

## **HARBERTON PARISH COUNCIL**

**DRAFT** Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 8<sup>th</sup> October 2019,  
Harbertonford CE Primary School.

Cllr Beamish	Present - Late	Cllr Camp	Present	D.Cllr McKay	Present
Cllr Bowley	Present	Cllr Davidson	Present	C.Cllr Hodgson	Apologies
Cllr Janes	Apologies	Cllr J.Hockings	Present		
Cllr McDonnell	Present	Cllr S. Hockings	Apologies	Clerk: Ms Radford	Present
Cllr Waite	Present	Cllr Phillips	Present	Public	1
VACANCY		Cllr Williams	Present		

### **Public Session**

- i) A member of the public (MoP) attended the meeting enquiring on the Parish Council's position on the declaration of a climate emergency as the item has been on the September meeting agenda. The MoP was informed that a motion to declare a climate emergency had been brought to the Parish Council's attention by the County Councillor (C.Cllr) earlier in the year at the time that Devon County Council (DCC) were in the process of considering a motion declaring a climate emergency. As the information being put to the Parish Council at that time was not the same as the DCC motion, there were no proposers to debate the example motion provided. Following the MoP's correspondence to the Parish Council during the summer, the item was put on the September agenda by the Clerk who then also compiled material to provide context to a debate on a climate emergency declaration, along with examples of how other town and parish councils have responded with intent. This was due to be discussed in September but deferred to enable all Councillors (clrs) further time to consider this material and provide more time for debate on purposeful action. It was noted that the material compiled includes the same motion as was brought to the Parish Council at the beginning of the year as this wording has been adopted wholesale by other local councils in the area. It was pointed out by the clerk that the Parish Council may require support from volunteers from the local community on developing or delivering actions related to Parish Council response to a climate emergency. The MoP volunteered support to a working group, suggesting that others in the community would also respond positively to such an invitation. The MoP then left the meeting.

### **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 Cllr Williams declared an interest in item 10 as he is the resident of the neighbouring property.
3. **Reports from County and District Councillors** for information.
  - 3.1 County Councillor (C.Cllr) The C.Cllr had circulated a written report in advance of the meeting.
  - 3.2 District Councillor (D.Cllr)
    - 3.2.1 See *District Councillors document on A381 for discussion* The D.Cllr had circulated a document in advance of the meeting on the subject the zebra crossing and traffic on the A381 through Harbertonford. It was commented that Devon Transport policy DDP3405 was based on Devon Transport Circular dated January 2006, however there has since been a supplementary document dated January 2013. The District Councillor will be challenging this position, as policy should be updated. He asked if the Parish Council would agree to a 20 mph speed limit in line with '20's plenty' campaign. The Parish Council agreed, commenting that such a policy is noted within the Neighbourhood Plan despite opposition from Devon County Highways. The Clerk agreed to forward the correspondence with South Hams District Council (SHDC) and Devon County Highways (Highways) on this subject.
    - 3.2.2 *Highways Conference* It was commented that Cllrs Davidson and Waite are planning to attend the annual conference, as the D.Cllr could not attend they agreed to raise issues in his report.
    - 3.2.3 *Air Pollution in Harbertonford* It was commented that the Traffic and Transport Forum had reported the monitoring of air pollution in Harbertonford, however the results had not yet been received. The Harberton Parish Neighbourhood Plan (HNP) steering group is keen to include this information in the evidence base.
    - 3.2.4 *Asset Based Community Development (ABCD)* The D.Cllr reported that SHDC has passed a motion to adopt an ABCD approach. ABCD recognises that communities can drive processes themselves by identifying and mobilizing existing, but often unrecognised assets. The District Council will be looking at how to employ those techniques. Individual councillors commented that it was hoped that employing this approach would not provide reasons to further cut services.

