

HARBERTON PARISH COUNCIL

DRAFT Minutes of the ordinary meeting of Harberton Parish Council
at 7.30pm on Tuesday 8th July 2025 at Harberton Parish Hall

In attendance

Harbertonford Councillors

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

Harberton Councillors

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

Others

D.Cllr McKay: Apologies
C.Cllr Hodgson: Present
Clerk Ms Radford: Present
Members of the Public: 5

Public Session

- i) A MoP asked for the Parish Council's advice on discouraging parking in the passing place below the Harberton playground, concerned that this reduces visibility for children walking into the road. It was noted that this was a Highways matter and can be raised with Highways via their website.
- ii) A MoP commented that an ambulance attending an incident in Harberton experienced difficulty finding the address due to poor GPS directions and got stuck in Harberton Square. It was commented that this was also a matter for Highways.
- ii) A MoP raised the matter of how the Parish Council's initial recommendation to the Planning Authority and then the following revision appear on South Hams District Council (SHDC) planning portal, commenting that it could be confusing that the Parish Council changed its recommendation.

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 any interests (nature and scope) on items on the agenda.

3. **Reports** for information from:

- 3.1. County Councillor (C.Cllr) The following update was given:

- New Administration 80% of County Councillors are newly elected and going through considerable induction. 80% of the Council's funding is for Adult Social Care and Children's Services, most of which are commissioned services. There is discussion on bringing that back in house which would make a big difference to how services are delivered in the County. Safer Streets is a significant priority. Whilst there is still opposition to 20's Plenty from some senior officers, having the choice is what is important to many people in local communities. Buffer zones for reduced speed limits on the lead up to slow speed limits is also an area of interest. Other priorities for the C.Cllr include investment in youth services to support young people's health and wellbeing, wildlife, social housing and the possibility of investing a fleet of EV buses to serve rural communities.
- Highways Issues It was noted that a review of the number of disabled bays on Bow Road is being undertaken. There will be a public advertisement circulated locally, a 21 day consultation period and the Parish Council will be asked to comment before the space is lost.
- Community Composting An event will take place on 23rd July looking at local composting projects.

- 3.2. District Councillor (D.Cllr) No report in the D.Cllr's absence.

RESOLVED: That the information be noted.

4. **Minutes**

- 4.1. Consider approval of the minutes of the Ordinary Meeting of Harberton Parish Council 10th June 2025*
- 4.2. Review the minutes of the Finance Committee of Harberton Parish Council 1st July 2025*

RESOLVED:

- i) To sign the minutes 4.1 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 October.
- iii) Cllr Butterworth agreed to join the Finance Committee.

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) No update.
- 5.2. Parish Lengthsman (Clerk) Ongoing

- 5.3. Emergency Directory (Cllr Paine/Clerk) Ongoing.
- 5.4. New Parish Council bank account (Clerk) Ongoing.
- 5.5. Brockhills Cross Footway (Clerk) No update.
- 5.6. Community Composting Scheme (Cllr Butterworth) No update.
- 5.7. Parking in the bus stop Cllr Stirrup has been in contact with the complainant. Parking in the bus stop hasn't reoccurred since the complaint was made.

RESOLVED: That the information be noted.

6. Planning

6.1. Consideration of planning applications

- [0817/25/HHO](#) Householder application for alteration & re-ordering works at Briar House, Harberton

RESOLVED: To SUPPORT the application

- [1975/25/ARC](#) Application for approval of details reserved by condition 4 (Slates) of planning consent 3578/24/LBC Hernaford Farm, Harbertonford

RESOLVED: To SUPPORT the application

6.2. Receive a report on planning or appeal decisions The Clerk gave a verbal update on recent decisions by the Local Planning Authority

RESOLVED: That the information be noted.

6.3. Receive a report on enforcement cases (for information only) A hard copy of the enforcement caseload was circulated amongst cllrs for information. Cllrs were given of a notice that has been served on a case in Harbertonford.

RESOLVED: That the information be noted.

