

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 14th July 2020. This was a virtual meeting (video and telephone conference call) of the Parish Council held on the digital platform Zoom.

In attendance

Harbertonford Councillors

Cllr Beamish: Present by phone
Cllr Bowley: Present by video link
Cllr Janes: Apologies
Cllr McDonnell: Present by phone
Cllr Waite: Not present
VACANCY

Harberton Councillors

Cllr Camp: Present by video link
Cllr Davidson: Present by video link
Cllr Hockings: Present by phone
Cllr Phillips: Present by video link
Cllr Williams: Present by video link
VACANCY

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: 2

Public Session

i) Two members of the public (MOP) attended the meeting to put themselves forward to fill the vacancies on the parish council. They each gave some information about themselves and their interest in becoming councillors. Councillors asked questions which were answered. This was discussed further at item 6.

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 (C.Cllr)

- 3.1.1 *Team Devon* The team formed to co-ordinate COVID-19 activities and support has now been stood down.
3.1.2 *Active Travel* It was reported that new funding is coming forward to look at ways to improve cycling and other active travel links. The C.Cllr invited all parishes for comment on what improvements they would like to see in connecting active travel from village centres into Totnes in a safe way. There was comment made on establishing cycle routes within the network of green lanes within the area and that the Parish Council had used TAP fund monies to resurface one green lane connecting Harberton and Harbertonford. It was commented that the extensive National Cycle Routes are not well signposted and cyclists are not often aware of their existence. Route number 28 passes Luscombe Cross before carrying on to Cornworthy and Black Awton, all on the road. It was commented that the new cycle path along the Western Bypass requires maintenance as is overgrown and cyclists are avoiding it. It was also commented that there is a drop kerb stone on the route out of Totnes may also explain why cyclists aren't using it. It was commented that the pot-holes along Old Road in Harbertonford, on the Kingsbridge Hill and at the lights at the station are in such poor condition, it would be very dangerous to cyclists.
3.1.3 *Totnes Rural Area Youth Engagement Project (TRAYE)* The project continues to seek representatives from the parish areas it serves. The C.Cllr extended the invitation to either of the new councillors who may wish to join as trustees.
3.1.4 *Shared space* It was reported that Totnes Town is looking to implement the use of planters and other street furniture to create a 'shared space' environment between pedestrians and vehicles.

3.2 District Councillor (D.Cllr)

- 3.2.1 *Community Speed Watch* The D.Cllr commented that a notice has been put in Village Life and in the shop looking to recruit 6 volunteers to establish a speed watch in Harbertonford. It was reported the Police have commented that there may not be a suitable location with the necessary escape route from which to undertake a speed watch, however identifying the volunteers is the first step. The initiative has currently been paused but will be restarted as soon as social distancing advice allows.
3.2.2 *Harbertonford play park* The D.Cllr reported that he is seeking funding to get the play park equipment fixed to sit alongside the Parish Community Benefit Funds available, however most funding bodies are suspending usual funding streams to divert for COVID-19 support for organisations and communities. The D.Cllr has been investigating the legality and constraints of an option for a community park self-build, where the community designs and then constructs the park themselves. This would be a bigger ask of the community but the possibility of a greater reward. It was commented that residents in Ashprington were involved in the design of a park in which the final drawings were completed by an engineer who ensured that the design complied with council regulations and requirements.
3.2.3 *Resurfacing works between Cabaton and Rollster bridge* The D.Cllr reported submitting a request for information on how much works cost, as it seemed unusual to prioritise works for a road with such light use.
3.2.4 *Dedicated parking at Harbertonford shop* The D.Cllr reported furthering requests for hatched parking spaces at the shop for customers during opening hours. It was commented that the C.Cllr had broached this with

Devon County Highways (Highways) and had received a negative response. There was some discussion on where else parking spaces could be made available, such as space within the churchyard or perhaps a radical rethink on broadening the road in Harbertonford. The D.Cllr commented that it is likely that funding for such a scheme would be out of reach.

