

## **HARBERTON PARISH COUNCIL**

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 8<sup>th</sup> March 2022 at Harbertonford Village Hall.

### **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: Apologies  
Cllr J Hockings: Apologies  
Cllr S Hockings: Apologies  
Cllr Paine: Present  
Cllr Williams: Not present

### **Others**

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

### **Public Session**

- i) A member of the public (MOP) attended the meeting to introduce himself and offer lengthsman services to the Parish Council. The MOP is looking to take on lengthsman services to support an independent contractor currently undertaking lengthsman services for a number of Parish Councils. As the County Council reduces this service his workload is increasing. This contractor working with other Parish Councils has specialist knowledge of the issues relevant to undertaking lengthsman services, and the increase in tasks required as Devon County Highways has reduced the service it delivers. During discussion it was identified that the MOP addressing the Parish Council did not yet have Chapter 8 training required to work on the roadside but would be seeking to undertake this and set himself up in business as a self-employed lengthsman over the coming months and hoped to learn from the independent contractor referred to above. It was suggested that the Parish Clerk continue to liaise with Totnes Town Council about the availability of the Town Maintenance Officer as agreed at the last meeting, and depending on the outcome of those discussions, the contract may be put out to tender, at which point the MoP may wish to apply.

### **Agenda**

1. **Apologies** It was **RESOLVED** to sanction apologies given.

### **2. Declaration of Interests**

- 2.1. Register of Interests: Cllrs are reminded of the need to update their register of interests It has been confirmed by Head of Legal Services and Monitoring Officer at South Hams District Council (SHDC) that following the Parish Council's adoption of the new Code of Conduct in 2021 all cllrs are required to use the new 'Notification of Interests' form to declare interests. The Clerk distributed hard copies of the form to all councillors present for completion.
- 2.2. Declaration of any interests (nature and scope) on items on the agenda The following interests were declared: Item 6.1.7 Cllr Thomas declared an interest as there is discussion with the applicant on access to land owned by Cllr Thomas and family. Cllr Thomas did not participate in discussion or vote on any motions concerning the application.

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

- 3.1. County Councillor (C.Cllr) The Cllr had circulated a written report by email and raised the following issues:
- 3.1.1. Parking Scheme The proposed double yellow lines at Packs Close and at Old Road to prevent parking of vehicles at these locations have been approved for implementation in 2022/23. Traffic Regulation Orders will be distributed to confirm this.
- 3.1.2. Pot holes Not paying out claims on pot holes. Commissioned services so much more expensive, don't have the control.
- 3.1.3. VAS signs, The C.Cllr commented that Highways is still holding out on permission. The C.Cllr commented that under the circumstances the Parish Council may just want to go ahead.
- 3.1.4. Divestment in Russian Assets It was reported that the Brunel Pension Partnership in which Devon County Council (DCC) invests will prohibit new investment and begin deinvestment in all Russian-controlled and owned assets, bonds and equities, wherever they be listed.
- 3.1.5. Broadband Programme update It was reported that a plan of showing installation of new telegraph poles to serve Connecting Devon and Somerset infrastructure delivered by 'Airband' can be viewed at this link: [https://www.google.com/maps/d/u/0/viewer?mid=1ZIN3\\_ZynqyMOGHh3l4HYmVsYirkpuAf7&ll=50.45213272101037%2C-3.6870637000000084&z=12](https://www.google.com/maps/d/u/0/viewer?mid=1ZIN3_ZynqyMOGHh3l4HYmVsYirkpuAf7&ll=50.45213272101037%2C-3.6870637000000084&z=12) (HTML) The Digital Connectivity Specialist at SHDC is arranging a public meeting with Airband.
- 3.1.6. 20MPH speed limit – deadline 31<sup>st</sup> March It was reported that the County Council is inviting communities to work with elected members to submit expressions of interest and proposals for 20mph speed limits. To allow for assessment and prioritisation for schemes to be delivered in 22/23 all submissions must be complete by 31st March. **It was RESOLVED** that **the Clerk** submit expressions of interest and proposals to seek the speed limits as described within the draft Neighbourhood Plan:

Community Action T2(i): To seek the establishment of a 30mph speed limit on the A381 approaches to Harbertonford, between Brockhills to the North and the North Park junction to the South, except where lower speed limits apply.

Community Action T2(ii): To seek the establishment of a mandatory 20mph speed limit on the A381 in Harbertonford between the filling station and Chapel Lane.

