

## **HARBERTON PARISH COUNCIL**

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 10<sup>th</sup> November 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 Hambly: Present by video link  
Cllr Janes: Present by phone  
Cllr McDonnell: Present by phone  
Cllr Waite: Present by video link

#### **Harberton Councillors**

Cllr Camp: Present by video link  
Cllr Croft: 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

#### **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: 10

### **Public Session**

i) The applicant of planning application 3155/20/FUL introduced councillors (cllrs) to plans for the erection of a pre-fabricated building for use as a butchery and shop to enable direct sales of meat from the farm. The applicant confirmed that meat would be marketed as 'organically reared' as whilst livestock would be slaughtered in Ashburton and certified as organic, there are no registered facilities to cut and package meat that meet organic standards. It was confirmed that the farm is part of a veg growing co-op and the shop would also sell fruit and veg grown. The applicant was asked if it were likely that an application would be submitted for a larger building in the future, to which the response that the building is more than adequate for plans was given. The development would provide increased employment for the applicants who would work in the shop. It was commented that the Highways report indicated that a desk survey rather than a site visit had been undertaken and that it would be advantageous for Highways to undertake a site visit.

### **Agenda**

1. **Apologies** There were no apologies.
2. **Declaration of Interests**
  - 2.1 Cllrs were reminded of the need to update their register of interests.
  - 2.2 Interests declared:
    - 2.2.1 Cllr Waite declared an interest in agenda item 7.4 as a neighbour to the post office and regular use of roadside parking in this area. Cllr Waite left the meeting whilst this item was discussed.
    - 2.2.2 Cllr Camp declared an interest in agenda item 8.1.1 as the applicant. Cllr Camp left the meeting whilst this item was discussed.
3. **Presentation: South Hams District Council New Recycling Service** A member of staff from South Hams District Council (SHDC) attended the meeting to give a presentation on the new recycling service. Comments were made on missed bin collections under the new collection rounds. It was responded that SHDC is aware and working hard to resolve teething problems with the new rounds and that rounds are efficient as possible. It was confirmed that SHDC has not taken the decision to charge for collection of garden waste when the new service starts in March. It was explained that SHDC is undertaking a review of waste collection arrangements for areas that have choke points, narrow roads and narrow access areas, or no kerbside space to safely leave bins or containers outside for collection. Siting central recycling collection points would be considered as a last resort. Members of the community were invited to share local information on problematic areas. A cllr commented that much of Harbertonford is affected by these challenges and appropriate locations for an increased number of recycling banks would be difficult to find. A suggestion was made that when SHDC does a leaflet drop in the new year it includes a tear off slip for residents to report their kerbside issues. The SHDC representative agreed to take this into consideration, commenting that the leaflet may direct residents to an online form. Cllrs commented that leaflets are still valuable in the parish as they allow members of the public who have poor access to the internet or not online to respond.
4. **Public engagement, including District and County Councillors, in Parish Council meetings** A point of clarification was made on protocol for engagement in Parish Council meetings. After discussion **it was RESOLVED** to make the following amendments to the Parish Council's Standing Orders item 3d. *For meetings of the parish council 'members of the public' means all attendees other than members of the parish council and the Clerk. For meetings of committees and subcommittees of the parish council 'members of the public' means all attendees other than members of the parish council, the Clerk and non councillors with voting rights on that committee or subcommittee.*
5. **Reports for information from:**
  - 5.1 County Councillor (C.Cllr) The C.Cllr had circulated a report in advance of the meeting. The following details were raised:
    - 5.1.1 Road improvements in Harbertonford The C.Cllr had received updates clarifying that the scheme began as a straightforward maintenance scheme, but once the officer was made aware of the issues the decision was

taken to use some of additional capital funding available this year to pay for a comprehensive investigation and design that the Council would normally be unable to justify. The ultimate goal is to confirm what it's possible to include in the scheme so that once the resurfacing has been completed there will be no need to carry out further works at a later date that might affect the life of the new surface, i.e. drainage improvements or moving the crossing. It was clarified that the officer can't guarantee that the Council can fully resolve all, or any of the issues has no remit or authority for road widening or speed restriction measures and that further funding would need to be sought from the relevant department to make a contribution to any complex set of works agreed.

