

HARBERTON PARISH COUNCIL

Minutes of the ordinary meeting of Harberton Parish Council
at 7.30pm on Tuesday 12th November 2024 at Harberton Parish Hall

In attendance

Harbertonford Councillors

Cllr Beamish: Present
Cllr Bowley: Apologies
Cllr Davies: Present
Cllr H Palmer: Present
Cllr J Palmer: Present
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: 6

Public Session

No members of the public present wished to raise any matters.

Agenda

1. **Apologies** were received 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

Item 7.2 Cllr Morris declared that the planning application on the agenda related to one of his professional clients. Cllr Morris left the room during this item.

Item 8.5.2 Cllr Williams declared that he is the property owner with whom the Parish Council has signed a deed of easement for underground service media. As the matter under discussion was not specifically related to the deed of easement itself, he did not leave the room, however, the cllr did not contribute to discussion nor vote on the proposed resolution.
3. **Reports** for information from:
 - 3.1. County Councillor (C.Cllr) The C.Cllr had circulated a written report in advance. The following issues were highlighted:
 - 3.1.1. Flooding meeting It was noted that a meeting would take place between 5:30 – 8pm in Harberton on 14th November at which County Council officers in attendance will provide an interim update on works to date.
 - 3.1.2. Totnes Family Hub Cllrs were reminded about the Family Hub based at St John's School, Bridgetown, as some families are missing out on the good services provided for youngsters with special needs.
 - 3.1.3. Summary of the Government's new Budget It was commented that the C.Cllrs report includes a summary of the Government's budget with commentary on what it means for local authorities and for Devon.
 - 3.1.4. 20mph Roads It was commented that a number of 20mph zones in Totnes will be joined up to make one clear 20mph area. It was commented that Devon County Council (DCC) is taking 12 20mph initiatives forward this year, an increase on the four initiatives taken forward last year.
 - 3.2. District Councillor (D.Cllr)
 - 3.2.1. 2025/26 budget It was reported that South Hams District Council (SHDC) is in the process of reviewing its budget for the next financial year and identifying where to allocate its limited finances. This includes consideration on how best to optimise resource from the biodiversity budget.
 - 3.2.2. Differential parking It was reported that within the context of a deficit of £1.3m, a major source of revenue for SHDC is its car parks. There has been no review of car parking charges for a long time. Costs in the South Hams are much cheaper compared to neighbouring local authorities. SHDC will begin to address this by putting prices up, but doing so in a way that attempts to reduce the impact on local. The concept of differential parking will be considered, whereby visitors pay more for parking than local residents.
 - 3.2.3. South Hams Festival A decision has been made to delay the festival until 2026. It was commented that there is huge potential to bring all sorts of groups together who would otherwise not talk to one another, and get the message out about climate change. Delaying the event will help make the festival as successful as possible.
 - 3.2.4. Second homes It was noted that SHDC is in discussion on where income generated by the increases to council tax charges for second homes will be spent.
 - 3.2.5. Cider Press Project The concept of a food hub to support local supply chains has been in development for 9 months and is now going ahead.
4. **Minutes** **It was RESOLVED** to sign minutes of the Ordinary Meeting of Harberton Parish Council, 8th October 2024 as an accurate record without amendments.
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) It was reported that the Clerk has registered Cllrs Bowley and Hambly as snow wardens. It was noted that neither had received any further communication from Devon County Council.
 - 5.3. Parish Lengthsman (Clerk) Ongoing. The Clerk reported that in preparation for the upcoming flooding meeting (see item 5.7) a question has been forwarded to Devon County Council about what support could be available re contracting a suitability qualified Parish Lengthsman.
 - 5.4. Emergency Directory (Cllr Paine/Clerk) It was reported that the Clerk has circulated information about the proposed new Emergency Directory via Harbertonford Village Life and the Harberton Village E-Circular, asking residents "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?" No responses have been received. **It was AGREED** that the Clerk would provide a table at the upcoming flood event (see item 5.7) to collect information from residents.
 - 5.5. New Parish Council Bank Account (Clerk) Ongoing.
 - 5.6. South Hams Festival (Clerk) It was reported that Harberton (parish) has been identified as one of approx. 12 locations to host a touring stage during the South Hams Festival so that local audiences can attend events programmed by the Festival team. It had been suggested that one of the villages could host the 'travelling stage' in the afternoon, and evening event or other events over the weekend be programmed by local residents. There is potential value added in brokering relationships between different groups and people with energy. The Clerk had suggested to the producer that, on the basis that the festival has a focus on environmental sustainability, a combination of members of SHV, Ford Fiesta and members of the Harberton Parish Hall steering group (in reference to engagement with the pantomime and other fundraisers) could be approached re a community led event under the umbrella of the Festival. It was suggested that the capital grant available could be used to cover the costs of marquee, PA, or lighting hire, for example. It was commented that this could potentially be used to improve or pre-existing equipment, such as the lighting available in Harberton Parish Hall. Applications for funding are being made for the festival to take place in July 2025. As noted at item 3.2.3 The D.Cllr commented that the festival will be postponed to 2026.
 - 5.7. Flooding meeting (Clerk) It was reported that Devon County Council (DCC) Flood and Coastal Risk Management Team arranged a meeting to take place at Harberton Parish Hall from 5 – 8pm on 14th November to discuss flood risk and resilience. The meeting will include updates from DCC sharing information about what's happened so far, the efforts the county is making, what kind of funding is available and within what constraints but also some opportunity to talk about grass roots activities around Natural Flood Management, emergency planning and resilience. The Clerk has circulated information about the event via Harbertonford Village Life, The Harberton E-Circular, village Facebook pages, and a few posters. The Clerk sent personal invitations to the landowner and tenant farmer of the land above Screw Lane, and to the constituency MP. The Clerk has spoken with DCC about content and approach following comment and contributions made by local residents. A MoP provided a list of questions and topics of interest to local residents which was forwarded to DCC officers and Environment Agency staff to help them prepare.
- 6. Co-option of Parish Councillors** A candidate attended the meeting to express interest in co-option, who had read and signed a declaration of eligibility for the role to formally nominate themselves. **It was RESOLVED** to coopt Cllr James Palmer as councillor to the Harbertonford Ward. Cllr J.Palmer signed the Declaration of Acceptance of Office form before the Clerk.

