

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 8th February 2022 at Harbertonford Village Hall.

Harbertonford Councillors

Cllr Beamish: Present (late)
Cllr Bowley: Present
Cllr Hambly: Present
Cllr Thomas: Apologies
Cllr Simon: Present
Cllr Waite: Present

Harberton Councillors

Cllr Camp: Present
Cllr Croft: Present
Cllr J Hockings: Apologies
Cllr S Hockings: Apologies
Cllr Paine: Present
Cllr Williams: Apologies

Others

D.Cllr McKay: Present
C.Cllr Hodgson: Present
Clerk Ms Radford: Present
Members of the Public: 3 (2 from item 4) and including the D.Cllr as a member of the public for item 11.

Public Session

- i) The applicant for planning applications 4575/21/HHO and 4576/21/LBC attended the meeting to introduce the application and to answer any questions before Parish Council consideration of item 7.1.1. The applicant is a representative of Eden Property Group that has owned the site since 2017. The land is currently a named site for development in the Harberton Parish Neighbourhood Plan for development. It was commented that whilst the Neighbourhood Plan process has been held up, the house itself requires maintenance works and an application has been submitted to retain the house as a single, family dwelling with a modern extension and to undertake a comprehensive schedule of repairs.
- ii) Cllrs were reminded by the clerk that they are expected to consider an application before them on its own merits, and not in relation to any further plans for the wider site. As the representative was in attendance, he was asked for an update on Eden Property Group's plans for the site following the drafting of an application shared with the Parish Council in 2018. The representative commented that long term plans for the land for development have not changed, and it is intended to progress the wider project once the Neighbourhood Plan has been adopted. The County Councillor suggested that the developer consider the option of co-housing for Winsland House, offering a number of affordable dwellings in one larger unit. The C.Cllr commented that South Hams District Council (SHDC) may find a development difficult to approve but may consider development of the house for co-housing more acceptable.
- iii) A Harberton resident expressed interested in nominating herself for role as Parish Councillor for the Harberton ward, introducing herself to the Parish Council. This was discussed again at item 4.

Agenda

1. Apologies It was RESOLVED to sanction all apologies received.

2. Declaration of Interests

2.1. Register of Interests Cllrs were reminded of the need to update their register of interests.

2.2. The following interests were declared on items on the agenda:

Item 7.1.2 Cllr Paine is a neighbour. The Cllr did not participate in the discussion or vote on the Parish Council's resolution.

Item 7.2 Cllr Beamish is a tenant of the appellant. The Cllr left the room during discussion.

Item 10 Cllr Beamish is the applicant. After giving a verbal update on the Community Benefit of his application, the Cllr left the room and did not participate in discussion on whether the grant should be made.

Item 10 Cllr Camp's children participate in the activities to which the application relates. The Cllr left the room during the discussion.

Item 11 Cllr Simon is part of the committee involved in bringing the project forward. The Cllr did not participate in discussion.

3. Reports for information from:

3.1. County Councillor (C.Cllr) A written report had been circulated in advance of the meeting. The following items were highlighted:

3.1.1. Budget It was commented that this had been the most difficult budget Devon County Council (DCC) has had to do. Due to an expected increase of £48M a number of saving strategies had been put in place. This included a reduction in Locality Budgets and cutting back on community funding, although Citizen's Advice Bureau funding will be maintained. A cllr asked to whom to write to express an opinion on the cuts to subsidy for travel and rail to be cut. The C.Cllr suggested that correspondence could be written to her to forward to officers. It was also noted that initiatives like this may be due to expiration of an external funding stream rather than a cut to services paid for by the council itself. The C.Cllr expressed particular concern in the reduction of funds for highways maintenance works. Removing the £1.8m available for potholes poses a challenge, however this is a budget for emergency repairs and the budget for more substantial planned works remains the same. The C.Cllr commented that £51.9M in the budget is earmarked for larger and major highways schemes, of which the budget for Active Travel Routes is approximately 0.02% of this. The C.Cllr, commented that if DCC is going to do anything different then it will need to budget for it and creating more major roads would see an increase in traffic.

3.1.2. King Edward VI Community College (KEVICC) It was reported that a consultation is due to open on the college moving to academy status.