- 5.1.2 Speed assessment survey A SCARF (speed assessment) located as close to the zebra crossing as possible has been initiated to inform the above investigations. The SCARF survey will indicate the level of problem that exists in relation to the traffic speed. It was confirmed that the SCARF survey would not take place during lockdown. DCC policy will be guided by the 20mph trial in Newton Abbott and won't progress further requests for 20mph speed restrictions until that trial is completed.
- 5.1.3 Parking at The Post Office/shop The C.Cllr requested clarity on whether the Parish Council wishes to take proposals forward as a formal request to Devon County Council (DCC). See discussion at item 7.4.
- 5.1.4 Saturday Morning Road Closure in Totnes Town Centre Cllrs were informed that the Totnes Town Council has suspended the current four-hour Saturday morning road closures under the new lock down. A decision on the continuation of the scheme was deferred until at least the next Full Town Council meeting when it is anticipated that there will be an interim report on impacts and views on the road closure through the public survey. The Public consultation can be accessed at this link: <http://www.totnestowncouncil.gov.uk>
- 5.2 District Councillor (D.Cllr)
  - 5.2.1 Waste collection The D.Cllr is aware that a number of collections have been missed and residents are having difficulty reporting this via the website. If residents do not receive a response, they can get in touch with the D.Cllr who will follow this up on their behalf. The D.Cllr gave credit to the officer at SHDC who is picking up issues and resolving them when forwarded.
  - 5.2.2 Englebourne Woods The D.Cllr informed cllrs that he has spoken to the Forestry Commission who issued the clear felling licenced at this site. The Forestry Commission recognise that the site was not just an ash wood, however taking out trees of any would destabilise the bank and this was considered too great a risk and therefore the site would need to be clear felled. A planting condition will be enforced in due course, but there is no obligation to restock in the following year. When asked when a decision on the retrospective planning application will be made, the D.Cllr did not know when this was due.
  - 5.2.3 Road improvements in Harbertonford The same officer updating the C.Cllr had also written to the D.Cllr informing him that having visited the site with a member of the Road Safety Team it was concluded that the benefits of moving the crossing to the other side of the river were marginal with the potential of future loss of visibility due to vegetation on private property. An alternative crossing site extending the footway by the Totnes bound bus stop has been proposed and a preliminary design drawn up to explore the option in terms of practicality, safety and funding. The officer commented that they will keep pursuing the scheme until a viable site for the site is found, or until it becomes apparent that no such site exists.
  - 5.2.4 Business relief grants A briefing is taking place in the coming week. The D.Cllr invited any cllrs who have any questions about grants available to get in touch.
  - 5.2.5 Harbertonford Play Park The D.Cllr commented that it would be useful for different parties interested in supporting the park to join up as the long-term vision and immediate needs for repair and replacement is not clear.
  - 5.2.6 Community Speed Watch Work on establishing a group is ongoing.

6. **Minutes** consider approval of following minutes. The following minutes were approved with minor amendments: Ordinary Meeting of Harberton Parish Council 13<sup>th</sup> October 2020

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

7.1 Harberton Devon Air Ambulance clearance area sign Ongoing

7.2 Ash trees at Palmers Dam Ongoing

7.3 Traffic through East Leigh hamlet No response had been received from Devon County Highways (Highways)

7.4 Harbertonford Post Office Parking There was discussion in which it was clarified that an area opposite the post office toward the river had been proposed for two time-limited parking places, not four spaces directly outside the shop and Pound Cottage doorways. It was reported that if the Parish Council wished to pursue the matter, Highways would be willing to upload this site for further. After discussion **it was RESOLVED** that the Parish Council did not wish to pursue the matter as it would likely cause more problems that it would solve.

