

HARBERTON PARISH COUNCIL

Minutes for the ordinary meeting of Harberton Parish Council held at 7.30pm on Tuesday 9th January 2024 at Harberton Parish Hall.

In Attendance

Harbertonford Councillors

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

Harberton Councillors

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

Others

D.Cllr McKay: Apologies
C.Cllr Hodgson: Present (late)
Clerk Ms Radford: Present
Members of the Public: 4

Public Session

The Chair opened the meeting to inform members of the public (MoPs) present that the formal meeting of the Parish Council is preceded by a public session in which MoPs are invited to give their views and question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman.

It was noted that due to particular interest in item 7.1.3, the Chair would like adjourn the meeting to give the opportunity for MoPs present to make any additional comment before the meeting is reconvened and cllrs make a formal recommendation.

- A MoP wished to comment on the Permission in Principle (PIP) planning application for 9 homes at Ford Farm, as the deadline had passed before comment had been made via the online planning portal. The MoP commented that they welcomed new homes in the area and appreciate that the landowners working with land promoters, Origin Land. It was commented that plans for 9 homes removes the ability to provide affordable housing, noting the acute need for affordable housing in the area. This is regrettable and avoidable. If successful, the site would be the first substantial housing development in the village for some decade, so not to respond to the community's needs would be a real missed opportunity. It was also commented that the location of the development would mean that homes would be dark or shaded for much of the winter and therefore with little passive solar gain. Moving the development to the centre of the site would mitigate this, although this would move development closer to the flood risk area. The MoP commented that developers should be encouraged to Lack of affordable housing. 9 houses, no ability to provide affordable housing. Acute need for affordable housing in the area – and energy and enthusiasm to make it happen. Regrettable and avoidable. Not responding to the needs to of the community would be an opportunity missed. Homes would be dark or shaded for much of winter. Moved to the centre of the site. Move homes closer to the flood risk area. It was also commented that Construction and maintenance accounts for over 40% of total UK carbon emissions. If successful, the MoP would hope the applicants work with architects familiar with the use of low carbon and local materials.
- One of the Land Promoters addressed the Public Session making to provide clarity on the question of affordable housing, commenting that it is the Local Authority that sets out how it delivers affordable housing. Whilst a development of 9 homes would not come with an obligation to develop affordable housing on site, it would come with a requirement to make a financial contribution to develop affordable housing – to subsidise another affordable housing project elsewhere. It was suggested by the land promoter that this subsidy could be made on a project in Harberton. The Land Promoter also informed the meeting that they had been in touch with the Planning Authority to suggest that the consultation period be extended, due to consultation period opening very close to Christmas and therefore reducing opportunity for public consideration.
- Another MoP present indicated that they would raise comments at the point at the agenda item would be discussed, noting the Chair's intention to adjourn the meeting for further comments at this point in proceedings.

Agenda

1. **Apologies** were received as above **it was RESOLVED** to sanction reasons given.
2. **Declaration of Interests**
 - 2.1. Register of Interests Cllrs were reminded of the need to update their register of interests if any had changed.
 - 2.2. Declaration of interests No cllrs declared any interests on items on the agenda.
3. **Reports** for information from:
 - 3.1. County Councillor (C.Cllr) *This item was taken after item 7, due to the later arrival of the c.cllr*
 - 3.1.1. Devon County Council (DCC) budget deficit The C.Cllr reported that DCC's budget is £55 million in deficit and cuts will be made. The Council is talking with the unions about redundancies, commenting that the situation may result in both having no money and no officers. The C.Cllr commented that Somerset County Council has had special dispensation to raise Council Tax by 10% and hopes that DCC considers the same.

- 3.1.2. Flooding It was reported that extreme weather on 3rd January resulted in flooding at Week, Broom Park (Dartington) and Staverton.
- 3.1.3. Disposal of DIY waste It was reported that householders will now be able to take small amounts of DIY waste to recycling centres free of charge. This is limited to four single visits per household per month. There will still be limits to how much waste and what kind of waste can be disposed of before charges are made. The scheme will not apply to some types of waste, such as hazardous asbestos and tyres.
- 3.1.4. Patient experiences of pharmacy services It was reported that Healthwatch has released a report detailing 141 patient experiences of using pharmacy services across Devon, Plymouth and Torbay across an 18-month period. Issues raised reflect pharmacy services being overloaded, resulting in medication delays and supply problems, patients not knowing where their medications are ready for collection, phone calls going unanswered. The report has been shared with NHS stakeholders in Devon.
- 3.1.5. 20mph Speed Limit Programme 2024/5 It was reported that communities may now make expressions of interest to be considered for implementation in 2024/5. The scoring matrix used in previous years will continue to be applied and it is expected that 4-6 applications will be taken forward.
- 3.1.6. Climate Hub Cllrs were informed that the Totnes Climate and Ecological Emergency Working Group has now moved the Climate hub to Mansion House, Totnes, with the intention to work on a more project-based approach.
- 3.2. District Councillor (D.Cllr) There was no report.

