

HARBERTON PARISH COUNCIL

DRAFT Minutes of the ordinary meeting of Harberton Parish Council
at 7.30pm on Tuesday 14th July 2026 at Harberton Parish Hall

In attendance

Harbertonford Councillors

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

Harberton Councillors

Cllr Camp: Present
Cllr Day: Co-opted item 6
Cllr Hambly: Present
Cllr Paine: Present
Cllr Morris: Present
Vacancy

Others

D.Cllr McKay: Present
C.Cllr Hodgson: Present
Clerk Ms Radford: Present
Members of the Public:3

Public Session

No matters were raised

Agenda

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

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 Item 7.1.2: Cllr Morris is an agent of the applicant. Item 7.2.1: Cllr Palmer is the applicant. Cllrs left the meeting whilst the items on which they declared an interest were under discussion.

3. Reports for information from:

3.1. County Councillor

- 3.1.1. Property Flood Resilience Grants Applications are now open. Grants enable residents to become more resilient to flooding by purchasing measures such as flood doors, boards, airbrick covers and non-return valves in order to limit the impact of flood water coming into contact with the building. A link will be circulated by the County Councillor.
- 3.1.2. Local Government Reorganisation (LGR) There is a lot of concern from both the County and District Councils as to the wider impact of LGR and the expected decision from the Government on its preferred option. This may lead the decision to be reviewed.
- 3.1.3. Special Education Needs Devon County Council (DCC) continues to review in house services available for children with Special Education Needs and Disabilities (SEND). This includes an increase in the number of spaces that will be available in specialist schools, and an increase in support for children where it is possible to meet their needs within mainstream education.
- 3.1.4. Community Transport A soon to be disbanded 'Village Transport Board' is looking at various community initiatives that could support local community transport work more strategically.
- 3.1.5. Energising Britain conference The c.cllr reported attending an event at which public attitudes towards various energy initiatives were recorded before and after installation.

3.2. District Councillor

- 3.2.1. Local Government Reorganisation (LGR) The Government decision on its preferred model for LGR will be announced tomorrow.
- 3.2.2. Budget The Council is looking at using reserves to bridge a significant deficit in the Local Authority's budget. The D.Cllr is hoping to encourage investment in local parks.
- 3.2.3. Crisis and Resilience Fund The fund is being administered by the Local Authority. Should cllrs know anyone that could benefit they should be encouraged to apply.
- 3.2.4. Permissive Path The D.Cllr reminded the Parish Council that the speed sign was erected for the traffic entering Harbertonford and travelling southbound. There is the potential to put a sign on the northbound route. It was also noted that the land above Kiln Lane had changed hands and new owners may be more amenable to the concept of a permissive path.

4. Minutes

- 4.1. Consider approval of the minutes of the Ordinary Meeting of Harberton Parish Council 9 June 2026
- 4.2. Review the minutes of the Finance Committee of Harberton Parish Council 7 July 2026

RESOLVED: i) To sign the minutes at 4.1 as a correct record with minor amendments to attendees.
ii) The Chair signed the minutes at 4.2 as 'Reviewed', noting that they would be considered as an accurate record by the Finance Committee in October.

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 reported that he had provided Devon County Council (DCC) with all the information that they required and therefore the matter was completed.
- 5.2. Brockhills Cross Footway (Clerk) No update. Ongoing.
- 5.3. Parish Lengthsman Update (Clerk) The brief had been forwarded to Cllr Bowley.
- 5.4. Defibrillator Update (Clerk) It was noted that the light in the Harbertonford phone box had stopped flickering and it had been assumed by the volunteer that it had been fixed. The Clerk is not aware of any maintenance having taken place so unlikely to be resolved long term. Notification had been received from Community Heartbeat Trust the price of the 'Rescue Ready Support Package' will be increasing and will cost £196 plus VAT per year. No renewal invoices have been received to date. It was noted that P. Cogley was again available to volunteer to share regular inspection of the unit in Harberton with Cllr Morris. Cllr Davies will make contact with the regular Harbertonford volunteer to receive an induction on what tests entail.
- 5.5. Harbertonford Bus Stop maintenance update (Cllr Bowley) No update
- 5.6. Woodland Road Dog Waste Bin update (Clerk/Cllr Palmer) It was reported that the owner of land on Woodland Road, above Packs Close, had consented to the installation of a waste bin, provided it was free standing on a post at the end of the wall. Despite this consent, the project cannot be achieved at the moment as SHDC does not have the capacity for requests for new bins. If the situation changes in the future SHDC can direct the Parish Council in the right direction to ensure no issues with collection. **ACTION: The Clerk** will provide an update to the resident of Packs Close keen for a bin installation to prevent dog walkers using her personal bin for dog waste.
- 5.7. Conferring of honorary titles (Clerk) Following the Parish Council's resolution of the previous meeting, a scroll has been produced.

