

HARBERTON PARISH COUNCIL

DRAFT Minutes of the ordinary meeting of Harberton Parish Council held at 7.30pm on Tuesday 11th June 2019, Harbertonford CE Primary School.

Cllr Beamish	<i>Present</i>	Cllr Camp	<i>Apologies</i>	D.Cllr McKay	<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>Present</i>	Clerk: Ms Radford	<i>Present</i>
Cllr Waite	<i>Present</i>	Cllr Phillips	<i>Present</i>	Public	11
VACANCY		Cllr Williams	<i>Present</i>		

Public Session

- 10 members of the public (MoP's) attended the session to raise concerns about planning application 0840/19/HHO: Retrospective householder application for timber framed summerhouse with decked veranda in rear garden at 2 Steps Cottage, Harbertonford and to ask the Parish Council to object to the application. Issues raised included: use of the summerhouse as a workshop from which to operate a business; complaints about noise from power tools outside of working hours; concerns about deliveries from large vehicles to business premises blocking Old Road; complaints about obstructions of shared access by use of padlocks and due to storage of delivered materials; concerns about fire risk and limited access to fire services in case of emergency. MoP's were informed that the Parish Council had already made a recommendation to support the application at its last meeting in May 2019 and, as the item was not on the agenda, the Parish Council was not able to revisit its decision. However, it was noted that the Parish Council had supported the development of a summerhouse at this property as it was considered an improvement to the workshop that had been in place before. The Parish Council would make a note to this effect to the development management officer. It was recommended to MoP's that they each forward their objections to the Planning Authority as the period to accept comments on the application was still open. It was also recommended that MoP's raise concerns directly with D.Cllr McKay of South Hams District Council (SHDC) with regard to both planning and public health concerns, and to raise concerns with Devon County Council (DCC) Highways with regard to access for delivery vehicles to a business premises.

Agenda

- 1. Apologies** were received and accepted.
- 2. Declaration of acceptance of office** Councillors who were absent at the last meeting of the Parish Council signed declaration of acceptance of office in front of the Clerk.
- 3. Declaration of Interests**
 - 3.1 Register of Interests: Councillors who were absent at the last meeting completed the 2019 Register of Interests form. Cllrs who had already completed their register of interests forms were reminded of the need to update the register should their interests have changed. All councillors were reminded to read the Code of Conduct to ensure compliance.
 - 3.2 No interests were declared on items on the agenda.
- 4. Reports from County and District Councillors** for information.
 - 4.1 County Councillor (C.Cllr) A report had been circulated by the County Councillor in advance of the meeting and was tabled. No questions were raised on the report.
 - 4.1.1 *Report Air quality management action plan* It was noted that the report is due, which will include information on the air quality in Harbertonford.
 - 4.1.2 *Rural services network* The C.Cllr encouraged Cllrs to participate in a rural mobile innovation study being circulated by Rural Services Network as it might be helpful to gaining more local rural transport services in the area.
 - 4.2 District Councillor (D.Cllr)
 - 4.2.1 *Council Tax reduction* The D.Cllr commented that he has been focused on this area over recent weeks.
 - 4.2.2 *Guided around Bow Road* It was reported that residents have expressed dissatisfaction with the state of Bow Road and is pursuing this with the street cleaning team. There have also been complaints about speeding on the road.
- 5. Minutes** The following minutes were approved as an accurate record:
 - 5.1 Annual meeting of the Parish Council 14th May 2019

5.2 Ordinary Meeting of Harberton Parish Council 14th May 2019

6. Report Matters Arising from the Minutes for information only

6.1 Harbertonford Defibrillator Kiosks No date for annual checks has been received.

6.2 Community Speed Watch It was reported that the Clerk has spoken with a representative of Devon and Cornwall Police who confirmed commitment to trial Community Speed Watch online. The Clerk was informed that the local police force will trial the system with a small number of established voluntary groups before expanding to Harberton Parish and other areas.

6.3 Parish Buddle Holes Survey/Scheme of Works It was agreed to share the finalised map with the Clerk to accompany the completed survey. It was reported that Ashprington Parish Council has requested advice on undertaking a similar exercise. Cllr Waite strongly objected to the suggestion that the survey and scheme of works be shared with the County Council.

7. **Co-option of Councillors for Harbertonford Ward** A member of the public was in attendance to observe the meeting and consider nominating themselves to the position of councillor at a future date. No other nominations had been received. It was agreed to advertise the vacancy more broadly and via Village Life.

8. Planning

8.1 Receive a report on planning decisions No decisions to report.

8.2 Receive notification of appeal decision Cllrs were informed that appeal APP/K1128/W/19/3222189 has been allowed and planning application is granted for part retrospective application to dig out part of the slope below the approved bund and re-routing the approved farm track to an existing farm gateway, following grant of prior approval for agricultural building, at Eden Farm, Plymouth Road, Totnes.

8.3 Receive a report on enforcement cases A hard copy of the enforcement caseload was circulated for information. It was reported that the Clerk had queried lack of entry regarding report of placement of a mobile home in the Parish and had been informed that the issue was being reviewed.

