

HARBERTON PARISH COUNCIL

DRAFT Minutes of the meeting of Harberton Parish Council held at 7.30pm on Tuesday 8th January 2019, Harberton Parish Hall.

Cllr Beamish	<i>Present</i>	Cllr Camp	<i>Present</i>	D.Cllr Tucker	<i>Present</i>
Cllr Bowley	<i>Present</i>	Cllr Davidson	<i>Apologies received and accepted</i>	C.Cllr Hodgson	<i>Present</i>
Cllr Janes	<i>Apologies</i>	Cllr J.Hockings	<i>Apologies received and accepted</i>		
Cllr McDonnell	<i>Present</i>	Cllr S.Hockings	<i>Apologies received and accepted</i>	Clerk: Ms Radford	<i>Present</i>
Cllr Waite	<i>Present</i>	Cllr White	<i>Apologies</i>	Public	1
VACANCY		Cllr Williams	<i>Present</i>		

Public Session

- i) The Agent for Higher Dorsley Barton attended the meeting in order to introduce application 4138/18/FUL and be available to answer any queries. When asked, it was confirmed that plans did not include additional screening between the development and the footpath.

Agenda

1. **Apologies** were received as above

2. Declaration of Interests

- 2.1 Register of Interests: Councillors are reminded of the need to update their register of interests.
 2.2 To declare any interests (nature and scope) on items on the agenda.

Cllr	Item	Interest	Action
Cllr David Camp	6.1.1	Immediate neighbour to development site	The Cllr left the meeting during consideration of the issue.
Cllr David Camp	6.1.4	Tenant farmer to adjacent land	The Cllr did not chair this part of the meeting and took no part.
Cllr Peter Beamish	11.2	The Cllr is the applicant	The Cllr left the meeting during consideration of the issue.

3. Reports from County and District Councillors for information.

- 3.1 County Councillor (C.Cllr) A monthly written report was tabled for information.
 3.1.1 *Gypsies and Travellers* It was commented that lessons could be learned from Teignbridge District Council's Gypsies and Travellers forum which supported the development of a site at Haldon. D.Cllr commented that comparisons can't be so easily drawn as it is difficult to find a site in the South Hams.
 3.1.2 *Annual Waiting Restriction Review Programme* C.Cllr asked the Parish Council for sites to nominate.
 3.1.3 *Pot Holes* Some potholes are becoming very deep and dangerous– please report via the website.
 3.2 District Councillor (D.Cllr)
 3.2.1 *Tristford Cross Tree application consultation* It was commented that Totnes Town Council had come to a similar view as the Parish Council on this application, that a professional should inspect the trees.
 3.2.2 *Spending on public and play spaces* It was reported that South Hams District Council (SHDC) had agreed to spend £.5m on public and play spaces. £500,000 has been allocated to specific projects to date.
 3.2.3 *Agreed commercial investment strategy.* The D.Cllr reported on the strategy to support capital projects in the region.
 3.2.4 *Waste collection* It was reported that SHDC has awarded a contract for waste, recycling and cleaning services, beginning on 1st April 2019.
 3.2.5 *Abandoned caravans* It was reported that two caravans on Blakemore Level appear to have been abandoned.

4. Minutes The following minutes were approved as an accurate record:

- 4.1 Meeting of the Finance Committee of Harberton Parish Council 2nd January 2019
 4.2 Ordinary Meeting of Harberton Parish Council 11th December 2018

5. Report Matters Arising from the Minutes for information only

- 5.1 Harbertonford Defibrillator Kiosk Light No update had been received.

