

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 12th July 2022 at Harbertonford Village Hall.

In attendance

Harbertonford Councillors

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

Harberton Councillors

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

Others

D.Cllr McKay: Present
C.Cllr Hodgson: Present
Clerk Ms Radford: Present
Members of the Public: 3 (4 including D.Cllr as a resident)

Public Session

A member of the public (MoP) attended the meeting to ask for updates on three items relating to the A381:

- i) Works to improving the A381 through Harbertonford The District Councillor (D.Cllr) responded that Devon County Council is reassessing all spending following news that the Council is facing a £40,000,000 gap in its budget. It is therefore not expected that the work on the new road layout will be prioritised in this financial year.
- ii) Installation of Vehicle Activated Signs Following the decision to provide a grant towards costs, installation of signs would be in the hands Harbertonford Community Limited (THCL). It had been advised that a survey of services should be undertaken to ensure prior to installing mounting posts which had been the cause of the delay.
- iii) Community speed watch Volunteers have come forward which should allow in person training to commence as soon as those volunteers have undertaken the online training. Communication with these volunteers is being managed by the D.Cllr, as a village resident and volunteer.

Agenda

1. **Apologies** were received as above and sanctioned.

2. Declaration of Interests

2.1. Register of Interests: Cllrs were reminded of the need to update their register of interests.

2.2. To declare any interests (nature and scope) on items on the agenda.

Item 9.2 Cllr Nick Williams represents the Parish Council at Harberton Parish Hall meetings. The Cllr did not participate in discussion or consideration of the Parish Hall's application to the Community Benefit Fund.

3. Reports for information from:

3.1. County Councillor (C.Cllr) Notes are taken out of order as the C.Cllr arrived after the D.Cllr report had been given. The C.Cllr highlighted the following items from their monthly written report:

- 3.1.1. Parking restrictions at Packs Close the proposal for double yellow lines has been passed with modifications.
- 3.1.2. Land at King Edward VI Community College (KEVICC) Cllrs were informed that a public meeting is taking place in the coming week to raise concerns of potential loss of green space between the school and the river Dart. The Town Council has put in a bid to retain the land and the building on the 'lower Elmhirst site' as a community asset. It was commented that there is a lack of clarity as to who will make decisions about the sale of the land and by what rationale. Attempts have been made to engage the Secretary of State for Education and it is hoped that the local MP will attend the public meeting. Cllrs were invited to follow the 'Why This Field' campaign for more information.

3.2. District Councillor (D.Cllr)

- 3.2.1. Waste It was reported that South Hams District Council (SHDC) council will - through mutual agreement - be terminating contract with waste contractors FCC. From 3rd October 2022 the service will be brought back in house and all staff be transferred back into the employment of the council. The first task will be to undertake a round review which will include driving the rounds in a vehicle, to make a complete assessment of the practicality of the routes to take into account the size of the roads and size of the vehicle. Questions were asked as to whether kerbside collection is necessary, due to high efficiency of recovery rate from co-mingling waste.
- 3.2.2. Ivybridge Supermarket It was reported that the Development Management Committee objected to proposals to develop a new supermarket at Ivybridge following objections from the Town Council and protests by local residents.

4. **Harberton Ward Councillor Vacancies** One member of the public attended the meeting to nominate themselves for co-option to the Parish Council, having completed a nomination form, declaring eligibility to serve as a Parish Councillor. After hearing from the applicant, **it was RESOLVED** that Richard Morris be co-opted as councillor to the Harberton Ward. Cllr Morris signed the declaration of acceptance of office before the Clerk and was provided with forms to complete his Register of Interests within 30 days. Having received the agenda and papers ahead of the meeting, Cllr Morris continued to participate in the meeting in full.

5. Minutes

- 5.1. **It was RESOLVED** to sign the minutes of the Ordinary Meeting of the Parish Council 14th June 2022 as an accurate record.
- 5.2. All Cllrs reviewed minutes of the Finance Committee of the Parish Council 5th July 2022. No amendments were made before publication as a draft. Draft minutes will be considered by the Finance Committee at the next meeting in October.