9. Monthly reports

9.1. Finance Committee No report.

9.2. Harberton Parish Neighbourhood Plan (HNP) Cllrs were updated on the previous meeting of the Neighbourhood Plan at which the steering group had discussed a call for industrial sites and that a proposal had been tabled by the Chair of the HNP to designate a site under his ownership as employment land. Cllrs expressed concern that as a sub-committee of the Parish Council, members of the HNP must follow the code of conduct so not to compromise the plan nor bring the Parish Council into disrepute. Cllrs were informed that the HNP chair had suggested standing down from the committee. It was commented that that Parish Cllrs are very grateful to those members of the community who have put so much time into the plan over the last 7 years, however inviting another call for sites could set the plan back many years. It was commented that a neighbourhood plan is a guide to planning and all developments will still require full planning permission. A site being named or otherwise will not preclude it from applying for permission in the traditional way. Following discussion **it was RESOLVED** to make the following comments to the HNP steering group:

- i) The parish council thanks the HNP steering group for all its hard work so far and looks forward to the finished document being produced;
- ii) The parish council recommends that the HNP steering group does not call for more sites or name sites not consulted on, so to aid the timely completion of the plan;
- iii) The parish council remind the committee of the code of conduct and the requirement for members to formally declare interests. The Parish Council asks members to not work on sections of the plan to which they have declared an interest in;
- iv) It is inappropriate for the current chair of HNP to reply to letters, that the clerk replies;
- v) The parish council advise the HNP committee to elect a new chairman to maintain integrity of the committee;
- vi) The Parish Council accepts that the chair of the HNP stands down and also steps away from the steering group to maintain the integrity of the committee and to protect the integrity of the work that he has put into the plan to date.

9.3. Community Land Trust update It was reported that the Local Authority is drafting a grant for the land and the CLT is negotiating the education levy.

9.4. Clerk's update

9.4.1. *Insurance renewal* The clerk reported that the insurance policy with Ecclesiastical has been renewed and the premium has been paid based on the 3 year long term agreement amount. **It was RESOLVED** that the clerk complete and sign the required long term agreement form to formalise the agreement.

9.4.2. *Caravans* It was reported that the siting of caravans at Luscombe Cross and Blakemore Level had been reported to SHDC for the attention of the Environmental Health & enforcement teams.

10. Harberton Parish Parks and Playing fields

10.1. Confirmation of Parish Council representation at Harberton Playing Field Association (HPFA) It was confirmed that Cllr S Hockings be the Parish Council's representative on the committee.

- 10.2. HPFA Community Benefit Fund A revised grant request had been circulated for consideration. After discussion **it was RESOLVED** to give a grant of £1233.33 for repair and improvement of the safety matting to the play equipment, invoices directed to the Parish Council for direct payment. It was noted that the grant was being given in exception as it exceeded the guidelines for grants of up to £1000. **It was RESOLVED** to review the Community Benefit Fund Guidelines at the next meeting with regard to discussing a firm cap on grants.
- 10.3. Harbertonford Playpark The SHDC Locality Officer's park inspection report for May had been circulated in advance of the meeting, noting loose railings and decay on fixings and in several parts of the wood structure with the comment that this is getting worse every month. Cllr Beamish reported that a quote from the original contractor had been received that would include removal of stilts and replacement of the 'tangle' which would cost approximately £3,000. Cllrs discussed possible alternatives to the wooden structure. Cllrs commented that as there are limited resources available the Parish Council will require support from members of the community to seek match funding for repair and renewal as without this, the Parish Council may have to consider closing the park because of safety issues. It was agreed to share this information with the District Council.
11. **Parish Snow Warden** No volunteers came forward to fill the role of Snow Warden since Cllr S.Hockings' resignation. **ACTION:** It was agreed that the Clerk enquire if a member of the public can take the role.
12. **Ash Dieback** It was agreed to carry this item forward to a future meeting.
13. **Annual Audit** Cllrs were reminded that at the ordinary meeting of April 2019 the Parish Council had resolved to claim exemption from the external audit. **It was RESOLVED** to sign the exemption certificate.
- 13.1. Receive Internal Auditor's report and note observations The internal auditor's report had been circulated to all cllrs in advance of the meeting for review. The Internal Auditor had made two observations, to which the following response had been prepared:
- 13.1.1. *Council to note that Barclays Bank Statement provided was dated prior to the year end. Year end bank statement to be provided to the auditor.* At the date at which the materials were compiled, a bank statement for the year end had not been made available by the bank. This has now been forwarded to the internal auditor with apologies for the delay.
- 13.1.2. *Council to provide confirmation of clerks hours per week* The internal auditor observed that the clerk's hours and pay had increased and requested evidence:
- Item 7 of minutes of HPC ordinary meeting of 9th December 2014 in which the Clerk is given an addition of 4 hours per month to support the Neighbourhood Plan. These hours have been noted as authorised 'payments' on all monthly minutes as separate to basic parish council hours, noted on the clerk's payslips and noted in a separate line item on Parish Council accounts/budgets since.
 - Item 10 of HPC meeting minutes of 14th March 2017 that records the resolution to increase basic clerk hours from 6 to 8 per week from 1st April 2018, and to pay overtime.
 - Item 7.1.1 of HPC meeting minutes of 11th April 2017 that records resolution amend decision to increase clerks' basic hours from 1st April 2017, not 1st April 2018 as agreed in the previous month.
- It was RESOLVED** to request the clerk to write a letter confirming changes to staff terms and conditions (pay and hours) in writing.
- 13.2. Annual Governance Statement
- 13.2.1. *Consider the findings of the review by the members meeting as a whole* Cllrs considered findings.
- 13.2.2. *Approve Governance Statement* **It was RESOLVED** to approve the Governance Statement.
- 13.3. Annual Accounting Statements
- 13.3.1. *Consider the Accounts Statements by the members meeting as a whole* Cllrs considered the statements.
- 13.3.2. *Approve the Accounting Statements by resolution* **It was RESOLVED** to approve the statements.
- 13.3.3. *Ensure the accounting statements are signed and dated by the person presiding at the meeting.* The Accounting statements were signed by the Chair.
- 13.4. Consider Notice of Date of Commencement of Period for the Exercise of Public Rights **It was RESOLVED** that the period for the Exercise of Public Rights would commence on Monday 17th June 2018 until Friday 26th July 2018. The Clerk confirmed that notices would be posted in advance of the commencement date.
- It was reported that the signed documents above (the exemption certificate, the Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements) plus an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights would be published on the Parish Council website before 1 July 2019.

