

HARBERTON PARISH COUNCIL

Minutes for the meeting of Harberton Parish Council
at 7.30pm on Tuesday 11th June 2024 at Harbertonford Village Hall

In attendance

Harbertonford Councillors

Cllr Beamish: Present
Cllr Bowley: Present
Cllr Davies: Present
Cllr Palmer: Present
Vacancy
Vacancy

Harberton Councillors

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

Others

D.Cllr McKay: Apologies
C.Cllr Hodgson: Present
Clerk Ms Radford: Present
Members of the Public: 2

Public Session

- i) A member of the public (MoP) addressed the Parish Council to comment on flooding in Harberton village. It was noted residents affected by the flood are forming a group to take actions to protect themselves and their properties from future flooding events. The MoP has sent a letter to the Parish Council from those people affected by flooding, noting that residents are concerned that fields above Screw Lane that had been sown to pasture now appear to be cultivated. It was commented that the run off from those fields was a major factor in the flooding to several properties in Harberton with significant impacts to costs of home insurance and value of properties. Emails have been exchanged with a contact at the Environment Agency who wrote a report on the condition of those fields, asking if it was known if the tenant farmer is following the recommendations made by the report. Response from the Environment Agency was that it didn't have the authority to interfere. Whilst everyone is mindful that the farmer needs to make a living and doing the best he can on the field, the group believes that it is important that all parties involved are aware of the impacts of land management. The group is looking to the Parish Council to represent the people affected. It was commented that whilst the Parish Council has no powers in respect of the issue, it can act as a conduit for the community on behalf of those homes at risk. Affected residents would like to open a dialogue with the landowner (not the tenant farmer) as they are interested to know their viewpoint. The questions raised by the letter on consideration under item 9.2 were read out in full, noting that other members of the group would attend the July meeting of the Parish Council for an update, should any response from the landowner have been received.

Having heard from the MoP it was commented that improvements to physical defences and gates discussed with the tenant farmer haven't yet been actioned. The MoP commented that the Environment Agency had initially said that they would supervise and ensure that these things would happen but have now commented that they have no power to do so. It was noted that the District Councillor had indicated that South Hams District Council (SHDC) had been taking steps to address the matter, the detail of which was unclear. The Clerk confirmed that SHDC had paid for a survey to be undertaken that would provide the tenant farmer with necessary information to create new access gates to the field and block up current access gates, as a means to reduce run off through gateways. This survey had taken place recently, and a copy would be sent to Devon County Council's Flood and Coastal Risk Management Team. It was asked if the Parish Council, as an attendee at the meeting at which this survey was suggested and agreed, could also have a copy of this report.

ACTION: The Clerk will request a copy of the survey.

Agenda

1. **Apologies** were received as above. **It was RESOLVED** to sanction reasons given for absence.
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 (C.Cllr) The C.Cllr had circulated a written report that afternoon and commented on the following issues:
 - 3.1.1. Devolution Deal for Devon This is on hold dependant on the outcome of the general election.
 - 3.1.2. New Leader for the Council Cllr McGuinness has been elected as leader of Devon County Council (DCC).
 - 3.1.3. Divestment of pension fund The C.Cllr had requested divestment from companies supplying arms to Israel.
 - 3.1.4. Discharge of conditions at Lower Hare Farm, Whitestone The C.Cllr commented on a planning application that had been granted to enable land in Whitestone to be used to dump subsoil from development sites. A retrospective application has been made to allow for construction waste. Following the threat of a Judicial Review from Whitestone Parish Council an investigation will now take place and the report made to the planning committee will be made publicly available.
 - 3.1.5. Review of the Annual Work Programme The C.Cllr reported that a review of customer feedback of DCC services the responsibility of the Corporate Infrastructure and Regulatory Services Committee had been undertaken, and it had been noted that the majority of complaints received were about pot holes, services for

children and young people and customer service at recycling centres. The C.Cllr had suggested that in light of the contract for recycling services coming up for renewal, that the contract be offered to District Councils to take over. In response to complaints about why there was underspend for pot holes, it was commented that DCC has an 'urgent repairs' fund that is usually kept in reserve, but considering the state of the roads this fund had been released in April.

