

## **HARBERTON PARISH COUNCIL**

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 14<sup>th</sup> November 2023 at Harberton Parish Hall.

### In Attendance

#### **Harbertonford Councillors**

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

#### **Harberton Councillors**

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

#### **Others**

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

**Public Session** No members of the public wished to address the meeting

### **Agenda**

1. **Apologies** were received above. **It was RESOLVED** to sanction apologies given.
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 The following interests were declared on the agenda  
Item 7.1.2 Cllr Paine is a neighbour of the application under consideration and did not take part in discussion or vote on any motion when proposed.
3. **Reports** for information from:
  - 3.1. County Councillor (C.Cllr) Cllrs were informed that the C.Cllr had emailed a report shortly before the meeting.
    - 3.1.1. Devon County Council 'Report It' Webpages The C.Cllr's report includes a link and information about the 'Report it' website that enable anyone to mark issues that need attention on a digital map and see if anyone else has also reported the same matter. Cllrs were encouraged to contact the C.Cllr if lots of people are reporting the same issue but nothing has been done.
    - 3.1.2. Mobile library services As reported at the last meeting the decision to cut the service had been called in to be reconsidered. Follow a review it was confirmed that the service will be decommissioned by the end of February 2024. Transition funding will be put in place to support vulnerable users and a small funding stream will be in place to which community groups and parish council can apply for small grants to facilitate local community developments, such as book swaps.
    - 3.1.3. Devon Nature Partnership workshop The meeting provided a briefing for the forthcoming Environment Act, which includes new provisions for protection of habitats, biodiversity net gains metrics relevant to planning. It was commented that the slides available may be interesting to those involved in developing the Neighbourhood Plan.
    - 3.1.4. Flooding It was reported that a lot of people attended the meeting on 17<sup>th</sup> October in Harberton.
    - 3.1.5. Grant scheme through Devon Communities together Communities hit by flash floods are being encouraged to apply. The deadline has been extended to April 2024.
    - 3.1.6. Closure of Forder House residential home, Dartington Cllrs were made aware and that support and advice is available to help residents find alternative accommodation.
  - 3.2. District Councillor
    - 3.2.1. Loan of thermal imaging cameras It was noted that home energy leaks from private properties makes up a big percentage of emissions across the District. It is beyond the District Council to take any direct action but it can help local people identify where their homes are leaking energy and how they might make upgrades, if in a position to afford to do so, whilst also driving down their energy costs. To help identify energy leaks, Parish Councils and community groups can borrow a thermal imaging camera from South Hams District Council (SHDC) at no cost.
    - 3.2.2. Symposium on food production to drive down supply chain costs The D.Cllr commented that this was a very successful day in which lots of interesting ideas were shared. A report will be shared shortly, once compiled.
    - 3.2.3. Totnes Renewable Energy Society (TRESOC) AGM The District Council is trying to support groups like TRESOC in delivering projects such as local energy clubs.
    - 3.2.4. Vertical access wind turbines It was commented that the planning law has changed with regard to onshore wind farms. Vertical Axis Wind Turbines (VAWT) are less efficient but come with much less planning burden and may provide a solution for those who have otherwise found barriers when seeking green energy options. It was commented that VAWT can be more reliable in the long term, can feature as a piece of artwork in a public space, don't kill bats or birds and can work in dirty air.
    - 3.2.5. Payment processes The new administration has made a commitment to invest in local communities and in support of this is pressing for ways that the Council can renew procedures so that payments can be made more quickly.

