

HARBERTON PARISH COUNCIL

Minutes of the Ordinary meeting of Harberton Parish Council
at 7.30pm on Tuesday 8th October 2024 at Harbertonford Village Hall

In attendance

Harbertonford Councillors

Cllr Beamish: Apologies
Cllr Bowley: Present
Cllr Davies: Present
Cllr Palmer: Not present
Vacancy
Vacancy

Harberton Councillors

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

Others

D.Cllr McKay: Apologies
C.Cllr Hodgson: Present
Clerk Ms Radford: Present
Members of the Public: 3

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.

- i) A Member of the Public (MoP) whose property is close to the Community Land Trust (CLT) site at Oak Tree Field asked for an update on the stage of negotiations with Hastoe Housing Association and their role going forwards. It was asked whether Hastoe will be assisting with pre-commencement conditions with respect of surface water management. Cllr Williams, one of the directors of the Harberton and Harbertonford Community Land Trust CIC, first commented that he would respond with as much information as possible, however the heads of terms with Hastoe is not yet complete, and some details cannot be shared as they are commercially sensitive and therefore confidential. It was commented that, should the discussions with Hastoe go forward, Hastoe would take over the contract for the 10 houses and manage the site when they are developed. Hastoe would therefore need to comply with any pre-commencement requirements requested by South Hams District Council as the Planning Authority. It was commented that all the issues raised by the Planning Authority had been addressed. A MoP commented that they had not been able to find some of this information on the Planning Authority's website. Cllr Williams commented that the CLT has been working closely with South Hams District Council (SHDC) throughout, even more so now that there is a dedicated officer looking after CLTs. Questions were asked about the funding agreement, and whether any conditions existed on how those homes would be built or finished. Cllr Williams responded to comment that Hastoe's architects are looking to make some revisions to the plans to reduce the cost of development, and will have to go back to the Planning Authority to address this. It was made clear that there are no development funds, all CLTs countrywide can now do to bring projects to completion is to team up with housing associations. It was noted that no one has proposed to build standard homes on the site. It was commented that there are housing targets to meet in the village, and that SHDC is very keen to see affordable homes built in the village. In response to comments and concerns about flooding, the Planning Authority is very live to these issues. **ACTION: Cllr Williams** agreed to refer to the funding agreement and report back to the next meeting.
- ii) A representative of Harberton Playing Field Association (HPFA) wished to comment on funding available through the Community Benefit Fund, and the Parish Council's consideration of reducing the maximum amount available for local community groups. It was acknowledged that available funds are now diminishing, and HPFA has been seeking alternative sources of funding, but was concerned that there was a hurry to hand out smaller amounts. If HPFA was unable to apply for funds of up to £1000 annually, the association would be severely restricted on what it could do in the park. Small groups like HPFA rely on the Community Benefit Fund for repair works and maintenance and without it, some areas of the park may need to be taped off. The County Councillor (C.Cllr) commented that their monthly report to the Parish Council includes news about funding for parks. **ACTION: the Clerk** to forward this to the HPFA.

Agenda

1. **Apologies** were received as above **it was RESOLVED** to sanction reasons for apologies 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 interests were declared on items on the agenda.
3. **Reports** for information from:
 - 3.1. County Councillor (C.Cllr) The C.Cllr had circulated a report. The Chair commented that concern had been raised by member of the community and members of the council that some of the issues raised in the report were political and not appropriate to the Parish Council. It was commented that the Parish Council represents a broad community with many views. The C.Cllr apologised for any offence caused, and that they had been asked by the organisation 'Totnes Solidarity for Palestine' to raise the issue of pension divestment.
 - 3.1.1. Locality Budget In response to HPFA's comment about lack of available funding, the C.Cllr raised awareness of their Locality Budget, to which parks and other small community organisations can apply.
 - 3.1.2. Future delivery of Highways services The C.Cllr reported that the Council's Corporate Infrastructure and Regulatory Services Scrutiny Committee has agreed to recommend to Cabinet that the Highways service is brought back in house, once the current commission expires in 2027. It is expected that this move would help the service become much better and straightforward.

