

## **HARBERTON PARISH COUNCIL**

DRAFT Minutes for the ordinary meeting of Harberton Parish Council  
at 7.30pm on Tuesday 9<sup>th</sup> July 2024 at Harberton Parish Hall

### **In attendance**

#### **Harbertonford Councillors**

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

#### **Harberton Councillors**

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

#### **Others**

D.Cllr McKay: Present  
C.Cllr Hodgson: Present  
Clerk Ms Radford: Present  
Members of the Public: Approx  
70

### **Public Session**

The Chair welcomed everyone to the meeting and ascertained that all members of the public present were in attendance to listen to and contribute to agenda item 9. It was suggested to bring this item forward for consideration after item 2, at which point standing orders would be suspended to enable public participation.

### **Agenda**

1. **Apologies** were received as above. **It was RESOLVED** to sanction reasons given for absence.

#### **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 Cllr Paine declared an interest on item 7.1.1, being a neighbour to the planning application under consideration. Cllr Paine did not participate in discussion of the item nor vote on the resolution.

**It was RESOLVED** to move item 9 up in the agenda for consideration after item 2. **It was RESOLVED** to suspend standing orders to enable members of the public to participate in discussion on this item.

9. **Flood resilience in Harberton Parish** *update and discussion following the Parish Council's agreement to forward questions from residents to the owner of land north of Screw Lane* Cllrs and members of the public were reminded by the Clerk that at the last meeting the Parish Council agreed to take a role to liaise with the landowner and tenant farmer of the land above Screw Lane, and once contact had been established, to forward questions raised by residents focused on mitigation of future instances of flooding. Both the landowner and tenant farmer had been invited to the meeting to respond to those questions in person. A summary of comments made follows:

- The landowner remarked on the disastrous and calamitous effects of flooding in Harberton village, commenting that both he and the tenant farmer had been in attendance during the flooding event to participate in community clear up efforts. He commented with sympathy on the impact for residents still living through the effects of flooding on their homes due to insurance processes and the ongoing implications for insurance on their properties. The landowner commented that he had attended the meeting in order to have an open conversation about measures being taken to improve conditions. It was commented that the runoff from Screw Lane could be identified because it was brown from carrying silt, but that there were many locations from which water was entering the village; runoff from the cricket field and Luscombe Cross were both mentioned in discussion.
- Since the flooding event, the landowner and tenant farmer have been in constant contact with one another and have been working together on doing things differently. They have:
  - met with the Environment Agency together to go through recommendations and answer questions on cultivation practices and if they had been done in a timely manner. The Environment Agency is involved on a project by project and operation by operation basis.
  - made steps to change how the fields have been cultivated. It was commented that the UK Government have been providing financial incentives to farmers and landowners for minimal cultivation (no-till or minimal till) that does not disturb the soil and keeps numbers of earthworms up. It was commented that these incentives had been implemented post Brexit as a means to increase arable production but was now considered a less appropriate approach for steep banks and soils prone to compaction found in Devon. Following guidance, the farmer and landowner have now subsoiled the land – a technique used to reduce soil compaction by lifting up ground, breaking up the soil to a specific depth to create fissures and cracks in the surface to take water more readily. It was commented that the Environment Agency had been very happy with the effect of subsoiling the land, that they were pleased that there had been no soil washed into the roads following heavy rainfall in the past few days, showing that the measures being put into place are working. Subsoiling will now be undertaken more regularly, approximately bi-annually, depending on when the soil needs it.
  - put plans in place to move positioning of gateways into the fields in the next 2 weeks. Had gateways been in slightly different positions a damming effect would have stopped silt and straw from being

washed into the village. It is hoped that when gateways are moved any similar volumes of water can be better controlled and that the water reaching the streams would be cleaner. Gateways will be moved to Mill Cross.

