

## **MINUTES OF THE ANNUAL MEETING OF HORRABRIDGE PARISH COUNCIL HELD ON TUESDAY 21st MAY 2019, 7.00PM AT HORRABRIDGE VILLAGE HALL**

**PRESENT:** Cllr's P Beard (Outgoing Chairman), S Roche, A Moorhead, E Hemsil, T Lear, C Edmondson, F Peart, M Huda

Ms S Honey (Clerk), Cllrs D Moyse and T Bolton, (WDBC) and 14 members of the public

The Outgoing Chairman opened the meeting at 7.20pm

### **001:19/20 ELECTION OF CHAIRPERSON FOR 2019/20**

Nominations for the post of Chair were invited. Cllr M Huda nominated Cllr E Hemsil. Cllr A Moorhead nominated Cllr P Beard. Cllr C Edmondson seconded Cllr P Beard. Cllr F Peart seconded Cllr E Hemsil.

A vote was held which resulted in a tie of 4 votes each. The previous Chair, Cllr P Beard then gave his vote to Cllr E Hemsil.

**Cllr E Hemsil accepted the post of Chair.**

### **002:19/20 ELECTION OF VICE-CHAIRPERSON FOR 2019/20**

Nominations were invited for the post of Vice-Chair. The Chairman proposed Cllr S Roche. The council unanimously **agreed** and **Cllr S Roche accepted the post of Vice Chair.**

### **003:19/20 REPRESENTATION ON EXTERNAL BODIES**

Nominations were invited to represent the Council on the following external bodies;

Twining Group: Cllr F Peart was nominated

Youth Club: Cllr M Huda offered to continue in the post

Community: Cllr A Moorhead offered to take on the post.

**The above councillors were duly elected.**

### **004:19/20 ELECTION OF CHAIR OF FINANCE COMMITTEE FOR 2019/20**

Nominations for the post of Chair were invited.

**Cllr E Hemsil offered to continue in the role and was duly elected.**

### **005:19/20 ELECTION OF VICE-CHAIR OF FINANCE COMMITTEE FOR 2019/20**

Nominations were invited for the post of Vice-Chair.

Cllr F Peart was nominated, the council unanimously **agreed** and Cllr F Peart duly **accepted the post.**

### **006:19/20 ELECTION OF CHAIR OF PLANNING COMMITTEE FOR 2019/20**

Nominations for the post of Chair were invited.

The Chairman proposed Cllr S Roche. The council unanimously **agreed** and **Cllr S Roche accepted the post.**

### **007:19/20 ELECTION OF VICE-CHAIR OF PLANNING COMMITTEE FOR 2019/20**

Nominations were invited for the post of Vice-Chair.

Cllr C Edmondson was nominated. The council unanimously **agreed** and Cllr Edmondson duly **accepted the post.**

### **008:19/20 ELECTION OF CHAIR OF OPEN SPACES FOR 2019/20**

Nominations for the post of Chair were invited.

The Chairman proposed Cllr P Beard to continue in the role. The council unanimously **agreed** and **Cllr Beard accepted the post.**

#### **009:19/20 TO AGREE THE CONTINUANCE OF PERSONNEL COMMITTEE MEMBERS RECENTLY ELECTED**

The Council **agreed** that Cllrs T Lear, M Huda and E Hemsil (Chair) would continue in the role.

#### **010:19/20 ANNUAL REVIEW OF REGISTER OF INTERESTS**

The Clerk reminded councillors to complete a new Register of Interests as required by WDBC.

#### **011:19/20 ANNUAL REVIEW OF THE COUNCIL'S ASSET INVENTORY**

The Council's inventory was reviewed. The Chair suggested the value of the Play Equipment should be raised from its present valuation of £10,000. Insurance cover is set at £50,000. It was **agreed** that the value be raised to £20,000.

The Truck value was **agreed** to be reduced to £500.

The Chairman invited Mrs J Cooper to perform an estimated valuation of the Pavillion. Mrs Cooper **agreed** but reminded the Council that she was not qualified to provide a professional valuation.