7. Planning

- 7.1. Consideration of planning applications:
 - 7.1.1. [3338/23/FUL](#) Proposed two storey dwelling to replace existing outbuilding, Blue Post Farmhouse, Harberton **It was RESOLVED** to SUPPORT the application.
 - 7.1.2. [2792/24/LBC](#) Listed Building Consent to replace up-and-over garage door with timber-framed and glazed doors & side panels at Post Office, Harbourne House, Old Road, Harbertonford. **It was RESOLVED** to SUPPORT to the application
- 7.2. Notice of planning applications (for information only):

[3380/24/PDM](#) Application to determine if prior approval is required for a proposed change of use of agricultural building to 1No dwellinghouse & associate development (Class Q (a+b)) at Land at SX 773 554 Harbertonford

Cllr Morris left the room. The application was noted by the Parish Council without comment.
- 7.3. Receive a report on planning or appeal decisions The following decisions of the Planning Authority were reported:
 - 7.3.1. [1945/24/HHO](#) and [1944/24/LBC](#) Householder application and Listed Building Consent to remediate & replace rear extension at 2 Harbourne Terrace Main Road Harbertonford **CONDITIONAL APPROVAL**
 - 7.3.2. [2125/24/FUL](#) Erection of a dwelling at 2 Dorsley Cottages, Harberton **CONDITIONAL APPROVAL** It was noted that both Harberton Parish and Totnes Town Councils had objected to this application. The officers report refers to planning history at this site, where the applicant made a successful appeal to the planning authority's refusal of the previous Outline Planning Application. Amongst other matters, the inspector supported the applicant's proposals for improvements to the splay between Jackman's Lane and the Plymouth Road. One of the 14 conditions applied require that works to Plymouth Road to be completed before occupation.
- 7.4. Receive a report on enforcement cases (for information only) A hard copy of the current enforcement caseload was circulated amongst cllrs for information.

