

## HARBERTON PARISH COUNCIL

**DRAFT** Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 12<sup>th</sup> March 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>Present</i>	C.Cllr Hodgson	<i>Present</i>
Cllr Janes	<i>Present</i>	Cllr J.Hockings	<i>Present</i>		
Cllr McDonnell	<i>Present</i>	Cllr S.Hockings	<i>Apologies given</i>	Clerk: Ms Radford	<i>Present</i>
Cllr Waite	<i>Present</i>	Cllr White	<i>Apologies given</i>	Public	2
VACANCY		Cllr Williams	<i>Present</i>		

**Public Session** No members of the public addressed the council during the public session.

### Agenda

1. **Apologies** were received as above and accepted.
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.
  - 3.1 District Councillor (D.Cllr)
    - 3.1.1 *Parish and Town Council Precepts* It was reported that Totnes Town Council increased their precept by 33% and is now a greater cost to residents than the District Council portion of Council Tax. The D.Cllr commented that there is no cap on Parish and Town Council precept demands however such increases may trigger future review.
    - 3.1.2 *Toilets in the South Hams* Cllrs were informed that of the 48 toilets in the District, only 3 will close.
    - 3.1.3 *ANOB management plan* Cllrs were informed that the plan has been approved.
    - 3.1.4 *New Chief Executive* Cllrs were informed that Sophie Hoskins has been appointed as the Chief Executive of West Devon Borough Council (WDBC) and South Hams District Council (SHDC).
    - 3.1.5 *Road sweeping* Parish Councillors raised concern that road debris in both villages is bad and leaf mulch and mud blocking up the drains. The D.Cllr provided the name of the relevant officer at SHDC **ACTION: The Clerk** to make a road sweeping request.
    - 3.1.6 *Waste Contract* The D.Cllr was asked if any details had been published with regard to new waste collection. It was replied that residents should see changes to waste collection within 6 – 8 months. It was commented that contents of brown bins currently go to Oxfordshire for recycling. New arrangements will see food waste going to Langage and garden waste to Heathfield.
    - 3.1.7 *Road Closure to Crabbaton Manor* A query was made as the closure has been in place for approx.. 12 months. **ACTION: Cllr Bowley** Raise with Highways via Devon County Council (DCC) website and copy Cllr Hodgson.
  - 3.2 County Councillor (C.Cllr) The C.Cllr tabled a monthly report. Cllrs requested that the report was sent sufficiently in advance so that it could be distributed with the agenda.
    - 3.2.1 *Parking restriction in Harbertonford* It was reported that DCC will look at providing short term parking restrictions in Harbertonford adjacent to the village shop.
    - 3.2.2 *Broadband in Belsford* The Clerk was thanked for forwarding emails from local residents which have been forwarded to the external services manager who is seeking an update on plans for improvements.
    - 3.2.3 *Locality Budget* It was reported that a grant had been made to the school for carpark improvements.
    - 3.2.4 *Speed Limits Task Group* Cllrs asked the C.Cllr if DCC could provide any support with regard to Community Speed Watch. The C.Cllr agreed to ask Dartington Parish Council for advice as they have been successful in establishing a group that monitors traffic.
4. **Minutes** It was **RESOLVED** to sign the minutes of the ordinary Meeting of Harberton Parish Council 12<sup>th</sup> February 2019 as an accurate record.
5. **Report Matters Arising from the Minutes** for information only
  - 5.1 Harbertonford Defibrillator Kiosks The Clerk reported that although Community Heartbeat Trust (CHT) had received confirmation that a fuse to the kiosk had been replaced and power had been restored on the 14<sup>th</sup> January 2019, neither the lights on the defibrillator unit nor the lights in the kiosk are working. It has been suggested that the RCD be reset. **ACTION: The Clerk** to request an electrician undertake this work.
  - 5.2 Defibrillator Training It was reported that 25 people attended the defibrillator training on 19<sup>th</sup> February 2019. It was confirmed that there is no lock requiring pin code access on either of the village defibrillator units as there is not reliable mobile phone reception to call for a pin code in an emergency. It was reported that the defibrillator had been opened by a member of the public, presumably to check if there was a pin code

required. This was discovered during the regular checks when it was observed that cabinet tabs had been taken off and there was initial concern that the unit had been tampered with. During training the Chair reminded members of the public that the units are checked regularly by volunteers and asked not to open the cabinets unless in an emergency. It was reported that the Chair had taken photographs of the Harberton cabinet to forward to CHT as the casing is getting damaged during regular checks. **It was RESOLVED** to request that CHT undertake this year's annual inspection costing £40 per VAT per cabinet, and to request that one of the defibrillator volunteers observes the inspection to see what this entails.

