

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 14th January 2020, Harberton Parish Hall.

Cllr Beamish	<i>Present</i>	Cllr Camp	<i>Present</i>	D.Cllr McKay	<i>Present</i>
Cllr Bowley	<i>Present</i>	Cllr Davidson	<i>Present</i>	C.Cllr Hodgson	<i>Apologies</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>Present</i>	Public	0
VACANCY		VACANCY			

Public Session No members of the public.

Agenda

1. **Apologies** were received as above

2. Declaration of Interests

2.1 Register of Interests: Cllrs are 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
David Camp	5.4	Neighbour to author of the letter.	The cllr did not participate in discussion on this issue.
	12.1	Tenant farmer of land between Leigh Bridge and Broadpark Style	NA

3. Reports for information

3.1 County Councillor (Cllr) A report had been circulated ahead of the meeting, of which the following issues were highlighted as being relevant in the Parish:

3.1.1 *Traffic Speeds and the pedestrian Crossing in Harbertonford* Under current road safety rules, this pedestrian crossing would not be permitted, certainly not the additional one being requested further around the corner or the consideration of a shared space area that the C.Cllr suggested to create a sense of village centre. The difficulties of the narrow pavement and blind bend on a major road that passes through and effectively divides a rural village are to some extent insurmountable and incompatible with safe pedestrian crossing points unless the traffic can be considerably slowed down.

3.1.2 *The Divisional annual budget for highway repairs* in a meeting with Devon County Highways (Highways) it was agreed that maintenance is falling behind due to lack of finance, and that this can cause further problems for rural roads particularly. At present there is no additional income anticipated that could assist with this. However not all repairs are reactive, some are maintenance.

3.2 District Councillor (D.Cllr)

3.2.1 *A381* The D.Cllr commented that Devon County Council's (DCC) proposal to site CCTV cameras at the crossing is a step forward in treating the issue seriously, however cameras should be placed for a considerable period. Positioning will be important to ensure that they are monitoring the correct areas. Following comments that under current rules the crossing would not be permitted, the D.Cllr is seeking to clarify the legal position as it cannot be possible that residents are not able to cross the road in the centre of a village. There must be a solution. It was commented that if monitoring takes place in February, peak traffic times will be in darkness.

3.2.2 *Climate Change Group* Both District Councillor and Parish Council had sent a call out for a new climate action/environmental action group. It was agreed to work together.

3.2.3 *Asset Based Community Development (ABCD)* SHDC is considering the approach and is likely to ask for feedback from Parish Councils.

3.2.4 *Owner of Dundridge Yard* It was reported that the D.Cllr is looking to take steps to bring the issue to a close.

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

4.1 Ordinary Meeting of Harberton Parish Council 10th December 2019

4.2 Meeting of the Finance Committee of Harberton Parish Council 7th January 2020

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

5.1 Community Speed Watch (CSW) It was reported that the clerk had been in touch with the Police Community Speed Watch co-ordinator. It had been confirmed that the Police require the names and addresses for 4 or more volunteers along with the location/road of concern before any further steps can be taken. The PCSO will initially check the road and identify if there are suitable location(s) to monitor from. The PCSO will then submit all names and addresses for application forms to be sent out. Once completed and proof of ID has

been processed, the information will be forwarded to the CSW co-ordinator. The Parish Council was advised not to buy auto speed watch as the equipment has not been evaluated.

- 5.2 Parish Snow Warden Ongoing. The Clerk had forwarded the information to Cllrs Bowley and Phillips and will follow up request for list of volunteers and snow plan from the previous snow warden.
- 5.3 Parish Environmental Action Group The Clerk and Chair are in the process of liaising with interested members of the public on agreeing a date for a meeting and will liaise with the District Councillor on approach.
- 5.4 Letter from owner of Dundryge Yard The Clerk reported having approached the Devon Association of Local Councils for advice and that a response has not yet been received. Advice has also been sought from the monitoring office at South Hams District Council.
- 5.5 TRAYE Accounts It was noted that TRAYE accounts have not yet been shared.

6. **Co-option of Councillors** It was reported that there has been no interest in the vacant roles.

