

HARBERTON PARISH COUNCIL

DRAFT Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 12th May 2020. This was be a virtual meeting (video and telephone conference call) held on the digital platform Zoom.

In attendance

Harbertonford Councillors

Cllr Beamish: Present by audio link
Cllr Bowley: Present by video link
Cllr Janes: Apologies
Cllr McDonnell: Present by phone
Cllr Waite: Apologies

Harberton Councillors

Cllr Camp: Present by video link
Cllr Davidson: Present by video link
Cllr Hockings: Apologies
Cllr Phillips: Present by video link
Cllr Williams: Present by video link

Others

D.Cllr McKay: Present by video link
C.Cllr Hodgson: Present by video link
Clerk Ms Radford: Present by video link
Members of the Public:0

Public Session

No members of the public were present.

Agenda

1. **Apologies** were received as above.

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 for information from:**

3.1 County Councillor

- 3.1.1 *COVID-19 arrangements* The C.Cllr reported that Devon County Council (DCC) has now put arrangements in place to manage business during the pandemic. It was commented that the DCC is concerned about the broader impact of the pandemic on public health, particularly in relation to mental health and anxiety in young people and a rise in domestic violence cases.
- 3.1.2 *Screw Lane* The C.Cllr noted that DCC Highways (Highways) has responded to the Parish Council's emails.
- 3.1.3 *Zebra Crossing* It was noted that emails with the Clerk suggest that a repair has been made. The Chair commented that there is new surface laid adjacent to the pub, however the suspected collapsed culvert has not been repaired. There is still a dip in the road and if this was a repair to the road surface, works were not up to scratch. It was commented that the contract with Skansa is coming to an end shortly, in part due to concern to the quality of works. **ACTION: The Clerk** to raise with Highways.
- 3.1.4 *South Hams Councillor for Rattery* The C.Cllr confirmed that Cllr Smeardon is the District Councillor for Rattery Parish, following a query from a cllr.

3.2 District Councillor

- 3.2.1 *Support for local businesses* The D.Cllr commented that his focus has been primarily on trying to support local businesses since the last meeting. A new discretionary grant has been announced, with the Council yet to decide how this will be administered. The grant will be directed at those businesses who do not have business rate liabilities. Parish Councillors were invited to contact the D.Cllr if they know of any companies who have not benefited from grants available. The D.Cllr will prepare information about criteria for application.
- 3.2.2 *Harbertonford Meals* It was commented that volunteers in Harbertonford, including a number of chefs currently furloughed, have been making meals for local residents using the kitchen in the village hall.
- 3.2.3 *Defibrillator* It was reported that the defibrillator had been removed, initially thought stolen, but had since been replaced. It was commented that this might have been due to an emergency but was not deployed. If the unit had been deployed the Community Heartbeat Trust would have been informed, who would have informed the community volunteers that undertake regular checks of the units.

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

- 4.1 Ordinary Meeting of Harberton Parish Council 14th April 2020.

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

- 5.1 Harberton Devon Air Ambulance Clearance Area sign Ongoing.
- 5.2 Screw Lane Flooding update The Clerk reported having formally asked Devon County to initiate letters with the owner of the land adjacent to Screw Lane to restore Devon County Highways' legal right to drain. It was noted that contact could be made with the Flooding Team to ask about mitigation on the land above. It was suggested that this could be an action for the Environment and Climate Action team. The C.Cllr agreed to provide a link for further information.

6. **Co-option of Councillors** to Harbertonford and Harberton Ward is ongoing.

7. **Planning**

- 7.1 Consider planning applications and receive notifications for prior approval (for information)

