

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council at 7.30pm on Tuesday 9th April 2024 at Harbertonford Village Hall

In Attendance

Harbertonford Councillors

Cllr Beamish: Present (late)
Cllr Bowley: Present
Cllr Davies: Present
Cllr Palmer: Not present
Vacancy
Vacancy

Harberton Councillors

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

Others

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

Public Session

No members of the public had issues to raise during the public session.

Agenda

1. **Apologies** were received as above and reasons for absence sanctioned.
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 interests were declared on items on the agenda.
3. **Reports** for information from:
 - 3.1. County Councillor (C.Cllr) A written report had been circulated by e-mail to cllrs that afternoon. It was noted that the C.Cllr's report included updates on the closure of care homes, a full list of highways road closures and alternative routes that will be in place. It was commented that South Hams District Council (SHDC) had held a discussion about the Devolution Deal for Devon but had made no firm actions. The C.Cllr commented that she had visited Fork Cross to take photographs and noted that the area appeared clear of scrapings.
 - 3.2. District Councillor (D.Cllr) No report.
4. **Minutes**
 - 4.1. **It was RESOLVED** to approve the minutes of the Ordinary Meeting of the Parish Council 12th March 2024 as an accurate record.
 - 4.2. Cllrs reviewed the draft minutes of the meeting of the Finance Committee of the Parish Council held on 2nd April 2024. No amendments were made before draft minutes would be published. Minutes will be presented to the Finance Committee for approval at the next quarterly meeting on 2nd July 2024.
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. Snow Warden registration and training (Clerk) Ongoing
 - 5.3. Parish Lengthsman (Clerk) Ongoing. It was reported that a member of the public had looked at the brief and suggested the role be split between Harberton and Harbertonford, and that a number of key buddle holes be identified in each. The Clerk hopes to progress the project during the spring.
 - 5.4. Emergency Directory (Cllr Paine/Clerk) Ongoing
 - 5.5. Parking in Harbertonford's south bound Bus Stop It was reported that Cllr Bowley has observed use of the bus stop for carparking by two residents, and has had the opportunity to approach one of them to discourage use. Neither resident has residential parking. It was suggested that the letter from the bus driver should be re-published in village life, and that the issue of parking be discussed again by the Parish Council, noting a possible option that car parking could be provided at the petrol station. It was noted that the Finance Committee had raised the prospect of charging for parking in the Harbertonford Bridge car park, by way of increasing turnover of spaces,
 - 5.6. Emergency Resilience Grant Fund (Clerk) It was reported that applications drafted and submitted by the Parish Council and Harbertonford Village Hall to purchase equipment to support residents at risk of flooding had been successful. A grant of £1498.09 had been awarded to the community of Harbertonford, which would pay for an 'Emergency Shed' and equipment including reusable 'sandbags' (that inflate with water), brooms, shovels, a first aid kit, emergency blankets and battery operated flood lights. A grant of £1234.24 had been awarded to the community of Harberton, where an application did not include a shed, but was solely made for emergency equipment. The Harberton application also included the purchase of traffic cones to help direct traffic in times of flood. Funds will be deposited in the Harbertonford Village Hall and Harberton Parish Council bank accounts within the month, and purchases should be made within the month. The applications had been made separately, but when drafting the bid it was expected that the resources could be split equally between the two communities. The Clerk circulated a hard copy of the application forms and associated budgets so that items of expenditure could be signed off and purchases made prior to the next meeting.
 - 5.7. Seating on Harbertonford Green (Clerk) No further information had been received from the Environment Agency. The Clerk had received comments from cllrs that they cannot see that the structures form part of

flood defence works. It was commented that an application could be made to the Community Benefit Fund for repair, whilst the Clerk continues to seek to discuss repair with the Environment Agency. **ACTION: The Clerk** will follow up with the member of the public that raised the need for maintenance in order to encourage an application to come forward.

5.8. Highways matters: Scrapings at Fork Cross and Footway at Brockhills Cross

5.8.1. Fork Cross: Highways had responded that the verges at Fork Cross are not recorded as special verges. The Officer takes on board the visibility issues so has asked the contractor not to use these areas any more this season.

