

## **HARBERTON PARISH COUNCIL**

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 8<sup>th</sup> September 2015 at Harberton Parish Hall.

In attendance: Cllrs Beamish, Broom, Davidson, J. Hockings, S.Hockings, Hutchinson, McDonnell, Waite, Williams, Wynne. District Cllr Bramble (Chair South Hams District Council) D.Cllr Tucker.

Apologies: Cllrs Camp, Janes and C.Cllr Vint.

Public: 0

Clerk: Ms Radford

The chair began the meeting by welcoming District Councillor Bramble. There were no members of the public in attendance to speak within the public session.

### **Agenda**

**1. Apologies** – Accepted as above.

**2. Declaration of Interests** Councillors were reminded of the need to update their register of interests. No interests were declared on items on the agenda.

**3. Minutes** The minutes of the Ordinary Meeting of 14/07/15 and the Planning Meeting of 28/07/15 were signed as an accurate record.

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

Hedge Cutting It was reported that the clerk has relayed several notable areas in which there are overgrown hedgerows to Devon Highways and has yet to receive a response.

Advertising van parked at the entrance to Kiln Lane, Harbertonford It was reported that the chairman had written to the owner of the white van who responded that permission is being sought via Development Management. The chair wrote a second letter suggesting the vehicle is moved until permission had been granted. The District Councillor commented that the issue is with the enforcement officer.

**5. Reports from County and District Councillors** for information.

**County Councillor** The c.cllr had provided a written report in his absence referring to:

- an emergency Place Scrutiny meeting held in response to the contract between BT and “Connecting Devon & Somerset” fell through. There is concern that fast broadband connections to 19,000 rural businesses will be delayed.
- South Hams District Council’s (SHDC’s) short statement in response to the Syrian refugee crisis in response to a campaign urging local authorities to pledge to take 50 refugees each, in which it states that the council has a very good working relationship with the UK Border Agency based in Plymouth and is committed to working in partnership with them and other relevant agencies to ensure that both our statutory and moral obligations toward those in crisis are fulfilled. It was reported that the c.cllr has asked the SHDC for figures of unoccupied, second and holiday homes within the District within the context of seeking accommodation for refugees.

### **District Councillor**

- The D.Cllr responded to issue of Refugees with the comment that SHDC will make a statement on Thursday on the next phase and that the District Council will do its best to accommodate refugees should they wish to be accommodated within the rural area.
- It was commented that figures for the number of second homes within the district have gone down since implementing 100% council tax on such properties, however some of those empty homes are now registered for business use and pay business rates instead of council tax.
- It was commented that more people require housing than appear on the housing list. It is expected that the government will publish a new housing policy in the autumn, which may see the requirement for the development of ‘affordable’ homes being replaced with a requirement for ‘starter homes’.
- It was reported that the issue of devolution for local authorities is current as the County Councils of Devon and Somerset along with the unitary authorities of Plymouth and Torbay and Exmoor and Dartmoor National parks have come together to put in a letter of intent.
- Cllrs enquired as to whether a formal decision had been reached on the Foales Leigh turbine planning application. It was reported that due to the backlog of applications and subsequent delays the applicant has lodged an appeal on the grounds of ‘lack of determination’. Cllrs expressed disappointment to this situation.

The Chairman of South Hams District Council addressed the council on issues of devolution and local authority changes. In summary:

- It is expected that by 2020 funding from central government will stop entirely and that local authorities must prepare to be self-sufficient. Expected reforms will include the freedom for local authorities to set their own council tax in the future to enable independent budget management. It was commented that councils will need to think more commercially about how income is generated.

- The transformation programme instituted at SHDC over the past 18 months has seen approximately 25% decrease in staff, seeing the decision to shed the Chief Executive role, slim down management and to share services with West Devon District Council. It was commented that a much greater proportion of manual workers have been retained. The investment of approx £4.75 million in instituting those changes will create a reoccurring annual saving of circa £3.3 million. The District Council is looking to maintain control of changes into the future and to deal with the issues in the forefront of the public's mind.
- Councillors expressed fears that devolved authorities will not have the expertise to manage budgets at this level. It was commented that local authorities already manage their own budgets; the difference for the future is in the source of the income, not the scale of the budget.
- In discussion it was commented that national taxes will likely stay the same but that council tax could rise to pay for devolved services. It was also commented that rural areas may not benefit from as much income generated through business rates than those seen in urban areas. This view was challenged by district councillors.