4. Minutes

- 4.1. Ordinary Meeting of the Parish Council 12th December 2023 It was **RESOLVED** to approve the minutes as an accurate record.
- 4.2. Meeting of the Finance Committee of Harberton Parish Council 3rd January 2023 Cllrs reviewed the minutes of the last meeting of the Finance Committee. No comments on accuracy were made ahead of the draft being published. Minutes will be signed off at the next Finance Committee meeting at the end of Quarter 4.

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. Bank signatory updates (Clerk) Ongoing
- 5.3. Snow Warden registration and training (Clerk) It was reported that an email had been sent to Highways but no response had been received. The Clerk will chase and copy the C.Cllr into the message.
- 5.4. Parish Lengthsman (Clerk) It was reported that the Clerk had initiated a conversation with one of the companies approached to tender for tree works to discuss an approach to lengthsman services. The company had requested more information about what would be involved. The Clerk had agreed to make contact again, after undertaking a review the brief and compiling a map and some photographs of the drainage features to enable further discussion. Cllr Bowley agreed to assist.
- 5.5. Emergency Directory (Cllr Paine/Clerk) It was reported that Harbertonford Village Life and Harberton Village Circular had both carried the Parish Council's notice calling for help in the development of a new Emergency Directory for the Parish. No responses have been received to date. It was reported that Cllr Paine will begin pulling together a draft of content ahead of the next parish council meeting.
- 5.6. Actions from the multi-agency flood meeting (Clerk) It was reported that the Clerk had been in touch with officers at South Hams District Council and Devon County Council to follow up on those actions that had been agreed at the meeting in October. No response had been received from Devon Flood Risk Management Team. Officers at South Hams District Council had not yet progressed the support it could provide in getting an external survey done to help the tenant farmer farming fields above Screw Lane in Harberton identify where it makes sense to reposition a gate at Screw Lane but this would be picked up after Christmas.

The Officer at Devon County Highways had informed the clerk that he had been in touch with contractors designing and managing the road improvement scheme on the A381 at Harbertonford. Drainage has been surveyed to support their scheme and they had already arranged a two-night road closure to clear the main culvert from Moreleigh Road which was partially obstructed. There is scope within the scheme to consider improving the drainage at a couple of locations around the existing zebra crossing and from the drainage near the Old Parsonage.

In relation to the bridge drainage holes, the Officer was not able to find documentation about the bridge that predates the footway, or of the footway from when it was constructed. However, the survey does show an ACO channel. The Officer visited the site and noted that it is clear that the end of the ACO has been damaged by passing vehicles and at some point has been concreted in. The Officer commented that he is unsure the level of benefit this channel would provide and is reluctant to request it is replaced considering it is clearly at a point that receives vehicle strikes and would likely become a defect in the future. He has raised this with engineers that work with DCC for them to consider alternatives.

- 6. **Co-option of Parish Councillors** A call for councillors had been circulated via the village newsletters. The Clerk had received no enquiries.

7. Planning

7.1. Consideration of planning applications

- 7.1.1. 4132/23/ARC Application for approval of details reserved by condition 4 (Roofing Specification) of planning consent 3147/23/LBC at Dundry House, Harberton **It was RESOLVED** to SUPPORT the application.
- 7.1.2. 3687/23/HHO & 3688/23/LBC Householder application and Listed Building Consent for alterations to fenestration & internal layout (retrospective). New front porch, roof mounted solar panels on car port & linhay at Woodcourt Farm, Harbertonford **It was RESOLVED** to make the following comment: The Parish Council would support the recommendations of the listings officer.
- 7.1.3. 4018/23/PIP Application for permission in principle for nine new houses & associated infrastructure at Land at SX 780 585, Meadow close, Harberton

The meeting was adjourned to enable further exchange of comments and questions between MoPs and cllrs.