RESOLVED: i) Items 5.1 - 5.6 noted for information.

ii) Item 5.7 It was agreed that a small delegation of councillors present a scroll to Cllr Williams.

6. Parish Councillor Vacancy There was one nomination for one of the two vacancies Harberton. The candidate had completed nomination forms and declared their eligibility to become a Parish Councillor.

RESOLVED: i) To co-opt Jacob Day as cllr to the Harberton Ward

ii) To note that Cllr Day signed a declaration of acceptance of office before the Clerk.

iii) Cllr Day was provided with notification of members interest forms for completion within 30 days to be returned to SHDC Monitoring Officer.

7. Planning

7.1. Consideration of new planning applications

- 7.1.1. [1675/26/HHO](#) Change of external roof covering to reinstate corrugated metal roof covering in-lieu of thatch, with associated works including improvements to rainwater management at Stancombe Linhay, Ashprington **It was RESOLVED** to SUPPORT the change of roof from thatch to a metal roof covering.
- 7.1.2. [1810/26/ARC](#) Application for approval of details reserved by condition 3 (WSI) of planning consent 2689/25/LBC at Hernafor Farm, Harbertonford Cllr Morris left the room and Cllr Paine took the chair. **It was RESOLVED** to SUPPORT the application. Cllr Morris returned to the meeting and retook the Chair.
- 7.2. Notification of planning applications for information only
- 7.2.1. [1541/26/PDM](#) Application to determine if prior approval is required for a proposed change of use of agricultural building to 2 No dwellinghouse (Class C3) & for associated development (Class Q (a+c)) at Land West Of Monkey Oak Farmhouse, Harberton. Cllr Palmer left the room. No comments or queries were made. Cllr Palmer rejoined the meeting.
- 7.3. Receive a report on planning or appeal decisions The Clerk gave a verbal update on the planning applications that had been decided by the Local Authority. One application that the Parish Council had previously considered had been withdrawn, and new drawings advertised. It was noted that an EGM would need to be held in August in order to review that new application and any further applications received.
- 7.4. Receive a report on enforcement cases (for information only) Cllrs were informed that no new caseload has been received since 1 June 2026. Cllrs were informed about correspondence received from the Enforcement Officer about the status of a case that will remain open until compliance is confirmed.

8. Monthly reports

- 8.1. Finance Committee update Cllrs were informed that a meeting of the Finance Committee had taken place on 7 July 2026 at which the 2026/27 Quarter 1 budget report and bank reconciliation was reviewed. The bank reconciliation showed a balance of £59251.09 including reserves. It was reported that the Finance Committee reviewed and signed the reserves report. The Finance Committee had made recommendations updates to the Reserves Policy, on awarding a grant from the Community Benefit Fund and on the Clerk's Time Off in Lieu for consideration at item 9.
- 8.2. Sustainable Harbourne Valley update It was reported that some work is being undertaken by a sub-committee looking at the water quality of the Harbourne. The expected talk about bats was cancelled. Bat detectors are available should anyone wish to borrow one.
- 8.3. Neighbourhood Plan update
- 8.3.1. General update It was reported that no formal meetings will take place until September.

