

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 14th May 2019 at Harberton Parish Hall.

Cllr Beamish	<i>Present</i>	Cllr Camp	<i>Present</i>	D.Cllr McKay	<i>Present</i>
Cllr Bowley	<i>Apologies</i>	Cllr Davidson	<i>Apologies</i>	C.Cllr Hodgson	<i>Present</i>
Cllr Janes	<i>Present</i>	Cllr J.Hockings	<i>Present</i>		
Cllr McDonnell	<i>Present</i>	Cllr Williams	<i>Apologies</i>	Clerk: Ms Radford	<i>Present</i>
Cllr Waite	<i>Absent</i>	VACANCY: Filled by Cllr S. Hockings at item 6.		Public	
VACANCY		VACANCY: Filled by Cllr Phillips at item 6.			

Public Session

- i) Representatives from Higher Dorsley Barton attended the meeting to introduce application [0638/19/FUL](#) and answer any questions. It was noted that permission had been granted for up to three dwellings, but this application is for development of one dwelling.

Agenda

- 1. **Apologies** were received and accepted as above.

2. Declaration of Interests

- 2.1 Cllrs were advised that all cllrs, whether elected, returned unopposed or co-opted need to complete new Register of Interests forms that must be returned to the Clerk for compilation before being lodged with the Monitoring Officer at South Hams District Council (SHDC) within 28 days of appointment or co-option. Paper forms were circulated for cllrs to complete and all cllrs present returned them to the Clerk immediately for processing.
- 2.2 The following interests were declared on items on the agenda:

Cllr J.Hockings	Item 6	Relative of person putting themselves forward for co-option	Cllr J.Hockings did not take part in discussion and did not vote on this item.
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3. Reports from County and District Councillors for information.

- 3.1 County Councillor (C.Cllr) The C.Cllr had circulated a monthly report in advance of the meeting.
 - 3.1.1 *Highways* Lack of maintenance over time has created significant issues, particularly with drainage, that the Devon County Council (DCC) is trying to address. Cllrs commented that the Parish Council has regularly raised concern over recent years about the lack of a lengthsman service as being a key issue. The C.Cllr commented that it is becoming much more apparent that there has been a lack of regular maintenance over many years.
 - 3.1.2 Cllrs comments that the a ¾ mile stretch of road between North Park Corner and Washbourne was resurfaced only three weeks ago but that pot holes have appeared already due to poor workmanship. It was commented that tar and chippings were just laid on top of pot holes
 - 3.1.3 Cllrs commented that following complaints made about the dirt on the road, the council has made a really good job of clearing the road from Hazard to Eastleigh Cross. It had been observed that the pot holes have been marked up for works.
 - 3.1.4 It was commented that a couple of the Parish Cllrs had attended meetings of the traffic and transport forum. Cllrs were encouraged to attend the Town Council’s referendum night in the Guildhall, at which the work of the transport and traffic forum will be discussed, along with discussion about calling for a climate emergency.
- 3.2 District Councillor (D.Cllr) District Councillor John McKay was welcomed. He commented that he has little to report whilst his induction is still underway.
 - 3.2.1 *Maltsters Arms in Harbertonford* A meeting has been held with Heavitree, who are willing to sell the pub and the property next door, and funding options are being considered. An alternative option is to consider a new build on a site that has been identified in the village.
 - 3.2.2 *Dog Mess Bins* Cllrs reported that there is concern that there are not sufficient dog mess bins, particularly on Woodcourt Road. D.Cllr commented that much of the issue is due to ignorance and proposed a leafleting campaign to raise people’s awareness. The C.Cllr advised liaison with the Locality Officer.

4. Minutes It was RESOLVED to approve the following minutes as an accurate record:

- 4.1 Annual Parish Meeting 9th April 2019
- 4.2 Ordinary Meeting of Harberton Parish Council 9th April 2019