- A big ditch has been dug on the inside edge of the field above Screw Lane to slow down runoff.
- It was commented that post event reports record that the amount of rainfall that evening was unprecedented and that conditions were uncharacteristic. The volume of water, coupled with the minimal-tilled field and timing of the rainfall (falling shortly after the fields had been sown to pasture) contributed to the impacts of the flooding event. It was commented that the work being undertaken should slow the flow of water, and further measures can be considered once these significant works have been undertaken and their impacts monitored.

Having heard from the landowner and tenant farmer members of the public (MoP) had the opportunity to comment on what they heard and to share experiences:

- A MoP spoke about how traumatic the flooding event had been for their children, who have nightmares following the experience and are afraid whenever it rains.
- A MoP spoke about the volumes of mud and water entering their premises, commenting that their sofa was touching the ceiling and the Fire Service had to break down the door to let the water. Properties were still left with deep mud once water had drained away.
- Residents affected appealed to the tenant farmer and the landowner to take a 'belt and braces' approach and implement as many measures as possible to mitigate any future flooding event. This included providing a 3-meter buffer around fields and planting more trees and shrubs. The landowner and tenant farmer responded that land compaction and gateway issues would be dealt with first, and monitored, before considering any further measures such as planting or buffers. The C.Cllr promoted planting on higher ground, following which the landowner commented that he had made the suggestion to plant new hedgerows that traversed the fields, but the Environment Agency had not supported this suggestion.
- MoPs raised queries about ongoing cultivation of the fields, asking if the fields would be put to permanent pasture. The response was that the tenant farmer and landowner have been in conversation with the Environment Agency at each stage on planting crops. It was commented that 'grassing out' the area had the highest risk, where land would see the fastest runoff. Arable crops present a lower risk. The lower fields will go to wheat, and the upper fields maize. There was surprise from MoPs that the upper fields had been planted with maize as they are considered a high risk crop, but the landowner and tenant farmer had confirmed that this had only been done following approval from the Environment Agency.
- MoPs commented that the 'one in a hundred year proof' pipes and culverts installed after the last major flooding event were not sufficient for the volumes of water experienced in September 2023. It was suggested that more investment should be put into the current infrastructure. It was noted that the Environment Agency report had commented that even if culverts were not blocked they would have not accepted the quantity of water present. The C.Cllr commented that Devon County Council is currently reviewing drainage schemes. The drainage team at Devon County Council works closely with the Environment Agency and that she can repeat these questions to them for consideration.
- It was commented that due to changes in climate, flooding events such as these were likely to increase in frequency.
- There were comments about maintenance of the buddle holes on Screw Lane, the ongoing conversation between the Parish Council and Devon County Highways about drainage here, and that Screw Lane acts as a natural attenuation pond. It was commented that the Parish Council had sought to engage the current landowner of land downstream from Screw Lane in discussions about natural flood management measures on that land – such as the creation of attenuation ponds and additional planting. This was an ongoing conversation.
- It was noted that the Lengthman Services provided by the District Council to maintain buddle holes and drainage features across the county had been scaled back over time due to availability of funding. The Parish Council had budgeted to provide a complementary service, but no expressions of interests from contractors had been received in response to the brief advertised.
- It was queried whether lessons could be learned from the work being undertaken by the landowner and tenant farmer of land above Screw Lane to advocate for change of practices elsewhere, such as the land around Luscombe Cross for example. A MoP commented that thick red silt often flows down into the village from Luscombe Cross, causing drains to block and properties to flood.
- It was queried whether any reports had been written following the flooding event. It was confirmed that Devon County Council had written a Devon-wide report which had been published on the Parish Council website alongside the local report produced by a local resident, and reports from the Environment Agency.
- MoPs called for more multiagency responses to the event, suggesting a secondary meeting inviting representatives with technical knowledge to come together to look at problems together. It was noted that a multi-agency meeting had been convened by the District Council to which representatives from the Environment Agency, Devon County Council Highways, Devon County Council Flood Risk Team, South Hams District Council and the Parish Council had attended. The D.Cllr commented that this meeting was useful, but only went so far. Listening to this debate the D.Cllr wondered if there was merit in taking another step and involving local farmers and Parish Councillors to explore what else could be done and agree a way forward – or at least getting all parties around the table to discuss the issues. The C.Cllr

commented that Devon County Council did visit the area as part of the process in compiling their report, and it is likely that they would be willing to come back to the area and convene a meeting, if asked to do so.

