

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 14th April 2015, held at Harbertonford CE Primary School

Present: Cllrs Beamish, Camp, Clayton, J. Hockings (Chair), S. Hockings, Janes, Williams, Wynne, D. Cllr Robert Steer.

Apologies: Cllrs Broom, Hoddinott, Trott, Padfield, C. Cllr Robert Vint,

Members of the public: 2

Clerk: Ms C Radford

Public Session No comments.

Agenda

1. Apologies were received and accepted as above. Cllr J. Hockings took the Chair in the absence of Cllr Broom.

2. Reports from County and District Councillors for information.

District Councillor Steer commented that due to new boundaries coming into effect if he were re-elected on 7th May Harberton Parish Council would no longer be within his ward. He commented that he has enjoyed representing Harberton Parish Council and the Parish Council has done a lot for the Parish. He commented that if he is re-elected and continues to be on the Planning Committee a relationship with the Parish Council may be on going.

The Parish Council expressed thanks to Cllr Steer for his great support.

3. Minutes

The minutes of the Ordinary Meeting of 10/03/15 were signed as a true record.

4. Report on Matters Arising from the Minutes

Buddle Holes on Screw Lane It was reported that the buddle holes had been cleared.

Tree Surgery It was reported that contact had been made with Mrs Hookway regarding the limb on the tree as reported at the last meeting. Mrs Hookway had commented that the oak tree at Brockhills was the property of the estate and would be protected.

Village work day Cllrs noticed that the area from Ford Barn Cottage to the ford in Harbertonford has been cleared of weeds recently.

An advertisement has been placed in Village Life suggesting individuals clear up the area outside of their own property followed by a cup of tea on Saturday 17th May. The advertisement will be repeated in Village Life in May. Cllrs commented they are already noticing a difference in properties in the village.

Stones at Dundridge It was reported that the stones at Dundridge were removed before Cllr Wynne had a chance to speak to the landowners. It was reported that there were cones in the road and potholes where the stones had been. It was commented that there had been an incident involving a cyclist and a motor vehicle at the site when the stones were still in place.

5. Planning

5.1 The following resolutions were made concerning planning applications:

- **It was RESOLVED** to make no comment on Planning Application 39/0514/15/F, Erection and operation of 1no. wind turbine (3.19m hub height, 45.4m tip height), Wind Tubine at SX 7314 6017 Hatchlings Farm, Harberton, Totnes, TQ9 7LR
- **It was RESOLVED** to make no objection on Planning Application 23/0598/15/F, Householder application for proposed extensions to rear and front of dwelling at The Old Linhay, Old Hazard Cottages, Harberton, TQ9 7LN
- **It was RESOLVED** to support Planning Application 23/0728/15/F, Householder applications for replacement conservatory at St Peters Court, Woodland Road, Harbertonford, Totnes, TQ9 7SX

5.2 It was reported that the Planning Authority had given conditional permission for Planning Application 23/0183/15/F, Erection of split level dwelling Location: Land at SX7822 56074, North of Hillcroft, Woodcourt Road, Harbertonford, Totnes, TQ9 7TS

6. Monthly reports for information

6.1 Finance Committee update. The Clerk reported that the Finance Committee had met on 7th April to review the 2014/15 finances prior to preparation of the annual return and internal audit. The Finance Committee had agreed to complete bank account application for Community Benefit Funds after the election to ensure that signatories remained current. It had been agreed to recommend that the Clerk become a signatory on the account for the purposes of communicating with the bank, not to sign cheques. The Finance Committee recommended adoption of Terms of Reference, Financial Risk Assessment and Financial Regulations for consideration. The Committee

reviewed applications to the Community Benefit Fund and made recommendations to be considered by the Parish Council.

6.2 Harborton Parish Neighbourhood Plan (HNP) update. It was reported that:

- the last meeting was chaired by Ginny Davidson in Cllr Wynne's absence.
- the next second public consultation has been moved from May to June in order to maximise publicity, final dates will be circulated in due course.
- the public consultation sessions will be run as drop in sessions rather than as debates.
- advertisements and notices will be placed in the Parish Magazine and in village life to request involvement and let people know about the new June meeting.
- Roger Hands from Harbortonford has joined the steering group.
- it was agreed to report to the Parish Council regularly and Councillors will be provided with hard copies of final draft chapters prior to public consultation on which to comment.
- representatives of the HNP Steering Group attended a meeting of NP groups of a number of Parishes at which the land at Winsland house was discussed, a summary of the meeting is expected at the next meeting.
- following discussion it was agreed that draft minutes would not be circulated as per usual Parish Council procedure.
- Following discussion it was agreed that web comments would be discussed in the democratic forum of Steering Group meetings before published.
- Facebook was discussed as a beneficial tool for those people who use it and messages published via Facebook will be the same messages published elsewhere. All comments made on Facebook will be drawn through and shared elsewhere.

The Vice Chair commented that the Parish Council is grateful that the steering group is in place to take the plan forward.

6.3 Community Land Trust (CLT) update

It was reported that the Option Agreement for the development at Harborton had been signed. The CLT will now be proceeding with the planning application, applying for the loan from South Hams District Council (SHDC) and researching grant funding. It was reported that the CLT have been looking at the work of other CLT's in the provision of smaller houses/flats and bungalows, as all want to keep the momentum of the CLT going in the future.

6.4 Town and Parish Fund 2013 and 2014 updates.

A report from Cllr Padfield was read out following which **it was RESOLVED** that the Parish Council write a joint letter of thanks from Harborton Parish Council and Totnes Town Council to Dave Black and Emma Dalton of Devon Highways and other people involved in the long process.

