

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council held at 7.30pm on Tuesday 14th June 2022 at Harbertonford Village Hall.

In attendance

Harbertonford Councillors

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

Harberton Councillors

Cllr Camp: Apologies
Cllr J Hockings: Apologies
Cllr Paine: Present
Cllr Williams: Present
VACANCY
VACANCY

Others

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

Public Session

- i) A member of the public (MoP) attended the meeting to address two items on the agenda relating to the Harbertonford Village Hall.
 - a. In response to the MP's letter (see item 13.1) encouraging the use of village halls as 'community hubs' for Police officers, the Parish Council was informed that an arrangement is already in place with the current PCSO who has 24/7 access to the committee room within the village hall which he uses for meetings with local people and as a rest stop. This arrangement has been in place for the past 10 years. The Village Hall is in support of it to continuing and would be pleased for the Parish Council to respond to the MP's correspondence that the village hall committee is in support of the initiative continuing.
 - b. Members of the village hall committee had noted work being undertaken by Cllr Bowley on parking availability in the village, noting that it had been indicated that there could be 14/15 spaces available in the village hall car park. The key used in the draft document was also queried. It was clarified that the village hall committee has nine car parking spaces which have been made available at a cost to local residents. Of those nine spaces, seven occupants are based on the Morleigh Road, one on Hernafor Lane and one on the main road. These parking spaces are allocated with the caveat that spaces are not guaranteed, as when the hall is under private hire, hirers have priority. Vehicles visiting the hall often need to double park to maximise use of the available space. There is no possibility to increase the number of spaces available to the community beyond the 9 already made available. It was noted that estate agents commonly advertise the availability of public parking in the village hall car park for properties without parking, which is not correct. The MoP was asked to provide the Parish Council with this information in writing by way of a formal letter, so to update the draft parking document and to have on file for future record.
- ii) A MoP asked for an update on progress of installing the Vehicle Activated Signs (VAS) in Harbertonford. The Community Benefit Society has not yet drawn down the funds to purchase the signs as work to install the posts will be completed first. It is being considered whether a survey for electricity/gas services needs to be completed before installation. It was also commented that a written agreement with the landowner should be in place before signs are installed.

Agenda

1. **Apologies** were received as above. **It was RESOLVED** to sanction apologies.
2. **Declaration of Interests**
 - 2.1. Register of Interests: Cllrs were reminded of the need to update their register of interests.
 - 2.2. The following interests were declared on items on the agenda.
Item 6.1.3 consideration of planning application reference 1763/22/ARC Cllr Beamish is a tenant of the applicant. Cllr Beamish left the meeting during this item.
3. **Reports** for information from:
 - 3.1. County Councillor (C.Cllr)
 - 3.1.1. Proposed sale of Elmhirst Fields (King Edward IV Community College) It was noted that Devon County Council (DCC) has received a petition to demonstrate public support for the school fields to remain a community asset. A community meeting has been organised by concerned residents on 17th June 2022. A cllr asked both the County and District councillor to support efforts to retain the land as an asset for the community.
 - 3.1.2. Flooding Data The C.Cllr has queried why some planning applications have been allowed to refer to old data sets in planning submissions, commenting that some planning applications have been using data from 2013 or older. The C.Cllr has requested that procedures are tightened up.
 - 3.2. District Councillor
 - 3.2.1. Flooding and Climate Change The D.Cllr commented that flood defences in Totnes have not taken into account any calculations for climate change and may not be sufficient. The D.Cllr has been trying to find out who produced a study for East Devon District Council.
 - 3.2.2. Baltic Wharf The D.Cllr commented on concern from a number of organisations for the potential loss of Baltic Wharf as a local asset should the site be used for housing development. There is interest from Maritime UK to work as an umbrella organisation for local partners to use the site as a centre of marine excellence and that there are huge commercial opportunities around green, sustainable jobs, to which

Baltic Wharf could be a part. The D.Cllr believes it is important to fight proposals to knock it down to build lots of riverside homes.

- 3.2.3. Waste It was reported that the D.Cllr had attended a special council meeting on 8th June in which councillors asked questions of the waste contractor FCC, who refused to answer any questions as they are in negotiation with the council and cannot comment. It was reported that legal letters have been sent and it is expected that the situation is at a tipping point.

4. Minutes

- 4.1. **It RESOLVED** to approve the minutes of the Annual Meeting of the Parish Council 10th May 2022.
4.2. **It RESOLVED** to approve of the minutes of the Ordinary Meeting of the Parish Council 10th May 2022.
4.3. **It RESOLVED** to approve of the minutes of the EGM of the Parish Council 24th May 2022.