- It was commented that consultation was in process on new housing in the Parish and that with all problems around flooding, those houses should be put in the right place.

To wrap up the public session the Chair asked Parish Councillors if they had any comment about the role that the Parish Council could play going forward:

- It was commented that the Parish Council has very few powers to undertake any specific actions but can be a facilitator and pull people together. This requires goodwill of farmers and landowners, such as those present, to spend money on infrastructure, change their farming practices and implement measures to slow water down. It was acknowledged that the Parish has the good will of the tenant farmer and landowner of land above Screw Lane, who are trusted to act on advice.
- It was commented that no one individual thing will solve the issue of flood resilience in the Parish, it will take a combined effort and everyone doing their bit. All members of the community need to also take care of ourselves; if drains are choked everyone needs to take collective responsibility to keep them clear. It will take the whole community to do this.
- It was commented that the Parish Council has been planning to produce a new Emergency Directory, and following the flooding events in September 2023, had called for relevant information to include in this; what information you would have liked to have known about having experienced flooding in your property, any information you didn't know before or information that could have benefitted the community. As no information had been forthcoming at the time, it was suggested that a second call was circulated via the village email circular to give ideas of 5 things that would be really helpful to share. It was commented that information about access to insurance would be beneficial, such as information about Flood RE. Others commented on information about 'Build Back Better' grants available from their insurance companies. Others commented on the availability of a list of organisations that could provide resilience grants or some financial help.
- The C.Cllr that Totnes Town Council had invited someone from the Environment Agency to provide general information about flood resilience, and that the Environment Agency had produced a film about community responses to water management. It was suggested that a similar meeting could be arranged in Harberton Parish.
- It was suggested that the Parish Council website could be continued to be used as a place to share information, such as reports.

Public participation in the meeting was closed at 8:35pm, at which point the Ordinary Meeting of Harberton Parish Council was reconvened and standing orders in effect.

### **3. Reports for information from:**

- 3.1. County Councillor (C.Cllr) The C.Cllr had circulated a written report in advance of the meeting. A cllr commented that they read information about the deal for children with Special Educational Needs and Disabilities (SEND ) with interest. Following a query raised the C.Cllr responded that they did not know what impact the General Election will have on the Devolution Deal for Devon. The C.Cllr commented that the Chair of the Totnes Traffic and Transport Forum is making a special effort to reach out to Parish Councils to encourage representation. It was commented that the committee does more than discuss pot holes, by also looking at ways to work together on issues such as traffic flows and bus services for the community. The next meeting will be held at 6:30-8pm on 31<sup>st</sup> July at the Totnes Guildhall.
- 3.2. District Councillor (D.Cllr) The D.Cllr commented that Sustainable South Hams is putting together a 'Councillors Support Pack' and hope that Parish Councillors engage with this when it unfolds. Parish Councillors have been invited to a briefing of the South Hams Festival, a new arts, climate change and biodiversity festival. The event is partially funded by Arts Council England and requests will be made to Parish Councils to contribute funds. The D.Cllr is chasing a response to the question about licencing for outdoor seating areas following complaints about the benches at the Church House Inn, Harberton. Cllrs comments about the challenges in usability of the Planning Portal have been raised.

