

## **HARBERTON PARISH COUNCIL**

Minutes for the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 13<sup>th</sup> December 2022 at Harbertonford Village Hall.

### **In attendance**

#### **Harbertonford Councillors**

Cllr Beamish: Present  
Cllr Bowley: Present  
Cllr Hambly: Present  
Cllr Palmer: Apologies  
Cllr Simon: Present  
Cllr Waite: Apologies

#### **Harberton Councillors**

Cllr Camp: Present  
Cllr Davies: Present  
Cllr J Hockings: Apologies  
Cllr Paine: Present  
Cllr Morris: Apologies  
Cllr Williams: Present

#### **Others**

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

### **Public Session**

Neither attending members of the public wished to speak.

### **Agenda**

1. **Apologies** were received as above. **It was RESOLVED** that apologies given were sanctioned.
2. **Declaration of Interests**
  - 2.1. Register of Interests Cllrs were reminded of the need to update their register of interests.  
To declare any interests (nature and scope) on items on the agenda  
Item 11: Cllr Nick Williams is the affected resident. Cllr Williams left the meeting during consideration of this item.
3. **Reports** for information from:
  - 3.1. County Councillor (C.Cllr) The C.Cllr's report was circulated by email earlier in the day. The following matters were highlighted.
    - 3.1.1. Bus Services It was reported that Devon County Council (DCC) has entered into an Enhanced Partnership arrangement with bus companies operating in Devon. Comments were made on poor service to passengers, noting that services were withdrawn in August without any communication with passengers through notices at bus stops, and children were waiting for buses to school in September that had been cancelled at short notice. There was implication that services leaving earlier than scheduled times were being dropped as there was 'no-one on it'. The C.Cllr has posed questions to DCC to provide clarity on what the Enhanced Partnership means, whether the partnership 'has teeth' or is just another layer of bureaucracy.
    - 3.1.2. 20 mph Speed Zones It was reported that in response to the great number of applications for 20mph speed zones, 6 more schemes will be accepted in 2023. It was agreed that the clerk resubmit the application before 23<sup>rd</sup> January.
    - 3.1.3. Tenant farmers motion It was reported that the C.Cllr had proposed a motion for the Council to ban the use of the pesticide Glyphosate on all Council land from 1<sup>st</sup> January 2023 pointing out to the Chamber that 162 other countries including China, Canada Peru and Spain (where a lot of our food comes from) have all banned Glyphosate and that had the we remained in the European Union, the UK would have banned Glyphosate on Thursday 15th December 2022 along with the rest of Europe. The motion as worded was not passed, although the council agreed that glyphosate should only be used if absolutely necessary where practical alternatives are not available.
    - 3.1.4. Support for people on low income Cllrs were asked to encourage anyone they know on a low income to apply to the County Council's voucher scheme before the deadline of 16<sup>th</sup> December.
  - 3.2. District Councillor (D.Cllr)
    - 3.2.1. Shared prosperity fund It was reported that South Hams District Council (SHDC) has been awarded £1M from the fund to support initiatives such as active and inclusive travel, regenerative farming, electrification of the ferries in Dartmouth as part of investment in the marine sector.
    - 3.2.2. Freeport It was reported that the full business case for the Plymouth and South Devon Freeport has been approved and will be going ahead. An expression of interest for the investment zone is being considered. In response to a query the D.Cllr believed that it will cost SHDC approximately £5M. The D.Cllr commented that an argument for the project is in the creation of 10,000 jobs and plans for the creation of a green hydrogen generation plant. Queries were made whether there was expected to be any social impact from the Freeport to which the D.Cllr was unsure. Plans are in process and will be led by a collective of business operating as a company. It was commented that it has already been intimated that there will be a relaxation of planning control within the freeport area, without much clarity on what the rules will be. There was concern that SHDC should not be supporting the project until there is further clarity on potential impact.
    - 3.2.3. Support for the homeless A telephone number on which to reach the team that supports the homeless during the winter is being advertised to enable support to reach those in need. The team is now working with Citizens Advice, who have taken delivery of blankets for distribution through foodbanks. The D.Cllr urged anyone not coping or do not have heating to contact the council via the numbers which will be provided to the Clerk.

