

## **HARBERTON PARISH COUNCIL**

Minutes of the Ordinary meeting of Harberton Parish Council  
at 7.30pm on Tuesday 14<sup>th</sup> January 2025 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 Butterworth: Present (item 6)  
Cllr Camp: Apologies  
Cllr Hambly: Present  
Cllr Paine: Present  
Cllr Morris: Present  
Cllr Williams: Apologies

#### **Others**

D.Cllr McKay: Present  
C.Cllr Hodgson: Present  
Clerk Ms Radford: Present  
Members of the Public: 9

### **Public Session**

- i) Following a point of order raised by a Member of the Public (MoP), the Clerk relayed advice received from Devon Association of Local Councils (DALC) confirming that a councillor (including the Chair) has no power to make individual decisions, nor can they represent the "Council" in any matter unless instructed by a Council decision. It was therefore noted that should a MoP wish the Parish Council to act on or pursue a matter, this should be raised with the Full Council.
- ii) The MoP raised concerns about remarks made during Item 15 'Matters at the Discretion of the Chairman' as being inappropriate, suggesting that cllrs be more aware when they are discussing matters in front of the public. The MoP went on to comment that minutes should more accurately report the conversation. The Clerk read from 'Arnold-Baker on Local Council Administration', a complete statement of law relating to parish and community councils, which states: "*Minutes of proceedings of a council and its committees must be kept. They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports of the speeches made by councillors. Short simple minutes are less likely to be defamatory than long reports*". It was noted that an item on the meeting agenda provides the opportunity for cllrs to consider the accuracy of the minutes at which point a motion to correct an inaccuracy in the draft minutes can be moved.
- iii) A MoP made a request that the Parish Council to make efforts to enact the provision of a section of footpath between the junction of Old Road and the A381 at Brockhills, to a point directly opposite the turning to Harberton. Another MoP, a member of the Totnes Ramblers committee, commented that improved access is desperately required, as lack of a safe crossing point cuts off access between Harberton and Harbertonford. It was noted that the matter had been raised with Devon County Highways before, but as both cllrs and MoPs expressed interest in discussing this further, it was agreed to put the matter on the next meeting's agenda.

### **Agenda**

1. **Apologies** were received as above.

**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. District Councillor (D.Cllr)
  - 3.1.1. English Devolution White Paper Following the publication on 16<sup>th</sup> December 2024 of the Government's paper, signalling potential restructuring of two-tier systems of County and District Councils to single tier Unitary Authorities could lead to closure of South Hams District Council (SHDC). It was reported that Devon County Council (DCC) has already voted to delay elections from May 2025 to May 2026 to prepare for local government re-structure. Uncertainty caused by the announcement makes it difficult for SHDC to make long term decisions when deliberating it's 2025/26 budget. The outcome will affect how SHDC will spend its capital funds, with consideration being given to how to use reserves to best effect in the local community before any potential Unitary Authority merger. The D.Cllr hoped to give more clarity at the next meeting.
  - 3.1.2. National Planning Policy Framework (NPPF) Changes to the NPPF were announced in December 2024, with immediate effect. It was commented that all current applications have had to be re-evaluated, putting a significant burden on the Council's planning department.
  - 3.1.3. South Devon Food Hub The project to support collaboration between local food producers is progressing with support from SHDC.
  - 3.1.4. Permissive paths The D.Cllr commented that following approaches from MoPs, he will support efforts to create new footways and permissive paths in the Parish, commenting that whilst it would be challenging, it would be an important thing to try to do.
  - 3.1.5. Hope Forest It was reported that a new woodland in South Brent was opened last week.
  - 3.1.6. South West Water (SWW) The D.Cllr attended a summit asking SWW for plans for outflows. It was commented that responses seem to be based on very little evidence.
- 3.2. County Councillor (C.Cllr) A written report had been circulated to cllrs by email ahead of the meeting.