The Clerk gave a verbal update to cllrs, noting that there had not been a formal meeting of the Harberton Parish Neighbourhood Plan Committee at which the application could be discussed, but that the Clerk had invited comment from individual members and had spoken with Strategic Planning Officer and Neighbourhood Planning Officer at South Hams District Council (SHDC) with regard to circumstances in which sites within emerging Neighbourhood Plans come forward for planning. The Clerk had forwarded cllrs the most recent version of the Neighbourhood Plan dated 2020, noting outcomes of previous public consultation as part of the Neighbourhood Planning process, reference to this site as a site for development and to possible conditions should planning permission be granted. The Clerk commented that whilst there is a Neighbourhood Plan in development, it is not completed therefore not in effect. The Clerk informed the Parish Council that a PIP can only be used in cases of minor development (under 10 dwellings) and therefore cannot be obliged to fulfil any affordable housing requirement. If the Parish Council or Neighbourhood Planning committee would like to see the development of affordable homes, a PIP would not provide the process for this to happen. Giving permission to a PIP would enable a development that would come below the affordable housing threshold. It was also noted that if a PIP was to be successful and if a technical details consent application comes forward with 9 x 4 bedroom detached homes on the land, this would not represent the type of housing identified by the Housing Needs Assessment. The question was asked whether a full application for 12 homes of mixed sized, including some smaller 1-2 bedroom homes, would better meet the needs of the community.

It was also noted that there had been discussion within the context of development of the Neighbourhood Plan about the benefits of a larger housing site coming forward, should two adjoining landowners be willing to work together, with potential benefits for both. The Neighbourhood Plan could be the vehicle through which views could be made - where an allocation is made in part of both the site, incorporating part of the land for housing development without encroaching on land that could pose a potential flood risk. It was noted that both landowners would need to be willing.

There was discussion in which comments were made by both a MoP and individual cllrs that PIPs provide little detail on which to make any recommendation and that consideration of a full application with all technical details is a preferable process. Reference was also made to representations submitted to the planning portal, that referred to concerns about drainage, flooding and parking.

The Land Promoter gave further information about the difference between a full planning application and a Permission in Principle (PIP). The process enables an applicant to receive confirmation from the Planning Authority that a site is suitable for development before spending money on surveys and design. Once permission in principle is given, a full technical details application is then made. It was commented that the site isn't as big as it first appears, when taking buffer zones into account and other constraints. It was commented that South Hams policy is for a mix of houses, and it was expected that a technical details application would need to refer to this policy for it to be successful.

The meeting was reconvened. After discussion amongst cllrs **it was RESOLVED that the Parish Council SUPPORT** the Permission in Principle for 9 houses at Meadow Close with the following comments:

- The site is big enough to allow for a significant flood mitigation zone to capture all run off from the site and potentially improve existing flooding issues in the east of the village.
- A full drain survey should be carried out to ensure that the SWW sewage system can cope and the development does not cause any more issues in any other section of the village.

The motion was carried with 3 votes in support and 2 abstentions.

7.2. Receive a report on planning or appeal decisions There were no new decisions of the Local Planning Authority to report.

7.3. Enforcement

7.3.1. Enforcement appeal ref APP/K1128/C/23/3331782 Location: Land at SX 782 599, Moreleigh* Consideration of making comments to the Planning Inspectorate It was noted that a member of the public has informed the Planning Authority and the Parish Council that the co-ordinates provided with respect to the site under the enforcement appeal is incorrect. It is noted that when the Appellants Appealed against the Enforcement Notice they submitted the land as SX 782 599. It was noted that the Enforcement Officer will correct the matter as part of procedural matters for the Inspector.

It was RESOLVED to make the following comments: The Parish Council supports the comments of the Enforcement Officer. The Parish Council has regularly discussed issues of this ongoing development and lack of permission at this site. The development under enforcement at this site has an impact on access through the village. Parking causes an obstruction on a steep hill on a narrow road. The development under enforcement at this site has an impact on infrastructure of neighbours.

