

HARBERTON PARISH COUNCIL

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

In attendance

Harbertonford Councillors

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

Harberton Councillors

Cllr Camp: Present
Cllr Davies: Present
Cllr J Hockings: Apologies
Cllr Paine: Apologies
Cllr Morris: Present
Cllr Williams: 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 attended the meeting in order to make comment on planning application 2491/22/HHO. It was noted that this application was not on the agenda for discussion as the Parish Council had made recommendations to the planning authority in August 2022. It was agreed that should the member of public wish to consider comments on this application then the request be made in writing ahead of the next meeting of the Parish Council to enable the matter to be put on the agenda for consideration.

Agenda

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

2. **Declaration of Interests**

- 2.1. Register of Interests: Cllrs were reminded of the need to update their register of interests. Cllr Davies will return her register of interests for forwarding to the monitoring officer. Cllr Simon noted the need to update her register of interests.
- 2.2. To declare any interests (nature and scope) on items on the agenda No interests were declared on items on the agenda.

3. **Reports** for information from:

3.1. County Councillor (C.Cllr)

- 3.1.1. Devon County Council Minutes It was noted that the C.Cllr had included the minutes from County Council meeting in monthly report for interest.
- 3.1.2. Freeport (Investment Zone) The C.Cllr expressed extreme concerned that a Freeport/Investment Zone is being considered by the District Council without any public consultation. The C.Cllr questioned why the local authority is not investing in housing to meet the housing crisis, rather than speculating on a freeport/investment zone that will see green agricultural and grazing land being used to store shipping containers.
- 3.1.3. Sustainable South Hams Meeting Cllrs were informed of an upcoming meeting in South Brent to talk about community composting scheme for which the C.Cllr can supply a booking link. It was suggested that the Parish Council may be interested in pursuing 'solar allotments' in which communities put forward small plots of community land on which solar arrays could be installed.
- 3.1.4. Waiting restriction at Harbertonford Bridge At the clerk's request the C.Cllr had circulated the map and details for the proposed waiting restriction to check that the restriction only applies to the length from the junction to the end of the wall. A map was passed round for all councillors to review and agree that plans outline the waiting restricted as expected.

3.2. District Councillor No report.

4. **Minutes** Consider approval of the minutes from the following meetings:

- 4.1. **It was RESOLVED** to sign the minutes of the Ordinary Meeting of the Parish Council 27th September 2022 as an accurate record with a minor amendment.
- 4.2. Members reviewed the minutes of the meeting of the Finance Committee of Harberton Parish Council 4th October 2022 and made no amendments before they be published as a draft. Minutes would be presented to the next meeting of the Finance Committee to be signed. A paper copy had been signed as having been 'reviewed'.

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

- 5.1. Harberton Devon Air Ambulance clearance area sign Ongoing.
- 5.2. Harberton Parish Emergency Plan It was reported that the first draft of the report has been completed by a volunteer. Both the Clerk and Cllr Paine will review this draft and make comment before taking the next step.
- 5.3. Harbertonford Vehicle Activated Signs Ongoing.
- 5.4. Monkey Oak Lane Maintenance It was agreed that the Clerk put the Public Rights of Way Officer in touch with Cllr Palmer about possibilities of diverting water off the lane.
- 5.5. Highways Matters It was reported that no response had been received to date regarding queries about drainage at Screw Lane or status of the marquee in Harberton Square. The Clerk reported that works

planned by Environment Agency on Woodcourt Road were cancelled due to issues in lining up different agencies to undertake work to connect new monitoring cameras with a power supply. An application for a road closure will be made again. Works will not take a full 3 weeks to complete, but two or three days within this. Contact can be made with the Environment Agency through the Clerk in order to learn exactly when works will be undertaken.

- 5.6. Harbertonford Park Springer handles and gate adjustments It was reported that adjustments to the gate are ongoing. As it had been reported at a previous meeting, the springer has been removed until the handles can be repaired. There was discussion on acting on other matters identified within the inspection reports. **It was RESOLVED** to act on the outcome of the inspection reports and to hold a meeting 6pm on Wednesday 19th October at Harbertonford Play Park.
- 5.7. 20's Plenty Campaign Ongoing.
- 5.8. Advertising for a lengthsman Ongoing.
- 5.9. Luscombe Cross Encampment Cllrs were reminded that it had been resolved to write a letter SHDC and PCSO stated that the Parish Council has no view or opinion on the encampment, but does have concerns with anti-social behaviour on the site as that behaviour is causing fear and distress to people in the Parish. Cllr Hambly had drafted an email which referred to recent legislation that, should a minimum of three complaints be received of perceived anti-social behaviour, a response from a multi-agency team will be triggered. Two councillors had prepared a statement in support of the resident, being of the local area. Other councillors were sympathetic that local housing in the Parish was not available, but reiterated the matter being one of anti-social behaviour, and it was not relevant as to whether the resident was living in an encampment or in a property within the Parish boundary.
- 5.10. Report from Devon Association of Local Councils (DALC) Annual Conference Having attend the conference Cllr Simon commented on attending the meeting and gave a short verbal update on how devolution may effect housing, and can forward a short precis for cllrs. It was commented that DALC has vacancies of the County Committee and Cllr Simon expressed interested in joining this.

