

HARBERTON PARISH COUNCIL

DRAFT Minutes for the ordinary meeting of Harberton Parish Council
at 7.30pm on Tuesday 9th June 2026 at Harbertonford Village Hall

In attendance

Harbertonford Councillors

Cllr Beamish: Present
Cllr Bowley: Present
Cllr Davies: Present
Cllr Finch: Co-opted at item 6
Cllr Palmer: Present
Cllr Stirrup: Present

Harberton Councillors

Cllr Camp: Present
Cllr Hambly: Apologies
Cllr Paine: Present
Cllr Morris: Present
Vacancy
Vacancy

Others

D.Cllr McKay: Present
C.Cllr Hodgson: Present
Clerk Ms Radford: Present
Members of the Public: 0

Public Session

No members of the public were present.

Agenda

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

RESOLVED: To sanction apologies

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 Cllrs had received a written report by email. It was noted that the report included requirements and the step by step process for Town and Parish Councils that wish to forward a 20mph scheme in their parish.
- 3.2. District Councillor No report.

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

- 4.1. The Annual Meeting of Harberton Parish Council 12th May 2026
- 4.2. Ordinary Meeting of Harberton Parish Council 12th May 2026

RESOLVED: i) To sign the minutes of the Annual Meeting as a correct record without amendments.
ii) To sign the minutes of May's Ordinary Meeting as a correct record without amendments.

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

- 5.1. Snow Warden registration and training (Cllrs Hambly) No update in Cllr Hambly's absence.
- 5.2. Brockhills Cross Footway (Clerk) No update.
- 5.3. Parish Councillor's Email Addresses Cllrs Beamish and Stirrup now have functioning email addresses. Cllr Paine offered to help Cllr Bowley access the account set up for him.
- 5.4. Parish Lengthsman Update (Clerk) **ACTION: The Clerk** to send the brief to Cllr Bowley to forward to an interested party.
- 5.5. Defibrillator Update (Clerk) It was reported Community Heartbeat Trust is aware that the Parish Council has been waiting for an updated Service Agreement. The team is working through a backlog. It was noted that the Clerk has received an email from The Circuit website asking for the Harberton defibrillator information on the website to be updated, as it is showing that the pads are out of date.
- 5.6. Harbertonford Bus Stop maintenance update (Cllr Bowley) No update.
- 5.7. Woodland Road Dog Waste Bin (Clerk). **ACTION: Cllr PALMER** to make query with the landowner. **ACTION: CLERK** to establish if South Hams District Council (SHDC) would empty a waste bin at this location.
- 5.8. Bus turning circle update (Clerk) The Clerk has requested quotes for signs and banners to be fabricated.

RESOLVED: To note the information.

6. **Parish Councillor Vacancies** It was noted that the vacancies have been advertised. Whilst there has been interest in vacancies for the Harberton Ward, no formal nominations have yet been made. There was one nomination for the vacancy in Harbertonford. That candidate had completed nomination forms and declared their eligibility to become a Parish Councillor.

RESOLVED: i) To co-opt Nathan Finch as cllr to the Harbertonford Ward
ii) To note that Cllr Finch signed a declaration of acceptance of office before the Clerk.
iii) Cllr Finch was provided with notification of members interest forms that were completed and handed to the Clerk to return to SHDC Monitoring Officer.

7. Planning

- 7.1. Receive a report on planning or appeal decisions The Clerk gave a verbal update on published decisions of the local planning authority.
- 7.2. Receive a report on enforcement cases (for information only) A hard copy of the enforcement caseload was circulated amongst cllrs for information. It was reported that there are currently 14 outstanding enforcement cases. 3 in triage, 6 under investigation, 2 in the 'case evidence review' stage of investigation, 1 legal request sent, 1 enforcement notice sent and 1 in planning appeal.

