

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 14th December 2021, outside Harbertonford Village Hall

In attendance

Harbertonford Councillors

Cllr Beamish: Present
Cllr Bowley: Present
Cllr Hambly: Present
Cllr Thomas: Present
Cllr Simon: Present
Cllr Waite: Present

Harberton Councillors

Cllr Camp: Apologies
Cllr Croft: Present
Cllr J Hockings: Apologies
Cllr S Hockings: Present
Cllr Williams: Apologies
VACANCY

Others

D.Cllr McKay: Apologies
C.Cllr Hodgson: Apologies
Clerk Ms Radford: Present
Members of the Public: 1

The Chair welcomed everyone to the meeting. Due to concerns of the rapid spread of the Omicron COVID-19 variant the meeting was held outside the village hall. **It was RESOLVED** that the following items on the agenda be carried forward to the January meeting of the Parish Council to enable the meeting to be as brief as possible: Items 3, 4, 6, 8, 10, 12, 15.

Public Session

i) A member of the public (MoP) was in attendance to query progress of the proposed installation of Speed Indicator signs on the A381 at Harbertonford following the Parish Council's decision to forward the District Councillor's (D.Cllr) proposal to Devon County Highways (Highways). The Clerk reported that the D.Cllr had asked that the Clerk delay forwarding the report until it had been reviewed in light of a number of conversations held with Parish Councils who had been successful in installing Vehicle Activated signs in their Parish. The D.Cllr had commented that providing a summary of the processes that these Parish Councils had taken could improve how proposals for Harbertonford would be received. Highways has since shared a document outlining the process the Parish Council needs to follow, including establishing proposed sites for installation, risk assessments, maintenance plans etc. The Clerk commented that it is to be established whether Highways is willing to take each of these items in turn or expects all matters to be submitted within one proposal. It was further commented that Cllr Waite and the MoP had been further reviewing locations for proposed signs on private land, commenting that the owner of the garage is willing for a sign to be erected on his land. It was also commented that the broken electronic sign post just before the bridge northbound be removed. Further action will be taken when the updated proposal from the D.Cllr has been received.

Agenda

1. **Apologies** for absence were received and sanctioned.
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) A written report had been circulated in advance of the meeting. **ACTION: The Clerk** to forward the report to newly co-opted Parish Councillors and forward contact details to the C.Cllr to be in receipt of future reports.
 - 3.2 District Councillor No report.
4. **Co-option of Parish Councillors** *Carried forward to the January meeting of the Parish Council.*
5. **Minutes**
 - 5.1 **It was RESOLVED** to approve the minutes of the Ordinary Meeting of Harberton Parish Council 9th November 2021 as an accurate record.
6. **Report Matters Arising from the Minutes for information only**
 - 6.1 Harberton Devon Air Ambulance clearance area sign *Carry forward to January.*
 - 6.2 Harberton bus shelter repair *Carry forward to January.*
 - 6.3 Neighbourhood Plan Development *Carry forward to January.*
 - 6.4 A381 – Speed Indicator Device proposal See public session.
 - 6.5 Bottle Bank *Carry forward to January.*
 - 6.6 Maintenance and Lengthsman Services *Carry forward to January.*
 - 6.7 Free trees for planting projects with eForests *Carry forward to January.*
7. **Planning**
 - 7.1 Consideration of planning applications

- 7.1.1 [4167/21/LBC](#) Listed Building Consent for installation of roof windows, replacement rotten windows and doors, adapt one downstairs window to door opening onto garden, relocation of internal staircase, replacement upper floorcovering, installation of entrance level WC and refit kitchen and bathrooms at Stone Lodge, East Leigh, Harberton **It was RESOLVED** to SUPPORT the application.
- 7.1.2 [4034/21/FUL](#) and [4035/21/LBC](#) Conversion of existing barn to holiday let unit at Church House Inn The Square Harberton **It was RESOLVED** to SUPPORT the application.
- 7.1.3 [3257/21/ARM](#) Application for approval of reserved matters following outline approval reference 2234/17/OPA at Little Grove Farm, Harberton **It was RESOLVED** to comment that in line with the drainage report, further information is required.
- 7.2 Receive a report on planning or appeal decisions *Carry forward to January.*
- 7.3 Receive a report on enforcement cases *Carry forward to January.*

8. Monthly reports

- 8.1 Finance Committee update *Carry forward to January.*
- 8.2 Community Land Trust update *Carry forward to January.*
- 8.3 Sustainable Harbourne Valley update *Carry forward to January.*
- 8.4 Clerk's update *Carry forward to January.*

- 9. **Harbertonford Allotment Lease** Cllrs were advised that the leases between the Parish Council and the landowner and the Parish Council and the Harbertonford Allotment Society has expired. The Parish Council has been advised by a previous member of the Allotment Society that the landowner would like to have another 10-year lease at the same rent. **It was RESOLVED** to pursue entry into a new lease, using the previous template and entering new dates: 1st March 2021 – 28th Feb 2031

- 10. **Snow Warden and Flood Warden roles** *Carry forward to January*

- 11. **Annual Review of GDPR Policy Documents Part 1:** Information and Data Protection Policy; Subject Access Request Form; Data Breach Reporting Form

As Parish Councillors had not had the opportunity to review the documents **it was RESOLVED** to carry forward this item to the next meeting.

