

## Harberton Parish Council Annual Parish Meeting

Minutes of the Annual Parish Meeting at 7.00pm on Tuesday 10<sup>th</sup> April 2018, Harbertonford CE Primary School

Parish Councillors in attendance: Cllrs Beamish, Bowley, Broom, Davidson, S.Hockings, Janes, McDonnell, Waite, Williams. D.Cllr Tucker.

Parish Councillor apologies: Cllrs Camp, J.Hockings and White

Parish Councillors absent:

Members of the public in attendance: Liz Fearn

Members of the public apologies: Flip Williams, Hilary Thorn, Jeremy Thorn, Hazel Willis, Alicia Stolliday, John Blackler, Lizzie Lethbridge, Leila Nicholson and Jane Hutchinson.

Clerk: Ms Cat Radford

### Agenda

1. **Apologies** were received as above.

2. **Annual Reports** from groups and organisations who have agreements with, or funding from Harberton Parish Council or the Harberton Parish Community Benefit Fund

2.1. **Harberton Playing Field Association** Written update submitted by Flip Williams, Secretary  
Grass-cutting

In spite of concerns over the seemingly poor health and appearance of the playing field after the first grass-cut of the season early last year, the assurances of the SHDC grass-cutting team proved correct and the contractors were again very helpful with coordinating cuts with events on the field.

#### HPFA Funds

Events included a wedding, a croquet tournament and the annual dog show, all of which provided funds for HPFA, together with various raffles. A £50 donation from HPH towards grass-cutting around the hall and payment by HPC to the Council contractors for mowing the main field area are much appreciated.

#### Childrens' Play Area

The entire slide platform has been refurbished and strengthened. One of the rocking horses has been rebuilt. The toddler swing cradle seats, which were old and in poor state have been replaced.

#### Upper Car Park

The upper car parking area, previously known as the Playing Field Car Park, has been found to be part of the land managed by Harberton Parish Hall. HPFA is pleased to relinquish the day to day responsibility of managing this area, but look forward to continuing close liaison with HPH when hall events require additional on-field parking and volunteer stewarding.

#### Planting Fruit Trees

Clearing of encroaching vegetation was carried out prior to planting 6 apple trees, 3 by the copse and 3 near the top seat.

#### Future Plans

Plans for a Trim Trail have been put on hold. A toughened surface perimeter circuit for walking/running/wheelchairs etc, seems of more immediate interest to the community, as gleaned from the initial responses from questionnaires.

2.2. **Harbertonford Playground Committee** Report given by Peter Beamish

Last year the new committee held two/three work days to prune the willow. They pressure washed the rubber mats, using a petrol generator, but this is not sufficient and that it will be necessary to get some professional support to undertake this. Paul Westlake cut the flat areas and Cllr Beamish strimmed the banks, but it is a chore that needs to be done frequently. There was £60 raised in the summer toward funds. A meeting will be held in April and steps will be made to open a community club account.

2.3. **Harbertonford Allotment Society** Written report submitted by Hilary and Jeremy Thorn, Site Managers

In what is becoming a bit of a tradition, 2017 began with a full complement of allotment holders and the annual payment of rents, kindly hosted by Angela and Tony Harrison. Allotment holders were soon at work, getting the growing season underway, blessed by reasonable early spring weather. We gathered for our first communal day on Sunday 25 February 2017. The southern hedge to the allotments was reduced in height, letting much needed light onto the plots, and allowing budding hedge layers to try their hands at the art. With willing hands available, many tidying jobs were completed, setting us up for the year ahead. Many thanks to the volunteers of all ages who put their hands to the wheel.

The annual Open Day was held on 16 July 2017. As well as hosting some welcome visitors from the village and the local area, a number of small jobs were undertaken, including marking out the plots afresh, to make ownership clearer, particularly for the Flower and Produce Show judges who would be visiting shortly. A good day, blessed with fine weather (the threatened rain held off until the late afternoon) and some particularly tasty cakes. It pays to have the landlord of the Malters Arms amongst our number, who kindly provided a very welcome liquid libation at the end of the day; many thanks to John.

The Society was well represented at the village Flower and Produce Show, with members picking up a commendable number of awards, both in the produce and food categories. Well done to all the prize winners! The Society's Produce Stall was well stocked and supported; fortunately it was well tied down, to resist the strong and biting wind that marked the day, that might have deterred some customers!

The Autumn Working Day on 24 September 2017 saw members clearing the top hedge, something of a "Painting the Forth Road Bridge" task; mind you, it did allow the owners of strimmers and brush cutters to show off their machines. But the praise must go to the folk who carted the resulting brash to the compost patch. We also did some general plot maintenance, path stabilisation and much needed grass cutting. The new mower was given a serious test!! Once again, the hard work was followed by a most enjoyable barbecue in the communal area. As ever, culinary skills very much in evidence; what we need now is someone who can be relied upon to get a barbecue going, to time!

