

## HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 9<sup>th</sup> October 2018, Harbertonford CE Primary School.

Cllr Beamish	<i>Present</i>	Cllr Camp	<i>Present</i>	D.Cllr Tucker	<i>Apologies accepted</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>Not present</i>	Public	2
Cllr Waite	<i>Present</i>	Cllr Williams	<i>Present</i>		

### Public Session

- i) A member of the public (MoP), Mr Jim Hoddinott, attended the meeting to comment that he had made a couple of controversial comments at the meeting of 10<sup>th</sup> July 2018 that had not been recorded in the published minutes. The MoP wanted to ensure that his words were recorded and his name attached. He reiterated the comments as follows: People who are against the landing site in Harberton ought to be ashamed of themselves for trying to stop it. If there is a death caused by not having an air ambulance, their names will be remembered.
- ii) A neighbour of the proposed development site at the Old Mill, application 2499/18/FUL, commented that there were aspects of concern: the designated parking area as drawn in the plan does not make reference to the neighbour's parking rights; that there are no allocated visitor parking spaces or a turning circle to mitigate the backing of vehicles into the road; it is unclear whether the roof windows will be able to look straight into his property; a bat survey has been completed which has recommended planting that is not included; there is mention of a stone surface but no details as to there will be any mitigation for run off flooding the neighbouring properties; there were concerns about the drainage plan as works undertaken by the same developer at the mill buildings has drainage going directly into the Harbourne via the culvert. It was further commented that the applicant has indicated in the form that there is no contamination, but local knowledge is that there is low level asbestos in the building. A demolition plan has not been included in the application.

### Agenda

1. **Apologies** were received as above

#### 2. Declaration of Interests

2.1 Register of Interests: Councillors were reminded of the need to update their register of interests.

2.2 To declare any interests (nature and scope) on items on the agenda.

Chris Bowley	6.1.1	Neighbour to the proposed development	Cllr Bowley left the meeting during consideration of the issue.
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#### 3. Reports from County and District Councillors for information.

3.1 County Councillor (C.Cllr) The C.Cllr tabled a monthly report.

- 3.1.1 *Cycling Route from Old Road and Luscombe Cross* The C.Cllr had forward a request for signage to Cycle Devon at Devon County Council (DCC). Whilst there is signage to use the route to Harbertonford from Totnes it was agreed that this is not the case in the opposite direction. Cycle Devon will discuss this with the Neighbourhood Highways Officer.
- 3.1.2 *20mph Speed limit task and finish group* It was reported that the group, established in response to proposals and petitions to DCC, has been meeting fortnightly to consider the issues and how reduced speed limits can be implemented and enforced. It was reported that the group has received presentations and had detailed discussions with several stakeholders and interest groups. The C.Cllr commented that work continues.
- 3.1.3 *Harberton Community Land Trust (CLT)* It was reported that the CLT's application to Capital Investment Fund was rejected. The C.Cllr offered support for the CLT to resubmit.
- 3.1.4 *TRAYE* It was requested that the TRAYE report be sent to Cllr Sean White as the Parish Council's representative and the minutes of the last meeting are forwarded.

3.2 District Councillor (D.Cllr) No report.

#### 4. Minutes

The following minutes were approved as an accurate record:

4.1 Minutes of the Finance Committee of Harberton Parish Council 2<sup>nd</sup> October 2018

4.2 Ordinary Meeting of Harberton Parish Council 11<sup>th</sup> September 2018

#### 5. Report Matters Arising from the Minutes for information only

5.1 Harbertonford Defibrillator Kiosk Light It was reported that an electrician had been asked for an assessment on fixing the light. It had been reported that the fuse had been found, but that there was no electricity to the

box at the time of the visit. The Clerk has been back in touch with Community HeartBeat Trust for more information.