### **4. Minutes**

- 4.1. **It was RESOLVED** to approve the minutes of the Ordinary Meeting of Harberton Parish Council on 11<sup>th</sup> June 2024 without amendments
- 4.2. Cllrs reviewed the draft minutes of the meeting of the Finance Committee of the Parish Council held on 2nd July 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 1st October 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
- 5.4. Emergency Directory (Cllr Paine/Clerk) Ongoing
- 5.5. New Parish Council Bank Account (Clerk) Ongoing

6. **Co-option of Parish Councillors** No interest had been received in order to be able to co-opt anyone to the Parish Council. The Chair made an appeal to the public in attendance to consider putting themselves forward to fill one of the three vacancies.
7. **Planning**
- 7.1. Consideration of planning applications
- 7.1.1. [1766/24/LBC](#) Listed Building Consent for proposed replacement & repair of external colonnade roof canopy on South East corner only belonging to Dundridge Grange, replacement of non historic french doors & casement window at ground floor kitchen level at Dundridge Grange Harberton **It was RESOLVED** to SUPPORT the application.
- 7.1.2. [1875/24/VAR](#) Application for variation of condition 4 (Access Track) & 5 (Drainage) of planning consent 1812/23/VAR at Moore Farm, Harberton **It was RESOLVED** to SUPPORT the application.
- 7.2. Receive a report on planning or appeal decisions Cllrs were informed of the following decisions of the Local Planning Authority:
- 7.2.1. 1980/24/ARC Application for approval of details reserved by condition 16 (Hard and Soft Landscaping Scheme) of planning consent 4187/22/VAR at Moore Farm Barn Harberton TQ9 7LP APPROVED
- 7.3. Receive a report on enforcement cases (for information only) A hard copy of the enforcement caseload was circulated amongst cllrs for information.
8. **Monthly reports**
- 8.1. Finance Committee update Cllrs were informed that a meeting of the Finance Committee had taken place on 2<sup>nd</sup> July 2024 at which the end of quarter budget report was reviewed, and the quarter 1 bank reconciliation was signed. The bank reconciliation showed a balance of £58578.12 including reserves. It was reported that the Finance Committee reviewed the reserves and reserves policy in light of the auditor's recommendation that reserves were too low and had made a recommendation to the Parish Council for consideration under item 15. A recommendation on payment of the Clerk's overtime was made for consideration under item 15 also. The Finance Committee had made recommendations on awarding grants from the Community Benefit Fund for consideration of the full council under item 10.
- 8.2. Community Land Trust (CLT) update It was reported that a meeting had been made with the housing association Nick A meeting was held between members of the CLT and Hastoe, the housing association considering taking forward the development of Oak Tree Field. Cost savings need to be made, so the meeting was to look at ways to achieve this. The CLT was asked if there were any red lines that they were not willing to cross. The one red line identified was the construction method. The CLT were not willing change from timber frame to block work due to the significant increases in carbon emissions associated with this. Hastoe's architect left the meeting with some ideas to take forward.
- 8.3. Sustainable Harbourne Valley update It was reported that the Jumble Trail was a good community experience that raised a small amount of money.
- 8.4. Neighbourhood Plan update It was reported that the housing consultation display had been open in St Peter's Church Harbertonford from 1<sup>st</sup> – 6<sup>th</sup> July and has now been moved to St Andrew's Church, Harberton, where it will be available until 7pm on Friday 12<sup>th</sup> July. A consultation event will take place on Saturday 13<sup>th</sup> July, to which all cllrs were encouraged to attend. An online version of the same event will be held tomorrow – 6-8pm on Wednesday 10<sup>th</sup> July. Data from the questionnaires available at the events will be compiled by the committee before a final draft of the whole Neighbourhood Plan will be prepared for statutory consultation process. There will be no meeting of the Neighbourhood Plan committee in August.
- 8.5. Harberton Playing Field Association (HPFA) No report
- 8.6. Harbertonford Play Area
- 8.6.1. Harbertonford Play Area Action Committee (HPAAC) Following receipt of the annual Allianz report the action committee is seeking ways to rectify closing of the main gate. Since the report was received, an area of matting has been lifted and damaged. A lot of the edges of the matting needs maintenance. It was commented that the committee is struggling with capacity of its members and interest from the community to stay on top of the work needed and prevent the area from decline. It was commented that the play area provides a valuable green space, particularly for families who don't have gardens, but the place is looking really tired and there is a lack of vision. It was asked if there was funding available. The D.Cllr commented that he has been lobbying the District Council for community investment in all local play areas but no framework is available at present. If costs and a plan were identified, even if it was ambitious, this would provide a target to work towards. Gathering information about the numbers of people who use, or could potentially use the park, and number of properties without back gardens for example, this could form the basis on which to make applications for funding.
- 8.6.2. Receipt of Annual Allianz Play Area Inspection Report Cllrs had received a copy of the play inspection report with meeting papers, showing no category A defects (defects which could cause a danger to persons). Four category B defects (Identification of any other parts that require rectification) were noted, as were recommendations and observations. The report has been forwarded to HPAAC for the committee's consideration of any actions, requesting that a response is returned to the Parish Council. As the Parish Council's representatives on the action committee Cllrs Beamish and Davies agreed to pursue this.
- 8.7. Clerk's update

