

**HORRABRIDGE PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**Tuesday 12<sup>th</sup> June 2018 in the Village Hall, Horrabridge at 7.30pm**

<b>Present:</b> Chairman – Cllr Beard Cllrs – Roche, Moorhead, Lear & Keane Clerk - Andrea Taylor	<b>In Attendance:</b> 17 members of public Cllr Cloke of WDBC Cllr Moyse of DNPA	<b>Apologies:</b>
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<b>1</b>	<b>Opening comments from the Chair:</b> -.Welcome all to the June meeting. HPC would like to pass on their condolences to the family of Jo Hawkins, who done so much for the village. Apologies for the lateness but there was no meeting in May. For this month the new Public Participation Policy will not come into use as there seems to be a lot of confusion.	<b>ACTION</b>
<b>2</b>	<b>APOLOGIES:</b>	
<b>3</b>	<b>Democratic / Public Question Time:</b> (max 20 minutes)	
<b>3a</b>	Grass on Chapel Lane, can the handyman do something about it? Cllr Moorhead knows of the issue and will address. The handyman is on holiday for the next week.	Cllr Moorhead
<b>3b</b>	Can something be done about the hedge by the school? Cllr Beard said he would look at due to the handyman being away. Also the hedge by Fillace Park running alongside Walkhampton Road.	Cllr Beard
<b>3c</b>	Apparently Cllr Beard said to a member of the public who wanted to stand for council, that she had too many illnesses and couldn't. Cllr Beard said it was said in jest, anyone so long as they meet the criteria can apply to stand on the council, there would be no discrimination about disability or anything else.	
<b>3d</b>	Internal Audit date for public rights notice? Clerk, Once the internal audit has to be discussed at a full council meeting, then the public right's notice can be displayed.	
<b>3e</b>	Amplified music in Weir Park, who is responsible? The person holding the event must gain the proper license from WDBC.	
<b>3f</b>	Is there a time limit set? HPC events only run until 10pm Who pays for the electricity? Charity organisations no fee. Other events will be chargeable.	
<b>3g</b>	When will new play equipment be installed? Cllr Moorhead looking into further. concerns over the disabled swing and what if someone got caught underneath? HPC will look at moving on with this towards the end of the summer.	
<b>3h</b>	A public member stated he had not had a response to an email he sent and that a response should be given by 26 <sup>th</sup> June. The Clerk said that some of his questions were answered at the meetings on the 29 <sup>th</sup> May of which he was in attendance.	
<b>3i</b>	School survey re play equipment? Cllr Beard, Mums want the play ship however the children would like more climbing/spinning things	
<b>4</b>	<b>Declaration of Interest:</b>	
<b>4a</b>	Cllr Moorhead declared an interest in Part 2 section a	
<b>5</b>	<b>Ratification of minutes:</b>	
<b>5a</b>	Full council minutes for April, proposed as a true and accurate record by Cllr Roche, seconded by Cllr Moorhead. Cllr Lear abstained as not present in April. Remainder of the council were in favour. Motion carried.	
<b>5b</b>	APM held 29 <sup>th</sup> May 2018 proposed as a true and accurate record by Cllr Moorhead, seconded by Cllr Lear. All in favour, motion carried.	
<b>5c</b>	AGM held 29 <sup>th</sup> May 2018 proposed by Cllr Roche, seconded by Cllr Lear all in favour, motion carried.	
<b>6</b>	<b>Police attendance/monthly report:</b> email read out by Cllr Beard	