- 3.2.6. Consultation on the Strategic Plan Consultation is open and Parish Councils should now have had an invitation to respond.
- 3.2.7. Inter-agency meeting on Flooding resilience Following the meeting organised by the D.Cllr and held at Follaton House on 31<sup>st</sup> October, it was commented that it was important that actions were followed up and discussion not drift off. The D.Cllr would like to circulate an outline report on what was said and what commitments each of the agencies had made. It was noted that after the meeting several drains have been cleared that had not been cleaned before.
- 3.2.8. Freeport Despite reservations on the returns that a Freeport in the South Hams can have for residents, the current administration recognises that contacts have been signed and the District Council must be vigilant in doing the best job that it can.
- 3.2.9. Waste Management Cllrs wished to thank the District Council for sorting out recycling collections. It was noted that the service will not make collections from private lanes, but that unadopted roads are not private lanes. It was confirmed that supported collection will still be in place for those who need it.
4. **Minutes It was RESOLVED** to approve the minutes of the Ordinary Meeting of the Parish Council 10th October 2023 as an accurate record.
5. **Report Matters Arising from the Minutes** Not otherwise on the agenda and for information only
- 5.1. Harberton Devon Air Ambulance clearance area sign (Clerk) Ongoing
- 5.2. Bank signatory updates (Clerk) Ongoing
- 5.3. Snow Warden registration and training (Clerk) Ongoing
- 5.4. Annual Tree Survey (quotes for tree work) (Clerk) Ongoing
- 5.5. Parish Lengthsman (Clerk) Ongoing
6. **Co-option of Parish Councillors** No interest had been received.
7. **Planning**
- 7.1. Consideration of planning applications
- 7.1.1. 2682/23/HHO READVERTISEMENT (amended description) Householder application for the construction of two front dormer window extensions & rear dormer window extension at 4 Mount Pleasant, Old Road, Harbertonford. It was noted that this was a readvertised application and the Parish Council had resolved to support the application at the last meeting in October. **It was RESOLVED** that the Parish Council continue to SUPPORT the application.
- 7.1.2. 3290/23/LBC Listed building consent for replacement conservatory at Dundridge House, Harberton **It was RESOLVED** to SUPPORT the application.
- 7.2. Receive a report on planning or appeal decisions Cllrs were informed of the following decisions made by the planning authority:
- 7.2.1. 2740/23/LBC Listed Building Consent for proposed replacement roof & associated works at The Maltsters Arms Main Road Harbertonford Conditional Approval
- 7.2.2. 2741/23/LBC Listed Building Consent for replacement roofs & associated works at Harberton at Bridge House, Main Road, Harbertonford Conditional Approval
- 7.2.3. 0982/23/FUL Agricultural Storage Building extending to 32.00 x 13.72m, being 4.57m to ridge and 6.10m to ridge at Great Englebourne, Harberton Conditional Approval
- 7.3. Receive a report on enforcement cases (for information only)
- 7.3.1. A hard copy of the enforcement list was circulated for information. There was exchange of information between cllrs in response queries about works taking at a site on the A381 in Harbertonford, noted as being on the caseload. It was noted that the caseload continues to grow, with there being no resolution to some cases added several years ago. The D.Cllr commented that he is working with Enforcement to resolve as many cases as possible. It was questioned whether some cases under enforcement will 'time out' due to no resolution being in place within 4 years, at which point development can become lawful. There was comment that now the Levelling Up and Regeneration Bill has become law, the 4-year rule from immunity from enforcement will no longer be in place in England, with any breaches now covered by the 10-year rule.
- 7.3.2. Cllrs are informed that South Hams District Council and West Devon Borough Council will be introducing a new Planning IT system. Between 3pm on Wednesday 22<sup>nd</sup> November and 9am on Wednesday 29<sup>th</sup> November SHDC will not be able to process new planning applications submitted via the Planning Portal or received by email during this time. It will not be able to issue planning decisions during this period and will only be able to receive consultation responses and letters of representation by email.
8. **Monthly reports**
- 8.1. Finance Committee update Nothing to update.
- 8.2. Community Land Trust update Nothing to update.
- 8.3. Sustainable Harbourne Valley update It was reported that a meeting was held last week, in which there was a lot of discussion about water and flooding and if there is anything that SHV can do to encourage good practice. SHV is keen to speak with a farmer who has done any flood defence work, to which Cllr Camp

responded with a suggestion of a contact for Cllr Morris to follow up. SHV continues to develop its programme of talks for Spring/Summer 2024, including one about gardening with wildlife. The Yellow Fish Symbol project continues, with signs being installed beside surface water or storm water drains reminding people not to throw rubbish in the drains as goes directly to the sea. Work continues on consideration of SHV taking over land at Beenleigh.