- 8.7.1. Hearing Loops It was reported that both Harbertonford Village and Harberton Parish halls had discussed the installation of hearing loops within their buildings. Harbertonford Village Hall suggested that should both halls look to install systems that there might be a discount available for a double purchase. More research is needed.
- 8.7.2. Annual Tree Survey Update Being within the figure agreed by the Parish Council at the previous meeting, the Clerk has accepted a quotation of £690 including VAT to undertake a Tree Condition Assessment of significant trees growing within the boundaries of Harbertonford Play Park and Football Club and Harberton Playing Fields.
- 8.7.3. Parish Council Domains Helper Service Event on gov.uk domains It was reported that the Clerk attended a meeting to learn about the benefits of a Parish Council moving its website to a gov.uk domain and what is involved in doing so. The Clerk can present information to the Parish Council for consideration at a future meeting if it is interested in pursuing the matter further.
- 8.7.4. TRAYE update Cllrs are informed that children at Harbertonford CE Primary School raised £157 in cash at their summer event which they would like to go towards TRAYE. The Clerk will be picking the monies up shortly. It was suggested that some monies had also been raised at an event held at Harbertonford Village Hall. The Clerk will be pulling together material for a consultation but will not be doing this until the Neighbourhood Plan consultation on housing has closed. It was noted that TRAYE had been in touch indicating an intention on submitting an application to the Community Benefit Fund in September, querying whether an application over £1000 would be considered. There was no comment on this the application would be considered when submitted.
- 8.7.5. Review of Finance Regulations It was noted that the Clerk has not yet had the capacity to undertake a review of the new model Financial Regulations and hopes to do so during the summer in order to present to the Parish Council in September.

**9. Flood resilience in Harberton Parish** This item was discussed immediately after item 2.

**10. Community Benefit Fund Grants** *Consideration of the finance committee's recommendations on grants:*

- 10.1. Harberton Parish Hall: Improving surface of Harberton Parish Hall car park by spreading gravel An application was made for a grant of £542.40 to cover the full cost of purchasing a load of gravel for volunteers to spread to improve the muddy condition of the car park and vehicle slope. The grant to cover the cost of the gravel is being requested as despite an increase in hiring fees, the Hall is running at a deficit and the committee is monitoring finances very carefully. As this project benefits the whole community, the committee feels justified in asking for help. **It was RESOLVED** to accept the Finance Committee's recommendation that the grant be awarded.
- 10.2. Harbertonford Repair of Benches An application was made for a grant of £1000 to cover labour and materials costs for two benches on the 'village green' in Harbertonford that have fallen into a state of disrepair. If remedial work is not undertaken the benches will soon become unusable which would be a great loss to the village. The benches are used throughout the year by villagers and passers by as a place to relax, take in nature and enjoy the wildlife on the river. A quotation had been supplied along with the application. **It was RESOLVED** to accept the Finance Committee's recommendation that the grant be awarded.
- 10.3. Harbertonford Football Club: Replacement of clubhouse fire exit door An application was made for up to £1000 towards the cost of replacing the existing wooden door with a uPVC fire exit door. The existing door, now 20 years old, needs replacing due to its propensity to swell and stick, or is difficult to close. Two quotes were provided showing cost of replacement at approximately £1450. Other sources of funding include player subs, car park donation and the club's lottery. **It was RESOLVED** to accept the Finance Committee's recommendation that the grant be awarded.

