

HARBERTON PARISH COUNCIL

DRAFT Minutes for the ordinary meeting of Harberton Parish Council
at 7.30pm on Tuesday 14th October 2025 at Harbertonford Village Hall

In attendance

Harbertonford Councillors

Cllr Beamish: Present
Cllr Bowley: Present
Cllr Davies: Not present
Cllr H Palmer: Apologies
Cllr J Palmer: Present
Cllr Stirrup: Present

Harberton Councillors

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

Others

D.Cllr McKay: Present
C.Cllr Hodgson: Present
Clerk Ms Radford: Present
Members of the Public: 5

Public Session

- The land promoters acting for the land owners of the site known as Ford Farm was in attendance to inform the Parish Council that they are considering submitting a complaint about how the housing re-consultation was conducted, commenting that, in their view, it was inconsistent with the Locality Act. The land promoter was directed to the Parish Council's complaints procedure. Another member of the public (MoP) commented in support of the housing re consultation process and its focus. A member of the Harberton Parish Neighbourhood Plan Steering Group (HNPSG) commented that the land promoter had offered to hold a public meeting to respond to questions about plans for the site, which they could do if they wished and would be welcomed. A member of the HNPSG commented that the consultation wasn't a platform for the land promoter, but a platform for the parish.

Agenda

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

RESOLVED: To sanction apologies

2. **Declaration of Interests**

- 2.1. Register of Interests Cllrs were of the need to update their register of interests if any had changed.
- 2.2. Declaration of interests Cllr Morris declared interest on item 6.1.1 and left the meeting whilst this was discussed.

It was agreed to take some items of the agenda out of order. Matters 3.2, 13.3.1 and 13.3.2 were taken first, before the meeting returned to the agenda in published order.

3. **Reports** for information from:

- 3.1. County Councillor (C.Cllr) The County Councillor had circulated a written report ahead of the meeting:
 - 3.1.1. Local Government Reorganisation (LGR) It was commented that financial analysis called 'The Newton Report' had been published in June 2025 looking at all possible LGR proposals under consideration. Another report has been published more recently that supersedes this. This latter report has modelled financial outcomes if certain services, such as Children's Services and Adult Social Care are disaggregated. The C.Cllr gave an example of asking the cabinet to look at options for collective transport for SEND children rather than use of taxis, to benefit from economies of scale. A Parish Cllr challenged this example, raising concerns about specific need of SEND children. The C.Cllr commented that the new Unitary Authority could include new 'Neighbourhood Area Committees' drawn along the same geographic lines as used by NHS Neighbourhood Areas, and delegate decisions and local decision making to those smaller regional groups.
 - 3.1.2. Devon Local Nature Recovery Strategy The draft strategy has been published and open to consultation. The C.Cllr encouraged members of the community, such as Sustainable Harbourne Valley to contribute. It was commented that local strategies will be a useful tool in future planning, particularly as it is predicted that an impact of LGR will distance local communities from planning consultation and planning processes.
 - 3.1.3. Bins in Playparks Following reports made at last meeting of unemptied bins, it was reported that bins had not been emptied because vehicles used in collection had broken down. There was discussion about pros and cons to the installation of a bigger domed bins at the bus stop in Harbertonford.
- 3.2. District Councillor (D.Cllr)
 - 3.2.1. Local Government Reorganisation (LGR) Several plans for potential reorganisation are still under discussion, with South Hams District Council's (SHDC's) preferred option being referred to as the 4-5-1 plan. The D.Cllr commented that Devon County Council has refused the release the details as to why they believe the 4-5-1 is not financially sustainable. Proposals will be submitted to the Secretary of State on November 28.
 - 3.2.2. Energy Assembly Event Cllrs were encouraged to spread the word and attend the event organised by Sustainable South Hams on October 18 in Kingsbridge.

- 3.2.3. Harbertonford Primary School Grant The school has received a grant from SHDC focused on the lifecycle of food. The project has the potential to become an exemplar project rolled out in other primary schools.
- 3.2.4. South Hams Festival Will take the form of a 'continuous festival' that will have peak moments at points through the year. It will be delivered by Sustainable South Hams.
- 3.2.5. Ecommerce Project The D.Cllr is setting up a project with local businesses to encourage people to buy local goods, as a challenge to global business such as Amazon, which take £20m out of the local economy.

4. Minutes

- 4.1. Consider approval of the minutes of the Ordinary Meeting of Harberton Parish Council 9th September 2025
- 4.2. Review the minutes of the meeting of the Finance Committee of Harberton Parish Council 7th October 2025

RESOLVED: To sign the minutes at 4.1 as a correct record with minor amendments.
To note the minutes at 4.2. No corrections were made before publishing them as a draft.