7. Planning

7.1 Consider planning applications

- 7.1.1 3306/19/FUL READVERTISEMENT (Revised plans received) Construction of single storey unit of accommodation above existing garages, Garages at Bow Road, Harbertonford **It was RESOLVED to OBJECT** to the application with the following comments: the revised planning application has made no substantive difference and the Parish Council's original objections still stand. The four cars that use the residential parking spaces will still be in the village and therefore those cars will have nowhere to park. Removal of the balcony without drawing back the building line will not adequately address the adverse effect of the visual narrowing of the road. The Parish Council notes the disparity between comments that there will not be a loss of privacy caused by this development yet a benefit of surveillance for users of Bow Road. Cllrs consider this to be spurious.

7.2 Notification of planning applications for information

- 7.2.1 0038/20/PAA, Prior approval application for proposed erection of agricultural building at Land At Sx 781 601, off Green Lane, Harberton It was agreed to make the comment that the development is within the consultation areas for the Greater Horseshoe Bat, Cirl Bunting and the Great Crested Newt.

7.3 Receive a report on planning decisions The clerk reported the following decisions of the planning authority:

- 7.3.1 3317/19/PDM Prior Approval Agricultural building to dwelling C3 Notification for prior approval for proposed change of use of agricultural building to 5no. dwellinghouses (Class C3) and for associated operational development (Class Q(a+b)) Barn At Sx 759 588 Langford Farm Harberton Totnes DECISION: Prior approval required and refused as the development is within an area identified as being at risk of flooding from surface water and insufficient information has been submitted to demonstrate appropriate drainage could be achieved within the site
- 7.3.2 3548/19/AGR Harberton Prior notification for proposed erection of agricultural storage building Land At Sx 781 601 off Green Lane Harberton DECISION: Agricultural determination details required
- 7.3.3 1124/19/ARC Harberton Application for approval of details reserved by conditions 6 and 8 of planning consent 1801/17/FUL at Fulling Mill Woodland Road Harbertonford, Discharge of condition approved

7.4 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 that Finance Committee met on 7th January 2020. The end of quarter budget report was accepted as was the quarter 3 bank reconciliation showing a balance of £41543.68 including reserves. A draft budget had been prepared for discussion by full council (see item 13) and recommendations had been made on Community Benefit Grants (see item 11).
- 8.2 Neighbourhood Plan update No update as the Steering Group did not meet in December.
- 8.3 Community Land Trust update Cllrs were informed that the grant for the land will be received shortly.
- 8.4 Clerk's update The Clerk was to attend a Totnes Cluster of Town and Parish Clerks meeting on 16th January.

9. **Parish Lengthsman Project** It was reported that Cllrs Bowley, Waite and Camp had compiled a list of high priority drainage features in the Parish to mitigate potential flooding to homes through run off. This list and maps were forwarded to Devon County Highways (Highways) who then visited and reviewed each site before contacting the agent for action in the New Year. It was agreed to continue to express interest in contracting lengthsman services from Totnes Town Council but to also draft a brief for tender. **ACTION: Cllr Davidson** agreed to ask the Chair of Rattery Parish Council for a copy of the brief they circulated for lengthsman services.

10. Harberton Parish Parks and Playing fields

10.1 Harberton Playing Field Association (HPFA)

- 10.1.1 HPFA Community Benefit Fund Works Update It was reported that following purchase of the materials for replacing/refurbishing the safety matting, HPFA has requested that the remaining £880.70 of the grant be allocated to priority maintenance works for the spring 2020, which includes the repainting of the play equipment and refurbishment of one of the rocking horses. It was agreed that the Parish Council should wait until the safety matting project has been completed before reallocating the funding.
- 10.1.2 Process for liaison with Devon Air Ambulance Trust (DAAT) update It was reported that Harberton Parish Hall and Harberton Playing Field (HPFA) have agreed that there should be one chain of responsibility for all

instances when the Playing Field was used that would affect the landing site. As no-one would use the playing field without asking HPFA first, responsibility for informing the Parish Council of decisions concerning use of the playing field would fall to HPFA. The Parish Clerk would then request that the site be taken off-line. In cases when the Parish Clerk was not available, Cllr Davidson agreed to be the secondary contact.

