

## **HARBERTON PARISH COUNCIL**

DRAFT Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 13<sup>th</sup> October 2015, Harbertonford CE Primary School.

In attendance: Cllrs Beamish, Broom, Camp, Davidson, J. Hockings, S.Hockings, Janes, McDonnell, Waite, Wynne and C.Cllr Vint.

Apologies: Cllrs Hutchinson, Williams and D.Cllr Tucker.

Public: 1

Clerk: Ms Radford.

### **Public Session**

- A member of the public began comment by congratulating the Harberton Neighbourhood Plan (HNP) steering group for receiving so many responses to the consultation questionnaire. However, commented that some members of the community chose not to respond to the questionnaire as the code on the front suggested a lack of confidentiality. Councillors had heard the same concerns, that some didn't want individual responses reviewed by known steering group members rather than an independent and external organisation. Councillors on the HNP steering group agreed this was a fair point but responded that questionnaires without codes could be downloaded from the website and an online version was available to ensure complete anonymity. It was commented that questionnaires were given individual numbers to ensure that only one entry per individual was received. It was also reiterated that the steering group has been so concerned about data protection and anonymity, responses have been totally separated from the geographic numbers on the questionnaire in data entry.

### **Agenda**

1. **Apologies** were 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**

- After making minor amendments the minutes of the Ordinary Meeting of the Parish Council of 8<sup>th</sup> September 2015 were signed as an accurate record.
- The minutes of the Meeting of the Finance Committee of 6<sup>th</sup> October 2015 were signed as an accurate record.

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

Hedge Cutting No further correspondence had been received from Highways in response to reports of overgrown hedges

Advertising van parked at the entrance to Kiln Lane It was reported that the van had been driven away from the site that day before expiration of road tax.

Consultation on prior notification change of use applications the D.Cllr had raised the issue with Development Management and reported that the applications listed are all for 'prior notifications' which have a limited amount of time for South Hams District Council (SHDC) to respond, or the applicant has approval without lodging an application to the planning authority. SHDC will continue to add these applications to the weekly list and a notice will be put on the property. **It was RESOLVED** that the clerk write to the planning authority to request that these applications continue to be received.

Grit bins on Bow Road, Harbertonford It was reported that emails had been sent to Devon and Cornwall Housing Association and Highways to request the removed grit bin is reinstated. No response has been received. The Clerk will chase.

Screw Lane road surface It was reported that remedial works will be carried out and that this route is programmed for further works under the Storm Legacy Programme it received in the 2012 storms, likely to be undertaken in early 2016 if funding allows.

Parish Council responses to anonymous letters The Clerk reported that Devon Association of Local Council's (DALC) had been asked for guidance regarding protocol for the Parish Council's response to anonymous letters. DALC's advice was that the Parish Council can have a general policy for reasons of natural justice and practical difficulties that the Parish Council will not deal with anonymous correspondence unless there are exceptional circumstances. **It was RESOLVED** to include the issue as an item on the agenda of the next meeting to consider adding a policy to Standing Orders.

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

Cllr Vint had sent a monthly report in advance and the clerk agreed to circulate this to councillors with the agenda in the future.

- It was reported that all the management of all Devon libraries, including Totnes library, is being transferred from the County Council to a 'staff mutual' where staff run libraries independently on contract from the County Council.

- Since a request from the Parish Council to designate the Old Road route between Totnes and Harbertonford as a cyclepath, the County have not done much more than fill in some holes. Some signage has been requested to link up this route with other cycleways in the South Hams. It was commented that there had been a lot of support for the provision of cycleways through the Neighbourhood Plan consultation.
- It was commented that signage at the Toll House Cyclepath is still ineffective as cyclists are still riding on the road rather than the path. The C.Cllr commented that an education campaign will take time. It was suggested that an image of a bicycle could be applied to the path and the cycleway could be lined in paint.
- The C.Cllr commented that road closure notices were forwarded to the clerk when received, who commented that there is currently a lack of community outlets to share them. The clerk agreed to look at uploading notices to the Parish Council website.
- The C.Cllr was asked for an update on the emergency Place Scrutiny meeting held with BT and 'Connecting Devon & Somerset' following the collapse of the contract in the provision of fast broadband across the region. Councillors commented that rural businesses continue to have poor connection, some still using dial-up, whilst Rural Payments Agency are insisting farmers to do everything online. The C.Cllr replied that the meeting didn't answer many questions and will not have any immediate impact. Phase 1 has been delivered as promised, but it is not known how patchy the coverage is going to be. It was commented that rural businesses in Dartmoor and South Devon are opting to use satellite internet. It was also commented that this was not an acceptable solution.