Community Action T2(iii): To seek the establishment of a mandatory 20mph speed limit along Old Road adjacent to the Primary School.

Community Action T3: To seek the westward extension of the mandatory 20 mph speed limit within Harberton village.

- 3.2. District Councillor (D.Cllr) The D.Cllr had not provided a report in his absence. The C.Cllr commented that SHDC has drafted a new climate planning policy for consultation and would forward the link.

4. **Minutes It was RESOLVED** to sign the minutes of the Ordinary Meeting of Harberton Parish Council 8th February 2022 as an accurate record.

## 5. Report Matters Arising from the Minutes for information only

- 5.1. Harberton Devon Air Ambulance clearance area sign (Clerk) Ongoing
- 5.2. Packs Close Parking Letter As the double yellow lines have been approved, a letter is no longer required.
- 5.3. Harberton bus shelter repair It was reported that this repair had been completed by Cllr S.Hockings.
- 5.4. A381 – Speed Indicator Device proposal The Clerk reported that a response had been received from the Traffic Management Team at Devon County Council in response to the proposed locations to site Vehicle Activated signs. No offer of a site meeting had been made, nor a discussion to consider the pros and cons of the suggested locations. The Clerk had shared the email with volunteers working on the project to erect the signs, who had commented that whilst it would have been helpful to have an onsite meeting with the Neighbourhood Highways Officer this is unlikely to happen as therefore would encourage the Parish Council to make its own decisions on erecting the signs based on the advice it has received, on its own opinion and on local expertise. It was suggested that the steps to completing the project are to decide on the exact locations for the signs, decide what equipment is required, what it will cost to purchase and install signs and how the costs will be met prior to submitting an order. Cllrs requested a document clearly outlining the decisions to make in turn, with supporting information required to assist those decisions. It was noted that the 2022/23 budget does not include a line to cover costs, however it would be suggested that members of the community could apply to the Community Benefit Fund to contribute to the costs.
- 5.5. Bottle Bank The Clerk reported that there had been no response from SHDC to date.
- 5.6. Abandoned Car Harbertonford The Clerk reported that this had been reported to SHDC as the vehicle is now without both valid tax or MOT certificate.
- 5.7. Flood warden It was agreed to discuss this during item 10.
- 5.8. Meeting with Airband It was reported that the suggested date of 3<sup>rd</sup> March had not been possible for the Airband representative. It was agreed that the clerk attempt to arrange a meeting on a Monday night.
- 5.9. Maintenance and Lengthsman Services It was reported that the Clerk had not received a response from Totnes Town Council and would chase this.

## 6. Planning

- 6.1. Consideration of planning applications
- 6.1.1. 4659/21/CLE Lawful Development Certificate for commencement of development approved under 0626/18/FUL (Conversion of existing stone barns to two dwellinghouses with garages) at Moore Farm, Harberton members of the Parish Council were unable to provide any factual evidence from personal knowledge of the site, which might support or refute the claim.
- 6.1.2. 4661/21/VAR Variation of condition 6 (drainage scheme) following grant of planning permission 0626/18/FUL (Conversion of existing stone barns to two dwellinghouses with garages) at Moore Farm, Harberton **It was RESOLVED** to make NO COMMENT
- 6.1.3. 0600/22/ARC Application for approval of details reserved by condition 4 of planning consent 4167/21/LBC at Stone Lodge, Harberton **It was RESOLVED** to SUPPORT the application.
- 6.1.4. 4728/21/ARC Application for approval of details reserved by condition 4 of planning consent 0656/21/LBC at Woodcourt Farm Cllr Thomas declared an interest and did not participate in discussion or vote on motions concerning the application. **It was RESOLVED** to SUPPORT the application.
- 6.1.5. 0464/22/LBC Listed building consent for change of use of public house with accommodation to single dwelling at The Maltsters Arms, Harbertonford **It was RESOLVED** to OBJECT to the planning application with the following comments: The Parish Council would like to see the building kept as a community venue for non-residential purposes.
- 6.2. Notification of planning applications for information
- 6.2.1. 0569/22/PDM Application to determine if prior approval is required for a proposed change of Use of Agricultural buildings to 2No. dwellinghouses and for associated operational development (Class Q (a+b)) at Higher West Leigh Farm, Harberton. Parish Councillors are aware of the lack of homes for local residents within the district and it was therefore agreed to use the opportunity to encourage the owners to develop the site for permanent residents if they were to pursue the development.
- 6.3. Receive a report on planning or appeal decisions The following decisions of the Planning Authority were noted:

- 6.3.1. 0505/22/ARC Approval of Details Reserved by Conditions (discharge) at : Moore Farm, Higher Plymouth Road, Harberton **Discharge of condition Approved**. The proposed drainage strategy has been considered acceptable.
- 6.3.2. 3896/21/FUL and 3897/21/LBC at High Barn Harberton Full Planning Application and listed building consent for installation of wood burning stove **Conditional Approval**. It is conditioned that the development shall be carried out in accordance with the comments and recommendations set out in the bat survey.
- 6.3.3. 0098/22/TCA T1: Yew - Fell to prevent structural damage and allow works to building at Church of St Peter, Harbertonford **No Objections Raised**
- 6.3.4. 0001/22/LBC Listed Building Consent for minor alterations to Pear Tree Court. Minor removal of nonoriginal 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. **Conditional Approval**. Conditions include use of lime mortars and plasters to protect the character of the listed building and its historic fabric.
- 6.3.5. 4034/21/FUL and 4035/21/LBC Full planning application and listed building consent Conversion of existing barn to holiday let unit at Church House Inn The Square Harberton **Conditional Approval** Types of material used in construction are conditioned in order to complement the character of the listed building. Conditions include that the accommodation shall not be occupied other than for purposes associated with the business of the Church House Inn. An independent unit of accommodation would give rise to an over intensive use of the site and have a poor spatial relationship with the business premises.
- 6.3.6. 4575/21/HHO and 4576/21/LBC Householder application and listed building consent for demolition and replacement of two storey and single storey extension to north elevation, demolition and replacement of single storey extension to west elevation and associated internal and external works, demolition of outbuildings and construction of single replacement outbuilding at Winsland House Farm, Dartington. **Conditional Approval**. Recommendations of the ecological report are conditioned as are requirements on design and materials used in construction to ensure they are complementary the character of the listed building. The permitted extension shall not be occupied other than for purposes ancillary to the residential use of the dwelling known as Winsland House.
- 6.4. Receive a report on enforcement cases (for information only) Cllrs were informed that no enforcement caseload document has been received since January.

## 7. Monthly reports

- 7.1. Finance Committee update No update as no meeting has been held.
- 7.2. Community Land Trust update No update as Cllr Williams was not present.
- 7.3. Sustainable Harbourne Valley update No update as Cllr Croft was not present.
- 7.4. Neighbourhood Plan update It was reported that consultants from AECOM have now begun their work on a Housing Needs Assessment for the Harberton Parish. It was advised that the Parish Council accept the timetable proposed by SHDC to undertake a new call for sites once the Housing Need Assessment has been completed. SHDC Neighbourhood Plan Officer is of the opinion that sharing as much information with potential land owners as possible would bring forward more suitable sites, and give the HNP opportunity to negotiate with land owners complete a call for sites. The Clerk has met with SHDC Neighbourhood Plan Officer to learn what this would entail. It was reported that contrary to the advice given by AECOM, the Local Authority does not circulate the call for sites on behalf of the Neighbourhood Plan but provides advice to enable the Neighbourhood Planning group to do this. The Officer has provided an example call for sites that is recommended as a 'good practice' template. **It was RESOLVED** that Cllrs Bowley, Hambly and Simon would convene a meeting of the informal working group to establish a date to reconvene regular formal meetings advertised to the public and to elect a chair to preside over those meetings.
- 7.5. Harberton Playing Field Association (HPFA) update The Clerk had received a report from Cllr.S Hockings to comment that one of the new apple trees had died, so HPFA will be replacing with a plum tree. The committee has decided to plant we have decided to plant a live hedge of native hardwoods on the fence line above the sloping path which will take a while to grow but is easy to manage. This will be just inside the existing and failing fence which can later be removed. **It was RESOLVED** to give consent to HPFA to break ground and plant trees as described.
- 7.6. Clerk's update No update

## 8. Harbertonford Playpark

- 8.1. Update on park improvements It was reported that a group of Parish Councillors and the Clerk took advantage of the planned 'work day' in the park to coincide with the planting of the new fruit corner in the park, pruning and weaving of the willow. The Clerk thanked Cllrs Beamish, Bowley and Waite for giving up their time to work with the Clerk to repair basketball backboard, power wash safety surfaces. New cradle swings were installed the following week and Cllr Bowley and Beamish have thinned out some of the hedge above the play area. Burnable lumbar has been given to a local resident in recompense for the cost of water and power supplied to enable powerwashing at the park. Bean sticks have been bundled and taken to the Allotments for plot holders to use for their allotments, in return for donations to the play area.
- 8.2. Consideration of inspection reports (if received) Cllrs were advised that the report mentioned: gate not closing properly, play equipment taken down needs removal, and safety surface repairs.