- 5.2 Defibrillator Training Date No update had been received.
- 5.3 Community Speed Watch Ongoing **ACTION:** Cllrs Davidson and Bowley
- 5.4 Harbertonford Bus Shelter Maintenance It was reported that both the guttering and slate have been replaced. Thanks were given to Cllr Bowley and Cllr Waite.
- 5.5 Maintenance of seats on Harbertonford riverbank Cllr Waite has applied linseed to the benches.
- 5.6 Parish Map of Buddle Holes It was reported that Cllrs continue to seek a more useful map from Devon County Highways. **ACTION:** The C.Cllr agreed to request a map only marked with buddle holes, at twice the scale over two A1 sheets – one for Harberton Ward and one for Harbertonford Ward.
- 5.7 Devon Air Ambulance Project The Clerk reported having contacted Devon Air Ambulance Trust (DAAT) in order to request a quotation for installation of landing light. It was reported that a first draft of the planning application had been compiled, requiring a map from DAAT before it can be submitted.
- 5.8 Structural integrity of the Maltsters Arms It was reported that the Managing Director of Heavitree Brewery had written to the Parish Council to had forward results of the surveyors report, which concluded: *“From our inspection of the elevations facing onto the public roads i.e. the south, south east and east elevations to the Maltsters Arms and the adjacent Bridge House, we would assess that currently these walls are in a relatively stable condition. There is no evidence of ongoing structural movement.”* The Brewery commented that one or two minor maintenance issues have been identified, which the building team will address this January. The Brewery are pleased to be able to inform the Parish Council that the concerns expressed regarding the safety and integrity of the building are unwarranted.
- 5.9 Removal of broken stone wall It was reported that the wall had been made safe and stone removed.
- 5.10 Signage at Brockhills Nothing to report.
- 5.11 Monkey Oak to Keys Englebourne Right of Way Nothing to report.

6. Planning

- 6.1 Consideration of the following planning applications:
 - 6.1.1 1890/18/OPA Outline application with all matters reserved for demolition and removal of existing industrial units and yard and construction of 6 new dwellings at Dundryge Yard, Industrial Estate, Harberton. **It was RESOLVED** to OBJECT to this outline planning application, however the Parish Council would be more agreeable to a boundary change to restrict the outline permission to the brownfield site.
 - 6.1.2 4118/18/HHO Householder application for single storey side extension at Rose Cottage, Old Road, Harbertonford. **It was RESOLVED** to SUPPORT the application.
 - 6.1.3 4199/18/HHO Householder application and 4200/18/LBC Listing building consent for proposed internal alterations, refurbishment and alterations to existing extension 2 Harbourne Terrace, Main Road, Harbertonford. **It was RESOLVED** to SUPPORT the application.
 - 6.1.4 4138/18/FUL Change of use of agricultural land to equestrian and formation of sand school, erection of stable building, formation of internal tracks and alterations to existing internal access track (part retrospective) at Higher Dorsley Barton at Harberton **It was RESOLVED** to SUPPORT the application.
- 6.2 Planning Decisions The following report was made on decisions made by the planning authority:
 - 6.2.1 2048/17/CLE CERTIFICATE OF LAWFULNESS Existing Use Lawful development certificate for existing use of building at 2no. dwellings, Langford Farm, Harberton
 - 6.2.2 3653/18/LBC Harberton CONDITIONAL APPROVAL Listed Building Consent for proposed alteration to existing lobby link, incorporating removal of existing door, window and masonry fabric at Virginia Cottage, Harberton
 - 6.2.3 3901/18/TCA TREE WORKS NO OBJECTION RAISED Works to a Tree in a Con Area The Mill Woodland Road Harbertonford. It was noted that the Tree Specialist at SHDC advised the Parish Council that the Local Authority only has limited options of decision when determining Conservation Area notifications in relation to tree felling; either to raise no objections, or serve a new Tree Protection Order (TPO) to prevent felling. In this instance given the location of the tree and its future potential to damage flood defences this would not be appropriate as any future application to fell could be appealed and likely approved by an appeal inspector. Furthermore the liability for any damage would shift to the Local Authority for a period of one year. If the Parish has further concerns regarding the impact that may follow when the tree is removed they may wish to discuss the matter further with the Environment Agency. **ACTION:** The Clerk agreed to forward the consultation response to the Environment Agency. The D.Cllr agreed to confirm if the Environment Agency is a statutory consultee on tree works applications. Clerk to forward to the EA and District Councillor to check whether EA is a statutory consultee.
 - 6.2.4 Receive letter from South Hams Tree Specialist Cllrs were informed that the new Tree Specialist at South Hams had been in touch to reassure the Parish Council that he is suitably qualified and professionally accredited to determine application for tree works on behalf of the Local Authority, commenting that only works in accordance with good arboricultural management practises will be approved given the status of trees as purposefully subject of a TPO and of significant public visual amenity benefit. The officer had requested further clarification is the Parish is objecting to the works subject of application 3540/18/TPO. After discussion it was RESOLVED to respond that the Parish Council would object to any healthy trees subject to a TPO being removed, except for reasons of safety.
- 6.3 Receive a report on enforcement cases Hard copies of the caseload were circulated for information.