- 3.2.5 *Barbed wire fencing on Bow Road* The D.Cllr reported pursuing the issue of a newly installed barbed wire fence along Bow Road at Luscombe Meadows with concerns for pedestrian safety. It was reported that Highways had responded to say that there was nothing they could do.
- 3.2.6 *Totnes Town Centre traffic restrictions* A question was asked about current 5 mph restrictions and Saturday morning road closure within the town, asking if local businesses had been canvassed on implementation and if the 5 mph speed limit was advisory or a requirement. The C.Cllr responded that the Town Council was required by Highways to consider measures to support social distancing within the Town Centre. The narrow pavements in Totnes presented a particular challenge to which a four hour road closure one day per week was presented as a solution. The Chamber of Commerce were consulted and proposed the 9am – 1pm Saturday morning road closure. An advisory 5mph limit is in place to encourage vehicles to travel at walking pace as part of employing a 'shared space' approach to town centre use. It was commented that it is not transparent who is a member of the Totnes Chamber of Commerce.
- 3.2.7 *Reporting enforcement cases* The D.Cllr was asked if he had referred a potential breach of planning permission as raised by a member of the public to Enforcement. There was discussion on whether it was considered a breach. Cllrs commented that it would be for the Enforcement Officers to process.

4. Minutes the following minutes were accepted as an accurate record:

- 4.1 Ordinary Meeting of Harberton Parish Council 9th June 2020, with amendments.
- 4.2 Extraordinary General Meeting of Harberton Parish Council 16th June 2020, with no amendments.
- 4.3 Meeting of the Finance Committee of Harberton Parish Council 7th July 2020, with no amendments

5. Report Matters Arising from the Minutes for information only

- 5.1 Harberton Devon Air Ambulance Clearance Area sign Ongoing.
- 5.2 Tree works update Cllrs were informed that contracted tree works had been undertaken. The Parish Council had been advised that the Ash tree tagged no 242 at Harbertonford park was likely to require further works and should be regularly monitored. It was noted for the minutes that the cutting of the grass at Harbertonford Park had made collection of wood after felling a much simpler operation.
- 5.3 Purchase of mobile phone Ongoing.
- 5.4 Risk Assessment Ongoing.
- 5.5 Parish Footpaths Following reports of the missing footpath sign had been found within an overgrown hedge which has been clipped around the sign but is still difficult to see. It was reported that the Public Rights of Way (PROW) Officer has arranged for a new boardwalk to be installed at Footpath 6, where wet beyond the footbridge. The footpath is off the legal line and following discussion with the landowner it will be put back on the legal route. All actions should make use of this route a lot easier.
- 5.6 Harberton Stream Action to arrange a machine to remove silt build up in the stream is ongoing.

6. Co-option of Councillors to Harbertonford and Harberton Ward. Members of the public left the meeting and joined the waiting room whilst the item was discussed. Cllrs were pleased that two people had come forward to fill the available vacancies. After discussion **it was RESOLVED** to co-opt Emma Croft as Parish Councillor to the Harberton Ward and Douglas Hambly as Parish Councillor to the Harbertonford Ward. Both were invited back to the meeting to confirm co-option. It was agreed that the Parish Clerk forward the Code of Conduct, Standing Orders and training courses available along with Declaration of Eligibility and Acceptance forms and Register of Interests forms for completion prior to the next meeting to which they would attend as Parish Councillors. Both then left the meeting.

7. Planning

- 7.1 Consider planning applications (for consideration) and receive notifications for prior approval (for information)
- 7.1.1 [1879/20/PDM](#) Notification for prior approval for proposed change of use of agricultural building to dwellinghouse (Class C3)(Class Q(a)) at Moore Farm, Higher Plymouth Road, Harberton Cllrs noted the application and had no comments.
- 7.1.2 [1951/20/LBC](#) Listed building consent for removal of rotten stairs from ground floor to first floor, and rotten first floor and second floor from bell tower. Removal of inoperative clock mechanism and bell. Installation of winter roost for lesser horseshoe bats in first floor with access from ground floor and to second floor. Repairs to roof structure. At East Wing, Tristford House, Harberton **It was RESOLVED** to comment that Harberton Parish Council SUPPORTS the restoration of the bell tower and preserving the bats and bat roost. The Parish Council has concerns about integrity of the building as a bell tower and would prefer the bell to be kept in situ.
- 7.2 Receive a report on planning and appeal decisions There were no planning authority decisions to report.
- 7.3 Receive a report on enforcement cases Cllrs were informed of new cases on the caseload.

