

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 11th December 2018, Harbertonford CE Primary School.

Cllr Beamish	<i>Present</i>	Cllr Camp	<i>Present</i>	D.Cllr Tucker	<i>Present</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>Apologies given and accepted</i>	Clerk: Ms Radford	<i>Present</i>
Cllr McDonnell	<i>Present</i>	Cllr White	<i>Apologies given not accepted</i>	Public	0
Cllr Waite	<i>Present</i>	Cllr Williams	<i>Present</i>		

Public Session None

Agenda

1. **Apologies** Following a discussion about the acceptance of apologies, **it was RESOLVED** to accept and not accept apologies as above. It was agreed to request the Clerk to contact Devon Association of Local Councils (DALC) to request advice on cllr attendance.
2. **Declaration of Interests** Councillors were reminded of the need to update their register of interests and to declare any interests (nature and scope) on items on the agenda.
3. **Reports from County and District Councillors** for information.
 - 3.1. County Councillor (C.Cllr) The C.Cllr apologised for giving late apologies to the last meeting. A written report had been circulated in advance of the meeting and the following issues were highlighted:
 - 3.1.1. *Children services* It was reported that, the department forecasts an overrun of £9.9m by April 2019.
 - 3.1.2. *Devon Flood Risk Strategy* It was suggested to offer the Parish as an area for Natural Flood Management.
 - 3.1.3. *HATOC (Highways and Traffic Orders Committee) S106 projects* Cllrs were reminded that the C.Cllr had raised the issue of Section 106 projects in Dartington village centre that had not appeared or been enforced. The C.Cllr has informed the HATOC Chairman that Harberton Parish Council had requested a similar village centre approach to pedestrian safety and traffic management would be welcome in Harberton Village Centre too. Cllrs corrected the C.Cllr that it was Harbertonford centre that would benefit.
 - 3.1.4. *TRAYE AGM* will take place on the 18th January 2018 at which young people who have been attending activities will give an update and staff will answer questions. It was reported that Cllr White has accepted the invitation to attend on behalf of the Parish Council.
 - 3.1.5. *NALC AGM* The C.Cllr attended a workshop on the Tree Charter that may be of interest to the Neighbourhood Plan group.
 - 3.1.6. *Highways repairs* Thanks were given to the quality of works to the road where it is being done.
 - 3.1.7. *Lack of brush carts* Cllrs commented that there is a huge amount of debris being carried into the village centres by rain water. The C.Cllr deferred to the D.Cllr who commented that SHDC does not clear outside of the village boundary, however will make enquiries and report back to the Clerk.
 - 3.2. District Councillor (D.Cllr)
 - 3.2.1. *South West Mutual Bank* It was reported that SHDC has agreed to invest in shares in South West Mutual Bank as it was considered that the benefits would be great to the local community and the South West. The new bank will support Small to Medium Sized Enterprises and individuals who do not have addresses. Cllrs were informed that there would only be one branch in the South Hams but each of the major towns would have a place to make deposits and withdrawals, such as the Post Office.
 - 3.2.2. *South Hams Capital Investment Programme* The C.Cllr reported the approval of £19m investment strategy expected to bring economic benefits to the towns and communities in which they are located. 8 projects supported include the development of a hotel in Kingsbridge, a new office building at Steamer Quay, purchase of land for employment use at Sherford, chalet-style holiday accommodation at Beesands, increased car parking at Salcombe, new employment units and a workshop at Batson in Salcombe and development of a new health and wellbeing hub in Dartmouth.
 - 3.2.3. *Recycling, Waste and Cleansing Services* A new contract has been approved by SHDC for recycling, waste and cleansing services enabling the Council to save over £3 million pounds over the life of the contract and improving environmental impact. The new services will be delivered to a high standard from 1st April 2019 as part of a new partnership agreement with a private company.
 - 3.2.4. *Christmas Trees at Cockwells Nursery* Parish Cllrs queried the safety of the site, following the fire. It was reported that it had been assessed that the area used for sale of Christmas Trees is not contaminated. Queries were made on signage for a Christmas tree 'farm' and safe access from the main road. The C.Cllr and D.Cllr agreed to liaise with regard to the issue.

