

## HARBERTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Harberton Parish Council 7.30pm on Tuesday 9<sup>th</sup> May 2018, Harberton Parish Hall

|                |                                       |                 |                                       |                   |                |
|----------------|---------------------------------------|-----------------|---------------------------------------|-------------------|----------------|
| Cllr Beamish   | <i>Present</i>                        | Cllr Camp       | <i>Present</i>                        | D.Cllr Tucker     | <i>Absent</i>  |
| Cllr Bowley    | <i>Present</i>                        | Cllr Davidson   | <i>Apologies offered and accepted</i> | C.Cllr Hodgson    | <i>Present</i> |
| Cllr Broom     | <i>Apologies offered and accepted</i> | Cllr J.Hockings | <i>Present</i>                        |                   |                |
| Cllr Janes     | <i>Present</i>                        | Cllr S.Hockings | <i>Present</i>                        | Clerk: Ms Radford | <i>Present</i> |
| Cllr McDonnell | <i>Present</i>                        | Cllr White      | <i>Present</i>                        | Public            | 2              |
| Cllr Waite     | <i>Apologies</i>                      | Cllr Williams   | <i>Present</i>                        |                   |                |

### Public Session

- i) A Harberton resident attended the meeting to speak on the subject of establishing a community landing site in Harberton. It was commented that the resident asked the Devon Airt Ambulance Trust (DAAT) representative for figures showing the relative cost of a land ambulance versus a helicopter ambulance at the recent public meeting but that information was not to hand to respond. The resident read out information from the DAAT website on impact and funding required to run the service and referred to research from the University of Sheffield (2003) and an article in the Journal of Public Health (1996) that suggest helicopter ambulances are more expensive and not any more effective than land ambulances. The resident was asked to forward the paper as prepared to the Parish Council for reference when formally considering the project at the next meeting in June. Members of the public left the 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 The following interests on items on the agenda were noted:  
Item 5 Matters Arising: Farm Pollution at Jackmans' Lane. Cllr Camp is the tenant farmer.
3. **Reports from County and District Councillors** for information.
  - 3.1 County Councillor (C.Cllr) The C.Cllr tabled a written report. The following issues were raised:
    - 3.1.1 *Damage to Highways* The Parish Council was invited for views on priority areas for highway repairs in the parish to feedback to the Neighbourhood Highways Officer.
    - 3.1.2 *Quality of Highway Maintenance* It was commented that there were concerns about the quality of contracted maintenance work and this was under scrutiny.
    - 3.1.3 *Collapsed wall in Maudlin Road, Totnes* It was reported that Devon County Council (DCC) is in dispute about liability. This has implications for many old walls in the South Hams and South Hams building control will be carrying out surveys of old walls.
    - 3.1.4 *Flooding on Major and Minor Roads* Cllrs were encouraged to report flooded areas on the highways website and let the C.Cllr know when these have been reported for follow up. Cllrs commented on standing water at Gerston Cross due to change in road level following resurfacing.
    - 3.1.5 *Section 106 agreements not enforced* The C.Cllr had raised the issue of several Section 106 agreements in Dartington Village Centre that had not been undertaken. It was commented that there were serious concerns that officers had not ensured that Section 106 agreements were implemented. It was commented that officers should not allow items as imposed through democratic processes, to 'slip off the list' because of their own views on implementation.
    - 3.1.6 *Education* It was reported that Totnes Town Council has written to the Secretary of State for Education to express concerns about disparity between funding for pupils in Devon and London Boroughs. It was also reported that the Multi-Academy Trust commissioned to support children unable to attend mainstream school, responsible for management of the West Devon Academy in Dartington, is being replaced due to serious failings.
    - 3.1.7 *Totnes Rural Area Youth Engagement (TRAYE)* it was reported that two new staffing appointments have been made.
    - 3.1.8 *Gypsy and traveller sites* It is hoped that South Hams District Council (SHDC) will establish sites.
    - 3.1.9 *Greater Horseshoe Bat Consultation* The C.Cllr is of the opinion that the flyways and formal corridors should be retained.
    - 3.1.10 *Clean air strategy* An officer is attending a meeting at Berry Pomeroy to talk about the clean air strategy.
  - 3.2 District Councillor Not present