- 9. **Monkey Oak Lane Maintenance** It was reported that the green lane from Keys Englebourne to Monkey Oak is almost impassable at the Monkey Oak end, dangerous to walkers and only accessible by scrambler bike. There

is no signage to indicate that it is unsuitable for vehicles. It was commented that should there be any maintenance works due to the Public Rights of Way in the Parish, this would be a high priority for the Parish Council as the lane links the two parish villages and could make a real difference to residents. **ACTION: The Clerk** agreed to raise with the Public Rights of Way Officer at DCC and report back to the Parish Council.

**10. Harberton Parish Emergency Plan** Cllrs had received an briefing paper on this item in advance of the meeting, noting that following storms in February a number of properties in the Parish experienced interruptions to power. 18 homes in the Tristford Farm/Besford area were without power for several days. The Parish Clerk was contacted by Cllr Croft to ask if there was any emergency planning provision for this kind of scenario. Cllrs were informed that an Emergency Plan drafted in 2018 was out of date. Notably it had been intended the plan include a directory for local community voluntary support and who had skills or equipment that could be used in a range of emergency situations. This section was never fully populated, and the plan was never put under regular annual review, which suggests it is not fit for purpose. The Clerk had suggested that a reinvigorated Emergency Plan could build on the structures for community support created during the first Covid lock down in March 2020. Combined with inclusion and regular review of flood and snow warden volunteers could have the effect of encouraging a greater and more active network of community support. In response to the Clerk's queries, the Harberton Helps group has suggesting holding an online meeting to discuss thoughts and ideas, suggesting that a representative of the Parish Council attend and act as a lead conduit to the Parish Council. Whilst others would be asked to join to help organise this, the Parish Council would ultimately 'hold' the plan on behalf of the community, supporting an annual review of the plan and asking volunteers each year if they are still willing to be included in the voluntary directory. **ACTION: Cllr Paine** volunteered to support the redevelopment of the Emergency Plan. **The Clerk** would arrange a date for a meeting with members of Harberton Helps. **Cllr Simon** would contact those responsible for the Covid Support group in Harbertonford to build links across the Parish.

## 11. Correspondence

- 11.1. Temporary Traffic Notice Bow Road to Beenleigh Cllrs were informed of road closure from 25<sup>th</sup> – 29<sup>th</sup> April due to Openreach work on access to underground structures.
- 11.2. SCARF & 20's plenty signage? Cllrs were forwarded detailed policy information by the C.Cllr from Highways offering to take any comments or queries back to highways. No comments were made.
- 11.3. Action to Tackle the Climate Emergency Cllrs were informed of an invitation from Bishopsteignton Parish Council looking to work with others who have an interest in reducing transport emissions in communities. The Clerk reported that this information had been forwarded to Sustainable Harbourne Valley and that it would be forwarded to those in the group interested in traffic issues. There was some discussion on the creation of safe routes for walking on the other side of the hedgerow where possible within the Parish, following the example of the route established between the Steiner School and Dartington. There was a comment as to whether there was a Green Travel Plan for the Primary school, commenting that the new Green Travel Plan co-ordinator could offer some advice.
- 11.4. Great British Spring Clean 2022: Will You Take Part? Cllrs were informed that a 'spring clean' campaign has been launched seeking pledges from communities to participate between 25<sup>th</sup> March – 10<sup>th</sup> April. It was agreed that the Parish Council apply for a pack to promote a campaign locally if there were members of Sustainable Harbourne Valley interested in coordinating a litter pick.
- 11.5. Temporary Traffic Notice - A381 Brockhills Cross to Main Road, Harberton (TTRO2244358) Cllrs were informed of temporary closure of the A381 to enable CCTV and drainage. The closure is in place from 7<sup>th</sup> – 9<sup>th</sup> March inclusive between 7pm – 7am.
- 11.6. SR Your South West Water reply case 10470885 The Parish Council has received an update on discussions between a resident and South West Water confirming that the water pressure to the village will be halved this summer.
- 11.7. Invitation Cllrs were informed that the Mayor of Totnes invites the Chair or representative of the Parish Council and a guest is invited to attend The Mayors Supper, a charity event in aid of the Totnes Rural Youth Engagement Project at 7 Stars Hotel, Totnes on 28<sup>th</sup> March at a cost of £30 per ticket. Deadline for RSVP is 17<sup>th</sup> March. No cllrs expressed an interest in attending.
- 11.8. DALC #12 2022 Newsletter Cllrs were informed that this issue reminds councils of their duties as occupiers, suggesting trees and structures on Parish Council land are checked to ensure that they are in a good and safe condition, and to take steps to remedy the situation if this is not the case. **ACTION: The Clerk** will check with HPFA if the trees in Harberton Playing Field have been checked and **Cllr Bowley** will check the trees in Harbertonford Park. The issue also lists March dates for 'Being a Good Councillor' and 'Responding to Planning Application' courses. Cllrs Hambly and Simon were interested in the latter. **ACTION: The Clerk to forward course dates to those cllrs interested in attending.**
- 11.9. South Hams Garden Waste Service Restarts Cllrs were informed that the South Hams District Council's contracted garden waste service is restarting in the spring. FCC who operate the service on behalf of the District Council, will begin collections once again from the week beginning Monday 28 March. The garden waste bin will be emptied the opposite week to the grey bin.