4. **Minutes** the minutes of Ordinary Meeting of Harberton Parish Council 13th November 2018 were approved as an accurate record.
5. **Report Matters Arising from the Minutes** for information only
- 5.1. Harbertonford Defibrillator Kiosk Light The Clerk reported that following instruction from the Community Heartbeat Trust (CHT) the RCD had been found, however the electrician working on behalf of the Parish Council confirmed that there was no power to the box. Volunteers also confirmed that there have never been functioning lights within the defibrillator casing. CHT has now raised the fault with BT. The Clerk reported that the new fitting for the K6 kiosk had been fitted whilst there was no power to the box. It was commented that training for the defibrillator is due. **ACTION: Cllr Davidson** will liaise with the volunteers for a date. It was reported that Leila Nicholson has given notice to step down from making regular checks to the Harberton defibrillator. It was agreed that there would be the opportunity to advertise for someone to take the role at the next training session in Harberton.
- 5.2. Community Speed Watch Ongoing. **ACTION: Cllrs Davidson and Bowley** have yet to undertake training.
- 5.3. Harbertonford Bus Shelter Maintenance Ongoing. Costs for replacement guttering were agreed. **ACTION: Cllr Bowley** will now make the purchase and undertake maintenance.
- 5.4. Maintenance of seats on Harbertonford riverbank Ongoing – maintenance may only commence when conditions are dry. **ACTION: Cllr Waite.**
- 5.5. Parish Map of Buddle Holes It was reported that the working group has met and is seeking to have a map printed at a more useful resolution. The group will review the Rattery lengthman's map.
- 5.6. Harbertonford car park resurfacing It was reported that the car park has been resurfaced and the bottle bank returned. See Item 9 with regard to damage to the car park wall.
- 5.7. Devon Air Ambulance Project It was reported that Cllrs Davidson and S.Hockings met with representatives from the Harberton Playing Field Association and Harberton Parish Hall committee. By the end of the meeting there was a consensus that the project was for the benefit of the community and would move forward. A flow chart diagram was shared, intended to layout a process for informing DAAT and the Parish Council on use of the playing field. It was reported that there were some concerns around who would be responsible for contacting DAAT and that more discussion is necessary as it would not be possible to rely solely on the part time clerk for all alerts, particularly if camping is permitted at short notice. It was agreed to invite DAAT to undertake the survey of the site and submit a planning application.
- 5.8. Devon Flood Risk Management It was reported that the Clerk had put the Parish forward as candidate for a future Natural Flood Management scheme but had not had a response.
- 5.9. Maltsters Arms Nomination as an Asset of Community Value The Clerk reported that the nomination form had been submitted to South Hams District Council (SHDC) and confirmation of receipt had been logged on 5th December 2018.
- 5.10. Structural integrity of the Maltsters Arms The Clerk reported that urgent letters had been emailed and been sent by recorded mail to Heavitree Brewery, Devon Highways, Devon Building Control and Devon Health and Safety service on 14th November 2018. The Clerk supplemented these letters with illustrative photographs and video sent by email the following day. It was reported that:
- 5.10.1. Members of Heavitree Brewery buildings team attended the site on 15th November to make the lintel safe and to inspect other windows and lintels to repair as a matter of urgency. It was reported that the Clerk and Cllr Waite had the opportunity to meet the Brewery Contracts Manager to draw attention to the vertical cracks in the stonework. A formal letter was received from the Managing Director of the Brewery informing the Parish Council that instructions have been given to a surveyor to investigate the 'extensive cracking' and provide a report. The Parish Council will be informed of any developments. Cllr Waite and Clerk had viewed the premises from the inside and had been reassured that there were no 'through cracks' visible.
- 5.10.2. A representative from Devon Building Control visited the property on 15th November and met with the Brewery Contracts Manager. It was assessed that the problems with the falling masonry were being addressed and having looked at the property, it was the opinion of the representative that the building is not imminently in danger of collapse. It was also reported that the Brewery is going to get a structural engineer to assess for their peace of mind. The Parish Council was advised to contact highways because the road is in need of patching on the crossing.
- 5.10.3. Two representatives of Devon Highways had visited the site on 15th November and did not feel it necessary to close the footway or subsequently disrupt the traffic with 4-way traffic lights. Highways further commented that the matter now falls to building control and the owners to assess the situation and ensure the building is safe, repeating the message that structural assessment would be the owner's responsibility. It was reported that the pot holes on the crossing had been patched. Whilst action taken is minimal the reactive team only have instructions to repair defects. They are unable to carry out more substantial patching and it is unlikely any further action will be taken as the Asset Management Team would not deem this deterioration a priority. **ACTION: Clerk** to forward this correspondence to the C.Cllr.

6. Planning

- 6.1. Consideration of the following planning applications:
- 6.1.1. 3540/18/TPO T1: Beech – crown height reduction by 8 metres, lateral reduction by up to 3 metres on all sides, heavy die back in crown; T2: Ash – Fell, leaning heavily over lane and adjacent residential dwellings, heavy die back in crown; T3, T4: Ash – crown height reduction by 5 metres, lateral reduction on all sides by

2 metres, heavy die back in crown at Trees End Yard Harpers Hill To Tristford Cross Totnes **It was RESOLVED** to respond that the council insists on an independent professional assessment of the condition of the trees, at the correct time of year. It was commented reference to the planning application justification that overhanging residential properties. That the parish council is not aware of residential properties on the site, could the Planning Authority please confirm. It was agreed that the Clerk copy the Natural Environment Specialist into the response.