- 3.2.1. Devolution The C.Cllr expressed concern that DCC has voted to delay 2025 elections and has spoken out strongly against it. The C.Cllr commented that Devolution will lead to expensive top-down reorganisation of local government with little benefit to local public where funds would be better spent where needed in the community. It was commented that in reality there will still need to be district level services, but there is very little information about what will happen.
- 3.2.2. DCC's New Carbon Reduction Plan DCC will be looking at its carbon footprint of the supply chain through procurement processes.
- 3.2.3. Internet Services roll out It was reported that the rural broadband roll out programme will struggle to get to the most hard to reach rural areas. The C.Cllr invited cllrs to flag areas in the Harberton Parish that still has patchy internet access.
- 3.2.4. Flooding Following the meeting held in November, the C.Cllr has put a link to flooding matters in her report.

**RESOLVED:** That the information be noted.

#### 4. Minutes

- 4.1. Minutes of the Ordinary Meeting of Harberton Parish Council, 10<sup>th</sup> December 2024 One typo was corrected.

**RESOLVED:** To sign the minutes as an accurate record.

- 4.2. Minutes of the Finance Committee of Harberton Parish Council, 7<sup>th</sup> January 2025

**RESOLVED:** To sign the minutes as 'reviewed' by the Parish Council before publishing as a draft.

#### 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 It was reported that proposed wording and design for a sign had been sent to the Clerk by the Harberton Playing Fields Association (HPFA). The Clerk will now seek manufacture and installation quotes.
- 5.2. Snow Warden registration and training It was reported that Cllr Hambly has started online training.
- 5.3. Parish Lengthsman It was reported that members of Harberton ARK have volunteers to take on a job to cross reference the Parish Council's buddle hole survey with Devon County Council's annual cleaning schedule.
- 5.4. Emergency Directory (Cllr Paine/Clerk) Ongoing.
- 5.5. New Parish Council bank account (Clerk) Ongoing.
- 5.6. Staff handbook inc. compliance with prevention of sexual harassment duty (Clerk) Ongoing.
- 5.7. Mental health impacts of flooding meeting (Clerk) It was reported that on writing to DALC with regard to the mental health impacts of flooding to Harberton residents, the Clerk had been informed the focus group meeting had not gone ahead. The Clerk gave permission for comments to be forwarded to DCC staff undertaking work with this focus.
- 5.8. Grass cutting tender (Clerk) Ongoing.

**RESOLVED:** That the information be noted.

#### 6. Co-option of Parish Councillors

A candidate attended the meeting to express interest in co-option. A declaration of eligibility had been read and signed.

**RESOLVED:** to coopt Richard Butterworth as councillor to the Harberton Ward.  
Cllr Butterworth signed the Declaration of Acceptance of Office form before the Clerk.

#### 7. Planning

- 7.1. Consideration of planning applications:

- 7.1.1. 4062/24/HHO and 4063/24/LBC Householder application and Listed Building Consent for works to roof & structural remediation works at Hernafor Farm, Harbertonford

**RESOLVED:** To SUPPORT the application.

- 7.2. Receive a report on planning or appeal decisions The Clerk gave a verbal report on applications that had been refused or approved and conditions of interest. Cllrs were informed that an appeal of the enforcement notice concerning development on the Morleigh Road had led to a change in the enforcement notice. The unauthorised building must still be removed, but within a six-month period, instead of two.

**RESOLVED:** That the information be noted.

- 7.3. Receive a report on enforcement cases (for information only) No enforcement caseload had been received.

#### 8. Monthly reports

- 8.1. Finance Committee update Minutes circulate record that the Finance Committee had reviewed the end of quarter 3 bank reconciliation, checking that figures on the bank statement and the budget report agreed before

signing the reconciliation and bank statements. No applications had been made to the Community Benefit Fund in the quarter. A letter had been signed confirming the Clerk's change in salary.

**RESOLVED:** 1: Note matters for information.  
2: Accept the Finance Committee's recommendation to approve the Clerk's overtime request of 69 hours for the quarter at a cost of £1075.02, and this be paid to the Clerk in three equal instalments of £358.34 in January, February and March 2025.

