

## HARBERTON PARISH COUNCIL

**DRAFT** Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 9<sup>th</sup> July 2019, Harberton Parish Hall.

Cllr Beamish	<i>Present</i>	Cllr Camp	<i>Late</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>Apologies</i>	Clerk: Ms Radford	<i>Present</i>
Cllr Waite	<i>Present</i>	Cllr Phillips	<i>Present</i>	Public	1
VACANCY		Cllr Williams	<i>Present</i>		

### **Public Session**

- i) A member of the public attended the meeting to ask for update on planning application 0840/19/HHO on Old Road, Harbertonford and asked if there had been an update. The District Councillor (D.Cllr) commented that the planning application has been forwarded to him for delegated approval. He is waiting for information from residents for information on concerns before providing a response. Cllrs commented that this is ultimately a nuisance issue and recommended that residents keep a diary of noise and take photographs of deliveries.

### **Agenda**

1. **Apologies** Were received as above and accepted

2. **Declaration of Interests**

- 2.1 Register of Interests: Cllrs were reminded of the need to update their register of interests.  
2.2 No interests were declared on items on the agenda.

3. **Reports from County and District Councillors** for information.

3.1 County Councillor (C.Cllr)

- 3.1.1 *Homeless and Gypsies and Travellers* It was commented that the company LiveWest provide supported housing for people in need and numbers of street homeless has reduced. It was commented that individuals not identified as gypsies/travellers are classed as a rough sleepers. 'Navigators' work with people to establish if living circumstances are due to lifestyle choice or economics, helping the latter to find accommodation. The C.Cllr is continuing in her work to find land to establish gypsy and traveller sites.  
3.1.2 *Air quality* There was no update on the expected report but the C.Cllr is chasing this.  
3.1.3 *Totnes Bridge* Cllrs made queries about the condition of the bridge over the railway in Totnes. The C.Cllr commented that one of the traffic schemes for the area includes creation of a pedestrian underpass. This would require movement of the signal boxes.

3.2 District Councillor (D.Cllr)

- 3.2.1 *Neighbourhood Plan* The D.Cllr reported attending a meeting with South Hams District Council (SHDC) officers with members of the Harberton Parish Neighbourhood Plan (HNP) steering group.  
3.2.2 *Harbertonford Pub* The D.Cllr commented that the brewery has put the Maltsters Arms on the market and there is now a time limit for the community to express interest in purchase. The D.Cllr asked the Parish Council to consider making an expression of interest on behalf of the community and to accept grant funding on behalf of the community as the interest group has not yet legally constituted. See item 13.5.  
3.2.3 *Dog mess* It was reported that meetings had been held with SHDC street cleaning team at Riverdale. Localities officer will put up signs to encourage parked vehicles to move temporarily to enable access by the street cleaning machine. Members of the community have expressed interest in managing the street themselves but need the correct equipment to do so. The D.Cllr was asked to follow up on requests for dog bins on the Woodcourt Road.  
3.2.4 *Zebra Crossing* The D.Cllr commented that he has been approached by residents with regard to placement of the crossing. The Clerk informed the D.Cllr that a file on the history of the crossing and attempts to move it has been compiled, that can be shared for information. **ACTION: CLERK.**

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

- 4.1 Meeting of the Finance Committee of Harberton Parish Council 3<sup>rd</sup> July  
4.2 Ordinary Meeting of Harberton Parish Council 11<sup>th</sup> June 2019

5. **Report Matters Arising from the Minutes** for information only

5.1 Harbertonford Defibrillator Kiosks

- 5.1.1 *Annual Checks* It was reported that both defibrillator units had been given an annual check by Community Heartbeat Trust (CHT) on 12<sup>th</sup> June 2019. No notice had been given so it was not possible for volunteers to observe the check and consider whether it was possible for the checks to be undertaken internally. The checks show that the defibrillator in Harbertonford is connected to mains power, but that there is no power to

the box itself. It has been suggested that power to the box may be coming from the Post Office. Cllrs reported engineers on site digging up the road that afternoon.

- 5.1.2 Volunteers Following an advertisement in the Harberton Village Circular, volunteers from three households have stepped forward support regular checks to the defibrillator in Harberton. The Clerk will introduce the new volunteers to the outgoing volunteer to give guidance on what tasks need to be undertaken when.
- 5.1.3 Defibrillator pads it was noted that the pads in both kiosks expire in December 2019 so the Parish Council will need to agree a replacement before the November meeting.
- 5.2 Community Speed Watch No update.
- 5.3 Parish Snow Warden The Clerk had made enquiries to DCC to whether a volunteer from the public can be nominated as Parish Snow Warden. No reply has been received.