6. Planning

- 6.1. Consideration of planning applications
 - 6.1.1. 2382/22/HHO Householder application for extension & alterations at Brockhills Farmhouse, Harbertonford. **It was RESOLVED** to OBJECT to the planning application on the basis of the architectural design as not in keeping with the area, and that it is an overbearing development. It was agreed to record that there were two abstentions to the proposal. **It was RESOLVED** to include additional comments that this is complex junction with a busy commercial business entrance within 10 yards of the new exit and entrance. Given commonly known behaviour at this complex junction the Parish Council believes there will be additional traffic and danger.
- 6.2. Receive a report on planning or appeal decisions The following planning authority decisions were noted:
 - 6.2.1. 3304/22/ARC Application for approval of details reserved by condition 4 (windows) of planning consent 1892/22/HHO at Hillsgreen Old Road, Harbertonford Discharge of condition Approved
- 6.3. Receive a report on enforcement cases (for information only) It was noted that there had been no new enforcement cases added to the caseload since August.

7. Monthly reports

- 7.1. Finance Committee update It was reported that the Finance Committee met on the evening of 4th October 2022 and reviewed the end of quarter 2 budget report and bank statements. The bank reconciliation was independently reviewed and signed, showing a balance of £62509.23, including reserves. The Clerk's holiday and overtime tracker had been signed; the Clerk had taken 16.4 hours of holiday taken and worked no overtime in the quarter.
- 7.2. Community Land Trust update It was reported that Heads of Terms are in process.
- 7.3. Sustainable Harbourne Valley (SHV) update It was reported that the charity is gaining a head of steam again, planning a re-launch and some public events including an apple day at the Harbertonford park on 22nd October. It was reported that more people are engaged with SHV doing 'citizen science' monitoring water quality of the Harbourne.
- 7.4. Neighbourhood Plan update
 - 7.4.1. Call for Sites It was reported that the deadline for the call has passed. 8 sites have come forward so far. The Neighbourhood Plan Steering Group has a meeting with Aecom Consultants with regard to undertaking a Site Assessment process.
 - 7.4.2. My Place, My Views Questionnaire The Committee had been informed of the 'My Place, My Views' questionnaire being circulated by South Hams District Council in preparation for a review of the Joint Local Plan (JLP) in 2024. It was agreed that the Neighbourhood Plan Steering Group draw individual cllrs attention to the survey and suggest that they respond to the survey individually. The Parish Council had also received correspondence from the South Hams Society expressing concerns that in helping to shape 'important future conversations about the Joint Local Plan', certainly in so far as it affects those living in the South Hams, it can be argued that priority should be given to the views and concerns already expressed in those Neighbourhood Plans, which must have the consent of a majority of residents, all of whom will have been given the opportunity to participate and that those views should be reflected in JLP policies. The South Hams Society is considering writing to the JLP and South Hams District Council to make this point, and asks the Parish Council if it would join others in signing this letter. It had been agreed by the Neighbourhood Plan Committee that the South

Hams Society had a valid point, and that it would be suggested to the Parish Council that it signs the letter as proposed by the society. **It was RESOLVED** that the Parish Council support the proposed letter as made. Neighbourhood Plans should be respected.

- 7.5. Harberton Playing Field Association (HPFA) update Inspection reports had shown a finger trapping hazard at the slide, which had been passed onto the committee to resolve. It was noted that a work-day had taken place on 8th October, at which it was expected this work to be undertaken. The Clerk had reported the rope swing in the ash tree to HPFA with the comment that it was considered high risk by the Parish Council and should be removed.

7.6. Clerk's update

- 7.6.1. Update on 2023 Elections It was reported that District, Town and Parish Council elections will take place on the 04 May 2023, when all Councillors will retire and those wishing to re-stand will be required to submit a nomination paper. This means that from 08 November 2022 if any Town/Parish councillor resigns there will not be the opportunity for the electorate to request an election (Section 89 (3) LGA 1972). However, the Parish Council must still advertise any vacancies that arise using a template provided by the Local Authority's Elections team. The council may co-opt to fill a vacancy for six months but is not required to do so.