- 8.2. Sustainable Harbourne Valley (SHV) update It was reported that SHV is borrowing a thermal camera so residents can see where properties are showing heat loss. A Bat, Swifts, Swallows and Housemartins talk will take place in in the spring. Open gardens happening in Harberton in July. The Clerk and Cllr J Palmer confirmed that SHV contact the Environment Agency to request permission for a public walk in Palmers Dam.

**RESOLVED:** That the information be noted.

- 8.3. Neighbourhood Plan update A review of the Site Options Assessment will be going forward.

**RESOLVED:** That the information be noted.

- 8.4. Harberton Playing Field update **It was RESOLVED** to suspend standing to allow a HPFA representative to speak. It was noted that works to brace the Jubilee Oak following the Annual Tree Survey recommendation has been completed. HPFA will be undertaking some maintenance work in the park in the next few weeks. New edging supplied by the Woodland Trust will be planted. The meeting was reconvened.

**RESOLVED:** That the information be noted.

- 8.5. Harbertonford Play Area update Following monthly inspection reports noting a build-up of algae on the safety surfaces, the Play Area Action Committee are considering using an algaecide to speed up the clean-up process and will seek advice on safe use. It was commented that HPFA effectively used a combination of vinegar, soap and water. It was commented that there was some concern about the proposed works required on the sycamore in the park could have an impact on the ground, or other boundary planting.

**RESOLVED:** That the information be noted.

- 8.6. Harberton ARK update A written report from Harberton ARK was read out in full. A workshop has been confirmed for late January, where potential approaches can be considered. ARK may ask the Parish Council to undertake the role of 'Landowner Engagement' in February. It is intended to hold public sessions when specific proposals emerge.

**RESOLVED:** 1. That the information be noted.  
2. Cllr Morris become the point of liaison between the Parish Council and Harberton ARK.

- 8.7. Clerk's update Having had the opportunity to consider best practice, it was reported that the Clerk will be undertaking a review of standing agenda items and ways in which minutes are compiled.

**RESOLVED:** That the information be noted.

9. **Tree works** *Consideration of quotes for remedial tree works required at Harbertonford Park*  
Cllrs were informed that the stem of a sycamore in Harbertonford Play Park failed during high winds. An arboriculturalist has advised the Parish Council that the failure of the stem has exposed a significant level of decay in the main stool. The remaining stems are at increased risk of failure due to the decay and the included unions at the attachment points on the stool. To lower the risk of failure and prevent the stool from completely tearing apart, remedial work is essential – and with the recommendation that they be completed within 4 weeks.

The arboriculturalist recommend high-coppicing all seven sycamore stems at approximately 1.5-2 meters. Three quotes had been obtained and anonymised by the Clerk for the Council's consideration.

**RESOLVED:** The contract be awarded to Sylvan Wood at a cost of £1395, no VAT

## 10. 2025/26 Budget

- 10.1. Consideration of contribution to TRAYE in 2025/26 financial year taking into account responses to parish consultation Cllrs first reviewed the two proposed budgets before making a recommendation on funding to TRAYE. There was discussion during which questions were raised about the service offering value for money considering the numbers of young people in attendance, other sources of funding including parental contributions and crowd funding, regularity of sessions and if there was equal access to children in both villages of Harberton and Harbertonford. Concern about stability of services for young people was raised. **It**

was **RESOLVED** to suspend standing orders to allow MoPs to contribute. One MoP commented that the sessions he has observed have been high quality. Sessions include cooking food with young people, which increases delivery costs. The Chair of TRAYE commented that parents are encouraged to make contributions to TRAYE via PayPal if they can. Other Parishes with two villages swap sessions between villages.

**RESOLVED:** Award TRAYE a grant of £3500 in the 2025/26 financial year, with any future funding subject to a review in 12 months. The decision was made in recognition of what TRAYE does in support of the most underprivileged children in the area, and because of concerns about the potential impact of the Government's devolution plans on the stability of services.