7.3.2. Receive a report on enforcement cases (for information only) No enforcement caseload has been received.

8. **Monthly reports**

8.1.1. Finance Committee update Cllrs were informed that a meeting of the Finance Committee had taken place on 3rd January 2024 at which the quarter 3 budget report was reviewed and the quarter 3 bank reconciliation was signed, showing a balance of £60225.18 including reserves. The Finance Committee had produced a draft 2024/25 budget for discussion under item 12 and made recommendations on awarding grants from the Community Benefit Fund, for discussion under item 9. **It was RESOLVED** to approve the Finance Committee's recommendation that the Clerk's £355.73 overtime request be paid in three instalments of £118.58 in January £118.58 in February and £118.57 in March. It was agreed that the clerk retain the 20 hours of Time of in Lieu and carry forward to the next quarter. It was noted that the Finance Committee will discuss making an increase to the Clerk's leave at the next meeting in April, in order to make a recommendation to the Parish Council in the new financial year.

8.2. Community Land Trust update It was reported that following introductions made by the D.Cllr, the District Council's Housing Enabling officer attend the next meeting of the CLT.

8.3. Sustainable Harbourne Valley update No update.

8.4. Neighbourhood Plan update It was reported that the last meeting held on 18th December. Work is continuing on establishing task and finish groups to finalise chapter redrafts. Locality has approved the principle of AECOM providing support to a consultation on housing sites. The Clerk will submit an application to enable this funded support to be formalised before the deadline of 26th January.

8.5. Harberton Playing Field Association (HPFA) No update

8.6. Harbertonford Play Park Improvements Committee No update

8.6.1. Committee Update (If any) No update

8.6.2. Boundary reinstatement The Clerk had circulated correspondence from the owner of land neighbouring Harbertonford Play Park with photographs of the completed Devon Bank boundary with new hedge planting. A total of 7 hazel trees (the predominant native species in the existing boundary) had been planted. After discussion it was agreed that the boundary had been reinstated and that there is no right of way. **It was RESOLVED** to write to the landowner to confirm that the Parish Council is satisfied that the boundary as been reinstated, and to thank them for doing so.

8.7. Clerk's update

8.7.1. Decking structure outside Church House Inn The Clerk has received comments and queries from members of the public keen to ensure that the relevant authorities are progressing removal of the decking structure in Harberton Square. Both SHDC and Devon County Highways are aware. It was understood that Highways was waiting to ascertain if SHDC Enforcement would take action. The C.Cllr agreed to follow this up.

8.7.2. Preparing for interim internal audit The Clerk has been compiling documents for inspection by the internal auditor who will then make a report to the Parish Council on whether processes and procedures are being followed correctly. Cllrs were informed that one of the matters to check is systems for internal control and risk. The Clerk confirmed that a check was made on 8th January 2024 and that Live Drive back up is working correctly. Files can be accessed securely by the Clerk if the Parish Council's laptop was to fail, lost or stolen.

9. **Community Benefit Fund Grants** *Consideration of Finance Committee recommendations on grant awards*

9.1. Harbertonford Village Hall Chairs Correspondence had been received from the Village Hall Committee and the Finance Committee considered if conditions of the grant had been met. After discussion **it was RESOLVED** that the grant be paid. It was noted that the grant was made under Local Government Act 1972 s.144 Power to encourage visitors and provide conference and other facilities.

9.2. Harbertonford General Playpark Improvements and Upkeep **It was RESOLVED** to offer a grant of £1000 to Harbertonford Playpark Action Committee for the cost of playpark improvement project conducted via progressive improvements over the coming year. Improvements will focus on three key areas: general upkeep, low level improvements and larger level improvements. It was noted that the application commented

that the majority of this application would be spent on larger improvements, the cost of which is estimated at circa £15,000-£25,000 as it will likely involved the purchase and installation of new equipment for the playpark, after consultation has been conducted with the local community. It was noted that the grant would be made under Local Government (Miscellaneous Provisions) Act 1976 Recreational Facilities: 19 (3b).

9.3. Harberton Playing Field Equipment Repairs & Maintenance **It was RESOLVED** to offer a grant of £1000 to Harberton Playing Field Association for retrospective funding to cover the costs of necessary repairs following the outcome of the annual inspection report. It was noted that the funding had been applied for retrospectively in part due to association roles changing, the sad loss of the HPFA Chair, a new secretary and treasurer appointed in 2023 and that costs for necessary repairs had used the majority of HPFA's account funds. Funding would put the HPFA in a better position to meet maintenance and project costs for 2024. **It was RESOLVED** to apply a condition that the grant be used for capital expenditure and major repairs to equipment, but not for ongoing general maintenance such as grass cutting or tree maintenance. It was noted that the grant would be made under Local Government (Miscellaneous Provisions) Act 1976 Recreational Facilities: 19 (3b).