8. Monthly reports

- 8.1. Finance Committee update No update.
- 8.2. Community Land Trust (CLT) update It was reported that questions asked by a member of the public by email in follow up to those asked at the October meeting had been referred to the Directors of the Harberton and Harbertonford CLT CIC for an answer, noting that the CLT is independent of the Parish Council. A MoP queried why there is a regular update from the CLT on the Parish Council's agenda if the Parish Council does not have oversight. The Clerk responded that there was no reason for inclusion, other than it had been part of the agenda the current clerk had inherited and become a standing item by default. It was commented that the CLT could provide updates to the Parish Council when there is any news of significance to report, rather than remaining a standing item. With respect to public interest on the grant agreement with South Hams District Council, it was commented that the grant was made to the CLT for purchase of the land, which has been completed. As had been reported before, the CLT is, and has been, in regular contact with the Planning Authority who is fully aware of reasons behind delays to development.
- 8.3. Sustainable Harbourne Valley (SHV) update It was reported that SHV had a successful stand at Ford Fiesta. Despite the poor weather, a lot of apples were pressed during the Apple Day, and some sold to Riverford Farm. It was commented that the bat talk held at Harbertonford was excellent, although no bats were detected that evening due to the rain. SHV is looking to purchase a bat detector. Bulbs are now planted on the Common Land opposite Harbertonford Post Office. The coming year's programme includes possible talks about eco homes, farming, bat and swift boxes. There will also be a seed and tree give away.
- 8.4. Neighbourhood Plan update Standing Orders were suspended to enable a member of the Harberton Parish Neighbourhood Plan Steering Group (HNPSG) to provide an update. It was commented that whilst new members of the committee needed to get up to speed, several have volunteered to take responsibility on a number of tasks to help bring the plan to completion. Concern was expressed how the HNPSG manages and responds contributions to discussion from members of the public, who may have an interest in the outcome of discussion. It was queried whether those members of the public with an interest, such as developers for example, could be excluded from meetings. **ACTION: The Clerk** agreed to follow this up. Cllrs commented that the 2025/26 is due to be set in the new year, and therefore the Finance Committee will need accurate feedback from HNPSG on timescale and realistic costs of the neighbourhood planning process for budgeting purposes. It was also noted that the current Chair of the HNPSG will be standing down from the chairing role.
- 8.5. Harberton Playing Field
- 8.5.1. Update from Harberton Playing Field Association (HPFA) Standing Orders were suspended to enable a member of the HPFA to provide an update. It was reported that the Clerk had found the original order for purchase of cradle swings in 2018. The HPFA had been in touch with the supplier to ascertain if the swings have reached their predicted longevity or have eroded more quickly than should be expected. A local appeal has been made via the Harberton E-Circular to support replacement of the swings, which has seen some generous responses in the community, and to source a ride on mower.
- 8.5.2. Deed of Easement at Harberton Playing Field *Consideration of queries from the Land Registry, and payment of additional filing fee* Cllrs were informed that the Land Registry is dealing with the application for First Registration of land and registering the Deed of Easement for the for underground service media between the Parish Council and the owner of 2, The Old Hall. Cllrs were informed that under Land Registration Rules 2003 rule 8(2), HM Land Registry is under an obligation to enter the value declared for the property where practicable. **It was RESOLVED** to respond that the value of the land is between £0 - £50,000. It was commented that the land was gifted to the community and therefore it could not be sold, nor developed as its status as a green space will be protected under the emerging Neighbourhood Plan. **It was RESOLVED** that the Parish Council would pay the additional £20 required by the Land Registry to register the Deed of Easement against all relevant titles, for a which a separate application fee is required. It was noted for the minutes that the payment would be made to the solicitors acting on the Parish Council's behalf.
- 8.6. Harbertonford Play Area
- 8.6.1. Update from Harbertonford Play Area Action Committee (HPAAC) It was reported that there had been no formal meetings, but following a visit it was noted that recent leaf fall has created a thatch over the grass and a leaf mould is forming over the safety surface, likely to come up in reports as a slip hazard. It was commented that a joint application could be made by both park groups to purchase a petrol fuelled leaf blower. The C.Cllr suggested that an application could be made to the Locality Fund.
- 8.6.2. 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.* Following the Parish Council's consideration of this matter at the October 2024 meeting, and agreement to sign the side letter with a small amendment, the Clerk has received a reply from the solicitor acting on behalf of the Diocese to inform the Parish Council that the Diocese understands the reasoning behind the amendment but wants to ensure that the council understands that it would be responsible for trees that might be on the boundary.