- 3.1.6. Skate Park Funding A new skate park for Totnes has been designed that includes provision for a broad age range of children. It had been noted that both Ivybridge and Kingsbridge had received funds from South Hams for their parks, leading to a request for funds to support a skate park in Totnes.
- 3.1.7. Proposed sale of KEVICCS site No decision will be made by the Department for Education until after the general election.
- 3.1.8. Poor quality of pot hole repairs A cllr asked the C.Cllr where to go to complain about the quality of pot hole repairs. The C.Cllr commented that it is common for a quick safety fix to be made first, before a proper repair is scheduled. The C.Cllr advised that if nothing has improved within one month, to report the pot hole again, using the 'report it' page on the DCC website. It was commented that some sub-surfaces are collapsing which is why the quick fixes are being made, but it is noted that the fixes are not good enough.
- 3.2. District Councillor No report.

4. **Minutes It was RESOLVED** to sign the following minutes as an accurate record:
 - 4.1. Minutes of the Annual Meeting of Harberton Parish Council on 14th May 2024
 - 4.2. Minutes of the Ordinary Meeting of Harberton Parish Council on 14th May 2024

5. **Report Matters Arising from the Minutes** *Not otherwise on the agenda and for information only*
 - 5.1. Harberton Devon Air Ambulance clearance area sign (Clerk) Ongoing
 - 5.2. Snow Warden registration and training (Clerk) Ongoing
 - 5.3. Parish Lengthsman (Clerk) Ongoing
 - 5.4. Emergency Directory (Cllr Paine/Clerk) Ongoing
 - 5.5. New Parish Council Bank Account (Clerk) Ongoing.

6. **Co-option of Parish Councillors** No interest had been received in order to be able to co-opt anyone to the Parish Council.

7. **Planning**
 - 7.1. Consideration of planning applications
 - 7.1.1. 0464/24/FUL Retrospective Planning Application for the Formation of Field Entrance, Relocation of existing Shipping Container & Removal of Hedge at Winsland House Farm, Dartington **It was RESOLVED** to support the application with the following comment: It is queried why the original entrance to field has not been replanted and reinstated as a hedge.
Cllrs commented that they are having problems in downloading material from the SHDC website, commenting that it is difficult to quickly look at documentation. It was agreed to raise this with the District Councillor for him to make enquiries with the committee.
 - 7.2. Receive a report on planning or appeal decisions No decisions to report.
 - 7.3. Receive a report on enforcement cases (for information only) A hard copy of the enforcement caseload was circulated amongst cllrs for information, along with a summary of cases that have recently been closed and the reason for their removal. Cllrs were informed that officers at SHDC and DCC are in agreement that the enforcement case concerning the decking built on the highway at the Church House Inn should now be closed as the platform has been removed and the breach of planning control has now ceased. It was reported that continued use of seating outside the Church House Inn has generated complaints from members of the public, as the seating continues to create an obstruction of the highway. This use would fall under a licence for outdoor seating, administered by SHDC, and to which DCC would be a statutory consultee. **It was RESOLVED** that the Parish Council wished to pursue this matter with the District Council. **ACTION: The Clerk** will make a query to the D.Cllr in the first instance, in order to understand to which department to raise the matter.

8. **Monthly reports**
 - 8.1. Finance Committee update No update.
 - 8.2. Community Land Trust (CLT) update It was reported that the CLT continues to be in discussions with Hastoe Housing Association with regard to development of the site. The Housing Association is working with their architect to seek ways to reduce the cost of the development prior to a meeting with the full CLT.
 - 8.3. Sustainable Harbourne Valley update It was reported that the Yellow Fish project is still ongoing. A Jumble Trail is being advertised to take place at the end of June.
 - 8.4. Neighbourhood Plan update It was reported that an exhibition focused on potential sites for housing development will be opening in St Peter's Church, Harbertonford on 1st July 2024, before it moves to St Andrew's Church, Harberton for 8th July 2024. An online consultation event will take place between 6 – 8pm on 10th July, and an in person event at Harberton Parish Hall between 9:30 – 12 noon on 13th July. Meetings have been held with landowners of suitable sites ahead of this consultation and landowners will participate in the consultation events. All councillors were encouraged to attend the exhibition and either of the two

consultation events. Cllrs Davies and Paine responded to requests for help to spread the word about the consultation and support efforts in mounting the exhibition.