8. **Planning**

8.1 Consideration of planning applications:

3155/20/FUL Erection of farm shop/butchery building and provision of associated infrastructure at Daynes Farm, Harberton **It was RESOLVED** to SUPPORT the application with a comment that the Parish Council notes Highways visibility concerns and proposed removal of a large native tree. The Parish Council does not wish to lose the tree, but if it has to be removed, the landowner follows the Woodland Trust guidelines to plant 3 trees to any 1 removed. It was agreed to refer the planning authority to the results of the 2015 Harberton Parish Neighbourhood Plan consultation survey, noting that when asked for their view on rural land use, 87% respondents agreed or strongly agreed that they would support the development of more farm shops selling

local produce and 72% respondents agreed or strongly agreed that they would like to see organic farming develop over the next 15 years.

8.2 Receive a report on planning and appeal decisions No decisions to report.

8.3 Receive a report on enforcement cases Cllrs were informed of the current case load and closed cases.

## 9. Monthly reports

9.1 Finance Committee update No update.

9.2 Neighbourhood Plan update No update.

9.3 Community Land Trust update No update.

9.4 Clerk's update

9.4.1 Update on Community Speed Watch (CSW) It was reported that some CSW groups have chosen to suspend operations in light of the new lockdown. All training of new groups however will be put on hold.

9.4.2 Creation of new footpaths Correspondence had been received from a member of Sustainable Harbourne Valley (SHV) commenting that Sustainable Dittisham is currently surveying their residents about travel to and from Dittisham and how they can make that more sustainable. It was suggested that SHV could provide support in consulting with/surveying the parish community on a need for a new footpath from Kiln Lane and asking the Parish Council to let SHV know if there's anything that can usefully be done about Active Travel and Quiet Lanes locally, suggesting it would be so good to have a safe route from Harbertonford to Totnes beside Old Road.

## 10. Harberton Parish Parks and Playing Fields

10.1 Harberton Playing Field Association (HPFA)

10.1.1 Update from minutes No update.

10.1.2 Park boundary Cllr Camp had attended the site and suggested that it was quite overgrown and needed a heavy pruning in the winter before the spring. He commented that there are some nice trees that should be left for stability of the bank. It was commented that this would be a good community project in the spring, and that the Parish Council should liaise with the HPFA.

10.2 Harbertonford Play Park

10.2.1 Consider November 2020 inspection report Cllrs noted the contents of the report. Cllr Beamish reported that a volunteer will remove the fallen apple tree.

10.2.2 Update on long terms plans for the park Cllrs were informed that the Harbertonford CE Primary School PTFA is submitting a bid to Morrisons requesting funds to support an activity trail on school grounds and to support redevelopment of the park. If successful the bid could support community activity, workshops to design the area and engage local youth groups. This would act as match to any further funding secured by the D.Cllr from other sources. The D.Cllr commented that it would be advantageous for all parties interested in supporting the park to meet to ensure a joined-up approach to fundraising. It was proposed that the School PTFA invite Cllr McKay to attend their next meeting. **ACTION: The Clerk** to propose this to the PTFA. It was reported that following an appeal for volunteers through Sustainable Harbourne Valley some have stepped forward to support maintenance of trees and shrubs.

11. **Totnes Town Centre Consultation** It was reported that a survey has been commissioned by Totnes Town Council to gather information on the impact of the 4 hour a week closures and ask for suggestions for the longer-term Shared Space project. During discussion Parish Cllrs expressed concerns about the way that the survey has been set up, commenting that whilst the additional question has been included in the questionnaire, it is not apparent that if answering 'no', a respondent can skip to the end without answering further questions. It was also noted that residents in neighbouring parishes do not live in Totnes, but neither consider themselves 'visitors', rather that they are stakeholders in their local town hub.

It was therefore agreed that to make the formal response that the Parish Council is of the opinion that the survey is not fit for purpose on the grounds that it asks leading questions and does not include a question acknowledging residents outside of Totnes as stakeholders in the town.

12. **Nominations for Chair** Item deferred until the next meeting.

## 13. Correspondence

13.1 Reintroduction... CLH Advisor Cllrs were informed that a local resident has been in touch to let the Parish Council know of their new accreditation as a Community Led Housing advisor, commenting that she would be available to advise if a group wants to start up a new Community Land Trust, get advice on co-housing or if a farmer wants to develop land.

