

## HARBERTON PARISH COUNCIL

DRAFT Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 8<sup>th</sup> December 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: Apologies  
Cllr Bowley: Apologies  
Cllr Hambly: Present by video link  
Cllr Janes: Apologies  
Cllr McDonnell: Present by phone  
Cllr Waite: Apologies

#### **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: Apologies

#### **Others**

D.Cllr McKay: Apologies  
C.Cllr Hodgson: Present by video link  
Clerk Ms Radford: Present by video link  
Members of the Public: 2

### **Public Session**

- i) The resident owner of Monkey Oak barn attended the meeting of the Parish Council to give information about recent felling at Englebourne Woods. Information was given about survey of the trees, visits by the Forestry Commission, the Woodland Management Plan in place, news about a grant to support a replanting scheme, and the recent retrospective planning application that had been submitted to the Local Authority following pre-application advice from South Hams District Council (SHDC) Development Management officers and the local Tree Officer. It was noted that the Parish Council had commented on the lack of submission of a Wildlife Trigger Table when submitting its consultation response. The resident owner invited members of the Parish Council to take a tour of the site. Cllr Hambly agreed to coordinate this. It was noted that the Clerk or an officer should be present at such a meeting as this is a live application
- ii) A member of the public was in attendance to raise the issue of the blind summit outside of Harberton (item 13.1), commenting that he is taking more caution on the road since a neighbour was involved in an accident at this spot a year ago, writing off her vehicle. The neighbour did not have the confidence to raise their case and there is a concern about the dangers of a reoccurrence. Having read recent Parish Council minutes in which concerns were raised about vehicle speeds in Eastleigh could more be done to slow vehicles in the Parish. A sign or a painted 'SLOW' on the blind summit could more caution is being taken on the road at this particular point of concern.

### **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 the agenda. It is noted for the minutes that should he had been present, Cllr Bowley would have been required to declare an interest on item 6.3.

#### **3. Reports for information from:**

- 3.1 County Councillor (Cllr) The C.Cllr had circulated a written report by email.
  - 3.1.1 Devon County Council (DCC) Covid response The C.Cllr the report was more comprehensive than usual as it noted the actions that DCC has been taking in response to COVID challenges, including supporting free school meals, food banks, and supporting underfunded schools.
  - 3.1.2 A381 repairs and tree works The urgent repair work on the A381 is being undertaken over three nights, with longer term resurfacing works scheduled in the new financial year. It was reported that 57 workers were involved in felling and replanting the banks alongside the A381. Work has been done swiftly but with a lot of care to secure the banks. Drainage works were undertaken at the same time.
  - 3.1.3 Ice The C.Cllr commented that she had a lot of reports about ice on roads and pavements and enquiries about gritting following the drop in temperatures.
  - 3.1.4 Totnes Road Closures It was reported that following an interim review of the road closure consultation, there is support for Saturday road closure in Totnes town centre, but the Town Council has resolved to close the road on a Sunday instead. The full results of the survey will be reviewed by the Town Council at a meeting on the 11<sup>th</sup> January 21. The Parish Council's comments were taking into account.
  - 3.1.5 Launch of the Devon Carbon Plan The C.Cllr included a link to the launch of the plan at the bottom of her report, noting that this is open to consultation until 20<sup>th</sup> February, but DCC is already taking the plan into account when making its decisions.
  - 3.1.6 Highways Concerns It was agreed that **The Clerk** would summarise the blind spot and speed issues in the parish to forward to Highways. The blind spot in question is on the decent to Harberton from Harbertonford where vehicles can't see over the summit.
- 3.2 District Councillor (D.Cllr) The D.Cllr had sent apologies via the Clerk along with the following update:
  - 3.2.1 The D.Cllr is currently seeking information from SHDC on what plans are in place to deal with the fallout from Brexit, anticipating that local businesses will have a hard time on top of the Covid problems, and the likelihood of significant price rises will cause hardship for some individuals. The D.Cllr is of the opinion that the Council needs to have contingency plans in place to help and support where they can.