- 8.3.2. Receive update from meeting with Caroline Voaden MP Notes from the meeting were circulated for interest of cllrs.
- 8.4. Harberton Playing Field Association The monthly inspection has flagged issues with a bench that will either need to be repaired or replaced. A memorial bench may also need replacing. A National Lottery bid is being drafted to support improvements. No decisions have been made to date on replacing the leaky container.
- 8.5. Harbertonford Play Area update
- 8.5.1. General update It was noted that lots of people have been enjoying the park. A large children's birthday party was held on site recently.
- 8.5.2. Review of Annual Play Inspection Report The Parish Council acknowledged receipt of the annual inspection report as produced by Zurich, dated 04/06/26.
- 8.5.2.1. The following equipment has been assessed to have no defects: 2 Football Goals; Axial seesaw, vertical movement (Type 1); Single point rocking equipment, single direction (Type 2A) Hare; Carousel with platform (Type B); Embankment Slide; and, Basket Ball Post.
All items of equipment above were assessed to have low innate risk and low actual risk.
- 8.5.2.2. The following equipment has been assessed to have no specific risk of injury to persons identified, but other defects are presented that require attention:
- Table Tennis Table: The table requires fixing to the ground.
 - Set of Two Swings Cradle Seats: The Impact Attenuating Surface is damaged and should be repaired/replaced. It was observed that it is noted that the suspension chains do not fully comply with the current BS EN 1176 standard due to a potential finger entrapment hazard and Zurich recommends that a suitable and sufficient risk assessment be conducted to determine the necessity for appropriate control measures.
 - Single point rocking equipment, single direction (Type 2A) Tortoise: The spring is showing signs of corrosion and should be descaled and repainted.
 - General Play Area (11+ elements) Single Gate, Bow Top Fence, Wire Fence, Waste Bin, Locked Double Gate, Picnic Table, 3 Benches, Signage. It was noted that the entrance gate does not self-close and should be repaired.
- All items above were assessed to have low innate risk level and low actual risk level.
- 8.5.2.3. The following equipment has been assessed to have defects that are or could become a danger to persons, remedial actions required, and the time by which they should be remedied
- Set of Two Swings Flat Seats: It is noted that the suspension chains do not fully comply with the current BS EN 1176 standard due to a potential finger entrapment hazard and Zurich recommend that a suitable and sufficient risk assessment be conducted to determine the necessity for appropriate control measures. Mr Archie Lawrence was emailed a copy of immediate report number 152826-080 at 1345hrs on the 04/06/2026 with photographs attached and informed by telephone at 1400hrs on the 04/06/2026.
This was assessed to have low innate risk level but high actual risk level. As a result of the Clerk's review of this report, Cllr Beamish removed the swings.
- 8.6. Harberton ARK update It was noted that there had been concern about levels of silt in the stream in the centre of Harberton under the road by Simmonds Farm.
- 8.7. Tree Warden Update No update. It was noted that Cllrs have received complaints about overhanging hedgerows in Bow Road growing from the riverbank and across the wall.
- 8.8. Clerk's update
- 8.8.1. Emergency Planning It was noted that a workshop date to develop a community plan has not yet been arranged. The Clerk is in liaison with Devon Communities Together to put a date in the diary for September 2026. In the meantime it has been suggested that the Parish consider establishing a 'Community Emergency Hub'. When a hub is opened, simple role cards allow those who are available to step into clear roles immediately, helping the hub operate safely and effectively. To become eligible, members of the community are required to attend a 1-hour online workshop online workshops will explain how to set up a hub and how it functions. By the end, attendees will be ready to go ahead and organise a Community Emergency Hub.
- 8.8.2. Friends of the Dart request for letter of support It was noted that the Parish Council had been asked to support an application being made by Friends of the Dart for a River Guardians scheme. The request had arrived too late for the Parish Council to be able to act.