4. **Minutes** the following minutes were approved as an accurate record:
- 4.1 Meeting of the Finance Committee of Harberton Parish Council 1<sup>st</sup> October 2019
- 4.2 Ordinary Meeting of Harberton Parish Council 10<sup>th</sup> September 2019
5. **Report Matters Arising from the Minutes** for information only
- 5.1 Community Speed Watch No update. It was commented that the PCSO regularly attends a meeting at Harbertonford Village Hall on Thursday should any councillors wish to attend to raise this issue.
- 5.2 Parish Snow Warden No update. Cllr Bowley offered to co-ordinate volunteers in Harbertonford.
- 5.3 Air Ambulance Landing Site It was reported that the notice jointly written by Devon Air Ambulance Trust (DAAT) and the Chair had been published in the Harberton Village Circular on 16<sup>th</sup> September 2019 to announce imminent operation of the community landing site and a request for the playing field to be kept clear of equipment. Having spoken to residents who have a clear view of the field, the notice appeared to have the desired effect as the goal posts usually left on the field were immediately stowed away near the car park. Notices have been placed in the Parish Hall, on the Parish Council notice board and in the bus shelter. Local families for whom the Clerk has details have received a notice by email. The Clerk is seeking quotations from local suppliers on cost of producing two permanent notices to position on the column itself. The Clerk confirmed to DAAT that the site can go operational. DAAT requires a Sites Contacts Form to provide details of key holders to the hall for access to the switching unit and a 'notify' contact should DAAT be tasked to the site – this is normally used in flood lit sites which may be in use during hours of darkness. The Clerk has circulated a process document to Harberton Parish Hall committee and Harberton Playing Field Association (HPFA) with a view to agree the process in which the Parish Council and DAAT are informed should a site be taken offline. Most events are planned well in advance and agreeing a process to notify DAAT should not be onerous.
- 5.4 Car Parking in Harbertonford It was reported that following the Clerk's letter to the owner of a vehicle that was being stored in the Harbertonford car park, the vehicle has been moved.
- 5.5 Highways issues
- 5.5.1 It was reported that following the Parish Council's communication to Highways in July concerning overgrown vegetation on the A381 at Brockhills Cross to the Main Road notification has been received that this is being added to vegetation clearance programme for Autumn 2019.
- 5.5.2 Cllr Waite agreed to raise concerns with Highways that the new bundle hole at Hazzard Quarry is in the wrong place to be effective. It was noted that the corner fills with water, but the bundle hole has been placed where no water collects. It was commented that photographs can be taken if needed.
6. **Co-option of Councillor to Harbertonford Ward** No expressions of interest had been received.
7. **Planning**
- 7.1 Consider planning applications
- 7.1.1 2829/19/CLE Lawful development certificate for existing use of land as residential garden land at Sampsons Barn, Harbertonford. After discussion and review of the documentation included in the application **it was RESOLVED** to make no comment.
- 7.1.2 3073/19/TCA, T1: Willow - Dismantle to ground level. Tree roots have caused wall to crack and is growing too close to garage/ shed, Briar House, Fore Street, Harberton **It was RESOLVED** to recommend to ALLOW WORK with the following comment: The Parish Council would recommend following the Devon Guidelines planting policy of 3 to 1 for removal of a fully grown tree. Should there be no land in which three new trees could be planted, trees could be supplied to the Parish Council for planting within the Parish.
- 7.1.3 3184/19/PDM Notification for prior approval for proposed change of use of agricultural buildings to 2no. dwellinghouses (Class C3) and for associated operational development (Class Q(a+b)) Barns A & B, Fletchers Combe, Diptford, Cllrs were informed.
- 7.2 Receive a report on planning decisions There was nothing to report.
- 7.3 Receive a report on enforcement cases A hard copy of the most recent enforcement caseload and notification of a closed case was circulated for cllrs information only.
8. **Monthly reports**
- 8.1 Finance Committee No report.
- 8.2 Harberton Parish Neighbourhood Plan (HNP) The owner of Dundridge Yard attended the meeting to inform the steering group that he was unhappy that the HNP had not given him more information about the neighbourhood planning process or that the steering group was a committee of the Parish Council when he put his site forward for inclusion. Having instructed the steering group to remove his site from the plan, he informed the committee that he will be looking to develop industrial units on the site. It was noted that that there had been a suggestion that there had been a conflict of interest with a previous member of the steering group. Following this representation, the steering group had agreed to write to all landowners whose sites are included in the plan to give an update on process.
- 8.3 Community Land Trust (CLT) update It was reported that the grant agreement to purchase the land has been submitted to SHDC. The CLT is taking advice on thresholds for maximum ownership. Section 106 monies will be payable once half the homes are inhabited. The CLT is putting in an application for pre-construction planning and ground works.

8.4 **Clerk's update** It was reported that the Clerk will be attending a meeting at Totnes Town Council offices on 5<sup>th</sup> November 2019 with clerks from Parish Councils that border Totnes. The meeting is to discuss opportunities for joint working. The Clerk will report back to the next ordinary meeting.

**9. Harberton Parish Parks and Playing fields**

9.1 HPFA Community Benefit Fund Works No updated proposals have been received.

9.2 Harbertonford Playpark

- 9.2.1 *Receive report from locality officer and consider actions* The most recent report was reviewed. **ACTION: Cllr Waite** agreed to look at the gate as it is not closing fully.  
9.2.2 *Update on progress on establishing a committee* There was discussion on removing the rotten wood and replacing with an alternative. **ACTION: Cllr Davidson** agreed to draft a letter to all residents of Harbertonford to circulate with Village Life. It was agreed that this letter include information about the desperate need of support for the park before the community asset is lost and that volunteers are needed to come forward with ideas for the future of the park and to act as a contact point for fundraising. It was agreed to include a call out to support maintenance, such as pruning the willow.

