

## **HARBERTON PARISH COUNCIL**

Ordinary meeting of Harberton Parish Council  
at 7.30pm on Tuesday 8<sup>th</sup> April 2025 at Harbertonford Village Hall

### **In attendance**

#### **Harbertonford Councillors**

Cllr Beamish: Present  
Cllr Bowley: Present  
Cllr Davies: Present  
Cllr H Palmer: Present  
Cllr J Palmer: Present  
Vacancy

#### **Harberton Councillors**

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

#### **Others**

D.Cllr McKay: Apologies  
C.Cllr Hodgson: Present  
Clerk Ms Radford: Present  
Members of the Public: 11

### **Public Session**

- i) A member of the public (MoP) addressed the meeting to raise concerns on the planning application under discussion at item 7.1.4. Concerns were raised with regard to the flash flood risk in Harberton, change in flood zones, the flooding hierarchy and that the 3D modelling being undertaken by Devon County Council had not been completed. Further queries were raised on the number of cars associated with the development, pedestrian safety and the need for a building management plan.
- ii) The applicant for the outline application under discussion at item 7.1.4 was present to introduce the application and to answer questions. It was commented that the site has been considered for development for some time having been assessed in the District Council's Strategic Housing Land Available Assessment (SHLAA) and has been part of the Neighbourhood Plan. The previous Permission in Principle (PIP) supported by the Parish Council had been withdrawn and an outline planning application submitted instead following engagement with the Local Planning Authority, who wished to see a higher number of smaller dwellings on the site. Since the previous application was withdrawn, the applicant has worked with South Hams District Council (SHDC) and Devon County Council (DCC) drainage specialists, with the Ecologist and Highways department, and with the Environment Agency, particularly around flooding. Local concern about flooding was acknowledged and understood and a flood risk and drainage assessment has been drafted in consultation with DCC and Environment Agency. There have been discussions in the community about Natural Flood Management matters and the scheme proposed contributes to this. It was commented that the Neighbourhood Plan public consultation proposed development of 10-17 dwellings, with at least 30% being affordable. Overall, there was broad support for the site. In responses to questions raised about sustainability, the applicant commented that the Local Planning Authority has determined that Harberton is a sustainable village and a sustainable area for growth. The applicant commented that the site is in a good area for growth, being on the side of the village able to access the road into town without going through the centre of the village. A building management plan has been drafted which includes specific measures that prevent construction vehicles coming to the site from the west.
- iii) A MoP flagged expected changes to the Site Options Assessment being undertaken by consultants as part of the Neighbourhood Planning process. It was noted that councillors (cllrs) have been advised in order to take this into consideration.
- iv) A MoP raised a point of clarification, that the application was submitted on 18<sup>th</sup> March, and on the 25<sup>th</sup> the Environment Agency published a new flood risk map. It was commented that there is a lot more dark blue in the east of Harberton.
- v) A MoP commented that they have not seen or heard any reference to the strain that the sewage works in Harberton is under. The applicant was given the opportunity to reply. It was commented that the planning process requires South West Water (SWW) to be asked if the public network can accept the development. SWW had responded that it can.
- vi) A MoP asked a question about the ongoing management and maintenance of the attenuation pond. It was noted that those matters would be included in a full application should this outline application be approved. It was noted however that typically a management company would be established, and that management company would take responsibility.

### **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. County Councillor (C.Cllr) A monthly report had been circulated by email in advance of the meeting. Matters raised:
- 3.1.1. Local Government Restructuring The process is ongoing. A number of proposals were put forward to Government to which a response is expected. The final costed bid for restructuring needs to be submitted in November. The C.Cllr was asked whether an election will follow the creation of a new Unitary body. The answer was yes, this was expected, but it is expected that transition will take approximately 3 years. District Council elections may come sooner (i.e. within 2 years).
  - 3.1.2. Devon and Torbay Local Transport Plan It was reported that this big piece of strategic work has been endorsed and now open to public consultation. The C.Cllr raised concerns that Totnes is still a junction point to several big arterial routes that 'choke' the town. Air quality remains concerning.
  - 3.1.3. The Chancellor's spring statement The C.Cllr has forwarded cllrs an overview and how the statement might affect local services.
  - 3.1.4. Totnes to Littlehempston path Work continues to progress the path, which would create a bike-able commuter link between Totnes and Newton Abbot.
  - 3.1.5. Special Educational Needs Unit at King Edward VI Community College A new unit to serve 20 young people with Autistic Spectrum Conditions is proposed. The C.Cllr is preparing a consultation response. Several cllrs expressed an interest in participating in consultation.
  - 3.1.6. Community Composting Schemes The C.Cllr brought additional hard copies of a Community Composting Guide for information.
  - 3.1.7. Potholes A cllr commented that they had reported series of potholes on the road going past Dundridge. It was noticed that some of the potholes had been patched, leaving the final two unpatched. The C.Cllr commented that in some circumstances potholes are patched with a secondary layer using a machine. The cllr agreed to send some photographs of the patching works.
- 3.2. District Councillor *Not present. No report received.*