- 6.1.2. 3653/18/LBC Listed Building Consent for proposed alteration to existing lobby link, incorporating removal of existing door, window and masonry fabric at Virginia Cottage Harberton **It was RESOLVED** to SUPPORT the application.
- 6.1.3. 3901/18/TCA T3: Alder - fell, growing out of flood defence wall at The Mill Woodland Road Harbertonford Devon **It was RESOLVED** to comment that the Parish Council would like a professional opinion as to how removal of the tree affects the stability of the wall.
- 6.1.4. 3827/18/TCA T3: Alder – Fell at 6 The Mill Woodland Road Harbertonford **It was RESOLVED** to comment that the Parish Council would like a professional opinion as to how removal of the tree affects the stability of the wall.
- 6.1.5. 3785/18/FUL Extension to residential curtilage following class Q approval 4294/17/PDM at Valley End Farm **It was RESOLVED** to OBJECT on the basis that the curtilage would remove an excessive/disproportionate amount of land for the size of the holding. i.e. Removing a large percentage of agricultural land.
- 6.1.6. Receive a report on planning decisions
- 6.1.7. 2794/18/VAR CONDITIONAL APPROVAL READVERTISEMENT (Revised Plan received) Application for the variation of condition 2 following grant of planning permission 23/2481/06/F Tristford House, East Wing Harberton, with conditions that the building must only be used as ancillary accommodation to the main house, and that the shrub screening must be maintained.
- 6.1.8. 3304/18/TCA RAISE NO OBJECTIONS T1, T2: Ash - crown lift to 4 metres from river level on all sides, lateral reduction of branches overhanging garden by 2 metres, to stop damage to flood defence wall and garden fences. Whilst the Parish Council had informed the Planning Authority that the trees subject of the application were not in ownership of the applicant, and the owner had objected, the planning application was legal and any dispute on resulting tree works would be a civil matter.
- 6.2. Receive a report on enforcement cases A hard copy of cases were circulated for information. Cllrs were informed that a case had been closed as breaches had been have now been regularised by grant of planning application.

7. Monthly reports

- 7.1. Finance Committee No report. The next meeting of the Finance Committee will be on 3rd January 2018.
- 7.2. Neighbourhood Plan Project Members have been working to collate and cross reference all data on each housing site in a format that clearly evidence the position on each site. The master draft has been brought up to date to ensure that changes approved in minutes were reflected in the text. A 'Dark Skies' policy was adopted. No meetings will be held until the end of January 2019. It was reported that members had heard from other steering groups that they had not been served well by SHDC in the past, but liked the new officers, which was reassuring to hear.
- 7.3. Community Land Trust (CLT) update Cllrs were informed that the CLT has formally written to the planning authority as there has been no obvious movement on a decision on the application.
- 7.4. Town and Parish Fund 2017/18 (TRAYE) See C.Cllr's report. Cllr Davidson will attend the AGM.
- 7.5. Clerk's update
 - 7.5.1. Publication of the 2019 Register of Electors It was reported that Clerk has displayed the Notice of Publication of the register and has made a written request for an electronic copy of the register. Cllrs were reminded that no parish or community councillor, person employed by or otherwise assisting a parish or community council may: a) supply a copy of the full register to any person; b) disclose any information contained in it that is not included in the edited register, or c) make use of any such information otherwise than for the purpose of establishing whether any person is entitled to attend and participate in a meeting of, or take action on behalf of, the parish or community, as the case may be.
 - 7.5.2. Parish News circulation The Clerk reported that following a 'health check' of the Harberton and Harbertonford Parish News that due to insufficient support and interest in the community to keep it going, production will likely cease in April 2019. A request has been made as to whether the Parish Council would sponsor the production of a less expensive and less time intensive monthly bulletin targeted specifically at people in the Parish who do not have internet, to include Parish Council minutes, Three Rivers Mission Community services and other items of interest such as school news, church matters and possibly the occasional small event poster. During discussion it was commented that such a bulletin may compete with the Village Life newsletter, however it was agreed to suggest that an application could be made to the Community Benefit Fund for costs.
 - 7.5.3. New computer The Clerk has been researching a replacement computer. It was agreed to set a pre VAT budget of £500 – £600.

8. **Emergency Plan** It was reported that no comments had been made on the draft plan. It was therefore agreed to circulate the plan ahead of the next meeting before considering adoption.