10. **Renewal of Harbertonford Play Park Lease** It was noted that the matter had been delegated to Cllr Morris, who is currently away. It was reported that the Diocese's representative had been in touch with the Clerk to ask if the Parish Council is satisfied with the figure negotiated. It was agreed that Cllr Morris could settle at the lowest cost he was able to negotiate.

11. **Tree works** *Consideration of quotations received* It was reported that four quotes had been received to undertake two jobs: **Job 1:** Fell 3 x dead elms and fallen blackthorn stem along woodland footpath at Harberton Playing Fields. **Job 2:** Fell small dead alder tree next to entrance of Harbertonford Play Park. An anonymised summary of quotations received was circulated for cllrs to consider (Suppliers A-D). The Clerk had been in touch with the Senior Tree Officer at SHDC who had confirmed that the elms mentioned are not protected by the TPO and can be felled at any time without consent. Having considered the summary, **it was RESOLVED** to accept quotation A at a value of £45. The clerk would arrange works with the agreed supplier as soon as possible.

12. **2024/25 Budget**

12.1. Consideration of proposed 2024/25 Budget Cllrs considered the proposed budget, drafted by the Finance Committee at a meeting held on 3rd January 2024 and which had been forwarded to all councillors for consideration with meeting papers. It was noted that the Finance Committee had reviewed the 2023/24 budget figures, looking at projected end of year costs, considering potential variations in costs for 2024/25 and undertaken a review of ear marked reserves.

It was reported that the Finance Committee was of the opinion that a proposed 10% increase in the precept demand was acceptable and based on rising costs, in part due to inflation. Some suppliers had already indicated increases to the costs of services in the next financial year. The Finance Committee proposed that the Parish Council prepare for the reduction in services from Devon County Council and South Hams District Council, noting that the Community Benefit Fund will become exhausted within the next 3-4 years. It was proposed that the Parish Council begin building a budget line for a new Parish Community Grant fund.

Councillors were given the opportunity to ask questions on the proposed budget. It was agreed that costs for a Community Share Shed for flood and emergency equipment could be purchased using the 'Parish Lengthsman' budget line if the project were to go ahead in the next financial year. It was noted that an email had been received from TRAYE indicating that parish councils are being asked for an annual £3500 contribution to the cost of the project. It was agreed to make no further increases to the current 'Youth Services' budget line of £1500.

After discussion **it was RESOLVED** to approve the following budget (this included approval of the amendment of the Earmarked Reserves as listed):

1 2024 - 2025 Budget Approved by the Parish Council 9th January 2024

2 **Income**

| | 2023/24 Budget | 2024 - 25 Budget | Difference +/- | |
|---|-----------------------------------|------------------|----------------|-------|
| 3 | | | | |
| 4 | | | | |
| 5 | Precept | 19112 | 21364 | 2252 |
| 6 | Harberton Parish Hall Ground rent | 10 | 10 | 0 |
| 7 | Bank interest | 0 | 0 | 0 |
| 8 | VAT refund | 350 | 700 | 350 |
| 9 | Community Benefit Fund | 0 | 0 | -5656 |

| | | | | |
|----|-------------------------------------|------|------|---|
| 10 | County Council Locality Fund Grant | 0 | 0 | 0 |
| 11 | Harberton Playing Field Association | 0.05 | 0.05 | 0 |
| 12 | Project Grant income (misc) | 0 | 0 | 0 |
| 13 | Other Misc. income | 0 | 0 | 0 |

14 **Repayments**

| | | | | |
|----|---|-----|-----|---|
| 15 | Harbertonford Playground Association/Harberton Playing Fields Association | 0 | - | 0 |
| 16 | Allotments | 500 | 500 | 0 |

