

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 11th January 2022 at Harbertonford Village Hall.

In Attendance

Harbertonford Councillors

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

Harberton Councillors

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

Others

D.Cllr McKay: Present
C.Cllr Hodgson: Present
Clerk Ms Radford: Present
Members of the Public: 2 (3 including the D.Cllr as a resident)

Public Session

- i) A Member of the Public (MoP) attended the meeting to comment on item 16.8 concerning high water pressures in Harberton. Concerned about the and the problems parishioners may experience due to those high pressures on residential properties and domestic plumbing systems he was seeking a route to bring the issue to resident's attention. It was commented that the in the MoP's correspondence with South West Water (SWW) the company did not consider it in their duty of care to inform people that they could have high water pressure, but would give any customer a Pressure Reducing Valve on request. The Parish Council thanked the MoP for bringing the matter to its attention. However, as the Parish Council does not have a direct channel of communication with local residents, it was suggested to work with editors of the village circulars to raise awareness.
- ii) A MoP informed the Parish Council that a proposal has been agreed with the owner of Harbertonford Stores, looking to do a community share offer in the spring with a view to taking over the shop in the summer. A prospectus is written for the shop to support fundraising efforts. Money from Power to Change is being sought and it would be of benefit to the application if the local Parish Council were to support the community shop. Cllrs proposed this as an agenda item at the next meeting.
- iii) It was noted that the applicant of planning application 4574/21/FUL for consideration under item 7.1.1 was in attendance to observe the Parish Council's discussion of the item.

Agenda

1. Apologies Were received as above. **It was RESOLVED** to accept apologies and sanction reasons for absence.

2. Declaration of Interests

- 2.1. Cllrs were reminded of the need to update their register of interests if their details had changed.
- 2.2. The following interests were declared on items on the agenda:
Item 7.1.1 Cllr S. Hockings is the applicant's tenant. The cllr left the meeting whilst the item was under discussion and rejoined the meeting after the Parish Council had made its resolution.

3. Reports for information from:

- 3.1. County Councillor (C.Cllr) The C.Cllr apologized for not being able to circulate a written report in advance of the meeting the following issues were reported:
 - 3.1.1. Safeguarding of children in Devon Following media reports of the death and courts cases of a 6-year old child in the national news, the C.Cllr has been contacted by concerned residents seeking reassurance that Devon County Council (DCC) safeguarding are sound to prevent such cases in Devon. It was reported the C.Cllr will be attending a DCC Children's Scrutiny meeting this month to raise questions in this regard.
 - 3.1.2. Newton Abbot 20 mph trial It was reported that the long awaited trial had been cancelled. The C.Cllr hoped that this would now allow other areas to put forward areas for 20mph zones. A cllr commented that it was understood that the project did not receive support through public consultation and questioned why this consultation hadn't taken place before the project was considered a major trial.
 - 3.1.3. Vehicle activated signs (VAS) in Harbertonford Having received the document proposing VAS sites on the A381 in Harbertonford (see item 6.4) the C.Cllr had forwarded this to Devon County Highways (Highways) and had received a response that was read in full at the meeting. The response informed the C.Cllr that the Traffic Team will review the document and get back to the Parish Council directly, however made further comment that it was considered unlikely that the Traffic Team would be in support of the proposed sites for various reasons, including that some proposed locations were on private land, some would not enable a safe enough location to put the sign into position, that permission to install signs on lighting columns would need to be given by the street lighting team and that Highways could not give approval for signs to be installed on telegraph poles. The email commented that it is expected the units are moved on a regular basis hence the suggestion that a number of sites are identified to enable this. In discussion it was commented that it was not intended that the signs be installed on either lighting or telegraph poles, but on their own posts in the vicinity of them. It was noted that the full email was included in the C.Cllr's report and this would be shared with members of the working group to enable a response to be formed once Highways had written directly to the Parish Council.

