

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 10th December 2019, Harbertonford CE Primary School.

Cllr Beamish	<i>Present</i>	Cllr Camp	<i>Present</i>	D.Cllr McKay	<i>Apologies</i>
Cllr Bowley	<i>Present</i>	Cllr Davidson	<i>Present</i>	C.Cllr Hodgson	<i>Present</i>
Cllr Janes	<i>Present</i>	Cllr Hockings	<i>Present</i>		
Cllr McDonnell	<i>Present</i>	Cllr Phillips	<i>Present</i>	Clerk: Ms Radford	<i>Present</i>
Cllr Waite	<i>Present</i>	Cllr Williams	<i>Apologies</i>	Public	
VACANCY		VACANCY			

Public Session

- i) A member of the public (MOP) attended the meeting to comment that the objections that the Parish Council put to South Hams District Council (SHDC) on application [2499/18/FUL](#) were unfair. The MOP wished to inform cllrs of the developer's award for the mill conversion and to comment that the photographs and remarks made by the Parish Council raising safety concerns were neither accurate nor relevant to the planning application. The Chair responded by clarifying that whilst safety concerns were drawn to the attention of the Local Authority, the comments and photographs submitted did not form part of the Parish Councils formal objection to the development, which focused on material considerations. Draft minutes were shared to illustrate this. It was noted that since the Parish Council's objections on lack of dimensions within the plan, a revised plan has been submitted by the developer, providing an example of how comments made by statutory consultees such as the Parish Council enables the developer to respond with more detailed information. It was also noted in response to comments made by the MOP that the cllr who owns the neighbouring property declared an interest and did not participate in the site meeting, a detail also noted in the minutes.

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 The following interests were declared on items on the agenda:

Cllr	Item	Interest	Action
Chris Bowley	7.1.1	Neighbour to application	The cllr left the room and did not participate in the discussion.
David Camp	11.2.1	Neighbour to author of the letter.	The cllr did not participate in discussion on this issue.

3. Reports for information from the County Councillor and District Councillor

3.1 County Councillor (C.Cllr) A written report was circulated.

- 3.1.1 *CCTV monitoring of A381 at Harbertonford* It was reported that the C.Cllr has raised issues of traffic speed reductions, traffic calming options & moving the pedestrian crossing at Harbertonford with Devon County Highways (Highways). It has been agreed that an incident study could be carried out over a couple of days in February, with CCTV monitors on either side of the pedestrian crossing facing it from each approach to assess actual issue /peak problem times. Cllrs commented that peak time traffic was during normal rush hours on weekdays, and it was agreed to avoid the school holidays so that normal traffic flow was measured. Cllrs suggested two sets of linked traffic lights could be position on either side of the bridge to provide adequate warning of the crossing. The C.Cllr made a note of this.
- 3.1.2 *Contact at Highways* It was noted that the Neighbourhood Highways Officer has been unavailable due to personal circumstances which are ongoing. The Parish Council was provided with contact details for an alternative member of staff with whom to raise issues.
- 3.1.3 *Illegal encampment on the Tigley side of Fork Cross* The C.Cllr was informed and confirmed that encampments should be reported to SHDC.
- 3.1.4 *TRAYE accounts* The C.Cllr was reminded that some months ago a request was made for TRAYE accounting spreadsheets, and these have not yet been received. It was confirmed that old spreadsheets would be adequate.

3.2 District Councillor (D.Cllr) The D.Cllr had provided a written report in his absence:

- 3.2.1 *A381* It was reported that the issue was not discussed as initially promised at the South Hams Highways Authority and Traffic Orders Committee (HATOC) and the D.Cllr has subsequently submitted the report for consideration to Devon Highways have copied to the Chief Officer for Highways. If a reply is not received by the end of the week the D.Cllr will forward to the Overview and Scrutiny Committee and to the CEO. SHDC has been asked to consider applying for the Road Safety Trust grant.