- 3.2.2 The number of emails received concerned with waste collection has reduced. There are talks between the Local Authority and the contractor to ensure that there is not a repeat of the same issues in future.
- 3.2.3 The D.Cllr invited the Parish Council to raise any issues that he can help with. It was agreed that it would be valuable to have the support of the D.Cllr on the appeal under discussion at item 6.3.
4. **Minutes** The minutes of the Ordinary Meeting of Harberton Parish Council 10<sup>th</sup> November 2020 were approved with minor amendments.
5. **Report Matters Arising from the Minutes** for information only
- 5.1 Harberton Devon Air Ambulance clearance area sign (Clerk) Ongoing
- 5.2 Traffic through East Leigh hamlet No response has been received from Highways. The Clerk will chase.
- 5.3 Totnes Town Centre Consultation It was reported that the Parish Councils response had been forwarded to the Devon Communities together and to the Totnes Town Clerk, who had forwarded it to all Councillors for their information. The Town Clerk commented that Totnes Town Councillors are content that the format of the survey will provide sufficient information to inform further decisions around COVID measures and also feed in ideas for the longer term Shared Space project. Given how dynamic the current situation is nationally it was imperative to get the survey out and closed before Christmas. It was commented that there is an option to complete the survey as a non resident/visitor and of course these responses will be analysed by Councillors and considered carefully when the report comes in. Given that a huge part of Totnes's economy is driven by visitors and neighbouring local people using town shops and businesses the clerk does not believe there would be any intention to disregard said responses and would encourage all individuals to complete the survey. Devon Communities Together responded to assure the Parish Council that the report generated will not favour one type of user over another. It simply allows Devon Communities Together and the Town Council to see at a glance the sorts of areas people are from when completing the survey. There is also a postcode question which can be further broken down to show where respondents are from, including those from nearby villages. No questions are compulsory and this is the case for both the paper versions and for the online survey. Devon Communities Together will compile an independent report based on the data which will be sent to Totnes Town Council.
- 5.4 Office of the Police and Crime Commissioner's Councillor Advocate Scheme Cllr Hambly reported that he is now in contact with the scheme operator and has been added to the email list that cascades information from the Police. He will report back any issues that arise.
6. **Planning**
- 6.1 Consideration of planning applications:
- 6.1.1 3708/20/VAR Application for variation of conditions 2 and 3 for Planning Application 2790/15/FUL at Orchard View, Harberton **It was RESOLVED** to make the following comment: The Parish council would like it noted that having looked at the documentation the works have already taken place and the building is no longer a garage. If South Hams District Council was minded to agree the variation of conditions 2 and 3 the Parish Council would request a further condition that the building would remain ancillary to the main dwelling and would remain as an office space.
- 6.1.2 3865/20/HHO & 3866/20/LBC Householder application & LBC for proposed repair, replacement and erection of walls including a lean-to store at Sampsons Barn, Harbertonford **It was RESOLVED** to SUPPORT the planning application.
- 6.2 Notice of Planning Applications for Information  
3707/20/PDM Application to determine if prior approval is required for proposed change of use of agricultural building to dwellinghouse (Class C3) and for associated operational development (Class Q(a+b)) at Moore Farm, Harberton
- 6.3 Consideration of appeals For the Parish Council to consider making representations, or modify/withdraw its previous representation on the following appeal:  
APP/K1128/W/20/3260787 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. **It was RESOLVED** to make the following comments: The Parish Council wishes to make it clear that it would like to see the site developed in principle, but not to the detriment of people living in close proximity, to anyone's health or to cause any issues with flooding or parking, as flooding and parking issues greatly impact the village. It is for this reason that the Parish Council maintains its objections as made during the planning process.
- The Parish Council would strongly recommend that a site meeting is made by the Inspector to put the plans in proper context. The Parish Council is of the opinion that unless you visit the site it is difficult to understand the concerns. It was agreed to submit some photographs of the site in context with the response to the appeal. The Clerk would restate the previous objection with the comments above.
- 6.4 Receive a report on planning or appeal decisions The Planning Authority has published these decisions:
- 6.4.1 056/20/PDM 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)) at Barn At Sx 759 588 Langford Farm Harberton **PRIOR APPROVAL GIVEN**
- 6.5 Receive a report on enforcement cases Cllrs were informed of the current caseload.