17 **Earmarked Reserves**

| | | | | |
|----|--|-----------------|-----------------|----------------|
| 18 | Community Benefit Fund | 5656 | 0 | -5656 |
| 19 | Office Equipment | 265 | 265 | 0 |
| 20 | Training reserves | 426.8 | 730.8 | 304 |
| 21 | Harbertonford Playground | 766.1 | 0 | -766.1 |
| 22 | Parish Defibrillators | 800 | 950 | 150 |
| 23 | Elections | 1000 | 2000 | 1000 |
| 24 | Maintenance reserves | 4229.19 | 4200 | -29.19 |
| 25 | Parish Lengthsman Project | 6950 | 7500 | 550 |
| 26 | Emergency Planning | 49 | 150 | 101 |
| 27 | Website | 141.73 | 200 | 58.27 |
| 28 | Service Level Agreement DAAT Lighting column | 550 | 550 | 0 |
| 29 | Neighbourhood Plan | 787.15 | 1600 | 812.85 |
| 30 | Totals | 41593.02 | 40719.85 | -873.17 |

31 Income minus expenditure

32

33

34 **Expenditure**

| | 2023 - 24 Budget | 2024 - 25 Budget | |
|----|---------------------------|------------------|--------|
| 36 | Room Hire | 315 | 315 |
| 37 | Subs | 500 | 650 |
| 38 | Insurance | 680 | 750 |
| 39 | PCC Grants Harberton | 500 | 550 |
| 40 | PCC Grant Harbertonford | 450 | 500 |
| 41 | Salary | 6100 | 6635.2 |
| 42 | Salary overtime | 1000 | 2000 |
| 43 | Neighbourhood Plan Salary | 700 | 765.6 |
| 44 | Tax/NI payments | 50 | 168 |

Power

Expenses of parish and community councils Local Government Act 1972 s150

Subsidiary powers of local authorities. Local Government Act 1972 s111

Security. Local Government Act 1972 s114

Power to contribute towards expenses of cemeteries: Local Government Act 1972, s.214 (6)

Power to contribute towards expenses of cemeteries: Local Government Act 1972, s.214 (6)

Appointment of staff. Local Government Act 1972 s112

Appointment of staff. Local Government Act 1972 s112

Appointment of staff. Local Government Act 1972 s112

Subsidiary powers of local authorities. Local Government Act 1972 s111

| | | | | | |
|----|--|-------|-------|--------|---|
| 45 | Clerk Expenses | 125 | 125 | 0 | <i>Subsidiary powers of local authorities. Local Government Act 1972 s111</i> |
| 46 | Office Expenses | 200 | 200 | 0 | <i>Subsidiary powers of local authorities. Local Government Act 1972 s111</i> |
| 47 | Professional Fees | 1000 | 2000 | 1000 | <i>Subsidiary powers of local authorities. Local Government Act 1972 s111</i> |
| 48 | Broadband | 90 | 90 | 0 | <i>Subsidiary powers of local authorities. Local Government Act 1972 s111</i> |
| 49 | Grasscutting Harbertonford | 600 | 600 | 0 | <i>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</i> |
| 50 | Grasscutting Harberton | 950 | 950 | 0 | <i>Power to acquire and maintain land for public recreation Public Health Act 1875, s.164</i> |
| 51 | Harberton Playground Expenditure | 0 | 0 | 0 | <i>Power to provide a wide range of recreational facilities Local Government (Miscellaneous Provisions) Act 1976, s.19</i> |
| 52 | Playground Inspections | 550 | 575 | 25 | <i>Power to provide a wide range of recreational facilities Local Government (Miscellaneous Provisions) Act 1976, s.19</i> |
| 53 | Harbertonford Playground Lease | 60 | 250 | 190 | <i>Power to provide a wide range of recreational facilities Local Government (Miscellaneous Provisions) Act 1976, s.19</i> |
| 54 | Allotment | 500 | 500 | 0 | <i>Powers to provide allotments. Small Holding & Allotments Act 1908, s.23</i> |
| 55 | Youth Provision [TRAYE] | 1000 | 1500 | 500 | <i>Local Government act 1972 s137</i> |
| 56 | Ash Die Back Review/Annual Tree Inspection | 650 | 650 | 0 | <i>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</i> |
| 57 | Notice board for Harbertonford | 0 | 0 | 0 | <i>Local Government Act 1972 s.111: Subsidiary powers of local authorities</i> |
| 58 | Grant funded projects | 0 | 0 | 0 | |
| 59 | Contingency/Reserves | 250 | 500 | 250 | |
| 60 | Community Benefit Fund | 5656 | 0 | -5656 | |
| 61 | Parish Council Grants Fund | | 500 | | |
| 62 | Citizens Advice South Hams | 250 | 250 | 0 | <i>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.</i> |
| 63 | Earmarked Reserves | | | | |
| 64 | Office Equipment | 265 | 265 | 0 | <i>Local Government Act 1972 s.111</i> |
| 65 | Training | 750 | 730.8 | -19.2 | |
| 66 | Harbertonford Playground | 766.1 | 0 | -766.1 | <i>Local Government (Miscellaneous Provisions) Act 1976, s.19 Power to provide a wide range of recreational facilities</i> |
| 67 | Parish Defibrillators | 950 | 950 | 0 | <i>Public Health Act 1936, s234 Power to provide life-saving appliances (e.g. life belts, defibrillators).</i> |
| 68 | Elections | 2000 | 2500 | 500 | <i>Representation of the People's Act 1985 s36 (5)</i> |

