

Harberton Parish Council

Minutes of the Annual Meeting of Harberton Parish Council held at 7:00pm on Tuesday 4th May 2021. This was a virtual meeting (video and telephone conference call) of the Parish Council held on the digital platform Zoom.

In Attendance

Harbertonford Councillors

Cllr Beamish: Apologies
Cllr Bowley: Not Present
Cllr Hambly: Present by video link
Cllr Janes: Present by phone
Cllr McDonnell: Present by phone
Cllr Waite: Present by video link

Harberton Councillors

Cllr Camp: Present by video link
Cllr Croft: Present by video link
Cllr J Hockings: Present by phone
Cllr Steve Hockings Present by Video link
Cllr Phillips: Present by video link
Cllr Williams: Present by video link

Others

D.Cllr McKay: Present by video link
C.Cllr Hodgson: Present by video link
Clerk Ms Radford: Present by video link
Members of the Public: 0

Agenda As appears in the Parish Council Standing Orders

1. **Election of the Chairman** David Camp was nominated and seconded for the role of Chair. Steve Hockings was nominated and seconded for the role of chair. Cllrs Camp and S Hockings left the meeting. Cllr J. Hockings declared an interest and did not participate in discussion or vote. After discussion **it was RESOLVED** to elect Cllrs Camp as Chair. Cllrs Camp and S.Hockings returned to the meeting.
2. **Election of the Vice Chairman** Steve Hockings was nominated, seconded and unanimously elected as Vice Chair.
3. **Delivery by the Chairman of the Council of his/her acceptance of office form** Cllr Camp signed the declaration of acceptance of office in front of the Clerk.
4. **Review of delegation arrangements to committees, sub-committees, staff and other local authorities** It was agreed that this item would be covered elsewhere on the agenda.
5. **Review of the terms of reference for committees**
 - 5.1. Finance Committee Terms of Reference* The terms of reference was reviewed with no amendments made.
 - 5.2. Harberton Parish Neighbourhood Plan Steering Group Terms of Reference* The terms of reference was reviewed. **It was RESOLVED** to remove reference to the Parish News as this is no longer published. **It was RESOLVED** to amend the one reference to 'chairman' to 'chair' in line with other references to the role within the document. There was discussion on proposal to amend reference to 'he' 'his' to they their (or his/her, he/she). The proposal was not carried.
6. **Receipt of nominations and appointment of members to existing committees**
 - 6.1. Finance Committee Cllrs Peter Beamish, David Camp, Gwen Janes, John Hockings, Steve Hockings, Nick Williams were appointed to the Finance Committee.
 - 6.2. Harberton Parish Neighbourhood Plan Steering Group It was agreed that Nuala McDonald would represent the Parish Council on the steering group.
7. **Appointment of any new committees in accordance with standing order 4** None.
8. **Review and adoption of appropriate:**
 - 8.1. Standing Orders After discussion **it was RESOLVED** to amend the standing orders and replace reference to 'his' with 'they/their'.
 - 8.2. Financial Regulations **It was RESOLVED** to make the following amendments:
 - 8.2.1. Item 2.2. *"On a regular basis, at least once in each quarter, and at each financial year end, the Finance Committee of the Parish Council, or a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Chair of the meeting of the Finance Committee **(provided he or she is not also the Chair of the Parish Council), a member of the Finance Committee** or the appointed member as above shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council."*
 - 8.2.2. Footnote 3 to Regulation 11.1.c of the Model Financial Regulations requires updating as follows:
"Thresholds currently applicable are: a) For public supply and public service contracts 209,000 Euros (£189,330) b) For public works contracts 5,225,000 Euros (£4,733,252) These new thresholds are applicable from 1st January 2020. Thresholds previously applicable were: a) For public supply and public service contracts 209,000 Euros (£181,302) b) For public works contracts 5,225,000 Euros (£4,551,413)."

9. **Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities** None
10. **Review of representation on or work with external bodies and arrangements for reporting back**
- 10.1. Harberton Playing Field Association **It was RESOLVED** that Steve Hockings represent the Parish Council on the committee, should one emerge, and report back to the Parish Council.
- 10.2. Harbertonford Playground Association **It was RESOLVED** that David Camp and Peter Beamish represent the Parish Council on the participate in meetings of the 'Friends of Harbertonford Park' as the project establishes, and report back to the Parish Council.
- 10.3. Community Land Trust **It was RESOLVED** that Nick Williams be requested to report back to the Parish Council at monthly meetings.
- 10.4. Harberton Parish Hall **It was RESOLVED** that Nick Williams attend Harberton Parish Hall meetings as representative of the Parish Council and report back to the Parish Council when necessary
- 10.5. Harbertonford CE Primary School **It was RESOLVED** that the Clerk will continue liaison with the school.
- 10.6. Sustainable Harbourne Valley **It was RESOLVED** Emma Croft represent the Parish Council and report back from meetings.
- ~~11. **In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;**~~
12. **Review of inventory of land and assets including buildings and office equipment** The asset register as prepared by the Clerk was reviewed. It was reported that there was only 1 wooden bench at the green in Harbertonford and this should be reflected in the Asset Register. It was noted that checks had been made on the bus shelter at Harberton showing some repair work is required. It was noted that Cllr Bowley is storing the 'survey' sign and flashing light.
13. **Confirmation of arrangements for insurance cover in respect of all insured risks** The invitation for renewal of insurance had been circulated to all Parish Councillors in advance of the meeting. After discussion **it was RESOLVED** to accept the Came and Company quotation as per the long-term agreement.
14. **Review of the council's and/or staff subscriptions to other bodies**
- 14.1. Devon Association of Local Councils **It was RESOLVED** to continue membership
- 14.2. Society of Local Council Clerks **It was RESOLVED** to continue membership
15. **Review of the council's complaints procedure** Following discussion **it was RESOLVED** to make the following amendments:
- 15.1. Amendments to punctuation throughout
- 15.2. Paragraph 1: *"For the benefit of good local administration it is suggested that these Councils should adopt a standard and formal procedure for considering complaints ~~either made by~~ to ensure that complainants can feel satisfied that at the very least their grievance has been properly and fully considered."*
16. **Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 (Freedom of Information Policy*) and the Data Protection Act 1998; (Subject Access Request Policy and Procedures*)**
- 16.1. Freedom of Information Policy Cllrs were informed that the Information available from Harberton Parish Council under the model publication scheme had been updated since the last time the policy was reviewed. **It was RESOLVED** to make the following amendments:
P2 Charges: Amend **'this is will cost'**
P2 Freedom of information Fees Notice amend 'oblige' to 'obliged'
P2 Complaints: 'Complaints' title in bold. Addition of comma after 'information'
- 16.2. Subject Access Request Policy and Procedures were reviewed and no amendments made.
17. **Review of the council's policy for dealing with the press/media** The Press and Media Policy was reviewed with no amendments made.
18. **Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.** It was agreed that ordinary meetings would continue to take place on the second Tuesday of each month, alternating between Harberton Parish Hall and Harbertonford CE Primary School, with no ordinary meeting in August unless urgent business required it. Meetings of the Finance Committee would take place quarterly. In light of the expiration of legislation to allow remote meetings, the Parish Council will consider holding face to face meetings June, July and August at the next ordinary meeting.

Meeting closed at 19:55