10.2 Harbertonford Playpark

- 10.2.1 *Update on maintenance* There was a discussion on maintenance required on the gate and that a soft closing latch could be designed. **ACTION:** It was agreed for **the Clerk** to clarify if there are guidelines to be followed on installation of playground equipment.
- 10.2.2 *Update on progress on establishing community support for park* A letter has been drafted to deliver to all homes in the village along with Village Life.

11. Community Benefit Fund

- 11.1 Harbertonford Football Club (HFC): Changing Room Repairs A Community Benefit Fund grant would support repairs to the players changing rooms severely damaged by a leaking water pipe. Cost of project: £1742 as per quotation. Amount requested: £1000. The President of HFC had commented that the works were not covered by insurance. The Secretary of the Harbertonford Village Hall Committee had confirmed that the village hall insurance does not cover the changing rooms. **It was RESOLVED** to make a grant of £1000 with on the condition that HFC review insurance arrangements to ensure that the changing rooms have the appropriate cover going forward. **It was RESOLVED** to make payment on receipt of grant acceptance.
12. St Peters Parochial Church Council: Vestry Restoration After discussion **it was RESOLVED** that the Parish Council cannot give a grant towards the costs of restoring the church vestry as this grant may not be lawful under the advice issued by NALC. **ACTION:** Cllrs requested that the Community Benefit Guidelines are reviewed at the next meeting to make it clear that the Parish Council can only make grants within their powers.

13. Correspondence

- 13.1 20191208 Low trees at Leigh Bridge to Broadpark Stile and blind spot signage Cllrs were informed of a query on responsibility for tree maintenance and request for signage on road blind spot. It was commented that BT is responsible for the lines, however **ACTION: The Clerk** will forward the letter to the tenant farmer.
- 13.2 20191212 DALC Newsletter #28 2019 Cllrs were informed that the issue includes advice on financial assistance to churches, and notification of the 2020/21 S137 rate as £8.32 per elector
- 13.3 20191212 Englebourne wood felling licence It was reported that the Parish Council was informed of forestry works at Englebourne woods, clear felling the roadside up to the quarry. Works are being undertaken following a serious case of Ash Dieback. The rest of the woods are to be thinned ash, beech and oak. A 10 year felling licence is in place, monitored by the forestry commission. A re-planting scheme which will take place next year. It was reported that the Tree Warden is making an approach to the forestry commission regarding the amount of canopy lost.
- 13.4 20191218 DALC Newsletter #29 2019 It was reported that this issue includes advice on the use of surveillance cameras in low speed areas; National Trust published guidance on Heritage in Neighbourhood Plans; notification that no progress has been made on negotiation of new Salary Award pay scales for 2020-21; a request for Parish Councils to participate in consultation on strengthening police powers to tackle unauthorised encampments and to respond to a survey to collect views on the new government for Local Council Review magazine.
- 13.5 20191219 Highways Update Cllrs were informed that material from the recent Parish and Town Council events are now available to view on the Highways website, a scheme in which Parish and Town Councils can take responsibility for maintaining roundabouts in communities funded by business sponsorship and a reminder to ensure Snow Warden records are up to date.
- 13.6 20191219 A Plan for Climate Change Action Cllrs were informed by press release of that South Hams District Council has now agreed a plan to support the Council's aim of becoming a carbon neutral organisation by 2030 and to help the District of South Hams reach Zero Carbon by 2050. A website has been launched to share information on the progress of the SHDC climate change and biodiversity working group. A District-wide survey has been launched asking residents for their views on climate change and what we can all do individually to make a difference.
- 13.7 20191219 Honorary Alderman John Tucker Cllrs were informed by press release that Following 22 years of service to West Dart as a South Hams District Councillor, former Leader John Tucker has been awarded the special title of Honorary Alderman of the Council; a prestigious honour which the Council can give to someone who they feel has rendered eminent services to the Council as a past Member of that Council.
- 13.8 20200103 Press Release - Authorities across Devon get national recognition for work to protect Greater Horseshoe Bats Cllrs were informed by press release of the commendation given to Dartmoor National Park Authority, Devon County Council, South Hams District Council, Teignbridge District Council and Torbay Council together with Natural England who have been working together on a new evidence-based planning guidance document which will assist both planners and developers to assess whether new development will have an impact on the protected bats and provides advice on the information that applicants must submit if this is the case.
- 13.9 20200107 South Devon & Torbay Community Grants Fund (still open!) Cllrs were informed of the deadline of 4th February 2020 to apply for small grants of up to £300 to help people improve their health and wellbeing.