## 7. **Monthly reports**

- 7.1 Finance Committee update No report. The next meeting of the Finance Committee is on 5<sup>th</sup> January 21.
- 7.2 Neighbourhood Plan update No update.
- 7.3 Community Land Trust update No update.
- 7.4 Clerk's update
  - 7.4.1 Playing Pitch Strategy The Clerk has responded to a series of questions about access to pitches and sports grounds in the Parish as part of a consultation towards the District Council's new Playing Pitch strategy. There will be a further opportunity to consider the Strategy in a draft format and make any further comments next year.
  - 7.4.2 TPO meeting It was reported that the Parish Council has been asked to comment on a TPO served on a number of trees at Daynes Farm, Harberton. It was agreed to hold an Emergency General Meeting (EGM) at 7:30pm on Tuesday 15<sup>th</sup> December to consider a response.

## 8. **Harberton Parish Parks and Playing Fields**

- 8.1 Harberton Playing Field Association (HPFA) No report.
- 8.2 Harbertonford Play Park
  - 8.2.1 Consider December 2020 inspection report (if received) No report received.
  - 8.2.2 Update on long terms plans for the park It was suggested to encourage an application to the Community Benefit Fund from the PTFA.

- 9. **Nominations for Chair** Not discussed. Carried forward to a future meeting.

- 10. **Road markings at the junction of Vicarage Ball and Tristford Road** Carried forward to January meeting.

## 11. **Annual Review of GDPR documents Part 1**

- 11.1 Information & Data Protection Policy Reviewed and no changes made.
- 11.2 Subject Access Request Form Reviewed and no changes made.
- 11.3 Data Breach Reporting Form Reviewed and no changes made.

- 12. Register of Electors 2021 - Publication and availability It was reported that Register of Electors District Council has published the 2021 Register of Electors. The clerk will submit a written request for a copy of the full Register, as entitled to under section 107(8) of the Representation of the People Regulations 2001.

## 13. **Correspondence**

- 13.1 Blind Summit Road Sign Cllrs were informed that the Parish Council has been asked to consider writing to Devon Highways about the erection of Blind Summit road signs on the Harberton to Harbertonford B road just before Dundry Yard, as an area where accidents have happened. **It was agreed** to make a request to Highways that SLOW be painted on the road at this location.
- 13.2 DALC Newsletter #65 Cllrs were informed that this circular includes information about COVID funding and supporting the clinically vulnerable during lockdown.
- 13.3 Council Tax Base for 2021/22 Cllrs were informed that SHDC had been in touch with all Town and Parish councils to advise that the Town or Parish tax base could reduce by up to 2% for 2021/22. This information is being shared now to enable Town and Parish Councils to build this assumption into the 2021/22 budget preparations and precept calculations. Town and Parish Councils were also reminded that there will be no Council Tax Support Grant available in 2021/22.
- 13.4 Joint Local Plan update A newsletter informed the Parish Council of the impact that COVID-19 has had on the progression of the housing position statement and other reports, however the Plymouth and South West Devon Supplementary Planning Document (SPD) and the Statement of Community Involvement (SCI) have now been formally adopted.
- 13.5 Does your community group need funding Cllrs were informed that DCC has temporarily reopened their COVID-19 to support community led schemes that address issues arising from lockdown.
- 13.6 DALC Newsletter #66 2020 This issue includes information about training courses on: Clerks Essentials, Being a Good Councillor, Finance, Data Protection.
- 13.7 Council Consults On Alcohol in Public Areas Cllrs were informed that South Hams District Council is inviting residents and businesses to have their say on Alcohol Public Space Protection Orders in a four-week public consultation that closes on 18<sup>th</sup> December: [www.engagement.southhams.gov.uk/pspos-alcohol](http://www.engagement.southhams.gov.uk/pspos-alcohol)
- 13.8 Office of Police & Crime Commissioner Survey Request Cllrs were informed of a survey released by The Office of the Police & Crime Commissioner which will be used to help shape the future of Policing in Devon, Cornwall & the Isles of Scilly. The survey is open until 3<sup>rd</sup> January 21. [www.devonandcornwall-pcc.gov.uk/news-and-blog/multimedia-hub/take-a-moment-to-help-shape-the-future-of-policing/](http://www.devonandcornwall-pcc.gov.uk/news-and-blog/multimedia-hub/take-a-moment-to-help-shape-the-future-of-policing/)
- 13.9 Interim Devon Carbon Plan Consultation Comms Pack Cllrs were informed that a communications pack has been received launching the Interim Devon Carbon Plan and invitation to share views in consultation. This has been shared with Sustainable Harbourne Valley.
- 13.10 Census 2021 Cllrs were informed that the Census Engagement Manager from the South Hams has got in touch with all District, Town and Parish Councils informing them that the ONS is aiming for 75%+ surveys to be completed online to increase the speed of data collection and analysis and therefore the results can be acted on quicker. To increase engagement of the survey the manager is offering talks or presentations to

