

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council held at 7.30pm on Tuesday 10th November 2015, Harberton Parish Hall.

In attendance: Cllrs Beamish, Camp, Davidson, J. Hockings, S.Hockings, Hutchinson, Janes, McDonnell, Wynne, Williams.

Apologies: Cllrs Broom and Waite, Dan Taylor, South Hams District Council Localities Officer.

Public: 4

Clerk: Ms C Radford

Public Session

- Members of the public referred to the appeal to the planning authority decision regarding the solar array on Blakemore Level. It was commented that it would be helpful if the Parish Council put in a letter of objection. It was reported that the deadline for comments is the 12th December and it was agreed to hold an extraordinary meeting of which this item be on the agenda. Those members of the public in attendance offered that a document could be prepared in which the major issues for objection were laid out.
- A member of the public attended to comment on the replacement shed development at Leigh Bridge that has caused a lot of interest in the Parish. Speaking as a representative of the owner, it was reported that the owner has spoken to the Planning Authority and will be putting in an agricultural planning application. The member of public was thanked for bringing this to the Parish Council's attention. The Clerk agreed to look out for the application within weekly lists as, due to the type of application, it may not come to Parish Council for a recommendation. Further discussion can take place at a time that the application is in the public domain.

Agenda

1. Apologies were accepted as above. In Cllr Broom's absence Cllr Camp took the chair.

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. Reports from County and District Councillors for information.

County Councillor (C.Cllr) The C.Cllr's monthly report had been circulated and councillors commented on a report that the Totnes Traffic & Transport Forum agreed to write to the County Council requesting a comprehensive study into traffic congestion and pollution in and around the A385 in time to contribute to the Neighbourhood Plan. Councillors commented on congestion caused by traffic lights and pedestrian crossings and the issue of a bypass was discussed to which the C.Cllr commented a potential route has been identified and preserved from building but would cost in excess of £200m to implement.

District Councillor (D.Cllr) It was reported that:

- as a means to encourage more applications to the 2016 Town and Parish (TAP) fund, it has been suggested that neighbouring Parish Councils come together use funds for environmental issues such as grass cutting, weed management and lengthsman services. The fund will also now allow repeat bids.
- in response to the Clerks' request for advice regarding removal of vehicles within council owned car parks, the District Council removes vehicles following a 7 day notice on the screen of the vehicle. This was in response to the issue of a vehicle blocking the bottle bank in the Parish Council owned car park in Harbertonford; an issue now resolved with support from the local Police Community Support Officer.
- Government targets for affordable homes are being replaced with targets for 'starter homes' at a cost of approximately £250,000 each. It is expected that more housing will be imposed on Devon as it has in Cornwall, including provision of second homes. This was not considered to be in the interests of the area.
- the clerk should expect notification of a drop of £62.00 in the Council Tax Support grant in 2016/17.
- in response to a Devon Association of Local Council's briefing regarding planning powers, it was expected that devolution will see more services provided at community level by volunteers by more decisions being made in Westminster.
- the Local Plan will be complete by Autumn 2016.

4. Welcome to South Hams District Council Locality Officer – Dan Taylor had sent apologies and hoped to meet members of the community at the Coffee Morning in Harbertonford in January or whilst travelling with the Devon Mobile Library this Thursday and future dates. The D.Cllr commented that the Locality Officer's role is to create a point of liaison with the general public rather than with Parish Councils.

5. Minutes. Following minor amendments **it was RESOLVED** to sign the minutes of the Ordinary Meeting of the Parish Council 13/10/15 as an accurate record.

6. Report Matters Arising from the Minutes for information only

Hedge cutting No further information from Highways had been received concerning reported hedgerows.
Consultation on prior notification change of use It was reported that the clerk had requested planning applications be sent to the Parish Council to ensure that recommendations are made in time. The Planning Authority responded that clerks will receive weekly lists of new planning applications and the circulation of paper plans will stop in the future. It was commented that the District Council's online planning portal will have to be considerably improved if paper copies are ceased. It was commented that the Parish Council should consider inclusion of funds for a projector in the next budget to enable plans to be reviewed during meetings.

Grit Bin in Harbertonford The clerk reported that enquiries regarding this issue are still ongoing as the DCH officer responsible for the area has moved on and the Highways Neighbourhood Community Office (NCO) is still absent.

Flooding in Harberton It was reported that Cllrs.J.Hocking and Waite had visited Church Barn and the stream in Harberton with a member of the public who had voluntarily cleared the stream in the past and agreed to do so again. **It was RESOLVED** to write a formal letter of thanks. It was reported that the flooding at Church Barn is more complex as it appears that sewerage is coming up through the drain suggesting it is somehow connected to the storm drain. The pipe through the river is broken and silted up and drains are all full. Horsechestnut leaves are also covering the drains. It was commented that Cllr. Waite had agreed to contact the Environment Agency. Councillors await his update at the next meeting.