- 5.2 Community Speed Watch (CSW) The Clerk reported having begun the process of registering a new Harberton Parish group online. It was reported that the online service requires all volunteers to undertake compulsory eLearning training to become approved CSW operators before their details are passed on to either the Police or the co-ordinator of the group they apply to join. Further training in using the group's equipment would follow. Some groups purchase their own equipment and some book speed detection available to them by either the Police or a local council. The clerk will continue the process and report back.
- 5.3 Harbertonford Bus Shelter Maintenance Cllr Bowley reported that guttering has been replaced. It had been noticed that slates were loose and need replacement. It was commented that space under bus stop shelter seats could be used for lockable storage, for sandbags perhaps.
- 5.4 Harbertonford riverbank seats maintenance **Action ongoing: Cllr Waite.** Cllr Broom will provide linseed oil.
- 5.5 Parish Map of Buddle Holes **Action ongoing: Cllrs Davidson, Waite Bowley.** Clerk to resend Cllr Davidson the link to the map.
- 5.6 Locality Fund Applications The Clerk reported that applications had been made to South Hams District Council (SHDC) and Devon County Council (DCC) Locality Fund for the Harberton Community Landing Site and the Totnes Rural Area Youth Engagement Project (TRAYE).

## 6. Planning

6.1 Consideration of the following planning applications:

- 6.1.1 2499/18/FUL Demolition of existing barn structure and erection of 4 new residential dwellings with associated landscaping (Re submission of 2564/17/FUL) Land Adj. To The Old Mill, Woodland Road, Harbertonford **It was RESOLVED** to OBJECT to the application on the following grounds:
- the site is over developed, there are too many houses on the site
  - raising of the roof line is too high and unsympathetic
  - there is potentially too tight a space for accessing parking and no turning circle
  - it is unsympathetic to the listed mill adjoining, particularly the windows, garage doors and boarding.

The Parish Council also wish to make the following comments brought to their attention by local residents:

- There are anomalies in the plans to the ownership and site plan boundaries.
- There is potential flooding in the area and run off to neighbouring properties.
- There is concern about the plans not correctly stating distance to the river.

If any permission is granted on this site in future

- windows that are listed as opaque must remain so as a planning condition for privacy of the neighbour
- the Parish Council would expect to see a site decontamination report built into any conditions – with particular respect to asbestos.
- The parish council also wish to see a flood plan and drainage plan as there is potential flooding in the area and run off to neighbouring properties.

The Parish Council also would like it noted that it is an industrial building and not a barn.

- 6.2 Receive a report on planning decisions It was reported that the Planning Authority had made the following decisions:
- 6.2.1 0726/18/FUL and 0727/18/FUL Provision of agricultural building to act as livestock housing at Hatchlands Farm Blue Post Harberton **CONDITIONAL APPROVAL** with conditions that the development shall be used solely for the purpose of agriculture or horticulture, that no floodlighting other than downlighting to illuminate the building and area immediately to adjacent to it to be used, unless agreed in writing by the Local Planning Authority and that the drainage scheme is implemented before use.
- 6.2.2 0728/18/FUL Provision of a sileage pit (retrospective) at Hatchlands Farm Blue Post Harberton **CONDITIONAL APPROVAL**
- 6.3 Receive a report on enforcement cases A hard copy of enforcement cases was circulated for information. It was reported that two cases had now been closed following receipt of planning applications.

## 7. Monthly reports

7.1 Finance Committee

- 7.1.1 Meeting update It was reported that the Finance Committee had reviewed and accepted the end of quarter reports and bank reconciliation as produced by the clerk, showing income of £21,159.75 and expenditure of £8494.21 at the end of the second quarter. The bank reconciliation showed a balance of £48854.92 including reserves. Following the Finance Committee's recommendation, **it was RESOLVED** to make the following amendments to the reserves: Training reserves £222; Bus Shelters £1205.23.
- 7.1.2 Consider Finance Committee recommendations on Community Benefit Fund Grants
- 7.1.2.1 **It was RESOLVED** to offer a grant of £450 to Harberton Church Community Fund to purchase battery operated LED Christmas lights for annual use by the Christmas Tree Festival. The village halls and churches of Harberton and Harbertonford will be able to apply to use them after the festival for other functions by application to one of the three festival organisers.

