

## **HARBERTON PARISH COUNCIL**

Minutes for the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 10<sup>th</sup> January 2023 at Harbertonford Village Hall.

### **In attendance**

#### **Harbertonford Councillors**

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

#### **Harberton Councillors**

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

#### **Others**

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

### **Public Session**

No members of the public were present.

### **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.
  - 2.2. To declare any interests (nature and scope) on items on the agenda.  
Item 10. 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 No report
  - 3.2. District Councillor In his absence the D.Cllr had provided an update to the Clerk that included the following:
    - 3.2.1. Budgeting and funding South Hams District Council (SHDC) will receive monies from the Funding Guarantee Grant with approximately £400,000 to be spent. It was suggested that this may be a source of monies appropriate for a grant for Harbertonford Playpark regeneration.
    - 3.2.2. Luscombe Cross encampment It was reported that the materials remaining on site have now been cleared. The D.Cllr has asked SDC to place boulders on the site to prevent future encampments. The D.Cllr asked if anyone knows of any large tree roots or similar that could be dropped there. It was commented that there was a large tree stump at Dundry that could be available. Cllr Palmer agreed to consider options, although raised concerns that taking this action may raise objections with Highways, or be considered fly tipping itself. It was suggested that saplings could be planted, however there were also concerns raised as to future visibility or ability for vehicles to pass one another on the highway.
4. **Minutes**
  - 4.1. **It was RESOLVED** to approve the minutes of the Ordinary Meeting of the Parish Council 13<sup>th</sup> December 2022.
  - 4.2. The minutes of the meeting of the Finance Committee held on 3<sup>rd</sup> January 2023 were reviewed. No members of the finance committee present had any amendments to make on the draft. Minutes were signed as being reviewed and will be presented to the next meeting of the Finance Committee for approval.
5. **Report Matters Arising from the Minutes** Not otherwise on the agenda and for information only
  - 5.1. Harberton Devon Air Ambulance clearance area sign (Clerk) Ongoing.
  - 5.2. Screw Lane Drainage (Cllr Williams) Ongoing.
  - 5.3. Parish Lengthsman (Clerk) See item 9.
  - 5.4. Equipment fixes at Harbertonford Park (Cllrs Beamish and Bowley) See item 8.
  - 5.5. Contact with Police re drug dealing at Parish Hall carpark Cllr Hambly has emailed the PCSO requesting more information about what is going on and how members of the public could help in shutting it down. He is waiting for the reply.
6. **Planning**
  - 6.1. Consideration of planning applications
    - 6.1.1. 4187/22/VAR Application for removal of condition 17 (biodiversity) of planning consent 0626/18/FUL at Moore Farm, Harberton **It was RESOLVED** to MAKE NO COMMENT
    - 6.1.2. 2503/21/FUL READVERTISEMENT (additional information) enclose the Bays of the barn at Eden Farm (Retrospective) at Eden Farm, Harberton **It was RESOLVED** that the parish council reiterates its decision of the 24<sup>th</sup> August 2021 which was to OBJECT to the application on the following grounds: the industrial nature of the revised cladding and doors is not in keeping with other agricultural buildings within the area and is visually intrusive in the rural landscape.
  - 6.2. Notification of receipt of applications for tree works

- 6.2.1. [4420/22/TCA](#) T1: Common Ash - Fell because of extensive symptoms of Chalara Dieback of Ash within the whole aspect of the crown. Self-seeded heavy-leanitree due to taller neighbouring plants and growing root plate on the top of the drywall, multiple tight forks noted throughout the stem at Riverside Barn, Woodcourt Road, Harbertonford. It was noted that no Parish Councillors had made any comments to the Clerk or to the Tree Warden ahead of the local authority's deadline for representations.
- 6.3. Notification of planning applications shared for information only
  - 6.3.1. [4399/22/PDM](#) Notification for prior approval for proposed change of use of agricultural buildings to 2no. dwellinghouses (Class C3) and for associated operational development (Class Q(a+b)) (Renewal of Class Q consents 3816/19/PDM and 3819/19/PDM) at Barns A & B at Fletcherscombe, Diptford
- 6.4. Receive a report on planning or appeal decisions
  - 6.4.1. [4257/22/AGR](#) Agricultural Determination Application to determine if prior approval is required for a proposed road 400m (length) x 3.6m (width) at Land At Sx 762 594 Harberton PRIOR APPROVAL REQUIRED AND REFUSED. In reading the Planning Officer's report it was noted that they were not satisfied that the development is reasonably necessary for the purposes of agriculture.
  - 6.4.2. [3587/22/CLE](#) Certificate of Lawfulness for existing use of land for purposes ancillary to the use and occupation of the residential property known as 'Tailrace, Crowdy Mill' at Tailrace, Crowdy Mill Harbertonford Cert of Lawfulness (Existing) Certified
  - 6.4.3. [3140/22/HHO](#) Householder application for replacement porch at 3 Marl Park Harbertonford CONDITIONAL APPROVAL
- 6.5. Receive a report on enforcement cases (for information only) A hard copy was circulated for information only.