**4. Minutes It was RESOLVED to approve the following minutes as an accurate record:**

- 4.1 the Annual Parish Meeting 10<sup>th</sup> April 2018
- 4.2 the Ordinary Meeting of Harberton Parish Council 10<sup>th</sup> April 2018, with minor amendments.
- 4.3 the meeting of the Finance Committee of Harberton Parish Council 1<sup>st</sup> May 2018

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

- 5.1 Harberton Playing Field Association (HPFA) Fire Area It was reported that HPFA had produced a camping risk management policy document and camping and camp fire risk assessment to be read in conjunction with the play area risk assessment. The HPFA was thanked for taking the time to do this detailed work.
- 5.2 Devon Air Ambulance Trust (DAAT) Community Landing Site It was reported that a public meeting was held on Wednesday 11<sup>th</sup> April 2018. 35 members of the public attended to hear a presentation from Toby Russell of DAAT, who was able to answer questions from the floor. At the end of the meeting there was a straw poll to indicate support for the proposal to which 28 were in favour and 3 objected. 4 abstained. The Clerk had taken note of questions asked and responses given and had been given permission to publish DAAT's presentation on the Parish Council website for reference. It was agreed that the future of the project be considered under an agenda item at the next meeting of the Parish Council in June. The Clerk had been informed that a Harberton resident had written to both the DAAT and Totnes Rotary Club with regard to the presentation on the 11<sup>th</sup> April. This has been referred to the DAAT CEO and the Parish Council can expect a full written response as soon as possible.
- 5.3 Harbertonford Defibrillator Kiosk Light The Community Heart Beat Trust has given the Parish Council the name of a supplier of parts for telephone kiosks. No further advice has been forthcoming about isolation on the supply. The Clerk agreed to chase this.
- 5.4 Community Speed Watch Since writing to the Office of the Crime and Police Commissioner the clerk has been contacted by two different police departments to pick up the project. **ACTION:** It was agreed to call for volunteers through the village circulars.
- 5.5 Highways issues See C.Cllrs report above.
- 5.6 Oak at Fork Cross It was reported that the tree had been removed.
- 5.7 Bow Road line painting Having reported road markings on Bow Road to Devon County Highways the Clerk had been informed that three separate defect reports have been raised for re-marking.
- 5.8 Parish Map of Buddle Holes It was reported that Devon County Highways had provided access to an online layered map showing location of all buddle holes, catchpits, channels, culverts, ditches, easements, filter drains, fords, grips, gullies and manholes. The C.Cllr has requested that paper copies are produced for Parish Councils. **ACTION:** The Clerk will contact Highways to ask for the table data on which the online map is produced.
- 5.9 Farm Pollution at Jackman's Lane The clerk reported that a formal response had been received by email from the tenant farmer stating that he has spoken with the land owner to make him aware of the situation. As part of the annual spring cropping of the field the pile of plastic that was stored by the bale heap over the winter has been picked up and is awaiting deliver to the local farm waste recycling centre. A copy of the Waste Transfer Note has been offered to both the Parish Council and C.Cllr.
- 5.10 Harbertonford Bus Shelter Seat and Guttering Cllr Bowley reported that there is no evidence of current woodworm in the bench seating and can be varnished. It was reported that approximately 6 meters of guttering is required. Cllr Bowley agreed to undertake the maintenance required. **It was RESOLVED** to purchase guttering up to the value of £50.00 **ACTION: Cllr Bowley.** Thanks were given to Jackie Clayton for redecorating the shelter.

**6. Planning**

- 6.1 Receive a report on planning decisions None to report.
- 6.2 Receive a report on enforcement cases A hard copy of the current case load was circulated to Cllrs for information. The Clerk reported that an enforcement notice has been served on one of the cases on the list and another case has been closed as no breach of planning control had been found.

**7. Monthly reports**

**7.1 Finance Committee**

- 7.1.1 Report It was reported that the committee had reviewed all year end documentation towards completion of the internal and external audit. The committee noted that having allocated earmarked reserves, the Parish Council's general reserves are quite low. It was recommended that reserves earmarked for elections could be reallocated should the need arise, to rebuild reserves in the next year's precept.
- 7.1.2 Clerk's Appraisal It was **RESOLVED** to accept the recommendation of the Finance Committee that as the Finance Committee has a remit to advise on employment conditions and other personnel matters that the chair of the Finance Committee and the Chair of the Parish Council should conduct the Clerk's appraisal.
- 7.2 Harberton Parish Neighbourhood Plan (HNP) update It was reported that the HNP steering group had continued with a review of the aims and expectations for housing sites. Cllrs Davidson and McDonnell had attended an informal meeting with the new Totnes Neighbourhood Plan group who are starting from scratch in the development of their Neighbourhood Plan. The site at Winsland House was discussed as it is on the border of the Parishes and comment had been made that Harberton Parish is 'dumping' its housing allocation in Follaton. The need for affordable housing within the Parish was reiterated, as were the constraints through supply of land. It was clarified to the group that contrary to reports in the local press, the evolving HNP has