- 3.1.3. Overgrown verges and hedges It was reported that following complaints from residents the C.Cllr has raised questions on what the County believes is reasonable for the public to pass, ie not 'exceeding safety limits'.
- 3.1.4. DCC Street Lighting Trial It was reported that increased use of LED streetlights have meant that streetlights are much brighter than they once were and not everyone is happy with this. A recent streetlighting trial has been undertaken, shortening the hours that lights are on, setting some at different brightnesses, and treating urban lights differently than rural ones. The reported noted benefits seen in the trial, both economically and environmentally. Cllrs commented that some lights in Harberton are very bright, and some are not working. The C.Cllr encouraged residents to make reports about streetlights on the DCC 'Report it' website. It was noted that the technology now allows all street lights to be controlled individually, setting brightness and times of operation.
- 3.1.5. Devon and Torbay Transport Plan The C.Cllr reported that the consultation is now live.
- 3.1.6. Flooding in Harberton Parish In following up the community's request for action following the flooding events of September 2023, the C.Cllr read out the following statement from Devon County Council's Flood and Coastal Risk Management Team:

Harberton and Harbertonford Flood Investigations

Following the devastating flooding experienced in Harberton and Harbertonford last year we have reprioritised our programme to progress investigations at these locations, as well as several others that suffered significant flooding in 2023.

An opportunity arose earlier this year to bid for funding in the Environment Agency's Natural Flood Management (NFM) Programme and we submitted what we thought to be a very valid proposal given the nature of flooding experienced in Harberton and Harbertonford. Unfortunately, our bid was unsuccessful, and we were unable to secure the required funding at that time. We are now looking at alternative options for funding and are in the process of developing a bid through Defra's Grant in Aid and any Local Levy support that may be required to achieve the required level of funding.

The funding of flood improvements is very complex, and a detailed cost beneficial business case is required to justify any funding application. The current Defra 6 year Programme for 2021-2027 is oversubscribed, so there is no guarantee of achieving approval for this current programme. At this time, we are continuing with our detailed investigations to understand what improvements could be delivered and whether they are affordable in line with the level of funding that could be achieved. It is common for flood improvement schemes to take up to 5 years to deliver, but we are doing what we can to accelerate this on the back of the work already done in preparing the NFM bid.

It should be noted that we are currently not in a position to confirm what, if any, flood improvements can be delivered and whether funding can be secured.

The Environment Agency's Land Management team have worked very closely with landowners upstream and a number of measures have been put in place to reduce the risk of a similar occurrence. This should give some comfort but we do appreciate that further works are required to make the community more resilient and want to assure you that our investigations are being progressed. A request has been made to provide a public event to share current findings and advise on what has been done to date. We are discussing this with the Environment Agency to agree content and when this can be delivered.

- 3.2. District Councillor (D.Cllr) No report.

4. Minutes

- 4.1. Minutes of the EGM of Harberton Parish Council, 10th September 2024 **It was RESOLVED** to approve the minutes of the meeting as an accurate record without amendments.
- 4.2. Minutes of the Ordinary Meeting of Harberton Parish Council, 10th September 2024 **It was RESOLVED** to approve the minutes of the meeting as an accurate record without amendments.
- 4.3. Draft minutes of the meeting of the Finance Committee of the Parish Council held on 2nd July 2024 Cllrs reviewed the draft minutes. **It was AGREED** that the minutes be published with minor clarifying amendments. Minutes will be presented to the Finance Committee for approval at the next quarterly meeting on 7th January 2025.

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) It was noted that the Clerk has not been able to action this and asked if the clearance area sign was still needed. Standing Orders were suspended to enable a member of Harberton Playing Fields Association (HPFA) to comment that the moveable goal posts are, at times, left in the playing field rather than being moved to the edge and it would be useful to create signage to encourage the area to be left clear. It was commented that signage could also be used to reinforce messages that dogs are not permitted on the playing field. The MoP representing HPFA agreed to support the clerk in coming up with appropriate wording and a design so that a sign can be ordered.