## 7. Monthly reports

- 7.1. Finance Committee update It was reported that the Finance Committee had met on 3<sup>rd</sup> January 2023. Meeting attendees reviewed the end of quarter budget report and had the opportunity to ask questions on expenditure in the quarter. It had been noted that the Quarter 3 cash book balance and the bank balance did not agree by 2p. Members of the finance committee checked income and expenditure in the quarter against the bank statements, and finding no error agreed for the Clerk to review this to bring back to full council. See item 13.  
**It was RESOLVED** to accept Finance Committee's recommendation to pay the Clerk overtime in three payments of £46.50 in January, February and March. It was noted that the clerk has 19 hours of holiday entitlement remaining in the financial year.
- 7.2. Community Land Trust (CLT) update It was reported that a meeting had been held with SHDC that has commissioned someone to look at the viability of the site and give advice on secondary funding. Other meetings about future funding have been held with Homes England and the Ecological Building Society. A letter has been received from a parish resident about the design of the swales that provide flood defence.
- 7.3. Sustainable Harbourne Valley update No update.
- 7.4. Neighbourhood Plan update A meeting was held on 19<sup>th</sup> December 2022 at which planning for two public consultation events was continued and access to funding. It was reported that the Site Assessment, Strategic Environmental Assessment and Design Code technical packages of support have been approved and a meeting to kick two of these packages off have been scheduled with the consultants.
- 7.5. Harberton Playing Field Association (HPFA) update It was reported that HPFA had formally accepted the Community Benefit Fund grant and had provided bank details for payment. It was reported that the Clerk had informed HPFA that if certain conditions were met, the right to reclaim VAT could be established however the matter of how funds are transferred to the Parish Council is complex, and if the Parish Council were to make purchases, it would need to comply with the Council's Financial Regulations on procurement. It was reported that the HPFA had decided to proceed on the basis of gratefully accepting the PC grant, thanking the Parish Council VAT advice and efforts in trying to look for options for the project and push on with our current course of action.
- 7.6. Clerk's update No update.

## 8. Harbertonford Playpark

- 8.1. General update No update
- 8.2. Monthly inspection report
  - 8.2.1. Update on actions from December report
  - 8.2.2. Broken Bench **ACTION: Cllr Beamish** will oversee removal of the bench as soon as possible.
  - 8.2.3. Safety surface edges It was agreed that Cllr Beamish would not be able to consider making a slope using safety surface compound until there is drier weather.
  - 8.2.4. Old play equipment left unsafe. It was noted that Cllr Beamish has moved the last pieces of play equipment to the gate ready to be picked up and either disposed of or stored.
  - 8.2.5. Review and consideration of actions arising from January report No report received.
- 8.3. Boundary issues It was reported that the letter from the Parish Council dated 6<sup>th</sup> December 2022 had been acknowledged by the resident, who was in agreement with the Parish Council that having a defined and secure boundary between his private garden and the Harbertonford play park was important. The resident commented that he will reinstate the previous boundary, which consisted of a gate across the opening, as soon as possible and by the end of February at the latest. The resident land-owner commented that the previous gate had been in place since before the property was purchased in 2013.

Cllrs present at the meeting commented that they did not recall there being a gate on this boundary and had expected reinstatement of a solid boundary with no access - such as a hedge. It was agreed to write to the landowner to comment that before the Parish Council is able to confidently acknowledge the intention to reinstate the boundary with a gate and still comply with the terms of its lease with the Diocese, councillors would ask to see a copy of the property boundary plans with evidence of access in place, or a copy of an easement agreement. Without these, the Parish Council would refer the resident landowner to the Diocese to seek agreement with them directly.

8.4 Extension of lease to receive an update and consider any actions. It was reported that the Clerk has made an initial request to Exeter Diocese for the lease to be extended and awaits contact from the Director of Property.