6. **Co-option of Councillor to Harbertonford Ward** It was reported that the Parish Council is still able to co-opt to the vacant position of Cllr for the Harbertonford Ward without requiring a notice period, provided the Parish Council continues in the endeavour to fill the vacancy. No further interest had been received. The Clerk has requested an ad in Village Life in July.

## 7. Planning

### 7.1 Consider planning applications

- 7.1.1 1848/19/PDM Notification for prior approval for proposed change of use of agricultural building to 3no. dwellinghouses (Class C3) (Class Q(a)) Higher Dorsley Barton, Harberton Cllrs were informed and made no comment.
- 7.1.2 0638/19/FUL READVERTISEMENT (Revised plans and description) Partial demolition and conversion of barns into single detached dwellinghouse with site landscaping Higher Dorsley Barton, Harberton **It was RESOLVED** that the Tree Warden request a Tree Protection Order on the trees screening the property. **It was RESOLVED** to inform the planning officer of this intention and to refer to previous comments.
- 7.1.3 1801/19/VAR Application for variation of condition 7 following grant of planning permission 22/0848/15/F Solar Park, Place Barton Farm, Moreleigh **it was RESOLVED** to make no comment.
- 7.1.4 2051/19/HHO Householder application for addition of carport for two cars at Little Farthings, Harbertonford **It was RESOLVED** to support the application commenting that the Parish Council would encourage a green living roof for greater sustainability (to mitigate the impacts of climate change) and to reduce water run-off.
- 7.2 Receive a report on planning decisions It was reported that the Local Planning Authority had approved application 1240/19/ARC at Belsford Court, Harberton for approval of details reserved by conditions 4, 5, 6 and 7 of planning consent 4242/18/FUL; plans are in keeping, units have sufficient amenity space and car parking, boundaries are clearly marked out.
- 7.3 Receive a report on enforcement cases A hard copy of the enforcement caseload was circulated for information.

## 8. Monthly Reports

- 8.1 Finance Committee It was reported that the Finance Committee had reviewed and approved the end of quarter budget report and bank reconciliation. The budget report showed an income of £12710.50 and expenditure of £5973.41 in the quarter. The bank reconciliation showed a balance of £45,400.37 including reserves. It was reported that no applications had been made to the Community Benefit Fund, and the Clerk had submitted no overtime report this quarter.
- 8.2 Harberton Parish Neighbourhood Plan (HNP) Cllrs were informed that Charlie Wynne had resigned both as chair and member of the steering group before the June meeting. Cllr McDonnell has been elected as the Chair to the HNP steering group. It was reported that during the public session of the June meeting, a case was made by a local business for Eden Farm to be put forward in the plan as an industrial site. It was reported that the HNP agreed with the Parish Council's recommendation not to include any new sites in the plan. It was reported that the steering group had held a productive meeting with SHDC officers who commented that the plan is close to completion, that site assessments (other than the site assessment for Winsland House) had been carried out well. Constructive advice was given and further support was offered in refining policy wording, on technical issues and on supporting an approach to establishing public car parking within listed development sites. It was reported that SHDC could withdraw objection to development at Winsland House if there was support from Totnes Town and Dartington Parish Councils. It was commented that as Winsland House was well supported in consultation, the HNP could leave the site in the plan during regulation 14 consultation and await a formal objection by SHDC. It was noted that if the HNP could not deliver the number of housing sites for Harberton and Harbertonford villages (not for rural outskirts) and good reasons were given such as lack of available land, topography, flooding, this provides justification for not reaching those targets.
  - 8.2.1 Request for removal of Housing Site 8 It was reported that the owner of Housing Site 8: Dundridge Yard had informed the Clerk that he wished the site to be removed from the Neighbourhood Plan with immediate effect, dated 8<sup>th</sup> July 2019.
- 8.3 Community Land Trust update It was reported that the grant agreement for the land has been drafted and that the section 106 education demand has been reduced.
- 8.4 Clerk's update It was reported that Cllrs have been invited to attend a Development Management site meeting on 15<sup>th</sup> July to discuss a planning application on the Woodcourt Road. Information will be circulated. Cllrs Beamish, Davidson and Waite will attend.

