

## **HARBERTON PARISH COUNCIL**

Minutes of the ordinary meeting of Harberton Parish Council  
7.30pm, Tuesday 10<sup>th</sup> January 2017, Harberton Parish Hall

**Present:** Cllrs Beamish, Bowley, Broom, Camp, Davidson, J.Hockings, S.Hockings, Janes, McDonnell, Waite, Williams, D.Cllr Tucker, C.Cllr Vint.

**Formal apologies:** 0

**Absent:** Cllr Wynne

**Public:** 2

**Clerk:** Ms Radford

### **Public Session**

The owner of the land at Cockwells Nursery and Dundridge Lodge attended the meeting to comment that complaints about sites in his ownership seemed to receive disproportionate attention, offering to answer concerns. Parish, District and County Councillors outlined the responsibility of their role, as public servants, to pass up residents' concerns to the attention of the District and County Council and to request updates on progress from those authorities. The member of public answered questions about the history of the nursery businesses at Cockwells and Harbertonford nursery sites, gave a summary of the history of his previous tenant's plans for a waste station on site and the progress of the Environment Agency investigation following the recent fire. Cllrs commented that a report from the Environment Agency has not been received and reference to the issue is made on a monthly basis when asking the C.Cllr for an update in holding the Agency to account. The member of public was thanked for attending the meeting to discuss concerns and clear the air. The D.Cllr suggested that now that lines of communication are open, to draw any new projects to the attention of the clerk for information. The matter being closed, both members of public left the meeting.

### **Agenda**

1. **Apologies** No formal apologies had been received.
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) All councillors had received a copy of the C.Cllrs written report that included the updates on the following topics:
    - 3.1.1 The C.Cllr's motion calling on reference to the need for affordable housing to be added to the housing policy in the 'Heart of the South West Devolution Prospectus' has been backed by the County Council, following which the C.Cllr has submitted questions asking how and where references will be made.
    - 3.1.2 Following the decision by Devon County Council (DCC) to sell the Parker's Barn site the C.Cllr has been seeking assurance that this site will be used to provide affordable housing for local people.
    - 3.1.3 The Traffic & Transport Forum has backed the C.Cllrs request for the brick surface at The Lamb in Totnes to be reinstated at a future date, in accordance with the original S106 agreement.
    - 3.1.4 The County Council has supported two motions to lobby the Government to address the issue of fair funding for the NHS in Devon.
    - 3.1.5 A progress report on DCC Energy Policy has been requested.  
Further to the written report above, the following issues were raised:
      - 3.1.6 'Connecting Devon and Somerset' has signed new contracts with ultrafast broadband provider Gigaclear to deliver phase 2 of its roll-out, which is considered a great improvement, although there won't be 90% of broadband coverage until the end of 2020. It was reported that there is still money in the 'Get Connected' fund for outlying rural areas.
      - 3.1.7 Parish cllrs thanked DCC for repairing the road at Tigley and commented that the schedule of road surface cleaning in the parish is much improved and making a big difference. Thanks were given.
      - 3.1.8 It was commented that North Huish Parish Council had been given a map indicating location of all parish buddle holes, the clerk agreed to request a map for Harberton Parish.
      - 3.1.9 It was queried how the waiting list for pot-holes are prioritised. It was replied that criteria such as the category of road, the size and depth of the pot-hole are all taken into account. It was suggested that the sooner a pot-hole is reported the better. Cllrs were reminded to use the online map facility to do so.
      - 3.1.10 It was asked whether there was any likelihood to repair the A381 at Halwell The Clerk agreed to ask Devon County Highways (Highways) how far up the priority list this is.
  - 3.2 District Councillor (D.Cllr) The following issues were raised:
    - 3.2.1 It was reported that consent has been given to the Miss Muffet Cottage application on Moreleigh road. The Parish Council's request for a traffic plan will be included in conditions. It was reported that the application at Lower Ashridge Farm has been turned down.
    - 3.2.2 Applications to the Town and Parish (TAP) Fund will be considered on Thursday 19<sup>th</sup> January 2017. As value of applications exceeds the fund available a committee will consider how the funds will be allocated. Cllrs Bowley and Davidson agreed to attend the meeting to put forward the Parish Council's application.