- 8.5. Harberton Playing Field Association (HPFA) In response to a query from members of HPFA, the Clerk has received a cutting schedule for the main playing field with estimated dates for cuts to be undertaken. The schedule allows for one cut per month except in June and August, when there are two.
- 8.6. Harbertonford Play Park
 - 8.6.1. Update from Harbertonford Play Area Action Committee (HPAAC) Volunteers have begun to make improvements to the wet pour surface to reduce the trip hazards. The Clerk reported chasing SHDC for the annual play inspection report, as this has not yet been received. Volunteers had met the Allianz inspector when the inspection was underway. Volunteers were aware of some of the issues that would be raised by the report and had begun to consider how they may be able to address these.
 - 8.6.2. Renewal of lease with Exeter Diocese Cllrs were informed that the Diocese of Exeter has now instructed a solicitor and has asked who will be acting for Harberton Parish Council. After discussion **it was RESOLVED** to respond that the Parish Council will act for itself and decide if it needs to consult with a solicitor having seen the lease.
- 8.7. Clerk's update
 - 8.7.1. Improvements to benches on Harbertonford Green The Clerk has received confirmation from the Environment Agency that the benches are not part of the flood defence therefore there is no objection in the community carrying out maintenance on them. An application for a grant to repair the benches has been made to the Community Benefit Fund.
 - 8.7.2. Human Resources (HR) queries made to the Parish Council's insurance broker Cllrs were reminded that when reviewing the Parish Council's insurance quotation it was agreed to make two queries to the insurance company with respect of the 'management' section of the Statement of Fact. The insurance broker had replied to confirm that if the clerk receives adequate training to undertake disciplinary actions, dismissals, and redundancies then they would be seen as suitable. In regards to reference to employment policies, the insurance brokers requested that the Parish Council draft a document for employment, disciplinary, and grievance policies and review this periodically to ensure that it remains current. If neither of these conditions are met, certain parts of the policy in relation to employment concerns may not provide cover. In following up this matter with Devon Association of Local Councils (DALC) a range of template HR policies were provided, to be discussed at item 13. DALC also advised that the Clerk and members of a personnel committee (the Finance Committee of the Parish Council has responsibility for personnel issues) undertake at least basic HR training – i.e. such as DALC's Being a Good Employer. DALC has additional courses available also such as managing employees (about appraisals etc) and when things go wrong (which covers disciplinaries and grievances etc). The Clerk had signed up to the Being a Good Employer course on 17th June, but had received notice that this event had been cancelled due to low numbers. DALC also recommended reading the Good Councillors Guide to Employment, available as free digital download or a hardcopy can be posted for a modest fee. It was noted that the Parish Council is also able to access HR advice via its membership to DALC, to ensure the council is taking the right steps should an employment matter arise. Cllr Nick Williams agreed to join the clerk on DALC's online training as soon as it be made available. Having considered actions taken, cllrs agreed that this was adequate to comply with the requirements of the insurance policy.
 - 8.7.3. Grass cutting at Fork Cross It was reported that having received further concern from residents about visibility at Fork Cross, the Neighbourhood Highways Officer had confirmed that this junction has been raised as a defect. It was commented that the cyclic grass cutting programme began on the 20th June but details of which visibilities will be cut on which days is not available for officers to view. In response to comments that it appears that the verge continues to be used as a dumping site for scrapings, the officer commented that DCC is no longer ploughing as it is the same machinery that has now moved on to grass cutting so these verges shouldn't be being used. In relaying this information to a member of the public the clerk was informed that police had attended an accident at this location. The MoP had spoken to Highways and informed them of the accident. The C.Cllr also commented that they had raised this junction as a concern.
 - 8.7.4. Hearing Loops The Clerk has raised the matter of installation of fixed hearing loops with both Harberton and Harbertonford Hall committees for their consideration.
 - 8.7.5. Footpaths The Clerk received notification from the South Hams Ramblers Society of a number of footpaths in the parish that were flooded or overgrown. In speaking with the Public Rights of Way Officer the society was asked to use the DCC website reporting system. The Clerk and Chair have been liaising with the PROW and local landowner to support improvements to a gate on a footpath considered 'out of repair' by the County Council.

