

HARBERTON PARISH COUNCIL

Minutes for the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 12th September 2023 at Harberton Parish Hall.

In attendance

Harbertonford Councillors

Cllr Beamish: Present
Cllr Bowley: Apologies
Cllr Davies: Present
Cllr Palmer: Present
Vacancy
Vacancy

Harberton Councillors

Cllr Camp: Present
Cllr Hambly: Present
Cllr Paine: Present
Cllr Morris: Present
Cllr Williams: Present
Vacancy

Others

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

Public Session

i) A member of public (MoP) wished to comment on correspondence relating to the glamping site at Rolster Bridge (item 8.15), noting that the site has been developed considerably with the installation of structures such as converted shipping containers and a shepherd's hut and infrastructure for the site including toilets and washing facilities. The site is being advertised on Facebook and Air B&B for hire up to May 2024, which would appear to not comply with the 28-day camping rule.

ii) A second MoP arrived after the comments made above, in order to comment on the same item (Item 8.15). Cllrs were informed that MoP was the landowner had bought the land a few years ago in order to open an eco-friendly, off grid glamping site. Having previously been a business owner running coffee shops and bars, the long term plan for the glamping site was to build a food hut, where people can learn to cook over an open fire. In the interim the plan is to operate the site under the 28-day rule in the first instance, seeking to join a camping club in order to extend operating times throughout the year. Since purchasing the land, the owners have spent time clearing the space, installing the converted shipping container and shepherds hut that use solar panels for off grid electricity and developing the site infrastructure. There are plans to use some of the land to grow herbs to sell to local restaurants. If the business goes well, there are plans for the business to scale up and establish other glamping sites around the local area. In responding to questions from cllrs, the landowner commented that there is no mains water on site, and that water is taken to the site in containers, and waste water taken away. It was commented that they may seek to have mains water installed. In response to questions from cllrs about potential for significant flooding of parts of the site, the land used for the campsite sits higher. The landowner has been in discussion with the Environment Agency who commented that the lower lying areas catch the run off and those areas do not form part of the glamping site. It was queried whether the landowner had been in contact with neighbours with regards to plans for the glamping site. It was noted that there had been a request for images of neighbour's horses to be removed from Facebook. It was commented that contact had been made with the neighbouring farmer. It was queried why the site is being advertised on Air B&B if operating under the 28-day rule. The landowner responded that the 28-day rule applies because the structures in place are all moveable. It was suggested that the landowner make contact with South Hams District Council (SHDC) to ensure that the 28-day rule is being applied accurately.

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 if any had changed.
 - 2.2. Declaration of interests For cllrs to declare any interests (nature and scope) on items on the agenda.
Item 8.15 Rolster Bridge Glamping. Cllr Hannah Palmer declared an interest being a neighbour of the glamping site. The cllr left the meeting whilst this item was under discussion.
3. **Reports** for information from:
 - 3.1. County Councillor Circulated agenda.
 - 3.1.1. 20's Plenty Motion to Cabinet of Devon County Council (DCC) The C.Cllr thanked the Parish Council for support given in advance of the meeting of the cabinet to discuss the motion: *"In light of the support for the Devon 20's Plenty campaign, this Council will support the implementation of 20mph zones where the local Parish Council has passed the 20's Plenty motion"*. The Clerk had written to the Cabinet Member for Highways and the Cabinet Member for Climate Change, Environment and Transport to share outcomes of the recent consultation on new road layout at Harbertonford where references had been made to road speed. A petition with 830 signatures had been submitted to DCC. The motion was not supported. The C.Cllr will seek to resubmit in 6 months time.
 - 3.1.2. Traffic Issues on the Plymouth Road Whilst a matter outside the Parish, it was noted with surprise that traffic speed was an issue at this location, as due to the number of vehicles that park alongside the highway it is difficult to travel at any speed as the road becomes a single carriageway. In reply, it was commented that a combination of the bottle neck on the Totnes/Harberton parish boundaries (where there had been a fatal accident involving a young child), lack of pavement, poor maintenance of road markings, a speed camera

that seldom works all contributes to 'stop start' traffic that creates high risk of collision. A 20mph speed limit along this section would have the effect of calming the stop/start behaviour of the traffic.