- 5.2. Snow Warden registration and training (Clerk) It was reported that the first winter message to the Snow Wardens had been circulated that afternoon. The message noted that a text message service was no longer available, but Snow Wardens can sign up to @devonalert on social media. A link had been provided to enable Snow Wardens to update their details. Cllr Bowley agreed to remain the Snow Warden for Harbertonford. Cllr Hambly agreed to become the Snow Warden for Harberton. **ACTION: The Clerk** will update details for both Cllr Bowley and Hambly via the online form, and also to answer that there is a suitable place to store and manage salt, there is no snow plan in place, no current volunteers, and no access to a 'snow warden' high vis vest or plastic shovel. It was suggested to link any new arrangements for snow volunteers with messaging around the emerging emergency directory.
- 5.3. Parish Lengthsman (Clerk) Ongoing.
- 5.4. Emergency Directory (Cllr Paine/Clerk) It was reported in her absence, Cllr Paine had been in touch to comment with concern about the note from the Environment Agency (on the agenda under item 11.8) regarding having a community emergency plan. Cllr Paine commented that when in the process of updating the previous Parish Emergency plan, there was concerns as to the potential risks of having a plan. Cllr Paine is still keen to set up the emergency directory on the parish website, as a signposting document that could include things such as the animation and virtual flash flooding assistant. Cllrs agreed to the following wording being circulated in the community via the Harberton Village Circular and Village Life:
The parish council is planning to produce an Emergency Directory for the community, to signpost individuals to various helpful sources and information so that we can all be as prepared as possible for emergency situations. After recent events in the last few years, including the flash flooding, we would like to know what 5 pieces of information would you like to have known or would like to share with your neighbours to be as prepared as possible. The more we can all share our local knowledge the more prepared we can all be.
ACTION: The Clerk to forward the above wording to the editors of the Harberton Circular and Village Life.
- 5.5. New Parish Council Bank Account (Clerk) Ongoing
- 5.6. South Hams Festival (Clerk) Ongoing.
- 5.7. Tenders for tree works and internal audit (Clerk) The Clerk will circulate an invitation for quotations for both tree works and the annual internal audit before the next meeting.
6. **Co-option of Parish Councillors** There had been no interest in order to co-opt to the vacancies on the Parish Council.
7. **Planning**
- 7.1. Consideration of planning applications:
[2741/24/HHO](#) and [2740/24/LBC](#) Householder application and Listed Building Consent for construction of detached carport outbuilding with EV charging point & repair of clock tower with Bat Mitigation works at East Wing, Tristford House, Harberton **It was RESOLVED** to support the applications.
- 7.2. Receive a report on planning or appeal decisions The following decision of the Planning Authority was reported: **2025/24/HHO** Householder application for extension to rear of property comprising single & 2 storey elements at Brock Hill House, Harbertonford APPROVED
- 7.3. Receive a report on enforcement cases (for information only) A hard copy of the current enforcement caseload had been circulated amongst cllrs for information.
8. **Monthly reports**
- Finance Committee update Cllrs were informed that a meeting of the Finance Committee had taken place on 1st October 2024 at which the end of quarter budget report was reviewed, and the quarter 2 bank reconciliation was signed. The bank reconciliation showed a balance of £58166.36 including reserves. It was reported that on reviewing the earmarked reserves, it had been noted that there had been an admin error in making the grant payment to Harberton Parish Hall. Despite all checks in place, an overpayment of £50 had been made. The Clerk has been in touch with the Parish Hall committee and issued a debit note suggesting this be used in lieu of hall hire costs until expended. The Finance Committee had made recommendations on awarding grants from the Community Benefit Fund for consideration of the full council under item 9, and made proposals for updating the Community Benefit Guidelines at item 10. A recommendation on payment of the Clerk's overtime was made for consideration under item 12.
- 8.1. Community Land Trust update It was agreed that this update had been covered in the public session.
- 8.2. Sustainable Harbourne Valley update It was reported that during October a talk on bats will be taking place at Harbertonford Village Hall and an apple day will take place at Harbertonford Play Park.
- 8.3. Neighbourhood Plan update It was reported that the September meeting of the Neighbourhood Plan Steering group was not quorate and therefore no business could be conducted. An informal discussion had taken place to provide further background to residents interested in joining the committee, on the current status of the plan and the technical support that has been available to Neighbourhood Planning groups. There was discussion about the housing sites that had been included in the recent consultation and reference to those that weren't, including representations made by owners and possible developers of the Winsland House site. It was reported that a member of the public commented about the proposed timeline for completion of the plan, querying whether the process could be slowed to enable further analysis of the sites. In response, cllrs expressed the desire to see the Neighbourhood Plan Steering Group bring the plan to completion as soon as possible and for the Steering Group to make a resolution as to when it believed the Neighbourhood Plan could be finalised. During discussion it was queried whether there were any arrangements that could be put in place

to support the Neighbourhood Plan Steering Group retain focus and complete the plan more swiftly, for example in an application being made to Locality to support the costs of an external project manager. It was noted that the Clerk had exceeded her contracted hours four-fold in the last two quarters (the Clerk has a contract to provide 12 hours of support to the Neighbourhood Plan per quarter and had worked 42 hours over contract in both quarter 1 and quarter 2), which was not sustainable long term. It was agreed to request that the Neighbourhood Plan Steering Group consider the Parish Council's comments at its upcoming meeting.