- 7.1.2.2 **It was RESOLVED** to offer a grant of £200 to Warmheart Community Projects for a free storytelling event for families as part of the Christmas Tree Festival, with the condition that that the Community Benefit Fund is acknowledged as supporting the project on any publicity or promotional material.
- 7.2 Neighbourhood Plan
- 7.2.1 *Meeting update* It was reported that the letter of complaint was submitted and a response received confirming a change of officer going forward. An informal meeting is being held to go through comments made by SHDC Neighbourhood Plan officer. A paper was tabled to update Cllrs on progress made to date and tasks still to action. A reference to creation of a bus stop at Langridge Cross was noted by Cllrs. It was commented that Harberton's bus route could be lost if an out of village stop was actioned.
- 7.2.2 *Consider proposals for administering updates to the plan* It was reported that there had been an issue of draft plan version control. Two options were presented to the Parish Council for consideration: to contract the services of an administrator to update the plan on the HNP Groups behalf by incorporating resolutions from minutes, or to support the provision of equipment to update the plan during meetings. Cllrs agreed that the draft plan be amended during HNP meetings, using a projector either supplied by Cllr Williams or Cllr Broom. The Parish Council agreed to purchasing the Clerk a second computer so that minutes and amendments to the plan can be taken at the same time. It was agreed that the Clerk save each plan on the Parish Council's 'Live Drive' storage and circulate to all by email to be assured that records are kept safe.
- 7.3 Community Land Trust (CLT) update It was reported that SHDC had made a new request to revise the flooding calculations which has been paid personally by the two CLT directors in lieu of other funds. The CLT's application to DCC for a grant for £1000 but was turned down. A date for consideration by the Development Management Committee has not be agreed.
- 7.4 Town and Parish Fund 2017/18 (TRAYE) No update.
- 7.5 Clerk's update It was reported that the Clerk's appraisal will be held on Friday 12<sup>th</sup> October.
8. **Devon Air Ambulance Project** It was agreed to propose to the Harberton Playing Field Association (HPFA) that a joint meeting is arranged between the HPFA, Parish Council and Parish Hall Committee to move the project forward in the best interests of the community. Cllr S Hockings agreed to raise this at the next meeting of the HPFA on 6<sup>th</sup> November.
9. **Harberton Playing Field Association Lease** It was agreed to delay this issue for the meantime to avoid conflation with discussions regarding the Air Ambulance project.
10. **Harbertonford Carpark Surface** **It was RESOLVED** to accept a quotation to tidy up and grade over the Parish Council owned car parking area. It was agreed that the Parish Council source the stone road planings.  
**ACTION:** Cllrs Camp, Beamish and S.Hockings to take sourcing of materials forward.
11. **Emergency Plan** A draft plan had been circulated in advance of the meeting for comment. Cllrs were asked whether there were any gaps that should be listed under the headings. There was a discussion as to whether the unpublished appendices should include a list of vulnerable people at risk and isolated dwellings. It was suggested that Parish Councillors review the document and bring comments back to the next meeting.
12. **Parish Council representation at Development Management Committee** It was agreed that the Parish Council reaffirm the Parish Council's support of the Community Land Trust application and that it has supported the Community Land Trust since it was formed.
13. **GDPR documents** **It was RESOLVED** to accept the proposed Harberton Parish Council Retention and Disposal Policy and Appendix that lists documents for retention or disposal. **It was RESOLVED** to accept the Data Audit Schedule, acknowledging it as a working document for regular review.
14. **Annual Governance & Accountability Return (AGAR)** It was reported that notification had been received that the external auditor had completed the review of the AGAR. The external auditor report and certificate has been provided. The Clerk has posted the Notice of Conclusion of Audit on the Parish notice boards and on the Parish Council website, where the full AGAR and appendices have also been published.
15. **Correspondence**
- 15.1 20180907 Decision about night-time landing site at Harberton A letter was read in full commenting on the Parish Council's reading of the Cochrane report, that minutes of the July meeting do not explain why Harberton residents would not be served by a landing site in Harbertonford and to raise concerns regarding availability of camping on the Playing Field. The Parish Council agreed to thank the resident for the letter.
- 15.2 20180913 Speed restriction signage in Harbertonford Cllrs were informed that a letter had been received from a Harbertonford resident concerned about speeds on the A381 and reporting a collision at the Zebra Crossing. It was requested that speed restriction signage was improved with a polite sign 'Please drive carefully through our village' with speeding indicating electronic display. It was agreed to forward the issue to Highways and the County Councillor and to ask the member of the public to participate in the Community Speed Watch. It was suggested a Community Benefit Fund application could be made for signs.
- 15.3 20180920 Resilience Forum Event 22 11 2018 Cllrs were informed of a free Devon Community Resilience Forum event on 22<sup>nd</sup> November with a focus on planning for, responding to and recovering from emergencies.

