

HARBERTON PARISH COUNCIL

DRAFT minutes for the ordinary meeting of Harberton Parish Council
at 7.30pm on Tuesday 14th April 2026 at Harbertonford Village Hall

In attendance

Harbertonford Councillors

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

Harberton Councillors

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

Others

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

Public Session

No comments were made.

Agenda

1. **Apologies** were received as above and sanctioned. Cllr Butterworth's resignation was noted.
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 No interests were declared on items on the agenda.
3. **Reports** for information from:
 - 3.1. County Councillor
 - 3.1.1. Devon County Highways (Highways) Devon County Council (DCC) is currently approximately 2500 potholes per week, weather permitting.
 - 3.1.2. Crisis and Resilience Fund £1.3M funding from the Government has come to Devon to provide financial support to residents with oil tanks affected by rising oil prices. South Hams District Council (SHDC) is proactively reaching out to people in need. It was commented that there are plans to distribute the grants across two periods, one in June and one in September, ahead of the winter. Cllrs commented splitting the payment will be challenging for some residents, as bigger deliveries make the unit cost more affordable, for which lump sum payments are required. It was suggested that the offer of a voucher or proforma may be more practical.
 - 3.1.3. DCC Budget It was noted that DCC got 90% of what we asked the Government for and have had to take some difficult decisions. Increases that were made to the public transport budget to encourage residents back onto public transport after concerns of catching illnesses after the pandemic are now being cut a little in urban areas. Investment is being made in electric buses. There was discussion about failings of bus companies to pick up school children on bus routes. The C.Cllr encouraged these instances to be reported.
 - 3.1.4. Library consultation The public consultation is now closed following which DCC members will meet to discuss outcomes. It was noted that have been very concerned about potential loss of services.
 - 3.1.5. 20mph Zones in Harberton It was noted that this was on the agenda for discussion at item 11. If the Parish Council is able to provide the C.Cllr with information about the areas in Harbertonford that may be considered by the community for 20mph zones, then the C.Cllr can begin to get the process moving. There are examples where 20mph zones have been implemented on A roads, for example at Ottery St Mary.
 - 3.1.6. Leigh Bridge Repairs It was noted that a member of the public had commented that the repairs undertaken to Leigh Bridge after it had been hit by a bus were not completed to a high standard. It was agreed that the C.Cllr would ask if works had been signed off by the County Structural Engineer.
 - 3.2. District Councillor No report.
4. **Minutes**
 - 4.1. Consider approval of the minutes of the Ordinary Meeting of Harberton Parish Council 10th March 2026*
 - 4.2. Review the minutes of the Finance Committee of Harberton Parish Council 7th April 2026*

RESOLVED: i) To sign the minutes at 4.1 as a correct record without amendments.
ii) For the Chair to sign the minutes at 4.2 as 'Reviewed', noting that they would be considered as an accurate record by the Finance Committee in July.

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

- 5.1. Snow Warden registration and training Cllr Hambly will provide information about the farm locations in Harberton and Harbertonford that have agreed to store the salt, once addresses are provided.
- 5.2. Brockhills Cross Footway (Clerk) No update.
- 5.3. Community Composting Scheme Noting that a recent composting workshop had been held in Harbertonford by arrangement of Sustainable Harbour Valley, it was agreed to remove this item from 'matters arising'.
- 5.4. Parish Parks Site Visits (Cllrs Beamish and Stirrup) It was agreed that this matter had been resolved. Now a meeting has been held with the District Councillor (D.Cllr) each park committee will enter into discussion about what could be achieved with the resources available.

- 5.5. Parish Councillor's Email Addresses It was confirmed that Cllrs, Hambly, Beamish and Bowley had email addresses set up for them.
- 5.6. Parish Lengthsman Update (Clerk) No update.
- 5.7. Defibrillator Update It was reported that a new battery and the pads have been installed in Harberton. The Clerk is chasing up the service level agreement with Community Heartbeat Trust.
- 5.8. Harbertonford Bus Stop maintenance update (Cllr Bowley) Ongoing.
- 5.9. Damage to grass bank at Dorsley Barton update (Clerk) It was reported that the verge being used by off-roaders was part of the adopted highway. Devon County Highways (Highways) would be reluctant to place trees in this location as they would eventually become a maintenance issue. They would also not approve of scaffolding poles being installed. Highways would accept a section of fencing to be placed in this area and would not object if this is something that the Parish Council wanted to erect themselves. As the Parish Council doesn't have the funds to progress the project it was agreed to forward the information to the members of the public who raised concerns, asking if they would support a project to install a small fence to discourage use by 4WD users. It was also noted that one of the cllrs had raised the issue of damage to the verge at this location with members of the local 4WD community and had been informed that the message had got through to those responsible.
- 5.10. Road surface at Tigley update (Clerk) The Clerk had raised the matter with the Neighbourhood Highways Officer has been on site to measure and record all potholes, before adding them to the system for works to be done. Each individual pot hole as a separate job, as it was more likely that small, individual jobs would be approved.