9. Flood resilience in Harberton Parish

- 9.1. Spending against Devon Emergency Resilience Fund Grant It was reported that income from the grants made to Devon Communities to support flood resilience in Harberton and Harbertonford had been received on 26th April. Cllrs were reminded that the grant for Harberton village had been paid directly to the Parish Council and the grant for Harbertonford had been paid to Harbertonford Village Hall, as the applicant, and funds then transferred to the Parish Council. A condition of the grant was for all monies to be spent on items listed within one month of receipt. The Parish Council had signed off on expenditure as listed in the grant budget. This included purchase of a shed to store emergency equipment including water inflatable sandbags (aquasacs), brooms, brushes, battery operated flood lights, first aid kits, emergency blankets and traffic cones. The Clerk had made purchases and had prepared and circulated a spreadsheet showing actual costings and reasons for

variance. A small overspend of £5.22 on the budget was reported, due to the clerk seeking to get the best value out of purchasing aquasacs in bulk. This small overspend will be recouped when reclaiming the £393.03 VAT paid out on expenditure at the end of the financial year. It was agreed that the small overspend was acceptable. It was reported that most items have been delivered and will be stored by cllrs until the shed is delivered and is built. Arrangements need to be made for storage of items for access by Harberton residents.

- 9.2. Parish Council response to letter from Harberton residents A letter from Harberton residents was introduced by a MoP in the public session. The letter informed cllrs that residents most affected by the flood in September 2023 are forming a group to mitigate the effects of future events. In light of the various investigations, reports and opinions that have been expressed since it is understood that the farmer agreed in March 2024 to take mitigation actions to reduce the chance of possible future landslips, but the group is keen to understand the landowner's position. It was commented that the residents of the village of Harberton, particularly those directly affected by the flooding, deserve assurances that the landowner is supportive of their ongoing concerns. The residents would like the Parish Council to make direct contact with the landowner to ask the following questions:

1. What comments they have to make about the runoff and soil erosion from their land that contributed to the flooding of Harberton Village and pollution of a tributary of the Harbourne River? Do they assume any responsibility?
2. What requests they have made to the tenant farmer to reduce the chances of future incidents?
3. What support they are giving to their tenant farmer to implement the mitigation actions outlined by the Environment Agency in their Soil Assessment Report and Peter Cogley's Screw Lane Drainage report?
4. Do they support the Environment Agency's recommendation that at least parts of these fields should be sown to a long term grass crop to act as a buffer to future events?
5. Will they act upon the Environment Agency's recommendation to adopt stewardship options such as planting trees or other natural flood management measures that could also reduce the risk of severe flooding from this land?

It was noted that residents would appreciate a response prior to the next Parish Council meeting on July 9th when a group of residents will attend to hear any feedback.

Following discussion, **it was RESOLVED** that the Parish Council agreed to take a role to liaise with the landowner/tenant on behalf of the community. It was noted that the Parish Council does not have any details for the landowner, but enquiries can be made locally and with the tenant farmer himself. **It was RESOLVED** that once a contact was established, the Parish Council would write a letter to the landowner, signed by the Clerk, to ask the questions as raised by residents. It was agreed that a copy would also be provided to the tenant farmer.

ACTION: The Clerk to liaise with **Cllr Morris** who will first speak with the tenant farmer and request contact details for the landowner, before a letter is drafted and sent.

- 9.3. Reference to flooding in Harberton Parish Neighbourhood Plan Cllrs attention was drawn to the fact that the Environment Chapter of the Neighbourhood Plan due for consideration under item 11 includes community initiatives relating to flooding and flood prevention. There is scope for the Neighbourhood Plan to say more about land management and flood prevention by encouraging dialogue between residents who are affected by flood risk and landowner and land managers, in order to reach a shared understanding of the best approach. If it chooses, the Parish Council could resolve to support initiatives in that direction, and say so in the Neighbourhood Plan.