7. Monthly reports

- 7.1. Finance Committee update Cllrs were informed that a meeting of the Finance Committee had taken place on 1st July 2025 at which the 2025/26 Quarter 1 budget report was reviewed and the end of bank reconciliation was signed. The bank reconciliation showed a balance of £54,494.98 including reserves. It was reported that the Finance Committee reviewed and signed the reserves report. The Reserves Policy was reviewed and no amendments made. The Finance Committee had made recommendations on awarding a grant from the Community Benefit Fund, on overtime and holiday pay for the Clerk and Pension Scheme item 8.
- 7.2. Sustainable Harbourne Valley update It was commented that the talk about barn owls and their decline was excellent. A Barn Owl box making workshop is in planning. It was commented how well the fruit corner is providing a habitat for birds.
- 7.3. Neighbourhood Plan update The Terms of Reference has been reviewed and is on the agenda for consideration. The Steering Group is moving forward to get the new consultation under way.
- 7.4. Harberton Playing Field update The Annual Allianz report has been received. There are no category A defects, but a number of lower level defects that require maintenance works. The recent village event made £3000, of which the park will receive £800. Thanks were given for all the help given by villagers. The Harbertonford Primary School PTFA has asked to borrow some of the equipment for their event. It was reported that funding from the Locality Grant had been spent on a battery operated leaf blower and hedge trimmer.
- 7.5. Harbertonford Play Area update The Annual Allianz report was received with no category A defects. A Category B defect suggests the installation of a handrail at the slide in the bank and this is now in hand. A donation of £1000 has been received to buy a fixed outside table tennis table.
- 7.6. Harberton ARK update DCC is working with the west country rivers trust on natural flood management, and asking for land owner consent to undertake a survey.
- 7.7. Clerk's update
 - The Clerk has booked a place on a seminar 'Green Responsibilities: Navigating devolution in parks and open spaces' later in July and will report back any matters of interest.
 - Following a query raised of Highways by the District Councillor, Highways has responded to the Clerk commenting that DCC will not be taking positive action of any sites highlighted, but that with minimum effort the local community could help themselves without being reliant on DCC attending; a local Road Warden could quickly resolve the issues with nothing more than a shovel. Specifically: Location 1: Woodcourt Road (asset 450150745) is due its annual clean July; Location 2: Moreleigh Road (asset 450198288) appears to need the weeds being pulled from the base of the wall, the surface water would then find its way into the gully; Location 3: Moreleigh Road (asset 450150754) appears to only need the grating being cleared

RESOLVED: That the information be noted.

8. Finance Committee Recommendations *Consider recommendations on:*

- 8.1. 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 £732.26 overtime request be approved and paid in instalments £244.09 in July, £244.09 in August and £244.08 in September. That the Clerk retains 20 hours of Time off in Lieu to carry forward to the next quarter.

- 8.2. Setting up a workplace pension scheme Cllrs were informed that the Finance Committee had reviewed a summary document comparing 11 Pension Schemes.

RESOLVED: To approve the Finance Committee's recommendation that a workplace pension scheme is set up with Nest Pensions.

8.3. Community Benefit Fund Grants

- Harbertonford Village Hall Cllrs were informed that an application had been made for a grant of £500 to support the installation of a hearing loop in the main hall. Installation will increase the accessibility of the venue for those with hearing loss. The project has also been supported by the District Councillor's locality fund. It was noted that the application is now retrospective
- Harberton Cricket Club Cllrs were informed that an application for a grant of an unspecified amount had been made to support the purchase and installation of a heart defibrillator at the Harberton Cricket Club ground. The defibrillator would be available to all users of the playing field. Training is proposed for club members and villagers. It was noted that this was a retrospective application

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

- i) a grant of £500 be made to Harbertonford Village Hall on receipt of a grant acceptance letter. The grant would be made under the Local Government (Miscellaneous Provisions) Act 1976 Recreational Facilities: 19
- ii) A grant of £500 be made to Harberton Cricket club on receipt of a grant acceptance letter and that the grant be made under the Public Health Act 1936, s234

9. **Neighbourhood Plan Terms of Reference** Cllrs had been circulated a revised terms of reference for consideration. To consider a revised terms of reference. All agreed with draft, leave it to the Steering Group to consider. .