- 3.2.2 *Climate Change* A motion to accept SHDC's Action Plan will be discussed by full Council, including a requirement to consult with Parish Councils. The D.Cllr will support the motion but will make his opinion known that the Action Plan has a very long way to go. CO2 emissions from SHDC represent about 1% of the total from the South Hams and in his view the Action Plan will only become relevant when it properly addresses how the Council will engage with communities and businesses and help them reduce their CO2 emissions.
- 3.2.3 *Review of Localities* Having spent time with members of the Localities team the D.Cllr looks forward to contributing to the review of these important roles.
- 3.2.4 *Asset Based Community Development (ABCD)* There is interest amongst SHDC senior team in exploring the approach. The next steps will be to engage Parish Council's in a discussion about what could be done, through workshops, such as the Climate Change Consultations and working with Localities Team.
- 3.2.5 *Dundridge Yard* The D.Cllr is working with SHDC and the owner of the site to understand the detail of the situation and how it may be resolved.
- 4. Minutes** Having made minor amendments, the following minutes were approved as an accurate record:
- 4.1 Ordinary Meeting of Harberton Parish Council 12th November 2019
- 4.2 EGM (site) 16th November 2019
- 5. Report Matters Arising from the Minutes** for information only
- 5.1 Community Speed Watch
- 5.1.1 *Community Speed Watch (CSW) Group* It was reported that the Clerk had received an email notification that the online Community Speed Watch group had been deleted. On querying this, the group has now been reinstated and reset as 'Waiting Approval'. A request for an update has been sent to the local neighbourhood policing team.
- 5.1.2 *Auto Speed Watch* The Clerk reported that the Auto Speed Watch scheme replicates the role of a Community Speed Watch team, but without needing the roadside volunteers. Roadside cameras use WIFI to send data to a CSW database where it can be reviewed by group members and the Police. It would cost £295 to install a roadside unit with 1 year's data and an annual data plan cost of £84 on subsequent years. There was interest from Cllrs to consider budgeting for costs in the 2020/21 Precept.
- 5.2 Parish Snow Warden It was reported that the Neighbourhood Highways officer has provided more information about the snow warden scheme and means for individuals to register. It was advised to find a candidate and update any existing snow plan. The Officer has offered to meet the volunteer snow warden to answer any questions. **ACTION: Cllrs Bowley and Phillips** agreed to register. **Cllr J.Hockings** agreed to ask the previous snow warden for information on previous snow plans and contact details for volunteers.
- 5.3 Report from 4th December meeting at Follaton House Cllr Bowley reported attending the meeting.
- 5.4 Report from planning training on 9th December It was reported that Cllrs Bowley, Waite and the Clerk had attended the session that provided guidance on planning legislation, material planning considerations and illustrated examples of permitted development that does not require planning permission. It was noted that class Q notifications (allowing change of use of certain buildings from agriculture to residential use) are circulated to Parish Councils for information and not for comment as Class Q is a form of permitted development. The presentation slides from the session will be forwarded to the clerk who will circulate to cllrs by email for information when received.
- 6. Co-option of Councillors**
- 6.1 Harbertonford Ward - No interest received
- 6.2 Harberton Ward It was reported that the clerk has published a formal notice of the vacancy. Unless ten or more electors of the Harbertonford Ward on or before the 27th December 2019 submit a request in writing for an election to be held, the Parish Council will take steps to fill the vacancy by co-option. There has been some interest from two members of the public, who will be invited to attend the next meeting of the Parish Council on 14th January 2020 and a reminder of the vacancy circulated via the village email.
- 7. Planning**
- 7.1 Consider planning applications
- 7.1.1 3509/19/LBC Listed Building Consent for revised staircase balustrade and installation of screen and doors at 1 The Mill, Woodland Road, Harbertonford **It was RESOLVED** to SUPPORT the application.
- 7.2 Notification of planning applications for information
- 7.2.1 3816/19/PDM Notification for prior approval for proposed change of use of agricultural building to dwellinghouse (Class C3) and for associated operational development (Class Q(a+b)) at Barn A at Fletchers Combe, Diptford, Totnes
- 7.2.2 3819/19/PDM Notification for prior approval for proposed change of use of agricultural building to dwellinghouse (Class C3) and for associated operational development (Class Q(a+b)) Barn B at Fletchers Combe, Diptford, Totnes
- 7.3 Receive a report on planning decisions It was reported that no objections were raised to application 3327/19/TCA Harberton Works to a Tree in a Con Area T1, T2 and T3: Ash - Fell due to poor health at The Steve Jane Memorial Ground, Harbertonford
- 7.4 Receive a report on enforcement cases A hard copy of the caseload was circulated for information.