6. Report Matters Arising from the Minutes for information only

- 6.1. [Harberton Devon Air Ambulance clearance area sign](#) (Clerk) **Ongoing**.
- 6.2. [Harberton Parish Emergency Plan](#) It was reported that the Clerk met a resident with interest in supporting development of the Emergency Plan. The function of the Harberton Parish Community Emergency Plan is to provide guidance at local and hyperlocal level; to flow from the Devon Emergency Plan (held by Devon County and other local authorities, including South Hams) and to work with local volunteers around various areas of risk. A new draft plan will be compiled using the current plan as a basis and learning from plans adopted by other local communities. Following this, a call for volunteers will be undertaken. Feedback on the draft plan will be invited before adoption and circulation.
- 6.3. [Harbertonford Vehicle Activated Signs](#) (Clerk) It was reported that having been ill the Clerk has not yet been able to progress work on compiling a draft agreement with landowners for installation of signs. Work on installation has been handed over to Harbertonford Community Limited (THCL) who will also apply to the C.Cllr's Locality Fund to support the costs.
- 6.4. [Monkey Oak Lane Maintenance](#) (Clerk) The Clerk had forwarded information from the Public Rights of Way Officer to Cllr Thomas who had not yet responded. However there were members of the public present at the meeting who would be interested to speak with the Clerk about this matter.
- 6.5. [KEVICC fields letter](#) Cllr Bowley had not provided the Clerk with wording for a letter to the school, but proposed to attend the public meeting instead.
- 6.6. [Highways Matters](#)
 - 6.6.1. [Church House Inn marquee and decking](#) The Clerk reported that the Highways had been informed of the Church House Inn sale and was seeking to speak to the publican about inclusion of marquee and decking as assets in the sale listing. It was confirmed that South Hams District Council (SHDC) had been issuing café licences to support businesses during the Covid pandemic and that Highways would be seeking clarification on the licence given and when it was due to expire.
 - 6.6.2. [20mph restrictions on the Tristford Road](#) In response to queries forwarded from residents regarding road speeds on the Tristford road, Highways responded to confirm that Tristford Road is already in the 20mph zone and has a sign just below Gill's Cross. Screw lane is not part of the existing 20mph zone as there are no properties along there.

7. Planning

- 7.1. [Consideration of planning applications](#)
 - 7.1.1. [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.
 - 7.1.2. [1643/22/LBC](#) Listed Building consent for property flood resilience measures at 1 Harbourne Terrace Main Road Harbertonford **It was RESOLVED** to SUPPORT the application.
 - 7.1.3. [1960/22/CLE](#) Certificate of lawfulness for existing use of extension as self-contained accommodation at Monks Oak Farmhouse, Harberton. No councillors present had any factual information from personal knowledge of the site, which might support or refute the claim. Should any councillors not present, or any member of the public have any factual evidence then these can be submitted directly to the planning authority using the 'comment on this application' link against application reference 1960/22/CLE on the local authority's website.
 - 7.1.4. [1892/22/HHO](#) Householder application for replacement & repositioning of windows & insertion of new/repositioned opening on South Elevation at upper- ground floor level at Hillsgreen, Old Road, Harbertonford **It was RESOLVED** to SUPPORT the application.
- 7.2. [Receive a report on planning or appeal decisions](#) Cllrs were informed of the following planning authority decisions:
 - 7.2.1. 0569/22/PDM Application to determine if prior approval is required for a proposed Change of Use of Agricultural buildings to 2No. dwellinghouses (Class C3) and for associated operational development (Class Q (a+b) at Higher West Leigh Farm Harberton: Prior Approval Given
 - 7.2.2. 1518/22/TCA Works to a Tree in a Conservation Area 1: Norway Spruce - Fell to ground level due to the tree being too large for the small garden at 2 Hillside Moreleigh Road Harbertonford: No Objection Raised
 - 7.2.3. 1838/22/COM 28 (1 month) Communication PD Application 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: Permitted development
 - 7.2.4. 1885/22/COM 28 (1 month) Communication PD Application Notice of Intent to Install Electronic Communication Apparatus Comprising Three Poles at 10.5 metres high (9 mtrs above ground) at Tristford Road South Hams TQ9 7SG: Permitted development
- 7.3. [Receive a report on enforcement cases \(for information only\)](#) A hard copy of the caseload was circulated.

