

Harberton Parish Council

DRAFT Minutes of the Annual Meeting of Harberton Parish Council 7:00pm Tuesday 10th May 2022 at Harbertonford Village Hall.

In attendance

Harbertonford Councillors

Cllr Beamish: Present
Cllr Bowley: Apologies
Cllr Hambly: Present
Cllr Thomas: Absent
Cllr Simon: Present
Cllr Waite: Late

Harberton Councillors

Cllr Camp: Present
Cllr Croft: Absent
Cllr J Hockings: Apologies
Cllr Paine: Present
Cllr Williams: Apologies
VACANCY

Others

D.Cllr McKay: Not present
C.Cllr Hodgson: Not present
Clerk Ms Radford: Present
Members of the Public: 0

Agenda As appears in the Parish Council Standing Orders

1. Election of the Chairman

David Camp stood down as Chair to the Parish Council.

It was agreed that Peter Beamish Chair item 1 of the agenda.

David Camp was nominated, seconded and unanimously elected as Chair of the Parish Council.

David Camp retook the Chair.

2. Election of the Vice Chairman

Douglas Hambly was nominated, seconded and unanimously elected as Vice Chair of the Parish Council.

3. Delivery by the Chairman of the Council of his/her acceptance of office form

unless the council resolves for this to be done at a later date. David 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 with no amendments made

6. Receipt of nominations and appointment of members to existing committees

6.1. Finance Committee [Cllrs Peter Beamish, David Camp and Tania Paine were appointed to the Finance Committee. It was agreed to request that John Hockings and Nick Williams be asked to remain on the Finance Committee.

6.2. Harberton Parish Neighbourhood Plan Steering Group It was agreed that Chris Bowley, Douglas Hambly and Prana Simon would represent the Parish Council on the Neighbourhood Plan Steering Group.

7. Appointment of any new committees in accordance with standing order 4

There were none.

8. Review and adoption of appropriate:

8.1. Standing Orders It was reported that the Clerk had recently become aware that the NALC Model Standing Orders as used by the Parish Council had been updated in April 2022. The Clerk has been through the model document against the Parish Council's standing orders and made notes of the variations. **It was RESOLVED** to review the updated document at the next meeting of the Parish Council in June 2022, so that the update can be circulated and read ahead of that meeting.

8.2. Financial Regulations The following amendments were made:

8.2.1. **It was RESOLVED** to amend paragraph 4.8 to make reference to the Finance Committee rather than to the full Council: 4.8. The RFO shall regularly provide the ~~Council~~ Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget

8.2.2. **It was RESOLVED** to delete the following paragraphs from the Financial Regulations on the basis that there are very few regular payments, which are included on monthly payment schedules and paid by standing order, so unlikely to be duplicated:

5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a

regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

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 following Cllr S. Hockings resignation from the Parish Council that there would be no formal Parish Council representative on Harberton Playing Field Association, but that the Clerk retain regular contact with the committee and request either minutes of meetings or a brief report to the Parish Council ahead of each meeting.
- 10.2. Harbertonford Playground Association **It was RESOLVED** that David Camp and Peter Beamish continue to 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 the Parish Council request that Nick Williams continue to report back to the Parish Council at monthly meetings, provided he agrees.
- 10.4. Harberton Parish Hall **It was RESOLVED** to request that Nick Williams continue to attend meeting of Harberton Parish Hall committee as the 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 continue in a liaison role with the school.
- 10.6. Sustainable Harbourne Valley **It was RESOLVED** to request Emma Croft continue in a liaison role between the Parish Council and Sustainable Harbourne Valley.

~~**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 (*Asset Register**)The asset register as prepared by the Clerk was reviewed.

- 12.1. It was noted that Cllr Bowley is storing the 'survey' sign and flashing light.
- 12.2. **The following ammendments were made to the Asset Register:**
 - 12.2.1. 1 wooden seat was reported to be removed from the asset register in 2020/21 but the value was not removed from the total. It was agreed that this be updated.
 - 12.2.2. The Clerk reported that the Harbertonford Playground equipment was previously included in the asset register at a value of £50,000. However, the Parish Council did not purchase this equipment. Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost. **It was RESOLVED** to amend the value of the adopted play equipment as transferred to the Parish Council with a nominal value of £1 as a proxy for the zero cost.
 - 12.2.3. **It was RESOLVED** to strike through reference to the Earthwrights slide structure following its closure and partial removal within the 2021/22 year.
 - 12.2.4. **It was RESOLVED** to remove HP Printer Scanner at a value of £65 removed as no longer working. The Clerk has been using her own home printer for Parish Council business and has been doing so for several years.
 - 12.2.5. **It was RESOLVED** to add 2 new cradle swings in Harbertonford at a value of £198, purchased in March 2022.

13. Confirmation of arrangements for insurance cover in respect of all insured risks Cllrs were informed that the insurance policy for Harberton Parish Council falls due for renewal on 1st June 2022 and is currently insured with Ecclesiastical Insurance Office Plc. The Clerk had received a request to return a Pre-Renewal questionnaire by 12th May 2022 on which the renewal quotation will be prepared. This questionnaire had been checked by the Clerk, printed and tabled for all Councillors for comment.

- 13.1. **It was RESOLVED** to use the amended asset register to ensure that the renewal quotation would be adequate.
- 13.2. The Clerk read the declaration to councillors and none indicated that any of the statements applied and that the Clerk may go ahead and sign the declaration on behalf of members of the Parish Council.

14. Review of the council's and/or staff subscriptions to other bodies

- 14.1. Devon Association of Local Councils It was noted that it had been resolved to continue membership at the April 2022 meeting of the Parish Council.
- 14.2. Society of Local Council Clerks **It was RESOLVED** to continue membership.

15. Review of the council's complaints procedure The Complaints Policy and Procedures document was reviewed with no amendments made.

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 Clerk had updated the Freedom Information Policy and Procedures PDF with material that was available through the Parish Council website at the current time. It was agreed that this information would be updated following this meeting of the Parish Council so that all policies and procedures contain therein are up to date.
- 16.2. Subject Access Request Policy and Procedures The Policy and Procedures document was reviewed with no amendments made.

17. Review of the council's policy for dealing with the press/media The Policy document 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. Parish Councillors agreed that meetings would continue in Harbertonford Village Hall every month and that this would be reviewed in September, to decide if the practice of alternating between meeting in Harberton and Harbertonford would be resumed.

It was agreed that there would be no ordinary meeting of the Parish Council in August unless urgent business required it.

Meetings of the Finance Committee would take place quarterly first Tuesday.

Meeting closed at 19:45