#### 4. Minutes

- 4.1. Minutes of the Ordinary Meeting of Harberton Parish Council, 11<sup>th</sup> March 2025\* *consider approval*
- 4.2. Minutes of the Finance Committee of Harberton Parish Council, 1<sup>st</sup> April 2025\* *for review*

**RESOLVED:**

- i) To sign the minutes at 4.1 as a correct record without amendments.
- ii) For the Chair to sign the minutes at 4.2 as 'Reviewed', noting that they would be considered as an accurate record by the Finance Committee in July.

#### 5. Report Matters Arising from the Minutes *Not otherwise on the agenda and for information only*

- 5.1. Snow Warden registration and training Ongoing.
- 5.2. Parish Lengthsman No update. The Clerk has entered into discussion with Clerks in the Totnes Cluster about possibilities of joining forces on a number of matters, potentially including this.
- 5.3. Emergency Directory Ongoing.
- 5.4. New Parish Council bank account Ongoing.
- 5.5. Staff handbook inc. compliance with prevention of sexual harassment duty Ongoing.
- 5.6. Brockhills Cross Footway No update.
- 5.7. Community Composting Scheme Ongoing.

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

- 6. **Co-option of Parish Councillors** The Clerk has received no interest from any residents to fill the remaining vacancy on the Parish Council.

**It was agreed to take the following items at this point of the meeting, and out of sequence with the published agenda: 8.3 Harberton Parish Neighbourhood Plan Update; item 9 Feedback on the draft Flood Mitigation Chapter of the Neighbourhood Plan item 7.1.4 Consideration of Planning Application 0828/25/OPA before returning to item 7.1.1. Minutes follow the format of the original agenda.**

#### 7. Planning

- 7.1. Consideration of planning applications:
  - 7.1.1. 0615/25/FUL Erection of roofing over existing silage store at Hatchlands Farm, Harberton

**RESOLVED:** To SUPPORT the application

- 7.1.2. 0790/25/HHO and 0791/25/LBC Householder application and Listed Building Consent for refurbishing existing farmhouse & outbuildings & both internal/external works at Hernaford Farmhouse, Harbertonford

**RESOLVED:** To SUPPORT the applications

- 7.1.3. [0784/25/TCA](#) T1: Copper beech - Crown Height Reduction and Lateral Reduction on all sides by up to 6m at Lark Rise Harberton

**RESOLVED:** No objections to works

- 7.1.4. [0828/25/OPA](#) Application for Outline Planning Permission for residential development of up to 17 dwellings with access, landscape, drainage and associated infrastructure. All matters to be reserved with the exception of access at Land At Sx780 585, Meadow Close, Harberton

The Clerk briefed councillors on expected changes to the Site Options Assessment being undertaken by consultants as part of the Neighbourhood Planning Process that included differences between a site given a green rating and a site given an amber rating, differences in wording between the published Site Options Assessment and the draft Revised Site Options Assessment when referencing the site known as 'Ford Farm'. The briefing included current issues under consideration by the Neighbourhood Plan Steering Group and topics of conversation with AECOM in relation to Neighbourhood Plan site allocation. Cllrs were reminded of the recommendation made on the previous application for Permission in Principle.

Standing Orders were suspended to enable the applicant to respond to questions from cllrs on plans for the public right of way and visibility splays, including comments made by DCC Highways that led to plans being drafted as they had been. The meeting was reconvened.

**RESOLVED:** To SUPPORT the application but with the following comments/conditions:

- The site is big enough to allow for a significant flood mitigation zone to capture all run off from the site and potentially improve existing flooding issues in the east of the village.
- A full drain survey should be carried out to ensure that the SWW sewage system can cope, and the development does not cause any more issues in any other section of the village.
- Any development on the site needs to address the 2023 Harberton Parish Housing Needs Assessment and Harberton Parish Design Code.
- All the flood risk assessments carried out by the developer thoroughly scrutinised by Devon County Council's flood engineer.
- Construction works plan is fully implemented before any development commences.
- Ongoing maintenance of the flood defence scheme is conditioned to the properties.