5. Report Matters Arising from the Minutes for information only

- 5.1. Harberton Devon Air Ambulance clearance area sign No update.
5.2. Harberton Parish Emergency Plan A meeting will be scheduled in early July.
5.3. Harbertonford Vehicle Activated Signs See public session item ii.
5.4. Monkey Oak Lane Maintenance It was reported that a response had been received from the Public Rights of Way Officer who had visited the site. The Officer comments that the southern section of this lane certainly is eroded doesn't see why ramblers would not be able to use it. The section is already included in the vegetation cutting schedule, to keep it 'open' so people can get past the eroded sections as easily as possible and that the officer is happy to increase this to two cuts. The officer comments that the only way to repair the lane is to ensure the water causing the erosion is deflected onto adjacent lower land at various intervals. That possibility exists with the field west of this section of lane, but it could have detrimental impact on the land, and then there's a bit of non-agricultural field below and the Riverside Mill Cottages. The view of the officer is that it is ok as it is. If the Parish Council want to explore the possibility of diverting water off the lane with the affected landowners at Rolster Bridge Farm and there is found to be some open-ness to this, then the officer is willing to have a site meeting to look at the practicalities. It is likely that any such works are likely to be too costly for the Parish Council to lead on, but the officer could put it forward for funding from Capital budgets. The Officer will try and sign the southern end of the lane, as it is signed at the Englebourne end, and can include an 'Unsuitable for Motor Vehicles' sign. **ACTION: The Clerk** to forward this information to **Cllr Thomas** who first raised the matter for Parish Council discussion, to indicate if she wished to take the matter any further.
5.5. KEVICC fields letter Cllr Bowley had not yet drafted a letter to support sales of KEVICC fields to Totnes Town Council.
5.6. State of the roads in the Parish It was reported that following the last meeting Cllr Waite spoke with a representative of Ashprington Parish council who is seeking to arrange a joint meeting between Devon County Highways (Highways) and at least three other councils in the area.

6. Planning

6.1. Consideration of planning applications

- 6.1.1. 1482/22/FUL Application to replace a septic tank (Resubmission of 0450/22/FUL) at Mulberry and Woodspeen, School Orchard, Harberton **It was RESOLVED** to SUPPORT the application.
6.1.2. 1456/22/LBC Listed building consent for temporary removal for repair & restoration of single flight staircase, landings of an historic cast & wrought iron metalwork & replacement of landing support structures at 1 The Mill, Woodland Road, Harbertonford. **It was RESOLVED** to SUPPORT the application.
6.1.3. 1763/22/ARC Application for approval of details reserved by condition 4 (Stonework) of planning application 0656/21/LBC at Woodcourt Farm, Woodcourt Road. Cllr Beamish left the meeting whilst this matter was discussed. **It was RESOLVED** to make NO COMMENT.
6.1.4. 1675/22/HHO Householder application to replace, remove & install dormers, install rooflights & roof deck, replace asbestos tiles, strengthening & refurbishment roof works & alteration work to ground floor window at The Old Parsonage, Harbertonford. **It was RESOLVED** to SUPPORT the application.
6.1.5. 1838/22/COM Notice of Intent to Install Electronic Communication Apparatus Comprising Two Poles at 10.5 metres high (9 mtrs above ground) at Harberton Totnes TQ9 6DW **It was RESOLVED** to make NO COMMENT
6.1.6. Cllrs were informed that an appeal has been made to the Secretary of State in respect of the site APP/K1128/W/22/3297901 Appeal on Outline application with some matters reserved for new dwelling in garden of existing dwelling (resubmission of 2133/20/OPA) at 2 Dorsley Cottages, Harberton. The appeal follows the **Refusal** of planning permission by South Hams District Council. The appeal will be determined on the basis of written representation. Any comments made at the application stage will be forwarded to the Planning Inspectorate. It was **RESOLVED** that the Parish Council would make no further representations nor modify or withdraw its previous representation made in October 2021.
6.2. Notification of planning applications (for information only) The following application was noted for information:
6.2.1. 0569/22/PDM READVERTISEMENT (revised plans received) Application to determine if prior approval is required for a proposed Change of Use of Agricultural buildings to 2No. dwellinghouses (Class C3) and for associated operational development (Class Q (a+b)) at Higher West Leigh Farm, Harberton