- 13.10 20200107 Democracy Viewed Live at South Hams Cllrs were informed that SHDC is now streaming all meetings of the Council and Development Management (DM) Committee live on social media.
- 13.11 20200107 Have your say on DALC's new governing document *For consideration* Cllrs were informed of the invitation to comment on DALC's proposed draft Memorandum and Articles of Association by 3rd February 2020.

14. Budget

14.1 2020/21 budget It was **RESOLVED** to approve the budget as prepared by the Finance Committee:

Income				
	2019-20 Budget	2020-21 Budget	<i>Notes</i>	Difference +/-
Precept	13291.00	16282.00		2991.00
Council Tax Support Grant	409.00	204.00		-205.00
Harberton Parish Hall Ground rent	10.00	10.00		0.00
Bank interest	0.00	0.00		0.00
VAT refund	1000.00	1850.00	<i>Based on VAT spending on 14/01/20</i>	850.00
Community Benefit Fund	5656.00	5656.00		0.00
County Council Locality Fund Grant	0.00	0.00		0.00
Harberton Playing Field Association	0.05	0.05		0.00
Project Grant income (misc)	0.00	0.00		0.00
Other Misc. income	0.00	0.00		0.00
Repayments				0.00
Harbertonford Playground Association/Harberton Playing Fields Association	100.00	100.00	<i>In and out.</i>	0.00
Allotments	500.00	500.00		0.00
Earmarked Reserves				0.00
Totnes Rural Area Youth Engagement Project (TRAYE)	1300.00	0.00	<i>£1000 of reserves were allocated in 2018/19 financial year (including transfer of DCC Locality Fund Grant) and £726 will be spent by Q4, exhausting the reserves.</i>	-1300.00
Office Equipment	0.00	250.00	<i>Carried forward reserves</i>	250.00
Mower contingency repairs	200.00	200.00	<i>Carried forward reserves</i>	0.00
Training reserves	222.00	450.00	<i>Carried forward reserves</i>	228.00
Harbertonford Playground	150.09	150.09	<i>Carried forward reserves</i>	0.00
Parish Defibrillators	751.29	731.29	<i>Carried forward reserves</i>	-20.00
Elections	3000.00	3000.00	<i>Carried forward reserves</i>	0.00
Bus Shelters	148.26	148.26	<i>Carried forward reserves</i>	0.00
Parish Lengthsman Project	2000.00	3750.00	<i>Carried forward reserves</i>	1750.00
Car Park repairs	518.00		<i>Depleted reserves</i>	-518.00
Totals	29255.69	33281.69		4026.00
Expenditure				
	2019-20 Budget	2020-21 Budget	Notes	
Room Hire	160.00	170.00	<i>Propose minor increase in preparation for increases in hire rates.</i>	10.00
Subs	400.00	410.00		10.00
Insurance	425.00	500.00		75.00
PCC Grants Harberton	450.00	450.00		0.00
PCC Grant Harbertonford	400.00	400.00		0.00
Salary	5154.24	5308.87	<i>No salary increase figures have been provided by NALC. Therefore budgeting an estimated increase of 3%</i>	154.63
Salary overtime	1000.00	500.00		-500.00
Neighbourhood Plan Salary	594.72	612.56	<i>Budgeting an estimated increase of 3%</i>	17.84
Tax/NI payments	0.00	0.00		0.00
Clerk Expenses	150.00	150.00		0.00
Office Expenses	250.00	250.00		0.00
Professional Fees	450.00	450.00		0.00
Parish Lengthsman Project	3750.00	7500.00		3750.00
Service Level Agreements: annual maintenance works	0.00	220.00	<i>NEW LINE</i>	220.00