8. Monthly reports

- 8.1 Finance Committee update It was reported that the Finance Committee had reviewed and approved the end of 2019/20 financial year budget report and bank reconciliation showing an income of £29849.84 and

expenditure of £24755.43 and a closing balance of £43,767.76. The Finance Committee reviewed the 2020/21 Quarter 1 budget and bank reconciliation showing income of £10436.05 and expenditure of £3204.00 in the quarter. The quarter 1 bank reconciliation showed a balance of £50999.81 including reserves. The Clerk had submitted an overtime claim of £304.79, carrying an additional 10 days of Time Off in Lieu (TOIL) into the next quarter, totalling 30 hours, plus holiday.

- 8.2 Neighbourhood Plan update Totnes Town Council has made a request for a meeting with the Chair of the HNP with regard to the development on the Plymouth Road *1232/20/FUL* as noted in item 8.4.2. It had been suggested that Cllr Davidson should also attend and the Clerk attend to take notes.
- 8.3 Community Land Trust update It was reported that the solicitors are moving along and a bounce back loan has been approved.
- 8.4 Clerk's update
- 8.4.1 Website accessibility Further work has been undertaken on the website to meet the deadline of 23rd September for compliance. It was noted that whilst the Parish Council website is close to being compliant, but the Harberton Parish Neighbourhood Plan is not compliant. The Clerk suggested carrying content from the HNP website over to the Parish Council website whilst checking each page for compliance, mending broken or out of date links. The Clerk is seeking guidance on how to manage PDF's to ensure that they are accessible.
- 8.4.2 Planning Application 1232/20/FUL Following the Parish Council's consultation on this application in the previous month, over 80 letters have been submitted by members of the public to the Planning Authority. See item 8.2 with regard to a request for a meeting between the HNP and Totnes Councillors.
- 8.4.3 Forwarded correspondence Due to an error in the published agenda, the Clerk had forwarded two items of correspondence to Parish Councils for their information. This included an explanatory note regarding the use of Planning Performance Agreements (PPA) by the Council and in particular the PPA with Baker Estates that was recently publicised in the local media.

9. **Earmarked reserves** Following discussion **it was RESOLVED** to accept the Finance Committee's recommendations and make changes to the 2020/21 earmarked reserves so to increase the amount in general reserves, It was agreed to retain £100 within training reserves to allow new councillors to attend courses:

| | 2020/21 Earmarked reserves (as in budget) | Reallocated of reserves at end of Q1 | Notes |
|---|---|--------------------------------------|--|
| Lengthsman project | 3,750.00 | 3000 | Allows enough for lengthsman project to get started |
| Elections | 3,000.00 | 500 | To build elections up again over 6 years |
| Office Equipment | 250.00 | 0 | Budget according to need in 2021/22 |
| Mower Contingency repairs | 200.00 | 0 | Remove |
| Training reserves | 450.00 | 100 | Remove all but £100 to rebuild in 2021/22 budget |
| Bus shelters (rename to 'maintenance reserve') | 148.26 | 100.00 | Propose to build healthy maintenance reserve for future years. Maintenance reserve (bus shelter repairs, car parks etc) Make bigger at next budget. Propose to build a general reserve and budget line for tree works in 2021/22 |
| Parish Defib | 731.29 | 731.29 | Maintain |
| Harbertonford playground | 150.09 | 150.09 | Maintain |
| | 8,679.64 | 4581.38 | |
| End of year balance in current account at beginning of financial year (end March 2019/20) | 7,217.04 | 7,217.04 | |
| Remaining 'general reserves' | -£1,462.60 | £ 2,635.66 | |

It was RESOLVED that the grant monies received on behalf of Harberton Helps for COVID-19 should now be included in earmarked reserves.