9. **Parish Lengthsman Project** To receive an update and consider any actions. It was reported that the Clerk had made enquiries with Totnes Town Council regarding availability of the Maintenance Team to undertake work on Parish Buddle Holes for the remainder of the year.

The clerk had also been in touch with Devon County Highways with queries as to the availability of Chapter 8 training for Parish employees and volunteers. It was reported that 'Chapter 8 training' refers to the completion of a module of 'signing, lighting and guarding' training. Certified City in Guilds Courses typically take place over 2 days. Devon County Council does not deliver training itself, but will fund training for up to 3 members of a town or parish council up to a value of £295.00 plus VAT. Applicants are required to complete Devon County Council's online Highway Safety Awareness course prior to any other training. It was noted that should the Parish Council readvertise the lengthsman contract, this could include the offer to pay for Chapter 8 training through the Parish Council's budget if required.

It was noted that the Snow Wardens had not been successful in setting up relevant training. Highways had apologised for this. It was agreed to forward details for Cllr Beamish and Bowley to Devon County Highways for snow warden training.

10. **Harberton Playing Field Easement** All cllrs had received a copy of the updated quotation and letters of engagement in advance of the meeting for review. It was noted that the solicitor will locate and check deeds for the recreational ground, prepare an Epitome of Title; draft a Deed of Easement, report to the Parish Council on the terms of the Deed; complete the Deed, register the Title at the Land Registry along with the Deed. It was noted that should it become apparent that there are unforeseen circumstances or additional expenses in connection with the matter charges may be increased but only after informing the Parish Council. **It was RESOLVED** to proceed. The Clerk will complete all the necessary paperwork. It was confirmed that the bill will come to the Parish Council, who will then request monies from the landowner to which the easement refers.

## 11. Budget

11.1. Receive Totnes Rural Area Youth Engagement (TRAYE) Annual Report and consider the Finance Committee's recommendations on the request for an uplift in funding to £2500 per year. **It was RESOLVED** to accept the Finance Committee's recommendation to budget for £1000 contribution to the TRAYE project in 2023/24 and to encourage TRAYE to submit an application to the Community Benefit Fund for an additional £1000, taking total contribution to £2000 in the 2023/24 financial year.

11.2. Consideration of 2023/24 budget The proposed budget was drafted by members of the Finance Committee at a meeting held on 3<sup>rd</sup> January 2023 and forwarded to all councillors for consideration with meeting papers. It was commented that the proposed 2023/24 budget has made savings where spending in 2022/23 has been less than expected, but takes into account expected increases in costs of contracts for services and looking to continue to build on reserves. Councillors were given the opportunity to ask questions after which **it was RESOLVED** to approve the following budget (this included approval of the amendment of the Earmarked Reserves as listed):

### Income

|   | 2022 - 23<br>Budget<br>£ | 2023-24<br>Budget<br>£ | Difference<br>between<br>2021/22<br>and 2022/23<br>budget +/- |
|---|--------------------------|------------------------|---|
| 1 Precept                               | 18930                    | 19112                  | 182   |
| 2 Harberton Parish Hall<br>Ground rent  | 10                       | 10                     | 0   |
| 3 Bank interest                         | 0                        |                        | 0   |
| 4 VAT refund                            | 445                      | 350                    | -95   |
| 5 Community Benefit Fund                | 5656                     | 5656                   | 0   |
| 6 County Council Locality<br>Fund Grant | 0                        |                        | 0   |

|   |                                     |      |      |   |
|---|-------------------------------------|------|------|---|
| 7 | Harberton Playing Field Association | 0.05 | 0.05 | 0 |
| 8 | Project Grant income (misc)         | 0    |      | 0 |
| 9 | Other Misc. income                  | 0    |      | 0 |

#### Repayments

|    |   |     |     |   |
|----|---|-----|-----|---|
| 10 | Harbertonford Playground Association/Harberton Playing Fields Association | 0   |     | 0 |
| 11 | Allotments  | 500 | 500 | 0 |

#### Earmarked Reserves

#### Earmarked Reserves

|    |  |          |          |  |
|----|--|----------|----------|--|
| 12 | Office Equipment                             | 215      | 265      |  |
| 13 | Training reserves                            | 0        | 426.8    |  |
| 14 | Harbertonford Playground                     | 836.49   | 766.1    |  |
| 15 | Parish Defibrillators                        | 519      | 800      |  |
| 16 | Elections                                    | 500      | 1000     |  |
| 17 | Maintenance reserves                         | 1723.58  | 4229.19  |  |
| 18 | Parish Lengthsman Project                    | 7500     | 6950     |  |
| 19 | Emergency Planning                           | 49       | 49       |  |
| 20 | Website                                      |          | 141.73   |  |
| 21 | Service Level Agreement DAAT lighting column |          | 550      |  |
| 22 | Neighbourhood Plan                           | 150      | 787.15   |  |
|    | Totals                                       | 37034.12 | 41593.02 |  |