#### **012:19/20 ANNUAL REVIEW OF THE COUNCIL'S INSURANCE COVER**

The Council **agreed** that no changes were necessary to present levels of insurance cover.

#### **013:19/20 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

The Council reviewed the Standing Orders and Financial Regulations. DALC issued new model standing orders in 2018. The Clerk reviewed the need for changes to the Council's Standing Orders and Financial Regulations and produced updated documents.

It was **agreed** to adopt both documents

#### **014:19/20 HABITUAL AND OR VEXATIOUS COMPLAINTS POLICY FOR CONSIDERATION AND AGREEMENT**

The Council **agreed** to accept the policy.

#### **015:19/20 RISK ASSESSMENT – ANNUAL REVIEW**

The risk assessment, which details the likelihood of harm, damage or loss occurring due to Council activities, was reviewed. The Council **agreed** that no changes were necessary at the present time.

#### **016:19/20 APOLOGIES FOR ABSENCE**

None

#### **017:19/20 DECLARATIONS OF INTEREST**

Cllr A Moorhead declared an interest in Item 22 (iv).

#### **018:19/20 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9TH APRIL 2019**

Three councillors abstained as not present at the meeting. The remaining five councillors **agreed** the minutes were a true record and they were duly signed by the Chairman.

#### **019:19/20 HORRABRIDGE COMBINED SERVICES GROUP AND TAVISTOCK ROYAL MARINES ASSOCIATION BBQ ND HOG ROAST REQUEST PERMISSION TO USE VILLAGE HALL FURNITURE FOR THEIR EVENT.**

The Council **agreed** to the request but Cllr M Huda reminded councillors to inform the Group that all furniture must be replaced after use. The Council **agreed**.

**020:19/20 TO AGREE THE HAMPSHIRE FLAG COMPANY (PRO FORMA INV £47.39)  
FLAGPOLE REPAIR ITEM**

The Council **agreed** to the purchase of a replacement weight for the flagpole.

**021:19/20 TRIMMING OF OVERHANGING TREES; FOOTPATH, WALKHAMPTON ROAD  
TO FILLACE LANE; FOR AGREEMENT**

The exact parts of the footpath requiring trimming were identified as being in the park only. In the interests of safety it was **agreed** that Cllr P Beard would obtain an estimate and inform the Chairman and Clerk.

**022:19/20 FINANCE:**

I. Bank Reconciliation and Payment List

The bank reconciliation (App A), payment list (App B) and budget monitor App C dated 30 April 2019, was reviewed and the following payments; including the Clerk's and staff salaries were **approved**;

Name	Date	Description	Amount
RB Roofing	04/04/19	Mono ridge tiles on bus shelter (emergency payment)	258.00
Hamshire Flag Company	12/04/19	Flagpole weight (pro forma)	47.39
Yelverton garage	31/03/19	Fuel	49.51
DALC	01/04/19	Membership renewal	471.00
S Honey	10/04/19	Stamps	16.80
Worth Electrical	06/12/18	Electrical goods	17.99
Worth Electrical	13/11/19	Electrical goods	12.60
Worth Electrical	19/10/19	Electrical goods	9.68
Viking	25/04/19	Handyman goods and paper	92.89
Viking	25/04/19	village hall goods	74.33
			<b>£792.19</b>
For information Direct Debits			
WDBC Rates	01/04/19	Cemetery	36.65
South West Water	01/04/19	Cemetery water	15.88
South West Water	01/04/19	Allotments water	44.05
South West Water	01/04/19	Village Hall water	124.11
BT phone	27/03/19	Phone line	69.50
			<b>£290.19</b>

II. To consider the Internal Auditor's Annual Report of 2018/19 Accounts

The Chairman explained that the report had only just been received that day. The item would be **postponed** until it could be discussed at a Finance Meeting.

III. To resolve to sign off the Annual Governance and Accountability Return

The Chairman suggested the item be **postponed** until the Internal Auditor's report had been considered at a Finance Meeting

IV. To resolve to pay the NALC annual salary increase to the Clerk, Handyman and Caretaker (fm 1<sup>st</sup> April 2019)

The Council **agreed** the increases in salary.