10. Community Benefit Fund

Harberton and Harbertonford History (HHH) Society: Harbertonford Woollen Mill: A Living History **It was RESOLVED** to accept the Finance Committee's recommendation of give a grant of £1000 support a collaborative project with Exeter University to create a short film, the focus of which will be the Mill. Cllrs were informed that he aim would be to show the film as part of a presentation to the people of the Parish and on the

HHH website and that it is the intention to make the finished film available to local schools as an educational resource. **It was RESOLVED** that the grant be paid on receipt of written grant acceptance.

11. Harberton Parish Parks and Playing Fields

- 11.1 Harberton Playing Field Risk Assessment and Action Plan Cllrs had been forwarded in advance a risk assessment and action plan compiled by the Harberton Playing Field Association following the annual inspection of the play area. The category B issues raised by the inspection have been resolved or are in the process of being resolved by the committee. The following issues were referred to the Parish Council for consideration:
- 11.1.1 Fence along pedestrian pathway and along bottom of play area in poor condition. HPFA has requested a quote for new fencing. It was suggested that in the short term the middle fence bar could be removed to deter climbing and strengthening work done. **It was RESOLVED** to agree with the HPFA recommendation to remove the middle fence bar.
- 11.1.2 Signage lacking – provision of emergency contact information. The only information HPFA consider necessary is 'operator contact details' emergency service contacts. **It was RESOLVED** that signage is unnecessary as the park is being regularly inspected.
- 11.1.3 Fencing around playground. HPFA does not consider a fence around the playground is necessary. **It was RESOLVED** to agree with the HPFA that a fence is not necessary.
- 11.1.4 Swing barriers around cradle and open swing set. HPFA consider risk as low. **It was RESOLVED** to take HPFA recommendation that the risk is low.
- 11.1.5 Safety surface insufficient area around swings and horizontal agility bars considered insufficient. HPFA consider risk of injury is low as adjacent land is grass. **It was RESOLVED** to take HPFA recommendation that the risk is low.
- Cllrs wished to thank the HPFA committee for their thorough work in responding to the annual inspection.
- 11.2 Consider reopening play parks in line with Government guidance Cllrs were informed that new government guidance on managing playgrounds and outdoor gyms was published on 26th June for the safe reopening from 4th July 2020. The guidance states that owners and operators responsible for playgrounds and outdoor gyms will have discretion over when they consider it safe to open for activity permitted by legislation, and may decide to keep these areas closed should they feel they are not able to facilitate their safe usage. The document contains non-statutory guidance to be taken into account when complying with existing legal obligations relating to health and safety, employment and equalities.

Cllrs were informed that a statement from the Association of Play Industries (API) was published soon after the Government guidance, commenting that placing the entire burden of responsibility on the owner/operators is unworkable and that this should largely be a matter for personal/parental responsibility. The API is continuing discussions with the Ministry of Housing, Communities and Local Government (MHCLG) over the published guidance and will advise further as soon as possible. In the meantime, whilst it is not the API's role to provide formal guidance they have shared a summary of useful solutions operators have taken a very pragmatic approach to the guidelines so that other operators could follow suit and enable play areas to re-open as soon as possible, as expected by the public. In examples given, operators have approached the problem in a similar manner, conducting a Risk Assessment which has determined which elements of the guidelines can be followed and which cannot. The operators have then focused on what is possible within their remit. Cllrs were informed that both the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) welcomed the API guidance as it provides practical steps for playground operators referring to and interpreting Government guidance in a way that is appropriate for parish and town councils to consider opening their play areas from 4th July onwards.

Cllrs were informed that information had been received from South Hams District Council on their proposed approach to reopening parks in the South Hams and this had been compared with the examples available from the API.

Following discussion **it was RESOLVED** that Harberton Parish Council take the following approach to reopen parks:

The government public health guidelines are a considerable challenge and has taken the lead from the Association of Play Industries (API) to form an approach to the reopening of play areas in Harberton and Harbertonford. This is a pragmatic approach with clear information to the public about risks. This is subject to the Council's insurance company agreeing.