- 8.4. Neighbourhood Plan update Work is being undertaken in reviewing the plan itself, seeking to establish some 'task and finish groups' around certain themes in the plan to make sure that policies or community aspirations written are appropriate reflection of the issues that were shared during the community consultation event. The Steering Group will reach a point soon where it will need the Parish Council's feedback on the priorities as written and what the Parish Council will do with that information. Another community consultation event will be arranged for February, in which parish residents will be asked to give their view towards development of the 'Energy' chapter of the plan.
- 8.5. Harberton Playing Field Association (HPFA) It had been reported by the secretary of the HPFA that there had been some suspected camping taking place in the lower and upper car park of the Parish Hall, with uncertainty as to whether this related to a booking of the hall. It was noted that the committee will be seeking to apply to the next round of the Community Benefit Fund and the Clerk has been communicating with one of the HPFA members on a potential retrospective application. The C.Cllr commented that an application can also be made to her Locality Fund also. A 'work day' is taking place on the 25<sup>th</sup> November.
- 8.6. Harbertonford Play Park Improvements Committee It was reported that the new committee has been successful in opening a new bank account. Interest in the group's work is growing, a new constitution is being drafted, looking to Harberton Playing Field Association's constitution as a model. It was reported that a 'work day' has been arranged at the park for 24<sup>th</sup> – 25<sup>th</sup> November, primarily to tackle the big willow sculpture and to address some of the matters raised by the inspection reports. It was noted that the committee will look to lay the big hedge above the play park in the spring. The Clerk has been notified that the committee will be applying to the next round of the Community Benefit Fund. The Clerk has made it sure that it is known that the Parish Council is holding ring fenced funds for improvements, suggesting that the Parish Council may wish to understand how the committee intends to use that funding before making any new application. Cllrs suggested that the transferring the ring-fenced funds to the committee's new bank account could be discussed at the next meeting.

The D.Cllr commented that the new administration at SHDC has agreed a mission to make investment in play parks in the district, regardless of whether they are a direct asset of the District Council itself. The mechanisms for making a request for support has yet to be finalised, but there will be funds available that could help with the refurbishment of the play park – which will require significant fundraising to achieve. investment in play parks.

- 8.7. Clerk's update It was noted that the Clerk's appraisal with members of the Finance Committee will take place on Thursday 16<sup>th</sup> November.
9. **Renewal of Harbertonford Play Park Lease** Cllr Morris updated the Parish Council that no agreement had yet been reached on an annual rental figure for a new lease. The amount suggested by the surveyor responsible for drafting recommendations in the Charity Act Report exceeded the amount that the Parish Council had agreed at the previous meeting. It was noted that the Parish Council is already making a significant financial contribution in the administration involved in renewing the lease, as in order to pursue continuation of the tenancy agreement, the Parish Council had already paid the surveyors fee and it was likely that the Diocese would require the Parish Council to pay all legal fees in drawing up a new agreement.

## 10. Flooding in Harberton Parish

- 10.1. General update on information shared since flooding event The Clerk had circulated papers in advance of the meeting which are summarised as follows:
- 10.1.1. Responses from the Environment Agency (EA) to questions from the Parish Council, including queries that arose from Harbertonford residents made in response to the digital survey
- Flood rainfall statistics were compared between the two most recent significant flooding events (figures are for Harbertonford). 14<sup>th</sup> December 2020: Peak intensity 6.4mm per 15 min. This equates to 25.6 mm per hour. Total = 15mm in 1.5 hours On 17<sup>th</sup> September 2023: Peak intensity 14.199 mm per 15 min. This equates to 56.796 mm per hour. Total = 60mm in 2 hours. It was noted that the September 23 event had double the peak intensity to that of the December 2020 event, was longer in duration and had prolonged intense rain in comparison.
  - The EA has calculated that the culvert capacity would have been exceeded at least 4 times during this event, irrespective of any blockage. It was commented that the culverts that discharge the Yeolands stream, back into the river Harbourne, run under Moreleigh Road and the A381. These are known to be small (thought to be able to convey 1 m<sup>3</sup>/s) and unable to cope with flood flows. There is a provision for overland flow route over Moreleigh road through the gardens and back into the river, but this also only has a certain capacity. The combined result is that during flood events water pools in Moreleigh road which raises to a level that

floods properties. To some extent properties are protected by property level resilience measures i.e. flood boards.