- 3.2.3 It was reported that South Hams District Council (SHDC) take more people to court for fly tipping offences than any other district council. It was commented that most fly-tipping offences are for garden waste and builder's rubble.
- 3.2.4 The D.Cllr will liaise with the Clerk to arrange a date for cllrs in his ward to meet with the senior planner and receive refresher training on planning law. Several cllrs expressed an interest.
- 3.2.5 Cllrs queried the law on storage of waste bins on pavements and the roadside following complaints of the practice in Harbertonford. The D.Cllr responded that bins should be placed adjoining the roadside for collection but the owner has a duty to remove them otherwise.
- 3.2.6 No date was given when it was queried when SHDC will introduce separation of food waste from garden waste. It was commented that the County Council are seeking to increase charges for certain types of waste, which will likely see an increase in instances of fly-tipping.

#### 4. **Minutes** The following minutes were signed as an accurate record:

- 4.1 Ordinary meeting of Harberton Parish Council 13<sup>th</sup> December 2016 – following minor amendments.
- 4.2 Finance Committee Meeting 3<sup>rd</sup> January 2017

#### 5. **Report Matters Arising from the Minutes** for information only

- 5.1 Broadband Reclassification As agreed, Cllr S.Hockings had provided the C.Cllr with information on those areas of the Parish that are classified as being in a commercial area..
- 5.2 Village Notice Boards It was reported that the Notice-It notice board for Harberton had been delivered. Cllrs Beamish and S.Hockings agreed to install it.
- 5.3 Harbertonford Playground Lease Nothing further had been received from the Diocese.
- 5.4 Harberton Playing Field Association (HPFA) Car Parking Having consulted with the Local Authority the D.Cllr did not think that business rates would have any bearing on an honesty box at the upper car park in Harberton.
- 5.5 Devon Air Ambulance Community Landing Site Scheme It was reported that an application had been made to the 2016/17 TAP fund to support a community landing site in Harbertonford. It was reported that a meeting had been held with HPFA on 10<sup>th</sup> January 2017 to discuss the scheme in more depth. The HPFA will give a considered response to the Parish Council following its next committee meeting.
- 5.6 Lloyds Current Account It was reported that all paperwork had been completed with exception of sourcing a letter from a solicitor or accountant registered with an approved body to confirm the legal name and registered address of the Parish Council. It was suggested to make a request to Grant Thornton as the Parish Council's external auditor.
- 5.7 Planning Meeting Cllr Tucker will circulate proposed dates for a meeting to focus on planning, with Development Management officers and neighbouring parish councils
- 5.8 Harberton Screw Lane drainage A letter had been written to the owner of the Orchard adjacent to Screw Lane requesting access to ensure buddle holes are working sufficiently. A reply has not yet been received.  
**ACTION:** Cllr Broom agreed to write a short piece for the local newsletters reminding landowners of their riparian responsibilities.

#### 6. **Planning**

- 6.1 Consideration of recommendation on the following planning applications:
  - 6.1.1 **It was RESOLVED to SUPPORT 3865/16/LBC** Listed building consent for proposed alterations to external openings to existing property, 4 Hernafor Barns Harbertonford.
  - 6.1.2 **It was RESOLVED to SUPPORT 3825/16/FUL** Application for relocation of existing access at Moore Farm, Harberton, Totnes.
- 6.2 Consideration of recommendation on the following tree works application:
  - 6.2.1 **It was RESOLVED to SUPPORT on 4047/16/TCA T1:** Eucalyptus - Fell and replace with a small, native tree by agreement, 1-7 The Old Mill, Woodland Road
- 6.3 Receive a report on planning decisions It was reported that **CONDITIONAL APPROVAL** had been given to the following applications:
  - 6.3.1 3053/16/LBC Listed building consent for the creation of a small bat roost box Beenleigh Manor, Road Through Beenleigh, Beenleigh, Harbertonford
  - 6.3.2 3464/16/LBC & 3464/16/FUL Retrospective Listed building consent and planning application for alterations to existing building and boundary treatments in connection with previously approved residential conversion 23/0726/98/3  
The Old Mill, Woodland Road, Harbertonford. It was reported that the Parish Council's objections were not upheld as officers did not consider the bin storage to present a substantive amenity issue for the neighbour. It is considered that the glass panels within the doors do not result in a substantive loss of privacy compared with the previous scheme.
- 6.4 Receive a report on enforcement cases A hard copy of enforcement cases was circulated amongst councillors for information. It was noted that case number 008210 has been merged with 007151.