#### Expenditure

|    | 2022 - 23 Budget          | 2023-24 Budget | Difference between 2021/22 and 2022/23 budget +/- | Power/Duty within legislation for spending                                      |
|----|---------------------------|----------------|---|---|
| 23 |                           |                |   | <i>Expenses of parish and community councils Local Government Act 1972 s150</i> |
| 24 | Room Hire                 | 315            | 315   | 0   |
| 25 | Subs                      | 425            | 500   | 75  |
| 26 | Insurance                 | 550            | 680   | 130   |
| 27 | PCC Grants Harberton      | 500            | 500   | 0   |
| 28 | PCC Grant Harbertonford   | 450            | 450   | 0   |
| 29 | Salary                    | 5618.19        | 6100  | 481.81  |
| 30 | Salary overtime           | 600            | 1000  | 400   |
| 31 | Neighbourhood Plan Salary | 648.25         | 700   | 51.75   |
| 32 | Tax/NI payments           | 0              | 50  | 50  |
| 33 | Clerk Expenses            | 80             | 125   | 45  |
| 34 | Office Expenses           | 250            | 200   | -50   |
| 35 | Professional Fees         | 500            | 1000  | 500   |

|                           |                                       |                           |        |        |  |
|---------------------------|---------------------------------------|---------------------------|--------|--------|--|
| 36                        | Broadband                             | 102                       | 90     | -12    | Subsidiary powers of local authorities. Local Government Act 1972 s111   |
| 37                        | Grasscutting Harbertonford            | 600                       | 600    | 0      | Power to acquire and maintain land for public recreation Public health Act 1875, s.164 and Power to acquire and maintain land for open spaces Open Spaces Act 1906, ss.9 and 10  |
| 38                        | Grasscutting Harberton                | 900                       | 950    | 50     | Power to acquire and maintain land for public recreation Public health Act 1875, s.164   |
| 39                        | Harberton Playground Expenditure      | 0                         |        | 0      | Power to provide a wide range of recreational facilities Local Government (Miscellaneous Provisions) Act 1976, s.19  |
| 40                        | Playground Inspections                | 550                       | 550    | 0      | Power to provide a wide range of recreational facilities Local Government (Miscellaneous Provisions) Act 1976, s.19  |
| 41                        | Harbertonford Playground Lease        | 60                        | 60     | 0      | Power to provide a wide range of recreational facilities Local Government (Miscellaneous Provisions) Act 1976, s.19  |
| 42                        | Allotment                             | 500                       | 500    | 0      | Powers to provide allotments. Small Holding & Allotments Act 1908, s.23  |
| 43                        | Youth Provision                       | 500                       | 1000   | 500    | Local Government act 1972 s137   |
| 44                        | Ash Die Back Review                   | 650                       | 650    | 0      | Highways Act 1980 s.96 Powers of highway and local authorities to plant trees, lay out grass verges, etc. : If on Parish Council Land: Local Government Act 1972 s.111: Subsidiary powers of local authorities   |
| 45                        | Notice board for Harbertonford        | 0                         |        | 0      | Local Government Act 1972 s.111: Subsidiary powers of local authorities  |
| 46                        | Grant funded projects                 | 0                         |        | 0      |  |
| 47                        | Contingency/Reserves                  | 750                       | 250    | -500   |  |
| 48                        | Community Benefit Fund                | 5656                      | 5656   | 0      |  |
| 49                        | Citizens Advice South Hams            | 250                       | 250    | 0      | 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. |
| <b>Earmarked Reserves</b> |                                       | <b>Earmarked Reserves</b> |        |        |  |
| 50                        | Office Equipment                      | 265                       | 265    | 0      | Local Government Act 1972 s.111: Subsidiary powers of local authorities  |
| 51                        | Training                              | 350                       | 750    | 400    | Local Government Act 1972 s.111: Subsidiary powers of local authorities  |
| 52                        | Harbertonford Playground              | 836.49                    | 766.10 | -70.39 | Local Government (Miscellaneous Provisions) Act 1976, s.19 Power to provide a wide range of recreational facilities  |
| 53                        | Parish Defibrillators                 | 800                       | 950    | 150    | Public Health Act 1936, s234 Power to provide life-saving appliances (e.g. life belts, defibrillators).  |
| 54                        | Elections                             | 1000                      | 2000   | 1000   | Representation of the People's Act 1985 s36 (5)  |
| 55                        | Maintenance Reserves (Includes trees) | 3729.19                   | 4500   | 770.81 | If maintaing and making safe trees on Parish Council Land: Local Government  |