8. Monthly reports

- 8.1. Finance Committee update The Clerk had prepared the end of quarter budget report and circulated it to the Finance Committee ahead of the meeting. There were no comments or questions. All members present reviewed the bank reconciliation, checking the figures agreed with the budget report and the bank statements. The bank reconciliation and bank statements were signed by Cllr Peter Beamish. The Finance Committee reviewed the Clerk's overtime and resolved to propose approval of 20 hours overtime for the quarter to be paid in two instalments of £86.33 and one instalment of £86.34.
- 8.2. Community Land Trust (CLT) update It was reported that the CLT is still moving ahead will work necessary prior to ground works. The quantity survey report has been completed and the architect is gathering renewed quotes from timber frame manufacturers. All are expecting costs to be greater than first quoted at the beginning of the process several years ago. Grants are being sought to meet the costs involved in building the road onto the land and the required splay. On asking about Section 106 contributions it was confirmed that SHDC has waived expectations for section 106 contributions, but Devon County Council (DCC) has not. This payment is deferred until half the houses have been occupied.
- 8.3. Sustainable Harbourne Valley update It was reported that there has been a lull in activity following resignations and illness amongst members, however a new chair has been appointed along with new trustees and the group is back up and running.
- 8.4. Neighbourhood Plan update It was reported that a meeting was held on 4th July at which work on the proforma for a new call for sites was moved forward. The Housing Needs Assessment undertaken for the Parish by AECOM is now complete. A key member of the Steering Group has resigned, and new members are sought to nudge the plan over the finish line. The Clerk commented that the government has extended the four-year Neighbourhood Plan support programme into a fifth year and applications to Locality for support are open for the financial year 2022/23.
- 8.5. Harberton Playing Field Association (HPFA) update No update.
- 8.6. Clerk's update The Clerk reported that the external auditors had provided notification that the Annual Governance and Accountability Return (AGAR) and is now in the queue for processing.

9. Community Benefit Fund Grants

- 9.1. Harberton Playing Field Association Application for £12,000 for removal of existing faulty rubber tiling and replacement with thick bound rubber mulch around roundabout, and both swing sets. Costs are based on a quotation by Rhino Play South West, coming to a total of £14,797 including VAT. HPFA can afford to meet £3,000 of the project costs. The Finance Committee's recommendation to the Parish Council is that HPFA look at the project again as the agreed limit to applications to the Community Benefit Fund is £1,000 and that other additional funding for such a substantial project be sought from other sources. It was suggested that the HPFA consider working with those supporting Harbertonford Park on safety surface removal. Additional quotes or alternative surfaces should be explored. It was recommended to keep the application 'live' to be actioned at any monthly meeting of the Parish Council.

The meeting was adjourned to allow a member of the HPFA to speak who commented that the committee is looking at other funding sources and has also considered other options to safety surfacing. If funding can't be sought the fallback position is to take up concrete and go back to chippings. **ACTION: Cllr Williams** offered to forward a link to a free grant finder for the group to search and suggested HPFA apply to Awards for All. After discussion **it was RESOLVED** to accept the recommendation of the Finance Committee and to keep the application live to finalise an amount at a future date.

- 9.2. Harberton Parish Hall Application for maximum amount available for roof repairs and refurbishment. Repair treatment of the present roof which would give it another 10 years of life. This comprises scaffolding, grinding back edge peel and other peeling patches and treating affected areas with Giromax corrosion treatment paint system, new ridge flashing and profile foam fillers, replacement of all fixings. Cllr Williams declared an interest, as being the Parish Council's representative on the Harberton Parish Hall committee. **It was RESOLVED** to accept the recommendation of the Finance Committee to award a grant of £1000 to support the project.

10. Harbertonford Playpark

The Parish Council had carried over the review of the annual inspection report category B and C issues from the previous meeting.

- 10.1. Category B Issues **ACTION: Cllr Bowley** agreed to look at the plastic handle covers on the turtle springer that are cracked. Wicksteed had provided guidance on how to adjust the gate so that it closed properly. This had been passed to **Cllrs Beamish and Bowley** who had agreed to adjust. It was confirmed that logs removed from the wooden multi-activity unit are being collected by local residents for private use. It was noted that the report identifies rot in the remaining posts. This will be assessed for removal.
- 10.2. Category C issues Recommendations were noted.

11. Harberton Parish Parks and Green Spaces Tree Condition Assessment

The assessment report had been circulated and Cllrs noted that no recommendations had been made for any work this year. It was noted that the ash in the park in Harberton are looking about the same as last year, none are high risk yet but may be in a worse condition next year. It was advised to monitor Ash trees annually during summer months for Ash Dieback Disease. **ACTION: The Clerk** to forward the report to the HPFA for information.