The allotments, after another productive season, are again being slowly put to bed ready for the coming winter, to ride out the rain and the wind; hopefully we will not have to withstand the ravages of deep snow, but let's see! The AGM, held on 19 November was well attended and continues to show the support that the allotments have and how much they add to the life of the village. We end the year as we began, with a full complement of keen allotment holders, and look forward to the gardening year to come.

#### **2.4. St. Peter's Church** Written update submitted by Hazel Willis, Churchwarden

This year has been quite a difficult year for us as we have been down in numbers not only on the PCC but also in church attendances, although we have made it through despite a lot of obstacles.

Our children's services have been well attended by friends and family at Harvest, Christmas and just recently Easter and have been a joy to hear.

We had a late but enjoyable Summer Fair which was very enjoyable, our Harvest Festival was also well attended and a good evening was had by all, Christmas was well attended for the carol service.

I would like to thank the Parish Council on behalf of the PCC for the grant of £400.00 which goes a long way in helping us keep up our churchyard, and must apologise for the lateness of applying for it.

This year the church joined with Harbertonford Flower Cub to decorate a Christmas tree for Harberton church Christmas Tree Festival, a very enjoyable experience.

We have had our five yearly Quinquennial, Fire risk assessment, electrical check plus our boiler being serviced and also our fire extinguishers so we are all up to date on these things.

We haven't had our APCM yet as this is being held on the 17th April 2018 and we are hoping for more people to come forward and join us, I will write again when we have had it to let you know the outcome.

#### **2.5. St. Andrew's Church** Written report submitted by Alicia Stolliday, Churchwarden

##### Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Andrew's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. To facilitate this work it is important that we maintain the fabric of the church of St. Andrew's.

### Worship and Prayer

Our Sunday service is held at 9.30am every week with the support of two local organists who play for our services. Holy Communion services alternate with a Service of the Word, led by members of St. Andrew's Church and by fellow members of the Mission Community, who have all received regular training as Local Worship Leaders. There is also a weekly midweek service of Holy Communion held at 9.30am each Wednesday. The church has held services for the Thy Kingdom Come initiative throughout the Mission Community. There are regular assemblies led by the Priest in Charge at Harbertonford and Diptford Schools where local children attend.

On a usual Sunday an average of twelve people attend the service, At Easter 2017 thirty-three attended services, and sixty attended worship on Christmas Eve and Christmas Day 2017. There were no baptisms this year; 3 couples were married and there was one service of prayer and dedication following a civil marriage. One funeral service was held at St. Andrew's this year, followed by interment in a family grave in the churchyard.

### Pastoral Care

Some members of our parish are unable to attend church due to sickness or age. Reverend Sayle regularly asks if anybody requires an urgent visit and visits when requested. Easter and Christmas Communion was taken to several people who were sick and housebound and had expressed a desire to have this service held in their homes.

### Mission and Evangelism

The Parish St. Andrew's has made donations to the Children's Society, Christian Aid, and the Totnes Drop-in Centre. There is a well-supported collection for the Totnes Food Bank. The Christmas Carol Service was a joyous event. Lots of gifts of toys were donated for children in Plymouth, and four boxes and two bags of food were delivered to the Totnes Food Bank. The parish magazine for Harberton and Harbertonford is published and distributed every month.

### Fundraising events

The congregation of St. Andrew's arranges monthly coffee mornings, and the annual Strawberry Fair, which was held in June 2017, is our main fundraising event. The Harvest Lunch and Christmas Carols in the Square events raise some money, though they are not primarily fundraising events.

### Volunteers

We would like to thank all volunteers who work so hard to make our church welcoming and open for all, particularly the Sacristan, Churchwardens, Treasurer, Readers and Sides persons. We also thank all those who contribute to cleaning the church, arranging the flowers, and making the coffee after services. This year has seen more necessary maintenance work being carried out in the church and the churchyard primarily following the Quinquennial Report instructions. The PCC is particularly grateful to all those who have worked hard to improve and maintain the grounds around St Andrews for the benefit of the village and visitors as well as the members of the church. We are very grateful for a generous grant of £450 from the Parish Council towards the upkeep of the churchyard. The PCC would like to record their thanks to the newly formed Harberton Church Community Fund charity; for all their support and work in relation to the Church fabric and churchyard with regular voluntary help with maintenance along with new and innovative fundraising events for the whole community.

### Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults). The Safeguarding Officer for St. Andrew's for this year is Alicia Stolliday, who has enhanced DBS clearance, and has attended Diocesan Safeguarding training. Alicia is able to process DBS checks. Both churchwardens have current DBS clearance. We have completed and returned the Diocesan Safeguarding Checklist for benefices and parishes.

### Administrative information

PCC members who have served from 17 April 2017 until the date this report was approved are:

Ex Officio members

Priest-in-charge: The Reverend David Sayle

Churchwarden: Edwina Hookway, Alicia Stolliday,

Elected members: Sally Venning (Deanery Synod), Sue Mahon, Isabelle Steer,

Annie Maddox, Sally Watson.

**2.6. Harbertonford Village Hall** Written report submitted by John Blackler, Chairman

The Harbertonford Village Hall is continuing to flourish with a smaller but dedicated committee. New, younger, members would be most welcome to join and bring new ideas.

Bookings have increased with many children's parties and other birthday parties together with various social functions throughout the year.

We have had a very successful Village Show, Summer Fayre and Prize bingo's. Regular bookings are from the Youth Club, Parkour, Flower club and Skittles. Sure Start also use the hall for trainings on a regular basis.

Our next projects for the hall will be the flooring and the car park. Both will be needing attention in the coming year.

We continue to look to provide a facility for all and for the support of the community.

**2.7. Harberton Parish Hall** Report given by Liz Fearn,

2017 saw a change in the Hall Committee's executive, as Les Wright stood down from the chair after four years' service. He remains on the committee. Liz Fearn was elected to the chair and Jay Whitehead took her place as secretary. Two other committee members have also resigned and one new member has been co-opted. We have also welcomed several new people to our list of Practical Volunteers.

The usual schedule of maintenance and safety checks has been followed and the Hall is in good repair. The only change has been that we have withdrawn the business of fire safety checks from a company who had left the area and given it to a local company, who, so far, have given good service.

In last year's report, the chairman mentioned two projects for the coming year, both of which have been successfully completed:

1) All paperwork relevant to the governance and everyday running of the Hall, ie the Constitution, policies, procedures and schedules of maintenance, has been revised, updated where necessary and collated into an Information Pack. A copy of this has been given to all committee members and to the Parish Council as our landlord.

2) Extensive repairs and improvements were undertaken to the pedestrian entrance to the Hall and to the vehicular access slope from the car park. The committee requested a grant from the Community Benefit Fund to help cover the cost of this work and this was given. We are very grateful to those who administer this fund and to the Parish Council for their support.

Our annual Pantomime (Snow White and the Seven Dwarfs) was very successful and raised a record sum, partly due to larger audiences and partly due to a rise in ticket prices, as these had remained static for many years. Bookings for the Hall remain very healthy and we have introduced a small (50p per hour) increase in the hire charges from this month. Our current bank balance stands at approximately £14500. The Chairman and Secretary attended a course run by Devon Communities Together on "Trustee Liability" which was helpful and reassuring, in that we seem to be exercising our responsibilities in a satisfactory manner!

Our main project for the coming year relates to the car park. We are seeking to re-educate the village about the status of the car park and the conditions that govern it. This will call for new signs and publicity materials and we have a sub-committee working on this. We will also plan to provide lighting on the steps between the upper, overflow area and the lower area. As stated last year, the decision as to whether the field may be used for night landings by the Air Ambulance may have some bearing on how we take this work forward.

**2.8. Harberton Feofees** No report.

**2.9. Harbertonford CE Primary School** Written Report submitted by Lizzie Lethbridge, Head

Thank you so much for your consideration and generous support to replace the school gates at Harbertonford C of E Primary School. The gates have now been installed and have improved school security significantly. Our pupils are safer on school grounds and the gates help to indicate that there

should be no public access outside of opening times. They have also enabled the village to continue using the school carpark which is to the benefit of all.

School continues to go from strength to strength. The team at Harbertonford are strong, united and focused on the education, nurture and well being of our pupils. It continues to be our aim that our children receive the best, well rounded primary education we can offer. To support this, it is our wish that community links become stronger again so if you have any thoughts on how we can encourage this, I will always be pleased to listen or to arrange a visit. I do have to apologise for not yet being able to visit the coffee morning in the village hall due to such a hectic term but I hope to bring some children to sing some of their favourite songs after Easter.

#### **2.10. Harbertonford Youth Club** No report.

#### **2.11. Harberton and Harbertonford Defibrillator Project**

Harberton Written report submitted by Leila Nicholson

All is going well with regards to the care of defibrillator. I am doing a weekly visual check and a full monthly check where I open up the cabinet and the defibrillator itself and submit an online form to community heartbeat trust to let them know that it is working correctly. No problems so far! We were all really pleased with the recent community training session run by Katie Finn in Harbertonford village hall on Thursday 18<sup>th</sup> January. The session was well attended by residents from both villages and was very informative.