3.1.3. Totnes Town Council Climate and Ecological Emergency Forum The C.Cllr invited cllrs to attend. One of the purposes of the meeting is to share information about active projects in the region.

3.1.4. Waiting restrictions programme and Priority locations for works The date for final submissions for the annual review is 29th September, at which C.Cllrs must have sent proposals for waiting restrictions to Highways for inclusion. Any proposals from the Parish Council should be returned to the C.Cllr before this date. Similarly, if there are areas of the highway that should be included on a priority list for maintenance works, the Parish Council should submit these to the C.Cllr as soon as possible.

3.2. District Councillor No update.

4. **Minutes** It was **RESOLVED** to accept the minutes of the following meetings as an accurate record

4.1. the Ordinary Meeting of the Parish Council 11th July 2023

4.2. the Extraordinary General Meeting (Planning) of the Parish Council 15th August 2023

5. Report Matters Arising from the Minutes

5.1. Harberton Devon Air Ambulance clearance area sign (Clerk) Ongoing

5.2. Screw Lane Drainage It was reported that a meeting was held with the landowner in July, to which cllrs Williams, Camp and Bowley had attended. The meeting was held in order to discuss with the landowner of what works could be undertaken on the land downstream to relieve the issue of flooding on Screw Lane and what the landowner may be willing to do in order to recommend a scheme of works. It was commented that a digger would be required to lower the level of the field and find somewhere to spread the earth in order to enable the buddle holes to accept water. It was noted that Screw Lane is in itself acting as a good attenuation pond to slow water that could otherwise affect downstream homes. It was agreed to follow previous advice of Devon County Highways and make contact with the Devon Flood team in order to discuss suitable works at the location.

5.3. Parish Lengthsman (Clerk) Ongoing. It was reported that the Clerk has raised this again with other local Parish and Town councils in order to discuss shared training options.

5.4. Bank signatory updates It was reported that the paperwork to change bank signatories had been rejected by Barclays bank again, as Barclay's required the Parish Council's new chairman to provide evidence of ID before accepting his signature on the change of mandate documents. It was agreed that the Parish Council seek to open a new account and close the account with Barclays.

5.5. Harbertonford Playpark extension of lease It was reported that the Diocese has not yet taken the Charities Act Report produced during the summer to the relevant committee as it has not met since it had been received. In order to expedite matters, a relevant extract was shared with the Parish Council as it would be helpful to the Director of Property to know if the Parish Council would wish to enter into a 25-year lease on the recommended basis, in principle. The recommendation was that a 25-year lease could be issued to the Parish Council report from the on the same terms as the existing lease issued in 2017 recommending a rental of £500 per annum. This is an annual increase of £440 on the current rent. The report notes that at point 13 of the present lease, there is a provision to increase the rent if the school erects a new fence between points A- B on the plan. The report notes that having brought this up with the Parish Clerk he was told that the fence pre-dates 2017 and was replaced previously through fund raising by the play park committee. In discussion it was agreed to reply to the Property Manager to comment on what is a considerable increase to the annual rent, considering the current agreement is £60 per annum, and to reiterate the information provided to the Charities Act Report author, and point out that neither the Diocese (as the landlord) nor the adjoining school erected or procured the erection of the fence between points A-B on the plan. Work was entirely funded and managed by a Playground Committee. The Parish Council is still keen to continue discussion on entering a 25 year lease, but not at the level proposed.

5.6. Snow Warden registration and training (Clerk) Ongoing. There could be the option to share training with other local councils.

5.7. Annual Tree Survey (quotes for tree work) (Clerk) Ongoing

5.8. Harbertonford Bottle Bank It was noted that a new bottle bank was in place in the car park.

5.9. Town and Parish Forum update, 26th July None of the cllrs that expressed an interested attended.

5.10. Travellers at Peak Cross It was noted that the encampment was still in place and legal action is being pursued by the landowner. South Hams is not involved because it is private land. It was noted that there have been instances where cars have been parked on the highway next to the site, which is causing a nuisance to drivers seeking safe exit to the A381 at Peak Cross.