7. Monthly reports

- 7.1 Finance Committee It was reported that a meeting had been held on 2nd January at which the committee reviewed and agreed the end of quarter 3 report and bank showing a balance of £46,770.93 including reserves. The finance committee reviewed applications to the Community Benefit Fund, the Clerk's salary and overtime and prepared a draft budget for Parish Council review. See agenda items 11, 12 and 13.
- 7.2 Neighbourhood Plan No update.
- 7.3 Community Land Trust update It was reported that correspondence has been received from DCC objecting to the drainage plans, despite plans being drafted on advice from DCC. The design consultants have been put directly in touch with DCC to resolve the issue. Further objections have been received from highways with regards to access to emergency services, following which new drawings showing access routes has been commissioned.
- 7.4 Town and Parish Fund 2017/18 (TRAYE) No report.
- 7.5 Clerk's update Cllrs were advised that the proposed planning meeting is being rearranged for May.

8. **Emergency Plan** It was **RESOLVED** to accept the Emergency Plan as a working document. Cllrs to consider completion of current blank proforma at the end of the document.

9. **Councillors Roles** consider nominations to following roles/responsibilities:

- 9.1 Finance Committee No appointment made. It was agreed to seek a replacement in May following elections.
- 9.2 Snow Warden Cllr Bowley agreed to support Cllr S.Hockings in 2019 with a view to taking on a more substantial role in the following year.
- 9.3 Flood Warden Confirm Cllr Waite as flood warden in Harbertonford and Cllr Williams as named warden for Harberton.
- 9.4 Harberton Playing Field Association Representative No new appointment made, although it was agreed to seek a replacement in May following Parish elections.

10. **Repair of Carpark Wall** The item was deferred as no formal quotes had been received.

11. Community Benefit Fund Grants

- 11.1 Harberton Parish Hall: Replace and light the steps at Harberton Parish Hall Records showed that 12 months had not elapsed since Harberton Parish Hall had made an application to the Community Benefit Fund and cllrs expressed There was discussion in which Cllrs expressed concerns that this was a breach of the guidelines. **It was RESOLVED** to award the full cost of project requested at £1960.00 plus VAT due to the safety of the steps, however, to ensure parity in access to the funds, it was agreed to include a condition that Harberton Parish Hall may not apply for further funding from the Community Benefit Fund for a period of 18 months from receipt of fund for this grant. Payment will be made on presentation of final invoices.
- 11.2 Peter Beamish: Dashing Dukes Ukelele/Guitar Band **It was RESOLVED** grant a partial award of £422.50 towards the capital costs, plus hall hire for the first three months of the project, after which time Mr Beamish should report back to the Council on numbers of participants. Should there be uptake, the final three months' hall hire would be paid.

12. Clerk Salary and Overtime Payments

- 12.1 Clerk Salary **It was RESOLVED** to increase the Clerk's salary from LC1 spine point 16 to LC1 spine point 17 from the 1st April 2019. According to the new payscale for clerk's this would see the hourly rate increase to £12.39.
It was commented that should the Parish Council take forward a lengthsman service, the Clerk's role will increase further and therefore **it was RESOLVED** that the Finance Committee review the Clerk's salary in January each year in time to set the budget for the next financial year.
- 12.2 Clerk Overtime **It was RESOLVED** that all overtime hours that the Clerk has accrued between 1st April 2017 and 11th October 2018 be paid before the end of this financial year, split into three equal payments of £237.09 paid in January, February and March. **It was RESOLVED** to accept the Finance Committee's recommendation that the Clerk bring a quarterly overtime claim to each finance committee for payment approval. Payment would then be split equally and paid over the following three months. **It was RESOLVED** that the Clerk may choose to carry up to 20 hours overtime forward as TOIL.

13. 2019/20 Budget

- 13.1 Consideration of 2019/20 budget as prepared by the Finance Committee A draft budget as prepared by the Finance Committee had been circulated in advance of the meeting. A second proposed budget was tabled by the Clerk and Chair of the Finance Committee to take into account a review of project year end surplus figures in order to make reductions to the proposed precept demand.
- 13.2 Following discussion **it was RESOLVED** to approve the following 2019/20 budget:

Income	2018-19 Budget	2019-20 Budget	Notes	Difference +/-

Precept	10535.00	13291.00		2756.00
Council Tax Support Grant	454.00	409.00		-45.00
Harberton Parish Hall Ground rent	10.00	10.00		0.00
Bank interest	0.00	0.00		0.00
VAT refund	1400.00	1000.00		-400.00
Community Benefit Fund	5656.00	5656.00		0.00
TAP Fund	0.00	0.00		0.00
County Council Locality Fund Grant	0.00	0.00		0.00
Harberton Playing Field Association	0.05	0.05		0.00
Project Grant income (misc)	0.00	0.00		0.00
Other Misc. income		0.00		0.00
Repayments				0.00
Harbertonford Playground Association/Harberton Playing Fields Association	100.00	100.00		0.00
Allotments	500.00	500.00		0.00
Earmarked Reserves				0.00
Totnes Rural Area Youth Engagement Project (TRAYE)	800.00	1300.00	<i>Carried forward reserves</i>	500.00
Office Equipment	200.00	0.00	<i>Depleted reserves</i>	-200.00
Mower contingency repairs	200.00	200.00	<i>Carried forward reserves</i>	0.00
Training reserves	300.00	222.00	<i>Carried forward reserves</i>	-78.00
Harbertonford Playground	732.09	150.09	<i>Carried forward reserves</i>	-582.00
Parish Defibrillators	668.89	751.29	<i>Carried forward reserves</i>	82.40
Elections	3000.00	3000.00	<i>Carried forward reserves</i>	0.00
Bus Shelters	2000.00	148.26	<i>Adjusted reserves (reduced by £1000)</i>	-1851.74
Parish Lengthsman	0.00	2000.00	<i>NEW LINE reallocated reserves</i>	2000.00
Car Park repairs	1500.00	518.00	<i>Carried forward reserves</i>	-982.00
Harbertonford School Security Fencing Project	2750.00	0.00	<i>Closed reserves as was spent in March 2018</i>	-2750.00
Totals	30806.03	29255.69		-1550.34
Income minus expenditure	-0.47	0.09		0.56

Expenditure

	2018-19 Budget	2019-20 Budget (proposed)	Notes	
Room Hire	150.00	160.00		10.00
Subs	375.00	400.00		25.00
Insurance	450.00	425.00		-25.00
PCC Grants Harberton	450.00	450.00		0.00
PCC Grant Harbertonford	400.00	400.00		0.00
Salary	3818.88	5154.24	<i>Salary increases in line with new NALC paycales due to the introduction of the living wage. Plus increase of one spine point for Clerk following annual review.</i>	1335.36
Salary overtime	675.00	1000.00	<i>Increase in budgeted overtime.</i>	325.00

Neighbourhood Plan Salary	440.64	594.72	<i>Salary increases as above.</i>	154.08
Tax/NI payments	0.00	0.00		0.00
Clerk Expenses	150.00	150.00		0.00
Office Expenses	150.00	250.00	<i>Insufficient budget in 2017/18</i>	100.00
Professional Fees	450.00	450.00		0.00
Parish Lengthsman	0.00	3750.00	<i>NEW LINE lengthsman's services (6 months in 1st year)</i>	3750.00
Broadband	90.00	90.00		0.00
Grasscutting Harbertonford	700.00	700.00		0.00
Grasscutting Harberton	700.00	700.00		0.00
Harberton Playground Expenditure	100.00	100.00		0.00
Playground Inspections	350.00	550.00	<i>To account for further expected increases</i>	200.00
Harbertonford Playground Lease	60.00	60.00		0.00
Allotment	500.00	500.00		0.00
Neighbourhood Plan	90.00	90.00		0.00
Grant funded projects	0.00	0.00		0.00
Contingency	400.00	400.00		0.00
Community Benefit Fund	5656.00	5656.00		0.00
Earmarked Reserves				0.00
Totnes Rural Area Youth Engagement Project (TRAYE)	800.00	1726.00	<i>Increase reserves by £200 from Precept in order to meet agreed contribution to TRAYE for trial plus £226 on next year.</i>	926.00
Office Equipment	500.00	250.00	<i>Budgeting for projector</i>	-250.00
Mower contingency repairs	200.00	200.00		0.00
Training reserves	300.00	450.00	<i>Increase reserves by £228 from precept ahead of election and to prepare for CiLCA registration and course fees.</i>	150.00
Harbertonford Playground	732.09	150.09		-582.00
Parish Defibrillators	868.89	751.29		-117.60
Elections	3000.00	3000.00		0.00
Bus Shelters	4000.00	148.26	<i>Project delivered, reallocate majority of remaining reserves to Lengthsman's Project</i>	-3851.74
Car Park repairs	1500.00	550.00	<i>Project near completion</i>	-950.00
Harbertonford School Security Fencing Project	2750.00	0.00	<i>Project delivered and reserves fund closed.</i>	-2750.00
Totals	30806.5	29255.6		