- 3.1.3. DCC Rural Action Plan It was reported that the plan will be put in place in response to a worrying rise in traffic incidents and serious injuries and fatalities. Vision Zero South West road safety partnership aims halve the number of deaths and serious injuries by 2030 and ultimately to zero by 2040. Measures include safer roads, safer speeds (new opportunities for speed enforcement and community speed watch), safer vehicles, safer road users and better co-ordination of post collision response. It was noted that fatal and serious accidents on smart motorways are included in figures. The C.Cllr will keep the Parish Council updated and hopes that there will be more momentum on issues. The project is actively asking for areas to be included in 20mph speed limits, with applications due in by the end of March.
- 3.1.4. Totnes Rural Area Youth Engagement (TRAYE) The AGM will take place 26/02/22 by Zoom. The project would love to have someone from the Parish Council on the steering group. It was reported that there has been a change in the lead youth worker.
- 3.2. District Councillor (D.Cllr)
 - 3.2.1. Budget Following a review of the annual budget members will vote for and against council tax increases. The D.Cllr has not yet decided how he will vote.
 - 3.2.2. Climate change The D.Cllr is seeking routes to enable Sustainable South Hams to receive a grant from SHDC to continue the work they are doing across the district.
 - 3.2.3. Waste Collection There is no news to report. There is uncertainty whether the brown bin collection will be reinstated and no timescale for curbside collection. There have been complaints about waste flying out of lorries and nets will be placed over lorries to mitigate this, however it was noted that the service is mainly staffed by inexperienced contractors.
 - 3.2.4. Enforcement The D.Cllr is seeking a meeting with the enforcement team as due to staffing issues there are a number of cases that are not being progressed, several of which should simply be removed from the list.
 - 3.2.5. Free Ports Briefing It was reported that the SHDC has made a budget commitment to a free port (free trade zone) in Plymouth and the generation of 3,000 jobs. The D.Cllr commented that there is a lot of merit to what's being put forward however there are questions that need to be asked.

Cllr Beamish arrived.

- 4. **Co-option of Parish Councillors** A Harberton resident in attendance had nominated herself for co-option, having completed a nomination form declaring eligibility and returning to the Clerk. **It was RESOLVED** to co-opt Tania Paine as councillor to the Harberton Ward. The Cllr signed a declaration of acceptance of office in front of the Clerk and was provided with Declaration of Interest forms to complete within 28 days of co-option. As the agenda and papers for the meeting the Cllr continued participation in the meeting as a Parish Councillor.
- 5. **Minutes** **It was RESOLVED** to sign the minutes of the Ordinary Meeting of Harberton Parish Council 11th January 2022 as an accurate record.
- 6. **Report Matters Arising from the Minutes** for information only
 - 6.1. Harberton Devon Air Ambulance clearance area sign The Clerk reported that this was an ongoing action but has not had capacity to forward the task yet, suggesting working with the playing field committee on wording and location of a sign.
 - 6.2. Packs Close Parking Letter Cllr Bowley has been seeking a response from the waste contractor to write a letter in support of parking restrictions at Packs Close. The C.Cllr reported that the Highway and Traffic Orders Committee (HATOC) meeting at which this restriction was due to be discussed had been cancelled.
 - 6.3. Harberton bus shelter repair Cllr Croft agreed to initiate contact with Cllr S.Hockings to undertake the repair.
 - 6.4. A381 – Speed Indicator Device proposal Having forwarded proposed sites for the Speed Indicator signs to Highways the Clerk is awaiting a formal response from the Traffic Management Team. The Clerk has indicated in correspondence that the Parish Council and volunteers seeking to bring forward this project would like to have a conversation with the Traffic Management Team rather than an emailed response after they've reviewed the document, as if there are any challenges or concerns regarding any of the proposed locations this can be discussed. Any finer details such as permissions on private land, safety issues on installation can then be talked through in the spirit of collaborative problem solving. Cllrs expressed frustration at what was described as passive obstruction to finding solutions. The C.Cllr agreed to pursue the matter with the Traffic Management Team. Cllrs expressed strong dissatisfaction that the named 'Neighbourhood Highways Officer' is so inaccessible.
 - 6.5. Bottle Bank Both the Clerk and Cllr Waite had chased SHDC to replace the bottle bank. Cllrs commented on whether it's provision would be necessary once glass is collected at the roadside.
 - 6.6. Abandoned Car Harbertonford The Clerk asked cllrs to indicate whether the vehicle reported to be in the car park without tax or MOT is still there, commenting that it can be reported to SHDC via a 'report it' weblink.
 - 6.7. Flood warden Ongoing.
 - 6.8. Bolt on basketball backboard It was reported that Cllr Waite had agreed to look at replacing the bolt during a park working day at the weekend.
 - 6.9. Broadband Champion update The Clerk reported that she has written to the Broadband Champions to suggest taking a co-ordinated approach to holding a public meeting with Airband. It was agreed to propose a public meeting to take place 30 minutes ahead of the next meeting of the Parish Council.