It was requested that cycle path on the top road was put on the agenda for the next meeting.

6.5 Clerk's update There was none.

7. Finance Regulations

The Finance Committee had reviewed and recommended three documents to the Parish Council for consideration, all documents were circulated in advance of the meeting.

- **It was RESOLVED** to adopt the Finance Committee Terms of Reference as circulated.
- **It was RESOLVED** to adopt the Harborton Parish Council Risk Assessment as circulated.
- **It was RESOLVED** to accept the Harborton Parish Council Financial Regulations as circulated.

8. Community Benefit Fund

8.1 Community Benefit Round 2 Following a report on Finance Committee recommendations and further discussion:

- **It was RESOLVED** to give a conditional grant of £500 to the Harborton Cricket Club for a Community Junior Cricket Programme and to pay on receipt of invoice and receipts for expenditure.
- **It was RESOLVED** to give a grant of £500 to the Totnes and Rural Community Bus Association for extra community Bus Services for Harborton and Harbortonford. It was agreed to provide a cheque upfront but a report to be given at the Annual Parish Meeting in 2016.

8.2 Parish Council adoption of the Harbortonford Bus Shelter Project Following discussion it was agreed that the Parish Council would not adopt the Harbortonford South Bound Bus Shelter project, but could act as agents to a Harbortonford Bus Shelter committee for the purpose of submitting plans. It was agreed that the applicants carry on the investigations to take the project to the planning stage and put to the Neighbourhood Plan committee for public support via the public consultations in June.

9. Update on Parish Council Elections It was reported that the Parish Council had received notice from the Electoral Administrator stating that due to insufficient nominations received for the wards of Harborton and Harbortonford by the deadline of 9th April 2015, those who were validly nominated were duly elected without contest. There is therefore no reason to change the date of the next ordinary meeting as those elected will have sufficient notice of the forthcoming meeting. There is one vacancy for the Harbortonford Ward for councillors to consider filling by co-option after the election.

A letter from Cllr Hoddinott was read out which confirmed that he would not be standing as Parish Councillor and thanking the Parish Council for support. **It was RESOLVED** to thank Cllrs Hoddinott, Padfield and Trott for the service they've given to the Parish.

10. Finance

10.1 It was reported that £500.00 had been received from Harbertonford Allotment Society (HAS)

10.2 **It was RESOLVED** to make payments as appeared on the payment schedule.

Chq		Invoice	Detail	Amount before VAT	VAT	Total
662	Cat Radford	n/a	Clerk Salary (April) £224.38 Neighbourhood Plan Secretary (April) £39.20	£263.58	0.00	£263.58
663	Cat Radford	9/1310 75	Caboodle Order for printer ink	£18.92	£3.78	£22.70
663	Cat Radford	n/a	Clerk Expenses claim for mileage and home office broadband May 2014 – March 2015.	£200.62	0.00	£200.62
664	Colin Finch	n/a	Harbertonford Allotment annual rent	£500.00	0.00	£500.00
665	Harbertonford CE Primary School	n/a	Ordinary Meetings of Harberton Parish Council £54.00 Meetings of Harberton Parish Council Neighbourhood Plan £36.00	£90.00	0.00	£90.00
666	Anton Fitzpatrick	43866	Harberton bespoke wall map for Neighbourhood Plan. Yellow Publications invoice 43866	£25.20	0.00	£25.20

11. Correspondence

- 01/04/15 **Highways Agency** The Parish Council received a detailed response to requests for action from Devon Highways. In summary, **concerns about lack of signs for overnight road works** had been passed to South West Highways customer relations team, **the poor road condition at Bowden Pillars to Maryland** had been inspected and Category 1 defects reported. Rural roads of this type will be inspected in accordance with Safety Inspection Criteria in lieu of funding for full repair. **The road condition from Tristford Farm to Harberton Bus Shelter** would not justify resurfacing in its entirety but Category 1 defects will be addressed. **The road condition from Mill Cross to Gills Cross** was inspected with all category 1 defects logged. Storm damage funding may be made available to carry out substantial repairs to this site. **Extension to the speed limit on the A381 at Gerston Cross** would require a departure from current policy and would be extremely difficult to justify or warrant. Accident data for Bow Road shows no injury related incidents of any type to warrant **Slow Children sign at Bow Road**. Devon Highways are unable to place **Keep Clear markings at the Car Park adjacent to Harbertonford Bridge** as the land is not part of the Public Highway. Ultimately the issue concerning obstruction to the car park is one for the police.
- 01/04/15 **DALC Newsletter April 2015** The Parish Council were informed about the newsletter, which included legal briefing on new Transparency obligations that came into effect on 1st April 2015 for councils with an annual turnover not exceeding £25,000.

12. E-Circulars including Rural Services Network, Devon Home Choice, Devon County Council Community News Round-up, Public Sector Executive, Fields in Trust were reported to be available on request from the Clerk.

13. Matters at the Discretion of the Chairman: Councillors' reports and items for future agenda

- It was reported that two of the young fruit trees within the Harbertonford Play area had been snapped in two.
- It was reported that Harberton PCC are finding it difficult to get people involved in the planning of Harberton Strawberry Fayre and would welcome volunteers.
- It was reported that there are concerns that people are exercising their dogs in a dangerous manner at Luscombe Cross by encouraging their dogs to run behind moving cars and bikes.
- Following a few incidents of dogs worrying livestock in the Parish, residents are reminded that farmers can take direct action.
- The Clerk was thanked for all her hard work.

14. Confirm date of next meeting

Annual Meeting of the Parish Council 12th May 2015

Ordinary Meeting of the Parish Council 12th May 2015

Meeting closed at 9.30pm