## 12. Finance

- 12.1. Reserves Policy It was **RESOLVED** to adopt the Reserves Policy as drafted by the Clerk.
- 12.2. End of year spending Cllrs received an updated end of project budget in order to consider making grants, carrying forward reserves or unspent budget lines into 2022/23 financial year.

- 12.2.1. **It was RESOLVED** to carry forward £215 unspent budget for office equipment into earmarked reserves.
- 12.2.2. **It was RESOLVED** to carry forward the following unspent funds to 2022/23 budget lines:  
£381.66 Salary overtime  
£250 Service Level Agreements  
£150 Neighbourhood Plan  
£500 Notice Board for Harberton  
£130.80 Training
- 12.2.3. **It was RESOLVED** to invite Totnes Rural Youth Engagement Project to submit annual accounts, following which the Parish Council would consider making a donation of £500 from the unspent 'Youth Provision' budget line.
- 12.3. Salary Scales **It was RESOLVED** to increase the Clerks' salary according to new agreed pay scales for the 2021/22 financial year, the Clerks' rate of pay LC1 spine point 17 would increase from £12.73 per hour to £12.95 per hour, and to backdate the increase to the 1<sup>st</sup> April 2021. **It was RESOLVED** to increase the standing order to pay the clerk £500.73 per month.
- 12.4. Notice of income and expenditure since last meeting The following payment was reported:  
Payment 2202\_5 to Harbertonford Football Club on receipt of grant acceptance letter for Community Benefit Fund: Hard standing for car parking = £966 no VAT
- 12.5. To consider payments as per the March payment schedule
- 12.5.1. Payment 2203\_1 to Cat Radford, payslip dated 22<sup>nd</sup> March 2022 includes Clerk March salary £448.93 and Neighbourhood Plan Mar at £51.80, overtime at £55.16 plus backpay totalling £96.44 = £652.33 no VAT. It was agreed that the Clerk check National Insurance thresholds before making backpay payment in one lump sum.
- 12.5.2. Payment 2203\_2 to Cat Radford, Clerk expenses claim dated 2<sup>nd</sup> March 2022 for mileage at £7.38 and replacement padlock for Harbertonford Park gate at £15.79 = £23.17 no VAT
- 12.5.3. Payment 2203\_3 to Harbertonford Village Hall for Hall Hire: Nov, Dec, Jan, Feb, Mar @ £25 each = £125 no VAT
- 12.5.4. Payment 2203\_4 to Devon Association of Local Councils for invoice 3551, Attendance of Tania Paine on the Introduction to Local Councils course at £16.00 plus £3.20 VAT = £19.20
- 13. E-Circulars for information**, 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.
- 14. Matters at the discretion of the Chairman**
- 14.1. Community Led Housing Training Cllr Simon informed all cllrs that she will be leading this training and they may wish to attend.
- 15. Date of next ordinary meeting** Cllrs were informed that the Annual Parish Meeting would begin at 7pm on Tuesday 12<sup>th</sup> April 2022, immediately followed by the Ordinary Meeting of the Parish Council at 7:30pm.