been published on the website for several years, that the original larger site is now under three different ownerships and that the HNP's housing subgroup excludes those with an interest in potential development. It was reported that South Hams District Council (SHDC) planner, Graham Swiss has requested a meeting to follow up on issues raised in the previous year. Following discussion on issues of transparency **it was RESOLVED** that all members of the HNP steering group must submit declaration of interests before the next meeting or be asked to stand down from the committee.

- 7.3 Community Land Trust (CLT) update It was reported that a recent pub quiz had raised £265.00, of which £25.00 will be donated to the Church Fund and the remainder be added to general CLT funds to help with building of Devon banks. Meetings are scheduled with the Planning Authority to see if plans need to be 3D rendered. Following the meeting it is hoped that there will be a better idea of when the application will go to the Development Management Committee.
- 7.4 Town and Parish (TAP) Fund 2017/18: Totnes Rural Area Youth Engagement (TRAYE) Project
- 7.4.1 It was reported that Cllrs Davidson and McDonnell had attended the TRAYE meeting at which they explained the Parish Council's position on Section 137, clarified that no Harberton Parish Councillors had agreed to be a trustee and to discuss options for provision of youth services in Rattery and Harberton Parishes. It was reported that 1-year of service could be provided taking into account TAP funding, financial contributions from each Parish Council and a share of recent grant funding from the National Grid. The TRAYE chair apologised for the use of the word 'underwriting', when looking for a commitment and contribution to process of fundraising.
- 7.4.2 A proposed agreement with TRAYE was circulated in advance of the meeting for consideration. A summary of the agreement follows: The Parish Councils of Rattery and Harberton will join TRAYE for 12 months from June 1<sup>st</sup> 2018. During this period, each parish may nominate a person to serve as a trustee of TRAYE; the Parish Councils will nominate a person to work closely with and support youth workers employed by TRAYE to provide youth services in their parish; each parish will support TRAYE in its search for grant aid funding; the full amount of the TAP FUND Grant will be contributed to TRAYE funds; £1000 per council will be contributed to TRAYE from Parish Council funds, paid as £500 in the financial year 2018/19 and £500 in 2019/20; Parish Councils will request approximately £500 per parish from the district and county Locality Funding; TRAYE will review its professional and financial operations to ensure that operations continue to meeting the needs of young people in the participating parishes, provide value for money and are sustainable. Each parish will decide if they wish to remain a member of TRAYE no later than the end of March 2019. **It was RESOLVED** to adopt the agreement, with two conditions:
- Rattery Parish council also adopts the proposal
  - That it is made clear that the financial contribution of £1000 is made 'per council' to avoid ambiguity.
- 7.4.3 The point of contact for TRAYE in Harberton Parish was not discussed.
- 7.5 Clerk's update It was reported that the Clerk had attended a briefing on a new route to planning permission called 'Permission in Principal' (PIP). This enables a developer to obtain 'permission in principal' for minor housing led development before any detailed plans, elevations, artists impressions or studies are required. The determination and consultation period is much reduced, which may require the Parish Council to hold more extraordinary planning meetings, should applications of this type be made. Should Permission in Principal be given, a second 'Technical Consents' application is submitted that must be approved before development can commence. It was noted that an applicant does not have to have permission from the landowner to submit an application of this type. The Clerk will circulate presentation slides from the briefing to cllrs.
8. **Document review** The following documents were reviewed as part of the annual audit:
- 8.1 Statement of Internal Control Reviewed with no amendment made.
- 8.2 Grants and Proof of Need Summary 2017/18 reviewed and accepted with no amendments made.
- 8.3 Confirmation of bank signatory arrangements It was confirmed that Cllrs Beamish, Broom, Camp, J.Hockings, Janes, Williams and the Clerk were signatories on the Lloyds account. Cllrs Camp, S.Hockings and the Clerk are signatories on the Barclays account.
- 8.4 Protocol on recordings of meetings Reviewed with no amendments made.
- 8.5 Treatment of anonymous letters Reviewed with no amendments made.
9. **Annual Audit** As the internal auditor's report had not been received it was agreed to defer this item until the June meeting of the Parish Council.
10. **Harberton Bus Shelter** Cllrs reviewed three quotations obtained. **It was RESOLVED** to accept a quotation of £2544.00 including VAT for a larch clad bus shelter with a slate roof. Cllr Williams offered a supply of recycled slate. It was agreed to request details of the supplier's insurance before any work commenced. It was suggested work is undertaken during July and August 2018 to coincide with the school holidays.
11. **Correspondence**
- 11.1 20180412 Devon Air Ambulance Two Harberton residents who were unable to attend the public meeting had written to express support for the proposed community landing site in Harberton.
- 11.2 20180416 Greater Horseshoe Bats Supplementary Planning Document Cllrs were informed. It was agreed that the Parish Council would be in favour of keeping the strategic flyways as well as the Landscape Connectivity Zones proposed. **ACTION: The Clerk** agreed to respond to the consultation to this effect.
- 11.3 20180418 AONB Partnership Committee Parish Council report Cllrs were informed.