- 5.3 Community Speed Watch (CSW) Cllr Davidson reported undertaking the online training. It was reported that the Clerk had received correspondence from CSW to comment that as the local police force is not currently using CSW the Parish Council will receive no interaction or feedback from the local police or be made aware what happens with the records that are provided through the system. Should the local police sign up, this information would become available to volunteers via the website. It was reported that the area coordinator for Harwich District in Essex agreed to become the CSW Online BASIC group champion who can provide support on how he co-ordinates a group of eleven parish councils organise sites, manage operators, sessions and records. **ACTION:** After discussion it was agreed that **the Clerk** email the office of Crime and Police Commissioner commenting that whilst the Parish Council would like to pursue this initiative, it does not feel it can do so sensibly or safely, or have the power to attract volunteers to support the scheme without the backing of the local police force.
- 5.4 Parish Map of Buddle Holes/Survey It was reported that Cllr Waite has prepared the relevant risk assessment and procedures to undertake the survey to be undertaken over the following month.
- 5.5 Devon Air Ambulance Project The Clerk reported that the target determination date for the planning application to install the lighting column is 29<sup>th</sup> March 2019. After discussion it was agreed not to make any further formal representation to the Planning Authority following representations made by the public.

## 6. Planning

- 6.1 Consideration of the following planning applications:
- 6.1.1 0573/19/PIP Application for permission in principle for one new dwelling at Wilma, Woodcourt Road, Harbertonford. **It was RESOLVED** to make NO OBJECTIONS, however the Parish Council has serious concerns about traffic, access and impact on flooding and would require provision of a construction management plan for any future development.
- 6.2 Receive a report on planning decisions
- 6.2.1 4199/18/HHO and 4200/18/LBC CONDITIONAL APPROVAL on Listed Building Consent application for proposed internal alterations, refurbishment and alterations to existing extension at 2 Harbourne Terrace
- 6.2.2 0113/19/NMM CONDITIONAL APPROVAL for Non Material Minor Amendment at Lower Ashridge Farm Harberton (276775, 60614) PROPOSAL (two additional rooflights & window on south elevation to be bigger)
- 6.2.3 3089/17/VAR APPROVED Details Reserved by Conditions (discharge Application for approval of details reserved by condition 4 and 5 of planning consent 1822/17/FUL) at Development Site At Sx782560
- 6.3 Receive a report on enforcement cases A hard copy was circulated for information.

## 7. Monthly reports

- 7.1 Finance Committee No report.
- 7.2 Neighbourhood Plan It was reported that the steering group has reviewed and updated housing site assessments and agreed text to accompany a dark skies policy. Following a request from a local resident to designate the village play areas as local green space a form of words will be provided for review at the next meeting. It was reported that SHDC has confirmed that evidence supplied by a stakeholder, such as a developer, can be used as evidence by the Neighbourhood Plan, providing it is relevant. A meeting will be held with the SHDC Neighbourhood Planning Officer shortly.
- 7.3 Community Land Trust update It was reported that the application will be considered by Development Management Committee on 13<sup>th</sup> March 2019 at which the Parish Council will make a representation. Cllr Williams will speak for the application as the applicant. A site meeting was held on 11<sup>th</sup> March.
- 7.4 Town and Parish Fund 2017/18 (TRAYE) Cllr White forwarded a written comment to the Clerk that he had attended the TRAYE AGM to which approx. 8 people attended including 2 who were considering becoming trustees one of whom was a parent. TRAYE will require additional future funding if the initiative is to continue and there is a desire, if possible, to try and have the sessions once a week as opposed to every other week. The charity is endeavouring to try and secure more and regular funding. It does not appear that most parents are willing to become involved more actively either directly or indirectly in trying to raise funds.
- 7.5 Clerk's update
- 7.5.1 **It was RESOLVED** to sign a letter to confirm the Clerk's income as requested.
- 7.5.2 Play Park Agreement The Clerk reported liaison with the Harbertonford Playpark Committee as it has been suggested that an agreement be drawn up to clarify roles and responsibilities. **The meeting was ADJOURNED** to hear from a member of the public who commented that there was concern within the committee about responsibilities for upkeep and repair and the current committee was concerned it had taken on more than it could manage, particularly in responding to monthly reports produced by SHDC. **The Meeting with RECONVENED. It was RESOLVED** to include consideration of this issue under an agenda item at the next meeting. **ACTION: Cllrs Beamish, Bowley and Janes** agreed to meet with members of the committee in order to bring a proposal back to the Parish Council.