6. Planning

6.1. Consideration of planning applications

6.1.1. [2740/23/LBC](#) Listed Building Consent for replacement roofs & associated works at The Maltsters Arms, Main Road, Harbertonford **It was RESOLVED** to SUPPORT the application.

6.1.2. [2741/23/LBC](#) Listed Building Consent for replacement roofs & associated works at Bridge House, Main Road, Harbertonford **It was RESOLVED** to SUPPORT the application.

6.2. Receive a report on planning or appeal decisions The following decisions of the Planning Authority were reported to the Parish Council for information:

- 6.2.1. 1812/23/VAR Application for removal of condition 14 (protected species) of Planning Consent 4187/22/VAR at Moore Farm, Harberton Conditional Approval
- 6.2.2. 2088/23/HHO Householder application for proposed ground-mounted photo-voltaic panel array at Maryland House Harbertonford, Conditional Approval. In addition to standard conditions, there were additional conditions requiring adherence to arboricultural impact assessment and protection plan, there should be no external lighting, and that the panels should be removed once no longer in use.
- 6.2.3. 2540/23/TCA, T1: Maple - remove, overgrown garden at 4 Meadow Close, Harberton, Totnes CONSENT GRANTED. A condition for the removal is that the tree be replaced with 1 x Betula pendula 8-10cm girth, with conditions to support the establishment of the replacement tree. This condition is made to ensure the continuity of succession tree planting which serves to contribute significantly to the public visual amenities of the local and wider landscape.
- 6.2.4. 2355/23/HHO Householder application for new cabin to provide incidental office & sleeping accommodation to main house at The Forge, Dorsley Barton, Harberton Conditional Approval.
- 6.2.5. 2310/23/TCA T1: Willow - dismantle and remove, tree in decline and overshadowing smaller trees and shrubs at Mill Stream House, Bow Road, Harbertonford, Totnes, TQ9 7TQ RAISE NO OBJECTIONS
- 6.2.6. 0467/23/HHO Householder application for erection of first floor extension over existing sun room & garage at Wesley House Harberton REFUSAL. Due to high level of interest from the public on this application, the Clerk provided the Parish Council with information on the Planning Authority's grounds for refusal, which included the following:
 - The proposed extension would be an incongruous and overbearing addition to the existing dwelling, by virtue of its massing, scale and relationship with the main dwelling. The development therefore conflicts with specific policies of the Plymouth & South West Devon Joint Local Plan (JLP), and paragraphs of the Joint Local Plan Supplementary Planning Document (adopted 2020).
 - The development fails to conserve and enhance the character and historic fabric of the host dwelling and the Harberton Conservation Area, leading to an unacceptable impact on the Conservation Area, the significance of the building and its contribution to the character of the locale and therefore does not comply with specific development policies within the JLP.
 - On the matter of neighbour amenity (on which the Parish Council made its objection to the development) it was commented by the officer that when reviewing the proximity of the extension to neighbouring dwellings, those most likely to be affected by potential loss of light are nos. 1 and 2 St Clements Terrace. The proposed extension is approximately 15m away from no.1 St Clements Terrace, and this is the closest point between the terrace and proposed extension. However, due to the placing of the windows on the terrace and the distance between the neighbouring properties and the extension, it is believed that the extension meets the 45 degree rule, referred to in policy documents. Should Officers be minded to approve the application, further information would be requested to demonstrate the scheme's adherence. However, as the application is being refused for other reasons, this has not been requested. Any subsequent applications would need to clearly demonstrate compliance to the 45 degree rule.
- 6.3. Receive a report on enforcement cases (for information only) The enforcement caseload was circulated for information. It was noted that the address on one of the cases incorrectly located the site in Harberton rather than Harbertonford. The Clerk agreed to raise this with enforcement team for amendment.

