

HARBERTON PARISH COUNCIL

Agenda for the ordinary meeting of Harberton Parish Council
at 7.30pm on Tuesday 14th May 2024 at Harberton Parish Hall

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.
Members of the public and press are welcome to attend the meeting.

Public Session

Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself.

Agenda

1. Apologies

2. Declaration of Interests

- 2.1. Register of Interests To remind cllrs of the need to update their register of interests if any had changed.
- 2.2. Declaration of interests For cllrs to declare any interests (nature and scope) on items on the agenda.

3. Reports for information from:

- 3.1. County Councillor
- 3.2. District Councillor

4. Minutes Consider approval of the following minutes:

- 4.1. Minutes of the Ordinary Meeting of the Parish Council 9th April 2024
- 4.2. Notes of the Annual Meeting of Harberton Parish, 7th May 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)
- 5.2. Snow Warden registration and training (Clerk)
- 5.3. Parish Lengthsman (Clerk)
- 5.4. Emergency Directory (Cllr Paine/Clerk)
- 5.5. Parking in Harbertonford's south bound Bus Stop (Clerk)
- 5.6. New Parish Council Bank Account (Clerk)

6. Co-option of Parish Councillors

7. Planning

- 7.1. Consideration of planning applications
 - 7.1.1. 1360/24/HHO and 1364/24/LBC Householder application and Listed Building Consent for construction of detached carport outbuilding with EV charging point & repair to Clock Tower at Tristford House, East Wing, Harberton
- 7.2. Receive a report on planning or appeal decisions
- 7.3. Receive a report on enforcement cases (for information only)

8. Monthly reports

- 8.1. Finance Committee update
- 8.2. Community Land Trust update
- 8.3. Sustainable Harbourne Valley update
- 8.4. Neighbourhood Plan update
- 8.5. Harberton Playing Field Association (HPFA)
- 8.6. Harbertonford Play Park Improvements Committee
- 8.7. Clerk's update

9. Neighbourhood Plan Chapter Review* *To provide feedback on draft Social Amenities and Heritage chapters of the Neighbourhood Plan*

10. Totnes Rural Area Youth Engagement Project *To consider views shared at the Annual Meeting of Harberton Parish, approach to further consultation and response to TRAYE's most recent correspondence.*

11. Document review required as part of annual audit

- 11.1. Review of Statement of Internal Control*
- 11.2. Review of Parish Council Risk Assessment*
- 11.3. Receipt of Grants and Proof of Need Summary 2023/24*
- 11.4. Confirmation of bank signatory arrangements

- 11.5. Approval of Standing Orders and Direct Debits
- 11.6. Review of protocol on recordings of meetings*
- 11.7. Treatment of anonymous letters*

- 12. 2023/24 Annual Governance and Accountability Return (AGAR)**
 - 12.1. Receive Internal Auditor's report and note observations
 - 12.2. Annual Governance Statement
 - 12.2.1. Consider the findings of the review by the members meeting as a whole
 - 12.2.2. Approve Governance Statement
 - 12.3. Annual Accounting Statements
 - 12.3.1. Consider the Accounts Statements by the members meeting as a whole
 - 12.3.2. Approve the Accounting Statements by resolution
 - 12.3.3. Ensure the accounting statements are signed and dated by the person presiding at the meeting
 - 12.4. Consider Notice of Date of Commencement of Period for the Exercise of Public Rights

- 13. Correspondence**
 - 13.1. **20240313 Citizens Advice South Hams annual report and funding request *For consideration***
 - 13.2. **20240415 Your SSL Certificate will expire in 120 days *For consideration***
 - 13.3. 20240508 Free decarbonisation support for South Hams businesses *For information*

- 14. Finance**
 - 14.1. Notice of income and expenditure since last meeting.
 - 14.2. To consider payments as per the May payment schedule*

- 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.

- 17. Date and location of next ordinary meeting**

**indicates papers are provided.*