13.2 DALC Newsletter #60 2020 Cllrs were informed this issue includes a link to the South Hams COVID-19 outbreak management plan.

13.3 Test and Trace Support Grant Cllrs were notified of a press release informing residents on a low income that if they are required by law to self-isolate because they have been in close contact with someone who has COVID- 19, support grants of £500 are available from the local Council.

13.4 Your SLCC Membership Renewal Notice **It was RESOLVED** to renew the Clerk's membership to the Society of Local Council Clerks (SLCC) at a cost of £109 for the year.

- 13.5 Letter to MHCLG re Planning for the Future The Clerk had circulated the Town Council's comments to the Ministry of Housing, Communities and Local Government (MHCLG) consultation 'Planning for the Future' as the Town Council were keen that all neighbouring town and parish councils had received it.
- 13.6 Let's get this Mobile Library on the road Cllrs were informed of a fundraising campaign to refurbish a second-hand van to replace the current Mobile Library serving communities in the South Hams and West Devon. Cllrs can support the campaign by sharing the word through social media, website and email, using the link [justgiving.com/campaign/get-mobile-library-on-road](http://justgiving.com/campaign/get-mobile-library-on-road) It is noted that the library visits Harbertonford Church carpark between 15:05 and 16:00 every Thursday.
- 13.7 Waste Day/Week Changes Update Cllrs were informed that the following strategies have been put in place to retrieve bins missed under the new collection routine: shunt vehicles are in place to haul waste to tipping sites which allow crews to continue actual collections from households for as long as possible. SHDC receives reports from the contractor on any areas that were missed each day due to vehicle breakdowns etc. and these are prioritised the following day. An accompanying message is issued on the SHDC website and put out social media to keep residents informed. Crews are also out in the evenings and weekends wherever possible.
- 13.8 DALC Newsletter #62 2020 Cllrs were informed that this issue encourages councils to appoint a member to the [OPCC Councillor Advocacy Scheme](#) which aims to improve communication between local councillors, the police and the police and crime commissioner. The scheme provides regular opportunities to see and hear the latest news and information including face to face discussions, quarterly meetings, themed seminars and access to a named contact within the commissioners office. Cllr Hambly put himself forward for the scheme.
- 13.9 HSE LA COVID-19 Spot Checks Cllrs were informed that SHDC is working in collaboration with The Health and Safety Executive (HSE) to carry out COVID-secure spot checks on business premises where they are responsible for the enforcement of health and safety legislation. This includes businesses like shops, pubs and leisure centres that local communities use and are crucial to the local economy.
- 13.10 Road sweeping request completed It was reported that a letter had been received from a member of the public (MOP) informing cllrs that following his direct call to the contractor, two road sweeping machines had attended Morleigh Road on consecutive days. The MOP commented that it is likely that there are other parts of the village that need the same de-weeding, suggesting that a member of the Parish Council could take on the task of monitoring this situation for the village and liaising with the cleaning contractor directly. The Clerk has raised this with SHDC Localities officer who commented that contacting the contractor directly would not allow the council to have oversight over how the contract is undertaken. **It was RESOLVED** that all road sweeping issues should go through the relevant contact at SHDC so that may keep oversight of any issues.
- 13.11 Submission to Planning for the Future White Paper Cllrs were forwarded a copy of the C.Cllr's consultation response to the white paper on planning reforms 'Planning for the Future'. Cllrs agreed that the C.Cllr's comments forwarded were very comprehensive.
- 13.12 DALC Newsletter #63 2020 Cllrs were informed that this issue provided summary guidance on impact of how November lockdown arrangements affect Town and Parish Councils. Key points include: Any physical meetings should stop and councils should return to remote meetings; Councils should encourage their staff to work from home wherever possible; Parks, playgrounds and beaches can remain open; Allotments can continue to stay open; Hospitality venues must close (except for takeaways and delivery services); Some venues will be allowed to remain open for specific exempt activities like childcare (including wrap around care) and support groups (up to 15 people).
- 13.13 Citizens Advice South Hams The Parish Council had received a copy of the annual report and a request for a donation to make up for a £60,000 short fall in funding. As Chair of the Finance Committee the Vice Chair commented that the finances are very tight in this financial year and proposed that CA South Hams be provided a link to the Community Benefit Fund to encourage an application. It was commented that the Parish Council could consider budgeting for a grant in 2021/22 when setting the precept demand in January. **It was RESOLVED** to accept the Vice Chair's recommendation.