7. Monthly reports

- 7.1. Finance Committee update No update. The next meeting of the Finance Committee is on 3rd October.
- 7.2. Community Land Trust (CLT) update The secretary of the CLT (Cllr Williams) had been asked for an update on progress of the CLT project for inclusion in the housing chapter of the emerging Neighbourhood Plan, which had been provided. There has been concern raised that the time limit for development following approval of planning is close to running out, but this was only formally triggered last year and there are still a number of years to run. The CLT has been busy over the summer in attempts to raise funding needed to commence works. Because potential residents that have dropped out of the scheme have not been replaced, there are a number of houses that could be potentially used by a housing association. Contact was made over the summer with three housing associations, one of which (Aster Group) expressed an interest. Unfortunately, Aster has reached its maximum threshold for number of CLT projects they can work with and investment that they can commit to. The Chair of the CLT works at Exeter University and is connected to the Devon Housing Task Force seeking to address shortage of housing in the county. The Chair has made contact with an organisation called Middlemarch that specialise in putting CLT's in contact with housing associations. It was reiterated that a number of CLTs across the South West are in the same situation where they have planning permission, but can't start development until they can raise funds. It was noted that there had been discussion about a possible CLT umbrella for the South Hams, following a model project in Cornwall. It was suggested that inviting a discussion with the D.Cllr and SHDCs Director of Place and Enterprise could be useful to ensure that the Harberton CLT be included if the project went ahead. The Chair commented that the CLT is seen as the flagship housing development within the Neighbourhood Plan, as it provides affordable self-build homes for people from the local community. The CLT Secretary confirmed that there was nothing that the Parish Council could do to help progress the project.
- 7.3. Sustainable Harborne Valley update It was reported that the project to encourage people to consider what they are washing down the drains with the use of yellow fish labels is now back on track. A winter programme

of events is being put in place. It is hoped a site meeting can take place at a site on Bow Road that could be taken over as a project. Himalyan Balsam has taken hold on the site so advice is being sought on this. The Citizen Science River Monitoring project is now showing results of the data being collected over time.

- 7.4. Neighbourhood Plan update It was reported that representatives of the landowners for two sites that scored well for potential development in Harberton attended the last meeting to share more information about the sites and options for development. This included possible provision of amenity land for the benefit of the community, such as access to green space, access to the stream, or a community orchard project. It had been noted in the meeting that such projects need to consider ongoing management and maintenance, and the Parish Council may wish to consider if it could play a role in this in order to take this community vision forward. It was noted that the Parish Council may need to extend its capacity if it did decide to take a role in management and maintenance of community amenity spaces.
- 7.5. Harberton Playing Field Association (HPFA) Nothing to report.
- 7.6. Harbertonford Play Park Improvements Committee It was reported that many of the planned meetings had not taken place due to the availability of committee members committed to other village projects. First attempts at opening a bank account have not been successful and will need a different approach. **ACTION: The Clerk** has not been receiving regular reports for the park in Harbertonford from SHDC and will follow up.
- 7.7. Clerk's update
 - 7.7.1. Update The Clerk noted that a significant amount of their workload has been in providing support to the Neighbourhood Plan process.
 - 7.7.2. Fly tipping in Harberton Cllrs were informed that a cllr had witnessed an active fly tip at the gravel pit on the Wyes and Keys Englebourne junction on the A381. A number plate had been taken and reported to the Police, who expressed no interest in follow up. The dumped sofa has since been removed by the District Council, but neither the cllr who made the report, nor the Parish Council has had any updates on whether the car registration has been followed up or if SHDC has issued a fine. **ACTION:** it was agreed that the **CLERK** and in the D.Cllr's absence the C.Cllr (also a D.Cllr) would follow up with the District Council.