|    |  |          |          |   |   |
|----|--|----------|----------|---|---|
|    |  |          |          | <i>Act 1972 s.111: Subsidiary powers of local authorities</i> |   |
| 56 | Parish Lengthsman Project                    | 7500     | 6950     | -550  | <i>Power to drain and maintain ponds and ditches to prevent harm to public health Public Health Act 1936, s.260</i>   |
| 57 | Emergency Planning                           | 49       | 150      | 101   |   |
| 58 | Website                                      | 600      | 200      | -400  | <i>Provision of information, etc., relating to matters affecting local government. Local Government Act 1972 s 142</i>  |
| 59 | Service Level Agreement DAAT lighting column | 300      | 550      | 250   |   |
| 60 | Neighbourhood Plan                           | 1150     | 2335     | 1185  | <i>Powers to act as lead body for a neighbourhood development plan or a neighbourhood development order. Localism Act 2011, Schedule 9; Town and Country Planning Act 1990, ss.61E-61Q, Schedule 4B; Planning and Compulsory Purchase Act 2004, s.38A</i> |
|    | <b>Totals</b>                                | 37034.12 | 41592.10 |   |   |
|    | <b>Income minus expenditure</b>              | £ 0.00   | £ 0.92   |   |   |

The budget is also available on the Parish Council website for review, with additional columns providing projections of spending at the end of the financial year.

- 11.3. Consideration of the 2023/24 precept demand. **It was RESOLVED** to make a 2023/24 Precept demand of £19112. This is a small increase of £182 on the previous year, however due to there being an increase in the number of tax payers in the Parish, there would be a 0.05% decrease on the Bank D Parish Rate - a decrease of £0.02 in comparison to 2022/2023.

## 12. Correspondence

- 12.1. Fuel vouchers for vulnerable households Cllrs were informed that an email has been circulated by Citizens Advice South Hams advising that it is able to provide cash payments to vulnerable households struggling to pay their fuel bills. Vouchers of up to £100 can be issued to any household that is able to demonstrate need. In a development from previous funding rounds Citizens Advice South Hams is now able to support households on prepayment meters and can support households on 'regular' or 'credit' meters, where the household has access to an email address and a smart phone. Households can accept this support by contacting Citizens Advice South Hams.
- 12.2. Highways Parish & Town Council Newsletter - Winter 2022 The Clerk had forwarded the Highways Winter Newsletter to all cllrs in full giving updates on the snow warden scheme, grit bin and salt distribution, chapter 8 training and funding available to support small community road repairs. The Clerk has been in touch with Highways in order to open dialogue on how to successfully obtain training for snow and flood wardens and provide chapter 8 training for volunteers in the Parish.
- 12.3. South Hams CVS The Clerk had forwarded the South Hams CVS annual report for 2022 along with its request for funds to support their work with community groups in the region in 2023. **It was RESOLVED** that the Parish Council offer a grant of £200.
- 12.4. #58 2022 DALC E-bulletin Cllrs were informed that this issue includes confirmation that no council tax referendum principles for town and parish councils have been announced for 2023/24. Town and Parish Councils continue to have the flexibility to raise their precept without holding a referendum.
- 12.5. Bus services changes for January 2023 Cllrs were informed of the update on the change of services across Devon. None appear to relate to services affecting the Parish.
- 12.6. Council Votes Unanimously to Adopt 100% Council Tax Premium on Second Homes The Parish Council has been informed by press release of the SHDC's decision to adopt a 100% Council Tax Second Homes Premium as soon as legislation allows. The press release refers to the District Council's housing crisis declaration of 2021, and to one of the resulting actions to lobby Government to allow local councils to be able to charge 200% Council Tax on second or holiday homes to ensure they contribute fairly towards the services they receive. Lobbying proved successful when in May 2022, the Government published the Levelling-Up and Regeneration Bill, which included proposals, aimed at addressing the negative impact of second homes on the supply of homes available to meet local housing need. The Bill proposes that councils will be allowed to introduce a Council Tax premium of up to 100% in respect of second homes, meaning second homes would pay double the amount of Council Tax for an area. The Bill is likely to become law from 1 April 2024 at the earliest.

