

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council 7.30pm on Tuesday 12th June 2018, Harbertonford CE Primary School.

Cllr Beamish	<i>Apologies offered and accepted</i>		Cllr Camp	<i>Present</i>	D.Cllr Tucker	<i>Present</i>
Cllr Bowley	<i>Present</i>		Cllr Davidson	<i>Present</i>	C.Cllr Hodgson	<i>Present</i>
Cllr Broom	<i>Present</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>Apologies offered</i>	Public	2
Cllr Waite	<i>Present</i>		Cllr Williams	<i>Present</i>		

Public Session

- i) The member of the public who had attended the meeting in May to present a set of points on effectiveness of Air Ambulance services commented that these points had now been submitted to the Parish Council in writing. The member of the public commented on short comings of land ambulances in the area, that waiting times have been long and it may affect cllr's decisions on how they may vote on the issue of a landing site for Harberton. It was commented that cllrs must look beyond their own personal experiences when making a decision as it is possible for there to be an effective land ambulance service. The member of the public further commented that they had written a letter to Totnes Rotary in response to an article in the Totnes Times about support for a proposed landing site in Totnes, expressing an unease that the redacted email and a response from Devon Air Ambulance Trust (DAAT) had been published on the Harberton Parish Council website, having not received a direct response from Totnes Rotary himself. Two comments were made in response: The Chair commented that the issue of lack of direct response from Totnes Rotary Club was for the Rotary Club themselves to answer. The Clerk commented that the redacted material was published on the Parish Council website as the information was forwarded to the Parish Council for reference, as the enquiry had come from Harberton, and papers to assist councillors to make decisions are published in this way. These letters were published alongside notes from April's public meeting, DAAT's presentation and the member of public's set of points. Once the Chair and Clerk had agreed to delay consideration of this issue until a response to points raised had been received from DAAT, it was agreed to temporarily withdraw this information from the website.
- ii) A member of the public addressed the Parish Council on the future decision on a proposed landing site for Harberton to make a point about the method in which the Parish Council makes its decision. It was commented that the Parish Council should make a sure that the decision is made by considering the evidence on the benefits of the service, not on a show of hands of people at a 'feel good' presentation by the Devon Air Ambulance and without those members of the public having the opportunity to review evidence of benefit. The Chair replied to comment that the duty of the Parish Council is to make decisions to reflect of what the majority of people want within the Parish, cllrs are representatives for everyone in that community. When asking the members of the public for the specific evidence the Parish Council should consider, cllrs were referred to the written set of points as provided by the resident as above. The Clerk commented that once DAAT's response to this document has been received, all relevant material will again be published on the website available for all residents to view. It has been agreed with the editor of the Harberton village email circular that an invitation to view and comment will be published. Any emails, letters or comments received will be collated for consideration.

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 6.10 Matters Arising: Farm Pollution at Jackmans' Lane. Cllr Camp is the tenant farmer and did not participate in discussion.
3. **Chair to sign acceptance of office** The Chair signed the declaration in front of the Clerk
4. **Reports from County and District Councillors** for information.
 - 4.1 County Councillor (C.Cllr) The C.Cllr tabled a written report. The following issues were raised:
 - 4.1.1 Structural Cracking Maltsters Arms It was reported that Devon County Council (DCC) had informed Cllr Waite that it is up to the private property to prove that damage has been caused by passing traffic. The Parish Council was informed that Cllr Waite has agreed to monitor this on behalf of the Maltsters Arms.

