

Annual Meeting of Harberton Parish Council

7:30pm Tuesday 16th May 2022 at Harbertonford Village Hall

In attendance

Harbertonford Councillors

Cllr Beamish: Present
Cllr Bowley: Present
Cllr Davies: Present
Cllr Palmer: Present
Vacancy
Vacancy

Harberton Councillors

Cllr Camp: Present
Cllr Hambly: Present
Cllr Paine: Present
Cllr Morris: Apologies
Cllr Williams: Apologies
Vacancy

Others

D.Cllr McKay: Not present
C.Cllr Hodgson: Not present
Clerk Ms Radford: Present
Members of the Public: 1

Agenda

1. Election of the Chairman

As the current chairman of the Parish Council, David Camp presided until a new Chairman of the Council was elected. After being nominated and seconded a vote was taken at which **it was RESOLVED** that Douglas Hambly was elected as Chair of Harberton Parish Council.

Cllr Hambly thanked Cllr Camp for years in which he chaired the Parish Council.

2. Election of the Vice Chairman

Richard Morris was nominated as Vice Chair, with the assurance that he would be willing to accept the role. The proposal was seconded and **it was RESOLVED** to elect Richard Morris as Vice Chair of Harberton Parish Council.

3. Delivery of acceptance of office form by the Chairman of the Council and councillors not present at the meeting of 9th May 2023 unless the council resolves for this to be done at a later date

3.1. Cllr Hambly signed the declaration of acceptance of office as Chair of the Parish Council in front of the Clerk.

3.2. Those elected councillors who were not present at the meeting of 9th May 2023 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 RESOLVED** to agree 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. **It was RESOLVED** that the following amendments be made:

- Include a new item 5: *"To undertake an independent review of bank reconciliations and bank statements."*
- Amend wording surrounding committee membership: Membership of the committee will consist "a minimum of 4 Parish Councillors comprised of councillors from both wards."

5.2. Harberton Parish Neighbourhood Plan Steering Group Terms of Reference* The terms of reference was reviewed with **it was RESOLVED** to make no amendments.

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

6.1. Finance Committee Cllrs Peter Beamish, Jill Davies, David Camp, Richard Morris Nick Williams and Tania Paine were nominated and appointed to the Finance Committee.

6.2. Harberton Parish Neighbourhood Plan Steering Group Chris Bowley and Douglas Hambly were nominated and appointed to represent the Parish Council on the Steering Group.

7. Appointment of any new committees in accordance with standing order 4 None.

8. Review and adoption of appropriate:

8.1. Standing Orders The Parish Council's Standing Orders were reviewed. The Clerk proposed minor amendments to formatting. **It was RESOLVED** that no further amendments made.

8.2. Financial Regulations The Parish Council's Financial Regulations were reviewed and **it was RESOLVED** that no amendments would be 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** to request that the Association feedback through through brief monthly email/report to the Parish Clerk, and or forwarding the minutes of recent meetings.
- 10.2. Harbertonford Playground Association **It was RESOLVED** that Peter Beamish represent the Parish Council on the Harbertonford Play Park Improvements Committee.
- 10.3. Community Land Trust **It was RESOLVED** that Nick Williams be asked to report back to the Parish Council at monthly meetings.
- 10.4. Harberton Parish Hall **It was RESOLVED** that Nick Williams attend Harberton Parish Hall meetings as representative of the Parish Council and report back to the Parish Council when necessary.
- 10.5. Harbertonford CE Primary School As there is no longer a role for the Parish Council at the school, **It was RESOLVED** that this item be removed from the annual list.
- 10.6. Sustainable Harbourne Valley **It was RESOLVED** Richard Morris represent the Parish Council and report back from meetings. If he accepts. Cllrs Bowley volunteered to take this role should Cllr Morris not accept.
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;**
Cllrs were informed that the General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc). It also applies to eligible parish and town councils. It replaces the wellbeing powers in England that were provided under the Local Government Act 2000.
- It was noted that in order to be eligible, at least two thirds of the Parish Council's members have been elected and the Clerk must hold an appropriate qualification, either CiLCA or Community Governance Level 4 (previously Local Policy Cert HE). Anyone undertaking the current version of CiLCA will be considered 'trained'. Those who became CiLCA qualified before 2012 will have to undertake section 7 of the updated version. **It was RESOLVED** that the Parish Council would need to defer arrangements until the clerk has capacity to undertake training.
12. **Review of inventory of land and assets including buildings and office equipment** (*Asset Register*) It was noted that the asset register was only recently reviewed at the Ordinary meeting of the Parish Council on 11th April 2023. No further changes were made.
13. **Confirmation of arrangements for insurance cover in respect of all insured risks** It was confirmed that arrangements for insurance cover had been considered at the Ordinary Meetings of the Parish Council on 11th April and 9th May 2023, at which the Parish Council had considered the invitation to renew appropriate and therefore accepted, with the premium now paid.
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 2023 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 were reviewed and **it was RESOLVED** that no amendments were 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 RESOLVED** to approve the format of the Freedom of Information policy, and that 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 were reviewed. It was reported that having undertaken a review, the Clerk has made minor amendments to formatting. **It was RESOLVED** that no further amendments be made.

17. **Review of the council's policy for dealing with the press/media** The Press and Media Policy was reviewed and **it was RESOLVED** that no amendments be made.
18. **Meetings**
- 18.1. Determining the time and place of ordinary meetings of the full council **It was RESOLVED** that ordinary meetings would continue to take place on the second Tuesday of each month with no ordinary meeting in August unless urgent business required it.
- It was RESOLVED** that the parish council would resume the practice of alternating between meeting in Harberton Parish Hall and Harbertonford Village Hall. **It was RESOLVED** that if available, the Parish Clerk would seek to book the main hall for meetings as in comparison to the smaller committee room, there would be more airflow, having windows.
- 18.2. Councillors consent to receive agendas by email **It was RESOLVED** that councillors consented to receiving agendas by email.
19. **Review of Statement of Internal Control*** The Statement of Internal Control was reviewed. It was noted that during the Clerk's review minor amendments had been made to document formatting. **It was RESOLVED** the following amendment be made in addition:
- Replace IAC Audit Consultancy Ltd with "*a competent and independent person, as laid out in the Parish Council's Financial Regulations*"
20. **Review of Parish Council Risk Assessment*** The Risk Assessment was reviewed and **it was RESOLVED** that no amendments be made.
21. **Receipt of Grants and Proof of Need Summary 2022/23** The 2022/23 summary had been circulated to all Parish Councillors with meeting papers. Receipt was noted.
22. **Confirmation of bank signatory arrangements** As noted in minutes of the ordinary meeting of the Parish Council in April and May 2023, it was confirmed that the process is underway to remove Steve Hockings as a signatory on the Barclays bank account and replace with Cllrs Beamish and Palmer. Geoff Broom, John Hockings, Gwen Janes had been removed as signatories on the Lloyds bank account and would be replaced by Cllrs Bowley, Paine and Palmer, subject to paperwork being completed. It was confirmed that a complex mandate was in place for both bank accounts, with two signatories being required to authorise payments before they could be made.
23. **Approval of Standing Orders and Direct Debits** **It was RESOLVED** to continue to pay the Clerk's salary by Standing Order and to pay the annual fee to the Information Commissioner's Office by Direct Debit.
24. **Review of protocol on recordings of meetings** The protocol on recordings of meetings was reviewed and **it was RESOLVED** that no amendments be made.
25. **Treatment of anonymous letters** The protocol on treatment of anonymous letters was reviewed and **it was RESOLVED** that no amendments be made.

Meeting closed at 20:18.