- 3.1.4. Packs Close It was noted that the C.Cllr had received further reports of missed refuse collections due to poor parking preventing access to Packs Close. It was commented that it was hoped putting parking restrictions in place would resolve the issue. **ACTION: Cllr Bowley** will attempt to ask the contractor to write a formal letter to support parking restriction.
- 3.2. District Councillor The following matters were raised:
 - 3.2.1. Waste A briefing will be given to members on 18th January. A politically balanced working group has been set up to consider resolving the issue.
 - 3.2.2. Affordable Housing It was reported that the D.Cllr is a member of a task and finish group looking at how the local authority can return to actively building council owned affordable housing. A cllr commented that South Hams District Council (SHDC) may be interested to learn about the new Compact Housing Register initiated in Teignbridge by the District Council that is separate to the housing register but assessing demand for compact homes in the district.
 - 3.2.3. Climate Change Sustainable South Hams is leading some great initiatives across the district, bringing people together and co-ordinating activities in the area. It is hoped that the organisation will receive some financial support through the Local Authority.
 - 3.2.4. Englebourne Woods The D.Cllr has made some enquiries as to enforcement of tree planting at the woods. It was noted that the property is for sale. It was commented that the estate agent be informed of that the land is subject to restocking conditions following the Forestry Commission felling licence.
4. **Co-option of Parish Councillors** As there were no volunteers to fill the vacancy the item would be carried forward to a future meeting.
5. **Minutes It was RESOLVED** to sign the minutes of the Ordinary Meeting of Harberton Parish Council 14th December 2021 as an accurate record.
6. **Report Matters Arising from the Minutes** for information only
 - 6.1. Harberton Devon Air Ambulance clearance area sign Ongoing. It was reported that enquiries have been made with the supplier of the signs in the Parish Hall car park.
 - 6.2. Harberton bus shelter repair Ongoing. **ACTION: Cllrs S Hockings and Croft** agreed to meet at the shelter to put a nail in the loose slat.
 - 6.3. Neighbourhood Plan Development It was reported that three informal zoom meetings to assess work required on the plan to take it forward had been held in December and some progress is being made to get the plan back on track. The Neighbourhood Planning Officer at South Hams District Council (SHDC) has advised that the housing chapter needs to be reviewed, to revise the housing needs analysis and undertake a new call for sites. An application has been made to Locality to receive some technical support.
 - 6.4. A381 – Speed Indicator Device proposal It was reported that the Clerk had emailed Highways the document prepared by the voluntary working group with proposed locations for speed indicator signs and examples of signs under consideration. The working group has been working with private landowners where approval would be required. Several conversations had been held with Parish Councils across Devon who have installed signs, some working with Highways to do so. None were required to go through a SCARF process. A site meeting with the Neighbourhood Highways officer has been requested to work in partnership to bring the project to completion. No response has been received to date. **ACTION: The Clerk** will chase a direct response from Highways following details shared in the C.Cllrs report item 3.1.3.
 - 6.5. Bottle Bank It was confirmed that the bottle bank has not been replaced. Queries had been made to Localities Team at SHDC on potential dates for delivery before Christmas. **ACTION: The Clerk** agreed to chase this as no response had been received.
 - 6.6. Maintenance and Lengthsman Services Ongoing.
 - 6.7. Free trees for planting projects with eForests Cllr Simon reported that following the approach made to the Parish Council offering native species trees for planting, eForests appeared to be a reputable company. It was reported that they use revenue through tree buying from weddings, funerals etc and corporate partners to then distribute trees for planting in locations where those who have purchased trees can view and track the growth of their trees. The company seeks to find sites that could take a minimum of 150 trees, proposing that Parish Councils split an order between them. The Cllr did not see a reason why the Parish Council would not take up the offer. During discussion it was commented that several initiatives are offering free trees and that this information has been provided to organisations in a useful table for reference. **ACTION: The Clerk** will forward the information to Sustainable Harbourne Valley to share with Sustainable South Hams to consider a joint approach, within the context of other such offers for grants or giveaways.
 - 6.8. Harbertonford Allotment Lease It was reported that the lease had been updated to run from 1st March 2021 to 28th February 2031 with no increases to the annual rent and had been signed by the landowner and a representative of Harbertonford Allotment Society. The lease would be signed by the Chair of the Parish Council before copies are filed by all parties.
 - 6.9. Safety Mirror It was reported that the Clerk had forwarded a resident's proposal for a convex blind spot safety mirror to be installed at the junction of Tristford Road and Vicarage Ball. A response had been received from Highways conceding that it is a difficult junction to come out of due to the proximity of the adjacent building,

but this awkwardness encourages drivers to emerge slowly and Highways records indicate no recorded collisions have occurred. The Traffic Management Team has developed a position statement based on the Department for Transport guidance which states: *DCC will not allow the use of mirrors on the public highway because experience shows that mirrors can increase safety risks, which include: reflected light and interference with a driver's vision; reduced ability to judge an oncoming vehicle's speed; creating an unreasonable dependence on the mirror; if dirty, the mirror may distort or restrict the view, and; mirrors may be a target for vandals.* Highways advises that DCC would not support a request for a mirror.