V. To resolve to pay the increase in the Clerk's pay by two Points (re the attainment of CiLCA qualification) fm 1<sup>st</sup> April 2019

The Council **agreed** the increase.

VI. To agree the payment of Viking Goods orders for Caretaker and Handyman £167.22  
Cllr A Moorhead abstained. The remaining Council **agreed** the invoice could be paid.

### **023:19/20 PLANNING APPLICATIONS**

0165/19 Formation of room in roof; Higher Marsland, Plymouth Rd, Horrabridge  
Cllr S Roche explained that the Planning Committee meeting held on Monday 13<sup>th</sup> May 2019, had supported the application.

### **024:19/20 BOROUGH AND COUNTY COUNCILLORS REPORTS**

Cllr D Moyses was pleased to have been re-elected unopposed.

A pile of rubbish behind the Bakery had been reported to her but the Locality Officer had not been able to help because it was private land.

The Chairman suggested the Clerk write to the offender and see if a solution could be found.

Cllr T Bolton, introduced himself to the council. The Council welcomed him in return.

### **025:19/20 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA**

I. Cllr P Beard said new Fencing was required in areas of the Burial Ground and Recreation Field. The Council suggested the Handyman could complete the work.

II. Cllr A Moorhead reported that 21 people had visited France with the Twinning Group for the 75th Anniversary of D Day. Horrabridge Twinning Association had taken a poppy wreath to lay.

The Community Hall AGM had seen no one prepared to take on the group however; the School Governors had offered to run it. John Clark, the Head Teacher and Cllr A Moorhead were now Trustees.

III. Cllr Moorhead had inspected the refitting of the Stair carpet in the village hall and recommended the Council now pay the invoice. The Council **agreed** to pay the invoice. He also asked if the rubbish in Fillace Park could be removed. The Chairman said quotes would be needed and these should go through the Clerk.

IV. Cllr S Roche said Marianne Williams was holding an Open Garden Day in aid of St Lukes Hospice on Sunday 2<sup>nd</sup> June 2019. Mrs Williams had requested the use of some tables from the village hall. The Council **agreed** to the request.

Cllr M Huda said the London Inn toilets would be available for people on the day.

V. The Chairman asked for the **Pavillion** to be added to the Agenda for next month. Items also requested (but not included due to the length of the agenda for the Annual meeting) were;

***Beating The Bounds***

***Dog Waste Bin***

***Grant Application***

***Fillace Park Light***

***Parish Truck***

***South View Wall***

***Co-option vacancies***

VI. Cllr T Lear had noticed a Traffic Warden put a ticket on a car parked on the yellow lines outside the Leaping Salmon Inn.

She reminded councillors that DNP would be arranging a meeting with information about Flooding. And the Dartmoor Newspaper included an article announcing funding available for the rooves of older buildings.

VII. The Chairman welcomed new councillor Fiona Peart and asked the **Clerk** to send a letter of Thanks to previous Councillors D Keane and A Minns who had not stood for re-election.

VIII. The Chairman asked Cllr P Beard if he knew when the EA would be moving out. Cllr Beard replied possibly the end of June but the EA would keep the council informed and work with it.

**The Chairman offered 10 minutes for Public Time.**

Standing Orders Suspended.

- I. It was suggested that some form of microphone was installed as some members of the public could not hear all being discussed. Another member of the public explained that a suitable system would be very expensive therefore, no conclusion was reached.
- II. Cllr T Lear was asked to inform everyone when more details of the Flooding meeting were available.
- III. The Chairman informed the public that the Council were under no obligation to hold public time. After some investigation he had established that some councils did not hold public time at all and others simply recorded a few lines stating the item raised.

Standing Orders Resumed.

**026:19/20 TO CONFIRM DATE OF NEXT MEETING SCHEDULED FOR TUESDAY 11 JUNE 2019**

The date was not confirmed.

**The Chairman asked for AGENDA Items 27 and 28 to be deferred.**

The meeting closed at 8.10pm

Signed: .....

Date: .....

Cllr E Hemsil, Chairman