An amendment has been made to the side letter, for the Parish Council's consideration. Relevant wording follows:

It is intended that the Tenant shall be responsible for all trees on the property (referred to in the Lease as "the Premises") whether these are entirely within the boundaries or located on or within boundary structures.

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 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.

If the cost of works to the trees falls to be shared with adjoining owners, or is the sole responsibility of those neighbours, then it is for the Tenant to address this with the relevant neighbour as appropriate. This does not negate the requirement for the Tenant to ensure that the trees are kept in a safe condition so that the property can be used for its purpose as a recreation ground.

It was RESOLVED to sign the amended side letter.

- 8.7. Clerk's update It was reported that DALC has encouraged the Parish Council to send a representative to the 'Meet the Leader of Devon County Council' event taking place in Ivybridge on Thursday. DALC stressed the importance of Parish/Town Councils engaging with these events to discuss matters of importance to the local community. There was no interest to attend, as the meeting clashed with the Flood Event the same evening.
9. **TRAYE Consultation** In advance of the meeting cllrs had received a copy of the information published on the Parish Council's website giving background summary to the Parish Council's consideration of this matter. The Clerk had prepared a simple online questionnaire asking respondents to provide a postcode, to use a sliding scale to indicate how much they agreed or disagreed with the suggestion that the Parish Council give a larger grant to TRAYE and therefore make increases to the precept. The questionnaire also includes an open text box enabling respondents to share more information about their views. **ACTION: The Clerk** agreed to update the published material to give a figure for how much the precept cost the average tax payer last year, and to include an additional sentence to comment that TRAYE was formed in response to Devon County Council's cuts to youth service provision.

It was RESOLVED to approve the questionnaire and draft document, subject to the updates above, and circulate via usual village circulars and via local Facebook groups.

It was queried what level of response from the community is considered sufficient for the Parish Council to make a decision. This was not discussed in detail, but it was agreed that the Clerk provide an update at the Ordinary Meeting of 10th December on responses received to date. The questionnaire will remain open until 5th January, before the Finance Committee meets to set the draft budget.

10. Contracts for services

- 10.1. Tree works quotations *Consideration of quotations for tree works* The Clerk had approached four suppliers and received two quotations for works. One supplier declined to quote. The Clerk provided cllrs with an anonymous summary of quotations received for consideration. Cllrs were reminded that the annual tree inspection report had made the recommendation to "Check swing on ash going through dead branch in Compartment 2. Install cambium saver for rope swing". **It was RESOLVED** to remove the rope swing, following confirmation from the HPFA that it would be willing to see it removed. After discussion, it was agreed to split the work between the two contractors. **It was RESOLVED** to:
- accept the quotation from applicant B (Waterman Tree Co.) to brace the oak tree in Harberton Playing Fields at a cost of £450 plus VAT
 - accept the quotation from applicant A (UXG Contractors) to remove the rope swing and associated ropes / fixings in the ash in Harberton Playing Fields by ladder & pole saws at a cost of £120, and remove lower branches on the oak in Harbertonford Play Park to provide minimum 2.5 m height clearance and to place arising neatly under nearby scrubby shrubs as habitat pile at a cost of £20.
- 10.2. Internal Auditor quotations *Consider of quotations for internal audit services* The Clerk had circulated an invitation to 14 Internal Auditors listed on the Internal Audit Forum website inviting quotations to provide services to the Parish Council. Six had provided quotes. The Clerk circulated an anonymous summary of quotations for consideration. After discussion **it was RESOLVED** to offer the contract to supplier B: (Heelis and Lodge Ltd) at a cost of £220 for a remote Internal Audit.
- 10.3. Tractor cuts of Harberton Playing Field *Consider quotation from South Hams District Council* Cllrs were reminded that the Clerk had been in touch with SHDC to request a quotation for grass cutting of Harberton Playing Field in the 2025/26 year, and seek to formalise the agreement for grass cutting services. It was reported that the Community Services Team Leader at SHDC had advised the Clerk that the Council is working on a four weekly grass cutting program to ensure each site receives a visit once every four weeks between March and October in 2025. The team usually alternates between tractor cuts and visits from the GMO grass cutting team. The Parish Council is advised that all services are moving to Full Cost Recovery (FCR) for the work completed, both internally and externally. Using a FCR model the price for this year's work for 4 x tractor visits and 4 x GMO visits will be £878 plus VAT. If happy with this frequency, SHDC will provide a quotation for the Parish Councils consideration.