- 6.10. Abandoned Car, Harbertonford It was reported that the Clerk had contacted SHDC to report the vehicle.
ACTION: The Clerk would chase this as no response had been received.

7. Planning

7.1. Consideration of planning applications

- 7.1.1. 4574/21/FUL Demolition of an agricultural building following Class Q approval (1056/20/PDM) and the construction of five detached dwellings at Higher Langford Farm, Harberton. Cllr S.Hockings left the meeting as he had declared an interest. **It was RESOLVED** to SUPPORT the application. Cllr S.Hockings returned to the meeting.
- 7.1.2. 4606/21/HHO Householder application for proposed replacement extension to dwelling at Meadow Pitt Farm, Harbertonford. **It was RESOLVED** to SUPPORT the application and that the recommendations from the ecological survey are implemented.
- 7.1.3. 3896/21/FUL and 3897/21/LBC Full application and listed building consent for installation of wood burning stove at High Barn, Harberton **It was RESOLVED** to SUPPORT the application.
- 7.1.4. 0001/22/LBC Listed Building Consent for minor alterations to Pear Tree Court. Minor removal of non-original internal fabric and removal of internal wall to create large modern living area, joining the kitchen and dining room at Pear Tree Court, Old Road, Harbertonford. **It was RESOLVED** to SUPPORT the application.

7.2. Notification of Planning Applications for information

- 7.2.1. 4645/21/PDM Application to determine if prior approval is required for a proposed change of use of agricultural building to 1No. dwellinghouse (Class C3) and for associated operational development (Class Q (a+b)) at Stanter's Barn, Foales Leigh Farm, Harberton **It was RESOLVED** to take the opportunity to reaffirm comments made on last application for this site, and to raise concerns about the historical condition of the road surface and surface of the access splay to the property.

7.3. Receive a report on planning or appeal decisions The following decisions of the planning authority had been circulated to cllrs ahead of the meeting and were noted.

- 7.3.1. 3560/21/VAR Removal of condition 4 (occupancy restriction) of planning consent 23/0957/02/F to allow barn to be occupied as unrestricted residential dwelling at The Loft, Langford Farm, Harberton **CONDITIONAL APPROVAL**
- 7.3.2. 2424/21/FUL Change of use of land to residential curtilage and creation of a wildlife pond at Hallalen, Harberton **CONDITIONAL APPROVAL** Conditions include requirements for full details of landscape and ecology enhancement, along with a management plan to be approved before work commences, for ecology follow recommendations of the ecology report. The development shall not be used for any purpose other than as an extended garden without the express written consent of the Local Planning Authority.
- 7.3.3. 3604/21/ARC Application for approval of details reserved by conditions 10 and 13 of Planning Permission 0626/18/FUL at Moore Farm, Bluepost To Hazard, Harberton. **DISCHARGE OF CONDITION APPROVED** It is noted that the details regarding contamination risks in the interests of residential amenity have been reviewed by Environmental Health Specialist and are considered acceptable.
- 7.3.4. 3814/21/HHO Householder application for removal of outbuildings and replacement with dining room and home office/bedroom at 6 Riverdale, Harbertonford **CONDITIONAL APPROVAL** Conditions include: material samples require approval prior to installation, conservation roof lights required, implementation of ecological report measures and that the extension permitted shall not be occupied other than for purposes ancillary to the residential use of the dwelling.
- 7.3.5. 3844/21/LBC Listed Building Consent for the removal and replacement of existing damaged rooflight at Oaken, 3 Hernafor Barns, Harbertonford. **CONDITIONAL APPROVAL**.
- 7.3.6. 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. **CONDITIONAL APPROVAL** It is noted that conditions require development to be carried out in accordance with the comments and recommendation set out in the Ecological Survey.
- 7.3.7. 3155/20/FUL Erection of farm shop/butchery building and provision of associated infrastructure at Daynes Farm, Harberton. **CONDITIONAL APPROVAL** it is noted that conditions require implementation of measures within an ecological report, limitations on external lighting, times of business and conditions on what is sold (90% organic goods from the farm or co-operative). Requirements on replacement of trees and landscaping. Cladding and roof materials and track surfacing to be approved. Development only approved for intended purpose as the location of the development is not acceptable for other uses within Class E.

- 7.4. Receive a report on enforcement cases A copy of the enforcement case load was made available for Cllrs to view, for information.