It is not feasible for Harberton Parish Council to provide the following:

- the provision of stewards
- a booking system
- relocation of equipment for social distancing
- daily cleaning of equipment: Due to the nature of use of the play equipment, it would need constant re-sanitising, and accordingly would be a futile exercise
- the provision of cleaning equipment: this cannot be checked or replenished regularly and as such could not be a facility that the public could rely upon to keep their hands clean

- the creation of entrance and exits or a one-way system
- an increase number of bin collections: the Parish Councils relies on the Local Authority's collection schedule.

SHDC is not proposing a sanitising of play equipment prior to reopening. In their published update to Town and Parish Councils it is stated this decision has been made because parks have been closed, and science indicates that the virus does not survive beyond a couple of days on surfaces, with any contamination significantly decreasing after 24 hours.

Harberton Parish Council will carry out the following in relation to the re-opening of Play Areas:

1. Carry out Risk Assessments including COVID-19 risks.
2. As both play areas in the Parish fall under a Play Area Agreement the Parish Council has with SHDC to inspect and insure the play area, SHDC has assured all Town and Parish Councils that a Mobile Locality Officer inspection will have been carried out before Saturday 4th July and any report with any defects will have been forwarded by now to the Parish Council.
3. Prior to opening ensure that safety issues identified within the Annual Inspection reports (May 2020) reports have been addressed and repairs arranged where necessary, or otherwise tape off use of equipment. As such **it was RESOLVED** to fence off the Earthwrights Multi Activity Unit (MAU) at Harbertonford play park until defects are resolved.
4. Prior to opening ensure that a grass cut has been carried out if left uncut during the closure.
5. If ready, 'Play Park closed' signs will be removed, along with any hazard tape, and zip ties/locks from gates.
6. Illustrative signs as produced by SHDC will be erected at sites advising users to; maintain social distancing (although children will not do so when playing), wash hands before, during and after using equipment, and to stay away if they have Covid symptoms. Further wording proposed by API and other operators will be incorporated including a ban on food and drink in the play area, a suggestion that if the play park is busy come back at another time, and that use of equipment is a matter of personal/parental responsibility.

It was RESOLVED to open Harberton play area subject to the correct signs.

It was RESOLVED to open the park at Harbertonford but erect fencing around the unsafe equipment.

ACTION: Cllr Beamish agreed to liaise with a parish resident to borrow appropriate fencing.

The meeting was adjourned to allow the C.Cllr to comment that TRAYE youth workers can support fundraising for play equipment.

- 12. Dartington Neighbourhood Plan pre regulation 14 consultation** **It was RESOLVED** that any councillors who had comments on the draft should send them individually.

13. Annual Audit

- 13.1 Receive Internal Auditor's report and note observations** The internal auditors report had been circulated to all cllrs in advance of the meeting for review. The Internal Auditor had made three observations, summarised below, to which the following response had been prepared:
- 13.1.1** *The Council does not have the latest model NALC Financial Regulations issued July 2019* The 2019 NALC Financial Regulations were adopted by the Parish Council in May 2020 as per the annual review cycle. The updated regulations are published on the Parish Council website.
- 13.1.2** *It is understood that the Clerk is not CILCA qualified. The Council should consider whether the Clerk should be CILCA qualified* This was discussed at the meeting of the Finance Committee in July 2020. It was agreed for this to be discussed with the Clerk at the next annual appraisal.
- 13.1.3** *A review of the Council quarterly bank reconciliations for 2019-20 were found as not independently reviewed, signed and dated:* Bank reconciliations were reviewed by the Finance Committee at quarterly meetings and of at two of three of these meetings the reconciliations were signed (July and October). This was missed at the January meeting and the April meeting at which the end of year reconciliation would be reviewed was cancelled due to the COVID-19 social distancing measures in place. The end of year bank reconciliation was reviewed at the July meeting of the Finance Committee at which papers were signed by the Chair. Copies will be sent to the internal auditor as soon as possible. The recommended practice of signing the supporting bank statements as evidence of this review is noted and will commence from this date forward. It was noted that contrary to the observation, all Full Council and Committee minutes within the year had been signed, and scans forwarded to the internal auditor.
- 13.2 Review the one-page Addendum to the Annual Governance and Accountability Return** The document was reviewed.
- 13.3 Annual Governance Statement**
- 13.3.1** *Consider the findings of the review by the members meeting as a whole* Cllrs considered findings.
- 13.3.2** *Approve Governance Statement* **It was RESOLVED** to approve the Governance Statement.