During discussion standing orders were suspended to allow a member of the HPFA to contribute. It was commented that when cut by tractor, the grass is often still too long for the playing field to be used for football. The quality of the cut is improved when undertaken by the GMO team. The lack of communication with the contractor can be difficult when managing events in the field, particularly when there is no schedule or an opportunity to alter this. There was discussion on an option to use funds to purchase a ride on mower and for the grass to be maintained by volunteers. Parish Councillors commented that the grass had once been cut by volunteers with a mower owned and maintained by the Parish Council. A grass cutting contract had been entered into following ongoing mower maintenance challenges, and associated costs.

After discussion **it was RESOLVED** that the Clerk request that SHDC provide a quote for 8 cuts by the GMO grass cutting team for the 2025 season, to let the Parish Council know if communications could be improved and to advise if the Parish Council will enter into a formal contract or agreement with the SHDC in the supply of services. The Clerk would then seek other grass cutting quotes for the Parish Council's consideration at a future meeting.

11. **Street Lighting** *Update on reports to Devon County Council on street lighting faults, and consideration of a Parish Council request for making alterations to streetlight switch on/off times* It was noted that a member of the community had used the Devon County Council's 'report it' website has been used to report that street lights outside Tillyland and Victoria Cottages (both numbered 3) are malfunctioning. The same MoP had received five responses to a query circulated on the Harberton Village Circular on changing the time that the lights go off in the evening. Three respondents wanted an earlier time. After discussion it was agreed that the Parish Council pass this back to the community to lead on. The C.Cllr agreed to forward information about the recent streetlighting survey on the Village Circular.
12. **Correspondence.**
 - 12.1. Bus Shelter *For consideration* Cllrs were informed of a query from one of the parents of children who use the bus stop daily for school. It was queried whether permission could be given to take care of the Harberton bus shelter i.e. regular sweeping, de-cobwebbing and maybe a lick of paint. In addition to cleaning up the inside a suggestion is made to install a couple of shelves for a community library, keep an eye on the bulletin board and perhaps install a solar/battery fairy lights on a timer for the dark and cold winter mornings. It was commented that the bus stop in Harbertonford has been looked after by a member of the public, and the notice board looks well managed. It would be nice to have a similar arrangement in Harberton. After discussion **it was RESOLVED** to respond that the Parish Council would encourage community members to care for the Harberton bus shelter, but were less supportive of the suggestion to paint it, or install shelves. It was commented that the bus stop can be very busy at times and needs to be able to serve its purpose as a bus shelter, rather than a community library.
 - 12.2. #47 DALC E-Bulletin 2024 *For consideration* Cllrs were informed that this bulletin includes news that a new positive duty to prevent sexual harassment comes into effect on 26 October, which will impact all employers including parish and town councils. NALC recommends that parish and town councils reviews current policies and arrangements, and take steps to ensure they comply with the new duty. There is [guidance issued by the Equality and Human Rights Commission](#) and Worknest have produced a [detailed guidance note to help councils](#). The Clerk suggested that such a policy could be incorporated in a staff handbook referred to under correspondence item 12.6. **ACTION: The Clerk** to pursue this.
 - 12.3. CLT Questions for Nov. meeting *For information* A resident has written a letter to the Clerk requesting that the CLT clarify a couple of issues that arose from questions raised in the public session of the ordinary meeting in October 2024. These related to the grant agreement between the CLT and the Local Authority, and planning permission. Cllrs are informed that, as the CLT is a separate organisation independent of the Parish Council, the Clerk has forwarded this request to the directors of Harberton and Harbertonford CLT CIC, for their consideration.
 - 12.4. #49 2024 DALC E-Bulletin *For information* Cllrs were informed that this bulletin includes new dates for in person 'Being a Good Councillor' courses as well as new online dates.
 - 12.5. DALC Newsletter #50 2024 *For information – see item 13.1* This edition is an 'employment special' providing information to the Parish Council on the new 2024/25 pay award agreement for council staff.
 - 12.6. #51 DALC E Bulletin 2024 *For consideration* Cllrs are informed that this bulletin urges Parish Council's to have their say on whether councils should be able to meet remotely. A [consultation paper has been published](#) with a closing date of 19 December, applying to both parish meetings, and parish and town councils. Comment was made that this provides Councils with the option to hold meetings online. Some individuals were of the opinion that this could disconnect the community, rather than connecting it. The bulletin also invites cllrs from areas that have been impacted by flooding in recent years to join a focus group on the mental health impacts of flooding on communities. **It was RESOLVED** that the Clerk put in an expression of interest that Harberton be represented at a meeting of approximately 10-12 cllrs and clerks to meet to share experiences, discuss challenges, and contribute to understanding the mental health needs of those affected by these events. The bulletin also notes that it is Cyber Security Awareness month. DALC offers a cyber awareness e-learning course, covering basic cyber awareness training, password management, phishing and video conferencing, at a cost of £14 plus VAT. The latest resources available through the National Association (NALC) are shared, including a comprehensive 'Staff Handbook' containing useful sample policies and procedures, Enhancing Community Safety resources (such as addressing emergency and disaster planning).