- 3.2.4. Budget It was reported that the reception at Follaton will be kept closed as a cost cutting exercise. An information desk will be 'open' but won't be staffed – a video link to a staff member will be provided instead. The D.Cllr is opposed to this, commenting that in his view, more opportunities for contact with the community are required, rather than fewer ones.
- 3.2.5. Enforcement It was reported that residents of the encampment at Luscombe Cross have left the site and the D.Cllr is chasing to have the rubbish, now categorised as a fly tip, removed. The D.Cllr is looking to prevent future encampments by installing boulders or similar items at the location.

#### 4. Minutes

- 4.1. Having made minor amendments **it was RESOLVED** to approve the minutes of the Ordinary Meeting of the Parish Council 8<sup>th</sup> November 2022 as an accurate record.

#### 5. Report Matters Arising from the Minutes for information only

- 5.1. Harberton Devon Air Ambulance clearance area sign Ongoing.
- 5.2. Harberton Parish Emergency Plan It was reported that Cllr Paine, the Clerk and a community volunteer held a meeting to discuss a redraft of Harberton Parish Emergency Plan earlier in the week. It is planned to communicate the development of an Emergency Plan to residents of the Parish – why developing a plan is important, referring to how the community came together through COVID, what other risks there may be to the community and how the community might manage that together in the future.
- 5.3. Harbertonford Vehicle Activated Signs It was reported that someone else has been found to install the posts, it is hoped that this will be done before Christmas, following which the Vehicle Activated Signs can be purchased and installed. It was reported that as there are now 6 volunteers in Harbertonford to support a Community Speed Watch, training will commence in the New Year. A member of the community has volunteered to become the Speed Watch Administrator to support the project to get off the ground. More volunteers will be needed in order to conduct a regular speed watch in the village. Cllr Davies volunteered to be involved. It was commented that the Belisha beacons could be renewed.
- 5.4. Highways Matters
- 5.4.1. SatNav directed traffic It was reported that Devon County Highways (Highways) has responded that the issue of large vehicles using unsuitable rural roads because of sat navs is not new. There is growing national pressure for the government to force drivers of large vehicles to use specific sat nav systems correct for the vehicle however at this time there is no such law so drivers can use inappropriate, car-based systems. The Officer commented that he is sure that DCC is consulted at a high level on these issues in general and there are websites where specific errors or issues can be reported but DCC don't give a road-by-road evaluation to each provider. **ACTION: The Clerk** will forward to parish newsletters the helpful list of current links provided that any member of the public can use to report sat nav mapping errors and route planning issues.
- 5.5. Honorary Freeman/Freewoman It was reported that The Clerk has produced and printed two certificates, to be signed by the Clerk and the Chair. They will be presented to the recipients as soon as possible.
- 5.6. Screw Lane Drainage Ongoing. It was agreed appropriate for Cllr Williams to contact the owner on behalf of the Parish Council.