12. Harberton Parish Parks and Playing Fields

- 12.1 Harberton Playing Field
 - 12.1.1 Harberton Playing Field Association (HPFA) update *Carry forward to January.*
 - 12.1.2 Update on Elms under TPO *Carry forward to January.*
 - 12.1.3 Discussion on the boundary fence options *Carry forward to January.*
- 12.2 Harbertonford Play Park
 - 12.2.1 Update on park improvements *Carry forward to January.*
 - 12.2.2 Consider inspection reports *Carry forward to January.*

- 13. **Correspondence** Cllrs had received a summary of all correspondence in advance of the meeting.

- 13.1 Jubilee celebrations Cllrs were informed that South Brent Parish Council is beginning to consider what celebrations to undertake for the Jubilee. The South Brent Parish Clerk has written to all adjoining Parish Councils to find out if neighbouring Parishes have any exciting plans, or planning any beacon lighting that could be seen from Parish to Parish. **It was RESOLVED** to carry forward discussion of this matter to the January meeting.
- 13.2 Advance Warning of Road Closure - Moreleigh Road, Harbertonford Cllrs were informed of a planned Road Closure on 10/1/22 – 12/1/22 inclusive, in order to install new water supply pipes to Woodcourt House
- 13.3 DALC Newsletter #68 2021 Cllrs were informed that this issue includes an opportunity for councillors to contribute to a call for evidence a call for evidence to capture the experiences of councillors who are experiencing or have experienced abuse or intimidation from the public. The [survey can be found here](#) (HTML) and is open to councillors, those who have run for election, officers, and members of the public.
- 13.4 Is the South Hams Pitch Perfect? The Parish Council has been informed by news release of an open consultation on SHDC's action plan for sport playing field facilities to make sure that there is a good supply of high-quality playing pitches to meet current and predicted future needs. Consultation is open until 23rd of December via this link: www.engagement.southhams.gov.uk/pitch-perfect-for-south-hams (HTML).
- 13.5 Supporting vulnerable rough sleepers across the District Cllrs were informed by news release that from now until 1 March 2022, SHDC offers additional support for homeless people in the area through the Severe Weather Emergency Protocol. Anyone sleeping rough or anyone concerned about someone sleeping rough can contact a member of the Housing Team about finding safe and warm accommodation during the winter months.
- 13.6 Broadband champion webinar - South Hams Cllrs were informed that 100 volunteer broadband champions have been recruited in South Hams, who it is hoped will become ambassadors for digital connectivity matters in their local communities. While there is a large rollout of fibre through Airband, there will still be many communities left behind and champions are being asked to help identify these groups. The Clerk has attended a webinar to find out more about what's involved. Another webinar is available at 7:30pm on

Monday 13th December for to cllrs to join if they wish. Supporting the project would take some voluntary work, which cllrs might be keen to support. **It was RESOLVED** to carry forward discussion of this matter to the January meeting of the Parish Council.