8. Monthly reports

- 8.1. Finance Committee update No update. The next quarterly meeting is due to take place on 7 July 2026.
- 8.2. Sustainable Harbourne Valley (SHV) update SHV will have a stand at the upcoming Harberton Open Gardens.
- 8.3. Neighbourhood Plan update Cllrs were reminded that no formal meeting will take place in June whilst the Steering Group waits for the outcome of the Development Management Committee, as this will have a bearing on next steps for the housing chapter of the plan. It was noted that neither representative from the working and Steering Groups are now available to attend the meeting being convened by the South Devon MP.
- 8.4. Harberton Playing Field Association:
- 8.4.1. General update The individual arrangement made with the Parish Council's grass cutting contractor is going well. It was noted that works on the slide are in planning. It has been confirmed that it is not possible for the Parish Hall to buy materials on behalf of the HPFA in order to reclaim the VAT.
- 8.4.2. Review of Annual Play Inspection Report* The Parish Council acknowledged receipt of the annual inspection report as produced by Zurich, dated 22/05/26.
- 8.4.2.1. The following equipment has been assessed to have no defects: 4 Sommersault Bars. Carousel with platform (Type B) Set of Four Swings Flat Seats. Set of Swings 3 Cradle Seats. Rocking seesaw, to & fro movement (Type 4) Horse, General Play Area (6-10 elements) Single Gate, 2 Picnic Tables, 2 Benches, Waste Bin, Wooden/wire Fence.
All items of equipment assessed to have Low innate risk and Low actual risk.
- 8.4.2.2. The following equipment has been assessed to have no specific risk of injury to persons identified, but other defects are presented that require attention:
- Climbing Frame - The frame is showing signs of corrosion and should be descaled and repainted. Low innate risk and Low actual risk.
 - Embankment Slide. The upper platform is missing and should be replaced/renewed. Low innate risk level and medium actual risk level.
 - Basket Ball Post The frame is showing signs of corrosion and should be descaled and repainted. Low innate risk, Low actual risk.
- 8.5. Harbertonford Play Area update It was reported that the grass is being cut regularly. Inspection reports from SHDC are heeded and matters fixed as they arise. There is a WhatsApp group of supportive parents who step in when required. Some more support to develop a formal committee would be welcome. The play area being enjoyed by the school within and outside of school hours.
- 8.6. Harberton ARK update Nothing to report.
- 8.7. Tree Warden Update The Tree Warden introduced the Parish Council to the 'Ancient Tree Inventory' established by the Woodland Trust, to map and monitor trees for protection. Members of the public have been asked to contribute by adding trees to the database.
- 8.8. Clerk's update No update.

- RESOLVED:**
- i) To note items 8.1, 8.2, 8.4 – 8.8 information.
 - ii) Item 8.3 The Steering Group choose its own representative to attend the meeting convened by the South Devon MP in place of the Steering Group/Working Group members that can no longer attend. For clarity, that person would be acting as a representative of the Neighbourhood Plan Steering Group, not of the Parish Council.
 - iii) Item: 8.4.2.2 To note the HPFA's action that repairs to the embankment slide are in hand. The remaining matters will be raised with the HPFA to consider necessary maintenance. Cllr Morris volunteered to help paint the equipment.

9. Conferring of honorary titles

- RESOLVED:**
- i) to confer the title of honorary freeman to Nick Williams.
 - ii) to pay for the cost of printing of the address to those on which the titles had been conferred up to a value of £20.

10. **Road Warden Scheme** The Clerk had circulated correspondence from a Tigley resident querying whether the Parish Council has considered signing up with DCC's road warden scheme and if any attempts had been made to see if there are volunteers within the parish who would consider doing the training and carrying out small repairs. A second MoP had been in touch to volunteer to join a scheme, having seen an article on BBC Spotlight. A third resident was also interested in volunteering, but not leading on a scheme. The Clerk had circulated the handbook from DCC to promote understanding of Highways management and to promote the Road Warden Scheme.

RESOLVED: ACTION: Cllr Paine to review the Parish Highways Handbook and provide a brief summary of matters only relating to the Road Warden Scheme, for consideration at the next meeting.

11. GDPR Document review

- 11.1. Information and Data Protection Policy was reviewed and amendments made to the Council's address.
- 11.2. Subject Access Request Form was reviewed with no amendments made.
- 11.3. Data Breach Reporting Form was reviewed with no amendments made.
- 11.4. Document Retention and Disposal Policy was reviewed with no amendments made.
- 11.5. HPC Retention of Documents Appendix A was reviewed with no amendments made.
- 11.6. HPC General Privacy Notice was reviewed and amendments made to the Council's address.
- 11.7. HPC Staff, Councillors and Role Holders Privacy Notice was reviewed with no amendments made.

12. 2025/26 Annual Governance and Accountability Return (AGAR)

- 12.1. Receive Internal Auditor's report and note observations It was reported that the final internal audit was carried out remotely and the Internal Auditors report had been received, dated 8 June 2026. The internal auditors report had come with no recommendations. It was noted that the internal auditor had signed the internal audit section of the Annual Governance and Accountability Return (AGAR) on 8 June 2026.
- 12.2. Annual Governance Statement*
 - 12.2.1. Consider the findings of the review by the members meeting as a whole Cllrs considered findings.
 - 12.2.2. Approve Governance Statement **It was RESOLVED** to approve the Governance Statement ticking 'yes' for all questions 1-8, NA for question 9 and 'yes' for question 10. The return was signed by the Clerk and the Chair and dated.
- 12.3. Annual Accounting Statements*
 - 12.3.1. Consider the Accounts Statements by the members meeting as a whole Cllrs considered findings.
 - 12.3.2. Approve the Accounting Statements by resolution **It was RESOLVED** to approve the Accounting Statement.
- 12.4. Ensure the accounting statements are signed and dated by the person presiding at the meeting It was noted that the return had been signed by the Clerk prior to presentation to the Council. The statements were signed by the Chair and dated.
- 12.5. Consider Notice of Date of Commencement of Period for the Exercise of Public Rights **It was RESOLVED** that the period for the Exercise of Public Rights would commence on Thursday 11 June – Wednesday 22 July 2026. The Clerk confirmed that notices would be posted at least one day in advance of the commencement date and be published together with sections 1 and 2 of the AGAR.