10. Annual Tree Survey

- 10.1. Tree survey scope *Consideration of expanding the scope of the annual survey*
After discussion **it was RESOLVED** that that Parish Council expand the scope of the annual tree inspection in order to include a condition inspection of trees at Harbertonford Football Club, subject to receipt of an acceptable quotation. **It was RESOLVED** that whilst the Parish Council has agreed extend the scope of its annual survey of trees at Harbertonford Play Park and Harberton Playing Field, it accepts no liability for the outcome of the condition assessment for trees on land belonging to Harbertonford Football Club.
- 10.2. Appointing a contractor *Consideration of quotation and budgeting for increased scope above, if agreed*
It was reported that the contractor used for the tree condition assessment of significant trees growing within the boundaries of Harberton Playing Fields and Harbertonford Play Park has provided a quotation to undertake a condition assessment for 2024 for the cost of £594, including VAT. This is the same price as was quoted in 2023 and 2022. **It was RESOLVED** request that the same contractor quote for expansion of the survey to include a parcel of land at Harbertonford Football Club. The Clerk was given a figure that the Parish Council would accept so to enable works to commence before the next meeting of the Parish Council.

11. **Neighbourhood Plan Chapter Review** Cllrs reviewed a draft on the Environment chapter of the Harberton Parish Neighbourhood Plan as prepared by the Steering Group. Feedback was given via the mechanism of a response proforma that laid out policies and community initiatives with the intention to: protect landscape character; protect wildlife and increase biodiversity; increase public access to nature, reduce flood risk and

protect the river Harbourne; increase local, sustainable food production; and to reduce light pollution. All policies were read out in full at the meeting. The Parish Council agreed to the majority of policies, with the following comments and exceptions:

- 11.1. Possible Community Initiative: Wildlife mapping The Parish Council agreed that the list of 'other stakeholders' included in the initiative should start with farmers and land owners, rather than end with them, noting their position as land custodians.
 - 11.2. Policy: Public access to nature The Parish Council neither agreed nor disagreed with this policy, querying whether a policy that "Development proposals must demonstrate how opportunities for improving public access to and the enjoyment of the countryside have been included, including through extending the existing network of public and permissive footpaths, especially new paths that link settlements to each other and to bus stops" was an aspiration, rather than a policy.
 - 11.3. Policy: Reducing flood risk and protecting the Harbourne Cllrs agreed with the policy but suggested that it referred to 'watercourses' more broadly, than referring specifically to Harberton stream or the Harbourne.
 - 11.4. Possible Community Initiative: Community flood response and prevention strategy The Parish Council disagreed with the initiative as worded commenting that the Parish Council understands the aims of the initiative, but comments that concern was raised, when developing the emergency plan about individuals or organisations becoming liable for a failed emergency response. The Parish Council could 'support' or 'encourage' a community led response but does not agree to convene or oversee one.
- 12. Totnes Rural Area Youth Engagement (TRAYE) Project** Cllrs were informed that despite having originally agreeing to reduce the number of sessions from twice weekly to monthly, TRAYE's Board of Trustees have reconsidered and that going to a monthly session was not the right way to proceed. It proposes that fortnightly sessions continue on the basis that Harberton pays the £1500 and that TRAYE expects (without any guarantee) to receive a £1000 grant in September. The Board of Trustees comments that the remaining £1000 is for Harberton to raise by whatever means available to individual Councillors or supporters. TRAYE is prepared to provide support in achieving this but the lead and responsibility must be taken by Harberton Parish. This is not a large sum to raise and should not be difficult to achieve. TRAYE would appreciate monthly updates so that the Board of Trustees can plan whether it can continue delivery for the whole year. The message closes to comment that the most secure approach would be to increase the precept rather than relying on grants or reserves. The Clerk comments that this is not relevant to the 2024/25 financial year, as the precept demand was already submitted in January and cannot be amended.

It was noted that following the Annual Parish Meeting held in April, children in year 6 at Harbertonford Primary School have elected to fundraise for TRAYE in the end of year events over the next half term. Whilst this won't generate significant sums, it does demonstrate how important the Youth Club is to them. The Clerk has also been advised that the Harbertonford Village Hall Committee is also raising funds for TRAYE.

It was noted that the Parish Council still needs to reach out to the community for wider feedback on proposals to raise the precept in order to provide additional funding to support TRAYE going forward, and that consultation should not begin until mid July, once the Neighbourhood Plan's consultation on Housing was complete.