- 13.7 Helping residents to pay essential bills this winter Cllrs were informed by news release of the new Household Support Fund designed to help people in financial hardship who can't pay essential bills. To apply go to www.southhams.gov.uk/household-support (HTML) or ring SHDC.
- 13.8 Consultation: Devon and Somerset Fire and Rescue Service - draft Community Risk Management Cllrs were informed of the consultation on the [draft Community Risk Management Plan](#), outlining how the Fire Service plans to manage risks in the community to make people safer. The proposed draft Community Risk Management Plan will run from April 2022 until 2027. Consultation is open until the 14th January.
- 13.9 Message from South Hams Community and Voluntary Services to Parish Councils Details of the South Hams Community and Voluntary Services (SHCVS) Impact Report for the year 2020/21 have been forwarded to the Council, along with a request for a donation to SHCVS to support its services in 2022. **It was RESOLVED** to carry forward this item to the January meeting to discuss while the budget is under review.
- 13.10 Thank you from Citizens Advice South Hams Cllrs were informed that a thank you letter has been received expressing sincerest appreciation to Harberton Parish Council for the generous donation of £200 recently made to the charity.
- 13.11 Temporary Traffic Notice - East Leigh Cross to East Moore Cross via Langford Bridge, Harberton (Ttro2243182) Cllrs were informed of a road closure on 24th February to enable the replacement of BT poles.
- 13.12 DCC Autumn Briefing with Cllr John Hart Cllrs were informed that the annual event with the Leader of Devon County Council will be held remotely over Zoom on 15 December. A link can be provided to cllrs who wish to attend.
- 13.13 FOR COMMENT - Draft proposed SHDC Grounds Maintenance layer (to enhance biodiversity on Council green spaces) Parish Councils have been asked to comment on the new Grounds Maintenance schedule to deliver gain for biodiversity and wildlife. It was noted that no areas of the Harberton Parish were affected, however **it was RESOLVED** that the Parish Council indicate support the project in solidarity with its aims.
- 13.14 Letter to Members and Towns and Parishes re land opportunities *For consideration* The Parish Councils has received a letter from SHDC urging Town and Parish Councils to talk to local communities about opportunities there might be locally to support affordable housing. This is a call to challenge the stigma of social housing and work hard to find suitable sites which might be appropriate for small scale affordable housing to help solve the local housing crisis. The Parish Council is asked to get in touch if aware of any sites in the area.
- 13.15 Co-mingled collected waste video Cllrs were informed of the video being circulated by SHDC in response to the questions about what happens to co-mingled waste once it has been collected. <https://www.youtube.com/watch?v=2NqhSIFnyho> The link has been shared with the village newsletters.
- 13.16 Bob the Bus service to Harberton and Harbertonford Cllrs were informed that The Totnes and rural Community Transport Management Committee has recently reviewed passenger numbers on the twice weekly BOB services to and from Harberton and Harbertonford. It is proposed that these services are discontinued from Monday 07 March 2022. Cllrs were informed that in the last 6 months there has been improvement to the Tally Ho 164 service, subsidised by DCC and supported by Network Rail. The community focussed twice weekly bus is no longer attractive to residents. The proposal is subject to comments that the Parish Council may wish to make as well as approval from DCC and Traffic Commissioners. **ACTION:** After discussion it was agreed that **the Clerk** make some queries to Bob the Bus for further discussion at a future meeting. This would include queries on the viability of an alternative schedule running at different times to the 164, whether reallocated resources would benefit the Parish, if a 'ring and ride' service is still available for individual passengers and if the service were to cease, whether this would be under review in the future should circumstances change.
- 13.17 Funding Support for Climate Change and Biodiversity Community Groups Cllrs were informed by news release that Local community groups are set to benefit from a change to £100,000 of allocated funding from South Hams District Council to help in projects, which tackle Climate Change and improve Biodiversity, if proposals are agreed.
- 13.18 Safety mirror Cllrs were informed of a query received asking if a convex blind spot safety mirror could be installed (possibly on the lamppost opposite) at the junction of Tristford Road and Vicarage Ball. **It was RESOLVED** that the Clerk approach Highways for comment.
- 13.19 Sources of funding for tree planting in Devon Cllrs were informed that to celebrate National Tree Week, Devon Local Nature Partnership has compiled a list of sources of funding for tree planting in Devon. Funding sources can be viewed through the following [Sources of Funding for Tree Planting in Devon - Devon Local Nature Partnership \(devonlnp.org.uk\)](#)
- 13.20 Abandoned Car, Harbertonford Cllrs have been informed that a Silver Honda has been abandoned in the Parish carpark on Harbertonford Bridge. It has been reported that the vehicle is taxed but has no MOT and has been in place for 2 months. **It was RESOLVED** that the clerk follow this up with South Hams District Council.
- 13.21 Parish and Town Council Conferences Cllrs were advised that videos from and presentations from the recent Devon County Highways conferences are now available. Should cllrs wish to review the material, they may request a link from the clerk.

14. Finance

- 14.1 2022/23 Budget It was agreed that Cllrs email the clerk with any proposals for Parish projects that would require a budget allocation for consideration by members of the finance committee.
- 14.2 Notice of income and expenditure since last meeting.
- 14.2.1 Payment 2111_6 to Cllr FG Waite Reimbursement for material expenses for maintenance of the Harbertonford Bus Shelter = £41.42 no VAT
- 14.3 To consider payments as per the December payment schedule
- 14.3.1 Payment 2112_1 to Cat Radford, payslip dated 22nd December 2021 includes Clerk Dec salary at £441.31 and Neighbourhood Plan Dec salary at £50.92 = £492.23 no VAT
- 14.3.2 Payment 2112_2 to Cat Radford, Clerk expenses claim dated 9th Dec 2021 includes mileage at £7.38, and Broadband costs at £14.99 = £22.37 no VAT
- 14.3.3 Payment 2112_3 to South Hams District Council for Invoice 22160375: Tractor cut field and spray car park during 2021 @ £684 plus £136.80 VAT = £820.80
- 14.3.4 Payment 2112_4 to Paul Westlake for invoice 711: grass cutting at Harbertonford Park @ £300 and invoice 712: grass cutting at Harbertonford Village Green @ £280 = £580 no VAT
It was RESOLVED to agree for Paul Westlake to cut both areas in 2022 and to an increase of £30 per cut for the village green.
15. **E-Circulars for information** *Carry forward to January.*
16. **Matters at the discretion of the Chairman** *Carry forward to January*
17. **Date of next ordinary meeting** 7:30pm Tuesday 11th January 2022.

Meeting closed at 8:30pm