- 8.4. Harberton Playing Field Association (HPFA) Standing Orders were suspended to enable a representative from HPFA to speak. The MoP commented that HPFA will shortly be spending upwards of £800 to replace the cradle swing seats as the rubber is perishing. Further work is required to resolve flaking paint that has been identified as a hazard by the District Council's monthly inspections. A carpenter resident in Harberton has offered his time to replace the platform around the slide, providing HPFA purchase materials. HPFA members are therefore concerned about further restrictions placed on access to Community Benefit Funds and hopes cllrs take this into account when reviewing Community Benefit Fund guidelines at item 10. Cllrs were surprised to hear that HPFA is seeking to replace the cradle swing seats so soon, as they were not purchased that long ago. It was queried whether the seats purchased are under warranty, or if a different supplier with a higher quality product should be sought. **ACTION: The Clerk** will forward details of when the cradle swings were purchased to HPFA.

8.5. Harbertonford Play Area

8.5.1. Update from Harbertonford Play Area Action Committee (HPAAC) No update.

8.5.2. Play area lease: Responsibility of Maintenance of Trees For consideration of a 'Side Letter' which would be placed with the final Lease and would be considered to form a part of the overall arrangements between the Parish Council and the Landlord. It was reported that the solicitor acting for the landlord had written to the Parish Council to address the question of maintenance and responsibility for the trees on the property as this was not specifically dealt with in the lease. On making one small amendment, **it was RESOLVED** that the Chair sign the Side Letter, which detailed responsibility for trees as follows:

"It is intended that the Tenant shall be responsible for all trees on the property (referred to in the Lease as "the Premises") or on within the boundaries of it. The trees must be visually inspected annually and a survey of the trees must be undertaken at a frequency recommended by an arboriculturist, with the Tenant undertaking at its own cost any works that are required to be carried out as a consequence of the survey. A copy of the most recent survey will be provided to the Landlord on written request.

The trees are to be kept in a safe condition and covered by the insurance policy that the Tenant is required to maintain in accordance with clause 4.1.12 of the Lease. The Tenant will comply with all health and safety and other regulatory requirements in regards to the trees during the Lease Term."

The small amendment was made to reference to trees 'within' the boundaries of the property, not 'on' them. This was in response to concern that the Side Letter could make the Parish Council responsible for maintenance of trees that planted outside of the red line boundary and on a neighbouring property.

8.6. Clerk's update

TRAYE It was reported that the organisers of the Ford Fiesta believe that the event will have made a surplus that can be distributed amongst local causes. It has been confirmed that TRAYE can be one of the recipients. TRAYE and Ford Fiesta are now directly in touch with one another.

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

- 9.1. Totnes Rural Area Youth Engagement (TRAYE) Project: Harberton/Harbertonford Youth Club An application had been made for a grant of £1000 towards a £7000 project to provide an open access youth club for young people aged 8 – 16 years old in the Parish. Match funding has already been provided by TRAYE's core budget, Harberton Parish Council's core budget and community fundraising. The grant requested would support the annual salaries for three professionally trained Youth Workers delivering sessions in the Parish, and to cover the cost of refreshments and other resources provided for free to young people attending sessions. **It was RESOLVED** to accept the Finance Committee's recommendation to award a grant of £1000. *It was recorded that the grant would be made under the Local Government act 1972 section 137.*
- 9.2. Harbertonford Community Post Office and Store capital improvements An application had been made for a grant of £555 to support a project with an approx. cost of £600+ towards the costs of a new CCTV system, the repair or replacement of a food warmer, and materials required for the creation of new signage. The balance of funding required for the improvements will come from donations and the Post Office and Store's existing limited reserves. **It was RESOLVED** to accept the Finance Committee's recommendation to award a grant of £555. *It was recorded that the grant would be made under the Local Government act 1972 section 137.*
- 9.3. St Peter's Church PCC: Repairs to Vestry An application had been made for a grant of £592 to cover the costs of opening up of vestry ceiling for detailed roof inspection to determine the extent of repairs that are needed. A quote had been supplied by a specialist heritage contractor. **It was RESOLVED** to accept the Finance Committee's recommendation to award a grant of £592. *It was recorded that the grant would be made under the Local Government act 1972 section 137.*

- 10. Community Benefit Fund Guidelines** *To consider the Finance Committee's recommendations on amendments to criteria on grants going forward* It was noted that the Finance Committee had recommended

to the Parish Council to remove reference to either a maximum or minimum grant amount but refer to an 'average grant'. This was in order to discourage applicants from applying for the 'maximum amount', but still provide an indication of the levels of grant likely to be awarded through the scheme. The rationale behind this proposal was to encourage applicants to consider some degree of match funding, and to use the Community Benefit Fund grants available as match funding for larger funded projects, rather than the sole source of investment.