It was noted that the Elections Team is proposing to provide all parish and town clerks with relevant and timely information and a guide ahead of the upcoming elections, including details regarding the new Elections Act, the timetable, nominations (including new disqualifications regarding sexual offences), statutory notices, election costs, poll cards, the count etc. Nomination papers will be supplied in February to provide to any councillors who wish to re-stand or anyone else who is interested and approaches the Parish Council directly.

It was noted that any charges to the Parish Council for the election can be precepted for in 2023 as invoices will be produced in the next financial year.

7.6.2. Willow Tree on Harbertonford Village Green

A member of the public has raised the issue of growth of the willow causing problems for all bridge users. The Clerk has reported this to Highways as the land is common land it is not clear to whom the land belongs. The Environment Agency had not claimed responsibility. There had been no record of the Parish Council having undertaken tree works here in the past.

8. Community Benefit Fund

- 8.1. Consider Finance Committee recommendation on updating wording of guidelines. **It was RESOLVED** to adopt wording of the current guidelines and made the proposed amendments for clarity:

8.1.1. Instead of normally making payment by cheque on project completion, it was proposed that wording was altered to meet current practice as follows: *"The Parish Council will consider whether payment will be made immediately on grant acceptance, or on project completion. In either case, The Parish Council will require copies of receipts or invoices on completion as confirmation that the grant was spent as described in the application. The Parish Council will seek to recoup these funds if this evidence is not provided within a 12-month period."*

8.1.2. It was proposed to clarify circumstances in which charities may apply for another grant within a 12-month period by stating *"Successful applicants will not normally be able to apply to the fund for another grant for a period of 12 months except for applications for charitable purposes for the direct relief of people in need by reason of financial hardship, within the Parish of Harberton."*

- 8.2. Consider Finance Committee recommendations on grants. **It was RESOLVED** to accept the finance committee's recommendation to award a grant of £1000 to TRAYE made to support the youth provision in Harbertonford and to give young people continued access to youth services in the Village Hall and visits to various venues over the summer. It was noted that this grant would be made using section 137 of the Local Government act 1972. It was agreed payment be made on receipt of grant acceptance.

9. Harbertonford Playpark consideration of inspection reports

As noted in the public session it was agreed to hold a meeting at the park at 6pm on Wednesday 19th October to review the inspection reports and consider actions.

10. Correspondence

- 10.1. Temporary Traffic Order Ladywell Farm to Kittaford Cross TTRO2247319 On Site Notice Cllrs were informed of the road closure between 24th October – 18th November affecting the road From Ladywell Farm to Kittaford Cross & Venn Cross to Ladydown Farm, Ugborough to enable the Devon Highways - Kitterford Cross project. A diversion is in place that goes through the Parish.
- 10.2. #47 2022 DALC E-bulletin Cllrs were informed that this issue includes encouragement from Dittisham Parish Council for all Parish and Town Councils in the South Hams to join the Sustainable South Hams Parish Council Special Interest Group and send a representative to the Sustainable South Hams Assembly event on 8th October. The issue also refers to news from the National Association of Local Councils (NALC) that is

calling for the government to introduce a [licensing scheme](#) for all short-term holiday lets in response to recent consultations. Dates for upcoming training are also listed.