10.2. Consideration of proposed 2025/26 Budget The parish council reviewed two proposed budgets, as prepared by the Finance Committee, and had the opportunity to raise queries. It was noted that the only difference between the two budgets was that one included a grant to TRAYE, and one did not.

**RESOLVED:** 1. To further increase Parish Council Grant Fund reserves by £500  
2. To set the 2025/26 budget as follows:

1 2025 - 26 Budget Approved by the Parish Council 14th January 2025

2 **Income**

	2024/25 Budget	2025/26 Budget	Difference +/-	
3				
4				
5	Precept	21364	26797	+5433
6	Harberton Parish Hall Ground rent	10	10	0
7	Bank interest	0	0	0
8	VAT refund	700	836.79	+136.79
9	County Council Locality Fund Grant	0	0	0
10	Harberton Playing Field Association	0.05	0.05	0
11	Project Grant income (misc)	0	0	0
12	Other Misc. income	0	0	0
13	<b>Repayments</b>	0		0
14	Allotments	500	500	0
15	<b>Earmarked Reserves</b>			
16	<i>Community Benefit Fund</i>	0	0	
17	Office Equipment	265	265	0
18	Training reserves	730.8	688.8	-42
19	Parish Defibrillators	950	950	0
20	Elections	2500	2323.72	-176.28
21	Maintenance reserves	4755	4075	-680
22	Parish Lengthsman Project	7500	3500	-4000
23	Emergency Planning	300	300	0
24	Website	400	220.02	-179.98
25	Service Level Agreement DAAT Lighting column	550	550	0
26	Neighbourhood Plan	2229.35	1195.46	-1033.89
27	Parish Council Grants Fund	500	500	0
28	<b>Totals</b>	<b>43254.2</b>	<b>42711.84</b>	<b>-542.36</b>
29	Income minus expenditure		0.34	

30

31 **Expenditure**

	2024/25 Budget	2025/26 Budget	Difference +/-	
32				
33	Room Hire	315	300	-15
34	Subs	650	700	+50

**Powers in legislation**

*Expenses of parish and community councils Local Government Act 1972 s150*

*Subsidiary powers of local authorities. Local Government Act 1972 s111*

35	Insurance	750	750	0	Security. Local Government Act 1972 s114
36	PCC Grants Harberton	550	550	0	Power to contribute towards expenses of cemeteries: Local Government Act 1972, s.214 (6)
37	PCC Grant Harbertonford	500	500	0	Power to contribute towards expenses of cemeteries: Local Government Act 1972, s.214 (6)
38	Salary	6635.2	7000	+364.8	Appointment of staff. Local Government Act 1972 s112
39	Salary overtime	2000	2100	+100	Appointment of staff. Local Government Act 1972 s112
40	Neighbourhood Plan Salary	765.6	810	+44.4	Appointment of staff. Local Government Act 1972 s112
41	Neighbourhood Plan Salary overtime	0	1000	+1000	Appointment of staff. Local Government Act 1972 s112
42	Tax/NI payments	168	886.5	+718.5	Appointment of staff. Local Government Act 1972 s112
43	Clerk Expenses	125	125	0	Subsidiary powers of local authorities. Local Government Act 1972 s111
44	Office Expenses	200	100	-100	Subsidiary powers of local authorities. Local Government Act 1972 s111
45	Professional Fees	2000	500	-1500	Subsidiary powers of local authorities. Local Government Act 1972 s111
46	Broadband	90	90	0	Subsidiary powers of local authorities. Local Government Act 1972 s111
47	Grasscutting Harbertonford	600	900	+300	Power to acquire and maintain land for public recreation Public health Act 1875, s.164 and Power to acquire and maintain land for open spaces Open Spaces Act 1906, ss.9 and 10
48	Grasscutting Harberton	950	1000	+50	Power to acquire and maintain land for public recreation Public health Act 1875, s.164
49	Playground Inspections	575	600	+25	Power to provide a wide range of recreational facilities Local Government (Miscellaneous Provisions) Act 1976, s.19
50	Harbertonford Playground Lease	250	250	0	Power to provide a wide range of recreational facilities Local Government (Miscellaneous Provisions) Act 1976, s.19
51	Allotment	500	500	0	Powers to provide allotments. Small Holding & Allotments Act 1908, s.23
52	Youth Club [TRAYE]	1500	3500	+2000	Local Government act 1972 s137
53	Annual Tree Inspection	650	700	+50	Highways Act 1980 s.96 Powers of highway and local authorities to plant trees, lay out grass verges, etc. : If on Parish Council Land: Local Government Act 1972 s.111: Subsidiary powers of local authorities
54	Grant funded projects	0	0	0	
55	Contingency/Reserves	500	500	0	
56	Community Benefit Fund	0	0	0	
57	Parish Parks	0	2000	+2000	Local Government (Miscellaneous Provisions) Act 1976, s.19 Power to provide a wide range of recreational facilities
58	Parish Council Grants Fund	500	1000	+500	
59	Citizens Advice South Hams	250	300	+50	Local Government Act 1972 s 142. A local authority may assist voluntary organisations to provide for individuals (a) information and advice concerning those individuals' rights and obligations; and (b) assistance, either by the making or receiving of communications or by providing representation to or before any person or body, in asserting those rights or fulfilling those obligations.
60	<b>Earmarked Reserves</b>				
61	Office Equipment	265	500	+235	
62	Training	730.8	700	-30.8	