RESOLVED: Cllrs agreed with the contents of the draft, delegating final approval of the Terms of Reference to the Neighbourhood Plan Steering Group.

10. Harberton Parish Parks To discuss matters concerning:

- 10.1. Inspection, monitoring and reporting arrangements It was reported that the Clerk had raised a query with SHDC, asking if the monthly reports could give more guidance on the severity of matters raised. It was also noted that the Annual Allianz reports did not flag up the same issues as the monthly reports. It was noted that SHDC is considering trialling an Allianz style ABC rating on its own park inspections to allow the Property Team to identify defects considered to be a risk to public safety. If the Council does decide to do this, this can be added to the report that Locality Officers use in Town and Parish Councils. In response to queries raised about volunteer concerns about personal liability, a Play Standards document compiled by Wickstead was shared, that sets out all the recommendations and guidelines that are used to inform inspections by Allianz and by SHDC teams. It was commented that whilst daunting at first, it could be provided to volunteers as a useful benchmark to determine if a site is being properly maintained and inspected.
- 10.2. Developing an improvements plan to support fundraising and investment planning It was proposed to hold a site meeting of both the Harberton and Harbertonford play parks, inviting those members of the community who have an interest in the parks and parents whose children use the parks. The site meeting could open up conversations about ideas for improvement, the investment needed in both parks in order to develop a wish list and plan for fundraising. It was commented that a site meeting could act as an initial drive to involve more people in future plans and care for the park.

11. Correspondence

- 11.1. E-Circulars for information Cllrs were informed of the regular e-circulars received that can be forwarded on request.

11.2. Items of correspondence for information

- Please register your [defibrillator] site on 'The Circuit' Cllrs were informed that ambulance services across the country have changed how they register defibrillator sites, which are now required to be registered on 'The Circuit', an online system managed by the British Heart Foundation. Separate registration is required

for each defibrillator and a status check is required at least once every 90 days. A link is provided with a comprehensive breakdown of the differences between The Circuit and WebNos.

- Have your say on the future of Devon The District Council is asking everyone with a connection to the South Hams what matters to them to help shape devolution proposals. A range of consultation events are taking place and a short survey is being circulated: <https://www.southhams.gov.uk/your-council/local-government-reorganisation-and-devolution>
- Signpost at Blakemore Level Cllrs are informed that the signpost has been fully knocked out of position. A resident has reported this to the Devon County Council Report It website
- #26 2025 DALC E-Bulletin Cllrs are informed this bulletin includes news that the Government has announced plans to amend legislation to allow local authorities (including parish and town councils) to hold remote and hybrid meetings. The Government also intends to introduce legislation to permit proxy voting.

RESOLVED That the information under 11.1 – 11.2 be noted

11.3. Items of correspondence for consideration

- Town & Parish Council Briefing: Local Government Reorganisation Cllrs are invited to a one hour online briefing at 17:30 on 23rd July. The Leader and Chief Executive of South Hams District Council invite Town and Parish colleagues to hear about progress and give feedback on plans to help shape them up. A formal invite with Teams meeting link has been sent to the Clerk.
- Grant request from St Peter's Church Parochial Church Council The PCC has made its annual request to the Parish Council for a grant to support grass cutting and maintenance of the churchyard. Annual accounts have been provided.
- #28 2025 DALC E-Bulletin Cllrs are informed that this bulletin shares news that the 2025 edition of the Practitioners Guide contains a new Assertion 10 covering digital and data compliance. In addition to requirements related to email management and website accessibility, there is a new requirement for smaller authorities to have an IT Policy (1.54). To assist authorities with meeting this new requirement, the Government Digital Service has provided a template IT policy. Some authorities may already have a policy covering the use of IT equipment by members and officers, such as an acceptable use policy, which would satisfy this requirement.