meetings and posters for notice boards, but is asking to share information with contacts and newsletters to reach 'key population groups' such as older people, Eastern European, Gypsy and Travellers, Low Income Households, Homeless and Rough Sleepers, Adults with Low Digital Skills (65+), Refugees/Asylum seekers, Black and Minority Ethnic people, Veterans, the LGBT+ Community and Continuous Cruisers (Floating homes that are always on the move).

- 13.11 Voting Safely at Next Year's Elections Cllrs were informed that there will be elections in May for the Police and Crime Commissioner, Devon County Council and some Town and Parish by-elections. There will be 'hands, face and space' control measures in place at polling stations and the option to cast a vote by post or proxy will be available as usual.
- 13.12 Letter to Cllrs regarding proposal for Climate Fair in 2021 Cllrs were informed that Staverton Climate Action Group will be jointly hosting a climate action fair with Transition Town Totnes on 18<sup>th</sup> September 2021 and is seeking connections with other Parish Climate Action groups to reach local residents and maximise impact. This information has been shared with Sustainable Harbourn Valley.
- 13.13 Tristford Road. Harberton Following further instances of large vehicles attempting to travel through the narrow roadway, getting stuck at the pub and causing damage to the pub wall, residents ask again to either have a sign suggesting drivers over a certain width do not come down past the Parish Hall or a sign at the top of the road by the Church gate telling drivers of the road width ahead. **It was RESOLVED** to include this issue as a request for consideration to Highways. The Clerk noted that Highways had invited the Parish Council to consider an alternative location for the signage that is currently adjacent to 2 The Old Hall, Tristford Road.
- 13.14 Totnes Christmas Markets 2020 Cancelled Cllrs were informed of the decision to cancel the markets, given the balance of probabilities around COVID-19 safety, particularly the need to ensure social distancing
- 13.15 Comprehensive Spending Review 2020 summary Cllrs were informed that the C.Cllr had forwarded a summary of the Government's Comprehensive Spending Review for information.
- 13.16 DALC Newsletter 2020 #69: Register to attend Devon County Council's annual budget meetings Cllrs were informed that Parish and Town Councils are being encouraged to send at least one representative to an online meeting hosted by DCC to receive a report on and report on how the year has gone and preview what's to come in the county budget for 2021/22. The meeting also provides the opportunity for cllrs to feedback the community's main issues and concerns. No Cllrs volunteered to attend.
- 13.17 DALC Newsletter #70 2020 Cllrs were informed that this newsletter provides a summary of Tier 2 restrictions.
- 13.18 Business Bulletin Cllrs were informed of a new grant called the Additional Restrictions Grant (ARG) for those businesses in the district which were not forced to close or did not qualify for the Local Restrictions Support Grant (LRSG) available through lockdown. More information is available here: <https://www.southhams.gov.uk/article/7387/Additional-Restrictions-Grant>
- 13.19 Harbertonford Christmas tree Cllrs received a letter asking if the Parish Council is able to provide support to the costs of installing the Harbertonford Christmas tree, as the closure of the pub that would organise a collection, and the personal circumstances of the volunteers supporting the tree in the past has left a considerable shortfall. **It was RESOLVED** to encourage an application to the Community Benefit Fund.
- 13.20 Harberton Parish Hall AGM invitation A representative cllr is invited to attend the AGM at 7pm on 14<sup>th</sup> December 2020 by Zoom to elect officers and a committee of trustees. As a regular hall user the Parish Council is entitled to representation on the committee and a nomination is invited. **ACTION: Cllr Davidson** agreed to attend.
- 13.21 Potential disruption to recycling and waste collections Cllrs were informed that SHDC is advising of potential service disruption to recycling and waste collections as a number of drivers and crew have recently had to self-isolate under COVID guidelines.
- 13.22 Update from TRAYE project Cllrs were informed that minutes of the October meeting had been shared for information along with an invitation to attend the AGM at 11am on 31<sup>st</sup> January 2021.
- 13.23 South Hams High Streets Needs Your Support Cllrs were informed via news release of a campaign to encourage residents to return to the high street and shop locally for Christmas.
- 13.24 Scam Information Cllrs were informed of a Police bulletin warning of telephone and internet scams taking place. The bulletin advises caution when answering an automated call stating a number should be pressed for various reasons, by someone in person asking for vouchers to be purchased in a shop and codes to be handed over, a request to download an app or emails with links attached. If you want to check a call is genuine - hang up and contact the company via a reliable source. It is suggested to wait ten minutes before making another call or clear the line by phoning a friend/family member. More information is available following this link <https://www.actionfraud.police.uk/> Suspicious emails can be sent to [report@phishing.gov.uk](mailto:report@phishing.gov.uk)