63	Parish Defibrillators	950	950	0	<i>Public Health Act 1936, s234 Power to provide life-saving appliances (e.g. life belts, defibrillators). Representation of the People's Act 1985 s36 (5) If maintaining and making safe trees on Parish Council Land: Local Government Act 1972 s.111: Subsidiary powers of local authorities</i>
64	Elections	2500	2750	+250	
65	Maintenance Reserves (Includes trees)	4500	4000	-500	
66	Parish Lengthsman Project	7500	4000	-3500	
67	Emergency Planning	300	500	+200	
68	Website	400	600	+200	
69	Service Level Agreements: annual maintenance works	550	550	0	
70	Neighbourhood Plan	2000	1500	-500	
71	<b>Totals</b>	<b>40719.6</b>	<b>42711.5</b>	<b>+1991.9</b>	
72	<b>Income minus expenditure</b>		0.34		

Budget notes (by line reference)

- 8 VAT paid out by 2024/25 Q3 end.
- 12 Includes £152 = Harbertonford CE Primary School collection for TRAYE.
- 17 - 27 Reserves carried forward.
- 38 The National Pay Award has not yet been agreed. A 6.7 % increase has been made in line with expected increases in the National Living Wage.
- 40 The significant overspend on this line in the 2024/25 financial year is due to overtime undertaken for the Neighbourhood Plan.
- 41 New line specific to Neighbourhood Plan overtime created in 2025/26 to support any increase in hours in support of the Neighbourhood Plan
- 42 Employer NI contribution after April 2025/26 will be 15% on wages after £5000.
- 47 Cost of grass cutting is variable, depending on weather.
- 48 SHDC is seeking full cost recovery going forward.
- 52 Resolved to grant £3500 to TRAYE in the 2025/26 financial year. Any future funding would be subject to a review in 12 months.
- 55 Parish Council agreed to increase the general reserve to approximately £8000 -9000 by 2025/6 financial year, and £10,000-11,000 by the 2026/27 financial year. It is estimated that the Parish Council will have approximately £7951.12 in reserves at the end of the 2024/25 financial year.
- 57 New line for 2025/26. Both Harberton and Harbertonford Parks may apply directly to the Parish Council for an annual grant of up to £1000, instead of to the Community Benefit Fund.
- 58 No spending against this reserve to date, as is intended to build up until the Community Benefit Fund is exhausted.
- 61 Unspent in 2024/25 financial year. Reserve increased to enable the purchase of a new laptop in the 2025/26 financial year.
- 63 Carry forward reserves into next financial year.
- 64 Election costs for 2023/24 were billed in 2024/25. The Finance Committee has been seeking to increase this reserve to £3000.
- 66 Rebuilding a reserve that was reduced to £3500 in 2024/25
- 67 Reserve increased to support grass roots emergency planning
- 68 The Finance Committee recommended that a reserve should be built up to and kept to £600 to allow for email hosting as well as website hosting. Noting that billing periods fall at approximately every 3 years.
- 70 The HNPSG agreed to request that the Parish Council budget £1500 to support the work of the Neighbourhood Plan in 2025/26 financial year. This takes into account the short fall of approximately £1100 on the Clerk's Salary in quarters 1-3, and for £400 to be added to the Neighbourhood Plan budget line for meeting running costs and consultation. It was noted that the HNPSG can apply for funding from Locality to support any further costs.