5. **Report Matters Arising from the Minutes** for information only
 - 5.1 Harbertonford Defibrillator Kiosks It was reported that Community Heartbeat Trust (CHT) will book in annual checks as requested, at which time the electrician will also see if they can help to resolve the power issue at the Harbertonford site at the same time. The Clerk will be advised as to the arranged dates.
 - 5.2 Community Speed Watch It was reported that no further correspondence had been received.
 - 5.3 Parish Buddle Holes Survey/Scheme of Works It was reported that Cllr Waite had produced a scheme of works for a contractor following the recent survey of Buddle Holes. This would inform the process of creating a brief for tenders. It was agreed to share this information with the C.Cllr to share with Highways.
 - 5.4 Totnes and District Traffic & Transport AGM Not discussed as a report had been made at April meeting.
6. **Co-option of Councillors for Harberton and Harbertonford Wards** Following the uncontested election of Parish Councillors before the election of 2nd May 2019, the Parish Council has two councillor vacancies in the ward of Harberton and one in the ward of Harbertonford. Two of candidates attended the meeting to express their interest in co-option. All were asked to read and sign a declaration of eligibility for the role before formally nominating themselves. **It was RESOLVED** to co-opt Steve Hockings as councillor to the Harberton Ward. **It was RESOLVED** to co-opt Martin Phillips as councillor to the Harberton Ward. Both co-opted councillors signed a declaration of acceptance of office before the Clerk and were asked to submit their Register of Interest's paperwork.
7. **Planning**
 - 7.1 Consideration of the following planning applications:
 - 7.1.1 0638/19/FUL Demolition of barns and construction of detached dwelling house, garage and outbuildings with site landscaping at Higher Dorsley Barton, Harberton **It was RESOLVED** to SUPPORT the application with the suggested conditions: to retain the screening to the road; to retain the original screen to the view to Copythorne Reservoir; and to comment that the access from the property onto the road needs modification, taking into account the road opposite from Lower Dorsley Barton.
 - 7.1.2 1107/19/FUL Retrospective planning application to retain single storey temporary accommodation at Valley End Farm, Harberton **It was RESOLVED** to SUPPORT the application providing that there is a condition that the temporary accommodation is removed once the new residence has been occupied for 6 months.
 - 7.1.3 0915/19/FUL Change of use of land to residential garden land, Valley End Farm Harberton **It was RESOLVED** to make NO COMMENT.
 - 7.1.4 1295/19/ARM Application for approval of reserved matters following outline approval 3631/17/OPA at Beacon Park **It was RESOLVED** to SUPPORT the development subject to conditions of the night lighting to reduce light scatter and to comply with the current guidelines established for rural areas by the Institute of Lighting Engineers (IoLE).
 - 7.1.5 0840/19/HHO Retrospective householder application for timber framed summerhouse with decked veranda in rear garden at 2 Steps Cottage, Old Road, Harbertonford **It was RESOLVED** to SUPPORT the application.
 - 7.2 Receive a report on planning decisions
 - 7.2.1 0559/19/HHO CONDITIONAL APPROVAL Householder application for erection of home office to replace log store structure in garden and over-cladding and insulating rear elevation of cottage at May Cottage Old Road Harbertonford. Conditions have been put in place to ensure that the development displays good design practice in respect of the age and character of the development
 - 7.2.2 4138/18/FUL CONDITIONAL APPROVAL Change of use of agricultural land to equestrian and formation of sandschool, erection of stable building, formation of internal tracks and alterations to existing internal access track (part retrospective) at Higher Dorsley Barton Harberton. It was noted that permission is conditional on the development being only used for private equestrian purposes; that no flood lighting be installed; no tree, shrub, hedge shall be felled, removed or destroyed without prior notice in writing to the Planning Authority, established trees or shrubs, if removed, should be replaced and that the ecology report be fully implemented.
 - 7.3 Receive a report on enforcement cases A hard copy of the enforcement caseload was circulated for cllrs only. It was noted that an issue reported to the Local Authority by the Parish Council has not been included in the list. **The Clerk** agreed to chase.
8. **Monthly reports**
 - 8.1 Finance Committee No report.
 - 8.2 Harberton Parish Neighbourhood Plan It was reported that as well as finalising the housing section the economy section is being revised to include protection for small workshops having their use changed. The Steering Committee is still in process of rewording sections relating to public access and greenspace and has designated the cricket club, football field, Palmers Dam as greenspace, and considering inclusion of the attenuation pond at Tristford. It was noted that the HNP is due to discuss public parking provision, and consider whether landowners would require the Parish Council to take over management and maintenance of such sites or whether they would be managed privately. Three options were discussed: ownership of land could be transferred to the Parish Council; that land is leased; or that the developer retains ownership and run it as a private car park.
 - 8.3 Community Land Trust update No report.