7. Planning

7.1. Consideration of planning applications

7.1.1. [4575/21/HHO](#) and [4576/21/LBC](#) Householder application and listed building consent for demolition and replacement of two storey and single storey extension to north elevation, demolition and replacement of single storey extension to west elevation and associated internal and external works, demolition of outbuildings and construction of single replacement outbuilding at Winsland House Farm, Dartington **It was RESOLVED** to SUPPORT the application and to comment that development should follow recommendations of the Ecology Survey.

7.1.2. [0152/22/HHO](#) and [0153/22/LBC](#) Householder application and listed building consent to rebuild existing damaged conservatory, internal configuration and alterations including installation of woodburners and mechanical extractor, replacement French doors and various glazing panels and windows at Dundry Grange, Harberton. **It was RESOLVED** to SUPPORT the application.

7.2. Consideration of planning appeals

7.2.1. [APP/K1128/W/21/3284914](#) Proposed single storey extension including demolition and replacement of existing roof structure, demolition of existing utility, storage and outbuildings. Replacement with single storey structure, extension to form new utility and garage spaces, new access to existing track and other associated landscaping works at Woodcourt Farm Woodcourt Road, Harbertonford
After discussion there was a proposal to support the application, in line with the Parish Council's earlier decision. This proposal was seconded but was defeated. **It was RESOLVED** to withdraw support for the application in line with South Hams District Council's reason for refusal.

7.3. Receive a report on planning or appeal decisions

7.3.1. [4645/21/PDM](#) Application to determine if prior approval is required for a proposed change of use of agricultural building to 1No. dwellinghouse (Class C3) and for associated operational development (Class Q (a+b)) at Stanters Barn, Foales Leigh Farm Harberton TQ9 7SS **PRIOR APPROVAL NOT REQUIRED**

7.3.2. [4453/21/AGR](#) Application to determine if prior approval is required for a proposed new building for storage of agricultural machinery The Dairy, Tristford Barns Harberton **AG DETERMINATION DETAILS NOT REQUIRED**

7.3.3. [0009/22/COM](#) Notice of Intention to install fixed line broadband electronic communications apparatus comprising 2No. new 7metre light poles (Openreach) at Land at Owls Roost and Beenleigh Manor Beenleigh, Harbertonford. **PERMITTED DEVELOPMENT**

7.4. Receive a report on enforcement cases No update to the caseload had been received since last meeting.

8. Monthly reports

8.1. Finance Committee update No update as no meeting had been held.

8.2. Community Land Trust update No update.

8.3. Sustainable Harbourne Valley (SHV) update It was reported that there is lots going on due to enthusiasm of volunteers and members:

8.3.1. SHV held free tree hub event at Harbertonford Village Hall, gifting 200 small trees. There had been a queue out of the car park and all trees had gone after 1½ hours.

8.3.2. The tree team has gained funding for the fruit corner. SHV trustees will be planting on the morning of 12th February with a celebration/community event to plant a landmark tree from noon.

8.3.3. A seed swap will be taking place at the grow and share stall on Old Road between 11-1 on Sunday 27th Feb.

8.3.4. There was an open invitation for anyone to become a member at no cost and to receive an irregular newsletter. All event are listed on the SHV website.

8.4. Neighbourhood Plan update It was reported that the group formed to get the plan back up and running had met with consultants working with Locality, an organisation supporting neighbourhood planning. It was commented that it was very reassuring that technical support provided by consultants through Locality can support progress of the plan. The application for technical support to develop an up-to-date Housing Needs Assessment for Harberton Parish has been approved. **It was RESOLVED** that the Clerk formally agree to the terms of the offer. It was commented that the group needs to restart regular meetings and elect a Chair.

8.5. Harberton Playing Field Association (HPFA) update No update

8.6. Clerk's update It was reported that:

8.6.1. The battery in the Harberton defibrillator has been replaced as the 4 year life span has been exceeded. Replacement costs are covered by the service plan.

8.6.2. The Clerk has submitted records for the internal audit up to the current year end at the request of the internal auditor. Information on the final quarter will be submitted after the year end.