Circulation of Neighbourhood Plan Results The Clerk reported that the results to the questionnaire were circulated as agreed at the last meeting and had received a letter of thanks from the constituency MP, Dr Sarah Wollaston.

Hazard Solar Array Time Frame Extension To be discussed at the forthcoming extraordinary meeting.

Recent Member Event - Flood Resilience – presentations and information about flood resilience as provided by District Council. Await an update from Cllr Waite at the next meeting.

Salt for Snow Wardens The clerk reported that contact had been made with Highways regarding the provision of salt and would liaise with the snow warden to make an order.

Dog fouling in Bow Road It was reported that the SHDC Cleansing Manager had responded that SHDC officers had been keeping an eye on the area since the Parish Council first raise concerns in November 2014, however they do not believe dog fouling on Bow Road to be worse or better than it was before. It was reported that the dog warden will be asked to visit the area and put signs up if needed. Councillors agreed that there had been significant improvement since November 2014 but that this is one of two areas of concern. Parish Councillors agreed to consider using TAP fund resources to implement bins to improve the situation even more.

Broadpark Style Drains Having had no response from Highways regarding the report of broken pipes the clerk agreed to chase.

7. Planning

7.1 Recommendations were made on the following planning applications:

- **It was RESOLVED** to support the application 23/2331/15/F Conversion of barn to dwelling and retrospective application for extension of domestic curtilage at Barn at Lower Ashridge Farm, Harberton, Totnes, TQ9 6EW provided the barn owl box referenced is incorporated.
- **It was RESOLVED** to make no objection to application 23/2343/15/LB listed Building consent for replacement porch at Globe House, Harberton, Totnes, TQ9 7SJ
- **It was RESOLVED** to support application 23/2346/15/F Householder application for proposed removal of existing pitched roof coverings and installation of new slate roof coverings. Reconstruction of 1 No chimney stack and the replacement of some timber windows with new double glazed timber casement windows at Watsons Belsford, Harberton, Totnes, TQ9 7SP

7.2 It was reported that the Planning Authority had given conditional approval to the following applications:

- 23/1540/15/F and 23/1541/15/LB Retrospective conversion of single dwelling to two separate dwellings with associated refurbishment works including erection of garage Location: Hernaforde Cottage, Hernaforde, Harbertonford, Totnes, TQ9 7HY.
- 23/1263/15/F Householder application for removal of existing conservatory and construction of two storey extension Location: 6 Stream Cottage, Riverside Mill Cottages, Harberton, TQ9 7SS.
- 23/2101/15/MIN Non-material amendment to planning consent 23/1448/15/F (addition of bifold doors and glazing changes to rear, east and west elevations and inclusion of 2no. sun pipes to roof Location: Wyse House, Harberton, Totnes, TQ9 7SE
- 23/1418/15/F Erection of split level dwelling (resubmission of approval 23/0183/15/F) Location: Land at SX7822 56074, North of Hillcroft, Woodcourt Road, Harbertonford, Totnes, TQ9 7TS.

It was noted that conditions on two of the above planning applications were in relation to ensuring adequate on-site parking for vehicles in perpetuity.

7.3 A hard copy of the District Council's Enforcement caseload was circulated for information.

8. Monthly reports for information

8.1 Finance Committee update It was reported that following the submission of banking details to Barclay's Bank in July, the bank had determined that the incorrect forms had been supplied, even though they had provided forms pertaining to Parish Councils. It has been proposed by Barclays that a different account is opened for which only three signatories are permitted. **It was RESOLVED** that the signatories be Cllr Camp, Cllr S.Hockings and the Clerk, Ms C Radford. It was **RESOLVED** to sign the letter of intention.

8.2 Neighbourhood Plan (HNP) update

- Cllr McDonnell was thanked for her work in providing a summary of all qualitative and quantitative responses to the HNP consultation exercise. Electronic copies will be emailed to councillors and a paper copy circulated. Results will be published on the website subject to redactions of personal or identifying information.
- It was reported that the HNP Steering Group will break into working groups to analyse the data. Sections on Transport and Social Amenities, Environment and Heritage and the Economy will be the first to be reviewed.
- It was reported that all late questionnaires will be recorded for review, but recorded separately from those responses received before deadline. Further comments can be made by the public via the next consultation phase.
- It was reported that HNP group members have written a statement about consultation methodology in response to concerns raised about anonymity. This statement was read out to the Parish Council and will be uploaded to the HNP website. **Action:** Cllr Davidson agreed to send the statement to the member of public who raised the concern.