<b>6a</b>	No report this month, due to cut backs reports will be every two to three months.	
<b>7</b>	<b>Matter from the previous meeting:</b>	
<b>7a</b>	Plastic poppies and donation: The village has a long standing military background. Decorate behind the memorial or even leading up to the memorial. Cllr Beard prosed to request 20 poppies and make a donation of £35, this was seconded by Cllr Keane all in favour, motion carried. Clerk to place order.	Clerk
<b>7b</b>	Village litter pick: a couple of members do voluntary litter picks on a regular bases, also the village handyman. Cllr Beard asked Cllr Cloke if he could find out if litter picking on highways needs a 'Chapter 8' trained supervisor to be present. Cllr Cloke to make enquiries. To review and put on agenda at the end of the summer.	
<b>7c</b>	War Memorial: Andrew Collins applied for funding. A Welsh firm quoted over £5,000 to restore. Funding needs to sorted or ask if a monumental mason could do the job. Cllr Keane to speak with Andrew Collins on what he has done so far.	Cllr Keane
<b>7d</b>	Chair and vice-chair of subcommittees: Cllr Beard apologies as this is something that should have been done at the AGM but was missed. Finance Chairman: Cllr Moorhead proposed Cllr Roche, Cllr Beard seconded, all in favour, motion carried. Finance Vice-Chair: Cllr Beard proposed Cllr Lear, Cllr Moorhead seconded, all in favour, motion carried. Open Spaces Chairman: Cllr Roche prosed Cllr Bear, Cllr Lear seconded, all favour, motion carried. Open Spaces Vice-Chair: Cllr Roche proposed Cllr Moorhead, Cllr Beard seconded, all in favour, motion carried. Planning Chairman: Cllr Beard proposed Cllr Roche, Cllr Keane seconded, all in favour, motion carried. Planning Vice-Chair: Cllr Roche proposed Cllr Moorhead, Cllr Lear seconded, all in favour, motion carried. Emergency Planning Chairman: Cllr Beard proposed Cllr Moorhead, Cllr Keane seconded, all in favour, motion carried. Emergency Planning Vice-Chair: Cllr Roche proposed Cllr Beard, Cllr Moorhead seconded, all in favour, motion carried. Neighbourhood plan Chairman: Cllr Moorhead proposed, Cllr Roche, Cllr Beard seconded, all in favour, motion carried. Neighbourhood Plan Vice-Chair: Cllr Roche proposed Cllr Lear, Cllr Moorhead seconded, all in favour, motion carried.	
<b>8</b>	<b>Neighbourhood Plan</b>	
<b>8a</b>	Cllr Roche: There has been no meeting for the past two months due to other council business. The questionnaire is being re-written.	
<b>9</b>	<b>Frequency of Parish Council meetings:</b>	
<b>9a</b>	Apologies were given as this item is usually discussed at the AGM, however it was missed this year. After a discussion it was decided to remain with monthly meetings. HPC were undecided if there will be an August meeting, they will discuss further when the new Clerk is in post.	
<b>10</b>	<b>Party in the Park</b>	
<b>10a</b>	Cllr Beard gave apologies for Paul Mouncher's absence and said that he would speak to Paul for more information.	Cllr Beard
<b>11</b>	<b>First Aid Training</b>	
<b>11a</b>	Cllr Lear: Attended a training event at the school using the resuscitation dummy's that HPC gave a donation towards. She said the event was excellent and would like for a training session to take place in the village hall possible from September onwards. All members were in agreement. Cllr Roche did ask that the defibrillator not be used as it is now down to half battery life. Cost to replace the battery is £120. Pads must be renewed at £48.	
<b>12</b>	<b>Chapter 8 Training</b>	
<b>12a</b>	Cllr Beard: Has been in contact with Tom Lee from Highways, DCC will train up to three people free, Handyman and Cllr Beard would both like to do the course, there is one other place available. Hopefully when new members join one of them might be	Clerk

	interested. Road Warden Scheme to be put on the agenda for next month.	
<b>13</b>	<b>Borough and County Councillor's reports:</b>	
<b>13a</b>	Cllr Cloke (WDBC) All is quiet in WDBC. Concerns have been raised over the Churchyard. It is a 'closed' churchyard, which means that no further burials can take place there. It is WDBC responsibility. Today Cllr Cloke received an email from the Church Officer which outlined a schedule of grass cutting, weed clearing and maintenance	
<b>13b</b>	Cllr Moyse (DNPA) The field above Youldon Way, residents have issues that must be resolved regarding the development of this land. A386 concern as no highway option. Land owner and consultant working to resolve. DNPA planning department have too much on, more training that at district level.	
<b>13c</b>	Cllr Roche asked Cllr Cloke about what WDBC do regarding late or non-payments? Cllr Cloke said he would make enquiries.	Cllr Cloke
<b>14</b>	<b>Planning:</b>	
<b>14a</b>	0196/18 The Elms, Bedford Road: erection of carport on the opposite side of the road. HPC objected due to location. The application has now withdrawn.	
<b>14b</b>	<i>TPO 4 Sampford Gardens, removal of two trees, HPC supported. Raise the roof of garage and erect a carport and log store, HPC supported.</i>	
<b>15</b>	<b>Finance</b>	
<b>15a</b>	To consider payment to be made as on list attached (cheque signing) Yelverton garage 57.16 Fuel Clarity copiers 85.76 Toner MST 20.00 Forestry helmet Plasterdown Parish Council 263.07 Reimbursement for VAS Cheque payments require two signatures, the signatories also must initial the invoice, however the internal audit picked up that the cheque book stubs also should be initialled. As this is going to be a longer process it was decided that providing the Cllrs have previously seen the list of cheques for payment (as always listed on the supplementary sheet) this was acceptable. Cllr Moorhead proposed, seconded by Cllr Roche all in favour, motion carried. Cllr Moorhead wanted it noted that he is against any further payment to HUCK Nets, he feels very strongly that the Play area is still under warranty and that HPC should not be paying for some of the repairs.	
<b>15b</b>	TAP fund payments: Payments have now been received £5,700 for the VAS sign and £320 for the weed spraying course. HPC having been chasing these payments for months.	
<b>15c</b>	Funds for architect: Cllr Beard would like a sum of money to be released so that an architect can be employed to draw up plans for the Pavilion. Lottery funding or Sport England funding etc. to be sought otherwise the development may not happen. Cllr Keane to ask her niece if she would be interested. If this is to go head Cllr Keane was advised that she must declare an interest at the next meeting. Cllr Roche would like a set of plans with flare. The field and the pavilion have not yet been passed back to HPC. Cllr Moorhead declared an interest as he is the football adult team secretary and his son plays for Horrabridge. HPC to consider releasing funds at next month's meeting for an architect.	Cllr Roche Cllr Keane Clerk
<b>15d</b>	Internal Audit report: Cllr Roche attended the Internal Audit process together with the Clerk, a very good report with a few minor actions required: Standing Orders & Finance regulations, ratify Internal Audit, review financial risk assessment, cheque signing to include initials on cheque stubs, new staff contracts, new bank accounts for Capital projects, Christmas lights, reserves and HRFT, Clerk working from home increase, Pension check for employees, assets register to include 'life estimate', debt recovery actions (policy), public rights notice dates 18/06 – 27/07 and minutes from all sub-committees to be put on the website. Cllr Roche proposed the increase for the Clerk working from home expenses from £10 per month to £15, Cllr Beard seconded, all in favour, motion carried.	
<b>16</b>	<b>Open Spaces</b>	