8. **Repair of Carpark Wall** no quotes have been received. It was agreed to request further quotes.

## 9. **Parish Councillor Vacancy and Volunteers**

- 9.1 Response to call for Parish Councillor and Volunteers. It was reported that one expression of interest had been received from a parish resident in response to the call to fill the vacancy on the Parish Council. No responses had been received following the call for volunteers to date.
- 9.2 Harbertonford Vacancy for co-option Mr Martin Phillips attended the meeting to put himself forward for co-option to the Parish Council. He introduced himself to councillors and answered questions. He was nominated, seconded and unanimously elected as Parish Councillor to the Harbertonford Ward. Mr Phillips was asked to complete declaration of interest forms ahead of the next meeting.
- 9.3 Discuss preparation for May 2019 local elections
- 9.3.1 *Update* It was reported that District and Parish Council elections will be held on Thursday 2 May 2019. Notice of Election starts the election process and will be published on 21 March 2019. Nomination packs have been received for completion by those wishing to stand for election. Nominations may be submitted after that date until 4pm on 3 April 2019 and must be hand delivered to SHDC.
- 9.3.2 *Poll cards* **It was RESOLVED** to inform SHDC that poll cards should sent out in the event that the District Council seat is uncontested. The costs associated would be payable by the Parish Council.
- 9.3.3 *Nomination Papers* Papers were distributed to all Cllrs who wished to stand for re-election.
- 9.3.4 *Consider date and process of leaflet drop* It was agreed to produce a poster for village notice boards and bus shelters to let residents know that there are Parish Council elections coming up, using the same copy as was produced for the Harberton village circular and Harbertonford village life last month. **ACTION: The Clerk**

## 10. **Totnes and Rural Area Youth Engagement Project** Consider continued funding to the project

- 10.1 Report on Section 137 spending in the 2019/20 financial year Cllrs were reminded that Section 137 of the 1972 Act permits the Parish Council to spend on activities for which it has no other specific powers. For the financial year 2019-20 this is capped at £8.12 per elector and with 1067 electors, spending in the Parish is limited to £8664. The Clerk reported that the agreed 2019/20 Parish Council budget includes £5656 Community Benefit Funding, as yet unallocated, £500 for TRAYE as per the commitment in the current agreement, plus £226 towards TRAYE's future funding.
- 10.2 Consideration of future support to the project The C.Cllr confirmed that TRAYE is not looking to Parish Councils for full costs of running the project in the Parish but a contribution of approximately £1000 and commented that along with seeking future funding support, TRAYE wishes to work alongside Parish Councils. During discussion, it was commented that the Parish Council would like to see more involvement from local parents and that it would be good if there was more involvement from a Parish Councillor following elections in May. It was commented that TRAYE has not yet applied to the Community Benefit Fund for support. **It was RESOLVED** to spend funds pledged to TRAYE and recommend that the charity puts in an application to the Community Benefit Fund so that it is able to continue for the foreseeable future.

## 11. **Agree Meeting Dates** **It was RESOLVED** to confirm the following meeting dates:

- 11.1 Annual Parish Meeting: 7pm 9<sup>th</sup> April 2019
- 11.2 Annual Meeting of the Parish Council: 7pm 14<sup>th</sup> May 2019.