## 6. Planning

6.1 It was **RESOLVED** to support application 13/1832/15/F Proposed mast at SX 825 548, Higher Southills Farm, Cornworthy, Totnes, following a report that the local parish council had agreed to support the application.

6.2 It was reported that the planning authority had granted permission to the following applications:

- 23/1630/14/F Development site at SX782569, (Morleigh Road) Harbertonford TQ9 7TS. Conditions include a provision of a 1.8m high fence in the interests of neighbour amenity, a Construction Management Plan agreed in writing before commencement detailing vehicle movement and materials storage to mitigate against traffic impact, hours of works and details of dust suppression measures. Roofs and walls to be clad in natural slate and window and door frames to be wood to retain the character of the locality.
- 23/1448/15/F, Householder application for internal alterations and single storey extension at Wyse House, Harberton.
- 23/0598/15/F Householder application for proposed extensions to rear and front of dwelling at The Linhay, Old Hazard Cottages, Harberton.

## 7. Monthly reports for information

7.1 Finance Committee update. No update.

7.2 Neighbourhood Plan (HNP) update It was reported that approximately 265 questionnaires had been returned and 150 processed to date for data analysis. It was reported that the committee earmarked funding to recirculate the questionnaire to those who have not submitted to date to encourage another wave of responses over the next 3-4 weeks. Following comments received regarding the length of the questionnaire, respondents will be encouraged to fill out sections most important to them. Analysis of results is expected to take place in October towards a 'have we got it right' questionnaire in November/December which will be seen first by the Parish Council for comment before published more widely. In response to queries by councillors it was confirmed that although questionnaires were numbered in order to keep track of submissions across the Parish, this information has not been included with the data entered for analysis and therefore responses will remain entirely anonymous.

7.3 Community Land Trust (CLT) update It was reported that a draft of the builders contract received from the solicitor has been returned with final comments. It was commented that grant funding has made this long legal process possible. The allocation process will follow, subject to amendment of a model questionnaire to ensure that applicants qualify. Architects have begun work on a master plan in order to begin discussions with SHDC Development Management, after which drawings can be produced. It was commented that the proposed buildings will be of similar design to timber frame, straw bale and lime render houses as built in Broadhempston.

7.4 Town and Parish (TAP) Fund 2015 update The clerk reported that school wall project is being forwarded and funds are expected to be drawn down before the end of the financial year, regardless of whether the work takes place before this date. The clerk will be managing the project as a school committee volunteer.

7.5 Clerk's update It was **RESOLVED** to reimburse the clerk for expenses incurred in digitising super-8 film footage of the 1977 Jubilee celebrations as found in the archives. It was agreed that the clerk circulate the link to the footage on YouTube more widely and liaise with the Church House Inn and the Village Stores with regard to screenings for those members of the community not online. It was reported that the clerk may attend a meeting of the local branch of the Society of Local Council Clerks which will include topic discussion on impact of devolution on local councils as well as sessions on Parliamentary Outreach.

8. **Locality Presentation** Councillors viewed a presentation prepared for the Parish and Town Council training event outlining the new South Hams District Council Locality Service. Three 'Strategic Locality Officers' are now in post, covering their own area of the South Hams. Strategic Locality Officers will act as a conduit for information between the Council and the public and vice versa and be the 'go to' person for ward members. The Strategic Officer for Harberton Parish is Dan Taylor, who can be contacted by members of the public via [customer.services@southhams.gov.uk](mailto:customer.services@southhams.gov.uk). Six 'Operations Officers' will now respond to a range issues from to fly tipping, abandoned vehicles, graffiti, planning notices, dog control orders and play area inspections that had previously been the responsibility of several people across a number of council departments. The Operations Officer for West Dart, Dartmouth and East Dart is John Salter whose duties will be given to him on a day-to-day basis dependant on need.

9. **Youth Outreach** following the resolution at the July meeting to decline the request from Totnes Town Council to fund an outreach youth worker councillors living in village centres were invited to think about the best ways forward to support grass roots youth provision. **It was RESOLVED** to postpone this discussion subject to analysis of responses to the Neighbourhood Plan consultation questionnaire once the priorities of the community is known.