**10. Removal of hedge and new gateway onto Harberton Playing Field/Parish Hall** A letter had been received from the owners which was read in full to the Parish Council. Following discussion it was agreed to draft a letter to the owners to state that as the land on the boundary of the property is owned by the Parish Council and leased to the Parish Hall Committee and Playing Field Association, it would have been expected that communication had been made to all parties to request agreement to the creation of a new gateway in advance of cutting the gateway into the hedge. Although the Parish Council will not require that the gateway be removed at this point in time, it reserves the right to do so in the future. The Parish Council wishes to clarify that it is not granting access over the land and should there be any future sale or part sale of the property, the hedge at this second gateway must be reinstated and may not be sold with this access in place.

**11. Declaration of Climate Emergency** There was a discussion in which clrs considered an appropriate Parish Council response to concerns around a global climate emergency that were meaningful and relevant to the parish community. During discussion it emerged that clrs did not see a value in adopting the standard climate emergency declaration as other Parish Councils have done, but rather consider practical actions that the Parish Council could adopt relevant to its size and geographic positioning and ways in which the Parish Council could support awareness amongst parish residents. After this discussion **it was RESOLVED** that the Parish Council call for the formation of a Parish Environmental Action group to identify and carry out measures that would be practicable within this parish.

It was commented that actions have already been formulated by the Parish Council with its Neighbourhood Plan and many environmental measures/polices included in the draft.

It was agreed to circulate this call in the village circular.

**12. Parish Lengthsman** It was agreed to defer this item to the next meeting.

**13. Correspondence**

13.1 Parish Council Grant for Churchyard Maintenance (St Peters) **It was RESOLVED** to make the grant as budgeted.

13.2 Data Protection Fee – Reminder to renew **It was RESOLVED** to renew at a cost of £40.00.

13.3 Devon County Council Highways updates Cllrs were informed of the upcoming dates for Parish and Town Council conferences. **ACTION: Cllrs Davidson and Waite** agreed to attend.

13.4 TRAYE project Steering Group meeting Cllrs were informed that a meeting occurred on 7<sup>th</sup> September.

13.5 DALC Newsletter #19 2019 Cllrs were informed that the issue included training opportunities and the date for the annual conference on 23<sup>rd</sup> October 2019.

13.6 Draft BT consultation response Cllrs were informed that the consultation on removal of telephone kiosks is open until 20<sup>th</sup> October 2019. It was noted that this does not affect any kiosks in the parish

13.7 No One's at Home Cllrs were informed of the SHDC campaign calling on residents to help reduce the number of long-term empty homes in the district.

13.8 No access sign Cllrs were informed of a resident request for 'no through access sign' at Simmon Farm. It was agreed to forward to Highways and to the C.Cllr.

13.9 South Hams Supports Recycling Week Cllrs were informed of the press release.

13.10 Devon Highways - Update - W191242408 See item 5.5.1.

13.11 Planning – Tutorial Seminar There is interest in SHDC's proposal for training.

13.12 NEW Road Verge Guidelines released today! Cllrs were forwarded information provided by a resident as an example of actions the Parish Council could take in response to the climate emergency. Cllrs noted this with interest.

**14. Finance**

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

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

Chq		To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £	
SO	1910_1	Cat Radford	Payslip 20191022	Salary Oct: £429.52	479.08	0.00	479.08	
				NP Oct: £49.56				
BACS	1910_2		Clerk Expenses Claim 20191003	Mileage/Parking	11.25	0.00	18.75	
				Broadband claim	7.50	0.00		
BACS	1910_3	St Peter's Church PCC	NA	PCC Grant Harbertonford 2019/20	400.00	0.00	400.00	
BACS	1910_4	Information Commissioner's Office	NA	Data protection fee renewal	40.00	0.00	40.00	
					937.83	0.00	937.83	

14.3 Cllrs were informed that a quotation of £352.63 plus VAT for materials had been received from Wicksteed in relation to works associated Harberton Playing Field Association's Community Benefit Fund grant. **It was RESOLVED** that payment could be made between meetings should payment be required before delivery.

15. **E-Circulars** Cllrs were informed of regular circulars received, including 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 Additional buddle holes It was proposed to mark locations for additional buddle holes on the buddle hole map.16.2 Community owned pub and shop Cllr Waite reported attending a meeting to keep abreast of the project.16.3 Land for rescue hedgehogs The chair made an appeal for cllrs and residents who have suitable land for release of hedgehogs to come forward.

**17. Date of next ordinary meeting** 12<sup>th</sup> November 2019

Meeting closed at 22:15