8.4 Clerk's update

- 8.4.1 Website It was reported that the Parish Council website had been out of service due to an issue with wordpress updates and plug-ins. The Clerk had now resolved this with support from the web hosts.
- 8.4.2 Pop up café on Harbertonford green The Clerk had been approached by Harbertonford residents to advise that a pop up café will be situated on the green in Harbertonford between 10 – 4 on 25 – 27th May to coincide with the Open Studios event. Cllrs were informed that the café would be removed each evening and all litter taken away so that the bins would not overflow.
- 8.4.3 Planning Application Download Download speeds have been challenging to some Cllrs and it had been agreed with the clerk to download planning applications for circulation by data stick to those affected. The Clerk had reported requesting advice from the District Councillor and SHDC on creating a 'download all' button on the Development Management website, and to request that files be better labelled. SHDC has responded to comment that solutions are being tested and a guide to clerks and councillors on use will be circulated. The Clerk had tested a solution proposed by D.Cllr McKay that had proved very satisfactory.
9. **Harbertonford Playpark** It was reported that Cllrs Beamish and Camp had met representatives from EarthWrights to discuss the ongoing maintenance and longevity of the natural wood play structure. It was reported that there is rot that needs serious work which will condemn sections of the structure. It is unfortunate that the play structure was built in larch, which rots very quickly. The contractor has been replacing rotten beams with Robinia, but the play structure is now out of its warranty and but costs to replace the whole structure are high. It was agreed that the Parish Council needs to raise awareness that it is a finite piece of equipment and will have to be decommissioned over the next few years. It was reported that plans are in place for a rounders match in the park to raise awareness of the need for fundraising and voluntary support to form a play park committee should the community wish to repair and retain play equipment on site.
10. **Ash Dieback** It had been reported to the Clerk that Cllr Bowley was in the process of auditing the trees on Parish Land and had proposed that the issue be discussed once this work was complete in June or July.
11. **Harberton Playing Field Association (HPFA) Community Benefit Fund Grant** It was agreed to defer this item to the next meeting to allow HPFA to prepare information for consideration.
12. **Document review** As required as part of the annual audit:
- 12.1 Statement of Internal Control was reviewed and no changes made.
- 12.2 Grants and Proof of Need Summary 2018/19 was accepted for publication on the website.
- 12.3 Confirmation of bank signatory arrangements **It was RESOLVED** that Cllrs Camp, Beamish, Williams, J.Hockings and Janes remain signatories on the Lloyds Current Account. **It was RESOLVED** to remove Mr Broom as a signatory following his departure from the Parish and to add Cllr S. Hockings instead. **It was RESOLVED** that Cllrs Camp and S.Hockings remain signatories on the Barclays Account. It was agreed that the Parish Council no longer pay Community Benefit Fund payments directly from the Barclays account, but that the correct funds are transferred from Barclays to Lloyds and payments are made from the Lloyds account.
- 12.4 Protocol on recordings of meetings was reviewed and no changes made.
- 12.5 Treatment of anonymous letters was reviewed and no changes made.
13. **Correspondence**
- 13.1 20190415 Parish Council AED Cllrs were informed that a written apology had been received from a member of the public who had asserted to the Parish Council that the Parish Defibrillators were locked when they are in accessible units. The letter was read in full. It was noted that the letter referred to the need for regular checks. It was noted that volunteers do undertake regular checks of the units and report any issues to the Community Heartbeat Trust. It was due to these checks that it had come to the Parish Council's attention that the member of the public had sought to access the defibrillators to ascertain if they were locked.
- 13.2 20190525 DALC Newsletter #8 2019 Cllrs were informed that the newsletter included dates for courses on how to be a good councillor, should anyone wish to attend.
- 13.3 20190507 Results of South Hams District Council Elections Cllrs were informed that 46.24% of the electorate had voted in the election for District Councillor of the West Dart Ward. 602 votes had been counted for John McKay (Liberal Democrats), 336 votes counted for Leigh Munro (Conservative) and 14 votes were unmarked or wholly void for uncertainty.
- 13.4 20190508 DALC: A new term of office begins! Cllrs were informed that the newsletter included congratulations to Councillors on election and links to advice and guidance on co-option, which the Clerk had referred to in respect of item 6.
14. **Finance**
- 14.1 Notice of income and expenditure since last meeting. 2nd April 2019 direct transfer of £5656 from TGC solar to the Barclays Account with respect to the annual Community Benefit payment. 12th April 2019, an internal transfer of £240.00 made from Barclays to Lloyds account.
- 14.2 May 2019 Payments **It was RESOLVED** to make the following payments:

Chq		To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
SO	1905_1			Salary May: £429.52			
				NP May: £49.56	479.08	0.00	479.08
BACS	1905_2		Payslip 20190522	Overtime (12/10/18 - 31/03/19 payment 2 of 3)	80.00	0.00	80.00
				Mileage/Parking	8.10	0.00	
				Reiubursement for office expenses	49.67	0.00	
BACS	1905_3	Cat Radford	Clerk Expenses Claim 20190508	Broadband claim (1 month)	7.50	0.00	65.27
BACS	1905_4	Came and Company	2141025	Ecclesiasitcal LTA premium 01/06/2019 to 31/05/2020	452.16	0.00	452.16
					1076.51	0.00	1076.51

15. **E-Circulars** received included 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.

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

16.1 Cllr S. Hockings commented that he was willing to become the Parish Council's representative on the Harberton Playing Field Association, but that the Parish Council needs to appoint a new snow warden.

17. **Date of next ordinary meeting** Tuesday 11th June 2019.

Meeting closed at 9.20pm