8.3 Community Land Trust (CLT) update. It was reported that three versions of a layout for the master plan have now been to the CLT and will now go to preplanning. The CLT hopes to have made an application by January 2016.

8.4 Town and Parish (TAP) Fund 2015 update It was reported that a meeting had been held with the Executive Head of Harbertonford CE Primary school and advice had been sought regarding ongoing maintenance of an artwork on the school wall. **It was RESOLVED** to accept proposals that the TAP fund allocation for a mural on the playground wall be combined with a school budget for a new 'welcome to Harbertonford School' sign on the front wall as both projects are suffering from lack of funds to implement. The school had agreed to ensure community involvement in a front wall signage project which would continue to comply with the terms of the TAP fund grant as given.

8.5 Clerk's update None.

9. Review South Hams District Council (SHDC) Presentation on Standards It was **RESOLVED** that as the presentation had been circulated and read by Councillors it was not necessary to review it.

10. Agree official Parish Council Liaison Councillor to Harbertonford Primary School
It was **RESOLVED** that Peter Beamish be the official liaison to the school.

11. Consider Parish Council policy on responses to anonymous letters

Following discussion **it was RESOLVED** to adopt the following policy: *"For reasons of natural justice and practical difficulties the council will not deal with anonymous correspondence unless there are exceptional circumstances. The Chairman and Clerk will consult on any anonymous correspondence and decide if it should be read out at a meeting."*

It was agreed that there may be instances in which a member of the public would wish to raise issues with the Parish Council in which they would prefer their identity not be recorded in minutes or via audio recordings and that members of the public may take issues to Parish Councillors that they wish to be raised on their behalf. It was agreed to make a statement to this effect on the website alongside the policy statement.

12. Consideration of Harbertonford Telephone Kiosk contract It was **RESOLVED** not to take legal advice prior to signing the Telephone Kiosk contract. The contract was therefore signed by the Vice Chair.

13. Consideration of request to allow Harberton Parish Gazebo hire

The Parish Council considered a request that the Gazebos purchased by Community Benefit Funds for the Dog Show be hired to raise money for the cricket club and playing field. Following discussion **it was RESOLVED** that the money was given to buy the gazebos for community use within the parish, including loans to individuals, not to be hired.

14. TAP Fund 2016 Following discussion it was agreed that Cllr Davidson, with support from Cllrs S.Hockings, Camp and the Clerk, forward TAP fund planning applications in the following three areas:

- Alleviate flooding in the Parish by applying for funds towards gully clearing/lengthsman.
- Improve some of the green lane network to enable better access for walkers.

- Enable provision of bins for ongoing dog fouling issues in specific areas.
It was reported that the Clerk to Ashprington Parish Council had been in touch in order to propose a joint bid and advice could be sought from other local councils on lengthsman services. **ACTION:** The clerk will liaise with local clerks and report to Cllr Davidson.

15. Youth Outreach to discuss councillors' ideas for supporting youth engagement in the Parish
Action: Cllr Janes agreed to ask the Young People of Harbertonford Youth Club what they would like and feedback to the next meeting.

16. Correspondence

Into the Future Briefing no 1 Torbay It was reported that NHS South Devon and Torbay CCG had circulated the briefing note in order to keep stakeholders up to date with changes to community health services in South Devon and Torbay following consultation.

Foales Leigh Farm Enforcement closure notice It was reported that no breach had occurred.

Landscaping at Hazard Farm The letter received requested that Parish Councillors petition the planning authority to investigate issues of landscaping and alleged breach of planning conditions. It was agreed to refer to the details of the letter when the planning application variation for the Hazard Solar Array is considered. Cllr Tucker agreed to pass the letter to enforcement and update the Clerk.

Digital skills sessions in Harberton It was reported that Peninsular Enterprise would like to hold a free workshop in boosting digital skills in the Parish. It was agreed that the clerk suggest that a potential workshop be advertised via the Parish News, Village Life and Harberton Devon e-list.

Invitation to renew Clerk's membership to the SLCC. It was **RESOLVED** to renew membership.

Tough Choices - Help shape your local service. It was reported a consultation meeting would take place on the 2nd December at The Watermark in Ivybridge.

Mobile Locality Officer - West Dart It was reported that the current officer had decided to retire and the vacant post would be filled shortly by internal appointment.

Little Grove Farm Outline planning application It was reported that the Parish Council had been invited to comment on the pre-planning application. It was noted that the application referred to published HNP figures. It was agreed to respond that the Parish Council would look forward to receiving the application from the Planning Authority.