RESOLVED:

- i) To note the information above.
- ii) Item 8.5.2 **ACTION: Cllr Beamish** will liaise with active members of the Play Park group and make a request for a Parish Grant as per the Parish Council's 2025/26 and 2026/27 budgets and arrange reported play equipment defects to be repaired and replaced, as necessary.
- iii) Item 8.7 **ACTION: Cllr Beamish** to report overhanging trees between the riverbank and the highway at Bow Road to Devon Highways via the DCC 'Report a Problem' pages.
- iv) Item 8.8.1 **ACTION: The Clerk** to register to attend the Community Emergency Hub workshop on 22 July 2026 and circulate information to cllrs to enable those interested to attend one of the two workshops available.
- v) Item 8.8.2 **ACTION: The Clerk** to send information about the Friends of the Dart River Guardian's grant application to Sustainable Harbourne Valley for interest.

9. Finance Committee Recommendations

- 9.1. Harberton Parish Council Reserves Policy To consider approving the updated policy.
- 9.2. Community Benefit Fund Grant to Harbertonford Community Post Office and Stores To consider the recommendation on awarding a grant.
- 9.3. Clerk's Time off in Lieu (TOIL) To consider a recommendation on the Clerk carrying TOIL forward.

RESOLVED:

- i) To approve the updated reserves policy as reviewed by the Finance Committee
- ii) To award a Community Benefit Fund Grant of £1130 to Harbertonford Community Post Office and Stores
- iii) To permit the Clerk to carry 15.9 hours of TOIL into the next quarter.

- 10. Road Warden Scheme** *To consider the Parish Council becoming part of the road warden scheme.* Cllr Paine had reviewed the 77 page handbook produced by Devon County Council to support Parish and Town Council understanding of Highways issues and introducing the Road Warden Scheme. It was summarised that , summarising that DCC does not have the funds available to fill all potholes in the County, and therefore prioritising potholes that are the most defective. The Road Warden scheme is in place to support monitoring of the highway and to repair minor potholes that have not yet reached the necessary criteria to be a 'defect pothole'. The scheme is supported by the Highways Community Enhancement Fund and is intended to work in tandem with a Parish Lengthsman to keep water off the road. If engaged in the Scheme, the Parish Council would act as a local co-ordinator, responsible for: nominating a designated Road Warden, ensuring volunteers have mandatory safety training, conducting risk assessments, and ensuring all work complies with the County Council's official method statement. It was expected that the Precept would need to be increased to cover associated costs. It was commented that the Handbook has been helpful to better understand the scheme but identifies the need for someone with energy and enthusiasm to run the scheme and be proactively engaged with highways. It was commented that other cllrs engaged in the scheme in South Milton as a small group of 3-4 regular volunteers believed the scheme to be going very well as they could get together and do the jobs. The County Councillor commented that the concept of teams of 4 sharing the load has been more effective than one person taking on the responsibility.

RESOLVED:

- i) That the Parish Council keep the Road Warden Scheme on the agenda to engage participation from local volunteers.
- ii) **ACTION: The Clerk** to put information about the Road Warden scheme into community distribution lists in September, asking for anyone interested to put their name forward to participate.

11. Bus Turning Circle in Harberton

- 11.1. Signage The Clerk had sought quotes from three sources on cost of replacement 'Bus Turning Circle' signs, and a banner for temporary use. There was discussion about design and wording.
- 11.2. Discouraging parking in the turning circle It was noted that several drivers continue to use the turning circle to park vehicles, some regularly. A local resident has been discouraging this practice by putting notes on the windscreens of vehicles causing an obstruction. The C.Cllr had followed up the request for double yellow lines with the relevant team but had not yet had a response.

RESOLVED:

- i) The Parish Council order 2 x 1125mm x 30mm Diboard aluminium signs at a cost of £76.98 plus postage plus VAT from Printed.com. Sign to have white wording on a blue background with the text: 'NO PARKING bus turning area'
- ii) The Parish Council order 1 x 3000mm x 1000mm landscape Banner, printed on 450gsm PVC material, with eyelets included for hanging at a cost of £51.17 plus postage plus VAT. The banner to be in bright yellow with bold edging and text to read 'NO PARKING Parking here could jeopardise our local bus service and access for emergency vehicles'
- iii) To encourage the local resident to report regular parking to Devon County Council's generic Highways email address.