8. Monthly reports

- 8.1. Finance Committee update No update
- 8.2. Community Land Trust update Cllrs were informed that a survey is in circulation to gather community views on use of surplus funding from the site's micro-grid.
- 8.3. Sustainable Harbourne Valley update Cllrs were informed of a tree giveaway event taking place at Harbertonford Village Hall on 23rd January, in partnership with Devon Wildlife Trust.
- 8.4. Clerk's update
- 8.4.1. Training New dates for 'being a good councillor' training are now on the DALC website – either training online over 4 sessions or a day or evening session in Exeter. These are open to any councillors seeking a refresher but may be of particular interest to new councillors.
- 8.4.2. Screw Lane flooding The clerk reported receiving correspondence from a resident to forward to Highways commenting on regular works to Screw lane, that in the resident's view are serving no useful purpose and are a waste of money. The resident has previously suggested that complete piping of this open channel through the wall, and into the Orchard would be a practical solution, if not realistically implementable under present circumstances. At the very least, a channel with sufficient gradient cleared and maintained in the Orchard to allow unimpeded flow of water through the twinwall pipe and on down to the pond would offer a quick basic solution to the flooding problem, and not pose any threat to properties further downstream. It was noted that The Orchard is currently for sale. If it sells, this could be the opportunity to strike up a relationship with the new owner as early as possible and encourage them to understand and act on their drainage responsibilities.

The Clerk commented having raised this matter with Highways in the past, who had responded that they didn't wish to reduce the amount of work undertaken at the site as this may not be reinstated. It was agreed that should contact details for the new landowner be known, an approach could be made.

9. **Community Benefit Fund.** The Parish Council considered a grant for funding ukulele lessons for children in three villages in the area. It was noted that the application would provide musical activity for children within two villages in the catchment area of the local school, and one other village further away. After discussion it was agreed to carry the item over to the February meeting of the Parish Council and request the applicant prepare a short presentation to the Parish Council to explain more about the community benefit that the project would provide, suggesting this include success stories from the previously funded project.

10. **Snow Warden and Flood Warden** Cllr S.Hocking agreed to become Snow Warden for Harberton. Chris Bowley is flood warden in Harbertonford, commenting that despite trying, he has yet to have received training from DCC. It was agreed to advertise the role of 'Flood Champion' for Harberton village in the community. A Flood Champion would be required to look after the aqua sacs purchased by the Parish Council for distribution to affected properties when required.

11. Harberton Parish Parks and Playing Fields

- 11.1. Harberton Playing Field
- 11.1.1. Harberton Playing Field Association (HPFA) update Cllrs were informed of a coppicing day on 15th January. It was noted that a lot of new people had joined the committee.
- 11.1.2. Update on Elms under TPO It was reported that the Clerk has located paperwork relating to the Elm trees on the Harberton playing field boundary in the council's files. Letters dated 1974-1978 show communication between the Parish Council, County and District Councils and owners of the land adjacent to the playing field about the trees, the finding of Dutch Elms disease and works that commenced in removal. These paper files have been scanned and shared with the local authority to be filed against the TPO as an 'update' to its status.
- 11.1.3. Discussion on the boundary fence options Cllrs agreed that the current fence whilst showing its age is providing a clear boundary in the right place and therefore replacement is neither urgent, nor a priority. Cllr S. Hockings commented that this is something that the HPFA could look at in future, possibly through planting or using a 'dead hedge' as in other areas of the playing field. Fencing above the road is a higher priority, as is fundraising for improvement of the play equipment.
- 11.2. Harbertonford Play Park
- 11.2.1. Update on park improvements It was reported that the clerk had sought advice from a local play company to consider options for the play surface who had made a number of suggestions for repatching, reuse or removal. It had been advised that ideally you would remove the wet pour completely & any remaining foundations, however this is a massive cost & has to be compared to the funds available. Should the Parish Council use voluntary labour and dispose of the surface to seed the area with grass, the waste rubber cannot be placed in a normal waste skip as it has to go to recycling. The Clerk asked the D.Cllr for some support in identifying means to dispose of the wetpour surface should this be the preferred option.

11.2.2. Consider inspection reports. It was noted that the most recent report refers to the entrance gate not closing fully, poor condition of cradle swing, bolt missing from rear of basketball backboard, poor quality of rubber matting next to roundabout and under cradle swing and rubber matting slippery. The clerk reported that a rubber matting repair kit has been purchased and waiting for a period of dry weather to use and two new cradle swings have been ordered. **ACTION: Cllr Waite** agreed to attend to the bolt on the basketball backboard.