- It was commented that anyone can sign up to the EA's Flood Warning Service to receive notifications via phone, text or email. It was commented that People living in flood risk areas from the tributaries of the River Harbourne can receive a Flood Alert for 'South Devon Rivers' which warns when flooding is possible and the EA wants people to start taking steps to reduce their flood risk. People at risk of flooding from the River Harbourne can also register for the full flood warning service for community-based areas. The 'River Harbourne at Harbertonford' alert is used to warn customers that flooding is expected and they should take immediate action to protect themselves and/or their property.
- There had been criticism that the warning system in place for Harbertonford was not fully operational on the night of the flooding event. The EA commented that the telemetry associated with the screen on Moreleigh road is currently powered by a battery and has been operational for a couple of years. Unfortunately, the alarms on the night of the event did not trigger and work is being undertaken to find out why. It is understood that there was an update to the operating system for the site which unknowingly disabled the alarms. The EA has been assured that this has been rectified and the alarms are now working.
- The idea around the telemetry not being connected probably arises because there is a plan to upgrade the site to mains power. The mains power has been run to the cabinet, but the EA is now waiting for the meter to be installed and the site commissioned, expected in the next few months. Once recommissioned, upgrades to the camera will take place and the site should have fewer issues around loss of operation.
- The screen improvement project carried out following the December 2020 floods included objectives to improve telemetry associated with the site (as described above), increase screen area available for debris management and to provide some small improvement to the overland flow route, however there are limitations; this project would not improve the capacity of the undersized culverts or change the current arrangements. This would be a much larger scheme and require a full business case.
- In the short term, EA has checked and reset the existing alarms at the screen, gathering data to help with analysis of the event, including speaking to residents through the community drop in event in Harberton; progress the work to improve the screen telemetry as noted above, and meeting with local partners including the county and district council to review what might be possible.
- In the medium to long term EA can look at maintenance options, look at an additional rain-based alarm from a nearby rain gauge that will provide additional resilience to the alarm network that feeds into the Flood Incident Duty Officer; exploring if there is a possibility of doing a more complete project to improve standard of protection offered to the community. These medium to long term projects may take a while to complete, and where large investment is required to promote an improvement scheme the EA must follow the government rules on spending and it should be understood that there is no guarantee that any scheme considered will be eligible.

#### 10.1.2. Screw Lane Update 5th November 2023

- The Clerk had received an update produced by a local resident, noting that there is a possibility of complete collapse of the hedge bank on Screw Lane, which would block the HGV route around Harberton and cause great inconvenience. The resident was of the view that the pipe under the road and the open ditch must be properly cleared and sufficient dumped material inside one of the gateways to the adjacent fields must be re-located to allow the normal runoff and the normal land drainage from the 'spring', to reach the pipe under the road instead of flowing down the road and westwards along behind the hedge bank.
- The Clerk had forwarded to Devon County Highways (Highways) who commented that Highways still has open requests for the features in Screw Lane to be cleaned from the previous storm but now we have had storm Ciaran our crews are working on those priorities whilst the storm code remains open. It highlights again the resourcing issues DCC has and the need for local involvement. It was further commented that even once cleared, with the level of silt in the surface water shown it wouldn't take long for the channels and buddleholes to choke.

#### 10.1.3. Final Report on flooding in Harberton

It was noted that the report on flooding in Harberton as drafted by a member of the public had been updated to include calculations as to the volume of rainfall experienced in Harberton village between 1:30 – 2:30 on the morning of 17<sup>th</sup> September. The report notes that the water heading into Harberton from the north east can be assumed to have fallen on an area of 268,000 m<sup>2</sup> Therefore the volume of water in this period was; 10,000 m<sup>3</sup> (268,000 X 0.038) and the peak 15 minutes was 4,500 m<sup>3</sup> (268,000 X 0.017). Just under half of the 2 hr 15 min period's rainfall fell in 15 minutes. These numbers are not definitive, but are an attempt to indicate the scale of the event. All cllrs had received a copy of the report. Members of the public can view and download it from the Parish Council's website.

#### 10.1.4. Flood and Coastal Risk Officer Rain Gauge correspondence The Clerk had forwarded correspondence between the Officer and the Harberton resident responsible for producing the report above commenting that the nearest rain gauge from which data was saved from the night of flooding was the Austin Bridge gauge on the river Dart near Buckfastleigh, which measured a lower level of rainfall but still recorded over

40mm in two hours and over 10mm in one 15 minute period. It was commented that using Harbertonford as a proxy for Harberton is not perfect as there is a lot of local variation.