**11. PCC Grant graveyard maintenance 2024/25** *Consideration of grant requests from St Peter's Church and St Andrew's Church* Cllrs were informed that requests have been made for annual maintenance grants for both Harberton and Harbertonford graveyards. Both had submitted a copy of their accounts. **It was RESOLVED** to make a contribution of £550 to St Andrew's, Harberton and a contribution of £500 to St Peter's, Harbertonford as budgeted. Grants would be made under the power to contribute towards expenses of cemeteries: Local Government Act 1972, s.214 (6).

**12. Harbertonford Play Park Lease**

- 12.1. Consideration of proposed draft lease The Parish Council had received a draft 25 year lease, prepared by the solicitors instructed by the The Exeter Diocesan Board of Finance Limited. Cllrs had received a copy of the lease with meeting papers for consideration. The Clerk and Cllr Morris had reviewed the 25-year lease in detail, noting that the majority of clauses in the updated lease have been taken directly from the original lease. The annual rent for first five years is set at £250. It was noted that the rent had been back dated to August 2023. The rent will be reviewed every year, and agreed in August.

**It was RESOLVED** to make the following queries to the solicitor: A) Must an address for the Parish Council be included? The Parish Council has no buildings and therefore the address used would be the home address of a Clerk or a councillor. B) The date for renewal of the annual rent is in August, when the Parish Council is usually in recess. Can it be confirmed that this process can be completed in July. C) No map with a red line boundary was included in the draft lease.

**It was RESOLVED** that pending responses to the above questions, the lease was agreeable. **It was RESOLVED** that the Chair and Vice Chair sign the lease on receipt of a hard copy from the solicitor. **It was RESOLVED** to pay the first rent payment due on signing of the lease.