8. Correspondence

- 8.1. Temporary Traffic Order - East Moore Cross to West Leigh Cross, Harberton Cllrs were informed of the road closure in place between the dates of 13th – 24th November 2023, to enable Devon County Highways patching works.
- 8.2. DALC #31 2023 E-bulletin For information Cllrs were informed that this e-bulletin included an article introducing a new [Housing Commission](#) established by the Devon Housing Task Force, and supported by the University of Exeter. The commission will develop recommendations to start to address the broken housing markets across Devon. People and organisations in Devon can have their say on issues related to housing by responding to a [survey](#).
- 8.3. Devon Air Ambulance Community Landing Site Night Operation Review Cllrs were informed that Devon Air Ambulance (DAA) has recently completed an extensive review of its night flying operations which has taken into account pilot training, new advances in technology on the aircraft and use of night vision goggles whilst in flight. In consultation with the Civil Aviation Authority (CAA), DAA has been able to assess the feasibility of landing at Community Landing Sites without the use of lights and have recommended that crews can land at these pre-surveyed sites without using the lights if they wish to. This will lead to nighttime operations landing at un-surveyed sites in due course, but for now DAA's focus is on allowing the crew the flexibility to land at Community Landing Sites without lighting. Effectively very little will change on a day-to-day basis for the Harberton and Harbertonford Community Landing Sites as the network of Community Landing Sites are safe, pre-surveyed sites with established contacts and access for ambulances to meet the aircraft. The only difference is that from Autumn 2023 if a helicopter needs to land at an existing Community Landing Site they may not need to turn the light on but instead land safely using night vision goggles. DAA still need to be informed if the site needs to be taken offline for an event such as a wedding or fair. Lighting columns and systems at the site, which are already owned and managed by local communities can continue to be managed and they can be used for other events if wished (subject to planning restrictions). The Landing Site Manager will still continue to survey the site once a year and the Landing Site team are still available for support if needed.
- 8.4. Play Area Agreement letter 2023 Harberton Cllrs were informed that a letter was received in July indicating that the agreement for the service provided by South Hams District Council to inspect and insure play areas in Harberton and Harbertonford was due for renewal on 1st September 2023. This is an automatic renewal each year as per the agreement the Parish Council signed in 2020. The current service which is subsidised by South Hams District Council includes: Public Liability Insurance in respect of the play equipment and safety surfacing, monthly inspections by qualified South Hams District Council Mobile Locality Officers, plus an annual engineering report (currently by Allianz).
- 8.5. Temporary Traffic Notice lane from Higher Grove to Lower Ashridge Farm, Harberton Cllrs were informed of a road closure from 23rd November for a maximum of five days between the hours of 9am – 4pm to enable the replacement of a BT pole. There is no possible diversion.
- 8.6. Stagecoach Southwest Bus Service Changes for September 2023 An email has been received with news of a large number of services changes across Devon that will be made to the bus timetable from 1st September 2023. The email commented that the changes are mostly positive as they show signs towards growing the bus network back again, following the service frequency reductions in 2022. The enhancements are funded from

the Department for Transport's post COVID recovery grants. All the service improvements have the potential to achieve long term sustainability if patronage increases. The email comments that it is even more important that over the next two years that everyone plays their part to promote bus usage in our communities. Specifically relating to buses operating in the parish, the timetable for [Service 92 \(Dartmouth to Totnes\)](#) is enhanced significantly with the frequency of buses doubled to every hour for much of the day Monday to Saturday. A number of additional early evening journeys will also be introduced, providing later journey opportunities in both directions. Services 7 and 92 will provide an hourly frequency from Exeter to Dartmouth via Newton Abbot, with a guaranteed connection in Totnes. The vast majority of journeys are designed to connect in and out of Service 7 at Totnes. It was noted that it appears possible that the hourly 92 service can be flagged down at Peak Cross, or perhaps Langridge Cross, which would be to the benefit of Harberton residents if correct. **ACTION:** the **C.Cllr** will raise whether this is correct. If so the **Clerk** to forward for inclusion within the Harberton Village circular.