Information about our new banners and decorations procedure It was reported that Highways would no longer charge a fee for a license to put up banners or decorations but will remove any item considered to be unsafe, a nuisance, inappropriate, advertising commercial services or in breach of their terms and conditions subject to a £150.00 release fee.

Devon Local Flood Risk Management Strategy Update Councillors were informed that a second update had been published.

DALC November Newsletter Councillors had received this briefing notice in advance, giving information about training courses, and the Housing and Planning Bill in which it was suggested that local authorities may lose their planning powers to Westminster and that Local Plans are key in ensuring that local councils retain some control over the planning process.

South Brent Old School Community Centre Invitation to the Opening of the Community Fitness Centre having supported the TAP fund bid to towards development, the Parish Council had been sent an invitation to attend.

Parish & Town Council Conferences - October 2015 The Parish Council were informed that presentations from the conference were available from the Devon Highways website.

17. Finance

17.1 It was reported that the bank account was credit with income of £540.90 on 10th September 2015.

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

Chq		Invoice	Detail	Before VAT	VAT	Total
703	Cat Radford	n/a	Clerk Salary and NP Salary: Salary Nov: £229.32 NP Secretary Nov: £35.28	£264.60	0.00	£264.60
704	Cat Radford	Claim form	Clerk Expenses claim 20151104	£15.69	0.00	£15.69
705	Charlie Wynne Expenses Claim	Claim form	Print run questionnaire (first and second) Stamps and Envelope costs (second mailing)	£1352.21		£1352.21
706	R.Robinson	n/a	1 st Prize HNP Consultation Incentive	£100.00		£100.00
707	Sally Lougher	Claim form	Expenses Claim for use of Freepost Address and PO Levy	£232.00		£232.00
708	Harberton Cricket Club	n/a	Community Benefit Fund Payment	£500.00	0.00	£500.00

709	Society of Local Council Clerks	n/a	Membership Renewal	£77.00		£77.00
710	Devon County Council	Invoice 53626706	Parish Council Recharge of 50% costs for grass cutting in playpark area for period April 2014-March 2015	£154.62	30.92	£185.54

18. E-Circulars It was reported that the following e-circulars had been received: including Rural Services Network – also forwarded by D.Cllr as funding opportunities mentioned, Devon Home Choice, Devon County Council Community News Round-up, Public Sector Executive, Fields in Trust, Emergency Planning Newsletter.

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

Road Signs at Englebourne Residents had expressed concerns to traffic emerging from the junction at Englebourne due to the speed of traffic, suggesting signs marking the entrance may slow vehicles. Concerns from a number of residents had been received in relation to traffic turning into Brockhills to visit the new café. It was agreed to include this as an item on the next agenda and for the clerk to raise concerns with Highways.

Maltsters Arms It was reported that following a meeting in Harbertonford residents are planning to register the vacant public house as an asset to the community to prevent change of use without giving the community the opportunity to buy it.

Flooding at Belsford and Screw Lane It was reported that some Belsford residents had been trapped in their homes due to flooding of the road. The flood had been dealt with by a couple of residents but could reoccur. It was commented that silt as dredged by Highways is not removed but dumped into the hedge and subsequently blocks the buddle holes. The Clerk agreed to include these comments in her correspondence with Highways.

Siting of traffic mirrors Councillors discussed siting of traffic mirrors in low visibility areas of Harberton and Harbertonford. It was commented that Highways are opposed to siting mirror and therefore mirrors would need to be sited on private land. Liability issues were discussed and it was agreed private landowners would not wish to accept liability for accident.

Parish Hall Update It was reported that in 2016 the Parish Hall committee will be celebrating 20 years of the opening of the hall. It was commented that the constitution is being reviewed and asked for Parish Council comment, at which the clerk responded that all Parish Council owned files have been loaned to the Parish Hall secretary for information. It was reported that the Parish Hall Committee are investigating the possibility of erecting solar panels on the roof. It was commented that the companies providing Community Benefit payments to the community could be approached.

Breach of one way restriction at Peak Cross. It was reported that councillors have met cars going the wrong way down the one way system at Peak Cross more than once. It was commented that this may be due to the no entry sign being not visible due to dirt.

Dogs exercised behind cars The issue was raised again on behalf of a member of the public. The issue was discussed and it was agreed to put the complaint about the practice of exercising dogs by allowing them to run behind vehicles into the minutes.

20. Confirm date of next ordinary meeting. Tuesday 8th December 2015. Date of an extraordinary meeting to precede this will be circulated.