#### 7. **Monthly reports** for information

- 7.1 Finance Committee It was noted in the minutes that the quarter 3 bank reconciliation showed a balance of £45226.59 with reserves.
- 7.2 Neighbourhood Plan No update.

- 7.3 Community Land Trust (CLT) It was reported that Help to Buy South West are receiving allocation requests from the public. Applications will be scored against South Hams and CLT criteria. It was reported that there should be a shortlist by next month. In response to queries, it was commented that if the CLT are unable to fill places, applications can be accepted from neighbouring parishes. The D.Cllr reported that the Government has given £20m to the South West due to percentage of second homes in the area. The South Hams will receive £1.8m and it is proposed that there is a mechanism to distribute funds via the CLT. It was proposed that approx. £10,000-£15,000 could be allocated per house, to support as many as houses as possible. The D.Cllr will be in contact with the CLT as more is known.
- 7.4 Town and Parish Fund updates  
2014/15 The D.Cllr suggested the Parish Council make a further attempt to implement the project.  
2015/16 It was reported that a contractor would undertake works at the end of the month.  
2016/17 It was reported that an application for £2817.00 had been made to the TAP fund for an Air Ambulance community helipad at Harbertonford Football field. Devon Air Ambulance Trust had suggested providing match of £2716 for the grant. As VAT can be reclaimed this was also identified as match.
- 7.5 Clerk's update It was reported that Kingsbridge Town Council had admired the Harbertonford Christmas tree and asked for information about the supplier.
8. **Harberton flood relief scheme** Following the resolution to use funding from the County Council Flood Risk Management team for a consultant to look at the catchment area above the culvert in Harberton and propose viable options to decrease flood risk, the Environment Agency had proposed the name of an appropriate consultant who is a specialist in field run off. It was reiterated that land management advice would be sought that could reduce run off rates and slow the approach to the stream. It was reported that this consultant has offered to make a site visit, subject to landowner consent. **ACTION:** Cllrs and the Clerk agreed to request permission from the relevant land owners covering the area from Peak Hill, right across to the ridge road at Blakemore Level.

9. **2017/18 budget and precept demand**

- 9.1 It was reported that the Finance Committee had reviewed the 2016/17 spending to date and projected end of year spend to make proposals for the 2017/18 budget. **It was RESOLVED** to accept the following budget

Income	2016/17	2017/18
Precept	£ 10,529.00	£ 10,528.00
Council Tax Support Grant	£ 559.00	£ 504.00
Harberton Parish Hall Ground rent	£ -	£ 10.00
Bank interest	£ 15.00	£ -
VAT refund		£ 180.00
Community Benefit Fund	£ 5,656.00	£ 5,656.00
TAP Fund		£ -
Groundwork South West	£ -	£ -
Flood Resilience Grant	£ -	£ -
County Locality Fund Grant		£ -
Harberton Playing Field Association	£ -	£ 0.10
<b>Repayments</b>		
Harbertonford Playground Association/Harberton Playing Fields Association	£ 100.00	£ 100.00
Mower repairs	£ -	£ -
Allotments	£ 500.00	£ 500.00
<b>Earmarked Reserves (Brought forward)</b>		
Mower contingency reserves	£ -	£ 200.00
Training reserves	£ -	£ 300.00
<b>Totals</b>	<b>£ 17,359.00</b>	<b>£ 17,978.10</b>