#### 6. Planning

- 6.1. Consideration of planning applications
- 6.1.1. 3140/22/HHO Householder application for replacement porch at 3 Marl Park, Harbertonford **It was RESOLVED to SUPPORT the application.**
- 6.2. Planning or appeal decisions Cllrs were informed of the following decisions of the Planning Authority:
- 6.2.1. 3361/22/CLE Certificate of lawfulness for existing building works for enclosing the bays on the barn at Eden Farm, Harberton REFUSAL The grounds for the Council's decision are as follows: On the balance of probabilities the operational works represent a failure to comply with a condition subject to which planning permission has been granted. As a breach of planning control, in order for the applicant to succeed in their application for a Certificate of Lawfulness they would need to evidence that the works were carried out more than 10 years ago. That threshold has not yet been met and therefore this application must be refused, pursuant to s171B(3) of the Town and Country Planning Act 1990.
- 6.2.2. 3599/22/AGR Application to determine if prior approval is required for a proposed new road measuring 540m length x 3.6m wide at Land at SX 762 594, Harberton PRIOR APPROVAL REQUIRED AND REFUSED
- 6.2.3. 3560/22/CLP Certificate of lawfulness for the insertion of a fixed clear-glazed ground floor window on the south elevation at Hillsgreen, Old Road, Harbertonford REFUSAL
- 6.2.4. 3806/22/ARC Non Material Minor amendment to planning consent 3628/17/FUL (Erection of 12 dwellings, workshop/office, associated landscaping and site development works) to change the road design, turning head position subsequent attenuation pond position at Oak Tree Field at SX 778 588 Tristford Road Harberton CONDITIONAL APPROVAL
- 6.2.5. 3912/22/ARC Application for approval of details reserved by condition 7 (Surface Water Strategy) of planning consent 1223/22/HHO at 3 Riverdale, Harbertonford DISCHARGE OF CONDITION REFUSED
- 6.3. Receive a report on enforcement cases A hard copy of the enforcement caseload was circulated amongst councillors at the meeting for information only.

#### 7. Monthly reports

- 7.1. Finance Committee update No update. The next meeting will take place on 3<sup>rd</sup> January 2023.

- 7.2. Community Land Trust update It was reported that part of the pre-commencement works included some tweaks to the roadway, leading to the attenuation pond being moved towards the bottom of the field. The height of the workshop has been adjusted so that the person who buys the market value house won't just have a view of that building. The position of one of the houses has been shifted slightly.
- 7.3. Sustainable Harbourne Valley update No update.
- 7.4. Neighbourhood Plan update A meeting of the Neighbourhood Plan Steering group took place on 21<sup>st</sup> November 2022. It was reported that the Steering Group will be seeking to run a 0opl community consultation in April as part of the Site Assessment process. It was reported that the Steering Group applied for three funded technical packages to support the Site Assessment Process, a Strategic Environmental Assessment and development of a Design Code for the Parish. There are delays to the start date of all pending technical packages due to delays in approval from the Department of Levelling Up, Housing and Communities. It is hoped that this will not delay plans for an April public consultation.
- 7.5. Harberton Playing Field Association (HPFA)
- 7.5.1. Update It was reported that HPFA will be undertaking works on the slide and the play horses are in the process of being replaced in response to recent park inspection reports. The HPFA is considering appropriate ways to honour the memory of long time HPFA member Ken Beagley, following his death in November. It was reported that this may include the planting of a tree or making the bug hotel which Ken wanted to build. It was agreed that the Parish Council is happy for the HPFA to proceed with a Ken Beagley Memorial project as it sees fit.
- 7.5.2. Consideration of updated Community Benefit Fund Application It was reported that HPFA has been awarded a grant of £10,000 towards the project to resurface the play area. As such, the committee has resubmitted their application to the Community Benefit Fund. **It was RESOLVED** to offer a grant of £1,000 on grant acceptance.
- The Clerk reported that she has been asked by HPFA if the Parish Council were to make purchases, whether VAT can be reclaimed. The Clerk commented that it is a common breach of regulations for a Parish Council to purchase an item on behalf of another organisation and reclaim the VAT, and has sought advice. It was reported that the right to reclaim VAT could be established, however the issue is how the Parish Council could receive the funding, and then undergo a process to seek quotes for work to comply with the Parish Council's Financial Regulations. Following discussion it was agreed to lay out the implications to the HPFA asking if they would be willing to support the additional administrative processes required to comply with regulations.
- It was also reported that amongst advice received, it was commented that if the Parish Council hasn't taken legal advice on the arrangement with the Playing Field Committee since 1963 it is probably long overdue. It was agreed to defer this to the new year.
- 7.6. Clerk's update
- 7.6.1. Parish Online mapping software The Clerk made a request for the Parish Council to subscribe to 'Parish Online' an online mapping resource available for use by local authorities. Using Ordnance Survey data under license, the mapping software enables town and parish councils to create and publish maps with multiple data layers. Using a free trial the Clerk has transferred information on location of buddle holes in the parish marked by hand on a large paper map onto an online map, available to share digitally or print under a public sector licence. The software would be very useful for the Neighbourhood Planning process in identifying sites for development and producing maps for the final document. It would be useful for the Emergency Plan process in identifying locations of grit bins and designated areas of responsibility for snow wardens or flood wardens. **It was RESOLVED** to enter into an annual subscription when the free trial of the mapping software ends, at a cost of £108 for the year.