- 7.2. Receive a report on planning or appeal decisions A verbal update was given to cllrs for information.

- 7.3. Receive a report on enforcement cases A hard copy of outstanding enforcement caseload was circulated amongst councillors for information. Cllrs were informed that one of the cases has been closed, as the breach of planning control has now ceased.

## **8. Monthly reports** *For information only*

- 8.1. Finance Committee update Cllrs were informed that a meeting of the Finance Committee had taken place on 1<sup>st</sup> April 2025 at which the 2024/25 end of year budget versus actual was reviewed and the end of year bank reconciliation was signed. Copies of these can be forwarded to cllrs for full review on request. The bank reconciliation showed a balance of £45,560.15 including reserves. It was reported that the Finance Committee reviewed a reserves report, prepared by the Clerk, showing the level of earmarked reserves and general reserves that would be carried into the next quarter. The minutes of the meeting of the Finance Committee show that the Committee approved earmarked reserves of £15402.00 across 11 budget lines and Community Benefit Fund reserves of £24,739.12 at the start of the 2025/26 Financial Year. It was noted that the 'general reserves' of £7976.03 remaining at the end of the 2024/25 financial year was marginally lower than the target £8000 - £9000 general reserve planned for the beginning of the 2025/26 financial year. Whilst the minutes note that this is due to late emergency spending on tree works, this expenditure doesn't affect the 'general reserve' as was taken from earmarked reserves. The Clerk's overtime in support of the Neighbourhood Plan is the most likely contributing factor. The Finance Committee recommends that the Parish Council continues to build reserves to between £10,000 - £11,000 in the 2026/27 financial year. The Finance Committee had also reviewed the Draft Accounting Statement and the Explanation

of Variances that would form part of the Annual Governance and Accountability Return to the External Auditors. The Finance Committee had made recommendations on awarding a grant from the Community Benefit Fund, on overtime and holiday pay for the Clerk, and on approval of the Register of Assets for consideration under item 10.

8.2. Sustainable Harbourne Valley update No update.

8.3. Neighbourhood Plan update *This matter was taken out of sequence: after item 6.* It was reported that:

- a revised draft of the Site Options Assessment had been shared with Steering Group members for review. The review had proposed to change the status of two of the sites to amber; one from red to amber and another from green to amber. Members raised queries on the rationale that had been applied, requiring further clarity. The impact on site selection was discussed and the desire for clear opinion from the consultants on the question of whether allocation was compatible with the Joint Local Plan. A meeting has now been held with the consultants who are making further revisions in light of these queries. Discussion with AECOM included how sustainability is defined by the National Planning Policy Framework. The Steering Group is yet to discuss what actions it will undertake following approval of the revised Site Options Assessment, e.g if the housing consultation is valid or should be rerun, if Harberton Parish has the capacity to meet indicative housing targets. A meeting with SHDC officers is being sought and the Parish Council may be asked to give a view on site allocation.
- The first draft of a new Housing Needs Assessment has now been completed; and circulated to all HNPSG members for review. The report follows AECOM's newest format and now refers to figures from the 2021 Census. The meeting reflected on the main key issues raised by the Housing Needs Assessment: Affordability is identified as a serious issue; Affordable rented should be prioritised; There is an overall trend of under-occupancy in the Parish; Housing need identifies dwellings with 3 bedrooms and some with 2. There was general agreement that the HNP should continue to reference a housing mix, to include some 1–2-bedroom homes; 5% homes should meet adaptability standards for accessibility, i.e. homes can be made accessible for wheelchair users and elderly people. There was discussion on reflecting this need in policy.
- a draft flooding chapter has been provided to the Parish Council for consideration.

8.4. Harberton Playing Field update No update

8.5. Harbertonford Play Area update It was reported that a meeting is due to take place to garner further support for the Harberton Play Area Committee in order to support ongoing fundraising and maintenance.

8.6. Harberton ARK update No update.

8.7. Clerk's update It was reported that April is a busy month, what with the preparation of the annual audit. The Clerk is responding to public queries as quickly as possible under the circumstances.