Expenditure	2016/17	2017/18
Room Hire	£ 190.00	£ 300.00
Subs	£ 375.00	£ 375.00
Insurance	£ 700.00	£ 700.00
PCC Grants Harberton	£ 450.00	£ 450.00
PCC Grant Harbertonford	£ 400.00	£ 400.00
Salary	£ 2,742.00	£ 2,824.85
Salary overtime	£ 1,371.00	£ 1,412.42
Neighbourhood Plan Salary	£ 425.00	£ 434.59
Clerk Expenses	£ 250.00	£ 200.00
Office Expenses	£ 250.00	£ 250.00

Professional Fees	£ 370.00	£ 450.00
Broadband	£ 90.00	£ 90.00
Grasscutting Harbertonford	£ 500.00	£ 500.00
Grasscutting Harberton	£ 425.00	£ 500.00
Harberton and Harbertonford Playground Expenditure	£ 100.00	£ 100.00
Playground Inspections	£ 240.00	£ 240.00
Harbertonford Playground Lease	£ 50.00	£ 50.00
Contingency Mower repairs	£ 200.00	£ 200.00
Allotment	£ 500.00	£ 500.00
Parish Defibrillators	-	£ 270.00
Neighbourhood Plan	£ 175.00	£ 175.00
Grant funded projects	£ -	£ -
Training	£ 300.00	£ 300.00
Elections	£ 600.00	£ 600.00
Contingency	£ 1,000.00	£ 1,000.00
Community Benefit Fund	£ 5,656.00	£ 5,656.00
<b>Totals</b>	£ 17,359.00	£ 17,977.86
<b>Income minus expenditure</b>	£ -	£ 0.24

- 9.2 **It was RESOLVED** that the clerk's hourly rate would increase to £9.05 from 1<sup>st</sup> April 2017 as per the National Association of Local Council (NALC) guidelines for payscale scale point SP16.
- 9.3 **It was RESOLVED** to accept the recommendation of the Finance Committee and set the 2017/18 precept at £10,528.00, a reduction of £1.00 on the 2016/17 demand. The increase in the overall budget would be met by bringing forward underspend from the previous year. The precept demand was completed and signed by the Chair and Clerk.

#### 10. Correspondence

- 10.1 Local Government Finance Settlement - Council Tax referendum principles for Town and Parish Councils It was reported that there will be no extension of referendum principles to Parish and Town Councils
- 10.2 Good news! No extension of referendum principles to Parish and Town Councils As above.
- 10.3 Stakeholder Briefing Meeting 20/01/17 Cllrs were informed of the invitation to attend
- 10.4 Highway Community Enhancement Fund After consideration cllrs agreed to not make an application.

#### 11. Finance

- 11.1 Notice of income and expenditure since last meeting It was reported that a cheque for £226.89 had been deposited to the Lloyds current account on as the Harbertonford Playground Committee's contribution to the annual insurance premium.
- 11.2 January 2017 payment schedule **It was RESOLVED** to make the following payments:

Chq	To	Invoice/ paperwork	Detail	Before VAT	VAT	Total
SO	Cat Radford	Payslip 20170122	Salary January: £231.92	£ 267.60	£ -	£ 267.60
			NP Secretary January: £35.68			
769	Cat Radford	Clerk Expenses claim 20170106	Mileage	£ 8.10	£ -	£ 479.41
			Broadband claim	£ 7.50	£ -	
			Office expenses claim	£ 64.94	£ 12.98	
			Website domain name and hosting reclaim	£ 334.99	£ 50.90	
770	J Horswill	27	Cutting grass on village green	£ 224.00		£ 224.00
					Total	£ 971.01

- 11.3 A proposal was made to contribute to the costs of hiring a dehumidifier for a Harbertonford resident who did not have insurance. It was agreed to pass the request onto the Feofees, suggesting the Feofees make an application to the Community Benefit Fund if required.

12. **E-Circulars** It was reported that the following e-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.

13. **Matters at the discretion of the Chairman** None arising.

14. **Date of next ordinary meeting** Tuesday 14<sup>th</sup> February 2017.