The Officer responded positively to the resident's suggestion of installing a new rain gauge in Harberton, commenting that a rain gauge may be the best option for Harberton's specific situation due to the very flashy nature of the catchment. A culvert sensor may not provide a warning until too late. A rain gauge would, probably, give Harberton residents some additional time.

10.2. Inter-agency meeting on 31<sup>st</sup> October 2023 The Clerk provided a verbal update on the meeting called by the D.Cllr, to which she had attended alongside Cllrs Bowley and Camp along with representatives from SHDC, Devon County Highways, Devon County Council's Flood Risk Management Team and the Environment Agency. The main matters arising were as follows:

There was discussion on whether this was a one in 1000 event, to which it was commented that the amount of water was greater, however the problem points are tricky points anyway and there needs to be some mitigations put in place, as rain is getting heavier. Highways drainage is a contributing factor, but every little helps, be it maintenance, different curbs, enlarging a culvert somewhere.

When discussing issues in Harbertonford:

- In response to questions as to why the drains at the zebra crossing don't take water, it was responded that there are four connected pipes that were installed at the time the current zebra crossing was installed which are substandard, being only 100mm diameter pipes. It was commented that residents living on either side of the gully have never seen any water coming out of those. It was queried whether there is anywhere for the water to go. Highways commented that would be difficult to investigate with a camera as the pipes are too narrow. It was queried whether new road layout works planned in Harbertonford would provide an opportunity to improve the current system, but it was expected that works won't go as deep as drainage.
- Parish Councillors commented that there would be benefits to surveying A381 drainage system from north park corner (Kingsbridge side) not working as well as they should. It was agreed that Devon County Highways would take an action to survey the area and plot all the drains that do exist, before any works on the new road layout at Harbertonford get done.
- Parish Councillors comment that on the bridge when the footway was put there, there was a hole the bridge to take water, the alcove was filled in at a later date and if that was cleared that would take some of the water.

When discussing issues in Harberton:

- The matters in Harberton are a surface water issue therefore a member of the land management team has been working with the farmer, noting that there has been no malpractice there.
- It was noted that the downstream landowner from Screw Lane is willing and open to engage in conversation about drainage management. Which could include some things like tree planting and attenuation.

SHDC roles, resources and contributions

- The SHDC Operations team suggested reintroducing 'Flood Hubs' to enable advanced planning and deploy any additional resources when weather was expected to be bad. SHDC commented that it only has small pieces of mechanical equipment for adhoc and reactive jobs but in joining with other agencies, resources available could be deployed in the most efficient way and in identified 'hot spots'. It was commented that due to cuts to services DCC Highways doesn't have the resource to pull on to respond to identified 'hot spots'. It was also noted that Highways doesn't have a full picture of exactly where hot spots are, as lack of resources has not enabled older paper-based plans to be digitised or kept up to date.
- SHDC's Emergency Plan may offer some useful context that a Parish wide Community Emergency Plan could draw on.
- The Parish Council asked for SHDC support in distributing information about a Parish Lengthsman role and if SHDC could help with training. It was agreed that this was worth further discussion.
- It was agreed that SHDC could provide support in getting an external survey done to help the farmer in Harberton identify where it makes sense to reposition a gate at Screw Lane as this is one thing that could make a difference.

Devon County Flood Risk Team roles, resources and contributions

- DCC is in the process of compiling information in order to produce a Section 19 report. This is a requirement when there is a significant flooding event where 5 or more properties are flooded. It was noted that the report recognises that there has been an event and make some recommendations, but there is no obligation from any agency to take those actions on.
- It was noted that the Section 19 report produced following flooding in the Parish in December 2020 made the same recommendations that were being made round the table when discussing the September 2023 event.
- The Flood Risk Team is working with colleagues at the EA to draft an Expression of Interest for funding from the Natural Flood Management scheme. DCC will lead a bid for the Harberton/Harbertonford area.