- 7.1.1 [1215/20/CLE](#) Lawful development certificate for existing creation of 3no. residential dwellings at Woodcourt Farm, Woodcourt Road, Harbertonford No cllrs were able to provide any factual evidence from their personal knowledge of the site that would support or refute the claim.
- 7.2 [Receive a report on planning and appeal decisions](#) The following planning authority decisions were reported:
- 7.2.1 0396/20/FUL Application for change of use to alter three flats to seven bedrooms for self-catering accommodation and permission sought to host wedding ceremonies at Sandwell Manor Harberton CONDITIONAL APPROVAL. Conditions include a restriction on the number of weddings held within the calendar year, on event timings, number of guests allowed and on use of fireworks. Conditions are in place in the interest of neighbour amenity, highways safety and prevention of distress to animals.
- 7.2.2 2499/18/FUL READVERTISEMENT (revised plans received) Demolition of existing barn structure and erection of 4 new residential dwellings with associated landscaping (Re submission of 2564/17/FUL) at Land Adj. To The Old Mill Woodland Road Harbertonford Application REFUSED for the reasons that the proposal is considered overdevelopment of the site resulting in inadequate parking spaces and turning space to accommodate the traffic likely to be generated by the development. The scale and massing of the proposal in close proximity to the neighbouring dwellings results in unneighbourly development. The design, in particular the use of brick and zinc are considered inappropriate adjacent to a listed building and within the conservation area.
- 7.2.3 0280/20/HHO Householder application for erection of an ancillary family annex in rear garden at Sampsons Barn Main Road Harbertonford CONDITIONAL APPROVAL. Conditions include a Planning Authority approval of facing and fenestration materials to be used, stonework and natural slate materials, that the annex building permitted shall not be occupied other than for purposes ancillary to the residential use of the dwelling known as Sampsons Barn.
- 7.2.4 4019/19/ARC Application for approval of details reserved by conditions 7 and 8 of planning consent 4181/18/FUL at Foales Leigh Farm East Leigh Cross To Monkey Oak Harberton. DISCHARGE OF CONDITION APPROVED Cllrs were informed that conditions related to the approval of a drainage strategy in the interests of preventing pollution.
- 7.3 [Receive a report on enforcement cases](#) Cllrs were informed that there were no new cases.

8. Monthly reports

- 8.1 [Finance Committee](#) No report.
- 8.2 [Neighbourhood Plan update](#) No report.
- 8.3 [Community Land Trust update](#) No report.
- 8.4 [Clerk's update](#)
- 8.4.1 *Internal Audit* It was reported that all documents required by the internal auditor had been forwarded by the agreed deadline of 30th April 2020.
- 8.4.2 *Councillor access to online meetings* The Clerk commented that advice had been sought from Devon Association of Local Councils should cllrs require reimbursement of costs associated to attending online meetings, such as the costs to dial in. It was noted that the costs to cllrs would vary depending on arrangements with their phone provider. It was reported that NALC's position currently is that it would have to be recompensed through the parish basic allowance. Whether or not it's worth going through the process of arranging the parish basic allowance would have to be a matter for the council. Another option would be the purchase of equipment, such as a computer or mobile phone with a contract or a prepaid mobile phone. This would be council property and could be purchased as a council asset and returned if the member resigned or left the council It was agreed to consider this option should cllrs find the cost of online calls prohibitive. It was suggested to consider applying to the Devon County Council grant fund to cover these costs. It was noted that the Parish Council had applied to South Hams District Council for £250 to support Harberton Helps in the community, not for costs associated to Parish Council business. The D.Cllr said that if the Parish Council were to supply a list of equipment that it needed, SHDC may be able to help.

9. Trees

- 9.1 [Ash Dieback Tree Survey](#) It was reported that the Clerk had received two quotations from arborialists to undertake a survey of ash trees in both Harberton and Harbertonford Park. Both quotations exceed the amount budgeted in 2020/21 for tree surveys. Both quotations were reviewed and it was agreed to accept the quotation from Dart Tree Works at a cost of £435 plus VAT.
- 9.2 [Maintenance of Ash at Woodland Road](#) It was suggested that the Parish Council contact the landowner to request that the tree is pruned as members of the public are pruning the bough from the highway, at considerable risk. The Clerk was asked to make contact with a polite request to prune the branches.
- 9.3 [Ownership of trees on park boundary](#) It had been reported to the Parish Council that a BT engineer has advised residents of the Old Hall that branches of a tree on the boundary with the Harberton Playing Field were interfering with the telephone line. Cllrs were informed that the Clerk is liaising with Devon County Highways and village residents involved in the establishment of the Harberton Playing Field Association (HPFA) and Parish Hall Committee regarding ownership. It was agreed that should it be identified that the land is under Parish Council ownership, to request that the trees be included in the survey above (item 9.1).