12. Emergency Scheme of Delegation The Clerk had circulated a proposed update to the Emergency Scheme of Delegation for the Parish Council to consider adopting. It was reported that the revision to the document was proposed as there is no policy in place to trigger use of the Emergency Council Operating Policy and Emergency Scheme of Delegation where circumstances surrounding an emergency affect the ability to hold a meeting, yet continuity of Parish Council business needs to be maintained. The proposed provisions policy enables the Clerk to consult with the Chair and the Vice Chair to consider if the use of the Emergency Scheme of Delegation should be brought into effect. **It was RESOLVED** to SUPPORT adoption of the policy.

13. Budget

13.1. Consideration of 2021/22 budget A budget working party meeting was held on the evening of 4th January 2022 to which the Chair and Clerk attended, there being apologies from other members of the finance committee. The proposed budget was drafted at the working party meeting and forwarded to all councillors for consideration. It was commented that the proposed 2022/23 budget has made savings where spending in 2021/22 has been less than expected, but takes into account expected increases in costs of contracts for services and looking to continue to build on reserves. It was reported that the Parish Council had depleted its reserves in 2020/21 and with prudent spending in 2021/22 was beginning to build up a general reserve again. It was noted that the Joint Panel on Accountability and Governance Practitioner Guide (March 2020) advises that a smaller authority's general reserve should be maintained at between three and twelve months Net Revenue Expenditure (NRE). The smaller the authority, the closer this should be to 12 months NRE. The Clerk and Chair had calculated that 12 months NRE is approximately £10,000. Councillors were given the opportunity to ask questions after which **it was RESOLVED** to approve the following budget:

Income

		2021-22 Budget £	2022 - 23 Budget £	+/- Difference £
1	Precept	18930	18930	0
2	Council Tax Support Grant	0	0	0
3	Harberton Parish Hall Ground rent	10	10	0
4	Bank interest	0	0	0
5	VAT refund	613.85	445	-168.85
6	Community Benefit Fund	5656	5656	0
7	County Council Locality Fund Grant	0	0	0
8	Harberton Playing Field Association	0.05	0.05	0
9	Project Grant income (misc)	0	0	0
10	Other Misc. income	0	0	0

11 Repayments

12	Harbertonford Playground Association/Harberton Playing Fields Association	100	0	-100
13	Allotments	500	500	0

Earmarked Reserves

14	Totnes Rural Area Youth Engagement Project (TRAYE)	0	0	0
15	Office Equipment	0	215	215
16	Mower contingency repairs	0	0	0
17	Training reserves	0	0	0
18	Harbertonford Playground	150.09	836.49	686.40
19	Parish Defibrillators	706.29	519	-187.29
20	Elections	364.26	500	135.74
21	Maintenance reserves	100	1723.58	1623.58
22	Parish Lengthsman Project	6750	7500	750

23	COVID support grant	169	49	-120
24	Neighbourhood Plan	0	150	150
	Totals	34049.54	37034.12	

Expenditure

		2021-22 Budget £	2022 - 23 Budget £	+/- Difference £
25	Room Hire	170	315	145
26	Subs	425	425	0
27	Insurance	500	550	50
28	PCC Grants Harberton	500	500	0
29	PCC Grant Harbertonford	450	450	0
30	Salary	5500	5618.19	118.19
31	Salary overtime	550	600	50
32	Neighbourhood Plan Salary	630	648.25	18.25
33	Tax/NI payments	0	0	0
34	Clerk Expenses	50	80	30
35	Office Expenses	500	250	-250
36	Website	0	600	600
37	Professional Fees	450	500	50
38	Parish Lengthsman Project	7500	7500	0
39	Service Level Agreements: annual maintenance works	250	300	50
40	Broadband	90	102	12
41	Grasscutting Harbertonford	500	600	100
42	Grasscutting Harberton	900	900	0
43	Harberton Playground Expenditure	100	0	-100
44	Playground Inspections	550	550	0
45	Harbertonford Playground Lease	60	60	0
46	Allotment	500	500	0
47	Neighbourhood Plan	150	1150	1000
48	Youth Provision	500	500	0
49	Ash Die Back Review	550	650	100
50	Notice board for Harbertonford	500	0	-500
51	Grant funded projects	0	0	0
52	Contingency/Reserves	1500	750	-750
53	Community Benefit Fund	5656	5656	0
54	Citizens Advice South Hams	200	250	50
55	Office Equipment	250	265	15
56	Training	150	350	200

Earmarked Reserves

57	Harbertonford Playground		836.49	836.49
58	Parish Defibrillators	1250.00	800.00	-450
59	Elections	500.00	1000.00	500
60	Maintenance Reserves (Includes trees)	2500.00	3729.19	1229.19
61	COVID-19 Support grant	169.00	49.00	-120
	Totals	34050.00	37034.12	2984.12

Income minus expenditure -0.46 0.00

Budget notes:

2: Propose remove line as no longer relevant.