## 8. Harbertonford Playpark

- 8.1. General update It was reported that a successful workday was held on the 2<sup>nd</sup> week in November in collaboration with members of the community. It was reported that the willow sculpture needs to be tackled with comment that it is a nice feature, but it takes a lot of maintenance. This does not appear on the inspection report as a safety concern.
- 8.2. Monthly inspection report It was noted that an inspection was undertaken on 12<sup>th</sup> December 2022. A hard copy of the report was circulated amongst cllrs for consideration:
- 8.2.1. Gate note closing fully. The Parish Council agreed that this is not considered dangerous. Seeking a fix is ongoing.
- 8.2.2. Bench broken **ACTION: Cllr Bowley** will have a look and report back on whether it is a simple fix or if the bench should be removed.
- 8.2.3. Safety surface edges. **ACTION: Cllr Beamish** will consider making a slope using safety surface compound.
- 8.2.4. Old play equipment left unsafe. It was reported that last pieces will be removed.
- 8.2.5. Entrances made into private gardens around play park. See item below.
- 8.3. Boundary issues It was reported that the clerk has written to the resident of 6 Marl Park to request that the boundary between the private back garden and the park be reinstated. The resident has been asked to confirm receipt of the letter and give a response. No reply has yet to be received. It was queried whether this issue was a concern of more than one property, as it is difficult to tell from photographs.
- 8.4. Extension of lease It was reported that the term of the lease between the Parish Council and Exeter Diocese ends on 22<sup>nd</sup> August 2023. **It was RESOLVED** to make steps with the Diocese to extend the lease. It was queried whether it would be possible to make the lease longer, or enter into a rolling tenancy agreement.

9. **20's Plenty Campaign** Consideration of campaign motion to support 20mph speed limit. The Clerk had compiled information about the 20's Plenty Campaign which was circulated to all cllrs with the meeting's agenda.

9.1. Motion to support 20mph speed limit

**It was RESOLVED** that

Harberton Parish Council:

- Supports the *20's Plenty for Devon County* campaign;
- Calls on Devon County Council to implement 20mph with Harbertonford village boundary in (as Harberton has already got one); and
- Will write to Devon County Council to request 20mph speed limits on streets throughout Devon where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allow a higher limit.

9.2. Any further action There were no volunteers to support any further initiatives suggested by the campaign, such as compiling a petition or purchasing any banners of stickers.

10. **Parish Lengthsman** It was reported that although a brief to tender was circulated in November, no tender documents were received in response. It was reported that Totnes Town Council had written to the clerk to suggest that if the Parish Council was not successful in recruiting a self-employed lengthsman through the tendering process then support can be offered through the Town Council maintenance team. This would come at a cost of £25 per hour with an agreement reached with the Town Council about travel costs, use of equipment and maintenance supplies. It was also reported that a member of the community who voluntarily clears East Leigh drains to prevent flooding of the hamlet suggested that if no suitable tenders are received to get in touch.

During discussion it was suggested that a call for volunteers could be made, that Chapter 8 training for volunteers could be sought from Devon County Council, following which there may be a volunteer willing to consider responding to a tender in the future. In the interim **it was RESOLVED** to approach Totnes Town Council to request their maintenance team look at the drainage features that are really bad in the winter of 2022/23. It was agreed to ask for their availability from mid-January to the end of March.

11. **Harberton Playing Field Easement\*** To consider instructing a solicitor.