5.8.2. Brockhills Cross In response to comments that recent mowing of the verge at Brockhills Cross had made it easier for pedestrians crossing the A381 and raised a query about creating a permanent footway on the verge here. Highways commented that Devon County Council (DCC) hasn't started grass cutting yet so it is suspected that this verge has been cut by Nkuku. The footpath proposal is not something DCC would take forward but other community groups have undertaken similar projects (A384 at Dartington and A379 at Stoke Fleming). This is on the understanding that the footpath and its maintenance and liability remains in perpetuity with the Parish Council as DCC records will only register it as a verge. The Officer expressed concerns as the verge isn't very wide near the junction and there is a highway grip running through it. Nkuku also have a permanent sign in the verge and often have A-boards signs as well. It was agreed to raise this topic with the Neighbourhood Planning Group, as discussion dovetails with request for comment on policies about creating safe crossings on the A381.

6. **Co-option of Parish Councillors** No interest had been received in order to be able to co-opt anyone to the Parish Council.

7. **Planning**

7.1. Consideration of planning applications

7.1.1. 0972/24/CLP Certificate of lawfulness for proposed erection of building in the grounds of Maryland House for studio/Leisure purposes incidental to the host Dwelling at Maryland House, Harbertonford **It was RESOLVED** to comment that the Parish Council would like to raise concerns about potential impact that the development could have on flooding in the village.

7.1.2. 0944/24/VAR Application for variation for condition 4 (Access Track) & 5 (Drainage) of planning consent 1812/23/VAR at Moore Farm, Harberton **It was RESOLVED** to make no comment on this application.

7.2. Receive a report on planning or appeal decisions Cllrs were informed of the following decisions made by the planning authority:

7.2.1. 0107/24/LBC & 0108/24/HHO Listed Building Consent and Householder Application for timber Conservatory to replace the existing at Dundridge House Harberton APPROVED

7.2.2. 0463/24/CLE Certificate of lawfulness for existing change of use of barn to residential dwelling at Land at SX 761 583 Harberton APPROVED

7.2.3. 0458/24/LBC Listed Building Consent for addition of 6 flow sensors & mounting plate under Harbertonford bridge on downstream side, on north bank & associated cable running along downstream face of bridge back to existing cabinet at Bridge Main Road Harbertonford APPROVED

7.2.4. 0155/24/FUL General Purpose Agricultural Building at Hatchlands Farm, Harberton APPROVED

7.2.5. 0275/24/FUL Agricultural Building and concreting of existing hardcore yard at Foales Leigh Farm, Harberton APPROVED

7.2.6. 0082/24/HHO & 0083/24/LBC Householder application and Listed Building Consent for works including: new slate roof, installation of solar PV array, masonry repairs, new lobby, demolition of rear toilet block, new flat roof and lantern over courtyard, new front & rear door, and internal alterations to first floor room at Maltsters House, Main Road, Harbertonford APPROVED

7.2.7. 4124/23/CLE Certificate of Lawfulness for the creation of single dwellinghouse through change of use of an existing dwellinghouse to form an additional single dwellinghouse at Annexe, Monkey Oak Barn, Harberton APPROVED

7.2.8. 4224/23/FUL Erection of general purpose Agricultural Buildings at Hatchlands Farm, Harberton APPROVED

7.2.9. 3892/23/TCA T1: Pittosporum - crown height reduction by 2m, lateral reductions by 2m on all sides. T2: Ash - young sapling (growing at base of tree) to be removed. T4: Alder - crown height reduction by 5m. at Riverstone, Harbertonford, APPROVED

7.3. Receive a report on enforcement cases (for information only) A hard copy of the caseload report was circulated amongst cllrs for information. There was discussion on new items on the caseload, cases in process and cases that have been closed. Due to public interest in the matter, it is noted in the minutes that Highways has issued a notice under Section 143 of the Highways Act for the removal of the platform at the Church House Inn. Amongst cases that have been closed include the alleged unauthorised glamping site at land to the South West of Rolster Bridge, Harbertonford. Following questions raised by the D.Cllr senior enforcement officers confirmed that having inspected the relevant 1960 Act and the Permitted Development Order (as amended), it is considered that the issue of 28 days relates to the maximum period of individual occupancy and not to the siting of any moveable dwelling units as granted in the Exemption on this site. The Licence allows all year round use of the site for this purpose and so it is not the case that the units must be moved every 28 days. Such units, being moveable, are regarded as chattels and not buildings and therefore no planning permission is required for them to be sited on the land.