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

9. **Neighbourhood Plan Chapter Review** To provide feedback on draft Flood Mitigation Chapter of the Neighbourhood Plan *This item was taken out of sequence: after item 8.3 but before item 7.1.4* Cllrs had received narrative text and a response proforma in advance of the meeting. Cllrs reviewed the draft chapter as prepared by the Steering Group. The covering note indicated that some of the material and the policy was already in the draft Neighbourhood Plan in the Environment chapter, which the Parish Council has already seen. This new, separate Flood Chapter has been newly written in response to public concern on flooding expressed at the housing consultation and elsewhere. A proforma had been prepared to collect the Parish Council's responses to a policy drafted with the intention to reduce flood risk and a possible community initiative to establish a Harberton/ford Flood Mitigation Group. In discussion of the chapter, cllrs made a broad comment that maintenance of buddle holes is a statutory responsibility of Devon County Council.

**RESOLVED:**

- To agree with bullet points 1-4 as worded in the draft 'reducing flood risk' policy
- To comment that the wording on bullet point 5 of the draft 'reducing flood risk' policy is confusing, and to raise questions on whether the 'Cogley Report' is a recognised report. The following alternative wording for was proposed for consideration by the steering group: *"Any proposals requiring a flood risk assessment should demonstrate that they have considered historic flood risk incidents and potential future events, and that developments will not contribute to the repeat of similar incidents. Reports should reference data from recognised reports from previous events."* This wording recognises that the Neighbourhood Plan is a 15-year document and further events/reports may arise.
- The Parish Council will include an agenda item at the next meeting to consider whether the Cogley Report is a 'recognised report'.

iv) To agree with the Harberton/ford Flood Mitigation Group possible community initiative as drafted.

**10. Finance Committee Recommendations** *Consider recommendations on:*

- 10.1. Review of Register of Assets at end of 2024/25 Financial Year Cllrs reviewed the Register of Assets and recommendation to add the Emergency Shed. Cllrs discussed the condition of items on the register.

**RESOLVED:**

- i) To accept the Finance Committee's recommendation and add the timber shed to be used as an emergency resilience store to the register of assets.
- ii) To approve the updated Register of Assets now valued at £40,783.61.
- iii) **ACTION: Cllr Camp** to make small fix to the loose slat in Harberton Bus Shelter.

- 10.2. Personnel Issues: Clerk's overtime claim The Clerk's overtime and holiday tracker had been reviewed by the Finance Committee.

**RESOLVED:** To accept the Finance Committee's recommendation that the Clerk's £878.85 overtime request be approved and paid in instalments of £292.90 in April £292.90 in May and one £292.91 in June. That the Clerk retains 20 hours of Time off in Lieu to carry forward to the next quarter.

- 10.3. Community Benefit Fund Grants Cllrs were informed that the Harberton Playing Field Association had made an application for a grant to support the upkeep of the play equipment at Harberton Playing Fields. This includes maintenance of the rocking horse features, replacement platform for the slide, replacement swing brackets, shackles and bearings.

**RESOLVED:** To approve the Finance Committee's recommendation that:

- i) a grant of £1000 be made on receipt of a grant acceptance letter
- ii) that this grant comes from the £1000 allocation made in the budget, rather than from the Community Benefit Fund. As noted in the approved 2025/26 budget, line 57 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.
- iii) The grant is made under the Local Government (Miscellaneous Provisions) Act 1976 Recreational Facilities: 19

**11. Parish Defibrillators**

- 11.1. Managed agreement with Community Heartbeat Trust and arrangements for regular checks in Harberton and Harbertonford Cllrs were informed that correspondence has been received from Community Heartbeat Trust (CHT) commenting that when the equipment was originally supplied it was under a managed solution agreement. Part of that agreement is that the equipment would be checked weekly, and this would be reported on the WebNos system to make sure any relevant insurances are valid. It had been commented that the site at Harberton is not being reported on very regularly and Harbertonford is only being reported on monthly. As the managed solution agreement was for a minimum of four years and was signed in 2017, the Parish Council could terminate this, taking on ownership of the defibrillator units and be responsible for the insurances.

It was noted that the MoP who had been making regular checks in Harberton was temporarily living outside of the village following the flooding event, and the MoP that had been making checks in their place will be in the village less this year and needs to hand the responsibility back.

The Clerk has been in touch with the MoP who initially established the defibrillators and who monitors the units in Harbertonford what their expectations were for weekly monitoring, and whether they would welcome support from others; suggesting that perhaps contact could be made with volunteers at the Community Shop.