10. Harberton Parish Parks and Playing Fields

- 10.1 [Receipt of annual Allianz report for Harberton Playing Field](#) Cllrs were informed that the annual reported provided by Allianz had been received showing no category A defects (defects which could cause a danger to

persons, particulars of any repairs, renewals or alterations to rectify those defects and the time within which those defects shall be rectified) but a number of category B defects (Identification of any other parts that require rectification) including rot in 'no dogs' sign post, damage to the play safety surface throughout, issues with swing fixings, corrosion on the igloo, grass and weeds growing on the surface, corrosion of basketball hoop support post. The Clerk reported having forwarded the report to Harberton Playing Field Association (HPFA) but had not received a response as yet. **ACTION:** It was agreed that **the Clerk** confirm with HPFA that the report had been received, and to ask if the Community Benefit Funds allocated to the park are to be used to rectify those issues.

- 10.2 Harbertonford Playground Closure The Chair reported that a complaint had been received that the play park has been shut and that there is no green space in the village for children to go. It was commented that Harbertonford Football Association (HFA) has been very understanding and allowed general access to the football pitch, which should alleviate concerns about lack of access to the play park. It was suggested that a notice could be made to erect at the play park to advise the public that the Parish Council is looking forward to opening the park, once notice has been received from the Government that the playpark can be open and after the necessary safety inspections have taken place. The issue of replacing the equipment was discussed again. It was suggested that a sign at the park could include a call for further action from the community to support the park. It was agreed to carry forward the issue of replacement of equipment to the next agenda.

11. Footpaths

- 11.1 Access to Parish footpaths It was reported that the Clerk had been contacted with concerns over the open access of one of the footpaths in the Parish. It was noted that a footpath signpost was no longer in place at Leigh Bridge and therefore it was not clear how the public should access the designated pathway without straying on private land. **It was RESOLVED** to refer the issue to the Public Rights of Way (PROW) officer as concerns about access to this footpath has been a historic issue.
- 11.2 Schedule 14 Application to change the definitive map It was reported that representatives of Parish Environment and Climate Action Group had contacted the Clerk for advice on the reopening of what is believed to be a historic right of way the old woollen mill between two pillars that leads to Great Englebourne house and would once have joined the Monkey Oak green lane to Keys Englebourne. The group's research shows a footpath marked on a map dated 1888 – 1913. The Clerk reported having been in touch with the PROW who confirmed that there is a team at the County Council whose job is to review the Definitive Map and consider any applications to change it. The process to put forward changes to the Definitive Map is via a Schedule 14 Application. This information has been forwarded to the Environment and Climate Action group for their consideration. It was noted that a draft of the Neighbourhood Plan referred to the creation of a permissive path along this route.

Cllr Phillips left the meeting.

12. Review of policy and procedure documents:

12.1 Standing Orders:

- 12.1.1 Review standing orders. **It was RESOLVED** to amend wording on Item 15: *'forward any paper planning applications received from the planning authority to the Chair or Vice Chair for circulation and forward details of electronic planning applications to councillors by email'*
- 12.1.2 Consider adoption of Coronavirus Amendment **It was RESOLVED** to adopt the Model *Remote Meetings Protocol and Procedures; Amendments To Standing Orders* document from Cornwall Association of Local Councils dated 23/04/2020.

- 12.2 Financial regulations It was reported that a revised model document for 2019 had been provided by the National Association of Local Councils which the Clerk had reviewed against the Parish Council's adopted regulations. It was noted that most amendments in the new version were relating to formatting and correction of grammar and spelling errors. It was **RESOLVED** to adopt the revised regulations, transferring those amendments made by the Parish Council relating to use of online banking as agreed at the annual parish meeting of April 2019. **It was RESOLVED** to remove item 3.3: *"The Council shall consider annual budget proposals in relation to the council's three year forecast of revenue..."*

- 12.3 Complaints policy The Complaints Policy and Procedures were reviewed with no amendments made.

- 12.4 Statement of Internal Control The Statement was reviewed with no amendments made.