Income minus expenditure -0.47 0.09

13.3 Consideration of the 2019/20 precept demand **It was RESOLVED** to set the 2019/20 precept demand at £13,291. In combination with the Council Tax Support Grant of £409 this is a total budget requirement of £13,700 from South Hams District Council, a £4.98 increase on the Band D Parish Rate compared to 2018/19. This increase is mostly due to the establishment of a lengthsman's service for the Parish since the withdrawal of services by Devon County Council and increases to the Clerk's salary via the new living wage payscale. It was also noted that there had been no increase to the 2018/19 due to the Parish Council using its reserves.

14. Correspondence

14.1 20181218 Tax Base and Precept Form Cllrs were advised that the form from the Local Authority includes an invitation to give views on council tax referendum principles proposed by the Government for 2019-20 that see two tier local authorities capped at increases of 3% or £5 increase on Band D Rate (whichever is higher) with no cap on Parish Councils providing that the sector shows restraint and takes steps to mitigate increases. **It was RESOLVED** to respond that the setting the level of the Parish Council's precept depends on what services are withdrawn by larger Local Authorities. The majority of increase to the Parish Council precept in 2019/20 has been in taking on services formerly undertaken by Devon County Council.

- 14.2 20181218 Email to clerks RE: 2019 elections Cllrs were informed that costs for 2019 elections will be calculated in May but invoiced in the following financial year to allow Council's to budget for costs in the next precept.
- 14.3 20181219 DALC newsletter: Clerks pay, DALC staffing, events and more... Cllrs were informed that the Includes new training programme and reference to provisional local government settlement as raised above.
- 14.4 20181219 Important information about planning consultation Cllrs were informed that from April 1st 2019 all Town and Parish Councils in the South Hams will be advised about planning consultations by email. Councils will no longer receive a paper copy of planning applications, plans and associated documents but will be sent a link to view and comment on each application online. The Local Authority is aware that receiving and reviewing planning information electronically may present challenges for some but the experience of councils already working in this way shows that even the remotest communities can successfully work electronically. A list of 'barriers and possible solutions' was provided.
- 14.5 20181220 Croquet Cllrs were given notice of the event on Harberton Playing Field 7-9th September 2019
- 14.6 20181221 Citizens Advice thanks Cllrs were informed that thanks had been received for the grant.

15. Finance

15.1 Notice of income and expenditure since last meeting. It was noted that cheque 81 was cancelled following notification that it had been lost. Payment was therefore arranged by online transfer.

15.2 To consider payments as per the January 2019 payment schedule **It was RESOLVED** to make the following payments:

Chq	To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
SO			Salary January: £330.03	368.11	0.00	368.11
			NP January: £38.08			
BACS	Cat Radford	Payslip 20190122	Overtime (01/04/17 - 10/10/17 payment 1 of 3)	237.09	0.00	838.28
		Clerk Expenses claim 20190103	Reimbursement for new Laptop	476.98	95.40	
			Reimbursement 1 month customer support agreement	8.99	0.00	
			Mileage/Parking	12.33	0.00	
			Broadband claim (1 month)	7.50	0.00	
BACS	J Daniels Services	18/12/2018	Digger Hire for tidying up bridge car park and relaying fresh scalplings and compacting	550.00	0.00	550.00
BACS	Paul Westlake	411	Harbertonford Play Area grass cutting. During- May, June Jul, Aug, Sept, A Total of 6 cuts @ £30 per cut	180.00	0.00	180.00
Barclays account (on receipt of grant acceptance and invoices)						
	Harberton Parish Hall	N/A	Community Benefit Fund Grant	2352.00	0.00	2352.00
	Peter Beamish	N/A	Community Benefit Fund Grant - Partial payment	422.50		422.50
				4615.50	95.40	4710.89

16. **E-Circulars** for information, including 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 agendas

17.1 Overgrown Hedge It was reported that a complaint had been made about the overgrown hedge at the gas station at Sandwell Straight. It was commented that due to vehicles having to go wide to avoid low hanging branches there have been several near misses due to vehicles having to travel in the middle of the road.
ACTION: Cllr Camp to report online

18. **Date of next ordinary meeting** Tuesday 12th February 2019

Meeting closed at 9.37pm.