## 12. **Correspondence**

- 12.1 20190215 Reminder about changes to Planning Consultations from 1st April 2019 Cllrs were reminded that SHDC will no longer print and post copies of planning applications, plans and associated documents to the Town and Parish Councils. The Clerk will obtain a projector to enable plans to be reviewed in meetings. It was agreed to feedback to SHDC that it is often difficult to look at documents online due to their orientation and that documents cannot be viewed without download.
- 12.2 20190221 Council Tax Changes Offer Help for Working Age People Cllrs were informed of a press release introducing a new scheme to help those on a low income to pay their Council Tax.
- 12.3 20190222 SLCC News Bulletin Cllrs were informed that the bulletin included information on new accessibility standards for public sector websites. From the 23rd September 2019, every new public sector website and app will need to meet certain accessibility standards and publish a statement saying they have been met. Existing websites will have until the 22nd September 2020 to comply. **ACTION: The Clerk** to research standards and report back to the next meeting.
- 12.4 20190225 Reuse Credit Scheme Consultation Cllrs were informed that consultation is open between 25<sup>th</sup> February 2019 and the 5<sup>th</sup> April 2019 on an initiative which pays a discretionary financial 'credit' of approximately £60/tonne to 14 registered groups for furniture and other items recovered from the domestic waste stream for redistribution. The C.Cllr urged Cllrs to comment. **ACTION: Clerk** to forward.
- 12.5 20190225 T&D Traffic & Transport Forum Cllrs were informed that the Parish Council had received an invitation to the meeting on 27/02/19 with two days notice, however the AGM is on 27<sup>th</sup> March 2019. **ACTION: Cllrs Waite and Davidson** will attend. **The Clerk** will forward the invitation.
- 12.6 20190226 Caring Town Fair Sat 23rd March, 11am - 2pm Totnes Civic Hall Cllr were informed that over 30 local organisations and groups sharing information about their community services and activities at this event - including our public sector, voluntary and community sector.

- 12.7 20190303 Placement of mobile home It was reported that a query regarding planning permission for citing of mobile home on agricultural land in the Parish had been received. The Clerk reported that the issue is listed on the enforcement caseload under Diptford Parish and will forward information to the D.Cllr. **ACTION: Clerk**
- 12.8 20190304 DALC Newsletter 2019 #5 Cllrs were informed of courses available.
- 12.9 20190302 The next Devon Community Resilience Forum event will be held on 13th June 2019 Cllrs were informed.

### 13. Finance

- 13.1 Consider approval of Harbertonford grass cutting It was **RESOLVED** to approve grass cutting at the same cost per cut as the previous financial year.
- 13.2 Notice of income and expenditure since last meeting. None.
- 13.3 March 2019 payments It was **RESOLVED** to make the following payments:

Chq	Ref	To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
SO	0319_1			Salary March: £330.03			
				NP March: £38.08	368.11	0.00	368.11
			Payslip 20190322	Overtime (01/04/17 - 10/10/17 payment 3 of 3)	237.09	0.00	
			Expenses 20190307	Reimbursement for purchase of light for survey vehicle	28.99	0.00	
BACS	0319_2	Cat Radford		Mileage/Parking	8.1	0.00	
				Broadband claim (1 month)	7.50	0.00	281.68
84	0319_3	The Link Academy Trust	NA	Use of Harbertonford CE Primary school for Parish Council meetings 10/04/18, 12/06/18, 09/10/18, 11/12/18 and 12/02/19 based on a cost of £5.00 per hour.	50.00	0.00	50.00
				Parish Council contribution to TRAYE funds from their own funds to be paid as £500 in the financial year 2018/9 and £500 in 2019/20	500.00	0.00	
BACS	0319_4	TRAYE	NA	Transfer of Locality Fund Budget	500.00	0.00	1000.00
BACS	0319_5	Totnes Fire Protection & Signs Ltd		600 x 200 SURVEY signs in magnetic £19.00 each plus vat	38.00	7.60	45.60
BACS	0319_6	South Hams District Council	22000582	Grounds Maintenance Works To carry out tractor cut of field and spray car park during 2018	570.00	114.00	684.00
BACS	0319_7	George Waite	Expenses form 0290312	Reimbursement for purchase of line marker spray for buddle hole survey	8.39	1.68	10.07
					2,316.18	123.28	2,439.46

14. **E-Circulars** received include Citizens Advice South Hams, Devon Communities Together, Devon County Council Community News Round-up, Devon Home Choice, Emergency Planning newsletter, Fields in Trust, Harberton Village Email, Healthwatch Devon, Information Commissioners Office, Public Sector Executive, Rural Services Network, Harberton Village Email, SLCC Membership, Torbay and South Devon NHS Foundation Trust
15. **Matters at the discretion of the Chairman: Councillors' reports and items for future agendas** Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.
- 15.1 Ash Dieback The Tree Warden reported that a survey of ash trees is being completed and loss of trees will be significant. It was commented that any trees on Parish land need to be monitored and Parish Council should budget for felling any dangerous trees. **It was RESOLVED** to include ash dieback as an agenda item on at the next meeting.
- 15.2 Highways event The Chair enquired whether Highways had arranged an event for 2019 as the previous events had been very informative. The Clerk commented that no invitations had been received.
16. **Date of next ordinary meeting** Tuesday 9<sup>th</sup> April 2019

Meeting closed at 21:56.