13. 2020-21 Review of Risk Review and confirmation of:

- 13.1 Risk Assessment The risk assessment was reviewed and an amendment was made with regard to working with volunteers. It was proposed to include a line in the risk assessment for telebanking and fraud. The Clerk agreed to draft this and bring back to the next meeting.
- 13.2 Arrangements for insurance cover in respect of all insured risks The invitation for renewal of insurance had been circulated to all Parish Councillors in advance of the meeting. After discussion **it was RESOLVED** to accept the quotation as per the long-term agreement.

14. Review of documents prepared for 2019/20 audit

- 14.1 Grants and Proof of Need Summary 2019/20 The document as prepared by the Clerk and accepted.

- 14.2 Review of inventory of land and assets including buildings and office equipment The assets register was reviewed and accepted.

15. Correspondence

- 15.1 20200408 DALC Newsletter #25 2020 Cllrs were informed that the newsletter included information on delay to external audit deadlines and use of S137 powers for COVID related grants in the community.
- 15.2 20200409 DALC Newsletter #26 2020 Cllrs were informed that the newsletter included notice of the updated Practitioners Guide 2020 for preparation of audit
- 15.3 20200415 The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 Cllrs were informed of the notification from SHDC that the Council's Environmental Health Specialists are now authorised under new regulations to close businesses that are not permitted to be open, including holiday accommodation and camp sites. Use of second homes is a matter for the police. Feedback from the Police is that the extensive communications campaign that was carried out before the Easter holidays was successful in stopping the vast majority of people from travelling. Most holiday booking businesses have stopped taking bookings. Some holiday lets are being used to house key workers and this can cause some confusion. The Police also carried out visible patrols on routes into the South West
- 15.4 20200415 Your SSL Certificate is coming up for renewal Cllrs were informed that notice has been received that the standard SSL Renewal connected to harbertonparishcouncil.org will auto-renew on 13/08/2020 at a cost of £119.98 for 2 years, not including tax. **ACTION: The Clerk** agreed to review opportunities for free SSL certificates before autorenewal.
- 15.5 20200420 DALC Newsletter #28 2020 Cllrs were informed that the newsletter included comment on use of Zoom as a platform for meetings, advice on updating privacy statements and online meeting survey.
- 15.6 20200424 An Important COVID-19 Update to South Hams Town and Parish Councils Cllrs were informed of the update that waste services continue to operate as normal despite increase in the amount of waste collected, creating long working days for crews. It has been noted that brown bins have been used for ordinary waste which cannot be composted and risking whole vehicle loads being rejected from composting sites. Crews will therefore monitor bins and refuse to take waste where appropriate.
- 15.7 20200424 Bonfires It was reported that a member of the public had contacted the Parish Council to ask if it could intervene to reduce the proliferation of bonfires in Harberton as the smoke is becoming a nuisance by impacting air quality. SHDC had recommended that the MoP talk this through with anyone having a fire. The MoP commented it is not always easy to identify the source. The Clerk had asked D.Cllr McKay if the District Council was considering means to manage the increase in garden waste following closure of recycling centres. It was reported that SHDC is looking at measures to enable reopening of recycling centres to take waste due to problems such as this and an increase in fly-tipping across the district. Should the Parish wish to set up a composting scheme it is worth noting that the Ashprington Meadow composting scheme is experiencing problems as it was SHDC that mowed the grass and shredded the compost. This is regarded as non-essential work and has been stopped.
- 15.8 20200427 Open Letter on shut down of democracy Cllrs were informed that the D.Cllr had provided a copy of his open letter written in response to the decision made at an online meeting of the Full Council of South Hams District Council on 23 April 2020 to disallow questions and motions at Council meetings and to suspend meetings of Overview and Scrutiny on the pretext that the Executive is not meeting. It was reported that the situation has improved in recent weeks as some meetings are now taking place.
- 15.9 20200428 Testing for essential workers, support for families with disabled children and the NHS is still here for you Cllrs were informed that the newsletter includes comment that whilst the country may have reached a peak in coronavirus (COVID-19) cases reported via hospitals, the Office of National Statistics comments that that deaths in community settings, including care homes, are continuing to rise and that Devon is yet to see the peak in initial cases. Residents are encouraged to keep on with social distancing and being careful. The newsletter includes useful tips on payment options for volunteer shoppers supporting people who are isolating.
- 15.10 20200501 Robert Jenrick Letter Cllrs were informed that Robert Jenrick MP had written to all Parish and Town Councils via the District Council, thanking those who are responding to Coronavirus across the country. The letter comments that £3.2 Billion of additional funding is being made available to local councils, with a share available to lower tier councils. Information was forwarded by the secretary of the Devon Branch of SLCC as the information was not forwarded by Devon district councils.
- 15.11 20200505 Help for Residents Who Need Basic Essentials Cllrs were informed by news release that The Covid19 Welfare Support Fund will help people who have no money for even the most basic household essentials. The fund can provide small emergency payments to help with necessities such as food, basic household items, essential travel or utility payments. Residents who are affected can apply here www.southhams.gov.uk/welfarefund or contact the helpline on 01803 861407.
- 15.12 20200505 DALC Newsletter #30 2020 Cllrs were informed that this issue includes thanks to all clerks, the letter from Robert Jenrick MP as noted above and a prompt to complete a survey of the financial impact of COVID-19 on Parish Councils.