- 12.7. Tis the Season of Goodwill! TRAYE Donation Campaign Cllrs were informed of appeal for donations to support the work of the Totnes Rural Area Youth Engagement project. Private donations can be made through [PayPal](#) until February.
- 12.8. Removal of Maltsters Arms from list of ACVs (Assets of Community Value) Cllrs were informed that solicitors acting on behalf of the owners of the Maltsters Arms contacted the Local Authority requesting removal of the Maltsters Arms from the List of Assets of Community Value. This prompted by the owners securing planning permission in July 2022 for change of use of the pub to residential (ref 0463/22/FUL). The requested removal on the basis that the community interest is not or will not be an option as a residential dwelling. The Local Authority has been advised that the landowner is intending to sell the property, to be sold as residential under change of use. Correspondence from the Local Authority Officer notes that having taken a look back at the history of the nomination, subsequent moratorium, and the 2022 planning application he has agreed to remove the pub from the list of ACVs – there not being a realistic prospect of community use of the asset continuing. The officer highlighted sections within the planning officer report supporting this decision that can be forwarded to cllrs on request. Added to these considerations, there was a full 6 month moratorium in 2019, during which there was no community bid for the asset. The Officer's opinion is that in the context of the challenges of any business/community use referenced above, the lack of community bid previously, and the secured planning permission for change of use, the removal of the asset from the ACV List is the correct way forward. The Local Authority will advise the Land Registry to cancel the ACV restriction against the property, and the land charges team will remove their restriction on their system.

### 13. Finance

- 13.1. Independent review of Quarter 3 Bank Reconciliation The Quarter 3 bank reconciliation and bank accounts for October, November and December 2022 were circulated to all councillors for independent review. **It was RESOLVED** to sign the bank reconciliation, which was signed by Cllr Paine.
- 13.2. Notice of income and expenditure since last meeting  
4th January 2023 INCOME £500 Harbertonford Allotment Society Annual Rent
- 13.3. January payments **It was RESOLVED** to make the following payments:
- 13.3.1. Payment 2301\_1 to Cat Radford, payslip dated 22<sup>nd</sup> January 2023 includes Clerk January salary £483.60, Neighbourhood Plan January Salary at £55.80 and overtime payment 1 of 3 at £46.50 = £585.90 no VAT.
- 13.3.2. Payment 2301\_2 to Cat Radford, Clerk expenses claim dated 5<sup>th</sup> January 2023 for mileage at £12.78, and broadband at £7.50 = £20.28 no VAT
- 13.3.3. Payment 2301\_3 to Parish Online (Geoxsphere),, for invoice 18UG024-0002: Parish Online - Digital Mapping (per Year) Dec 17, 2022 – Dec 17, 2023 at £90 plus £18 VAT = £108
- 13.3.4. Payment 2301\_4 to Harbertonford Village Hall for meeting room hire between April - December 2022. Includes 8 x Ordinary Meetings of the Parish Council at £25 each, 9 x meetings of the Neighbourhood Planning Steering Group at £10 each and 3 x meetings of the Finance Committee of Harberton Parish Council at £10 each = £320 no VAT
- 13.3.5. Payment 2301\_5 to The Devon Association of Local Councils (DALC) for attendance of Richard Morris at the Being a Good Councillor 3 webinar on 14/12/22 at £15.00 plus £3 VAT = £18:00
- 13.3.6. Payment 2301\_6 to Colin Finch for annual allotment rent = £500 no VAT
- 13.3.7. Payment 2301\_7 to Harberton Playing Fields Association for Community Benefit Fund grant towards resurfacing the play area = £1000 no VAT. It was noted for the minutes that the grant is made under the power to provide a wide range of recreational facilities Local Government (Miscellaneous Provisions) Act 1976, s.19.
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. Salt and Grit Bins A query was raised about whether there was any grit in the bins. The Clerk responded that monitoring available grit and making an order for a delivery to Devon County Council is usually the role of the Snow Warden. **ACTION: ALL**. It was suggested that councillors take an opportunity to check levels in grit bins where they can, and report this back to the Clerk. It was noted that a local farm was storing grit on behalf of the Parish Council when Cllr J.Hockings was the Snow Warden. **ACTION: Cllr Camp** agreed to establish what is still in storage.

16. **Date and location of next ordinary meeting** 7:30pm Tuesday 14<sup>th</sup> February 2023, Harbertonford Village Hall.

Meeting closed at 20:45