At the meeting of Harberton Parish Council on 8<sup>th</sup> November 2022 the Parish Council considered a request made by a resident of the Old Hall, Harberton, for permission to dig a trench over land owned by the Parish Council in which to lay a 16mm electrical cable connecting power from the rear of their property to their parking space, 50 meters from their house. This is for the purpose of providing a charging point for an electric vehicle. It was agreed that the clerk write to the resident offering them the chance to work with a solicitor to apply for an easement, and that the resident would be required to pay for all the Parish Council's reasonable costs, including legal costs. The resident has made some enquiries with legal firms and has found one willing to provide an estimate for services. That solicitor has commented that the land would first need to be registered before a Deed of Easements can be drafted. The resident has proposed that it is the Parish Council that instructs the solicitor, but that they pay the final legal fee.

Both the Harberton Parish Hall committee and the Harberton Playing Field Association have considered the query by the resident, as whilst the Parish Council is the landowner, the land is subject to lease agreements with both organisations. The Playing Field Association has deferred to the Parish Council on the matter and the Parish Hall Committee agreed it has no objection to this work being carried out as long as it is made good as promised and that the resident provides written assurance that if any extra expenses occur he will take responsibility.

**It was RESOLVED** that the Parish Council willing to take the next step towards the drafting of a Deed of Easement to allow the cable to be laid.

**It was RESOLVED** that the Parish Council is willing to agree to the resident's request for the Parish Council to take the lead in instructing a solicitor to draft the Deed of Easement, while the full cost to be covered by the resident.

There was discussion on what conditions the Parish Council may wish to include. It was generally agreed that as the easement passes through parish land there should be some kind of ground rent, that would keep the agreement current or live. It was discussed that the easement should be tied to the house and discussion on limitations on how the cable could be used. It was agreed that to liaise with Cllr Morris for advice. **ACTION: The Clerk.**

12. **Correspondence**

12.1. #53 2022 DALC E-bulletin live Cllrs were informed that this e-bulletin includes reference to the additional bank holiday on 8<sup>th</sup> May 2022 in celebration of the King's coronation. The National Association of Local Councils (NALC) will be issuing guidelines as soon as possible if this will have an impact on the local elections timetable. The bulletin also links to a blog Megan Blyth from the Centre for Sustainable Energy has [written a](#)

[blog](#) on the NALC website about the support they can offer to local councils tackling the climate emergency. The Clerk has met with the Chair of Sustainable Harbourn Valley to discuss this.