8. Monthly reports

- 8.1. Finance Committee update Cllrs were informed that a meeting of the Finance Committee had taken place on 2nd April 2024 at which the 2023/24 end of year budget v actual was reviewed and the end of year bank reconciliation was signed. Copies of these can be forwarded to cllrs for full review on request. The bank reconciliation showed a balance of £53668.79 including reserves. It was reported that the Finance Committee reviewed a reserves report, prepared by the Clerk, showing the level of earmarked reserves and general reserves that would be carried into the next quarter. The minutes of the meeting of the Finance Committee show that the Committee approved earmarked reserves of £20,680.15 across 11 budget lines and Community Benefit Fund reserves of £31087.52 at the start of the 2024/25 Financial Year. It was noted that the 'general reserves' of £3,951.12 remaining at the end of the 2023/24 financial year was lower than desired, as the Parish Council's Reserves Policy states that the Parish Council seeks to build up its General Reserves so that the amount held is six months of predicted expenditure. This would be a figure of approximately £10,000 - £11,000. The Finance Committee had also reviewed the Draft Accounting Statement and the Explanation of Variances that would form part of the Annual Governance and Accountability Return to the External Auditors. The Finance Committee had made recommendations on awarding grants from the Community Benefit Fund, on overtime and holiday allowance for the Clerk, and on approval of the Register of Assets for consideration under item 9. When discussing the Register of Assets there was a discussion of the Parish Council receiving a potential income through charging for parking at the Harbertonford Bridge car park. It was agreed that this should be discussed in more detail at a meeting of the Full Council.
- 8.2. Community Land Trust update It was reported that a meeting is schedule with South Hams District Council and a housing association with regards to development of the site. It was noted that the farmer has sectioned off the field with stock proof fencing as the remainder of the field has been let for grazing.
- 8.3. Sustainable Harbourne Valley update It was reported that the film screening of 'My Garden of a Thousand Bees' was well attended, the village hall bar well supported. The AGM will be at Harberton Parish Hall at 6:30pm on Friday where a slide show giving updates on what SHV has achieved in the year will be presented.
- 8.4. Neighbourhood Plan update It was reported that at the last meeting the Committee had discussed how to engage the Parish Council more closely in the final phase of the Neighbourhood Plan, specifically in ensuring that the Parish Council has had a role in reviewing policies and procedures that are likely to form part of the plan before they go to consultation and thereby flagging up any challenging issues before the draft is ratified and passed to the Parish Council for implementation. Draft chapters will be shared with the Parish Council on a monthly basis for comment. A consultation on housing is due in June, with support from AECOM being offered through May, including in the provision of display materials to aid consultation. A draft of the Housing Chapter will be discussed at the next Neighbourhood Plan committee meeting.
- 8.5. Harberton Playing Field Association (HPFA) It was noted that the Harberton Village Circular had included a notice commenting on vandalism of structures built by volunteers to support local wildlife and to ask people to please walk their dogs elsewhere, as there should be no dogs on the playing field or park.
- 8.6. Harbertonford Play Park Improvements Committee It has continued to be too wet to cut the grass.
- 8.7. Clerk's update No update.

9. Finance Committee Recommendations *Consider recommendations on:*

- 9.1. Review of Register of Assets at end of 2023/24 Financial Year **It was RESOLVED** to approve the Finance Committee's recommendation to amend the Register of Assets for the end of the Financial Year (23/24) by disposing of the following assets: the Parish Council Dell Inspiron Laptop computer, purchased in May 2014 (purchase value £299) and a webcam purchased in February 2015 (purchase value £16). In disposing of these items, the updated Register of Assets value is £39,609.37. This figure will be used on the 2023/24 Annual Governance and Accountability Return.
- 9.2. Personnel Issues: Clerk's overtime claim and proposed increase in leave allowance.
 - 9.2.1. **It was RESOLVED** to approve the Finance Committee's recommendation that the Clerk's £878.85 overtime request be approved and paid in three instalments of £292.95 in April, May and June and that the clerk retain the 20 hours of Time of in Lieu and carry forward to the next quarter.
 - 9.2.2. **It was RESOLVED** to approve the Finance Committee's recommendation that the Clerk be awarded an additional 16 hours of holiday allowance, taking her total holiday allowance in the year to 66.4 hours (1st April - 31st March).
- 9.3. Community Benefit Fund Grants
 - 9.3.1. Sustainable Harbourne Valley (SHV): Action for Nature and Climate An application was made for £650 towards a project budgeted at £829.97 to increase awareness of the actions which can be taken to improve both the local environment and the planet and give people the support and funding to run projects to help achieve this. Support will enable SHV to address some of the local environmental concerns raised in the 2023 Parish Plan conversation event and help people to find creative solutions. Funds requested will be spent on costs associated with continuation of a website and email address, cost of insurance, venue hire for events, publicity and bank charges. The balance of funds required for the project will be met from SHV's funds, raised through events such as donations at monthly talks, and sale of seeds and plants. **It was RESOLVED** to accept the Finance Committee's recommendation to award a grant of £650, on receipt of a grant acceptance letter. It was noted for the minutes that a grant for the website and email address would be made under the Local Government Act 1972, s.142. The remainder would be made under s137 of the same act.