- It was noted that this is a national scheme with a lot of interest, so the process will be highly competitive.
- It was noted that even if the bid was not successful, there may be simple aspects contained within the bigger plan that could be progressed independently, such as moving gateways and tree planting, particularly if there was buy in from landowners.
- The Flood Risk team talked about the value of a Community Emergency Plan. The Clerk informed attendees of the intent to replace the current out of date and not fit for purpose Parish Emergency Plan with a Community Emergency Directory instead, where people could go to get information that they might need in the event of a flood, and how people could help themselves. It was commented that the Parish community did come out to support each other. There was a wider discussion about 'community self help' and managing expectations in the community of what resource strapped local authorities can deliver, where 'responsibilities' lie and where community can take a role themselves.
- It was noted that some residents in Harbertonford had not taken up DCC's offer to provide flood because of the 12 month waiting list. It was agreed that DCC could provide temporary neoprene flood barriers to those residents most effected. It was noted that some residents could not make a trade-off between creating more effective flood defences to their properties if it meant losing a parking space on the road. This was due to the direction that flood doors would open or the necessary building of curbs/barriers.
- There was some discussion about the inferior quality of flood doors that some Harbertonford residents had installed, with the suggestion that a good outcome of the meeting could be in the provision of a directory of kite marked products that people could buy to help protect themselves. It was commented that there was a 'Blue Directory/Blue List' of kite marked suppliers that was out of date, but could be further explored.

#### Devon County Highways roles, resources and contributions

- Questions were raised about the efficacy of manual works. Highways commented that when a gully is cleaned, the team will put a volume of water in it and check it disappears. It was noted that some operational improvements could be made, but there are problematic circumstances; teams are given two minutes to be at each gully. There is not the time to jet every system to ensure it is totally clear.
- Queries were made about specific gully's that have been reported several times yet still not clear. The Highways Officer and Cllr Camp agreed to discuss these specific features outside the meeting.
- The Highways Officer confirmed that should a drain or gully regularly come up for reactive cleaning a member of the local Highways team would note this and either a visual inspection would be made, or it would be put through for jetting to make sure water is flowing.
- It was suggested whether it would be possible Highways website to allow the public to see when drains have already been cleaned, as well as when they are due to be cleaned.

#### Environment Agency roles, resources and contributions

- There was discussion about the capacity of the culverts in Harbertonford and potential attenuation measures upstream in the area of Hernaford and Hernaford Meadows. The EA would be keen to speak with landowners in that area to discuss the Natural Flood Management scheme. The Parish Clerk agreed to act as point of liaison in making introductions.

10.3. Funding opportunities It was reported that Devon County Council has now submitted an Expression of Interest for funding to trial Natural Flood Management initiatives in Harberton Parish. The Clerk provided a letter of support to indicate that the local community is open and keen to trial Natural Flood management in the parish.

It was reported that the County Council's Resilience Innovation Project Officer believes that the support and engagement of the Parish Council and local community will be invaluable in the development and delivery of the project, should it be selected for funding.

No further action has been taken in developing an application to the Emergency Resilience Grant Scheme operated by Devon Communities Together as there has not yet been a request for any additional support that the scheme is capable of funding.

10.4. Emergency Directory/Emergency Planning It was reported that the Clerk and Cllr Paine had met to discuss an approach to develop an Emergency Directory for the Parish. It is proposed that the first step is to draft a notice to put out in local newsletters informing residents that work on a simple directory is planned, asking people to give feedback on what information they would find useful, or would have found useful to whilst experiencing the recent flooding event. It was also suggested to invite people to share information about the actions they have taken, or currently take, to protect themselves and neighbours from flooding. It had been noted at the previous meeting that local knowledge and understanding about how a community can best help itself can become lost.

**11. Annual Review of GDPR Policy Documents Part 1** All cllrs had received the documents with the agenda for consideration ahead of the meeting.

11.1. Information and Data Protection Policy was reviewed with no amendments made.

- 11.2. Subject Access Request Form was reviewed with no amendments made.
- 11.3. Data Breach Reporting Form was reviewed with no amendments made.