- 6.3. Receive a report on planning or appeal decisions Cllrs were informed of the following decision of the planning authority:
- 6.3.1. 1034/22/HHO and 1035/22/LBC Householder application for proposed reinstating of side entrance and new canopy at Steps Cottage 2 Old Road, Harbertonford **CONDITIONAL APPROVAL**
 - 6.3.2. 1238/22/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 Cert of Lawfulness (Existing) Certified
 - 6.3.3. 3628/17/FUL Erection of 12 dwellings, workshop/office, associated landscaping and site development works at Oak Tree Field at SX 778 588 Tristford Road, Harberton **CONDITIONAL APPROVAL**
 - 6.3.4. 3257/21/ARM Application for approval of reserved matters following outline approval reference 2234/17/OPA at Little Grove Farm, Harberton **CONDITIONAL APPROVAL**
 - 6.3.5. Receive a report on enforcement cases (for information only) Cllrs were informed that a duplicated case had been removed from the enforcement caseload.

7. Monthly reports

- 7.1. Finance Committee update No report. The next meeting will take place on 5th July 2022.
- 7.2. Community Land Trust (CLT) update It was reported that the planning application has been formally approved. The CLT is now waiting for the timber frame company to come back with an updated price. The quantity surveyors are bringing together a team to start work. In response to queries it was confirmed that the project is still working with Sustainable Devon Collective architects and using the same quantity surveyors as South Devon Rural. A number of the original owners no longer qualify as they have inherited money and have bought properties. It has been agreed that new allocations won't take place until later in the process.
- 7.3. Sustainable Harbourne Valley (SHV) update No update. It was reported that representation from SHV is still a work in progress.
- 7.4. Neighbourhood Plan update It was reported that the steering group has been continuing work to complete the Housing Needs Assessment and at the recent meeting formulated a preamble to use on a new 'call for sites' proforma. It has been agreed to send out a proforma in two stages, an initial 'expression of interest' followed by a more detailed survey.
- 7.5. Harberton Playing Field Association (HPFA) update It was reported that the committee is looking to undertake some substantial fundraising to make long term improvements to the safety surface. Cllr Williams commented that he has access to 'Grant Finder' that could be helpful. It was commented that monies are being made available through the Community Ownership Fund via the Government's 'Levelling Up' agenda.
- 7.6. Clerk's update
- 7.6.1. General update The Clerk reported correspondence with Harberton Church Community Fund on minor variations to the project due to increased costs and delays in availability of materials. The project will continue to build display boards, but they will be finished later than expected.
 - 7.6.2. Community Speed Watch (CSW) Cllrs are informed that Community Speed Watch has approved two further sites from which traffic speeds can be monitored by trained volunteers. This includes a site next to the bus stop monitoring traffic travelling in the direction from Halwell to Totnes, and the drive to the Old Police House monitoring traffic travelling in the direction from Totnes to Halwell. The owner of the latter site has given written permission. Six volunteers now need to put their names forward and undertake online training before equipment and roadside training is provided by the Police. The Clerk has advertised the need for volunteers in Village Life and has had no direct responses, however interested parties have made contact with the D.Cllr.

8. **Harberton Ward Councillor Vacancies** Consideration of approach to fill vacancies. It was reported that a notice to advertise the vacancies was posted on the 12th May. No Harberton residents wrote to the District Council to request an election, therefore the Parish Council may co-opt councillors to fill the vacancies as soon as possible. The Clerk circulated a call for councillors in Village Life and via the Harberton Village email list. There has been interest from three people, one Harberton resident and two Harbertonford residents. The Clerk will speak with them and request they submit nomination forms and that they attend the next meeting of the Parish Council on 12th July.

9. Harbertonford Playpark consideration of inspection reports

- 9.1. Annual Allianz Report Cllrs were informed that the annual park inspection report had been received from Allianz. There were two category A issues identified that required immediate action as could cause a danger to persons:
- Roundabout A section of impact absorbing surface is missing exposing concrete, this should be rectified immediately. It was reported that Cllr Beamish had undertaken this repair on 16th June 2022 using the wet pour fixing kit purchased.
 - Wooden Multi Activity Unit One of the vertical traverse posts is severely rotten and large sections are likely to fall off, this should be rectified immediately. Cllrs Beamish and Bowley confirmed that work had been undertaken to make this equipment safe and that the Heras fencing panels had been reconfigured to restrict access.