RESOLVED: That the information be noted.

6. **Parish Councillor Vacancy** It was noted that a Casual Vacancy Notice for the vacancy in Harberton has been posted. This notice gives local government electors to request an election. If fewer than 10 electors request an election within a statutory time limit, the Parish Council can fill the vacancy by co-option. The Clerk will post the Casual Vacancy Notice for the new vacancy in Harbertonford as soon as possible.

RESOLVED: The Parish Council to discuss advertising the vacancies at the next meeting.

7. Planning

7.1. Consideration of new planning applications

- 7.1.1. 0547/26/FUL Extension of an existing dwelling, a replacement garage, & change of use of adjoining land to residential at Stidwell, Harbertonford **It was RESOLVED** to SUPPORT the application.
- 7.1.2. 0431/26/HHO Householder application to construct a single-storey side extension on the northern elevation at 1 Riverside Mill Cottages Harberton **It was RESOLVED** to SUPPORT the application.
- 7.1.3. 0797/26/TPO Application for consent to undertake works on trees subject to a Tree Preservation TPO 852; G3: Sycamores – height reduction of 2.5-3m, blocking height into dwellings. At Chaplin Yard Industrial Estate Harberton **It was RESOLVED** to MAKE NO COMMENT

7.2. Note planning applications for information only

- 7.2.1. 0814/26/PDM Application to determine if prior approval is required for a proposed change of use of agricultural building to 1no dwellinghouses (Class C3) (Class Q (a) at Land At Sx 762 604, Harberton
- 7.3. Receive a report on planning or appeal decisions It was noted that the Planning Authority has not made any decisions on applications in the Parish since the previous meeting.
- 7.4. Receive a report on enforcement cases (for information only) It was reported that there are 15 active cases on the caseload. A copy of the caseload was circulated amongst cllrs for their information.

8. Monthly reports

- 8.1. Finance Committee update Cllrs were informed that a meeting of the Finance Committee had taken place on 7th April 2026 at which the 2025/26 end of year budget versus actual was reviewed and the end of year bank reconciliation was signed. Copies of these can be forwarded to cllrs for full review on request. The bank reconciliation showed a balance of £46,025.63 including reserves. It was reported that the Finance Committee reviewed a reserves report, prepared by the Clerk, showing the level of earmarked reserves and general reserves that would be carried into the next quarter. The minutes of the meeting of the Finance Committee show that the Committee approved earmarked reserves of £19093.00 across 11 budget lines and Community Benefit Fund reserves of £23,739.12 at the start of the 2026/27 Financial Year. It was noted that the 'general reserves' of £11705.91 remaining at the end of the 2025/26 financial year were on target to meet the Finance Committee's recommended value of £10,000 – £11,000 going into the next financial year, although with the rise in the budget, the Parish Council may wish to increase the General Reserve. The Finance Committee had also reviewed the Draft Accounting Statement and the Explanation of Variances that would form part of the Annual Governance and Accountability Return to the External Auditors. The Finance Committee had made recommendations on setting levels of reserves, awarding a grant from the Community Benefit Fund, on overtime and holiday pay for the Clerk, and on approval of the Register of Assets for consideration under item 9.
- 8.2. Sustainable Harbourne Valley update No new update.
- 8.3. Neighbourhood Plan update Having received comments on the Regulation 14 draft of the Neighbourhood Plan from South Hams as the Local Planning Authority as a statutory consultee, a meeting is confirmed with the

Neighbourhood Planning Officer on 21 April to discuss some of the matters raised. A query has been raised as to why some of the documents that had been published alongside the live OPA at Ford Farm were no longer available.