- 9. Community Benefit Fund Guidelines** After discussion it was **RESOLVED** to accept the Finance Committee's recommendations:
- 9.1 to retain the guidelines as written to enable the fund to support a greater number of projects over a longer timescale. The current wording allows for the cap of £1000 to be lifted in exceptional circumstances.
- 9.2 to update information regarding means of payment: *Payment of the grants will be paid either by cheque or electronic transfer.*
- 10. Harberton Parish Parks and Playing fields**
- 10.1 Harberton Playing Field Association (HPFA) Grant It was reported that the HPFA had formally accepted the grant and agreed that the invoices be directed to the Parish Council and the grant be retained in the Parish Council reserves. HPFA will transfer match funding to the Parish Council as necessary to cover bills in excess of the grant awarded.
- 10.2 Harbertonford Playpark The Locality Officer's June inspection report had been circulated, noting increasing rot in the structure and the requirement for maintenance of bolts and ensure gate fully closes. **ACTION: Cllrs Beamish and Bowley** agreed to undertake the list of simple maintenance tasks. **ACTION: Cllr Phillips** agreed to raise awareness of the scale of the issue by writing a letter to all residents that could be circulated with Village Life. The letter would detail the cost of repair of the wooden structure at £3000, encouraging residents to participate in a fundraising effort, support ongoing maintenance and participate in decisions about the park's future. It was reported that a rounders match was held to raise money and awareness. It was commented that if funding is not sought, cost of removal will need to be passed onto Parish residents through an increase in the precept demand.
- 11. Ash Dieback.** Following his visit to Parish Council owned land cllr Bowley reported that there were no immediate risks, but he is keeping an eye on a couple of trees on Harberton Playing Field. It was commented that directives from Devon County Council are due to be sent to every Parish Clerk. Trees will be required to be surveyed by a professional at a cost of approximately £250 per visit.
- 12. Devon Air Ambulance Community Landing Site**
- 12.1 Update on installation It was reported that with support from members of the Parish Hall committee, the LED lighting column was installed on 27<sup>th</sup> June 2019. Thanks were given to the village hall committee for ensuring that the channel dug did not interfere with any drainage, cut back hedges and supported MAT electricians in access to the building.
- 12.2 Insurance considerations The Clerk has written to the Parish Council's insurance company to request that the lighting column and switching unit be included on the Parish Council's insurance. As the Parish Council has funded and will maintain the column and associated equipment in the Parish Hall, the Parish Council's insurance will extend cover for the equipment inside the hall itself, provided the hall committee does not interfere with the unit.
- 12.3 Maintenance Service Level agreement for consideration and liabilities of Harberton Parish Hall **It was RESOLVED** to sign a Service Level Agreement with MAT Electricians at a cost of £89.95 plus VAT for the year to undertake an annual check of the switching controls and lighting column.
- 12.4 Consider management of the landing site including regular tests, reports of activity on the field and ensuring area is clear
- 12.4.1 *Regular tests* It was suggested that the Parish Council test the switch at Parish Council meetings every other month, and the cleaner at the Parish Hall be asked to make the tests in between.
- 12.4.2 *Play equipment being used on the playing field* It had been noted by DAAT that on the day of installation the moveable goals were in position in the centre of the field and it had been commented that this needs to be raised with the community to ensure that moveable equipment is placed to the side of the field when not in use. **ACTION: Cllr Davidson** agreed to write a news story to inform residents that the column has now been installed, to include a reminder to remove goal posts and other equipment to the edge of the field.
- 13. Correspondence**
- 13.1 20190614 Home improvement loan scheme funded by South Hams District Council Cllrs were informed
- 13.2 20190614 Proposed road closure Morleigh Road, Harbertonford Cllrs were informed of closure outside Wyld Lea Meadow between 23-27 September.
- 13.3 20190620 Stagecoach South West Annual Stakeholder Conference Wednesday 24th July 2019 Cllrs were informed.
- 13.4 20190620 Moratorium Notice - Maltsters Harbertonford Cllrs were informed that Heavitree Brewery have given formal notice of their intention to sell the Maltsters Arms. Receipt of this notice has started a 6 week moratorium during which a valid community group may write to inform the Council that they wish to be treated as a potential bidder on the property. This notification must reach South Hams District Council by 30th July 2019. Should an expression of interest be received, a further moratorium of 6 months will be enforced, during which time, the owner will not be permitted to sell the asset, unless to a valid community group or through an exempt form of disposal, during this 6 month period. After this moratorium period the owner is free to sell to whomever they choose and at whatever price.
- 13.5 20190621 Moratorium Notice - Maltsters Harbertonford J McKay response Cllrs discussed John McKay's request that the Parish Council express interest as a potential bidder on the Maltsters Arms as members of