The following Category B fixes had been actioned:

- Cradle seat swing set The safety surface near the repair has a section missing creating a tripping hazard. It was reported that this had been fixed on 16th June 2022
- Pedestrian access gate Not fully closing. It was reported that Wicksteed has provided information on how to adjust the gate which was provided to Cllrs Beamish, Bowley and Waite.

There was a discussion on removal of the remainder of the wooden multi-activity unit and work required to fill the hole left by the slide footing. There was discussion whether to cover with outdoor furniture or undertake a longer-term fix with wet pour filler. Further investigations will be made. Discussions on category C observations would be taken forward to a future meeting. Cllr Beamish left the meeting to attend to some matters in the park in daylight.

9.2. Monthly SHDC Inspection It was noted that recent inspections reflect findings of the Allianz report.

10. **Standing Orders Review** to consider updated draft The Clerk had made proposals on amendments to the Standing Orders to bring the document in line with the most recent model document produced by the National Association of Local Councils. **It was RESOLVED** to accept the draft produced by the Clerk.

11. **Maintenance and Lengthsman services** consideration of tender document **It was RESOLVED** to approve the tender document as prepared by the Clerk.

12. **Parking in Harbertonford** Cllrs had received a draft parking audit document for Harbertonford as prepared by Cllr Bowley. There was commented that the draft could be typed up and included as an appendix in the Neighbourhood Plan; Cllr Simon volunteered to support this effort. It was commented that a similar survey would be required for the village of Harberton to provide balance. It was agreed that such a survey provides evidence of the strain on parking available in the village and therefore support's Parish Council responses to planning applications where there is a lack of parking made available for new dwellings. Cllr Bowley commented that a member of the public had made a complaint regarding proposed double yellow lines on Woodland Road, asking if the Parish Council is going to seek alternative parking elsewhere to compensate for the loss of parking on the roadside. As noted in the public session, the Secretary for Harbertonford Village Hall will provide a statement as to the limited parking made available to a small number of residents in the village.

13. Correspondence

- 13.1. Letter from Anthony Mangnall MP Cllrs were informed of the letter from the MP urging Parish Councils to join Devon County Council's road warden scheme to enable Parish Councils to deliver minor works on the highway in response to continual problem on potholes and quality of the roads. The letter also comments that with an expectation of an increase in police numbers there will be a need for 'hubs' in the community where officers can stop off during patrols in the area, places from which to engage with community and somewhere with the facilities for officers to undertake their duties. The Parish Council is asked if it is interested in the village halls in the area becoming one of these 'police hubs' for officers on patrol. Representatives from town and Parish Councils in the constituency are invited to a meeting at Halwell and Morleigh Village Hall at 6:15pm on Thursday 16th June with the MP to discuss. **ACTION: The Clerk** will write to the MP informing him to the arrangements already in place with the PCSO at Harbertonford Village Hall. No volunteers came forward to attend the meeting.
- 13.2. Thanks Cllrs were informed of an email of thanks received from St Peter's Church PCC for the grant which will enable arrangements to be made to pay someone to cut the grass.
- 13.3. Vans at Vicarage Ball Cllrs were informed of correspondence with a resident asking again about vans parked on Vicarage Ball. The Clerk had responded to say that the Clerk and other residents had made a report to SHDC and if no action had been taken as yet, it was likely because the vehicle was not considered abandoned. It was suggested that the MoP get in contact with SHDC directly. The resident further commented that a tractor had burst a tyre to avoid the vehicles.
- 13.4. Temporary Traffic Notice - TRISTFORD ROAD, Harberton (TTRO2245134) Cllrs were informed that the road closure to enable a new sewer connection will take place between 8th - 12 August inclusive.
- 13.5. Airband fibre to the premises rollout Cllrs were informed of an invitation to a public webinar held on Wednesday, June 15th, 2022, at 7pm to learn more about Airband's work to install the new Ultrafast fibre-to-the-premises (FTTP) broadband network across large part of rural Devon on behalf of the publicly funded Connecting Devon and Somerset (CDS) broadband programme. The webinar will include a presentation from Airband about the programme with a question and answer session.
- 13.6. 28 Days Notice Cllrs were informed that the Parish Council had received prior notification on the installation of 1 new telegraph pole at Dorsley Barton and 3 poles in Harberton village as part of the new broadband network installed by Airband. The locations have not been flagged through Planning. The Clerk had requested this information shared with the community via the Harberton Village email list to help raise awareness. Contact details are provided for anyone wishing to make enquiries.
- 13.7. Councillors Agree Discretionary Council Tax Payment Scheme The Parish Council has been informed by press release that having paid £3 million to 20,000 households as part of the £150 Council Tax Rebate Scheme over the past month, the Executive at South Hams District Council has approved an additional scheme to distribute a Discretionary Council Tax Rebate. The Council has started to process over 1,200 applications that it has received from those households by those who have already applied online. There are

still 5,000 households that have not claimed, or do not know that they are eligible, including those who already receive reductions in their Council Tax. To apply follow this link: www.southhams.gov.uk/rebate-application