## 6. Planning

6.1 To consider recommendations on the following applications:

- **It was RESOLVED** to support application 23/2011/15/F Retrospective application for change of use of 'The Orchard Studio' to holiday let and erection of associated yoga studio at The Orchard, Hernafor Road, Harbertonford
- **It was RESOLVED** to support the application 23/2127/15/LB Listed building consent for a single storey rear extension with removal of section of wall at 3 Harbourne Terrace, Main Road, Harbertonford
- **It was RESOLVED** to support the application 23/2182/15/LB Listed building consent to install main gas underground to gas box on front wall at 3 Harbourne Terrace, Harbertonford

6.2 To receive appeal notification for Application for erection of 1no. wind turbine (estimated output 0.1megawatts) with 36.9 metre hub height, 49.9metre tip height, and associated infrastructure at Land at SX7664, 5694, Foales Leigh Farm, Harberton, Totnes, TQ9 7SS.

**It was RESOLVED** to respond with the following comment: 'Since the original objection by the Parish Council a subcommittee of the Parish Council has tested public opinion via a survey which indicated there was little support for wind turbines in the Parish'. The table of questionnaire responses to the sustainable energy generation question posed in the Parish Neighbourhood Plan consultation questionnaire would be included with this comment.

6.3 It was noted that application application 23/1205/15/F, Householder application for alternations and new access, Church Court, Harberton, had been withdrawn.

6.4 As the planning decisions link on the SHDC website had not been updated since 23<sup>rd</sup> August there was no information available on which to report.

## 7. Monthly reports for information

7.1 Finance Committee update. The Finance Committee had met on 6<sup>th</sup> October and draft minutes had been circulated. **It was RESOLVED** to make the Clerk a signatory of the Parish Council Lloyds current account and include a clause in the Financial Regulations stating that the clerk is not permitted to sign cheques.

7.2 Neighbourhood Plan (HNP) update. It was reported that 377 consultation questionnaires had been received, approximately one third of the parish population. Cllr McDonnell was thanked for the extensive hours put into data entry and initial analysis of the questionnaire. The quantitative questionnaire responses were reviewed by councillors and it was **RESOLVED** that these results would be posted on the Neighbourhood Plan website, forwarded to the County and District Councillors, to South Hams District Council, Dr Sarah Wollaston MP the Area of Outstanding Natural Beauty Board and to the network of local Neighbourhood Plans. It was reported that members of the Neighbourhood Plan committee would give further analysis of questionnaires having reviewed the qualitative responses and provide a report to the next meeting of the Parish Council.

Amongst various issues raised within the results it was reported that the site at Winsland House was most popular for development within the Parish. It was commented that a development in Follaton although within the Parish Boundary would not create benefits for the wider Parish community (i.e. use of shops, school etc) and that any Section 106 money made available by developers would likely be allocated to the area that is impacted by development, which in the case of Winsland House would be Totnes.

Prize Draw The Chairman drew numbers for the prize draw to be cross referenced with a list of names. Multiple numbers were drawn to allow for non-eligible questionnaires to be discounted as per the terms and conditions. The numbers drawn, in order, were 70, 371, 289, 259, 89, 138, 247, 198, 343, 3, 133, 319. The first eligible entry would be the winner of the draw.

7.3 Community Land Trust (CLT) update No update

7.4 Town and Parish (TAP) Fund 2015 update. There was no update on 2015 fund. It was commented that proposals for the TAP Fund 2016 should be presented at the next meeting of the Parish Council in order to be considered, written and submitted before the fund deadline.

