

Annual Meeting of Harberton Parish Council
7:00pm Tuesday 12th May 2026 at Harberton Parish Hall

In attendance

Harbertonford Councillors

Cllr Beamish: Apologies
Cllr Bowley: Apologies
Cllr Davies: Late
Cllr Palmer: Apologies
Cllr Stirrup: Present
Vacancy

Harberton Councillors

Cllr Camp: Present
Cllr Hambly: Present
Cllr Paine: Present
Cllr Morris: Present
Cllr Williams: Resigned
Vacancy

Others

D.Cllr McKay: Not present
C.Cllr Hodgson: Not present
Clerk Ms Radford: Present
Members of the Public: 2

Public Session

1. **Election of the Chair** Richard Morris was nominated, seconded and unanimously elected as Chair of the Parish Council.
2. **Election of the Vice Chair** Tania Paine was nominated, seconded and unanimously elected as Vice Chair of the Parish Council.
3. **Delivery of acceptance of office form(s) by**
 - 3.1. the Chair of the Council Cllr Richard Morris signed the declaration of acceptance of office as Chair of the Parish Council in front of the Clerk
 - ~~3.2. all Councillors, in an election year only~~
4. **Review of delegation arrangements to committees, sub-committees, staff and other local authorities** It was agreed that this item would be covered elsewhere on the agenda.
5. **Review of the terms of reference for committees**
 - 5.1. Finance Committee Terms of Reference was reviewed, and no amendments made.
 - 5.2. Harberton Parish Neighbourhood Plan Steering Group Terms of Reference was reviewed, and no amendments made, except the correction of minor typos.
6. **Receipt of nominations and appointment of members to existing committees**
 - 6.1. Finance Committee **It was RESOLVED** that membership include Cllrs Camp, Morris, Davies, Beamish. It was agreed to look to appoint one other new member to the Finance Committee when co-opting new councillors.
 - 6.2. Harberton Parish Neighbourhood Plan Steering Group **It was RESOLVED** Cllr Stirrup act as the Parish Council's representative.
7. **Appointment of any new committees in accordance with standing order 4** There were none.
8. **Review and adoption of appropriate:**
 - 8.1. Standing Orders were reviewed, and no changes made.
 - 8.2. Financial Regulations were reviewed, and no changes made.
9. **Review of arrangements, (including legal agreements), with other local authorities, not for profit bodies and businesses** None.
10. **Review of representation on or work with external bodies and arrangements for reporting back**
 - 10.1. Harberton Playing Field Association **It was RESOLVED** that Cllr Beamish continue to represent the Parish Council on the committee, subject to his consent.
 - 10.2. Harbertonford Playground Association **It was RESOLVED** that Cllr Stirrup continue to represent the Parish Council on the committee.
 - 10.3. Harberton Parish Hall **It was RESOLVED** that Cllr Morris continue to represent the Parish Council on the committee and report back when necessary.
 - 10.4. Sustainable Harbourne Valley **It was RESOLVED** that Cllr Morris represent the Parish Council and report back to meetings.
- ~~11. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;~~

12. **Review of inventory of land and assets including buildings and office equipment** (*Asset Register**) It was noted that the Asset Register was reviewed at the Ordinary Meeting of the Parish Council on 14 April 2026.
13. **Confirmation of arrangements for insurance cover in respect of all insured risks** [Providing meets It was noted that the Parish Council entered into a 3 year binding Long Term Agreement with Hiscox Insurance Company in April 2025, that will expire in May 2028. It was noted that the value of assets had not increased significantly and therefore the cover should be adequate. The Clerk will raise any queries about the insurance policy with the brokers.
14. **Review of the council's and/or staff subscriptions to other bodies**
- 14.1. Devon Association of Local Councils It was noted that it had been resolved to continue membership at the April 2026 meeting of the Parish Council.
- 14.2. Society of Local Council Clerks **It was RESOLVED** to continue membership.
15. **Review of the council's complaints procedure**
- 15.1. Harberton Parish Council Complaints Procedure was reviewed. Contact details were updated.
- 15.2. Harberton Parish Council Vexatious Complaints Policy* was reviewed. No changes were made.
16. **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**
- 16.1. Freedom of Information Policy was reviewed. Contact details were updated. Information would be updated following this meeting of the Parish Council so that all policies and procedures contained within the PDF are up to date.
- 16.2. Subject Access Request Policy and Procedures were reviewed, with no changes made.
17. **Review of the council's policy for dealing with the press/media** The Parish Council's Communications Protocol was reviewed. Minor grammatical amendments were made, and the final partial sentence completed "Councillors should be clear that the matter is *legitimate council business and not driven by a personal or political agenda.*"
18. **Review of the Council's employment policies and procedures; (*Human Resources (HR) Policies*):**
- 18.1. Disciplinary Policy and Procedures were reviewed and no changes made.
- 18.2. Grievance Policy and Procedures were reviewed and no changes made.
- 18.3. Anti Bullying and Harassment Policy was reviewed and no changes made.
- 18.4. Anti Bullying and Harassment Risk Assessment was reviewed and no changes made.
- 18.5. Consideration of adoption of a Staff Handbook or any additional HR policies required It was agreed that compiling such a document for a Parish Council of this size with one part time employee was disproportionate. It was agreed that the Parish Council can seek advice on employment matters from DALC as they arise, or refer to ACAS for the most recent up to date legislation.
19. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.** The Clerk is undertaking a review as part of the annual audit and will report back.
20. **Meetings**
- 20.1. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council
- 20.2. Councillors consent to receive agendas by email

RESOLVED

- i) to continue hold meetings of the Parish Council at 7:30pm on the second Tuesday of each month, alternating between Harberton Parish Hall and Harbertonford Village Hall.
- ii) there would be no ordinary meeting of the Parish Council in August unless urgent business required it.
- iii) **It was RESOLVED** that councillors consented to receiving agendas by email

Meeting closed at 7:24pm