- 4.1.2 Impact of inequality on Public Health The C.Cllr highlighted a report from Public Health to DCC Cabinet on concerns on the impact of inequality on the health of children and young people. The report shows a rise in self harm and concerns about the emotional wellbeing of young people.
- 4.1.3 DCC Division Life Expectancy The C.Cllr report included published life expectancy results, with the suggestion that air quality may have an impact and commenting on investment in green transport and encouragement of cycling. The Chair responded that the Harberton Parish Neighbourhood Plan (HNP) steering group would like to promote cycling and make reference to increased traffic on narrow roads, however support is needed from both South Hams District Council (SHDC) and DCC to provide the required evidence.
- 4.1.4 Revenue and Capital Budget The budget shows an underspend of £2.1M on highways. The C.Cllr commented that it is worrying that this doesn't roll forward into a future highways budget, but goes into general reserves.
- 4.2 District Councillor (D.Cllr)
- 4.2.1 Highways Consultation on Development It was commented that planning officers find it difficult to go against the advice of Highways officers, however if an application goes to appeal, Highways Officers will not defend their position. It was commented that it is very difficult for planning officers to defend the Highways position in these circumstances.
- 4.2.2 Highways issues within a Neighbourhood Plan Cllrs requested evidence from SHDC officers to support a SHDC Officer's assertion that the HNP steering group must remove highways issues from the plan, such as issues with fatal accidents, speed and narrow lanes. This appears to be contrary to Government advice that permits non-land use issues to be included in a neighbourhood plan provided that they are clearly identified as such.
- 4.2.3 SHDC Development of Social Housing It was reported that SHDC is considering the establishment of a wholly owned company to build social housing. The remit of this company would include building and grounds maintenance and therefore any social housing built by this company would not be subject to 'Right to Buy'.
- 4.2.4 Locality Budget £1600 is available for the Harberton Parish, this must be spent by Christmas.
- 4.2.5 SeaMoor Lotto The lottery to raise money for good causes has been launched, more information is available on the SeaMoor website where tickets can be purchased online. Registered 'Good Causes' that sell tickets retain 50% of the ticket value. Tickets are drawn weekly with prizes of up to £25,000.
5. **Minutes** The minutes of the following meetings were approved as an accurate record:
- 5.1 Annual Parish Meeting of Harberton Parish Council 8th May 2018
- 5.2 Ordinary Meeting of Harberton Parish Council 8th May 2018 – with one minor amendment
6. **Report Matters Arising from the Minutes** for information only
- 6.1 Confirmation of representation on committees Following absence at the Annual Meeting of the Parish Council, at which nominations were made for committee membership, Cllr Broom agreed to sit on the finance committee and attend meetings of the Neighbourhood Plan. Cllr Davidson agreed to attend meetings of the neighbourhood plan and represent the Parish Council at Harberton Parish Hall meetings.
- 6.2 Devon Air Ambulance Community Landing Site It was reported that the Clerk had received collated research with commentary on the effectiveness of helicopter emergency services, as prepared by the member of public who attended the previous meeting. The Clerk had made Devon Air Ambulance Trust aware and the charity is working up a response. The clerk and chair agreed to delay discussion on this issue until this response has been received. It was reiterated that the minutes from the public meeting, the collated research and the response from Devon Air Ambulance would be published on the Parish Council website and members of the public made aware through the Harberton email list so that they could make their views known to the Clerk, should they wish.
- 6.3 Harbertonford Defibrillator Kiosk Light The clerk had been informed by the Community Heart Beat Trust that they were meeting with BT and would request more information about how to isolate the supply to fix the light.
- 6.4 Community Speed Watch It was reported that whilst there had been some correspondence with the PCSO around the initiative, no further information about how to progress the scheme had been received.
- 6.5 Parish Map of Buddle Holes It was reported that Devon County Council had produced a printed map to be provided by the County Councillor, however the County Councillor had not been given a hard copy to forward. A PDF of this had been supplied and could be printed in large format. The D.Cllr commented that printing can be undertaken by South Hams District Council (SHDC). The Clerk reported the request of a table of the data used to produce the map, but had been informed that this can only be searched by road (not Parish) making it too large a job for Highways to complete. It was suggested to request that the Neighbourhood Highways Officer undertake a 'walk round' with cllrs to identify sites once the map has been produced.
- 6.6 Harberton Bus Shelter The Clerk reported that contact had been made with the contractor selected to undertake the work. More information regarding the provision of a notice board is expected, as are details of the builders' insurance cover.
- 6.7 Harbertonford Bus Shelter Maintenance It was reported that receipts had been received for paint, wood filler and woodworm destroyer as used in the refurbishment. The work to renew the guttering had not yet been actioned **Cllr Bowley**.