10.3. Consideration of the 2025/26 Precept Demand

**RESOLVED:** The budget requirement (precept) be set at £26797. The Parish Band D parish rate will be £46.72 per year, which is an increase of £6.99 on the previous year (equivalent to 17.58%).

**11. Correspondence**

- 11.1. Temporary Traffic Order - Hazard Cross to Fork Cross along ZC794, Harberton (TTRO2561043) A restriction will be in place between 14<sup>th</sup> April - 2<sup>nd</sup> May 2025 to enable patching. An alternative signed route will be in place.

**RESOLVED:** That the information be noted.

- 11.2. DALC #58 2024 E Bulletin The bulletin includes news that the [English Devolution White Paper](#), setting out the government's plans to widen and deepen devolution across England, was published on 16th December. Devon Association of Local Councils (DALC) will be taking a close look to see what it means for the sector and will keep members up to date as more details emerge. The National Association of Local Councils' (NALC) [response has called for stronger neighbourhood governance](#), and to recognise the role of Town and Parish Councils. DCC and Torbay Council have published an article on the [Devon and Torbay Devolution Deal page](#). District and Borough Councils in Devon [issued a joint press release on 8<sup>th</sup> January 2025](#) to make it clear that they do not support the creation of one unitary council for Devon and do not support postponing the county council elections scheduled for May 2025.

**RESOLVED:** That the information be noted.

- 11.3. Chief executive's bulletin - 19 December 2024 NALC welcomes the English Devolution White Paper, commenting that *"Parish and town councils have already demonstrated their ability to deliver on government priorities at the local level. With the devolution framework and local government reorganisation, there is an opportunity for them to achieve even more. During ongoing discussions about the white paper and its implications, we will advocate for several critical measures to enhance neighbourhood governance, including investment in neighbourhood governance, simplifying processes to set up parish and town councils, promoting civility and respect, allowing hybrid council meetings where local communities see fit, fairer access to funding and a tailored audit framework"*.

**RESOLVED:** That the information be noted.

- 11.4. Grip on road up from Dundridge The Parish Council is asked to liaise with landowners to ensure the efficiency of a grip above the A381 at Langridge Cross. As part of initiatives to mitigate and manage the flood risks within the Harberton, residents have worked up Vicarage Ball towards Totnes and up the road past Dundridge to try to ensure all the drainage points are working as they should be and made reports to Devon County Highways if not functioning. On reporting that a grip in this area was not working as it should, Highways noted that the grip received its annual clean in July 2024 but an additional clean can be requested following his own inspection. It was commented that DCC only cleans 6m to the boundary, after this point it is the landowner's responsibility to clear the downstream area to ensure the efficiency of the system. The Officer commented that photos indicate that the private land needs attention for the surface water to be released and if that area does not provide an outlet, then cleaning the grip is futile. The Parish Council was asked to follow up this matter, liaise with the relevant landowners to ensure the necessary actions are taken and to provide feedback to Harberton ARK so that the group can be aware of progress. There was discussion where it was noted that the grip has been cleared.

**RESOLVED:**

1. To make efforts to identify the landowners.
2. To suggest to Harberton ARK to invite those local people who are landowners to the workshop being held on 29<sup>th</sup> January. The Parish Council can provide contact names of invitees.