- 9.3.2. Harbertonford CE Primary School PTFA: 'Moor to Sea' Playground Art Mural An application was made for £785 towards a £1000 project to support the cost of a three-day workshop, in which an artist/ex-teacher from Harbertonford will create a mural in the Playground at Harbertonford CE Primary School. The artist will also engage with children in school prior to the workshop and generate ideas together with them. The PTFA had responded to the request for more information to clarify how the project funds would be spent commenting that £600 of the grant would be spent on 3 days of artist time, who will continue to voluntarily spend more time on finishing the piece if necessary. £185 has been requested to contribute to the cost of paint and sealant. The PTFA will make contribution of £215 to the project to cover the cost of additional materials and any other unexpected costs. **It was RESOLVED** to award a grant of £785 under the Local Government Act 1972 s145 (d) the development and improvement of the knowledge, understanding and practice of the arts and the crafts which serve the arts.
- 9.3.3. Jan Culf: Helping Harberton Village Parking An application was made for £224 to support the purchase of traffic cones to aid village parking in Harberton Parish Hall upper car park and overflow parking on Harberton Playing Field. Cones are currently often provided, and transported to and from the site, by two village residents who wish to cease doing this. Funds would pay for 6 'no parking' cones to keep the access ramp from the Hall upper car park onto the Playing Field clear to allow access for overflow parking, 6 large traffic cones and 8 smaller traffic cones to control parking. **It was RESOLVED** to accept the Finance Committee's recommendation to award a grant of £224, on receipt of a grant acceptance letter. The grant would be made under the Local Government Act 1972 s137.
10. **Neighbourhood Plan Chapter Review** The Parish Council reviewed a draft of the Transport Chapter of the Neighbourhood Plan as prepared by the Steering Group. A proforma had been prepared in order to collect the Parish Council's response, which included a summary of policies and community initiatives around promoting sustainable transport, reducing pressure on on-street parking, better pavements and safe crossings on the A381, provision of infrastructure for zero emissions vehicles, improved public transport, better cycle and walking routes, effective car sharing and electric bike sharing schemes, and reducing speed limits. The Parish Council agreed with the majority of policies proposed, except in circumstances where there were concerns that the policy could not be enforceable, where a proposed policy was impractical for Harberton parish or if it were considered that national policy was sufficient. In light of the Parish Council's available resources and capacity, alternative wording was provided where the Parish Council could 'support' 'welcome' and 'encourage' rather than 'convene' or 'oversee' and where the Parish Council could 'take opportunities' rather than 'look for opportunities'. The completed proforma will be shared with the Neighbourhood Plan Committee.
11. **Totnes Rural Area Youth Engagement Project (TRAYE)** *To consider TRAYEs response to the Parish Council's resolution made at the March meeting* Cllrs were reminded that at the previous meeting the Parish Council had resolved to make a grant of £1750 to TRAYE to operate youth activities in Harberton Parish once per month for the full financial year as a means to enable continuation of the club whilst the Parish Council can consult with the community on their view on making increases to the precept to fund youth activities, and reappraise funding when the 2025/26 budget is considered in December 2024.

It was reported that TRAYEs Trustees had discussed the Parish Council's resolution with the lead Youth Worker and is prepared to offer a monthly service but strongly believe it is not the right path. TRAYE's view is that once a month will not be sufficient to maintain the interest and enthusiasm and therefore the numbers attending, especially if this continues for the whole of 2024/25. The Trustee commented that assuming the Parish Council has an Annual Parish Meeting fairly early in the New Year this could provide the steer as to whether the Parish Council wishes to continue or not and give time to find additional funding even if out of reserves.

