Helipad for Harberton **It was resolved** to reschedule for Wednesday 11th April 2018 as the planned meeting was cancelled due to the snow.
- 5.2 Harberton Playing Field Association (HPFA) Fire Pit Following the Clerk's enquiry to the Parish Council's insurance company it was reported that there are no specific requirements relating to campfires on Parish Council land. There are however standard conditions that require a policyholder to take reasonable precautions to prevent injury or damage arising and to comply with the law. The insurance company has advised that a risk assessment of the field should be undertaken to establish that is appropriate for fires to be lit there. If the Parish Council is minded to allow this activity to take place they recommend "rules" signs are erected in the area. An example was provided. In discussion it was commented that the such a sign could have the effect of encouraging the lighting of fires, and that provision of an information leaflet to camping parties could provide an alternative. It was agreed to forward this information to the HPFA for **action**.
- 5.3 Harberton Bus Shelter Quotations It was reported that a second quotation from a local builder is expected. A third is required before a contractor can be selected. It is likely that all quotes will be received to discuss at the April meeting.
- 5.4 Harbertonford Defibrillator Kiosk Light It was reported that the two tubes and two starters were replaced. A transformer is required. **ACTION: Cllr Waite** will forward information about the part required. **The Clerk** will approach BT to enquire if they have replacement stock.
- 5.5 Community Speed Watch It was reported that the Clerk's letter to the Office of the Police and Crime Commissioner to comment on stalled progress of the initiative was acknowledged on 27th February 2018, with a full reply expected within 20 days.
- 5.6 Harberton Playing Field Equipment It was reported that the Clerk had not been able to order the play equipment online despite agreement at the last meeting. An order was therefore placed for payment on for the swings, to be paid on invoice. The order will not be eligible for a 10% discount, however Harberton Playing Field Association (HPFA) funds will cover the ex-VAT cost.
- 5.7 Highways issues It was reported that no email response has been received in relation to the list of concerns and comments raised at the last meeting, however it was reported that highways had attended to the removal of arisings in Harbertonford the C.Cllr commented that the road levels at Gerston cross will be assessed. C.Cllr commented that she will make a site visit to Hazard to view the road surface.
- 5.8 Oak at Fork Cross No report.

6. Planning

- 6.1 Consideration of the following planning applications:
- 6.1.1 0626/18/FUL Conversion of existing stone barns to two dwellinghouses with garages at Moore Farm Barns, Harberton. **It was RESOLVED** to SUPPORT the application with the comment that the conditions proposed by the ecologist to be planning conditions.
- 6.1.2 3631/17/OPA READVERTISEMENT (Additional Plans) Outline application for 7 year permission for the erection of a mix of B1, B2 & B8 employment spaces, together with access, parking, landscaping and other associated works at Beacon Park, Dartington, Totnes **It was RESOLVED** to restate previous comments and make the following further comments: The additional ecologists report isn't sufficient and the Parish Council has concerns about increased traffic, noise and light pollution and continual erosion of the flyways.
- 6.1.3 0365/18/TCA T1: Beech – deadwood removal (exempt), crown height reduction by up to 1.5 metres to bring good shape to canopy, strengthen tree structure by reducing lengthy branches; T2: Beech – deadwood removal (exempt), remove few branches with significant cavities, crown height reduction by up to 2 metres, interfering with telecoms cables; T3: Horse Chestnut – deadwood removal (exempt), pollard to 7 metres from ground level, prune branches interfering with telecoms cables by up to 2.5 metres, leaning over highway and parked cars, growing into telecoms cables at Larks Rise, Lane From Fore Street To Foxglove Cottage, Harberton, Devon. **It was RESOLVED** to SUPPORT the application.
- 6.1.4 0709/18/TCA Tree Works Application T1: Copper Beech – lateral crown reduction by up to 4 metres, height reduction by 1.5 metres, no branches greater than 10cm in diameter to be removed; T2: Copper Beech – lateral crown reduction on east side by up to 2 metres, height reduction by 1.5 metres, no branches greater than 10cm in diameter to be removed, to provide more light to newly planted pear tree at Larks Rise, Lane From Fore Street To Foxglove Cottage, Harberton **It was RESOLVED** to SUPPORT the application.
- 6.1.5 0669/18/VAR Variation of conditions 2 and 3 of planning consent 2559/17/FUL (Demolition of existing holiday let and construction of new dwelling and bin/log store outbuilding, with associated landscaping) to allow reconfiguration of boot room/WC/utility and plant room and amendments to window details on eastern elevation at Orchard Lodge, Harbertonford **It was RESOLVED** to SUPPORT the application in principle as long as the glass is permanently obscured to protect the neighbour's amenity.
- 6.2 Report on planning decisions No decisions to report.
- 6.3 Report on enforcement cases A hard copy list of cases referred to the Enforcement Officer was circulated amongst cllrs for information.