**RESOLVED:**

- i) The Parish Council does not wish to opt out of the managed solution agreement.
- ii) To accept Cllr Morris' offer to undertake regular checks of the unit in Harberton
- iii) To accept Cllr Davies offer to support regular checks in Harbertonford, with training.
- iv) To explore a rota of more frequent checks with other volunteers.

- 11.2. Replacement of heater inside Harbertonford unit Cllrs were informed that a fault was noted on the last Harbertonford defibrillator inspection report. CHT had responded to comment that they expected that there is an issue with the heater fitted inside the Rotaaid cabinet which needs to be replaced. CHT provided costs to

supply a new one. A quotation can be provided for the CHT electrician to visit the site when next in the area, if a local electrician is not available. supply a new one for a cost of £105 + £15 delivery + VAT. If you don't have a local electrician who can replace it for you I can ask Vickie to provide a quotation for our electrician to visit the next time they are in your area.

**RESOLVED:**

- i) To purchase a new heater for the Rotaaid cabinet from CHT at a cost of £105 plus delivery plus VAT.
- ii) To ask CHT to provide a quotation for their electrician to fit the part.

- 12. Harberton Devon Air Ambulance clearance area sign** It was reported that despite chasing suppliers, no further quotations to manufacture the sign had been received. It was noted that when responding to a recent emergency, Devon Air Ambulance was not able to land at Harbertonford Football Club because the landing site was not clear, and had to land at the school instead.

**RESOLVED:**

- i) To accept the quote provided by Arien Signs to produce a 3mm thick aluminium composite sign with rails and clips on the back at a cost of £45, plus the cost of a 76mm diameter aluminium post at £90. Delivery costs and £20 artwork cost would be incurred.
- ii) To purchase two signs; one for Harberton and one for Harbertonford, provided the final bill for two signs does not exceed twice the price quoted above.

- 13. Annual Parish Meeting** It was reported that the Parish Council's preferred date was not available.

**RESOLVED:** To arrange the Annual Parish Meeting on either 29<sup>th</sup> April or 8<sup>th</sup> May, depending on availability of Harbertonford Village Hall.

**14. Correspondence**

14.1. E-Circulars for information Cllrs were informed of the regular e-circulars received.

14.2. Items of correspondence for information

- 14.2.1. Planning changes and the implications for the Development Plan Cllrs were informed that a briefing meeting was held for Parish Councillors, Clerks and representatives of Neighbourhood Plan committees on 12<sup>th</sup> March. A recording of the presentation and the slides used have been made available which can be forwarded to cllrs on request.
- 14.2.2. South Hams District Council Rejects Plymouth's Boundary Expansion Plan The Parish Council was informed by press release that the Leader of South Hams District Council has issued a firm rejection to Plymouth City Council's plans to expand their boundaries into the South Hams. Plans would swallow 13 parishes and approximately 30,000 residents into the city's boundaries.
- 14.2.3. HPH anti-terror policy Cllrs were informed that the Parish Council has received a copy of the Harberton Parish Hall's anti-terrorism statement, prepared in advance of the Terrorism (Protection of Premises) Bill, otherwise known as Martyn's Law, coming into effect.
- 14.2.4. EA NaFRA updated flood map issued Cllrs were informed via correspondence from a member of the public (MoP) that the Environment Agency has updated its flood map. The MoP comments that this accurately matches photographs from the most recent flooding event.
- 14.2.5. DALC #14 E-Bulletin 2025 This edition includes notice that [section 137 amount](#) for the 2025/26 financial year has been announced and is £11.10 per elector.
- 14.2.6. Road Closure TTRO2561043 Cllrs were informed of a temporary road restrictions between 14<sup>th</sup> April to 2<sup>nd</sup> May to enable patching works. Affected roads: Hazard Cross to Fork Cross along ZC794, Harberton, Bluepost to Hazard, Hazard Cross to Fork Cross along ZC794, Fork Cross to Dorsley Barton & Dorsley Barton to Follaton Gate. A signed diversion will be in place.
- 14.2.7. #15 DALC E-Bulletin 2025 Cllrs were informed that this E-Bulletin includes news that the Combined County Authority for Devon and Torbay is now in place, and the Director of Operations, has provided [a briefing for DALC members](#) on what this means and how DALC will work with the CCA. New dates for the 'Being a Good Councillor' courses have been released, taking place on 7<sup>th</sup> April and 6<sup>th</sup> May.
- 14.2.8. Surface Dressing programme 2025 - Totnes Division The Parish Council has received an e-leaflet describing the surface dressing process. Dates for works will be on the 'one.work' network. Current dates are provisional.