## 12. Correspondence

- 12.1. Fire service consultation For consideration Cllrs were informed that the annual consultation to gather views about the level of precept for the fire and rescue service. No cllrs wished to make any representations.
- 12.2. Church House Inn Harberton For consideration. It was noted that the Parish Council has been asked by a Harberton resident to clarify the situation regarding the continued presence of the solid structure erected in the village square directly out outside the public house. Correspondence notes that there is the danger that it will be regarded as a permanent structure as the marquee is to be taken down and a 4m x 4m new platform installed in its place on which a number of tables and chairs will be placed in the open. The letter continues to comment that parking in the village is difficult, made even more so by parking spaces being taken up by the marquee and outside tables. Another major difficulty is in the lack of room for service lorries to manoeuvre leading to them having to reverse all the way down to the junction with St Clements Terrace. Cllrs were informed that the Clerk has been in touch with SHDC to establish if a 'pavement licence' continues to be in effect since the marquee was first installed during the Covid pandemic. Contact has also been made with Highways since the matter was last raised several months ago. The Clerk has not been able to make contact directly with the publican. **ACTION: Cllr Morris** agreed to visit the publican to raise concerns as outlined in correspondence.
- 12.3. Electoral Registration Canvassing Door Knocking For information Cllrs were informed that canvassers working on behalf of South Hams District Council will be trying to make contact with those households who have not supplied information that has been requested under Electoral Registration legislation. The canvassers will be carrying ID and will be delivering forms and not taking information at the doorstep, unless it is offered to them. SHDC will be advising the police and ward members that canvassers will be calling on properties. Parish Councils are also informed in case cllrs or the clerk hears from any concerned residents.
- 12.4. Error in PC minutes Sept 12th For information Cllrs were informed that a Harberton resident has noted an error in the Determining Officer's Planning Application report with regard to application 0467/23/HHO Householder application for erection of first floor extension over existing sun room & garage at Wesley House Harberton, which was carried through to the minutes of the Parish Council, dated 12th September 2023. Item 6.2.6 states "*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.*" The resident comments that the Determining Officer is wrong and that the mean distance between the blank north elevation of the proposal and the south facing living room of No 1 St Clement's is 9.9 m. This is 2.1m, (17 %) closer than required in JLP section 13.28 p242 fig 23.
- 12.5. Temporary Traffic Notice - LANE FROM HIGHER GROVE TO LOWER ASHRIDGE FARM, Harberton (TTRO2453325) For information Cllrs were informed of the road closure to take place between 8am – 5pm on Monday 8<sup>th</sup> January 2024 to enable pruning of trees around 2 spans and 2 pole clearances. Once the clearance and pruning is complete, the spans are to be roped for future infrastructure. There will be no alternative route in place.
- 12.6. Fire safety advice for people experiencing power cuts For information Cllrs were informed that Devon and Somerset Fire and Rescue service is contacting parish councils as a means to get safety messages out to communities. There are four main safety messages: 1. The Fire and Rescue service would prefer that people use torches and battery powered candles rather than candles when people are lighting their homes during a power cut. [Candle safety advice](#) is provided for anyone who must use candles. 2. Don't try and cook using barbecues or using fires inside your home. 3. Turn off any appliances that may be a fire risk if they switch on when the power comes back on (such as hair dryers or electric hobs). 4. Keep portable oil or gas heaters at least 1 metre from people or furniture, and do not cover them with anything that could catch fire, such as clothing.
- 12.7. N2 Closure Order Harberton uUCR 302 For information Cllrs were informed that that Devon County Council has made an Order for an 18 month temporary closure of Harberton uUCR302. The closure is necessary following severe damage to the surface caused by flooding.
- 12.8. #47 2023 DALC E-bulletin For information Cllrs were informed that the Leader of DCC is once again hosting a series of online meetings with town and parish councillors to share information about the County Council's current priorities, and what's likely to come in next year's budget. The Leader of the Council is keen to hear about the main issues and concerns in local communities. Every council is invited to send a representative to highlight issues and engage in discussion on local priorities. A briefing for the South Hams area will take place at 6pm on 30<sup>th</sup> November by Zoom.
- 12.9. Temporary Traffic Order - East Moore Cross to West Leigh Cross, Harberton (TTRO2351789) For information Cllrs were informed of the road closure taking place between 29<sup>th</sup> January to 9<sup>th</sup> February 2024 to enable patching works. An alternative signed route will be in place.
- 12.10. Changes are coming to the recycling and food waste collection service in the South Hams For information The Parish Council was informed by press release that changes are coming to the recycling and food waste collection service in the South Hams from 20 November with residents receiving letters from 6<sup>th</sup> November explaining the coming changes. Every single property in the South Hams will be affected. Somerecycling and

black bin collection days may change. Collection day changes can be checked online on [waste.southhams.gov.uk](http://waste.southhams.gov.uk) from 18<sup>th</sup> November.