Harbertonford Written report submitted by Jane Hutchinson

The defibrillator is being visually checked weekly and regular reports are being submitted to the CHT governance service when a full check is completed. All is in good order.

There is an issue, however, with the internal light in the phone box that should be permanently on. Investigation into this fault, as you know, is in hand and ideally needs to be resolved as quickly as possible as visibility at night within the phone box is currently relying on spill over lighting from the Post Office. There is a torch, however, within the cabinet.

I have been approached by a couple of villagers who missed the training session enquiring when the next one will take place. I have taken their details but would it be possible for anyone else interested in attending a training session to leave their contact details with the Parish Council so that they can be notified of the next training session? In terms of planning the next training session it would be useful to know whether the Parish Council wishes to run these annually or every two years?

The only point of note is that there is a lot of unused space in the phone box which could be utilised, for example, to act as a community store for recycling sacks, and in particular, the insertion of a shelf and a pin board of some description would be extremely useful to put or display defib information, leaflets, donation envelopes, etc.

#### **2.12. Harberton and Harbertonford History Society**

The History Society has had a busy year, with a series of talks held in Harberton and Harbertonford, guided archaeological walks on Dartmoor and a guided tour of the Britannia Naval College. We also intend to visit Coldharbour Mill, a working Woollen mill which most resembles the mill in Harbertonford.

Our Oral History Project is well underway and we have now recorded 10 interviews with local people who have had connections with the Woollen Mill, using the newly acquired camcorder. Having received a further grant from the Community Benefit Fund, we purchased a laptop computer, which will be used for projects for the History Society. The interviews have now been uploaded onto the computer and we are in the process of learning to transcribe them. We plan to meet with the curators from the Naval College who have recently completed their own oral history project.

Our intention is to transcribe the interviews and if possible to make a short film to present to one our history meetings. We also hope in due course to upload the material to the website, so that this information is available to the public.

The Society is very appreciative of the grant received from the Community Benefit Fund.

### **3. Chair's report**

It has been a steady year for the Parish although the weather conditions in March dealt a surprise for everybody - which was a baptism of fire for our new snow warden, Cllr S Hockings. He had hoped it would be as uneventful for him as it had been for his predecessor.

Cllr D Camp and Cllr G Broom also donned the cap of rescuers and played a vital role, helping people cope with the biggest snowfall in many years!

Such an unexpected event has highlighted the need to encourage more members of the public to come forward and act as volunteers. With this in mind, going forward it would be prudent for us to revisit our volunteer force and emergency planning and look to plug any gaps we identify and where necessary organise appropriate training.

With the adverse weather conditions, roads within the parish are in a very poor state and flooding continues to cause problems, an application for additional aqua bags has triggered the requirement for a parish emergency plan, which is already in hand and will be completed later this year.

Our parish Neighbourhood Plan is still evolving, but hopefully we are coming to the final stages. Once complete we will bring it to the full council for blessing before completing the process with SHDC.

The CLT project will be coming before the development management committee, I am assuming in May and I would just like to thank Cllr N Williams for all the hard work, dedication and hours he has spent on this.

The defibrillator project is now up and running in both villages and being looked after on a weekly and monthly basis by our two volunteers, and the first training course held in Harbertonford Village Hall was a great success, with over 40 people from both villages attending.

After securing a TAP fund award, the installation of a lighting mast for Devon Air Ambulance has been completed at Harbertonford Football pitch. This is now fully operational and already proved to be invaluable, having been pressed into service twice already. We have scheduled a public meeting in Harberton for later this month in order to gauge response for a similar scheme being sited on the Playing Field in the centre of the village.

Through the prudent management of our finance committee I am pleased to say that our precept is one of the lowest council tax demands of all parishes in the South Hams. We have been able to contribute to the new fencing and gates at Harbertonford Primary School, future support for the night landing site and defibrillators, provision for repairs to the bus shelter in Harberton and car park in Harbertonford. We are also able to continue to contribute to the maintenance of the two churchyards, playing fields and village green.

In the pipeline is the initiative to support our youth club in Harbertonford via the successful joint TAP fund application with Rattery council, and the investigation into Lengths-men services now that DCC have withdrawn their operation.

And lastly I would like to thank all of you councillors who give so much time and energy to this community and very importantly to our invaluable clerk - without whom none of this would happen! and thank goodness she manages to keep us all in good order.

### **4. Any other business - None**

Meeting closed at 7:30pm