7. Monthly reports

7.1 Finance Committee Update No update

7.2 Harberton Parish Neighbourhood Plan (HNP update) No update

7.3 Community Land Trust (CLT) No update

7.3.1 *Consider Parish Council opportunity to speak at Development Management Committee* **It was RESOLVED** that the clerk give notice of the Parish Council's intention to Member Services to speak at the Development Management Meeting Committee meeting to reflect the views of the Parish Council on the CLT planning application. Cllr Broom agreed to represent the Parish Council if the meeting was on 4th April. Cllr Davidson volunteered to attend if the meeting should be on the 2nd May.

7.4 Town and Parish Fund 2017/18 It was reported that the C.Cllr has written to all Parish Councils involved in the project to request a £1000 contribution commenting that if a youth worker is employed for the expansion, then there should be three months funding in reserve in place. Cllrs had concerns about the expectation in the current year's budget. It was suggested that SHDC is asked to provide Town and Parish grant funding in advance to support roll out of the project before any further Parish Council funds are committed. It was agreed to defer consideration on this issue to the next meeting to seek advice as to Parish Council powers to support youth service provision and speak with representatives of Rattery Parish Council. The C.Cllr's letter also requested a Parish Councillor to join the project board of trustees and to appoint a further named representative from the Parish to join the project steering group. Cllrs Broom and Janes declined. Cllr Davidson agreed to attend the next meeting on 19th March as an observer, however did not have capacity to become a trustee due to contributing to several other council projects. Cllr S. Hockings agreed to help support and it was agreed to approach Cllr Beamish and youth club volunteers and other residents with children in Harbertonford to consider becoming a trustee.

7.5 Clerk's update It was reported that the clerk had attended a General Data Protection Regulations session on 13th March 2018 that briefed Town and Parish Clerks on how to prepare for compliance. New policies, procedures and risk assessments must be prepared. The Clerk will compile this in time for the Annual Meeting of the Parish Council in May. It was confirmed that a clerk cannot be the Parish Council's Data Protection Officer. Cllrs discussed service provision as offered by the internal auditor, IAC Audit. It was agreed that the Clerk request clarification on price for work undertaken before making a commitment.

8. **Snow Warden Report** Cllr S.Hockings reported that he had prepared a letter of thanks to those volunteers who went out of their way to help others, keep roads clear, pavements safe, deliver medicines and urgent supplies and make sure the most vulnerable people in the parish were looked after. It was noted that after so many mild winters there have been some issues in the response and this will be addressed. Feedback is welcomed from anyone in the parish who thought that key areas were neglected or if anything could be handled better. It was commented that more volunteers are still needed to join the snow warden project, particularly in Harbertonford, to keep a bag of salt and look after a key area. It was agreed that priorities for future planning included identifying the location of all grit bins in the Parish and nominating volunteers to monitor levels, identify points to drop off grit when needed, seek new volunteers in Harbertonford and refine the communication process. It was agreed to ask editors of the village news outlets to publish the letter as prepared. Cllr S.Hockings was thanked by the Parish Council for his work in this role. Cllr Camp was thanked for his support in clearing roads and distributing grit.

9. Parish Car Parks

9.1 Harbertonford Carpark Surface **It was RESOLVED** to write a brief to invite tenders. **Action: Cllr Broom.**

9.2 Harberton Parish Hall Upper Car Park It was reported that a meeting has been called between representatives of Harberton Parish Hall Committee, Harbertonford Playing Field Association and Harberton Parish Council on 15th March 2018 to: confirm and restate the status of the upper car park behind the Parish Hall, including writing a policy; to address the current problems around improper use of the area; and to look at ways of improving the area. Cllrs Davidson and J.Hockings will report back to the Parish Council at the next meeting.

10. **Screw Lane – Harberton** The Parish Council discussed proposals to alleviate flooding. **ACTION: Cllr S.Hockings** agreed to look at clearing ditches and buddle holes with local volunteers. **The Clerk** agreed to contact the land owner of the orchard field to confirm permission to access as given in February 2017.