- 12.11. DALC Newsletter #48 2023 *For consideration* Cllrs are informed that this issue includes news about the new pay award for the year 23/24. The National Joint Council for Local Government Services has come to an agreement on the 2023/24 pay award, applicable from 1st April 2023 to 31st March 2024. With effect from 1 April 2023, for all spinal points to 43, the agreed award was a flat rate payment of £1,925. For all spinal points above that the award was 3.88%. An update to the pay scales has been provided. It was noted that the Clerk's current rate of pay is £13.95 per hour on LC1 spine point 17, which would increase to £14.95 per hour and be back dated to 1<sup>st</sup> April 2023. Increases to the Clerk's salary was considered at item 14.1
- 12.12. Land Rover Cllrs were informed that the land rover that has been poorly parked in the Harberton Parish Hall care park since July has still not been moved. The Parish Hall Committee has informed the owner that South Hams will be contacted if nothing happens soon. The Parish Council has been asked to make the report to South Hams within an agreed time limit, as South Hams District Council needs permission from the Parish Council, as the landowner, to investigate. **It was RESOLVED** that the Parish Council, as landowner, would agree to the investigation and that **ACTION: the Clerk** would make the report once information has been received from the Parish Hall Committee.
- 12.13. South Hams Corporate Strategy *For consideration* Cllrs have been invited to join an online session between 6:30 – 7:30pm on Thursday 23<sup>rd</sup> November 2023 to give feedback on SHDC's draft 'aims and ambitions'. Formal written responses are also welcome from Parish Councils by email. A copy of the corporate strategy is provided for information. No cllrs volunteered to participate.

### 13. Finance

- 13.1. To consider raising staff salaries in line with the 2023/24 National Salary Award **It was RESOLVED** to increase the Clerk's salary according to the new agreed payscales for 23/24: LC1 spine point 17 increases from £13.95 per hour to £14.95 per and should be back dated to 1<sup>st</sup> April 2023. **It was RESOLVED** to make the necessary amendment to the standing order used to pay the Clerk's salary as soon as possible.
- 13.2. Notice of income and expenditure since last meeting. None
- 13.3. To consider payments as per the November payment schedule **It was RESOLVED** to make the following payments:
- 13.3.1. Payment 2311\_1 to Cat Radford, payslip dated 22<sup>nd</sup> Nov 2023 includes Clerk Nov salary £518.27, Neighbourhood Plan Nov Salary at £59.80, backpay payment 1 of 2 at £160.85 and overtime payment 2 of 3 at £93 = £831.92 no VAT.
- 13.3.2. Payment 2311\_2 to Cat Radford, Clerk expenses claim dated 9<sup>th</sup> November 2023 for mileage at £7.74 and broadband at £7.50 = £15.24 no VAT.
- 13.3.3. Payment 2311\_3 to Harberton Parish Hall for November meeting room hire = £13.50 no VAT.
- 13.3.4. Payment 2311\_4 to the Society of Local Council Clerks for annual membership subscription = £139 no VAT
- 13.3.5. Payment 2311\_5 to Alex Crowe (member of the Neighbourhood Plan Steering Group) for reimbursement for printing costs associated with the Harberton Parish Community Conversation held in June 2023 = £58.60
- 13.3.6. Payment 2311\_6 to Prana Simon (member of the Neighbourhood Plan Steering Group) to reimburse the costs of attending a Community Energy Seminar = £16 no VAT

14. **E-Circulars for information** 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, One Devon NHS Integrated Care Board, Parish Online, Rural Services Network, SLCC Membership.

15. **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.

- 15.1. Caravans at Peak Cross In response to questions raised by cllrs it was reported that an application been made to the High Court and the legal process is ongoing.
- 15.2. Flood and snow warden It was agreed that this be an agenda item for the next meeting.
- 15.3. Grit bin at square in Harberton is empty It was noted that a member of the public had raised this directly with a Parish Councillor, who had used the 'report it' function on the Devon County Council website.
- 15.4. Flooding at entrance to Stancombe It was noted that following recent heavy rains, the lowest point on the road between Luscombe Cross and Bowden Pillars, at the entrance to Stancombe, is under water.
- 15.5. Screw Lane It was noted that members of the community had rodded blocked drainage features at Screw Lane to help waters drain from the road.

16. **Date and location of next ordinary meeting** Tuesday 12<sup>th</sup> December 2023 at Harbertonford Village Hall.

*Meeting closed at 21:12*