5. Report Matters Arising from the Minutes *Not otherwise on the agenda and for information only*

- 5.1. Snow Warden registration and training (Cllrs Bowley and Hambly) No update.
- 5.2. Brockhills Cross Footway (Clerk) Ongoing.
- 5.3. Community Composting Scheme (Cllr Butterworth) Ongoing.
- 5.4. Parish Parks Site Visits (Clerk) Ongoing.
- 5.5. Parish Councillor's Email Addresses (Clerk) It was noted that the proposed format was not permitted by Gmail.

RESOLVED: That the information at 5.1 – 5.3 be noted.
Item 5.4 **ACTION: Cllrs Stirrup and Beamish** to canvas availability of the families interested.
Item 5.5 replace the underscore with a dot as follows: Firstnamelastname.hpc@gmail.com

6. Planning

- 6.1. Consideration of planning applications
- 6.1.1. [2689/25/LBC](#) and [2688/25/HHO](#) Listed Building Consent and Householder Application for proposed extension to rear of existing farmhouse & associated landscaping works at Hernafoad Farm, Harbertonford
Cllr Morris left the meeting. Cllr Paine took the Chair.

RESOLVED: To SUPPORT the planning application.

Cllr Morris returned to the meeting.

- 6.1.2. [2672/25/FUL](#) Change of use of agricultural access and track to residential use to serve Moore Farm at Moore Farm, Harberton

RESOLVED: To SUPPORT the planning application.

- 6.1.3. [2699/25/PDM](#) Application to determine if prior approval is required for a proposed change of use of agricultural building to 1No dwellinghouse (class C3) & for associated development (Class Q (a+b)) at Land At Sx 762 604, Harberton

RESOLVED: To comment: As far as the Parish Council is concerned there has been no agricultural use.

- 6.2. Receive a report on planning or appeal decisions The Clerk gave a verbal update on recent Local Planning Authority decisions.
- 6.3. Receive a report on enforcement cases (for information only) Cllrs were informed of one case that has been closed as the breach of planning control has ceased and a second case that has been closed as investigations have found that no breach of planning regulations have occurred.

7. Monthly reports

- 7.1. Finance Committee update Cllrs were informed that a meeting of the Finance Committee had taken place on October 7, at which the 2025/26 Quarter 2 budget report and quarterly bank reconciliation was reviewed. The bank reconciliation showed a balance of £58,935.50 including reserves. The minutes of the meeting note an underpayment to the Clerk, however on further investigation it was noted that the Clerk's salary had not been adjusted to take into account PAYE due to HMRC. This having now been corrected the bank reconciliation fully balanced.

RESOLVED

- i) To sign the revised bank reconciliation (signed by Cllr Beamish)
- ii) To accept the Finance Committee's recommendation that the clerk carry across 20 hours TOIL
- iii) To accept the recommendation that the Clerk's overtime be approved and paid in three instalments of £61.11 in October, £61.10 in November and £61.10 in December.

- 7.2. Sustainable Harbourne Valley update It was reported that a barn owl box making workshop had taken place.
- 7.3. Neighbourhood Plan update It was reported that the consultation evening that took place in Harberton Parish Hall was well attended. A number of questions asked about why the consultation was rerun. The session sought to differentiate between concerns that were relevant to the Neighbourhood Plan and those related to live planning applications. Deadline for the consultation is October 24. Members of the Steering Group will then compile and analyse the data ahead of its next meeting.
- 7.4. Harberton Playing Field update A volunteer day is taking place in the upcoming weekend to help with ongoing maintenance.
- 7.5. Harbertonford Play Area update A fruit pressing day went well. The grass has rallied and continues to be cut. The handrail has passed its safety tests - no comments have been made since it was installed.
- 7.6. Harberton ARK update Westcountry Rivers Trust has met landowners and occupiers to discuss Natural Flood Management. A group continues to monitor grips and gullies, digging out where necessary.
- 7.7. Clerk's update
- Pensions The Clerk has filed the Redecoration of Compliance with the Pension Regulator. The Direct Debit Mandate as signed at the last meeting has been lodged with NEST Pensions, should the Clerk wish to re-enrol in the pension scheme at any point.
 - Councillor's Networking Event Cllrs are reminded of the networking event hosted by Totnes Town Council on October 15, commencing at 6pm.
 - SLCC Membership The Clerk's SLCC membership is due for renewal in December 2025.
 - Harberton Parish Natural Flood Management (NFM) Meetings Cllrs are informed that the Environment Agency (EA) has commissioned Westcountry Rivers Trust to do a small piece of work making contact with landowners in the catchments of Harberton church stream and the Yeolands stream, Harbertonford and look for land management and Natural Flood Management opportunities to reduce the flood risk to downstream communities. This will involve some site walkovers, engagement with landowners and mapping, following which a short report will be compiled highlighting opportunities that will be useful for future work. At this point the EA has no funding for implementation, but the information gathered will gauge landowner interest and support future bids. The Clerk has been invited to, and attended, two progress meetings to provide local support in addition to engagement with members of Harberton Ark and other landowners and agents. **ACTION: Cllr Morris** agreed to make contact with one of the local landowners to encourage them to respond to the invitation to participate. It was noted that Harberton village is now being included in the surface water flood warning trial, that uses rainfall data predictions to circulate warnings to high-risk areas. This will be initially piloted with a small group of residents to adjust the thresholds before considering rolling the system out more widely. There will be opportunities to engage Harberton residents in the pilot if interested/willing.