- 6.8 Grass Cutting Access to Harbertonford Park It was noted for the minutes that Cllr Beamish had resolved the issue of access to the park. It was reported that Cllr Beamish is undertaking strimming, mowing and collecting which is a very large job.
- 6.9 Annual Insurance Premium It was reported that the insurance company had confirmed in writing that co-opted Councillors are covered in the same way as 'elected' Councillors. It was commented that Ecclesiastical is reviewing their wording to include this in their definition. It was confirmed that the lighting column for the Harbertonford Community Landing site is now included in the policy. The telephone kiosks are not yet insured for damage. The clerk reported that similar kiosks are advertised for between £1500 - £4000. **The Clerk** agreed to forward this with the insurance company.
- 6.10 Farm Pollution at Jackman's Lane It was reported that the Clerk had updated the resident who had brought the issue to the Parish Council's attention. A response had been received commenting that whilst it was positive that the farmer had agreed to clear up the waste on this occasion, a satisfactory solution would be that the farmer or land owner commits to consistently clearing this waste as routine. It was reported that the clerk had been in touch with the tenant farmer who assured the Parish Council that the plastic waste was stored temporarily and that a commitment has been made to clearing the site annually.

7. Planning

- 7.1 Consideration of the following planning applications:
- 7.1.1 0400/18/ARM Application for approval of reserved matters following approval 2634/15/OPA for conversion of barn to 1no. live/work unit, 1no. workshop and 1no. holiday let at Little Grove Farm, Harberton. **It was RESOLVED** to SUPPORT the application.
- 7.2 Receive a report on planning decisions It was reported that the Local Planning Authority had:
- 7.2.1 APPROVED application 1036/18/HHO Householder application for side extension to extend kitchen/diner space; conversion of garage/store to create annexe accommodation at Riverstone, Harbertonford with conditions that include restrictions of future use of the conversion/
- 7.2.2 APPROVED application 0856/18/HHO Householder application for the erection of two buildings and their continued use as ancillary to the applicant's home (retrospective) at Harberton East Leigh Farm East Leigh Cross To Monkey Oak Harberton Devon TQ9 7SS
- 7.2.3 APPROVED application 0365/18/TCA Proposed works: 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. Location: Larks Rise, Lane From Fore Street To Foxglove Cottage, Harberton,
- 7.2.4 APPROVED application 0709/18/TCA Proposed works: 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. Location: Larks Rise, Lane From Fore Street To Foxglove Cottage, Harberton
- 7.3 Receive a report on enforcement cases A hard copy of enforcement cases was circulated for information. Cllrs asked for clarification about cases which had received formal enforcement notices.

8. Monthly reports

- 8.1 Finance Committee Update No update. The Finance Committee is due to meet in July.
- 8.2 Harberton Parish Neighbourhood Plan (HNP) update It was reported that an office hours meeting had been requested by the Specialist (Strategic Planning) Place & Strategy Officer at SHDC to which four members of the HNP Steering Group attended. The Chair gave a detailed report in which outlined the reasons why HNP members found this meeting neither supportive or constructive. The attitude displayed by the officer who called the meeting was felt to be negative, confrontational and unhelpful. The D.Cllr asked a summary of the issues to take up with management. It was reported that the HNP received a second presentation from the Winsland House developer, without prejudice, and had been informed that the developer is now in pre-application meetings with the Planning Authority. It was confirmed that all members of the HNP have completed a formal 'declaration of interests' form.
- 8.3 Community Land Trust (CLT) update It was reported that the CLT has actioned everything that has been requested by SHDC officers; drawings have been redrawn, 106 agreements have been redrafted, the plans have been modified in order to preserve a view of the church and to create increased amount of light barrier between hedgerows and houses. It was confirmed that ideally the waste will go to mains sewer, but the CLT has now made provision for a treatment plant in the event that it is not possible to get access to the sewer. It was suggested that this may be on the July agenda of the Development Management Committee.
- 8.4 Town and Parish Fund 2017/18 It was reported that having offered the 'lead youth worker' job, the applicant did not accept, however the TRAYE project was launched in June with temporary lead worker.
- 8.5 Clerk's update It was agreed to schedule a date for the Clerk's annual appraisal by email.