13.4 Annual Accounting Statements

13.4.1 *Consider the Accounts Statements by the members meeting as a whole* Cllrs considered findings.

13.4.2 *Approve the Accounting Statements by resolution* **It was RESOLVED** to approve the Accounting Statement.

13.4.3 *Ensure the accounting statements are signed and dated by the person presiding at the meeting* The accounting statement was signed by the Chair.

13.5 Consider Notice of Date of Commencement of Period for the Exercise of Public Rights **It was RESOLVED** that the period for the Exercise of Public Rights would commence on Monday 16th July until Friday 27th August 2019. The Clerk confirmed that notices would be posted in advance of the commencement date.

It was reported that the signed documents above (the exemption certificate, the Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements) plus an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights would be published on the Parish Council website before 18th July 2020.

14. **Annual Review** carried over from Annual Meeting of the Parish Council

14.1 Appointment of any new committees There were none.

14.2 Receipt of nominations to existing committees

14.2.1 *Finance Committee* **It was RESOLVED** that Peter Beamish, David Camp, John Hockings, Gwen Janes and Nick Williams make up the membership of the Finance Committee, chaired by the Vice Chair.

14.2.2 *Harberton Parish Neighbourhood Plan Steering Group* **It was RESOLVED** that Ginny Davidson and Nuala McDonnell serve on the HNP steering group.

14.3 Review of the terms of references for committees

14.3.1 *Finance Committee Terms of Reference* was reviewed, and no amendments made.

14.3.2 *Harberton Parish Neighbourhood Plan Steering Group Terms of Reference* was reviewed, and no amendments made.

14.4 Arrangements for banking **It was RESOLVED** that Cllrs Camp, Beamish, Williams, J.Hockings, Janes and the Clerk remain signatories on the Lloyds Current Account. It was noted that the 2019 arrangements resolved to remove Mr Broom as a signatory and add Cllr S. Hockings instead, however Mr Hockings had resigned from the Parish Council. **It was RESOLVED** that Cllr Camp and the Clerk remain signatories on the Barclays Account and Mr S.Hockings be replaced by Chris Bowley. It was noted that further details regulating finance matters are made in the Financial Regulations

15. **Correspondence**

15.1 Office of the Police and Crime Commissioner Councillor Advocate Scheme Cllrs were informed of a scheme that offers access to a named contact within the commissioner's office, written materials including an information directory, topic briefings, newsletter, and opportunity to join face to face meetings. Parish Councils have been asked for a nominated advocate, either the Clerk or a councillor. Cllr Williams will think about putting his name forward.

15.2 Temporary Traffic Notice Moreleigh Road, Harberton Cllrs were informed of planned works on the Morleigh Road on 2nd September. An alternative signed route will be in place.

15.3 Local Bus Services Update Cllrs were informed that most bus services in Devon will be further restored from Sunday 14th June in response to recent Government announcements and a fresh round of funding direct to bus companies for commercially operated services, plus an anticipated additional grant via local authorities for supported services. Bus 92 will revert to normal timetable, 164 will revert to operating Sunday only. The community bus services operated by Bob the Bus continues to be suspended for the meantime.

15.4 Local Bus Services Update (Item repeated in error)

15.5 DALC Newsletter #34 2020 Cllrs were informed that the newsletter includes links to a new guide from NALC to provide an overview of government guidance and Covid-19 risk assessments, as well as some helpful checklists to help councils make decisions on reopening facilities and operating services.

15.6 SLCC News Bulletin - LGA Model Code of Conduct consultation Cllrs were informed that a Review of Ethical Standards in Local Government was for the Local Government Association (LGA) to create an updated model code of conduct for all tiers of local government. Consultation on the updated model is open to councillors and officers and will run for 10 weeks from Monday 8 June until Monday 17 August. It was noted that once the consultation is closed it is likely that councils will be advised to update the Code of Conduct.