After discussion **it was RESOLVED** that the Clerk inform TRAYE of the timeline for consultation; that consultation will commence in mid-July, closing in September and that the Parish Council would consider results of consultation at its ordinary meeting in October. The Parish Council will not be in a position to provide a monthly update to TRAYE until the results of the consultation is received.

Cllrs expressed concern that residents may incorrectly believe that it is down to the Parish Council that access to local youth services is at risk, when it is TRAYE that is threatening closure. It was agreed to that consultation should be clear when setting the context.

13. Document review

13.1. Human Resources (HR) Policies

- 13.1.1. NALC Grievance Policy and Procedures for consideration The Clerk introduced the policy and procedures document having used a template policy from the National Association of Local Councils. It was noted that the template policy assumed the Parish Council had a personnel, or staffing committee in place. As it is the Finance Committee of the Parish Council that has responsibility for staffing issues, the Clerk had updated the template policy making reference to the Finance Committee wherever reference to a staffing/personnel committee had been made. **It was RESOLVED** to adopt the policy with no additional amendments.
- 13.1.2. NALC Disciplinary Policy and Procedures for consideration It was reported that the policy was modelled on a template from NALC, making adaptations to refer to the Finance Committee as above. **It was RESOLVED** to adopt the policy with no additional amendments.
- 13.1.3. Consideration of any additional Human Resources (HR) policies required It was reported that DALC have provided the Parish Council with 18 HR policies for consideration. This included the following policies: Dignity at Work; Annual Leave Policy; Anti-bullying and harassment policy; Emergency dependants leave policy; Equality diversity policy; Expenses policy; Flexible working policy; Homeworking policy; Lone working policy;

Maternity leave and pay policy; Paternity leave and pay policy; Performance improvement policy and procedures; Sickness absence policy; Training and development policy; and, Whistleblowing policy. **It was RESOLVED** that the Parish Council would not adopt any additional HR policies within this financial year. It was noted that DALC had not provided a template 'Employment Policy' and that ACAS (the Advisory, Conciliation and Arbitration Service) also did not have a generic Employment Policy. It was agreed that the grievance policy and disciplinary policy was sufficient for the Parish Council and to comply with the requirements of the Parish Council's insurer.

- 13.2. Documents for review at future meetings It was noted that the Parish Council's Finance Regulations are due for renewal now that a new model document has been published. The Clerk has not yet reviewed the model document in order to bring it to the Parish Council for comment. This will be brought to a future meeting.

14. Correspondence

- 14.1. Free Tree Schemes and Support for Woodland Creation *For consideration* It was reported that the Parish Council has been contacted as some years ago it completed a survey expressing interest in tree planting on council-owned land. Devon County Council is currently promoting several 'free tree schemes' to help accelerate tree planting across the county and is seeking to identify local councils interesting in planting trees on their land next winter. There are small schemes to plant at least fifteen trees as well as more significant schemes to plant 1000+ trees. The Parish Council is asked to respond if it is interested in participating. The email can be forwarded to others in the community if the Parish doesn't currently have scope to participate. It was agreed that the Parish Council had no land that could be used for planting a minimum of 15 trees.
ACTION: The Clerk would forward the invitation to the Harberton Village Circular for distribution.
- 14.2. #20 2024 DALC E-bulletin *For information* Cllrs were informed that this e-bulletin includes a reminder that the updated Model Financial Regulation 2024 are now available and can be downloaded by members from the DALC website. Training is available on requirements of the Code of Conduct. Links have been provided to a Devon County Council Highways update that focuses on Highway tree safety, the update on maintenance of highway verges during 'No Mow May' and the 'Parish Paths Partnership' initiative in place that can support the maintenance of the rights of way network. The newsletter can be forwarded to interested cllrs.
- 14.3. #21 2024 DALC E-bulletin *For information* Cllrs are informed that this e-bulletin includes a call to action for cllrs elected or co-opted the last 12 months to complete an online survey to help DALC understand the support received and to identify areas for improvement in the sector. The issue includes a link to [The Good Councillor's Guide 2024](#), considered by DALC as essential reading for all councillors, to help councillors understand their responsibilities and the limitations of the role. The 2024/25 pay offer is still in negotiation.
- 14.4. Recent Flooding across Devon *For consideration* Due to heavy rainfall some areas of Devon have been affected by flooding (approx.. 20th – 22nd May). The Parish Council has been asked to provide an update to Devon County Council if areas in the Parish were affected. No cllrs were aware of any flooding Harberton Parish between 20th – 22nd May on which to report.
- 14.5. #23 2024 DALC E-bulletin *For consideration* Cllrs are informed that this e-bulletin includes news that the new Practitioner's Guide now advises Parish Councils to use a .gov.uk domain. There is currently there is support (including finite funding) available from the Parish Council Domains Helper Service, set up by the Cabinet Office to help parish councils move to a [gov.uk](#) domain. A free webinar is available with Parish Council Domains Helper Service for DALC members, to help the clerk and cllrs explore the benefits of a [gov.uk](#) domain, what support is available, and the risks of not having one. **ACTION: Cllr Paine** agreed to attend a briefing on behalf of the Parish Council. The Clerk will attend a briefing providing there is no conflict in her diary.