- 8.7. [#35 2023 DALC E-bulletin](#) Cllrs were informed that this issue of the e-bulletin includes:
- information about a [new webpage dedicated to planning](#) available on the National Association of Local Council's website. The page has been developed in order to help local councils in their local engagement with the planning system. Cllrs will find information on local councils' planning powers, case studies highlighting how best to use the planning system to help communities and other valuable resources.
 - notice of a new date for the popular 'Responding to Planning Applications' Zoom course on 27th November 2023. The evening Zoom course covers an overview of the planning system, the role of parish councils, how councils should respond to applications including material considerations, and how best to get your communities voice heard.
- 8.8. [Raising awareness of flash flooding in Harberton](#) Cllrs were informed of correspondence from the Environment Agency noting that parts of Harberton Parish are one of 76 'Rapid Response Catchments'; places where dangerous flooding can occur from river levels or surface water rising very quickly in response to very heavy rainfall. The Environment Agency would like to work with the Parish Council to raise awareness of this potential hazard with Parishioners and visitors to the area. The Environment Agency has provided posters for display in the area, leaflets for printing or circulating online and an article for a Parish Magazine, newsletter or website. The Clerk will respond to a request from the Environment Agency on whether the Parish has a flood plan, flood group, if the Parish Council is signed up to the flood warning service or Severe Weather Warning Service. The Clerk will follow up queries made by the Environment Agency. **ACTION:** **Cllr Paine** wished to pick up work on the Emergency Plan/Emergency Directory focusing on flood and ice as the big issues. The document could share information with the community that would support actions the community could take to alleviate the impacts of ice, flooding or flash flooding, particularly where services are no longer provided by other agencies. This could include a map of grit bins for example.
- 8.9. [Have Your Say on Housing Issues in the South Hams](#) The Parish Council has been asked to take the opportunity to respond to [a survey](#), launched by the Devon Housing Commission as part of an initiative to tackle the housing crisis. The survey asks about the housing issues faced across the South Hams District, how to solve them and how the commission might be able to help. South Hams District Council's Housing Team has responded to highlight all challenges they have noted, but ask the Parish Council to take the opportunity to have a say on the issues faced in the local community. **ACTION:** It was agreed that **the Clerk** work with members of the Neighbourhood Plan committee in order to respond.
- 8.10. [#36 2023 DALC E-bulletin](#) Cllrs were informed of news about a recent publication from the Devon Housing Commission [calling for new measures on Devon holiday lets](#). The Commission is keen to hear from a wide variety of organisations, including parish and town councils. They are particularly interested in hearing what cllrs believe might make it easier to deliver the housing needed, and what solutions might be.
- 8.11. [Invitation to the DALC Annual General Meeting](#) Cllrs were informed of a formal invite to attend the Devon Association of Local Councils AGM taking place on 27th September at Exeter Racecourse. An AGM agenda has been provided, which includes presentation of annual reports and accounts for the organisation, a report on emerging priorities for the coming year and proposals on subscription fees for 2024/25, agree the appointment of the board of directors and auditor and agree the draft articles of association. As members of DALC, each council/parish meeting may appoint two representatives to attend and speak at the AGM, but only one may vote. Councils unable to send representatives may use the Form of Proxy to appoint the chairman of the meeting as the Parish Council's representative. No members expressed an interest in attending.
- 8.12. [20's Plenty for Devon 7th September, 1-2pm, Outside County Hall Exeter](#) Cllrs were informed that the c.cllr has tabled the following motion to be discussed by the County Council at the meeting of 7th September 2023: *"In light of the support for the 'Devon 20's Plenty' campaign, this Council will support the implementation of 20 mph zones where the local Parish Council has passed the 20's Plenty motion."* The 20's Plenty Campaign sought to encourage individuals to attend a demonstration of support on the steps of County Hall to coincide with the County Council's consideration of the motion. An online survey was also established and circulated a few days prior to the meeting taking place to demonstrate the strength of public support for the motion.
- 8.13. [Devon County Council Stakeholder Liaison Team](#) Cllrs were informed that a new Stakeholder Relations Team with Devon County Highways has been set up to liaise between contractors and the public, concentrating on keeping Councillors and Parishes up to date on what is happening in their areas. Parish Councils are used to being emailed about upcoming roadworks that will affect the Parish, but the Stakeholders can provide a more personal touch and are available to discuss any issues or concerns and to help resolve any problems, if at all possible. The team will be responsible for ensuring that any affected properties, businesses, schools, etc will be informed of upcoming works in plenty of time before the start date; liaison with contractors and businesses to try to minimise impact of upcoming works and try to sort out any problems before they arise. Highways

already produces [Roadworks – Roads and Transport](#) webpages for jobs that it anticipates will generate a lot of customer contact. Now the Stakeholder Liaison Team will begin putting information on social media to raise awareness of annual works such as Gully Cleaning, Re-surfacing etc and when to expect them in different areas.