15.7 Impacts and Use of Devon's Bus Network Cllrs were informed of a survey being circulated to support research to examine the impacts of Devon's bus network, including removing barriers to employment, reducing congestion and pollution, and improving physical and mental health by, for instance, reducing social isolation and providing transport for outdoor leisure trips.

15.8 Plymouth and South Devon Joint Local Plans: Supplementary Planning Document Cllrs were informed that the following consultation by Plymouth, South Hams and West Devon Council's on a Draft Supplementary Planning Document (SPD) last year it is expected that all three councils will formally adopt the SDP in coming weeks. The SPD provides guidance on how to interpret and use JLP policies and will assist Neighbourhood Plan Groups in their understanding and translation of those policies. The SPD does not alter the current position, however, that Neighbourhood Plans should be in conformity with the JLP strategic policies.

15.9 Temporary Traffic Order Edeswell Farm to Shorter Cross, Harberton, Rattery Cllrs were informed of the works planned to take place between 13th July and 7th August.

- 15.10 CSW Important Information (Item repeated in error)
- 15.11 CSW Important Information Cllrs were informed that the Community Speed Watch (CSW) scheme may resume from Monday 20th July. The scheme co-ordinator been on sick leave for an extended period but is being expected back soon, following which requests to join the scheme will be actioned with support from local Police.
- 15.12 Barbed wire fencing Cllrs were informed of correspondence from the D.Cllr drawing attention to barbed wire fencing on Bow Road, as reported during item 3.2.5.
- 15.13 DALC Newsletter #36 2020 Cllrs were informed of repeated call for Members to respond to consultation on a new model code of conduct. The newsletter also notes that NALC is calling the government to introduce a new power for local authorities to suspend councillors for a period of up to 6 months.
- 15.14 SLCC - Urgent update on the re-opening of playground guidelines Cllrs were informed that correspondence was received regarding government guidance on managing playgrounds and outdoor gyms which informed discussion at item 11.2. In response to members concerns over the Government guidelines cllrs were informed that the Clerk has completed a survey produced by SLCC and NALC to support ongoing discussions with the Government for the introduction of safe and practical measures for both users and operators.
- 15.15 DALC Newsletter #37 2020 Cllrs were informed that Following the government announcement of further easing of lockdown restrictions from 4 July, both NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face to face contact. However, where a local council does have an identified need to hold a physical meeting, as they are unable to conduct council business any other way, they can consider doing so from 4th July. These meetings must be managed within the social distancing and 'safer workplaces' guidance produced by Government, which includes the requirement to conduct a risk assessment to determine if it is feasible and safe to hold a physical meeting. Thinking ahead to what the future may hold, NALC has updated their 'Holding Remote Meetings' guidance to include a section on hybrid meetings where some members will be physically present and some attend remotely.
- 15.16 DCC webinar on electric vehicle charging points Cllrs were informed that Devon County Council is working with the Energy Saving Trust to put on a workshop on the topic of 'Preparing to deliver a county-wide charging network' on 22nd July. Information was forwarded to the Parish Environmental Action Group.
- 15.17 Facebook request to Towns and Parishes across the South Hams Cllrs were informed that the clerk had forwarded a link to the village newsletter and email circular editors through which residents can report fly tipping, littering and dog control offences: <https://apps.southhams.gov.uk/webreportit>

16. Finance

16.1 Notice of income and expenditure since last meeting.

| | | | | | | |
|--------|------------------------|------|---|--------|-------|--------|
| 2006_4 | Dart Forest Tree Works | B611 | Undertake a ground based visual tree assessment of the specific trees growing within Harberton playing field and Harbertonford park | 435.00 | 87.00 | 522.00 |
|--------|------------------------|------|---|--------|-------|--------|