| | | | | | |
|----|--|----------------|----------------|---------------|---|
| 69 | Maintenance Reserves (Includes trees) | 4500 | 4500 | 0 | <i>If maintaining and making safe trees on Parish Council Land: Local Government Act 1972 s.111: Subsidiary powers of local authorities</i> |
| 70 | Parish Lengthsman Project | 6950 | 7500 | 550 | <i>Public Health Act 1936 s260</i> |
| 71 | Emergency Planning | 150 | 300 | 150 | |
| 72 | Website | 200 | 400 | 200 | <i>Local Government Act 1972, s.142</i> |
| 73 | Service Level Agreements: annual maintenance works | 550 | 550 | 550 | |
| 74 | Neighbourhood Plan | 2335 | 2000 | -335 | <i>Town and County Planning Act 1990, s.61F(1),(2)</i> |
| 75 | Totals | 41592.1 | 40719.6 | -872.5 | |
| | Income minus expenditure | 0.92 | 0.25 | | |

Budget Notes

- 9 Last payment was received in 2022/23 financial year.
- 15 Line to be removed as no further park expenditure will be made through the Parish Council.
- 18 Highlight in 2023/4 column reflects movement of Community Benefit funding from 'income' line to 'earmarked reserve' line.
- 21 Ring fenced funds have been transferred to the Harbertonford Playpark Improvements Committee and the earmarked reserve is now closed.
- 22-29 Reserves carried forward.
- 24 Reserves carried forward, minus projected costs of tree works in Q4
- 29 Reserves carried forward, minus projected costs of consultation event in Q4.
- 37 Increased to take into account known £100 increase in DALC subscription fees in 2024/25.
- 38 Projecting approx. 10% increase.
- 39-40 Proposed increase in light of expected increase to cemetery maintenance costs.
- 41&43 No salary increase figures have been provided by NALC. Therefore budgeting an estimated increase of £1 on the Clerk's hourly rate, as per last 2 years salary increases.
- 42 Overtime estimate based on Clerk's overtime in 2023/24.
- 44 Projected NI contributions based on £14 per month for 12 months.
- 47 Projected costs of solicitor fees in 2024/25 following negotiations on renewal of playpark lease.
- 52 Accounting for expected increases in costs of service.
- 53 Accounting for expected increases in annual lease.
- 55 In preparation for reduction in funds available through the Community Benefit Fund.
- 56 Note change of name of budget line.
- 59 Increases in light of contingency/reserves expenditure in 2023/24.
- 60 Community Benefit Fund expenditure monitored in a separate ring-fenced budget.
- 61 NEW LINE: To build reserves towards a new 'Grants Fund' for use when Community Benefit Fund exhausted.
- 66 Delete line following transfer of ring-fenced funds to Harbertonford Playground Committee.
- 67 Carrying forward reserves.
- 68 Increase to bring Elections ear marked reserve to agreed target level of £3000, Noting that £176.28 for 2023 election will be paid in 2024/25.
- 69 Replenish reserves in expectation of potential high tree maintenance costs in light of Ash Dieback Disease.
- 71 Increase funds for expected costs of Emergency Directory leaflets.
- 72 £200 to grow reserves to £600 by 2025/26 to meet costs of website by end of current contract.
- 74 Replenish ear marked reserve towards costs of bringing the plan to completion in 2024/25.
- 12.2. Consideration of the 2024/25 Precept Demand **It was RESOLVED** that the 2024/25 precept be set at £21364. This is an increase of 10.13%; £2252 on the previous year and an increase of £3.66 on the Band D Parish Rate.