- 12.2. [ORD2103785 HARBERTONFORD](#) Cllrs were informed of a road closure from 3<sup>rd</sup> -9<sup>th</sup> January 2023 to enable drainage works between the A381 to the junction with Morleigh road. Access for residents and emergency services will be maintained although some minor delays may occur. A diversionary route will be in place for all other traffic. Links to training available to clerks and councillors are also provided.
- 12.3. [#54 2022 DALC E-bulletin](#) Cllrs were informed that this bulletin includes news that NALC's Policy Committee has been undertaking more work on DALC's policy motion regarding speed limits on single track roads. The committee has now agreed to adopt an informal policy on lobbying government to make it mandatory for traffic authorities to consult local councils when amending or maintaining speed limits in their areas. Links to training available to clerks and councillors are also provided.
- 12.4. [Free Landmark Tree for Harborton](#) Cllrs are informed of an invitation from the Devon Wildlife Trust if Harborton Parish would like to be involved in receiving a free Landmark Tree. Over the 5 years of the project (which started in 2020), we plan to plant and nurture 250,000 trees outside of woodlands to help combat the devastating affect Ash Dieback is having on our landscape with up to 90% of ash trees due to die in the coming years. As part of this, we are offering a free Landmark Tree to every parish in Devon. This is a tree (around 1.2m – 2m) to be planted in a community space that can act as a focal point. Trees will be available from January and are supplied bare rooted so will need to be planted before the end of March. It is hoped that the following species will be available: oak, field maple, silver birch, crab apple, cherry, whitebeam, rowan, small leaved lime. If demand exceeds supply this season there will be other opportunities in the next few years. **ACTION: The Clerk** to forward this information to HPFA with regard to access a tree 'for Ken' and to seek to get in touch with Live West to suggest replacement of the cherry tree removed from Live West land in Harbortonford.
- 12.5. [Citizens Advice South Hams Annual Report and funding request](#) Cllrs received the Citizens Advice South Hams annual report reviewing the contribution the organisation has made to the people of the region during 2021-22. A funding request letter has been received for consideration by the Parish Council. The letter includes information on the number of people within the West Dart ward who have accessed the service. **It was RESOLVED** to give a grant of £250 as per the Parish Council's 2022/23 Budget.
- 12.6. [Temporary Traffic Order - Moreleigh Road to A381, Harborton \(TTRO2348154\)](#) Cllrs were informed of a planned road closure affecting the Morleigh Road to A381, Harbortonford between 6<sup>th</sup> -17<sup>th</sup> March 2023 to enable resurfacing and drainage works.
- 12.7. [#56 2022 DALC E-bulletin](#) Cllrs were informed that this issue includes news that PFK Littlejohn has been re-appointed as the External Auditor for Devon for the years 2022-23 to 2026-27. The Clerk notes news of an updated legal topic note regarding protection of ownerless common land and village greens, useful with regard to the status of Harbortonford Village Green. Devon County Councillor John Hart is offering Autumn Briefings for Parish and Town Councillors. The South Hams briefing will take place on 12<sup>th</sup> December, for which a booking link was provided. Information about upcoming training for councillors and clerks was also included.
- 12.8. [South Hams Council supporting Devon Carbon Plan](#) Cllrs were informed by news release that the importance of the objectives and ambitions laid out by the Devon Carbon Plan have been backed by South Hams District Council this week. The Devon Carbon Plan is the roadmap for how Devon will reach net-zero emissions by 2050 at the latest. It has been created following long-term, ongoing assessments of Devon's greenhouse gas emissions. The plan is a milestone for the County on its path to reducing carbon emission and outlines actions for how each sector of the county's economy and infrastructure can reach net-zero. South Hams Cllrs endorsed the plan and has recommended to Full Council that its own Climate Change Strategy and Action Plan, which predates the publication of the Devon Carbon Plan, be revised to ensure it contributes to delivering the Devon Carbon Plan.
- 12.9. [South Hams doing all it can to help housing crisis](#) Cllrs were informed by news release that since the council declared a housing crisis in September 2021 the Council has: Started building its own affordable homes for the first time in a generation at St Ann's Chapel, near Bigbury; launched a scheme to incentivise downsizing homes for those living in a housing association or social housing property; launched an innovative new "Step On" pilot scheme to help people get on the housing ladder by helping with deposits on shared ownership homes; worked in partnership with Kingsbridge Town to invite expressions of interest on two council-owned sites in Kingsbridge, to bring forward affordable homes; lobbied Government, through MPs and the Local Government Association, for a licensing scheme with physical checks and an extension of the Regulation Act 2015 in areas with high numbers of second homes, built a new website for its ethical lettings agency in an effort to promote this further and encourage landlords to sign up. Council Leader and South Hams Executive Member for Housing, Cllr Judy Pearce, also appeared at Westminster on 8 November to speak to a House of Lords Select Committee to discuss the challenges around short-term lets and the impact that has in the South Hams.
- 12.10. [Funding to help fight climate change in the South Hams](#) Cllrs were informed by news release that South Hams District Council has allocated grants from the Climate Engagement Fund to funding to support a broad range of infrastructure projects that will help in the South Hams' fight against climate change. The main beneficiaries are Sustainable South Hams and CoBikes, with smaller pots of funding going to 14 additional organisations.
- 12.11. [Harborton Parish Council - Fully Funded EV Charging Point Scheme](#) Cllrs were informed that the clerk has received a marketing email from an organisation that provides EV charge points with 100% funding. Backed by the government's Charging Infrastructure Investment Fund (CIIF), the organisation has access to significant cash reserves to fully-fund EV charging network deployments UK wide. The organisation is seeking to install a

network of EV charge points across the UK using existing infrastructure by retrofitting to lamp posts. A 10% revenue return is offered, should the Parish Council be interested. **ACTION: Cllr Simon** agreed to find out more and report back to the Parish Council.

