

## **HARBERTON PARISH COUNCIL**

Agenda for the ordinary meeting of Harberton Parish Council  
at 7.30pm on Tuesday 13<sup>th</sup> May 2025 at Harberton Parish Hall

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the public and press are welcome to attend the meeting.

### **Public Session**

Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself.

### **Agenda**

#### **1. Apologies**

#### **2. Declaration of Interests**

- 2.1. Register of Interests To remind cllrs of the need to update their register of interests if any had changed.
- 2.2. Declaration of interests For cllrs to declare any interests (nature and scope) on items on the agenda.

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

- 3.1. County Councillor
- 3.2. District Councillor

#### **4. Minutes** Consider approval of the following minutes:

- 4.1. Minutes of the Ordinary Meeting of the Parish Council 8<sup>th</sup> April 2025\*

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

- 5.1. Snow Warden registration and training (Cllrs Bowley and Hambly)
- 5.2. Parish Lengthsman (Clerk)
- 5.3. Emergency Directory (Cllr Paine/Clerk)
- 5.4. New Parish Council bank account (Clerk)
- 5.5. Brockhills Cross Footway (Cllr Morris)
- 5.6. Community Composting Scheme (Cllr Butterworth)
- 5.7. Matters arising from the Annual Parish Meeting (Clerk)

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

#### **7. Planning**

- 7.1. Consideration of planning applications
  - 7.1.1. [1131/25/FUL](#) Erection of roofing over existing Silage Store at Hatchlands Farm, Harberton
  - 7.1.2. [1214/25/FUL](#) Erection of Roofing over Existing Silage Store at Hatchlands Farm, Harberton
  - 7.1.3. [0616/25/FUL](#) Erection of Roofing over Existing Silage Store at Hatchlands Farm, Harberton
  - 7.1.4. [1139/25/FUL](#) Roofing over livestock feeding & handling areas (partially retrospective) at Foales Leigh Farm, Harberton
  - 7.1.5. [1300/25/TCA](#) T1: Lawson Cypress – fell, due to excessive shading. T2: Cotoneaster – crown reduce to by 2m, due to light suppression room T1, T2 has grown out of form. Harberton House, The Square, Harberton
- 7.2. Receive a report on planning or appeal decisions
- 7.3. Receive a report on enforcement cases (for information only)

#### **8. Monthly reports**

- 8.1. Finance Committee update
- 8.2. Sustainable Harbourne Valley update
- 8.3. Neighbourhood Plan update
- 8.4. Harberton Playing Field update
- 8.5. Harbertonford Play Area update
- 8.6. Harberton ARK update
- 8.7. Clerk's update

#### **9. Winsland House site allocation in the Harberton Parish Neighbourhood Plan\***: *The Parish Council is asked to instruct the Neighbourhood Plan Steering Group on whether or not to allocate the Winsland House site in the Neighbourhood Plan.*

#### **10. Recognised reports** *Consideration of process of recognising reports, particularly local report on flooding in Harberton, 2023*

- 11. Document review** required as part of annual audit
  - 11.1. Review of Statement of Internal Control\*
  - 11.2. Review of Parish Council Risk Assessment\*
  - 11.3. Receipt of Grants and Proof of Need Summary 2024/25 Document to provided to the meeting
  - 11.4. Confirmation of bank signatory arrangements
  - 11.5. Approval of Standing Orders and Direct Debits
  - 11.6. Review of protocol on recordings of meetings\*
- 12. 2024/25 Annual Governance and Accountability Return (AGAR)**
  - 12.1. Receive Internal Auditor's report and note observations
  - 12.2. Annual Governance Statement
    - 12.2.1. Consider the findings of the review by the members meeting as a whole
    - 12.2.2. Approve Governance Statement
  - 12.3. Annual Accounting Statements
    - 12.3.1. Consider the Accounts Statements by the members meeting as a whole
    - 12.3.2. Approve the Accounting Statements by resolution
    - 12.3.3. Ensure the accounting statements are signed and dated by the person presiding at the meeting
  - 12.4. Consider Notice of Date of Commencement of Period for the Exercise of Public Rights
- 13. Correspondence**
  - 13.1. E-Circulars for information
  - 13.2. Items of correspondence for information
  - 13.3. 20250507 DALC #20 2025 E-bulletin
  - 13.4. Items of correspondence for consideration
  - 13.5. 20250418 Harbertonford Bus Shelter
  - 13.6. 20250428 DALC Spring 2025 Training & Events
- 14. Finance**
  - 14.1. Notice of income and expenditure since last meeting.
  - 14.2. To consider payments as per the May payment schedule\*

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

*On meeting close: Informal opportunity for discussion and for cllrs to raise matters for the next agenda with the Clerk*

*\*indicates papers are provided to councillors.*