- 12.2. Consideration of Declaration by tenant that Sections 24 to 28 of the Landlord and Tenant Act 1954 are no to apply to a business tenancy Having considered the declaration, **it was RESOLVED** that it should be signed. The Declaration was signed by the Chair.
- 12.3. Registering the lease at the Land Registry It was reported that solicitor instructed by the Exeter Diocesan Board of Finance Limited has informed the Parish Council that the registered title for the freehold interest of the land (DN665068) shows an entry for a previous lease of this land being a lease that was granted on 19 July 2010. It was advised that in view of the fact that the Parish Council is now taking a 25-year lease of the property it will be necessary for the Parish Council to register the lease at the Land Registry. It was commented that the Parish Council may wish to seek advice on process, as the Land Registry will ask the Council to remove the previous leasehold entry **ACTION: Cllr Morris** agreed to look into what's involved with this before discussing again at a future meeting.
- 13. Neighbourhood Plan Chapter Review** *To provide feedback on the draft Renewable Energy chapter of the Neighbourhood Plan* Policies included in the Renewable Energy Chapter of the Neighbourhood Plan were read out in full for cllrs to give feedback. After discussion it was agreed that cllrs would benefit from an introduction to the policies to better understand the detail, before giving a formal response. **It was RESOLVED** to invite members of the Neighbourhood Plan to a meeting ahead next ordinary meeting of the Parish Council at 7pm on 10<sup>th</sup> September, to discuss this.
- 14. Correspondence**
- 14.1. JB Planning Enforcement Case 0 28074 *For consideration* Cllrs were informed of an email sent to the Local Planning Authority and forwarded to the Parish Council with regard to the retrospective planning application at the Land at Winsland House, Harberton. The correspondence lays out a number of concerns about the application as written, suggesting that it is misleading. On the basis that the MoP had already made those representations to the Planning Authority via the planning portal, and that the D.Cllr has responded and offered to meet the MoP to hear their concerns, the Parish Council would take no further action.
- 14.2. Support for councillors on climate and nature *For information* Cllrs were informed of correspondence from Sustainable South Hams with the following offers for, and requests of cllrs. 1) To 'save the date' of 11th October to attend a symposium at Follaton House for South Hams parish, town and district councillors. The event will showcase a whole range of practical projects to inspire, connect and support action on climate and nature. 2) Sustainable South Hams would welcome the opportunity to have 1:1 conversations with some councillors and is asking for volunteers with the time for a half hour conversation. The aim is to gain a better understanding of how councillors/councils could be better supported in enabling community climate and nature action. The conversations will be fully confidential with no names or places identified in any results. It is hoped that the last of these will be held by Wed 24th July. Any willing cllrs can fill in their availability at [this link here](#). 3) Quick questionnaire. For those who don't have time to have a conversation input by response to a quick questionnaire would be welcome. [Please follow this questionnaire link](#). Results will remain confidential and won't be shared.
- 14.3. 20240625 Harberton flood Sept 2023 *For consideration* Cllrs were informed of correspondence sent directly to some individual cllrs from the family member of Harberton residents affected by flooding shortly after moving into the village. The correspondence notes that the couple is not able to source any reasonably priced household insurance and asked if anyone can help with any information or support by contacting insurance companies on their behalf, or if any government office can help. A query was raised about the possibility of suing against other landowner's public indemnity insurance. Cllrs are informed that the Clerk has forwarded links to all material publicly available on the Parish Council website and Cllr Morris has been in touch with regard to suggesting an insurance company to try, and a link to a government scheme designed to help with insurance in flood areas: <https://www.floodre.co.uk/> Further exchanges of correspondence have referred to solicitors searches not flagging up high flood risk, and the availability of flood defences, such as barriers that could secure the home. As the complexity of this issue was discussed at length earlier in the meeting, and that both the Clerk and Cllr Morris had responded to correspondence in length, the Parish Council would take no further action on this single item of correspondence.
- 15. Finance**
- 15.1. Consideration of recommendations of the Finance Committee
- 15.1.1. Recommendation on reserves **It was RESOLVED** to accept the Finance Committee's recommendation to remove £4000 from the Parish Lengthsman earmarked reserve in order to increase the Parish Council's general reserve to £7951.12. **It was RESOLVED** to accept the Finance Committee's recommendation that by 2026/7 the Parish Council should: a) have general reserves equating to half the precept and b) to rebuild the Parish Lengthsman reserve.
- 15.1.2. Recommendation on reserves policy **It was RESOLVED** to accept the Finance Committee's recommendation that the Reserves Policy is amended to include the following wording under point 2.1:

On the 9<sup>th</sup> July 2024 the Parish Council resolved to maintain a general reserve at a value of approximately half (50%) of the precept.