8. **Parish Environmental Action group** It was reported that five people have expressed an interest in joining a Parish Environmental Action group. It has been suggested that a meeting held in the new year, attended by the Chair and Clerk to set context and agree approach for the group going forwards. **ACTION: the Chair and Clerk** to liaise on potential dates for January.
9. **Statutory Consultation on Totnes Neighbourhood Plan** It was **RESOLVED** to accept the recommendation made by Harberton Parish Neighbourhood Plan Steering Group on a written response to regulation 14 consultation. The agreed response included comment on the lack of reference to the A381; no mention of a 'green wedge' between the northern Totnes boundary with Harberton and Ashprington parishes where it is mentioned between Berry Pomeroy and Dartington; and a missed opportunity to include a Dark Skies Policy. **ACTION: The Clerk** to forward the agreed response.
10. **Consultation on The Plymouth and South West Devon Supplementary Planning Document (SPD) and the Statement of Community Involvement (SCI)** It was **RESOLVED** to make no representation.
11. **Monthly reports**
- 11.1 Finance Committee No update.
- 11.2 Neighbourhood Plan update It was reported that considerable progress had been made on the housing section at the most recent extended meeting.
- 11.2.1 Consideration of letter from owner of Dundridge Yard The letter was read in full to the Parish Council. It was noted that although invited, the member of the public had elected not to attend the meeting of the Parish Council. During discussion the Parish Council supported the findings of the HNP steering group that no impropriety of the steering group had taken place. It was agreed to take the following **ACTIONS: The Clerk** to seek advice from the Devon Association of Local Councils (DALC) and to write to the owner thank him for his letter and to inform him that the Parish Council is seeking advice from DALC.
- 11.3 Community Land Trust update No UPDATE
- 11.4 Clerk's update NO UPDATE
12. **Parish Lengthsman Project** *Consider response to Highways on priority buddleholes and proposed meeting.* During discussion it was agreed that the priority for the Parish Council is to alleviate water flow into the two villages as much as possible to avoid the flooding of homes. Cllrs commented that this would include the alleviation of run off down Old Road, Foales Leigh and Langridge Cross. **ACTION: Cllrs Bowley, Waite and Camp** agreed to refer to the Parish Council's buddle hole survey to provide the Clerk with a list of high priority areas for **the Clerk** to forward to the contact at Highways.
13. **Harberton Parish Parks and Playing fields**
- 13.1 Harberton Playing Field Association
- 13.1.1 HPFA Community Benefit Fund Works – No update has been received.
- 13.1.2 Process for liaison with DAAT update – No update has been received.
- 13.2 Harbertonford Playpark
- 13.2.1 Update on maintenance – ongoing.
- 13.2.2 Update on progress on establishing community support for park. A draft letter to residents of Harbertonford calling for volunteers to come forward was read to the Council. It was agreed to forward this to Village Life.
- 13.2.3 Consider application to 'Pocket Park' funding before 31st December 2019 As a requirement is for the application to be community led with measures in place to ensure the sustainability and maintenance of the park, it was agreed that it would not be possible to make an application within the timeframe.
14. **Annual Review of GDPR documents**
- 14.1 Information & Data Protection Policy Reviewed with no amendments made.
- 14.2 Subject Access Request Form Reviewed with no amendments made.
- 14.3 Data Breach Reporting Form Reviewed with no amendments made
15. **Correspondence**
- 15.1 DALC Newsletter #26 2019 Cllrs were informed that the government is not proposing to extend council tax referendum principles to local councils in the 2020-21 financial year. The newsletter also gives guidance on how Parish Councils can comply with new Website Accessibility legislation including a link to government guidance on how to undertake a basic accessibility check before the deadline of 23rd September 2020. **Action: The Clerk** has undertaken a survey of the site to identify changes that need to be made for the website to comply and will begin making those changes in January 2020.
- 15.2 Can you help save our fire & rescue service? Cllrs were advised that the Chair and Mayor of Lynton and Lynmouth Town Council has written to all Devon Local Councils to join forces to resist proposed cuts to Devon and Somerset Fire and Rescue service, and is seeking funds for a judicial review of any decision made at the DSFRS meeting on 18th December. . **It was RESOLVED** to send a letter of support but not make a financial pledge.
- 15.3 New project for businesses in the South Hams Cllrs were informed that Devon County Council has launched a new trial looking at how to better support rural micro businesses in Devon.