9. Annual Audit

- 9.1 Receive Internal Auditor's report and note observations The Internal Auditor's report was received. It was observed that the date on the minutes of the Annual Meeting of the Parish Council was incorrect. The clerk reported that a note had been made on the online version. **It was RESOLVED** to update the date on the hard copy of the minutes.
- 9.2 Annual Governance Statement
- 9.2.1 *Consider the findings of the review* All cllrs reviewed the findings of the governance statement.
- 9.2.2 *Approve Governance Statement* **It was RESOLVED** to approve the Governance Statement
- 9.3 Annual Accounting Statements
- 9.3.1 *Consider the Accounts Statements* All cllrs considered the accounts statements as prepared by the Clerk.
- 9.3.2 *Approve the Accounting Statements* **It was RESOLVED** to approve the accounting statements.
- 9.3.3 *Ensure the accounting statements are signed and dated by the person presiding at the meeting* The accounting statements were signed and dated by the Chair.
- 9.4 Consider Notice of Date of Commencement of Period for the Exercise of Public Rights **It was RESOLVED** that the period for the Exercise of Public Rights would commence on 18th June 2018 until 27th July 2018. The Clerk confirmed that notices would be posted in advance of the commencement date.
- 10. Parish Car Parks**
- 10.1 Harbertonford Carpark Surface It was reported that no tenders had been received to undertake the work. It was agreed to invite tenders from local tradesmen.
- 10.2 Harberton Parish Hall Upper Car Park
- 10.2.1 *Receipt of letter from Harberton Playing Field Association (HPFA)* The letter was read to the meeting. It confirmed that as it had been established that the responsibility for managing both car parks lie with the Parish Hall Committee then the requirement that giving notice to the HPFA of large events at the hall no longer applied.
- 10.2.2 *Review updated letter to residents* **It was RESOLVED** to support the letter as draft by the Harberton Parish Hall Committee to remind everyone of the conditions for parking at the hall.
- 11. Community Emergency Plan** Cllr Broom agreed to support the process of drafting a new plan for the Parish.
- 12. GDPR Review** proposed documents as produced by the Clerk
- 12.1 Information and Data Protection Policy **It was RESOLVED** to adopt the policy, with the amendment that 'Town' is replaced by 'Parish' council in all cases.
- 12.2 Data Security Breach Reporting Form **It was RESOLVED** to adopt the document.
- 12.3 Subject Access Request Form **It was RESOLVED** to adopt the document.
- 13. Correspondence**
- 13.1 20180503 Sign for parish hall and empty properties A letter from a Harberton resident suggested that the sign near Globe House to the Parish Hall and the pub could be made more prominent as motorists often request directions. It was agreed to pass this on to the Parish Hall Committee. There was also an observation made about a property that appears to have been vacant for several years, suggesting that the Parish Council might promote reuse. Cllrs commented that this property was inhabited.
- 13.2 20180510 Your latest newsletter from Devon ALC May The newsletter noted that there had been some confusion as to GDPR requirements following news that Parish Councils may not be required to nominate a Data Protection Officer. Councils were reminded that GDPR legislation applies.
- 13.3 20180514 St Andrew's Church PCC Cllrs considered and approved a request for a grant for graveyard maintenance, agreeing a grant of £450.00. Comments were made about how good the graveyard looks.
- 13.4 20180518 Dart Estuary Forum meeting invite 18June18 for consideration
- 13.5 20180518 Your council for the new year update on new chair and vice chair at South Hams District Council
- 13.6 20180521 You don't want to go without SSL much longer It was reported that websites without SSL certificates will be marked as unsecure from July. The clerk presented costs of £43.99 per year. Following discussion, **it was RESOLVED** to purchase an SSL certificate for Parish Council website.
- 13.7 20180601 Parking Order Amendments Cllrs were informed of a SHDC consultation into parking charges.
- 13.8 20180602 Harberton Parish Hall Parish Council re 2018_19 Following the receipt of a request from Harberton Parish Hall Committee for a representative from the Parish Council to sit on the committee, it was confirmed that Cllr Davidson had agreed to remain in this role for the 2018/19 year.
- 13.9 20180604 Office of the Police and Crime Commissioner's Small Grant Scheme Launch Cllrs were informed about small grants available to tackle anti-social behaviour.
- 13.10 20180604 Devon Air Ambulance proposal for a night-landing site in Harberton It was reported that comments from a Harberton resident had been received for Parish Council consideration. It was agreed discuss this at the next meeting at which the Devon Air Ambulance project is considered.
- 13.11 20180605 Council consults on ways to improve library services to rural and isolated communities Cllrs were informed on the consultation. **The Clerk** agreed to forward to the **Chair**.
- 14. Finance**
- 14.1 Notice of income and expenditure since last meeting. On 15th May 2018 the Lloyds Bank account was credited with 456.00 from the CCD Resilience Forum for the flood self help grant.