9. Harbertonford Playpark

9.1. Update on park improvements

9.1.1. Maintenance The Clerk had proposed to Harbertonford Cllrs to repair the basketball backboard, fit the new swings and power wash the safety surfaces on Saturday 12th February, to coincide with SHV's fruit corner planting and the village school's workday. Cllr Bowley agreed to lend the Parish Council a power washer and Cllr Beamish had arranged access to power and water from residents neighbouring the park.

9.1.2. Concrete crocodile It was reported that an enquiry from SHV on the possibility of removing the concrete crocodile on the bank provoked strong views from the young people who use the park to keep it. As it is so well loved by many of the children it was agreed that the planting project would work around it.

- 9.1.3. Safety surface removal The Clerk had been seeking quotes to remove the safety surface under the wooden play structure should it be preferred to return the area to grass. The D.Cllr had expressed an opinion that as the surface is in good condition to retain it. It was noted that the holes made by the play equipment need to be filled. **It was RESOLVED** to temporarily fill the holes with aggregate as a temporary measure to avoid a trip hazard, should it be possible to remove the structure and fencing over the weekend.
- 9.2. Consider inspection reports (If received) No new matters.

10. Community Benefit Fund Application: Devon Dashing Dukes *As Cllr Camp had expressed an interest in this item, Cllr Croft took the Chair.* Following the Parish Council's request for more information from the applicant about the community benefit of after school ukulele lesson for children across the South Hams, the applicant had provided information commenting on the value of building links across the rural South Hams for primary aged children, that encouraging children to have a have a go from an early age accelerates their development in many positive ways, boosting their confidence in not only musical matters, but also in their ability to communicate and share their talents with their peers. During discussion cllrs considered funding all, or part of the application, commenting that grants are usually capped at £1000, and that the proposed activity was to take place in three villages, one out of the catchment area of the local primary school. **It was RESOLVED** to offer a grant of £1000 to support the project on the condition that the applicant continues to do some footwork to raise the additional funds required to meet the project budget of £1500. The D.Cllr commented that the SHDC Locality Fund may be able to meet some of the additional cost if support from other parishes was not forthcoming. *On returning to the meeting Cllr Camp resumed the Chair.*

11. Community Shop **It was RESOLVED** to ADJOURN the meeting to hear from a member of the public who gave an update to the Parish Council that an agreement has been made with the owner of Harbertonford Stores for a Community Benefit Society to buy the business and take over management of the shop. The Community Benefit Society will be looking to raise £90,000 to fulfil the needs of the shop: refurbishing the shop, buying the business and buying the stock. £45,000 of this would sought to be raised from the community and seeking match funding from the 'Power to Change' booster programme. To do this the Community Benefit Society will be producing a Community Share Offer prospectus and it would be of value to state that the Parish Council is behind what the organisation is trying to achieve. It was commented that the community will be behind the success of the initiative, as if it is not supported the target figures will not be achieved. It was commented that the business has been for sale for years, and there is a risk that the shop could be closed down and the owner apply for a change of use. The meeting was reconvened. **It was RESOLVED** that the Parish Council is supportive of the principle of a community shop.

12. Parking in Harbertonford

- 12.1. Receive report on parking in Harbertonford Cllr Bowley reported that he is in the process of undertaking a survey of parking in Harbertonford. Early indications suggest that there are 87 dwellings without a parking space in the village. It is hoped that the work undertaken will result in some ideas for increased parking. It was agreed that this would be useful material to include within the Neighbourhood Plan.
- 12.2. Parking issues at Harbertonford Primary School Cllrs were informed that the Clerk had been approached by the school to comment that members of the public using the car park out of school hours were not sticking to the terms and conditions and had asked the Parish Council for support in enforcing them. As the Parish Council does not have a line of communication to all residents the Clerk had proposed that a letter from the school be distributed to every home along with the Village Life news sheet. The Clerk had reviewed wording of the letter before it had been published. Cllrs were pleased to hear that the letter had been effective, that residents had reapplied for permits and that the terms and conditions had been restated in this way.
- 12.3. Community Benefit Fund application for hard standing at Harbertonford Football Club Cllrs were informed that an application had been received from Harbertonford Football Club to increase the amount of car parking space available at the club. **It was RESOLVED** to give early consideration of the grant due to exceptional circumstances. **It was RESOLVED** to grant a grant of £966 towards removing a section of grassland within the football club car park to lay down aggregate that when compressed will provide a hard standing area for car parking. The grant is made on the condition that the football club maintains access for public car parking outside of match days.