the community have yet to set up a vehicle to do this. After discussion it was agreed that despite lodging paperwork on behalf of the community to acknowledge the Maltsters Arms as a community asset, the Parish Council resolved that it would be detrimental to the Council's standing as independent to express an interest in bidding on the pub and is of the opinion that it has done as much as it can with this particular asset. **Action: The Clerk** agreed to inform Mr McKay as soon as possible so that if there was still interest by members of the community in forming a Community Benefit Society or CIC to express interest in the pub they had as much time as possible to do so.

- 13.6 20190627 Proposed Road Closure - Harberton Cllrs were informed about a road closure on the Tristford Road between 30<sup>th</sup> September – 3<sup>rd</sup> October 2019.
- 13.7 20190628 Next Parish Meeting The noise issue at Old Road had been discussed during the public session.
- 13.8 20180628 Travellers in your area It was reported that the Clerk had received a marketing letter from a company specialising in moving on travellers without going to court. The Clerk had forwarded the unsolicited letter to DCC for information.
- 13.9 20190703 Proposed Devon & Somerset Fire & Rescue Service Changes - 12 Week Consultation It was agreed to forward the consultation to all cllrs for individual responses and for the Clerk to provide a Parish Council response to oppose reduction in facilities at Totnes Fire Station. **ACTION: Clerk**
- 13.10 20190703 Local Climate Emergency declarations A resident had been in touch to ask if the Parish Council has declared a climate emergency in accord with Totnes Town and Devon County Councils. The Parish Council was asked if it recognises that we are in a climate emergency, what actions are possible for the Parish Council to undertake, what actions it is preparing to make to protect the parish from the nationally declared climate emergency and keep it resilient. The Clerk commented that other Parish Councils in the area are signing up to the Devon Climate Declaration. It was agreed to discuss this under an agenda item in September and for the Clerk to forward information about the Devon Climate Declaration in advance of the meeting.
- 13.11 20190703 Harberton Parish Hall AGM Cllrs were informed that they were invited to the AGM to hear about work of the committee and voice any ideas.

#### 14. Finance

14.1 Notice of income and expenditure since last meeting. None reported.

14.2 July 2019 Payments It was **RESOLVED** to make the following payments:

Chq		To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
SO	1907_1		Payslip 20190722	Salary July: £429.52 NP July: £49.56	479.08	0.00	479.08
SO	1907_2		Payslip 20190822	Salary August: £429.52 NP August: £49.56	479.08	0.00	479.08
BACS	1907_3	Cat Radford	Clerk Expenses Claim 20190704	Mileage/Parking  Broadband claim (2 month)	7.74  14.99	0.00  0.00	  22.73
BACS	1907_4	MAT electrics	DW33089	Carried out insatllation of night landing lights (Harberton) as per quote Q15823	5967.65	1193.53	7161.18
BACS	1907_5	MAT electrics	MT33091	Annual maintenance agreement DAAT/Main/22581	89.95	17.99	107.94
BACS	1907_6	Exeter Diocesan Board of Finance	NA	Harbertonford Playground lease payment for the year commencing 23rd August 2019	60.00	0.00	60.00
BACS	1907_7	Andrew's Technology Support	9899	Livedrive cloud UK based backup from July 2019 to June 2020 Unlimited storage, unlimited computers.	48.00	0.00	48.00
					7146.49	1211.52	8358.01

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, 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 Building above Blacklands It was commented that a large structure was being erected above Blacklands on the Morleigh Road. Vehicles have been causing obstruction here.
- 16.2 Overgrown hedges were reported on the Morleigh Road between Miss Muffets and Wheelwrights making it difficult for large vehicles to pass.
- 16.3 Building on the Plymouth Road It was reported that landscaping works and construction of a stable block has been undertaken on the Totnes side of Yeo Cottage
- 16.4 Abandoned Car in Harbertonford Car Park An abandoned car was reported. A notice has been placed on it for it to be removed.
- 16.5 Meeting acoustics in Harbertonford School A number of councillors commented that they are finding it difficult to hear meetings when held in Harbertonford School hall due to the hall acoustics. It was suggested that meetings be held in one of the smaller classrooms.

**17. Date of next ordinary meeting** Tuesday 10<sup>th</sup> September 2019