

Minutes of the Annual Meeting of Harberton Parish Council

7:00pm Tuesday 14th May 2024 at Harberton Parish Hall

In attendance

Harbertonford Councillors

Cllr Beamish: Present
Cllr Bowley: Not present
Cllr Davies: Present
Cllr Palmer: Present
Vacancy
Vacancy

Harberton Councillors

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

Others

D.Cllr McKay: Not present
C.Cllr Hodgson: Not present
Clerk Ms Radford: Present
Members of the Public: 1

Agenda As outlined in the Parish Council's Standing Orders

1. Election of the Chairman

Cllr Hambly stood down as Chair to the Parish Council. It was agreed that Richard Morris Chair item 1 of the agenda. Douglas Hambly was nominated, seconded and unanimously elected as Chair of the Parish Council. Cllr Hambly retook the Chair.

2. Election of the Vice Chairman

Richard Morris 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 Chairman of the Council Cllr Douglas Hambly 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 The terms of reference was reviewed. **It was RESOLVED** to make no amendments.

5.2. Harberton Parish Neighbourhood Plan Steering Group Terms of Reference* The terms of reference was reviewed. **It was RESOLVED** to make to make the following amendment: Item 4 was amended to read that minutes of Group meetings and of workshops and consultations will be recorded and displayed on the Parish website (not on notice boards).

6. Receipt of nominations and appointment of members to existing committees

6.1. Finance Committee Cllrs Camp and Williams had agreed to be nominated to the Finance Committee in their absence. Cllrs Peter Beamish, Jill Davies, David Camp, Richard Morris and Nick Williams were nominated and appointed to the Finance Committee. Tania Paine was nominated in her absence. It was agreed to invite her to join the Finance Committee on her approval.

6.2. Harberton Parish Neighbourhood Plan Steering Group Douglas Hambly was nominated and appointed to represent the Parish Council on the Steering Group. Chris Bowley was nominated in his absence. It was agreed to invite him to continue to represent the Parish Council on the Steering Group with his approval.

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 The Parish Council's Standing Orders were reviewed. It was noted that the Clerk had made some minor amendments to formatting. **It was RESOLVED** that no further amendments be made.

8.2. Financial Regulations It was reported that the National Association of Local Councils had published new model Financial Regulations last week. **It was RESOLVED** that this item be

carried forward to a future meeting in order to allow sufficient time to review the model document and compare with the Parish Council's adopted regulations.

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** None
 - 10.1. Harberton Playing Field Association There was no volunteer to join the HPFA. It was agreed to continue the practice that the Association feedback through email updates to the Clerk and/or forwarding the minutes of recent meetings.
 - 10.2. Harbertonford Playground Association It was noted that the committee is operating under the new name Harbertonford Play Area Action Committee (HPAAC). **It was RESOLVED** that Peter Beamish and Jill Davies represent the Parish Council on the committee.
 - 10.3. Community Land Trust **It was RESOLVED** that Nick Williams be asked to report back to the Parish Council at monthly meetings.
 - 10.4. Harberton Parish Hall **It was RESOLVED** that Richard Morris attend Harberton Parish Hall meetings as representative of the Parish Council and report back to the Parish Council when necessary.
 - 10.5. Harbertonford CE Primary School There is no longer a role for the Parish Council at the school, this item was removed from the annual list in 2023.
 - 10.6. Sustainable Harbourne Valley **It was RESOLVED** that Jill Davies represent the Parish Council and report back from 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 and agreed at the last meeting of the Parish Council. It was noted that the bus shelter at Harberton has a loose plank in a wall panel. **ACTION: Cllr Morris** agreed to look at it.
13. **Confirmation of arrangements for insurance cover in respect of all insured risks** The Clerk had forwarded the insurance renewal documents to cllrs in advance of the meeting. Cllrs were reminded that the Parish Council chose to set up a 3-year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, which will not expire until 31/05/2025. It was noted that the Clerk had checked renewal paperwork against the previous year's cover. It was noted that there were no new items on the register of assets that would need to be added to the policy. **It was RESOLVED** that the insurance policy meets the Parish Council's requirements and therefore to accept the renewal quote from Hiscox Insurance Company Limited for the period from 1st June 2024 to 31st May 2025 for the annual premium (including IPT and all fees) of £643.30.

It was agreed to raise two queries with the insurance provider on the Statement of Fact:
Clause 7: How does the insurance provider define 'suitably skilled qualified professional'? The Parish Council has one employee - the Clerk (proper officer) - who receives training through the local branch of the National Association of Local Councils. The Clerk has access to skilled professionals and legal advice through membership of this body.
Clause 8: it is flagged noting the Parish Council has references to staffing matters in its Standing Orders document but does not yet have a set of employment policies in place. The Clerk is the only employee and regularly reviews all policies of the Council. It is noted that at item 17 of this meeting that the Clerk was given an action to draft a set of employee policies ahead of the next meeting.
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 2023 meeting of the Parish Council.
 - 14.2. Society of Local Council Clerks **It was RESOLVED** to continue membership.

- 14.3. **Review of the council's complaints procedure*** The Complaints Policy and Procedures were reviewed and **it was RESOLVED** to make no amendments.
15. **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**
- 15.1. Freedom of Information Policy **it was RESOLVED** to approve the format of the Freedom of Information policy, and that 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.
- 15.2. Subject Access Request Policy and Procedures were reviewed and **it was RESOLVED** to make no amendments.
16. **Review of the council's policy for dealing with the press/media*** The Press and Media Policy was reviewed and **it was RESOLVED** to make no amendments.
- ~~17. **Review of the Council's employment policies and procedures**; It was noted staffing matters was included in the Standing Orders. **It was RESOLVED** the Clerk propose employment policies and procedures at an upcoming meeting.~~
18. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.** The maximum expenditure that could be incurred under section 137 of the Local Government Act 1972 in the 2023-24 financial year was £9.93 per elector. With exactly 1000 people on the 2023 register of electors, the maximum Harberton Parish Council could spend under section 137 was £9,930. Cllrs were informed that the Parish Council had incurred £3750 of Section 137 spending in the 2023-24 financial year, well below the capped allowance. It was noted that in the 2024-25 financial year the allowance has risen to £10.81 per elector. As there are 1076 electors on the 2024 register of electors, the maximum allowance for the Parish Council in the 2024/25 year is £11,631.56.
19. **Meetings**
Determining the time and place of ordinary meetings of the full council* up to and including the next annual meeting of full council. **It was RESOLVED**, alternating between Harberton Parish Hall and Harbertonford Village Hall. It was agreed that there would be no ordinary meeting of the Parish Council in August unless urgent business required it. **It was RESOLVED** that the next annual meeting of the Parish Council would take place at 7pm on Tuesday 13th May 2025, immediately preceding the ordinary May meeting.
- 19.1. Councillors consent to receive agendas by email **It was RESOLVED** that councillors consented to receiving agendas by email.

Meeting closed at: 7:32