16. Finance

- 16.1 Notice of income and expenditure since last meeting The following income was reported:
24/04/20 SHDC £250.00 grant for COVID-19 support. It was noted that expenditure related to COVID-19 support in the community would be recorded under Section 137 spending. The Parish Council has received this grant on behalf of Harberton Helps, who will first approve any spending before forwarding to the Parish Council for sign off.

20/03/20 TGC Solar £5656.00 It was reported that the 2020-21 Community Benefit Fund payment due in April 2020 had been received early. As such it will appear in the accounts for the 2019/20 financial year. This increase in income within the financial year triggers the Parish Council's requirement for an external audit.

- 16.2 To consider payments as per the May 2020 payment schedule **It was RESOLVED** to make the following payments:

	TO	INVOICE/ PAPERWORK	DETAIL	BEFORE VAT £	VAT £	TOTAL £
2005_1	Cat Radford	Payslip 20200522	Salary May: £429.52 NP May: £49.56	479.08	0.00	479.08
2005_2	Cat Radford	Payslip 20200522	Overtime: 106.55	106.55	0.00	106.55
2005_3	Cat Radford	Clerk Expenses Claim 20200506	Mileage/Parking Office expenses Broadband claim	2.34 14.39 7.50	0.00 0.00 0.00	24.23
2005_4	Came and Company Local Council Insurance	2141025	Local Council Scheme with Ecclesiastical Policy SL0119736 01/06/2020 to 31/05/2021	498.13	0.00	498.13
				1107.99	0.00	1107.99

It was RESOLVED Overtime to be paid as per the schedule, however it should be ratified at the next Finance Committee meeting that the overtime is correct.

17. **E-Circulars** Cllrs were informed that regular 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.
18. **Matters at the discretion of the Chairman: Councillors' reports and items for future agendas:**
- 18.1 Stream at the Forge It was commented that there is a build up of silt at the stream, which historically has been cleared by a volunteer. It was suggested that **Cllr Camp** have a look.
- 18.2 Artistic Fly Tipping It noted that photographs of a flytipped toilet marked 'R.Mutt' had been taken in lanes in the Parish and circulating online.
- 18.3 Walkers closing gates It was commented that the notice circulated by the Parish Council for walkers to close gates and follow the country code has been received well, and people appear to be taking notice.
- 18.4 Vulnerable children at risk of grooming Commented was made on reports by DCC that vulnerable children are at a higher risk of grooming during the pandemic. It was asked if there was anything that the school could do. It was commented that online safety has been a regular feature of home learning prepared by school staff.
- 18.5 Harberton Helps Meeting It was commented that Harberton Helps had asked the Parish Council to consider circulating a statement with regard to 'stay alert' message from the government. Cllrs agreed that multiple messages could have the effect of being less helpful than more so.
19. **Date of next ordinary meeting** Tuesday 9th June 2020