- 12.7. Bow Road Harbertonford *For consideration* Cllrs were informed that a query has been made with regards to vegetation growth on private land impeding walkers from keeping safe from cars on the highway. The MoP comments that, being deaf they rely on their dog to indicate when a vehicle is approaching. Due to the overgrowth of land on Bow Road, the resident can now not safely walk from their home towards the Tuckenhay end of Bow Road. The resident understands that despite the vegetation compromising the highway, Devon County Council will not act as the land is in private ownership. Photographs have been supplied. It was noted that the matter should be reported via Devon County Council's 'report it' website, as it is the County Council's responsibility. It was commented that a lot of residents have been very diligent in keeping roadways immediately outside their properties clear.
- 12.8. Notification of Road Closure – Work Ref LM501NC11261319 on LEIGH BRIDGE TO BROADPARK STILE, HARBERTON *For information* Cllrs are informed that South West Water has applied for a road closure to complete utility works from outside number 1 to outside Wesley House. These works, subject to approval from Devon Highways, will take place between 10/02/2025 and 21/02/2025. All efforts will be made to maintain access to properties within the area of the closure and minimise disruption.
- 12.9. Citizens Advice South Hams annual report and funding request *For consideration* The Parish Council has received a copy of Citizens Advice South Hams' annual report, along with a letter asking the Parish Council to consider making a grant to support the organisation's work. The letter comments that the 2023/24 period has been one of the busiest years on record, with demand showing no signs of slowing. On average, each client presents with four distinct issues, to which the team provide quality-assured advice to help them move forward. Benefit queries remain a large part of the workload, with an increased number of clients requiring advice on utilities and debt issues. In 2023/24 110 people across the West Dart ward logging 611 issues were given support. £104,1787 of income gain was recorded for those clients and £73,207 of debt was written off. **It was RESOLVED** to make a grant of £250 as budgeted.
- 12.10. Parish Council support to construct a shelter on Riverdale *For consideration* Cllrs are informed that a query has been made by a resident of Riverdale on whether the Parish Council would support or object to the construction of a shelter on the pavement to protect a mobility scooter. Currently the resident stores the scooter in his car and access is physically difficult. A photograph shows the proposed location below. After discussion it was agreed that as this was not a matter for the Parish Council, it did not have a view.
- 12.11. 20241106 #52 DALC E Bulletin 2024 *For information* Cllrs are informed that this bulletin includes advice and commentary concerning budgeting for staff salaries and increases to National Insurance contributions in future budgets. This follows news that the Government has accepted the Low Pay Commission's (LPC) recommendations on the rates of the National Minimum Wage (NMW) and the National Living Wage will increase by 6.7%. This is likely to become a factor when the National Pay Award for local authority staff for 2025/26 is negotiated. Councils are advised to ensure that, if staff are doing more than their contracted hours, to make sure that they are not dipping below the minimum wage. Officials from the Ministry of Housing, Communities and Local Government have advised NALC that Councils will not be compensated for the increase in employers' national insurance contributions announced in last week's budget. The rate will increase from 13.8% to 15% and the 'Secondary Threshold' at which employers become liable to pay will be reduced to £5000 6 April 2025. NALC has estimated it may cost the sector £10m per year and will be pressing government to rethink this but in the meantime would recommend councils (and county associations) assess the financial implications for them in the current round of budget setting.