Broadband	90.00	90.00		0.00
Grasscutting Harbertonford	700.00	460.00		-240.00
Grasscutting Harberton	700.00	979.03	<i>Quotation for the year plus VAT</i>	279.03
Harberton Playground Expenditure	100.00	100.00		0.00
Playground Inspections	550.00	550.00		0.00
Harbertonford Playground Lease	60.00	60.00		0.00
Allotment	500.00	500.00		0.00
Neighbourhood Plan	90.00	150.00		60.00
Youth Provision	1726.00	500.00		-1226.00
Ash Die Back Review	0.00	250.00		
Notice board for Harbertonford	0.00	500.00		
Grant funded projects	0.00	0.00		0.00
Contingency	400.00	1500.00		1100.00
Community Benefit Fund	5656.00	5656.00		0.00
Earmarked Reserves				0.00
Office Equipment	250.00	250.00	<i>Carry forward reserves</i>	0.00
Mower contingency repairs	200.00	200.00		0.00
Training reserves	450.00	450.00	<i>No spending has occurred - to carry forward as earmarked reserves</i>	0.00
Harbertonford Playground	150.09	150.09	<i>Carry forward reserves</i>	0.00
Parish Defibrillators	751.29	731.29	<i>Reduce earmarked reserves to take into account expenditure before carrying forward</i>	-20.00
Elections	3000.00	3135.74	<i>Election costs for 2019/20 of 135.74 will be billed in 2020/21.</i>	135.74
Bus Shelters	148.26	148.26	<i>Carry forward reserves</i>	0.00
Car Park repairs	550.00	0.00		-550.00
Totals	29255.60	33281.84		
Income minus expenditure	£ 0.09	-£ 0.15		

14.2 2020/21 precept demand. It was **RESOLVED** that the precept be set at £16,282. This is an increase of £2991 on the previous year, and an increase of £5.56 on the Band D Parish Rate. It was commented that this increase is in response to Devon County Council's withdrawal of services and reduced contribution of the District Council.

15. Finance

15.1 Notice of income and expenditure since last meeting.

06/01/20 Harberton Parish Hall Ground Rent 2018/19 and 2019/20 £20.00 income

09/01/20 Harbertonford Allotment Society Rent £500.00 income

15.2 To consider payments as per the January 2020 payment schedule

Chq		To	Invoice/ paperwork	Detail	Before VAT £	VAT £	Total £
SO	2001_1	Cat Radford	Payslip 20200122	SalaryJan: £429.52	479.08	0.00	479.08
				NP Jan: £49.56			
BACS	2001_2	Cat Radford	Clerk Expenses Claim 20200109	Mileage/Parking	10.08	0.00	17.58
				Broadband claim	7.50	0.00	
BACS	2001_3	Harberton Parish Hall	18th Dec 2019	Neighbourhood Plan Committee Room Hire 30th Jan 2020	9.50	0.00	19.00
			7th Jan 2020	Neighbourhood Plan Committee Room Hire 27th Feb 2020	9.50	0.00	
BACS	2001_4	Paul Westlake	513	Strim and mow grass on the village Green, harbertonford 10 times @ £28/ per cut	280.00	0.00	460.00
			514	Harbertonford Play Area Grass cutting during April, May, June Jul, Aug, Sept 2019, a total of 6 cuts @ £30 per cut	180.00	0.00	
BACS	2001_5	Colin Finch	NA	2019/20 Allotment Rent	500.00	0.00	500.00
BACS	2001_6	Harbertonford Football Club	NA	Community Benefit Fund Grant			
					1475.66	0.00	1475.66

- 15.3 Consider quotation for Harbertonford Grass Cutting **It was RESOLVED** to accept the contractor's quotation to cut the Harbertonford village green and play area in 2020/21 financial year for the same price as in 2019/20.
16. **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.
17. **Matters at the discretion of the Chairman: Councillors' reports and items for future agendas**
- 17.1 Dog fouling on Bow Road The Clerk was asked to raise the issue with the Dog Warden and to request a dog bin on Bow Road.
- 17.2 Buddleholes Cllrs were informed that flooding at Standcombe Cross and Gerston Cross had been reported to the Highways website.
- 17.3 Brockhills Junction It was reported that there was a near miss at the junction involving a vehicle leaving the shop. There was a discussion in which it was suggested that give way lines, or an exit warning sign could warn drivers when leaving the premises.
- 17.4 Barns at Melpha(?) It was noted that the barns in the field next to Yeo Cottage have been moved.
- 17.5 Defibrillator training Cllrs were reminded of the training at 7pm on 29th January 2020 at Harbertonford Village Hall.
18. **Date of next ordinary meeting** Tuesday 11th February 2020