14. Correspondence

- 14.1. 20190514 Environment Agency consultation: draft national flood and coastal erosion risk management strategy for England Cllrs were informed of the invitation to respond to the consultation before 4th July.
- 14.2. 20190517 South Hams Appoints New Leader Cllrs were informed that SHDC has appointed Cllr Judy Pearce as Leader of the Council.

- 14.3. 20190517 The Council Year Ahead Cllrs were informed via a news release that SHDC has forecast a budget gap of £470,000 which it will need to close in the financial year.
- 14.4. 20190519 Road sign for blind brow of hill A member of the public proposed provision of a sign at on the road at Dundry to Harbertonford following an accident involving two vehicles. It was **RESOLVED** to thank the member of public for their letter and refer her to DCC highways is responsible for highways.
- 14.5. 20190522 A381 Harbertonford – Wall A letter had been received from a member of the public to draw the Parish Council's attention to potential damage to the wall due to vegetation growth. It was **RESOLVED** to refer the issue to the Environment Agency.
- 14.6. 20190602 Caravans A member of the public had written to the Parish Council to draw attention to a new encampment at Luscombe cross with comments that the set up is becoming permanent. It was **RESOLVED** to forward information to the District Council.
- 14.7. 20190603 Road Safety Trust Cllrs were informed of grants available for innovative traffic calming and provision for vulnerable road users for consideration.

15. Finance

15.1. Notice of income and expenditure since last meeting. It was reported that £1,994.42 had been transferred to from the Barclays Account to the Lloyds account to pay Community Benefit Fund grants.

15.2. June 2019 payments It was **RESOLVED** to make the following payments:

Chq		To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
SO	1906_1			Salary June: £429.52			
				NP June: £49.56	479.08	0.00	479.08
BACS	1906_2		Payslip 20190622	Overtime (12/10/18 – 31/03/19 payment 3 of 3)	90.01	0.00	90.01
BACS	1906_3	Cat Radford	Clerk Expenses Claim 20190606	Mileage/Parking	8.91	0.00	
				Broadband claim (1 month)	7.50	0.00	16.41
BACS	1906_4	Harberton Parish Hall	13 th May 2019	Neighbourhood Plan Committee Room Hire for 25 th April & 30 th May 2019	19.00	0.00	
				Neighbourhood Plan Committee Room Hire for 27 th June 2019	9.50	0.00	28.50
BACS	1906_5	IAC audit	0738	Provision of Internal Audit Services in respect of 2019 Annual Return	150.00	30.00	180.00
					764.00	30.00	794.00

16. **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, SLCC Membership, Torbay and South Devon NHS Foundation Trust.

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

- 17.1. Dog fouling It was reported that there have been complaints about dog fouling on Woodcourt Road and Bow Road. Bags of dog mess have been found hanging on the village hall gates.
- 17.2. Fingerpost sign at Harberton Cllr raised the issue of the missing finger post sign at Blakemore on behalf of a member of the public, as had been raised at a previous meeting.
- 17.3. Works on Harbertonford carpark It was noted that works have not yet commenced. It was agreed for the clerk to make enquiries with the contractor.
- 17.4. Trespass at Brockhills It was reported that advice had been sought regarding regular trespass on fields at Brockhills. It was commented that this is a civil matter.
- 17.5. Visibility issue at Brockhills It was commented that issues can be reported via the DCC Highways website.
- 17.6. Enforcement issues Two enforcement issues were raised. It was commented that issues should be referred to SHDC enforcement team.
- 17.7. Pruning in the ford It was reported that a bush in the ford had been pruned which was now out in bud.
- 17.8. Fly tipping was reported between Luscombe Cross to Brockhills.

18. **Date of next ordinary meeting** 7.30pm on Tuesday 9th July 2019.