- 8.14. South Hams CVS update and new CEO Cllrs were informed that an update on the priorities for South Hams CVS had been forwarded by the organisation's new CEO. Having undertaken a survey with organisations working in the district, South Hams CVS will be: adapting its training offer to target the areas of need identified by community groups; recruiting a Fundraising Manager to assist the organisation in building its capacity to meet the needs of the local voluntary sector and to offer training/fundraising advice to our groups; reviewing other roles – in reviewing other roles – in particular community builders, communications and volunteer recruitment – to benefit our South Hams voluntary and community sector. Alongside this South Hams CVS has a long standing relationship with the Ukrainian Community and is working with the District Council to support the Ukraine Community's health and wellbeing needs. The organisation is now looking at winter resilience in our communities, alongside priority areas around dementia, carers and reducing social isolation with the aim of increasing capacity and training for the voluntary, community and social enterprise sector. Responses to the recent survey have been provided and can be forwarded to cllrs on request.
- 8.15. Rolster Bridge Glamping Cllrs were informed of observations on the expanding development which is now listed on Air B&B and on Facebook. A YouTube video on Rolster Bridge Quarry shows the original site and how much it has been developed over a short amount of time, with 2 converted shipping containers, a shepherds hut, shower/bathroom, a new bridge, fire pits and fencing. There had been a discussion on this topic during the public session. It was reiterated that legislation permitting the establishment of temporary campsites is now very complicated, and cllrs sought clarity on what the rules are. **ACTION:** It was agreed that **the Clerk** make contact with the D.Cllr and ask for clarification on how the 28 day rule is applied by the District Council, noting that this is a glamping site with permanent structures in place (not tents) and if 28 days refers to the days in which those structures can be in situ, or the total number of days that the site can be available for hire – if being advertised on a rolling basis throughout the year. It was agreed to also raise questions about access to water and disposal of waste water. The landowner had commented that currently water is being brought to site in containers and being taken away in containers, although it wasn't clear how water would then be disposed of. It was suggested that the landowner should make contact with the D.Cllr and with the Local Planning Authority to obtain his own advice about application of the 28-day rule so that he could be assured that he was operating the glamping site correctly.
- 8.16. South Hams Cost of Living Briefing Cllrs were informed of an invitation to a briefing on the Cost of Living crisis and how it's affecting people in the South Hams. The programme will include: an overview of the current situation facing households in the district; a detailed look at how people are coping with energy costs, housing and debt levels using the latest Citizens Advice South Hams local statistics; a brief summary from some of the Council's project leaders about work they are doing to address the situation for thousands of people every year and the Council's plans for the near future; new research on the failure of the Local Housing Allowance in the South Hams; and opportunity to ask questions of the Council's expert team. The event will take place on 2nd October at Follaton House.
- 8.17. Temporary Traffic Notice - East Leigh Cross to East Moore Cross via Langford Bridge, Harberton Cllrs were informed of the road closure from 2nd October for a maximum of five days to enable telegraph pole recovery. Works are only anticipated to take one day. A diversion will be in place.
- 8.18. #38 2023 DALC E-bulletin Cllrs were informed that this e-bulletin included news that NALC has launched a consultation to update its Model Financial Regulations, last updated in 2019. Consultation events will be taking place in October, and an online questionnaire asks questions as to how the model regulations could be improved and updated. Once updated, the Parish Council should consider adoption to stay up to date with best practice.
- 8.19. Invitation from the Mayor of Totnes Cllrs were informed of an invitation to the Mayor of Totnes' Civic Service at 11:15am on Sunday 22nd October 2023 to be held at St Mary's Church, High Street, Totnes, followed by a Civic Sunday Lunch at the Royal Seven Stars, Fore Street, Totnes at 12:30. Tickets cost £20 to include a 2-course Sunday lunch and a drink. RSVP required.

9. Finance

- 9.1. Conclusion of 2022/23 Annual Governance and Accountability Return (AGAR) Cllrs were informed that the Parish Council had received confirmation of conclusion of the 2022/24 AGAR from the external auditor. The Parish Council is now obliged to undertake a series of actions following conclusion of the review. The Clerk has prepared a 'Notice of conclusion of audit' which details the rights of inspection, in line with statutory requirements. This has been posted on the Parish Council notice boards and the Parish Council website, along with sections one, two and three of the certified AGAR. These were posted before the statutory deadline of 30th September. The 2022/23 AGAR will be available on the Parish Council website for a minimum of 5 years. The copies of the AGAR will be available for purchase by any person on payment of a reasonable sum, as outlined in the Parish Council's Model Publication Scheme.
- 9.2. Consideration of arrangements for 2023/24 Internal Audit **It was RESOLVED** that the Parish Council would engage April Skies Accounting to undertake the Parish Council's 2023/24 internal audit at a cost of £205 plus travel from Farnham in Surrey - although the audit would be completed digitally and no travel would be expected. An interim audit will be completed in November, December or January. The year end audit will be