- 13.8. Proposed changes to Countywide Parking Order Cllrs were informed that Devon County Council has reviewed policy on residents' parking across the county and have made proposed changes that policy. Comments or objections can be made before via an online form found here: Civil Parking Enforcement - Roads and transport (devon.gov.uk) with the closing date of 24th June 2022. Cllrs were informed that there is no specific reference to sites with Harberton Parish within this policy.
- 13.9. South Hams HATOC Proposed Traffic Regulation Order Cllrs were informed that no waiting restrictions requested by the Parish Council on specified lengths of Old Road, Packs Close and Woodland Road have now been advertised. Full details are available via the Devon County Council website here: <https://app-trafficorders-live.devon.gov.uk/Home/Document/23752> (html) Comments and objections can be made via an online form found here: Local Waiting Restriction Programme 2021/22 - Roads and transport (devon.gov.uk) until 27th June 2022.
- 13.10. Speed limit in Harberton Cllrs are informed that a resident has written to comment on the alarming speeds that traffic is travelling on Tristford road, asking whether 20mph signs could be requested at the top of Gills Cross and at the turning to St Andrews Cottages. The Clerk has informed the resident that an application has been made to extend the 20mph speed limit. **ACTION: The Clerk** will raise a request to Highways.
- 13.11. SHDC Statement on Waste Service The Parish Council has been informed by press release that South Hams District Council has taken legal advice and has written to the contractor providing waste services demanding that they rectify the situation as a matter of priority. The situation has gone on far too long and it urgently requires a resolution for residents. Unfortunately, the Council is unable to provide further details at this stage, but they will provide an update as soon as they are able to. At all stages, the Council has sought to work with the contractor to improve and resolve the situation.

14. Finance

- 14.1. Notice of income and expenditure since last meeting Cllrs are informed that the insurance policy was renewed and payment of £614.64 had been made.
- 14.2. Web hosting renewal Cllrs were informed that CPANEL hosting due for renewal on 18th June. The Clerk has requested a quotation to include 3 years' hosting and 2 year's SSL certificate at cost of £389.44 inclusive of VAT with a discount applied. **It was RESOLVED** to renew both the hosting and the SSL certificate. **It was RESOLVED** that the Parish Council reimburse the Clerk who will pay for renewal by PayPal.
- 14.3. To consider payments as per the June payment schedule
- 14.3.1. Payment 2206_1 to Cat Radford, payslip dated 22nd June 2022 includes Clerk June salary £448.93 and Neighbourhood Plan June Salary at £51.80, overtime 3 of 3 at £278.43= £779.16 no VAT.
- 14.3.2. Payment 2206_2 to Cat Radford, Clerk expenses claim dated 9th June 2022 for mileage at £10.08 and broadband at £7.50 plus additional reimbursement of £54.60 for purchase of material for safety surface repairs = £72.18 no VAT
- 14.3.3. Payment 2206_3 to Cat Radford as reimbursement for the payment to Godaddy for webhosting SSL Certificate 2 years Plus hosting for 36 months @ £389.44 inclusive of VAT with negotiated discount plus £68.83 for Domain Name renewal = £458.27
- 14.3.4. Payment 2206_4, 2206_5 and 2206_6 Three payments to HMRC for NI contributions on Clerks' Salary at £3.18 each, no VAT.

15. **E-Circulars for information** Cllrs were informed that circulars received include: 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.

16. Matters at the discretion of the Chairman

- 16.1. Church House Inn Marquee A member of the public had raised a concern that the Church House Inn sales particulars included reference to decking and a marquee as being a feature of the property. It was commented that it had been expected that this was a temporary installation during Covid restrictions, not a permanent fixture. **ACTION: The Clerk** to raise with Highways, as the marquee is installed on the public highway.

17. **Date of next ordinary meeting** Tuesday 14th July 2022 Harbertonford Village Hall

Meeting closed at: 21:45