**ACTION: Cllr Morris.**

- 11.5. South Hams District Council states its position on local government reform SHDC has issued a news release stating that it does not support the creation of one unitary council for Devon and want more time to properly discuss and consult on the best way to reorganise local government for the benefit of local communities.

**RESOLVED :** The Parish Council supports South Hams District Council's motion that:

- a) supports the joint statement issued by the leaders of the eight district councils throughout Devon that includes: not supporting a Single Unitary Council solution for Devon; and will widely consult with its residents, businesses, community organisations and town and parish councils once a firm re-organisation proposal is ready for consideration.
- b) not supporting the postponement of the County Council elections in May 2025.

- 11.6. DALC #02 2025 E-Bulletin The e-bulletin includes news that the government has opened a consultation on strengthening the standards and conduct framework for local authorities, including parish and town councils. DALC urges all member councils to contribute to consultation.

**RESOLVED:** That the information be noted.

- 11.7. Snow warden and grit *For consideration* A Harbertonford resident has commented that since Tor Homes removed a grit bin from Bow Road, grit bins are now lacking in the village, offering to take a delivery of grit to disperse in Bow Road.

**RESOLVED:** That, if still a supply in storage, the Clerk arrange for some grit to be delivered.

The resident also wished it to be reported that cars and vans are continually parking on double yellow lines in Old Road, between the Post Office and the junction of Bow Road, which is creating access problems. One particular yellow van is a regular culprit. During discussion it was noted that a village social media page regularly posts pictures of vehicles parked on yellow lines in this location, traffic wardens have been seen in Harbertonford issuing fines, and that rules differ for blue badge holders.

**RESOLVED:** That the information be noted.

## **12. Finance**

### **12.1. Notice of income and expenditure since last meeting.**

13<sup>th</sup> January 2025 £500 income from Harbertonford Allotment Society for annual rent.

### **12.2. To consider payments as per the January payment schedule**

- 12.2.1. Payment 2412\_5 to Waterman Tree Company for Bracing of oak tree at Harberton Playing Fields at £450 plus £90 VAT = £540
- 12.2.2. Payment 2501\_1 to Cat Radford, payslip dated 22<sup>nd</sup> January 2025 includes Clerk Jan salary £540.11, Neighbourhood Plan Jan Salary at £62.32, overtime payment 1 of 3 at £358.34= £960.77 no VAT
- 12.2.3. Payment 2501\_2 to Cat Radford, Clerk January expenses claim for mileage at £13.23, broadband for January at £7.50 and reimbursement for Microsoft 365 Email Essentials 3 year renewal at £237.18 = £257.91 no VAT
- 12.2.4. Payment 2501\_3 to Parish Online (Geosphere Ltd) for invoice #18UG024-0004 Dec 17, 2024 – Dec 17, 2025 Parish Online - Mapping Software (per Year) at £90 plus £18 VAT = £108
- 12.2.5. Payment 2501\_4 to Harberton Parish Hall for hall hire on Tuesday 14th January 2025 = £14.00 no VAT
- 12.2.6. Payment 2501\_5 to Dartforest Tree Works invoice C758 for services to undertake a ground based visual tree assessment of recently failed sycamore tree and report back by email giving appropriate management recommendations for the tree at £95 plus £19 VAT = £114
- 12.2.7. Payment 2501\_6 to HMRC Shipley for NI Payment incurred on Jan Salary ESTIMATED = £27.98 no VAT

**RESOLVED:** 1. That the income be noted.  
2. That the above payments be approved.

## **13. E-Circulars for information** Cllrs were informed of the list of regular e-circulars received.

**RESOLVED:** That the information be noted.

## **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.

- Concern was raised that the defibrillator in Harbertonford was not on the national list of defibrillators. The Clerk will investigate with the Community Heartbeat Trust that installed and monitors the units.
- A resident had queried why an alarm at Palmers Dam was sounding and if any action was required. The Clerk will make enquiries with the Environment Agency.

**RESOLVED:** That the information be noted.

## **15. Date and location of next ordinary meeting** 7:30pm Tuesday 11<sup>th</sup> February 2025

Meeting closed at 21:50