- 8.4. Harberton Playing Field Association (HPFA) update HPFA has asked the Parish Council's grass cutting contractor responsible for maintaining grass on the top field to cut the Play Park for a small fee. It was queried whether to include this additional area more regularly as a single contract and the HPFA make the necessary contribution to the Parish Council. It was noted that the shipping container used for storage is corroded and no longer watertight. Repairs were discussed.
- 8.5. Harbertonford Play Area update It was reported that the state of the old benches in the playpark is being monitored. The necessary tanalised wood is being supplied by Rattery Sawmills and volunteers from the friends of the park WhatsApp group have the necessary woodworking skills to make the repairs. A decent new sign something that members of the group see as a high priority for expenditure.
- 8.6. Harberton ARK update No update.
- 8.7. Tree Warden Update No update
- 8.8. Clerk's update
 - 8.8.1. Flood Forum Meeting update It was reported that the flood forum meeting facilitated by Devon Community Resilience Forum (DCRF) held at Harbertonford Village Hall earlier in the month was well attended. Summary notes have been uploaded to the Parish Council's website under the 'Flooding' pages. The main priority actions agreed by the 20 members of the community who came together were: Create an emergency plan; Communicate the need for personal resilience to residents; Set up a WhatsApp group; Ask DCRF to explore the possibility of a single point of contact with external agencies for any emergency; Ask DCRF to see if the Devon County Council report can be made available. Another workshop on establishing a local Emergency Plan will be held as soon as practicably possible.
 - 8.8.2. Parish Defibrillators update See item 5.7.

9. Finance Committee Recommendations

- 9.1. General Reserve levels To consider the recommendation that the Parish Council aim for the General Reserve be equal to 50% of the previous financial year's precept by the end of each financial year.
- 9.2. 2025/26 Asset Register To approve the asset register as proposed, dated 31/03/26
- 9.3. Community Benefit Fund Grant to East Leigh Litter Pickers To consider the recommendation to approve a grant of £91.92.
- 9.4. Clerk's Time off in Lieu (TOIL) To consider the recommendation that the Clerk be permitted to carry 15.9 hours of TOIL into the next quarter.

RESOLVED: To accept the Finance Committee's recommendations 9.1 – 9.4

10. Bus Turning Circle in Harberton *To consider proposals from residents on discouraging parking in the bus turning circle* Following the previous meeting the Parish Council had posted notices on social media and via the Harberton Village Circular to raise awareness of the difficulties faced by bus drivers accessing the bus stop and using the bus turning circle due to increases in parking around the bus stop and in the turning area itself. The Clerk had been in touch with the bus driver, who confirmed that there had been improvements in the short term since these notices were posted. Several concerned residents had responded with proposals for longer term solutions that had been summarised for cllrs in a document circulated with papers.

- **Replace 'no parking' signage** A resident has attempted to wash the two 'No parking' signs, but has found that the paint is flaking off and lichen has grown in. It was suggested the Parish Council press for new signs.
- **Install a large banner** at the bus turning point, with that could state that obstructing this space may lead to accidents and hinder emergency services. During conversation it was agreed that given that some individuals continue to park at this location despite knowing it's a bus turning point, a prominent banner could serve as a deterrent. It might also discourage outside visitors and tradespeople from using the space improperly
- **Pursue parking restrictions with Devon County Council** The proposal included installing double yellow lines at the narrowest pinch point on Vicarage Ball just before reaching the bus stop and around the bus turning circle itself.
- **Post notices through letterboxes** Noting that not all residents will be in receipt of the Harberton Village Circular or view social media notices.

RESOLVED:

- i) To ask the bus company if they have a supply of signs that the Parish Council could install.
- ii) For the Clerk to seek quotes of manufacturing 'No Parking' signs of the same specification to those already in place, and signs 50% larger, and bring costs back to the Parish Council for consideration.
- iii) For the Clerk to seek quotes on manufacturing a banner that reads 'NO PARKING BUS TURNING CIRCLE' and bring costs back to the Parish Council for consideration.
- iv) To pursue installation of parking restrictions with Devon County Council and pursue improvements to the road surface to enable yellow lines to be painted.
- v) It was agreed not to post notices/fliers through letterboxes at the current time.

11. 20 mph Speed Limit in Harbertonford *To consider options and actions required for pursuing a 20mph speed restriction through the village* Cllrs were informed that the Clerk has been approached by a resident on behalf of parents at Harbertonford concerned about road speeds on the A381 at Harbertonford and keen to understand whether it would be possible to introduce a 20mph speed restriction in the village. The Clerk had raised queries with the D.Cllr and the C.Cllr, noting that DCC has become more amenable to installation of 20mph zones under the new administration, providing they are supported in the community and self-funded. Approving implementation of 20mph zones on A roads is difficult, but not impossible. It was noted that the Parish Council may wish to co-ordinate a new community effort to look at options for reducing road speeds on the A381 that could include a) Bringing together individuals from local interest groups willing to support a campaign b) Reviewing research and data compiled by the D.Cllr during prior 20mph campaigns c) Reviewing briefing material from DCC on whether obtaining a 20mph limit on the A381 is realistic d) Considering a consultation exercise on support for: reduced speed limits and fundraising for a scheme (through the precept and/or alternative means). e) Considering fundraising for the installation of a second radar road speed sign.