<b>16a</b>	Update of playground repairs costs in Weir Park: HPC had a choice of repair or take away. Repairs completed. Final payment has been paid, as a good will gesture Huck Nets giving HPC £1,000 credit. Play equipment very expensive to maintain, timber poles only another 2 years life expectancy. One of the nicest things in the village, need to start putting reserves aside as we cannot keep funding from the capital projects fund. Changing equipment from wood to metal really isn't an option, wood fits in better to our environment. Cllr Keane suggested painting metal pole with a resin like the phone mast.	
<b>16b</b>	Lengthsman funding: Cllr Beard and Cllr Moorhead still to draw up a list as soon as possible so that possible works can be carried out in September. Cllr Roche suggested a big list with the priority jobs at the top, lengthsman can then work down the list until he runs out of money.	Cllr Beard Cllr Moorhead
<b>16c</b>	Update from Aprils meeting re Highways road surfacing etc: DCC have said that there is extra money in the pot. Pencreber Road will have two big patches of road surfacing, not scheduled yet but will happen. Fillace Park total resurfacing work to commence 18 <sup>th</sup> July. The wall at Weir Park by the bridge, DCC are looking at if DCC responsibility or HPC. Hopefully will have more information at the July meeting. Cllr Moorhead expressed concern that the top stone could become unsafe and to ask a local builder to remove it as a precaution.	Clerk
<b>16d</b>	Flood risk/EA: Walkham river is the second fastest rising river in the country. Cllr Lear would like to organise a self-help meeting with guest speaker from the EA.	
<b>17</b>	<b>Councillors reports and items for future agenda</b>	
<b>17a</b>	Cllr Keane: pot holes some residents unable to report, never get through on the phone. Clerk reminded Cllr Keane that there is a report a problem link to DCC on the parish council's website. Cllr Keane would like the outdoor gym on next month's agenda. It was explained to Cllr Keane that the recreation field has not come back to the council yet, so we cannot move forward.	Clerk
<b>17b</b>	Cllr Lear reported that a load of dead chickens had been dumped in the undergrowth.	
<b>17c</b>	Cllr Beard would like Japanese know weed put on July's agenda.	Clerk
<b>17d</b>	Cllr Keane asked what's happening with the signs at the top of the village by A386, Clerk explained that DNPA regulations state 28 days. Cllr Keane from Aprils meeting was due to speak with the shop owners who have signs displayed. Cllr Beard said that we have to consider the businesses as they bring people in to the village.	
<b>17</b>	<b>Date of next meeting:</b>	
<b>17a</b>	Tuesday 10 <sup>th</sup> July 2018 at 7.30pm in the village hall.	
	<b>MEETING CLOSED at 9.00pm</b>	

## Glossary

HRFT	Horrabridge Recreation Field Trust
HPC	Horrabridge Parish Council
HRSA	Horrabridge Rangers Sports Association
WDBC/WD	West Devon Borough Council
DCC/DC	Devon County Council
DNPA	Dartmoor National Park Authority
SWW	South West Water
EA	Environment Agency
LACC	Local Authority Control Company
TPO	Tree Preservation Order
HATOC	Highways and Traffic Orders Committee
HNPSG	Horrabridge Neighbourhood Plan Steering Group
DALC	Devon Association of Local Councils
RFO	Responsible Finance Officer
EO	Enforcement Officer

ViA

Villages in Action