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

| | To | Invoice/ paperwork | Detail | Before VAT £ | VAT £ | Total £ |
|--------|----------------------|--|---|-----------------|-------|---------|
| 2007_1 | Cat Radford | Payslip 20200722 | Salary July: £429.52 | 580.67 | 0.00 | 580.67 |
| | | | NP July: £49.56 | | | |
| | | | Overtime: £101.59 | | | |
| 2007_2 | Cat Radford | Payslip 20200822 | Salary August: £429.52 | 580.68 | 0.00 | 580.68 |
| | | | NP August: £49.56 | | | |
| | | | Overtime: £101.60 | | | |
| 2007_3 | Cat Radford | Clerk Expenses Claim 20200604 | Mileage/Parking | 4.68 | 0.00 | 191.03 |
| | | | Reibursement Zoom, purchase of padlock for gate to playpark and SSL certificate | 171.36 | 0.00 | |
| | | | Broadband claim | 14.99 | 0.00 | |
| 2007_4 | South Hams Arborists | Inv567 | Tree Surgery. Safety work at Harberton Playing Field removal of deadwood from T0241 and large Oak tree, chipping and removal of all arisings, park left clean and tidy Replacement rope for the rope swing, 15m in length, brand new climbing rope- | 339.75 | 0.00 | 339.75 |

| | | | | | | |
|-----------------------------------|---|-------------------------|--|---------|--------|---------|
| 2007_5 | Tree Fellas | Inv574 | Site: Harbertonford Play Park. Tree tag No 242. Reduce tagged south eastern stem by approx. 6-8m and reduce the remaining crowns of stems by 3-4m. Group of trees tag No 243. Reduce 2 Ash and 2 Sycamore trees down to 4-5 meters. Woodchip left in the undergrowth and the wood removed. Areas left neat and tidy. | 885.00 | 177.00 | 1062.00 |
| 2007_6 | St Peter's Church PCC | NA | PCC Grant Harbertonford 2020/21 | 400.00 | 0.00 | 400.00 |
| 2007_7 | Andrew's Technology Support | 11074 | Livedrive cloud UK based backup from July 2020 to June 2021 Unlimited storage, unlimited computers. | 48.00 | 0.00 | 48.00 |
| 2007_8 | Exeter Diocesan Board of Finance | NA | Harbertonford Playground lease payment for the year commencing 23rd August 2020 | 60.00 | 0.00 | 60.00 |
| 2007_9 | IAC Audit and Consultancy Ltd | INV-1019 | Provision of Internal Audit Services in respect of 2020 Annual Return | 150.00 | 30.00 | 180.00 |
| 2007_10 | Peter Beamish | Expenses claim 20200714 | Reimbursement for bicycle lock used to lock Harbertonford Playground | 14.98 | 0.00 | 14.98 |
| | | | | 3250.11 | 207.00 | 3457.11 |
| | | | | | | |
| Payments to make between meetings | | | | | | |
| 2007_11 | Harberton and Harbertonford History Society | NA | Community Benefit Fund Grant: To be made on receipt of written grant acceptance | 1000.00 | 0.00 | 1000.00 |

- 16.3 Banking arrangements As online signatory Peter Beamish is the beneficiary of payment 2007_10 **it was RESOLVED** that the clerk and Cllr Camp approve the payment. £1000 will be transferred from the Barclays account holding the Community Benefit Fund reserves in order to pay the Harberton and Harbertonford History society grant.
17. **E-Circulars** The usual circulars had been received during the month, 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.
18. **Matters at the discretion of the Chairman: Councillors' reports and items for future agendas**
- 18.1 Damage to buildings on Morleigh Road It was suggested restricting size of vehicles using the road as it is narrow at the entrance and at the village hall. It was commented that regular trimming of hedges would help access for large vehicles.
- 18.2 Fly tipping topsoil on Bow Road Following a utility issue at a property on Bow Road, soil has been dumped on the narrow strip of grass which is now falling onto the road. It was commented that this is effectively fly tipping on a grass verge and should be reported via the District Council's website. Cllrs were reminded that reporting functions are available to them and any members of the public who noted issues that required district council action.
19. **Date of next ordinary meeting** It was **RESOLVED** to hold an Extraordinary General Meeting on 11th August 2020 if the Parish Council was required to comment on planning. The next date for an ordinary meeting of the Parish Council will take place on 8th September 2020.