- 12. Electric Vehicle Charging Points in Harbertonford** The Clerk had circulated correspondence from the Secretary of Harbertonford Village Hall Committee Consider with regard to potential installation of public Electric Vehicle (EV) Charging Points at the Village Hall. After making some initial enquiries it was suggested that it may be helpful to the cause if the Parish Council were to endorse the project. During discussion it was commented that the council could not endorse a project without knowing the details, however if there were a community EV for use in Harbertonford installation of charging points in the village could be of interest. It was agreed to monitor the project with interest and that the Committee would be welcome to come and talk to the Parish Council later, when more details may be known.
- 13. Totnes Rural Area Youth Engagement Project (TRAYE) Funding** A request for an uplift in funding to TRAYE the Parish Council from £500 to £2500 per year had been circulated to Cllrs ahead of the meeting. TRAYE makes the request in the context that the cost of the service to the various Parishes is around £6000 per annum each. Funding has been sought from other sources, however TRAYE's Trustees therefore believe that the best way to secure the continuation of the services is to ask Councils to support a higher proportion of the cost of the service.

Ahead of discussion the Clerk advised the Parish Council that it has no statutory to provide youth services in the community so that any spending would come out of the Parish Council's section 137 allowance. It was also commented that the Parish Council is only in its first quarter and would have a better understanding of demands on its general reserves in quarter 3, when the budget is set for the next financial year.

Cllrs commented on the value in engaging young people in the community.

It was RESOLVED to encourage TRAYE to submit an application to the community benefit fund and to come back to the Parish Council in early December when the Parish Council would have a better idea of the funds available at the end of the financial year and be able to consider the 2023/24 budget.

It was commented that should anyone be interested to join TRAYE's steering committee they would be welcomed.

14. Correspondence

- 14.1. 20's Plenty *For consideration* A local resident had written to the Parish Council to comment on the success of the 20 is Plenty Campaign recently been launched in Ashprington and Tuckenhay and suggesting that the 20 is plenty campaign would be a constructive step towards reducing the risk faced by villagers every day as they cross the road to get to the school, park, shops or to visit neighbours in Harbertonford. The Parish Council was asked to consider signing up to the campaign. Cllrs commented that impact of the Community Speed Watch and Vehicle Activated Signs will be monitored hoping that this will have the desired effect of reducing road speeds. **ACTION: the Clerk** to write to the 20's plenty campaign and ask what's involved.
- 14.2. Police Hubs meeting - follow up letter *For information* Cllrs were informed of a follow up letter from the MP to provide a record of the meeting held on 16th June and an update to those who could not attend. The letter reports that the MP will be progressing steps to create a network of hubs within towns, parishes and village halls for police officers to use while on patrol. This will also assist in creating an 'emergency procedure network' for emergency services to use in the case of disaster. **ACTION: Cllr Williams** to inform Harberton Parish Hall of the scheme. The letter also encourages councils to sign up to the *Councillor Advocate Scheme* to enhance liaison between councils and police officers. Cllrs were reminded that Cllr Hambly has already signed up to the scheme.
- 14.3. #29 2022 DALC E-bulletin *For information* Cllrs were informed that the bulletin includes a reminder that to comply with the Transparency Code, Parish Councils are required to publish end of year accounts, the annual governance statement, the internal audit report, a list of councillor or member responsibilities, the details of public land and building assets and all items of expenditure above £100 (previous financial year) by 1st July. It was reported that the Clerk has complied with these requirements.
- 14.4. Devon Highways - Update - W221491152 *For information* Cllrs were informed that an automatic update has been received following report of a fallen tree at Peak Cross in February 2022. The update notes that this report was received during a storm event. Many sites were visited and issues resolved using a different system. This job will now be closed with no further action as it is presumed the problem has been resolved. If the problem has not been resolved it should be re-logged on the Devon County Council 'Report a Problem' website.
- 14.5. Temporary Traffic Order - MORELEIGH ROAD, Harberton (TTRO2246125) *For information* Cllrs were informed of a road closure from 12th September – 2nd October 2022 between the hours of 7am – 6pm to enable excavation and installation of new WPD cable in trench from a BT pole to telemetry box on culvert.
- 14.6. Amended Temporary Traffic Notice - A381 Brockhills Cross to Main Road, Harbertonford (TTRO2244121) Cllrs were informed of temporary 30mph and 40mph speed limits in place on 20th July on the A381 Brockhills Cross to main road from a point outside the Old Parsonage for a distance of approximately 1000m in a northerly direction and vice versa. This is necessary to enable network access to carry out pole tests.
- 14.7. Sustainable South Hams CIC - website needs updating with your parish information please *For information* Cllrs were informed that Sustainable South Hams (SSH) has launched a new website and has asked Parish and Town Council Clerk's to check the site for accuracy when referring to whether a Parish Council has