completed at the Council's convenience after. **ACTION: The Clerk** will sign the engagement letter and make the necessary appointments to undertake the interim audit.

9.3. Notice of income and expenditure since last meeting.

9.3.1. Income The following income figures were reported:

18/08/23 HMRC VAT Refund £325.01

12/09/23 South Hams District Council 2nd half of precept £9,556.00

9.3.2. Expenditure The following expenditure figures were reported:

Payment 2307_11 to The Harberton Church Community Fund for the Community Benefit Fund Grant as approved on 11th July 2023 = £750 no VAT

9.4. To consider payments as per the September payment schedule **It was RESOLVED** to make the following payments:

- 9.4.1. Payment 2309_1 to Cat Radford, payslip dated 22nd Sept 2023 includes Clerk Sept salary £483.60, Neighbourhood Plan Sept Salary at £55.80 and overtime payment 3 of 3 at £144.15 = £683.55 no VAT.
- 9.4.2. Payment 2309_2 to Cat Radford, Clerk expenses claim dated 7th Sept 2023 for mileage at £15.57, broadband at £14.99 and reimbursement for printing relating to the Neighbourhood Plan at £129.60 = £160.16 no VAT
- 9.4.3. Payment 2309_3 to Andrew's Technology Support for invoice 14078, Livedrive cloud UK based backup from July 2023 to June 2024 Unlimited storage, unlimited computers= £48 no VAT
- 9.4.4. Payment 2309_4 to PFK Littlejohn for invoice SB20230069 for Professional service rendered in connection with limited assurance review of Annual Governance and Accountability Return for year ended 31st March 2023 at £210 plus £42 VAT = £252
- 9.4.5. Payment 2309_5 to South Hams District Council for invoices 22261535 and 22206735 for Annual insurance and inspection fee for Harberton and Harbertonford play areas in 2023/24 at £441 plus £88.20 VAT = £529.20
- 9.4.6. Payment 2309_6 to Prana Simon, member of the Neighbourhood Planning group for reimbursement of printing costs relating to redrafts of the plan = £4.25
- 9.4.7. Payment 2309_7 to Harberton Parish Hall for Hall hire on Tuesday 12th September 2023 19.15 – 21.30 2.25hrs @ £6.00 per hour = £13.50

It was noted that the Parish Council had received an invoice for £1000 from TRAYE which the Clerk was querying.

10. **E-Circulars for information** Cllrs were informed that regular e-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, One Devon NHS Integrated Care Board, Parish Online, Rural Services Network, SLCC Membership.
11. **Matters at the discretion of the Chairman:** Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.
 - 11.1. Cllr Camp apologies Cllr Camp gave apologies in advance of the next meeting, as he would be away
 - 11.2. Harbertonford untidy Residents had commented that areas of Harbertonford appeared untidy, querying whether a Parish Lengthsman would undertake weeding to neaten up areas of the Parish. It noted that when similar comments had been made in the past, the Parish Council had encouraged a 'Parish Tidy day' where everyone in the area tidied areas around their own premises.
 - 11.3. Power cuts A cllr raised the issue of frequency of power cuts affecting residents in Harberton, noting that this may have caused the timer on the street lights to be incorrectly reset, as the lights are not switching on or off at expected times. It was commenting that there had been similar occurrences of frequent short power cuts affecting properties in Harbertonford and local residents were using Facebook to exchange information on dates and times that these cuts were occurring, and reporting this to Western Power. **ACTION: The Clerk** agreed to write to Western Power on behalf of the community to find out what is causing the power cuts and to ask what action is being taken to rectify the fault.
12. **Date and location of next ordinary meeting** Tuesday 10th October Harbertonford Village Hall