13. Finance

- 13.1. To consider raising staff salaries in line with the 2024/25 National Salary Award **It was RESOLVED** to increase the Clerk's salary according to the new agreed payscales for 24/25: LC1 spine point 17 increases from £14.95 per hour to £15.58 per and should be back dated to 1st April 2024. **It was RESOLVED** to make the necessary amendment to the standing order used to pay the Clerk's salary as soon as possible. Confirmation of the pay increase would be put in writing in a letter to the Clerk.
- 13.2. Notice of income and expenditure since last meeting
- 13.2.1. Income
- 10/10/24 from Harberton Parish Hall, reimbursement for over payment on the Community Benefit Grant payment ref 2407_13 = £50
- 13.3. To consider payments as per the November payment schedule* **It was RESOLVED** to make the following payments:
- 13.3.1. Payment 2411_1 to Cat Radford, payslip dated 22nd November 2024 includes Clerk Nov salary £540.11, Neighbourhood Plan Nov Salary at £62.32, overtime payment 2 of 3 at £199.33, Clerk Salary back pay to 01/04/24 at £152.89, Neighbourhood Plan Salary back pay to 01/04/24 at 17.64 and overtime back pay to 01/04/24 = £1039.07 no VAT
- 13.3.2. Payment 2411_2 to Cat Radford, Clerk November expenses claim for mileage at £15.93, and broadband for November at £7.50 = £23.43 no VAT
- 13.3.3. Payment 2411_3 to Harberton Parish Hall for hall hire on 12th November 2024 19.30 – 21.30. 2hrs @ £6.50 per hour = £13.00
- 13.3.4. Payment 2411_4 to HMRC Shipley for NI Payment incurred on November 2024 Salary ESTIMATED = £35.42 no VAT
- 13.3.5. Payment 2411_5 to Bartons Solicitors for additional £20 fee required by the Land Registry relating to registration of the Deed of Easement at Harberton Playing Fields = £20 no VAT

13.3.6. Payment 2411_6 grant to Citizens Advice South Hams = £250 no VAT

It was noted that the payment 2410_5 made to HMRC Shipley for NI Payment incurred on October Salary was only £2.68, not £20.56 as estimated.

- 14. 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, Friends of the Dart, 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.
- 15. 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.
- 15.1. Simmonds sewer line It had been reported that a stone cover on top of the cast iron manhole cover located in the grass triangle by Harberton stream has been cracked. There was some concern as to whether the sewer line itself was broken. **ACTION: The Clerk** to inform South West Water for investigation.
- 15.2. Harberton Road Works A query was made on emergency works being undertaken in Harberton that has led to a road closure. Some local residents had received a letter informing them about the road closure, but without giving reason for the works. It was understood that a power cable was being rerouted.
- 16. Date and location of next ordinary meeting** 7:30pm Tuesday 10th December 2024, Harbertonford Village Hall.

Meeting closed at 21:40.