7.5 Clerk's update

- It was reported that the Exeter Diocesan Board of Finance had requested information about the agreement for members of the community to park in the school car park out of hours. The Clerk had found no formal agreement but a series of letters concerning the issue and references in the Parish Council minutes and would forward scans of these as evidence of implied contract.
- The clerk reported that she had attended a workshop hosted by the Parliamentary Outreach service that outlined how parliament worked and how issues of concern to local residents can be raised at parliament and has signed up to receive updates from relevant select committees.
- At the same workshop above the clerk had been interested to hear about services that larger local councils are pleased to be taking over from District and County Councils, noting that smaller Parish Councils do not have the same staffing infrastructure to enable this.
- It was commented that there has been a high staff turnover in the District Council enforcement team and they are in the process of reallocating work. Enforcement issues were discussed and it was agreed that the clerk bring a paper copy of enforcement issues for councillors to view at each meeting. A paper copy ensures that enforcement cases remain confidential.

## 8. Presentations

8.1 Review South Hams District Council (SHDC) Presentation on Standards. **It was agreed** to defer this item to the next meeting.

8.2 **It was RESOLVED** to circulate the Development Management Presentation as received from SHDC to the HNP committee.

9. **Consideration of adoption of Harbertonford Telephone Kiosk** and discussion of potential uses. It was reported that BT have declared the phone box redundant and in these circumstances offer the kiosk for a cost of £1 to community groups and Parish Councils. BT will maintain an electric connection but otherwise maintenance would transfer to community owners. **It was RESOLVED** that the Parish Council begin to undertake the process to adopt the telephone box.

**It was RESOLVED** to ask to residents to put forward potential use suggestions for the phone box, suggesting that an application could be made to the Community Benefit Fund for implementation.

10. **Flooding in Harberton** Councillors considered responses to written concerns from Harberton residents:

- Stream Dredging A request that the stream be dredged to remove silt build up had been received. It was commented that a Parish resident and former member of the Parish Council has been voluntarily dredging this section of the stream for several years, having last done this approximately 12 months ago. Cllr Camp agreed to speak to this resident for advice.
- Drain/pipework in the village causing flood risk at Church Barn A letter was read out in which the Parish Council were asked to look at the problems faced at Church Barn when water floods down the road when highways drains are blocked from heavy rain fall. Cllrs Waite and Hockings agreed to make a visit a report back to the next meeting.

11. **Hazard Solar Array Time Frame Extension.** It was reported that LightSource Renewable Energy, the company managing the solar array at Hazard, have asked the Parish Council for an opinion on a variation of condition to extend the planning permission term for the site from 25 to 30 years. Following discussion that included reference to resident responses to renewable energy questions in the recent Neighbourhood Plan consultation, **it was RESOLVED** the chairman respond thus:

'Harberton Parish Council feel that the query is premature and have resolved not to take a view on the issue until a significant period of the current planning application has elapsed. It is suggested that in the meantime LightSource Renewable energy should consult residents immediately effected by the solar array'.

12. **ICO Register of Data Controllers** Councillors considered the entry to the ICO register as prepared by the clerk and **it was RESOLVED** to accept the entry as prepared.

13. **To consider Harbertonford Primary School's Request for Parish Council Liaison**

- Both Cllr's Beamish and Hutchinson expressed an interest in the invitation in being a point of liaison between the village school committee and the Parish Council. Cllr Beamish agreed to attend the next meeting of the School Committee on 19<sup>th</sup> October 2015. In Cllr Hutchinson's absence it was agreed to discuss this again at the next meeting of the Parish Council.
- It was noted that the school was in the process of consultation towards potentially becoming part of a Multi Academy Trust. A letter had been received from the Executive Head outlining the proposal, which was read out. The clerk answered questions on proposals based on her knowledge of the school and councillors expressed interest in attending a community meeting to be held on the 20<sup>th</sup> October to learn more about academies.

#### 14. Finance

14.1 Notice of income and expenditure since last meeting.

It was reported that £4698 the second precept payment for 2015/16 was made on the 24<sup>th</sup> September.