- 9. Repair of Carpark Wall** It was reported that due a collision to the corner of the wall masonry has come adrift. It was agreed that the broken wall was dangerous **ACTION:** Cllrs Beamish and Camp agreed to remove the broken stonework to make the area safe. It was agreed to approach a local tradesman for a quote to widen the entrance by 2ft, as vehicles attempting to manoeuvre into awkward spaces is the cause of the damage to the carpark surface.
- 10. 2019/20 Budget** Ahead of the Finance Committee's meeting to prepare the budget and precept demand for Parish Council approval, cllrs were given the opportunity to propose projects and priorities. The following suggestions were made: begin building up reserves for Parish Lengthsman; costs of DAAT landing site in Harberton; purchase of a projector following SHDC decision to halt circulation of paper plans to Parish and Town Councils; TRAYE project; costs associated with website/social media broadcast.
- 11. Correspondence**
- 11.1. 20181108 Drainage on Screw Lane Cllrs were informed that a MoP had written to the Parish Council to request action on sustainable maintenance of Screw Lane, having discussed the issue with the lengthsman. A second resident copied into the exchange had annotated the email with useful local knowledge. It was agreed to include this information in the induction pack to a new lengthsman.
- 11.2. 20181113 South Hams CAB annual report and grant request Cllrs were informed that whilst receiving financial support from DCC and SHDC, the charity has an annual short fall of £50,000 to cover operating costs. The Parish Council has been asked for a contribution towards running costs to recruit and train volunteers and maintain IT system. **It was RESOLVED** to make a grant of £200.
- 11.3. 20181120 Warmheart Community Projects thanks Cllrs were informed of thanks for the grant.
- 11.4. 20181129 Flood on Screw Lane An email had been received to inform the Parish Council of a deep flood on Screw Lane making it impassable for cars and pedestrians. The Clerk confirmed that this had been reported to Highways via the DCC website.
- 11.5. 20181204 Devon Home Choice training - 17th January 2019 Cllrs were invited to attend training on how the lettings system works, to equip delegates with the knowledge required to explain how Devon Home Choice works to people looking for affordable housing. No Cllrs volunteered.
- 11.6. 20181205 Your latest newsletter from Devon ALC (Dec) Cllrs were informed that the issue includes information on the Digital Mapping Toolkit to help parish councils understand digital mapping and the benefits it can have to them and their communities, particularly in helping to build partnerships between local councils and their principal authorities by making it easier to harness local knowledge and share it with each other to deliver more efficient services.

12. Finance

12.1. Notice of income and expenditure since last meeting.

Chq	To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
BACS	JB Haulage	9411	6 wheeler crushed tarmac x 2	360	72	432.00

12.2. December 2018 payments **It was RESOLVED** to make the following payments.

Chq	To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
			Salary December: £330.03			
SO	Cat Radford	Payslip 20181222	NP Secretary December: £38.08	368.11	0.00	368.11
			Mileage/Parking	6.21	0.00	
80	Cat Radford	Clerk Expenses claim 20181206	Broadband claim (1 months)	7.50	0.00	13.71
BACS	Phil Cleave	1602	Labour to investigate telephone box electrics in Harbertonford. Fitted new LED light. No power coming into box. 2hrs.	56.00	11.20	67.20
81	JG Horswill		10 cuts at £28 per cut	280.00		
82	Jewson		Guttering, pipe, brackets and straps	47.47	9.50	56.97
BACS	South Hams Citizens Advice Bureau		Grant	200.00	0.00	200.00
			Totals	685.29	20.70	705.99

- 13. E-Circulars** It was reported that e-circulars received included: Devon County Council Community News Round-up, Devon Communities Together, Devon Home Choice, Emergency Planning newsletter, Fields in

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

- 14.1. Monkey Oak to Keys Englebourne Right of Way Cllr Camp reported that the green lane is so washed out and so overgrown that it is impassable either by horse riders or by foot. **ACTION: Clerk** to forward information to the Public Rights of Way Officer.
 - 14.2. Nkuku Signage It was reported that there is an A board at the Brockwells junction on the line of sight. Cllr Bowley had spoken to the manager to request removal.
 - 14.3. Cllr Broom resignation Cllr Broom submitted his formal resignation from the Parish Council as he would be moving out of the Parish. The Chair thanked Cllr Broom for all his work serving the Parish Council and other community groups over the years.
 - 14.4. Fly tipping at Chapel Lane It was reported that fly tipped tyres are still on Chapel Lane.
 - 14.5. Fly tipping at Luscombe Cross It was reported that a whole trailer load of tarmac has been dumped here.
 - 14.6. Noticeboard on green It was noted that the community noticeboard is in a poor state of repair. Should anyone in the community wish to have it mended, an application could be made to the Community Benefit Fund.
- 15. Date of next ordinary meeting** Tuesday 8th January 2019