RESOLVED:

- i) No Cllrs were available to attend the briefing on 23rd July.
- ii) A grant of £500 to St Peter's Church PCC for maintenance of the graveyard was approved.
- iii) **ACTION: The Clerk** to produce a new IT policy for consideration by the Council.

12. **Finance**

12.1. Notice of income and expenditure since last meeting.

- Payment 2506_5 to Lloyds Bank for banking service charge = £4.24 no VAT

12.2. To consider payments as per the July payment schedule

- Payment 2507_1 to Cat Radford, payslip dated 22nd July 2025 includes Clerk July salary £540.11, Neighbourhood Plan July Salary at £62.32, overtime payment 1 of 3 at £244.09 = £846.92 no VAT
- Payment 2507_2 to Cat Radford, Clerk July expenses claim for mileage at £8.19, reimbursement for purchase of Advanced Email Security (Godaddy) at £103.84, reimbursement for purchase of 12 months Web Hosting Economy Renewal (Godaddy) at 146.59 and broadband for July and August at £14 = £273.61 no VAT
- Payment 2507_3 to HMRC Shipley for NI Payment incurred on July Salary ESTIMATED = £64.43 no VAT
- Payment 2507_4 to Harberton Parish Hall for hall hire of the meeting of 8th July 19.00 – 21.00 2hrs @ £7 per hour= £14.00 no VAT
- Payment 2507_5 to Harberton Parish Hall for hall hire of the meeting of the Neighbourhood Plan meeting on 15th July 19.00 – 21.00 2hrs @ £7 per hour= £14.00 no VAT
- Payment 2507_6 to National Association of Local Councils (NALC) invoice INV-00420 for event booking: Green Responsibilities: Navigating devolution in parks and open space at £35 plus £7 VAT = £42.00
- Payment 2507_7 to St Peter's Church PCC for PCC Grant graveyard maintenance 2025/26 = £500 no VAT
- Payment 2507_8 to Exeter Diocesan Board of Finance for 2025/6 Lease Payment (due before 23rd August 2025) = £250 no VAT
- Payment 2507_9 to Andrew's Technology Support invoice 14385 for Livedrive cloud UK based backup from July 2024 to June 2025 Unlimited storage, unlimited computers = £48 no VAT
- Payment 2507_10 to Lloyds Bank for banking service charge July EXPECTED = £4.25 no VAT
- Payment 2507_11 to Cat Radford, payslip dated 22nd August 2025 includes Clerk Aug salary £540.11, Neighbourhood Plan Aug Salary at £62.32, overtime payment 2 of 3 at £244.09 = £846.92 no VAT
- Payment 2507_12 to HMRC NI Payment incurred on August 2025 Salary payment ESTIMATED = £64.43
- Payment 2507_13 to Lloyds Bank for banking service charge July EXPECTED = £4.25
- Payment 2507_14 to Harbertonford Village Hall CBF Grant as approved item 8.2.2 = £500 no VAT
- Payment 2507_15 to Harberton Cricket Club CBF Grant as approved item 8.2.2 = £500 no VAT

- 12.3. To consider Tree Condition Inspection quotation Cllrs were informed that the costs for the annual inspection of trees at the Harbertonford Play Park and Harberton Playing Fields will be the same as previously paid in 2023. If given the go ahead, inspection will take place in July.

RESOLVED:

- i) That the expenditure under item 12.1 be noted.
- ii) That the payments at 12.2 be approved
- iii) The Parish Council accepts the quotation for the Annual Tree inspection at a cost of £594 including VAT.

- 13. Date and location of next ordinary meeting 7:30pm Tuesday 9th September 2025 Harberton Parish Hall**
A short planning meeting will be held on Thursday 14th August 2025 if it is necessary for the Council to consider a recommendation on any planning applications.

Meeting closed 8:55.

On meeting close there was the informal opportunity for discussion and for cllrs to raise matters for the next agenda with the Clerk. Having taken part in recent training, cllrs asked that the next agenda include consideration of cllrs adopting official parish council email addresses..