10. **Town and Parish (TAP) Fund 2016.** It was reported that the application form and guidance notes for the 2016 TAP fund process had been circulated with the deadline of 18<sup>th</sup> December 2015 for applications. Parish Councils may now submit applications without the support of another council, repeat bids will not be considered and applications will be determined by local county and district councillors only. The Totnes Cluster area has a fund of £20,346 for distribution. **It was RESOLVED** to postpone this discussion subject to analysis of responses to the Neighbourhood Plan consultation questionnaire and the priorities of the community is known.

## 11. Finance

11.1 It was reported that the following cheques were signed between meetings:

Chq		Inv	Detail	Before VAT	VAT	Total
682	South Hams CVS	811	Hire of 4 sets display boards 22 June to 6 July	£100.00	0.00	£100.00
683	Harberton Parish Hall	29/06/14	Hall Hire for the Neighbourhood Plan Consultations	£27.00	0.00	£27.00
685	Epic Design	1069	Design and Artwork of A3 Poster A5 leaflet and postcard	£126.00	£25.20	£151.20
686	Totnes Caring Ltd	n/a	Community Benefit Fund Grant	£900.00	0.00	£900.00
687	Angus Ogilvie-Stuart	n/a	Community Benefit Fund Grant	£1,100.00	00.00	£1,100.00

11.2 **It was RESOLVED** that a grant of £350.00 be made to St Andrew's Church, Harberton PCC for maintenance of the churchyard.

11.3 **It was RESOLVED** to make the following payments:

Chq		Invoice	Detail	Before VAT	VAT	Total
688	Cat Radford	n/a	Clerk Salary and NP Salary: Salary Sept: £229.32 NP Secretary Sept: £35.28	£264.60	0.00	£264.60
689	Cat Radford	Claim form	Clerk Expenses claim	£33.80	0.00	£33.80
690	Nuala McDonnell Expenses Claim	Claim form NM201507 28	Harberton Art Workshop: Materials for display boards Devon Biodiversity Records Centre Harberton NP report Devon Biodiversity Records Centre Harberton Species Map report	£44.44 £65.00 £32.25	£8.89 £13.00 £6.45	£53.33 £78.00 £38.70 <b>170.03</b>
691	Charlie Wynne Expenses Claim	Claim form CW201507 28	Stationary and postage for Questionnaire Mailing	£560.96	£15.99	£576.95
692	South Hams District Council	21414672	Repair vandal damage to play park safety surface	£300.00	£60.00	£360.00
693	St Andrew's Church PCC	n/a	Grant for maintenance of the churchyard for the coming year.	£350.00	0.00	£350.00

11.4 **It was RESOLVED** to preapprove the following Harberton Parish Neighbourhood Plan (HNP) payments, subject to the minuted approval of the HNP committee.

	Inv	Detail	Before VAT	VAT	Total
South Hams District Council	21389550	Display materials	£246.00	49.20	£295.20
Harberton Parish Hall	10/06/14	Hall Hire for the Neighbourhood Plan Consultations	£40.50	0.00	£40.50
Harbertonford Village Hall	020	Hire of Village Hall for July HNP 2 <sup>nd</sup> . 4 <sup>th</sup> July £60 Finance Committee 7 <sup>th</sup> July £5	65.00	0.00	£65.00