**RESOLVED:** That the information be noted

14.1. Items of correspondence for consideration

- 14.1.1. Abandoned caravans The Parish Council has received reports of two abandoned caravans on the verge between Ashridge Fork and the road from Totnes to Avonwick, requesting that the Parish Council reports this as fly-tipping so that they are removed.
- 14.1.2. Rubbish bin The Parish Council has been asked to make a request to South Hams District Council to replace the bin opposite Harbertonford Village Stores with a larger bin. This bin is often overflowing and as



a result, people with dogs are leaving waste bags next to, rather than inside, the bin. Larger bins were installed at Marl Park and at the end of Bow Road recently, both well used. The MoP has not been able to further the request directly with the District Council as the current bin cannot be pin pointed on their 'report it' map, and cannot be progressed without reporting it in this manner.

- 14.1.3. DALC Membership Renewal 2025\_26 Cllrs are informed that renewal is due and the cost of the 2025/26 fee is £458 plus VAT. Membership includes: Up-to-date advice and guidance, Regular updates and information; Training and development; Opportunities to engage and network; Access to a national family of county associations and the national body 'National Association of Local Councils'.
- 14.1.4. 2 Events for Councillors - 24th April Planning and 26\_27th April Community Composting Sustainable South Hams is holding two events for councillors, on a first come first served basis. 1) [Changemaker Event: Using Planning for Climate and Nature](#) 24th April at Follaton House. 2) [Community Composting Masterclass](#) 26 - 27th April, Old School Centre, South Brent. Cllrs expressed that they would have liked to have attended, but not available on those dates.

**RESOLVED:**

- i) Report abandoned caravans to the District Council as 'fly tipping'.
- ii) Make a request to the District Council to replace the bin opposite Harbertonford village stores with a larger bin.
- iii) Renew 2025/26 DALC membership at a cost of £458 plus VAT.

**15. Finance**

- 15.1. 2024/25 Annual Governance and Accountability Return (AGAR) update Cllrs were informed that The Clerk has received an email from the external auditor providing instructions to help the Parish Council comply with the relevant statute and Regulations regarding accounts and audit. It was noted that the submission deadline for the receipt of the approved AGAR and supporting is Tuesday 1 July 2025. The Clerk has not yet received a request for information from the internal Auditor, but expects that the AGAR will be brought before the Parish Council for review at the Parish Council's ordinary meeting in May.
- 15.2. Notice of income and expenditure since last meeting.  
21<sup>st</sup> March 2025 INCOME of £500 from South Hams District Council: A grant from the sustainability and biodiversity scheme.  
18<sup>th</sup> March EXPENDITURE of £4.25 to Lloyds Bank: A new service charge.
- 15.3. To consider payments as per the April payment schedule  
It was noted that the NI payment as included on the published schedule was calculated before increases to NI insurance came into effect. The cost is now £71.75, not the £18 estimated.
- 15.3.1. Payment 2504\_1 to Cat Radford, payslip dated 22<sup>nd</sup> April 2025 includes Clerk Apr salary £540.11, Neighbourhood Plan Apr Salary at £62.32, overtime payment 1 of 3 at £292.90 = £895.33 no VAT
- 15.3.2. Payment 2504\_2 to Cat Radford, Clerk Apr expenses claim for mileage at £10.89 and broadband for April at £7.50 = £18.39 no VAT
- 15.3.3. Payment 2504\_3 to HMRC Shipley for NI Payment incurred on Apr Salary ESTIMATED = £71.75 no VAT
- 15.3.4. Payment 2504\_4 to Harberton Parish Hall for hall hire of the meeting of Harberton Neighbourhood Plan 15<sup>th</sup> April 2025 19.00 – 21.00 2hrs @ £7 per hour= £14.00 no VAT
- 15.3.5. Payment 2504\_5 to Devon Association of Local Councils, invoice 6476 for renewal of membership. Includes NALC affiliation fee at £91.90, DALC Service Charge at £25.63 and DALC affiliation fee at £408.67. Totals £457.99 plus £68.11 VAT = £526.10

**RESOLVED:**

- i) That the income and expenditure under item 15.2 be noted.
- ii) That the payments be approved.

**16. Date and location of next ordinary meeting**

7:30 pm 13<sup>th</sup> May 2025, preceded by the Annual Meeting of the Parish Council at 7pm.

Meeting closed at 21:55

*Cllrs used the opportunity after the meeting closed for informal discussion and to raise matters for the next agenda with the Clerk.*