- 15.1.3. Recommendation on payment of Clerk's overtime **It was RESOLVED** to accept the Finance Committee's recommendation that the Clerk's overtime of 66 hours, at a cost of £986.70 be paid to the Clerk in three instalments of £328.90 in July, August and September. It was noted that overtime hours used in support of the Neighbourhood Plan should be logged against the 'Neighbourhood Plan Salary' budget line, rather than the 'overtime' budget line allowing this to run into overspend in the accounts in order to monitor spending transparently.
- 15.2. Notice of income and expenditure since last meeting None.
- 15.3. To consider payments as per the July payment schedule\* **It was RESOLVED** to make the following payments:
- 15.3.1. Payment 2407\_1 to Cat Radford, payslip dated 22<sup>nd</sup> July 2024 includes Clerk July salary £518.27, Neighbourhood Plan July Salary at £59.80 and overtime payment 1 of 3 at £328.90 = £906.97 no VAT.
- 15.3.2. Payment 2407\_2 to Cat Radford, Clerk expenses claim dated 4<sup>th</sup> July 2024 for mileage at £10.08, broadband for July and August at £14.99 and reimbursement of printing costs for housing consultation at £540.20 = £565.27 no VAT.
- 15.3.3. Payment 2407\_3 to Alex Crowe, expenses claim dated 17<sup>th</sup> June 2024 as reimbursement for print of HNP posters and fliers, and purchase of stock imagery = £126.50 no VAT
- 15.3.4. Payment 2407\_4 to Harberton Parish Hall for Hall Hire for 2.25 hours on Tuesday 9<sup>th</sup> July 2024 at £14.63 and Hall Hire for 4.5 hours on Saturday 13<sup>th</sup> July 2024 at £29.95 = £44.58 no VAT
- 15.3.5. Payment 2407\_5 to St Peter's Church PCC for 2024/25 graveyard maintenance = £500 no VAT. *Grant made under the power to contribute towards expenses of cemeteries: Local Government Act 1972, s.214 (6)*
- 15.3.6. Payment 2407\_6 to St Andrew's Church PCC for 2024/25 graveyard maintenance = £550 no VAT. *Grant made under the power to contribute towards expenses of cemeteries: Local Government Act 1972, s.214 (6)*
- 15.3.7. Payment 2407\_7 to Prana Simon as reimbursement for stationery materials with respect to the Neighbourhood Plan housing consultation event = £68.31
- 15.3.8. Payment 2405\_9b to Arthur J Gallagher Insurance Brokers Limited (AJGIBL) for balance owed on account due to mistaken underpayment of original invoice = £9.00 no VAT
- 15.3.9. Payment 2407\_8 to Andrew's Technology Support invoice 14385 for Livedrive cloud UK based backup from July 2024 to June 2025 Unlimited storage, unlimited computers.= £48.00 no VAT.
- 15.3.10. Payment 2407\_9 to HMRC Shipley for NI Payment incurred on July 2024 Salary ESTIMATED = £15.60 no VAT.
- 15.3.11. Payment 2407\_10 to Cat Radford, payslip dated 22<sup>nd</sup> August 2024 includes Clerk August salary £518.27, Neighbourhood Plan August Salary at £59.80 and overtime payment 2 of 3 at £328.90 = £906.97 no VAT.
- 15.3.12. Payment 2407\_11 to HMRC Shipley for NI Payment incurred on August 2024 Salary ESTIMATED = £15.60 no VAT.
- 15.3.13. Payment 2407\_12 to Exeter Diocesan Board of Finance for payment on lease at £190 for 23/24 financial year (taking account £60 already paid) and £250 for 24/25 financial year = £440 no VAT.
- 15.3.14. Payment 2407\_13 to Harberton Parish Hall for Community Benefit Fund Grant = £592.40 no VAT. *Grant made under the Road Traffic Regulation Act 1984 s57 General powers of parish or community councils for provision of parking places.*
- 15.3.15. Payment 2407\_14 for Community Benefit Fund Grant repair of benches at Harbertonford Village Green = £1000 no VAT *Grant made under the Parish Councils Act 1957 s1: Power to provide seats and shelters in roads*
- 15.3.16. Payment 2407\_15 to Harbertonford Football Club for Community Benefit Fund Grant = £1000 *Grant made under the Local Government (Miscellaneous Provisions) Act 1976 s19: Recreational Facilities.*
16. **E-Circulars for information** E-Circulars received included: 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, South Hams Society.
17. **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.
- 17.1. Community Benefit Fund Grants A cllr requested that the Community Benefit Fund criteria be reviewed at the next meeting of the Parish Council.
- 17.2. Potted bamboo on Morleigh Road Likely to discourage vehicles damaging the property it was noted that the pot that it has been placed almost on top of a drain, threatening the effectiveness of the drain. **ACTION: Cllr Davies** agreed to raise this matter with the homeowner.
18. **Date and location of next ordinary meeting** Tuesday 10<sup>th</sup> September 2024 **It was AGREED** to hold a site meeting in August to consider any planning applications should this be required.

Meeting closed at 21:51