#### 14. Finance

- 14.1 2021/22 Budget: Opportunity for cllrs to propose projects for inclusion in the 2021/22 budget, for consideration by the Finance Committee Cllrs raised Totnes Rural Area Youth Engagement project, funding for tree works associated to Ash Dieback, a general maintenance fund, grant funding to Citizens Advice South Hams, and to rebuild Parish Council general reserves. .
- 14.2 Notice of income and expenditure since last meeting It was noted that the Direct Debit to Information Commissioner's Office has now been set up. The annual payment of £35.00 left the account on 23<sup>rd</sup> November, reference ICO ZA142198.
- 14.3 December 2020 payments The following payments were approved:
- 14.3.1 Payment 2012\_1 to Cat Radford, payslip dated 22<sup>nd</sup> December 2020 includes Clerk December salary November at £441.31 and Neighbourhood Plan December salary at £50.92 = £492.23 no VAT

- 14.3.2 Payment 2012\_2 to Cat Radford, Clerk expenses claim dated 3<sup>rd</sup> December 2020 includes mileage at £2.34, Zoom subscription reimbursement at £14.39, Mobile phone credit at £5.00 and Broadband costs at £7.50 = £29.23 no VAT
- 14.3.3 Payment 2012\_3 to Devon Association of Local Councils for attendance of Cllrs Croft and Hambly at the Being and Good Councillor 3 and 4 courses on 26th Oct and 2<sup>nd</sup> Nov at £60.00 plus £12.00 VAT = £72.00
- 14.3.4 Payment 2012\_4 to Paul Westlake invoice 601 grasscutting at Harbertonford Play Area Mar, April, May, June Jul, Aug, Sept, Oct, 2020 10 cuts in total @ £30 per cut and invoice Strim and mow grass on the village Green, Harbertonford 9 times @ £28/ per cut = £552.00 no VAT
- 15. E-Circulars** received included 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.**
- 16.1 Overhanging trees on the corner by the Mill/Packs Close, Harbertonford It was reported that the landowner has the trees have now been cut back.
- 16.2 Footpath in Harbertonford It was noted that the landowner has expressed concern about discussions of a footpath across his land. The Chair will write to reassure the landowner and reference the Parish Council's discussion.
- 16.3 Western Power grant to the Feofees It was reported that following information shared at the previous meeting, the Feofees has been successful in obtaining a grant of £700 from Western Power for support to the local community.
- 17. Date of next ordinary meeting** Tuesday 12<sup>th</sup> January 2020.

Meeting closed at 21:30