- 5: Proposed 2022/23 based on VAT figure from 2021/23 expenditure at end of Q3
- 14: Propose remove line as no longer relevant.
- 15: Carried forward from 2021/22
- 16: Propose remove line as no longer relevant.
- 18-24: Carried forward from 2021/22
- 25: Harbertonford Hall Hire is more expensive than the school or the Parish Hall. A full year hire would cost 11 x £25 plus 4 x £10 for quarterly committee meetings = £315. Propose to increase the budget whilst COVID continues to affect meeting venue choice.
- 30/32: Pay award for 2021/22 has not yet been agreed with the unions. Propse carry forward increases for 2021/22 to enable back date to 1st April 2021 when final award agreed and further 3% increase for 2022/23.
- 34: Projected figure is based on average spending across Quarters 1-3. Travel costs likely to increase as restrictions lift.
- 35: Savings in printing/Zoom costs balances new costs for email provision by website host. Propose splitting website out of budget in 2022/23 for better tracking.
- 36: Propose new line for Website. Expect cost of renewing website to be £359 for 60 months from May 2022, SSL Certificate 139 for 2 years, domain name 39 for 2 years, email 56 for 2 years. Total: £593 in 2022/23 financial year. Suggest building funds £200 per year in future reserves for next large website bill in 3 years time.
- 37: Expenditure reduced as external audit not required in 2021/22 financial year, but should be calculated into 2022/23.
- 38: Maintain current reserve to deliver the project ASAP.
- 39: Expected increases to contracts.
- 40: Broadband costs increasing.
- 41: Note expected increase of £20 to cutting in 2022 - taking expected cost to approx £600 per year.
- 42: No quotation for 2022/23 given.
- 47: Suggest carry underspend forward. Proposals to add £1000 to HNP budget for 2022/23 to support finalising the plan.
- 49: Expect increase in annual bill.
- 50: Propose carry forward into a reserves if not spent by the end of the financial year.
- 52: Reduce the demand due to savings made in 2021/22 budget, yet still building reserves.
- 55: Propose carry forward underspend into 2022/23 and begin to build an equipment reserve. (Computer/ printer/ phone etc)
- 56: Projected spend for 2021/22 based on 2 cllrs take 4 evening classes at £18 each. Propose increasing spending for additional councillor and for training for clerk as would benefit from refresh or work towards CiLCA qualification.
- 57: Carry forward to reserves. Includes remainder of Community Benefit Fund.
- 58: Budget does not reflect reality of reserves. Propose carry forward actual reserves (£519) and increase by 281 as estimated annual cost towards 2025 bill
- 59: Have 500 in 2021/22 reserves. Propose increasing by another 500 towards reserve of £3000.
- 60: Have 1723.58 in reserves. Increase to build up reserves for tree works if required.
- 61: Carry forward reserves.

The budget is also available on the Parish Council website for review, with additional columns providing projections of spending at the end of the financial year.

13.2. Consideration of the 2022/23 precept demand **It was RESOLVED** to make a 2022/23 Precept demand of £18930.00. This is the same figure as the 2021/22 demand.

13.3. Consideration of proposals for reserves policy The Clerk proposes adopting a formal reserves policy to provide a framework to the Parish Council, reflecting advice of the Joint Panel on Accountability and Governance Practitioner Guide. **ACTION: The Clerk** to bring a reserves policy to a future meeting for consideration.

14. Letter to Members and Towns and Parishes re land opportunities Cllrs were reminded that as a result of discussing this letter urging Town and Parish Councils to talk to local communities about opportunities there might be locally to support affordable housing, it was suggested that the Parish Council might consider adopting a policy to encourage planning applications that are seeking approval as holiday lets to provide affordable housing. Cllrs were asked if there was a way that the Parish Council could promote a desire to see developments that put people first. There was discussion about planning policy at Local Authority level, with comments made that in the 2000's SHDC policy was in preference of barn conversions to holiday lets and opposed to housing. Some councillors' preference was to assess applications on a case-by-case basis. Others commented that following the pandemic it is expected that holidaying in the UK is likely to be explosive in the future and restrictions could have the effect of the holiday industry going 'underground'. It was discussed that the Neighbourhood Plan would provide the platform for local Parish policy on such matters, enabling communities to draft policies that have weight within the planning framework. It was commented that the Parish Council may wish to compile a trigger check list containing Parish Council policies and aspirations on which to assess planning applications. **ACTION: Cllr Simon** agreed to draft a policy for proposed inclusion within the

Neighbourhood Plan. It was commented that councillors would be welcome to join the Neighbourhood Planning Steering Group to support work on this.