After discussion, **it was RESOLVED** to update wording of the Community Benefit Fund wording as follows:

The Parish Council will be looking to make grants of an average of £500. To exceed this, applications will need to show longevity of the benefits to the community, and where possible, some degree of match funding. This is to encourage applicants to focus on the quality of the project rather than the value of the grant. The Community Benefit Fund can be used to match fund a larger project. The Community Benefit Fund may choose to pay all, part or none of the amount applied for. Payment of the grants will normally be by bank transfer.

As the fund is finite and now diminishing, applicants should make sure that they've researched the subject of their application thoroughly and have sourced suppliers quotes that offer value for money.

When reviewing applications, The Parish Council will be paying close attention to how projects meet the purpose of the fund, as noted above.

It was RESOLVED that the new guidelines would come into effect from 8th October 2024.

11. Correspondence

Data Protection fee - direct debit due to be collected For information Cllrs were informed that annual payment to register the Parish Council as a data controller with the Information Commissioner's Office is now due. The Parish Council is still in tier one and therefore required to pay a £40 annual fee, less the £5 discount for paying by Direct Debit. The Direct Debit payment of £35 will be collected on or around the 25th October 2024.

- 11.1. #42 DALC E-Bulletin For information Cllrs were informed that the bulletin includes information about the series of Connect Events to build understanding and collaboration between councils and the highways team. The next free Zoom event 'Understanding Road Maintenance' will take place at 1pm on 18th October. Other planned events include 'An insight into roadworks' on 5th December, 'Highways investment unveiled' on 6th February and 'Highways and the planning system' on 3rd April. DALC is also promoting its 'Planning Enforcement, Appeals and Planning Obligations' webinar, taking place on the evening of 14th October. Cllrs interested in booking a place on any of the sessions should contact the Clerk.
- 11.2. Understanding your Communities Risk of Flash Flood For consideration Cllrs were informed that to comply with the Environment Agency's national standards, Devon County Council has got in touch with the Parish Council to make it aware that the community, or parts of the community, is at risk of flash flooding. This means that the community is located within a drainage catchment area which is susceptible to flooding caused by sudden, intense rainfall over a short period of time. The email asks for a response to two actions: 1: To provide the name, mobile number and email address for the lead and deputy coordinators of the community emergency plan so that duty officers can contact the nominated persons at any time during an emergency. 2. Materials have been forwarded to share with members of the community to raise awareness of the risks of flash flooding. This includes a short [animation](#) made by the Environment Agency that the Parish Council is encouraged to share via social media. A link is provided to the Environment Agency's [virtual flash flooding assistant](#) which residents can chat with to find out steps to take to be prepared. A PDF of a 'Flash Flood Action Guide' has also been provided. During discussion it was noted that there is not an up to date Emergency Plan and therefore no co-ordinators. **It was RESOLVED** to write to members of the new Harberton Flood Group to ask if any individual wanted to nominate themselves to receive these updates. It was suggested that the message due to be circulated via the Harberton Village Circular and Village Life (Harbertonford) should invite people to come forward, and information about the virtual flash flooding assistant and the animation could be shared at the same time. It was agreed that those resources could be included in the Emergency Directory, and on the Parish Council's website.
- 11.3. 'I'm in a meeting' phishing emails For information Cllrs were informed that another round of emails purporting to be from Cllr Hambly have been received, asking for help. Emails use wording such as: "Do you probably have a few minutes to spare today? I'll be needing your assistance, you can respond here because I'm currently in a meeting" and then provide a link to click. It is likely that scammers are harvesting the Chair's name from the Parish Council's website in order to trick people into giving away personal or financial information. All councillors should be vigilant, checking the email address that the email has been received from is genuine, and forward any suspicious emails to report@phishing.gov.uk.
- 11.4. Harbertonford Village Green Planting For consideration Cllrs were informed that a trustee of Sustainable Harbourne Valley (SHV) has written to the Parish Council with regard to an idea to plant crocus bulbs on the Harbertonford 'Village Green'. The Parish Council has been asked if a bulb planting event would be allowable and be welcomed. In addition, the email comments that there is so much tree canopy overhanging the bench that anyone sitting there is totally hidden from view, and suggested that a bit of judicious pruning could lighten up this whole bank and make it more inviting. It was reported that the Clerk has already written to the trustee

commenting that the land is common land, and whilst the Parish Council arranges for the grass to be cut, no-one has assumed responsibility for it. **It was RESOLVED** that the clerk write a second email to comment that whilst the Parish Council has no responsibility for the green, it would be support the idea that members of community planted bulbs and pruned the overhanging canopy if they wished to do so.