declared a climate emergency and developed a carbon plan. Cllrs were invited to the launch of the website at the SSH July meeting. The specialist subject of the month is "Next Steps".... Those interested were encouraged to join the meeting to contribute suggestions or insights into what SSH could do to help get the ball rolling. Information has been provided on an Impact Tool from the University of Exeter that provides all Parish Councils, Wards and District Councils with an overview of their estimated carbon footprints. It is suggested that these parish-specific documents are a good starting point for opening up the conversations needed to reveal the most important Next Steps in a parish. Individuals can calculate their personal carbon footprints with the Carbon Savvy Carbon Footprint Calculator. Farms can calculate their carbon footprints with the Farm Net Zero Farm Carbon Toolkit calculator.

- 14.8. Citizens Advice South Hams - Our Impact Cllrs were informed that Citizens Advice South Hams has shared its impact Report for 2021/22. Citizens Advice South Hams is keen to let people in all parishes know about the service provided in order to reach as many people as possible.
- 14.9. H&S Concern 06 2022 For information Cllrs have been informed of receipt of an anonymous email, addressed to Harberton Parish Hall Committee and to St Andrew's Church ground maintenance group and forwarded to the Parish Council for information, with concern about use of herbicide.
- 14.10. DALC Annual Report 21.22 For information Cllrs were informed that Devon Association of Local Council (DALC)'s 2021/22 annual report has been published and is available should cllrs wish to receive it. Cllrs were informed that the DALC AGM will take place on 5th October at Exeter Racecourse. Cllrs were reminded that every member council has a vote at the AGM, and as an organisation led by and for its members, DALC appreciates every council making an effort to participate and contribute to the organisation's governance. Cllrs were informed that there will be 3 vacancies on the Board of Directors,
- 14.11. Online questionnaire survey about Local Green Space Neighbourhood Plans For individual cllr consideration Cllrs were informed of a request from an MA student at University of Plymouth to share an online survey with Parish Councillors. Responses to the survey will support her dissertation research on Local Green Space designation in Neighbourhood Plans.

15. Finance

- 15.1. Notice of income and expenditure since last meeting. None.
- 15.2. To consider payments as per the July payment schedule **It was RESOLVED** to make the following payments:
 - 15.2.1. Payment 2207_1 to Cat Radford, payslip dated 22nd July 2022 includes Clerk July salary £448.93 and Neighbourhood Plan June Salary at £51.80, overtime 1 of 3 at £86.33= £587.06 no VAT.
 - 15.2.2. Payment 2207_2 to Cat Radford, Clerk expenses claim dated 7th July 2022 for mileage at £7.38 and broadband at £7.50 = £14.88 no VAT
 - 15.2.3. Payment 2207_3 to Dart Forest Tree Works to undertake a ground based visual tree assessment of the specific trees growing within the Harberton Playing Field and Harbertonford Park at £495 plus £99 VAT = £594
 - 15.2.4. Payment 2207_4 to Exeter Diocesan Board of Finance for Harbertonford Playground lease payment for the year commencing 23rd August 2021 = £60 no VAT
 - 15.2.5. Payment 2207_5 to Andrew's Technology Support invoice 13193 for Livedrive cloud UK based backup from July 2022 to June 2023 Unlimited storage, unlimited computers = £48 no VAT
 - 15.2.6. Payment 2207_6 to Cat Radford, payslip dated 22nd August 2022 includes Clerk July salary £448.93 and Neighbourhood Plan June Salary at £51.80, overtime 2 of 3 at £86.33= £587.06 no VAT.
 - 15.2.7. Payment 2207_7 to Harberton Parish Hall for Community Benefit Grant = £1000 no VAT (Payment on receipt of grant acceptance).

16. **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. **ACTION: The Clerk** to forward the Climate Change and Biodiversity newsletter to Cllr Morris.

17. Matters at the discretion of the Chairman

- 17.1. Harbertonford bus stop capping stones It was reported that the capping stones on the low wall at the bus stop had gone missing and would need replacement if not found.
- 17.2. Airband Poles It was reported that a resident has raised concerns about the placement of Airband poles in the centre of Harberton. As this was a matter of permitted development, the resident should be advised to raise this with SHDC or with Airband Community Engagement Team directly.

18. **Date of next ordinary meeting** It was agreed that the Parish Council would not hold an ordinary meeting in August, however a planning meeting may be called should applications be received for consideration. The next ordinary meeting will take place on 13th September 2022.