15. Finance

- 15.1. Notice of income and expenditure since last meeting.

15.1.1. Income None

15.1.2. Expenditure

It was reported that payment 24_07 as signed off at the previous meeting of the Parish Council was also subject to VAT. The final cost for renewal of the SSL certificate was £140.98 plus £30 VAT = £179.98 The Clerk had made payment 2405_11 between meetings to HMRC for NI payments due on the Clerk's Salary = £15.60 no VAT.

The following payments were made with respect to the Devon Emergency Resilience Fund Grant:
2405_12 to Southern Timber for 10x6 Apex shed timber construction at £557.03 plus £111.51 VAT = £669.04

2405_13 to Street Solutions Invoice and Order #28242 for 750mm 2-Piece Traffic Cone plus delivery at £103 plus £20.60 VAT = £123.60.

2405_14 AET Flood Defence Ltd, invoice 1671 for 75 Aquasac sos bags plus delivery at £1218.25 plus £244.25 VAT = £1462.50

2405_15 to QBS (Worldwide) Ltd invoice 9460 for EcoBearer 10 x 6 Kit at £83.32 plus 16.67 VAT = £99.99

2405_16 to Cat Radford for reimbursement for purchases made in respect of Devon Flood Resilience Grant = £382.42

- 15.2. To consider payments as per the June payment schedule **It was RESOLVED** to make the following payments:

- 15.2.1. Payment 2406_1 to Cat Radford, payslip dated 22nd June 2024 includes Clerk June salary £518.27, Neighbourhood Plan June Salary at £59.80 and overtime payment 3 of 3 at £292.95 = £871.02 no VAT.

- 15.2.2. Payment 2406_2 to Cat Radford, Clerk expenses claim dated 6th June 2024 for mileage at £8.19 and broadband at £7.50 = £15.69 no VAT.
- 15.3. Payment 2406_2 to HMRC Shipley for NI Payment incurred on June 2024 Salary ESTIMATED = £15.60 no VAT.
- 16. E-Circulars for information** E-Circulars received included: 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, Green Lanes Environmental Action Movement (GLEAM), Harberton Village Email, Healthwatch Devon, Information Commissioners Office, One Devon NHS Integrated Care Board, Parish Online, Rural Services Network, SLCC Membership.
- 17. Matters at the discretion of the Chairman:** Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.
- 17.1. Dogs in Harbetonford Playpark A cllr commented that a park user had brought a dog inside the gated park grounds. Despite challenge the MoP had not wished to remove their dog. It was commented that the sign could be improved. It was noted that replacement of the sign should be discussed in the first instance by the Harbertonford Play Area Action Committee.
- 17.2. Parking in Harbertonford Bus Stop It was reported that cllrs had observed a VW van parked directly in the southbound bus stop.
- 17.3. Flytipping in Jackmans Lane/Peak Cross Flytipping of builders waste including asbestos has been reported through South Hams Report It website.
- 18. Date and location of next ordinary meeting** 7:30pm Tuesday 9th July 2024 Harberton Hall.

Meeting closed at 21:50