There was discussion during which the Parish Council's low level of general reserves was raised, and if it could be possible that additional voluntary provision run alongside TRAYE sessions, providing safeguarding requirements could be met.

It was agreed to invite TRAYE to attend the upcoming Annual Parish Meeting in order to kick start community consultation on future increases of the precept in support of providing youth sessions, and to ask TRAYE to provide the Parish Council with documentation that outlines the facts of what TRAYE is and how what it does provides benefits for the community that can then be sent out into the community for their response.

TRAYE's preference for a cllr to join its Trustees was noted. No cllrs volunteered.

12. **Annual Parish Meeting** *To consider date and arrangements* **It was RESOLVED** that the meeting of the Annual Parish Meeting will be convened by the Chair of the Parish Council and will take place between 7 – 8pm on Tuesday 7th May 2024 at Harbertonford Village Hall, subject to the hall being available. The agenda will be signed by the chair and will include the following items: Updates from organisations and individuals who have received grants from the Parish; discussion on the value of youth services to the community; parking; use of the Community Benefit Fund, now funds are diminishing. It was agreed to offer refreshments to encourage attendance. It was suggested to ask young people from TRAYE to support catering. Cllrs agreed to support the clerk in event preparations and in serving refreshments.

13. Correspondence

- 13.1. Notice of Election for Police and Crime Commissioner Election - 2 May 2024 *For information* Cllrs were informed that the Clerk has published notices of the above election on the Parish Council notice boards.
- 13.2. DALC #12 2024 E-bulletin *For information* Cllrs were informed that this bulletin includes a reminder for Town and Parish Councils to renew membership to DALC (see item below) and that an updated 'Practitioner's Guide' with best practices for 2024/25 accounts has now been published. Cllrs are informed that the Clerk has read the full list of changes, the most notable changes this year include: a) Stronger encouragement for local councils to use gov.uk domains for website and emails. b) A recommendation that local councils publish their full internal audit report on their website alongside the Annual Governance and Accountability Return to support smaller councils in their work to be more transparent and accountable to their communities, as well as improving the quality of internal audit services to local councils. Cllrs were informed that the Clerk does already publish the full internal auditor report for transparency.
- 13.3. DALC Membership Renewal for 2024_25 *For consideration* **It was RESOLVED** that the Parish Council renews its membership of the Devon Association of Local Councils (DALC) at a cost of £439 plus VAT. It was noted that membership to DALC includes the access to the following services: up to date advice and guidance by email and phone, with access to further finance, HR and general legal advice via the National team (NALC); regular updates and information on local government matters via the website and regular email bulletins; training and development for councillors and clerks; opportunities to engage with other member councils; being part of DALC's network of mutually supportive councils.
- 13.4. Traffic and Transport Forum Agenda *For information* It was noted that cllrs are invited to attend the next meeting of the Traffic and Transport Forum at 6:30pm on 24th April 2024 at Totnes Guildhall. The agenda includes discussion on the Local Cycling and Walking Infrastructure Plan and any other community matters.
- 13.5. Nkuku Carpark flooding *For consideration* Cllrs were informed of correspondence from staff at Nkuku asking for assistance in finding the owner of the land above the store. [A link to a video](#) was provided, showing that run-off from the field is flooding the carpark. **ACTION: The Clerk** will forward contact details for Nkuku staff (with permission) to **Cllr Morris**, who will forward this to the landowner.
- 13.6. Screw Lane drainage - document for April's PC *For consideration* Following verbal updates made by a Member of the Public at recent monthly meetings, the Parish Council has received correspondence that includes a report on drainage at Screw Lane, for consideration. The report concludes that following the flooding in September 2023 and now the wettest March for many years, Screw Lane is suffering. A combination of retention and controlled run-off would be a pragmatic approach that should be effected and monitored over the next 12 months to solve many of the routine periods of medium to high rainfall. No mitigation can be assured for volumes of water recorded in September 2023. Cllrs noted the contents of the report and its recommendations. The meeting was adjourned to enable the Member of Public to address the meeting. It was agreed that the Parish Council take no specific action whilst the member of the public is following a line of correspondence with Highways. It was noted that the farmer will be taking actions on his land that should provide sufficient attenuation, but that building a raised curb on screw lane would prevent vehicles driving into, and getting stuck in, the ditch.