RESOLVED: To raise the topic at the upcoming Annual Parish Meeting to gauge levels of interest.

12. Correspondence*

12.1. E-Circulars for information Cllrs were provided with a list of regular e-circulars received.

12.2. Items of correspondence for information

12.2.1. Totnes and Area Parishes Cluster meeting - held 17th March 2026 Cllrs were thanked for attending. It has been suggested that the cluster be expanded to include Stoke Gabriel, Rattery and Broadhempston. The next meeting is proposed to take place from 5:30pm on 30th June 2026, all cllrs are welcome.

12.2.2. Temporary Traffic Notice - EAST LEIGH CROSS TO LEIGH BRIDGE, Harberton (TTRO2669024) Cllrs were informed of a road closure notice in place between 31st March – 2nd April 2026 to enable urgent works to the bridge parapet at East Leigh Bridge.

12.2.3. Temporary Traffic Order - Fork Cross to Dorsley Barton & Hazard Cross to Fork Cross along ZC794, Harberton TTRO 2668943 Cllrs were informed of the above temporary road speed restriction between 1st - 19th June 2026, where vehicles will be restricted to speeds below 10mph while drainage works are being carried out.

12.2.4. Temporary Traffic Order - Various roads, Devon TTRO2669074 Cllrs were informed of a generic Temporary Traffic Order covering 'various roads' in Devon which will affect the road between Englebourne and the A381 for approximately 3 consecutive days for road surfacing works. No date has been specified but will fall between 11th May - 30th September 2026. The notice provides a link [DCC's surface dressing programme](#) (html) for more information.

12.2.5. Council takes urgent steps to secure future of local leisure centres Cllrs were informed by press release that South Hams District Council has awarded a contract to Parkwood Leisure to run its leisure services in Totnes, Dartmouth, Kingsbridge and Ivybridge, after Fusion Lifestyle advised that it has gone into administration. The Council and Parkwood are working closely with Fusion's administrator to ensure that the centres, their staff, swim school, fitness classes and memberships continue without any interruption and transfer seamlessly over to Parkwood.

12.3. Items of correspondence for consideration

12.3.1. 20260303 Dog waste bin in Harbertonford Cllrs were informed that a resident of Packs Close has contacted the Parish Council asking if the Parish Council could install an additional dog waste bin on Woodland Road. A public waste bin may reduce the number of dog walkers that use private refuse bins for dog waste. The suggestion for the Parish Council to finance and install a new bin was proposed to the resident by South Hams District Council.

12.3.2. 20260323 Ford Area Harberton One of the residents who helps look after the ford area has reported that someone has used the grass by the stream to dump garden waste.

12.3.3. 20260331 DALC Membership Renewal 2026/27 Cllrs are informed that membership of Devon Association of Local Councils is due, at a cost of £459 plus VAT for the year.

RESOLVED:

- i) Note items 12.1 and 12.2 for information
- ii) For the Clerk to research cost of purchasing and installing a waste bin on Woodland Road, and make enquiries with South Hams District Council as to whether contents of a new waste bin would be regularly emptied, if installed.
- iii) It was noted that the garden waste has been cleared from the ford area.
- iv) To renew membership of Devon Association of Local Councils.

13. Finance

13.1. To note receipts and payments made between meetings

- Receipt dated 09/04/2026 from South Hams as first payment on the precept demand = £17275

13.2. To consider payments as per the April payment schedule

- Payment 2604_1 to Cat Radford, payslip dated 22nd April 2026 includes Clerk salary £557.44 and Neighbourhood Plan Salary at £64.32= £621.76 no VAT
- Payment 2604_2 to Cat Radford, Clerk April expenses claim for mileage at £5.58, and broadband for April at £7.50 = £13.08 no VAT

- Payment 2604_3 HMRC Shipley for NI Payment incurred on April Salary ESTIMATED = £64.80 no VAT
- Payment 2604_4 to Devon Association of Local Councils for renewal of membership. This includes: NALC affiliation fee at £89.96, DALC service charge at £25.83 and DALC affiliation fee at £411.85 including VAT = £459 plus £68.64 VAT
- Payment 2604_5 to Ms AA Newman 'Eastleigh Litter Pickers' for Community Benefit Fund Grant = £91.92 no VAT
- Payment 2604_6 EXPECTED Direct Debit to Lloyds bank for March banking charge = £4.25 no VAT

RESOLVED: i) Receipts and payments between meetings were noted.
ii) To make all payments as per the payment schedule.

14. Date and location of next meeting

- Annual Parish Meeting 28 April 2026, Harbertonford Village Hall
- Next Ordinary Meeting 12 May 2025, Harberton Parish Hall

Meeting closed at 20:59.