13. Monkey Oak Lane Maintenance. It was agreed to carry forward the item to consider actions on work on the green lane from Harberton to Harbertonford at the end of Monkey Oak Lane to the next meeting.

14. Annual Review of GDPR Policy Documents Part 1 and Part 2

- 14.1. Information and Data Protection Policy Was reviewed with no amendments made.
- 14.2. Subject Access Request Form Was reviewed with no amendments made.
- 14.3. Data Breach Reporting Form Was reviewed with no amendments made.
- 14.4. Document Retention and Disposal Policy Was reviewed with no amendments made.
- 14.5. HPC Retention of Documents Appendix A Was reviewed with no amendments made.
- 14.6. HPC General Privacy Notice Was reviewed with no amendments made.
- 14.7. HPC Staff, Councillors and Role Holders Privacy Notice Was reviewed with no amendments made.

15. Maintenance and Lengthsman Services Cllr Waite and the Clerk had met to discuss options for maintenance and lengthsman services in the Parish and had circulated a proposal for the Parish Council's consideration. **It was RESOLVED** to make the following approach to Totnes Town Council:

- a) The Parish Council would like to book the Maintenance Officer for an estimated 14 hours beginning in **March 2022** when his chapter 8 training is complete to undertake checks and maintenance of the buddle holes in the Parish:
 - o Using a map and report produced by the Parish Council detailing 45 parish buddle holes
 - o Focusing first on 10 buddle holes identified as being 'high priority' before working through the remaining mapped list in geographical groups, covering approximately 10-12 buddle holes at a time (if limited to half a day visit at a time)*
 - o Undertaking any simple maintenance (i.e. removal of leaves and vegetation) with hand tools. Noting works undertaken through simple reporting and taking photographs of work done.
 - o Making a note of any works that would require specialist equipment, such as hiring a jet wash so that those works could be co-ordinated over one visit. In such circumstances the Parish Lengthsman reserve would pay for the cost of equipment hire.
- b) The Parish Council would seek to book the services of the Maintenance Officer to undertake the same task in **November 2022** to clear buddle holes of leaves and vegetation after the majority of trees have shed their leaves.
- c) The Parish Council would look to book the services of the Maintenance Officer in circumstances where there has been heavy rainfall and run-off may prevent effectiveness buddle holes and other drainage features. Booking the Maintenance Officer would be triggered by Parish Councillors and the Clerk noting impacts of heavy rainfall and taking a proposal to a meeting of the Parish Council. It is most likely that this would be triggered by observations of the Flood wardens.
- d) The success of the proposals above would be reviewed in January 2023 at the time of setting the annual budget, at which time it would be considered to continue with a similar arrangement in the another year, or consider drafting a contract for services and circulate for quotes/tenders.

*It was noted that Town Council indicated that the Maintenance Officer may only be available half a day at a time as he will be undertaking his duties in Totnes 4 days a week and another parish council is already interested in booking his time a few hours per week. It had therefore been proposed to the Parish Council that the 14 hours estimate time it would take to do the full buddle hole checks were split over 4 days. Parish Councillors noted that if paying for travel time to Harberton it would be more cost effective for the Parish Council if the Maintenance Officer did fewer longer visits. It would therefore be preferable for the Parish Council if this were manageable. It was also agreed to check the assumption that the travel time that the Parish Council would be expected to cover would be between Totnes and Harberton as that is the official geographic base of the role.

Once an arrangement has been made it was agreed to have a standing item on the agenda related to the maintenance and lengthsman fund so that any further maintenance works could be arranged as required.