- 15. Bob the Bus service to Harberton and Harbertonford** Following the last meeting of the Parish Council, further queries were made to better understand the circumstances of the proposed cancellation of the service and asking if the times of the service could be changed. It was confirmed that this proposal would remove all the services offered to and from Totnes, Harberton and Harbertonford as well as between the two villages. The service is and always has been designed as a 'shopping' service going into Totnes in the morning and returning at lunchtime. The timetable is constrained by the need to run around town circular service in Totnes in between the village inbound and return services. This does not allow for flexibility on timings. The service is a registered public bus route and differs fundamentally to a 'Ring and Ride' type service, which is door-to-door and requires users to be members. Following the demise of the Totnes and Dartmouth Ring and Ride operation some years back, this provision, which is part funded by DCC, is provided in the Harberton Parish area by the Ivybridge Community Transport Association. Having asked Bob the Bus to comment on whether provision of the service would be up for review or potentially reinstated if circumstances change the reply received commented on the Government's 'Bus Back Better' strategy for England in May 2021 with a hugely aspirational programme to improve bus services throughout England. In addition, DCC has put together a funding proposal as part of their October 2021 Bus Service Improvement Plan. The initial government response to the bid is expected in April 2022. It includes a bid for funding Demand Responsive Travel (DRT) projects in four areas of the County. Bob the Bus has held meetings with DCC during their plan preparation and has indicated their willingness to be involved with such projects and service provision.

Cllrs considered whether it would be appropriate to canvas the community on their view. It was noted that the lack of use of the service provided sufficient evidence of lack of demand and therefore had no further comment on proposed cancellation.

16. Correspondence

- 16.1. Jubilee celebrations** At the December meeting of the Parish Council 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. The Clerk informed Cllrs that that SHDC has asked Parish Councils if they are arranging for beacons being commissioned or lit in celebration, or if there are plans to host a 'Big Jubilee Lunch' on 5th June 2022. There was no interest amongst cllrs to lead on the co-ordination of activity, but Cllr Williams agreed to raise the matter of the Big Jubilee Lunch with the Harberton Parish Hall committee.
- 16.2. Broadband champion webinar - South Hams** Cllrs were informed in December that 100 volunteer broadband champions have been recruited in South Hams, hoping they 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. Supporting the project would take some voluntary work to create a database of connectivity in the Parish, which cllrs might be keen to support. An update had been received on 5th January informing residents that a list of voluntary broadband champions has now been published, with contact details of 3 champions local to Harberton village, Hazard and West Leigh. The Clerk reported that Airband has offered again to deliver a presentation to the Parish Council and local residents about the proposed installation works in Harberton and Harbertonford, followed by a question-and-answer session with any local householders who are interested in the delivery of full fibre broadband to the area.
ACTION: The Clerk will contact the 3 Broadband Champions in Harberton to co-ordinate on a date for a community meeting on Zoom to learn more about Airband, proposing it would also provide a good opportunity to meet local Broadband Champions. **Cllr Bowley** agreed to consider becoming a champion for Harbertonford, as there currently isn't a champion listed covering the village.
- 16.3. Message from South Hams Community and Voluntary Services to Parish Councils** Cllrs had been circulated details of the South Hams Community and Voluntary Services (SHCVS) Impact Report for the year 2020/21 in December, along with a request for a donation to SHCVS to support its services in 2022. **It was RESOLVED** that the Parish Council give a grant of approximately £200 - 250. **ACTION: The Clerk** to advise the Parish Council to the level of grant requested ahead of raising the grant.
- 16.4. Community Payback Awareness** Cllrs were informed that South Devon and Dartmoor CSP is offering cllrs a free 30 minute training event with the Probation Service about the community payback and unpaid work scheme on 24th January. Cllrs can book through the clerk if they are interested in attending.
- 16.5. Capacity for EV chargers** Cllrs were informed that SHDC has circulated a survey to collect data about the capacity for Electrical Vehicle (EV) chargers on Town and Parish Council owned sites, as it is expected more organisations will reach out with opportunities to install EV chargers. The questionnaire asks for grid references for sites in the ownership of the Parish Council, any barriers or restrictions, and if the site is available 24 hours a day, 7 days a week. It was noted that the Parish Council doesn't own or manage any

suitable land, although the Parish Hall Committee may wish to consider installation of EV chargers in the future. **ACTION: The Clerk** to forward information to the Parish Hall committee.