8. **New Parish Council Bank Account** *To consider signing updated application form* The Clerk has updated the Unity Bank Account application which prompted the creation of a new form to sign.

RESOLVED: All signatories to sign the form to open a new bank account with Unity.

9. **IT policy** Cllrs considered the draft IT policy as drafted by the Clerk. The Clerk had proposed further revisions: IT equipment would be provided 'where appropriate' and where there is reference to 'confidential or sensitive information must not be sent via email unless is encrypted'. Change to 'password protected'.

RESOLVED: To adopt the policy with minor revisions.

10. **Devon Air Ambulance Community Landing Sites**

- 10.1. Consider approval of additional signs at Harbertonford Landing Site Cllrs were informed that the Harbertonford Village Hall Committee and Harbertonford Football Club had agreed that they would like signs installed advertising the Harbertonford Community Landing Site and to encourage members of the community to keep the area clear of equipment. It was agreed that installation of notices was important as the air ambulance had recently been prevented from landing because some temporary goal posts had been left obstructing the landing area. . Due to the size of the site and multiple areas for entry it was requested that two signs be installed. Wording has been approved by both committees. The Clerk had received an updated quote from the supplier. It was noted that there is no budget for this expenditure and signs would be paid for from contingency/general reserves.
- 10.2. Consider cost implications to maintenance of remote switching at Harberton landing site It was noted that during the annual site visit the lights could not be turned on remotely. Devon Air Ambulance Trust (DAAT) has requested that an electrician visit with specialist knowledge of the system and parts required. Contact details have been provided for Westex solutions as a trusted supplier.

RESOLVED:

- i) Approve updated quote for provision of 3 landing site signs and posts at a cost of £558 including VAT.
- ii) Arrange for Westex Solutions to visit the site and provide further information as to the cost of replacement of the GMX switch. To go ahead and approve any works required up to the value of the earmarked reserve in the Parish Council's budget.

11. Tree Condition Report *Receive the annual Tree Condition Report and consider recommendations on work required.* An inspection of the trees on land owned by the Parish Council had been undertaken on 8th September by a qualified arboriculturist. The following recommendations were made:

- Ash Tree number T1485 at Harberton Playing Fields Observation: Progressively in poorer physiological condition than when viewed in 2024. Recommendation: Consider pollarding at 2-3 metres in height. Work priority: Low – Works recommended to be carried out whenever budgets allow.
- Mixed Broadleaf Trees in Compartment 1 at Harbertonford Observations: Ornamental and self seeded specimen trees around play park equipment. Observations: Oak at main gate has low overhanging branches. Recommendation: Crown raise low branches at park gate entrance up to 2.5 m from ground level. Work Priority: **Low – Works recommended to be carried out whenever budgets allow.**
- Ash tree number T1485 Harbertonford play park Observation: Progressively in poorer physiological condition than when viewed in 2024. Recommendation: Consider pollarding at 2-3 metres in height. Work Priority: High- Risk is unacceptable and remedial works should be carried out within 2 months.

RESOLVED: To request itemised quotes from three suppliers on all recommended works for the Parish Council to consider at its ordinary meeting in November.