Cheques signed in between meetings, following approval of the HNP committee:

Chq		Inv	Detail	Before VAT	VAT	Total
694	South Hams District Council	21389550	1 x pull up 2 x A1 maps 1 x Hire charge 1 x A3 map	£246.00	49.20	£295.20
695	Harberton Parish Hall	10/06/14	Hall Hire for the Neighbourhood Plan Consultations	£40.50	0.00	£40.50
696	Harbertonford Village Hall	020	Hire of Village Hall for July HNP 2 <sup>nd</sup> . 4 <sup>th</sup> July £60 <u>Finance Committee</u> 7 <sup>th</sup> July £5	65.00	0.00	£65.00

14.2 It was RESOLVED to payments as per the payment schedule

Chq		Invoice	Detail	Amount before VAT	VAT	Total
697	Cat Radford	n/a	Clerk Salary and NP Salary: Salary Oct: £229.32 NP Secretary Oct: £35.28	£264.60	0.00	£264.60
698	Cat Radford	Claim form	Clerk Expenses claim 20151007	£52.89	0.00	£52.89
699	The Information Commissioner		Data Protection registration Fee	£35.00	0.00	£35.00
700	Ginny Davidson Expenses claim	20150903 GD	Totcom: Fliers posters and laminating £328.35 Totcom A5 copies £6.30 WH Smith Markers, poster strips, foam pads, dots etc. £15.25	£349.90	0.00	£349.90
701	Sally Lougher Expenses claim	20150923S L	4x Harberton Parish Plan Vinyl Banners	£103.33		£103.33
702	Martin Clayden expenses claim	20150901 MC	Totcom Photographs £7.00 Totnes Photographs and Posters £16.80 Totcom Photographs £6.00 Harberton Art Workshop materials for displays £7.40	£37.20		£37.20

#### 15. Correspondence

- Devon Highways Parish & Town Council Conference It was reported that the Parish Council had received invitations to attend the conference on the 14<sup>th</sup> October in Cullompton and the 21<sup>st</sup> October in Holsworthy. Topics for discussion had also been invited.

- Restorative Justice in Devon Information had been received regarding a new scheme to enable victims of crime to meet and ask questions to offenders.
- Urban Highway Grass Cutting Devon County Council have asked the Parish Council if it wishes to manage Parish Highway grass cutting services locally, for which a small financial contribution would be made available. **It was RESOLVED** not to take over the service.
- Electoral Review of Devon The Parish Council were invited to participate in limited consultation for North Devon.
- Flood Resilience -Recent Member Event Presentations and information about flood resilience as provided at a District Council event had been circulated to all Parish Clerks. Cllr Waite agreed to look through presentations and report any items of interest back to the next meeting.

**16. E-Circulars** It was reported that E-Circulars from the following organisations had been received and could be forward to any councillors who expressed an interest: Rural Services Network, Devon Home Choice, Devon County Council Community News Round-up, Public Sector Executive, Fields in Trust, Emergency Planning Newsletter.

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

- It was reported that a list of snow wardens has been compiled. The list includes 8 volunteers in Harberton and 2 in Harbertonford. A list of names will be held on file by the clerk. **Action:** Clerk to ask Darren Cole at County about provision of salt for the coming winter.
- The clerk was asked to write a letter of thanks to Jackie Clayton for painting the Harbertonford bus shelter. It was noted that Jackie had requested that some guttering be installed on the shelter.
- It was commented that the Harberton Playing Field Committee had received a request to book the field for a wedding in July of 2017, for which consent from the Parish Council is required. **It was RESOLVED** to give consent.
- It was reported that Bow Road continues to be an area in which dog mess is not picked up. **Action:** The Clerk to forward information to the Locality Officer.
- It was commented that drains at Broadpark Style in Harberton are choked up and silted up below the grates. It was suggested that Highways may wish to put a camera down the drain under the road at Meadow Cross as it was rodded last year and it is silted up again.

**18. Confirm date of next ordinary meeting.**