### 13. Finance

- 13.1. Appointment of internal auditor Having received 7 quotes, the Clerk had prepared an anonymised summary document. After discussion it was agreed to appoint auditor A to undertake the Parish Council's 2022/23 internal audit, unless they were not available, in which case to approach auditor G.
- 13.2. 2023/24 Budget It was noted that the Finance Committee will produce a draft 2023/24 budget for the Parish Council's consideration at a meeting on the 3<sup>rd</sup> January 2023. Cllrs were given the opportunity to propose projects that would require funding in the next financial year:
- 13.2.1. A budget line of approximately £1000 - £2500 was suggested to support the development of the Neighbourhood Plan. It was commented that should the Neighbourhood Plan Steering Group be able to provide a costed budget ahead of the meeting of the Finance Committee, this would support consideration.
- 13.2.2. It was proposed that a modest budget to support development of the Emergency Plan, such as printing costs, would be appropriate for the 2023/24 budget.
- 13.2.3. It was queried whether appropriate for the Parish Council to budget for costs associated to the Community Shop, although there was no detail behind the suggestion to consider.
- 13.3. Notice of income and expenditure since last meeting None
- 13.4. To consider payments as per the December payment schedule **It was RESOLVED** to make the following payments:
- 13.4.1. Payment 2212\_1 to Cat Radford, payslip dated 22<sup>nd</sup> December 2022 includes Clerk December salary £483.60, Neighbourhood Plan December Salary at £55.80 and backdated pay increase payment 2 at £145.34 = £684.74 no VAT.
- 13.4.2. Payment 2212\_2 to Cat Radford, Clerk expenses claim dated 8<sup>th</sup> December 2022 for mileage at £14.40, broadband at £7.50 and printing costs of £2.00 = £23.90 no VAT
- 13.4.3. Payment 2212\_3 to The Devon Association of Local Councils (DALC) for attendance of Richard Morris at the Being a Good Councillor 3 webinar on 16/11/22 at £15.00 plus £3 VAT = £18:00
- 13.4.4. Payment 2212\_4 to Citizens Advice South Hams as a grant to support services = £250 no VAT. It is noted for the minutes that the grant is given under the Local Government Act 1972 s 142. A local authority may assist voluntary organisations to provide for individuals (a) information and advice concerning those individuals' rights and obligations; and (b) assistance, either by the making or receiving of communications or by providing representation to or before any person or body, in asserting those rights or fulfilling those obligations.
- 13.4.5. Payment 2212\_5 to Paul Westlake for grass cutting in Harbertonford, 8 cuts of Harbertonford Village Green, and 5 cuts of Harbertonford Play Area at £30 per cut = £390 no VAT.

It was agreed to instruct Paul Westlake to continue to cut the grass at the village green and in the play area at a cost of £30 per cut. It was noted that there had been some confusion as another contractor is also undertaking grass cutting at this location, contracted by the owner of the shop, and there may be a doubling up of effort and cost. It was agreed that the Clerk discuss this with the Parish Council contractor prior to commencement. It was agreed to make the group behind the community shop aware that the Parish Council has an arrangement in place for grass cutting at this location.

14. **E-Circulars for information** Cllrs were informed that circulars regularly received include: 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. Any of these can be forwarded to councillors should they wish to read them

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

- 15.1. Drug dealing at Harberton Parish Hall car park Cllrs were informed that the Harberton Parish Hall committee has written to the police with regard to known drug dealing in the car park. The Parish Council has been asked to also write to the Police to raise concerns. **ACTION:** in his Police liaison role **Cllr Hambly** agreed to raise this with the Police.

16. **Date and location of next ordinary meeting** 7:30pm on Tuesday 10<sup>th</sup> January 2023 at Harbertonford Village Hall.

Meeting closed at 21:58