12. Disabled Parking Amendment Order 42/6156* *Consider any objections or other comments in response to the proposal before deadline 3rd November 2025* The Parish Council has been invited to comment in response to Devon County Council proposal to make an amendment under the Road Traffic Regulation Act 1985 on Bow Road in Harbertonford. The proposal is the reduction of a mandatory disabled bay on Bow Road located the south side from a point 14 metres east of the access to the properties known as Millstream House/Peartree Orchard for a distance of 6.6 metres in an easterly direction. The proposal would see reduction of the current triple mandatory bay reduced to single bay.

RESOLVED: To support the amendment order.

13. Correspondence Cllrs received a summary of correspondence with meeting papers

13.1. E-Circulars for information Cllrs were informed of the regular e-circulars received. Any may be requested.

13.2. Items of correspondence for information

- 13.2.1. 09/09/25 Take action for your community this autumn! Cllrs were reminded of the South Hams Energy Assembly taking place 9:30 – 15:30 on Saturday October 18 at Kingsbridge Community College The term 'Energy' refers to renewable electricity and renewable heat, plus insulation and other methods to reduce waste. The event is intended to equip and empower local networkers and stakeholders so that they in turn can pass on information, solution, signpost, have answers to common myths and misconceptions. It covers domestic, business/commercial, farming, and community energy topics booking here. How to set up a Food Compost Creation Station is available 10:00 – 13:00 Saturday November 15 at Old School Farm, Dartington Estate, [booking here](#).
- 13.2.2. 20250910 #39 2025 DALC E-bulletin This bulletin encourages all cllrs of both large and smaller councils to watch a recording and review slides from the recent 'Connect' event focusing on Local Government Reorganisation. Log in credentials to access the DALC website are required, but can be arranged, contact the Clerk for information.
- 13.2.3. 20250913 Data Protection fee - direct debit due to be collected ICO:00011446883 Cllrs were informed that the payment and registration as a data controller under the Regulations will expire on 25/10/2025. Based on the Parish Council's last assessment, the renewal payment required is £52.00, that will be taken by Direct Debit taken on or around 25/10/2025.
- 13.2.4. 20250915 Autumn 2025 Training & Events Cllrs were informed of the bulletin from DALC that advertises new training courses: Writing Grant Applications & Sourcing Funding, 15 October 2025 12.00-14.00 via Zoom; The Changing Roles of Town and Parish Councils Throughout Unitary Creation 16 October 14.00-15.00, All Things Traffic 02 December - 13.00-14.00. The 'Being a Good Councillor' short course is being delivered in person at Exeter Court Hotel on 02 December between 18:30 – 21:30.
- 13.2.5. 20251001 Overgrown pavements in Riverdale Cllrs were informed that a MoP raised concerns that it is not possible to walk, nor push a wheelchair, on the pavements in Riverdale because of overgrowth across both pavements. Comment concerning lack of maintenance of private gardens was also raised. The MoP had received a reply providing a link to Devon County Council's 'Report Overgrown Trees and Vegetation' portal, and noting that the condition of neighbouring gardens is a private matter, asking if contact has been made with the residents to raise concerns directly.
- 13.2.6. Announcement: LGR Briefing with Devon County Council A briefing by The County Council is provided to inform informing all Parish Councils of the opportunity to attend a briefing from Devon County Council on its leading proposal for local government reorganisation and hear views on the approach. The County Council will share an approach to empowering neighbourhoods and working with town and parish councils; A financial assessment of how the County Council can support local government services strategically and

in communities; The decision-making process and timescales. Those interested in the event taking place on 20th October can [book a free space here](#).

RESOLVED: To note for information.

13.3. Items of correspondence for consideration

13.3.1. 20250915 Letter from Harberton resident re CLT Cllrs received this item of correspondence in full. In summary, the Member of the Public (MoP) has asked the Parish Council to help obtain an update on the future of the CLT site, as letters written to the CLT, to Hastoe (the developer) and the Local Planning Authority requesting an update on understanding that the planning permission has now expired, have been unanswered. The MoP commented that village residents and those hoping to be housed in the development surely have a right to know what is going on. It was commented that if the development is no longer viable, other community ventures, such as a community orchard, additional allotments or even a composting scheme could enhance the community and be discussed with villagers.

RESOLVED: The D.Cllr was asked to provide an update on the status of the planning application. It was commented that no details are available at present, but he will endeavour to find out more.