- 11.4 20180419 Keep your tops on! Cllrs were informed about SHDC's campaign to raise awareness to keep jar and bottle lids on when recycling glass and plastics
- 11.5 20180427 Devon Community Resilience Fund Cllrs were informed that the following completion of a Flooding Chapter for the draft Emergency Plan, the Parish Council's application to the Devon Emergency Flood Resilience Fund had been approved. A grant of £456 will be made to the Parish Council within two weeks. Purchases of aquasacs and high visibility jackets should be completed within 1 month of receipt of funds. It was noted that the grant was made on condition that the Parish Council completed an Emergency Plan.
- 11.6 20180427 Your latest newsletter from Devon ALC It was reported the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Parish Council's should continue to be diligent and take all other steps required to be compliant.

## 12. Finance

### 12.1 Notice of income and expenditure since last meeting.

05/04/18 £5656 credit to Barclays Bank Account from TGC Solar: Community Benefit Fund payment  
 12/04/18 £5721.00 credit to Lloyds Bank Account from SHDC: First half of precept.

### 12.2 Clerk salary increase **It was RESOLVED** to increase the Clerk's Salary to £9.52 per hour as per new payscales for 2018/19 from 1<sup>st</sup> April 2018. **It was RESOLVED** to amend the standing order before next salary payment is made on 22<sup>nd</sup> May.

### 12.3 May 2018 payments **It was RESOLVED** to make the following payments:

| Chq | To          | Invoice/ paperwork               | Detail                   | Before VAT<br>£ | VAT<br>£ | Total<br>£ |
|-----|-------------|----------------------------------|--------------------------|-----------------|----------|------------|
| SO  | Cat Radford |                                  | Salary May: £330.03      | 368.11          | 0.00     | 368.11     |
|     |             |                                  | NP Secretary May: £38.08 |                 |          |            |
| 56  | Cat Radford | Payslip 20180522                 | Back pay for April 2018  | 18.18           | 0.00     | 42.24      |
|     |             |                                  | Mileage/Parking          | 16.56           | 0.00     |            |
|     | Cat Radford | Clerk Expenses claim<br>20170503 | Broadband claim          | 7.50            | 0.00     |            |
|     |             |                                  | Totals                   |                 |          |            |

It was noted that a cheque for £407.04 for the annual insurance policy would be signed between meetings, should Came and Company confirm in writing that co-opted Councillors are covered in the same way as 'elected' Councillors are.

- 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** Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.  
Harbertonford Play area grass cutting It was reported that following the installation of new gates to the school grounds, no solution had been found to allow access to the play area leased to the Parish Council for grass cutting. **ACTION: The Clerk** agreed to contact the school to discuss options.  
Parking on Woodland Road It was reported that this has been a problem, particularly at the weekends, where individuals parking on the corner of the church car park make it impossible for larger vehicles to pass through.  
Parking near bus shelter in Harberton Village It was commented that the area near the bus stop has been very difficult for larger vehicles to pass through and is getting worse.

## 15. **Date of next ordinary meeting** 7.30pm Tuesday 12<sup>th</sup> June 2018

Meeting closed at 9.51pm