- 11.5. Devon Countywide Local Cycling and Walking Infrastructure Plan (LCWIP) *For information* Cllrs were informed that a consultation on the plan is now open until 30 November 2024. Following the identification of key desire lines, 10 routes for improvement are proposed as part of the LCWIP. This aims to focus investment on corridors identified as having high demand or are forecasted to have high potential for active travel. The LCWIP does not include detailed plans for every route or identify every aspiration for active travel improvements across the county. The current engagement period is a chance for the public and stakeholders to feedback on the proposed routes and propose alternative routes for consideration. Full details about the engagement process and all of the proposals are available on DCC's website: devon.cc/devon-lcwip. Having followed a link to the plans, the Clerk was able to report that the closest proposed route to the Parish is between Ashburton and Buckfastleigh.
- 11.6. Flooding *For information* Cllrs were informed that the Member of Parliament for South Devon has been in touch with the Parish Council to comment that she understands there may be ongoing issues with flooding in the Parish, and to let her know if the Parish Council requires her support with this or any other matter.

12. Finance

- 12.1. Consideration of recommendations of the Finance Committee on payment of Clerk's overtime
It was RESOLVED to accept the Finance Committee's recommendation that overtime of 40 hours, at a cost of £598 be paid to the Clerk in three instalments of £199.33 in October, £199.33 in November and £199.34 in December. It was noted that all the Clerk's overtime was incurred in support of the Neighbourhood Plan.
- 12.2. Notice of income and expenditure since last meeting.
- 12.2.1. Income
- 25/07/24 from Harbertonford CE Primary School, Fundraising undertaken by Harbertonford CE Primary School children in support of Totnes Rural Area Youth Engagement project £152
 - 26/09/24 from South Hams District Council payment ref 1049839 2nd precept payment = £10,682
- 12.2.2. Expenditure between meetings
- Payment 2409_8 to HMRC Shipley for NI Payment incurred on September 2024 Salary = £20.56 no VAT
- 12.3. To consider payments as per the October payment schedule
- 12.3.1. Payment 2410_1 to Cat Radford, payslip dated 22nd October 2024 includes Clerk Oct salary £518.27, Neighbourhood Plan Oct Salary at £59.80 and overtime payment 1 of 3 at £199.33 = £777.40 no VAT
- 12.3.2. Payment 2410_2 to Cat Radford, Clerk October expenses claim for mileage at £5.85, and broadband for September at £7.50 = £13.35 no VAT
- 12.3.3. Payment 2410_3 to Harberton Parish Hall for hall hire on 16th September 2024 19.00 – 21.00. 2hrs @ £6.50 per hour. Additional 30 minutes for Council Meeting held on 10th September = £16.25
- 12.3.4. Payment 2410_4 to Devon Association of Local Councils for inv. 6003: The attendance of Cat Radford at the Procurement Act 2023 webinar at £35 plus £7 VAT = £42
- 12.3.5. Payment 2410_5 o HMRC Shipley for NI Payment incurred on October 2024 Salary = £20.56 no VAT
- 12.3.6. Payment 2410_6 to TRAYE for Community Benefit Fund Grant = £1000 no VAT *Grant made under the Local Government act 1972 section 137.*
- 12.3.7. Payment 2410_7 to The Harbertonford Community Ltd (THCL) for Community Benefit Fund Grant = £555 no VAT *Grant made under the Local Government act 1972 section 137.*
- 12.3.8. Payment 2410_8 to St Peter's Church PCC for Community Benefit Fund Grant = £592 no VAT *Grant made under the Local Government act 1972 section 137.*

13. **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, South Hams Society.

14. **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.

- 14.1. Community Shed Cllr Bowley requested help in constructing the community shed in Harbertonford. A MoP had offered. Cllr Hambly offered support if the MoP could not help.
- 14.2. Attenuation of run off above Screw Lane Cllr Morris noted that the work done in the fields above Screw Lane to reduce run off appear to be working.

15. Date and location of next ordinary meeting

7:30pm 12th November 2024 Harberton Parish Hall