13.3.2. 20250916, 20250920 & 20250926 Off-grid sewage treatment in Harberton Parish - Agenda item for Oct14th Cllrs received these items of correspondence in full. In summary, correspondence has been received from a MoP noting that, following an interconnect rejection by South West Water to the proposed development at Ford Farm (planning application reference 0828/25/OPA), and posting of the applicant's proposal for a sewage PTP on the Planning Portal and subsequent objections posted in response, the Parish Council is asked to clarify comments made in its recommendation to the planning authority. Specifically: 1) What was meant [by the Parish Council] by water matters being 'conditioned' to future homeowners - what instruments would be used to effect what is meant? 2) The PC's policy on off-grid private sewage treatment for (say) greater than 5 homes in the Parish and its degree of congruence to the position of the EA.

RESOLVED: i) The Parish Council doesn't currently have a policy [on off-grid private sewage treatment] and therefore look to the Neighbourhood Plan Committee to look at this matter in more detail, requesting an independent expert to support drafting of policy.
ii) Language of prior recommendation to the planning authority was clarified, the matter being 'a condition of' rather than 'conditional'.

13.3.3. 20250918 Defibrillator Status Update A notice has been received that defibrillator checks in Harberton have not been updated to the WebNos website. It is noted that an email was also received on 24th September from the Circuit noting that a status report is also overdue on this secondary website, used by the Ambulance Services. It was reported that Cllr Morris has undertaken the Webnos checks and updated the Webnos site.

RESOLVED: To update The Circuit with the same information used for Webnos.
It was noted that the light in the kiosk didn't work.

13.3.4. 20250919 Signage in Harberton Cllrs are informed that considerable damage was made to one of the church gateposts after a delivery van was directed down the lane besides the pub by SatNav. The Parish Council is asked, on behalf of HCCF (whose main aim is to maintain the fabric of St Andrew's, including the churchyard walls!), to please raise the issue of a sign making clear the width limits of that lane and urging people to ignore the Satnav. A home made sign made by a villager recently disappeared.

RESOLVED: i) **ACTION: The Clerk** write to highways to make a further request for a sign.
ii) **ACTION: Cllr Morris** to make contact with the home owner to discuss replacement of the sign on their property.

14. Finance

14.1. To note receipts and payments made between meetings

- Income from South Hams District Council, second 2025/26 precept payment = £13398.50
- It was noted that, having calculated the amounts owed to HMRC, payments authorised by the Parish Council at the last meeting had been amended on making payment: 2509_1 to the clerk was reduced by £22 = £974.02 and payment 2509_3 to HMRC Shipley was increased by £22 = £107.35.

14.2. To consider payments as per the October payment schedule

- Payment 2510_1 to Cat Radford, payslip dated 22nd October 2025 includes Clerk Sept salary £557.44, Neighbourhood Plan July Salary at £64.32, overtime payment 1 of 3 at £61.11 = £682.87 no VAT
- Payment 2510_2 to Cat Radford, Clerk Oct expenses claim for mileage at £7.11, reimbursement of printing costs at £6 and broadband for October at £7.50 = £20.61 no VAT
- Payment 2510_3 to Information Commissioners Office (ICO) for data protection fee = £52.00

- Payment 2510_4 to Harberton Parish Hall for hall hire for Neighbourhood Plan consultation 7th October 2025 19.00 – 21.00 2hrs @ £7.00 per hour= £14.00 no VAT
- Payment 2510_5 Harberton Parish Hall Committee Room hire for the meeting of the Neighbourhood Plan 8th October 2025 19.00 – 20.00 1hrs @ £7.00 per hour = £7.00
- Payment 2510_6 to Harberton Parish Hall Committee Room hire for the meeting of the Finance Committee 7th October 2025 18:00 – 19:00 1hrs @ £7.00 per hour= £7.00 no VAT
- Payment 2510_7 to Dart Forest Trees invoice C887 to undertake a ground based visual tree assessment of significant trees growing within Harbertonford Play Park and Harberton Playing Fields at £495 plus £99 VAT = £594
- Payment 2510_8 to Arien Signs SQ-957 A3 aluminium composite sign with gloss or matte laminate and rail for post mounting; 76mm diameter mill finish aluminium post - Delivery direct from our supplier (G); Artwork; Delivery at £465 plus £93 VAT = £558
- Payment 2510_9 to HMRC Shipley for NI Payment incurred on October Salary ESTIMATED = £39.98 no VAT
- Payment 2510_10 EXPECTED Direct Debit to Lloyds bank for September banking charge = £4.25 no VAT

15. Date and location of next meeting Tuesday 11th November 2025, Harberton Parish Hall.
Cllr Beamish gave apologies in advance.

On meeting close: Informal opportunity for discussion and for cllrs to raise matters for the next agenda with the Clerk
It was requested that a tree warden update be included on future agendas.