- 15.4 20180921 Devon and Cornwall Alert - Are you Signed Up? Cllrs were informed that SHDC is urging residents to sign up to a free alert service provided by Devon and Cornwall Police designed to update residents on crime and incidents in the local area and allowing them to respond directly with information via phone, text message, mobile or email. <https://alerts.dc.police.uk/>
- 15.5 20181002 Cochrane and the Parish Council It was reported that Cllrs had received a letter from a member of the public expressing concern about the Parish Council's reading of the Cochrane report and about the process of reaching a decision on the Community Landing Site project. The letter had been circulated to Cllrs in advance. The Chair had prepared a letter of response which was read in full. **It was RESOLVED** that the Chair to send the prepared response.
- 15.6 20181004 Update on SHDC consultation on Public toilets It was reported that the Parish Council has been invited to respond to the consultation into the future of public toilets. 17 toilets are proposed to become pay on entry, and a further 15 toilets transferred to local Town or Parish Councils.

## 16. Finance

16.1 Notice of income and expenditure since last meeting. None.

16.2 To consider payments as per the October 2018 payment schedule

Chq	To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
SO	Cat Radford	Payslip 20181022	Salary October: £330.03 NP Secretary October: £38.08	368.11	0.00	368.11
070	Cat Radford	Clerk Expenses claim 20181004	Mileage/Parking Broadband claim (1 months)	8.55 7.50	0.00 0.00	16.05
BAC S	South Hams District Council	21940450 & 21940460	Annual insurance and inspection fee for Harbertonford and Harberton Play Area	400.00	80.00	480.00
071	PKF Littlejohn LLP	SM201801949	Limited assurance review of Annual Governance & Accountability Return for year ended 31st March 2018	200.00	40.00	240.00
072	Harberton Parish Hall	26th July 2018	Neighbourhood Plan Committee Room hire for 07/06, 28/06 and 26/07	28.50	0.00	28.50
073	Peter Beamish	Expenses claim 04/10/18	Materials purchased for replacement of bench in Harbertonford Play area	23.77	0.00	23.77
074	Information Commissioner	NA	Data Protection Fee renewal	40.00	0.00	40.00
			Totals	1076.43	120.00	1196.43

17. **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

## 18. Matters at the discretion of the Chairman: Councillors' reports and items for future agendas

- 18.1 Footpath in Kiln Lane Cllrs were informed that a member of the public had raised concerns about pedestrian access along the narrow stretch of the main road without a pavement between Kiln Lane and the Chapel, and the desirability of providing a safe footpath link between the two points. It was commented that such a proposal was put forward in an early version of the draft Neighbourhood Plan but was dropped following consultation with the land owners who were not prepared to agree to allow the provision of such a route. Following discussion, the Parish Council agreed to ask the Neighbourhood Plan committee to consider whether there might be circumstances under which the landowner might be prepared to reconsider their earlier response. **ACTION:** It was agreed to write to the member of the public with this information.
- 18.2 The Maltster's Arms, Harbertonford It was reported that following recent closure, there is local interest in the provision of a community pub. It was suggested that interested parties contact the Tally Ho! In Broadhempston. It was noted that Cllr Waite has been monitoring the crack in the pub wall. The building is in danger of partial collapse believed to be due to vehicle pounding on road surface patching.
- 18.3 Weed from the River was removed by local volunteers and collected by the Environment Agency.
- 18.4 St Peter's Car Park It was noted that in preparation for a funeral the church had placed a sign asking cars to make way for the hearse, but vehicles had not moved. It was suggested to raise awareness through Village Life and in the Parish News to raise awareness that this is not a public car park. **ACTION:** The Clerk to raise this with the Church.
- 18.5 Grass Cutting Residents were asked who was responsible for cutting the grass by the bus shelter. The clerk agreed to ask the District and County Councillors.
- 18.6 Dog Fouling in Harbertonford CE School It was noted that school staff are regularly having to pick up dog mess and had asked that this was included in the minutes to raise awareness amongst the local community.

19. **Date of next ordinary meeting** 7.30pm Tuesday 13<sup>th</sup> November 2018.