10.1 Lengthsman Service It was commented that DCC is making further reductions to lengthsman services and that it is expected that Parish Councils will need to assume responsibility. Other Parishes that had contracted lengthsman services advised that all buddle holes in the Parish are mapped prior to assessing the cost of contracting an individual or company to undertake the work and agree how works would be monitored. It was proposed that the Parish Council seeks local volunteers to form a working group to undertake this mapping. It was commented that Highways had volunteered to share a digital map, but this had not been received. It was commented that a paper-based map may be within Neighbourhood Plan files. The Clerk agreed to contact the Neighbourhood Highways Officer and Chair of the HNP.

11. Agree meeting dates

- 11.1 Annual Parish Meeting It was commented that this meeting must be held between 1st March – 1st June. **It was RESOLVED** to hold the meeting at 7pm on 10th April 2018.
- 11.2 Annual Meeting of the Parish Council It was commented that this meeting should be held in May, **it was RESOLVED** hold the meeting at 7pm on 8th May 2018.

12. Correspondence

- 12.1 20180216 Funding available to improve community flood resilience grants of up to £1500 are available. During discussion it was agreed that the Parish Council website should be a source of information for residents on plans in place in cases of flood, snow and other emergencies. The Clerk agreed to research steps necessary for the development of a Community Emergency Plan, research model plans to enable the process of drafting a plan to begin in May. The Clerk agreed to draft and submit an application for aqua sacs from Devon Communities Together fund.
- 12.2 Croquet on Harberton Field The event planned for 28th and 29th July 2018 was noted.
- 12.3 20180223 Your General Data Protection Regulations (GDPR) Toolkit the National Association of Local Councils has prepared a toolkit with model documents to help councils comply with new GDPR regulations.
- 12.4 20180223 SHDC News Release Protecting Frontline Services cllrs were informed of District Council plans to generate income and make savings. This includes exploring the option to build affordable houses.
- 12.5 20180228 Your latest newsletter from Devon ALC February noted for information.
- 12.6 20180306 Press Release Community Projects Get the Nod cllrs were informed that eight projects received funding through the Community Re-investment Fund. Projects were chosen based on community need, whether it provided or improved community infrastructure and on support for the project from the community. The Parish Council had hoped to apply to this fund in September, however the c.llr expects that it will close.
- 12.7 20180306 Caring Town Skillshare: From Burnout to Balance Weds 21st March cllrs were informed of the event.
- 12.8 20180306 Traffic Sensitive Street Review Cllrs were informed that consultation was open.

13. Finance

- 13.1 Income and expenditure since last meeting. It was noted that £1226.00 was successfully transferred from the Lloyds Treasurers Account to the Barclays Community Account.
- 13.2 March 2018 payments **It was RESOLVED** to make the following payments:

Chq	To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
SO	Cat Radford	Payslip 20180322	Salary Feb: £313.73 NP Secretary Feb: £36.20	349.93	0.00	349.93
46	Cat Radford	Clerk Expenses claim 20170207	Mileage/Parking Office expenses: Printing DAAT fliers/posters Broadband claim	7.29 40.50 7.50	0.00 0.00 0.00	55.29
47	Harberton Parish Hall	29th January	Neighbourhood Plan Hall hire for 25/01, 22/02 and 29/03 @£9.50 each	28.50	0.00	28.50
48	The Link Academy Trust	NA NA	Parish Council contribution to new fencing Meeting venue hire @£5.00 an hour for 5 dates	2750.00 50.00	0.00 0.00	2800.00
1 Barclays	The Link Academy Trust	NA	Community Benefit Fund grant towards new fencing	2750.00	0.00	2750.00
49	South Hams District Council	21841658	Grounds Maintenance Works (Harberton) To carry out a tractor cut of the field, tidy field and spray car park during 2017.	570.00	114.00	684.00
51	MAT electrics	MT31311	Maintenance agreement DAAT/Maint/21077 (2018-19)	89.95	17.99	107.94
Totals				6643.67	131.99	6775.66

It was RESOLVED that the clerk sign chq 1 in the absence of another Barclays account signatory.

14. 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.

15. Matters at the discretion of the Chairman

15.1 It was reported that a parking warden has been active in Harbertonford, day and night.

15.2 It was reported that the publican at Harbertonford is in conversation with SHDC about bin collection following complaints that the commercial refuse is not being collected.

15.3 It was commented that the Harbertonford bottle bank hasn't been emptied. The Clerk agreed to follow up.

15.4 It was reported that the road markings at Bow Road are faded and need repainting. The Clerk agreed to follow up with Highways.

15.5 It was reported that the South West Water main on Tristford Road burst and was repaired within the day.

15.6 *Issue discussed in Part B*

16. Date of next ordinary meeting 10th April 2018

Meeting closed at 10:25pm