13. Correspondence

- 13.1. Council Tax Referendum Principles 2024_25 *For information* Cllrs were informed that on 5th December 2023 the Government published a policy paper on the Local Government finance policy statement 2024 to 2025 in which proposed council tax referendum principles for the year were set out. There will be no council tax referendum principles of 'thresholds of excessiveness' for town and parish councils meaning that there is no formal cap on increases that Parish and Town Councils can make to their portion of council tax. The

government will review the decisions taken by these authorities when considering referendum principles in future years.

- 13.2. Peninsula Transport seeks your views – consultation on regional transport strategy launched *For consideration* Cllrs were informed that Peninsula Transport, the sub-national transport body for Cornwall, Devon, Plymouth, Somerset and Torbay councils, has opened a public consultation on its draft transport strategy. The strategy will be used to guide regional transport investment decisions through to 2050. It sets out four outcomes and a route map to achieving a strategic transport network that works for everyone – from businesses to communities and visitors. The deadline for comments is 5th February 2024. The consultation can be found on this web link: <https://www.peninsulatransport.org.uk/peninsula-transport-strategy-consultation/> (HTML)
- 13.3. Subscription fees in 2024/25 *For information* Cllrs were informed that DALC has proposed to increase the cost of subscription to its services in 2024/25 and has provided a breakdown of how the increase will impact the council to enable financial planning. It is predicted that the cost to Harberton Parish Council will be £437 for the year, an increase of £122 on the previous year's subscription.
- 13.4. Publication of the Electoral Register 2024 *For information* Cllrs were informed that the District Council published the 2024 Register of Electors on the 1 December. A Notice of Publication will be displayed on parish noticeboards. Under section 107(8) of the Representation of the People Regulations 2001 the Parish Council is entitled to a single copy of the full Register of Electors for the Parish. The Clerk will make a request in writing for the data copy of the register, noting that there are restrictions to how the register may be used.
- 13.5. Patching Works - East Moore Cross to West Leigh Cross Harberton *For information* Cllrs are informed that Devon Highways will be carrying out patching works on East Moore Cross to West Leigh Cross Harberton between Monday 29 January and Friday 09 February 2023. Due to the nature of the works a road closure is required and the diversionary route for traffic will be signposted, and advance signs will also be placed on the Highway. Emergency access will be maintained. Drivers with local knowledge will be able to use alternative side roads but these will not be publicly advertised for safety.

14. Finance

- 14.1. Notice of income and expenditure since last meeting.
8th January 2024: Income of £500 from the Harbertonford Allotment Society.
- 14.2. To consider payments as per the January payment schedule **It was RESOLVED** to make the following payments:
 - 14.2.1. Payment 2401_1 to Cat Radford, payslip dated 22nd Jan 2024 includes Clerk Jan salary £518.27, Neighbourhood Plan Jan Salary at £59.80 and overtime payment 1 of 3 at 118.58 = £696.65 no VAT.
 - 14.2.2. Payment 2401_2 to Cat Radford, Clerk expenses claim dated 4th January 2024 for mileage at £12.78 and broadband at £7.50 = £20.28 no VAT.
 - 14.2.3. Payment 2401_3 to Harberton Parish Hall for January hall hire = £14.63 no VAT.
 - 14.2.4. Payment 2401_4 to Harbertonford Village Hall, Community Benefit Fund Grant = £1000 no VAT.
 - 14.2.5. Payment 2401_5 to Harbertonford Play Park Improvements Committee, Community Benefit Fund Grant = £1000 no VAT *Subject to acceptance of terms of grant*
 - 14.2.6. Payment 2401_6 to Harberton Playing Fields Association, Community Benefit Fund Grant = £ 1000.00 no VAT *Subject to acceptance of terms of grant*
 - 14.2.7. Payment 2401_7 to Geosphere Ltd for Parish Online – digital mapping Dec 17 2023 to Dec 17 at £90 plus £18 VAT = £108
15. **E-Circulars for information** 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, One Devon NHS Integrated Care Board, Parish Online, Rural Services Network, SLCC Membership.
16. **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.
- 16.1. Peak Cross encampment It was noted that residents have left Peak Cross. An enforcement notice is expected to be served due to the damage to the hedgerow and trees.
- 16.2. Harberton Street Lights It was noted that some of the street lights outside the Parish Hall aren't working. These have been reported using the 'Report It' function of the County Council's website.
17. **Date and location of next ordinary meeting** Tuesday 13th February 2024. Jill Davies gave apologies.