12. Parish and Town Cluster

- 12.1. Opting in or out at this stage Cllrs had received correspondence from the Totnes Town Clerk with the summary of the last Parish and Town Cluster meeting, open to all members of Parish and Town Councils in the Totnes area. Each Parish Council had been asked to consider if it wished to formally opt in or out of the cluster at this stage.
- 12.2. Nominating Parish Council representatives to the cluster If choosing to opt in, for the Parish Council to nominate one or two Parish Councillor representatives to attend more regular meetings alongside Clerks, where possible.

RESOLVED:

- i) For the Parish Council to opt into the Parish and Town Cluster.
- ii) Cllrs Hambly, Morris, Paine and Stirrup were interested in nominating themselves to attend more regular meetings, dependent on format and availability.

13. Correspondence

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

13.2. Items of correspondence for information

13.2.1. Temporary Traffic Notice Dorsley Barton to Harberton TTRO 2668333 Cllrs were informed of a road closure in place between the hours of 19:00 – 07:00 from Monday 27th – Friday 31st July 2026 to enable patching works. Roads affected include Dorsley Barton to Follaton Gate & Plymouth Road, Totnes & Harberton. A signed diversion will be in place.

13.3. Items of correspondence for consideration

13.3.1. Safety Signs Cllrs were informed of correspondence from the owner of The Old Chapel concerned about road speeds and safe crossing on the A381. Correspondence asks for the Parish Council's permission and support to have two 'Children Crossing' red triangle signs purchased by the owner installed on the highway next to the road narrowing signs that already exist. The Clerk has asked the owner if they have been in direct contact with Devon County Highways and if they would support any work needed to establish community opinion on establishing a 20mph zone in Harbertonford. There was discussion on the ways in which the Parish Council could offer support.

RESOLVED: i) Decline to sanction putting up school crossing signs.
ii) Investigate installation of a post to hold the Radar Speed Sign on A381 on the southern boundary of the Harbertonford, for traffic travelling northbound (from Halwell to Totnes).
iii) **ACTION: The Clerk** to discuss any further traffic calming methods available with the Neighbourhood Highways officer.

14. Finance

14.1. To note receipts and payments made between meetings None

14.2. To consider payments as per the July payment schedule

- Payment 2607_1 to Cat Radford, payslip dated 22 July 2026 includes Clerk salary £557.44 and Neighbourhood Plan Salary at £64.32= £621.76 no VAT
- Payment 2607_2 to Cat Radford, Clerk June expenses claim for mileage at £6.42, broadband for July and August at £15 and webhosting renewal and support with GoDaddy at £160.99 incl. VAT = £182.41
- Payment 2607_3 HMRC Shipley for NI Payment incurred on July Salary ESTIMATED = £30.71 no VAT
- Payment 2607_4 EXPECTED Lloyds Bank for banking service charge = £4.25 no VAT
- Payment 2607_5 Harberton Parish Hall for Room Hire on 14/07/26 = £14 no VAT
- Payment 2607_6 Harbertonford Village Hall Room hire 07/07/26 = £25 no VAT
- Payment 2607_7 Andrew's Technology Support invoice 16156 Livedrive cloud UK based backup from July 2026 to June 2027. Unlimited storage, unlimited computers. = £48 no VAT
- Payment 2607_8 Exeter Diocesan Board of Finance Harbertonford Playground 2026/27 Lease Payment due before 23rd August 2026 = £250 no VAT
- Payment 2607_9 to Cat Radford, payslip dated 22 August 2026 includes Clerk salary £557.44 and Neighbourhood Plan Salary at £64.32= £621.76 no VAT
- Payment 2607_10 HMRC Shipley for NI Payment incurred on August Salary ESTIMATED = £30.71 no VAT
- Payment 2607_11 EXPECTED Lloyds Bank for banking service charge (August) = £4.25 no VAT

RESOLVED: To approve all payments above

15. Date and location of next meeting

EGM (Planning) 7:30pm Thursday 13 August 2026 outside Harbertonford Village Hall

Ordinary Meeting 7:30pm Tuesday 8 September 2026 Harberton Parish Hall

Meeting closed 9:30pm with the opportunity for informal conversation.