16. Correspondence

- 16.1. Woodland Creation Project Consultation - Harberton **It was RESOLVED** that the Parish Council support the creation of a woodland creation project near Harberton as part of the Forestry Commission Grant process.
- 16.2. Various: Waste, Bus Shelter, Abandoned Vehicle Bus Turning Circle Sign Cllrs were informed of correspondence with a Harberton resident raising a number of issues on Vicarage Ball. The Clerk had replied to the resident signposting them to the D.Cllr for queries about recycling bins, to SHDC 'report it' website in relation to reporting abandoned vehicles and that the broken slat on the bus shelter is due to be fixed. The resident also sought an update on any action taken in response to a previous letter about parking in Harberton within the bus turning circle. The clerk had replied to advise that the matter of repainting the single line within the bus turning circle had been raised with Highways and the only way to officially restrict parking is to use either a single or double yellow lines. As the Parish Council had not taken this further the resident suggested that the way forward is to change the sign to highlight the bus times and request the area kept free of cars, for example before 4:30pm. During discussion it was suggested that a message about parking in the turning circle to the village circular and a leaflet drop of the properties along the row could increase awareness, particularly to Air B&B properties that have high turnover of visitors. Proposed changes to the current sign were not taken any further.
- 16.3. An opportunity to end off-roading on green lanes Cllrs were informed of the Government's consultation into the Glover review and proposals for improving national parks and areas of outstanding natural beauty (protected landscapes) in England. Correspondence from the Green Lanes Environmental Action Movement (GLEAM) notes that the consultation is also asking the public for their views on ways to reduce the recreational use of off-road motor vehicles on green lanes (unsealed routes), in protected landscapes and elsewhere and proposes to give national park authorities and highway authorities additional powers to restrict recreational motor vehicle use on green lanes. The campaign seeks to encourage everyone who would like to see an end to off-roading to take part.
- 16.4. Parked Van Cllrs were informed that two residents have written to the clerk to report that a white van has been parked on Vicarage Ball for over 3 months, citing a 72 hour rule for removal of parked vehicles. The Clerk has not been able to confirm if there is a time limit for removal of a vehicle in the UK and the vehicle is taxed

and has an MOT, but as it is suspected as being abandoned, the Clerk had used the 'report it' function on the SHDC website. Some cllrs were of the opinion the vehicle was not abandoned by the owner travelling.

- 16.5. SWW to lower water pressure in Harberton with mains pressure reducing valve Cllrs were informed that a resident has forwarded his correspondence with South West Water (SWW) noting that as a result of his concern about the impact of high water pressures in the village the SWW Networks Team have reviewed the issue and believe that there is scope to reduce the pressure to this part of the network and will install a Pressure Reducing Valve (PRV) on the incoming main to Harberton. A scheme will be designed and entered into the planned programme of work, likely commencing in June/July of 2022.
- 16.6. You are invited to our free online event to hear about the CSPs work Cllrs were informed of an invitation to attend a Forum event with The South Devon and Dartmoor Community Safety Partnership made up of statutory partners who work together to reduce crime, disorder and anti-social behaviour. The event will be online on 23rd March and will cover topics including changes in youth culture, domestic abuse, preventing exploitation, anti-social behaviour and the Turning Corners Programme.
- 16.7. Tackle climate change at a local level Cllrs were informed of the opportunity to attend a virtual event hosted by the Society of Local Council Clerks (SLCC) on 23 March, to cover the new Town and Parish Councils Carbon Literacy Toolkit; Combating single use plastic in your community; Tackling your biggest emission sources; Barriers to implement change in your community. Whilst there was interest, no Parish Councillors were available to attend on that date.
- 16.8. Emergency Tree Fund Offer & Resources for Planting Cllrs were informed that following the Parish Council's response to the 'Parish and Town Council Planting Interest' survey Devon County Council is seeking to identify a select number of parish and town councils interested in significant tree planting; these planting sites will then serve as a practical exhibition of what can be done following the right guidance and seeking the right funding. It was commented that as the Parish Council does not have sites appropriate for 'significant tree planting' it would not be a suitable candidate this round.

17. Finance

- 17.1. Reserves Policy It was agreed to carry this over to the next meeting.
- 17.2. Notice of income and expenditure since last meeting The following income was noted:
£10 was deposited on 1st February 2022 by Harberton Parish Hall for annual ground rent.
- 17.3. To consider payments as per the February payment schedule
 - 17.3.1. Payment 2202_1 to Cat Radford, payslip dated 22nd February 2022 includes Clerk Feb salary at £441.31 and Neighbourhood Plan Feb salary at £50.92 plus overtime at £55.16 = £547.39 no VAT
 - 17.3.2. Payment 2202_2 to Cat Radford, Clerk expenses claim dated 2nd February 2022 for mileage = £7.38 no VAT
 - 17.3.3. Payment 2202_3 to South Hams CVS of a donation = £200 no VAT
 - 17.3.4. Payment 2202_4 to Colin Finch for annual Harbertonford allotment rent = £500 no VAT

18. **E-Circulars for information**, Cllrs were informed of the E-Circulars received. Cllrs can request any of the newsletters to be forwarded, including 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, Rural Services Network, SLCC Membership, Torbay and South Devon NHS Foundation Trust.

19. **Matters at the discretion of the Chairman:** Councillors' reports and items for future agendas Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

20. **Date of next ordinary meeting** 7.30pm Tuesday 8th March 2022

Meeting closed at 10.19