13. Confirmation of arrangements for insurance cover It was noted that the Parish Council had entered into a 3 year binding Long Term Agreement with Hiscox Insurance Company in April 2025, that will expire in May 2028. Having received the insurance renewal information, the Clerk had undertaken checks to insure the policy remained fit for purpose. It was noted that the Fraud and Dishonesty cover meets the levels recommended by the internal auditor. Apart from individual items listed, where insured amounts have increased, all other insured figures in the policy remain as last year. The cost of the policy is within the amount budgeted. A request has been made to update the correspondence address.

RESOLVED: To note the information.

14. Correspondence

- 14.1. E-Circulars for information Cllrs are informed that the Clerk receives the following regular e-circulars, that can be forwarded on request: Citizens Advice South Hams, Climate Change and Biodiversity Emergency, Devon Communities Together, Devon County Council Community News Round-up, Devon Home Choice, Emergency Planning newsletter, Friends of the Dart, Green Lanes Environmental Action Movement (GLEAM), Harberton Village Email, Healthwatch Devon, Information Commissioners Office, National Association of Local Councils Events newsletter, One Devon NHS Integrated Care Board, Parish Online, Rural Services Network, SLCC Membership, South Hams Society.
- 14.2. Items of correspondence for information
 - 14.2.1. 20260527 Community Conversations- June event Cllrs are informed that the next event being run by Devon and Somerset Fire and Rescue Service will take place on 12 June will be sharing the insight and ideas behind an upcoming campaign which focuses on reducing preventable garden fires linked to BBQs, fire pits and outdoor burning. Information about all upcoming Community Conversations are available via the [Devon & Somerset Fire and Rescue Service website](#) (HTML)
 - 14.2.2. 20260603 Temporary Traffic Notice Moreleigh Road Hernaford Cross To Spanish Lane End TTR02670342 Cllrs are informed of the road closure in place between 15 – 19 July 2026 to enable road surfacing works between the hours of 07:00 – 19:00. An alternative signed route will be in place.
 - 14.2.3. 20260604 Temporary Traffic Notice Englebourne to A381 & Road from Rolster Bridge Cross to Englebourne TTR0 2670374 Cllrs are informed of the road closure in place between 13 – 17 July 2026 between the hours of 07:00 – 19:00 to enable road surfacing works. An alternative signed route will be in place.
- 14.3. Items of correspondence for consideration

- 14.3.1. 20260603 Changes to requirements to publish members home addresses Cllrs were informed that in response to increasing concerns about councillor safety, new rules come into effect on 29 June 2026 which state that local authorities will no longer be required to publish an elected or co-opted member's home address in local authority registers of interest. The default position will be that a councillor's usual residential address will not be published in the public register. Cllrs can opt in and request that their home address be included, but this will only be published with their explicit consent. Home address details must still be recorded on the Register of Interest forms for administrative and Monitoring Officer purposes. The Clerk has been asked by the Deputy Monitoring Officer and Deputy Head of Legal to update the online register for all cllrs. Cllrs may wish to consider if any home addresses are published on the Parish Council's website in light of this change in rules.

RESOLVED: i) To note items 14.1 and 14.2 for information.
ii) To remove all cllrs home addresses from the Parish Council website and notices.

15. Finance

15.1. To note receipts and payments made between meetings

15.1.1. Income received 26/05/2026 2025/26 VAT Return = 536.27

15.1.2. Payment 2605_7 to Arthur J. Gallagher Insurance Brokers Limited ref: 5562263222 Hiscox Insurance Company Limited. Term 01/06/26 - 31/05/27 = £658.01 no VAT

15.2. Bus turning circle signage costs No quotations had been received to consider

15.3. To consider payments as per the June payment schedule

15.3.1. Payment 2606_1 to Cat Radford, payslip dated 22 June 2026 includes Clerk salary £557.44 and Neighbourhood Plan Salary at £64.32= £621.76 no VAT

15.3.2. Payment 2606_2 to Cat Radford, Clerk May expenses claim for mileage at £6.42, and broadband for May at £7.50 = £13.92 no VAT

15.3.3. Payment 2606_3 HMRC Shipley for NI Payment incurred on June Salary ESTIMATED = £30.71 no VAT

15.3.4. Payment 2606_4 EXPECTED Lloyds Bank for banking service charge = £4.25 no VAT

15.3.5. Payment 2606_5 Harbertonford Village Hall Room hire 14/06/26 = £25 no VAT

15.3.6. Payment 2606_6 Heelis & Lodge invoice HL9746 To carry out Internal Audit for Harberton Parish Council for the year ended 31 March 2026 = £245 no VAT

RESOLVED: i) To note items 15.1 and 15.2 for information.
ii) To approve all payments above.

16. Date and location of next meeting Tuesday 14 July 2026

Meeting closed 20:34