- 15.4 DALC Newsletter #27 2019 Cllrs were informed that the newsletter includes reference to a spike in enquiries on how to deal with inappropriate behaviour, a guide to identifying bullying and harassment, a reminder of the 7 Nolan Principles and updated guidance on disciplinary and grievance procedures. **ACTION: The Clerk** to forward to all cllrs for information and review the council's procedures in light of new advice.
- 15.5 Consultations on Hold Cllrs were informed that consultation on a hotel or residential scheme for Kingsbridge and a value supermarket for Ivybridge is now on hold until the new year due to a period of purdah on run up to the general election.
- 15.6 Citizens Advice South Hams Having received the annual report and a request for funding, **it was RESOLVED** to make a grant of £200.
- 15.7 Objections raised by the Parish Council reference derelict building adjacent to The Mill Harbertonford It was reported that the Parish Council had received a letter in response to its objection to the planning application 2499/18/FUL from the MOP who attended the public session. See item i).
- 15.8 Invoice 22040895 for grass cutting and car park weed control Notification had been received from SHDC confirming following costs: that 14 x tractor grass cuts £700.00 pa, 2 x perimeter cuts £115.86 pa, weed treatment £19.31 per treatment. **It was RESOLVED** to accept SHDC's suggestion to only schedule the tractor grass cuts as routine works. and Perimeter cuts and weed treatment will only be carried out on the Parish Council's instruction and billed separately on completion.
- 15.9 Devon Countryside Access Forum Cllrs were notified that the forum is seeking new members.
- 15.10 Cancelled tonight's- Totnes & District Traffic & Transport Forum Cllrs were informed. It was noted that the next meeting will be on 25th January 2020.
- 15.11 Request to support the Local Electricity Bill The Parish Council considered the request has been asked to support a bill to enable communities to build more renewable energy for local revenue and use. **IT WAS RESOLVED** to circulate information to cllrs.
- 15.12 Churchyard grant Cllrs were informed that St Andrew's Church PCC had written to thank the Parish Council for the grant for upkeep of the churchyard.

16. Finance

- 16.1 2020/21 Budget Cllrs were reminded that the Finance Committee will meet on the 7th January 2020 to draft the proposed budget for 2020/21. Cllrs suggested inclusion of costs for Auto Speed Watch Cameras (x 2), Lengthsman services and general parish maintenance (road sweeping and clearance), Harbertonford Park, a new Parish Council notice board for Harbertonford, Totnes Rural Area Youth Engagement (TRAYE) and to support a review of ash trees in spring by a qualified arboriculturist.
- 16.2 Notice of income and expenditure since last meeting. None.
- 16.3 To consider payments as per the December 2019 payment schedule

Chq		To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
SO	1912_1		Payslip 20191222	Salary Dec: £429.52 NP Dec: £49.56	479.08	0.00	479.08
BACS	1912_2	Cat Radford	Clerk Expenses Claim 20191205	Mileage/Parking Reimbursement phone costs Broadband claim	8.55 6.00 7.50	0.00 0.00 0.00	22.05
BACS	1912_3	Citizens Advice South Hams	NA	Grant	200.00	0.00	200.00
					701.13	0.00	701.13

17. **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.

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

- 18.1 Defibrillator Awareness It was reported that the next defibrillator awareness session will take place at Harbertonford Village Hall on Wednesday 29th January 7-9 pm
- 18.2 Caravan at Bowden Pillars It was suggested that this camp has now been abandoned.
- 18.3 Gerston Cross It was reiterated that water is unable to drain at Gerston Cross following the resurfacing of the A381 causing a hazard. It was agreed that this should be reported to Highways again with the comment that the Parish Council would consider Devon County Council liable for any incident that occurred here.
- 18.4 Traffic Disruption It was reported that traffic is likely to be interrupted during planned works to the river at Harbertonford.
- 18.5 Top dressing washing away It was reported that the dressing is flowing down Bow Road as it was not swept after laying.
- 18.6 Lorries on Ridge Road It was commented that lorries regularly using the ridge road (also known as Blakemore Level) should be asked to slow down.

19. Date of next ordinary meeting 14th January 2019.