- 10.3. Changes to Stagecoach's buses WEF 30th October 2022 Cllrs were informed that Stagecoach has announced significant changes to local bus services from Sunday 30th October 2022. Changes including timetable and route reductions to cancellation of some services are detailed on the [Changes to Bus Service in Devon webpage](#) (html). It appears no services in the Parish are affected. Prompted by the number of enquiries to Devon County Council concerning the last round of service reductions in the summer, information has been published on Devon County Council's role, acting as acting as the Local Transport Authority, in relation to commercial and subsidised bus service operations. The information can be found by following this link to the [Bus Services in Devon webpage](#) (html)
- 10.4. Be part of the conversation about planning in your neighbourhood Cllrs had been forwarded the opportunity to respond to South Hams District Council's (SHDC) 'My Place, My Views' consultation that will shape conversations about the Joint Local Plan, which will be up for review in 2024. The survey is open for comments until 5pm on 17 October 2022 and residents can fill out the survey by visiting [pshwd.commonplace.is/](#) (html)
- 10.5. For parish councillors? Cllrs were informed that the Chair of Sustainable Harbourne Valley has suggested Parish Councillors and members of the Neighbourhood Plan Steering Group may be interested to attend a free conference in Penryn, Cornwall on 22nd titled *In and Beyond Neighbourhood Plans for Community, Nature and Climate*. The event focuses on putting community, nature and climate at the heart of the NDP with expert advice & information about plan formation and review. A booking link is available [here via Eventbrite](#) (html).
- 10.6. Fire service consultation Cllrs were informed that each year the Devon and Somerset Fire and Rescue Service asks its communities and businesses about the level of precept for the service. This consultation is open now until midday on 30 November via the [online survey](#) or by telephoning. Feedback from residents will help the service make more informed decisions for the next financial year. **It was RESOLVED** that the Parish Council respond to this survey and consider a response at the next full council meeting. **ACTION: All Cllrs** to review the consultation materials and bring comments back to the next meeting for discussion.
- 10.7. #48 2022 DALC E-bulletin Cllrs were informed that this issue includes an update from the meeting of the DALC County Committee during which it agreed that DALC should endorse the 20's Plenty For Us campaign for a speed limit of 20mph to be normal on residential streets, and also approved a motion to NALC's Policy Committee asking NALC to support a change to national speed limit policy enabling local councils to request a 30mph speed limit on single-track rural roads. The motion will be presented to NALC's Policy Committee on 19 October 2022.
- 10.8. Citizens Advice South Hams AGM - Tuesday 25 October Cllrs were informed that the AGM will take place between 11am – 12 noon on 25th October at the Repton Room at Follaton House, Totnes.
- 10.9. South Hams Partnership Pledge for Next Two Years Cllrs were informed by press release that following its review of partnership funding, the District Council is proposing to maintain the grants to three partners, SW Museum Development Trust, Ivybridge Ring and Ride and South Hams CVS, they are then proposing to increase their contribution to Citizens Advice and the South Devon AONB for a further two years. It is also recommended that the Council's officers enter discussions with Newton Abbot Community Transport to fully understand the contribution they make to residents within the District before finalising a decision on future funding.
- 10.10. Cost of Living – How South Hams Council is Responding Cllrs were informed by press release that SHDC is considering a detailed plan in direct response to the current cost of living challenges. SHDC is proposing a three-pronged approach: Providing direct support where they can, which is easy to access and provides a quick response to the needs of the communities; working with partners to support local communities and residents by making the best use of available funding and supporting project designed to combat the increase locally; signpost, share and promote existing support to those who need it most across the District. The plan could see funding allocated to projects and grants that support funding for families, supporting agencies and communities.

11. Finance

11.1. Notice of income and expenditure since last meeting None.

11.2. October payments **It was RESOLVED** to make the following payments:

- 11.2.1. Payment 2210_1 to Cat Radford, payslip dated 22nd October 2022 includes Clerk Oct salary £448.93 and Neighbourhood Plan Sept Salary at £51.80 = £500.73 no VAT.
- 11.2.2. Payment 2210_2 to Cat Radford, Clerk expenses claim dated 6th October 2022 for mileage at £10.44 and broadband at £7.50 = £17.94 no VAT
- 11.2.3. Payment 2210_3 to St Andrew's PCC for PCC Grant graveyard maintenance 2022/23 = £500 no VAT. It was noted that this grant is awarded using the power to contribute towards expenses of cemeteries: Local Government Act 1972, s.214 (6).
- 11.2.4. Payment 2210_4 to TRAYE for a Community Benefit Fund Grant = £1000 no VAT. It was noted that this grant is awarded using section 137 of the Local Government act 1972.
- 11.2.5. Payment 2210_5 Devon Association of Local Councils for attendance of Cllr Morris on the Being a Good Councillor 1 webinar on 21/09 at £15.00 plus £3.00 VAT = £18.00
- 11.2.6. Payment 2210_6 Cllr Prana Simon to reimburse her for postage of £1.45 plus £4.00 advertising costs related to the Neighbourhood Plan Call for Sites = £5.45 no VAT.

- 12. E-Circulars** Cllrs were informed that circulars regularly 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.
- 13. Matters at the discretion of the Chairman:**
- 13.1. Danger at Brockhills Junction A cllr had wanted to raise the issue of dangers of traffic behaviour at the junction.
- 13.2. Road speeds on A381 It was reported that two children had witnessed the death of their dog on the A381, killed whilst taking it for a walk. It was noted commented that one of the children had been in danger of harm during the collision. The matter has been reported to the Police and there will be an investigation. The C.Cllr commented on the importance of there being a Police Report when compiling evidence in response to concerns about road speeds and the risks this hazard brings to the community.
- 13.3. Car without MOT It was reported that PCSO Broadhurst has been made aware of the vehicle being driven in the Parish.
- 13.4. Community Land Trust Meetings It was reported that in line with the progress being made on the CLT development, there will soon be regular monthly CLT meetings being held in the pub in Harberton.
- 14. Date and location of next ordinary meeting** Tuesday 8th November 2022, Harbertonford Village Hall.
- 15. Location of meetings going forward** It was agreed that the Parish Council continue meeting at the village hall in Harbertonford until the end of the financial year, at which point the Parish Council would consider resuming the practice of alternating meetings between Harberton and Harbertonford.