#### 14. Finance

- 14.1 Notice of completion of annual audit Cllrs were informed that the review of Harberton Parish Council's Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2020 has been completed by PFK Littlejohn LLP and the external auditor report and certificate have been received noting that the return is in accordance with Proper Practices and no other matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The Clerk reported that now the review is concluded a "Notice of conclusion of audit" has been completed and published on the Parish Council Notice Boards and on the Parish Council website. The full AGAR has been published on the website and can be available for purchase by any person on payment of 10p per sheet. Sections 1, 2 and 3 of the published AGAR will remain available for public access for a period of not less than 5 years from the date of publication.
- 14.2 Notice of income and expenditure since last meeting.
- 14.2.1 It was noted that £1000 was transferred from the Barclays to the Lloyds account on 6<sup>th</sup> November 2020 to cover the Community Benefit Fund grant to Chris Alton of Sustainable Harbourne Valley.
- 14.2.2 Payment 2010\_6 had been made to Celia Atherton to keep the Harberton Helps phone line topped up with credit at £5 per month for the next 6 months = £30.00 Approval from members of the Finance Committee had been given before making the payment.
- 14.3 To consider payments as per the November 2020 payment schedule
- 14.3.1 Payment 2011\_1 to Cat Radford, payslip dated 22<sup>nd</sup> November 2020 includes Clerk November salary November at £441.31 and Neighbourhood Plan November salary at £50.92 = £492.23 no VAT

- 14.3.2 Payment 2011\_2 to Cat Radford, Clerk expenses claim dated 05<sup>th</sup> November 2020 includes mileage at £4.68, Zoom subscription reimbursement at £14.39, Mobile phone credit at £5.00 and Broadband costs at £7.50 = £31.57 no VAT
- 14.3.3 Payment 2011\_3 to Society of Local Council Clerks for annual membership = £109.00 no VAT
- 14.3.4 Payment 2011\_3 to PKF Littlejohn LLP for a limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2020 at £200.00 plus £40.00 VAT = £240.00
- 14.3.5 Payment 2011\_5 to Devon Association of Local Councils for attendance of Cllrs Croft and Hambly at the Being and Good Councillor 1 and 2 courses on 12<sup>th</sup> and 19<sup>th</sup> Oct at £60.00 plus £12.00 VAT = £72.00
- 14.3.6 Payment 2011\_6 to South Hams District Council invoice 22098868 to carry out tractor cut of field (2020) at £684.00 plus £136.80 VAT = £820.80
- 15. E-Circulars** Cllrs were informed that the following regular circulars are received that can be forwarded on request: Citizens Advice South Hams, Climate Change and Biodiversity Emergency, Devon Communities Together, Devon County Council Community News Round-up, Devon Home Choice, Emergency Planning newsletter, Harberton Village Email, Healthwatch Devon, Information Commissioners Office, Public Sector Executive, Rural Services Network, SLCC Membership, Torbay and South Devon NHS Foundation Trust.
- 16. Matters at the discretion of the Chairman: Councillors' reports and items for future agendas**  
Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.
- 16.1 Western Power grants Cllr Williams commented that grants available through Western Power could contribute towards the Christmas payments made to older people in the community by the Feofees.
- 16.2 Blind junction at Vicarage Ball and Tristford Road Cllr Williams requested this as an agenda item at the next meeting. on the agenda for the next meeting
- 16.3 Hedgerows on the Morleigh Road It was noted that the hedgerows need cutting back in the area below Blacklands.
- 16.4 Community Notice Board at Harbertonford It was reported that a member of the community has volunteered to manage notices, clean and tidy up this notice board.
- 17. Date of next ordinary meeting** Tuesday 8<sup>th</sup> December 2020.