It was reported that the Parish Council had received remittance advance from South Hams District Council for the 2016/17 TAP fund grant, but this had not been credited to the account. **The Clerk** agreed to chase SHDC.

Payments made between meetings

Chq	To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
57	Came & Company		Parish Council Insurance	407.04	0	407.04

Cheques presented for payment **It was RESOLVED** to make the following payments:

SO	Cat Radford	Payslip 20180622	Salary May: £330.03 NP Secretary May: £38.08	368.11	0.00	368.11
58	Cat Radford	Clerk Expenses claim 20180605	Reimbursement for Hi-Vis jackets	18.80	3.76	35.46
			Mileage/Parking	5.4	0.00	
			Broadband claim	7.50	0.00	
59	IAC Audit & Consultancy Ltd	INV-0486	Provision of Internal Audit Services in respect of 2018 Annual Return	150.00	30.00	180.00
60	AET Flood Defence Limited	1301	100 x Aqua Sacs SOS bags and carriage	361.08	72.22	433.30
61	St Andrew's Church PCC, Harberton	NA	Grant towards graveyard maintenance (as per 2018/19 budget)	450.00	0.00	450.00
62	Earth Wrights	INV-0568	Remedial work at Harbertonford Play Area as detailed in email dated 24 May 2018 (between Earth Wright's and Playpark committee)	582.00	116.40	698.40
63	J. Clayton	NA	Materials for refurbishment	20.37	0.00	20.37
Totals				2370.30	222.38	2592.68

It was noted that the payment to Earth Wrights will have a significant impact on the balance of reserves for the Harbertonford Playground. It was agreed to discuss this at the next meeting.

15. **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.
16. **Matters at the discretion of the Chairman: Councillors' reports and items for future agendas**
Marl Park Sign Request Following reports from both a care worker and a paramedic that they had struggled to locate patients resident in Marl Park, a request had been made for a sign to Marl Park from Bow Road. **The Clerk** agreed to forward this request to the D.Cllr.
New South Hams District tree officer The Tree Warden reported this new appointment for information.
Parish Lengthsman A question was asked about how the Parish Lengthsman project should be forwarded. There was a short discussion in which the Chair commented that using a professional company would have accountability benefits. It was agreed that this would be discussed at a future meeting. The D.Clr had commented that a private lengthsman at Dittisham was doing a good job for a reasonable fee.
Plant Theft It was reported that plants donated by Cllr Davidson to improve the area by the stream in Harberton had been stolen. A note had been published in the Harberton village circular, following which it had been reported that plants had been stolen elsewhere in the area.
17. **Date of next ordinary meeting** 3rd July 2018 Finance Committee Meeting, Harbertonford Village Hall. 10th July 2018 Ordinary Meeting of Harberton Parish Council, Harberton Parish Hall.