- 16.6. 2022_23 Local Government Finance Settlement Technical Consultation Cllrs were informed that the Government has issued a Technical Consultation on the Local Government Finance Settlement for 2022/23 which includes Council Tax referendum principles for Town and Parish Councils. The Parish Council expressed support for the consultation question 2 in Annex B, agreeing with the package to set no council tax referendum principles for Town and Parish Councils in 2022/23.
- 16.7. Temporary Traffic Notice - TRISTFORD ROAD TO JACKMANS LANE, Harberton (TTRO2242713) Cllrs were informed of road closure and diversions in place on 12th January 2022 to enable underground transfer of equipment opposite Lower Cholwell Farm.
- 16.8. Harberton water pressure Cllrs were forwarded correspondence from a Harberton resident commenting on high water pressures in Harberton and that many parishioners may not be aware that they could suffer the consequences of excessive pressure. The letter suggests that the Parish Council works with South West Water to firstly inform, then effect a permanent change for those residents that want it. During the public session it was noted that the Parish Council has no means to communicate directly with local residents and proposed that the resident who raised the matter work with volunteer editors of the village circulars to raise public awareness.

17. Finance

- 17.1. Independent review of Quarter 3 Bank Reconciliation Cllrs had received the end of quarter (Quarter 3) bank reconciliation as prepared by the clerk showing a balance of £55722.89 including reserves. **It was RESOLVED** that the bank reconciliation be signed as an accurate record by the Vice Chair as a member of the finance committee.
- 17.2. Consideration of Clerk's quarter 3 overtime request It was reported that the Chair had reviewed the Clerk's overtime and holiday tracker showing the clerk's request to carry 16.5 hours of overtime into the next quarter and an overtime claim of £165.49. **It was RESOLVED** that this overtime is paid in three equal payments of £55.16 in January, February and March. It was noted that the clerk has 22 hours of holiday entitlement remaining in the financial year.
- 17.3. Notice of income and expenditure since last meeting. The following income was noted:
£500 was deposited on 4th January 2022 by Harbertonford Allotment Society (HAS) for annual rent.
- 17.4. January payments **It was RESOLVED** to make the following payments:
- 17.4.1. Payment 2201_1 to Cat Radford, payslip dated 22nd January 2021 includes Clerk Jan salary at £441.31 and Neighbourhood Plan Jan salary at £50.92 plus overtime at £55.16 = £547.30 no VAT
- 17.4.2. Payment 2201_2 to Cat Radford, Clerk expenses claim dated 7th January 2021 includes mileage at £7.38, and reimbursement for purchase of email package for clerk@harbertonparishcouncil.org = £114.95
- 17.4.3. It was reported that an order had been raised for replacement swings for Harbertonford Park and **it was RESOLVED** to make payment when the invoice is received: Payment 2201_3 to HAGS playground equipment 6 x M10 x 25 Bolts/M10 Washers/Plastic Base and Cap at £10.00, 2 x 89305005 Cradle Seats at £69.75 each plus Delivery at £15.00 = £164.50 plus £32.90 VAT
18. **E-Circulars for information** Cllrs were informed of the E-Circulars received. Cllrs can request any of the newsletters to be forwarded, including 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, Green Lanes Environmental Action Movement (GLEAM), Harberton Village Email, Healthwatch Devon, Information Commissioners Office, Rural Services Network, SLCC Membership, Torbay and South Devon NHS Foundation Trust.
19. **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.
- 19.1. Packs Close parking It was commented that a piece could be written to go into village life to comment on parking at the entrance to the close. The Clerk agreed to forward any text drafted to the editor.
- 19.2. A381 road surface Cllrs commented that the new road surface on the A381 is already lifting.
- 19.3. Green lane maintenance A cllr commented on whether the work on the green lane from Harberton to Harbertonford could be finished at the end of Monkey Oak lane. It was commented that cyclists can't use it and even walkers struggle. It was agreed to discuss this under an agenda item at a future meeting.
- 19.4. Fly tipping on the green lanes. A cllr commented on witnessing an untaxed vehicle with no MOT flying tipping on the green lanes and has reported this. Cllrs were asked to keep an eye out for suspicious vehicles.

20. Date of next ordinary meeting 7:30pm Tuesday 8th February 2022.

Meeting closed at 10:10pm.