## 12. Correspondence

- South Hams New Locality Officer for the South; A letter of introduction from Dan Taylor was received.
- Working together with Fire Service A letter introducing free fire prevention training for the vulnerable was received. **It was RESOLVED** to the information onward to the village publications and to send to Totnes Caring.
- Locality Presentation and Officer Details Presentation materials from a recent Parish and Town Council training event had been received including presentations on Locality Services (agenda item 8), Standards, Development Management and Local Plan. **It was RESOLVED** to review the standards presentation at the next meeting of the Parish Council. **ACTION:** Councillors agreed to review the Development Management and Local Plan presentations and consider whether the HNP committee or any other groups would like to be given the opportunity to review them.
- Consultation on prior notification change of use applications It was reported that the local planning authority is not required to consult Parish and Town Councils on prior notification change of use applications and although applications of this nature will continue to be published online on weekly lists, no consultation will be sent directly to clerks unless in exceptional circumstances. The clerk reported that other Parish Councils had argued in favour of continuing to receive notices in order to be given the opportunity to comment. **It was AGREED** that the District Councillor raise concerns with Development Management and report back to the clerk.
- Bus Service Changes in the South Hams following the C. Council's review the following notification was received: X38 (Exeter – Plymouth): Frequency of Sunday service reduced. X64 (Exeter – Totnes – Dartmouth): Sunday service revised. 164 (Kingsbridge – Totnes) On Saturdays the 0625 Kingsbridge – Totnes and 0705 Totnes Kingsbridge departures are withdrawn.
- Devon Highways Briefings on Self Help and Community Support A briefing presentation was received giving information about reduction of costs Highways maintenance (Road and Snow wardens, the P3 programme and grass cutting). **It was RESOLVED** that the clerk circulate to all Councillors.
- Licensing policy consultation SHDC had circulated an invitation to comment on the proposed new Alcohol and Entertainment Licensing policy. The clerk will forward to Cllrs Broom and Davidson with regard to Village/Parish Halls.
- Consultation on draft gambling statement of principles SHDC had circulated an invitation to comment. It was agreed the clerk send to Cllr Davidson and Harbertonford Village Hall Committee.
- DALC September news updates It was reported that this issue included a reminder that Councils are not exempt from registering with the Information Commissioner's Office. **It was RESOLVED** to pay the £35.00 in order to register. It was agreed to send all future DALC updates to Councillors
- Changes to the Neighbourhood Highway Group following restructuring. Information was read to the Parish Council regarding the restructure, however Darren Cole remains the point of contact for the Parish Council. It was commented that discussions are taking place between District and County Councils regarding the relationship between Localities and Highways officers.

13. **E-Circulars** It was reported that regular e-circulars are received from Rural Services Network, Devon Home Choice, Devon County Council Community News Round-up, Public Sector Executive, Fields in Trust, Emergency Planning Newsletter. Cllr Williams requested Devon Home Choice newsletters.

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

- Commercial advertising at Langridge Cross It was reported that a sign advertising storage at Dundridge Yard had appeared on the verge at Langridge Cross. The clerk agreed to report this to the Strategic Locality Officer.
- Grit bins on Bow Road, Harbertonford it was commented that the grit bin at Bow Road, which had been padlocked in the winter of 2014/15 had been removed. It was agreed that the clerk raise this with Highways and/or Tor Homes requesting that the bin is reinstated as grit is now no longer accessible to elderly residents on Bow Road without having to walk up hill.
- Screw Lane road surface It was reported that having been filled in the spring, potholes are deep again and drains are being crushed by lorries. The clerk agreed to raise the issue with Highways.
- Suspected vandalism to car tyres, Harberton Residents had notice a pattern in damage to car tyres in the village. It was advised the police be notified.
- Mill Meadow development and Stream Cottage flood levels It has been suggested to the Environment Agency that they make a site visit to Mill Meadow to view the area for which they are providing data, as suggested floor levels for the development are particularly high. This is ongoing. It was reported that a set of levels at Stream Cottage had been taken suggesting that neither the property or the neighbouring property should flood, however unofficial conversations have been had with the Environment Agency and with Devon County about altering the course of the river to solve the issue of potential flooding, as had been proposed several years ago.
- The Old Mill, Harbertonford
  - Following reports of alleged improper disposal of suspected asbestos at the Mill development site, a report was made to SHDC enforcement team and the Environment Agency has been informed.
  - A resident adjacent to the Mill development has raised concerns that they are being overlooked by alterations to the plan, specifically a frosted bathroom window in view of the property has altered to a clear living room window. The clerk will raise this with the locality officer.
- Harbourne Cress Clearing It was commented that a family cleared the cress in the Harbourne last year as a consequence of playing in the river and it was suggested they could be encouraged to do the same this year. There

were concerns that anyone undertaking this job should remove the cress from the site rather than allow it to drift downstream.

- Harbertonford.org A query arose as to what will happen to the Harbertonford.org website now that its webmaster had moved from the village. It was reported that Harbertonford Sports and Social Group are in discussion about taking over the site.
- Discussion of anonymous letters An agenda item for the next meeting was requested to address the Parish Council's response to anonymous letters, should they be received. The clerk agreed to request advice on the issue to report back.
- Adoption of Harbertonford telephone kiosk Following notification from BT that a telephone will no longer be provided at the Harbertonford kiosk the Parish Council has been given the opportunity to adopt the kiosk for £1. It was agreed that the Parish Council consider this and potential uses for the kiosk at the next ordinary meeting.

**Next ordinary meeting 7.30pm Tuesday 13<sup>th</sup> October 2015 Harbertonford CE Primary School.**

Meeting closed at 10:20pm