14. Finance

- 14.1. Opening new bank account *Update on matters arising and actions required* It was noted that following application to open a new account with Unity Bank, the Parish Council is required to provide information about the Parish Council's Chair as a 'linked individual'; information as to the purpose of the account is required and additional ID requirements are needed. It was noted that the Parish Council is only applying for a savings account, which has the following limitations: the only internet banking access available is to view the balance, the Parish Council will not be able to do any faster payments to other bank accounts. The only way to withdraw funds would be to use CHAPS, a chargeable service at £28 each time, per payment. Other accounts with Unity Bank cost £6 per month. **It was RESOLVED** that the Clerk continues to open this account, on the basis that the Parish Council plans to only make one transfer per year from this savings account to the Parish Council's current account. The interest earned on the savings may exceed the cost of CHAPS transfer.
- 14.2. 2023/24 Annual Governance and Accountability Return (AGAR) update Cllrs were informed that The Clerk has received an email from the external auditor providing instructions to help the Parish Council comply with the relevant statute and Regulations regarding accounts and audit. It was noted that the submission deadline for the receipt of the approved AGAR and supporting is Monday 1 July 2024. It was reported that the Clerk will be meeting with the internal auditor next week, which will allow for the Parish Council to review the AGAR at the Parish Council's ordinary meeting in May.
- 14.3. Notice of income and expenditure since last meeting.
Payment of 2303_5 Harbertonford Village Hall for meetings in 2023/24 = £325.00
- 14.4. April payment schedule **It was RESOLVED** to approve the following payments:
- 14.4.1. Payment 2404_1 to Cat Radford, payslip dated 22nd April 2024 includes Clerk Apr salary £518.27, Neighbourhood Plan Apr Salary at £59.80 and overtime payment 1 of 3 at £292.95 = £871.02 no VAT.
- 14.4.2. Payment 2404_2 to Cat Radford, Clerk expenses claim dated 4th February 2024 for mileage at £13.23 and broadband at £7.50 = £20.73 no VAT.
- 14.4.3. Payment 2404_3 to Devon Association of Local Councils Inv 5574 for renewal of membership at £439 plus £65.76 VAT = £504.76 inc. VAT.

- 14.4.4. Payment 2404_4 to J Friar as reimbursement for purchase of materials and refreshments for Neighbourhood Plan consultation on renewable energy = £122 no VAT
- 14.4.5. Payment 2404_5 to A Crowe as reimbursement for purchase of refreshments for Neighbourhood Plan consultation on renewable energy = £26.47
- 14.4.6. Payment 2404_6 to HMRC for NI payment incurred on April 2024 Salary. It was agreed to authorise this payment, the figure will be calculated by HMRC once the salary payment as signed off is reported.
- 14.4.7. Payment 2404_7 to South Hams District Council for invoices 22293959 and 22293940 for recharges in respect of the uncontested Parish/Town Council Election on 4 May 2023. Harbertonford costs at 83.59 and Harberton costs at £92.69 = £176.28 no VAT
- 14.5. Emergency Resilience Grant payment authorisation The Clerk had circulated the budgets that detailed spending against the Devon Emergency Resilience Fund to benefit the communities of Harberton and Harbertonford. **It was RESOLVED** to agree that payments can be made according to the outlined budget, allowing the Clerk some leeway should costs of items have changed since researched, or in light of delivery costs. It was noted that the operators of the Fund allow minor variations in costs, provided funds are used for the items listed. Budgets were signed by the Chair.
15. **E-Circulars 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, One Devon NHS Integrated Care Board, Parish Online, Rural Services Network, SLCC Membership.
16. **Matters at the discretion of the Chairman**
- 16.1. Gwen Janes Funeral on Thursday 11th April. Cllr Beamish will attend and will represent the Parish Council.
- 16.2. Data analysis Cllr Paine is undertaking a course in data analysis and as part of her assessment will undertake a review of the Parish Council's budget/spending over the last 10 years. Results will be shared with the Parish Council when analysis is complete.
- 16.3. Street lights in Harberton Cllr Williams continues to regularly report faulty street lighting to Devon County Council.
17. **Date and location of next meetings:**
7:00 – 8:00pm 7th May 2024 Annual Parish Meeting, Harbertonford Village Hall
7:00 – 7:30pm 14th May 2024 Annual Meeting of the Parish Council
7:30pm 14th May 2024 Ordinary Meeting of Harberton Parish Council.

Meeting closed at 21:40